

CAP Enrolled Loan Data and
OCSP Leverage Ratio Data Tables User Guide
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1.0 Introduction

This guide serves as a reference for filling out the Enrolled Loan Data Table for Capital Access Programs (CAPs) and the Leverage Ratio Data Table for Other Credit Support Programs (OCSPs) for the eligible jurisdictions' SSBCI application. Refer to Capital Program Policy Guidelines and SSBCI Application Material for details about the SSBCI program and Application. If you have further questions, contact the SSBCI program at ssbci_information@treasury.gov to inquire. Please use the subject line "ENROLLED LOAN/LEVERAGE RATIO INQUIRY — [INSERT APPLICANT NAME]."

1.1 Enrolled Loan Data Table for CAPs

This table is to be completed by any Applicant proposing to use SSBCI funding for a CAP. In this table, Applicants must provide estimates of total enrolled loans, total loan amounts, and the estimated total Federal contributions over the lifespan of the program. Applicants that have not previously operated a CAP should also provide detailed assumptions supporting the estimates in the Data Table. Applicants that have previously operated CAPs should provide up to five (5) years of historical data to inform the projected estimates over the lifespan of the program. Applicants should download and populate the enrolled loan data template table for each CAP.

1.2 Leverage Ratio Data Tables for OCSPs

This workbook is to be completed by any Applicant proposing to use SSBCI funding for one or more OCSPs to demonstrate a reasonable expectation that the Applicant's programs (i.e., its OCSP(s) and CAP(s)) have the ability to use their SSBCI contributions to generate small business lending or investing of at least 10 times the amount of the federal contribution. The workbook contains two tabs: "Leverage Calculations" and "OCSP Loan Data Tables." On the Leverage Calculations tab, leverage for each type of OCSP is calculated using a unique set of assumptions. There are two tables for each program type (i.e. loan participation, collateral support, loan guarantee, and equity/venture capital programs) to allow for Applicants to provide data for up to two programs per program type. The additional tables are only required if you plan to run 2 different loan participation programs, for instance. Applicants proposing more than two programs per program type should contact Treasury for further instructions. On the OCSP Loan Data Tables tab, Applicants should input estimates for program activity volume consistent with the assumptions entered on the Leverage Calculations tab. Applicants must be able to separately justify and explain the assumptions entered in the Leverage Ratio Data Tables to Treasury.

2.0 Downloading Templates

Download the appropriate template for administering programs. Figure 1 below shows where Applicants may click to download either template from *Section 2 – Application Documents*. Figure 2 below demonstrates where Applicants may click to download the Enrolled Loan Data Table for a CAP from *Section 8.1A*. Figure 3 illustrates where Applicants may click to download the Leverage Ratio Data Table for OCSPs from *Section 8.1C – Leverage Data*. Please note that if proposing one or more OCSP Programs, only one Leverage Ratio Data Table template/Excel workbook submission is required.



SECTION 1 - User Instructions **SECTION 2 - Application Documents** SECTION 2 -Application Documents To complete the application, you will need to upload the following documents. If you do not upload the following documents, your application will not be considered complete and cannot be processed. SECTION 3 - Definition Documents with an asterisk (*) indicate those that may be optional based on applicant circumstances. of Terms Descriptions and examples can be found within the application and templates. It is the responsibility of SECTION 4 the applicant to upload documents where required throughout the application. Please refer to the **Application Overview** instructions within the application for guidance on what these documents should entail. Links to SECTION 5 - Entity templates are provided below for download as well as throughout the application in the sections that Information the documents are required. SECTION 6 -Awardable Amount 1 - Implementing Entity Letter of Designation 2 - Joint Application Delegation Documentation* SECTION 7 - Program 3 - Delegation of Authority* Overview 4 - Statement on Legal Actions SECTION 8 - Program 5 - Underserved Narrative Details 6 - Swap Facility Commitment Letter or Narrative* 7 - Enrolled Loan Data Table* Click here to download template SECTION 9 -Compliance & 8 - OCSP Program Information* Click here to download template Oversight 9 - OCSP Additional Considerations * Click here to download template 10 - OCSP Independent Financial Audit or Program Financial Statements SECTION 10 -Application 11 – Leverage Ratio Data Table(s) Click here to download template Certification 12 - Compliance and Oversight Narrative Click here to download template 13 - Assurances of Compliance with Civil Rights Requirements* Click here to download template

