State Small Business Credit Initiative (SSBCI) Technical Assistance for Venture Capital Readiness Program
REQUEST FOR APPLICATIONS

Issued: September 19, 2025

Designated Contacts for this solicitation:

Primary Contact: Julia Borukhov
Secondary Contact: Jackson Block

All contacts/inquiries shall be made by email to the following address:
VentureCapitalReadinessProgram@esd.ny.gov

This Request for Applications ("RFA") is posted on the Empire State Development website:
https://esd.ny.gov/doing-business-ny/requests-proposals

Please send your submission to:

https://www.dropbox.com/request/X8f7MNYxxp7LFNQdsoNu

Applications are due on or before October 22, 2025 by 5 PM ET

Late applications will not be accepted

I. INTRODUCTION

The mission of Empire State Development ("ESD") is to promote a vigorous and growing state economy, encourage business investment and job creation, and support diverse, prosperous local economies across New York State through the efficient use of loans, grants, tax credits, real estate development, marketing and other forms of assistance.

A. Project Summary

The State Small Business Credit Initiative ("SSBCI") Technical Assistance Funding ("TA") Program's primary purpose is to help Socially and Economically Disadvantaged Individual ("SEDI")-owned businesses and Very Small Businesses ("VSB") access and apply for funding from an SSBCI-supported program or other federal or other jurisdiction small business program. The SSBCI TA Program prioritizes services from technical assistance providers that will meet program goals as outlined by US Treasury and serve SEDI-owned businesses and VSBs applying for SSBCI funding (together, "Applicants") including services that:

- Increase awareness and readiness for Applicants applying for capital from an SSBCI-funded equity programs;
- Result in the successful acquisition of capital as well as supportive services post-SSBCI financing;
- Increase legal, accounting, and financial management skills of Applicants; and,
- Support coverage across all ten (10) New York State regions.

ESD's SSBCI Equity Programs TA is targeted towards venture capital fund managers, with a particular focus on **Emerging and Regional Fund Managers** (those operating or seeking to operate a first, second, or third-time venture capital fund, i.e., Fund I-III), accelerators/incubators that make equity investments ("Accelerator Fund Managers"), and founders/CEOs of high growth start-ups ("Founders").

Eligible Respondents may elect to focus on supporting Emerging and Regional Fund Managers and Accelerator Fund Managers (together, "Fund Managers") and/or Founders who are applying for SSBCI Equity Programs. **ESD especially encourages applications from legal service providers, such as law firms with dedicated venture capital and emerging companies practice groups, that can provide the specialized technical assistance required for fund formation and management. ESD also encourages applications from financial advisory firms that specialize in investor readiness and capital raising strategies for emerging businesses and funds.**

TA will support a range of assistance including legal, accounting, and financial services to certain businesses applying to the Pre-Seed and Seed Matching Fund Program, Innovation Venture Capital Fund, Community and Regional Partner Fund and Emerging and Regional Partner Program Fund ("SSBCI Equity Programs"). Empire State Development ("ESD") seeks proposals from organizations that meet the previously stated purpose and objectives of the SSBCI TA program ("Eligible Respondents").

ESD's SSBCI Equity Programs TA is targeted towards venture capital fund managers ("Emerging and Regional Fund Managers") accelerators/incubators that make equity investments ("Accelerator Fund Managers"), and founders/CEOs of high growth start-ups ("Founders").

Eligible Respondent's may elect to focus on supporting Emerging and Regional Fund Managers and Accelerator Fund Managers (together, "Fund Managers") and/or those who are applying for ESD SSBCI Equity Programs.

B. Schedule of Dates

Application Schedule	Date
Release of Request for Applications	September 19, 2025
Deadline for Submission of Questions	September 29, 2025, by 5PM ET
Deadline for ESD to Respond to Questions	October 7, 2025
Submission of Applications	October 22, 2025 by 5PM ET
Anticipated Announcement of Selections	December 2025
Anticipated Contract Start Date	December 2025/January 2026

II. PROGRAM GUIDELINES

A. Program Goals and Objectives

A successful response to this RFP will outline how the respondent has helped Fund Managers and/or Founders secure investment capital in the past. Respondents must have the capacity to:

Provide pre-application and post-application legal, accounting and financial management assistance for Fund Managers and/or Founders;

- Connect Applicants to SSBCI Equity Programs and awardees for peer support;
- Increase readiness to apply for Equity Programs by improving SSBCI Equity Program Applicants financial acumen and legal support; and,
- Utilize the expertise of existing networks and partnerships to ensure SSBCI Equity Program Applicants have access to the necessary information and technical assistance resources provided under the SSBCI initiative.

