



*mini*

Fiscal Year 2026

# GUIDANCE & POLICY

Navigating the SNAP-Ed Wind-Down

Presented by: ADHS SNAP-Ed Team and  
the University of Arizona Evaluation Team



We respectfully acknowledge our virtual meeting today is presented from the ancestral lands of the Akimel O'odham (Upper Pima), Hohokam, and O'odham peoples. We pay our respects to their elders both past and present.





# ADHS SNAP-Ed Team



Cristina Konnecke

SNAP-Ed Administrator



Therese Neal

Operations Manager



Andrea Golfen

SNAP-Ed Specialist

[AZHealthZone@azdhs.gov](mailto:AZHealthZone@azdhs.gov)



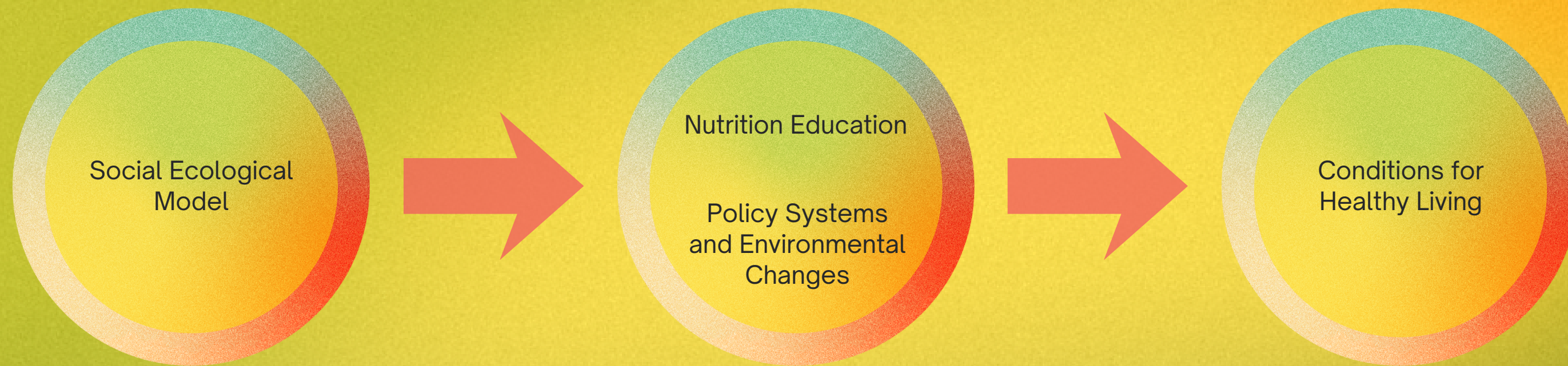
# Agenda

- Program Overview and Funding Context
- FY26 Program Priorities
- Allowable Activities
- Evaluation and Reporting
- Fiscal Guidance
- Civil Rights and Compliance
- Close-out Requirements



# Program Overview and Funding Context

The Arizona Supplemental Nutrition Assistance Program - Education (SNAP-Ed), locally known as AZ Health Zone, has supported Arizona communities for more than three decades.



Federal funding for SNAP-Ed Concluded September 30, 2025.



# Overview of SNAP-Ed Federal Funding

## What happened Nationally

- HR1 eliminated funding for SNAP-Ed after more than 30 years.
- FY2025 was the final full year of federal SNAP-Ed funding; states may only use remaining balances.

## Transition from AZ Health Zone

- “AZ Health Zone” brand sunsetted as SNAP-Ed funding ended
- Short-term projects are known as Arizona SNAP-Ed Projects to close out the statewide footprint.

## What this means for States

- No new FY2026 awards.
- States must use carryforward balances to complete short-term, time-limited activities.
- Workforce reductions across the state and nationwide.

## Arizona's Status

- ADHS received USDA approval to utilize carryforward funds.
- Local Agencies will be focused on short-term, community-driven projects.



# Arizona SNAP-Ed State Plan Goals

1. **Sustain Impact through Community-Led Nutrition and Physical Activity Projects**
2. Preserve and Transition SNAP-Ed Resources for Continued Use
3. Document and Celebrate Program Impact and Legacy
4. Build Local Statewide Capacity to Leverage Alternative Funding
5. Ensure Responsible Program closure and Compliance



# Purpose of Carryforward Funding



From December 1, 2025 - August 31, 2026, SNAP-Ed is passing the baton to community leadership.

