

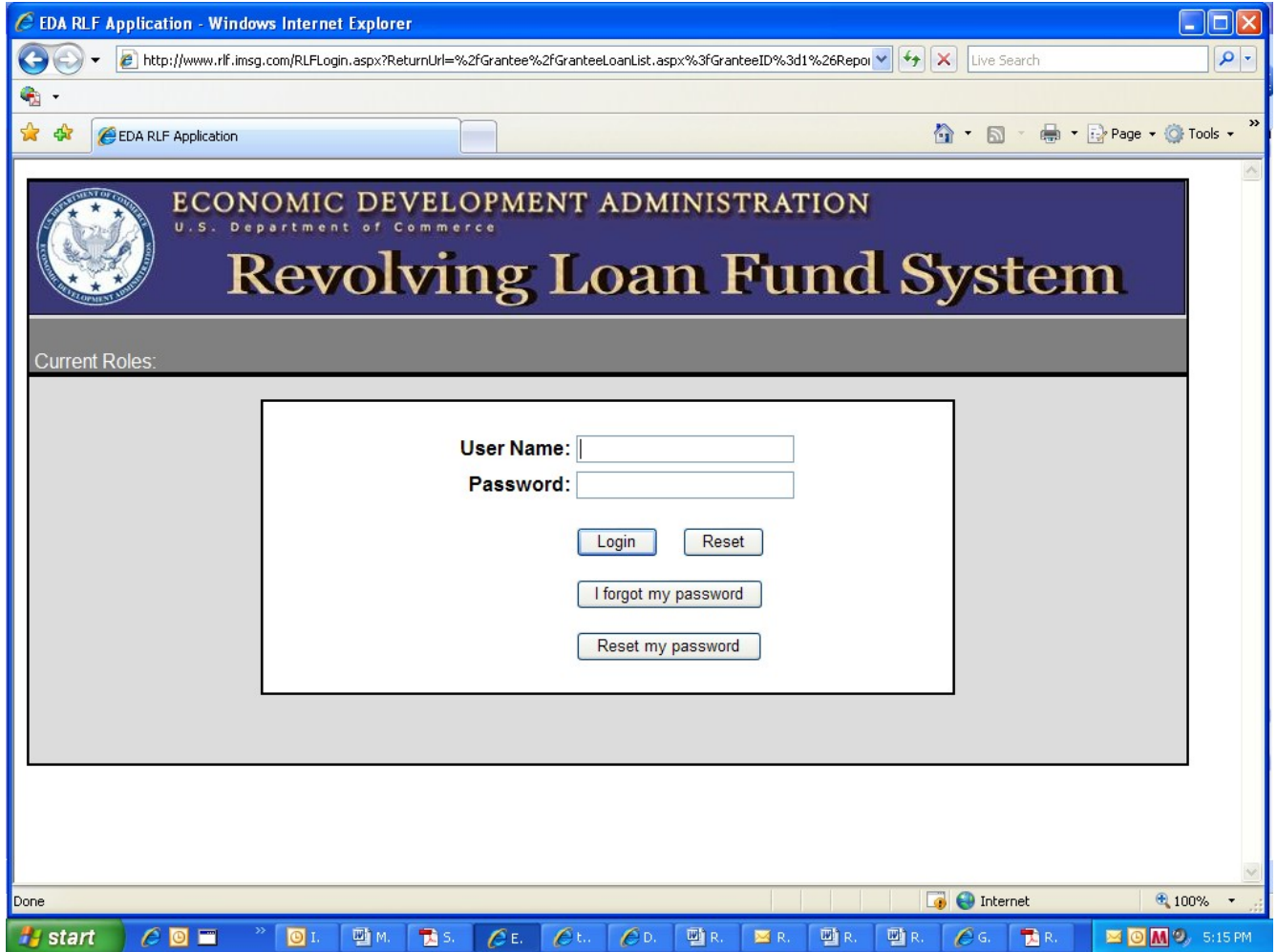
**Form ED-209**  
(replaced ED-209S and ED-209A)

**OMB Control No. 0610-0095**  
**Expiration Date: XX-XX-XXXX**

**RLF APPLICATION REQUIREMENTS**

Revolving Loan Fund Management System (RLFMS) Grantee Data Entry Screens

Login screen:



Portfolio Loan List screen (top):

