

## CDFI Assistance Program – Round 18

### Questions & Answers

Q1) The Exhibits in the RFP and the downloaded Exhibits do not correspond. Should I use the downloaded Exhibits or refer to the titles in the RFP?

A1) There was an error in the letters of the exhibits. Please use the titles referenced in the RFP.

Q2) “Draft” is written throughout the RFP for the Community Development Financial Institution (CDFI) Assistance Program. When will the final RFP be released?

A2) The posted RFP is the final RFP.

Q3) On Exhibit B, please advise on the timeframes for reporting on past activity.

A3) Revised attachments are now available online.

Q4) My organization has an active award through the CDFI Assistance Program, but did not submit the optional interim report because we have yet to draw down funds since the initial disbursement. What items should be submitted to demonstrate the organization’s progress on the stated goals from the active CDFI grant?

A4) In addition to the Exhibit B Final Report Narratives from the last two completed projects, ESD will require Exhibit G-2s from the active GDA for each funding use, indicating the progress made to date on each of the goals stated in the Exhibit A: Tasks and Timeline. Lastly, ESD will require a separate sheet indicating the Project Numbers, Project Names, ESD Program Names, and Total Grant or Loan Amounts for each active ESD project, as well as information on the current status of each grant in terms of the amount of funding awarded and the amount disbursed to date by ESD.

Q5) My understanding is that this the proposal will be submitted through the New York State Grants Gateway; can you direct me on how to find the opportunity? I’ve searched and gone through all available listings and don’t see it?

A5) Non-profits that would like to do business with NYS must be Prequalified, a process that is facilitated by Grants Gateway. The proposal is submitted to ESD’s office directly. Directions for how to become Prequalified, if your organization is not already, and submitting the proposal are outlined in the RFP.

Q6) Are the attachments unchanged from last year? I can’t seem to find them in the RFP or online anywhere.

A6) The attachments have changed since last year and are available online. Go to <http://esd.ny.gov/CorporateInformation/RFPs.html> and scroll down to the CDFI RFP, which was posted on 8/25/16. The attachments are entitled, “CDFI applications, budget, proposed summary exhibits.”

Q7) May the hard copies of the proposal narrative that are submitted to ESD be printed double sided?

A7) Yes, the proposal narrative can be printed double sided.

Q8) Respondents to the grant are required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement. How do we fulfill this requirement?

A8) The policy statement is available at [http://www.esd.ny.gov/CorporateInformation/Data/RFPs/OCSD\\_1MWBEEEOPolicyStatement.pdf](http://www.esd.ny.gov/CorporateInformation/Data/RFPs/OCSD_1MWBEEEOPolicyStatement.pdf).

This completed form must be submitted with the proposal.

Q9) The example Exhibit E: Accounts Receivable Aging Report provided on the RFP website is dated December 31, **2016**. Should we provide one as of December 31, **2015**, or prepare something more current?

A9) This Exhibit has been updated to reflect progress as of **June 30, 2016**. However, if your organization received a CDFI Assistance Program grant for 2016 and has submitted an Interim Disbursement Request, please use the Accounts Receivable Aging Report that was already submitted with said Interim Disbursement Request. Also, please note that the Exhibit provided is a template that you are free to use, or you can capture the information in your own template.

Q10) For organizations with active CDFI grants, should the GDA Exhibit G-2 and the description of the organization's progress toward the goals specified in the GDA Exhibit A also reflect progress as of June 30, 2016, or should it indicate cumulative progress to date?

A10) As with the answer provided above in (A9), if your organization has submitted an Interim Disbursement Request, please use the GDA Exhibits provided with said Interim Disbursement Request. For organizations that **did not** submit an Interim Disbursement Request, the Exhibits should reflect data as of June 30, 2016.

Q11) If we are a non-profit and do not plan on subcontracting out anything, must we still complete the OCSD document?

A11) Yes, all proposals must include the completed OCSD document.

Q12) As part of the narrative in the Excel Exhibit B is hidden when it is printed, should my organization submit this via email as well as a printed copy to be included with the hard copy of the proposal?

A12) ESD requires that 4 hard copies and 1 electronic copy be submitted.

Q13) If my organization has not allocated funding from the CDFI Assistance program for Loan Capital in the past, are we still required to list all loans outstanding as of 6/30/16 in the Exhibit E Loan Portfolio Accounts Receivable Aging Report?

A13) Yes, please submit the Loan Portfolio Accounts Receivable Aging Report. We capture this as an example to see how your organization might provide this information. If you have software that generates this report, you are not required to use the provided template.