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**State Partnerships Improving Nutrition & Equity**

**State Action Plan Guidance and Template**

**WITH AN UPDATED ACTION STEPS TEMPLATE**

**(MARCH 2022)**

**SPINE State Action Plan Guidance and Template**

Draft State Action Plans are due by February 14, 2022

Final State Actions Plans will be accepted by February 28, 2022

The NACDD SPINE team will reach out to each state to set up a meeting to provide technical assistance on the development of this plan and will review drafts and provide feedback. The State Action Plan (SAP) is meant to provide a strategic approach to implementation and may be revised over the grant period.

The SAP correlates to the scope of work included in your contract (see Attachment) and will be informed by both the work plan you submitted as part of your SPINE application and the existing state-level plan, or similar, that you are leveraging for your SPINE project.

**SPINE Key Concepts to Include**

The following key concepts should be reflected in your SAP.

* **Food and Nutrition Security:** How will your project work ensure that all people in the population(s) to be reached always have adequate, quality, culturally relevant food that is safe to consume and that meets their dietary needs and food preferences? Which types of multisector partnerships will support this?
* **Health Equity:** How does your project work to attain the highest level of health for the population(s) to be reached? What efforts will your project make to address avoidable inequalities, historical and contemporary injustices, health and healthcare disparities, and inequitable food access? Which multisector partnerships will support this?
* **Community-Based Participatory Actions/Lived Experience Approach**: How will you ensure that community voices are considered in the development and implementation of project activities? Who are your community stakeholders and how will they support your SPINE project?
* **Policy, Systems, and Environmental Change Approach:** What sustainable, long-term, and community/population-level changes will your SPINE project have? How can partners and programs that serve groups most impacted by food and nutrition security be engaged?

**Activities from Scope of Work to Include**

The following activities from your SPINE contractual Scope of Work should be reflected in your SAP:

1. Identify and develop at least one new formal partnership that supports addressing sustainable and equitable access to affordable, safe, and nutritious food.
2. Regularly convene state- and/or community-level partners (e.g., through existing coalitions, food policy councils, or similar organized groups) to support the implementation of SAP-related activities.
3. Prioritize and be able to demonstrate utilization of 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.

**SPINE Policy, Systems and Environment (PSE) Outcomes**

Please note that all SAPs **must include and address the required outcome**. You can select/include and address the other outcomes in your plan if they are pertinent to your SPINE project.

1. **Required outcome**: At least 75% of established partnerships, existing and/or new, support the achievement of community- or systems-level improvements (including community clinical linkages) in states and communities that increase sustainable and equitable access to affordable, safe, and nutritious food using a community-based participatory approach and “lived experience” approach.
2. Increased number of community sites with implemented food service guidelines or healthy nutrition standards.
3. Increased new or enhanced places providing geographic or financial access to healthier foods.

**Sections of the Template**

The SPINE State Action Plan Template is divided into three sections. Below is a description of each section to assist in completing your draft.

**Section 1: Key Program Activities**

Please note that all SAPs **must include and address the required activity**, which aligns with the required outcome above. SPINE program goals should be achieved through actions that involve partnerships and programs and services. The following activities can be reflected in your SAP. *Please note, pertinent activities from an existing state-level plan can also be included in your SAP.*

1. **Required activity**: Identify and develop new or strengthen existing relevant partnerships in a formal and sustainable manner using memoranda or letters of understanding.
2. Coordinate with existing relevant national, state, and/or community organizations to develop and implement a 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-19 public health emergency.
3. 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.
1. Prioritize and be able to demonstrate the utilization of 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.

**Filling out information in the “Key Program Activities” section of the template:**

1. Select which of the three listed outcome measures you are working on. Remember, the “required outcome” is mandatory.
2. Reach: Enter the estimated number of people you will reach in the population(s) your project focuses on. You will also need to describe how you developed this estimate, referencing the population or geographic area of focus, source of data, and/or methodology.
3. Describe your approach to addressing equitable food and nutrition security. Describe how you will operationalize equity considerations throughout your planning and implementation process.
4. Describe how you are integrating health equity into your project.
5. Provide action steps with a timeline to assist in achieving your SPINE project goals. For each action step, provide the responsible party/partners, expected output, and any additional comments. You may have more than one output for each activity.
6. Add new or delete unused rows.

**Section 2: Partnerships**

In this section, please use the table to:

List all your partnerships for your SPINE project.

