

Banking On Business
Program Manual
2020



GENERAL INFORMATION

Banking On Business (BOB) is a small business financing product offered to members of the FHLBank Pittsburgh (Bank). The program objective is to assist in the growth and development of small businesses, including both start-up and expansion.

To participate in the program, a member must first enroll by submitting a BOB enrollment form; an excerpt of the member's loan policy that states the underwriting standards, including equity required and loan-to-value and debt coverage ratios; a sample of a typical write-up (format); and an executed copy of the BOB Master Agreement, which must be completed in its entirety. The Bank will review the form and notify the member of their acceptance into the program.

Enrolled members can then submit applications during open funding rounds. In 2020, \$6 million in BOB funding will be available on a first-come, first-served basis starting at 9:00 a.m. on Friday, February 14. Each member's access to the BOB funds will initially be limited to a cumulative maximum of \$600,000, but members may access those funds, up to that maximum, at any time they are needed based on the flow of their loan requests.

At 5 p.m. on Friday, August 14, six months after the BOB funding round opens, the \$600,000 cap will be lifted should funds still be available. Any remaining funds will then be re-pooled and made available again to all members beginning at 9 a.m. on Monday, August 24, 2020, on a first-come, first-served basis.

2020 BOB Registration Open	2020 BOB Registration Close	Amount/Member Maximum
Friday, Feb. 14, 2020 9:00 a.m.	Until funds exhausted, or; Friday, Aug. 14 at 5:00 p.m.	<ul style="list-style-type: none">• \$6 million• \$600,000 cumulative maximum per member
Monday, Aug. 24, 2020 9:00 a.m.	Until exhausted	<ul style="list-style-type: none">• If funds remain available• No cumulative maximum

All registration requests must be submitted to bob@fhlb-pgh.com to be considered for review.

During open funding rounds, Bank staff will determine eligibility of each completed registration application and commit funds on a first-come, first-served basis for qualified businesses.

A completed registration form must identify the business to which assistance will be given and provide an explanation of the need for the funds. A copy of the member's credit write-up must be included with the submission. Registration forms may be accepted as early as 9:00 am on the date that a BOB funding round opens but any submission prior will not be considered.

The Bank will review the submission to determine whether or not the program parameters are met. If the parameters are met, and funding is still available in the open round, the registration will be approved. If the program parameters are not met, the registration will be denied.

Upon approval of a registration, a member has 90 days to draw the funds. The member must submit a program funding request form to do so. The Bank will review the funding request and, upon approval, deposit the funds to the member's Demand Deposit Account (DDA) and advise the member of the deposit. If the funding request is denied, the member will be advised of the reason.

BOB funds are awarded and disbursed as “recoverable assistance.” They are non-collateralized loans. Members will collect repayment of the loans, provided the business is healthy. If the member is not able to collect the repayments, the loan may be charged off by the program.

Members will be required to submit a performance measurement report in year 2 for each business funded during the prior calendar year.

GLOSSARY

Bank: FHLBank Pittsburgh

Banking On Business: A program developed by the Bank to provide recoverable assistance to members to help them make loans to small businesses

Bankruptcy Event : (a) Any involuntary proceeding commenced or an involuntary petition filed seeking (i) liquidation, reorganization or other relief in respect to the Eligible Business or its debts, or of a substantial part of its assets, under any federal, state or foreign bankruptcy, insolvency, receivership or similar law now or hereafter in effect, or (ii) the appointment of a receiver, trustee, custodian, sequestrator, conservator or similar official for the Eligible Business or any subsidiary or for a substantial part of its assets; or

(b) (i) any voluntary proceeding commenced or any petition filed by the Eligible Business seeking liquidation, reorganization or other relief under any federal, state or foreign bankruptcy, insolvency, receivership or similar law now or hereafter in effect, (ii) consent by the Eligible Business to the institution of, or failure by the Eligible Business to contest in a timely and appropriate manner, any proceeding or petition described in paragraph (a) of this definition, (iii) application by the Eligible Business for, or consent by the Eligible Business to, the appointment of a receiver, trustee, custodian, sequestrator, conservator or similar official for the Eligible Business or for a substantial part of its assets, (iv) filing by the Eligible Business of an answer admitting the material allegations of a petition filed against it in any such proceeding, (v) the creation by the Eligible Business of a general assignment for the benefit of its creditors, or (vi) taking any action by the Eligible Business for the purpose of effecting any of the foregoing.

BOB: FHLBank Pittsburgh's Banking On Business program

Common Business: A business of related or similar type to the applicant business where the ownership, or a majority owner, of the applicant business owns all or a majority

Enrollment Form: A form submitted to the Bank to enroll into the Banking On Business program

Employment Certification Form: A form completed by small businesses and submitted by members that verifies the business's current employment one year after BOB funding

Economic Impact Description Form: A form submitted by members if a business does not have one FTE (full time equivalent) job retained or created for every \$35,000 of BOB funds requested

Full Time Employee (FT): An employee who is employed on average at least 30 hours per week

Full Time Equivalent Employee (FTE): A combination of employees, each of whom individually is not a full-time employee because they are not employed on average at least 30 hours per week, but who, in combination, are counted as the equivalent of a full-time employee

Funding Approval Form: A form submitted by members to request that approved BOB funds be placed in their Demand Deposit Account (DDA)

Ineligible Small Business: Any small business that does not meet the Bank's definition based on certain size requirements, or any small business in the financial, housing, insurance, marijuana

or marijuana-related¹, non-profit, real estate, or government sectors. Small businesses that are either illegal or deemed immoral, or for other reasons determined by the Bank, are also not eligible.

Lending/Underwriting Criteria: Standards used by a member bank to determine the creditworthiness of a potential borrower

Member(s): Any insured financial institution or insurance company that has received approval from the Bank to join its membership and has purchased the required stock. To participate in the BOB program, a member must be in good standing, as determined by the Bank; be creditworthy, as determined by the Bank's Internal Credit Risk rating system and as approved, if necessary, by the Credit Risk Management Committee; have fulfilled all necessary requirements for membership in the Bank, including the purchase of all required capital stock; and not be in default with regard to any obligations or commitments under any of the Bank's programs including, without limitation, Banking On Business.

Performance Measurement Form: A form submitted by the member prior to the first annual remittance to the Bank. The form reports on the status of BOB repayments and measures the impact of the Banking On Business program with respect to small business assistance and local economic growth

Program: FHLBank Pittsburgh's Banking On Business program

Refinance: Any debt refinanced from the applicant member institution. Does not include debt from institutions other than the applicant member

Registration Form: A form submitted by members that describes the business and loan that will use Banking On Business funds

Small Business: Any firm, proprietorship, partnership or corporation that has less than the annual revenue limits or employee counts for small businesses, as set forth by the Small Business Administration's (SBA) size standards by North American Industry Classification Standards (NAICS). Revenues and employees from common businesses will be counted towards the small business size standard.

