

SECTION 2

Application Materials

SECTION 2.1 Application Cover Sheet – REQUIRED

Legal Name of Applicant _____

Physical Address _____

List all Counties Included in the Project:

Primary Contact Person & Title _____

Telephone Number of **Primary Contact** _____

Email Address of **Primary Contact** _____

Additional Contact Person(s) *Include telephone and email address for all additional contacts*

Person assigned as **Fiscal Agent** _____

Telephone Number of **Fiscal Agent** _____

Email Address of **Fiscal Agent** _____

Person assigned as **Contract Signatory** _____

Must have legal authority to approve and sign agreements or contracts for Federal sub-award

Telephone Number of **Contract Signatory** _____

Email Address of **Contract Signatory** _____

Federal Tax Identification Number (TIN) (if available) _____

Unified Business Identifier (UBI) (if available) _____

DUNS Number (if available) _____

Proposed Total Budget for Year 1 (Oct 1, 2020 – Sep 30, 2021) _____

To be considered for funding, applicants must meet all assurances listed below by a date specified by SRHD, or by the time the sub-recipient award is set in place.

Checklist of Assurances

Please put an X in all boxes that apply to the applicant's organization.

- Our organization has the interest and ability to implement the SNAP-Ed project as required, if awarded, including:
 - Commitment to work with SNAP-Ed eligible audiences.
 - Commitment to implement policy, systems and environmental changes to improve nutrition and physical activity in eligible communities.
 - Agreement not to discriminate based on race, ethnicity, gender, sex, sexual orientation, county of origin, or faith or religious beliefs.
- Our organization has the capacity to act as a sub-recipient of Federal grant funding, including:
 - The experience or capability to adhere to timely and complete reporting and invoicing requirements.
 - The experience or capability to implement appropriate systems for monitoring any sub-sub-recipients of these funds, if applicable.
- Our organization, if not already acquired, will complete the requirements to obtain a Federally recognized indirect cost rate, a valid Dun and Bradstreet Universal Numbering System (DUNS) number, and register in the System for Award Management (SAM) on or before the date required by SRHD in the event our organization is chosen as a sub-recipient for the Federal sub-award. In the event a Federally recognized indirect cost rate is not obtained, our organization will either use a rate negotiated between the organization and SRHD or use a de minimus indirect cost rate as defined in 2 CFR 200 §200.414.
- In the event our organization is chosen as a sub-recipient, our organization understands that if we have not fully complied with the requirements to complete the sub-recipient award by the time SRHD is ready to make the award, SRHD may determine that the applicant is not qualified to receive the award and use that determination as a basis for providing the award to the next qualified applicant.

Additional questions for each applicant are listed on the next two pages. Evaluation of the following responses will be used to prioritize applicants for funding, but will not add points to the final application score.

Organizational Readiness: Describe your organization's readiness to complete proposed project plan as evidenced by organizational capacity (See [Appendix A Definition of Terms](#)). Include experience managing Federal and State funds or what the organization will do to prepare to manage Federal funds; the alignment of organization's mission with mission of SNAP-Ed or DOH; and, support from the organization's leadership or community for the project. 500 word limit.

Health Disparities: Describe your organization’s commitment, experience with, or willingness to address **racial and ethnic health disparities** and/or **rural health disparities**. Include any commitment from your organization to address racial and ethnic health disparities and/or rural health disparities (e.g., in your mission statement, in your values, in your priorities or policies, in the type of work you do, etc.). You may also include any experience with carrying out programs or projects that address racial and ethnic health disparities and/or rural health disparities, or describe how the proposed project will assess and begin to address racial and ethnic health disparities and/or rural health disparities. 500 word limit.

Print Name and Title of Authorized Signatory

Signature of Authorized Signatory

Date Signed

SECTION 2.2 Project Narrative – REQUIRED

(2500 word limit, approximately 5 pages, single spaced, with font size 12)

Project Introduction

Provide a brief summary of the overall project, including interventions chosen for the first budget year, priority populations, and key partners. Indicate if the project is new or an expansion of an existing body of work.

Needs Assessment and Community Need

1. Describe how the project addresses one or more of the needs outlined in the 2019 SNAP-Ed State Needs Assessment (see [Section 1.4](#)) that is relevant to the audience of focus, and any other data and assessments that demonstrate community needs and/or priorities.
 - Include policy, system, and/or environmental gaps/needs related to these strategies where applicable.
2. Describe a specific plan to focus services to high need populations, sites, or areas of the community
 - Include historical context of related interventions, opportunities for change, community strengths, and any evidence of community support for the proposed strategies.
3. Describe how the project will meaningfully address health equity.

