



CalCAP

CALIFORNIA CAPITAL ACCESS PROGRAM

Lender Portfolio Insurance



CALIFORNIA
POLLUTION
CONTROL
FINANCING
AUTHORITY

COLLATERAL SUPPORT PROGRAM LENDER MANUAL



CALIFORNIA
CAPITAL
ACCESS
PROGRAM

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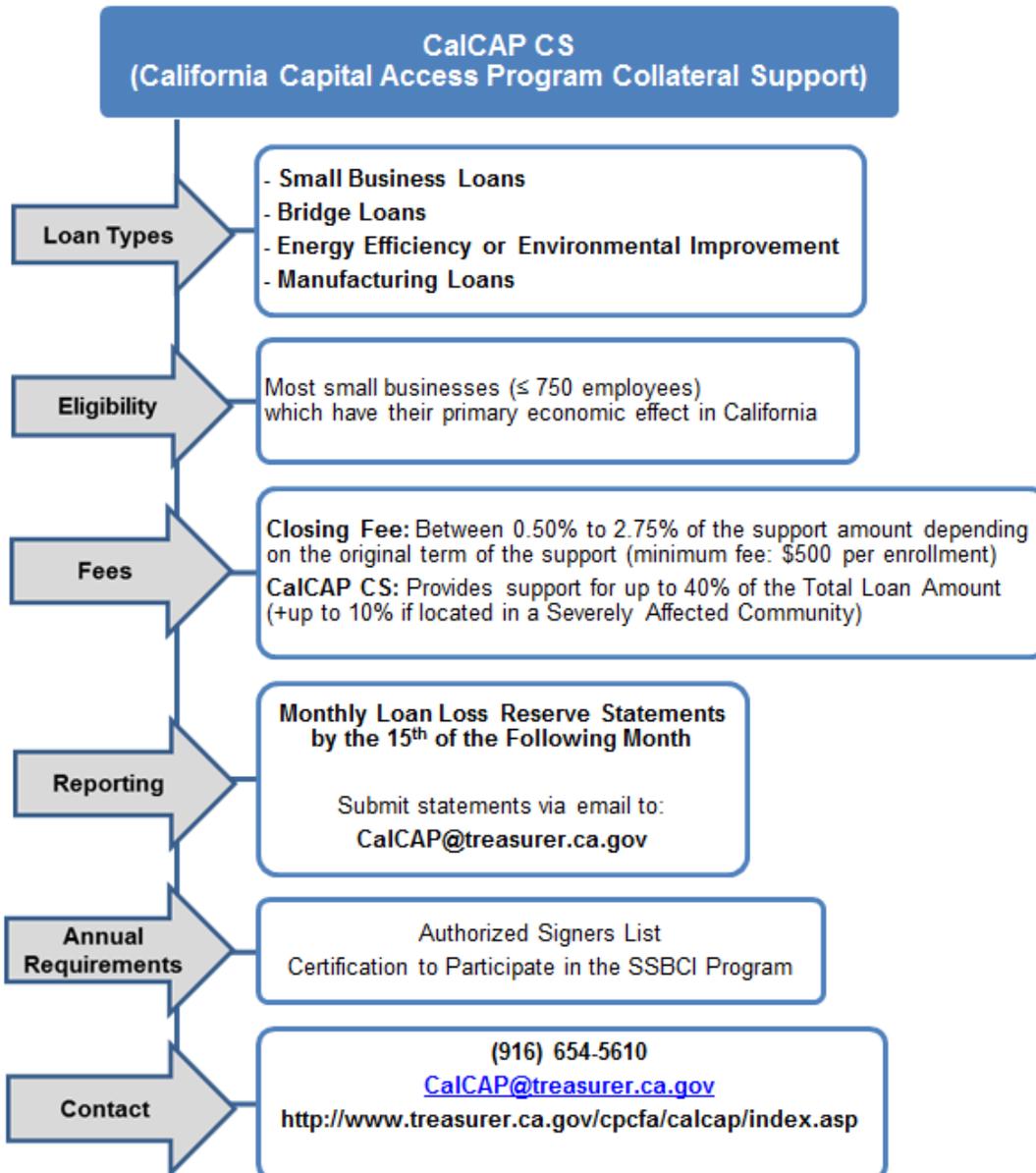
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I. AT-A-GLANCE

This California Capital Access Program Collateral Support (CalCAP CS) Lender Manual provides lenders with instructions, examples, and regulations for enrolling loans and filing claims in CalCAP CS. Lenders are encouraged to use this manual as a guide and frequently visit the CalCAP CS website at

<http://www.treasurer.ca.gov/cpcf/calcap/collateral/index.asp>

for the most current version of the manual, forms, and rules and regulations. Lenders should also ensure that CalCAP is kept informed of changes to the lender's contact information.



II. PROGRAM PARTICIPATION REQUIREMENTS

CalCAP CS encourages banks and other financial institutions to make loans to small businesses that have difficulty obtaining financing. The California Capital Access Program (CalCAP) is administered by the California Pollution Control Financing Authority (CPCFA).

CalCAP CS provides up to a 50% cash deposit to cover the collateral shortfall of small business loans. The term of support may not exceed 4 years (48 months). By participating in CalCAP CS, lenders can insulate themselves from losses on small business loans they feel are uncollateralized.



Almost any business loan is eligible under CalCAP CS, with few exceptions noted below. Loans can be used to purchase commercial real estate, finance the construction or renovation of buildings, finance start-up costs, purchase equipment or inventory, improve facilities for energy and environmental efficiency, serve as bridge loans needed prior to obtaining permanent financing, and working capital.



There are limitations on the use of loan proceeds for passive real estate loans, loan refinances, purchasing goodwill, residential real estate or the repayment of delinquent federal or state taxes. There are also limitations on using loans to reimburse funds owed to or purchasing any portion of the ownership interest of business owners. Other prohibited uses of loan proceeds include gambling facilities, bars, liquor stores, gun sales, tobacco manufacturing and sales, adult entertainment businesses, and businesses engaged in illegal activities.



Refer to CalCAP Regulations 8078.2 as appended in Chapter VIII for full disclosure of eligible and ineligible uses of loan proceeds.

Flexibility	Restrictions
<ul style="list-style-type: none"> ▪ Lenders set all the terms and conditions of the loans and decide which loans to enroll into CalCAP CS. ▪ Lenders determine the collateral level to be requested from CalCAP CS. Collateral support can be reduced at any time after the loan is enrolled. ▪ Loans can be short- or long-term, have fixed or variable rates, be secured or unsecured, and bear any type of amortization schedule. 	<ul style="list-style-type: none"> ▪ \$50,000 minimum loan principal amount. ▪ \$20 million maximum loan principal amount. ▪ \$2.5 million maximum collateral support per loan and borrower (including the base and Severely Affected Community contributions) for eligible green and manufacturing loans/ \$500,000 maximum collateral support per loan and borrower for all other eligible small business loans. ▪ Maximum 40% of principal supported by CalCAP CS; however, if the business is located in a Severely Affected Community, the lender may qualify for up to an additional 10% based on the loan type, amount, and term of support. The SAC contributions cannot exceed 20% of the total support amount. ▪ Support extends to a maximum of 4 years (48 months) from the date of the loan. ▪ The borrower must have their “primary economic effect” in California in which one of the following conditions exists: <ul style="list-style-type: none"> ○ At least 51% of the total revenues of the business activities are generated in California; or ○ At least 51% of the total jobs of the business are created or retained in California. ▪ The borrower’s business must be in one of the industries listed in the North American Industry Classification System (NAICS) codes list. <ul style="list-style-type: none"> ☞ NAICS: http://www.census.gov/eos/www/naics ▪ The small business must be classified as a small business under U.S. Small Business Administration guidelines (Title 13 of the Code of Federal Regulations) and have 750 or fewer employees. <ul style="list-style-type: none"> ☞ U.S. Small Business Administration Guidelines: https://www.sba.gov/ ▪ The Participating Financial Institution has not, and will not, enroll the same loan or portion thereof in any other government program substantially similar to the Program.

III. REQUESTING COLLATERAL SUPPORT

A. Overview

✓ Step 1 – Prior to Loan Issuance:

Prior to the issuance of a loan, lenders should submit a “Collateral Support Request” to CalCAP.

☞ See Section III.C for details on submitting the “Collateral Support Request”.

✓ Step 2 – After CalCAP Approves the Request:

If the application is approved, CalCAP will issue a “Collateral Support Approval”. This approval serves as CalCAP’s obligation to provide collateral support once the loan is made. This obligation can be called upon for up to 90 days.

✓ Step 3 – Within 15 days of Loan Issuance or Funding:

Within 15 days of loan issuance or funding, lenders shall complete and return the final loan information section of the “Collateral Support Approval” to CalCAP.

☞ See Section III.D for details on submitting the “Collateral Support Approval”.



For each step of the request process, lenders must submit specific forms and documentation to CalCAP.

<u>Forms and Documentation to Submit to CalCAP</u>	CS Request	Provide to Borrower	CS Final Approval
1. Collateral Support Request ☞ http://www.treasurer.ca.gov/cpcf/calcap/collateral/request.pdf	√		-
2. Lender’s Risk Assessment of Borrower	√		-
3. NAICS Print-Out ☞ http://www.census.gov/eos/www/naics/	√		-
4. Print-out of web page indicating borrower is located in Severely Affected Community (SAC), if applicable: ☞ http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=1003	√		-
5. Collateral Support Approval with “final loan information” section completed	-		√
6. Proof of Fee Deposit and Account Opening	-		√
7. Lender Certification ☞ http://www.treasurer.ca.gov/cpcf/calcap/collateral/lender.pdf	-		√
8. Borrower Certification ☞ http://www.treasurer.ca.gov/cpcf/calcap/collateral/borrower.pdf	-		√
9. Privacy Notice ☞ http://www.treasurer.ca.gov/cpcf/calcap/forms/privacy.pdf		√	



CalCAP Collateral Support Requests should be submitted to CalCAP by email, fax, or regular mail:

 CalCAP@Treasurer.ca.gov

 (916) 589-2805

 CPCFA/CalCAP CS
P.O. Box 942809
Sacramento, CA 94209-0001

The amount of cash collateral that will be deposited into a lender’s account and the maximum term of support are based on the type and dollar amount of a loan. The amount of support granted is also subject to an evaluation of the loan-to-value ratio based on the lender’s risk assessment of the borrower.