The screenshot displays the 'EDA RLF Application' in a Windows Internet Explorer browser. The address bar shows the URL: <http://www.rlf.imsg.com/Grantee/GranteeLoanList.aspx?GranteeID=1&ReportingUnitID=584&EDA209ID=168&LoanID=5>. The page features a navigation bar with tabs: 'Loan List' (selected), 'RLF Plan Targets', 'Additional Info', and 'Sign'. Below the navigation bar, there is a 'Select Borrower:' dropdown menu, an 'Upload Loan Information' button, and an 'Add New Loan' button. The main content area is divided into three sections: 'Loan Recipient', 'Status', and 'Financing'. The 'Loan Recipient' section includes fields for Borrower Name, NAICS, City, State (dropdown), Zip Code, and County. The 'Status' section includes fields for Loan Type, Loan Description, Loan Purpose, Loan Status as of end of reporting period (dropdown), Days Delinquency/in default, Amount Delinquent, Amount in Default, Amount Written-Off, Principal Repaid, Interest Repaid, Jobs Created, and Jobs Saved. The 'Financing' section is partially visible at the bottom. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:17 PM.

Portfolio Loan List screen (continued—whole screen cannot be displayed at once)

The screenshot shows a web browser window titled "EDA RLF Application - Windows Internet Explorer". The address bar contains the URL: <http://www.rlf.img.com/Grantee/GranteeLoanList.aspx?GranteeID=18&ReportingUnitID=584&EDA209ID=168&LoanID=5>. The page content includes the following fields:

- \* Loan Type: -- Please Select (dropdown)
- \* Loan Status as of end of reporting period: -- Please Select (dropdown)
- \* Loan Description: -- Please Select (dropdown)
- \* Loan Purpose: -- Please Select (dropdown)
- \* Principal Repaid: [text input]
- \* Interest Repaid: [text input]
- Days Delinquency/in default: [text input]
- Amount Delinquent: [text input]
- Amount in Default: [text input]
- Amount Written-Off: [text input]
- Jobs Created: [text input]
- Jobs Saved: [text input]

**Financing**

- \* Closing Date: [calendar icon] [text input]
- \* Terms (in months): [text input]
- \* Interest Rate: [text input]
- \* Amount Guaranteed: [text input]
- \* RLF \$: [text input]
- \* Other Public \$: [text input]
- \* Private \$: [text input]
- \* New Equity \$: [text input]

Fees (Loan Origination Fees, Loan Servicing Fees, Late Payment Penalties): [text input]

\* Required Fields

Buttons: Delete, Save

Additional Information Screen (top):

The screenshot shows a web browser window titled "EDA RLF Application - Windows Internet Explorer". The address bar shows the URL: <http://www.rlf.imsg.com/Grantee/GranteeAdditionalInfo.aspx?GranteeID=1&ReportingUnitID=584&EDA209ID=168>. The browser's address bar also contains a "Live Search" field. The page title is "EDA RLF Application".

The main content area has a navigation menu with four tabs: "Loan List", "RLF Plan Targets", "Additional Info" (which is selected), and "Sign".

The "Additional Info" section is divided into three main sections:

- General Information**
  - Total Interest Earned on Deposited Accounts, over life of RLF:
  - RLF \$ Committed but not Disbursed, as of end of reporting period:
  - Amount of Funds Sequestered, as of the end of reporting period:
  - Name of bank in which funds are sequestered:
  - Total interest remitted to EDA, as of end of reporting period:
  - Number of Applications Received this Period:
- RLF Income and Expenses**
  - Enter month/day of accounting period for RLF income:
  - Enter RLF Income used for admin expenses for the current reporting period:
  - Has the EDA Grant been fully disbursed?  Yes  No
- Audit**
  - End of Grantee Fiscal Year:
  - Date of Most Recent Independent Audit:

The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Microsoft Word, Microsoft Outlook, etc.), and the system tray with the time 5:20 PM.

Additional Information screen (bottom—whole screen cannot be displayed at once)

End of Grantee Fiscal Year:

Date of Most Recent Independent Audit:

Type of Most Recent Independent Audit: Single

Submitted to SF-FAC (Federal Audit Clearinghouse)?  Yes  No

SF-FAC Submission date:

If not submitted to SF-FAC why not?

If you have submitted your most recent audit to the Federal Audit Clearinghouse, please do one of the following: scan and upload a copy of the fax transmittal sheet, fax a copy of the fax transmittal sheet to your EDA RLF Administrator, or mail a hardcopy of the fax transmittal sheet to your EDA RLF Administrator.

