



Economic Development Administration Revolving Loan Fund Financial Report Instructions Form ED-209 Instructions

Summary Instructions for Revolving Loan Fund (RLF) Reporting

These Form ED-209 Instructions are intended to assist completion of the RLF Financial Report (Form ED-209), including the associated Form ED-209 Portfolio Loan List spreadsheet (see Part III, Section B). Appendix A for these instructions includes illustrated steps to create the digital signature. Refer to the separate Form ED-209 Technical Notes for specific technical and security requirements to prepare and submit Form ED-209. Form ED-209 is password protected; please contact your RLF Administrator to obtain the password and the Form ED-209 Technical Notes.

Note: Download Form ED-209, the associated Form ED-209 Portfolio Loan List Spreadsheet, and these Form ED-209 Instructions from the EDA RLF reporting webpage at <https://www.eda.gov/rlf/reporting/>, or contact the RLF Administrator in your region for the form, spreadsheet and technical notes. If you access the form and spreadsheet from the EDA website, download the files and work from your computer. The forms may not function as intended if you open the files and work within the web browser.

Form ED-209 should be completed by entering values in appropriate fields, responding to questions, and verifying automatically calculated values. The majority of the fields in Form ED-209 report cumulative figures for the life of the RLF as of the end of the reporting period, unless noted otherwise. The notable exception is that the RLF Recipient reports RLF Income and expenses for their twelve-month fiscal year period. No fields are intended to be entered as negative values. Fields with a black border indicate an auto-populated field, often with an automatically calculated value. When applicable, the formula used to generate an automatically calculated value is provided in this document. Throughout these Form ED-209 Instructions, the form fields are referenced by Part, Section, and Line, for example “III.B.6.” refers to Part III, Section B, Line 6 – “Total RLF Income”.

The following tips anticipate common questions that may arise while preparing the report:

- Several fields in Form ED-209 and the Form ED-209 Portfolio Loan List (PLL) spreadsheet display a reporting tip when the mouse cursor hovers over the cell. However, the comment will not appear when tabbing from one cell to another.
- The revised Form ED-209 requires that loan details for the Loan Portfolio List be submitted in the provided spreadsheet. The spreadsheet has column titles that correspond to the fields in Section III.B, and the columns are formatted to match the field properties. The Form ED-209 Technical Notes explain how to password protect the spreadsheet before submitting it to EDA by email.
- Throughout Form ED-209 and the Form ED-209 Portfolio Loan List spreadsheet, enter percentages as decimals.
- Lines II.C.4 and II.D.1 are auto-populated from figures in Part III; therefore, it may be more efficient to prepare Section III.A. Portfolio Status before Part II. Nevertheless, Form ED-209 continues to update all calculations in the form regardless of the order information is entered.
- Upon completing the report, click the yellow “Click HERE before signing form!” button at the bottom of page three. The button will check certain fields for completeness and also update calculations throughout the form. If fields are missing, a dialog box will appear indicating those fields missing responses. If those fields are complete, a dialog box will appear indicating the form is ready to be electronically signed. Follow the e-signature instructions to electronically sign the form by clicking in the signature field.

Note: The reporting period is aligned to the RLF Recipient’s Fiscal Year End. Level A RLFs report annually, and Level B and Level C RLFs report semiannually. Semiannual reports are due within 30 days of the reporting period end date, while annual reports are due within 90 days of the fiscal yearend. The reporting deadline cannot be extended.

Part I: Grantee Data

Enter the applicable organization and contact information. Ensure that EIN, DUNS, EDA Award Number(s), and Reporting Unit Number (RUN) are correct. The EDA Award Number is found on the RLF award document, and the RUN is available from your RLF Administrator.

Reporting Period End Date: Enter the reporting period end date, formatted as MM/DD/YYYY, for example 12/31/2018.

Report Type: Choose “Semiannual”, “Annual”, or “Other” according to the type of report, usually determined by Risk Analysis System rating.

EDA Award Number(s): Enter the Federal Award Number in this field. This number can be found on the *Financial Assistance Award* (Form CD-450) or *Amendment to Federal Financial Assistance Award* (Form CD-451). If the RLF Recipient collectively reports on multiple RLF awards that have not been formally consolidated, enter the additional EDA Award Number(s) in the extra field below “EDA Award Number(s)”, above “Reporting Unit Number”.

Part II: Portfolio Financial Status

This Part reports cumulative RLF financial activity. Because Lines II.C.4. and II.D.1. are auto-populated from fields in Part III (Loan Portfolio Summary), it may be easier to complete Part III before Part II.

Note: RLF Income excludes loan principal repaid, value of recovered collateral (except as noted for Line II.B.5.), or any interest on sequestered funds remitted to the Government.

