

**EXHIBIT 8-I**  
**LOAN PORTFOLIO DATA (LPD) FORM**

Attached for your use is a copy of the CDBG-ED "Loan Portfolio Data" Form. The U.S. Department of Housing and Urban Development (HUD) requires the Montana Department of Commerce (MDOC) to track CDBG-ED assisted businesses. Due to imminent changes in the CDBG-ED program mandated by HUD, the MDOC needs to track primary and secondary loan activities generated from the above awards, in order to report program performance measurements for the CDBG-ED program. This information also enables the Department 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 January 31 for the period ending December 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. Send the form(s) to:

Debra Demarais  
CDBG-ED Program  
Business Resources Division  
Montana Department of Commerce  
P.O. Box 200505  
Helena, MT 59620-0505

Please call (406) 841-2736 for additional information or assistance.

**MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT  
ECONOMIC DEVELOPMENT (CDBG-ED) LOAN PROGRAM  
PRIMARY LOAN PORTFOLIO DATA**

Please copy sheets as needed for reporting each primary loan.

Report as of: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Grantee (Local Government): \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Business Address: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone \_\_\_\_\_

**BALANCE OF AVAILABLE FUNDS IN RLF \$ \_\_\_\_\_**

**Interest Income Earned on RLF \$ \_\_\_\_\_**

**1) CDBG-ED Loan Information:**

Original Date of Loan: \_\_\_\_\_

Total Loan Amount (CDBG-ED ONLY) \$ \_\_\_\_\_

Monthly Payment Amount: \$ \_\_\_\_\_

Total Payments to Date: \$ \_\_\_\_\_

(Cumulative Interest Payments: \$ \_\_\_\_\_)

(Cumulative Principal Payments: \$ \_\_\_\_\_)

Remaining Repayment Amount: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ %

Loan Term: \_\_\_\_\_ Years

Remaining Term: \_\_\_\_\_ Years

Security: \_\_\_\_\_

**2) Current on Loan Payments? Yes\_\_\_\_ or No\_\_\_\_**

If not current, explain:

**3) If Bankrupt, Total Recapture Amount: \$ \_\_\_\_\_**

**4) Jobs:** # Created: \_\_\_\_\_ # Retained: \_\_\_\_\_

# LMI Created: \_\_\_\_\_ # LMI Retained: \_\_\_\_\_

**5) Further Leverage/Spin-off Activities, directly related to this project, if known:**

**6) Any Secondary Loan Activity to Date? Yes\_\_\_\_ or No\_\_\_\_ ( If yes, fill out next page.)**

## SECONDARY LOAN ACTIVITY

This form may be used to report secondary loan activity.  
For multiple source RLF's, a roll-up of loan activity is acceptable.

LOAN # \_\_\_\_\_

Original Local Government Grantee: \_\_\_\_\_

Primary Loan Contract Number: \_\_\_\_\_

Primary Loan Business Name: \_\_\_\_\_

Secondary Loan Business Name: \_\_\_\_\_

Secondary Business Address: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

CDBG-ED Eligible Activity? Yes\_\_\_ or No\_\_\_ (See CDBG-ED Program Brochure)

### 1) CDBG-ED Loan Information:

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: \_\_\_\_\_ Years

Term remaining on loan: \_\_\_\_\_ Years

(Optional) Security: \_\_\_\_\_

2) Current on Loan Payments? Yes\_\_\_ or No\_\_\_

3) Jobs : # Created: \_\_\_\_\_ # Retained: \_\_\_\_\_ #LMI \_\_\_\_\_

Jobs are a HUD priority item and needs to be documented.

Comments:

# LOAN PORTFOLIO DATA FORM INSTRUCTIONS

Report as of: (December 31 of each year) Contract # (primary loan contract #)

Grantee: (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) Phone (their phone #)

Business Address: (Self-explanatory)

Prepared by: (Name of person & name of organization preparing this form) Phone (their phone #)

## 1) CDBG-ED Loan Information:

Original Date of Loan: (Contract award date)

Total CDBG 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).)

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 the loan agreement) %

Loan Term: (per the loan agreement) Years

Remaining Term: (per the loan agreement) Years

Security: (Brief description of loan security)

## 2) Current on Loan Payments? Yes ☐ or No ☐ (Check "Yes" or "No")

If not current, explain: *(If the loan is not current, explain the circumstances, number of delinquent payments, and corrective actions being taken)*

## 3) If Bankruptcy, Total Recapture Amount?: \$ (Self-explanatory)

## 4) Jobs/Hiring Status: (Provide a brief description of the status of the jobs created or retained)

## 5) 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)

## 6) Any Secondary Loan Activity to Date? Yes ☐ or No ☐ (Check "Yes" if any secondary relending of funds has occurred and fill out information on Secondary Loan Activity – 8.1.3.)