Competitive applications will demonstrate that the Eligible Respondent has existing programs and services that directly support VSBs and SEDI-owned businesses. ESD will prioritize Applicants that build on existing work with a strong track record of success in providing SEDI-owned businesses and VSBs seeking capital with accounting, legal, and financial technical assistance services via educational training, and 1:1 counseling according to US Treasury Grant Program Guidelines for Technical Assistance ("Program Guidelines").

Eligible legal, accounting, and financial advisory services provided to an Applicant under a TA award include the following services and those that are similar to:

Legal Services

- Assisting with business/fund formation or adopting corporate governance documents.
- Obtaining needed registrations, licenses, filings, and certifications.
- Advising on, or preparing documents for, the business to enter into legal agreements.
- Legal services related to the business obtaining capital from investors, such as the development of financial instruments, investment term sheets, purchase agreements, shareholder rights agreements, **Limited Partnership Agreements (LPAs), and other core fund documents.**

Accounting Services

- Preparing audits, financial statements, or business records.
- Digitizing financial records.
- Advisory services or training regarding accounting practices, recordkeeping, or accounting software.

Financial Advisory Services

- Assisting with the establishment of banking relationships or other financial services.
- Assisting with preparation of financial analyses, portfolio construction, financial modeling, and budgeting.
- Identifying sources of financing.
- Advising on factors that may impede access to financing for the business.
- Advising on **investor readiness, including firm / business pitch development,** presentation development for potential investors, financial models, and business plans.

TA grant recipients will be required to comply with Program Guidelines, the SBJA, as amended (codified at 12 U.S.C. § 5701 et seq., referred to herein as "the SSBCI statute"), and other SSBCI guidance, including Frequently Asked Questions (FAQs) that Treasury may publish from time to time. Because awards under the TA Grant Program are considered federal financial assistance, eligible recipients must also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 C.F.R. Part 200, unless otherwise specified in the TA Grant Program Assistance Listing, these TA Grant Program Guidelines, or other SSBCI guidance.

B. Eligibility Requirements

To be eligible to receive grant proceeds from ESD, an Eligible Respondent must be in good standing with the State of New York and ESD.

Eligible Respondents shall demonstrate in its plan whether it is likely to predominantly serve SEDI-owned businesses and/or VSBs based on the historical record, geographic reach, policies, or procedures.

An eligible recipient may carry out the TA award itself, make a subaward for a subrecipient to carry out the TA award, or contract with legal, accounting, and financial advisory firms ("Partners") to provide TA services. In accordance with 12 U.S.C. § 5708(e)(1), a subrecipient may be an entity of the eligible recipient (e.g., a state entity), or a legal, accounting, or financial advisory nonprofit or for-profit entity, and a third-party contractor may be a legal, accounting, or financial advisory nonprofit or for-profit entity. Eligible recipients must verify prior to entering into a subaward or contract that the subrecipient or contractor is not suspended, debarred, or otherwise excluded from or ineligible for participation in federal assistance programs or activities pursuant to 31 C.F.R. § 19.300.

C. Grant Funding and Project Timeline

i. Grant Amount or Loan Amount and Completion Dates

Eligible Respondents selected to support the SSBCI Equity Programs will receive grant awards for a total of $500,000 up to $2 million over 3 years.

ESD reserves the right to award grants in amounts greater or less than the above listed figures and/or at a varying schedule depending on the number and quality of applications received and other considerations set forth in this RFP.

There is no cost-match requirement associated with this grant.

ii. Eligible and Ineligible Expenses

Eligible activities include but are not limited to:

- Consulting and Training - Employee or consultant's time and effort to conduct direct financial, legal, and accounting technical assistance to Fund Managers and/or Founders. Consultant's travel time to perform direct technical assistance should be reported as consulting hours.
- Personnel – Salaries and wages of employees who provide direct support or delivery of the TA.
- Supplies - This includes products or technology to conduct direct consulting/training or webinars. Supplies may not be for administrative or overhead expenses.
- Additional actives deemed relevant and approved by ESD.