Section A. RLF Funding Sources

Federal Grant Rate: Enter the grant rate percentage as a decimal. This is the amount of Federal Funding (II.A.1.) divided by the amount of Total RLF Funding (II.A.3.), calculated as $II. A. 1. \div II. A. 3.$

II.A.1. EDA Funding: This field reports the EDA grant amount (the EDA share of the total allowable project cost), as recorded on the *Financial Assistance Award* (CD-450) or *Amendment to Financial Assistance Award* (CD-451).

II.A.2. Local Match: This field reports the amount of non-Federal funds that were committed as local match, as recorded on the *Financial Assistance Award* (CD-450) or *Amendment to Financial Assistance Award* (CD-451).

II.A.3. Total RLF Funding: This auto-populated field reports the sum of RLF Funding Sources, calculated as $II. A. 1. + II. A. 2.$

Section B. Cumulative RLF Income Earned

II.B.1. Interest Earned on Loans: This field reports the cumulative amount of interest earned directly from repayment of individual RLF loans since the RLF grant was awarded.

II.B.2. Interest Earned on Deposit Accounts: This field reports the cumulative amount of interest earned from the interest-bearing deposit account holding the RLF Cash Available for Lending.

II.B.3. Fees Earned on Closed Loans: This field reports the cumulative amount of all fee income earned from individual loans that have been closed and funded, including application fees, origination fees, loan servicing fees, late payment penalties, and any additional fees assessed to RLF loans.

II.B.4. RLF Income from Application Fees: This field reports the cumulative amount of fees generated from unsuccessful loan applications that are turned down or withdrawn prior to loan closing and funding. In cases where an RLF does not retain such application fees, the amount reported would be \$0.

II.B.5. Other RLF Income: This field reports the cumulative amount of any other income related to the RLF loan portfolio not otherwise reported in Section II.B. For example, in the case that the sale of collateral exceeds the amount bad debt written off, the difference would be included here as income to the RLF (and explained in Line II.B.9.).

II.B.6. Total RLF Income: This auto-populated field reports the gross sum of Total RLF Income as reported in Lines II.B.1. through II.B.5.

II.B.7. Portion of RLF Income Used for Administrative Expenses: This field reports the cumulative amount of RLF Income that has been used for eligible and allowable RLF administrative costs.

II.B.8. RLF Income Added to Capital Base for Lending: This auto-populated field reports total RLF income less income used for administrative expenses, calculated as *II. B. 6. – II. B. 7.*

II.B.9. Explanation of Other Income: This field explains any income reported in Line II.B.5.

Section C. Status of RLF Capital

II.C.1. Total RLF Funding: This auto-populated field shows the value from II.A.3.

II.C.2. RLF Income Added to RLF Capital Base for Lending: This auto-populated field shows the value from II.B.8.

II.C.3. Voluntarily Contributed Capital: This field reports additional matching funds committed to the RLF after the initial local match commitment and is documented as a grant amendment. Once committed, these funds generally must remain part of the RLF in perpetuity and cannot be removed from the RLF Capital Base without acceptable substitution. Contact your RLF Administrator for any questions related to Voluntarily Contributed Capital.

II.C.4. Loan Losses: This auto-populated field shows the value from III.A.7, Loan Losses.

II.C.5. Disallowance: This field reports the amount of funding returned to EDA, for example excess funds that have been permanently removed from the RLF Capital Base due to persistently high cash percentage. This figure includes both the amount that was returned to EDA as well as the Recipient's share of the excess funds. The amount in this field is supported by documentation from EDA that memorializes the partial termination. If more than one disallowance action has taken place, the figure in this field is cumulative of all disallowances. The figure continues to be reported in this field each report once the funds have been returned.

II.C.6. RLF Capital Base: This auto-populated field reports the aggregate value of the RLF, calculated as *II. C. 1. + II. C. 2. + II. C. 3. – II. C. 4. – II. C. 5.*

Section D. Current Balance Available for New Loans

II.D.1. RLF Principal Outstanding on Loans: This auto-populated field reflects the balance of principal outstanding from Line III.A.7., RLF Principal Outstanding.

II.D.2. RLF Cash Available for Lending: This auto-populated field reflects the amount of cash held in the RLF account, calculated as $II.C.6. - II.D.1.$

This is the amount of RLF Capital Base available to make loans as of the end date of the reporting period, which should match the balance in the interest-bearing account as of the end of the reporting period. Contact your RLF Administrator if Line II.D.2. does not reconcile with the fund balance for the account statement that coincides with the reporting period end date.

II.D.3. RLF \$ Committed but Not Disbursed: This field reports the amount of the loans that have been committed but not closed as of the reporting period end date. This may include the undisbursed portion of a line of credit loan.

II.D.4. RLF Cash Available for Lending, Net of Committed RLF \$: This auto-populated field reports the net RLF balance available for comparison to the capital base, calculated as $II.D.2. - II.D.3.$

Note: The figure in Line II.D.4. is used to determine the value for the Cash Percentage measure as well as to calculate the regional Allowable Cash Percentage, which is recorded on Line IV.D.1.