Total Project Cost: Total of all costs in a small business transaction under the program

¹ For the avoidance of ambiguity, the Bank deems projects (i) where marijuana-related businesses ("MRBs") will directly receive Program funds/grants; or (ii) which are otherwise affiliated with or involve MRBs to be in violation of applicable laws and therefore not eligible to receive Program funds/grants. For purposes of this CIPP:

- MRBs include businesses which, either directly or through an affiliate, grow, cultivate, produce, process, use, or distribute marijuana (including when such activities are conducted under and pursuant to state medical marijuana and/or recreational marijuana laws) to be in violation of applicable laws.
- MRBs do not include businesses which grow, cultivate, produce, process, use or distribute hemp which is (i) authorized by and used in accordance with the Federal Agriculture Improvement Act of 2018 (Public Law 115-334); (ii) regulated in accordance with a USDA-approved hemp plan; and (iii) not in violation of applicable state law. As of the effective date of this CIPP, each of the three (3) states in the Bank's district, including Delaware, Pennsylvania, and West Virginia, have taken action to authorize the growth, cultivation, production, processing, use, or distribution of hemp in a manner that comports with the Agriculture Improvement Act of 2018. The Member is solely responsible for ensuring that a hemp-related business applying for BOB funds is (i) operating lawfully in the state in which the business is located and (ii) regulated in accordance with a USDA-approved hemp plan.

PROGRAM GUIDELINES

Enrollment

A BOB Enrollment Form, BOB Master Agreement, and all supporting documentation must be submitted by a member financial institution to participate. The Bank will evaluate the BOB Enrollment Form, and the member will be advised of acceptance into the program.

Application: Small Business Registration and Program Parameters

- The member must submit an executed Banking On Business Master Agreement prior to registration of its first small business. This agreement only needs to be submitted once.
- The member must indicate that its credit policy/underwriting guidelines have not changed since time of enrollment. If so, the member must submit revised policy.
- One FTE (full-time equivalent) job must be retained or created for every \$35,000 of BOB funds requested. For example, a project requesting \$200,000 must retain or create 6 FTEs. The FTE retention or creation must be documented with a signed statement from the borrower.

If the project does not comply with the above jobs ratio, it may still qualify to receive Banking On Business commitment by providing an Economic Impact Description Form. The member must describe, in narrative form, how the project has had or will have a positive economic/community impact. Each Economic Impact Description Form will be reviewed by an FHLBank Pittsburgh review committee. The committee will review the impact narrative and make a decision, based on the justification provided to approve, deny or elect to provide a reduced amount of BOB funds. The committee will consider a variety of factors including but not limited to:

- Temporary jobs or other impact created by a construction phase
 - Demonstrated impact on other area businesses
 - Municipality benefit, i.e. Increased tax base
 - Infrastructure improvement
 - Blight removal
 - The business provides an essential service to the community and will close if financing is not obtained
 - The business is located in a low- or moderate-income census tract
 - The business serves individuals and families from low- or moderate-income census tract
 - The business is located in an area with a federal, state or local designation economic impact zone
- The business must be an eligible small business, as defined in the Glossary.
 - The member must submit a copy of the small business's articles of incorporation or other document evidencing the existence of the small business.
 - The member must submit a copy of the member institution's credit write-up for the transaction, including documentation to evidence approval or conditional approval of the transaction by the appropriate committee or authority.
 - Member financing must be at least 40 percent of the total project costs.
 - Members must have credit exposure in each deal.

- The underwriting criteria for Banking On Business transactions must be consistent with the member's standard underwriting criteria.
- Total program funds cannot exceed 50 percent of the member's loan if a public guarantee program is not part of the transaction.
- Program funds can represent up to 50 percent of the member institution's remaining exposure if a public guarantee program is part of the transaction.
- The maximum amount of program funds that can be requested for each business is \$200,000.
- Transactions involving refinances must have at least 33 percent of the total business deal in new money in order to qualify for program funds.
- BOB funds are to be used only for those deals that a member would not otherwise do "but for" the inclusion of the program funds.
- Businesses and borrowers may obtain only one Banking On Business loan. If a Banking On Business loan has been repaid in full, that borrower or business will be permitted to apply again.
- In transactions involving real estate, at least 51 percent of the real estate must be occupied by the business.
- All supporting documentation and additional documentation requested must be received by the Bank within 30 days of original submission. If not received in its entirety, the application will be rejected.
- Registration requests must be submitted to the community investment department via email to bob@fhlb-pgh.com. Registration requests submitted to any other inbox will not be considered.

Funding

- Once approved, the Bank will provide an approval notification including a blank BOB Loan Agreement and a Funding Approval Workbook containing amortization schedules for the BOB Loan.
- Members have 90 days to close on the loan and submit a request for disbursement. Extensions up to 90 days may be requested in writing with valid reason(s).

Extensions exceeding 90 days may be granted at the discretion of management provided that the following criteria are met:

- Member provides request in writing with valid reasons(s)
- Member describes need for extension in detail and provides any necessary supporting documents
- Member details why deal cannot close without BOB funds
- Additional extension does not exceed 60 days
- At approval, the Bank will provide a blank BOB Loan Agreement and a Funding Approval Workbook containing two amortization schedules for the BOB loan. The member must adhere to the amortization schedules, collecting repayment from the business according to the Business Repayment schedule and remitting payments to the Bank according to the FHLB Repayment schedule.

Banking On Business payments are principal plus interest.

- The loan terms are as follows:
 1. If financing equipment and/or working capital, the term can extend to the lesser of seven years or the member loan term.

2. If financing of real estate is greater than 50 percent of the project costs, the term will be the lesser of 10 years or member loan term.
- The amortization of program funds has a limit of 15 years for transactions involving real estate and 10 years for other transactions.
 - Beginning in year two, members may add a reasonable spread, up to 300 basis points, onto the program funds.
 - At least two days prior to loan closing, member must submit the following documents for review:
 - Draft of the BOB Loan Agreement.

Note: This document may serve as the note for the program funds. If the member uses a note in addition to this Agreement, the terms of the note cannot contradict the terms of the Agreement. The member is also not required to secure the Banking On Business funds. However, the Bank has no prohibition relative to the member securing program funds. Any Banking On Business funds returned to the member upon collection must be returned to the Bank.
 - Draft promissory note(s) for the member loan(s)
 - Signed Funding Request Form (Tab two of the Funding Approval Workbook)
 - The Bank will review the draft closing documents for compliance and verify eligibility for disbursement to member.
 - The member should close on the BOB loan and member loan(s) with the borrower. After loan closing, the member must submit copies of the executed BOB Loan Agreement and member promissory note(s) to the Bank.
 - Upon review and approval of executed documents, program funds are disbursed directly to members through the member's Demand Deposit Account (DDA).

Repayments

- Program funds are repaid to the Bank only upon the ability of the small business to make the repayment.
- Repayment terms are as follows:

<u>Year</u>	<u>FHLBank</u>	<u>Member</u>
1	No Repayment	No Repayment
2	Principal amortization begins	Up to 300 basis points
3 forward	Principal amortization plus 3 percent	Up to 300 basis points

- Members must collect monthly payments from the business and payment to FHLBank is made once a year on the anniversary date of the Banking On Business Loan Agreement.

- Payment is made through the member's DDA.
- If the member demonstrates that the small business does not have the ability to repay the program funds, principal recovery may be deferred at the Bank's discretion.
- Prepayments in full are permitted. No prepayment penalties are assessed.
- Any small business refinancing with another lending institution will be required to pay off the program funds.
- If a business has filed for bankruptcy, the member must advise the Bank upon notification of such filing. It is the member's responsibility to keep the Bank advised of the status of the bankruptcy or any other event of default.
- Any small business paying off the member's loan in its entirety must also pay off the Banking On Business loan.

