



**STATE PARTNERSHIPS**  
— IMPROVING —  
**NUTRITION & EQUITY**

## 2021-2022 SPINE Program Calendar\*

\*Dates and activities subject to change

Date	Deliverable/Event Name	Description	Additional Information
<b>November 2021</b>			
November 8	SPINE RFP released	The Request for Proposals (RFP) seeks to contract with up to ten states to participate in the State Partnerships Improving Nutrition & Equity (SPINE) Program	
November 18	SPINE RFP & Application Information Session	The information session will take place virtually via Zoom and potential applicants are strongly encouraged to attend to learn more about the application process and ask general questions pertaining to the application.	<a href="#">Link to Recording</a> Passcode: a=@re!0#
<b>December 2021</b>			
December 10	SPINE Application Deadline for Submission	Applications are due on this date by 11:59pm ET. Applications and application materials are to be submitted via SmartSheet. No late applications will be accepted.	
December 13-17	Application Review Period	An application review team will review and score applications and states will be selected for funding.	
Week of December 20	Applicants notified of award status	Upon notification, award recipients will confirm participation and NACDD will initiate the contracting process.	
<b>January 2022</b>			
January 1	Anticipated SPINE program start date	Awardees may begin general program activities, incurring expenses, and submitting invoices. Please note, payment of funds will occur through a series of quarterly scheduled invoices as determined by NACDD. The first \$25,000 of the award will be made upon contract execution.	
January 3	Award Acceptance Form Submission Due	The Award Acceptance Form serves as a confirmation that states agree to participate in the SPINE program during the project period, that they accept the award amount, and collects pertinent contact information for contracting purposes.	
January 25	Day 1 of SPINE Program Kick-Off Meeting	Attendance is mandatory for all awarded recipients.	
January 26	Day 2 of SPINE Program Kickoff Meeting	Attendance is mandatory for all awarded recipients.	
January 31	Signed Contract Due	Contracts provide program information and specify the scope of work to be completed during the project period.	Process occurs via DocuSign.
<b>February 2022</b>			

February 1-11	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	This reflects the first 1:1 Support Call with Individual States and will have a slightly different format. Significant time will be spent discussing the translation of the state's work plan into the State Action Plan (SAP) template, and process and outcome measures.
February 14	Budget Submission Due Date	Budgets reflect the January 1, 2022 – December 31, 2022 period of performance for the allocated award amount.	Budgets are to be emailed to Crystal E. Doxie no later than COB on this date. Crystal will follow up, as needed, with questions and/or comments.
February 14	Draft State Action Plan Submission Due Date	SAPs are required by the SPINE Program and are expected to be implemented to the fullest extent possible with active participation of all state and local partner organizations.	Draft SAPs are to be emailed to Charita James and Patrilie Hernandez no later than COB on this date. Charita and Patrilie will follow up, as needed, with questions and/or comments.
February 15	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
February 23	BRIC Monthly Webinar*	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	*This Webinar will fulfill the requirement of the SPINE Special Topic Learning Opportunity, which typically takes place the 2nd Wednesday of every month from 2:00 – 3:30 pm ET.
February 28	Budget Accepted and Finalized	Budgets reflect the January 1, 2022 – December 31, 2022 period of performance for the allocated award amount.	The accepted and completed budget, is to be emailed to Crystal E. Doxie no later than COB on this date.
February 28	State Action Plan Accepted and Finalized	SAPs are required by the SPINE Program and are expected to be implemented to the fullest extent possible with active participation of all state and local partner organizations.	SAPs will be accepted and finalized by the SPINE program team.
<b>March 2022</b>			
March 9	Special Topic Learning Opportunity	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	Occurs every 2nd Wednesday of every month from 2:00 – 3:30 pm ET
March 10	SPINE Office Hour (Optional)	Office Hours will be on a pre-selected topic (most likely related to the Special Topic Learning Opportunity of the month) and time will be dedicated to discussing the topic further and answering questions.	Occurs every 2nd Thursday from 2:00 – 3:00 pm ET
March 15	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
March 16-23	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly, are around 30 minutes in duration, and at least one state team member is required to participate.	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.

