



## 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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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/SPINE Joint 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.
<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.  Topic: SPINE State Action Plan Peer Share and Working Session	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 18	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.
March 18	SPINE Special Breastfeeding Funding Application Due	Special supplemental funding is being made available to SPINE states to augment existing efforts around supportive breastfeeding strategies that advance health equity. SPINE states that are awarded funding will be connected to existing training and technical assistance (T/TA) on supportive breastfeeding strategies and pertinent TA plans implemented by DNPAO.	Application Link: <a href="https://app.smartsheet.com/b/form/8d30a192342e46b3b392f83a11db87b1">https://app.smartsheet.com/b/form/8d30a192342e46b3b392f83a11db87b1</a>

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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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.
<b>April 2022</b>			
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.  Topic: "Foundations of Health Equity"	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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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.
<b>May 2022</b>			
May 12	Peer Exchange <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
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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls	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.

		occur monthly for 30 minutes and at least one state team member is required to participate.	
May 25	BRIC/SPINE Joint 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 (Optional)	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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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/SPINE Joint 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 (Optional)	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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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/SPINE Joint 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 14	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 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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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.
<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 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. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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 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 15	Year 2 Application Materials Released	Materials include Year 2 (Y2) Application Guidance Document including instructions on completing Y2 SAP revisions, Y2 Scope of Work (SOW), and a Y2 Budget template.	Materials can be found on the SPINE Internal Hub
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 address any T/TA needs. Call dates and times will be coordinated and determined by the state and SPINE program team. These calls occur monthly for 30 minutes 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.
<b>December 2022</b>			
December 15	Draft SPINE Y2 SAP and Budget Due	Y2 Application Materials are due on this date by 11:59pm ET.	Y2 SAP and Budget materials are to be emailed to Charita James and/or Patrilie Hernandez (depending on who your SPINE TA liaison is), cc'ing Crystal E. Doxie. No late submissions will be accepted.
December 15	Q4 Progress Report and Invoice Due	Progress reports allow NACDD to accurately measure progress towards and achievement of selected outcomes. Note that completion of progress reports is required to process invoice. 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
December 31	SPINE Y2 SAP and Budget Accepted	SPINE admin will review initial SAP and Budget submissions and provide feedback on any changes by this date.	Crystal E. Doxie facilitates this process and invoices for the quarter are to be emailed to Crystal no later than COB on this date

December 31	SPINE Y2 Contracts will be disseminated to states by this date	Y2 Contracts will be sent via DocuSign starting on December 1, 2023	
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Subject to Change