



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

**State Partnerships Improving Nutrition & Equity**

**Year 2 State Action Plan Guidance**

**Released November 15, 2022**

## SPINE Year 2 State Action Plan Guidance

Draft State Action Plans are due by December 15, 2022

State Actions Plans will be reviewed and returned by December 31, 2022

Final State Action Plans must be sent to SPINE team by January 6, 2023

The NACDD SPINE team will review drafts and provide feedback on Year 2 State Action Plans (Y2 SAP). Your 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 your Y1 SPINE activities and the existing state-level plan, or similar, that you are leveraging for your SPINE project.

### SPINE Key Concepts to Include

Like Y1 SPINE, 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) Strengthen at least one formal partnership that was identified in Year 1.
- 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 and lived experience 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.

Note: #2 and #3 may not be applicable to states.

### Things to Consider When Completing Your Y2 SAP

- How are activities building off of your Y1 activities?
- The sustainability of your activities post the Y2 project period
- Staff capacity and resources
- The alignment of Y2 activities with the [National Strategy on Hunger, Nutrition, and Health](#)

For additional guidance on completing your State Action Plan, please review [the SAP Guidance Presentation](#).

### Updating your SAP with Y2 Activities

The SPINE State Action Plan is divided into three sections. Below is a description of each section and instructions on how each section should be updated. **Please complete your Y2 SAP by updating the final version of your Year 1 State Action Plan (Y1 SAP) using track changes in Microsoft Word.** For your records, the SPINE team will email you the final version of your Y1 SAP to work off of. We ask that you update your SAP in track changes so that we can differentiate new activities vs. activities that are being built upon for Y2.

#### **Section 1: Key Program Activities**

Please note that all SAPs **must include and address the required activity**, which aligns with the required outcome that is mentioned 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; however, they should build upon Y1 activities.*

- 1) **Required activity:** Continue the strengthening of at least one formal partnership that was identified in Year 1.
- 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.
- 4) Prioritize and be able to demonstrate the utilization of a community-based participatory and lived experience approach in working with coalitions and similar groups (e.g., food policy councils), and with local jurisdictions and communities to implement SAP-related activities.

#### **Updating the “Key Program Activities” section of the SAP:**

- 1) Select which of the three listed outcome measures you are working on for Y2. Remember, the “required outcome” is mandatory.
- 2) Reach: Update the estimated number of people you will reach. 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 updated approach to addressing equitable food and nutrition security. Describe how you will operationalize equity considerations throughout your planning and implementation process.
- 4) If you are using new strategies to integrate health equity into your project for Y2, please describe in your updates of this section.
- 5) Update, revise, and/or add new 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. Examples of updates include, but are not limited to, updated dates, responsible parties, outputs, addition of new activities, and removal of activities that were completed in Y1.
- 6) Add new or delete unused rows.
- 7) Save file as “(State Name) Year 2 State Action Plan”.

### **Including Breastfeeding Activities**

Incorporating breastfeeding (BF) activities in your Y2 SAP is not required; however, SPINE is focused on increasing sustainable and equitable access to affordable, safe, and nutritious food across the lifespan (including breastfeeding). For this reason, we encourage states to consider including breastfeeding activities if they have the capacity to. As Special Project Breastfeeding Funding is discontinued for Y2 SPINE, states that received that supplemental funding are strongly encouraged to build upon Y1 BF activities in their Y2 SAP to promote sustainability.

### **Section 2: Partnerships**

In this section, please use the table to:

- List all your partnerships for your Y2 project.
- If you will be working with Partners that you didn't work with in Y1, 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
- For partners that you worked with for Y1 SPINE, update sections as necessary.
- State how the partnership will help with SAP implementation and influence PSE changes.

### **Section 3: Additional Information**

In this section, please update/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.

If needed, you will have the opportunity to make changes to your SAP during the project period on a quarterly basis.

**Before submitting your Y2 SAP to the SPINE Team, ensure that it includes the following:**

- Reflects an emphasis on food and nutrition security
- Reflects an emphasis on health equity and inclusion
- Identifies an approach to addressing inequitable food and nutrition security
- Includes community-based participatory actions/lived experience approach
- Reflects a policy, systems, and environmental change approach in their action steps
- Addresses the required activity: “Identify and develop new or strengthen existing relevant partnerships in a formal and sustainable manner using memoranda or letters of understanding.”
- Addresses the required outcome: “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.”
- Describes their time-delineated action steps, responsible party/partners, and expected outputs in a clear and transparent manner
- Clearly identifies partnerships and describes how partnership(s) will help with SPINE implementation and influence PSE changes
- Identifies the state-level plan(s), etc. that is being leveraged
- Incorporates the following activities from the Scope of Work into SAP action steps:
  - Identify and develop at least one new formal partnership that supports addressing sustainable and equitable access to affordable, safe, and nutritious food.
  - 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.

- 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.

Please email completed Year 2 State Action Plans to your SPINE TA liaison and reach out if you have any questions or concerns.