NCUA
National Credit Union Administration

How to Become a Paycheck Protection Program (PPP) Lender

April 23, 2020

Based on a presentation by SBA for Federal Regulators

Goals

- Provide an update on the Paycheck Protection Program (PPP)
- Recognize the needs of financial institutions who may wish to participate as a (PPP) lender
- Provide an overview of how to apply to become a PPP lender and what steps to take as well as where to find more information

PPP Loan Data Summary

Loan Count	Net Approved Dollars	Lender Count
1,661,367	$342,277,999,103*	4,975

*Net Approved Dollars do not reflect the amount required for reimbursementto lenders per statute within the CARES Act.

PPP Loan Data Summary - States and Territories

State	Approved PPP Loans	Approved PPP Amount
AK	4,842	$921,927,504
AL	27,922	$4,862,690,120
AR	21,754	$2,722,726,557
AS	2	$419,583
AZ	19,280	$4,846,959,062
CA	112,967	$33,413,693,192
CO	41,635	$7,392,960,359
CT	18,435	$4,151,934,451
DC	3,253	$1,247,218,727
DE	5,171	$1,090,415,848
FL	88,997	$17,863,199,837
GA	48,332	$9,464,475,442
GU	508	$102,418,346
HI	11,553	$2,046,450,982
IA	29,424	$4,315,688,444
ID	13,627	$1,850,034,026
IL	69,893	$15,972,578,071
IN	35,990	$7,491,445,351
KS	26,245	$4,288,652,108
KY	23,797	$4,149,467,684

State	Approved PPP Loans	Approved PPP Amount
LA	26,635	$5,100,534,501
MA	46,937	$10,360,907,178
MD	26,068	$6,537,733,687
ME	14,993	$1,944,425,549
MI	43,438	$10,381,310,070
MN	46,383	$9,014,060,040
MO	46,481	$7,547,822,023
MP	56	$12,619,835
MS	20,748	$2,481,000,606
MT	13,456	$1,470,300,136
NC	39,520	$8,005,752,270
ND	11,002	$1,548,384,035
NE	23,477	$2,988,890,489
NH	11,582	$2,006,858,477
NJ	33,519	$9,527,794,260
NM	8,277	$1,424,408,711
NV	8,674	$2,013,939,889
NY	81,075	$20,345,681,101
OH	59,800	$14,108,889,927
OK	35,557	$4,615,708,450

State	Approved PPP Loans	Approved PPP Amount
OR	18,732	$3,806,104,476
PA	69,567	$15,697,648,689
PR	2,856	$658,573,638
RI	7,732	$1,335,777,801
SC	22,933	$3,807,578,397
SD	11,324	$1,369,616,339
TN	34,035	$6,542,045,089
TX	134,737	$28,483,710,273
UT	21,257	$3,695,399,459
VA	40,371	$8,721,170,223
VI	240	$62,242,612
VT	6,983	$1,000,127,478
WA	30,421	$6,959,680,159
WI	43,395	$8,317,705,842
WV	7,861	$1,351,223,328
WY	7,618	$837,018,372

Approvals through 4/16/20

PPP Loan Data Summary - Loan Size

Loan Size	Approved Loans	Approved Dollars	% of Count	% of Amount
$150K and Under	1,229,893	$58,321,791,761	74.03%	17.04%
>$150K - $350K	224,061	$50,926,354,675	13.49%	14.88%
>$350K - $1M	140,197	$80,628,410,796	8.44%	23.56%
>$1M - $2M	41,238	$57,187,983,464	2.48%	16.71%
>$2M - $5M	21,566	$64,315,474,825	1.30%	18.79%
>$5M	4,412	$30,897,983,582	0.27%	9.03%

- Overall average loan size is $206K

Approvals through 4/16/20

PPP Loan Data Summary Industry by NAICS Subsector

NAICS Subsector Description	Approved Loans	Approved Dollars	% of Amount
Construction	177,905	$44,906,538,010	13.12%
Professional, Scientific, and Technical Services	208,360	$43,294,713,938	12.65%
Manufacturing	108,863	$40,922,240,021	11.96%
Health Care and Social Assistance	183,542	$39,892,493,481	11.65%
Accommodation and Food Services	161,876	$30,500,417,573	8.91%
Retail Trade	186,429	$29,418,369,063	8.59%
Wholesale Trade	65,078	$19,489,410,472	5.69%
Other Services (except Public Administration)	155,319	$17,707,077,167	5.17%
Administrative and Support and Waste Management and Remediation Services	72,439	$15,285,814,286	4.47%
Real Estate and Rental and Leasing	79,784	$10,743,430,227	3.14%
Transportation and Warehousing	44,415	$10,598,076,231	3.10%
Finance and Insurance	60,134	$8,177,041,995	2.39%
Educational Services	25,198	$8,062,652,288	2.36%
Information	22,825	$6,675,630,276	1.95%
Arts, Entertainment, and Recreation	39,670	$4,939,280,138	1.44%
Agriculture, Forestry, Fishing and Hunting	46,334	$4,374,343,877	1.28%
Mining	11,168	$3,894,793,207	1.14%
Public Administration	5,570	$1,197,353,586	0.35%
Management of Companies and Enterprises	3,211	$1,170,748,130	0.34%
Utilities	3,247	$1,027,575,137	0.30%

Approvals through 4/16/20

PPP Loan Data Summary PPP Lenders – Highest Approved Dollars

Lender	Approved Loans	Approved Dollars	Average Approved Size
1	27,307	$14,071,396,427	$515,304
2	32,097	$10,309,843,746	$321,209
3	21,062	$9,612,090,368	$456,371
4	33,594	$7,778,303,458	$231,538
5	27,929	$6,555,028,971	$234,703
6	25,820	$6,114,676,731	$236,819
7	26,238	$6,057,787,355	$230,878
8	10,681	$4,406,088,115	$412,516
9	14,215	$4,356,840,783	$306,496
10	9,457	$4,267,336,254	$451,236
11	12,001	$4,190,129,500	$349,148
12	25,151	$3,889,799,524	$154,658
13	9,673	$3,392,990,074	$350,769
14	10,642	$2,978,045,260	$279,839
15	40,746	$2,966,427,908	$72,803

Approvals through 4/16/20

Basics of PPP Loan

Intent of program is to help small businesses cover payroll costs for eight-week period

- 100% SBA guarantee
- $10 million maximum loan amount
- Fixed 1% interest rate
- Maturity of two years
- Payments are deferred for six months (*interest does accrue*)

- Loans can be made up to June 30, 2020 or when PPP funds expire
- Loans can be forgivable
- Loan disbursement must begin within 10 calendar days of getting SBA loan number

Basics of PPP Loan

- PPP loans are meant to cover up to eight weeks of average monthly payroll (*based on 2019 figures*) plus 25% of other operating expenses

- SBA will forgive the portion of loan proceeds used for payroll costs and other designated operating expenses for up to eight weeks, provided at least 75% of loan proceeds are used for payroll costs.

