**Franciscan Children’s Community Health Initiative**

**2025-2028 Scope of Services**

# **Expanding and Diversifying the Children’s Mental and Behavioral Health Workforce**

**INSTRUCTIONS:** This Scope of Services template is to be completed and submitted by applicants for the “Expanding and Diversifying the Children’s Mental and Behavioral Health Workforce” RFP. Use the space below to describe your plan/approach for achieving the goals set forth in your proposal for each year of the funding period (June 1, 2025 – May 31, 2028). The first step is to refer back to the **proposed project** described in your application (question #8). Secondly, review your proposals’ **anticipated outcomes** and **proposed plans to measure your progress** (question #11). Finally, using this initial language, please develop a set of **clearly defined SMART** **goals** (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imebound)that your organization must complete in order to run a successful project. This exercise should help you to see what steps need to be taken over the next three years to achieve success.

If your project has more than three goals, you may add additional tables. If you have more than three objectives within a goal, you may add additional lines.

For assistance completing this document, email [debbie.lay@childrens.harvard.edu](mailto:debbie.lay@childrens.harvard.edu).

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| **Organization:** | | | | |
| **Project Title:** | | | | |
| **Project Staff (if any)** - complete table below NOTE: In addition to project responsibilities, staff listed below are expected to attend events and activities as required. List should match the budget. Add more rows if needed | | | | |
| **Staff Name, Title:** *Add rows below if needed* | **Staff duties and responsibilities on the proposed project including senior leadership** | **FTE that will be spent on proposed project** | **Total grant amount requested for 3 years** | **Staff Demographics (if staff has already been hired). Please select all that apply:**  □ American Indian/Alaska Native  □ Asian  □ Black or African American (non-Hispanic/Latino)  □ Black or African American and Hispanic/Latino  □ Native Hawaiian or other Pacific Islander  □ Middle Eastern or North African  □ White (non-Hispanic)  □ White and Hispanic/Latino  □ Multiracial (non-Hispanic)  □ Multiracial and Hispanic/Latino  □ Hispanic/Latino (only)  □ Other, please identify: |
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| **Goal 1:**  *List the goal from below. You may refer to questions #8 and #11 in your original application.* | | | | | |
| **Objective 1:**  *List up to three objectives below. You may refer to questions #8 and #11 in your original application. Objectives mark progress towards a goal and describe what you intend to achieve. They can have overlapping timelines but have a collective effect. Objectives may include reach, significant deliverables, stakeholder approvals, and/or important meetings and presentations. Simply, the big steps toward your goal and what you will get done by when.*  *Example: By May 31, 2028, 60 MSW students of color have received scholarships and mentoring support through the Community-based Social Worker Training Program.* | | | | | |
| **Time Period** | | **Proposed Activities**  *Describe activities to be conducted related to the objective.* *Activities mark progress towards a goal. They can have overlapping timelines but have a collective effect. Activities under each objective may include development of deliverables, trainings, and/or important meetings and presentations. Descriptions should include what you will do, how frequently it will occur, over what period of time, and indicate general timeline for when activities will take place (month/year).*  *Example: Hold 2 Training Program information sessions in June 2025 and January 2026 with 20 attendees each.* | **Person or Group Responsible**  *Specify staff responsible for implementing the activities and for collecting data* | **Target Outcomes:** **Expected Number of Participants, Events or Meetings, Deliverables**  *Target Outcomes are the outcomes that you anticipate getting from each activity. Indicate as it pertains to your activities:*  *1) Expected number of participants: The expected number to be engaged. Include expected ages and other required demographic characteristics (racial, ethnic, cultural, LGBTQ+, and language backgrounds) as described in your application (See questions #8 and #11 in your original application)*  *2) The number of events or meetings held*  *3) The number of and description of the deliverables created* | **Data to be tracked**  *Describe data that will be tracked for monitoring progress, as well as the data source, data collection tool and whether it is in use or is to be developed, and schedule of data collection. (Reflected from question #11 in your original application)* |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Objective 2:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Objective 3:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |

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| **Goal 2:** | | | | | |
| **Objective 1:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Objective 2:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Objective 3:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
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| **Goal 3:** | | | | | |
| **Objective 1:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Objective 2:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Objective 3:** | | | | | |
| **Time Period** | | **Proposed Activities** | **Person or Group Responsible** | **Target Outcomes: Expected Number of Participants, Events or Meetings, Deliverables** | **Data to be tracked** |
| **Year 1** | June 1, 2025 – November 30, 2025 |  |  |  |  |
| December 1, 2025 – May 31, 2026 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 2** | June 1, 2026 – November 30, 2026 |  |  |  |  |
| December 1, 2026 – May 31, 2027 |  |  |  |  |
| Ongoing |  |  |  |  |
| **Year 3** | June 1, 2027 – November 30, 2027 |  |  |  |  |
| December 1, 2027 – May 31, 2028 |  |  |  |  |
| Ongoing |  |  |  |  |