

VI. REPORTING REQUIREMENTS

CalCAP Regulations require financial institutions to report to CalCAP on the status of loans enrolled in the Program on a regular basis. In addition, financial institutions should communicate to CalCAP any changes to the lender's primary contact information to ensure important communications from CalCAP are received by the appropriate point of contact.

A. Monthly Reporting

All participating lenders with internally held loan loss reserve accounts are required to submit a monthly bank statement to CalCAP.

CalCAP Regulation §8073 (b) states:

“For each Loss Reserve Account held by a Participating Financial Institution, the Participating Financial Institution shall submit to the Authority a monthly statement of the account activities and balance, no later than the 15th of the following month.”

The bank statements should provide a detailed description of the account and a complete summary of all transactions for the period covered.

If the monthly bank statement is not submitted, no deposits from CalCAP will be made to the Loss Reserve Account pursuant to CalCAP Regulation §8078.25 (c)(3).



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 CARB
P.O. Box 942809 Sacramento, CA
94209-0001

B. Quarterly Reporting

All participating lenders are required to submit Quarterly Reports to CalCAP, pursuant to CalCAP Regulation §8078.25 (f).

The data required to be provided in the Quarterly Report is also an essential part of the Recapture calculation. Defining the term and specifying the exact data that has to be provided in the report, will ensure that all the Participating Financial Institution provide the same uniform data, allowing for a more efficient validation and reconciliation of the data.

The Quarterly Reports shall be submitted using the excel template that is provided by CPCFA on the CalCAP's webpage: <http://www.treasurer.ca.gov/cpcfca/calcap/template.xls>.

All 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, see the graphic below and refer to the CalCAP website at:

<http://www.treasurer.ca.gov/cpcfaca/calcap/ARB/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 pursuant to prior authorization by CPCFA	Percentage of loan assigned, transferred or pledged to another entity	Date of Charge Off	Claim Amount Paid	Recovery Date	Recovery Amount	Comments	
0000-0000	00-0000	John Doe	John Doe Construction	11/01/2012	11/01/2014	\$ 100,000.00	\$45,000.00	NA	NA	NA	12/10/10	\$45,000.00	12/10/10	\$ 30,000.00	Recovery 30% 12/10/10	
Total:						\$ 100,000.00	\$ 45,000.00					\$45,000.00		\$ 30,000.00		

Noncompliance with the quarterly reporting requirement, can result in suspension from the Program, mandatory transfer of loss reserve accounts to the CalCAP Trustee Bank, and/ or termination from Program.

Please note that CalCAP will suspend enrollments of loans upon written notice to the lender at least ten (10) business days prior to the effective date of the suspension. If the violations are not corrected within thirty (30) business days from the effective date of the suspension the lender might be terminated from the program. In the event of termination from the program, the lender cannot enroll any further loans, but all previously enrolled loans will be covered by the loss reserve account until they are paid off, claims are filed, or the lender withdraws from the Program.

CalCAP Regulation §8078.25 (h) states:

“The Authority may suspend enrollment of Qualified Loans upon written notice to the Participating Financial Institution at least ten (10) business days prior to the effective date of the suspension. Causes for suspension may include violations of

applicable statutes or regulations. If the violations are not corrected within thirty (30) business days from the effective date of the suspension the Executive Director is authorized to terminate participation of a Participating Financial Institution in the Program. In the event of such termination, the Participating Financial Institution shall not be authorized to enroll any further Qualified Loans.”



Submit the Quarterly Report electronically to the CalCAP email address at CalCAP@treasurer.ca.gov within 15 days of 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 to CalCAP with the new or updated name, address, phone or email. Specifically, lenders should inform CalCAP of any changes to the:

- ☞ **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 or Email Recipient** – lender contact authorized to receive completed loan and claim 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 may be submitted to the CalCAP email CalCAP@treasurer.ca.gov or by mail to:

CPCFA - CalCAP/CARB
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.