Eligible expenses for the eight-week forgiveness include:

- Payroll costs (*excluding the prorated portion of any compensation above $100,000 per year for any person*) include salary, commissions, tips; certain employee benefits including sick leave and health care premiums, and state & local taxes;
- Mortgage interest (**not** prepayment or principal payments) and rent payments on mortgages and leases in existence after February 15, 2020;
- Utilities such as electricity, gas, water, transportation, phone and internet access for services that began before February 15, 2020; and
- Additional wages paid to tipped employees.

PPP - New Lender Application Process

Applicant has an active SBA Form 750

- Many institutions have an active SBA Form 750 and apply because:

  (1)they were not aware the Agreement still existed/ is valid; or

  (2)they aren't sure if they still needed to apply as they have not been actively participating in the 7(a) loan program before PPP.

  SBA's first level check identifies that these institution's have active agreements and are notified.

Applicant is a NEW PPP Lender (*federally-insured*)

- The institution applies to participate in PPP by emailing SBA Form 3506 and an Incumbency Certificate to DelegatedAuthority@sba.gov

(Form 3506 is available at www.sba.gov/paycheckprotection)

PPP - New Lender Application Process

Applicant is a NEW PPP Lender (*federally-insured*)

Application Next Steps

SBA will:

- *Check Documentation (complete and consistent application)*
- *Review Lender using data and other sources (Federal Regulator, etc.)*

Application is Deficient

Common Reasons Why:

- *Wrong form*
- *Attest/ Witness section was not completed correctly*
- *Missing Incumbency Certificate*
  (solution: use own Certificate or FS Form 1014)
- *The officer who executed SBA Form 3506 was excluded was the list of officers on the Incumbency Certificate*
- *Same officer who executed SBA Form 3506 would attempt to "self-certify" his/ her authority*

PPP - New Lender Application Process

Applicant is a NEW PPP Lender (*federally-insured*)

Application is Approved by SBA

If deemed acceptable, the application is processed, the Paycheck Protection Program Agreement is entered into SBA's CAFS system and the Lender is notified.

Time Considerations

- SBA has added additional support personnel and systems to handle new lender applications.
- Deficiencies are generally corrected on same day
- Turnaround time on approval is dependent on volume of applications and most federally insured applications are addressed within 48 hours of initial submission.

PPP - New Lender Application Process

Applicant is now a newly approved PPP Lender (*federally-insured*)

Critical Juncture

After SBA approves new lender application, an email is sent back to the person who sent the application.

The e-mail notification includes information on how to access SBA's electronic delivery system for application processing.

The approval email confirmation includes the following:

- An "Intro to CAFS PowerPoint"

  (CAFS is SBA's Capital Access Financial System which is the system SBA and SBA lenders use to originate, service and liquidate loans)

- A nine-digit code (*example below*).

Alias Type	Alias
Authentication Number	123AB45CD

- The Lender follows the PowerPoint instructions to access CAFS and will get to the point where the nine-digit code is required.

PPP - New Lender Process Post-Application Approval

Applicant is a NEWLY APPROVED PPP Lender (*federally-insured*)

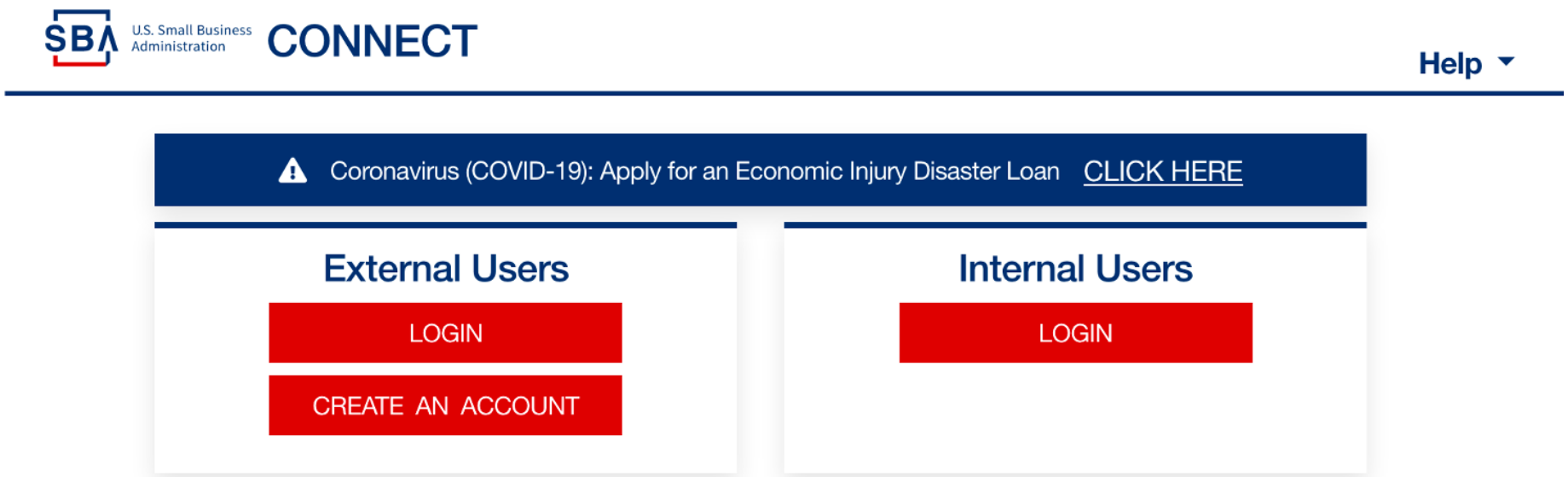
Process Step	Issue	Self-Help Resources	SBA Routing Help
Become an Approved SBA Lender or LSP	Lender Agreements	• PPP Treasury Site • Lender Application Form • PPP SBA Site	• **Delegated Authority:** DelegatedAuthority@sba.gov
	Lender Service Provider	Not Applicable	• **Lender Service Providers:** LSP.Agreements@sba.gov
Submit Loan Applications (Loan Origination)	CLS / CAFS / ETRAN Systems	• PPP Lender Instructions	• **PPP Lender Assistance Hotline:** 1(833) 572-0502 • **CLS:** CLS@sba.gov
	Lender Gateway	• SBA Connect FAQs • SBA Connect User Guide	• **PPP Lender Assistance Hotline:** 1(833) 572-0502
	Loan Applications	• Interim Final Rule • Treasury Lender FAQs • PPP Lender Instructions	• **PPP Lender Assistance Hotline:** 1(833) 572-0502
Loan Servicing & Processing	Loan Processing & Policy	• Interim Final Rule • Treasury Lender FAQs • PPP SBA Site	• **PPP Lender Assistance Hotline:** 1(833) 572-0502 • **Loan Processing/Servicing Centers**
	Reporting	Not Applicable	To Be Decided

