CDFI LOAN FUND OPERATIONS ASSESSMENT

Purpose: F|A's CDFI Loan Fund Operations Assessment is a systematic review of an organization's processes, programs, and organizational structure. We diagnose the current status of all aspects of loan fund and technical assistance operations and provide actionable recommendations for improvements that enhance the operation aligned with its strategy.

Process: This scope of work entails the following components that will help us understand how your CDFI works:

1) **DOCUMENT REVIEW** - To understand how your organization functions 'on paper,' we review loan fund policies and procedures, underwriting guidelines, and recent financials and audit, systems, etc.
2) **INTERVIEWS** - Brief phone/video interviews with key staff help us learn first hand about their role in the lending process and the challenges they face, and identify the areas to be explored more thoroughly during the site visit.
3) **ONSITE VISIT** - A one-day site visit deepens our understanding of the day-to-day operations of your CDFI.

Deliverable: After finishing this investigation process, we'll prepare a detailed report, detailing observations and recommendations from the in-depth analysis of loan fund operations. The report acts as:

- A blueprint to align the CDFI's loan fund with best practices and industry standards, which leads to operational efficiencies, increased effectiveness and growth.
- A tool that the Executive Director can use to guide and monitor staff as they execute these improvements.
- A tool the board of directors can use to oversee, celebrate, and troubleshoot the implementation of an improved loan fund platform.

Finally, the results of the assessment will call attention to the investments that will be required to manage an efficient and effective CDFI. Then, we help your team prioritize the recommendations and sketch out a one year action plan.

If you are interested in learning more about our loan fund assessment process, reach out to Jason at jasonj@friedmanassociates.net or [schedule a meeting](#).