

3. Current HIV Care and Treatment Services: 16 Pages Max

Address the following and describe whether your organization or partnering organizations is responsible for these activities (Include supporting documents in the appendix under the heading, "Current HIV care and treatment services.):

a. Clinical care—

(1) Current services—Describe the types of facilities in which you are currently providing services (e.g., hospital, clinic), locations, relationship to government health services, and the types of HIV related care and treatment provided. Also indicate any fees for services.

(2) Describe your strategies for diagnosis, treatment and prophylaxis for opportunistic infections, including TB. Also describe laboratory and clinical follow-up.

(3) If your program is currently providing ART, describe the criteria for initiation and continuation of ART and first- and second-line ART regimens. Also describe laboratory and clinical follow up as well as strategies to promote adherence. Indicate whether these are consistent with national guidelines.

b. Drug and health commodities—Describe your system to select, procure, store, track, distribute, and provide pharmaceuticals to patients, and measures to prevent the theft and diversion of drugs and commodities. Indicate sources for procurement of pharmaceuticals and laboratory supplies.

c. Laboratory services—Describe the following:

(1) Laboratory facilities for diagnosis and treatment of HIV, STIs, and opportunistic infections such as TB;

(2) Capability of performing CD4 tests at each facility including type of equipment used;

(3) Staff qualifications;

(4) Quality assurance measures.

d. Training activities—Describe training programs for HIV care and treatment, including laboratory services. Include information about course titles, types and numbers of persons trained, length of each course, training facilities, follow-up activities, and trainer qualifications.

e. Community mobilization and behavior change—Describe your activities to promote HIV testing in the proposed catchment areas and to provide behavioral change counseling to persons the program tests for HIV.

f. Monitoring and evaluation—Describe your current system to record program indicators, including patient outcomes.

4. Goals and Objectives: 2 Page Max

Address the following:

a. Provide goals for your project and measures of effectiveness by which you can assess the success of your program. One of these measures must be the number of HIV-infected persons to whom you will be providing ART by the end of each year of the project.

b. Describe major activities to achieve project goals and a timeline for implementation of the project in the first year and a more general timeline for four years.

5. Rapid Expansion of ART: 14 Pages Max

Describe your plans for increasing the number of infected persons who receive ART. Address the following areas:

a. Clinical care—Explain how you plan to increase the number of persons receiving ART and maintain or improve the quality of care provided in three or more of the eligible countries. Include protocols you will use. Provide an estimate of annual per patient cost for HIV treatment based on your total budget. Describe your policy for charging fees to patients. Explain how the proposed program will strengthen the national network for providing ART and is consistent with Ministry of Health (MOH) expansion plans.

b. Drug and health commodities—Describe how you plan to expand the drug management system to ensure appropriate treatment of the projected number of persons on ART.

c. Laboratory services—Describe how you will increase your HIV-related services. If you plan to perform CD4 counts or viral load testing for initiating or monitoring ART, describe plans to develop this capacity or to collaborate with others to do so.

d. Training—Describe your training needs including the number and type of staff that need to be trained and how the training will be accomplished. Describe how your program will ensure that training of indigenous personnel will occur within 5 years.

e. Community mobilization and behavior change—Describe the methods you will use to increase the number of persons who seek HIV testing and the methods you will use to increase the number of persons to whom you provide counseling. Describe your efforts to support adherence to therapy.

f. Monitoring and Evaluation—Describe your proposed monitoring and evaluation plan, including a list of key indicators to track program performance.

g. Sustainability—Applicants should develop a one-page description of

capacity building activities for each year's work plan. Proposed activities must include capacity building as defined as activities promoting host country infrastructure development and strengthening of management, service delivery, and evaluation systems and clinical/cultural competency.

In order to accomplish sustainable systems development the following activities are suggested:

- Identify key stakeholders and engage potential in-country partners;
- Develop or expand a formal (preferably host country) advisory group to plan for on-going services;
- Define the components of care with other health or social service providers;
- Research funding sources; and
- Develop an exit plan.

The overall strategy and program must fit into National host country strategies including continuation of the program funding and staffing.

6. Management Plan, Staffing, and Infrastructure: 6 Pages Max

Address the following:

a. Collaborating Organizations

(1) Describe which organizations you will financially support under this cooperative agreement and the role each will play.

(2) List the organizations with whom you intend to collaborate and what role each will play.

(3) Provide letters of support from these organizations as well as the MOH. These letters should be included in the appendix under a section titled, "Letters of Support." The letters should indicate support for the goals and objectives of your proposed project and indicate what support they will provide, e.g., referrals to your program.

b. Management plan—Provide an organizational chart and describe the responsibilities of key staff.

c. Staffing—Describe number and types of staff needed to treat the projected number of persons with ART. Indicate what percentage of clinical and senior management are citizens of the country in which services will be provided. Describe plans to increase these percentages. Also describe the number and types of new staff that will need to be hired in each country.

d. Infrastructure—Describe the physical facilities where services will be provided and the equipment needed.

7. Budget Narrative: No Page Limit

Guidance for completing your budget can be found on the CDC Web site, at the following address: <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>.