!	Self-Help Resources	SBA Routing Help
Policy Questions (e.g., lender fees, reporting)	• PPP Treasury Site • Treasury Lender FAQs	• 7aQuestions@sba.gov • 7aPaycheckLoanProgramQuestions@sba.gov

Comments on the Interim Final Rule should be directed to: PPP-IFR@sba.gov

NCUA National Credit Union Administration

PPP – Submitting Borrower Applications Via Lender Gateway

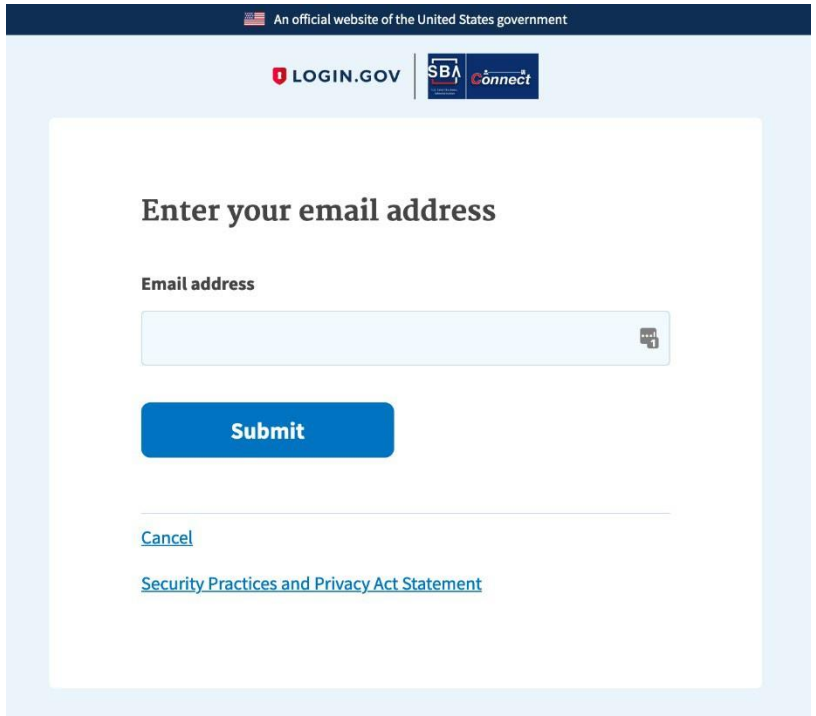


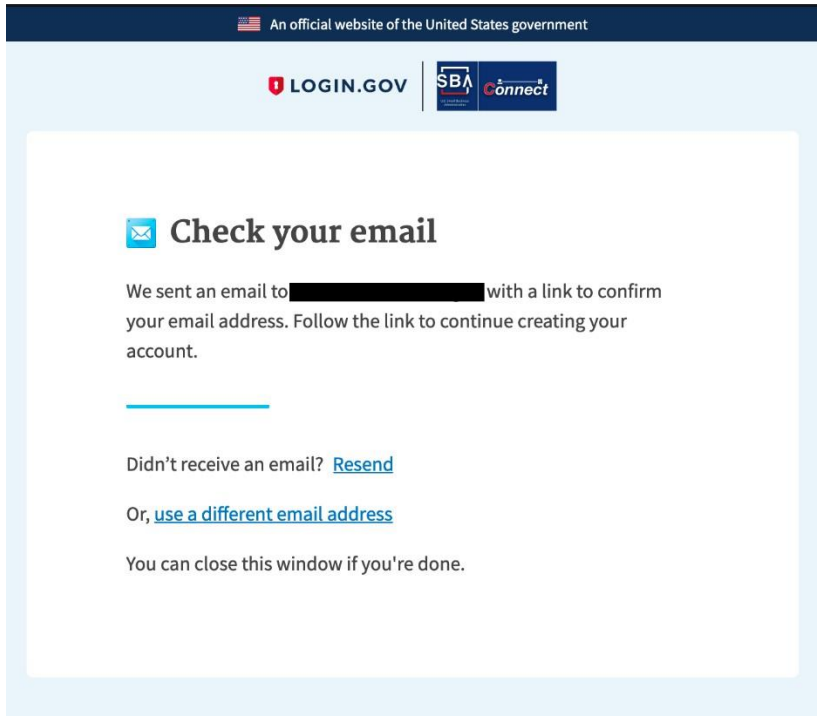
To register:

- Visit https://connect.sba.gov
- On the left side, click “Create an Account”