Figure 2: Download the templates from Section 2 - Application Documents

SECTION 8.1A: Capital Access Program (CAP) Criteria

Enrolled Loan Data Table(s): Applicants establishing CAP programs that have not operated before will be required to provide detailed assumptions for their estimates of total enrolled loans, total loan amounts, and the estimated of loans are total enrolled loans, total loan amounts, and the estimated of loans, total loans amounts, and total public subsidies for these loans, and use this historical data as a reference to estimate total enrolled loans, total loan amounts, and total public subsidies for these loans, and use this historical data as a reference to estimate total enrolled loans, total loan amounts, and the estimated total Federal contributions over the lifespan of the program. Applicants should download and populate the enrolled loan data template tables for each CAP program. Please note that all fields shaded in blue require data to be inputted, while those fields shaded in white are applicable, to help support your enrolled loan projections.

download template

Figure 1: Download the Enrolled Loan Data Table(s) from Section 8.1A: Capital Access Program (CAP) Criteria.



SECTION 8.1C: Leverage Data

Leverage Ratio Data Table(s): The SSBCI statute mandates that for OCSPs to be eligible for federal funding, jurisdictions must demonstrate, at the time of application, a "reasonable expectation" that, when considered with all other approved programs under SSBCI, such programs have the ability to use their federal contributions to generate small business lending or investing ("private leverage") of at least 10 times the amount of the Federal contribution. To this end, you must use the application portal Leverage Tables for each applicable program to demonstrate the calculation and the assumptions underlying your leverage calculations, filling in the blue shaded fields as appropriate to enable auto calculation of leverage ratio projections. The chart below entitled "Leverage Table Input Guide" provides additional guidance on what inputs are required in the Leverage Tables. Please note this model calculates the leverage ratio under an assumed timeline of 10 years after each transaction that first user a SBCI funds. To further assist the SSBCI Program in evaluating your leverage projections prease also submit historical performance data, if applicable, to support your assumptions

download template

Figure 3: Download the Leverage Ratio Data Table(s) from Section 8.1C: Leverage Data

3.0 Enrolled Loan Data Table

For each CAP, provide historical data (if applicable) and projected data for the years 2022 to 2031. Figure 4 illustrates an example table. Please note that the Enrolled Loan Data Table only has one tab.

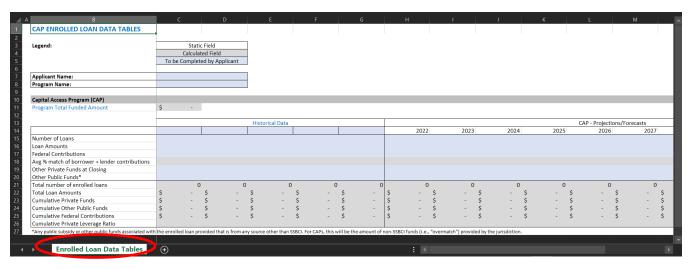


Figure 4: Only one tab to complete for the Enrolled Loan table

If applicable, please provide historical data within the fields in light blue, which will automatically calculate the fields in gray. Figure 5 illustrates where Applicants should populate the fields for any CAP that operated before.



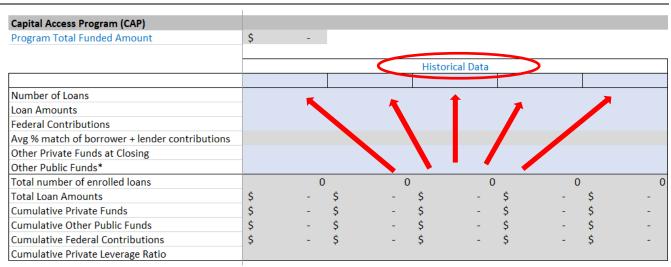


Figure 5: Example of the Historical Data fields.

Capital Access Program (CAP)												
Program Total Funded Amount												
						CA	P - Projections/For	recasts				
	•		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Number of Loans												
Loan Amounts												
Federal Contributions												
Avg % match of borrower + lender contributions												
Other Private Funds at Closing												
Other Public Funds*												
Total number of enrolled loans		0	0	0	0	0	0	0	0	0	0	0
Total Loan Amounts	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Cumulative Private Funds	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Cumulative Other Public Funds	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Cumulative Federal Contributions	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Cumulative Private Leverage Ratio												

Figure 6: Populate the light blue fields for each projection year from 2022-2031.



