



Request for Proposals for New York State’s Community Development Financial Institution (CDFI) Assistance Program

Questions and Answers

The following are a list of responses to questions submitted by prospective respondents (“Respondents”) to ESD’s Request of Proposals dated August 10th, 2017 (“RFP”) for New York State’s Community Development Financial Institution (CDFI) Assistance Program. A copy of the RFP is also available at: <http://www.esd.ny.gov/CorporateInformation/RFPs.html>.

Questions listed in this document were received in writing following the release of the RFP on August 10th, 2017 and before the deadline for inquiries to be submitted on September 4th, 2017.

#	Questions	Responses
1	Are only certified CDFIs eligible to apply? My organization was recently established as a lending institution with help from a US Treasury CDFI Technical Assistance Grant. As per grant requirements, we will become a certified CDFI and are hoping to apply by year’s end.	Yes. Per the RFP, respondents to the CDFI Assistance Program RFP must provide proof of Federal CDFI Certification and/or Recertification with its proposal.
2	Can Loan Loss Reserve funds from CDFI 19 be used to fund an organization’s portion of the Capital Access Program funds requirement (not including the client’s 1%)? We know we can use it to draw down funds from the SBA but weren’t sure about CAP.	No. While funds budgeted for Loan Loss Reserve can be used to draw down funds from the SBA, they cannot be used to fund an organization’s portion of the CAP funds requirement. Loans funded by the CDFI Assistance Program and by the Small Business Revolving Loan Fund may, however, be enrolled in the Capital Access Program.
3	Is the CDFI applying for the grant required to be based in New York?	No, but applicants for the CDFI Assistance Program must have an office in New York State.
4	Can the applicant be a subsidiary of a larger organization and CDFI based in another state?	If the subsidiary has an office in New York State, then yes. Historically, CDFI Assistance Program grantees have been certified to serve New York State specifically by the US Department of the Treasury.
5	Is it required that the applicant be registered with the Grants Reform System before submitting its proposal?	Yes, they must be registered with the Grants Reform System per Section XII(c) of the RFP.
6	Is it required that the applicant be registered with the Grants Reform System before submitting its proposal?	Yes, they must be registered with the Vend Rep System per Section XII(c) of the RFP.

7	If applying for a partnership, are both partners (including entities that primarily or exclusively provide TA services) required to be CDFIs?	Yes, applicants for the CDFI Assistance Program must be registered by the US Department of the Treasury as CDFIs.
8	It appears that we are required to register in the Vendor Responsibility System in order to apply for the grant mentioned above. We do not have a State SFS number, which appears to be required to register with Vend-Rep and is required on the application. I am told that the first step of the registration process is to submit a Substitute Form W-9. I had assumed that the W-9 form should be submitted to Office of the State Comptroller. However, the OCS Help Desk just told me to submit the form to ESD, or whatever agency is in charge of the grant. Please let me know if I should send the Substitute W-9 to anyone else and if possible how to proceed with obtaining the State SFS number and satisfying other requirements related to the Vend-Rep system.	All questions regarding this process should be referred to Greta Williams at Greta.Williams@esd.ny.gov or Zita Aziagbe at Zita.Aziagbe@esd.ny.gov .
9	Please indicate word or character limits for the re narrative sections.	There are no word or character limits for any section of the RFP.
10	I am filling out Exhibit B and have some questions. Our fiscal year is the calendar year (1/1-12/31). When it asks for the loan information by date, I am entering the actuals for CY2016, and estimating the numbers for CY2018. But what about CY2017? Am I only to enter the <u>actual numbers for the six months ending 6/30/17</u> or should I <u>project the entire year of 2017</u> ?	Per the Exhibit B, actual activity from 1/1/17 thru 6/30/17 should be included. Please do not project for the totality of CY2017.
11	When I try to enter the dates (where it says "Select beginning & end dates based on financial calendar----->"), the only date options presented are for the years 2010 and 2011. I cannot manually override these dates with the correct ones. I can write the correct dates on the hard copy, but if you want Exhibit B in <u>Excel</u> , I need to know what to do. If you need the electronic forms in <u>pdf</u> format, I will just scan the hard copy, no problem.	Thank you for pointing this out. We apologize for the oversight. This has been fixed and a new Exhibit B Excel template has been uploaded to the website.