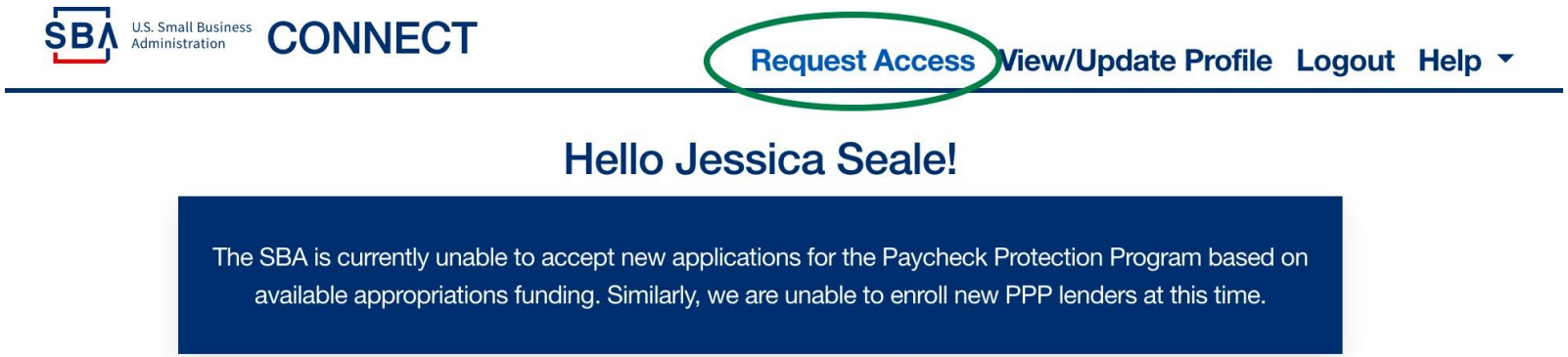
SBA Lender Gateway

Enter your email address and check your email for a confirmation link to continue creating your account.

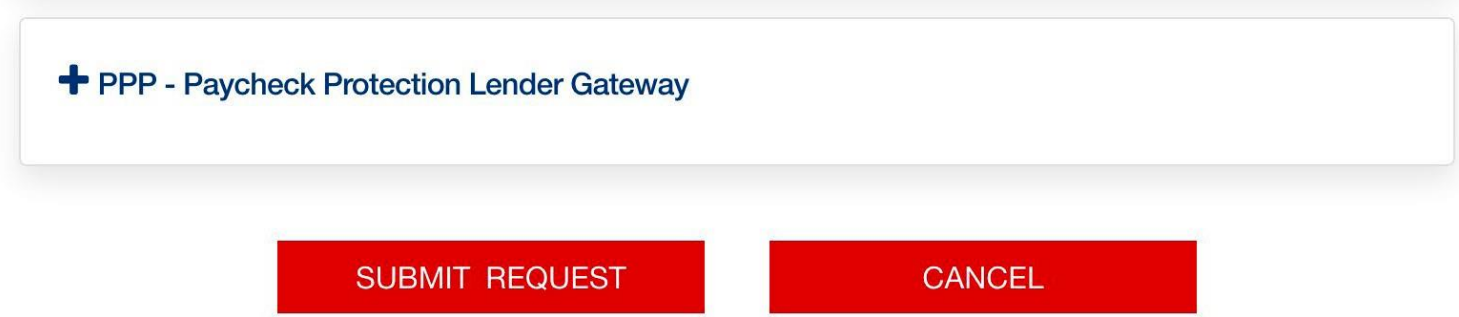




SBA Lender Gateway



Login to your new account, and click “Request Access” in the navigation bar.



Then select “PPP – Paycheck Protection Lender Gateway” from the list of options.

SBA Lender Gateway

SBA U.S. Small Business Administration CONNECT

Request Access View/Update Profile Logout Help

Your Access

The SBA is currently unable to accept new applications for the Paycheck Protection Program based on available appropriations funding. Similarly, we are unable to enroll new PPP lenders at this time.

+ SBIC Web – Small Business Investment Company

− PPP - Paycheck Protection Lender Gateway

Lender Request

FRS FDIC NCUA LOCATION ID

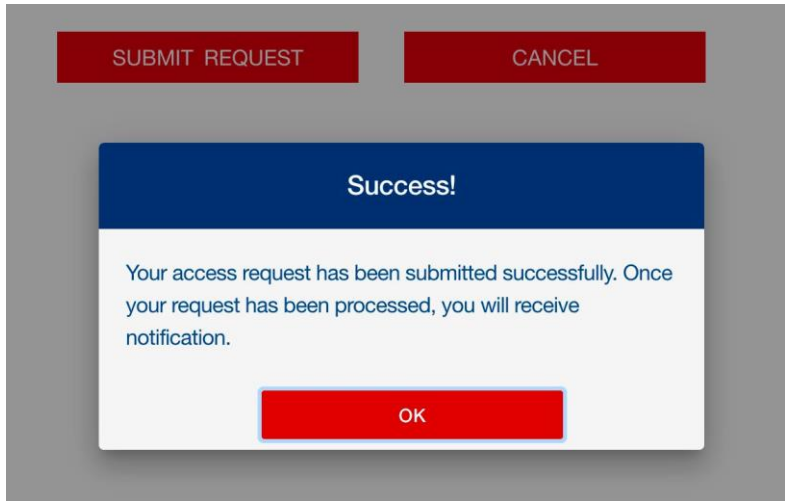
Account Number: XXXXXX Your Lender Name Here Approved

