

## COLLATERAL SUPPORT PROGRAM 2.0 INSTRUCTIONS AND INFORMATION FOR COMPLETING THE APPLICATION

### **Required for Idaho Collateral Support consideration –**

- Complete the three page Collateral Support Program Application in the pdf form.
- Once the CSP application is complete, print the application and sign and date.
- Complete the Collateral Analysis and Review sheet **OR** provide a copy of the collateral analysis contained in the credit presentation/loan memorandum.
- Forward the completed CSP application (signed and dated) along with the Collateral Review form **OR** internal collateral analysis by email to [nikiz@ihfa.org](mailto:nikiz@ihfa.org) and [coryp@ihfa.org](mailto:coryp@ihfa.org) or fax 208-331-4804.

### **Information to consider when completing the CSP application –**

#### ***Lender Information***

- **EIN#** - This is the Lender/Financial Institution's EIN #.
- **Branch Address** – If a P.O. Box is provided for mailing purposes, also include a physical street address for the branch.

#### ***Borrower Information***

- **Lender's Loan Number** – If a loan number hasn't been assigned when completing and submitting the CSP application, indicate TBD. The loan number can be provided at the time of loan closing.
- **Year Incorporated or Organized** – This should be the year the business was incorporated/organized OR the year the business opened.
- **NAICS #** - The six digit 2017 NAICS code for the **operating entity**. If the loan transaction involves an EPC/real estate holding company, the NAICS code should be provided for the operating company that will be the “owner occupant” in the commercial building.
- **Annual Revenues Last Fiscal Year** – This should be the “gross revenues” for the primary business (operating company) taken from either the tax return or the financial statements of the business.
- **Annual Net Income Last Fiscal Year**- This should be the net income for the primary business (operating company) taken from either the tax return or the financial statements of the business.
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#### ***Project Information***

- **Total “Project” Loan Amount** – This is the loan amount necessary to finance the project. This may be different than the “Loan Amount Funded by Lender” if there is more than one source of financing for the project.
- **Loan Maturity** – Expressed either in months or years.
- **Borrower's Cash Injection** – Indicate the cash injection you are requiring the borrower to provide as part of the financing for the “project.”

- **Portion of Loan Amount that is to be Funded by Other Sources** – If there are multiple lending sources involved with financing the project, please provide the amount financed by outside sources and identify the name of the outside sources of financing.
- **Additional Private Financing caused by or Resulting from the Initial Loan** – If there is more than one loan being provided to the business, and both loans are conditioned on the execution of the “entire” financing package being provided, indicate any additional loan(s) that are part of the financing package that do NOT include collateral support. (Example; A financing package involving an owner-occupied real estate loan and a revolving line of credit for business operations. If collateral support is required on the real estate loan, and as part of the financing package the borrower/business must accept both the term loan and the revolving line, the additional private financing that would be reported is the amount of the revolving line of credit extended to the business as part of the “entire” financing package).
- **Primary/Secondary Purpose of the Loan-** Select an option for Primary Purpose of the Loan and if applicable, an option for Secondary Purpose of the Loan. Please provide a detailed description in “Additional Comments”.
- **Climate-Aligned Investment/ Energy or Climate-Impacted Community-** Review the definitions and select “Yes” or “No” as it pertains to the project.
- **Additional Comments** – Provide any additional relevant information pertaining to the loan transaction and the project being financed. (Example, on an interim loan to finance the construction of an owner-occupied building, indicate that the long term financing is being facilitated through the SBA 504 loan program).

#### **Information to consider when completing the Collateral Analysis and Review form –**

*In lieu of completing the CSP Collateral Analysis Review form, a copy of the collateral analysis from the credit presentation/loan memorandum can be provided with the CSP application.*

- Loan Amount should be the same as the “Portion of Loan Amount that is to be Funded by Lender” reported on the CSP application.
- Loan Maturity should correspond to the same loan maturity reported on the CSP application.
- “Collateral required” should be the total value (fair market value prior to any discount(s)) of the collateral required by Lender in order to grant the loan to the eligible small business. This should include the amount of collateral support that is necessary in order to grant the loan.
- Project overview – provide a brief description of the project the Lender is looking to finance.
- In the table, provide the fair market value of all collateral that will be held as security on the loan.
- In the comments section, provide the source for which the value of the collateral was determined (appraisal, invoice, etc.).
- The Collateral Support Required to grant this loan must match the “Amount of Collateral Deposit required for Lender to Make Loan” on the CSP application.