II.D.5. RLF Cash Available for Lending, % of Capital Base: This auto-populated field reports the percent of the Capital Base that is available for lending, calculated as $II.D.4. \div II.C.6.$

PART III: Loan Portfolio Summary

Section A. Portfolio Status

These figures report the aggregate number of loans, RLF loan amounts, and outstanding balance according to loan status. Because several auto-populated fields in Parts II (Portfolio Financial Status) and IV (Risk Scoring Measures) depend on fields in the Portfolio Status section, it may be easier to complete this section before entering information for Parts II and IV.

Number (column): Fields in this column report the number of loans according to the loan repayment status as described below.

RLF \$ Loaned (column): Fields in this column report the aggregate amount of RLF-funded loans (EDA award and local match funds) according to the status of the loan terms and payment schedule. RLF \$ Loaned is the loan amount shown on the promissory note; do not include financing provided by other lenders in this field.

RLF Principal Outstanding (column): Fields in this column report the aggregate balance of unpaid principal remaining on those RLF-funded loans according to the status of the loan. This field is not relevant for Written Off Loans or Fully Repaid Loans. For reporting anomalies related to Written Off Loans or Fully Repaid Loans, see Line II.B.5. Other RLF Income.

Loan Losses (column): This field reports the aggregate amount of unpaid principal balance for Written Off Loans or the actual amount lost, whichever is smaller. This column is not relevant for loans reported as current, delinquent, in default, or fully repaid.

III.A.1. Current Loans: Current loans are considered those in which payments are being made in accordance with the payment schedule. Do not include approved loans that have not been closed as of the reporting period end date.

III.A.2. Delinquent Loans: Loans are considered delinquent according to the terms set forth in the RLF Recipient’s EDA-approved RLF Plan and loan agreement. If a previously delinquent borrower is now current, or making payments in accordance with a modified note and payment schedule, this loan can be shown as “current”.

III.A.3. Loans in Default: Loans are considered in default according to the terms set forth in the RLF Recipient’s EDA-approved RLF Plan and loan agreement. If a previously defaulted loan has been modified and/or the borrower is now current, the loan can be shown as “current”.

III.A.4. Total Active Loans: Total active loans are loans in repayment status that are either current, delinquent or in default but not those loans that have been fully repaid or written off. Fields for Total Active Loans are auto-populated to report the aggregate of figures for total active loans, as of the reporting period end date.

III.A.5. Written Off Loans: Typically, a loan is defined as written off when collection options have been exhausted and the outstanding principal is recorded as lost bad debt. If a borrower has begun making payments on a previously written off loan; the Recipient has a current payment agreement on file; and the borrower is making payments in accordance to that agreement, the loan can be categorized as an active loan according to the status described above. If it has been restructured, such a loan should be reported as “modified” for Section III.B.

Note: “Loan Losses” field should report the principal balance outstanding on the written off loan or the actual amount lost that was written off after pursuing collections, whichever is smaller.

III.A.6. Fully Repaid Loans: Fully repaid loans have fulfilled the repayment terms of loan and are not considered active.

Note: Review individual loan records and appropriately document any such loan that does not have a balance of \$0.

III.A.7. Total Loans: These auto-populated fields reflect the cumulative sum of all RLF loans made, whether active, written off, or fully repaid, since the RLF grant was awarded.

III.A.8. Number of Applications Received during reporting period: This field reports the number of RLF loan applications received during the reporting period; see note below.

III.A.9. Number of Loans Closed during reporting period: This field reports the number of RLF loans closed during the reporting period; see note below. Generally, the number of loans closed would not exceed the number of applications received for the reporting period except where an application was received in a prior reporting period and closed in a subsequent reporting period.

Note: For Lines III.A.8 and III.A.9, RLFs reporting annually enter the numbers for the entire fiscal year. RLFs that report semiannually, for the mid-year report, enter the numbers for the first six-month reporting period, and for the fiscal yearend semi-annual report, enter the numbers for the entire fiscal year.

Section B. Portfolio Loan List

The information for fields in Section III.B shall be reported to EDA using the formatted spreadsheet available online at <https://www.eda.gov/rlf/reporting/> or from your RLF Administrator. The descriptions in this section explain the correct information to enter in the spreadsheet. For additional assistance, some column titles in the spreadsheet have comments that guide what to enter for that column. Those comments are visible when the mouse cursor hovers over a cell with a red triangle in the upper right corner.

Recipient: These fields identify the borrower.

- ID: For each loan, if applicable, enter loan identification number assigned by the RLF Recipient.
- Name: Enter borrower's name as recorded on the promissory note, whether business or person.
- Location: Enter borrower's address as street, city, county, state, and ZIP.

Loan Purpose and Description: These fields describe the loan and use of funds.