4.0 Complete Leverage Tables

Open the Leverage Ratio Data Table template and populate the required fields, which are colored light blue. Those are the only fields that may be edited by Applicants. Fields that are gray are automatically calculated. Both tabs that must be completed. Figure 7 shows where to navigate between the *Leverage Calculations* tab and *OCSP Loan Data Tables* tab.

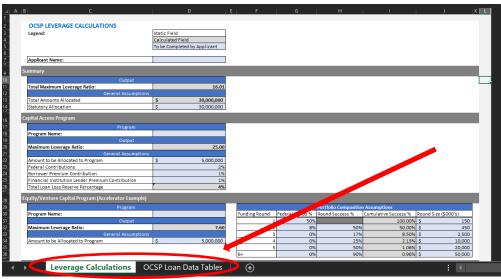


Figure 7: Toggle between the two tabs to populate the fields in light blue.

4.1 Leverage Calculations Tab

Enter data in the light blue cells for the following sections:

- Applicant Name and Summary Table
- Capital Access Program Table
- Equity/Venture Capital Program
- Loan Participation Program (LPP)
- Loan Guarantee Program (LGP)
- Collateral Support Program (CSP)

Applicants with only one program for a type of OCSP are expected to complete only one of the two tables on the Leverage Calculations tab.

4.1.1 Applicant Name and Summary Table

- 1. Enter the Applicant's Name as it appears on the Application
- 2. For Statutory Allocation, enter the Total Potential Funding Amount, as shown in the application Section 6.1: Applicant Awardable Amount.

Summary					
Output					
Total Maximum Leverage Ratio:			20.59		
	General Assumptions				
Total Amounts Allocated		\$	30,000,000		
Statutory Allocation		\$	46		

Figure 8: Example of Summary Table



4.1.2 Capital Access Program Table

- 1. **Amount to be Allocated to Program:** Enter the dollar amount that the Applicant is proposing to allocate to the CAP.
- 2. **Federal Contribution %:** Enter the average percentage of each loan expected to be the Federal contribution to the reserve fund using the SSBCI dollars. Values should be entered as integers (e.g..: 8% should be entered as 8).
- 3. **Borrower Premium Contribution:** Enter the average percentage of each loan expected to be paid by the borrowers as their contribution to the reserve fund. Values should be entered as integers (e.g., 4% should be entered as 4).
- 4. **Financial Institution Lender Premium Contribution:** Enter the average percentage of each loan expected to be paid by the financial institution lender as their contribution to the reserve fund. Values should be entered as integers (e.g., 4% should be entered as 4).

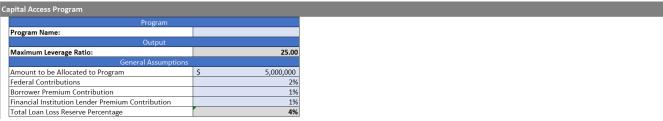


Figure 9: Example Capital Access Program table.

4.1.3 Equity/Venture Capital Program

- 1. **Program Name:** Enter the name of the program.
- 2. **Amount to be Allocated to Program:** Enter the dollar amount that the Applicant is proposing to allocate to the program.
- 3. **Portfolio Composition Assumptions:** For this type of OCSP, each funding round is defined as a round of funding for a given investment. If more than six funding rounds are expected, average the estimates for subsequent funding round into the values for Funding Round 6+.
 - Federal Funds %: Enter the percentage of each funding round expected to be made up of SSBCI funds.
 - b. **Round Success %:** Enter the dollar-weighted average probability of successfully closing on each round of funding.
 - c. **Round Size (\$000's):** Enter the dollar-weighted average amount of capital raised at each round of funding in thousands. (e. g., \$450,000 should be entered as 450).

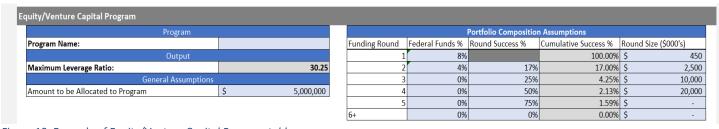


Figure 10: Example of Equity/Venture Capital Program table



Note: Treasury has made available an alternate version of the Leverage Ratio Data Tables for OCSPs, which allows applicants to enter information for equity programs on separate tabs. This alternate version includes two additional tabs: Equity (1) – Fund Investment Program, and Equity (2) – Direct Investment.