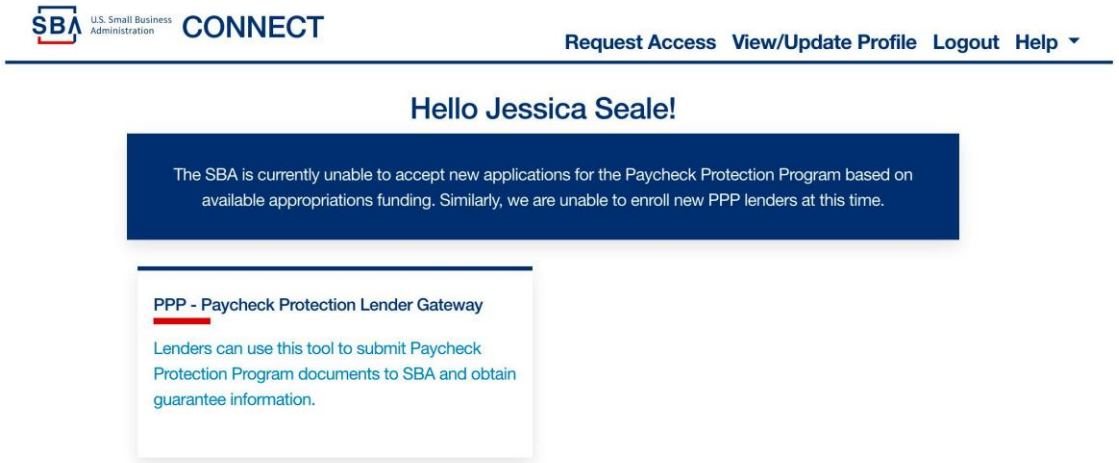
Authentication Number: XXXXXXXXX

SUBMIT REQUEST CANCEL

- First select FRS, FDIC, NCUA, or Location ID
- Then enter the corresponding number for your lending institution
- In the second box, enter the 9 digit code provided by SBA when you were approved for PPP lending
- Existing 7(a) lenders can find this code in CAFS