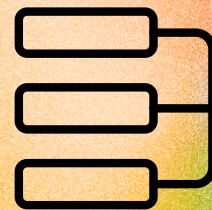
Projects will:

- Address critical community needs and priority areas related to:
  - Food Access & Food Security
  - Active Living Infrastructure
  - Scaling/Institutionalizing Tools & Resources
  - Coalition Building and & Sustainability
- Be feasible within nine months and demonstrate sustainability beyond the funding period.
- Strengthen local leadership, networks, and systems that improve long-term food and physical activity environments.



# Context for FY2026 Operations

Key References for Program Design and Reporting



## Social Ecological Model

Ensures multi-level interventions.



## Spectrum of Prevention

Guides strategies from individual education to policy.



## Spectrum of Public Participation

Clarifies levels of community involvement.



# Context for FY2026 Operations

## Key References for Program Design and Reporting



### Language of Health Style Guide

Allows you to create health messages that are accurate, consistent, and persuasive.



### SAMHSA Trauma Informed Principles

Ensures projects are safe, transparent, collaborative, empowering, and culturally grounded.



### Hierarchies of Food & Physical Activity Needs

Emphasizes progression from access and safety toward mastery and belonging.



# FY26 Program Priorities

## Core Principles

### Trauma-Informed Approaches

Projects must apply trauma-aware and person-centered methods that promote safety, trust, peer support, collaboration, empowerment, and respect for the cultural context. This ensures programming meets people where they are and avoids harm while supporting realistic, positive behavior change.

#### **SAMHSA 6 Guiding Principles:**

- Safety
- Trustworthiness & Transparency
- Peer Support
- Collaboration & Mutuality
- Empowerment Voice & Choice
- Cultural, Historical, & Gender Issues

### Community Engagement

Engagement is defined along the Spectrum of Public Participation, moving from “inform” and “consult” to “collaborate” and “empower.”

- **Inform:** Here is some information.
- **Consult:** Here is some information. Tell us what you think.
- **Involve:** Here is some information. Tell us what you think and we’ll do everything we can to incorporate your feedback.
- **Collaborate:** Let’s work together.
- **Empower:** Tell us what you want us to do.

Adapted from the video [“IAP2 Public Participation Spectrum” by the Engagement Institute.](#)



# Allowable Activities

Food Systems	
Food Access	Enhance policies, systems, and environments that support no-cost food programs (where food is free).
Food Retail	Enhance policies, systems, and environments that support food retail (where food is purchased).
Farmers/ Growers	Train and connect local farmers and food producers to support locally-based food access and food retail.
Gardens	Support community and home gardens.



# Allowable Activities

Active Living: Built Environment	
Walking, Biking, and Transit Networks	Contribute to the creation or implementation of infrastructure that improves the walking, biking, and/or transit system or environment within or between communities,
Active Transportation	Encourage active transportation behavior with partnering organizations (those managing bike share, scooters, etc.) and among SNAP-eligible residents.
Development of Parks, Trails, and Other Resources	Support development of new spaces to encourage participation in regular physical activity.



# Allowable Activities

Active Living: Physical Activity Resources	
Improve Usability and Access to Community Resources	Increase usability and access to community physical activity resources by improving space features, amenities, incivilities, or access.
Shared Use Agreements	Develop a written agreement between agencies to allow communities to access resources to be physically active.
Social Support Networks	Establish/support physical activity groups for adults through sustainable partnerships with community organizations.



# Allowable Activities

All projects should incorporate community engagement.

Community Capacity	
Community Engagement	Engage residents in SNAP-Ed eligible communities in the process and planning using consulting, involving and collaborating techniques





# Local Agency Food Systems Work

	Food Systems					
County	Gardens	Food Pantries	Mobile Markets/CSA	Food Is Medicine	Web/App Support	Coalition Building/ Community Leadership
Maricopa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mohave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yavapai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yuma	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Univeristy of Arizona						
UA Apache & Navajo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Cochise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Graham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Greenlee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA La Paz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Maricopa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UA Mohave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Pinal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Santa Cruz	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UA Yavapai County	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coconino - Natwani Coalition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Local Agency Active Living Work

	Active Living				
County	Safe Routes/ Active Transportation/ PA Infrastructure	Social Support Networks/ Community Wellness Champions	Physical Activity	Web/App Support	Coalition Building/ Community Leadership
Maricopa HD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mohave HD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yavapai HD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yuma HD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Univeristy of Arizona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Apache & Navajo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Cochise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UA Graham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Greenlee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UA La Paz	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Maricopa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UA Mohave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Pima	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Pinal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UA Santa Cruz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA Yavapai County	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coconino - Natwani Coalition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# Qualifying Sites

Local agencies may deliver SNAP-Ed to the target population at any site where the audience meets the general low-income standard (>50 percent of persons have household incomes of <185 percent of the Federal Poverty Level).

