

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, a new Lender Certification and a new Borrower Certification.

Please note that if the lender provides written certification of its credit policy regarding short-term extensions, CPCFA may authorize a single extension in maturity date up to 180-days for an enrolled loan CPCFA will inform the lender if the extended loan meets all Program rules and eligibility criteria through the new maturity date.

Copies of CalCAP Small Business 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/sb/index.asp>

A. Overview

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

Interest Rate Change	
1. CalCAP Notification of Change in Loan Terms Form http://www.treasurer.ca.gov/cpcfca/calcap/tools/notification-loan-change.pdf	√
Maturity Date Change or Other Change in Loan Terms	
1. CalCAP Notification of Change in Loan Terms Form http://www.treasurer.ca.gov/cpcfca/calcap/tools/notification-loan-change.pdf	√
2. CalCAP Small Business Loan Enrollment Application http://www.treasurer.ca.gov/cpcfca/calcap/sb/enrollment.pdf	√
3. CalCAP Small Business Lender Certification http://www.treasurer.ca.gov/cpcfca/calcap/sb/lender_cert.pdf	√
4. Borrower Certification for Small Business Loan Enrollment http://www.treasurer.ca.gov/cpcfca/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) 657-4821



CPCFA CalCAP
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="border: 1px solid black; padding: 10px;"> <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%; text-align: right;"> <p>Mailing Address: P.O. Box 942809 Sacramento, CA 94209-0001 CalCAP@treasurer.ca.gov Fax (916) 657-4821</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>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> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Lender: _____</p> <p>Contact Person: _____</p> </div> <div style="width: 45%;"> <p>Lender's CalCAP ID #: _____</p> <p>Phone: _____</p> <p>Email: _____</p> </div> </div> </div>	
Field:	Information Needed:
▪ CalCAP Program	✓ Indicate which program the loan was enrolled into.
▪ Lender	✓ Name of the financial institution.
▪ Lenders CalCAP ID#	✓ 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.)
▪ Contact Person	✓ Name of lender representative CalCAP can contact with questions about this enrollment change.
▪ Phone	✓ Direct phone number with area code for the Loan Contact named above.
▪ Email	✓ Email of Loan Contact named above.
Loan Information Section	
<div style="border: 1px solid black; padding: 10px;"> <p><u>Loan Information</u></p> <p>Borrower: _____ Change Effective Date: _____</p> <p>CalCAP Loan Number: _____ Lender's Loan Number: _____</p> <p>Type of Change:</p> <p><input type="checkbox"/> Interest Rate Change Effective Date: _____ New Interest Rate _____</p> <p><input type="checkbox"/> Maturity Date Change *Must submit an amended loan enrollment application and complete the following two fields. Old Maturity Date _____ New Maturity Date _____</p> <p><input type="checkbox"/> Other (please provide supporting documentation) *Must submit an amended loan enrollment application and complete the following field. Describe the change(s) to the loan _____</p> <p>By signing below, the Participating Financial Institution certifies that the above loan information is true and accurate.</p> <p>Authorized Lender Signature _____ Title _____ Date _____</p> <p>Printed Name of Authorized Signer _____</p> </div>	

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