

SNAP-Ed at MFF Request for Proposals (RFP)

FISCAL YEAR 2024

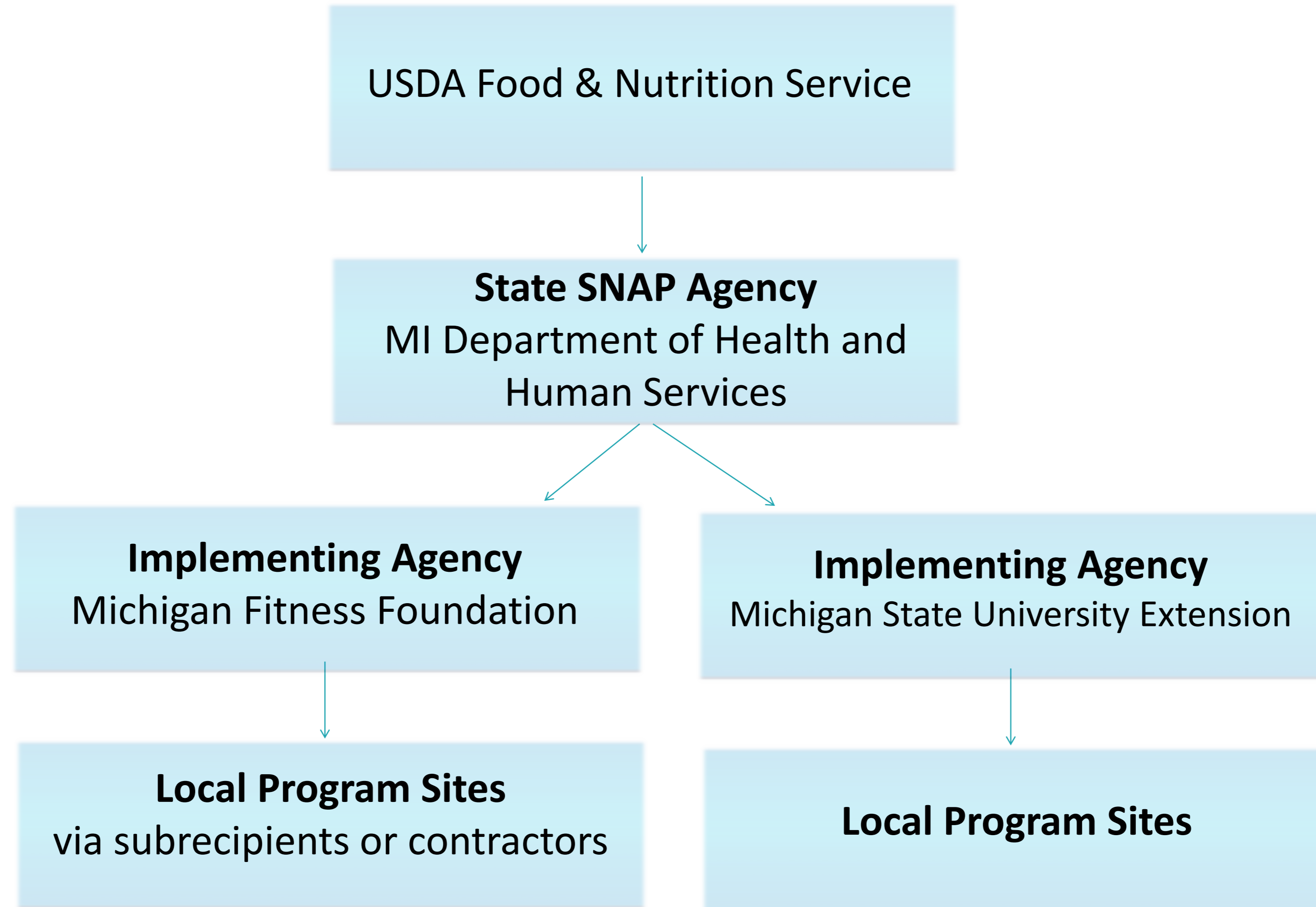


What is SNAP-Ed?

To improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and the USDA food guidance.

