

State Contract Language

Period of Performance: January 1, 2022 – December 31, 2022

Purpose of the agreement

The purpose of this agreement is to execute a working contract agreement with the vendor to implement the State Partnerships Improving Nutrition & Equity (SPINE) program. In collaboration with the Centers for Disease Control and Prevention's (CDC) Division of Nutrition, Physical Activity, and Obesity (DNPAO), and a team of nationally recognized experts, the National Association of Chronic Disease Directors (NACDD) will work with up to ten (10) State Health Departments (SHD) to address food and nutrition security through sustainable and equitable actions that tackle economic and social conditions limiting food and nutrition security across the lifespan through a policy, systems, and environmental change lens. Health equity is foundational to the SPINE program and will be integrated throughout the planning, action, and evaluation states of the project, in addition to taking into account the impact of the COVID-19 pandemic. States will work towards the achievement of the following outcomes:

- Sustainable cross-sector partnerships that will support the implementation of a SPINE State Action Plan (SAP) focused on increasing sustainable and equitable access to affordable, safe, and nutritious food across the lifespan during COVID-19; and
- Improved capacity to leverage resources from multiple partners and sectors at the state and local levels to implement evidence-based and community-clinical linkage strategies.

State Progress Measures

Process Measures

1. States will implement their SAP to the fullest extent possible with active participation of all state and local partner organizations with a focus, where applicable, on using a community based participatory approach.
2. States will participate in and leverage at least 80% of SPINE training and technical assistance (T/TA) virtual learning opportunities to support implementation of SAPs.
3. States will ensure that all their identified partners are engaged and connected to the activities in the SAPs and at least 75% of a state's partners will implement activities as identified in their respective SAPs.
4. States will have an evaluation plan in place that ties to the NACDD evaluation plan and progress reporting requirements.

Outcome Measures

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

Scope of Work (SOW) to be completed

By December 31, 2022, the vendor will complete the following SOW activities:

1. Sign and submit the contract no later than **January 31, 2022**.
2. Communicate point of contact(s) changes for both program work and fiscal support to the SPINE program team as staff transitions/turnover occurs, if applicable.
3. Communicate to SPINE program leadership if you anticipate that the SPINE activities will continue beyond December 31, 2022. If so, states can request a no cost extensions up to 60 days no later than November 1, 2022. If the request is approved, funds and related activities may be carried over into the next calendar year through July 31, 2023.
4. Submit SPINE State Action Plan (SAP) to the SPINE program team no later than **February 14, 2022**. SAPs will be approved and finalized by the SPINE program team no later than **February 28, 2022**.
5. Submit SPINE budget, reflective of the January 1, 2022 – December 31, 2022 period of performance, to Crystal E. Doxie no later than **February 14, 2022**. Budgets will be approved and finalized no later than **February 28, 2022**.
6. Participate in at least 80% of the *required* training and technical assistance (T/TA) virtual learning opportunities:
 - SPINE Update Calls with all States: These calls provide administrative updates and support, overall SPINE program implementation guidance, and an opportunity to hear from other states. Calls occur the 3rd Tuesday of each month from 3-4pm ET. These calls are one hour in duration and at least one state team member is required to participate.

- Individual 1:1 Support Calls with 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.
- Special Topic Learning Opportunities: These sessions offer a deeper dive on select topics based on state T/TA needs and aim to support implementation of SPINE program activities and achievement of SPINE program outcomes. The format of these opportunities may vary (e.g., webinars, panel discussions, seminars, workshops, etc.). These opportunities occur monthly; most will take place the 2nd Wednesday of each month from 2-3:30 pm ET. At least one state team member is required to participate.
 - Select BRIC Monthly Webinars: Some opportunities will take place the 4th Wednesday of the month from 2-3:30 pm ET if there is a Building Resilient Inclusive Communities (BRIC) program webinar on a SPINE-related topic. At least one state team member is required to participate.

7. Participate in the *optional* T/TA virtual learning opportunities, as able. Participation in these optional opportunities is strongly encouraged by at least one team member:

- Peer Exchange Sessions: These sessions will create a structured space for states to learn from one another around T/TA needs related to implementation of the SPINE program. Examples include, but are not limited to, food and nutrition security, operationalizing health equity, partnership development, and coalition building. States will be invited to present using the *Offer and Ask* method; additionally, specific questions and resources will be used to help guide the conversation. These occur every other month on the 2nd Thursday of the month from 2-3 pm ET. (Will alternate months with Office Hours, see below).
- Office Hours: Office Hours will be facilitated using 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 any other questions. These occur every other month on the 2nd Thursday of the month from 2-3pm ET. (Will alternate with Peer Exchange Sessions, see above).

8. Identify and develop at least one new formal partnership that supports addressing sustainable and equitable access to affordable, safe, and nutritious food.

9. Regularly convene state- and/or community-level partners (e.g., through existing coalitions, food policy councils, or similar organized groups) to support implementation of SAP-related activities.
10. 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.
11. Prioritize and demonstrate application of cultural humility, awareness, and responsiveness when tailoring planning, implementation, and communications activities for intended audiences.
12. Support the development of resources and guidance documents, in written and/or visual format, as needed.
13. Actively contribute to SPINE-related communications, such as newsletters, bulletins, and SPINE website blogs/features.
14. Disseminate relevant guidance and resources to partners and communities.
15. Attend the end of year convening (details TBD) to share lessons learned and recommendations. This meeting will take place in Quarter 4 of the project period.
16. Provide comprehensive updates via quarterly progress reports, utilizing Progress Reporting Guidance provided, and submit to SPINE program team via email. Progress reports will allow NACDD to accurately measure progress towards and achievement of selected outcomes. The vendor will adhere to progress report due date schedule, as provided below. Note that completion of progress reports is required to process invoices.
17. Support any other SPINE program-related reporting and evaluation requirements (e.g., completing surveys and providing data and/or reports), as needed.
18. Submit quarterly invoices to Crystal E. Doxie per due date schedule, as provided below.

Progress Report and Invoice Due Date Schedule

Reporting Period	Progress Report Due Date	Invoice Due Date
Jan-Mar	Apr 15	Apr 30
Apr-June	July 15	July 31
July-Sept	Oct 15	Oct 31
Oct-Dec	Dec 15	Dec 15

General Note re: Communications Activities

Please use the following acknowledgement statement on any collateral developed utilizing SPINE program funding:

The State Partnerships Improving Nutrition and Equity program in (insert state) is a national project of the National Association of Chronic Disease Directors that is 100 percent supported under the State Partnerships Improving Nutrition and Equity program, which is supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$2 million with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.

This statement also applies to any conference/meeting/seminar materials (e.g., flyers, handouts, slides, etc.).

Note that this scope of work may be revised based on requested changes from the CDC, NACDD, and/or states.

These roles are in alignment with the Partnerships, and Programs and Services strategies of the overarching SPINE program work plan submitted to the CDC.