

## VI. REPORTING REQUIREMENTS

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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 15 of the following month (e.g. the statement for January must be submitted by February 15) either by email at [CalCAP@treasurer.ca.gov](mailto:CalCAP@treasurer.ca.gov) or by mail to:

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

### 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, lender loan number, borrower's name and/or DBA, date of the loan (first disbursement), maturity date, total loan amount, total enrolled amount outstanding, and date the loan was paid off. If a loan previously enrolled in CalCAP by a Participating Financial Institution was assigned, transferred, or pledged to another entity pursuant to prior authorization by CPCFA, the lender which originally held the debt must record the date the loan was sold, the name of the entity to which the loan was assigned, transferred, or pledged, and the percentage of the loan which was assigned, transferred, or pledged on the Participating Financial Institution's quarterly report. 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. 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/cpcfaca/calcap/ada/index.asp>

LOAN INFORMATION										CLAIM INFORMATION					
CalCAP Loan #	Bank Loan Number	Borrower	DBA	Date of Loan (First Disbursement)	Maturity Date	Total Loan Amount	Total Enrolled Amount Outstanding	Date Loan Paid Off or Sold	Name of entity the loan was assigned, transferred or pledged to pursuant to prior authorization by CFCFA	Percentage of loan assigned, transferred or pledged to another entity	Date of Charge Off	Claim Amount Paid	Recovery Date	Recovery Amount	Comments
0000-00001	500-84883	John Doe	John Doe Construction	11/22/2008	11/22/2014	\$ 120,000.00	\$45,000.00	N/A	N/A	N/A	12/1/2010	\$45,000.00	12/15/2010	\$ 30,000.00	Recovers 30k 12/15/10
						<b>Totals</b>	\$ 120,000.00	\$ 45,000.00				\$45,000.00	\$ 30,000.00		

Failure to comply with the reporting requirements can result in suspension from the Program, mandatory transfer of loss reserve accounts to the CalCAP Trustee Bank, and/ or termination from Program. Once the quarterly report is submitted to and received by CalCAP, the suspension may be lifted. If the participating financial institution fails to comply a second time within a 12 month period, the participating financial institution may 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](mailto: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. 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](mailto:CalCAP@treasurer.ca.gov) or by mail to:

CPCFA/CalCAP ADA  
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.