

APPENDIX B

REQUESTED DUE DILIGENCE CHECKLIST

Respondent must include the below responses, unless not applicable. If not applicable, mark it “N/A”

1. Most recent presentation deck
2. Summary of proposed key terms of the investment agreement for the Fund (e.g. planned ratio of private capital to SSBCI capital, fees charged to NJEDA, management fee, carry, etc.)
3. Chart: Respondent ownership structure
4. Chart: Respondent management/organizational structure and biographies
5. Chart: Proposed Fund legal/tax structure or Fund with side-car structure with legal/tax structure. Any agreements to which Authority is a party must be governed by the laws of New Jersey.
6. Respondent’s annualized pro-forma budget for the period covering the life of the Fund
7. Proposed Fund budget and audited financial statements of fund(s) under management
8. List of participating Fund limited partners, if any at this time
9. If legally permitted, provide annual and quarterly reporting packages sent to any partnering state entities for the last two years (or through inception if less than two years).
10. Audited annual & unaudited quarterly reporting packages sent to limited partners for the last two years (or through inception if less than two years)
11. Valuation Policy
12. Examples of capital call and distribution notices
13. List of NJ sourcing actions/events attended or used in the last year
14. Company level track record information ([See Sample Template](#))
15. Historical fund level cash flows ([See Sample Template](#))
16. Historical investment level cash flows ([See Sample Template](#))
17. Reference list (e.g., co-investors, deal sources, banker, personal references, portfolio companies, limited partners, service providers) for all those participating in the carry pool ([See Sample Template](#))
18. NJ Tax Clearance certificate required for approval
19. Signed certification stating that no principal of the firm has been convicted of a sexual offense against a minor