- Purpose: For each loan, enter "Fixed Assets", "Working Capital", or "Both".
 - *Fixed Assets:* RLF loan proceeds are for the purchase, installation or construction of fixed assets. This option should be selected if the loan funds will be used for the construction or renovation of real property or the purchase of equipment.
 - *Working Capital:* RLF loan proceeds are used for working capital purposes as defined by generally accepted accounting principles.
 - *Both:* RLF loan proceeds are used jointly for both fixed assets and working capital.
- Description: For each loan, enter "Start Up", "Expansion", or "Retention".
 - *Start-Up:* Select this option if the RLF funds are loaned to a new business that has limited or no prior operating history.
 - *Expansion:* Select this option if the RLF funds loaned are for the purpose of expanding an existing business' operations and creating additional jobs.
 - *Retention:* Select this option if the RLF loan funds are for the purpose of retaining existing jobs that, but for the RLF assistance, would have otherwise been lost.
- NAICS: Enter six-digit NAICS code. (SIC does not need to be updated for "inactive" loans.)

Source of Financing: These fields show the amount of overall project funds, as identified by the sources of funds.

- Borrower: Enter amount of the overall project financing funded by borrower.
- Private: Enter amount of project financing funded by private entity(s), usually bank loan.
- Other Public: Enter amount of project financing funded by other public lending sources.
- RLF: Enter amount of EDA RLF loan.

Loan Terms:

- Date Closed: Enter EDA RLF loan closing date as MM/DD/YYYY.
- Term (months): Enter loan term in number of months.
- Interest Rate: Enter interest rate as a decimal, for example .0625 for 6.25%.

Loan Status:

- Modified Loan: If loan is modified, enter "Yes". (Enter "No" or leave blank for other loans.)
- Loan Status: For each loan, enter whether loan is "Current", "Delinquent", "In Default", "Written Off", or "Fully Repaid". The aggregate amounts of loans for each category are reported in Section III.A. Loan Portfolio Status.
- Loan Status Date: Enter the date associated with loan status as MM/DD/YYYY. For example, enter date of most recent payment for an "Active" loan, date of final payment for a "Fully Repaid" loan, or date of write off for "Written Off" loan.

- Loan Payment (amount): Enter the recurring loan payment amount (principal and interest).
- Payment Schedule: Enter the payment frequency for each loan, for example “monthly”.

Repayment:

- Principal Repaid: Enter the amount of the RLF loan principal repaid.
- Interest Paid: Enter the amount of loan interest paid.
- Fees Paid: Enter the amount of fees paid associated with the loan.
- Loan Principal Balance: Enter the outstanding loan principal balance.

Job Impact: (See Section IV.E for details on counting created and saved jobs.)

- Pre-Loan jobs: Enter the number of FTE positions for the borrower prior to obtaining an RLF loan.
- Jobs Created: Enter the number of FTE jobs created by the borrower attributable to the RLF loan project; can be written as a decimal. See instructions for Line IV.E.3 for further information regarding reporting jobs created.
- Jobs Saved: Enter the number of FTE jobs saved by the borrower attributable to the RLF loan project; can be written as a decimal. See instructions for Line IV.E.4 for further information regarding reporting jobs saved.

PART IV: Risk Scoring Measures

Section A. Capital

IV.A.1. Capital Base Index: This auto-populated field calculates the RLF Capital Base divided by the Total RLF Funding, calculated as $II.C.6 \div II.A.3$.

Section B. Assets

IV.B.1. Default Rate: This auto-populated field calculates the percentage of RLF Principal Outstanding for Loans in Default divided by RLF Principal Outstanding for Total Active Loans, calculated as $III.A.3, RLF Principal Outstanding \div III.A.4, RLF Principal Outstanding$.

IV.B.2. Default Rate over Time: This field reports the length of time a high default rate persists. If Default Rate is greater than 20%, enter the number of consecutive months the default rate has exceeded 20%.

IV.B.3. Loan Write-Off Ratio: This auto-populated field calculates the number of written-off loans divided by the number of ‘inactive loans’ (loans that are written off or fully repaid), calculated as $III.A.5, Number \div (III.A.7, Number - III.A.4, Number)$.

IV.B.4. Dollars Written-Off: This auto-populated field calculates the Loan Losses divided by the difference between Total RLF Dollars Loaned and Total RLF Principal Outstanding, calculated as $III.A.7, Loan Losses \div (III.A.7, RLF \$ Loaned - III.A.7, RLF Principal Outstanding)$.

Section C. Earnings

IV.C.1. Net RLF Income: This auto-populated field calculates the cumulative percentage of RLF Income Used for Administrative Expenses divided by Total RLF Income, calculated as $II.B.7 \div II.B.6$.

IV.C.2. Administrative Expenses % of Income, Fiscal Year: This auto-populated field calculates the percentage of RLF Income generated during the fiscal year used for Administrative Expenses, calculated as $IV.C.3 \div IV.C.4$.