Community Engagement and Participation

1. Is the applicant's organization representative of, reflective of, and/or embedded within the community? If so, please describe. If not, Applicant describes a plan to coordinate with other community members, groups, or organizations to deliver activities to high need populations.
2. Describe the approach the project will take to ensure community engagement and participation throughout the project to help in planning, implementing, and evaluating interventions.
 - Include involvement with relevant partnerships and community coalitions. Include plans for communicating with the community. Include any previous or current projects that demonstrate organization's commitment to community engagement and participation.

Approach

1. Describe why the project goal(s) were chosen and how the goal(s) will address the needs of the audience described in the "Needs Assessment and Community Need" section.
2. Outline how the project will follow the Guiding Principles of WA SNAP-Ed.
3. Describe how the goal(s) will be addressed through the planned interventions and strategies. Describe how the interventions and strategies reinforce each other to create a cohesive plan. Include how the interventions and strategies address more than one level of the spectrum of prevention.
4. Describe the SNAP-Ed eligible audience that will be served by the project.
5. Describe how proposed [Staffing Plan](#) supports achieving the goal(s) and objective(s) for the project plan.
6. Describe at least one strategy to connect with a local Community Service Office (CSO) to promote and explain SNAP-Ed activities to SNAP clients and CSO staff.
7. If applicable, describe the strategy to increase awareness and/or educate about the benefits of any locally available fruit/vegetable incentive program(s) to SNAP clients or SNAP-Ed participants..
8. Describe how the applicant would continue and expand the work through October 1, 2021 – September 30, 2023 (year 2 and year 3) should funding be extended, including any approaches to shift focus, or include additional strategies, or perform additional evaluation, and any additional expected outcomes.
9. Describe anticipated overall changes by the end of the three-year project (total period: October 1, 2020 – Sept 30, 2023).
10. Progress achieved or success stories from current or previous projects are not required but are accepted to demonstrate potential for future success in a community, or to provide a foundation for future plans. Progress or success stories must be included within total word count.

Evaluation

1. Applicant describes the evaluation methods used to determine the intervention strategies to use with the specified audience or community to assess the progress of the project and measure outcomes related to the project or interventions.
 - Include a description of all formative, process, outcome, or impact evaluation methods. For more information on these types of evaluation methods, applicants may refer to the [SNAP-Ed Evaluation Framework, Appendix E. Evaluation Methods](#).
 - Include how applicant will determine the changes that occur as a result of the proposed project.
2. Describe the applicant's ability and/or experience with collecting data for tracking outcomes, measures of progress, and evaluation activities.

Sustainability

1. Describe factors of your approach that will support sustainability.
2. Include elements of the intervention or strategies that help ensure that changes or work that is supported by SNAP-Ed will continue without ongoing, future commitment from the SNAP-Ed grant. For instance, funding commitments from other organizations; opportunities unique to your community that will support change (i.e. growing population, new political leadership, strong coalition network, new or renewed community engagement); or other.
3. Describe how your policy, system or environmental change work will be sustained and where in the process you will be at the end of the 3-year period. Describe how the health promotion and direct education approaches will be sustained.

Budget

1. Describe how the proposed total budget will support the project in making a positive impact.
2. Provide justification if SNAP-Ed project coordinator is less than 0.50 (50%) FTE, including assurances that the coordinator will be able to satisfy the time and attendance requirements for all required meetings, site visits, trainings, data entry and reporting, and communication with less than 0.50 FTE.
3. Explain why any line item expenditures in the Budget Summary larger than \$10,000 are both reasonable and necessary to achieve the project's goal(s) and/or necessary to successfully implement specific strategies or evaluation methods. Budget Summary line items include: Travel, Materials/Goods and Services, Salaries and Benefits, Non-capital Equipment, Capital Equipment, Contracts (Sub-sub-recipients), Building and Space.
4. If the applicant's budget is based on projections, explain how costs were estimated, and if any written quotes or estimates were obtained from internal or external service providers.
5. If the budget includes an indirect cost rate higher than 35%, explain why and what is included in the indirect rate.
6. Estimate and describe, with as much detail as possible, the proposed budgets for year 2 and year 3, including if the annual budget or specific costs will change from year 1 to year 2 to year 3.