The following limitations apply to this RFP:

- Expenses must be relevant and justifiable to the project(s) outcome and the use of the expenses will need to be provided to ESD

A budget template is included in this RFP. ESD has the right to review all expenses and deny the reimbursement of any expenses that are deemed ineligible.

III. REPORTING

Each successful grant recipient is required to provide financial and progress reports to ESD at minimum once per quarter. Upon execution of a grant disbursement agreement, ESD will provide specific reporting guidelines and forms, which are expected to include success stories, key project impact and metrics as well as financial data pertaining to use of grant funds.

IV. APPLICATION INFORMATION

Applicants must provide a narrative that includes the following information in the following order using the headings listed below. Submitted Proposals are expected to be written clearly. If Applications exceed the page limits and/or include materials not requested by the RFP, ESD will remove the extra pages and/or materials prior to the review. During the review process, Eligible Respondents may be requested to submit additional written documents to answer questions or provide clarification of issues raised during the review process.

The application should include the following information:

1. **Cover page**
    1.1. Entity name/logo and address
    1.2. Contact information (name, phone number and email address)
2. **Table of Contents**
3. **Glossary of Terms Used**
4. **Executive Summary (max 1 page)**
    4.1. Clearly state if the Eligible Respondent is applying to support Fund Managers, Founders, or both who apply for SSBCI Equity Programs and what services it will provide.
    4.2. For Law Firms & Financial Advisory Firms: Explicitly state the firm's dedicated practice area (e.g., venture capital, emerging companies, capital advisory) and detail the core services to be offered. Provide samples of previous materials or client work.
5. **Proposal (12-page limit)**

    5.1 Ability to Perform Services

    a. Provide data and metrics of outcomes that the Eligible Respondent has achieved providing support to Fund Managers and/or Founders.
        i. **For Law Firms:** Provide specific metrics on the number of venture capital funds (specifically Fund I, II, and III) the firm has formed, aggregate capital raised, and the number of SEDI-owned or VSB-led fund managers represented. **For Financial Advisory Firms:** Provide metrics on capital raised by clients, successful investor pitches, and support for SEDI/VSB-led entities.
    b. Explain the proposed infrastructure of support for Fund Managers and/or Founders applying for SSBCI Equity Programs including Partner relationships.
    c. Describe how the Eligible Respondent will market SSBCI Equity Programs to underserved SEDI and VSBs.
    d. Program Partner Outreach Plan: Describe the strategy for developing and maintaining relationships with key ecosystem partners (e.g., universities, accelerators, industry associations, community organizations) to source and refer eligible SEDI and VSB Applicants.
    e. Offer an action plan for hitting the TA Program goals.

    5.2 Knowledge of Venture Financing & Investor Relations

a. Share Knowledge, experience and skills of the Eligible Respondent organization and the staff proposed to undertake SSBCI Equity Programs TA. For firms and fund accelerators: Please provide relevant client stories and examples of track record of success.
b. Describe Eligible Respondent's experience and qualification working with Fund Managers and/or Founders, especially those qualifying as SEDI and VSBs.
c. Include a list of Partners, the relationship the Eligible Respondent has with them, and how those Partners strengthen the Eligible Respondent's support for Founders and/or Fund Managers.
d. Explain services the Eligible Respondent will be provided to assist, engage, and support Fund Managers and/or Founders to secure funding from SSBCI Equity Programs.

5.3 Project Readiness and Workplan

a. Provide an overall work/action plan. Focus on the assistance the Eligible Recipient will provide legal, accounting, and financial service advisory services to Fund Managers or/and Founders.
b. Provide information about the number of Fund Managers and/or Founders the Eligible Recipient will support over the term of the award.
c. Provide plans for tracking, measuring, and reporting on outcomes associated with TA and controls the Eligible Respondent has or will implement to ensure appropriate use of funds.

5.4 Use of Funds

a. Justification/rationale for the use of the requested funds.
b. Provide information on controls that will be in place to be sure funds are used for appropriate and intended purposes.