Loan Type	Maximum Collateral Support Contribution <ul style="list-style-type: none"> • per loan and borrower) • including both main and SAC contributions 	Support Rate	Maximum Term of Support
The SAC cannot exceed 20% (or 1/5) of the total contribution.			
Green and Manufacturing Loans \$50,000 to \$20,000,000	\$2,500,000	Up to 40% of the loan value + 10% for business located in SAC	4 Years
Other Small Business Loans \$50,000 to \$250,000	\$500,000	Up to 40% of the loan value + 10% for business located in SAC	4 Years
Other Small Business Loans >\$250,000 to \$20,000,000	*borrowers who have multiple supported loans may not exceed \$500,000 in total collateral support	Up to 30% of the loan value + up to 7.5% for business located in SAC	3 Years
		Up to 20% of the loan value + up to 5% for business located in SAC	4 Years

B. Fees and Recapture

A fee is charged at closing on the support amount for all loans enrolled in CalCAP Collateral Support. Evidence that the collateral support loss reserve account has been opened and applicable fees have been deposited must be provided upon submission of the final loan information after the lender has received the CalCAP Collateral Support Approval.

B.1. Closing Fee and Annual Fee

The “*fee at closing*” is charged when the loan closes and is based on the original term of the support, the type of loan, and the collateral support amount. It is calculated as follows:

Original Term of Support	Eligible Green and Manufacturing Loans	Bridge Loans	Small Business Loans
≤ 12 months	0.50%	0.50%	0.50%
12.1 – 24 months	0.75%	0.50%	0.75%
24.1 – 36 months	2.00%	2.00%	2.00%
36.1 – 48 months	2.75%	2.75%	2.75%



There is a minimum borrower closing fee of \$500, but no fee is levied on the additional portion of support for businesses located in Severely Affected Communities. For bridge loans, a fee of 0.5% will be charged on the support amount at closing for coverage up to 24 months. If a lender would like to request an extension of support on a bridge loan beyond 24 months, then any difference between the fees paid at closing and the newly calculated fees associated with the amended term of support would be charged upon approval of the extension. A 1% fee will be charged for annual renewals on lines of credit, up to a maximum of four years.

Example- For a 2-year \$375,000 small business loan of which \$150,000 in collateral support is provided, the fee at closing would be \$1,125 (= 0.75% of \$150,000).

B.2. Annual Recapture

To ensure continued funding of CalCAP CS and discourage over-reliance on the program, the collateral support amount for each loan will be reduced annually following an incremental recapture schedule:

Original Term of Support	Annual Review			
	1	2	3	4
0-12 Months				
12.1-24 Months	50			
24.1-36 Months	33.33	33.33		
36.1-48 Months	25	25	25	

*Inapplicable to bridge loans

-  equal to the percent of the original contribution amount
-  repayment of entire support upon support expiration

Example: For a 2-year, \$250,000 loan of which \$90,000 of collateral support is provided, the Year 1 recapture amount would be \$45,000 (\$90,000 original support amount x 50%) plus applicable interest earned on funds held in the loan's loss reserve account.

In the event of a loan default and upon receipt of a completed Collateral Support Default Notification, CalCAP will halt the recapture of funds from the lender's loan loss reserve to allow the lender sufficient time to arrange an alternative repayment plan with the borrower and/ or pursue collections before filing a claim with CPCFA.

C. CalCAP Collateral Support Request

Before submitting a CalCAP “Collateral Support Request”, lenders should ensure the following pertinent documentation is fully completed:

Required

- ✓ CalCAP Collateral Support Request
- ✓ NAICS Print-Out
- ✓ Risk Assessment of the Borrower

If Applicable

- ✓ Severely Affected Community Information



The “Risk Assessment of the Borrower” is a federal eligibility requirement for enrollment in CalCAP CS. While CalCAP does not prescribe a standard format for the risk assessment, lenders should ensure that, at the minimum, the following information is included:

- ✓ Value of the collateral based on the industry standard of measurement (e.g. appraisal);
- ✓ Lender valuation of the collateral;
- ✓ Borrower risk rating;
- ✓ Summary of relationship and history of the business; and
- ✓ Lender cash flow and financial analysis of the borrower.

C.1. Instructions for Completing the CalCAP Collateral Support Request

This section provides instructions for lenders on how to complete the CalCAP “Collateral Support Request”, which is the primary form needed for lenders to request collateral support.

A copy of the request can be found in Chapter VII of this manual. However, lenders should always check CalCAP’s website for the most current version of the request:

 <http://www.treasurer.ca.gov/cpcf/calcap/collateral/request.pdf>

	<p>☞ If the business is a start up, use the current income or \$0.</p>
<ul style="list-style-type: none"> ▪ Average Annual Revenue Last 3 years 	<ul style="list-style-type: none"> ✓ List the borrower’s combined average annual business revenue for the last three years—rounded to the nearest whole dollar amount. ☞ If the business is a start-up, use the current income or \$0. ☞ If the business was established within the last three years, determine the average annual revenue for each year in which it <u>did</u> generate revenue.
<ul style="list-style-type: none"> ▪ Number of Employees 	<ul style="list-style-type: none"> ✓ Number of all full-time or part-time employees of the business. Must be a minimum of 1 and cannot exceed 750. ☞ Refer to Section VI or the CalCAP website at http://www.treasurer.ca.gov/cpcf/calcap/tools/employees.pdf for instructions on how to report the number of employees.
<ul style="list-style-type: none"> ▪ Number of Full Time Equivalents 	<ul style="list-style-type: none"> ✓ Number of full time equivalent (FTE) employees of the business—rounded to the nearest whole number. Must be a minimum of 1 and cannot exceed 750. ☞ Refer to Section VI or the CalCAP website at http://www.treasurer.ca.gov/cpcf/calcap/tools/employees.pdf for instructions on how to report the number of Full Time Equivalents.
<ul style="list-style-type: none"> ▪ Jobs Created 	<ul style="list-style-type: none"> ✓ Number of jobs created for the business <u>as a result of the loan</u>. ☞ If jobs are not created as a result of the loan, use “0”.
<ul style="list-style-type: none"> ▪ Jobs Retained 	<ul style="list-style-type: none"> ✓ Number of jobs retained for the business <u>as a result of the loan</u>. ☞ If jobs are not retained as a result of the loan, use “0”.
<ul style="list-style-type: none"> ▪ Is business located in a Severely Affected Community? <input type="checkbox"/> No <input type="checkbox"/> Yes ▪ If Yes, select reason: <input type="checkbox"/> City <input type="checkbox"/> Unincorporated <input type="checkbox"/> County if City Not Listed <input type="checkbox"/> Other: _____ 	<ul style="list-style-type: none"> ✓ Indicate whether the business is located in a Severely Affected Community (SAC) as reported by data from: <ul style="list-style-type: none"> ▪ Employment Development Department (EDD) ☞ http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=1003 ☞ Follow the instructions below to determine whether the business is located in a SAC and which reason is applicable. If the business is located in a Severely Affected Community, submit a print-out of the most recent EDD unemployment report with the Collateral Support Request.

Severely Affected Communities

If a CalCAP loan enrollment is for a borrower located within a Severely Affected Community (SAC), it may qualify for an additional contribution. Borrowers with addresses in areas of high unemployment are located within a Severely Affected Community, as provided in the CalCAP Program Regulations. Currently, SAC contributions are offered in the CalCAP for Small Business Loan Loss Reserve program, the CalCAP Collateral Support Program, and the CalCAP Americans with Disabilities Act Financing Program.

To determine whether a business is located in a Severely Affected Community, CalCAP uses data published by the Employment Development Department (EDD). A business is located in a Severely Affected Community if the Borrower's address is in a city where the unemployment rate is 110% of the state unemployment average or more. If the business is located in an unincorporated area of a county or if the city is not listed, the unemployment rate for county where the business is located will be used to determine whether or not the business is eligible to receive an additional premium. Follow these steps to report a loan enrollment located in a Severely Affected Community:

1. Check the current California unemployment rate posted by reviewing EDD's Monthly Data Release by navigating to <http://www.labormarketinfo.edd.ca.gov/data/monthly-data-release.html> and selecting California and Counties under Current Month Data:



Monthly Data Release

Each month the EDD Labor Market Information Division (LMID) releases revised and preliminary civilian labor force, unemployment rates, and industry employment by geography for California, metropolitan areas, counties, and sub-county areas. These data and interactive tools are updated monthly at the time of the official EDD Press Release. The last data released was for **March 2016**. Please refer to the [EDD Data Release Schedule](#) to see the next planned update.

LMI Resources and Data: [LMI Home](#) | [By Customer](#) | [By Subject](#) | [By Geography](#) | [Data Library](#) | [LMI Online Services](#)

- Monthly EDD Press Release
- Current Month Data
- Interactive Data Tools
- Analysis and Reports
- Additional Data

Monthly EDD Press Release

View a Statewide or a County Press Release:

Data for areas on the drop down list that have an * after the name offer multi-county Metropolitan Area data only.

- Official EDD Statewide News Release
- Current Labor Force Comparison
- Labor Force and Industry Employment: Seasonally Adjusted | Not Seasonally Adjusted
- Industry Employment - Official Estimates
- California Labor Market Review
- Online Job Advertisement Statistics: Statewide | Metropolitan Areas
- Text Data File – Comma-delimited: 1990 to Present - California, Counties, and MSA.

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Current Month Data

Unemployment Rate and Labor Force Data for:

- [California and Counties](#)
- California and Metropolitan Areas
- Local Workforce Development Areas (Local Areas)
- Cities and Places by County
- Historical Unemployment Rates



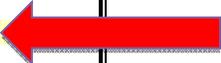
The current California unemployment rate is located in the first row of the table.

State of California
January 23, 2015
March 2013 Benchmark

Employment Development Department
Labor Market Information Division
<http://www.labormarketinfo.edd.ca.gov>
(916) 262-2162

REPORT 400 C
Monthly Labor Force Data for Counties
December 2014 - Preliminary
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,726,400	17,474,600	1,251,800	6.7%
ALAMEDA	8	789,800	750,300	39,600	5.0%
ALPINE	7	630	600	30	4.9%
AMADOR	26	15,610	14,480	1,120	7.2%
BLITTE	28	103,000	95,300	7,700	7.5%



Print this document to submit with your loan enrollment package.

City unemployment rates:

1. Lookup the current unemployment rate for the borrower's city by navigating to <http://www.labormarketinfo.edd.ca.gov/data/monthly-data-release.html> and selecting Labor Force Data only for Cities and Census Designated Places;



Monthly Data Release

Each month the EDD Labor Market Information Division (LMID) releases revised and preliminary civilian labor force, unemployment rates, and industry employment by geography for California, metropolitan areas, counties, and sub-county areas. These data and interactive tools are updated monthly at the time of the official EDD Press Release. The last data released was for April 2016. Please refer to the EDD Data Release Schedule to see the next planned update.

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Current Month Data

Unemployment Rate and Labor Force Data for:

- California and Counties
- California and Metropolitan Areas
- Local Workforce Development Areas (Local Areas)
- Cities and Places by County
- Historical Unemployment Rates

Labor Force Data only for:

- **Cities and Census Designated Places**
- Local Workforce Development Areas (Local Areas)



And selecting the borrower's county.

