**Lead Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Action Plan will inform your future PSE work. It reflects a vision for how you, your team, and other stakeholders would like to engage in creating a healthier community. An Action Plan has a clear purpose, straightforward and achievable goals, and is not overly rigid. Communities change, priorities shift, and the strategies should be adaptable according to local needs.

You and your team can use the action plan, information from previous steps, and other tools, knowledge, and skills acquired during this Process to respond to emergent learning and make modifications as needed.

Build the Action Plan collaboratively with your team by:

1. Reviewing what you learned during Steps 1 and 2 as a reminder of the key learnings and prioritized strategies.
2. Using additional input you may have received from residents and others not captured in Steps 1 and 2.
3. Considering the team’s capacities and abilities to implement PSE.
4. Continuing to explore opportunities to support other community initiatives that complement your SNAP-Ed work.

**TIP: If you are working in multiple communities**, develop a separate action plan for each community. When determining action steps and time frames, consider what is realistic across the communities given your timeline and capacity.

If you find there are common strategies across communities, the PSE Strategy may look the same, but the Key Activities may be different. After creating individual action plans, look for areas that are cross-cutting and/or have overlapping interests.

**Action Planning**

 **1. Using the information gathered in Step 2, identify the priority SNAP-Ed PSE strategies to implement. Then, consider a timeline for integrating the PSE strategies.** Your answer will tie into your next steps listed in the template below.

**TIP:** Remember this Action Plan is intended to further your planning process. You can determine the most appropriate timeline for next steps, based on the actions you propose.

Because each community has a unique context, the right blend of strategies might be some evidence-based strategies combined with innovative ideas which try new approaches.

Type answer here…

 **2. Complete the template below.** Before you do, make sure you have considered all of the stakeholder feedback and updated the PSE strategies accordingly.

If there is more than one PSE strategy, create a separate table for each. Add or delete rows to each table as needed.

**TIP:** Remember to remain flexible to build stakeholder buy-in and learn how they want to be involved in implementing PSE strategies. This is another way to model transparency. As the action plan is being developed, ask stakeholders what is missing and what needs further refinement.

*The examples included in the table below are not intended as a suggestion, but rather to help increase understanding of the information to include.*

|  |
| --- |
| EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLEPSE STRATEGY: Increase EBT use at ABC Farmers Market  |
| Key activities needed to achieve the strategy | **Steps** to be completed to know the activity is done | **Time** when each step must be completed | **What and who** is needed to complete the activity |
| Ex: Survey SNAP-Ed eligible people to determine level of awareness about the Farmers’ Market (FM) | Survey completed by X# of SNAP-Ed participants | By March 2022 | SNAP-Ed PSE lead and participants in four nutrition education classes |
| Ex: Partner with FM manager on promotion efforts | At least X# of SNAP-Ed participants receive information about the FM | By May 2022 | SNAP-Ed PSE lead and FM manager |
| Ex: Create announcements for all nutrition education classes | Nutrition educators make announcements at the beginning or end of X classes from May-Sept. | May-Sept 2022 | SNAP-Ed PSE lead and nutrition educators |

*If there is more than one PSE goal/strategy, create a separate table for each. Add or delete rows as needed.*

|  |
| --- |
| PSE STRATEGY:  |
| Key activities needed to achieve the strategy | **Steps** to be completed to know the activity is done | **Time** when each step must be completed | **What and who** is needed to complete the activity |
|  |  |  |  |
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**Continued Thinking**

 **3. What community issues do you want to continue to explore?**

**TIP:** For broader community health needs (e.g., housing, safety), consider the following questions:

* Are there ways that nutrition and physical activity can help address these needs?
* How do these needs impact nutrition and physical activity program goals?
* What are the implications for the SNAP-Ed work related to PSE (e.g., is there a need to continue building relationships and exploring opportunities while other strategies evolve?)

Type answer here…