Indicate whether the partnership is:

New: newly formed partnership to implement SPINE program goals

Existing: not a new partnership, that has *not* been strengthened or enhanced as a result of the SPINE program

Strengthened: partnership existed beforehand and has been strengthened or enhanced as a result of the SPINE program

State how the partnership will help with SAP implementation and influence PSE changes.

**Section 3: Additional Information**

In this section, please describe:

1. Challenges/Barriers: describe any challenges or barriers you anticipate related to addressing equitable food and nutrition security that will impact implementation.
2. Solutions Identified: describe solutions to any of the challenges/barriers identified.
3. The state-level plan being leveraged for SPINE: describe the state-level plan(s), or similar, that is being leveraged for SPINE and list the pertinent activities.
4. Leveraging Other Funds: describe any additional funds your state has leveraged or plans to leverage in support of your SAP.
5. Other Comments: share any other comments regarding the SAP not addressed above.

You will have the opportunity to update information quarterly in the sections via an online platform that you will receive training on.

**Examples of how to complete each section are provided below in red font.**

**State Partnerships Improving Nutrition & Equity (SPINE)**

**State Action Plan Template | State/Organization Name:**

**Section 1: Key Program Areas**

**SPINE Policy, Systems and Environment (PSE) Outcomes**

*Please note that all SAPs must include and address the required outcome. You can include and address the other outcomes in your plan if they are pertinent to your SPINE project.*

[x]  At least 75% of established partnerships, existing and/or new, support the achievement of community- or systems-level improvements (including community clinical linkages) in states and communities that increase sustainable and equitable access to affordable, safe, and nutritious food using a community-based participatory approach and “lived experience” approach. (**Required outcome**)

[ ]  Increased number of community sites with implemented food service guidelines or healthy nutrition standards.

[ ]  Increased new or enhanced places providing geographic or financial access to healthier foods.

**Estimated Reach.** Please state the estimated number of people you anticipate reaching/impacting through your food and nutrition security efforts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please describe below how you are estimating the number of people that will be reached (e.g., population or geography of focus, data source, and/or methodology).**

**Please describe your approach to addressing inequitable food and nutrition security.**

**Please describe your approach to integrating health equity into your efforts.**

**SAP ACTION STEPS TEMPLATE**

**What are Major Action Steps?**

These are overarching action steps support the strategies you listed at the beginning of Section 1 as well as work towards the outcomes you selected above. Major Action Steps should be reflected as whole numbers (Action Step 1,2,3, etc.)

**What are Sub Action Steps?**

Your Major Action Steps most likely have Sub Action Steps that will help you achieve the Major Action Steps. They will be numbered as followed:

* Sub Action Steps for Action Step 1 will be 1.1, 1.2, 1.3, etc.
* Sub Action Steps for Action Step 2 will be 2.1, 2.2, 2.3, etc.
* And so on

While you will not have to detail the Responsible Parties/Partners, Expected Outputs, and Additional Comments for Major Action Steps, you will need to provide them for Sub Action Steps. Please see the template below.

**Some friendly reminders:**

* **Action Steps** are specific activities that outline the **what** is being done, the **who** is delivering and **who** is receiving, **where** it is taking place (virtually, in person, etc.), **how** it is being implemented/the delivery model (webinar, conference, workshop, etc.) and by **when.**
	+ Example: OHD **(who)** will partner with regional food banks **(who)** through an MOU **(how)** to gain local context in the selection of pantry locations and logistical expertise **(what)** to establish food pantries adjacent to or onsite of FQHCs **(where)** and/or clinics by September 2022 **(when)**
* **Expected Outputs** are the tangible or measurable deliverables that help you work towards the outcome you selected. Outcomes are the differences we make as a result of our outputs, which can be documents, processes, or policies that are developed as a result of the action step. Put another way, outputs are what the things we “walk away with” after we conduct an activity. Some examples might be: MOUs, Other types of partnership agreements, the connection mapping analysis document where gaps are identified, etc.
* **Re: Number of Action Steps:** There are a maximum of 5 Major Action Steps and 4 Sub Steps per Major Action Step for a total of 25 steps (5 Major, 20 Sub). Please do not feel obligated to fill out the entire allocated number of Action Steps. For example: You can only have 2-3 Major Action Steps and 1-2 Sub Steps for each and that is totally reasonable for your state’s SPINE project and the project period.

