

## USDA and MFF SNAP-Ed Assurances FY 2018

To be eligible for FY 2018 funding from the Michigan Fitness Foundation (MFF), your organization must agree to comply with the USDA and MFF SNAP-Ed Assurances outlined below. This document must include the original signature of an authorized representative from your organization.

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 subrecipients. All SNAP-Ed Subrecipients must be financially responsible for the allowability of nutrition education activities they provide that are funded with SNAP-Ed funds (CFDA #10.561) and are liable for repayment of unallowable costs.
2. Efforts must target SNAP-Ed to SNAP participants and eligible recipients.
3. Activities targeting any USDA Food & Nutrition Service (FNS) clients already receiving nutrition education must be designed to provide new information and cannot duplicate current services.
4. Documentation of costs and payments for approved SNAP-Ed activities will be provided to MFF as required by the reporting requirements. All original documentation will be maintained by Subrecipient and be available for USDA, MDHHS, and MFF review and audit.
5. Contracts will be awarded through an annual competitive review process that considers merit, effectiveness, history of compliance, alignment with SNAP-Ed goals, impact or potential impact, and 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.
6. Organization has the capacity to adhere to the procurement standards outlined in the OMB Uniform Grant Guidance.
7. 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 Grant Guidance governing administrative requirements, cost principles, and audit requirements.
8. Program activities will not supplant or duplicate existing nutrition education programs, and where operating in conjunction with existing nutrition education programs, will enhance and supplement them.
9. 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.
10. All materials developed, printed or re-printed with SNAP-Ed funds must include the required USDA non-discrimination statement. All materials must be pre-approved by MFF.
11. Messages of nutrition education and obesity prevention will be consistent with the most 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.

12. SNAP-Ed programming delivered in this proposal will be offered free of charge.
13. Criminal background checks and national and state sex offender registry checks will be conducted or caused to be conducted for each new employee, employee, subcontractor, subcontractor 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.
14. Compliance with the current MFF SNAP-Ed Programming and Operations Manual and the SNAP-Ed Guidance will be assured. Updates may be issued by MFF and/or USDA and replace previous versions. All SNAP-Ed Programs will need to adjust programming for compliance where applicable.
15. All programming and budget changes that differ from what was submitted in the FY 2018 MI SNAP-Ed Plan of Work must be pre-approved by MFF.
16. Any additional funds secured to deliver all or a portion of this work will be disclosed to MFF upon confirmation of additional funds.
17. Organization meets all of the proposal eligibility requirements outlined in the proposal instructions.

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

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Signature of Authorized Organization Representative	Date
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Print Name	Title
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Signature of Organization Financial Representative	Date
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Print Name	Title
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Signature of Lead Program Representative	Date
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Print Name	Title
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