**Boston Children’s Collaboration for Community Health**

**Birth to Five Health and Development**

**2024-2028 Scope of Services**

**INSTRUCTIONS:** This Scope of Services template is to be completed and submitted by applicants as a required document. An example for completing this template is on page 2.

Refer to application questions in Section 3, #2 for continuation, Section 3 #1 for new applications, and Section 4 #1 in your RFP application as you complete this document. If your project has more than two goals, you may add additional tables. If you have more than three objectives within a goal, you may add additional lines.

For assistance, email [debbie.lay@childrens.harvard.edu](mailto:debbie.lay@childrens.harvard.edu) or sign up for office hours with Boston Children’s Hospital [here](https://calendly.com/haleypiette/boston-children-s-birth-to-five-rfp-office-hours?month=2024-04).

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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 Collaboration for Community Health events and activities as required. List should match partners named on the project and in the budget, if applicable. | | | | |
| **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 4 years** | **Staff Demographics (if staff has already been hired). Please select all that apply:**  □ Black or African American (non-Hispanic/Latino)  □ Hispanic/Latino (any race)  □ Asian  □ White  □ Multiple Races (non-Hispanic/Latino)  □ American Indian/Alaska Native  □ Native Hawaiian or other Pacific Islander  □ Other, please identify: |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

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| **Scope of Services, 2024-2028 -** Complete the table below for each goal and objective within your project. You may add rows if needed. | | | | | | | | | | | | | | | | | |
| **Goal 1** *List the goal in the box on the right.* |  | | | | | | | | | | | | | | | | |
|  | **Year 1 (Oct 2024 – Sept 2025)** | | | | **Year 2 (Oct 2025 – Sept 2026)** | | | | **Year 3 (Oct 2026 – Sept 2027)** | | | | **Year 4 (Oct 2027 – Sept 2028)** | | | | |
| **Goal 1 Objectives** *-List the objectives below.*  *-Quantify the reach for each objective, e.g. how many individuals you are going to serve, for Years 1-4 and total. Do not use percentages.  E.g. By September 30, 2028, we will...* | **Proposed activities** *Describe activities to be conducted for years 1-4 and indicate general timeline for when activities will take place (month/year).   Add rows below if needed.* | **Data to be tracked** *Describe data that will be tracked for process and outcome indicators, 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. - Process indicator: tracks implementation progress of your project and should include things like number of activities and participants. - Outcome indicator: Measures the changes or effects of your project in the target population and answers the question “Has the goal been achieved?” [NOTE: SOME EARLY ACTIVITIES MAY NOT HAVE OUTCOMES ASSOCIATED, SEE EXAMPLE ON PAGE 2].* | **Target number** *(where applicable)* | **Person or group responsible** *Specify staff responsible for implementing the activities and for collecting data* | **Proposed activities** | **Data to be tracked** | **Target number** *(where applicable; for year 2, specify if the number reached reflects the same individuals previously served or new individuals served in year 2)* | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** *(where applicable; for year 3, specify if the number reached reflects the same individuals previously served or new individuals served in year 3)* | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** *(where applicable; for year 4, specify if the number reached reflects the same individuals previously served or new individuals served in year 4)* | **Person or group responsible** |
| Objective 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Objective 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Objective 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Goal 2** |  | | | | | | | | | | | | | | | |
|  | **Year 1 (Oct 2024 – Sept 2025)** | | | | **Year 2 (Oct 2025 – Sept 2026)** | | | | **Year 3 (Oct 2026 – Sept 2027)** | | | | **Year 4 (Oct 2027 – Sept 2028)** | | | |
| **Goal 2 Objectives** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** |
| Objective 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Objective 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Objective 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**EXAMPLE:**

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| Organization: | Jobs for Youth | | | |
| Project Title: | Teen Employment Project | | | |
| Project Staff (if any) - complete table below NOTE: In addition to project responsibilities, staff listed below are expected to attend Collaboration events and activities as required. List should match Collaborative Member template and budget. | | | | |
| **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:**  □ Black or African American (non-Hispanic/Latino)  □ Hispanic/Latino (any race)  □ Asian  □ White  □ Multiple Races (non-Hispanic/Latino)  □ American Indian/Alaska Native  □ Native Hawaiian or other Pacific Islander  □ Other, please identify: |
| 1. Project Director, to be hired | Oversee employer and school partnerships. Communicate with Collaborative members. Supervise coordinator. | 0.75 | $250,000 | To be hired |
| 2. Coordinator, to be hired | Organize events. Manage day-to-day communication with partners. Collect and enter data. | 1 | $150,000 | To be hired |