➔ Labor Force and Unemployment Rate for Cities and Census Designated Places

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View Disclaimer

The Labor Force and Unemployment Rate for Cities and Census Designated Places (CDPs) are updated monthly. Data for Cities and CDPs is limited to not seasonally adjusted labor force and unemployment rates. Estimates of employment by industry are not available for Cities and CDPs. Please see the about the data section for additional information about how the data is produced and possible data limitations. The last data released was for December 2014, for a complete schedule of future releases, please visit our [Data Release Schedule](#).

Topics:

- [Data for All County Sub-Areas](#)
- [Cities and Census Designated Places by Individual County](#)
- [About the Data](#)
- [Data for Other Areas](#)

Data for All County Sub-Areas

- [Current Month \(Excel\)](#)
- [Annual Averages: 2013 | 2012 | 2011 | 2010 | 2009 | Historical Data](#)

Cities and Census Designated Places by Individual County

Alameda	Kings	Placer	Sierra (no city file)
Alpine (no city file)	Lake	Plumas	Siskiyou
Amador	Lassen	Riverside	Solano
Butte	Colusa	Sacramento	Sonoma
Calaveras	Madera	San Benito	Stanislaus
Calaveras	Mariposa	San Bernardino	Sutter

★ **Self-Service Options**

- [Find Local Employers](#)
- [Training Information](#)
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- [Monthly Data Release](#)
- [What's New](#)
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- [Online Job Ads Statistics](#)
- [LMI Advisory Group](#)
- [California Veterans Career Resource](#)

⬆ **Top Links This Month**

- [Occupational Guides](#)
- [Data by Occupation](#)
- [Unemployment Rate & Labor Force](#)
- [Wages and Employment by Occupation](#)
- [LMI by County Area](#)



2. The selection will download the Monthly Labor Force Data for Cities and Census Designated Places in an excel file with the data for the county. **Print this document to submit with your loan enrollment package.**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Butte County	103,000	95,300	7,700	7.5%	1.000000	1.000000
Biggs city	900	800	100	10.2%	0.008230	0.011538
Chico city	33,700	31,400	2,300	6.9%	0.329566	0.303846

3. If the city unemployment rate is 110% or more of current California statewide unemployment rate (not seasonally adjusted) as of the date of loan (date of first disbursement), the business is located in a Severely Affected Community.

Example: If the current California unemployment rate is **6.7%**, any business located in a city with an unemployment rate of **7.37%** or higher is considered located within a Severely Affected Community. ($6.7 \times 1.1 = 7.37$)

4. Check the “Yes” box next to Severely Affected Community on the Loan Enrollment Application.

5. Check the “City” box next to “If Yes, select reason.”

6. Include the Monthly Labor Force Data for Cities and Census Designated Places printout, with city highlighted, when you submit the Loan Enrollment Application package to CalCAP@treasurer.ca.gov.

Unincorporated Areas:

If the Borrower’s address is located in an unincorporated area of the county, the county unemployment rate will be used to determine Severely Affected Community eligibility. Documentation or explanation must be submitted if the borrower’s address is in an unincorporated area. For example, documentation includes, but is not limited to the following: maps with business location and maps that show the business address is in an unincorporated area of the county, utility bills, or other documentation showing the business is outside a municipality.

1. Lookup the current unemployment rate for the borrower’s County by navigating to <http://www.labormarketinfo.edd.ca.gov/data/monthly-data-release.html> and selecting Labor Force Data only for Cities and Census Designated Places;

The screenshot shows the 'LaborMarketInfo Monthly Data Release' website. The main heading is 'Monthly Data Release'. Below it, there is a section for 'Current Monthly Press Releases' with a dropdown menu set to 'California - Official EDD Release' and a 'Go' button. A red arrow points to the link 'Cities and Census Designated Places' under the 'Labor Force Data only for:' section. Other sections include 'Official EDD Statewide News Release', 'California Employment Highlights for December 2011', 'Industry Employment and Labor Force Data for:', 'Additional Resources', and 'Also in the Data Library'.

And selecting the borrower’s county.

Labor Force and Unemployment Rate for Cities and Census Designated Places

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The Labor Force and Unemployment Rate for Cities and Census Designated Places (CDPs) are updated monthly. Data for Cities and CDPs is limited to not seasonally adjusted labor force and unemployment rates. Estimates of employment by industry are not available for Cities and CDPs. Please see the about the data section for additional information about how the data is produced and possible data limitations. The last data release was for December 2014, for a complete schedule of future releases, please visit our [Data Release Schedule](#).

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- [Data for Other Areas](#)

Data for All County Sub-Areas

- [Current Month \(Excel\)](#)
- [Annual Averages: 2013 | 2012 | 2011 | 2010 | 2009 | Historical Data](#)

Cities and Census Designated Places by Individual County

Alameda	Kings	Placer	Sierra (no city file)
Alpine (no city file)	Lake	Plumas	Siskiyou
Amador	Lassen	Riverside	Solano
Butte	Lodi	Sacramento	Sonoma
Calaveras	Madera	San Benito	Stanislaus
Calaveras	Mariposa	San Bernardino	Sutter

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- [LMI by County Area](#)



2. The selection will download the Monthly Labor Force Data for Cities and Census Designated Places in an excel file with the data for the county. **Print this document to submit with your loan enrollment package.**

3. If the county unemployment rate is 110% or more of the current California statewide unemployment rate (not seasonally adjusted) as of the date of loan (date of first disbursement) the business is located in a Severely Affected Community.

The screenshot shows an Excel spreadsheet titled "buttesub.xls [Read-Only] [Compatibility Mode] - Microsoft Excel". The spreadsheet contains the following data:

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
State of California						
Butte County	103,000	95,300	7,700	7.5%	1.000000	1.000000
Biggs city	900	800	100	10.2%	0.008230	0.011538
Chico city	33,700	31,400	2,300	6.9%	0.329566	0.303846

Example: If the current California unemployment rate is **6.7%** any business located in a County with an unemployment rate of **7.37%** or *higher* is considered located within a Severely Affected Community. ($6.7 \times 1.1 = 7.37$)

4. Check the “Yes” box next to Severely Affected Community on the Loan Enrollment Application.

5. Check the “Unincorporated” box next to “If Yes, select reason.”

6. Include the Monthly Labor Force Data for Cities and Census Designated Places printout, with county highlighted, and documentation or explanation that the address location is in an unincorporated area when you submit the Loan Enrollment Application package to CalCAP@treasurer.ca.gov.

County unemployment rates:

If the city of the Borrower’s address is not listed under the *City and Census Designated Places* link on the EDD website, the county may be used to determine Severely Affected Community eligibility.

1. Lookup the current unemployment rate for the borrower’s county by navigating to <http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=1003> and selecting Labor Force Data only for Cities and Census Designated Places;

The screenshot shows the LaborMarketInfo website's 'Monthly Data Release' page. The page title is 'Monthly Data Release' and it includes a brief description of the data. Below the description, there is a 'Current Monthly Press Releases' section with a dropdown menu set to 'California - Official EDD Release' and a 'Go' button. Underneath, there are links for 'Official EDD Statewide News Release' and 'California Employment Highlights for December 2011'. A section titled 'Industry Employment and Labor Force Data for:' lists 'California', 'Counties', and 'Metropolitan Areas'. Below this, a section titled 'Labor Force Data only for:' lists 'Cities and Census Designated Places', 'Local Workforce Investment Areas', and 'Hours and Earnings Data by Selected Industries'. A red arrow points to the 'Cities and Census Designated Places' link. On the right side of the page, there are several sections: 'California and Counties', 'California and Metropolitan Areas', 'Local Workforce Investment Areas', 'Cities and Places by County', 'Historical Unemployment Rates (Excel format)', 'These Data Are Also Called' (listing 'Monthly Job Outlook', 'Economy Today', 'Unemployment Rate Data', and 'EDD Jobs Report'), 'Additional Resources' (listing 'Data Release Schedule', 'Historical Industry Employment Data Files (Excel format)', 'Historical Unemployment Rates (Excel format)', 'Methodology for Generating Labor Force Data', 'Methodology for Generating Industry Employment Data', and 'US Bureau of Labor Statistics'), and 'Also in the Data Library' (listing 'Monthly Data Release').

And selecting the borrower’s county.

Labor Force and Unemployment Rate for Cities and Census Designated Places

Google Translate™ is unavailable on this page and its subsequent pages. [View Disclaimer](#)

The Labor Force and Unemployment Rate for Cities and Census Designated Places (CDPs) are updated monthly. Data for Cities and CDPs is limited to not seasonally adjusted labor force and unemployment rates. Estimates of employment by industry are not available for Cities and CDPs. Please see the about the data section for additional information about how the data is produced and possible data limitations. The last data released was for December 2014, for a complete schedule of future releases, please visit our [Data Release Schedule](#).

Topics:

- [Data for All County Sub-Areas](#)
- [Cities and Census Designated Places by Individual County](#)
- [About the Data](#)
- [Data for Other Areas](#)

Data for All County Sub-Areas

- [Current Month \(Excel\)](#)
- [Annual Averages: 2013 | 2012 | 2011 | 2010 | 2009 | Historical Data](#)

Cities and Census Designated Places by Individual County

Alameda	Kings	Placer	Sierra (no city file)
Alpine (no city file)	Lake	Plumas	Siskiyou
Amador	Lassen	Riverside	Solano
Butte	Sacramento	Sonoma	
Calaveras	Madera	San Benito	Stanislaus
Calaveras	Mariposa	San Bernardino	Sutter

Self-Service Options

- [Find Local Employers](#)
- [Training Information](#)
- [Occupational Guides](#)
- [Local Area Profiles](#)
- [Statewide Data Summary](#)
- [Monthly Data Release](#)
- [What's New](#)
- [GIS Interactive Maps](#)
- [Online Job Ads Statistics](#)
- [LMI Advisory Group](#)
- [California Veterans Career Resource](#)

Top Links This Month

- [Occupational Guides](#)
- [Data by Occupation](#)
- [Unemployment Rate & Labor Force](#)
- [Wages and Employment by Occupation](#)
- [LMI by County Area](#)



2. The selection will download the Monthly Labor Force Data for Cities and Census Designated Places in an excel file with the data for the county. **Print this document to submit with your loan enrollment package.**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Butte County	103,000	95,300	7,700	7.5%	1.000000	1.000000
Biggs city	900	800	100	10.2%	0.008230	0.011538
Chico city	33,700	31,400	2,300	6.9%	0.329566	0.303846

3. If the city of the Borrower's address is not listed, use the county.

4. If the county unemployment rate is 110% or more of the current California statewide unemployment rate (not seasonally adjusted) as of the date of loan (date of first disbursement) the business is located in a Severely Affected Community.

Example: If the current California unemployment rate is **6.7%** any business located in a County with an unemployment rate of **7.37%** or higher is considered located within a Severely Affected Community. ($6.7 \times 1.1 = 7.37$)

5. Check the “Yes” box next to Severely Affected Community on the Loan Enrollment Application.

6. Check the “County if City Not Listed” box next to “If Yes, select reason.”

7. Include the Monthly Labor Force Data for Cities and Census Designated Places printout, with county highlighted, when you submit the Loan Enrollment Application package to CalCAP@treasurer.ca.gov.

