

Appendix B: Due Diligence Checklist

Examples from SSBCI 1.0 program are located at: <https://home.treasury.gov/policy-issues/small-business-programs/state-small-business-credit-initiative-ssbci/ssbci-program-reports>

Respondent must include unless not applicable:

1. Most recent presentation deck.
2. Summary of key terms of the investment agreement for the Fund (e.g. planned ratio of private capital to SSBCI capital, fees paid to originating lenders, fees charged to NJEDA, etc.)
3. Chart: Respondent ownership structure.
4. Chart: Respondent management/organizational structure and biographies.
5. Chart: Proposed legal, organizational, and tax structure for Fund, including a description of any proposed ownership interest in the Fund by Recipient. Any agreements to which Authority is a party must be governed by the laws of New Jersey.
6. Respondent's budget and audited financial statements of fund(s) and holding company.
7. Annual & quarterly reporting packages sent to any partnering state entities for the last 2 years (or through inception if less than 2 years), to the extent possible under agreements with said entities.
8. Reference list (e.g. investors, deal sources, portfolio companies, CDFI/MDI partners, state entities, service providers).
9. NJ tax clearance certificate and NJ Tax ID number.