**WRITTEN PROPOSAL**

**Proposer Information**

|  |  |
| --- | --- |
| Name of Firm |  |
|  |  |
| Federal ID # |  |
|  |  |
| Address |  |
|  |  |
| Authorized Representative Name |  |
|  |  |
| Authorized Representative Title |  |
|  |  |
| Authorized Representative Email |  |
|  |  |
| Contact Name |  |
|  |  |
| Contact Title |  |
|  |  |
| Contact Phone |  |
|  |  |
| Contact Email: |  |
|  |  |
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| --- | --- |
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**Minimum Qualifications (Pass/Fail)**

|  |  |  |
| --- | --- | --- |
| Description | Yes | No |
| 1. Qualified to conduct business in the State of California as evidenced by the organization’s business registration with the California Secretary of State. |  |  |
| 1. In good standing with the California Secretary of State, if a corporation or limited liability company. |  |  |
| 1. Does not offer predatory, high-cost (all-in interest rate above 36% APR) loan products, including payday loans, merchant cash advance, or deposit advance products. |  |  |
| 1. Has not been debarred by the federal government, State of California or the City and County of San Francisco. |  |  |
| 1. In compliance with all applicable federal and state regulations; deposits must be insured through the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA). |  |  |
| 1. Maintains at least one place of business within the City and County of San Francisco which program participants may access for business. |  |  |
| 1. Offer online application for any financial product being proposed. |  |  |
| 1. Ability to have quarterly check-ins with CCSF staff. |  |  |

**Product Terms (65 points)**

Describe Terms for the Loan or Line of Credit product(s) you propose to include in the Referral List.  If you propose to qualify more than one product for the Referral List, provide separate response for each one:

|  |  |
| --- | --- |
| **Description** | **Product Terms** |
| 1. Product Name |  |
| 1. Is this an existing product? | Yes ☐               No ☐ |
| 2a. If no, describe any additional needs for creating a new product for referral (i.e. lead time for development, minimum number of guaranteed applicants, etc.) |  |
| 1. Applicant’s annual revenue (gross receipts) | Minimum:  *Maximum (if applicable):* |
| 1. Minimum number of years in operation |  |
| 1. Minimum debt service ratio coverage |  |
| 1. Minimum credit score of owner |  |
| 1. This product is a | Loan ☐               Line of Credit ☐  Other ☐  Please describe: |
| 1. Amount | Minimum:  Maximum: |
| 1. Term | Minimum length of term:  Maximum length of term: |
| 1. Interest rate |  |
| 1. Other fees (list all applicable fees and amounts) |  |
| 1. Business bank account is offered to Applicant in conjunction with approval of loan or line of credit | Yes ☐               No ☐ |
| 12a. If yes, share any fees associated with operation and maintenance of the Business bank account product that will be offered to Applicant. |  |
| 1. Are there any limitations on the use of funds from the loan or line of credit? | Yes ☐               No ☐ |
| 13a. If yes, describe the limitations. |  |
| 1. Terms of default |  |
| 1. Other criteria (Describe any additional applicant criteria or requirements in detail.. List any criteria that will  immediately disqualify the applicant from consideration which is not listed above.) |  |
| 1. Business has access at no additional cost to loan information throughout the course of the loan. | Yes ☐               No ☐ |

**Small Business Support and Customer Experience (25 Points) - Up to 4 pages**

Answer the following questions on Proposer’s resources for small business support and customer experience:

1. Provide a brief profile of your financial institution, including the size and scope, core services, and a description of your footprint in San Francisco, including the number retail locations.
2. How does your financial institution define a “Small Business?”
3. Describe the volume of business loans dedicated to small businesses by (a) financial institution’s internal metric of small business and (b) CCSF’s metric of micro-LBE, defined as average gross receipts not greater than $10 million.
4. What products, tools and instruments does your financial institution provide tailored to support the needs of small businesses?
5. Does your financial institution have relationships or agreements with other organizations that can offer an enriched ecosystem of support for small business clientele? (Such as discounts for account holders on CPA services, business management and planning software, etc.)?
6. Describe customer service plan for small business population (San Francisco retail footprint and access points to services, online banking, personal bankers, Limited English Proficiency?)
7. Describe your underwriting requirements, process, and typical timeline for approval for the proposed financial product(s).
8. What are your financial institution’s standard terms of default related to loans and/or line of credit?
9. What steps does your financial institution take to remedy risk of default?

**Social Responsibility (10 Points) - Up to 2 pages**

Provide institution’s Racial Equity and Inclusion value statement and directive.  Provide the racial and gender make up for the following:

1. Board of Director
2. C-Suite
3. Management
4. San Francisco-based Retail Staff
5. Overall company