IV.C.3. RLF Income used for Admin. Expenses, Fiscal Year: This field reports the amount of RLF Income used for eligible and reasonable administrative costs during the fiscal year. In contrast, Line II.B.7 reports the cumulative amount of RLF Income used for Administrative Expenses.

IV.C.4. RLF Income earned during Fiscal Year: This field reports the amount of RLF Income generated during the fiscal year. In contrast, Line II.B.6 reports the cumulative Total RLF Income.

Note: For Lines IV.C.3 and IV.C.4, RLFs reporting annually enter the expenses and income for the full fiscal year. RLFs that report semiannually, for the mid-year report, enter the expenses and income for the first six months of the fiscal year, and for the fiscal yearend semi-annual report, enter the expenses and income for the full fiscal year.

Section D. Liquidity

IV.D.1. Allowable Cash Percentage: This field records the Allowable Cash Percentage (ACP) for your region, updated annually. Contact your RLF Administrator if you do not know this figure.

IV.D.2. Cash Percentage: This auto-populated field calculates the RLF Cash Available for Lending (Net of Committed RLF \$) divided by RLF Capital Base, calculated as $II.D.4 \div II.C.6$. This field is the same as Line II.D.5.

IV.D.3. Cash Percentage over Time: This field reports the amount of time the Cash Percentage exceeds the ACP. If Cash Percentage exceeds the ACP, enter the number of consecutive months the Cash Percentage has exceeded the ACP, which may extend across many reporting periods.

Section E. Strategic Results

RLF Plan Target (column): Fields in this column record the figures identified in the RLF Plan. Please review your RLF Plan to determine these responses. The calculation of the risk rating may be affected if these fields are incomplete or inaccurate.

Active Loans (column): Fields in this column refer to the aggregate amounts associated with active loans as reported in Line III.A.4., which includes loans in repayment status, whether current, delinquent, or in default but not loans that are fully repaid or written off.

Total Loans (column): Fields in this column refer to the aggregate amounts for the entire RLF portfolio as reported in Line III.A.7., which includes all loans made, whether active, fully repaid, or written off.

IV.E.1. Total \$ Leveraged: This line reports the amount of non-RLF funds leveraged by RLF loans. See Source of Financing descriptions in Section III.B. Portfolio Loan List.

IV.E.2. Loan Leverage Ratio: This line reports the required and actual Loan Level Ratios. The auto-populated fields calculate the Total Dollars Leveraged divided by RLF Dollars Loaned, calculated as $IV.E.1., Active Loans \div III.A.4., RLF \$ Loaned$ (for Active Loans) and $IV.E.1., Total Loans \div III.A.7., RLF \$ Loaned$ (for Total Loans). The calculation for Total Loans is used to assess the Loan Leverage Ratio measure compared to the portfolio leverage requirement.

IV.E.3. Jobs Created: The line reports the actual number of FTE jobs created, as reported in the Portfolio Loan List (Section III.B).

A job is counted as “created” if it was created as a result of and attributable to the RLF loan project, and has been verified by the borrower as actually created. Jobs are verified by requesting the borrower to complete a questionnaire at least on an annual basis indicating the number of jobs actually created and attributable to the RLF project; or by the grantee performing an on-site job count. The documentation for job counts should be placed in the project files.

Created jobs may be credited if the jobs were created within five years of loan disbursement or, if construction is involved, within five years after construction completion. All jobs credited must be attributable to the RLF project. A created job must be removed from the count of created jobs if the job fails to last at least 18 months. Any job which meets the creditable job created criteria is counted as part of the total actual jobs created permanently, regardless of the status of the loan.

For loans that have been paid in full, grantees may use the job information data that is on file provided there is adequate confidence in the reliability of the data. If there is a question on the reliability, the data should be verified by the next reporting period.

IV.E.4. Jobs Saved: This line reports the actual number of FTE jobs saved, as reported in Section III.B.

A job is considered “saved” when it can be documented that without the RLF assistance, the existing job would have been lost.

Note: An exception to this is any job that was created or saved and subsequently lost. For example, if an RLF borrower subsequently ceases business (or closes a segment of its business) thereby eliminating jobs previously counted as created or saved, these jobs may continue to be counted in the report only if they were maintained for a minimum of 18 months prior to the business closing.

In tallying jobs, only permanent and direct jobs may be counted; part-time jobs should be converted to full-time equivalents (FTE) by summing the total hours worked per week for all part-time employees and dividing by the standard hourly work week for full-time employees, normally 35-40 hours. Job information data should be collected at least annually. For seasonal businesses, more frequent collection of job data is usually necessary to obtain realistic employment figures for an annualized average.

IV.E.5. Total Jobs: The auto-populated fields in this line reports the sum of Lines IV.E.3 and IV.E.4.

