

Form RD 1951-4
(Rev. 12-04)

REPORT OF IRP/RDLF LENDING ACTIVITY
(Intermediary Relending Program- Rural Development Loan Fund)

FORM APPROVED
OMB NO. 0570-0015

Name of Organization	IRP/RDLF Fund Number:	Report Period	Date
Address:	Telephone No.:	Contact Person:	Date Intermediary IRP/RDLF Loan was approved:
Tax I.D. No.:			

		REPORT PERIOD	TO DATE
LOANS			
1.	Amount of IRP/RDLF Loan	\$ _____	\$ _____
2.	Principal of loans disbursed	\$ _____	\$ _____
3.	Principal of loans received	\$ _____	\$ _____
4.	Net Lending (line 2 minus 3)	\$ _____	\$ _____
AVAILABLE ASSETS		END OF PERIOD	
5.	Total Assets (less furniture & equipment)	\$ _____	\$ _____
6.	Loans Outstanding	\$ _____	\$ _____
7.	Loan Loss Reserve (After 3 yrs., 6% required)	\$ _____	\$ _____
8.	Funds Available for Relending (line 5 minus line 6 and 7)	\$ _____	\$ _____
9.	Percent of Assets Available for Relending (Line 8 divided by Line 5)	% _____	% _____

BALANCE SHEET		
ASSETS		
1.	Cash (minus Loan Loss Reserve)	\$ _____
2.	Loan Loss Reserve	\$ _____
3.	Loans Outstanding	\$ _____
4.	Interest-Bearing Deposits	\$ _____
5.	Other Assets (specify) Fixed Assets (furniture and fixtures)	\$ _____
	_____	\$ _____
	_____	\$ _____
6.	TOTAL ASSETS	\$ _____
LIABILITIES		
7.	Loan Payable to RBS	\$ _____
8.	Accounts Payable	\$ _____
9.	Other Liabilities	\$ _____
	_____	\$ _____
	_____	\$ _____
10.	TOTAL LIABILITIES	\$ _____
11.	FUND BALANCE (Assets minus Liabilities)	\$ _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0015. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Used by intermediaries for IRP/RDLF loans to report project status and financial information.

(see reverse)

PROCEDURE FOR PREPARATION : RD Instructions 4274-D and 1951-R.

PREPARED BY : Intermediaries.

NUMBER OF COPIES : Original.

SIGNATURES REQUIRED : Executive Director or Chief Financial Officer.

DISTRIBUTION OF COPIES : For projects serviced by the State Office, the Intermediary will complete the form and submit it to the State Office. The State Office will forward a copy of the form to the National Office.

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IRP/RDLF INCOME AND EXPENSE STATEMENT
Report Period
1/0/00

	USDA Approved Budget	Prior Fiscal Year	Reporting Period	Program to Date
1. IRP/RDLF INCOME (All Sources)	\$	\$	\$	\$
2. EXPENSES (IRP/RDLF Related Expenses)				
a. Employee Salaries	\$	\$	\$	\$
b. Employee Fringe Benefits	\$	\$	\$	\$
c. IRP/RDLF-related Travel	\$	\$	\$	\$
d. Loan Processing/Closing Costs	\$	\$	\$	\$
e. Interest Paid RBS	\$	\$	\$	\$
f. Professional Services	\$	\$	\$	\$
g. Marketing	\$	\$	\$	\$
h. Staff Training	\$	\$	\$	\$
i. Equipment - Rental	\$	\$	\$	\$
- Acquisition	\$	\$	\$	\$
j. Bad Debt (Loan Losses)	\$	\$	\$	\$
k. Loan Loss Recovery (negative number)	\$	\$	\$	\$
l. Space (rent)	\$	\$	\$	\$
m. Audit	\$	\$	\$	\$
n. Indirect Costs	\$	\$	\$	\$
o. Other (Specify)	\$	\$	\$	\$
3. TOTAL EXPENSES (sum line 2.a. thru line 2.o)	\$	\$	\$	\$
4. NET IRP/RDLF INCOME (line 1 minus line 3)	\$	\$	\$	\$
5. EXPENSES as % of IRP/RDLF INCOME (line 3/line 1)	%	%	%	%
6. If salaries & expenses are not charged against the IRP/RDLF fund, how are these expenses paid? EXPLANATION: _____				
7. What is the total program income that was used to cover administrative costs? \$ _____				
8. Describe any encumbrances, liens, compensating balances, or assignments on any of the assets in the IRP/RDLF, including those pursuant to any guarantees made. Description: _____ _____ _____ _____				

CERTIFICATION OF AUTHORIZED REPRESENTATIVE: I certify that the above information and any attachments thereto are complete and accurate to the best of my knowledge and belief.

