

RFP Checklist

****In addition to the applicable numbered sections below, all applicants must provide the documents listed under the Additional Submissions section on Page 2 of this checklist****

Sections 1-3 (All Applicants)

- Completed Attachment 1: Organization and Capacity (2-page worksheet)
- Is it clear to which RFP(s) and in what amounts your organization is applying? Is the answer consistent in Sections 1 *and* 2 of the Master Proposal Template?
- Were all questions in Sections 1-3 of the Master Proposal Template answered fully?

Section 4 (CDFI Assistance Program Applicants ONLY)

- Are the following Attachments/Exhibits included? Are they complete?
 - Exhibit A1: Cover Sheet
 - Exhibit A2: Cover Sheet – Secondary or Co-Partner Application (if applicable)
 - Exhibit B: Project Budget
 - Exhibit C: Project Description: Tasks & Timeline
 - Proof of Federal CDFI Certification and/or recertification
- If the applicant has previously received funding through the CDFI Assistance Program, are the following GDA Exhibits included? Are they complete?
 - Copy of the final report (**GDA Exhibit B, page 1 ONLY without attachments**) submitted for the last **two** completed projects. **Do not submit the excel report included in Exhibit B.**
 - For CDFI Assistance Program Round 19 grantees, Interim **GDA Exhibit G-2** for Technical Assistance and Lending Report, and/or Institutional Capacity Report (whichever is applicable to your grant), without attachments, with a description of the organization's cumulative progress toward meeting goals. If the organization has not yet met 50% of its Round 19 goals, is a narrative explaining the shortfall and corrective steps included? Complete and submit these forms even if you did not request an interim disbursement request.
- Are items 2 through 4 of the Master Proposal Template, along with their subsections, complete? Are all questions answered fully?
- In the case of a partnership application, are the roles of each partner well-defined?

Section 5 (Minority Revolving Loan Fund Applicants ONLY)

- Has the applicant clearly requested a specific grant amount? Is it consistent, and within the \$250,000 limit?
- Are all questions in section 5 of the Master Proposal Template answered completely?

Section 6 (Loan Packaging Assistance Applicants ONLY)

- Are all questions in this section of the Master Proposal Template answered completely?
- If a partnership application, are the roles of each partner well-defined?
- If a partnership application, is an executed Memorandum of Understanding (MOU) included in the submission?
 - Does the MOU include an overview of the partnership with a clear explanation of the roles and responsibilities of each entity? Does it include a list of documents required by the lender for each of its loan products to ensure that the loan packager understands what a complete loan package entails?

Section 7 (Regional Revolving Loan Trust Fund Applicants ONLY)

- Is the question in this section of the Master Proposal Template answered completely? Are at least five members proposed?

Additional Submissions (All Applicants)

- Small Business Loan Policy Manual
- Audited Financial Statements from 2015, 2016, and 2017, including a draft of the applicant's internal statements or the most recent interim statements, if annual statements are more than 12 months old.
- Loan Portfolio Accounts Receivable Aging Report (Refer to Attachment 2) indicating principal outstanding in the following categories: 31-60 days past due, 61-90 days past due, and 91+ days past due.
- Professional Resumes of Key Staff
- Certificate of Incorporation
- Bylaws
- Most recent annual report (if available)