

LISC National Historically Black Colleges & Universities Internship Program

Financial Coach

Request for Proposals

Background

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to live, work, visit, do business and raise families. LISC mobilizes corporate, government and philanthropic support to provide local community development organizations with, in part, grants, capacity building, and technical assistance.

In 1979, when the Ford Foundation first conceived of LISC, it envisioned an “intermediary”—a nimble non-profit with strong community partnerships that would connect hard-to-tap public and private resources with underinvested places and people working to access opportunities every one of us deserves.

The premise is still as it was then: government, foundations, and for-profit companies have the capital; residents and local institutions understand the need; and LISC helps bridge the gap by offering the relationships and expertise to assist community organizations in attracting the kinds of resources that allow them do their best work. The components of our programming and our role continue to evolve and expand, in particular, our commitment to systems change, equity, and an overt anti-racist approach to the work. But for 40 years, our mission has remained the same.

The Field Strategies Team supports the 38 local offices throughout the United States by providing technical support and strategy to ensure our field offices implement and deliver the most robust business capabilities operationally.

LISC is partnering with Historically Black Colleges and Universities (HBCUs) to administer the National LISC HBCU Internship program that builds a professional career pathway during the undergraduate experience that supports a diverse talent pipeline to support community development, nonprofits, financial institutions or Community Development Financial Institutions (CDFIs) while offering a paid professional experience to diverse undergraduate students of color to build the community development industry.

The LISC HBCU Internship Program goals of our program include:

- Increasing diverse leadership and staff at CDFIs nationwide to be more reflective of the nation’s demographics and the communities served by the CDFI sector.
- Creating a diverse talent pool of qualified candidates experienced in the CDFI sector through on-the-job training as a component of their HBCU undergraduate experience.
- Expanding opportunities for diverse talent to gain long-term employment at CDFIs and work to reduce racial and social inequities.
- Evaluation of performance metrics, data, and tracking of interns, supervisors, and stakeholder's experience.

Funding and Implementation Timeframe

February 15, 2023- to August 31, 2024

Key Outcomes

The LISC HBCU Financial Coach will provide the following services and deliverables during a two-semester time frame above:

Standard plan of action for deliverables to serve up to 40 interns per semester:

- Monthly narrative report identifying themes and areas of opportunity and challenges for the current intern cohorts with final narrative with lessons learned or recommendations for future intern cohorts due before final payment.

Eligibility Criteria

Prospective respondents must demonstrate that they:

- An accredited certificate in Financial Coaching
- 10 years of demonstrated Financial Coaching experience of 10 years with internship or cohort group experience.
- Master's level degree in psychology, student affairs, business, education, or human resources is desired.
- Willingness to work in a hybrid remote working environment.
- Allow access to interns beyond the 9am-5pm office hours for advisement and coaching as necessary.

Financial Coach will:

Key Outcomes-The Financial Coach will provide:

Standard plan of action for up to 50 interns

- Monthly narrative reporting activities and attendance
- Final narrative report identifying themes and areas of opportunity for future intern cohorts
Interns will be granted an opportunity to meet with the Financial Coach as a group to discuss the following areas:
 - Budgeting
 - Credit
 - Short and long-term savings
 - Net worth
 - Financial behavioral management
 - Create and deliver a Financial Certificate that incorporates the concepts mentioned above

Eligibility Criteria

Prospective respondents must demonstrate that they:

- Possess a certificate in Coaching
- Willingness to work in remote environment

• Financial Coach will:
• Collaborate with interns on setting short- and long-term goals related to their finances

- Create Financial certification course and deliver
- Providing interns with personality assessments to better tailor their recommendations and allow interns to better understand themselves and track progress
- Helping interns analyze thoughts, emotions, reactions and actions to better understand how they make financial decisions
- Assisting interns in developing skills and qualities, such as communication, leadership, reliability and confidence concerning finance
- Encouraging interns as they work toward goals, making progress and adjusting methods as needed

Review Timeline

Release of RFP	Friday, 1/12/2024, Tuesday, 2/1/2024
Initial proposal review	Friday, 2/2/2024-Friday, 2/9/2024
Interview and Presentations	Monday, 2/12/24-Friday, 2/16/24
Consultants notified by:	Monday, 2/19/2024

Method of Submission

Responses to this RFP should be sent to HBCUInternship@lisc.org, CC: aking@lisc.org by **Tuesday, 2/1/2024.**

Minimum Qualifications for Applicants

To receive consideration through this RFP, the applicant must meet the following minimum qualifications:

1. **Applicants must be able to begin implementing Financial Coaching program model by 2/15/2024].**
2. The applicant must have the technology and business processes to perform the Coaching Program.
3. Applicants use a monthly reporting system to track meetings and send quarterly reports to communicate status.

Narrative

Please provide brief narrative responses to each of the below sections:

Program Design

Describe how to effectively coach HBCU students and how to strategically engage interns with the opportunity to meet with the Financial Coach monthly and will reserve set hours for one-on-one consultation per semester or as assigned by the LISC HBCU team.

Describe, in detail, the plan to design a program to ensure the stated objectives are met during the financial coaching sessions.

Organizational Description

Describe the organization with lead responsibility for implementing the preferred Financial Coaching model, noting capacity and experience. Cite examples of how the organization or individual typically implements

financial coaching techniques that will accomplish the goals we have set for interns. These should also take into consideration the priorities of LISC and other stakeholder expectations. Factors to consider in this discussion:

- a) Mission and history
- b) Organizational structure
- c) Leadership and management style
- d) History with managing and participating in partnerships with diverse stakeholders
- e) Experience working with intermediaries, interns or academic organizations
- f) Fiscal and financial coaching capacity
- g) References

Program Budget Requirements

Please provide a detailed line-item plan for how you will allocate funds in your budget.

Budget Narrative

Please provide detail on the proposed budget based on the deliverables mentioned above.

In preparing your budget and budget narrative, please take note of the following:

1. Assume a 3/1/2024-9/30/2024 implementation period and budget.
2. Please break out deliverables and align with actual costs.

Statement of Qualifications/Proposal:

Max: 60: _____

- This section of the proposal should describe the general capacity of the respondent to provide the services as listed in the scope of work. This section should contain the following:

Element	Points
a. An overview of the respondent's background, experience with the elements of the scope of work and indication an understanding of general issues that face intern cohort placed in employment.	/5
b. Description of the overall approach and method to addressing the scope of work described above; detailed plan for completing the work including methods, tools, etc.	/30
c. Identification of key individual(s) who will be providing the technical assistance, including a description of their proposed assignments and the skills they bring that are appropriate to the assignments.	/10
d. Availability -- demonstrated ability to complete the scope of work within a specified time frame	/10
e. The name, addresses, and phone numbers of three references for the respondent, who can comment on the respondent's qualifications for the technical assistance based on previous experience as clients for the respondent on similar tasks.	/5
Total	/60