**Staff**

Has there been any key staff turnover this reporting period?  Yes  No

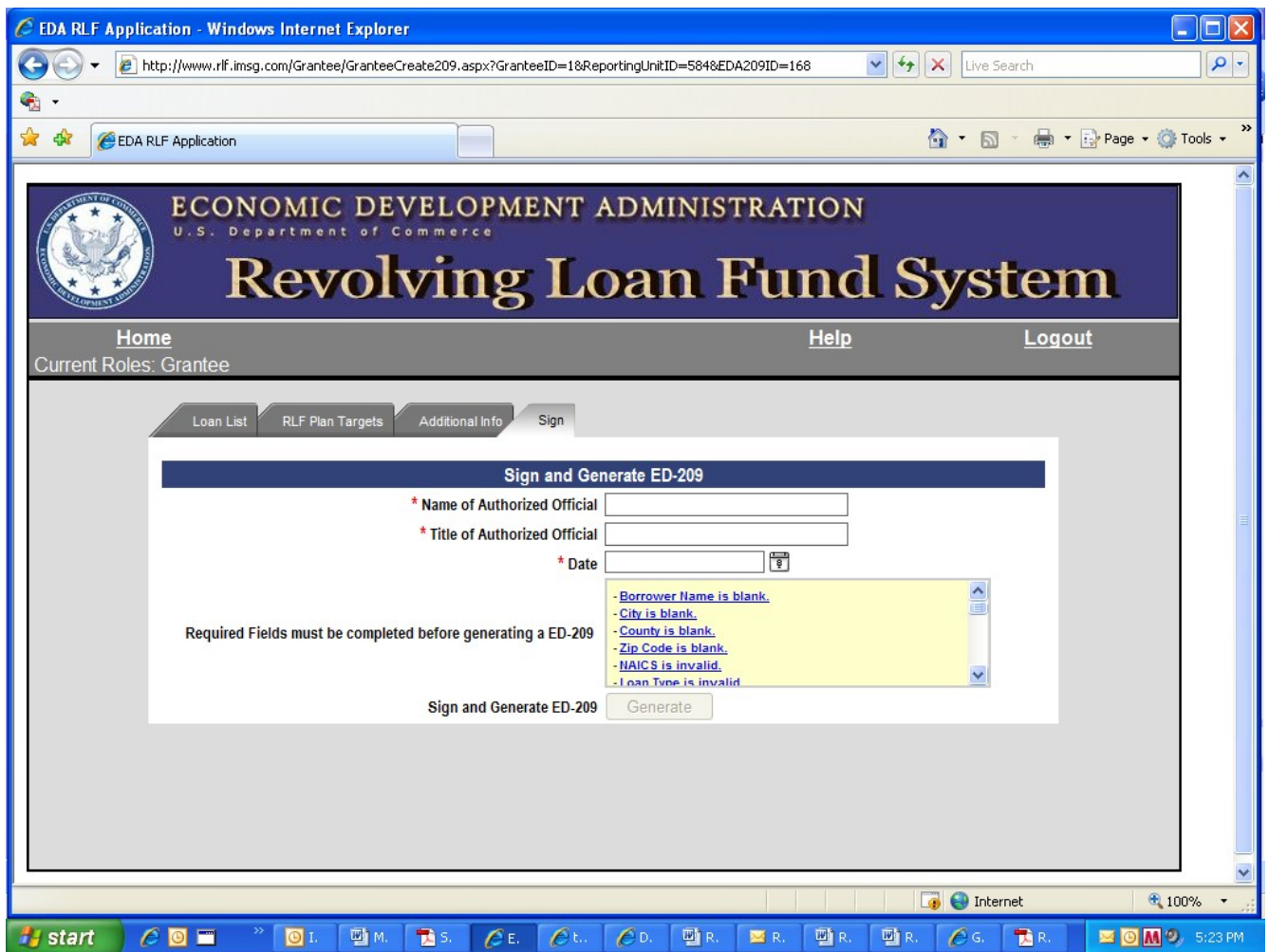
If yes, please specify which employees have left the organization and which have joined the organization. Be sure to list names and titles.

**RLF Plan Certification**

Does the Revolving Loan Fund's governing board certify that the RLF is operating in accordance with its EDA-approved RLF Plan?  Yes  No

If No, Why Not?

Signature page:



Appendix B—ED-209 Generated from RLFMS Data Entry Fields  
 (Note: Data shown in form is not real data. No personally identifiable information is shown.)