Sites must align with the local agency's submitted project proposals. Additional site requests throughout this project must remain limited due to the short-term scope of this project.

Sites must be qualified using a third-party data source. When submitting a site request, utilize the [FY2026 Qualifying Site Form](#) and include in your email the project and focus activity that will occur at the site.

It is the local agency's responsibility to ensure that SNAP-Ed work is performed only at qualifying sites. If sites are found to not meet USDA requirements for SNAP-Ed, any hours worked and data collected will be disqualified and discarded.

**Submit Site Requests and documentation to [azhealthzone@azdhs.gov](mailto:azhealthzone@azdhs.gov)**



# Choosing the Correct Data Source for the Site Setting

Setting	Data Source	Qualifying Data
Emergency Food Site, SNAP Office, WIC Office, Public Housing, FINI Site, AHCCCS, SSI, TANF	Program Participation	Always 100%
School Site	CEP or NSLP	ADE Data Source
Anything other than Program Participation or School Site	Census Data	Enter tract percentage based on audience served

**If the Participant Data % column auto-populates, do not edit!**







# YOUR GUIDE TO ARIZONA SNAP-ED EVALUATION IN FY26

Guidance & Policy Training  
December 9, 2025

Presented by: Julie Kennedy



# Evaluation Agenda

- Evaluation Team
- Evaluation Tools
- Evaluation Plan and Certification Guidelines
- Project Activity Data Reporting
- Progress Touchpoint Meetings
- Who to Contact



# STATE EVALUATION TEAM



**LAUREL JACOBS**  
Principal Investigator



**THERESA LEGROS**  
Program Evaluator



**ANVI BHAKTA**  
Program Evaluator



# STATE EVALUATION TEAM



GREGORY GOODMAN  
Analyst



JULIE KENNEDY  
Evaluation Liaison



# EVALUATION TOOLS

## DIRECT EDUCATION ASSESSMENT

Seed to Supper Survey



# EVALUATION PLAN

- You will receive your prepopulated Evaluation Plans by mid-December
- Finalize plan by January 9, 2026
- Complete **required** certification trainings (live or asynchronous)
- Assessments due July 31, 2026

FY26 [Agency Name] Evaluation Plan

<i>We are working in:</i> Focus Area STRATEGY Activities (track)	<i>We select this assessment to progress our work:</i>	<i>Based on your scope of work &amp; partners' interest, we will do assessments here:</i>	<i>In FY26, we plan to complete at least this many assessments:</i>	<i>The person who administering this assessment has completed the <b>required</b> training (this <b>MUST</b> be yes before starting!):</i>
Active Living PA RESOURCES <i>Improve Usability &amp; Access</i>	PARA	Site Name	Enter total #	<input type="checkbox"/> Yes <input type="checkbox"/> Not Yet Certified: <a href="#">CLICK HERE to complete the training.</a>
Active Living BUILT ENVIRONMENT <i>Walking, Biking and Transit Networks</i>	WALC	Community Name	Enter total #	<input type="checkbox"/> Yes <input type="checkbox"/> Not Yet Certified: <a href="#">CLICK HERE to complete the training.</a>
Food Systems Access and Consumption <i>Food Access (Food Banks/Pantries)</i>	NEFPAT+	Site Name	Enter total #	<input type="checkbox"/> Yes <input type="checkbox"/> Not Yet Certified: <a href="#">CLICK HERE to complete the training.</a>
Food Systems Access and Consumption <i>Community Gardens</i>	DIG In Community	Site Name	Enter total #	<input type="checkbox"/> Yes <input type="checkbox"/> Not Yet Certified: <a href="#">CLICK HERE to complete the training.</a>
Cross Cutting Adult Direct Education	Seed to Supper	Enter Community Name	Enter # of adult classes	<input type="checkbox"/> Yes <input type="checkbox"/> Not Yet Certified: <a href="#">CLICK HERE to complete the training.</a>

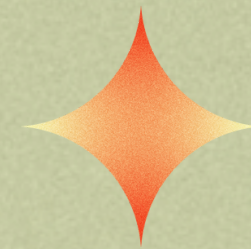
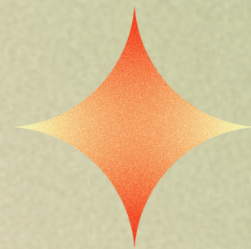
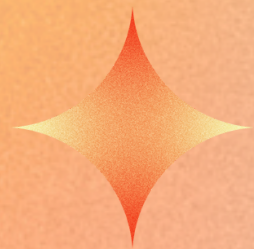