- NAICS Code
 - ✓ Six digit number used by the North American Industry Classification System (NAICS) to categorize business types. Please provide the most current print-out of the applicable NAICS code for the borrower’s business.
 - 🔗 <http://www.census.gov/eos/www/naics/>

The screenshot shows the U.S. Department of Commerce Census website. The main heading is "North American Industry Classification System". Below the heading are navigation tabs: Main, History, Development Partners, Federal Register Notices, NAICS, and FAQs. The "NAICS Search" section is active, showing a search for "Farm Equipment". The search results are listed as follows:

NAICS Code	Description
333111	Feed processing equipment, farm-type, manufacturing
333111	Tractors, farm-type equipment, manufacturing
423820	Planting machinery and equipment, farm-type, merchant wholesalers
423820	Farm machinery and equipment merchant wholesalers
423820	Conveying equipment, farm, merchant wholesalers
423830	Conveying equipment (except farm) merchant wholesalers
532490	Farm equipment rental or leasing
811310	Tractor, farm or construction equipment repair and maintenance services
811310	Farm machinery and equipment repair and maintenance services

Two red boxes with arrows point to specific elements in the search results:

- Step 1:** Enter business activity type (e.g. Farm Equipment) - points to the search input field.
- Step 2:** Select 6-digit code that best describes the business activity - points to the code 811310.

The footer of the page includes the text "Measuring America—People, Places, and Our Economy" and navigation links for ABOUT US, FIND DATA, BUSINESS AND INDUSTRY, PEOPLE & HOUSEHOLDS, GEOGRAPHY, and NEWSROOM.

- Census Tract # ✓ 11-digit number used to identify the specific location of a business to provide more reporting consistency and uniformity.

🔗 <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

FFIEC Year: 2014 Address: Search Reset

Matched Address	
Address	
MSA/MD Code	
State Code	
County Code	
Tract Code	
MSA/MD Name	
State Name	
County Name	

Census Demographic Data

User Select Tract

Geocoding System

The FFIEC Geocoding/Mapping System (System) helps financial institutions meet their legal requirement to report information on mortgage, business, and farm loan applications. Geocoding refers to the Metropolitan Statistical Area/Metropolitan Division (MSA/MD), State, County, Census Tract combination (address information) that must be provided for each reported loan application and the System allows institutions to enter a street address to determine the corresponding geocode. The System also provides Census demographic information about a particular census tract, including income, population, and housing data.

Please select the appropriate activity year for the address being geocoded. The tract definitions for 2012, 2013, and 2014 data are based on the 2010 Census. *It is critical that the correct activity year is selected when using the FFIEC Geocoding System.*

[Census Updates](#)

FFIEC Year: 2014 Address: 915 Capitol Mall Sacramento Ca Search Reset

Matched Address	
Address	915 Capitol Mall, SACRAMENTO, CA, 95814
MSA/MD Code	40900
State Code	06
County Code	067
Tract Code	0011.01
MSA/MD Name	SACRAMENTO-ROSEVILLE-ARDEN-ARCADE, CA
State Name	CALIFORNIA
County Name	SACRAMENTO COUNTY

Census Demographic Data

User Select Tract

Use:

1. State Code: 06
2. County Code: 067
3. Tract Code: 0011.01

This Census Tract # is:
060670011.01

<ul style="list-style-type: none"> ▪ Purpose of Loan 	<ul style="list-style-type: none"> ✓ Brief description of the use of loan proceeds (e.g. “working capital” or “purchase equipment”).
<ul style="list-style-type: none"> ▪ Is business minority owned? <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>Decline to Answer ▪ Is business woman owned? <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>Decline to Answer ▪ Is business veteran owned? <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>Decline to Answer 	<ul style="list-style-type: none"> ✓ The business is minority owned if at least 51% of the business is owned by one or more minority individuals. ✓ The business is woman owned if at least 51% of the business is owned by one or more women. ✓ The business is veteran owned if at least 51% of the business is owned by one or more veterans.

Lender Information Section

LENDER INFORMATION	
Participating Lender:	
Lender ID #:	
Contact Name:	
Phone Number:	
Contact Email:	

Field:	Information Needed:
<ul style="list-style-type: none"> ▪ Participating Lender 	<ul style="list-style-type: none"> ✓ Name of the financial institution.
<ul style="list-style-type: none"> ▪ Lender ID # 	<ul style="list-style-type: none"> ✓ The financial institution’s assigned CalCAP Lender ID. This number was issued and provided on the signed copy of the lender’s “Financial Institution Enrollment” agreement and the accompanying “Welcome Letter.” (This ID number never changes.)
<ul style="list-style-type: none"> ▪ Contact Name 	<ul style="list-style-type: none"> ✓ Name of the person CalCAP can contact with questions about this request.
<ul style="list-style-type: none"> ▪ Phone Number 	<ul style="list-style-type: none"> ✓ Direct phone number with area code for lender contact named above.
<ul style="list-style-type: none"> ▪ Contact Email 	<ul style="list-style-type: none"> ✓ Email for lender contact named above.

Collateral Support Section

COLLATERAL SUPPORT		
Is the loan enrolled in any other government guarantee program?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, name the program:		
Lender Loan Number (if assigned):		
Proposed Loan Amount:	Proposed Term of Loan:	mo.
Loan Category:		
<input type="checkbox"/> Envr. Imp./Energy Efficiency Loan <input type="checkbox"/> Bridge Loan <input type="checkbox"/> Other Small Business Loan		
Support Requested <small>(up to 40% of the loan amount)</small>	\$	%

Field:	Information Needed:
<ul style="list-style-type: none"> ▪ Is this loan enrolled in any other government guarantee program? <input type="checkbox"/>Yes <input type="checkbox"/>No ▪ If “Yes”, name the program: 	<ul style="list-style-type: none"> ✓ Identify whether the loan is enrolled in any other government guarantee program. Qualified loans do not include any loan or portion thereof to the extent the same loan or portion thereof has been, is being, or will be enrolled in any other government program substantially similar to the Program. ✓ If “yes”, name the other program the loan is enrolled in.
<ul style="list-style-type: none"> ▪ Lender Loan Number (if assigned) 	<ul style="list-style-type: none"> ✓ Unique loan number associated with the borrower’s loan. ☞ If no lender loan number has been assigned, leave field blank.
<ul style="list-style-type: none"> ▪ Proposed Loan Amount 	<ul style="list-style-type: none"> ✓ Total amount lender intends to loan to borrower.
<ul style="list-style-type: none"> ▪ Proposed Term of Loan 	<ul style="list-style-type: none"> ✓ Indicate the duration (term) of the loan in months.
<ul style="list-style-type: none"> ▪ Loan Category: <input type="checkbox"/>Envr. Imp./Energy Efficiency Loan <input type="checkbox"/>Bridge Loan <input type="checkbox"/>Other Small Business Loan 	<ul style="list-style-type: none"> ✓ Identify the loan category and check one box only.
<ul style="list-style-type: none"> ▪ Support Requested \$ and % (up to 40% of the loan amount) 	<ul style="list-style-type: none"> ✓ Amount of collateral support requested for this loan and percentage equivalent. ☞ Amount cannot exceed 40% of the proposed loan amount.
Signature Section	
<p>Include with this request a Risk Assessment of the borrower. The Risk Assessment includes: the value of the collateral based on the industry standard of measurement (eg. appraisal); the lender’s valuation of the collateral; borrower’s risk rating; summary of relationship and history of the business; and the lender’s cash flow and financial analysis of the borrower.</p> <p style="text-align: center;">Authorized Lender Signature _____ Date _____</p>	
Field:	Information Needed:
<ul style="list-style-type: none"> ▪ Authorized Lender Signature 	<ul style="list-style-type: none"> ✓ To be signed by the lender-designated authorized signer.
<ul style="list-style-type: none"> ▪ Date 	<ul style="list-style-type: none"> ✓ Date the request was signed.

D. CalCAP Collateral Support Approval

Upon approval of a lender-submitted “Collateral Support Request”, CPCFA will issue a “Collateral Support Approval” along with instructions for lenders to open a loan loss reserve account and deposit applicable enrollment fees.



The “Collateral Support Approval” is only valid for up to 90 days after issuance by CalCAP. As such, lenders should ensure loans close within the 90-day timeframe to remain eligible to receive collateral support.

Within 15 days of the closing of the loan, lenders shall complete and submit the following pertinent loan documentation to CPCFA:

Required

- ✓ CalCAP Collateral Support Approval (“Final Loan Information” section)
- ✓ Proof of Fee Deposit & Loan Loss Reserve Account Opening
- ✓ Lender Certification
- ✓ Borrower Certification



Pursuant to the California Information Practice Act of 1977 (Civil Code Section 1798.17), lenders are to provide the borrower with a copy of the privacy notice disclosing borrower data collected by the lender on behalf of CalCAP.

Examples of those documents can be found in Chapter VII of this manual and on the CalCAP CS website at:

- ✓ Lender Certification - <http://www.treasurer.ca.gov/cpcfaca/cap/collateral/lender.pdf>
- ✓ Borrower Certification - <http://www.treasurer.ca.gov/cpcfaca/cap/collateral/borrower.pdf>
- ✓ Privacy Notice - <http://www.treasurer.ca.gov/cpcfaca/forms/privacy.pdf>