The screenshot shows a web browser window titled "EDA RLF Application - Windows Internet Explorer". The address bar contains the URL: <http://www.rlf.msg.com/SemiAnnualReportForm.aspx?GranteeID=1&ReportingUnitID=584&EDA209ID=167>. The page has navigation links for "Home", "Help", and "Logout". Below these, it says "Current Roles: Grantee".

The main content area is titled "Grantee Data" and includes a "Print" button. The data is as follows:

|                 |                |                      |                   |
|-----------------|----------------|----------------------|-------------------|
| Grantee Name:   | TestGrantee2   | Contact Person:      | Jeremy Rodabaugh2 |
| Address Line 1: | Test Address 2 | Contact Phone:       | 555-555-5555      |
| Address Line 2: | 306 Oak Drive  | Email:               | nobody@yahoo.com  |
| City:           | State City     | EIN:                 | 123456            |
| State:          | Massachusetts  | DUNS:                | 8889923           |
| Zip:            | 12345          | EDA Award Number(s): | 123456            |

Below the Grantee Data is a section titled "Part I: PORTFOLIO STATUS" which contains a table with the following data:

|                        | No. | RLF \$ Loaned  | RLF Principal Outstanding | Loan Losses |
|------------------------|-----|----------------|---------------------------|-------------|
| 1. Current Loans:      | 0   | \$0.00         | \$0.00                    |             |
| 2. Delinquent Loans:   | 1   | \$4,000,000.00 | \$50,000.00               |             |
| 3. In Default Loans:   | 0   | \$0.00         | \$0.00                    |             |
| 4. Total Active Loans: | 1   | \$4,000,000.00 | \$50,000.00               |             |
| 5. Fully Repaid Loans: | 0   | \$0.00         | \$0.00                    |             |
| 6. Written Off Loans:  | 0   | \$0.00         |                           | \$0.00      |
| 7. Total Loans:        | 1   | \$4,000,000.00 | \$50,000.00               |             |

The bottom of the screenshot shows the Windows taskbar with the Start button and several open applications: Calendar - Microsoft..., Microsoft Excel - Cop..., RLF\_reporting\_PRA..., and EDA RLF Application - ... The system clock shows 9:47 AM.

EDA RLF Application - Windows Internet Explorer

http://www.rlf.inmsg.com/SemiAnnualReportForm.aspx?GranteeID=1&ReportingUnitID=584&EDA209ID=167

EDA RLF Application

### Part II: PORTFOLIO SUMMARY

#### A. Summary of Loan Activities

|   | Total Loans    | Active Loans   |
|---|----------------|----------------|
| 1. Number of RLF Loans                  | 1              | 1              |
| 2. RLF \$ Loaned:                       | \$4,000,000.00 | \$4,000,000.00 |
| 3. Private Non-RLF \$ Leveraged by RLF: | \$4,000,000.00 | \$4,000,000.00 |
| 4. Other Non-RLF \$ Leveraged by RLF:   | \$4,000,000.00 | \$4,000,000.00 |
| 5. Total \$ Leveraged:                  | \$8,000,000.00 | \$8,000,000.00 |
| 6. Total Project Financing:             | \$8,000,000.00 | \$8,000,000.00 |
| 7. Private Sector Jobs Created:         | 23             | 23             |
| 8. Private Sector Jobs Saved:           | 23             | 23             |
| 9. Total Private Sector Jobs:           | 46             | 46             |
| 10. RLF \$ Loaned for Fixed Assets:     | \$4,000,000.00 | \$4,000,000.00 |
| 11. RLF \$ Loaned for Working Capital:  | \$0.00         | \$0.00         |
| 12. RLF \$ Loaned for Start-Up:         | \$0.00         | \$0.00         |
| 13. RLF \$ Loaned for Expansion:        | \$4,000,000.00 | \$4,000,000.00 |
| 14. RLF \$ Loaned for Retention:        | \$0.00         | \$0.00         |
| 15. RLF \$ Loaned for Industrial:       | \$0.00         | \$0.00         |
| 16. RLF \$ Loaned for Commercial:       | \$4,000,000.00 | \$4,000,000.00 |
| 17. RLF \$ Loaned for Service:          | \$0.00         | \$0.00         |

#### B. Comparison of RLF Portfolio to RLF Plan:

Done

Internet 100%

start | Calendar - Microsoft ... | Microsoft Excel - Cop... | RLF\_reporting\_PRA... | EDA RLF Application ... | 9:47 AM