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| --- |
| **Insert Major Action Step 1 (works towards outcomes and supports your strategies):**  |
| **Sub Action Step** *(who, what, where, how, when)* | **Responsible Party/Partners***(Agency or the individual responsible for achieving the action step. Include partner(s) if any)* | **Expected Output***(Provide expected output(s)for each action step, such as an MOU, a toolkit, training materials, 2 partners, 3 meetings attended, etc.)* | **Additional Comments***(Added comments or resources useful for achieving the action step)* |
| Sub Action Step 1.1: |  |  |  |
| Sub Action Step 1.2: |  |  |  |
| Sub Action Step 1.3: |  |  |  |
| Sub Action Step 1.4: |  |  |  |
| **Insert Major Action Step 2 (works towards outcomes and supports your strategies):**  |
| **Sub Action Step** *(who, what, where, how, when)* | **Responsible Party/Partners***(Agency or the individual responsible for achieving the action step. Include partner(s) if any)* | **Expected Output***(Provide expected output(s)for each action step, such as an MOU, a toolkit, training materials, 2 partners, 3 meetings attended, etc.)* | **Additional Comments***(Added comments or resources useful for achieving the action step)* |
| Sub Action Step 2.1: |  |  |  |
| Sub Action Step 2.2: |  |  |  |
| Sub Action Step 2.3: |  |  |  |
| Sub Action Step 2.4: |  |  |  |
| **Insert Major Action Step 3 (works towards outcomes and supports your strategies):**  |
| **Sub Action Step** *(who, what, where, how, when)* | **Responsible Party/Partners***(Agency or the individual responsible for achieving the action step. Include partner(s) if any)* | **Expected Output***(Provide expected output(s)for each action step, such as an MOU, a toolkit, training materials, 2 partners, 3 meetings attended, etc.)* | **Additional Comments***(Added comments or resources useful for achieving the action step)* |
| Action Step 3.1: |  |  |  |
| Action Step 3.2: |  |  |  |
| Action Step 3.3: |  |  |  |
| Sub Action Step 2.4: |  |  |  |
| **Insert Major Action Step 4 (works towards outcomes and supports your strategies):**  |
| **Sub Action Step** *(who, what, where, how, when)* | **Responsible Party/Partners***(Agency or the individual responsible for achieving the action step. Include partner(s) if any)* | **Expected Output***(Provide expected output(s)for each action step, such as an MOU, a toolkit, training materials, 2 partners, 3 meetings attended, etc.)* | **Additional Comments***(Added comments or resources useful for achieving the action step)* |
| Action Step 4.1: |  |  |  |
| Action Step 4.2: |  |  |  |
| Action Step 4.3: |  |  |  |
| Sub Action Step 4.4: |  |  |  |
| **Insert Major Action Step 5 (works towards outcomes and supports your strategies):**  |
| **Sub Action Step** *(who, what, where, how, when)* | **Responsible Party/Partners***(Agency or the individual responsible for achieving the action step. Include partner(s) if any)* | **Expected Output***(Provide expected output(s)for each action step, such as an MOU, a toolkit, training materials, 2 partners, 3 meetings attended, etc.)* | **Additional Comments***(Added comments or resources useful for achieving the action step)* |
| Action Step 5.1: |  |  |  |
| Action Step 5.2: |  |  |  |
| Action Step 5.3: |  |  |  |
| Sub Action Step 5.4: |  |  |  |

**State Partnerships Improving Nutrition & Equity (SPINE)**

**State Action Plan Template | State/Organization Name:**

**Section 2: Partnerships**

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner Name** | **New, Existing, or Strengthened Partnership** | **How Partner Will Help to Implement SAP and Influence PSE Changes** | **Progress***Progress column(s) will be completed during quarterly reporting to describe progress in planned partnership activities and how efforts may have pivoted to address equitable food and nutrition security.* |
| *Alabama Food Coalition* | *New* | *Alabama Food Coalition will help to identify community stakeholders to involve in the planning and implementation of SPINE activities.*  |  |
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**State Partnerships Improving Nutrition & Equity (SPINE)**

**State Action Plan Template | State/Organization Name:**

**Section 3: Additional Information**

1. **Challenges/Barriers:**
2. **Solutions, if any, related to challenges/barriers above:**
3. **The state-level plan being leveraged for SPINE (please provide a description of the plan):**
4. **Other Leveraged Funds:**
5. **Other Comments:**