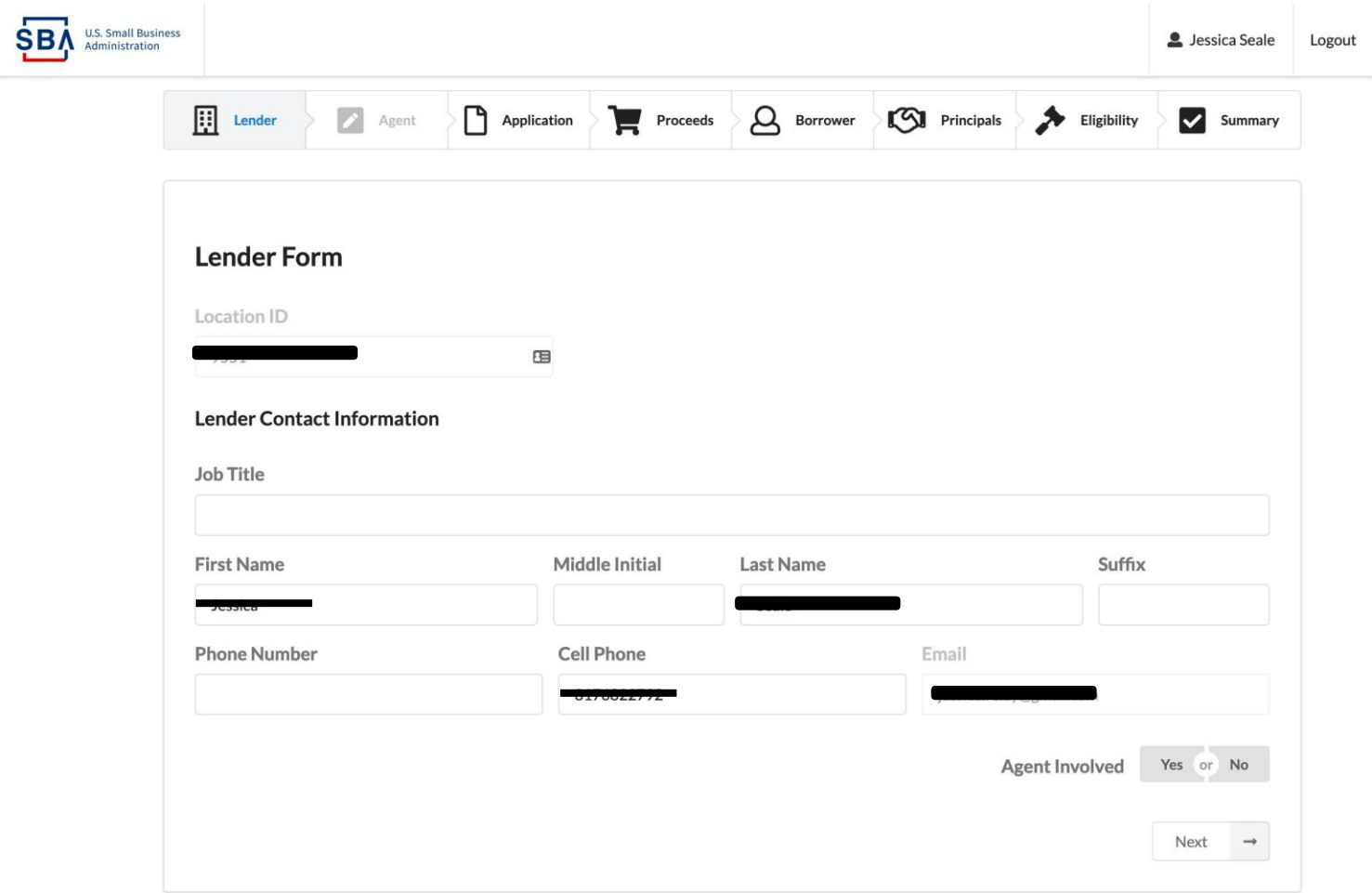
SBA Lender Gateway





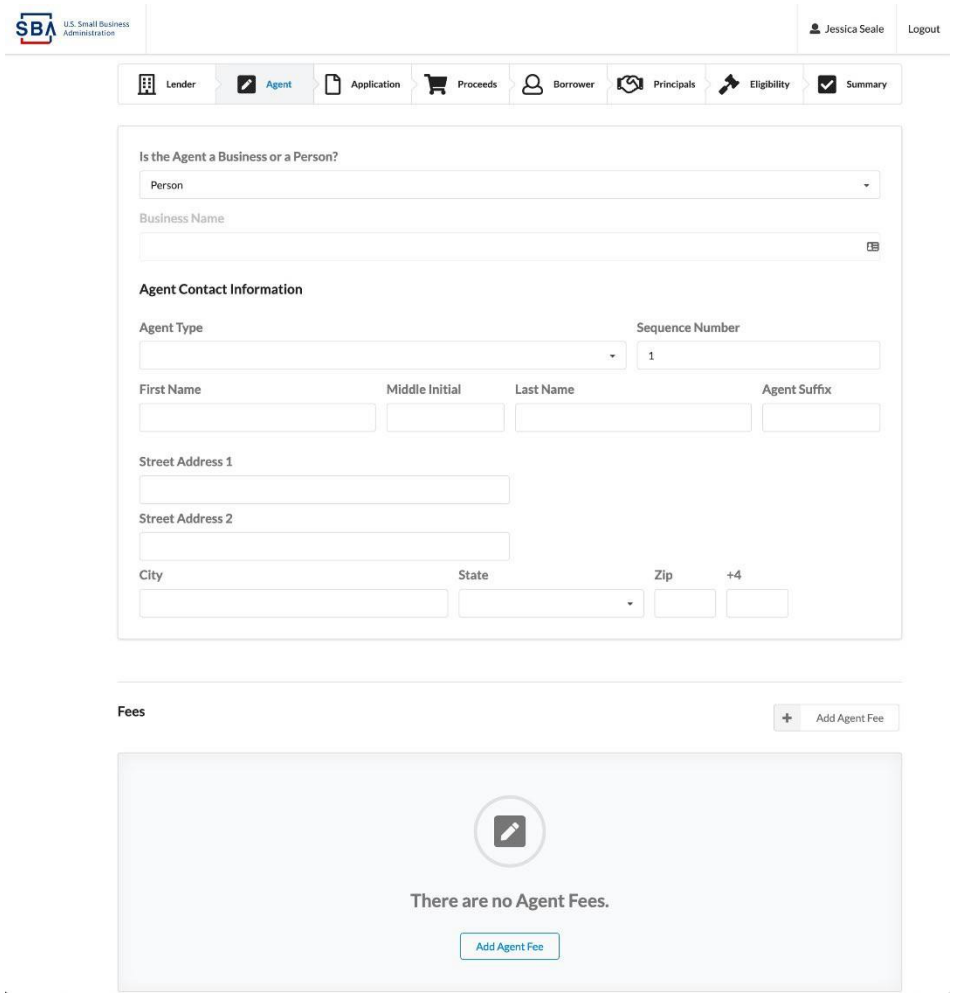
- When you have successfully entered your lender institution number and Authentication Number, you will receive a pop-up that says Success!
- Click the Connect logo to return home, and your PPP – Paycheck Protection Lender Gateway access will be displayed
- Click the PPP link to begin entering PPP applications

SBA Lender Gateway

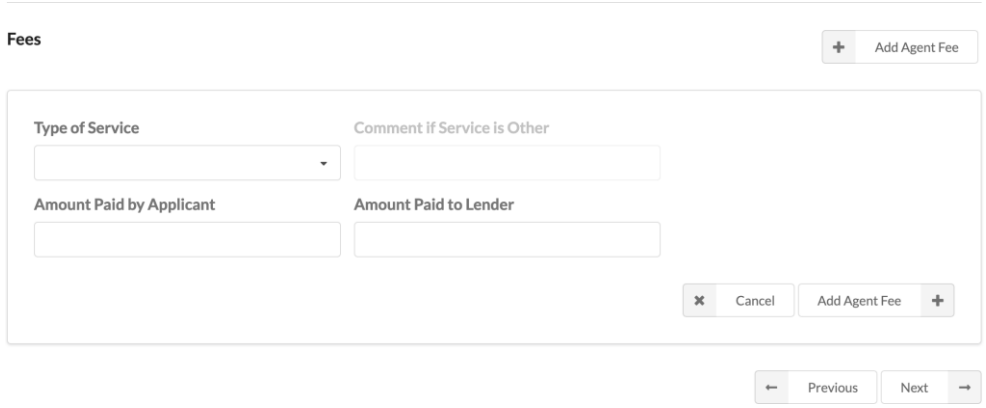


- The Lender Gateway has 8 screens.
- If an Agent is involved in the loan, select “Yes” to advance to the Agent screen
- If an Agent is not involved in the loan, select “No” to skip the second screen

SBA Lender Gateway



- The Agent screen includes all contact information for the Agent
- A second optional field enables you to enter any fees associated with the Agent service



SBA Lender Gateway

SBA U.S. Small Business Administration

Jessica Seale | Logout

Lender | Agent | Application | Proceeds | Borrower | Principals | Eligibility | Summary

Application Information Form

Application Number | Requested Amount | Payment Amount | Loan Term in Months | Interest Rate

