

# COLLATERAL SUPPORT APPLICATION (CSA) INSTRUCTIONS

## Required for Native American Collateral Support (NACS) Program consideration:

- Complete the two-page Collateral Support Application (CSA) in the pdf form, print the application and sign and date.
- Complete the Collateral Analysis and Review Sheet and provide a copy of the collateral analysis contained in the credit presentation/loan memorandum.
- Forward the completed CSA, Collateral Analysis and Review sheet, an amortization schedule for the loan, and internal collateral analysis memo by email to [doctribal@mt.gov](mailto:doctribal@mt.gov), fax (406) 841-2731, or by mail to:

Montana Department of Commerce  
Native American Collateral Support Program  
PO Box 200533  
Helena, MT 59620

## Information to consider when completing the collateral support application:

### LENDER INFORMATION

- **EIN #-** This is the Lender/ Financial Institution's EIN #.
- **Branch Address-** If a PO Box is provided for mailing purposes, also include a physical street address for the branch originating the application.
- **DUNS-** Enter the Dun and Bradstreet Number registered to the Lender.

### BORROWER INFORMATION

- **Date Business Established-** This should be the year the business was incorporated/organized OR the year the business opened.
- **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.
- **Business Description-** Describe the business history, products and/or services and current business plans.
- **Native American-owned Business-** The Lender verifies the Borrower is a Native American-owned business

### PROJECT INFORMATION

- **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.
  - For Sole Proprietorships- Schedule C (Tax Form 1040), Part I, Line 3

- For Agriculture Producers- Schedule F (Tax Form 1040), Part 1, Line 9
- For Partnerships – Tax Form 1065, Line 1c
- For Corporations- Tax Form 1120, Line 1c
- For S Corporations- Tax Form 1120 S, Line 1c
- **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 Purpose-** Be as specific as possible.
- **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 sources involved with financing the project, please provide the amount financed by outside sources and identify the name of the outside sources of financing.

#### FORM OF CASH COLLATERAL DEPOSIT REQUESTED

- **Additional Comments-** Provide any additional relevant information pertaining to the loan transaction and the project being financed. Include rationale for the collateral deposit request amount and the form of deposit requested. For Tiered or Proportional Ladder Time Deposit Accounts, please identify the amount you will be releasing back to the Department in Years 1 through 5. Please submit an amortization schedule showing the loan repayment.

#### Information to consider when completing the Collateral Analysis and Review Form

- Loan Amount should be the same as the “portion of Loan Amount that is to be funded by Lender” reported on the CSA.
- Loan Maturity should correspond to the same loan maturity reported on the CSA.
- “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 business and should include the amount of collateral support necessary in order to approve 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 Method or Source of Valuation column, provide the source for which the value of the collateral was determined (appraisal, invoice, etc.).
- The Collateral Support Required to authorize this loan must match the “Amount of Collateral Deposit required for Lender to Make Loan” on the CSA.