

SNAP-ED COMPLIANCE ASSURANCES

Subrecipients

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

To be eligible for Fiscal Year (FY) 2024 funding as a subrecipient through SNAP-Ed at Michigan Fitness Foundation (MFF), your organization must agree to comply with the SNAP-Ed Compliance Assurances outlined below. This document must include the original signatures (electronic signatures accepted) of all three representatives listed: the authorized organization representative, organization financial representative, and lead program representative.

1. The Michigan Department of Health and Human Services (MDHHS) is the state's SNAP agency. MDHHS is accountable for the content of Michigan's SNAP-Ed and provides oversight to all implementing agencies.
2. All SNAP-Ed subrecipients must be responsible for the allowability of activities they provide that are funded with SNAP-Ed funds (CFDA #10.561) and are liable for repayment of unallowable costs.
3. Program activities will be conducted in compliance with all applicable Federal laws, rules, and regulations including FNS Civil Rights Instructions 113-1 and OMB Uniform Guidance (UG) governing administrative requirements, cost principles, and audit requirements.
4. Organization will comply with the provided [Subrecipient Programming & Operations Manual](#) and the SNAP-Ed Guidance. Updates may be issued by MFF and/or United States Department of Agriculture (USDA) and replace previous versions. All SNAP-Ed Programs will need to adjust programming for compliance when necessary.
5. Organization meets all of the proposal eligibility requirements outlined on the [FY 2024 Request for Proposals \(RFP\) webpage](#) and in the [FY 2024 Request for Proposals \(RFP\) Process Overview](#).
6. Subrecipient contracts will be awarded through an annual competitive proposal process that considers merit, effectiveness, history of compliance, alignment with SNAP-Ed goals, impact or potential impact, program efficiency, and is subject to available funds. Not all proposals will receive SNAP-Ed funding or funding at the level requested. MFF reserves the right to amend an awarded proposal.
7. Organization understands that SNAP-Ed at MFF funding is managed on a cost-reimbursement basis. This means the funded organization incurs expenses by implementing the approved activities included in its contract, and these expenditures are reimbursed to the organization upon accurate completion of monthly invoices. Expense reimbursement is contingent on MFF approval and will only cover allowable expenses incurred in FY 2024. Organization also recognizes the cash flow management that is required with cost-reimbursement awards.
8. Documentation of costs and payments for approved SNAP-Ed activities will be provided to MFF as required by reporting requirements. All original documentation will be maintained by subrecipient and be available for USDA, MDHHS, and/or MFF review and audit.

9. Any additional funds secured to deliver all or a portion of this work will be disclosed to MFF upon confirmation of additional funds.
10. Organization has the capacity to adhere to the procurement standards outlined in the OMB Uniform Guidance (UG).
11. Criminal background checks and national and state sex offender registry checks will be conducted or caused to be conducted for each new employee, employee, contractor, contractor employee, or volunteer who has direct contact with client populations, has access to confidential information, or is directly supervising those listed above, in accordance with contract and grant guidelines.
12. Organization will complete approved activities from their proposal and included in their contract within FY 2024 and will not use subcontractors to complete SNAP-Ed work.
13. All programming and aligned budget must be pre-approved by MFF, including any changes that occur after the FY 2024 Plan of Work is approved by USDA.
14. Program activities will be reasonable and necessary to accomplish SNAP-Ed goals and objectives. SNAP-Ed funding should not be considered as substitute funding for programs that have other funding streams or that move away from the mission of FNS and the goal and focus of SNAP-Ed.
15. Efforts must focus on providing SNAP-Ed to SNAP participants and/or eligible recipients. Organization will provide allowable nutrition education, physical activity promotion, and policy, systems, and environmental change initiatives to SNAP participants, low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, and individuals residing in communities or attending schools with a significant low-income population. (Refer to the [Subrecipient Backgrounder](#) for details regarding each audience eligibility category.)
16. Program activities focusing on USDA Food & Nutrition Service (FNS) clients already receiving nutrition education must be designed to provide new information and cannot supplant or duplicate existing nutrition education programs or policy, system and environmental change initiatives. Where operating in conjunction with existing programs and/or initiatives, SNAP-Ed program activities must enhance and supplement them.
17. SNAP-Ed programming delivered will be offered free of charge.
18. Program site locations must be updated in the [Map to Healthy Living Update Portal](#) as required by MFF.
19. All materials developed (hard copy and digital), printed, or re-printed/disseminated with SNAP-Ed funds must include the required USDA non-discrimination statement and credit statement. All materials must be pre-approved by MFF.
20. Nutrition education and obesity prevention messages will be consistent with the current [Dietary Guidelines for Americans](#) and stress the importance of variety, balance, and moderation, and they will not disparage any specific food, beverage, or commodity.

We have reviewed the above information, the submitted proposal package and budget, and verify the information is accurate and affirm our organization will comply with all of the Assurances stated above.

Signature of Authorized Organization Representative Date

Print Name Title

Signature of Organization Financial Representative Date

Print Name Title

Signature of Lead Program Representative Date

Print Name Title