By: _____

Date: _____

Name and Position: _____

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ULTIMATE RECIPIENT INFORMATION:			
Recipient Name:		Recipient Tax ID#:	
Applicant Type:			
<input type="checkbox"/> <i>Union/Trust</i> <input type="checkbox"/> <i>Profit-making Corporation</i> <input type="checkbox"/> <i>Partnership</i> <input type="checkbox"/> <i>Public Body</i>		<input type="checkbox"/> <i>Trust</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/> <i>Non-Profit Corporation</i>	
Facility Location			
Street Address:		Borrower's Address: <i>(if different)</i>	
City:	State:	Zip Code:	
Country:			
Project Information			
Jobs Saved:		NAICS Code:	
Jobs Created:			
Third Party Document Approved:			
RECIPIENT LOAN INFORMATION:			
Loan Amount:	\$	Closing Date:	
Loan Balance:	\$	Status:	<input type="checkbox"/> <i>Arrest</i>
Term (Months):			<input type="checkbox"/> <i>Current</i>
Interest Rate:	%		<input type="checkbox"/> <i>Delinquent</i>
Interest Rate Type:	<input type="checkbox"/> <i>Fixed</i> <input type="checkbox"/> <i>Variable</i>		<input type="checkbox"/> <i>Loan Charged Off</i>
			<input type="checkbox"/> <i>Paid in Full</i>
			<input type="checkbox"/> <i>Suspended/Deferred</i>
		Terms Renegotiated:	
Recipient Loan Funded by:	Pay-Off Date:		
	<input type="checkbox"/> <i>Initial USDA Loan Funds and approved by RD</i> <input type="checkbox"/> <i>Revolving Funds</i>		
Agency Contribution:	\$		
Advanced Date (ACH):	\$		
Intermediary Contribution:	\$		
Modifications to Amortization:			
<input type="checkbox"/> <i>Ballon Payment</i>		<input type="checkbox"/> <i>Delayed Payment</i>	
<input type="checkbox"/> <i>Interest Only Payments</i>		<input type="checkbox"/> <i>Other</i>	
Collateral Information:			
<input type="checkbox"/> <i>Equipment</i>		<input type="checkbox"/> <i>Personal Guarantees</i>	
<input type="checkbox"/> <i>Real Estate</i>		<input type="checkbox"/> <i>Other</i>	
Lien Position:		<input type="checkbox"/> <i>1st Position</i>	<input type="checkbox"/> <i>2nd Position</i>
		<input type="checkbox"/> <i>Other Description</i>	
Supplemental Funding Amounts:			
State/Local:	\$	Federal Funds:	\$
Bank Loans:	\$	Other:	\$
Sources of USDA Funding For This Loan			
PAYMENT INFORMATION:			
Payment Frequency:	<input type="checkbox"/> <i>Annually</i>	<input type="checkbox"/> <i>Other</i>	
	<input type="checkbox"/> <i>Monthly</i>	Other Description:	
Number of Payments:			
<i>(Due from inception)</i>		<input type="checkbox"/> <i>Made Late (30 days past due or less)</i>	
<i>(# Made on Time)</i>		<input type="checkbox"/> <i>Made Late (more than 30 days)</i>	
Comments:			
For Official Use Only			
Race Information		<input type="checkbox"/> <i>Veteran</i>	
<input type="checkbox"/> <i>White</i>		<input type="checkbox"/> <i>Hispanic or Latino</i>	
<input type="checkbox"/> <i>Black/African American</i>		<input type="checkbox"/> <i>Not Hispanic or Latino</i>	
<input type="checkbox"/> <i>American Indian/Alaskan Native</i>			
<input type="checkbox"/> <i>Asian</i>			
<input type="checkbox"/> <i>Native Hawaiian or Other Pacific Islander</i>			
		Sex:	
		<input type="checkbox"/> <i>Male</i>	
		<input type="checkbox"/> <i>Female</i>	
		<input type="checkbox"/> <i>Public Body</i>	