IV.E.6. Cost per Job: This line reports the target and actual Costs per Job. The auto-populated fields calculate the RLF Dollars Loaned divided by Total Jobs, calculated as *III. A. 7., RLF \$ Loaned* ÷ *IV. E. 5., Total Loans*. The calculation for Total Loans is used to assess the Cost per Job measure compared to the RLF Plan Target.

Part V: RLF Management Summary

Section A. RLF Plan

V.A.1. Date of EDA Approved RLF Plan: RLF Recipients manage RLFs in accordance with an RLF Plan, which is updated as economic conditions change, at a minimum of every five years. This field records the date of the RLF Plan approval date as MM/DD/YYYY, for example 10/31/2015.

V.A.2. Date of Annual RLF Plan Certification: Where the RLF Recipient annually certifies operation according to EDA-approved RLF Plan, enter the certification date as MM/DD/YYYY.

Section B. Audit

V.B.1. Fiscal Year End Date: Enter the RLF Recipient’s fiscal year end date as MM/DD/YYYY.

V.B.2. Date of Most Recent Audit: Click the appropriate box to indicate whether the most recently completed audit is a Single or Program Specific audit (according to audit requirements of 2 CFR 200 Subpart F). Enter the audit period end date for the most recently completed audit.

V. B.3. Was the audit submitted to the Federal Audit Clearinghouse on Time? Choose “Yes” or “No” from the drop-down menu for the field.

V.B.4. If not, why not? As applicable, use this text field to explain why audit was not submitted on time.

Section C. Management

IV.C.1. Has there been any staff turnover during this reporting period? Choose “Yes” or “No” from the drop-down menu for the field.

IV.C.2. If Yes, please explain: If the response to IV.C.1. is “yes”, explain the staffing change in the text field.

Section D. Retention of Key Personnel

According to the position described below, enter the name, title and tenure of the person performing each RLF function on the associated line of the ED-209.

IV.D.1. Executive Director: This role is generally responsible for the supervision and management of the office and business affairs of the organization and executes the mission and strategic plan as approved by the Board of Directors.

IV.D.2. Lending Director: This role is generally responsible for overseeing the lending activities of the Revolving Loan Fund.

IV.D.3. Finance Director: This role is generally responsible for all accounting activities related to auditing, accounts payable processing, accounts receivable collection, and financial compliance.

IV.D.4. Reporting Official: This role is generally responsible for collecting and reporting related program information for lending activities and may monitor program compliance.

Section E. Signature of Authorized Representative

The report must be dated and digitally signed by the authorized official who, as part of their duties, has the authority to sign such reports on behalf of the organization. Typically, the Authorized Official is the Board President or Chair, or Executive Director. In some cases, the Board may authorize another member of the organization, such as the Finance Director, to sign the report as part of their position authority level. In this case, the Recipient should provide EDA with a letter or resolution from the Board authorizing the other party to sign the report on behalf of the Board. The letter or resolution should specifically address what documents the party is authorized to sign and the period of time that this authority is in place.

By signing the report, the Authorized Official certifies to EDA that the RLF is operating in accordance with its RLF Plan and that the information provide in the form is complete and accurate.

EDA will not accept an unsigned report. Be sure to enter the date of the signature as well as the name and title of the Authorized Official that signs the report.

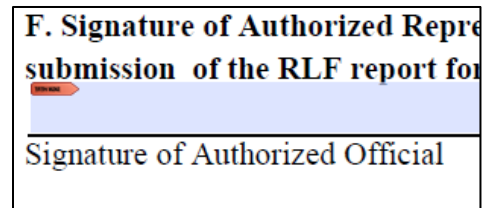
APPENDIX A: Prompts for Creating & Using Digital Signatures

These reporting tips are intended for users running Windows 7. If you are running a different version, you may see different dialog box and options.

Before signing the Semiannual Report, click the yellow “Click HERE before signing form!” to ensure all information reported is correct. At a minimum, the following fields must be complete:

- EDA Award Number(s) (on the first page)
- Reporting Unit (on the first page)
- Date (on the last page, to the right of the signature field)

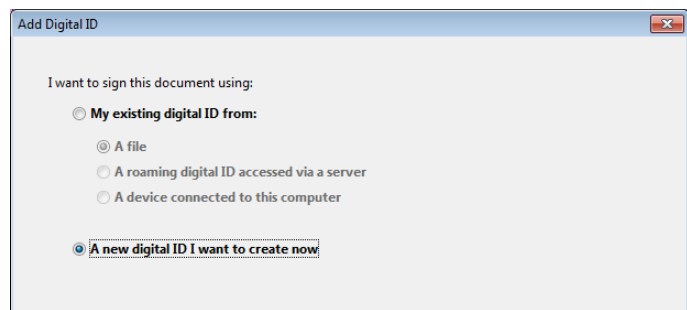
Figure 1 – Signature of Authorized Official