# PROJECT ACTIVITY DATA REPORTING

- ✦ Data entry system for reporting details related to your local activities
- ✦ Training will be scheduled in January



# PROGRESS TOUCHPOINT MEETINGS



- Understand status of projects and provide support
- Questions and topics will be shared one week in advance
- Meet with ADHS SNAP-Ed and UA Evaluation Team
- Meetings will be scheduled in March and June



# WHO YOU SHOULD CONTACT

ACTIVE LIVING & FOOD  
SYSTEMS EVALUATOR

Anvi Bhakta  
anvi24@arizona.edu

EVALUATION & TECHNICAL  
ASSISTANCE

Julie Kennedy  
juliekennedy@arizona.edu

GENERAL & FIRST THINGS  
FIRST PARTNERSHIP  
EVALUATOR

Theresa LeGros  
drejza@arizona.edu



# Tribal & Partnership Reporting



## Tribal Reporting (Bi-Annual Requirement)

All agencies engaging Tribal Communities and/or Tribal Members must submit reports twice per year.

### Required information:

- Tribal Nation(s) & specific communities engaged
- Primary contact name & title
- Focus area (Active Living or Food Systems)
- Fixed and percentage-based fringe benefits



## Partnership Reporting (Bi-Annual Requirement)

Agencies submit their multi sector partnerships supporting project implementation twice during FY2026.

### Required information:

- Partnership/Coalition name
- Sectors represented
- Geographic level (local → national)
- Key activities during the reporting period



## Reporting Tools and Due Dates

March 31<sup>st</sup> (1<sup>st</sup> period, Google Form)  
August 31 (2<sup>nd</sup> period, Excel Spreadsheet)



# FY2026 Final Report

## What you Need to Submit

Every agency must submit a Final Report at Project close-out.

Format may be narrative *or* PowerPoint

### **Final Report must include:**

- Project Summary (5-7 sentences): Purpose, communities, and sites served
- Key Activities (4-6 items): High-level achievements during the project period
- Outcomes & Results: Outputs, outcomes, and evaluation highlights for your community
- Sustainability: What continues after funding ends: partners, processes, tools, and trainings that will remain in place

### **Purpose of Final Report**

- Provides a simple, meaningful record of implementation
- Captures lessons learned and community impact
- Demonstrates long-term benefit of FY2026 SNAP-Ed carryforward investments

### **Report Due Date**

- August 31<sup>st</sup> and can be submitted with the Tribal and Partnership Reporting



