

IV. SUBMITTING NOTIFICATION OF CHANGE IN LOAN TERMS

Lenders are required to notify CPCFA within 15 business days of any change in loan terms of a currently enrolled loan prior to maturity.

The Notification of Change in Loan Terms form must be filled out properly and indicate the change in material terms of the loan. Any type of change in terms, excluding interest rate, must be submitted with an amended Loan Enrollment application, updated Lender Certification and updated Borrower Certification.

Copies of CalCAP Loan Enrollment Application Package can be found in Chapter VIII of this manual. However, lenders should always check CalCAP's website for the most current version of the application:

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




A. Overview

Lenders must submit to CalCAP the following forms and documentation with each Change in Loan Terms Form request:

	Required
Interest Rate Change	
1. CalCAP Notification of Change in Loan Terms Form http://www.treasurer.ca.gov/cpcfaca/calcap/tools/notification-loan-change.pdf	√
Maturity Date Change	
1. CalCAP Notification of Change in Loan Terms Form http://www.treasurer.ca.gov/cpcfaca/calcap/tools/notification-loan-change.pdf	√
2. CalCAP Small Business Loan Enrollment Application http://www.treasurer.ca.gov/cpcfaca/calcap/sb/enrollment.pdf	√
3. CalCAP Small Business Lender Certification http://www.treasurer.ca.gov/cpcfaca/calcap/sb/lender_cert.pdf	√
4. Borrower Certification for Small Business Loan Enrollment http://www.treasurer.ca.gov/cpcfaca/calcap/sb/certification.pdf	√
Other Change in Loan Terms	
1. CalCAP Notification of Change in Loan Terms Form http://www.treasurer.ca.gov/cpcfaca/calcap/tools/notification-loan-change.pdf	√
2. CalCAP Small Business Loan Enrollment Application http://www.treasurer.ca.gov/cpcfaca/calcap/sb/enrollment.pdf	√
3. CalCAP Small Business Lender Certification http://www.treasurer.ca.gov/cpcfaca/calcap/sb/lender_cert.pdf	√
4. Borrower Certification for Small Business Loan Enrollment http://www.treasurer.ca.gov/cpcfaca/calcap/sb/certification.pdf	√



Completed Change in Loan Terms form, amended Loan Enrollment application and updated Lender and Borrower Certifications must be **received** at CalCAP within **15 business days of the “Change Effective Date”** by email, fax, or regular mail:

-  CalCAP@Treasurer.ca.gov
-  (916) 589-2805
-  CPCFA/CalCAP SB
P.O. Box 942809
Sacramento, CA 94209-0001

B. Instructions for Completing the Notification of Change in Loan Terms Form

Form 3: Notification of Change in Loan Terms Form

Lender Information Section	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>CALIFORNIA CAPITAL ACCESS PROGRAM California Pollution Control Financing Authority Office Location: 801 Capitol Mall, 2nd Floor Sacramento, CA 95814 Telephone (916) 654-5610</p> </div> <div style="width: 35%;"> <p>Mailing Address: P.O. Box 942809 Sacramento, CA 94209-0001 CalCAP@treasurer.ca.gov Fax (916) 657-4821</p> </div> </div> <p style="text-align: center;">CalCAP NOTIFICATION OF CHANGE IN LOAN TERMS</p> <p>Participating lenders must provide written notification of any change in material terms of a loan, including changes to the maturity date or interest rate, within 15 days of the effective date of the change.</p> <p>NOTE: For a loan amount increase, a new CalCAP Loan Enrollment Application must be submitted and premium contributions deposited.</p> <p>Check which CalCAP Program: <input type="checkbox"/> Small Business <input type="checkbox"/> ARB <input type="checkbox"/> EVCS <input type="checkbox"/> ADA <input type="checkbox"/> Seismic Safety</p> <p>Lender: _____ Lender's CalCAP ID #: _____</p> <p>Contact Person: _____ Phone: _____</p> <p>Email: _____</p>	
Field:	Information Needed:
<ul style="list-style-type: none"> ▪ CalCAP Program ▪ Lender ▪ Lenders CalCAP ID# 	<ul style="list-style-type: none"> ✓ Indicate which program the loan was enrolled into. ✓ Name of the financial institution. ✓ The financial institutions' assigned CalCAP Lender ID. This number was issued and provided on the signed copy of the lender's "Financial Institution Enrollment" agreement and "Welcome Letter" that accompanied it. (This number never changes.)
<ul style="list-style-type: none"> ▪ Contact Person ▪ Phone ▪ Email 	<ul style="list-style-type: none"> ✓ Name of lender representative CalCAP can contact with questions about this enrollment change. ✓ Direct phone number with area code for the Loan Contact named above. ✓ Email of Loan Contact named above.
Loan Information Section (see section image on next page)	
Field:	Information Needed:
<ul style="list-style-type: none"> ▪ Borrower ▪ Change Effective Date ▪ CalCAP Loan Number ▪ Lender's Loan Number 	<ul style="list-style-type: none"> ✓ Name of the primary borrower representing the business. ✓ Date of the change to the loan. ☞ This date triggers the clock for the 15-day deadline to submit the Change in Loan Terms form application to CalCAP. ✓ The number CalCAP assigned to the loan after it was approved. This number can be found on the approved CalCAP loan enrollment application form. A copy of this was returned to the lender. ✓ List the unique loan number associated with the borrower's loan.

Loan Information

Borrower: _____

Change Effective Date: _____

CalCAP Loan Number: _____

Lender's Loan Number: _____

Type of Change:

Interest Rate Change

Effective Date: _____ New Interest Rate _____

Maturity Date Change

*Must submit an amended loan enrollment application and complete the following two fields.

Old Maturity Date _____

New Maturity Date _____

Other (please provide supporting documentation)

*Must submit an amended loan enrollment application and complete the following field.

Describe the change(s) to the loan _____

By signing below, the Participating Financial Institution certifies that the above loan information is true and accurate.

Authorized Lender Signature

Title

Date

Printed Name of Authorized Signer

<p>▪ Type of Change:</p> <p><input type="checkbox"/> Interest Rate Change</p> <p><input type="checkbox"/> Maturity Date Change</p> <p><input type="checkbox"/> Other</p>	<p>✓ Check the box(es) which describe the change in the loan terms.</p> <p>☞ If the change is interest rate, enter the fields below: Effective Date and New Interest Rate.</p> <p>☞ If the change is maturity date, enter the fields below: Old Maturity Date and New Maturity Date. Submit the amended Loan Enrollment application package along with the completed form.</p> <p>☞ If the change is checked for "Other" please describe the change in the _____ field below. Submit the amended Loan Enrollment application package and provide documentation to substantiate the change along with the completed form.</p>
<p>▪ Authorized Lender Signature</p>	<p>✓ To be signed by the Lender designated as an authorized signer.</p>
<p>▪ Title</p>	<p>✓ Title of the Lender designated as an authorized signer.</p>
<p>▪ Date</p>	<p>✓ Date the Change in Loan Terms form was signed.</p>
<p>▪ Print Name of Authorized Signer</p>	<p>✓ Print the name of the authorized signer who signed the form.</p>