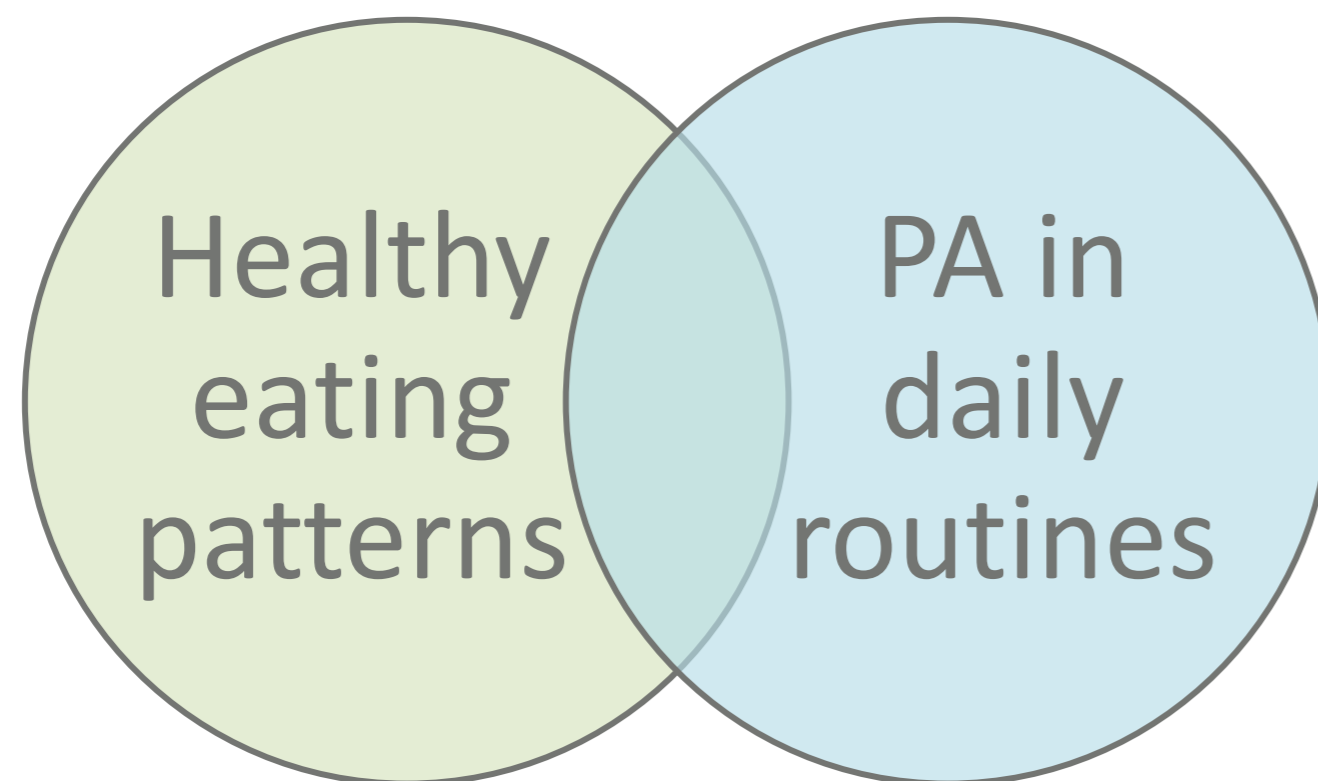


SNAP-Ed in Michigan



SNAP-Ed Goals in Michigan

- Increased consumption of fruits and vegetables
- Increased physical activity (reduced sedentary behaviors)
- Increased access to healthy food and safe places for physical activity



SNAP-Ed at MFF Funding

Aligned with federal regulations, subrecipients and contractors meet different criteria

Subrecipients (Sub)

- Subcontractors
- Demonstrate capacity and expertise to *independently* design, deliver, and monitor a federally-funded program
- Propose a SNAP-Ed program aligned with community needs
- Submit a Request for Proposal (RFP)

Community Impact Projects (CIP)

- Contractors
- Deliver, as directed by MFF, a package of SNAP-Ed programming designed to meet community needs and align with organizational capacity
- Submit a Request for Application (RFA)

- <https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals>
- <https://snap-ed.michiganfitness.org/wp-content/uploads/rfp-process-overview-fy24.pdf>

RFP (to be a subrecipient)