INSTRUCTIONS: BOB Enrollment Form

Member Information

Please provide:

- Official name of institution
- Asset size
- Docket number
- Information for the primary program contact person and person responsible for repayment

Underwriting Documentation

Please submit:

- Signed BOB Master Agreement
- A copy of the member loan policy, or an excerpt that details your underwriting standards
- The blank credit write-up and a description of a typical loan underwriting, including loan-to-value and debt coverage ratios and minimum equity requirements

Program Information

Please include:

- Whether the program will be marketed to start-up, expansion or both
- The intended use of funds – if more than one, please mark all that apply
- A summary of the use of the BOB funds, including expected deal flow as well as marketing efforts. Attach additional sheets as necessary.
- A description of the expected community benefit to be achieved by the program. Attach additional sheets as necessary.

Certifications and Stipulations

Please sign and date the form. The form needs to be executed by an officer authorized by the member's board of directors. A member representative signature certifies that the information provided is true and correct.



Banking On Business Program Enrollment Form

I. Member Information:

General:

1. Name of Institution: _____ Docket #: _____

2. Asset Size: _____

3. Information for the primary contact person and person responsible for repayment:

Contact Person

Repayment Person

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

II. Signed Agreement

Banking On Business Master Agreement Completed and Signed? Yes No

III. Underwriting Documentation:

Please provide a blank copy of your institution's credit write-up, an excerpt of loan policy which lists underwriting standards, including specific LTV, DCR and minimum equity requirements and attach a description of how a typical small business loan is underwritten.

IV. Program Information:

1. Will the program be marketed to: Start-up Expansion Both

2. Intended uses of funds: Land acquisition Inventory purchase, working capital
 New construction/rehabilitation Acquisition of existing businesses
 Acquisition and/or repair of M&E Other _____

3. Briefly summarize the proposed use including the expected deal flow and marketing efforts (attach additional pages, as necessary): _____

4. Briefly highlight the expected community benefit to be achieved by the program (attach additional pages, as necessary): _____

V. Certifications and Stipulations:

I hereby certify to the best of my knowledge that the above information is true and correct.

Signature of an officer authorized by your Board of Directors to execute this form:

Member: _____ Date: _____



Banking on Business Agreement

This Banking on Business Agreement (this “**Agreement**”) is made as of this ____ day of _____, 20____, by and between the FEDERAL HOME LOAN BANK OF PITTSBURGH, a corporation organized and existing under the laws of the United States of America, and having its principal place of business at 601 Grant Street, Pittsburgh, Pennsylvania 15219 (“**FHLB-PGH**”) and _____, a _____, and having a place of business at _____ (the “**Participating Member**”).

BACKGROUND

FHLB-PGH has established the Banking On Business Program (the “**Program**”) to provide funds to its Members to assist small businesses in financing the start-up or expansion of their businesses. The objectives of the Program are to create or retain job opportunities and promote local economic growth. The Participating Member has agreed to participate in the Program.

OPERATIVE PROVISIONS

NOW, THEREFORE, intending to be legally bound hereby, incorporating the above-defined terms in this Agreement, in consideration of the foregoing and the mutual covenants contained in this Agreement, and for further good and valuable consideration, the FHLB-PGH and the Participating Member agree as follows:

1. **Definitions.** As used in this Agreement, the following terms shall have the following meanings:

“**Business Day**” means any day on which FHLB-PGH is open for business.

“**Eligible Small Business**” means a Small Business that (i) is not an Ineligible Business and (ii) has been approved by FHLB-PGH.

“**Enrollment Form**” means the FHLB-PGH form that the Participating Member uses to enroll in the Program, as may be modified, amended, or supplemented by FHLB-PGH from time to time.

“**Funding Approval Form**” means the FHLB-PGH form that the Participating Member uses to request that approved Recoverable Assistance monies be placed in its demand deposit account at FHLB-PGH, as may be modified, amended, or supplemented by FHLB-PGH from time to time.

“**Ineligible Business**” means (i) any business in the financial, insurance, real estate, housing finance, or government sectors of the economy, (ii) any non-profit organization, (iii) any business that is either illegal or, in the sole discretion of FHLB-PGH, immoral, or (iv) any business that for other reasons is deemed to be unacceptable in the sole discretion of FHLB-PGH.

“**Loan Agreement**” means the FHLB-PGH form by which (i) the Participating Member and an Eligible Small Business acknowledge that the Recoverable Assistance received by such Eligible Small Business was funded by FHLB-PGH and (ii) the Eligible Small Business agrees to repay the Recoverable Assistance to the Participating Member in accordance with the terms set forth therein, as may be modified, amended, or supplemented by FHLB-PGH from time to time

“**Member**” means any insured financial institution or insurance company that has received approval from FHLB-PGH to join the Federal Home Loan Bank System and has purchased the required stock.

“**Performance Measurement Form**” means the FHLB-PGH form that the Participating Member must complete to assist FHLB-PGH in assessing the performance of the Program, as may be modified, amended, or supplemented by FHLB-PGH from time to time.

“**Recoverable Assistance**” means the monies provided to the Participating Member by FHLB-PGH for disbursement to an Eligible Small Business.

“**Pro Rata Basis**” when used to describe how payments will be allocated to loans made pursuant to the Program, means sharing such payments based on the ratio of each loan to the Eligible Small Business to the amount of the combined loans to the Eligible Small Business.

“**Registration Form**” means the FHLB-PGH form that the Participating Member uses to submit a Small Business for review by FHLB-PGH to determine if such Small Business qualifies to receive Recoverable Assistance under the Program, as may be modified, amended, or supplemented by FHLB-PGH from time to time.

“**Small Business**” means any firm, proprietorship, partnership or corporation that has less than 50 employees and the lesser of \$10 million in annual receipts or the annual receipts limits set by the Small Business Administration’s size standards by Standard Industry Classification.

“**Small Business Transaction**” means the Participating Member’s description of the use of all or any portion of the Recoverable Assistance provided to an Eligible Small Business.

2. **Banking on Business Manual.** The Program shall be operated in accordance with FHLB-PGH’s Banking On Business Manual (the “**Manual**”). The Manual, as may be amended, modified, or supplemented from time to time by FHLB-PGH, is incorporated in this Agreement by reference thereto. Any reference to this Agreement shall be a reference to this Agreement and the Manual. All capitalized terms used but not elsewhere defined in this Agreement shall have the respective meanings ascribed to such terms in the Manual.