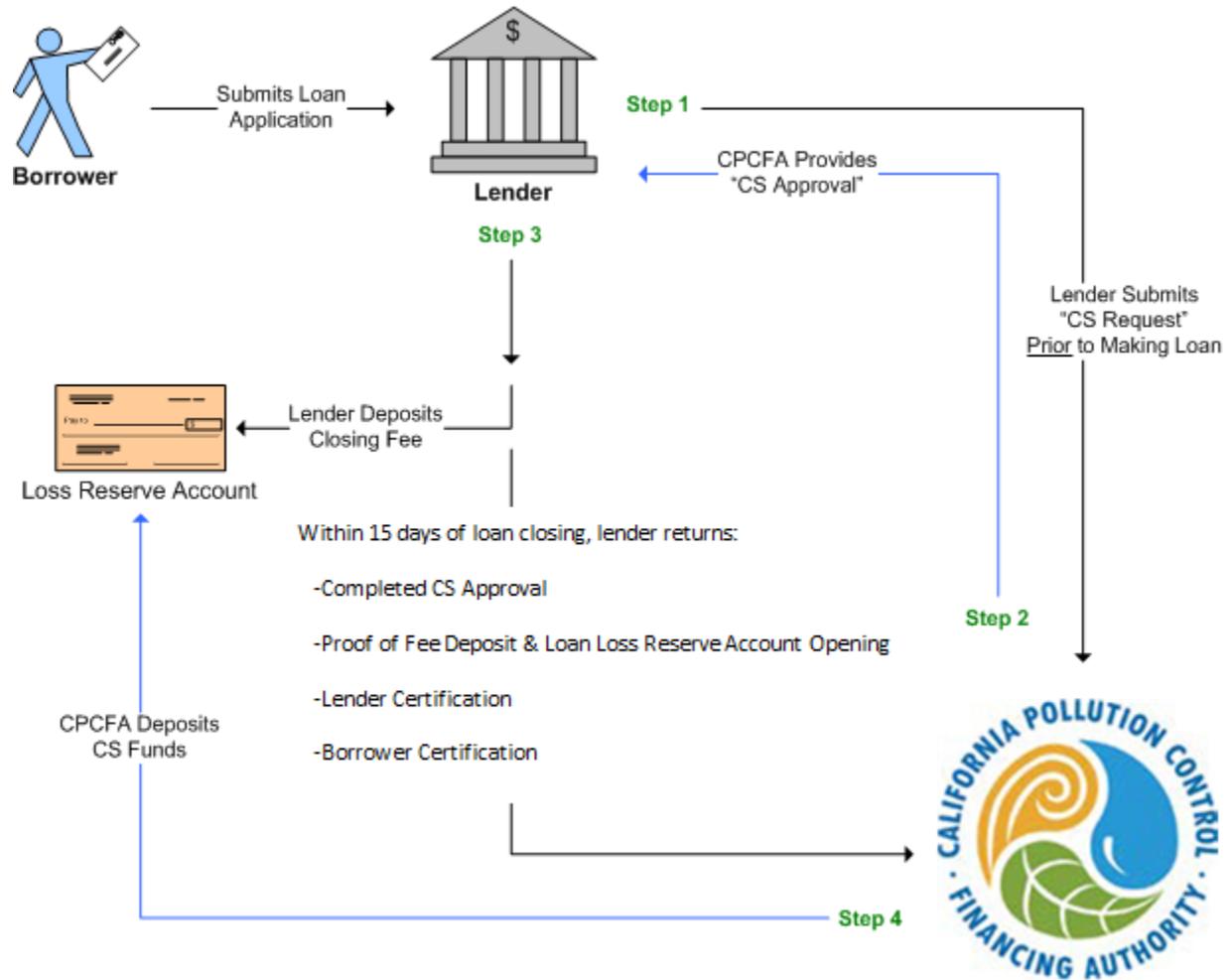
D.1. Instructions for Completing the CalCAP Collateral Support Approval

This section provides instructions for lenders on how to complete the CalCAP “Collateral Support Approval”, which is the final form needed for lenders to complete the enrollment of a loan with CalCAP CS. A complete copy of the approval can be found in Chapter VII of this manual.

Form 2: CalCAP Collateral Support Approval

Final Loan Information & Signature Section			
FINAL LOAN INFORMATION			
Lender Loan #:	Type of Loan: <input type="checkbox"/> Term Loan <input type="checkbox"/> Line of Credit		
Final Loan Amount:	Date of Loan:	Maturity Date:	
Interest rate: % <input type="checkbox"/> Fixed <input type="checkbox"/> Variable If, <i>variable</i> : Start Rate: Indication: Cap:			
Loan Category: <input type="checkbox"/> Envr. Imp./Energy Efficiency Loan <input type="checkbox"/> Bridge Loan <input type="checkbox"/> Other Small Business Loan			
Collateral Support Loan Loss Reserve Account #:			
Include proof of fee deposit, borrower and lender certifications, and wiring instructions with submission of this document.			
The lender certifies that the given information is true and correct.			
Authorized Lender _____		Date _____	
Field:	Information Needed:		
▪ Lender Loan #	✓ The unique loan number associated with the borrower's loan.		
▪ Type of Loan <input type="checkbox"/> Term Loan <input type="checkbox"/> Line of Credit	✓ Identify the type of loan and check one box only.		
▪ Final Loan Amount	✓ List the total amount loaned to the borrower under this loan or the amount of increase being extended.		
▪ Date of Loan	✓ Date of loan or date of first disbursement.		
▪ Maturity Date	✓ The date (MM/DD/YYYY) the enrolled loan is scheduled to mature.		
▪ Interest rate % <input type="checkbox"/> Fixed <input type="checkbox"/> Variable ▪ If variable: o Start Rate o Indication o Cap	✓ Provide the annual percentage rate (APR) for the enrolled loan. ✓ Indicate whether the interest rate remains the same (fixed) or changes (variable) over the life of the loan. ☞ If answered "variable", provide the start rate, the index the variable is tied to, and if applicable, the cap on the interest rate.		
▪ Loan Category: <input type="checkbox"/> Envr. Imp./Energy Efficiency Loan <input type="checkbox"/> Bridge Loan <input type="checkbox"/> Other Small Business Loan	✓ Identify the loan category and check one box only.		
▪ Collateral Support Loan Loss Reserve Account #	✓ Provide the account number used to deposit the collateral support.		
▪ Authorized Lender	✓ To be signed by the lender-designated authorized signer.		
▪ Date	✓ Date the final loan information was signed.		

E. Summary CS Loan Enrollment Flow



IV. SUBMITTING A CLAIM

A. Overview

When a loan enrolled in CalCAP CS defaults, lenders should follow a 2-step process to request reimbursement of the loss from the loan's CalCAP CS loss reserve account:

- ✓ Step 1 – Upon Default, submit “Collateral Support Default Notification”
Upon loan default (or no later than 30 calendar days after the maturity of the support), lenders should submit the “Collateral Support Default Notification” to CPCFA. This notice will suspend the incremental recapture process and freeze the collateral support.
☞ See Section IV.B for details on submitting the “Collateral Support Default Notification”.

- ✓ Step 2 – Upon Collateral Liquidation, submit “Collateral Support Claim Application”
Within 30 calendar days of final collateral liquidation, lenders shall submit the “Collateral Support Claim Application”, a history of the account payments, a short narrative of the loan collection history, and information about the sale of proceeds or justification for failed attempts to liquidate to CPCFA. If the claim is approved, CPCFA will authorize the disbursement from the CalCAP CS loss reserve account for that loan.
☞ See Section IV.C for details on submitting the “Collateral Support Claim Application”.

B. Collateral Support Default Notification

This section provides instructions for lenders on how to complete the “Collateral Support Default Notification”, which informs CalCAP CS that a loan is in default.



Lender must submit this notification to CPCFA upon default or within 30 calendar days of maturity of the support.

Form 3: Collateral Support Default Notification

Lender Information Section	
LENDER INFORMATION	
Participating Lender:	Lender ID #:
Name:	Phone Number:
Email:	

Field:	Information Needed:
<ul style="list-style-type: none"> ▪ Participating Lender 	✓ Name of the financial institution.
<ul style="list-style-type: none"> ▪ Lender ID# 	✓ The financial institution's assigned CalCAP Lender ID. This number was issued and provided on the signed copy of the lender's "Financial Institution Enrollment" and the accompanying "Welcome Letter" (This number never changes.)
<ul style="list-style-type: none"> ▪ Name ▪ Phone Number ▪ Email 	✓ Name, phone number, and email of lender representative CalCAP can contact with questions about this default notification.

Borrower Information Section

BORROWER INFORMATION
Name:
DBA:
CSP #:

Field:	Information Needed:
<ul style="list-style-type: none"> ▪ Name 	✓ Name of the primary borrower representing the business.
<ul style="list-style-type: none"> ▪ DBA 	✓ Name of business, sole proprietor, partnership, corporation, etc.
<ul style="list-style-type: none"> ▪ CSP # 	✓ The number CalCAP assigned to the loan after it approved the loan's enrollment in the program. This number can be found on the final "Collateral Support Approval" form in the "Final Support Information" Section, of which a copy was returned to the lender upon CalCAP approval of the final loan.

Loan Information & Signature Sections

LOAN INFORMATION	
Lender Loan #:	Date of Loan:
Original Principal/Loan Amount :	Original Collateral Support Amount (\$):
Principal Balance at Default:	Date of Default:

The lender certifies that the given information is true and correct.

Authorized Lender
 Signature _____ Date _____

<ul style="list-style-type: none"> ▪ Lender Loan # 	✓ The unique (lender-assigned) loan number associated with the borrower's loan.
---	---

▪ Date of Loan	✓ Date of loan (if term loan) or date of first disbursement (if line of credit).
▪ Original Principal/Loan Amount	✓ Amount disbursed to borrower upon first funding of the loan.
▪ Original Collateral Support Amount (\$)	✓ Total amount provided by CalCAP as cash collateral support.
▪ Principal Balance at Default	✓ Outstanding principal amount at time of delinquency.
▪ Date of Default	✓ Date of first delinquency.
▪ Authorized Lender Signature	✓ To be signed by the lender-designated authorized signer.
▪ Date	✓ Date the final loan information was signed.

C. Collateral Support Claim Application

The lender must experience a net loss originating from the outstanding principal, accrued and unpaid interest, and/ or reasonable out-of-pocket expenses incurred in pursuing its collections efforts in order for CPCFA to approve a claim.

When assessing whether an out-of-pocket expense is considered reasonable, financial institutions should consider the best lending practices and act in a prudent and judicious manner during their collection processes.

The State's collateral shall not be used in lieu of pledged collateral. All collateral must be liquidated consistent with the participating financial institution's usual method for loans that do not have the State's support. Proper documentation of any claimed expense shall be presented at the time of the claim. The amount paid on a claim will never exceed the available amount in the Collateral Support Loss Reserve account.

In addition to the claim form, lenders should submit to CalCAP:

- (1) a complete transaction history of the account
- (2) a short written synopsis of the loan history, including the last payment date, when and why the loan charged off, and any liquidation efforts (dates and amounts)
- (3) receipts for any reasonable, claimed out-of-pocket expenses
- (4) Bill of Sale for liquidated collateral



Lender must submit this notification to CalCAP within 30 days of the final collateral liquidation date, which is the date the lender records the cash receipt from the final collateral liquidation on its books.

