



Accredited Lenders Program (ALP) / Premier Certified Lenders Program (PCLP)

Application and Renewal Requirements Guide and

Information Request for Certified Development Companies

This Guide includes the list of items a Certified Development Company (CDC) is required to submit to the District Office for ALP/PCLP Applications and ALP/PCLP Renewals. It is intended to supplement the applicable SBA rules, regulations and policies and not to replace or amend them. If a conflict should arise between this general list of requirements and applicable SBA rules, regulations and policies, the applicable SBA rules, regulations and policies shall prevail. All requested documentation should be submitted to the District Office. Requests for renewal of delegated status should be submitted to the District Office 120 days prior to the expiration date of delegated authority. Submission of this information is required to obtain or maintain (renew) ALP/PCLP authorities.

****Please note, in general, for information that has already been provided by a CDC but is unchanged, the CDC may certify that the information was already provided and is unchanged in lieu of resubmitting the information. The certification that must accompany this document submission must also state to whom and on what date the information was provided to SBA.**

A. Requirements for new ALP/PCLP Applicants [13 CFR 120.840 and 13 CFR 126.845]

- 1) Certified copy of the Board resolution authorizing the application for ALP/PCLP designation.
- 2) Updates to the CDC's By-laws and any amendments since last submission, if applicable.
- 3) All documents listed in Section C of this Guide.

B. Requirements for ALP/PCLP Renewals:

- 1) A written request for renewal specifying ALP or ALP/PCLP status.
- 2) Updates to the CDC's Amended By-laws since last submission, if applicable.
- 3) All documents listed in Section C of this Guide.

C. Requirements for New Applicants and Renewals:

1) **Management and Operations**

- a) Updates or changes, since the CDC's last Annual Report submission, to the CDC's organizational chart including names, positions and a brief description of responsibilities.
- b) Verification that all managers and staff are employed directly by the CDC OR a copy of all contracts for managing, marketing, packaging, processing, closing, servicing, or liquidation services. Include evidence of pre-approval of contracts by SBA and applicable Board Resolutions.
- c) Evidence that at least one loan officer has three years of 504 loan processing experience OR has two years of experience and has satisfactorily completed an SBA approved training in 504 processing.
- d) Evidence that at least one loan officer has three years of 504 loan servicing experience OR has two years of experience and has satisfactorily completed an SBA approved training in 504 servicing.
- e) Most recent list of Board, Audit Committee, Executive Committee, and Loan Committee members, as applicable, including name, area of expertise, address and phone number of the entity represented by the member or the member's personal address and telephone number. (Use template below.)

PLEASE NOTE: You are not required to respond to any collection of information unless it displays a currently valid OMB Approval number. The number for this collection of information is 3245-0365. The total estimated time to respond to this collection of information, including gathering and maintaining the data needed, and completing and reviewing the collection of information, is 1200 minutes. You may send comments or questions regarding this estimated time or any other aspect of this collection of information including suggestions for reducing the time or other burden to: Director, Records Management Division, 409 Third Street, S.W., Washington D. C. 20416, and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington DC 20503

Directors and Loan Committee Members Role & Committee Membership										Director's Background & Expertise					
No.	Name City and State of Residence	Company and Title	City and State of Employment	Contact Information	# of Years on the Board*	Voting	Executive	Audit	Loan	Commercial Lending	Workforce, Community or Economic Dev.	Financial Risk Management	Corporate Governance	Legal Issues Relating to Commercial Lending	Internal Controls
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

* Enter "N/A" if individual is not a board member.

- f) Minutes of Board of Directors meetings to date that were not submitted with the CDC's Annual Report.
- g) A copy of the Engagement Letter from the CDC's Independent Auditor for the most recent Independent Audit or Review. This letter must provide for SBA access to copies of work papers, policies, and procedures relating to the services performed [13 CFR §120.826(d)(2)].

2) Eligibility and Credit Administration

- a) Copies of the CDC's written Credit Approval and Loan Servicing Policies.
- b) A copy of the CDC's Internal Control Policy in accordance with 13 CFR §120.826(b) and evidence of Board approval.
- c) A copy of the CDC's most recent Independent Loan Review Report, Management's Response, and Board minutes evidencing the presentation and discussion of the Review and Response, if not submitted with the Annual Report.
- d) List of Designated Attorneys, including contact information, name of state(s) licensed, training certificate, and professional liability insurance policy binder that specifies the attorney's name as being covered in the policy and meets the required coverage as per SOP 50 10 5 Subpart A Ch.3.V.A.4.(c). If the CDC is multistate or has an L\EA agreement, include verification that designated attorneys are licensed in each state represented and a summary of the Designated Attorney's experience.

3) Compliance with Loan Program Requirements

- a) Evidence that the CDC has met the required loan volume as per 13 CFR §120.841(b).
- b) Evidence that Quarterly Delinquency Reports were submitted to the SBA Loan Servicing Center for the last quarter [13 CFR §120.830(f)].
- c) A narrative on the current status of the CDC's implementation of corrective actions from the most recent risk-based review (SMART Review), if applicable.
- d) If the Directors and Officers Liability and Errors and Omissions insurance policy has

ALP/PCLP Requirements Guide (Continued)

expired since the CDC last submitted it with its Annual Report, a copy of the full policy binders that satisfies the requirements of 13 CFR § 120.823(d) and the applicable SOP. List and description of investments in other local economic development activities made in most recent fiscal year including the amount invested in each activity and the results/outcomes of those investments. If no investments were made, please explain why.

- e) Please note that during the process of reviewing your application and/or renewal request, you may be required to provide documentation of jobs created and/or retained from the small business borrower. SBA will select a random sample of five loans and request documentation that supports the jobs created and/or retained figures reported in your most recent Annual Report.
- 4) Portfolio Performance**
- a) Comments from the CDC on the performance of any of the following components, where the CDC's SMART score is >3 or it is underperforming its Peer Group in the CDC's most recent Lender Portal Report:
 - i. Past Due Rate
 - ii. Active Purchase Rate (a/k/a Liquidation Rate)
 - iii. Average Portfolio SBPS Score
 - iv. Lender Purchase Rating (LRR/LPR)
- 5) PCLP renewals only:** evidence of meeting Loan Loss Reserve Fund requirements.