3. **Program Enrollment.** To enroll in the Program in any calendar year, the Participating Member must submit to FHLB-PGH a fully completed Enrollment Form by such date designated by FHLB-PGH. Enrollment Forms shall be accepted from the Participating Member or a consortium composed of the Participating Member and other Members of FHLB-PGH.
4. **General Requirements of Enrollment.** Enrollment in the Program is subject to compliance by the Participating Member with all the terms and conditions set forth in this Agreement.
5. **Small Business Registration.** Once enrolled in the Program, the Participating Member shall submit a fully completed Registration Form to FHLB-PGH for each Small Business Transaction proposed by the Participating Member. If FHLB-PGH determines, in its sole discretion, that the Small Business has a need for Recoverable Assistance as set forth in such Registration Form, the Participating Member shall be notified by FHLB-PGH that such Small Business has been approved as an "Eligible Small Business" and funds have been reserved for the Small Business Transaction.
6. **Structure of Small Business Transaction.** The approval by FHLB-PGH of each Small Business Transaction is subject to the following:
 - (a) The Participating Member shall document a need by the Eligible Small Business for the Recoverable Assistance in accordance with the requirements set forth in the Manual.
 - (b) The Participating Member shall certify that the Participating Member would not have approved a loan to the Eligible Small Business without the Recoverable Assistance.
 - (c) The Participating Member shall provide financing to the Eligible Small Business (separate from the Recoverable Assistance) and have credit exposure in each Small Business Transaction in accordance with the requirements set forth in the Manual ("**Participating Member Financing**").
 - (d) The terms and conditions of the Small Business Transaction shall be consistent with similar credit facilities extended by the Participating Member to other borrowers.
 - (e) The Small Business Transaction shall be an Eligible Use of the Program's funds.
 - (f) The Recoverable Assistance shall be disbursed by the Participating Member to the Eligible Small Business subject to the repayment terms set forth in this Agreement.
 - (g) The Participating Member shall provide to FHLB-PGH, promptly after receiving a request from FHLB-PGH, any documents relating to the Small Business Transaction, including, without limitation, the documentation described in Paragraph 6(a) of this Agreement or the certification described in Paragraph 6(b) of this Agreement.
7. **Eligible Uses of Recoverable Assistance.** Recoverable Assistance shall be used by an Eligible Small Business only for an Eligible Use.
8. **Ineligible Uses of Recoverable Assistance.** Recoverable Assistance shall not be made available: (i) to any Ineligible Business or (ii) to reduce or refinance the existing debt of a Small Business, if the Recoverable Assistance will be used solely to improve the Small Business' cash flow or the Participating Member's credit risk ("**Ineligible Uses**").
9. **Funding.** In order to access funds reserved for a Small Business Transaction, the Participating Member must submit a fully completed Funding Approval Form to FHLB-PGH at least two (2) Business Days prior to accessing such funds. The funds requested shall be deposited by FHLB-PGH into the Participating Member's Demand Deposit Account at FHLB-PGH (the "**DDA**").
10. **Repayment Terms.**
 - (a) The Participating Member shall, and shall cause each Eligible Small Business that receives Recoverable Assistance to, execute a Loan Agreement completed by the Participating Member in accordance with the terms set forth in the Manual. Without in any way limiting the foregoing, the Participating Member agrees that, in completing the Loan Agreement, it shall use the loan amortization schedule provided by FHLB-PGH unless FHLB-PGH has agreed otherwise in writing.
 - (b) The Participating Member hereby authorizes FHLB-PGH to debit the Participating Member's DDA at FHLB-PGH on the last business day of each month for the amount currently due to FHLB-PGH from each Eligible Small Business under the terms of its Loan Agreement. The amount collected will represent 12 months of payments made by the business and will be collected on the anniversary date the BOB loan was granted by the Participating Member; provided, however, if the Participating Member experiences (i) a material adverse change in financial condition, (ii) a default under its Advances, Collateral Pledge and Security Agreement with the FHLB-PGH, or (iii) a reduction in its internal credit rating (as determined by the FHLB-PGH) to less than satisfactory (each hereinafter, a "**Material Adverse Change**"), then FHLB-PGH, at its option and in its sole discretion, may, but in no event be required to adjust the frequency of the collection schedule from an annual schedule to a quarterly or monthly schedule. It is the responsibility of the Participating Member to make certain that sufficient funds are in its DDA on the due date. FHLB-PGH shall send the Participating Member notice of the amount(s) to be debited from the DDA at least fifteen (15) days prior to the date the funds are to be debited. The Participating Member must inform FHLB-PGH at least two (2) business days prior to the date the funds are to be debited if the Participating Member believes that any amount to be debited is incorrect. FHLB-PGH shall make a reasonable effort to reconcile any discrepancy, however, the Participating Member agrees that FHLB-PGH's final determination as to any amount due shall in all cases be conclusive and binding on the Participating Member.
 - (c) The Participating Member shall notify FHLB-PGH immediately if it becomes aware of any Material Adverse Change.
 - (d) The Participating Member shall notify FHLB-PGH immediately if:
 - (i) an Eligible Small Business has defaulted under the terms of its Loan Agreement or any other documents between it and the Participating Member related to the Small Business Transaction;
 - (ii) the Participating Member receives any notice from an Eligible Small Business pursuant to its Loan Agreement;
 - (iii) an Eligible Small Business uses all or any portion of the Recoverable Assistance it received for a purpose that is not an Eligible Use;

- (iv) an Eligible Small Business no longer satisfies the requirements to be an “Eligible Small Business” hereunder;
 - (v) an Eligible Small Business refinances its Participating Member Financing with another financial institution or otherwise prepays all or any portion thereof;
 - (vi) an Eligible Small Business is the subject of any Bankruptcy Event; or
 - (vii) the Participating Member becomes aware of any fraud on the part of an Eligible Small Business in obtaining, or otherwise in relationship to, the Recoverable Assistance it received.
- (e) If an Eligible Small Business:
- (i) defaults under the terms of its Loan Agreement or any other documents between it and the Participating Member related to the Small Business Transaction;
 - (ii) uses all or any portion of the Recoverable Assistance it received for a purpose which is not an Eligible Use;
 - (iii) no longer satisfies the requirements to be an “Eligible Small Business” hereunder;
 - (iv) is the subject of any Bankruptcy Event; or
 - (v) commits any fraud in obtaining, or otherwise in relationship to, the Recoverable Assistance it received;
- then, upon the occurrence of any such event, FHLB-PGH may require the Participating Member to immediately recover the Recoverable Assistance and return it to FHLB-PGH.
- (f) If an Eligible Small Business refinances the Participating Member Financing with another financial institution or otherwise prepays the Participating Member Financing in full, the Participating Member shall cause the Eligible Small Business to prepay the Recoverable Assistance in full. In the event that the Eligible Small Business fails to so prepay the Recoverable Assistance, the Participating Member shall remit a portion of the prepayment on a pro rata basis to FHLB-PGH as payment for the Recoverable Assistance.
 - (g) If the Eligible Small Business prepays a portion, but less than all, of the Participating Member Financing, the Participating Member shall remit a portion of the payment on a pro rata basis to FHLB-PGH as payment for the Recoverable Assistance.
 - (h) If an Eligible Small Business shall fail to repay its Recoverable Assistance to the Participating Member in accordance with the terms set forth in its Loan Agreement or this Agreement, the Participating Member shall use all reasonable collection efforts to recover the Recoverable Assistance from such Eligible Small Business.
 - (i) Failure by the Participating Member to remit any principal or interest received from an Eligible Small Business to FHLB-PGH in accordance with the terms set forth in this Agreement shall result in suspension of further Committed Funding.

11. Performance Measurement.

- (a) The Participating Member shall provide to FHLB-PGH promptly after receiving a request from FHLB-PGH, any documents related to the Small Business Transaction, including, without limitation, the Loan Agreement and the documents evidencing the obligations of the Eligible Small Business to the Participating Member.
- (b) In order to enable FHLB-PGH to measure the impact of the Program on Small Businesses and community economic growth, the Participating Member shall submit to FHLB-PGH a fully completed Performance Measurement Form, and any other documents related to the Participating Member’s participation in the Program that have been requested by FHLB-PGH.

