

# REQUEST FOR PROPOSALS (RFP) PROCESS OVERVIEW

## Subrecipients

### SNAP-Ed at Michigan Fitness Foundation (MFF) Fiscal Year 2025 (October 1, 2024 – September 30, 2025)

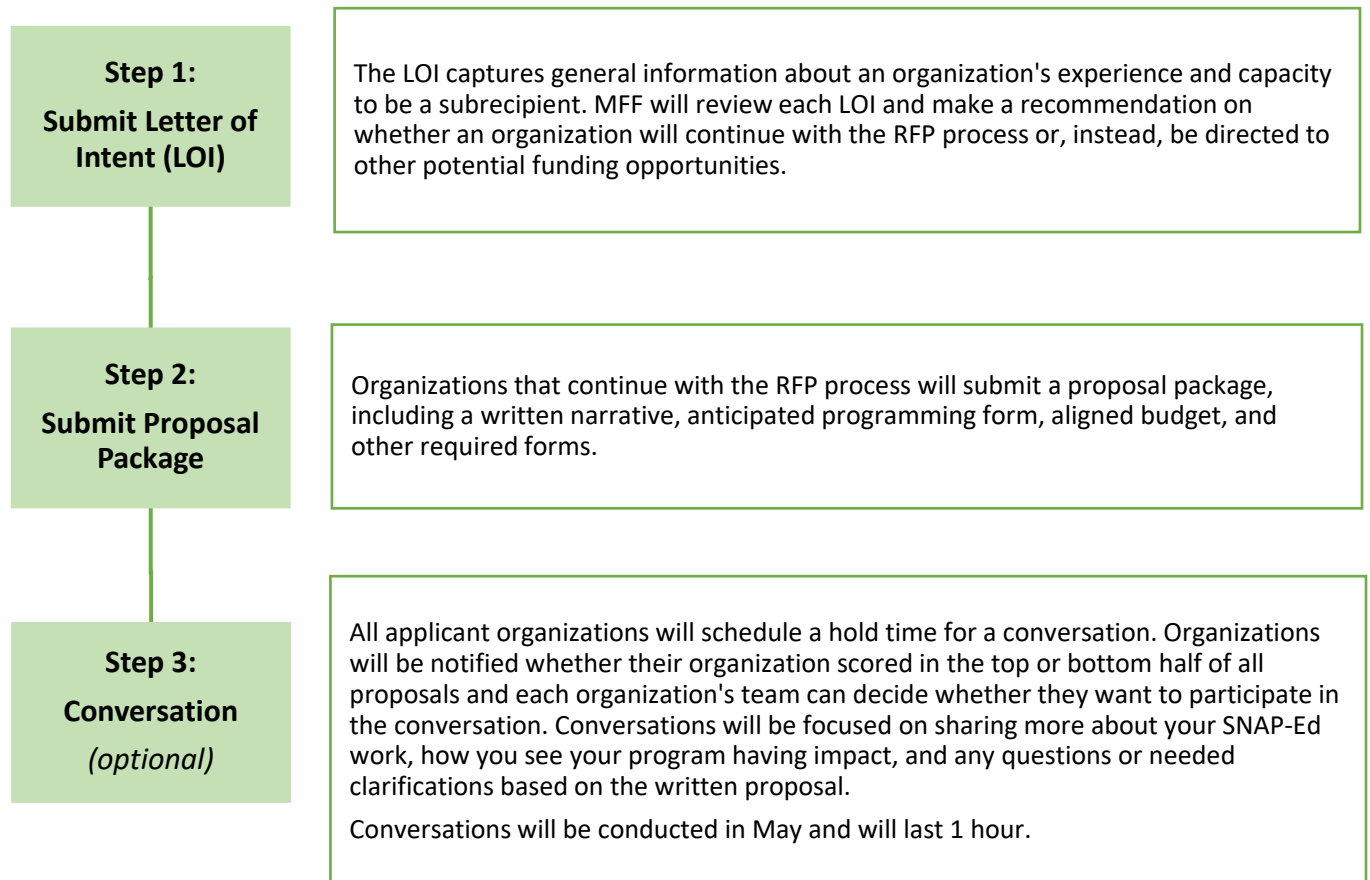
*The RFP was developed based on current (FY 2024) USDA SNAP-Ed Guidance.*

*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 2025 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 FY 2024 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 the availability of funds.

To learn more about SNAP-Ed at MFF for subrecipients, see the FY 2024 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 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 18, 2024 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 19, 2024.

### **Step 2: Proposal Package (Required)**

By **April 23, 2024 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 (Optional)**

Organizations will be notified whether their organization scored in the top or bottom half of all proposals and each organization's team can decide whether they want to participate in the conversation.

Conversations will be focused on sharing more about your SNAP-Ed work, how you see your program having impact, and any questions or needed clarifications based on the written proposal.

Conversations will be conducted in **May 2024** and will last 1 hour.

For more information on the FY 2025 Request for Proposals (RFP) for subrecipients, including required documents, instructions, and technical assistance, visit:

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