5.5 Ability to Collect and Report Metrics

a. Provide a detailed description of how the Eligible Recipient will collect data from Fund Managers and/or Founders inclusive of beneficiary data, hours of TA provided, type of TA provided, and other metrics required by the United States Treasury and/or ESD.
b. Provide an overview of the Eligible Recipient's ability to provide timely annual and quarterly reports including examples of past performance.

6. References

a. Provide a list of up to eight (8) references from Founders and/or Fund Managers
b. Provide support letters from any Partners listed

V. SELECTION CRITERIA

Applications will be reviewed and scored by ESD. Applications are expected to be evaluated and judged using the below general criteria:

1. Ability to Perform Services (25 points)

a. Past performance providing support to Fund Managers and/or Founders who operate SEDI-Owned Businesses (5 points)

b. Strength of the proposed support infrastructure for providing TA to SEDI-Owned Businesses (5 points)
c. Ability to market SSBCI Equity Programs to SEDI-Owned Businesses (5 points)
d. Ability to achieve TA Program goals (5 points)

2. Knowledge of Advanced Industry Sectors (25 points)

a. Strength of the Eligible Respondent in relevant industry expertise and network (5 points)
b. Experience working with Fund Managers and Founders who operate SEDI-Owned Businesses (5 points)
c. Strength of Partners and the relationship the Eligible Respondent has with them (5 points)
d. Strength of Eligible Respondent's internal support services (5 points)

3. Project Readiness and Workplan (15 points)

a. Overall work/action plan (10 points)
b. Measurable deliverables and completion dates (5 points)

4. Use of Funds (15 points)

a. Quality of the eligible respondent institution's justification/rationale for the use of the requested funds.

5. Proposal Clarity (5 points)

a. Quality of proposal's organization, clarity and adherence to page limitations.

6. Ability to Collect and Report Metrics (5 points)

a. Ability to provide accurate reports based on data collected from Fund Managers and/or Founders to ESD staff in a timely manner.

7. References (10 points)

a. Quality of references that can substantiate the quality of the Eligible Respondent's work to be considered for an award of this project.

VI. SUBMISSION OF APPLICATIONS

All applications should be submitted via Dropbox no later than 5PM ET on October 22, 2025. When submitting an application, the following instructions should be followed:

1. Create a main folder using the following naming convention: "applicant name – SSBCI TA VENTURE CAPITAL, RFA –date of submission"

example: ABCD, Inc. – SSBCI TA VENTURE CAPITAL, RFA – 10.22.2025

2. All documents within the folder should be clearly labeled.

3. Upload the main folder to the Dropbox as follows:

a. Click the following link: https: https://www.dropbox.com/request/X8f7MNYxxp7LFNQdsoNu
b. Choose the following option: Add Files > Folders from computer

Applications deemed to arrive late will not be considered for award.

VII. QUESTIONS

All questions, comments, requests for clarification or any other communication regarding this RFA must be submitted by email to VentureCapitalReadinessProgram@esd.ny.gov no later than the date listed in schedule of dates.

VIII. GENERAL PROVISIONS

The issuance of this RFA and the submission of a response by an Eligible Respondent or the acceptance of such a response by ESD does not obligate ESD in any manner. ESD reserves the right to:

i. amend, modify or withdraw this RFA;
ii. revise any requirement of this RFA;
iii. require supplemental statements or information from any responsible party;
iv. accept or reject any or all responses hereto;
v. extend the deadline for submission of responses hereto;
vi. negotiate potential contract terms with any Bidder;
vii. communicate with any Bidder to correct and/or clarify responses which do not conform to the instructions contained herein;
viii. cancel, or reissue in whole or in part, this RFA, if ESD determines in its sole discretion that it is its best interest to do so; and
ix. extend the term of any agreement on terms consistent with this RFA.

ESD may exercise the foregoing rights at any time without notice and without liability to any responding firm or any other party for its expenses incurred in preparation of responses hereto or otherwise. All costs associated with responding to this RFA will be at the sole cost and expense of the Bidder.

All information submitted in response to this RFA is subject to the Freedom of Information Law ("FOIL"), which generally mandates the disclosure of documents in the possession of ESD upon the request of any person unless the content of the document falls under a specific exemption to disclosure. In addition, Proposals may be discussed at meetings of the ESD Directors, which meetings are subject to the Open Meetings Law.

