



2022-2023 SPINE Program Calendar*

*Dates and activities subject to change

Date	Deliverable/Event Name	Description	Additional Information
November 2022			
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 15	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month
November 16-28	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 rd and 4 th weeks of every month throughout the project period
December 2022			
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 improvements	Progress reports should be inputted into your state's dashboard in the SPINE Project Management Hub . 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.	
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	
January 2023			
January 1	Year 2 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 6	Final SPINE Y2 SAP Due	SPINE States will submit final copy of SAP with requested changes (if any) to Patrilie and/or Charita by this date.	
January 11 2-3:30 PM ET	Peer Exchange	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, food and nutrition security, breastfeeding, etc.	Occurs every other 2nd Wednesday of the month
January 17 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month
January 18-25	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 rd and 4 th weeks of every month throughout the project period.
January 31	Signed Year 2 SPINE States Contract Due	Contracts provide program information and specify the scope of work to be completed during the project period.	Process occurs via DocuSign and should be submitted no later than 11:59 PM ET on this date.
February 2023			
February 8 2-3:30 PM ET	Special Topic Learning Opportunity	Deeper dive on select topics per T/TA assessment and requests made to support states and their communities.	Occurs every other 2nd Wednesday of the month; subject to change if collaborating with BRIC and/or WAI (another program) for a given month (advance notice will be provided).
February 15-22	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 rd and 4 th weeks of every month throughout the project period.
February 21 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month
March 2023			
March 8 2-3:00 PM ET	Peer Exchange	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, food and nutrition security, breastfeeding, etc.	Occurs every other 2nd Wednesday of the month
March 15-22	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 rd and 4 th weeks of every month throughout the project period

March 21 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month
April 2023			
April 12 2-3:30 PM ET	Special Topic Learning Opportunity	Deeper dive on select topics per T/TA assessment and requests made to support states and their communities.	Occurs every other 2nd Wednesday of the month; subject to change if collaborating with BRIC and/or WAI (another program) for a given month (advance notice will be provided).
April 14	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.	Progress reports should be inputted into your state's dashboard in the SPINE Project Management Hub .
April 18 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3rd Tuesday of the month
April 19-26	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 rd and 4 th weeks of every month throughout the project period.
April 28	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.
May 2023			
May 10 2-3:00 PM ET	Peer Exchange	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, food and nutrition security, breastfeeding, etc.	Occurs every other 2nd Wednesday of the month
May 16 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs 3rd Tuesday of every other month from 3:00 – 4:00 pm ET
June 2023			
June 14 2-3:30 PM ET	Special Topic Learning Opportunity	Deeper dive on select topics per T/TA assessment and requests made to support states and their communities.	Occurs every other 2nd Wednesday of the month; subject to change if collaborating with BRIC and/or WAI (another program) for a given month (advance notice will be provided).
June 21-28	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 rd and 4 th weeks of every other month throughout the project period.
July 2023			
July 12 2-3:30 PM ET	Peer Exchange	Peer Exchange Sessions provide topic-specific peer-to-peer learning opportunity based on needs related to SPINE strategies such as, but	Occurs every other 2nd Wednesday of the month

		not limited to, health equity, partnership building, food and nutrition security, breastfeeding, etc.	
July 14	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.	Progress reports should be inputted into your state's dashboard in the SPINE Project Management Hub .
July 18 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs 3rd Tuesday of every other month from 3:00 – 4:00 pm ET
July 31	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.
August 2023			
August 2 2-3:30 PM ET	BRIC/SPINE Webinar	Deeper dive on select topics per T/TA assessment and requests made to support states and their communities.	This combined BRIC/SPINE webinar occurs periodically.
August 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 rd and 4 th weeks of every other month throughout the project period.
August 28-30	Summit to Advance Health Communities Meeting, San Diego CA	This Summit will convene NACDD-funded Building Resilient and Inclusive Communities (BRIC) and State Partnerships Improving Nutrition and Equity (SPINE) recipients and other subject matter experts to share lessons learned and plan for program sustainability. During the meeting you will share successes and lessons learned over the course of program implementation, learn about new topics that are relevant to your work, and network with peer states and other subject matter experts in attendance.	
September 2023			
September 13 2-3:30 PM ET	SPINE STLO	Deeper dive on select topics per T/TA assessment and requests made to support states and their communities.	Occurs every other 2nd Wednesday of the month; subject to change if collaborating with BRIC and/or WAI (another program) for a given month (advance notice will be provided).
September 19 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs 3rd Tuesday of every other month from 3:00 – 4:00 pm ET
October 2023			
October 16	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.	Progress reports should be inputted into your state's dashboard in the SPINE Project Management Hub .
October 18	SPINE Peer Exchange	Peer Exchange Sessions provide topic-specific peer-to-peer learning opportunity based on	Typically occurs every other 2nd Wednesday, from 2:00 – 3:00 pm ET

2-3 PM ET		needs related to SPINE strategies such as, but not limited to, health equity, partnership building, food and nutrition security, breastfeeding, etc.	
October 18-25	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 rd and 4 th weeks of every other month throughout the project period.
October 31	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.
November 2023			
November 8 2-3:30 PM ET	End of Y2 Reflection	To provide a shared space and opportunity to discuss lessons learned, celebrate 'what's working, and reflect on sustainability moving forward.	
November 14 3-4 PM ET	SPINE Monthly Update Call	Administrative updates re: program implementation and evaluation, general support, and Q&A.	Occurs every 3 rd Tuesday every other month from 3:00 – 4:00 pm ET
December 2023			
December 15	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 invoices. 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.	Progress reports should be inputted into your state's dashboard in the SPINE Project Management Hub .
	1:1 Support Calls with Individual States (Optional)	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 rd and 4 th weeks of every other month throughout the project period. The 1:1 calls for December are optional