- New or returning organizations
- Meet eligibility criteria
- Demonstrate capacity to *independently* implement SNAP-Ed
- Past performance shows grant and program compliance (currently funded organizations only)

Subrecipient eligibility criteria can be found:

1. How to Apply – Request for Proposals webpage
2. FY 2024 Request for Proposals (RFP) process PDF

If your organization is currently funded in FY23 (Sub or CIP) and meets these criteria, you need to complete the RFP

- <https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals>
- <https://snap-ed.michiganfitness.org/wp-content/uploads/rfp-process-overview-fy24.pdf>

Request for Proposal Process

STEP 1

Letter of Intent (LOI)

Due March 20 at 4:30 pm EST

STEP 2

Proposal Package

Due April 20 at 4:30 pm EST

STEP 3

Conversation & RFP Review

May

STEP 4

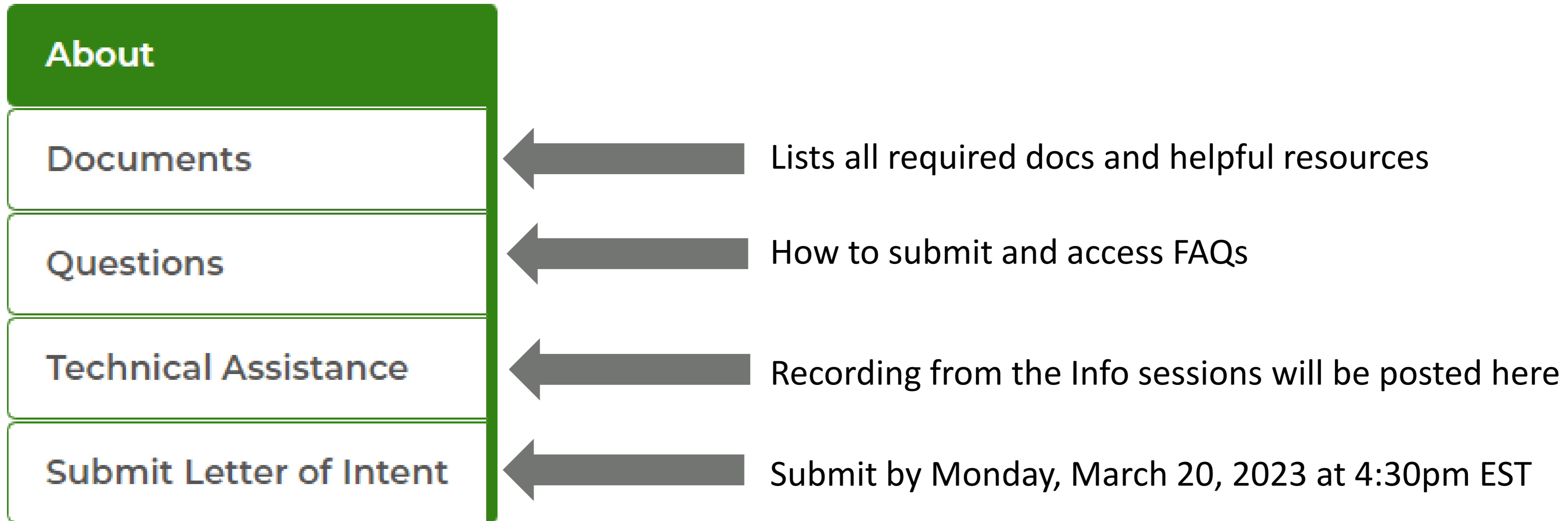
Receive Notification of Provisional Funding

June

<https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals>

Step 1:

Letter of Intent



<https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals/letter-of-intent>

Request for Proposal Process

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STEP 4

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<https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals>



Step 2:

Proposal Package

Proposal components have been updated to reflect new requirements by USDA Food and Nutrition Service.

About	
Selection Criteria	← Aligned with criteria to be a subrecipient
Documents	← Lists all required docs and helpful resources
Questions	← How to submit and access FAQs
Technical Assistance	← Recording from the info session will be posted here
Submit Proposal Package	← Submit by Thursday, April 20, 2023 at 4:30pm EST

<https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals/proposal-package>

Step 2:

Proposal Package

Proposal components have been updated to reflect new requirements by USDA Food and Nutrition Service.