12. Representations and Warranties of the Participating Member. The Participating Member hereby represents and warrants to FHLB-PGH as follows:

- (a) **Existence and Power.** The execution and delivery of this Agreement and compliance by the Participating Member with all provisions of this Agreement (i) are within the power and authority of the Participating Member, and (ii) have been duly authorized by all requisite corporate proceedings. This Agreement has been duly executed and delivered by the Participating Member and constitutes a valid and binding agreement of the Participating Member, enforceable in accordance with its terms, except as such enforceability may be limited by laws affecting the rights of creditors generally or by principles of equity.
- (b) **Authority.** The execution and delivery of this Agreement shall not conflict with or result in a breach of the terms, conditions or provisions of, give rise to a right of termination under, constitute a default under, or result in any violation of its Articles of Incorporation or Association, bylaws, or similar instruments or any mortgage, agreement, contract, instrument, order, judgment, decree, or current statute, law, rule or regulation to which the Participating Member or any of its assets is subject.
- (c) **Compliance with All Laws.** The Participating Member’s participation in the Program is in compliance with all applicable state and federal laws, including, without limitation, the Equal Credit Opportunity Act, 15 U.S.C. §1691 et seq., and Regulation B, 12 C.F.R. §202 et seq.

13. Miscellaneous.

- (a) **Indemnification.** The Participating Member agrees to indemnify and hold FHLB-PGH harmless for any and all losses, liabilities, damages, claims, costs, and expenses, including, without limitation, attorneys’ fees, incurred or suffered by FHLB-PGH for any breach of this Agreement by the Participating Member or the willful misconduct or negligence of the Participating Member in the performance of its obligations or responsibilities under this Agreement or its reckless disregard of such obligations or responsibilities.
- (b) **Notices.** Any notice required under this Agreement shall be in writing and deemed sufficiently delivered when: (i) sent by certified United States mail, postage paid, return receipt requested, (ii) delivered in person, (iii) sent by telefacsimile transmission, (iv) sent by telegram or telex or (v) sent by electronic mail (e-mail) with a hard copy confirmation, and, if not otherwise specified, shall be directed by the Participating Member or FHLB-PGH at the addresses set forth below:

If to the Participating Member:

Attn: _____
Title: _____
Facsimile: () _____
e-mail: _____

If to FHLB-PGH:
Federal Home Loan Bank of Pittsburgh
Community Investment Department
601 Grant Street
Pittsburgh, PA 15219-4455
e-mail: katherine.swanson@fhlb-pgh.com

Either party to this Agreement may change the individual(s) or addresses listed hereinabove from time to time by written notice from an authorized individual of such party to the other party.

- (c) Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the respective successors and permitted assigns of each of the parties to this Agreement.
- (d) Governing Law. This Agreement shall be governed by the statutory and common law of the United States and, to the extent federal law incorporates or defers to state law or is not applicable, the laws (exclusive of the choice of law provisions) of the Commonwealth of Pennsylvania, including, without limitation, the Uniform Commercial Code in effect in said Commonwealth.
- (e) Amendments. FHLB-PGH and the Participating Member may from time to time enter into agreements amending, modifying or supplementing this Agreement or changing the rights of FHLB-PGH or of the Participating Member under this Agreement, and FHLB-PGH may from time to time grant waivers or consents to a departure from the due performance of the obligations of the Participating Member under this Agreement. Any such agreement, waiver or consent must be in writing and shall be effective only to the extent specifically set forth in such writing.
- (f) Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed, shall be deemed an original, but all of which taken together shall be one and the same instrument.
- (g) Telefacsimile Execution. Delivery of an executed counterpart of this Agreement by telefacsimile shall be equally as effective as delivery of a manually executed counterpart of this Agreement. Any party delivering an executed counterpart of this Agreement by telefacsimile also shall deliver a manually executed counterpart of this Agreement, but the failure to deliver a manually executed counterpart shall not affect the validity, enforceability or binding effect of this Agreement.
- (h) Waivers. The respective rights and remedies of each party are cumulative, and no exercise or enforcement by either party of any right or remedy hereunder shall preclude the exercise or enforcement by such party of any other right or remedy hereunder, or which such party is entitled by law to enforce. Each party may waive any obligation of, or restriction upon, the other party under this Agreement only in writing. No failure, refusal, neglect, delay, waiver, forbearance or omission of either party to exercise any right under this Agreement or to insist upon full compliance by the other

with its obligations hereunder shall constitute a waiver of any provision of this Agreement.

- (i) Severability. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remainder of such provision or the remaining provisions of this Agreement or affecting the validity or enforceability of such provision in any other jurisdiction.
- (j) Assignment. Neither party may assign this Agreement nor assign or delegate any right or obligation provided for under this Agreement, without the express prior written consent of the other party, which consent shall not be unreasonably withheld. Any and all purported assignments without said written consent shall be null and void ab initio.
- (k) Relationship of the Parties. The Participating Member shall have no obligation or responsibility to FHLB-PGH except as specifically stated in this Agreement, and the Participating Member shall have no fiduciary duties to FHLB-PGH except as set forth in Paragraph 10 of this Agreement. FHLB-PGH shall have no obligation or responsibility to the Participating Member except as specifically stated herein, and FHLB-PGH shall have no fiduciary duties to the Participating Member. It is the intention of the parties to this Agreement that this Agreement does not create a joint venture or partnership between the parties, but rather constitutes a contractual arrangement between them.
- (l) Termination. Either party to this Agreement may terminate its participation in the Program at any time by giving thirty (30) days' prior written notice to the other party. If FHLB-PGH terminates its participation in the Program, it shall remain obligated to fund any Recoverable Assistance that was approved, but not yet funded, by it prior to the termination date. Notwithstanding any termination hereunder: (i) the provisions set forth in this Agreement, including, without limitation, the provisions set forth in Paragraphs 10 and 11 of this Agreement, shall remain in full force and effect with respect to any funds outstanding under the Program until such funds have been fully repaid or repayment has been waived in full as set forth herein; and (ii) all obligations of indemnification, reimbursement and the like set forth in this Agreement, including, without limitation, those set forth in Paragraph 13(a) of this Agreement, shall survive the termination of this Agreement.
- (m) Access to Records. FHLB-PGH may from time to time request that the Participating Member allow the inspection of any of the books and records of the Participating Member pertaining to this Agreement and the Participating Member shall allow such inspections and access to such books and records at reasonable times during the normal business hours of the Participating Member and upon reasonable terms without disruption to the normal business operations of the Participating Member.
- (n) Confidentiality. The parties to this Agreement agree that the terms and conditions of this Agreement shall be confidential and shall not be disclosed to any person other than those who must perform tasks to effectuate this Agreement; provided, however, that either party may disclose the terms and conditions of this Agreement to its respective Board of Directors, officers, managers, insurers, attorneys, accountants, auditors, tax authorities, regulators or as otherwise may be required by law.
- (o) Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes any and all prior agreements or

- understandings, verbal or written, between the parties with respect to the subject matter of this Agreement.
- (p) Headings. The headings appearing at the beginning of each Paragraph of this Agreement are for convenience only and shall not in any way affect the meaning or interpretation of this Agreement.
 - (q) Other Rights and Remedies. In the event that the Participating Member fails to fulfill any of its

obligations under this Agreement, including, without limitation, its obligations under Paragraph 10 of this Agreement, for whatever reason, then in any such event, the FHLB-PGH, at its option and in its sole discretion, may, but shall in no event be required to, fulfill such obligations of the Participating Member.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties to this Agreement have caused this Agreement to be executed by their duly authorized representatives as of the date and year first above written.

