VI. REPORTING REQUIREMENTS

CalCAP Regulations require financial institutions to report to CPCFA on the status of loans enrolled and associated loan loss reserve accounts on a regular basis. 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 a monthly bank statement** to CalCAP. 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 statement 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 EVCS Financing Program
915 Capitol Mall, Room 457
Sacramento, CA 95814

B. Quarterly Reporting

Quarterly reports are due to CalCAP by the 15th of the month following the end of the quarter as follows:

Quarter Begins	Quarter Ends	Quarterly Report due to CalCAP
January 1	March 31	April 15
April 1	June 30	July 15
July 1	September 30	October 15
October 1	December 31	January 15

The quarterly report should clearly identify the CalCAP loan number, bank loan number, borrower's name and/or DBA, date of the loan (first disbursement), maturity date, total loan amount, and total amount outstanding. For loans that received a claim approval, the report should also include the date of charge off, claim amount paid, recovery dates,

recovery amounts, and comments. If the Participating Financial Institution received a copy of an EVCS Financing Program Borrower Rebate Request signed by CPCFA's designee during that quarter, the quarterly report should also indicate whether the borrower qualified for the rebate and should include the date of rebate eligibility if applicable, the date the Borrower Rebate Request was submitted to CPCFA for approval, the rebate amount withdrawn from the Loan Loss Reserve account, and comments. For an example of a quarterly report in the CalCAP preferred format, see the graphic below and refer to the CalCAP website at:

☞ http://www.treasurer.ca.gov/cpcfa/calcap/evcs/index.asp

LOAN INFORMATION						CLAIM INFORMATION					REBATE INFORMATION				
Borrower	DBA	Date of Loan (First Disbursement)	Maturity Date	Total Loan Amount	Total Enrolled Amount Outstanding	Date of Charge Off	Claim Amount Paid	Recovery Date	Recovery Amount	Comments	Qualified for Rebate?	Date of Rebate Eligibility, if applicable	Date Borrower Rebate Request Submitted to CPCFA	Rebate Amount Withdrawn from LLR	Comments
John Doe	John Doe Hotel	6/20/2015	11/20/2020	$120,000.00	$115,000.00	12/1/2015	$45,000.00	12/28/2015	$ 30,000.00	Liquidated collateral 12/28/2015	No	N/A	12/8/2015	N/A	More than 1 late payment; ineligible for rebate
Jane Doe	Jane Doe Supermarket	6/30/2015	12/30/2018	$50,000.00	$0.00	N/A	N/A	N/A	N/A	N/A	Yes	12/1/2015	12/8/2015	$5,000.00	CPCFA approved Rebate Request 12/23/15. Issued $5,000.00 check to borrower 12/24/15.
			Totals	$170,000.00	$115,000.00		$45,000.00		$ 30,000.00					$5,000.00	

Failure to comply with the reporting requirements one time will result in suspension from the Program until the quarterly report is submitted to and received by CalCAP. Failure to comply a second time will result in the mandatory transfer of loss reserve accounts to the CalCAP Trustee Bank and suspension from Program. Once the quarterly report is submitted to and received by CalCAP, the suspension may be lifted. If the Trustee already holds the loss reserve account, and a participating financial institution fails to comply a second time within a 12 month period, the participating financial institution will be suspended from the Program until the quarterly report is submitted to and received by CalCAP. At that time, that financial institution's ability to participate in CalCAP will be reassessed by the Executive Director.

Submit Quarterly Report electronically to the CalCAP email address at CalCAP@treasurer.ca.gov by the 15th of the month following the end of the quarter.

C. Change in Lender Points of Contact

To ensure the financial institution is aware of all current CalCAP rules and regulations as well as changes to program policies or practices, lenders should keep CalCAP informed about any changes to key lender contacts by sending a brief memo on the participating financial institution's letterhead signed by an authorized representative of the institution to CalCAP with the new or updated name, address, phone or email contact information. Specifically, lenders should inform CalCAP of changes to:

☞**Main Contact** – CalCAP's primary lender contact

☞**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, claim, and rebate documents from CalCAP (only list **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
Ref. Change in Lender Contact
915 Capitol Mall, Room 457
Sacramento, CA 95814

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