About
Selection Criteria
Documents
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Technical Assistance
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Documents

Required forms

- [Program Narrative](#) 
- [Anticipated Programming Form](#) (Submit via Qualtrics)
- [Budget Worksheet](#) 
- [SNAP-Ed Compliance Assurances](#) 
- [Evaluation Assurances](#) 
- [Current and Pending](#) 

Instructions

- [Program Narrative Instructions](#) 
- [Program Description Template](#) 
- [Anticipated Programming Form Instructions](#) 
- [Budget Worksheet Instructions](#) 

Other resources to assist you in completing the Request for Proposals (RFP)

- [2022 Michigan County Health Rankings](#) 
- [De Minimis Certification](#) 
- [Subrecipient Backgrounder](#) 
- [RFP Process Overview](#) 

Anticipated Programming Form (*Qualtrics*)

Included based on new USDA Food and Nutrition Service (FNS) reporting guidelines.

- Program description
- Anticipated reach numbers
- Priority populations and program settings
- Evidence based direct education interventions
- PSE strategies
- Evidence based assessments/tools to support PSE strategies
- Collaborations

Support Documents

- Anticipated Programming Form Instructions
- Program Description Template



Program Description Template

Program Description Template

The USDA has updated the system for capturing and reporting SNAP-Ed data and information, including what is required for describing your program. Use this template to outline the components required for your *Program Description* that is included in the *Anticipated Programming Form*. After you have responded to the all the prompts, summarize your response to be no more than 500 words. Do not submit this template.

WHY DID YOU SELECT THE POPULATION(S) AND COMMUNITIES YOU PLAN TO SERVE?

After completing your needs assessment in the Narrative, briefly summarize why specific populations and communities were chosen. Include information such as:

- Trends in needs
- Readiness for change
- Lack of availability of effective interventions

WHERE DO YOU PLAN TO PROGRAM?

Summarize where you plan to deliver programming. Be sure to include the estimated number of sites by setting.

- Use your answers from the settings section in the *Anticipated Programming Form*.

HOW DO YOU PLAN TO DELIVER PROGRAMMING?

Briefly describe key information related to your populations' awareness of and access to healthy food and physical activity opportunities and how you incorporated it into your proposed program design.

What are your plans to deliver DE interventions? Include information such as:

- Total number of series to be implemented, number of sessions in a series, frequency of sessions, and planned method of delivery
- Indirect channels
- Supplemental materials

Describe key activities you plan to use when implementing PSE strategies. Consider the following:

- Planning and preparing for implementation (e.g., contacting sites, assessment, training)
- Implementing changes
- Planning for sustainability
- Maintaining changes and/or conducting follow-up assessments

Program Narrative

Question 1: Describe the local, community needs of each community you plan to work in

- *2022 Michigan County Health Rankings (Other Resources)*

Question 2: Outline anticipated programming rationale

- Select your DE interventions and PSE strategies and assessment/tools in the *Anticipated Programming Form* first

Question 3: Explain how program components (PSE and DE) work together

Question 4: Describe the organizational infrastructure in place to implement a federally funded grant program and deliver local programming

Support Documents

- Program Narrative Instructions
- 2022 Michigan County Health Rankings

Recommended Order

Program Narrative & Anticipated Programming Form:

1 Program Narrative Question 1
Needs Assessment

2 Start the **Anticipated Programming form**

- DE Intervention List
- PSE Strategies List
 - Ex: PSE strategies in schools
- PSE Assessment/tool/ approaches list
 - Ex: HSAT

3 Program Narrative Question 2
Direct education and PSE rationale

4 Complete **Program Description Template**

Add completed description to the
Anticipated Programming Form

*Other required Proposal
Package forms*

Budget Worksheet

SNAP-Ed Compliance
Assurances

Evaluation Assurances

Current and Pending

Budget Worksheet

Budget Worksheets

Request for Proposals (RFP) for Subrecipients

SNAP-Ed at Michigan Fitness Foundation (MFF)

Fiscal Year 2024

(October 1, 2023 – September 30, 2024)

[Organization Name]

The name of the applying agency has been inserted above and it will autofill on subsequent worksheets

BUDGET COMPLETE

show all rows on all tabs

Refer to the '**Budget Worksheet Instructions**' for information on how to complete the budget worksheets.