Project Address

Street Address 1

Street Address 2

Project City | State | Zip Code | +4

Business Established Date | Business Age | Average Monthly Payroll Costs

Number of Current Employees | Number of Jobs Created | Number of Jobs Retained

Is this Business a Franchise? Yes or No

Franchise Name

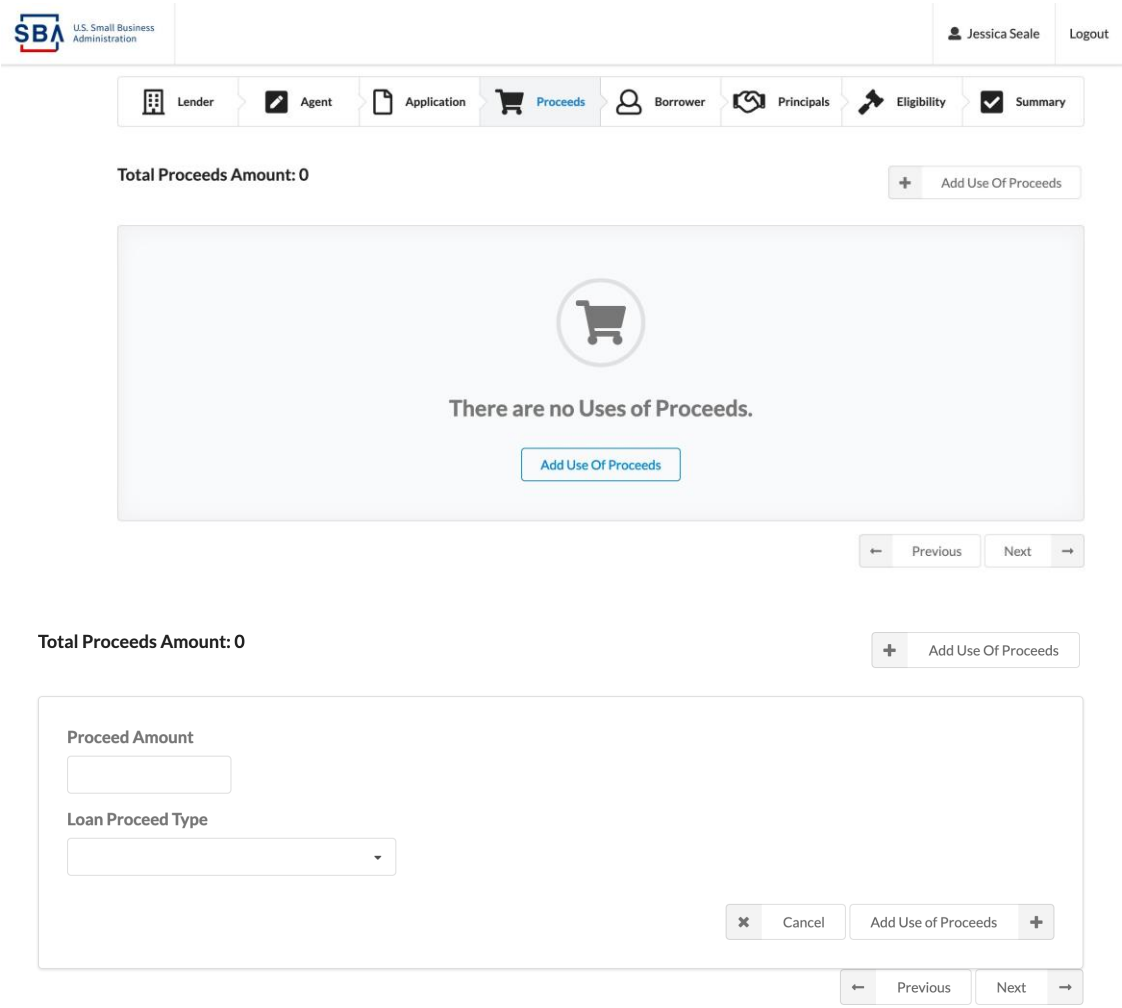
NAICS Code

Look Up

Previous | Next

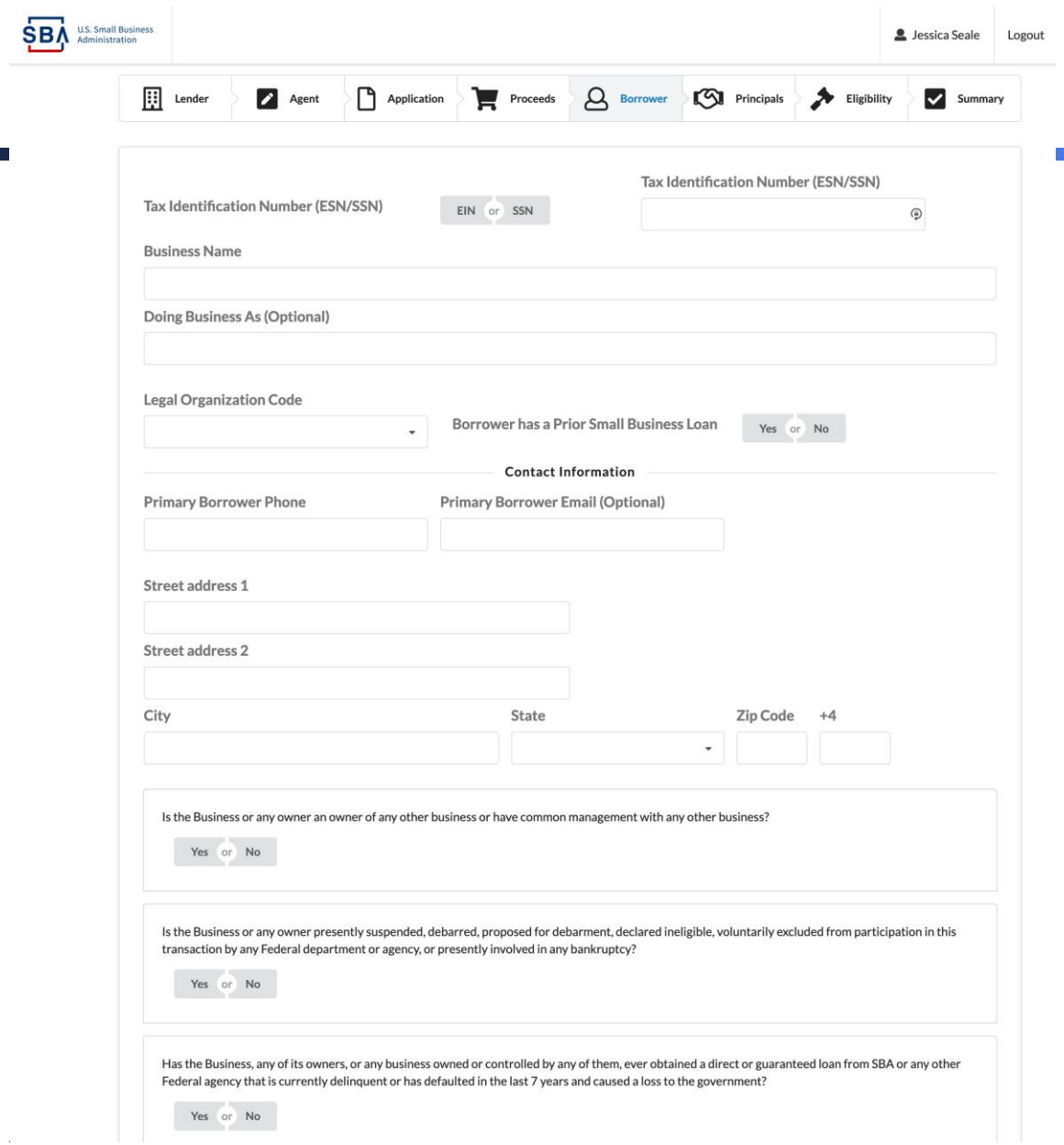
- The Application screen includes primary application details
- Note: “Application Number” is for your institution’s record keeping purposes. You may enter any unique identifier here
- Be sure to select Yes or No to the Business Franchise question to advance

