



OMB Control Number 3245-XXXX

Expiration Date:

SBA SUPERVISED LENDER LENDER ASSESSEMENT PLAN

An organization seeking to become a Small Business Lending Company (“SBLC”) or a state-regulated lender (Non-Federally Regulated Lender (“NFRL”)) (each referred to as an “SBA Supervised Lender”) as defined in 13 CFR § 120.10 is required to submit to SBA a Lender Assessment Plan consisting of the information described below.

The information will be used to make a preliminary assessment of the organization’s qualifications, financial condition, and lending experience to be authorized as an SBA Supervised Lender. Organizations that meet the preliminary requirements will be invited to submit a more comprehensive application package. Submission of the information is not mandatory; however, failure to do so would impact SBA’s ability to make a decision regarding your application to be designated an SBA Supervised Lender in SBA’s 7(a) Loan Program.

Instructions: Each applicant must submit two (2) complete binders of fully executed paper copies and one (1) executed scanned copy (in pdf format) by e-mail addressing each of the items set forth in the list below. The applicant must include its name, address, telephone number, fax number, e-mail address and a primary contract person. Each submission must be complete and organized in tabular format. Refer to SBA Standard Operation Procedures manual, SOP 50 10 for additional information.

Submit the information to: Small Business Administration, Attention: Director, Office of Financial Assistance, 409 3rd Street SW, 8th Floor, Washington, DC 20416.

LIST OF ITEMS TO BE SUBMITTED

1. Each applicant must demonstrate to SBA’s satisfaction that it meets the participation criteria set forth in 13 CFR [§120.410](#) and the ethical requirements set forth in 13 CFR [§120.140](#).
2. **Business Plan:** A business plan detailing the lender’s proposed geographic area of operation, including as authorized by the lender’s primary state regulator (if applicable). The nature of the lender’s proposed loan activity, including the volume of the loan activity projected over the first 3 years as an SBA Supervised Lender, supported by current and projected financials, including balance sheets, income statements and statement of cash flows, and alternative profit and loss scenarios based on run rates equivalent to 70% and 50% of the projected loan activity.
3. **Capitalization:** Identification of all sources of capital (debt and equity) to be used to finance the lender’s operations, including the capitalization of the prospective SBA Supervised Lender, its form of organization, the identification of all classes of equity capital and debt, the rights and preferences accorded to each class of stock or members interest (including voting rights, redemption rights, and rights of

convertibility) and any conditions for the transfer, sale, or assignment of such interests.

4. **Management Team:** A list of all members of the prospective SBA Supervised Lender's management team, including all officers, directors, managing partners, managing members, managers and key employees, and all other individuals or entities that propose to hold an economic interest in any class of stock or ownership interest in the prospective SBA Supervised Lender.
 - A written summary of the professional experience (including a discussion of any prior experience with any SBA program) of the applicant's management team (including key employees).
 - A list of the prospective SBA Supervised Lender's Associates (as defined in [§120.10](#)) and Affiliates (as defined in [§121.103](#)).
5. **For prospective SBLCs only:** A letter signed by an authorized official of an existing SBLC certifying that the SBLC is seeking to transfer its SBA lending authority to the applicant.
6. If approval of any state or Federal chartering, licensing or other regulatory authority is required, copies of any licenses issued by or documents filed with such authority.

PLEASE NOTE: The estimated burden for completing this request for information is 35 hours per application. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments or questions on the burden estimate should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503.