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**OFFICE OF AIDS (OA)
HIV Care Program (HCP)**

**Management Memorandum
Memorandum Number: 10-02**

December 20, 2010

TO: HCP CONTRACTORS

SUBJECT: SERVICE DELIVERY PLANS

Background

Service Delivery Plans provide a road map for the development of a system of care and a blueprint for the complex decisions that must be made about planning, developing, and delivering comprehensive HIV services in your communities. With the current and ongoing budget difficulties, along with an ever-increasing number of clients, many difficult planning and programmatic decisions will need to be made in the next few years to ensure the most effective and efficient use of available funds.

Our hope is that the development of the Service Delivery Plans will assist in making these decisions. Contractors should use the Service Delivery Plans when developing their Requests for Proposals for the upcoming contract cycle.

Procedure

HCP requires that contractors in Direct Service Areas develop three-year Service Delivery Plans. To ensure this requirement is met, it is time for contractors to update the Service Delivery Plans for the current contract period. Contractors are solely responsible for the completion of the Service Delivery Plans. Contractors are required to gather community input and consult with service providers when updating the Service Delivery Plans.

- Contractors who budgeted for a Needs Assessment in fiscal year (FY) 2010-11 should include a needs assessment completed in FY 2010-11 in the Service Delivery Plan; and
- Contractors who did not budget for a Needs Assessment in FY 2010-11 should include your **most recent** Needs Assessment in the Service Delivery Plan.

Contractors in Eligible Metropolitan Areas and Transitional Grant Areas can submit the most current Comprehensive Plans in place of the Service Delivery Plan.

Service Delivery Plans and/or Comprehensive Plans should be e-mailed to your HCP Advisor by Tuesday, May 31, 2011.

The next Service Delivery Plan and/or Comprehensive Plan will be due **Tuesday, May 31, 2013**, and then every three years thereafter.

An updated Service Delivery Plan Guideline will be available online at OA's Web site in early 2011. Your HCP Advisor will contact you when the updated version is available. Please refer to the Service Delivery Plan Guideline currently on OA's Web site.

If you have any questions or require technical assistance, please contact your HCP Advisor.

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