EDA RLF Application - Windows Internet Explorer  
 http://www.rlf.imsg.com/SemiAnnualReportForm.aspx?GranteeID=1&ReportingUnitID=584&EDA209ID=167

EDA RLF Application

17. RLF \$ Loaned for Service:

**B. Comparison of RLF Portfolio to RLF Plan:**

|   | RLF Plan  | Total Loans   | Active Loans  |
|---|---|---|---|
| 1. Cost per Job:                              | <input type="text" value="\$5.00"/>                                       | <input type="text" value="\$1,086.96"/>   | <input type="text" value="\$1,086.96"/>   |
| 2. Non-RLF Leverage Ratios:                   | <input type="text" value="5.0000"/> : <input type="text" value="5.0000"/> | <input type="text" value="4000000.00"/> : <input type="text" value="4000000.00"/> | <input type="text" value="4000000.00"/> : <input type="text" value="4000000.00"/> |
| 3. Non-RLF Private and Other Leverage Ratios: | <input type="text" value="5.0000"/> : <input type="text" value="5.0000"/> | <input type="text" value="8000000.00"/> : <input type="text" value="4000000.00"/> | <input type="text" value="8000000.00"/> : <input type="text" value="4000000.00"/> |
| 4. % Working Capital Loans:                   | <input type="text" value="5.00%"/>  | <input type="text" value="0.00%"/>  | <input type="text" value="0.00%"/>  |
| 5. % Loans for Start-Ups:                     | <input type="text" value="5.00%"/>  | <input type="text" value="0.00%"/>  | <input type="text" value="0.00%"/>  |
| 6. % Loans for Industrial:                    | <input type="text" value="5.00%"/>  | <input type="text" value="0.00%"/>  | <input type="text" value="0.00%"/>  |

**Part III: PORTFOLIO FINANCIAL STATUS**

**A. RLF Funding Sources**

|                  |   |
|------------------|---|
| 1. EDA           | <input type="text" value="\$800,000.00"/> |
| 2. Grantee       | <input type="text" value="\$103,000.00"/> |
| 3. Other:        | <input type="text" value="\$0.00"/>       |
| 4. Total Funding | <input type="text" value="\$903,000.00"/> |

**B. RLF Income Earned to Date**

|   |   |
|---|---|
| 1. Interest Earned on Loans:            | <input type="text" value="\$70,000.00"/>  |
| 2. Interest Earned on Deposit Accounts: | <input type="text" value="\$900,000.00"/> |
| 3. Fees Earned:                         | <input type="text" value="\$45,000.00"/>  |

Done

start | Calendar - Microsoft ... | Microsoft Excel - Cop... | RLF\_reporting\_PRA... | EDA RLF Application ... | 9:48 AM

EDA RLF Application - Windows Internet Explorer  
 http://www.rlf.insg.com/SemiAnnualReportForm.aspx?GranteeID=1&ReportingUnitID=5848&EDA209ID=167

EDA RLF Application

|  |                |
|--|----------------|
| 4. Total RLF Income:                                       | \$1,015,000.00 |
| 5. Portion of RLF Income used for Administrative Expenses: | \$900,000.00   |
| 6. RLF Income added to Capital Base for Lending:           | \$115,000.00   |

**C. Status of RLF Capital**

|  |              |
|--|--------------|
| 1. Total RLF Funding:                                | \$903,000.00 |
| 2. RLF Income added to RLF Capital Base for Lending: | \$115,000.00 |
| 3. Loan Losses:                                      | \$0.00       |
| 4. Current RLF Capital Base:                         | \$115,000.00 |

**D. Current Balance Available for New Loans**

|  |                |
|--|----------------|
| 1. RLF Principal Outstanding on Loans:                                     | \$50,000.00    |
| 2. Current Balance Available for Lending:                                  | \$65,000.00    |
| 3. RLF \$ Committed but not Disbursed:                                     | \$900,000.00   |
| 4. Current Balance Available, Net of Committed RLF \$:                     | (\$835,000.00) |
| 5. Current Balance Available, as % of Capital Base:                        | -726.00%       |
| 6. Balance Available, as % of Capital Base, for Previous Reporting Period: | 0.00%          |

**Part IV: PORTFOLIO LOAN LIST**

**Loan Recipient**

|                |            |         |         |
|----------------|------------|---------|---------|
| Borrower Name: | Borrower 1 | NAICS:  | 234432  |
| City:          | van wert   | County: | vanwert |

Done

start | Calendar - Microsoft ... | Microsoft Excel - Cop... | RLF\_reporting\_PRA... | EDA RLF Application - ... | 9:48 AM