Project Narrative

SECTION 2.3 Project Work Plan – REQUIRED

Applicants must prepare a detailed Project Work Plan that clearly describes answers to all sections. Project Work Plans should be included as part of the [Project Narrative](#). The Project Narrative page limit (2500 words) **does not** include what is included in the Project Work Plan, however the word limit for **each** numbered section in the Project Work Plan is **250** words.

- Include goals, objectives, interventions, strategies, and key partners for **the first Budget year only (October 1, 2020 – September 30, 2021)**.
- See [Appendix E](#) for additional description of PSE strategies, health promotion strategies, and direct education activities. See [Appendix G](#) for guidance and examples of a project work plan.
- Please note that additional interventions can be added to suit applicant's needs. Refer to [Appendix I](#) for additional Intervention Work Plan Template.
- If applicant only includes one (1) intervention in their project, they do not have to complete Intervention #2 and #3 in the Project Work Plan. Complete as many Intervention Work Plan templates as is required for the Project.

Year 1 Project Work Plan

Agency Name: _____

Name of RFA applicant agency or organization

Total Year 1 Project Cost: _____

Insert dollar amount of total Year 1 budget costs

County(s): *Select all counties where project will be implemented*

- | | | |
|----------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Adams | <input type="checkbox"/> Grant | <input type="checkbox"/> Pend Oreille |
| <input type="checkbox"/> Chelan | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Spokane |
| <input type="checkbox"/> Douglas | <input type="checkbox"/> Okanogan | <input type="checkbox"/> Stevens |
| <input type="checkbox"/> Ferry | | |

Related State Goals Choose all State goals related to project. Check all that apply. **At least one must be selected.**

- | | |
|--|---|
| <input type="checkbox"/> Increase consumption of healthy foods and beverages and decrease consumption of unhealthy food and beverages. | <input type="checkbox"/> Increase physical activity and reduce sedentary behavior. |
| <input type="checkbox"/> Improve food security among SNAP-Ed participants. | <input type="checkbox"/> Improve Policy, Systems, and Environments to support healthy eating and active living. |

Additional Project Goals:

Intervention #1

Intervention Name

Examples: "West Lawn Schools", "Older Youth", "Green Acre Neighborhood", "School Wellness", "Food Access", etc.

Need(s) addressed with this intervention

Include brief description.

Intervention Objectives(s)

Objectives must be specific, realistic, attainable, measurable, and time-bound. See [Appendix G](#) for guidance on creating S.M.A.R.T. objectives.

Intervention Strategies

Indicate which combination of strategies are included in this intervention. Then, list and briefly describe your Year 1 strategies in the sections below.

Select **ONE** of the following combination of strategies for this intervention:

- PSE Strategies only
- PSE Strategies + Health Promotion
- PSE Strategies + Health Promotion + Direct Education

PSE Strategies

Include brief description of policy, system, or environmental strategy, settings where strategy will be implemented, and potential reach.

Total PSE Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Health Promotion Strategies

(if applicable)

Include brief description of strategy, settings where strategy will be implemented, and potential reach.

Total Health Promotion Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Direct Education Strategies

(if applicable)

Include brief description of audience, settings where education will be provided, and curriculum name.

Total Direct Education Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Community Participation

Include strategies or methods for how you will engage with the community or include their participation.

Key Partners and Roles

Include partner organizations, coalitions, and other. Briefly describe the role of the partners.

Site Eligibility

How are the sites for this intervention eligible? Check all boxes that apply. You do not need to show data. See [Appendix D](#) for information on SNAP-Ed site eligibility.

- Eligible by location School Meal Data (FRL: school free/reduced lunch data)
 Census data Other

If you chose "Other", please describe how you determined SNAP-Ed eligibility:

Expected Outcomes

Include brief description of what outcomes you expect to see from this intervention at the end of Year 1.

Intervention #2

Intervention Name

Examples: "West Lawn Schools",
"Older Youth", "Green Acre
Neighborhood", "School Wellness",
"Food Access", etc.

Need(s) addressed with this intervention

Include brief description.

Intervention Objectives(s)

Objectives must be specific,
realistic, attainable, measurable,
and time-bound. See [Appendix G](#)
for guidance on creating S.M.A.R.T.
objectives.

Intervention Strategies

Indicate which combination of strategies are included in this intervention. Then, list and briefly describe your Year 1 strategies in the sections below.