ESD reserves the right, in its sole discretion, to retain and use all the materials and information, and the ideas and suggestions therein, submitted in response to this solicitation (collectively, the "Response Information") for any purpose. By submitting an application, each Respondent waives any and all claims against ESD relating to ESD's retention or use of the Response Information.

IX. APLICATION FORMS AND REQUIREMENTS

Procurement Forms and Requirements

Additional requirements for this RFA are described below. Relevant forms, where required to be submitted, must be executed and included in the submission in the same order as listed below:

1. Conflict of Interest
2. State Finance Law Sections139 J&K
3. Vendor Responsibility Questionnaire

4. Insurance Certificate
5. W-9
6. IT Security Brief

1. Conflicts of Interest

Respondent must attest it has read, understood and will comply with the following provisions https://esd.ny.gov/sites/default/files/Conflict-of-Interest-Attestation-June-2019.pdf. ESD may disqualify any Respondent to this RFA or terminate any contract entered into as a result of this RFA should ESD determine that the Respondent has violated any of these requirements.

A. Gifts and Offers of Employment: Respondent has not and shall not during this procurement and during the negotiation of any contract resulting from this procurement, offer to any employee, member or director of ESD, any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the offer was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director. Respondent may not make any offers of employment or discuss the possibility of such offers with any employee, member or director of ESD who is involved in this procurement and/or resulting contract negotiation within at least 30 days from the time that the employee's involvement in this matter closed.

B. Disclosure of Potential Conflicts: Respondent shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers/employers of the Respondent or former officers and employees of ESD, in connection with your rendering services enumerated in this RFP. If a conflict does or might exist, Respondent must describe how it would eliminate or prevent it.

C. Disclosure of Ethics Investigations: Respondent must disclose whether it, or any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any ongoing investigation or disciplinary action by the New York State Commission on Ethics and Lobbying in Government or its predecessor State entities (collectively, "Commission"), and if so, a description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

2. State Finance Law Sections 139J and 139K forms

State Finance Law Sections 139-j and 139-k (collectively, the "Procurement Requirements") apply to this RFA. These Procurement Requirements: (1) govern permissible communications between potential Respondents and ESD or other involved governmental entities with respect to this RFA; (2) provide for increased disclosure in the public procurement process through identification of persons or organizations whose function is to influence procurement contracts, public works agreements and real property transactions; and (3) establish sanctions for knowing and willful violations of the provisions of the Procurement Requirements, including disqualification from eligibility for an award of any contract

pursuant to this RFA. Compliance with the Procurement Requirements requires that all communications regarding this RFA, from the time of its issuance through final award and execution of any resulting contract (the "Restricted Period"), be conducted only with the designated contact persons listed above; the completion by Respondents of the Offeror Disclosure of Prior Non-Responsibility Determinations, and the Offeror's Affirmation of Understanding and Agreement pursuant to State Finance Law; and periodic updating of such forms during the term of any contract resulting from this RFA.
Respondents must submit the Offeror Disclosure of Prior Non-Responsibility Determinations, and the Offeror's Affirmation of Understanding and Agreement pursuant to State Finance Law as part of their submittal. Copies of these forms are available at:
https://esd.ny.gov/sites/default/files/media/document/SF-Law139-JK-2025.pdf.
The Procurement Requirements also require ESD staff to obtain and report certain information when contacted by Respondents during the Restricted Period, make a determination of the responsibility of Respondents and make all such information publicly available in accordance with applicable law. If a Respondent is found to have knowingly and willfully violated the State Finance Law provisions, that Respondent and its subsidiaries, related or successor entities will be determined to be a non-responsible Respondent and will not be awarded any contract issued pursuant to this solicitation. In addition, two such findings of non-responsibility within a four-year period can result in debarment from obtaining any New York State governmental procurement contract. The designated contact account for this solicitation is referenced on the cover of this RFA.

This is not a complete presentation of the provisions of the Procurement Requirements. All potential Respondents are solely responsible for full compliance with the Procurement Requirements. Both the prime consultant and any sub-consultants complete the forms required above.