FEDERAL HOME LOAN BANK OF PITTSBURGH

(Participating Member)

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

INSTRUCTIONS: 2020 BOB Registration Form

NOTE: Please use the Excel spreadsheet, which can be downloaded from the Bank's website, www.fhllb-pgh.com/bob. Handwritten forms will not be accepted.

All BOB Registration Forms must be submitted vial email to bob@fhllb-pgh.com.

TAB 1: General Information

Please include:

- Information regarding the member and contact
- If the member institution's underwriting policy has changed. If the policy has changed, please attach the current policy for FHLBank records.

Small Business Information

Please include:

- Information regarding the small business receiving program funds
- Amount requested and the anticipated loan closing date
- The business' status and type of the business, as well as the NAICS code, the date established, current annual receipts and the nature of the business

TAB 2: Uses and Sources

Financing Needs

Please provide:

- All information requested for the uses and sources of funds

*Note: In the sources of funding table, if there is a member loan with a government loan guarantee, please provide the additional information regarding the member loan amount, the agency providing the guarantee, the percent guaranteed and the amount of member funds at risk. **Program funds can not exceed 50 percent of the member's risk.***

- For program funds, please provide the member spread for Year 2, Year 3 and after
- Any additional comments or considerations that are applicable.

TAB 3: Employment and Need for Funds

Employment Information

Please provide information regarding the employment for this business, including the number of current full-time employees and a projection of employment by the first and third year. In addition, please provide the strategy the business will implement to ensure the jobs will be retained or created, as per the application.

Full-time equivalent (FTE) employment must be documented with a signed Employment Certification Form from the borrower. This form is located on a tab in the Banking On Business registration Excel spreadsheet.

One FTE job must be retained or created for every \$35,000 of BOB funds requested. For example, a project requesting \$200,000 must retain or create 6 FTEs. If the business does not meet the criteria, an Economic Impact Description Form must be completed in order to be considered for BOB funding.

Need for Banking On Business Funds

Important: This section will be evaluated by Bank staff. The participating member must

document the need for program funds for each transaction.

Please provide:

- A credit write-up for this transaction – it is imperative that you provide the information required, stating the standards for this type of deal, the ratios and requirements prior to using FHLBank funds, and ratios and requirements for this deal after using FHLBank funds. Please indicate if the write-up includes a collateral or debt coverage ratio analysis. Also indicate that you have attached the borrower's personal financial statements and that you presented the Banking On Business loan as an additional loan request. Please include the business's articles of incorporation or other document evidencing existence.
- A description on how program funds made this transaction viable

Certifications and Stipulations

Please sign and date the form. Your signature certifies that the information provided is true and correct.

TAB 4: Employment Certification Form

Form must be completed and signed by the business to certify the number of FTEs at the time of approval, as well as FTEs expected after one year from BOB funding.

Note: The Bank must receive all supporting documentation and additional documentation requested within 30 days of original submission. If not received in its entirety, the application will be returned.

TAB 5: Economic Impact Description Form

One FTE (full-time equivalent) job must be retained or created for every \$35,000 of BOB funds requested. For example, a project requesting \$200,000 must retain or create 6 FTEs. The FTE retention or creation must be documented with a signed statement from the borrower.

If the project does not comply with the above jobs ratio, it may still qualify to receive Banking On Business commitment by providing an Economic Impact Description Form. The member must describe, in narrative form, how the project has had or will have a positive economic/community impact. Each Economic Impact Description Form will be reviewed by an FHLBank Pittsburgh review committee. The committee will review the impact narrative and make a decision, based on the justification provided to approve, deny or elect to provide a reduced amount of BOB funds. The committee will consider a variety of factors including but not limited to:

- Temporary jobs or other impact created by a construction phase
- Demonstrated impact on other area businesses
- Municipality benefit, i.e. Increased tax base
- Infrastructure improvement
- Blight removal
- The business provides an essential service to the community and will close if financing is not obtained
- The business is located in a low- or moderate-income census tract
- The business serves individuals and families from low- or moderate-income census tract
- The business is located in an area with a federal, state or local designation economic impact zone



I. Member Information

Member Institution Name: _____
 Member Contact Name: _____
 Title: _____
 Office Phone: _____ Mobile: _____
 E-mail Address: _____

Has your institution's underwriting policy changed since enrollment in the BOB program?
 If yes, please provide an updated copy of the policy for FHLBank records.

II. Small Business Information

Business Name: _____
 Address (Location of Business): _____
 City: _____ State: _____ Zip Code: _____

Business Status: _____ (start-up or existing)
 Business Type: _____ (proprietorship, partnership, corporation, LLC or S-Corp)

NAICS Code: _____ 0

If Existing, Current Annual Receipts: _____
 If Start-up, Projected Annual Receipts: \$ _____ -
 Current FTEs (Auto-populated): _____ 0
 Anticipated Loan Closing Date: _____

SBA Size Standards (Auto-populated)	
Type:	#N/A
Size Limit	
Annual Receipts (in millions):	#N/A
Employee Size:	#N/A

Does the business owner(s) have any ownership interest in any related business(es)?

If yes, complete the following:
 Related Business Name and Type: _____
 Current Annual Receipts of Related Business: \$ _____ - FTE of Related Business: _____

Nature of Business:
 (Include description of business, how the deal will help the small business, and any relevant community development information)



III. Financing Needs

1. Sources and Uses:

Uses	Amount
Purchase of Land	\$ -
Purchase of Building	\$ -
Renovation of Building	\$ -
Construction of Building	\$ -
Purchase of Equipment	\$ -
Purchase of Furniture/Fixtures	\$ -
Leaseholds Improvements	\$ -
Inventory	\$ -
Closing Costs	\$ -
Other	\$ -
Total Project Costs	\$ -

If "Other", detail other uses here:

Are any of the above Uses made up of refinancing of existing member debt?

If yes, how much? \$ -

Percentage (Auto-populated) #DIV/0!

Sources	Amount	Amount % of TPC	Term (In months)	Amortization (In months)	Financing Committed	Rate %	Fixed/ Variable	Guarantee (Y/N)
Cash Equity	\$ -	#DIV/0!				0.00%		
Member Financing Real Estate	\$ -	#DIV/0!				0.00%		
Member Financing Other	\$ -	#DIV/0!				0.00%		
Other Loans Source	\$ -	#DIV/0!				0.00%		
Other Grants Source	\$ -	#DIV/0!				0.00%		
BOB Funds	\$ -	#DIV/0!				0.00%		
Total Project Sources	\$ -							

2. BOB Loan Interest Rate:

Enter the amount of member spread you would like to add on the BOB loan.

Year in BOB Loan Term	FHLB Spread	Member Spread (Up to 3%)	Total Interest
Year 1	0%	0%	0%
Year 2	0%		0%
Year 3 & after	3%		3%

3. Confirm borrower repayment:

BOB borrowers must begin repayment in year two. Based on the BOB loan amount and amortization period you've entered, your borrower can expect to pay the following.

Principal payment of: \$ - Plus, interest calculated on remaining principal balance.

Have you factored the BOB loan repayment into your underwriting, and can the borrower support the BOB loan?

