

Economic Mobility RFP

Sample Implementation Activities by Phase and Time Period

The following provides an example of activities which may be included in the scope by project phase over the course of the five-year grant period. **Please note this is not a comprehensive list of project activities or requirements and not all activities listed are required for funding consideration.** Additionally, timing of activities may vary by selected interventions.

Phase 1: Planning, Program Design, and Recruitment (Year 1)

Months 1 - 2:

- Finalize partnership agreements and contractual obligations.
- Kick-off meetings with the selected organizations, MHM, and key partners.
- Initial technical assistance and capacity-building workshops and orientation for staff.

Months 3 - 5:

- Attend evaluation workshop to refine metrics and develop shared outcomes.
- Design and finalize program materials, tools, and workflows.
- Begin to co-develop a detailed recruitment strategy for program participants, community partners, and staff.
- Establish formal partnerships with key stakeholders.
- Host community listening sessions or focus groups.
- Begin internal training on tools and approaches.
- Develop first draft of mid-year progress and budget reports.
- Quarterly progress meetings with partners to monitor early-phase challenges and successes.

Months 6-12:

- Attend 2nd evaluation workshop to refine shared outcomes and evaluation approach.
- Pilot test program design elements with small groups.

- Conduct ongoing recruitment of program participants (target populations in the region).
- Final adjustments based on pilot feedback.
- Prepare for full program launch.
- Prepare and submit annual written progress and budget reports.

Phase 2: Program Implementation (Years 2 – 3)

Year 2:

- Full-scale implementation of programs across workforce development, family support systems, financial counseling, and access to resources.
- Regular, ongoing recruitment to maintain program participation.
- Monthly tracking and reporting on program participation, engagement, and initial outcomes (employment rates, access to childcare, etc.). Prepare, submit and discuss annual written progress and budget reports.
- Participate in annual convening to discuss and share strategies with other grantees.

Year 3:

- Continued delivery of all program components with a focus on refining delivery and optimizing partnerships.
- Expand participant reach and ensure engagement in all focus areas (workforce development, family support, financial literacy, etc.).
- Ongoing technical assistance and support for participants, particularly in debt relief, tax credit awareness, and emergency savings programs.
- Mid-term Reflection A dedicated continuous improvement focused session to assess program efficacy, outcomes, and participant feedback. Adjust program strategies as needed.
- Begin planning for sustainability.
- Prepare, submit and discuss annual written progress and budget reports.
- Participate in annual convening to discuss and share strategies with other grantees.

Phase 3: Implementation of Learning and Improvements, Sustainability Planning, & Close-out (Years 4 - 5)

Year 4:

- Continue full-scale implementation with ongoing enhancements based on mid-term evaluation results.
- Increased focus on sustainability and long-term impact, including partnerships with community anchors and local governments for continued support post-funding.
- Prepare final recommendations for long-term program sustainability.
- Prepare, submit and discuss annual written progress and budget reports.
- Participate in annual convening to discuss and share strategies with other grantees.

Year 5:

- Finalize program wrap-up, ensuring that all ongoing cases or participants are transitioned to sustainable support pathways.
- Complete final program evaluation, focusing on outcomes such as employment, debt reduction, savings growth, and family support.
- Develop sustainability plans for continuing key program elements of post-contract, including partnerships with local organizations for continued service delivery.
- Prepare for and attend a Celebration of Progress to share and celebrate successes, especially on key outcomes measures with other grantees and partners.