

REQUEST FOR PROPOSALS (RFP) PROCESS OVERVIEW

Subrecipients

SNAP-Ed at Michigan Fitness Foundation (MFF) Fiscal Year 2024 (October 1, 2023 – September 30, 2024)

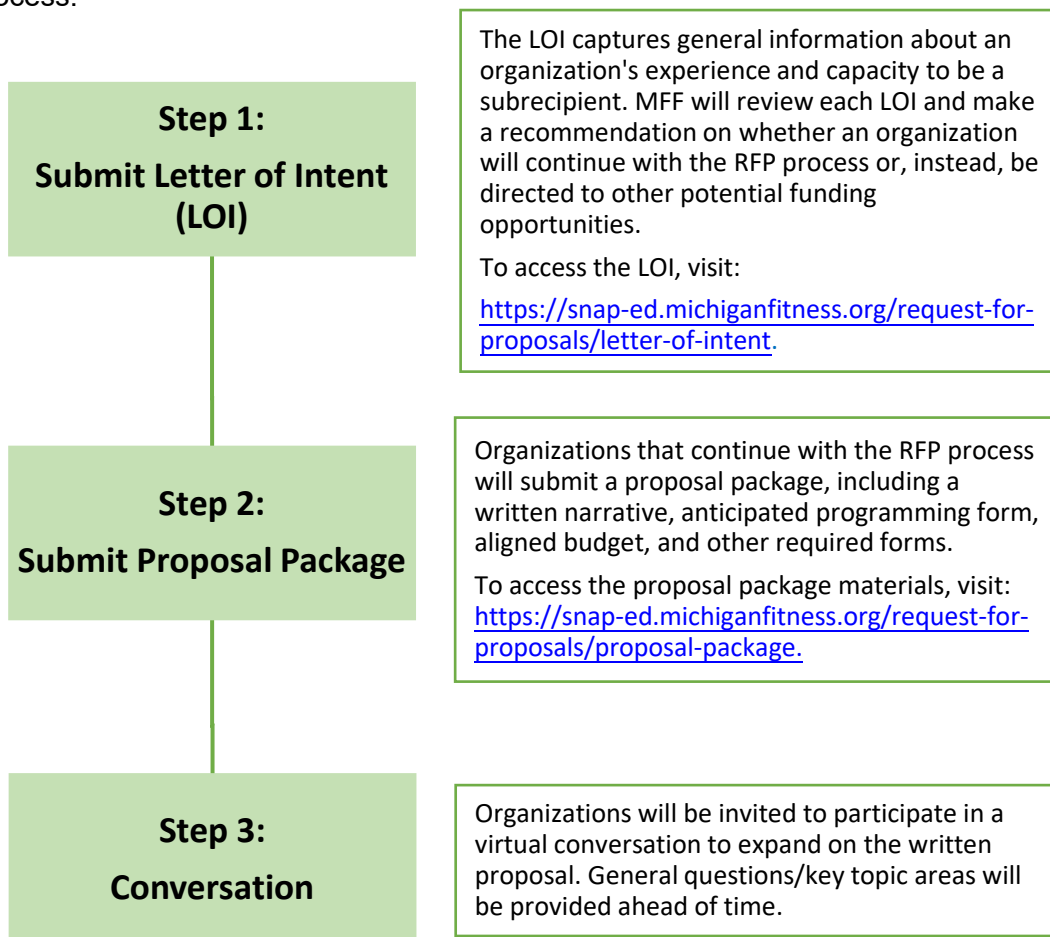
The RFP was developed based on current (FY 2023) USDA SNAP-Ed Guidance.

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 2024 must complete a multi-step process:



This institution is an equal opportunity provider.

ELIGIBILITY CRITERIA

Organizations funded as [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 for 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 20, 2023 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, be directed to other potential funding opportunities.

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, 2023.

Step 2: Proposal Package (Required)

By **April 20, 2023 at 4:30 pm EST**, complete and submit **electronically** the six (6) 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)
- SNAP-Ed Compliance Assurances (submit as PDF document)
- Evaluation Assurances (submit as PDF document)
- Current and Pending (submit as PDF document)

Step 3: Conversation (Required)

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

Conversations will be conducted in **May 2023** and will last 1 hour.

For more information on the FY 2024 Request for Proposals (RFP) for subrecipients, including required documents, instructions, and technical assistance, visit: <https://snap-ed.michiganfitness.org/request-for-proposals>.