

# REQUEST FOR PROPOSALS (RFP) PROCESS OVERVIEW

## Subrecipients

### SNAP-Ed at Michigan Fitness Foundation (MFF) Fiscal Year 2026 (October 1, 2025 – September 30, 2026)

*The RFP was developed based on current (FY 2025) USDA SNAP-Ed Guidance.*

*Updated regulations and guidance will be issued by USDA and will replace previous versions. All organizations implementing SNAP-Ed will need to adjust programming for compliance, when applicable.*

**What does it mean to be a Subrecipient?** According to the Federal Uniform Guidance (2 CFR § 200.331), subrecipients are organizations that:

- Determine who is eligible [based on Target Audience criteria provided by USDA FNS] to receive what Federal Assistance [SNAP-Ed programming and resources];
- Have their performance measured in relation to whether program objectives were met;
- Have responsibility for programmatic decision making;
- Are responsible for adherence to applicable Federal program requirements specified in the Federal award [contract]; and
- In accordance with their agreement [contract], uses the Federal funds to carry out a program for a public purpose specified in authorizing statute [for SNAP-Ed: 7 CFR §272.2 (d)(2)(vii)(B)].

Organizations interested in becoming a subrecipient in FY 2026 must complete the proposal package outlined below.

### **PROPOSAL ELIGIBILITY CRITERIA**

Organizations funded as [subrecipients](#) [click the link to see the Uniform Guidance definition of a subrecipient] must:

- Only organizations that meet the qualifications to be a subrecipient as defined in the Federal Uniform Guidance (see above) can apply.
- Have organizational bandwidth and expertise to independently assess community needs impacting healthy eating and active living and design a tailored program approach to meet those needs.
- Possess expertise in improving the health of Michigan's most inadequately served populations.
- Have successfully managed SNAP-Ed or other federal grants in the past, demonstrating compliance with grant requirements.
- Conduct all programming within the state of Michigan and with SNAP-Ed qualifying populations.
- Conduct programming within the context of SNAP-Ed program parameters (for more details, see the FY 2025 Programming and Operations Manual)
- Have the capacity to participate in a reimbursement grant.
- Have an accounting system that, at a minimum, shall consist of chart of accounts, cash receipts journal, cash disbursements journal, and general ledger.
- Conduct all reporting according to Federal, State, and MFF requirements.
- Comply with mandatory background check requirements.

**NOTE:** Prior funding from MFF is not a guarantee of future funding. Past SNAP-Ed grant program and operations compliance, completion of grant requirements, and program performance will be considered in the proposal review process, as applicable.

All funding is contingent on availability and any needed approvals by the Michigan Department of Health and Human Services and the United States Department of Agriculture (USDA).

This institution is an equal opportunity provider.

This project was funded in whole or in part by the USDA's Supplemental Nutrition Assistance Program Education through the Michigan Department of Health and Human Services and the Michigan Fitness Foundation.

To learn more about SNAP-Ed at MFF for subrecipients, see the FY 2025 Programming and Operations Manual. If funded, you'll be provided with a new fiscal year programming and operations manual.

## **SELECTION CRITERIA**

High-quality proposals will demonstrate the ability, capacity, and expertise to successfully and independently:

- Assess and respond to changing community needs that impact SNAP-Ed qualifying peoples' healthy eating and active living.
- Integrate into communities and/or engage with populations, developing an on-the-ground understanding of current and emergent needs.
- Design a tailored program approach based on a systems-level view to community change.
- Deliver comprehensive, community-based programming that balances community-based strategies (CBS) that support healthy eating and active living with complementary direct education (DE) intervention(s) focusing on individual behavior change.
- Apply multi-sector collaboration work to community-wide approaches
- Manage and monitor programming, including ensuring that selected intervention(s) are implemented with fidelity.
- Use evaluation to inform program improvement.

Proposals undergo an objective review process that includes external content-expert reviewers who score each proposal on how well proposed evidence-based programming meets identified community needs, inclusion of comprehensive community approaches, and demonstrated ability to independently implement a SNAP-Ed program.

## **PROCESS**

### **Step 1: Submit a Proposal Package (Required)**

By **April 21, 2025 at 4:30 pm EST**, complete and submit **electronically** the three (3) required components listed in the Proposal Package Checklist below. The proposal package must be submitted at <https://snap-ed.michiganfitness.org/request-for-proposals/proposal-package>.

Proposal Package Checklist:

- Program Narrative (submit as a Word document)
- Anticipated Programming Form (submit via Qualtrics)
- Budget Worksheet (submit as an Excel document)

For more information on the FY 2026 Request for Proposals (RFP) for subrecipients, including required documents, instructions, and technical assistance, visit: <https://snap-ed.michiganfitness.org/request-for-proposals>.