

REQUEST FOR PROPOSALS (RFP) PROCESS OVERVIEW

Local Implementing Agency (LIA) – Subrecipients

SNAP-Ed at Michigan Fitness Foundation (MFF) Fiscal Year 2023 (October 1, 2022 – September 30, 2023)

This document references the current FY 2022 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.

Organizations interested in becoming a Local Implementing Agency (LIA) – Subrecipient in Fiscal Year (FY) 2023 (October 1, 2022 – September 30, 2023) must complete a multi-step process:

Step 1:
Submit Letter of Intent (LOI)

The LOI captures general information about an organization's experience and capacity to be a LIA - Subrecipient. MFF will review each LOI and make a recommendation on whether an organization will continue with the RFP process or, instead, apply through the Request for Applications (RFA) opportunity to become a LIA - Community Impact Project.

To access the LOI, visit:

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

Step 2:
Submit Proposal Package

Organizations that continue with the RFP process will submit a proposal package, including a written narrative describing anticipated programming, aligned budget, and other required forms.

To access the proposal package materials, visit:

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

Step 3:
Interview

Organizations will be invited to participate in a virtual interview to expand on the written proposal. General questions/key topic areas will be provided ahead of time.

ELIGIBILITY CRITERIA

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

- Have the organizational capacity and expertise to independently assess community needs and inequities impacting healthy eating and active living and design a tailored program approach to meet those needs and inequities
- Possess expertise in improving the health of Michigan's most underserved 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 eligible populations
- Conduct programming within the context of SNAP-Ed program parameters (for more details, see the [Subrecipient Backgrounder](#))
- 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 the availability of funds.

To learn more about SNAP-Ed at MFF and LIA – Subrecipients, see the [Subrecipient Backgrounder](#).

SELECTION CRITERIA

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

- Assess and respond to changing community needs and inequities that impact SNAP-Ed eligible peoples' healthy eating and active living
- Integrate into focus communities and/or engage with focus 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 wrap-around programming that balances policy, systems, and environmental change (PSE) efforts 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 PSE change efforts
- 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 met identified

community needs, inclusion of community wrap-around approaches, and demonstrated ability to independently implement a SNAP-Ed program.

PROCESS

Step 1: Letter of Intent (Required)

By **March 21, 2022 at 4:30 pm EST**, complete and submit **electronically** a Letter of Intent (LOI) at <https://snap-ed.michiganfitness.org/request-for-proposals/letter-of-intent>.

MFF will review each LOI and make a recommendation on whether an organization will continue with the RFP process or, instead, apply through the Request for Applications (RFA) opportunity to become a LIA - Community Impact Project.

LOIs will be reviewed in the order they are received, and feedback will be sent to organizations within 3 business days after submission or by March 23, 2022.

Step 2: Proposal Package (Required)

By **April 21, 2022 at 4:30 pm EST**, complete and submit **electronically** the five (5) 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
- Budget Worksheet
- SNAP-Ed Compliance Assurances
- Evaluation Assurances
- Current and Pending

The Program Narrative should be a WORD document; the Budget Worksheet an EXCEL document; and the SNAP-Ed Compliance Assurances, Evaluation Assurances, and Current and Pending as PDF documents.

Step 3: Interview (Required)

Organizations will be invited to participate in a virtual interview to expand on the written proposal. General questions/key topic areas will be provided ahead of time.

Interviews will be conducted in **May/June 2022** and will last 1-2 hours.

For more information on the FY 2023 Request for Proposals (RFP) for LIA – Subrecipients, including required documents, instructions, and technical assistance, visit: <https://snap-ed.michiganfitness.org/request-for-proposals>.