Select **ONE** of the following combination of strategies for this intervention:

- PSE Strategies only
- PSE Strategies + Health Promotion
- PSE Strategies + Health Promotion + Direct Education

PSE Strategies

Include brief description of policy, system, or environmental strategy, settings where strategy will be implemented, and potential reach.

Total PSE Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Health Promotion Strategies

(if applicable)

Include brief description of strategy, settings where strategy will be implemented, and potential reach.

Total Health Promotion Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Direct Education Strategies

(if applicable)

Include brief description of audience, settings where education will be provided, and curriculum name.

Total Direct Education Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Community Participation

Include strategies or methods for how you will engage with the community or include their participation.

Key Partners and Roles

Include partner organizations, coalitions, and other. Briefly describe the role of the partners.

Site Eligibility

How are the sites for this intervention eligible? Check all boxes that apply. You do not need to show data. See [Appendix D](#) for information on SNAP-Ed site eligibility.

- Eligible by location
- School Meal Data (FRL: school free/reduced lunch data)
- Census data
- Other

If you chose "Other", please describe how you determined SNAP-Ed eligibility:

Expected Outcomes

Include brief description of what outcomes you expect to see from this intervention at the end of Year 1.

Intervention #3

Intervention Name

Examples: "West Lawn Schools", "Older Youth", "Green Acre Neighborhood", "School Wellness", "Food Access", etc.

Need(s) addressed with this intervention

Include brief description.

Intervention Objectives(s)

Objectives must be specific, realistic, attainable, measurable, and time-bound. See [Appendix G](#) for guidance on creating S.M.A.R.T. objectives.

Intervention Strategies

Indicate which combination of strategies are included in this intervention. Then, list and briefly describe your Year 1 strategies in the sections below.

Select **ONE** of the following combination of strategies for this intervention:

- PSE Strategies only
- PSE Strategies + Health Promotion
- PSE Strategies + Health Promotion + Direct Education

PSE Strategies

Include brief description of policy, system, or environmental strategy, settings where strategy will be implemented, and potential reach.

Total PSE Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Health Promotion Strategies

(if applicable)

Include brief description of strategy, settings where strategy will be implemented, and potential reach.

Total Health Promotion Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Direct Education Strategies

(if applicable)

Include brief description of audience, settings where education will be provided, and curriculum name.

Total Direct Education Reach:

Estimate how many SNAP-Ed eligible people will be impacted by this strategy.

How did you calculate this reach estimate?

Cite specific metrics, formulas, and sources of data used.

Community Participation

Include strategies or methods for how you will engage with the community or include their participation.

Key Partners and Roles

Include partner organizations, coalitions, and other. Briefly describe the role of the partners.

Site Eligibility

How are the sites for this intervention eligible? Check all boxes that apply. You do not need to show data. See [Appendix D](#) for information on SNAP-Ed site eligibility.

- Eligible by location
- School Meal Data (FRL: school free/reduced lunch data)
- Census data
- Other

If you chose "Other", please describe how you determined SNAP-Ed eligibility:

Expected Outcomes

Include brief description of what outcomes you expect to see from this intervention at the end of Year 1.

SECTION 2.4 SNAP-Ed Budget Workbook (Excel) – REQUIRED

Complete the Budget Workbook and submit with completed application documents by the deadline. Do not send Budget Workbook separate from completed application documents unless instructed to do so in writing by DOH. Applicant must submit a detailed, itemized budget using the DOH [SNAP-Ed approved Budget Workbook \(Excel\)](#). The Budget Workbook includes the following key categories. One or more budget categories can be zero (\$0):

- Budget Summary Total: Direct & Indirect Costs
- Salaries and Benefits
- Contracts
- Non-Capital Equipment
- Program Materials & Supplies
- Travel

Organizations are reimbursed for costs expended on allowable, approved education and Policy, Systems, and Environmental (PSE) change strategies.

Organizations are required to adhere to all conditions specified in USDA-FNS' guidelines, including the following budget allocation requirements:

- Only DOH-approved budget expenditures will be reimbursed
- Funds cannot be spent on capital projects to support built environment changes

How to access the Excel template:

Download approved [Budget Workbook](#) Excel template from the public [DOH SNAP-Ed “Work with Us” webpage](#).

If you have trouble downloading the template from the DOH SNAP-Ed website:

- Email SNAP-Ed@doh.wa.gov if you need us to email it to you; or
- Email SNAP-Ed@doh.wa.gov if you need a paper version of the budget template.