- The Equity (1) tab is targeted at applicants who will be investing in one to ten funds, and allows the applicant to enter information separately for each fund being invested in. Each fund is laid out as a separate column, with individual assumptions for each funding round regarding probability of success, size of round, and the percentage investment by each fund.
- The Equity (2) tab provides an alternate approach for applicants investing directly in businesses. This includes individual assumptions for each funding round regarding probability of success, size of round, and the percentage investment using SSBCI funds.

	Direct Ir	nvestments
SSBCI Capital Committed		
Est Companies in Portfolio		
Funding Round 1:		
Avg Size of Round		
Total Portfolio Capital Raised	\$	-
SSBCI Capital Invested in Round		
Federal Contribution - Table		0%
Funding Round 2:		
% of Companies Raising Capital (Round Suc	cess %)	
Est # of Companies		-
Avg Size of Round		
Total Portfolio Capital Raised	\$	-
SSBCI Capital Invested in Round		
Federal Contribution - Table		0%

Figure 11: Example of Equity (2) Direct Investment Tab

4.1.4 Loan Participation Program

- 1. **Program Name:** Enter the name of the program.
- 2. **Amount to be Allocated to Program:** Enter the dollar amount that the Applicant is proposing to allocate to the program.
- 3. **Time until Recycling:** Generally, Applicants are expected to draw down on original SSBCI funds as a source of capital before using funds recycled from previous lending. Enter the number of years needed for all SSBCI funds to be expended before funds are expected to begin cycling through the program.
- 4. **Time Horizon (yrs):** Enter the number of years that the program is expected to remain in operation. The maximum time horizon for calculation of leverage is ten years.
- 5. Average % Participation: Enter the average percentage of the principal loan amount that the SSBCI funds are expected to make up. Values should be entered as integers (e.g., 10% should be entered as 10).
- 6. **Assumed Loss %:** Enter the average percent of total loan losses as a percentage of total lending.



- 7. Loan Tenor (yrs): Enter the different types of loan tenors (in years) to be available under the program.
- 8. **% of total portfolio:** Enter the percentage of the total loan portfolio expected to be composed by a given loan tenor. The sum of all percentages should equal 100 percent.

Program	Program						Assumption
Program Name:				Loan Tenor (yrs)	Multiple	% of total portfolio	
Output		1	4.92	0%			
Maximum Leverage Ratio:		17.38		3	1.98	5%	
General Assump		5	1.98	90%			
Amount to be Allocated to Program	\$	5,000,000		10	1.00	5%	
Time until recycling (yrs)		4			Total	100%	
Time Horizon (yrs)		10					
Average % Participation		10%					
Assumed Loss %		2%					

Figure 12: Example of the Loan Participation Program table.

4.1.5 Loan Guarantee Program

- 1. **Program Name:** Enter the name of the program.
- 2. **Amount to be Allocated to Program:** Enter the dollar amount that the Applicant is proposing to allocate to the program.
- 3. **Time until Recycling:** Generally, Applicants are expected to draw down on original SSBCI funds as a source of capital before using funds recycled from previous lending. Enter the number of years needed for all SSBCI funds to be expended before funds are expected to begin cycling through the program.
- 4. **Time Horizon (yrs):** Enter the number of years that the program is expected to remain in operation. The maximum time horizon for calculation of leverage is ten years.
- 5. Average % Loan Guarantee: Enter the average percentage of the principal loan amount that is expected to be guaranteed by the program. Values should be entered as integers (e.g., 10% should be entered as 10).
- 6. **% of Guarantee set aside as cash reserve:** Enter the average percentage of the guaranteed amount that is expected to be set aside as cash reserves. This will generally equal to the percentage of the guaranteed amount expected to be covered by SSBCI funds. Values should be entered as integers (e.g., 10% should be entered as 10).
- 7. Assumed Loss %: Enter the average percent of total loan losses as a percentage of total lending.
- 8. Loan Tenor (yrs): Enter the different types of loan tenors (in years) to be available under the program.
- 9. **Multiple:** For revolving loan products, if applicable, enter the number of times the loan principal is expected to be disbursed.
- 10. **% of total portfolio:** Enter the percentage of the total loan portfolio expected to be composed by a given loan tenor. The sum of all percentages should equal 100 percent.