Carefully read **all** instructions.

- Input data in the “Title Page” tab and all yellow tabs.
- “Budget Summary” auto populates with data entered on other tabs, except for indirect costs.
- Gray tabs auto populate based on data entered on other tabs

1 Title Page

2 BUDGET SUMMARY

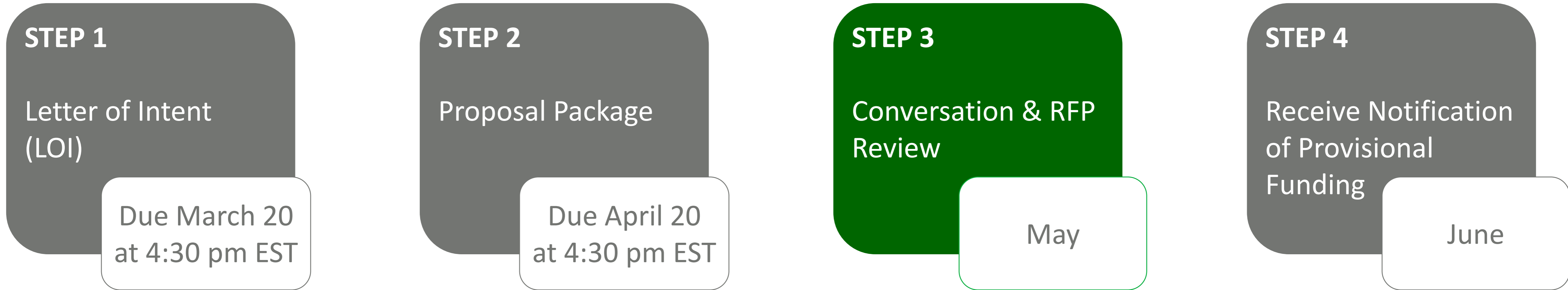
3 Staffing-Employee & Contract

4 Program Expenses

5 Travel

6 Admin-Space-Misc

Request for Proposal Process



<https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals>

Conversation

The conversation facilitates sharing and storytelling about your approaches to delivering SNAP-Ed programming locally (the ‘how’).

Objectives

- Lift up the human element of this work through storytelling and conversation
- Learn about your approach to your proposed SNAP-Ed work.
- Understand how your organization and SNAP-Ed team are embedded in the community(ies) you serve.

Conversation - Details

When	May 2023
Where	Virtually
How long	1 Hour
Who should I bring to the conversation?	<ul style="list-style-type: none">• Existing/Anticipated Program Lead• Other Organizational Representative• Community Representative(s)
Who will we be talking with?	<ul style="list-style-type: none">• External reviewers who read your written proposal package facilitate the conversation• A neutral coordinator will provide logistics support

Conversation – How to Prepare

Coming Soon

- RFP conversation information session. Time and date to be announced.
- Emailed conversation details
 - Scheduling
 - Topics and key discussion points
 - Overview

- Be familiar with the topics and key discussion points provided
- Have in mind examples or stories that align with the topics and discussion points
- Think about who on the conversation team is best-positioned to kick-off a response and who else can join in with additional thoughts
- Practice responses as a team; perhaps hold a mock conversation

Submit questions via email or the submission box on the Subrecipient FAQ page. Responses will be posted on the FAQ page under the header *'Conversation'*

Questions during the Proposal Process?

Questions are responded to weekly and posted to the FAQ page. The last day to submit questions for the Proposal Package is April 12th

Two ways to ask questions

1. Email SNAP-EdAtMFF-RFP@michiganfitness.org
2. Use the form on the 'Subrecipient FAQs' webpage

To see answered FAQs

- Click on the Questions tab, then 'Subrecipients FAQs' to see answered FAQs about the RFP.
- Save the direct page link: <https://snap-ed.michiganfitness.org/how-to-apply/request-for-proposals/subrecipient-faqs>

Ask

Email *

Email addresses will only be used to ask clarifying questions if needed and will be kept private.

Question

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Questions

Please type your questions in the chat box or unmute your line.

- Questions asked today will be compiled and posted to the Subrecipient FAQ page