

Applicant Name		Program Name	
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**Please use pages 2 through 8 to describe the OCSF management team, operational capacity, and internal accounting and administrative controls systems including the following:**

1. **SECTION 1: A description of the OCSF’s operational capacity, skills, and experience of the OCSF program management team. For example, address whether the OCSF has adequate organizational resources, infrastructure, systems, and standard operating policies and procedures to administer the OCSF.**

Please provide your narrative on pages 2-3.

*Refer to the SSBCI Capital Program Policy Guidelines, Section VIII. Approving State OCSFs, subsection g. Additional Considerations for Approving OCSFs – OCSF Experience and Capacity – 12 U.S.C. § 5705(d)(2).*

2. **SECTION 2: A description of the ability of the OCSF to manage increases in the volume of its small business lending or investing. For example, describe the OCSF organizational infrastructure, resources, and the management team’s skills and experience to handle increases in small business lending or investing.** Please provide your narrative on page 4-5.

*Refer to the SSBCI Capital Program Policy Guidelines, Section VIII. Approving State OCSFs, subsection g. Additional Considerations for Approving OCSFs – OCSF Capacity to Manage Increases – 12 U.S.C. § 5705(d)(3).*

3. **SECTION 3: A description of the internal accounting and administrative controls systems of the OCSF and the extent to which such systems can provide reasonable assurance that the SSBCI funds will be safeguarded against waste, loss, unauthorized use, and misappropriation. For example, provide evidence of one or more of the following:**

- a. **periodic internal audits**
- b. **annual independent audits (including management letters)**
- c. **program financial statements current within the past year**
- d. **adequate accounting and financial management systems**

Please provide your narrative on pages 6-7.

*Refer to the SSBCI Capital Program Policy Guidelines, Section VIII. Approving State OCSFs, subsection g. Additional Considerations for Approving OCSFs – OCSF Accounting and Administrative Controls – 12 U.S.C. § 5705(d)(4).*

4. **SECTION 4: A description of the soundness of the OCSF’s program design and implementation plan. For example, address whether research and market surveys have been conducted to determine program demand; whether successful programs that have operated before have been modified to meet SSBCI requirements; and whether the OCSF incorporates industry best practices.** Please provide your narrative on page 8.

*Refer to the SSBCI Capital Program Policy Guidelines, Section VIII. Approving State OCSFs, subsection g. Additional Considerations for Approving OCSFs – OCSF Program Design and Implementation Plan – 12 U.S.C. § 5705(d)(5).*

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**SECTION 1:** A description of the OCSP’s operational capacity, skills, and experience of the OCSP program management team.

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**SECTION 1 (continued):**

Applicant Name		Program Name	
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**SECTION 2:** A description of the capacity of the OCSP to manage increases in the volume of its small business lending or investing.

Applicant Name		Program Name	
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**SECTION 2 (continued):**

Applicant Name		Program Name	
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**SECTION 3:** A description of the internal accounting and administrative controls systems of the OCSP and the extent to which such systems can provide reasonable assurance that the SSBCI funds will be safeguarded against waste, loss, unauthorized use, and misappropriation. .

Applicant Name		Program Name	
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**SECTION 3 (continued):**

Applicant Name		Program Name	
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**SECTION 4:** A description of the soundness of the OCSP’s program design and implementation plan.