SBA Lender Gateway



- The Proceeds screen is where you log how the loan will be used
- Click the Add Use of Proceeds button to fill in the Proceeds information
- You may add as many use of proceeds as necessary

SBA Lender Gateway



- On the next screen, enter Borrower Information.
- Be sure to select either EIN or SSN for the Tax Identification Number
- Be sure to select either Yes or No to all four additional form questions

SBA Lender Gateway

SBA U.S. Small Business Administration | Jessica Seale | Logout

Tax Identification Number (EIN/SSN) — EIN or SSN

Is the Agent a Business or a Person? — Person

Percentage Of Business Ownership

US Citizenship — U.S. Citizen

Veteran Code

Race | Ethnicity

First Name | Middle Initial

Last Name | Suffix | Gender

Street Name 1

Street Name 2

City | State | Zip | +4

Is the principal presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?

Yes or No

Is the principal presently incarcerated, on probation, or parole?

Yes or No

Within the last 7 years, for any felony or misdemeanor for a crime against a minor, has the principal: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?

Yes or No

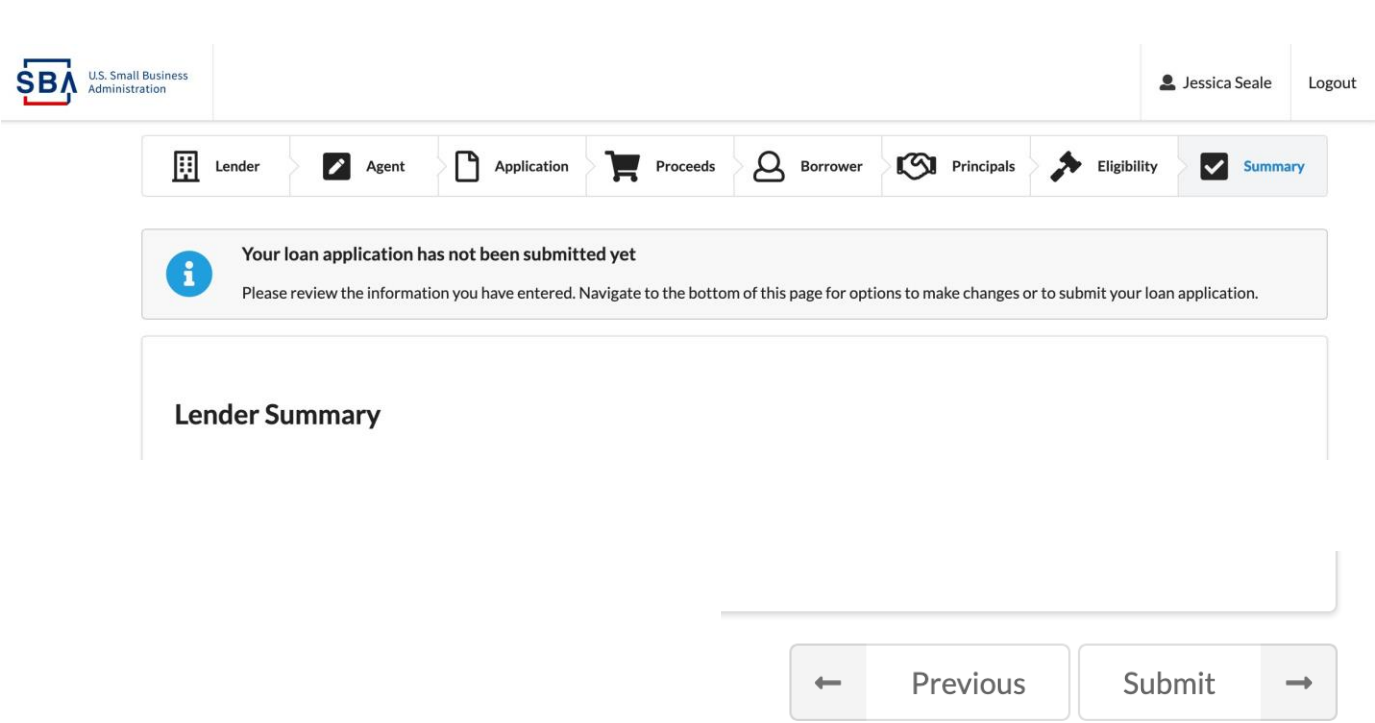
Cancel | Add Principal

- On the Principals screen, click Add Principal to input appropriate information
- You may add as many Principals as appropriate
- Remember to select EIN or SSN for Tax Identification Number
- Also make sure to select Yes or No to all three questions before proceeding

SBA Lender Gateway

- The Eligibility screen includes Lender Certification that application information is correct
- This screen also includes Lender Certification that the loan being submitted meets the Payroll Protection Program criteria
- Please select Yes or No to certify the loan

SBA Lender Gateway



- At the Summary screen, please verify that all data entered is correct
- When data is correct, click Submit
- You will immediately receive a Loan Authorization Number or an error code
- If successful, you will also receive an email with the Loan Authorization Number
- If an error, correct the necessary field(s) and resubmit

Key Points to Remember

- Lender Gateway is only designed to enter borrower loans/applications into SBA loan systems
- Servicing actions and loan disbursement reports require accessing Capital Access Financial Systems (CAFS)
- To access CAFS: https://caweb.sba.gov/cls/dsp_login.cfm

Expected Guidance for PPP lenders

Please note new guidance is frequently updated

- **Loan Forgiveness Process**
- **Disbursement Reporting and Lender Fees**
- **Eligibility Considerations For Small Business Borrowers**
- **Clarification about PPP program**

Additional Resources

Please note new guidance is frequently updated

- www.treasury.gov/cares
- www.sba.gov/paycheckprotection
- Lender Assistance Hotline: (833) 572 – 0502
- Lender Policy/Eligibility Questions: 7aquestions@sba.gov