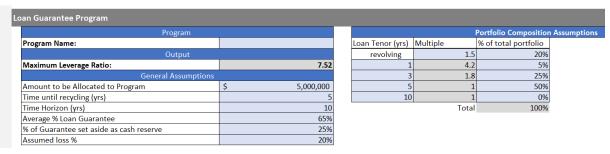


Figure 13: Example of the Loan Guarantee Program table.



4.1.6 Collateral Support Program

- 1. **Program Name:** Enter the name of the program.
- 2. **Amount to be Allocated to Program:** Enter the dollar amount that the Applicant is proposing to allocate to the program.
- 3. **Time until Recycling:** Generally, Applicants are expected to draw down on original SSBCI funds as a source of capital before using funds recycled from previous lending. Enter the number of years needed for all SSBCI funds to be expended before funds are expected to begin cycling through the program.
- 4. **Time Horizon (yrs):** Enter the number of years that the program is expected to remain in operation. The maximum time horizon for calculation of leverage is ten years.
- 5. Average % of principal as Collateral Support Enter the average percentage of the principal loan amount that is expected to be set aside to cover the Collateral support obligation. This will generally equal the percentage of the loan principal expected to be covered by SSBCI funds. Values should be entered as integers (e.g., 10% should be entered as 10).
- 6. Assumed Loss %: Enter the average percent of total loan losses as a percentage of total lending.
- 7. **Term of Collateral Support (yrs):** Many programs offer collateral support for period lesser than the term of the loan. Enter the term over which the collateral support is expected in years. This amount should be equal or lesser than the term of the loan.
- 8. **% of total portfolio:** Enter the percentage of the total loan portfolio expected to be composed by a given loan tenor. The sum of all percentages should equal 100 percent.



Figure 14: Example of the Collateral Support Program table.



4.2 OCSP Loan Data Tables Tab

For each applicable program, provide projected program volume data for years 2022 through 2031. These values should be consistent with the assumptions provided on the Leverage Calculations Tab.

Equity/Venture Capital Program:										
Program Name	0									
Amounts Allocated in Leverage Calculations Table	\$ 5,000,000									
Program Total Funded Amount	\$ 5,000,000									
Equity/Venture Capital Program - Projections	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Number of New Investments per Year	40	10	40	40	50	50	50	50		
Federal Contributions Deployed	\$ 1,000,000 \$	1,000,000 \$	1,000,000 \$	1,000,000 \$	1,000,000					
Cumulative Number of Investments	40	80	120	160	210	260	310	360	360	360
Cumulative Federal Funds	1,000,000	2,000,000	3,000,000	4,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000

Figure 15: Example of the Equity/Venture Capital Program table with the required projection years circled.



5.0 Uploading Completed Data Tables

Once all the light blue cells are filled out completely, save the Excel file(s), then upload the file(s) to the Application in either Section 8.1A – Capital Access Program Criteria or Section 8.1C – Leverage Data. Please note that Applicants may also provide a narrative for any assumptions to support the data from the uploaded Tables.

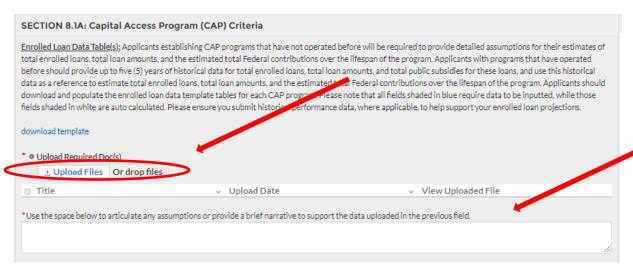


Figure 16: Upload the Enrolled Loan Data within the Application portal section and include the narrative in the text box provided.

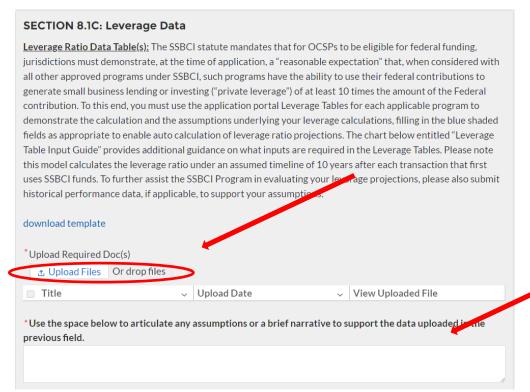


Figure 17: Upload the Leverage Data within the Application portal section and include the narrative in the text box provided.



6.0 Version History

Version	Publish Date	Revisions
v1	12/2/2021	First Draft
V2	2/4/2022	Second Draft