

**REVISED 1/2/14**

## **Community Development financial Institutions Assistance Program - RFP FAQ**

You can access the RFP and documentation through

The New York State Contract Reporter: <http://www.nyscr.org>

OR

<http://esd.ny.gov/CorporateInformation/RFPs.html>

Download the RFP and required exhibits by clicking:

<http://esd.ny.gov/CorporateInformation/Data/RFPs/CDFI/CDFI-RFP2013.pdf>

<http://esd.ny.gov/CorporateInformation/Data/RFPs/CDFI/2013BudgetExhibits.xlsx>

<http://esd.ny.gov/CorporateInformation/Data/RFPs/CDFI/2013OCSD1.docx>

<http://esd.ny.gov/CorporateInformation/Data/RFPs/CDFI/2013OCSD2.docx>

- When will the RFP questions and answers conference call/ webinar be held?
  - RFP discussion is TBD at 2:00 PM.**
  - Call in #: **TBD**
  - Conference Code: **TBD**
  - **Directions and date will be emailed**
  
- When is the deadline for proposals?
  - Proposal deadline is **Wednesday, January 22, 2014**, no later than **2PM**.
  - Excel exhibits must be submitted to [CDFIQA@ESD.NY.GOV](mailto:CDFIQA@ESD.NY.GOV) on **Wednesday, January 22, 2014**, but **no later than Thursday, January 23, 2014 before 10am**.
  
- Will a response still be considered if received late?
  - ESD reserves the right to accept or reject a late application.
  
- How many copies of the application are required?

- **Three unbound copies** are required.
- ESD encourages applications that demonstrate positive outcomes, including assistance to communities that were affected by severe climate conditions.
- ESD encourages partnerships among organizations.
- Will applicants be notified if proposals have been received by ESD?
  - Receipt of proposals will be confirmed through email addresses that have been provided within application
- When will applicants learn whether or not their proposal has been accepted?
  - Award announcements will be early 2014
- What is the maximum grant amount that may be awarded?
  - Applicants may apply for awards of up to \$125,000. In most cases, ESD will not make awards to any CDFI higher than noted amount, although it reserves the right to make higher awards for CDFIs with substantial capacity.
  - Eligible project expenses may be retroactive as far back as April 1, 2013.
- Applicants must be prequalified and Federally Certified or Recertified on or before ESD Directors Meeting (TBD)
- Contract period:
  - The project period will generally be no longer than twelve months.
- Operating Revenue
  - Net sales revenue and other amounts derived from the primary business operations of a company
  - Income derived from sources related to a company's everyday business operations.

- Remember Lending services are a key component. The role is to ensure that small businesses are ready to access capital.
  - MWBE Participation and EEO forms will be discussed during conference call.
- Additional questions should be sent to [CDFIQA@ESD.NY.GOV](mailto:CDFIQA@ESD.NY.GOV)
- REVISED PROPOSAL CHECK LIST (see below)

**CDFI Proposal Checklist (Revised 12/24/13)**

	<b>Name</b>	<b>Page(s)</b>
?	<b>Exhibit A: Cover Sheet (use the RFP template)</b>	<b>9</b>
?	<b>Exhibit B: Proposal Summary (use the RFP template)</b>	<b>10</b>
?	<b>Proposal (Based on Exhibit C: Submission Requirements) <i>Please submit a complete proposal narrative, including the following frequently missed items (where applicable):</i></b>	<b>11 - 13</b>
?	Special information on Loan Loss Reserves or Line of Credit Reserves requests	<b>13 (2.a.iii)</b>
?	A description of capital on hand	
?	A detailed demand analysis	
?	A description of why the organization is requesting loan capital instead of LLR	
	<b>Attachments:</b>	<b>14</b>
?	CDFI certification and/or recertification Letters	
?	If previously received ESD funds, please include Exhibit B, G-2 and current status of each grant	<b>14 (3b)</b>
?	Audited or Reviewed Financial Statements for the years 2009-2012	
?	Operating Budget for 2013 or 2014	
?	Loan policy manual or guidelines	
?	Resumes	
?	<b>Exhibit D: Project Description (follow the RFP EXAMPLE)</b>	<b>15</b>
?	<b>Exhibit E: Project Budget (follow the RFP EXAMPLE)</b>	<b>16</b>
	<b>Addendum:</b>	
	The Opinion of Counsel letter will replace the current Exhibit E - Certification of an Officer, found in the Grant Disbursement Agreement ("GDA"). This is a necessary change in order to conform to ESD terms and conditions' and other ESD requirements. It is attached for your information and to be completed upon execution of the GDA.	