4. Is any portion of the Member Bank's loan covered with a public loan guarantee?

If yes, enter loan guarantee information:

Amount of member loan:	<input type="text"/>
Agency providing guarantee:	<input type="text"/>
% guaranteed:	<input type="text"/>
Member funds at risk:	<input type="text"/>

5. Does the transaction involve the financing of Real Estate?

If Yes, Complete:

Will the business occupy 100% of the property?

If the business will not occupy 100% of the property, complete the following:

Square footage occupied by subject business:	<input type="text" value="0"/>
Square footage rented by others:	<input type="text" value="0"/>
TOTAL:	<input type="text" value="0"/>

Percentage of total:



IV. Employment Information

1. Complete Grid

Instructions: For every \$35,000 in BOB funds requested, at least one job should be created or retained based on year 1 job projections. Complete the below grid to show current and expected number of jobs at the subject business. If the business currently has 0 employees, please enter 0 in the "Current" column. Jobs count should be based on full-time or full-time-equivalent as defined below.

Full Time Employee (FT): An employee who is employed on average at least 30 hours per week

Full-Time-Equivalent Employee (FTE): a combination of employees, each of whom individually is not a full-time employee because they are not employed on average at least 30 hours per week, but who, in combination, are counted as the equivalent of a full-time employee.

Job Type	Number of FT/FTE Employees in Position		
	Current	Projected by end of yr 1*	Projected by end of yr 3
Management:			
Office:			
Production:			
Other:			
Other:			
Total	0	0	0

BOB Funds Requested Per Job:

#DIV/0!

*Required to calculate Job/BOB \$ Ratio

2. Please provide a description that supports/validates the retention/creation of jobs for the business. In addition, all registrations must include the BOB Employment Certification Form.

V. Need for Banking On Business Funds

Instructions: To qualify for BOB funds, a gap in financing which cannot be covered by member financing must be demonstrated. Please indicate why your institution cannot underwrite your borrower's request below.

1. Indicate which underwriting requirements are not being met *without* BOB funds:

Borrower Equity

If requirement not met, what is your institutions equity standard for this deal type?

Loan-to-Value:

If requirement not met, what is your institutions LTV standard for this deal type?

Debt Coverage Ratio:

If requirement not met, what is your institutions DCR standard for this deal type?

If DCR is a concern, describe how your borrower will have sufficient cash flow to begin repayment the BOB loan in year 2:

2. Describe any additional underwriting challenges and how BOB funds make the transaction viable?

3. Would your institution have extended credit to this business without the Banking On Business funds?

4. Have you attached your institution's credit write-up for this transaction (required for BOB approval)?

5. Does the write-up include signed documentation to evidence approval (or conditional approval) of the transaction by the appropriate committee/authority (required for BOB approval)?

6. Is the subject business a marijuana or marijuana related business as defined by the BOB Program Manual?

If yes, business is not eligible to receive BOB funds.

VI. Certifications and Stipulations

I hereby certify to the best of my knowledge the above information is true and correct.

Member Signature: _____ Date: _____



Banking On Business
Employment Certification Form

Business Name: _____

Member Institution Name: _____

Member Contact Name: _____

Borrower Name: _____

Phone: _____

Email: _____

Current number of full time and full-time-equivalent employees: _____ As of Date: _____

Expected number of full time and full-time-equivalent employees
1 year after BOB closing: _____

Borrower hereby acknowledges and certifies that:

- 1) The number indicated above for the current FT/FTE jobs is accurate.
- 2) That the expected FT/FTE jobs after one year can be reasonably achieved by the borrower.

Borrower: _____

Date: _____



Banking On Business
Economic Impact Description Form

This form must be completed only if BOB funds requested are greater than \$35,000 per FT/FTE within one year from BOB funding, as reflected on the Employment and Need for Funds tab

Member Institution Name: 0

Member Contact Name: 0

Business Name: 0

Describe how the project will have a positive economic/community impact by answering the following questions:

1. What other economic impact will be achieved through the project, such as construction related activities (materials purchased, labor created, etc.), equipment and furnishing purchases, inventory purchases, fees generated (realtors, lawyers, title insurance, banks etc.), municipality benefit (taxes, permits sewer hook-up, blight removal etc.) and member bank benefit (cross selling opportunities, CRA etc)?

2. Will this project help address an unmet community need? If so, please describe unmet need.

INSTRUCTIONS: BOB Approval Funding Amortization Workbook

This workbook will be sent to the member at approval for each transaction and will serve as an approval of the transaction, a request for funds form and will provide the BOB loan amortization schedules.

Tab 1: Registration Approval

All information in this section will be provided by FHLBank Pittsburgh. Please review the information for accuracy.

Should any changes in the deal occur between approval and funding, the member must request approval from FHLBank prior to loan closing. Changes may be accepted as long as the program eligibility criteria are still met.

Tab 2: Funding Request Form

In order to request disbursement, please complete the General Information, Transaction Information and Certification sections.

If any conditions or information change between the time of approval and loan closing, the member must detail them in the Transaction Information section. Please provide an explanation of the changes, attaching additional sheets if necessary.

Upon submission, the member agrees to adhere to amortization schedule that was provided by Bank at the time of approval.

Tab 3: FHLB Repayment Amortization Schedule

The FHLB Repayment Amortization reflects schedule of repayment to be remitted to FHLBank Pittsburgh on a annual basis. It is the member's responsibility to collect repayments from the borrower on a monthly basis according to the Business Repayment Amortization schedule.

Tab 4: Business Repayment Amortization Schedule

The Business Repayment Amortization reflects the schedule of repayment to be collected from the borrower on a monthly basis.

The difference between the FHLB Repayment and the Business Repayment schedules is the amount of interest collected and kept by the member institution.



Banking On Business Registration Approval

Approval Information: Provided by FHLBank Pittsburgh

Note: If the below information changes between approval and disbursement, please submit to FHLB for review prior to loan closing. If the proposed changes effect eligiblity parameters, the business may no longer be eligible for disbursement.

Name of Business: _____

BOB Loan Number: _____

Member Name: _____

DDA Number: _____

Uses	
Purchase of Land	\$ -
Purchase of Building	\$ -
Renovation of Building:	\$ -
Construction of Building	\$ -
Purchase of Equipment	\$ -
Purchase of Furniture/Fixtures	\$ -
Leaseholds Improvements	\$ -
Inventory	\$ -
Closing Costs	\$ -
Other	\$ -
Total	\$ -

Sources	
Cash Equity:	\$ -
Member Financing Real Estate	\$ -
Member Financing Other	\$ -
Other Loan Source	\$ -
Other Grants Source	\$ -
BOB Funds	\$ -
Total	\$ -

Loan Terms:

Does the member loan include a government guarantee? Yes No Member money at risk: \$ _____ -

Member Term (months): _____ 0

BOB Term (months): _____ 84

Member Amortization (months): _____ 0

BOB Amortization (months): _____ 84

Small Business:

Current FTE: _____

Current/Projected Annual Receipts: \$ _____ -

BOB Loan Interest Rate:

Months:	1-12	13-24	25+
FHLB Rate	0%	0%	3%
Member Spread	0%	3%	3%
Total Interest on BOB Loan:	0%	3%	6%

For FHLB Use Only: Commitment Approval

The small business transaction meets all of the program requirements.

YES NO

FHLB Commitment Approval: _____

Date of Approval: _____

Date of Approval Expiration: _____

Banking On Business Funding Request Form

At least two days prior to loan closing, Please complete the below form and submit to FHLBank Pittsburgh for review along with a draft copy of your BOB Loan Agreement and draft member loan note.