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| **Scope of Services, 2024-2028 -** Complete the table below for each goal and objective within your project. You may add rows if needed. | | | | | | | | | | | | | | | | |
| **Goal 1** | Increase youth knowledge about entry level job opportunities in growing sectors | | | | | | | | | | | | | | | |
|  | **Year 1 (Oct 2024 – Sept 2025)** | | | | **Year 2 (Oct 2025 – Sept 2026)** | | | | **Year 3 (Oct 2026 – Sept 2027)** | | | | **Year 4 (Oct 2027 – Sept 2028)** | | | |
| **Goal 1 Objectives** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** | **Proposed activities** | **Data to be tracked** | **Target number** | **Person or group responsible** |
| Objective 1. By September 2028, 3 local employers will each conduct one outreach event per year with high school students in 2 secondary schools where a majority of neighborhood youth attend. (2 events/year, 8 events total) | 1. By Feb 2025:  • Identify employers for events  • Hire collaborative coordinator  2. Feb – May 2025  • Develop data collection system and tools  3. May-August 2025:  • Run workshop with employers to develop outreach strategies  • Finalize plans for outreach events  4. September 2025:  • Run outreach events in 2 schools | 1. Process indicators: 4-6 employers contacted.   -Data Source: Program records  2. Not applicable  3. Process indicators:  # employers engaged  # workshops  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: annually  4. Process indicators:  # participating schools  # school events held  # students in attendance at each event  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: 2 events per year  Outcome indicators:  # students who report increase in knowledge of career pathways  -Data source: program records  -Data collection tool: student survey (to be developed)  -Frequency: students surveyed before and after events | 1. 3 employers  2. Not applicable  3. 3 employers participate in 1 workshop  4. 2 schools each hold 1 event per year,  200 students attend total  At least 50 students report increase in knowledge of career pathways | 1. Collaborative hires coordinator.  Collaborative members responsible for identifying employers and organizing in-school events.  2. Under guidance of Project Director and support from Collaborative, Evaluation Partner is responsible for developing data collection systems and tools for collaborative.  3. New project director will be responsible for organizing workshops to develop outreach strategies between employers and collaborative members.  4. Collaborative members  Coordinator  Project Director | 1. May-August 2026:  • Run workshop with employers to develop outreach strategies  • Finalize plans for outreach events  2. August-September 2026: Run 2nd series of outreach events in schools | 1. Process indicators:  # employers engaged  # workshops  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: annually  2. Process indicators:  # participating schools  # school events held  # students in attendance at each event  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: 2 events per year  Outcome indicators:  # students who report increase in knowledge of career pathways  -Data source: program records  -Data collection tool: student survey (to be developed)  -Frequency: students surveyed before and after events | 1. 3 employers participate in 1 workshop  2. 2 schools hold 1 event per year,  200 students attend total (100 new, 100 previously served)  At least 50 new students report increase in knowledge of career pathways | 1. Project Director  2. Collaborative members  Coordinator  Project Director | 1. May-August 2027:  • Run workshop with employers to develop outreach strategies  • Finalize plans for outreach events  2. August-September 2027: Run 3rd series of outreach events in schools | 1. Process indicators:  # employers engaged  # workshops  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: annually  2. Process indicators:  # participating schools  # school events held  # students in attendance at each event  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: 2 events per year  Outcome indicators:  # students who report increase in knowledge of career pathways  -Data source: program records  -Data collection tool: student survey (to be developed)  -Frequency: students surveyed before and after events | 1. 3 employers participate in 1 workshop  2. 2 schools hold 1 event per year,  200 students attend total (100 new, 100 previously served)  At least 50 new students report increase in knowledge of career pathways | 1. Project Director  2. Collaborative members  Coordinator  Project Director | 1. May-August 2028:  • Run workshop with employers to develop outreach strategies  • Finalize plans for outreach events  2. August-September 2028: Run 4th series of outreach events in schools | 1. Process indicators:  # employers engaged  # workshops  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: annually  2. Process indicators:  # participating schools  # school events held  # students in attendance at each event  -Data Source: Program records  -Data collection tool: registration sheets (in use)  -Frequency: 2 events per year  Outcome indicators:  # students who report increase in knowledge of career pathways  -Data source: program records  -Data collection tool: student survey (to be developed)  -Frequency: students surveyed before and after events | 1. 3 employers participate in 1 workshop  2. 2 schools hold 1 event per year,  200 students attend total (100 new, 100 previously served)  At least 50 new students report increase in knowledge of career pathways | 1. Project Director  2. Collaborative members  Coordinator  Project Director |