Form 4: Collateral Support Claim Application

Lender Information Section									
<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="2" style="background-color: black; color: white;">LENDER INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Participating Lender:</td> <td style="width: 50%;">Lender ID#:</td> </tr> <tr> <td>Contact Name:</td> <td>Phone Number:</td> </tr> <tr> <td colspan="2">Contact Email:</td> </tr> </tbody> </table>		LENDER INFORMATION		Participating Lender:	Lender ID#:	Contact Name:	Phone Number:	Contact Email:	
LENDER INFORMATION									
Participating Lender:	Lender ID#:								
Contact Name:	Phone Number:								
Contact Email:									
Field:	Information Needed:								
<ul style="list-style-type: none"> ▪ Participating Lender 	✓ Name of the financial institution.								
<ul style="list-style-type: none"> ▪ Lender ID# 	✓ The financial institution’s assigned CalCAP ID. This number was issued and provided on the signed copy of your “Financial Institution Enrollment” and the accompanying “Welcome Letter” (This number never changes.)								
<ul style="list-style-type: none"> ▪ Name ▪ Phone Number ▪ Email 	✓ Name, phone number, and email of lender representative CalCAP can call with questions about this claim application.								
Borrower Information Section									
<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="1" style="background-color: black; color: white;">BORROWER INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Name:</td> </tr> <tr> <td>DBA:</td> </tr> <tr> <td>CSP #:</td> </tr> </tbody> </table>		BORROWER INFORMATION	Name:	DBA:	CSP #:				
BORROWER INFORMATION									
Name:									
DBA:									
CSP #:									
Field:	Information Needed:								
<ul style="list-style-type: none"> ▪ Name 	✓ Name of the primary borrower representing the business.								
<ul style="list-style-type: none"> ▪ DBA 	✓ Name of business, sole proprietor, partnership, corporation, etc.								
<ul style="list-style-type: none"> ▪ CSP # 	✓ The number CalCAP assigned to the loan after it approved the loan’s enrollment in the program. This number can be found on the final “Collateral Support Approval” form in the “Final Support Information” Section, of which a copy was returned to the lender upon CalCAP approval of the final loan.								

Loan Information Section

LOAN INFORMATION	
Lender Loan #:	Date of Loan:
Original Principal/Loan Amount:	Original Collateral Support Amount:
Charge-Off Amount:	Date of Charge-Off:

- | | |
|--------------------------------------|--|
| ▪ Lender Loan # | ✓ The unique (lender-assigned) loan number associated with the borrower's loan. |
| ▪ Date of Loan | ✓ Date of loan or date of first disbursement. |
| ▪ Original Principal/Loan Amount | ✓ Amount disbursed to borrower upon first funding of the loan. |
| ▪ Original Collateral Support Amount | ✓ Total amount provided by CalCAP as cash collateral support. |
| ▪ Charge-Off Amount | ✓ Uncollectable amount outstanding on the loan. |
| ▪ Date of Charge-Off | ✓ Date loan was deemed uncollectable by lender and charged off the books from an asset to a liability. |

Claim Information & Signature Sections

CLAIM INFORMATION	
Amount Recovered From Liquidation:	Date of Final Collateral Liquidation:
Outstanding Principal: \$	

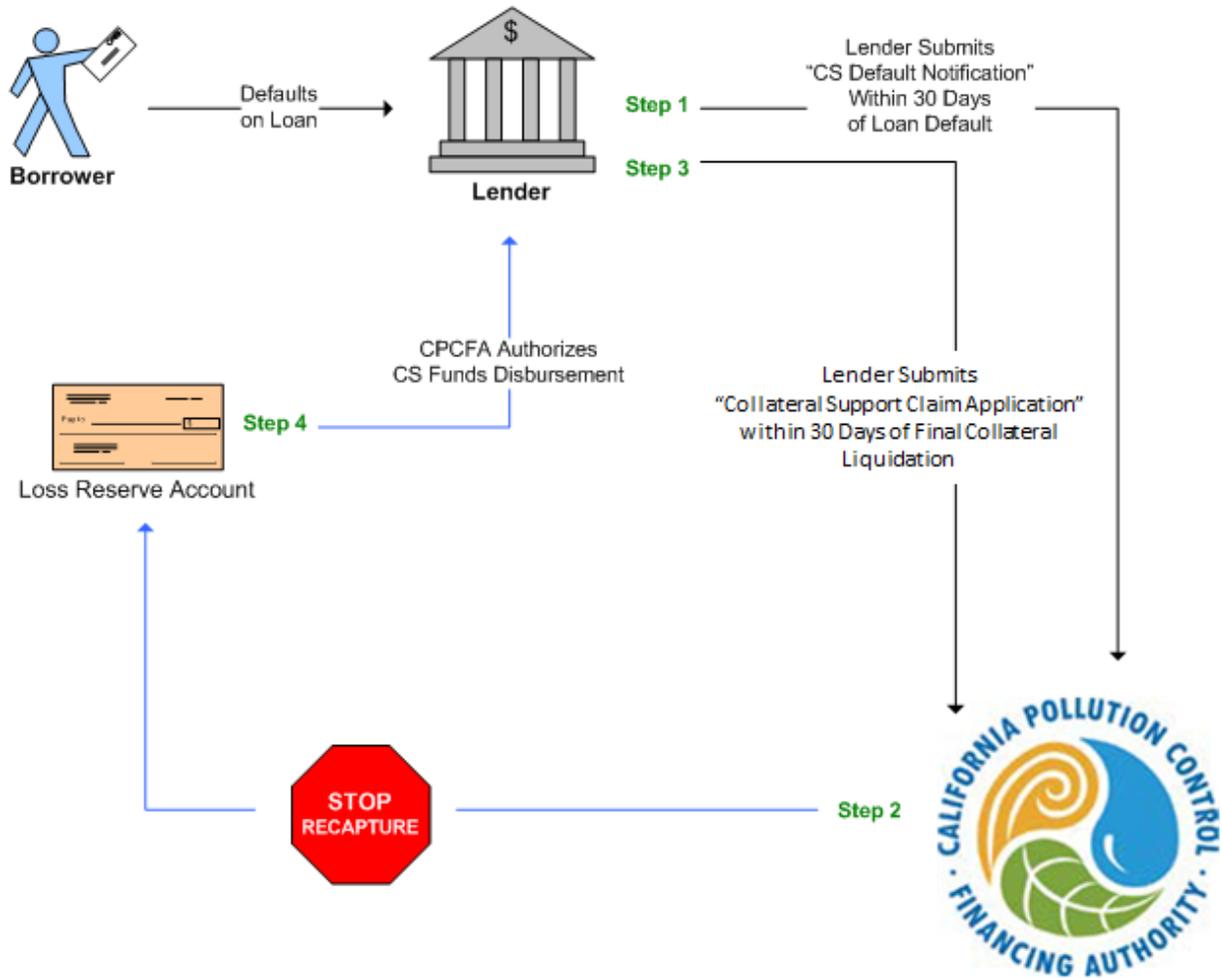
The lender certifies that the given information is true and correct.

Authorized Lender
Signature _____

Date _____

- | | |
|--|--|
| ▪ Amount Recovered From Liquidation | ✓ Amount of cash receipt lender recovered through the liquidation of borrower assets. |
| ▪ Date of Final Collateral Liquidation | ✓ Date lender recorded cash receipt from final collateral liquidation on its books. |
| ▪ Outstanding Principal | ✓ Remaining amount of loan after liquidation recovery.
☞ Calculated as "Charge-Off Amount minus Amount Recovered from Liquidation = Outstanding Principal." |
| ▪ Authorized Lender Signature | ✓ To be signed by the lender-designated authorized signer. |
| ▪ Date | ✓ Date the claim application was signed. |

D. Summary CS Claim Flow



V. REPORTING REQUIREMENTS

CalCAP Regulations require financial institutions to regularly report to CPCFA on the status of enrolled loans and associated loan loss reserve accounts. In addition, financial institutions should communicate to CPCFA any changes to the lender's primary contact information to ensure important communications from CalCAP are received by the appropriate lender point of contact.

A. Monthly Reporting

CalCAP Regulation §8073 (f) states:

“The Participating Financial Institution shall provide information to the Authority regarding the status of accounts, enrolled loans, claims and recoveries upon request.”

All participating lenders with internally held loan loss reserve accounts are required to **submit monthly bank statements for each enrolled loan** to CPCFA. The bank statements should provide a detailed description of the account and a complete summary of all transactions for the period covered. Failure of the lenders to comply more than two times within a six month period or more than three times in a 12 month period with the reporting requirements will result in mandatory transfer of loss reserve accounts to the CalCAP Trustee Bank.



Submit Loan Loss Reserve account statements by the 15th of the following month (e.g. the statement for January must be submitted by February 15th) either by email at CalCAP@treasurer.ca.gov or by mail to:

CPCFA/CalCAP CS
P.O. Box 942809
Sacramento, CA 94209-0001

B. Change in Lender Points of Contact

To ensure the participating financial institutions are aware of all current CalCAP rules and regulations as well as changes to program policies or practices, lenders should keep CPCFA informed about any changes to key lender contacts by sending a brief memo to CPCFA with the new or updated name, address, phone or email contact information. Specifically, lenders should inform CPCFA of changes to:

- ☞ **Main Contact** – CalCAP's primary lender contact. This representative will receive important email announcements related to new processes, new forms, site visit notices, and/or lender roundtable calls and webinars.
- ☞ **Public Contact** – lender contact for public inquiries (name and address will be published on the CalCAP website)

- ☞ **Financial Contact** – lender contact authorized to discuss bank statements, quarterly reports, claim refunds, etc. with CalCAP
- ☞ **Mail Recipient** – lender contact authorized to receive completed loan and claim documents, adjustment authorization letters, and/ or loan denial letters from CalCAP (only use **one**)
- ☞ **General Emailing List** – on occasion, CalCAP sends out email announcements for new processes, new forms, lender roundtable meetings, etc. Lender should provide the email addresses for those wishing to receive such correspondence.

Updates can be submitted to the CalCAP email CalCAP@treasurer.ca.gov or by mail to:

CPCFA/CalCAP CS
Ref. Change in Lender Contact
P.O. Box 942809
Sacramento, CA 94209-0001



Please use “Change in Lender Contact” reference in the email subject line or in the regular mail address line.

VI. LENDER TOOLS & TIPS

This section contains tools and tips to further assist lenders in enrolling loans, submitting claims and provides answers to most frequently asked questions. For the most recent versions, refer to the CalCAP CS website:

☞ Lender Tools & Tips: <http://www.treasurer.ca.gov/cpcfca/calcap/collateral/index.asp>

1. Examples of Eligible and Non-Eligible Small Business Types

Most common small business types are eligible for participation in the CalCAP CS program. However, certain businesses and activities are precluded from enrolling in the program as shown in the table below.



This table provides examples only and is not intended for nor should be considered as a comprehensive, all inclusive listing of eligible or non-eligible small business types. Additional restrictions may also apply.

☞ Refer to Chapter VIII for the full text of CalCAP Regulations and contact CalCAP directly if you are unsure about the eligibility of a specific business.

