

REVISED 1/16/14

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?
 - HELD JANUARY 9, 2014

- When is the deadline for proposals?
 - The proposal deadline is **Wednesday, January 29, 2014, no later than 2PM.**
Submit the excel spreadsheets on disk/flash drive along with the proposals.
There is no need to email the spreadsheet.

- Will a response still be considered if received late?
 - ESD reserves the right to accept or reject a late application. However, it would be unusual to accept a late application and applicants should submit by the deadline.

- How many copies of the application are required?
 - **Three unbound copies** are required.

- 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 are expected in March.
- 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 or to partnerships.

NEW QUESTIONS AND RESPONSES:

- 1) Should I include hard copies of the spreadsheets in the proposal?
 - a. Yes, include hard copy and submit excel workbook on disk or flash drive along with proposals.
- 2) If CDFIs collaborate on a proposal, can they apply for the maximum per organization?

No. CDFIs that collaborate on a proposal have to develop a concise platform that will allow for the maximum award amount of \$125,000. In exceptional cases, the award may be higher depending on the nature and scope of the partnership. ESD encourages partnerships, especially those where roles are specialized (ex. one organization provides technical assistance, deal sourcing and packaging and the other provides underwriting, servicing and collections. Partnerships are encouraged to identify how the partnership will lead to greater efficiency and output of lending and other services in the target market. Organizations are not required to partner and may still apply for individual

awards, which will be evaluated by the established criteria, which includes market factors and the competing applications.

3) What is the purpose of ending the contract by December 31, 2014?

a. ESD is attempting to move toward standardizing award periods for all contracts.

4) Can an organization be part of more than one collaboration?

a. An organization cannot be the lead on more than one application, but organizations can be partners on more than one. However, awards will be evaluated in the context of the cumulative award to an individual organization and all applications.

5) Is it ok to submit a proposal independently?

a. See answer in Question 2 above.

- Please see revised (**FORM OCSD-1** M/WBE PARTICIPATION / EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT)
- REVISED PROPOSAL CHECK LIST (see included in RFP)
- Questions should be sent to CDFIQA@ESD.NY.GOV