

## Revolving Loan Portfolio Data Form

Attached for your use is a copy of the Community Development Block Grant Economic Development loan portfolio data form. The U.S. Department of Housing and Urban Development requires Commerce to track CDBG-ED-assisted businesses. This information also enables Commerce to better provide technical assistance to local governments and local development organizations with their community development objectives.

Revolving loan fund managers must submit the LPD form, or its equivalent, for CDBG-ED loan information on an annual basis. **The reports are due no later than Jan. 31 for the period ending Dec. 31.**

You may make copies of the enclosed forms for future LPD reporting. Please submit a completed form, or its equivalent, for each CDBG-ED primary and secondary loan. Forms can be sent electronically to [doccdd@mt.gov](mailto:doccdd@mt.gov) attention: Community and Economic Vitality Program Manager. Please call 406-841-2770 for additional information or assistance.



Montana Community Development Block Grant

Economic Development Loan Program

Primary Loan Portfolio Data

Please copy sheets as needed for reporting each primary loan.

Primary Loan Activity General Information	
Report as of	
Contract number	
Grantee (local government)	
Business name	
Business location	
Business contact	
Business phone	
Business address	
Prepared by (name and phone)	
Balance of available funds in RLF	
Interest income earned on RLF	
CDBG-ED Loan Information	
Original date of loan	
Total CDBG-ED loan amount	\$
Monthly payment amount	\$
Total payments to date	\$
Cumulative interest payments	\$
Cumulative principal payments	\$



## COMMERCE

Remaining repayment amount	\$
Interest rate	%
Loan term in years	
Security	
Current on loan payments	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not current, explain	
If bankrupt, total recapture amount	\$
<b>Jobs</b>	
Created	#
Retained	#
LMI created	#
LMI retained	#
Further leverage/spin-off activities, directly related to this project, if known	
Any secondary loan activity to date If yes, fill out next page.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Secondary Loan Activity**

**This form may be used to report secondary loan activity. For multipole source RLFs, a roll-up of loan activity is acceptable.**

Loan number	
Original local governmental grantee	
Primary loan contract number	
Primary loan business name	
Secondary loan business name	
Secondary business address	
Purpose of loan	
CDBG-ED-eligible activity	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CDBG-ED Loan Information</b>	
Date of secondary loan	
Total loan amount	\$
Monthly payment amount	\$
Total payments to date	\$
Cumulative interest payments	\$
Cumulative principal payments	\$
Remaining repayment amount	\$
(Optional) interest rate	%
Loan term in years	
Term remaining on loan in years	
(Optional) security	
Current on loan payments	<input type="checkbox"/> Yes <input type="checkbox"/> No



## COMMERCE

<b>Jobs</b>	
Jobs are a HUD priority item and need to be documented.	
Created	#
Retained	#
LMI created	#
LMI retained	#
Comments	



## Loan Portfolio Data Form Instructions

<b>Primary Loan Activity</b>	
<b>General Information</b>	
Report as of	Dec. 31 of each year
Contract number	Primary loan contract number
Grantee (local government)	Grantee and administering entity, if applicable
Business name	Name of the business assisted
Business location	Town or city business is located in
Business contact	Name of contact person for the business
Business phone	Their phone number
Business address	Self-explanatory
Prepared by (name and phone)	Name of person and name of organization preparing this form and their phone number
<b>CDBG-ED Loan Information</b>	
Original date of loan	Contract award date
Total CDBG-ED loan amount	\$ Original loan amount
Monthly payment amount	\$ Self-explanatory
Total payments to date	\$ Total dollar amount of payments made by the business, to date
Cumulative interest payments	\$ Total dollar amount of interest payments made by the business, to date
Cumulative principal payments	\$ Total dollar amount of principal payments made by the business, to date



## COMMERCE

Interest income earned	\$ Total amount of interest earned by the locality or administering entity on loan repayments deposited into an interest earning account
Remaining repayment amount	\$ Self-explanatory
Interest rate	Per loan agreement percent
Loan term in years	Per loan agreement
Remaining term in years	Per loan agreement
Security	Brief description of loan security
Current on loan payments	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not current, explain	
If bankrupt, total recapture amount	\$ Self-explanatory
<b>Jobs</b>	
Jobs/hiring status	Provide a brief description of the status of the jobs created or retained.
Created	#
Retained	#
LMI created	#
LMI retained	#
Further leverage/spin-off activities, directly related to this project, if known	Provide a brief description of any known leverage/spin-off activities directly related to this project.
Any secondary loan activity to date If yes, fill out next page.	<input type="checkbox"/> Yes <input type="checkbox"/> No





## Program Income – Title I Certification

(Local government-managed RLFs)

Program income must be used for eligible CDBG activities according to all Title I requirements, even after close-out of the CDBG project. The following certification is to be executed by the chief local government official or revolving loan fund managers to certify in its annual program income report to Commerce that these requirements have been met.

### Certification

I hereby certify that all program income expenditures generated by CDBG activities for the local government of (local government name), were expended for eligible CDBG activities according to requirements of Title I of the Housing and Community Development Act of 1974, as required by amendments to the Act dated October 1992.

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Chief local government official or revolving loan fund managers

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Date