April 2022			
April 13	Special Topic Learning Opportunity	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	Occurs every 2nd Wednesday from 2:00 – 3:30 pm ET
April 14	SPINE Office Hour <i>(Optional)</i>	Office Hours will be on a pre-selected topic (most likely related to the Special Topic Webinar from the day before) and time will be dedicated to discussing the topic further and answering questions	Occurs every 2nd Thursday 2:00 – 3:00 pm ET
April 15	Quarter 1 Progress Report Due Date	Progress reports allow NACDD to accurately measure progress towards and achievement of selected outcomes. Note that completion of progress reports is required to process invoices.	
April 19	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
April 20-26	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.
April 30	Quarter 1 Invoice Due Date	Invoices reflect expenses that were incurred and activities that were completed during the project period. Award funding must be used to support capacity building activities and policy, systems, and environmental (PSE) improvements, and not infrastructure or capital improvement.	Crystal E. Doxie facilitates this process and invoices for the quarter are to be emailed to Crystal no later than COB on this date.
May 2022			
May 12	Peer Exchange <i>(Optional)</i>	Office Hours will be on a pre-selected topic (most likely related to the Special Topic Webinar from the day before) and time will be dedicated to discussing the topic further and answering questions	Occurs every 2nd Thursday 2:00 – 3:00 pm ET
May 17	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
May 18-24	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.

May 25	BRIC Monthly Webinar*	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.  <i>Topic: Power of engaging youth, older adults, intergenerational strategies/Breastfeeding promotion</i>	*This Webinar will fulfill the requirement of the SPINE Special Topic Learning Opportunity, which typically takes place the 2nd Wednesday of every month from 2:00 – 3:30 pm ET.
<b>June 2022</b>			
June 9	Peer Exchange Session <i>(Optional)</i>	Peer Exchange Sessions provide topic-specific peer-to-peer learning opportunity based on needs related to SPINE strategies such as, but not limited to, health equity, partnership building, nutrition & food security, breastfeeding, etc.	Occurs every 2nd Thursday 2:00 – 3:00 pm ET
June 16-21	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.
June 21	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
June 23	BRIC Monthly Webinar*	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	*This Webinar will fulfill the requirement of the SPINE Special Topic Learning Opportunity, which typically takes place the 2nd Wednesday of every month from 2:00 – 3:30 pm ET.
<b>July 2022</b>			
July 13	Special Topic Learning Opportunity	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	Occurs every 2nd Wednesday from 2:00 – 3:30 pm ET
July 14	SPINE Office Hour <i>(Optional)</i>	Office Hours will be on a pre-selected topic (most likely related to the Special Topic Webinar from the day before) and time will be dedicated to discussing the topic further and answering questions	Occurs every 2nd Thursday 2:00 – 3:00 pm ET
July 15	Quarter 2 Progress Report Due Date	Progress reports allow NACDD to accurately measure progress towards and achievement of selected outcomes. Note that completion of progress reports is required to process invoices.	
July 19	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
July 20-26	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and	

		SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	
July 30	Quarter 2 Invoice Due Date	Invoices reflect expenses that were incurred and activities that were completed during the project period. Award funding must be used to support capacity building activities and policy, systems, and environmental (PSE) improvements, and not infrastructure or capital improvement.	Crystal E. Doxie facilitates this process and invoices for the quarter are to be emailed to Crystal no later than COB on this date.
<b>August 2022</b>			
August 11	Peer Exchange Session <i>(Optional)</i>	Peer Exchange Sessions provide topic-specific peer-to-peer learning opportunity based on needs related to SPINE strategies such as, but not limited to, health equity, partnership building, nutrition & food security, breastfeeding, etc.  Topic: BRIC State Profiles	Occurs every 2nd Thursday 2:00 – 3:00 pm ET
August 16	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
August 17-23	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.
August 24	BRIC Monthly Webinar*	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	*This Webinar will fulfill the requirement of the SPINE Special Topic Learning Opportunity, which typically takes place the 2nd Wednesday of every month from 2:00 – 3:30 pm ET.
<b>September 2022</b>			
September 7	Special Topic Learning Opportunity	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	Occurs every 2nd Wednesday from 2:00 – 3:30 pm ET
September 8	SPINE Office Hour <i>(Optional)</i>	Office Hours will be on a pre-selected topic (most likely related to the Special Topic Webinar from the day before) and time will be dedicated to discussing the topic further and answering questions	Occurs every 2nd Thursday 2:00 – 3:00 pm ET
September 20	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month from 3:00 – 4:00 pm ET
September 21-27	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.

		coordinated and determined by the state and SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	
<b>October 2022</b>			
October 12	Special Topic Learning Opportunity	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	Occurs every 2nd Wednesday from 2:00 – 3:30 pm ET
October 13	Office Hour <i>(Optional)</i>	Office Hours will be on a pre-selected topic (most likely related to the Special Topic Webinar from the day before) and time will be dedicated to discussing the topic further and answering questions	Occurs every 2nd Thursday 2:00 – 3:15 pm ET
October 15, 2022	Quarter 3 Progress Report Due Date	Progress reports allow NACDD to accurately measure progress towards and achievement of selected outcomes. Note that completion of progress reports is required to process invoices.	
October 18	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3 <sup>rd</sup> Tuesday of the month from 3:00 – 4:00 pm ET
October 19-25	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and address any T/TA needs. On some months, states can showcase their SPINE work and activities specific to food and nutrition security and health equity. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly, are between 30 minutes to one hour in duration, and at least one state team member is required to participate.	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.
October 30	Quarter 3 Invoice Due Date	Invoices reflect expenses that were incurred and activities that were completed during the project period. Award funding must be used to support capacity building activities and policy, systems, and environmental (PSE) improvements, and not infrastructure or capital improvement.	Crystal E. Doxie facilitates this process and invoices for the quarter are to be emailed to Crystal no later than COB on this date.
<b>November 2022</b>			
November 9	Special Topic Learning Opportunity	Purpose: Deeper dive on select topics per T/TA Assessment and requests made to support states and their communities.	Occurs every 2nd Wednesday, from 2:00 – 3:30 pm ET
November 10	SPINE Office Hour <i>(Optional)</i>	Office Hours will be on a pre-selected topic (most likely related to the Special Topic Webinar from the day before) and time will be dedicated to discussing the topic further and answering questions	Occurs every 2nd Thursday 2:00 – 3:00 pm ET
November 15	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3 <sup>rd</sup> Tuesday of the month from 3:00 – 4:00 pm ET
November 16-22	1:1 Support Calls with Individual States	These calls discuss overall program implementation (e.g., SAP progress, project management, budget, evaluation, etc.) and	1:1 Calls are re-occurring and take place the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks of every month throughout the project period.

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<b>December 2022</b>			
Sometime in the first two weeks of December	SPINE Showcase	To provide a shared space and opportunity to discuss lessons learned, celebrate 'what's working, and reflect on sustainability moving forward.	
December 15	Quarter 4 Progress Report and Invoice Due Date	<p>Progress reports allow NACDD to accurately measure progress towards and achievement of selected outcomes. Note that completion of progress reports is required to process invoices.</p> <p>Invoices reflect expenses that were incurred and activities that were completed during the project period. Award funding must be used to support capacity building activities and policy, systems, and environmental (PSE) improvements, and not infrastructure or capital improvement.</p>	Crystal E. Doxie facilitates this process and invoices for the quarter are to be emailed to Crystal no later than COB on this date.

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