# Fiscal Guidance

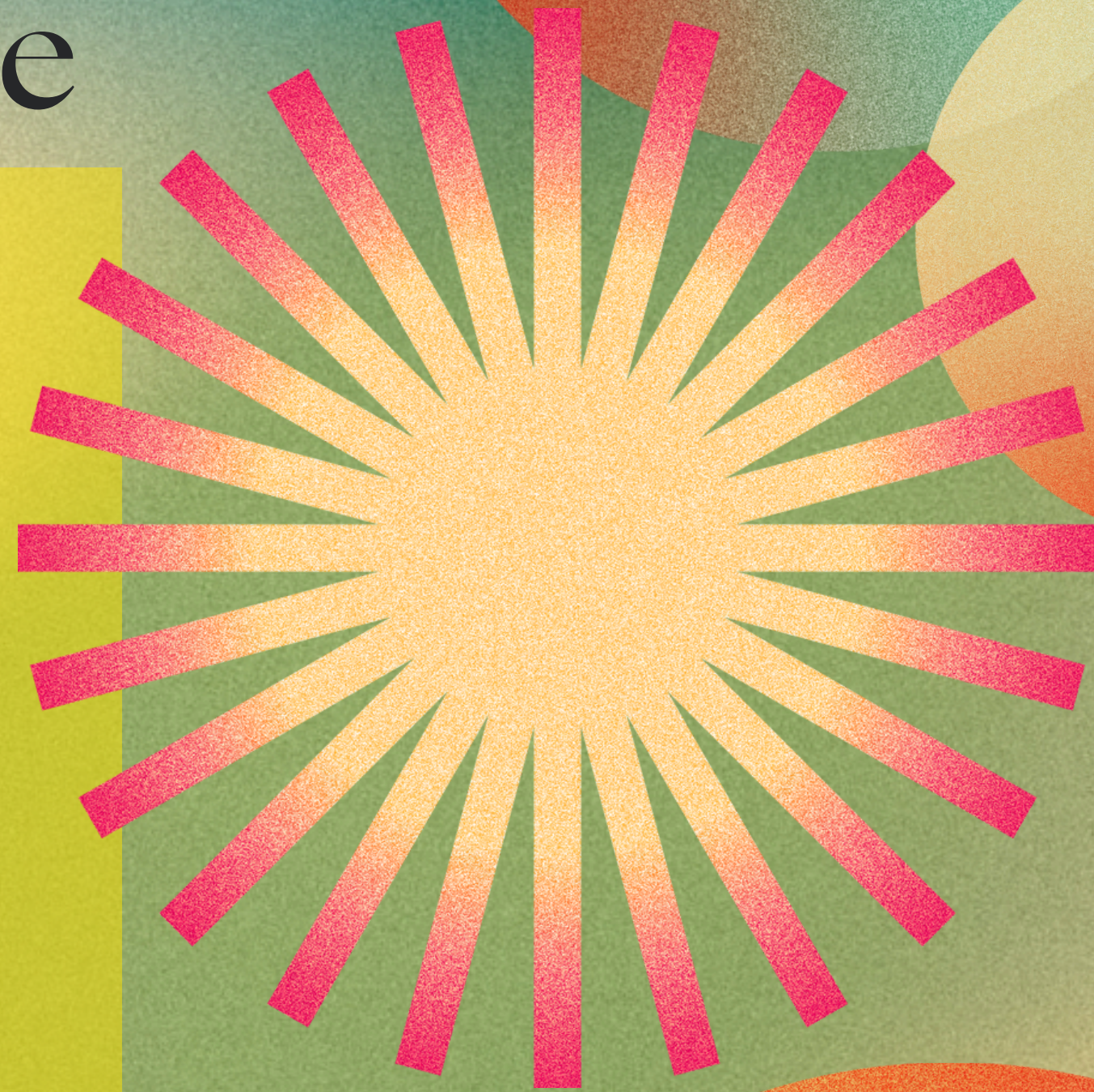
## Financial Reporting Policy

Each local agency is required to submit monthly financial reports to the ADHS SNAP-Ed Team at [azhealthzone@azdhs.gov](mailto:azhealthzone@azdhs.gov) by the 30th of the following month.. Required documents include:

- Contractor's Expenditure Report (CER)
- Staff Time Allocation Form

**Use only official ADHS forms. Reports must be submitted electronically, with a signed original CER (scanned or mailed) for reimbursement.**

Local agencies must also submit financial ledgers and supporting documentation aligning with reported expenditures. Participation in Subrecipient Monitoring or CER Reconciliation is required. Monthly expenditures must be reviewed and cleared prior to approval and reimbursement.





# Contractor Expenditure Reports (CERs)

Reimbursement is based on actual, approved expenses reported on the CER. Total expenditures must not exceed the approved contract budget. A movement of funds among funded line items not exceeding 10% of the total budget is allowable but must be approved by the ADHS SNAP-Ed Team. Any increase beyond this threshold requires a formal contract amendment.

CER Requirements
Submit CERs in chronological order; no month will be processed before prior CERs are approved.
Submit a CER even when no expenditures occur (enter zeroes in expense fields).
Report all subcontractor costs under the “Contract/Grants/Agreements” line.
Include supporting documentation for all hardware or software purchases that store data.
Final/September CERs (covering December 1, 2025–August 31, 2026) are due September 30th or no later than October 14th.



# Allowable Costs & Procurement

All costs must comply with OMB 2 CFR Part 200 and SNAP-Ed allowable cost principles. Local agencies are responsible for ensuring that expenditures are necessary, reasonable, and allocable to the SNAP-Ed program.

If there are any questions about allowability, consult the ADHS SNAP-Ed Team before making purchases. Refer to the Allowable and Unallowable Costs/Activities table for detailed guidance.

Procurement must follow applicable Federal, state, and organizational purchasing procedures to ensure open and fair competition, cost efficiency, and proper documentation of all transactions.

**The last day for new purchase requests is June 30, 2026.**

**No expenses are to be incurred after August 31, 2026.**



# Time & Effort Documentation

## Staff Time Allocation Form

Each local agency will use the official Excel workbook provided by ADHS, which includes monthly reporting tabs. For each staff position, report the following:

- Management, Direct, and Paid Time Off (PTO) hours
- Hourly salary and fringe benefit rate
- Fixed and percentage-based fringe benefits

Formulas are protected and auto-calculate totals. Contact the ADHS SNAP-Ed Team at [azhealthzone@azdhs.gov](mailto:azhealthzone@azdhs.gov) before modifying position titles or altering the template.