1. To sign the form, click on the red signature flag (see Figure 1) in the signature box.

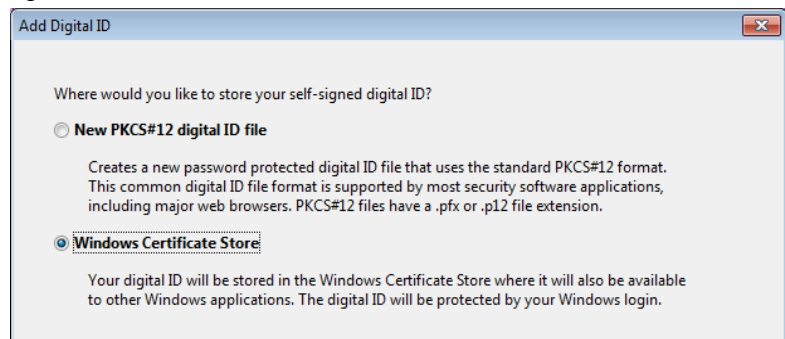
2. If you already have a digital signature stored on your computer, skip to step 6. If you do not have a digital signature, you will see the “Add Digital ID” dialog box (see Figure 2).

Figure 2 - Add Digital ID



3. When the “Add Digital ID” dialog box appears, select “Windows Certificate Store” (see Figure 3).

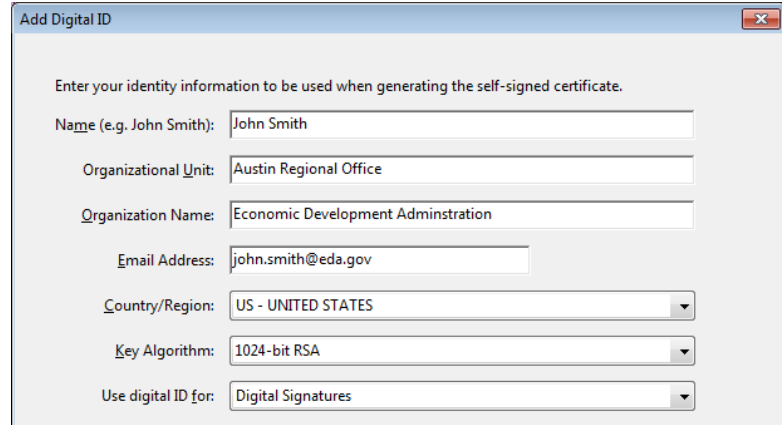
Figure 3 - Windows Certificate Store



4. When prompted, enter the identifying information for the Authorized Official who signs the report and select the following options (see Figure 4):

- Key Algorithm: **1024-bit RSA**
- Use digital ID for: **Digital Signatures**

Figure 4 - Add Digital ID identity information



5. Click the “Finish” button.
6. You will see a “Sign Document” dialog box (see Figure 5).
7. Use the “Sign As:” drop-down box to select a signature to use (see Figure 6). If you only have one signature, that signature will already be selected. If you want to create a new signature, select “New ID...” and follow steps 2 through 5, above.
8. Click on the “Sign” button (see Figure 7).

