

## CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200  
 SACRAMENTO, CA 95834-1992  
 Internet Home Page: [www.aging.ca.gov](http://www.aging.ca.gov)  
 TDD Only 1-800-735-2929  
 FAX Only (916) 928-2267  
 TEL: (916) 419-7500



# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

<b>TO: Area Agencies on Aging and Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Contacts</b>		<b>NO.: PM 14-10(P)</b>
<b>SUBJECT:</b>		<b>DATE ISSUED: June 13, 2014</b>
<b>SNAP-Ed Project Synopsis Instructions</b>		<b>EXPIRES: When Superseded</b>
<b>REFERENCES: SNAP-Ed Program Guidance FFY 2014 and 2015</b>		<b>SUPERSEDES:</b>
<b>PROGRAMS AFFECTED:</b>	<input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title VII <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input checked="" type="checkbox"/> Other: <b>SNAP-Ed</b>	

## Purpose

The purpose of this Program Memo (PM) is to provide instructions for completing and submitting the California Department of Aging (CDA) Supplemental Nutrition Assistance-Education (SNAP-Ed) grant Project Synopsis for State Fiscal Year (SFY) 2014-15.

## Background

The Project Synopsis is an Area Agency on Aging (AAA) plan for implementing SNAP-Ed programs within its Planning and Service Area. Each AAA Project Synopsis will be incorporated into California's SNAP-Ed State Plan. All SNAP-Ed funded agencies must submit a SNAP-Ed Project Synopsis. CDA issued the SNAP-Ed Project Synopsis instructions and templates in draft on April 8, 2014. This PM issues those documents as final.

## SNAP-Ed Project Synopsis

Each AAA's SNAP-Ed Project Synopsis shall:

- Identify the SNAP-Ed program's goals and objectives.
- Provide a project description that includes the SNAP-Ed interventions to be provided.
- Identify the SNAP-Ed program's key performance measures.
- Include an evaluation plan that will identify approved methods for collecting SNAP-Ed information and analyzing program effectiveness.
- Explain how the AAA will coordinate, complement, and collaborate with other SNAP-Ed implementing agencies to deliver consistent behavior-focused nutrition messages and comprehensive interventions.
- Explain how the AAA will ensure proper oversight of the program and fiscal components of the SNAP-Ed grant.

*Continued on next page*

---

**SNAP-Ed  
Project  
Synopsis  
Instructions**

Instructions for completing the SNAP-Ed grant Project Synopsis template “Supplemental Nutrition Assistance Program-Education (SNAP-Ed) SFY 2014-15 Project Synopsis Instructions, Forms, and Templates” are enclosed. (Attachment 1).

---

**Submission**

The deadline for submitting the AAA’s SNAP-Ed Project Synopsis to the CDA SNAP-Ed mailbox at [SNAP-Ed.Data@aging.ca.gov](mailto:SNAP-Ed.Data@aging.ca.gov) was no later than May 9, 2014.

---

**Approval**

Before starting any SNAP-Ed program, AAAs must have an executed contract, an approved SNAP-Ed Project Synopsis, and an approved budget.

---

**Resources**

Prior to developing the SNAP-Ed Project Synopsis, AAAs should review and be familiar with the materials below. Most of these resources are available on the [CDA website](#) – click on the links below to access these materials. Forms can be accessed in the Appendix section of the SNAP-Ed SFY 2014-15 Project Synopsis Instructions (Enclosure 1).

- [CDA SNAP-Ed State Plan \(Project Synopsis\)](#)
  - [CDA SNAP-Ed Needs Assessment](#)
  - [US Department of Agriculture SNAP-Ed Guidance-Federal Fiscal Year \(FFY\) 2015](#)
  - [SNAP-Ed Site Eligibility Instructions](#)
  - [GIS Map Viewer 2.0](#) - Use this GIS mapping tool to identify if congregate meal sites are within eligible census tracts.
  - [Approved SNAP-Ed Interventions and Required Evaluation Tools](#)
  - [Examples of SNAP-Ed Project Synopses and Budget Displays-SNAP-Ed State Plan for FFY 2013](#) - Section B Nutrition Education-Network.
- 

**Attachments**

This PM includes the following attachments:

- **Attachment 1** - SNAP-Ed Project Synopsis Instructions, Forms, and Templates State Fiscal Year 2014-15.
  - **Attachment 1A** - SNAP-Ed Project Synopsis Template State Fiscal Year 2014-15
  - **Attachment 2** - SNAP-Ed Site Eligibility Verification Form
  - **Attachment 3** - SNAP-Ed Eligibility Instructions
  - **Attachment 3A** - SNAP-Ed Site Eligibility Form
- 

*Continued on next page*

---

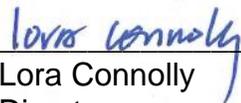
**Inquiries**

For questions about the AAA SNAP-Ed Project Synopsis please contact your assigned CDA Public Health Nutrition Consultant:

Andrea Bricker at (916) 928-3324 or [andrea.bricker@aging.ca.gov](mailto:andrea.bricker@aging.ca.gov)

Barbara Estrada at (916) 928-3326 or [barbara.estrada@aging.ca.gov](mailto:barbara.estrada@aging.ca.gov)

---

  
\_\_\_\_\_  
Lora Connolly  
Director