

## Loan Guarantee & Surety Bond Program

### City & County of San Francisco

The City & County of San Francisco's Loan Guarantee & Surety Bond Programs, sponsored by the Risk Management and the Contract Monitoring Divisions, were developed to encourage and increase participation of Disadvantaged Business Enterprises in city construction and public works projects. The programs have been designed to assist contractors and subcontractors in accessing technical assistance, bonding and financing for City of San Francisco construction projects.

### PARTICIPATING DEPARTMENTS

- Department of Public Works
- Recreation & Parks
- Public Utilities Commission
- Port of San Francisco
- San Francisco International Airport
- Mayor's Office of Housing
- Office of Contract Administration
- San Francisco Municipal Transportation Agency

### For more information contact:

- **Program Administrator**  
Merriwether & Williams (MWIS)  
Jennifer Elmore, Program Manager  
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- **Risk Management Division**  
City & County of San Francisco  
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## ENROLLMENT ELIGIBILITY

Contract Monitoring Division  
30 Van Ness Avenue, Suite 200  
San Francisco, CA 94102

Phone: 415.581.2310 | Fax: 415.581.2351 | [www.sfgov.org/CMD](http://www.sfgov.org/CMD)  
Link to LBE Certification: <http://sfgov.org/cmd/LBE-CERTIFICATION-0>

Contractors must be certified with the City's Contract Monitoring Division as a Local Business Enterprise (LBE). LBE's are defined as businesses whose average gross receipts in three fiscal years do not exceed \$20,000,000 for Public Works/Construction, \$10,000,000 for Specialty Construction and \$2,500,000 for Professional Services.

## PROGRAM SERVICES

- 1) TRAINING—individual counseling and group workshops on bonding, financing and business management, specifically:**
  - \* Business Plan Development
  - \* Estimating/Bidding
  - \* Financial Analysis/Consulting Services
  - \* Project Scheduling
  - \* Loan Packaging Services
- 2) ACCOUNTING— Cost subsidy for financial statements up to \$3,200. Subject to approval and contractor pays the first \$500.**
- 3) FUNDS CONTROL— Payment of funds control fees up to 1% of the contract amount, up to \$5,000.**
- 4) LOAN GUARANTEE/LINE OF CREDIT—to financial institutions up to 50% of loan /line of credit amount or \$750,000, whichever is less.**
- 5) BID, PERFORMANCE & PAYMENT BOND GUARANTEES—to Surety Companies up to 40% of the bond amount or \$750,000,**

## COSTS

Program services are provided **free of charge** to contractors with the exception of a \$500 fee for financial statements. Relationships are important. The program administrator, Merriwether & Williams work with your existing broker, banker, financial institution and CPA. If relationships are not already established, there are many program partners to choose from and they strive to match you to the right one.