Type of Business	Eligible? (Yes/No)
Airplane or Aircraft	Yes
Charitable, non-profit or eleemosynary institutions	Yes
Consumer and Marketing Cooperatives	Yes
Golf Course or Country Club	Yes*
Health Club Facilities	Yes
Racquet Sports Facilities (including handball and racquetball)	Yes
Skating Facilities (including roller skating, skateboarding, and ice skating)	Yes
Spas that provide Massage Services	Yes
Suntan Facilities	Yes
Tennis clubs	Yes
Business that earns more than half of its annual net revenue from lending activities (unless a non-bank or non-bank holding company CDFI)	No
Pyramid Sales Plans	No
Adult Entertainment (including strip clubs, adult bookstores, and businesses whose principal business is the sale of pornography)	No
Bars	No
Liquor Stores	No
Business engaged in speculative activities that develop profits from fluctuations in price rather than through the normal course of trade	No

Type of Business	Eligible? (Yes/No)
Escort Service	No
Facility Primarily Used for Gambling or to Facilitate Gambling	No
Firms engaged in activities that are prohibited by federal law or applicable law in the jurisdiction where the business is located or conducted	No
Gun Club, Shooting Range or Gallery	No
Hot Tub Facility	No
Massage Parlor	No
Nudist Camp	No
Racetrack	No
Store or facility whose principal business is the manufacture or sale of tobacco or tobacco products	No
Store or facility whose principal business is the sale of firearms	No

Note: **If a legitimate small business*

2. Examples of Loans Eligible or Prohibited for Enrollment with CalCAP

While a majority of business types are eligible for enrollment in the CalCAP, certain restrictions apply to the use of loan proceeds if the loan is guaranteed by CalCAP as shown in the following table.

Loan Purpose	Eligible? (Yes/No)
Refinance other financial institution debt provided original loan was for an eligible purpose.	Yes
Refinance CalCAP or other loan (enrolling advance only)	Yes
Fund any unguaranteed portion of an SBA or other guaranteed loan	No
Purchase any portion of the ownership interest of any owner of the business or purchase goodwill	No
Reimburse funds owned to any owner, including any equity injection or injection of capital for the business' continuance	No
Repay delinquent federal or state taxes unless the borrower has a payment plan in place with the relevant tax authority	No
Repay taxes held in trust or escrow	No
Loan has been made in order to place under the protection of CalCAP prior debt that is not covered under CalCAP and that is or was owed by the Borrower to the Participating Financial Institution or to an affiliate of the Participating Financial Institution (delinquency cannot be refinanced)	No
Passive real estate	No
Construction or purchase of residential housing	No

Loan Purpose	Eligible? (Yes/No)
Refinance own financial institution debt	No
Financing a non-business purpose	No

3. How to Report the Number of Employees of a Small Business Concern & Related Affiliates

To report the number of employees of a borrower, the lender will request that the borrower count all individuals employed on a full-time, part-time, or other basis. If a borrower owns multiple businesses, has acquired an affiliate, or has been acquired as an affiliate, the employees counted to determine size status include the employees of all affiliates. Employees obtained from a temporary employee agency, professional employment organization, or leasing concern that received payment directly from the borrower will be included.

The borrower should consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes, to determine whether individuals are employees of their business. In general, an individual is considered an employee of a borrower if their compensation is issued by the borrower.



Volunteers (e.g. individuals who receive no compensation, including no in-kind compensation, for work performed) are **not** considered employees.

4. How to Calculate Full Time Equivalency

The number of an employer's Full Time Equivalents (FTEs) is determined by dividing the total hours for which the borrower pays wages to all employees during the year by the number of employee work hours per year. The standard calculation for employee work hours per year is 2080: calculated by multiplying 52 weeks by 40 hours per week.

Example:

In a single year, a borrower pays 5 employees wages for 2,080 hours each, 3 employees wages for 1,040 hours each, and 1 employee wages for 2,300 hours. The borrower's FTEs would be calculated as follows:

1. Total hours not exceeding 2,080 per employee is the sum of:
 - a. 10,400 hours for the 5 employees paid for 2,080 hours each (5 x 2,080)
 - b. 3,120 hours for the 3 employees paid for 1,040 hours each (3 x 1,040)
 - c. 2,080 hours for the 1 employee paid for 2,300 hours (lesser of 2,300 and 2,080)

☞ These add up to 15,600 hours
2. FTEs: **8** (15,600 divided by 2,080 = 7.5, rounded to the nearest whole number)



FTEs must not exceed 750 for Collateral Support loans.

VII. SAMPLE LOAN ENROLLMENT APPLICATIONS, CERTIFICATIONS & FORMS

Samples of forms required by CalCAP are provided in this Chapter for quick reference. Lenders should refer to the CalCAP CS website to download the most current forms:

☞ <http://www.treasurer.ca.gov/cpcfca/calcap/collateral/index.asp>

1. CalCAP Collateral Support Request

COLLATERAL SUPPORT REQUEST																																																																	
California Pollution Control Financing Authority • 915 Capitol Mall Room 457 • Sacramento, CA 95814 • CalCAP@treasurer.ca.gov • 916.654.5610																																																																	
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The Risk Assessment includes: the value of the collateral based on the industry standard of measurement (eg. appraisal); the lender's valuation of the collateral; borrower's risk rating; summary of relationship and history of the business; and the lender's cash flow and financial analysis of the borrower. </p>	For CalCAP Collateral Support Use ONLY	CSP #		Application #		Date Received	LENDER INFORMATION		Participating Lender:		Lender ID #:		Loan Contact Name:		Loan Contact Phone Number:		Loan Contact Email:		COLLATERAL SUPPORT		Is the loan enrolled in any other government guarantee program? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, name the program:		Lender Loan Number (if assigned):		Proposed Loan Amount:	Proposed Term of Support: mo.	Loan Category: <input type="checkbox"/> Env. 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Revised 2/3/2015																																																																	

2. CalCAP Collateral Support Lender Certification

<h1>Collateral Support Lender Certification</h1>	
<small>California Pollution Control Financing Authority • 915 Capitol Mall Room 457 • Sacramento, CA 95814 • CalCAP@treasurer.ca.gov • 916.654.5610</small>	
Enrolling a loan in CalCAP requires the Participating Financial Institution to certify each of the following program rules and requirements	
<p>* all capitalized terms are defined in 4 CCR §8070 of the California Code of Regulations.</p>	
<ol style="list-style-type: none">1) The loan is a Qualified Loan as defined in 4 CCR §8070(s) of the California Code of Regulations.2) The business receiving the Qualified Loan is a Qualified Business, as defined in 4 CCR §8070(r) or 4 CCR §8078.2(c) with 750 or fewer employees.3) The Qualified Loan is for a business activity that has its Primary Economic Effect in California as defined in 4 CCR §8070(o) of the CPCFA Regulations.4) The Participating Financial Institution will provide information from financial records of the Borrower upon request of the Executive Director of the CPCFA, and the Participating Financial Institution has obtained the consent of the Borrower to such disclosure.5) The Participating Financial Institution has obtained a written representation from the Borrower that the Borrower has no legal, beneficial or equitable, interest in the Fees or the support.6) The enrolled amount does not exceed \$2,500,000.7) The Participating Financial Institution has obtained a written representation from the Borrower that it has secured or made application for all applicable licenses or permits needed to conduct its business.8) The Participating Financial Institution has not, and will not, enroll the same loan or portion thereof in any other government program substantially similar to the Program.9) The Borrower has received the CPCFA/CalCAP Privacy Notice.	
<p>For participation in the Federal fund, the Participating Financial Institution must obtain the following assurances from the Borrower per 4 CCR §8078.2 of the California Code of Regulations:</p>	
<ol style="list-style-type: none">10) The loan is used for a business purpose allowed by the U.S. Treasury.11) The loan will not be used for purposes prohibited by the U.S. Treasury.12) The loan will not be used to finance ineligible businesses prohibited by the U.S. Treasury.	
<p>For participation in the Federal fund, the Lender hereby certifies to the State the following:</p>	
<ol style="list-style-type: none">13) The loan has not been made in order to place under the protection of the state program prior debt that is not covered under the state program and that is or was owed by the borrower to the lender or to an affiliate of the lender.14) The loan is not a refinancing of a loan previously made to that borrower by the lender or an affiliate of the lender.15) The lender is not attempting to enroll the unguaranteed portions of SBA-guaranteed loans.16) As required by Section 3011(c)(2) of the Small Business Jobs Act of 2010, the private entity hereby certifies to the State that the Principals of the private entity have not been convicted of a sex offense against a minor (as such terms are defined in section 111 of the Sex Offender Registration and Notification Act (42 U.S.C. 16911)). For the purposes of this Certification, Principal means the following: if a sole proprietorship, the proprietor; if a partnership, each managing partner and each partner who is a natural person and holds a 20% or more ownership interest in the partnership; and if a corporation, limited liability company, association or a development company, each director, each of the five most highly compensated executives or officers of the entity, and each natural person who is a direct or indirect holder of 20% or more of the ownership stock or stock equivalent of the entity.17) The Participating Financial Institution acknowledges that its lending activities are subject to safety and soundness standards as set forth in any applicable federal banking regulations.	
<p>By signing below and enrolling this loan the Participating Financial Institution certifies, based in part on information provided by the Borrower, that each above assurances is true and accurate.</p>	
Lender Loan #: _____	Borrower Name: _____
Authorized Lender Signature _____	Date _____
<small>Revised May 28, 2014</small>	

3. CalCAP Collateral Support Borrower Certification

COLLATERAL SUPPORT BORROWER CERTIFICATION

California Pollution Control Financing Authority • 915 Capitol Mall Room 457 • Sacramento, CA 95814 • CalCAP@treasurer.ca.gov • 916.654.5610

Your loan is being enrolled in the CalCAP Collateral Support Program. You are the "Borrower". By signing this document below, you certify to the following:

Borrower is a small business concern as defined in 4 CCR §8070(r) of the California Code of Regulations which state:

(r) "Qualified Business" and "Small Business Concern" means a business as set forth in Health and Safety Code Section 44559.1 subdivision (i) and (m), that is not dominant in its field of operation, and that together with affiliates, has 750 or fewer employees. * (i) "Qualified business" means a small business concern that meets both of the following criteria, regardless of whether the small business concern has operations that affect the environment:

(1) It is a corporation, partnership, cooperative, or other entity, whether that entity is a nonprofit entity or an entity established for profit that is authorized to conduct business in the state.

(2) It has its primary business location within the boundaries of the state.

(m) "Small business concern" has the same meaning as in Section 632 of Title 15 of the United States Code, or as otherwise provided in regulations of the authority.

"Primary business location in California" as defined in 4 CCR §8070(n) of the California Code of Regulations means that a business will be deemed to be located in California if either:

(1) a majority of the employees of the business are located in California; or

(2) the Executive Director determines that the Primary business location is in California by finding that the average of the "Payroll Factor" as defined in Revenue and Taxation Code Section 25132, the "Income Factor" as defined in Revenue and Taxation Code Section 25128, and the "Sales Factor" as defined in Revenue and Taxation Code Section 25134 is greater than 50 percent.

Borrower obtained a loan that is for a business activity that has its primary economic effect in California as defined in 4 CCR §8070(o) of the California Code of Regulations which state:

(o) "Primary economic effect in California" means, as applied to a business activity, that either of the following conditions exists: At least 51 percent of the total revenues of the business activity are generated in California; or At least 51 percent of the total jobs of the business activity are created or retained in California.

