**Program Related Investment Memorandum**

Organization:

Project:

Contact:

Interest Area:

Report Date:

By:

Approved:

|  |
| --- |
| **Summary/Recommendation** |
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| --- | --- | --- |
| **Loan Obligation** |  |  |
| **Term** |  |  |
| **Interest Rate** |  |  |
| **Fees** |  |  |

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| --- |
| **Capacity/Risks/Potential Issues** |
| **Key Persons Risk:****Repayment Risk:** |

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| **Key Personnel** |
| *The following is a summary of the backgrounds of the key professionals.* |

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| --- | --- | --- |
| **Staff**  | **Education** | **Professional Background** |
|  |  |  |

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| **Due Diligence Summary** |

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| --- | --- |
| *DUE DILIGENCE ITEM* | *GENERAL COMMENTS* |
| ***Corporate Documents*** |  |
| Bylaws |  |
| Secretary of State Certification of Incorporation |  |
| Articles of Incorporation |  |
| IRS Determination Letter / Verified |  |
| ***Organization Capacity*** |  |
| Resume of Key Personnel |  |
| Board List / Titles / Terms / Expertise |  |
| Staff Brief Bios / Titles |  |
| Compilation of Recent Financial Statements |  |
| Most Recent 990 |  |
| P&L |  |
| Balance Sheet |  |
| Draft Budget |  |
| Fundraising Campaign Feasibility Study |  |
| List of Previous Campaign Projects |  |
| Bank Financing Letters |  |
| ***Project Documents*** |  |
| Written Request |  |
| Map of Property (if relevant) |  |
| Secretary Certified Board Resolution |  |
| Board Minutes |  |
| Funding / Payment Schedule |  |
| Property Appraisals (if relevant) |  |
| Draft Purchase & Sale Agreement (if relevant) |  |
| Phase I Environmental Assessment Report (if relevant) |  |