3. Vendor Responsibility Questionnaire

All Respondents to this RFA must be "responsible," which in this context means that they must have the requisite financial ability, organizational capacity and legal authority to carry out its obligations under this RFA, and in addition must demonstrate that both the Respondent and its principals have and will maintain the level of integrity needed to contract with New York State entities such as ESD. Further, the Respondent must show satisfactory performance of all prior government contracts. Accordingly, the contract to be entered into between ESD and the Respondent, if any, shall include clauses providing that the Respondent remain "responsible" throughout the term of the contract, that ESD may suspend the contract if information is discovered that calls into question the responsibility of the contracting party, and that ESD may terminate the contract based on a determination that the contracting party is non-responsible. On request, model language to this effect will be provided to any Respondent to this RFA.

To assist in the determination of responsibility, ESD requires that all Respondents register in the State's Vendor Responsibility System ("Vend-Rep System"). The Vend-Rep System allows business entities to enter and maintain their Vendor Responsibility Questionnaire information in a secure, centralized database. New York State Procurement Law requires that state agencies award contracts only to responsible vendors. Respondents are to file the required Vendor Responsibility Questionnaire online via the Vend-Rep System or may choose to complete and submit a paper questionnaire. Please include a copy of your Vend-Rep submission receipt or paper questionnaire with your proposal. Your Vendor Responsibility Questionnaire must have been completed within one year of submission of your proposal.

To enroll in and use the Vend-Rep System, please visit: www.osc.state.ny.us/vendrep. For direct Vend-Rep System user assistance, the Office of the State Comptroller's Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.state.ny.us.

Respondents opting to file a paper questionnaire can obtain the appropriate questionnaire from the Vend-Rep website (http://www.osc.state.ny.us/vendrep/forms_vendor.htm) and execute accordingly pertaining to the company's trade industry. Bidders are required to complete the questionnaire which best matches the business activity (either "Construction" or "Non-Construction") and business type (either "For-Profit" or "Not-for-Profit") from the four (4) available options.

In addition, please see link to EO-192: https://ogs.ny.gov/system/files/documents/2021/09/eo-192-vendor-integrity_0.pdf.

4. Insurance Requirements

The selected Respondent will be required to provide the following insurance (at a minimum and to the extent applicable):

- Commercial General Liability of $1 million per occurrence and $2 million in the aggregate;
- In the event that you are using a vehicle in business, Commercial Automobile insurance with a limit of not less than $1 million;
- Professional Liability of $1 million;
- Must show evidence of Worker's Compensation & Employer's Liability insurance at State statutory limits;
- Must show evidence of Disability insurance coverage at State statutory limits;

NYS Urban Development Corporation d/b/a Empire State Development (ESD) must be named as additional insured on a primary and non-contributory basis on all of the following policies: Commercial General Liability and Auto Liability. All policies above should include a waiver of subrogation in favor of ESD.

5. W-9 Form

Provide a completed W-9 form (https://www.irs.gov/pub/irs-pdf/fw9.pdf), submit with application.

6. ESD IT Security Standard Brief

https://esd.ny.gov/sites/default/files/ESD-Security-Standard-Brief.pdf

OCSD: Non-Discrimination and Contractor & Supplier Diversity Requirements

Pursuant to New York State Executive Law Article 15-A, ESD recognizes its obligation under the law to promote opportunities for maximum feasible participation of New York State certified Minority and Women-owned business Enterprises ("MWBE") in the performance of ESD projects. Due to the federal government's preemption of New York State Executive Law 15-A relative to this grant, ESD is not permitted to set its own MWBE goals in addition to the federal SEDI goal.

Glossary of Terms Used Throughout the RFP

The following definitions apply to the terms used in this RFP. Terms defined herein are capitalized throughout the text of the RFP. Terms used within a definition that are also defined in this appendix are noted in italics.

Accelerator Fund Managers: Operators of accelerators/incubators that provide structured programmatic support and make equity investments.

Application: A Proposal submitted with a cover page, table of contents, glossary of terms used, and executive summary.

Applicants: SEDI-owned businesses and VSBs applying for SSBCI funding.

Award Recipient/Grantee: An Eligible Respondent that is selected for award by ESD under this RFP.

Commission: New York State Commission on Public Integrity or its predecessor State entities

CDFI (Community Development Financial Institution) investment area: a geographic area, like a census tract, that meets specific economic distress criteria, such as a high poverty rate or unemployment rate, and where CDFIs are targeted to provide financial services and investment.