## Time Documentation Policy

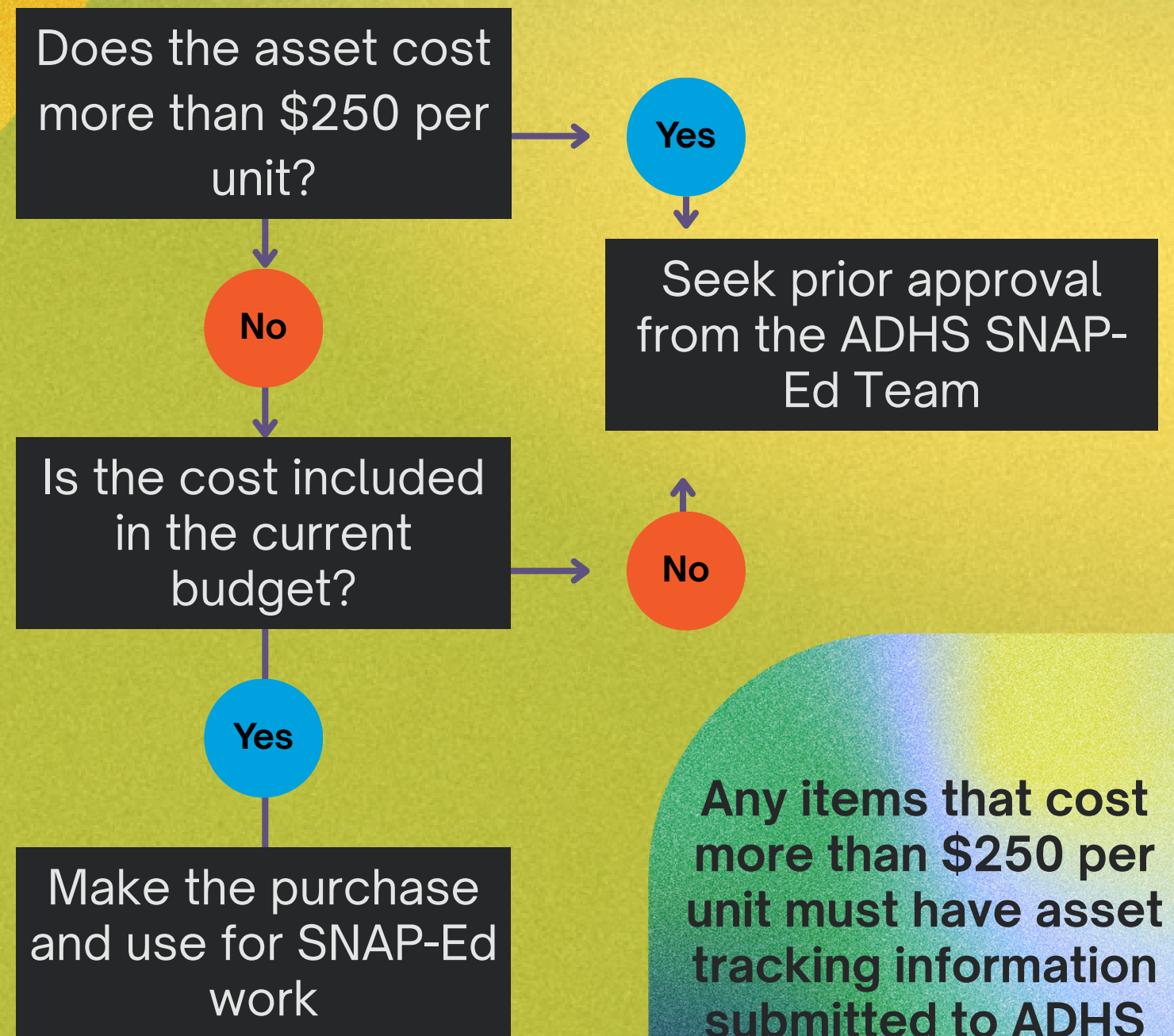
- Time records must be signed by both the employee and supervisor twice per month.
- Employees working on multiple grants must record actual time spent on each activity.
- Employees dedicating 100% of their time to SNAP-Ed must complete semi-annual time certifications.
- Paid Time Off (PTO) is reimbursable only when used; it cannot be paid in advance.

**Management Time** includes administrative duties, supervision, payroll, and reporting.

**Direct Delivery Time** includes nutrition education, site visits, and implementation of Policy, Systems, and Environmental (PSE) change activities.