Borrower agrees to allow the participating financial institution to provide information from financial records of the Borrower upon request of the Executive Director of the CPCFA.

Borrower has no legal, beneficial or equitable, interest in the support or fees.

The maximum loan amount is \$20,000,000 per Borrower with a maximum Collateral Support contribution of \$5,000,000.

Borrower has secured or made application for all applicable licenses or permits needed to conduct its business.

Borrower has received the CPCFA/CalCAP Privacy Notice.

Whenever your loan is related to Federal Funds, the following Borrower assurances apply:

The loan proceeds will be used for a "business purpose." Business purpose includes, but is not limited to, start-up costs, working capital, business procurement, franchise fees, equipment, inventory, as well as the purchase, construction renovation or tenant improvements of an eligible place of business that is not for passive real estate investment purposes. The definition of business purpose excludes: activities that relate to acquiring or holding passive investments, such as commercial real estate ownership and the purchase of securities; and lobbying activities, as defined in Section 3(7) of the Lobbying Disclosure Act of 1995, P.L. 104-65, as amended.

The loan proceeds will not be used to:

Repay a delinquent federal or state income taxes unless the Borrower has a payment plan in place with the relevant taxing authority.

Repay taxes held in trust or escrow, e.g. payroll or sales taxes.

Reimburse funds owed to any owner, including any equity injection or injection of capital for the business' continuance.

Purchase any portion of the ownership interest of any owner of the business.

Borrower is not:

An executive officer, director, or principal shareholder of the lender.

A member of the immediate family of an executive officer, director, or principal shareholder of the lenders.

A related interest of an executive officer, director, principal shareholder, or member of the immediate family.

For the purposes of these three restrictions, the terms "executive officer", "director", "principal shareholder", "immediate family", and "related interest" refer to the same relationship to a lender as the relationship described in part 215 of title 12 of the Code of Federal Regulations, or any successor to such part.

The borrower is not:

A business engaged in speculative activities that develop profits from fluctuations in price rather than through normal course of trade, such as wildcatting for oil and dealing in commodities futures, unless those activities are incidental to the regular activities of the business and part of a legitimate risk management strategy to guard against price fluctuations related to the regular activities of the business.

A business that earns more than half of its annual net revenue from lending activities; unless the business is a non-bank or non-bank holding company Community Development Financial Institutions.

A business engaged in pyramid sales, where a participant's primary incentive is based on the sales made by an ever-increasing number of participants.

A business engaged in activities that are prohibited by federal law or applicable law in the jurisdiction where the business is located or conducted. (Included in these activities is the production, servicing, or distribution of otherwise legal products that are to be used in connection with an illegal activity, such as selling drug paraphernalia or operating a motel that knowingly permits illegal prostitution).

A business engaged in gambling enterprises, unless the business earns less than 33% of its annual net revenue from lottery sales.

As required by Section 3011(c)(2) of the Small Business Jobs Act of 2010, the private entity hereby certifies to the participating State that the Principals of the private entity have not been convicted of a sex offense against a minor (as such terms are defined in section 111 of the Sex Offender Registration and Notification Act (42 U.S.C. 16911)). For the purposes of this Certification, Principal means the following: if a sole proprietorship, the proprietor; if a partnership, each managing partner and each partner who is a natural person and holds a 20% or more ownership interest in the partnership; and if a corporation, limited liability company, association or a development company, each director, each of the five most highly compensated executives or officers of the entity, and each natural person who is a direct or indirect holder of 20% or more of the ownership stock or stock equivalent of the entity.

Business Name
(Please Print)

Lender Loan #

Individual Name
(Please Print)

Individual Title
(as it pertains to
the business)

Signature of the
above Individual

Date

4. CalCAP Collateral Support Privacy Notice

<p>STATE OF CALIFORNIA CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY 915 Capitol Mall, Room 457 Sacramento, CA 95814 Telephone: (916) 654-5610 Telecopier: (916) 657-4821</p>	
<h3>Privacy Notice</h3>	
<p>The California Information Practices Act of 1977 (Civil Code §1798.17) requires that this notice be provided when a governmental agency collects the personal information of individuals. Name, address, telephone number, gender, race, business and financial information related to this loan is requested by the California Capital Access Program (CalCAP) of the California Pollution Control Financing Authority for the purposes of statistical reporting on loan activities and assessing compliance with CalCAP program requirements. It is mandatory for the lender to provide this information to CalCAP. Failure to provide the information may result in rejection of the application.</p>	
<p>The information may be disclosed under the following circumstances: (1) to consultants, auditors or contractors retained by the California Pollution Control Financing Authority where disclosure is required to fulfill CalCAP program requirements; (2) to another governmental entity where required by state or federal law; or (3) as otherwise required by law.</p>	
<p>The agency official responsible for the maintenance of the personal information is the CalCAP Program Manager, at 915 Capitol Mall, Suite 457, Sacramento, CA 95814, Tel: (916) 654-5610. California Code of Regulations §8072 authorizes the solicitation and maintenance of the personal information requested. Borrowers have the right to access their information upon request by contacting the CalCAP Program Manager.</p>	
<p><i>Copy to Borrower: DO NOT Submit to CalCAP</i></p>	
<p><i>Revised April 6, 2012</i></p>	

5. CalCAP Collateral Support Approval

COLLATERAL SUPPORT APPROVAL					
California Pollution Control Financing Authority • 915 Capitol Mall Room 457 • Sacramento, CA 95814 • CalCAP@treasurer.ca.gov • 916.654.3610					
Collateral Support Request Information	Application #:			Lending Institution:	
	Borrower:			DBA:	
CPCFA USE ONLY— PROPOSED SUPPORT AND FEES					
General Support	\$		%	Additional Parameters: This is a conditional offer subject to CalCAP CS approval of the final loan information provided by the lender.	
SAC Support	\$		%		
Total Support	\$		%		
Fee Due at Loan Closing	\$		%		
Term of Support			months		
First Review		Date	Second Review		Date
Executive Director's Approval of Proposal					Date
See attached instruction for opening the Collateral Support Loan Loss Reserve Account. *This commitment can be called upon for 90 days after issuance. Date of issuance: _____. Final Loan Information must be submitted within 15 business days of the date of loan.					
FINAL LOAN INFORMATION					
Lender Loan #:			Type of Loan: <input type="checkbox"/> Term Loan <input type="checkbox"/> Line of Credit		
Final Loan Amount:		Date of Loan:		Maturity Date:	
Interest rate: % <input type="checkbox"/> Fixed <input type="checkbox"/> Variable If, variable: Start Rate: Indication: Cap:					
Loan Category: <input type="checkbox"/> Env. Imp./Energy Efficiency Loan <input type="checkbox"/> Bridge Loan <input type="checkbox"/> Other Small Business Loan					
Collateral Support Loan Loss Reserve Account #:					
Include proof of fee deposit, borrower and lender certifications, and wiring instructions with submission of this document.					
The lender certifies that the given information is true and correct.					
Authorized Lender _____			Date _____		
CPCFA USE ONLY				Date Received:	
FINAL SUPPORT INFORMATION					
General Support	\$		%	Annual Minimum Required General Recapture	\$
SAC Support	\$		%	Annual Minimum SAC Recapture	\$
Total Support	\$		%	Annual Fee	%
Fee Due at Loan Closing	\$		%	Term of Support	months
CSP #:			Additional Parameters:		
First Review		Date	Second Review		Date
Executive Director's Approval					Date

Revised 9/16/2013

6. CalCAP Collateral Support Default Notification

COLLATERAL SUPPORT DEFAULT NOTIFICATION	
California Pollution Control Financing Authority • 915 Capitol Mall Room 457 • Sacramento, CA 95814 • CalCAP@treasurer.ca.gov • 916.654.5610	
CPCFA USE ONLY	Date Received: _____
LENDER INFORMATION	
Participating Lender:	Lender ID #:
Name:	Phone Number:
Email: _____	
BORROWER INFORMATION	
Name:	
DBA:	
CSP #:	
LOAN INFORMATION	
Lender Loan #:	Date of Loan:
Original Principal/Loan Amount :	Original Collateral Support Amount (\$):
Principal Balance at Default:	Date of Default:
<p>The lender certifies that the given information is true and correct.</p> <p>Authorized Lender Signature _____ Date _____</p> <p>* To be submitted upon loan default, or within 30 calendar days after the maturity of the support (of a defaulted loan), in order to freeze further reductions from the support account and additional fees.</p>	
<small>Revised 11/7/12</small>	

7. CalCAP Collateral Support Claim Application

COLLATERAL SUPPORT CLAIM APPLICATION

California Pollution Control Financing Authority • 915 Capitol Mall Room 457 • Sacramento, CA 95814 • CalCAP@treasurer.ca.gov • 916.654.5610

CPCFA USE ONLY

Date Received:

LENDER INFORMATION		BORROWER INFORMATION	
Participating Lender:	Lender ID#:	Name:	
Contact Name:	Phone Number:	DBA:	
Contact Email:		CSP #:	

LOAN INFORMATION	
Lender Loan #:	Date of Loan:
Original Principal/Loan Amount:	Original Collateral Support Amount:
Charge-Off Amount:	Date of Charge-Off:
CLAIM INFORMATION	
Amount Recovered From Liquidation:	Date of Final Collateral Liquidation:
Outstanding Principal: \$	

The lender certifies that the given information is true and correct.

Authorized Lender

Signature

Date

CPCFA USE ONLY			
* If the loan has yet to experience an Annual Review since the submission of the default notification, all information shall be based on the date of default.			
Total Amount of Claim: \$			
Total Collateral Support Available: \$			
Interest Earned Since Last Review in CS Loan Loss Reserve Account to be returned to CPCFA: \$			
Total amount to be paid on Claim from CS Loan Loss Reserve Account: \$			
Total Unused Support to be Returned to CPCFA:			
First Review	Date	Second Review	Date
Executive Director's Approval			Date

Revised 11/7/2012

VIII. POLICIES & PROCEDURES

For general information regarding the CalCAP Collateral Support Program policies, eligibility criteria, and deadlines, please refer to the Collateral Support Program Summary:

<http://www.treasurer.ca.gov/cpcfca/calcap/collateral/summary.pdf>.

Additional business and loan eligibility criteria related to this program may be found in Article 8 of the California Health and Safety Code (<http://www.treasurer.ca.gov/cpcfca/regulations/govcode.asp>), Title 4, Division 11, Article 7 of the California Code of Regulations (<http://www.treasurer.ca.gov/cpcfca/regulations/ccr.asp>), and in State Small Business Credit Initiative (SSBCI) documents published by the United States Department of the Treasury, including the SSBCI National Standards for Compliance and Oversight, the SSBCI Guidelines, and the Allocation Agreement which are located here:

<https://www.treasury.gov/resource-center/sb-programs/Pages/summary-of-where-to-find-program-rules-for-the-ssbci.aspx>.