EEO: ESD's Non-Discrimination and Equal Employment Opportunity policy

Eligible Respondent: Organizations/individuals that have the ability to help SEDI-owned businesses and VSB access and apply for funding from an SSBCI-supported program or other federal or other jurisdiction small business program.

Emerging and Regional Fund Managers: Fund managers who operate or want to operate a first, second or third time venture capital fund or a venture capital fund that targets underserved areas of the State.

ESD: Empire State Development is the umbrella organization for economic development activity in New York State involving both Department of Economic Development (DED) and a public authority in the form of Empire State Development Corporation; however, awards (contracts) through this competition will be administered by (through) DED.

FOIL: Article 6 (Sections 84-90) of the NYS Public Officers Law, which provides the public right to access to records maintained by government agencies with certain exceptions.

Founders: Founders or Chief Operating Officers "CEOs" of high growth start-ups

Fund Managers: Emerging and Regional Fund Managers and Accelerator Fund Managers.

Indirect Cost(s) or **Indirect Cost Rate:** Defined by Federal OMB Circular A-87 as the rate used for allocating those common costs that cannot be specifically allocated to a particular project or activity. A cost may not be allocated as an Indirect Cost if any other cost incurred for the same purpose in like circumstances has been assigned as a direct cost.

Partners: Legal, accounting, and financial advisory firms that the Eligible Respondent contracts with to provide services to Founders and Fund Managers.

Procurement Requirements: State Finance Law Sections 139-j and 139-k.

Program Guidelines: U.S. Department of the Treasury State Small Business Credit Initiative Technical Assistance Grant Program Guidelines published on April 28, 2022, and all subsequent FAQs.

Response Information: Information contained in the response to this solicitation

RFA: The State Small Business Credit Initiative (SSBCI) Technical Assistance for Venture Capital Readiness Program Request for Applications

SEDI: Socially and Economically Disadvantaged Individual

SEDI-Owned Businesses: Business enterprise owned and controlled by Socially and Economically Disadvantaged Individuals. As defined in 12 U.S.C. § 5701(15) such an enterprise is one that meets the following criteria:

> (A) if privately owned, 51 percent is owned by one or more socially and economically disadvantaged individuals;
>
> (B) if publicly owned, 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and
>
> (C) in the case of a mutual institution, a majority of the Board of Directors, account holders, and the community which the institution services is predominantly comprised of socially and economically disadvantaged individuals.

This includes business enterprises that are headquartered, located or have a substantial presence in CDFI Investment Areas.

SSBCI: SSBCI is a program managed by the U.S. Department of the Treasury that allocates funding to state development finance agencies to create specialized small business access to capital programs.

SSBCI Equity Programs: The programs NY Ventures manages that are funded by the State Small Business Credit Initiative, including the Pre-Seed/Seed Fund, Innovation Venture Capital Fund, Community and Regional Partner Fund, and Emerging and Regional Partner Program Fund.

TA: Technical Assistance Funding to help ("SEDI")-owned businesses and VSBs access and apply for funding from an SSBCI-supported program or other federal or other jurisdiction small business program.

Vend-Rep System: State's Vendor Responsibility System

VSB: "Very Small Business" that employs 10 or fewer employees across all its locations.

Required Forms

- RFA
- Application

APPENDIX C: Administrative Forms

1. **Conflict of Interest Form**

   https://esd.ny.gov/sites/default/files/Conflict-of-Interest-Attestation-June-2019.pdf

2. **State Finance Law Sections 139 J&K**

   https://cdn.esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/SF_Law139_JK.pdf

3. **Vendor Responsibility Questionnaire**
   https://www.osc.state.ny.us/state-vendors/vendrep/vendor-responsibility-forms

4. **Non-Discrimination and Contractor and Supplier Diversity Forms**
   https://esd.ny.gov/sites/default/files/OCSD-1-Policy-Statement.pdf

5. **W9 Form**
   https://www.irs.gov/pub/irs-pdf/fw9.pdf

6. **IT Security Brief (Attached)**
   https://esd.ny.gov/sites/default/files/ESD-Security-Standard-Brief.pdf