

## **Controlling Asthma in American Cities Project**

### **Decision-making process for the Grant Management & Leadership Teams**

In October 2001, the American Lung Association in collaboration with the Healthy Learners Board received a two-year grant from the CDC to develop a strategic plan for improving childhood asthma outcomes in Minneapolis and St. Paul. This grant project is called the *Controlling Asthma in American Cities Project*. The result of this two-year planning grant was a strategic plan and a five-year implementation grant from CDC (September 29, 2003 through June 14, 2008). This project is led by a coalition representing community, public health, medical, social service, education, and policy.

The *Controlling Asthma in American Cities Project* is organized into five segments, the Grant Management Team, Leadership Team, workgroups, staff, and evaluators. The roles and responsibilities of each segment of the project are outlined in a separate “Project Roles & Responsibilities” document.

The purpose of this document is to clarify the decision-making process of the *Controlling Asthma in American Cities Project*. It should be considered a living document that the Grant Management Team and Leadership Team will examine periodically and adjust to meet the emerging needs, priorities, and activities of the project.

1. Both the Grant Management Team and the Leadership Team will seek consensus when making decisions. Majority vote, of those members present (or whose vote is shared with staff via email or phone prior to the meeting), will only be used when consensus cannot be reached. Individuals were chosen to sit on the LT because of their specific expertise, interest, and/or decision-making authority. Therefore, no substitutions are allowed.
2. Workgroups will be asked to develop recommendations and plans that may or may not result from consensus. Because the workgroups are comprised of experienced and knowledgeable individuals, the Leadership Team should hear full reports from workgroups including areas of conflict and differences of expert opinion.

Approved by Grant Management Team on June 13, 2002

Updated November 10, 2003

Updated by Leadership Team May 19, 2005

Updated by Staff on June 9, 2005 at request of LT to remove roles/responsibilities from decision-making

For review and approval by LT on June 16, 2005

**Planning Process For Allocation of Grant Funds  
For use with Carry-over or New Fiscal Year Funds  
Approved by LT June 16, 2005**

1. Have implementation workgroups and Leadership Team review evaluation findings from each intervention, as they become available (ongoing)
2. Leadership Team may choose to continue or discontinue funding for any intervention, at time of allocation discussions or at any time through the grant year, if:
  - No positive outcomes are measured
  - The intervention cost per participant is too high
  - The intervention is not working toward a sustainability plan
3. Have each workgroup discuss: (2 months prior to LT budget meeting)
  - Review progress towards and efforts related to each intervention
  - Discuss evaluation findings related to each intervention
  - Review new evidence or research related to each intervention
  - Receive input for future direction related to the recommendation.
4. Deadline for potential new efforts or expansions, if any, due to staff 45 days prior to the LT budget meeting (must meet the LT criteria developed January 2003). This request must include goals and objectives, workplan with timeline, literature/evidence to support its effectiveness, how it meets our strategic plan, budget needs, and evaluation plan. The LT will discuss these potential new or expanded efforts one month prior the LT budget meeting.
5. Each workgroup, in conjunction with staff, must submit to staff three weeks prior to the LT budget meeting, an up-to-three-page proposal for funding outlining the following items:
  - Intervention name
  - Update on intervention activities to date
  - Reach of intervention to date
  - Outcome evaluation findings to date
  - Intervention goal(s) for fiscal year of request
  - Anticipated intervention reach
  - Publications and dissemination plan (refer to Dissemination Planning Guide)
  - Intervention sustainability plan (refer to “Justification for Continued Funding” worksheet)
  - Year 1, 2, and 3 intervention budgets, including anticipated carry-over (unspent) amount
  - Budget request (itemizing staff time (internal or external to ALAMN, benefits, and out-of-pocket expenses)
  - Budget per individual to be reached (including staff time)
6. Staff merges all requests into one working budget (two weeks prior to the LT budget meeting).

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7. Leadership Team reviews workgroup proposals and staff drafted budget (one week prior to LT budget meeting).
8. Leadership Team drafts budget allocations during 3+ hour meeting.
9. Grant Management Team reviews Leadership Team budget recommendations and approves/amends budget.

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