



APPLICATION INSTRUCTIONS

Downloading Application Materials

The SSBCI Program employs a streamlined application process requiring only submission of a single application form with a signature page and attachments. States must download the application materials listed below from Treasury's website at <http://www.treasury.gov/ssbci>

- Application form [fillable PDF document that can be saved on Applicant's computer]
- Signature page [fillable PDF document]
- Templates for attachments [fillable PDF documents that can be saved on Applicant's computer]. The attachments are named as follows:
 - Attachment for Section 1D - Contracting Entity
 - Attachment for Section 2B - Description of Items and Structure of Transaction
 - Attachment for Section 2C - Information for Each Additional Program
 - Attachment for Section 2D - Access to Capital for Small Businesses
 - Attachment for Section 3A - Description of CAP and How CAP Meets Each Criterion
 - Attachment for Section 3B - Lender Capital At-Risk Criteria for CAP
 - Attachment for Section 3D - Enrolled Loan Data
 - Attachment for Section 4A - Narrative Statement for Each OCSP
 - Attachment for Section 4B - Lender Capital At-Risk Criteria for OCSPs
 - Attachment for Section 4E - Anticipated Benefits from Each OCSP
 - Attachment for Section 4F - Operational Capacity-Skills-Experience of Mngmt Team for Each OSCSP
 - Attachment for Section 4G - Capacity of OCSP Staff to Manage Increases in Volume of SB Lending
 - Attachment for Section 4H - Internal Acctng-Admin Controls Systems used by OCSP
 - Attachment for Section 5B - Reporting Mechanisms-Audits-Other Activities
- Assurances (Non-Construction) - OMB SF-424B [fillable PDF document]

Submission of Application Materials

States must complete the PDF application form and attachments using Adobe Reader, save the completed application page and supporting attachments, and then e-mail the saved PDF files to SSBCIapplications@treasury.gov.

The authorized State official must complete the application signature page using Adobe Reader, print, and affix signature at bottom of page then email the signed signature page as part of the application submission.

The authorized State official must complete the standard form, Assurances (Non-Construction) - OMB SF-424B, and email the completed OMB SF-424B as part of the application submission.

Treasury will acknowledge receipt of the completed application materials within two (2) business days following submission by the State.

Applicants that do not have Adobe Reader should follow the instructions below.

Downloading Adobe Reader

Adobe Reader X (free software available at <http://get.adobe.com/reader/>) must be installed on Applicant's computer to complete the SSBCI application materials. Acrobat Reader X enables Applicants to complete, save, and print out (if necessary) the completed PDF forms.

Submission Deadline

Treasury must receive completed applications materials no later than 5:00 PM ET on June 27, 2011.



Additional Requirements

Organizational DUNS: A Dun and Bradstreet Universal Numbering System (DUNS) number is required for all Applicants. If the Applicant does not have a DUNS number, it may request one at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or visit www.DNB.com.

Registration in CCR: To register in the Central Contractor Registration (CCR) Database, go to www.ccr.gov/startregistration.aspx.

Contacting Treasury's SSBCI Program Office

Treasury will respond to questions at the telephone number shown below in Table 1 during the specified hours of operation.

Applicants may also email questions to the SSBCI Help Desk at SmallbizQuestions@treasury.gov.

Please see Treasury's SSBCI website (<http://www.treasury.gov/ssbci>) for SSBCI Policy Guidelines and other information on the application including a list of Frequently Asked Questions (FAQs).

Table 1 – SSBCI Program Contact List (Not toll-free numbers)			
SSBCI Help Desk	9:00 a.m. and 5:30 p.m. EST	Tel: (202) 622-0713	For general inquiries and technical assistance with all phases of the program, including but not limited to program design and implementation, and a range of financial, management, compliance and operational issues that impact program performance.