EDA RLF Application - Windows Internet Explorer  
 http://www.rlf.imsg.com/SemiAnnualReportForm.aspx?GranteeID=18&ReportingUnitID=5848&EDA209ID=167

EDA RLF Application

### Loan Recipient

|                           |                  |
|---------------------------|------------------|
| Borrower Name: Borrower 1 | NAICS: 234432    |
| City: van wert            | County: vanwert  |
| State: Ohio               | Zip Code: 343243 |

### Status

|                               |  |
|-------------------------------|--|
| Loan Type: Fixed Asset        | Loan Status as of end of reporting period: Delinquent(30-89 days late) |
| Loan Description: Expansion   | Days Delinquency/in default: 50  |
| Loan Purpose: Commercial      | Amount Delinquent: \$7,000,000.00                                      |
| Principle Repaid: \$50,000.00 | Amount in Default: \$0.00  |
| Interest Repaid: \$70,000.00  | Amount Written-Off: \$0.00   |
|                               | Jobs Created: 23   |
|                               | Jobs Saved: 23   |

### Financing

|  |                                 |
|--|---------------------------------|
| Closing Date: 5/7/2008 12:00:00 AM   | RLF \$: \$4,000,000.00          |
| Term Months: 12  | Other Public \$: \$4,000,000.00 |
| Interest Rate: 0.04%   | Private \$: \$4,000,000.00      |
| Amount Guaranteed: \$4,000,000.00  | New Equity \$: \$4,000,000.00   |
| Fees (Loan Origination Fees, Loan Servicing Fees, Late Payment Penalties): \$45,000.00 |                                 |
| Total Financing: _____   |                                 |

Done

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EDA RLF Application - Windows Internet Explorer  
 http://www.rlf.inmsg.com/SemiAnnualReportForm.aspx?GranteeID=1&ReportingUnitID=584&EDA209ID=167

Total Financing: \$16,000,000.00

**Part V: MISCELLANEOUS INFORMATION & CERTIFICATION**

**A. Recent Loan Activity (Last 12 Months Only)**

1. Number of Applications Received in the Previous 6 Months: 900,000

2. Number of Loans Closed in the Previous 6 Months: 0

**B. Capital Utilization**

1. Amount of Excess Cash for Reporting Period: (\$950,000.00)

2. Amount of Excess Cash Subject to Sequestration: \$0.00

3. Change in Excess Cash Subject to Sequestration: \$0.00

4. Amount Sequestered in a Seperate Account, as Reported by Grantee: \$900,000.00

5. Name of Bank in which Funds are Sequestered: 900000

6. Total Interest Remitted to EDA, as of End of Reporting Period: \$0.00

**C. RLF Income and Expenses**

1. Month and Day of Accounting Period Selected for Reporting Purposes: 05/21/2008

2. RLF Income Earned during the most recent 6 Month Period: \$1,015,000.00

3. RLF Income Used for Administrative Expenses during the most recent 6 Month Period: \$900,000.00

4. % of RLF Income Used for Administrative Expenses during the most recent 6 Month Period: 89.00%

**D. Administration**

1. Has there been any staff turnover in the last 6 months? No

Done

start | Calendar - Microsoft ... | Microsoft Excel - Cop... | RLF\_reporting\_PRA... | EDA RLF Application ... | 9:49 AM

EDA RLF Application - Windows Internet Explorer  
http://www.rlf.imsg.com/SemiAnnualReportForm.aspx?GranteeID=1&ReportingUnitID=584&EDA209ID=167

Recent 6 Month Period:

**D. Administration**

1. Has there been any staff turnover in the last 6 months? No

2. If yes, Please List: ewfsds

3. Date of Most Recent Independent Audit: 5/9/2008

4. Type of Most Recent Independent Audit: 15

5. Was the audit filed with the Federal Audit Clearinghouse on time? No

6. If no, why not? qeerrq

**E. SEMIANNUAL RLF PLAN CERTIFICATION**

1. Does the Revolving Loan Fund's governing board certify that the RLF is operating in accordance with its EDA-approved RLF Plan? No

2. If no, why not? adsf

**F. SIGNATURE OF AUTHORIZED REPRESENTATIVE**

Signature of Authorized Official: ryan  
Date: imsg  
Name of Authorized Official: ryan  
Title of Authorized Official: imsg

EDA209I Print Print Affirmation

Done Internet 100% 9:50 AM

