

Systematically document lessons learned.

e. Maintain existing or expand (as appropriate) statewide coalition and partnership activities; including a workgroup to address work-related asthma if one does not exist. Include as members of this workgroup representatives from State governmental agencies (e.g. state department of labor), Federal agencies, public health agencies, and professional care organizations conducting or interested in occupational health activities.

f. Maintain a strong agency commitment within the State Health Department to support continued efforts of the asthma program.

g. Participate in CDC convened meetings and periodic conference calls for grantees to share experiences, data, and materials.

Part B: Implementation of State Asthma Plans

1. Recipient Activities

a. Expand existing surveillance efforts for, but not limited to, asthma prevalence, severity, management, mortality, hospitalizations, emergency care, costs of asthma and other indicators in order to monitor the effectiveness of the intervention activities. Include surveillance of work-related asthma.

b. Conduct analysis and interpretation of surveillance data and disseminate these data through appropriate surveillance reports to local, state, and federal partners and agencies.

c. Develop and implement an evaluation plan that measures the effectiveness of your program as a whole and each intervention. Systematically document lessons learned.

d. Maintain existing statewide coalition and partnership activities to oversee implementation and evaluation of the State Asthma Plan. Expand partnership activities as appropriate.

e. Implement defined aspects of the final, approved, comprehensive State Asthma Plan. Maintain existing asthma-related activities currently underway in the health agency and expand as appropriate. Assure institutionalization of asthma intervention activities.

f. Maintain a strong agency commitment within the State Health Department to support continued efforts of the asthma program.

g. Participate in CDC convened meetings and periodic conference calls for grantees to share experiences, data, and materials.

2. CDC Activities for Part A: Developing State Capacity to Address Asthma, Part A Enhanced: Enhancing State Capacity to Address Asthma, and Part B: Implementation of State Asthma Plans

a. Participate with recipients in further development and enhancement of existing surveillance activities, including data collection methods and data analysis.

b. Collaborate with recipients on data analysis and interpretation of individual state surveillance data and release of surveillance reports.

c. Provide technical and scientific assistance and consultation on program development, implementation of the State Asthma Plan, intervention activities and operational issues.

d. Serve as a facilitator for communication between states to share expertise regarding various topics, including the expansion and development of partnerships, implementation of State Asthma Plans, and surveillance activities.

e. Facilitate working group conference calls with recipients.

f. Collaborate on the development of an appropriate evaluation plan that measures the effectiveness of the program as a whole and each intervention.

g. Convene meetings and periodic conference calls for grantees to share experiences, data, and materials.

F. Content

Letter of Intent (LOI)

A LOI is optional for this program. The Program Announcement title and number must appear in the LOI. The narrative should be no more than one page, double-spaced, printed on one side, with one-inch margins, and unrounded 12-point font. Your letter will be used to ascertain the level of interest in this announcement and to assist in determining the size and composition of the independent review panel. It should include the following information:

1. Name and address of organization.
2. Name, address, telephone number, fax number, and e-mail address of the organization's primary contact for writing and submitting the application.
3. A clear description of which part of the program announcement (Part A: Developing State Capacity To Address Asthma, Part A Enhanced: Enhancing State Capacity to Address Asthma, Part B: Implementation of State Asthma Plans, or any combination) you are applying for.

Applications

The Program Announcement title and number must appear in the application.

Use the information in the Program Requirements, Other Requirements, Evaluation Criteria, and this section to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan. The narrative should be no more than 30 pages for Part A: Developing State Capacity to Address Asthma, 35 pages for Part A Enhanced: Enhancing State Capacity to Address Asthma, or 40 pages for Part B: Implementation of State Asthma Plans, double-spaced, printed on one side, with one-inch margins, and unrounded 12-point font. The application must be submitted unstapled and unbound. Appendices are limited to a maximum of 100 pages and must be submitted unstapled and unbound.

Part A: Developing State Capacity To Address Asthma

Include each of the following sections:

1. Description of the Problem

Describe what is known about the asthma burden in the State, territory, tribe, or jurisdiction and efforts to begin to systematically address the problem. Identify existing initiatives, capacity, and infrastructure of the agency within which asthma programs will occur. Describe the barriers that need to be addressed to develop a comprehensive asthma program in the State.

2. Workplan

Provide specific goals, objectives, and activities that describe what the agency intends to accomplish by the end of the three-year project period. These goals, objectives and activities should be measurable, realistic, related to Recipient Activities, and reflect activities in year one, two, and three of the project. Include a project time-line that indicates when the proposed goals, objectives, and activities will be met. Document how progress made toward meeting the objectives will be evaluated. Provide measures for evaluating process, impact, and outcome for each goal and objective. Refer to "Framework for Program Evaluation in Public Health," *Morbidity and Mortality Weekly Report*, September 17, 1999/48(RR-11); 1-40 at <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr4811a1.htm> or other evaluation resources on the CDC website at <http://www.cdc.gov/eval/index/>.

In addition, describe how lessons learned will be systematically gathered, documented, and included as an integral part of the program evaluation process.