# Purchasing & Asset Management



**Any items that cost more than \$250 per unit must have asset tracking information submitted to ADHS**

All purchase items over \$250 must be recorded in the agency's asset inventory log. Entries must include:

- Description of the item
- Serial number, if applicable
- Date of purchase
- Acquisition cost
- Physical location
- Current status (active, transferred, surplus)
- ADHS issued asset tag number, when applicable

Agencies must maintain receipts, approval documentation, and updated inventory records for audit purposes.





# Asset Management

- Property and assets purchased with SNAP-Ed funds must be used exclusively for SNAP-Ed work
- Notify ADHS of any property transfers, losses, theft, or disposal requests.
- Submit the final inventory status (kept, transferred, surplus) by July 31, 2026.
- All SNAP Ed funded items with a unit cost of \$250 or more must be physically tagged and added to the asset inventory system.



# Civil Rights & Compliance

## Justice for All Poster

All SNAP-Ed offices and delivery sites must display the USDA “Justice for All” Civil Rights Poster in a clearly visible location.

- Posters must be displayed before program delivery and remain visible throughout the program year.
- Absence of the required poster will result in a compliance finding.

## Civil Rights Training

All staff involved in SNAP-Ed must complete annual civil rights training.

- Document proof of training, including participant names and completion dates.
- Keep records on file for reviews or audits.
- Use only the ADHS Civil Rights module.

## Non- Discrimination Statements & Disclaimers

All printed and digital materials, must include the USDA non-discrimination statement.

- Reinforcement items and publications must include required disclaimers as outlined in SNAP-Ed Guidance.

Materials must be free from disparaging remarks toward any food, commodity, or industry.

## Accessibility & Language Inclusion

All SNAP-Ed programs and materials are accessible to individuals with disabilities and those with limited English proficiency.

- Alternate formats must be provided when requested.
- Document any accommodations and keep on file for review.

## Fingerprint Clearance

All educators and staff working with vulnerable populations must maintain valid fingerprint clearance cards.

- Proof of clearance must be on file before staff begin SNAP-Ed activities.
- Any lapse in clearance must be addressed immediately and documented.



# Compliance Tools

## Management Evaluations & Tool

Local Agencies must comply with periodic management evaluations conducted by Department of Economic Security (DES) to ensure compliance with SNAP-Ed requirements and program goals.

- The Management & Evaluation (M&E) Tool provided by ADHS will be utilized
- Findings must be documented, corrective actions implemented, and records retained for a minimum of three (3) years.
- Evaluation results must be available to the ADHS SNAP-Ed Team upon request.