General Information

Business Name: 0

BOB Loan Number: 0

Member Contact:

Phone:

Email:

Transaction Information

Loan Closing Date:

Have any of the conditions or information changed on this form or in the Registration Form changed since the bank approved the funds for this business? Yes No

If yes, explain (attach additional information, as necessary):

Are all of the funding sources committed? Yes No

The amortization schedule provided by FHLB will be adhered to and repayments will be collected in accordance with the schedule. Yes No

Certification and Stipulations

I hereby certify that to the best of my knowledge the above information is true and correct.

Member: _____ Date: _____

For FHLBank Use Only: Funding Approval Banking On Business

Has the member provided the following:

Executed member loan Note: Yes No

Do the amount and terms of the Note match approval? Yes No

Executed BOB Loan Agreement: Yes No

Do the amount and terms of the Agreement match approval? Yes No

Signed Funding Request Form: Yes No

Proof of business for the small business: Yes No

The funding request meets all of the program requirements, including amounts and terms as approved on the BOB Registration Approval.

Reviewed By: _____

Date: _____

10/31/2024	57	-	-	-	-	-	-	-	-	-	-
11/30/2024	58	-	-	-	-	-	-	-	-	-	-
12/31/2024	59	-	-	-	-	-	-	-	-	-	-
1/31/2025	60	-	-	-	-	-	-	-	-	\$	-
2/28/2025	61	-	-	-	-	-	-	-	-	-	-
3/31/2025	62	-	-	-	-	-	-	-	-	-	-
4/30/2025	63	-	-	-	-	-	-	-	-	-	-
5/31/2025	64	-	-	-	-	-	-	-	-	-	-
6/30/2025	65	-	-	-	-	-	-	-	-	-	-
7/31/2025	66	-	-	-	-	-	-	-	-	-	-
8/31/2025	67	-	-	-	-	-	-	-	-	-	-
9/30/2025	68	-	-	-	-	-	-	-	-	-	-
10/31/2025	69	-	-	-	-	-	-	-	-	-	-
11/30/2025	70	-	-	-	-	-	-	-	-	-	-
12/31/2025	71	-	-	-	-	-	-	-	-	-	-
1/31/2026	72	-	-	-	-	-	-	-	-	\$	-
2/28/2026	73	-	-	-	-	-	-	-	-	-	-
3/31/2026	74	-	-	-	-	-	-	-	-	-	-
4/30/2026	75	-	-	-	-	-	-	-	-	-	-
5/31/2026	76	-	-	-	-	-	-	-	-	-	-
6/30/2026	77	-	-	-	-	-	-	-	-	-	-
7/31/2026	78	-	-	-	-	-	-	-	-	-	-
8/31/2026	79	-	-	-	-	-	-	-	-	-	-
9/30/2026	80	-	-	-	-	-	-	-	-	-	-
10/31/2026	81	-	-	-	-	-	-	-	-	-	-
11/30/2026	82	-	-	-	-	-	-	-	-	-	-
12/31/2026	83	-	-	-	-	-	-	-	-	-	-
1/31/2027	84	-	-	-	-	-	-	-	-	\$	-
		\$	-	\$	-	\$	-	TOTAL PAYMENTS:		\$	-

12/31/2024	59	-	-	-	-	-	-	-	\$	-	-
1/31/2025	60	-	-	-	-	-	-	-	\$	-	-
2/28/2025	61	-	-	-	-	-	-	-	\$	-	-
3/31/2025	62	-	-	-	-	-	-	-	\$	-	-
4/30/2025	63	-	-	-	-	-	-	-	\$	-	-
5/31/2025	64	-	-	-	-	-	-	-	\$	-	-
6/30/2025	65	-	-	-	-	-	-	-	\$	-	-
7/31/2025	66	-	-	-	-	-	-	-	\$	-	-
8/31/2025	67	-	-	-	-	-	-	-	\$	-	-
9/30/2025	68	-	-	-	-	-	-	-	\$	-	-
10/31/2025	69	-	-	-	-	-	-	-	\$	-	-
11/30/2025	70	-	-	-	-	-	-	-	\$	-	-
12/31/2025	71	-	-	-	-	-	-	-	\$	-	-
1/31/2026	72	-	-	-	-	-	-	-	\$	-	-
2/28/2026	73	-	-	-	-	-	-	-	\$	-	-
3/31/2026	74	-	-	-	-	-	-	-	\$	-	-
4/30/2026	75	-	-	-	-	-	-	-	\$	-	-
5/31/2026	76	-	-	-	-	-	-	-	\$	-	-
6/30/2026	77	-	-	-	-	-	-	-	\$	-	-
7/31/2026	78	-	-	-	-	-	-	-	\$	-	-
8/31/2026	79	-	-	-	-	-	-	-	\$	-	-
9/30/2026	80	-	-	-	-	-	-	-	\$	-	-
10/31/2026	81	-	-	-	-	-	-	-	\$	-	-
11/30/2026	82	-	-	-	-	-	-	-	\$	-	-
12/31/2026	83	-	-	-	-	-	-	-	\$	-	-
1/31/2027	84	-	-	-	-	-	-	-	\$	-	-
		\$	-	\$	-	\$	-	TOTAL PAYMENTS:		\$	-

INSTRUCTIONS: BOB Performance Measurement Report

A member financial institution that has received approval to participate in the Banking On Business program and has funded a business with BOB funds will be subject to an initial Performance Measurement Review (PMR) and an annual PMR thereafter for any new BOB transactions. If the member has not completed any new BOB transaction during the prior calendar year, an annual PMR is not required.

The initial PMR for a BOB transaction(s) will be performed in the year the first BOB payment is due. The Bank shall inform a member in writing that a PMR has commenced and must be completed.

If the member should grant any new BOB transactions after the initial PMR, such transactions shall be reviewed in the year the first BOB payment is due.

To perform the PMR, a member institution will be requested to complete the Performance Measurement Report. This report will be emailed to the member. The Bank will complete portions of the Performance Measurement Report prior to mailing.

The member should complete the following fields:

BOB Loan Term: Term of BOB loan in years

Are BOB Payments Current: Yes or no

If Delinquent: Reason why business is delinquent, member's collection efforts and number of payments that are delinquent

Employment Summary: Number of employees for each job type (i.e., Management, Office, Production, or Other), and number of FTE by position

Final Sources and Uses: Funds used for each Source type, including Total Sources. If no funds are used for listed Source, please type "0".



BOB Performance Measurement Report

General Information

Member Name: _____ BOB Loan Number: _____

Small Business: _____ BOB Loan Amount: _____

BOB Repayment Information

Are the borrower's member loan payments current? Yes No

Are the borrower's BOB payments current? Yes No

If no to either of the above, please explain the reason for the delinquency, collection efforts and number of delinquent payments:

Current Employment Summary for BOB Business

Complete the below table based on the current number of full-time, or full-time equivalent employees (ETF based on 30 hr workweek):

Position Type	# at Approval	# of Current FTEs
Management		
Office		
Production		
Other		

Have the sources and uses changed since the BOB loan was funded? Yes No

Please describe any changes or any relevant issues or concerns:

Member certifies that, to the best of their knowledge, the above information is accurate.

Member Signature: _____ Printed Name: _____

Title: _____ Date: _____



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