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**State Partnerships Improving Nutrition and Equity**

**Work Plan Template**

Utilize this template to develop and articulate your proposed State Partnerships Improving Nutrition and Equity (SPINE) work plan. ***As you develop your work plan, incorporate the following key concepts for SPINE:***

* **Food and Nutrition Security:** How does your project support state- and/or community-level actions to improve sustainable and equitable access to affordable, safe, and nutritious food across the lifespan within the context of public health emergencies (e.g., COVID-19), cultural competence, and health equity?
* **Health Equity:** How does your project attain the highest level of health for all people? What efforts will your project make to address avoidable inequalities, historical and contemporary injustices, health and healthcare disparities, and inequitable food access? Consider engaging partners and programs that serve populations and/or communities most impacted by food and nutrition insecurity, COVID-19, and other health inequities.

**Directions for Completing the Work Plan Template**

1. State the overall goal of your proposed project for each of the two (2) Strategy Areas: Partnerships, and Programs and Services.
2. Provide 2-3 sentences describing how you will address equitable food and nutrition security for each of the two (2) Strategy Areas. Consider any COVID-19 pivots/adjustments you may need to make.
3. Across both Strategy Areas, ***select at least three (3) activities*** that you plan on addressing in your proposed project by ticking off the checkbox in the column next to the activity. *You* ***must pick******at least******one activity in each******of the Strategy Areas****.* If your activities are different than what’s presented or you need additional space for more activities, insert new rows into the table. ***Please note that all work plans must include and address the required activity under the “Partnerships” section.*** The required activity counts as one (1) of at least three (3) activities selected.
4. List action step(s) that will support achievement of the activities you selected in addition to the responsible party(s)/partner(s) and expected outcome(s)**. *Examples are provided below in red font.***
5. Upload the completed work plan into Smartsheet as a Microsoft Word attachment, along with your RFP application. Please title your work plan as follows: “State Name” SPINE Work Plan (e.g., New York SPINE Work Plan).

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| **State Name:** |
| **Program Strategy: Partnerships** |
| **Overall Goal:**  |
| **In 2-3 sentences, describe how you will address equitable food and nutrition security for this Strategy Area. Consider any COVID-19 pivots/adjustments you may need to make.** |
| **Activity**  | **Action Steps to Achieve Activity** | **Responsible** **Party(s)/Partner(s)** | **Expected Outcome(s)** |
| [x]  | *Convene state-and community-level partners through existing coalitions, food policy councils, or similar organized groups to support implementation of SPINE SAP.* | 1. *Identify organizations within network that have a connection to a local Food Policy Council to facilitate an introduction.*
2. *Develop partnership agreement with local Food Policy Council by February 1, 2021.*
 | *State Health Department* | * *One partnership confirmed.*
* *Direct and stronger connections to state- and community-level groups.*
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| x | **Required activity:**Identify and develop new or strengthen existing relevant partnerships in a formal and sustainable manner using memoranda or letters of understanding.  |  |  |  |
| [ ]  | Coordinate with existing relevant national, state, and/or community organizations to develop and implement the SPINE State Action Plan (SAP) that supports equitable food and nutrition security throughout the food system including, but not limited to, charitable food assistance programs and institutions (e.g., food banks and pantries); hospitals; existing coalitions, food policy councils, or similar organized groups; and other partners within the context of responding to the COVID-10 public health emergency. |  |  |  |

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| **Program Strategy: Programs and Services** |
| **Overall Goal:**  |
| **In 2-3 sentences, describe how you will address equitable food and nutrition security for this Strategy Area. Consider any COVID-19 pivots/adjustments you may need to make.** |
| **Activity** | **Action Steps to Achieve Activity** | **Responsible** **Party/Partner** | **Expected Outcome(s)** |
| [x]  | *Increase training and technical assistance for local leaders and community partners by providing webinars on nutrition and food security with a health equity focus.*  | 1. *Compile a list of partners to offer webinar to.*
2. *Secure subject matter expert(s) and develop a contract agreement by February 1, 2021, to begin planning the webinar.*
 | *State Health Department* | * *At least two webinars will be developed and offered.*
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| [ ]  | Identify an existing state work plan or similar plan that supports state- and/or community-level actions and activities to incorporate into a SPINE SAP to improve sustainable and equitable access to affordable, safe, and nutritious food across the lifespan. |  |  |  |
| [ ]  | Implement a SAP that includes, but is not limited to, activities such as: * Partner with community coalitions and community sites to equitably address and increase food and nutrition security (e.g., improve nutrition policies that include standards for food procured and distributed at food banks and pantries, increase acceptance of food assistance and food incentive vouchers in underserved areas, and increase or support breastfeeding).
	+ Standardize food and nutrition security metrics used by food banks and pantries, as well as their local community partners, to help municipalities better understand burden, disparities, and equitable solutions to address food and nutrition insecurity, especially in communities with populations at high risk.
	+ Advise health care systems on how to implement culturally competent food insecurity screening questions and emerging best practice models for referral to community resources such as charitable food assistance and/or breastfeeding programming.
	+ Increasing access to T/TA for local leaders to equitably address food and nutrition insecurity in their communities through policy, systems, and environmental change approaches.
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| [ ]  | Utilize a community-based participatory approach in working with coalitions and similar groups (e.g., food policy councils), and with local jurisdictions and communities to implement SAP-related activities.  |  |  |  |