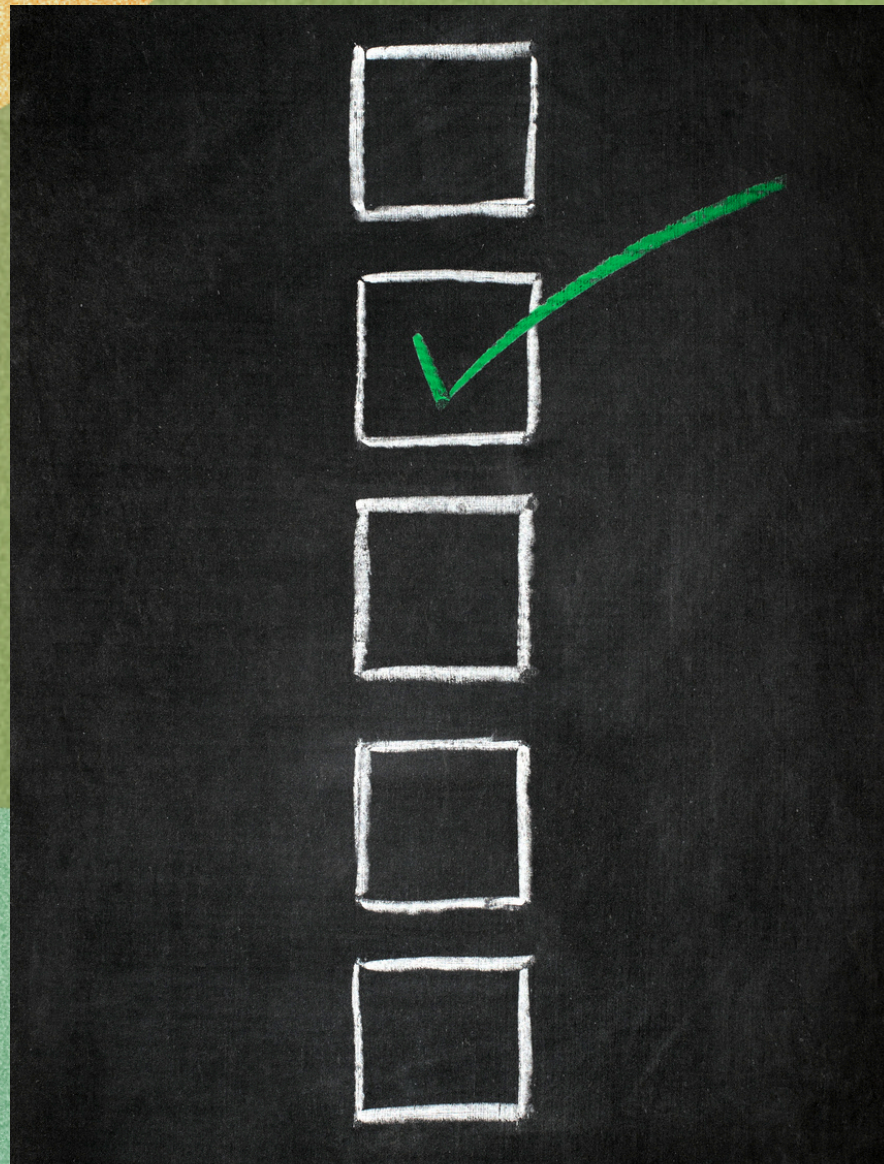
## Lesson Observation Tool

Lesson observations are required to ensure the quality and fidelity of direct education (DE) delivery.

- Local agencies must use the official Lesson Observation Tool to assess educator performance.
- At least one observation must occur per program cycle for each educator.
- Observation forms and follow-up actions must be retained for review and compliance monitoring.



# Deliverables



- Evaluation Plan, created with the University of Arizona Evaluation Team, within 45 days of the ISA or IGA execution.
- Quarterly progress touchpoints that include:
  - Activities,
  - Evaluation assessments, and
  - Sustainability progress.
- Final report, due August 31, 2026, summarizing outcomes, evaluation findings, and sustainability strategies.
- Monthly CERs, due within 30 days following month end. The final invoice is due September 30, 2026 or no later than October 14th, 2026.



# Close-out Requirements



All FY2026 project activities must be fully completed by August 31, 2026, including final data entry, evaluation activities, and project wrap up.

By August 31, 2026, local agencies must:

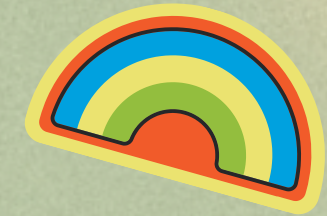
- ensure that all required reporting is submitted, including the second Tribal Reporting Collection form and the second Partnership Reporting form,
- submit the Final Report, summarizing project activities, outcomes, and sustainability efforts for each funded project,
- ensure all asset management actions are completed by the close of August, including confirming final inventory status and initiating transfer or surplus actions for any SNAP-Ed funded property.



# Important Dates & Deadlines

<b>December 1, 2025</b>	Grant Funding Period Begins	<b>June 2026</b>	Progress Touchpoint 2
<b>December 9, 2025</b>	Guidance and Policy Training	<b>June 30, 2026</b>	Last Day for Purchase Requests
<b>December 15, 2025</b>	Qualifying Sites Data Due Final Budgets Due	<b>July 31, 2026</b>	Final Inventory List or Confirmation of “No Assets Purchased” Due  All assessments due to UA Evaluation Team
<b>January 9, 2026</b>	Evaluation Plans Due		
<b>January 2026</b>	Evaluation Assessment Trainings Project Activity Data Tool Training	<b>August 31, 2026</b>	USDA Tribal and Partnership Reporting Due  Final Report Due  Grant Funding Period Ends
<b>March 2026</b>	Progress Touchpoint 1		
<b>March 31, 2026</b>	USDA Tribal and Partnership Reporting Due	<b>September 30, 2026</b>	Final CERs and Documentation Due





Thank You for Your Time!



Questions?





# References

Additional guidance and information  
can be found on our website  
[www.azhealthzone.org/collaborators](http://www.azhealthzone.org/collaborators).

Please reach out to us at  
[azhealthzone@azdhs.gov](mailto:azhealthzone@azdhs.gov) with any  
questions!

[FY26 Arizona SNAP-Ed Mini Guide](#)

[Social Ecological Model](#)

[Spectrum of Prevention](#)

[Spectrum of Public Participation](#)

[SAMHSA Trauma Informed Principles](#)

[Language of Health Style Guide](#)

[Hierarchy of Food Needs](#)

[Hierarchy of Physical Activity Needs](#)

[Site Qualifying Form](#)

[Justice for All Poster](#)

[Civil Rights Training](#)

[USDA Non-Discrimination Statement](#)