12	<p>Please specify how ESD intends to define the following:</p> <ul style="list-style-type: none"> a) Distressed and/or Highly Distressed Communities; and b) Distressed and/or Highly Distressed Areas 	<p>Historically, this language has appeared in various sections of the CDFI RFP. For the purposes of this RFP, as in years past, a number of factors and criteria can be used to illustrate distress levels:</p> <ul style="list-style-type: none"> a) Whether the community falls within an LMI census tract; b) Poverty level; c) Unemployment; and d) Other criteria that can reasonably be used to justify distress.
13	<p>In the header of the Exhibit B document at the top of the page, underneath “EXHIBIT B: PROPOSAL SUMMARY”, appears “#REF!”. What does this mean? Should I ignore it or does something go in there?</p>	<p>This section originally pulled the organization name from another excel sheet, but the link was broken when the documents were uploaded to the RFP website. Please ignore the issue, as staff will be able to determine the organization based on the other documentation submitted with your organization’s Exhibit B.</p>
14	<p>For the electronic proposal submission, is a .PDF of the entire submission adequate, or do you need the forms you provided in Excel and Word in those formats?</p>	<p>Please submit the documents that were provided in Excel as Excel documents. All other documents can be provided in one PDF.</p>
15	<p>Should the Exhibits A-D come before the narrative, or after them as shown in the list of proposal requirements on page 9? What about the Exhibit E – loans receivable report?</p>	<p>Exhibits A thru D are normally submitted before the narrative, with E frequently included after the narrative.</p> <p>Above all, please be sure to submit the proposal in a complete, organized, and clear fashion.</p>
16	<p>The narrative instructions indicate the applicants should provide Loan Policy and Certified Loan Reports. Should those appear between the narrative and the attachments, or at the end of the attachments?</p>	<p>These items are normally provided after the narrative.</p>
17	<p>The RFP lists additional requirements in Section XII (page 14). Should those just be added at the very end?</p>	<p>Yes, please submit them at the end of the document in the order that they appear in the RFP.</p>
18	<p>Regarding RFP section XII.3, are we required to submit any forms besides OCSD-1? It sounds like SDVOB is optional, right?</p>	<p>Please refer any inquiries on OCSD forms and requirements, as they pertain to this RFP, to ocsd@esd.ny.gov.</p>

19	<p>Here is the draft table of contents I plan to use unless instructed otherwise - please let me know if this looks OK:</p> <ol style="list-style-type: none"> 1. Exhibits A1-A2 2. Exhibits B-Primary and B-Secondary 3. Exhibit C 4. Exhibit D 5. Proposal Narrative 6. Proposal Narrative Appx 1 - Loan Policies 7. Proposal Narrative Appx 2 - Certified Loan Reports 8. Attachment 1 - Financial Statements (Audits and Interim) 9. Attachment 2 - Loans Recbl Aging [Exhibit E] 10. Attachment 3 - CDFI Certification Letters 11. Attachment 4 - Funding History (Final Reports, Interim Report, List of Prior Contracts) 12. Attachment 5 - Ven Rep Confirmation 13. Attachment 6 - Grantee Gateway Confirmation 14. Attachment 7 - OCSD-1 	<p>This looks acceptable.</p> <p>Regarding the required OCSD forms for this RFP, please email ocsd@esd.ny.gov.</p>
20	<p>How many copies of the proposal must my organization submit?</p>	<p>Per Section VIII(A.) of the RFP, please submit 4 unbound copies of the application, which includes all requested documents and attachments, AND an electronic copy (CD or flash drive).</p>
21	<p>I'm preparing our response to the RFP and just want to clarify -- we will include a draft final report of the current award, but without the attachments, right? I am preparing the Exhibits B through G, but no attachments yet.</p>	<p>This is correct. Please include the GDA exhibits as requested from your organization's current award, without the attachments.</p>
22	<p>In Section 2-c, the instructions state: “c. Provide business loan (or line of credit, if applicable) reports, <i>certified</i> by an organization officer, showing the following:”</p> <p>I believe last year we just had our Executive Director initial the report. Please advise if that is sufficient in terms of certifying.</p>	<p>Please include a full original signature, rather than initials, from an officer of your organization with signatory authority.</p>
23	<p>Last year my organization was afforded the ability to have its proposal postmarked by the deadline. Is the still allowed and acceptable?</p>	<p>Yes, ESD will accept proposal submissions for consideration as long as the package is postmarked by the deadline.</p>

24	<p>For the section regarding GDA G-2 report attachments: When attaching the Technical Assistance and Lending Report and the Institutional Capacity Report, are both of these to be without additional attachments? One of them? If attachments are needed, which attachments are to be included and for which report(s)?</p>	<p>Per Section V.(B.)(4.)(i.)(ii.) at the bottom of page 9 of the RFP, please submit the Exhibit G-2 Technical Assistance and Lending Report and/or the Exhibit G-2 Institutional Capacity Report for any active ESD CDFI Assistance Program Grant <u>without attachments.</u></p> <p>The Exhibit G-2 Technical Assistance and Lending Report is required if your organization’s active ESD CDFI Assistance Program Grant includes funding for Technical Assistance and/or Loan Capital.</p> <p>The Exhibit G-2 Institutional Capacity Report is required if your organization’s active ESD CDFI Assistance Program Grant includes funding for Institutional Capacity.</p>
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