Figure 5 - Sign Document dialog box

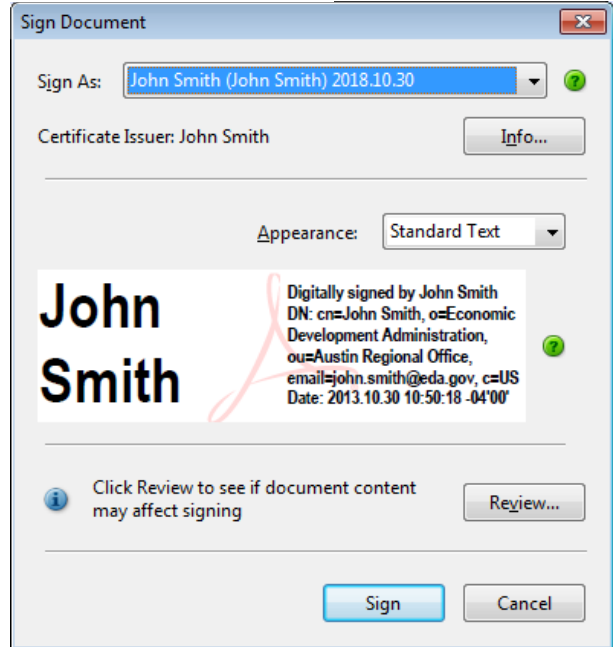


Figure 6 - Select digital signature

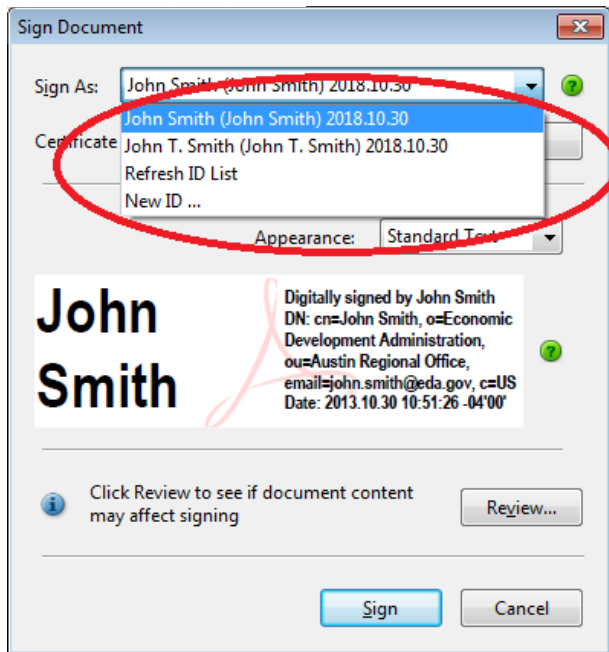
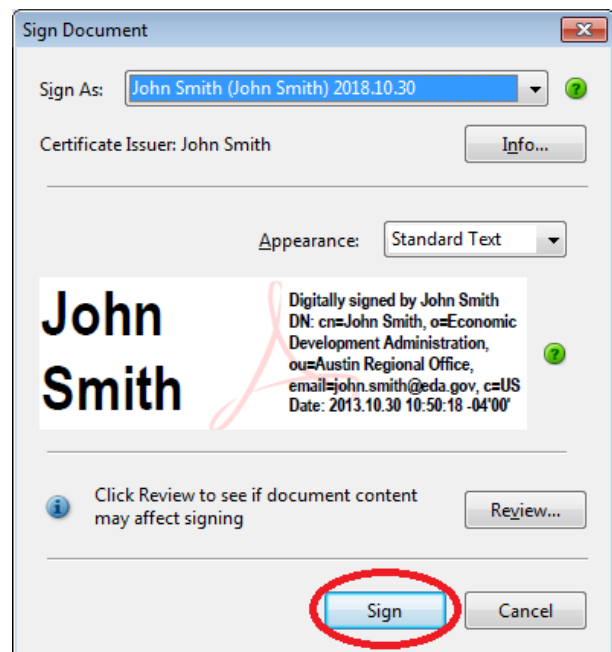


Figure 7 - 'Sign' button



- Navigate to the folder of your choice and save the Semiannual Report by clicking on the “Save” button (see Figure 8).

Note: You have the option of renaming the file prior to clicking “Save”.

- The form has now been signed and the electronic signature will appear in the signature line (see Figure 9).

Figure 8 - 'Save' button

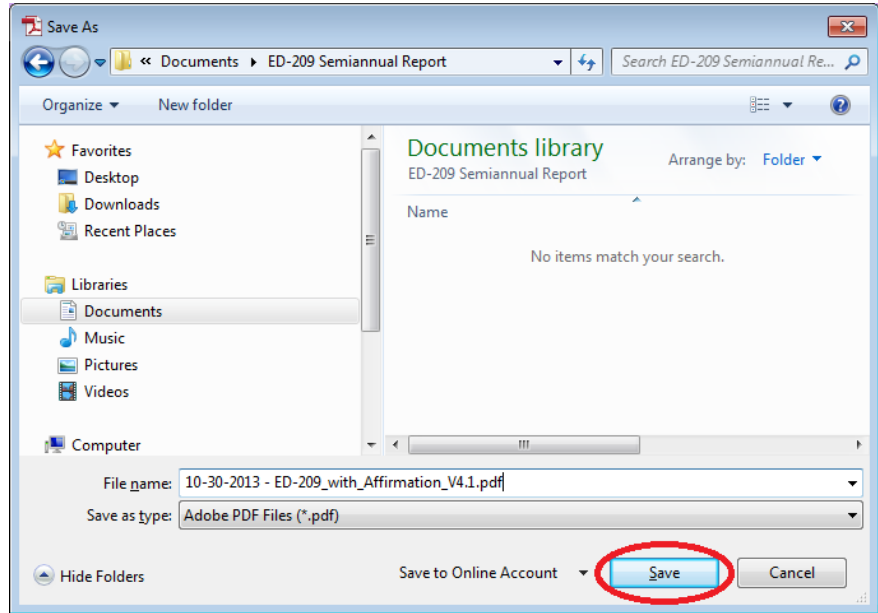


Figure 9 - Digital Signature complete

F. Signature of Authorized Representative: I hereby certify that the information provided in my organization's electronic submission of the RLE report form (ED-209) is complete and accurate to the best of my knowledge.	
John Smith	10/30/2013
Signature of Authorized Official	Date

Note: Remember to submit the form to EDA Regional Office by the deadline.