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ULTIMATE RECIPIENT INFORMATION				RECIPIENT LOAN INFORMATION								PAYMENT INFORMATION				For Official Use Only		
Recipient Name	Jobs	Jobs	Date	Original Loan Amount	Supplemental Funding			Current Balance	Loan Status	Loan Loss Amount	Loan Loss Reserve	# Due	# Male on time	# > 30 days	# < 30 days	Race	Ethnicity	Sex
	Saved	Created	Verified		Private Funding	Other Funding	Equity Injection											

Loan Status Codes:
 C - Current
 S - Suspended/Defaulted
 D - Delinquent
 P - Paid Out
 DD - Default
 L - Loss

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PART I: PORTFOLIO STATUS			
Status of Loans	Current Principal Balance	# Loans	Orig. Loan Amount
1. Total Loans Made:		-	\$
2. Fully Repaid		-	\$
3. Current	\$	-	\$
4. Delinquent (>30 days)	\$	-	\$
5. Default	\$	-	\$
6. Total Active Loans (Add lines 3, 4, and 5)	\$	-	\$
7. Total Written Off	\$	-	\$

PART II: PORTFOLIO SUMMARY

A. Summary of Loan Activities: Provide information below on **Active Loans** and **Total Loans** closed to date.

	Active Loans		Total Loans	
1. # IRP/RDLF Loans				
2. Total \$\$ Loaned:	\$		\$	
3. Non-IRP/RDLF Leveraged				
a. Private	\$		\$	
b. Other	\$		\$	
c. Equity Injection				
d. Total Leveraged \$\$ (a+b+c)	\$		\$	
4. Total Project Leverage (2 + 3d)	\$		\$	
5. Private Sector Jobs:				
a. Created				
b. Saved				
c. Total Jobs (a + b)				

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B. Summary of Demographics: Provide information below on each borrower regarding race and ethnicity.

	Total Loans
1. # of IRP/RDLF Loans to Borrowers per Race:	
a. White	
b. Black/African American	
c. American Indian/Alaskan Native	
d. Asian	
e. Native Hawaiian/Other Pacific Islander	
2. # of IRP/RDLF Loans to Borrowers per Ethnicity:	
a. Hispanic or Latino	
b. Not-Hispanic or Latino	
3. # of IRP/RDLF Loans to Borrowers per Sex:	
a. Male	
b. Female	

INSTRUCTIONS FOR PREPARATION OF FORM RD 1951-4
“Report of IRP/RDLF Lending Activity”

The Intermediary should complete one IRP/RDLF Activity Lending Report for each IRP/RDLF loan with the Agency. Do not combine loan programs and submit one report.

1. Enter the name of the organization.
2. Enter the IRP/RDLF Fund Number.
3. Enter the ending date of this report period.
4. Enter the current date.
5. Enter the address of the IRP/RDLF intermediary.
6. Enter the telephone number of the organization.
7. Enter the contact person of the intermediary
8. Enter the date the IRP/RDLF loan was approved.
9. The intermediary should enter its Federal Tax Identification Number.

Loans:

1. Enter amount of IRP/RDLF loan drawn down this reporting period. Enter the total loan amount drawn down to date.
2. Enter Principal of loans disbursed to ultimate recipients (borrowers). Enter amount this report period. Enter total amount of loans disbursed to ultimate recipients to date.
3. Enter Principal of Loans payments received; i.e., repayments from ultimate recipients. Enter principal of loans received for this report period. Enter principal of loans received to date.
4. Enter Net lending (line 2 minus 3). Enter net lending for this report period. Enter amount to date.

Available Assets:

5. Enter Total Assets of the IRP Revolving Fund less Furniture and Fixtures.
6. Enter loans outstanding
7. Enter Loan loss Reserve (After 3 yrs., 6% required).
8. Enter funds available for relending (line 5 minus lines 6 & 7).
9. Enter percent of assets available for relending (line 8 divided by line 5).

Balance Sheet

Assets:

1. Enter all cash on hand or in bank account minus loan loss reserve.
2. Enter loan loss reserve.
3. Enter all loans outstanding.
4. Enter any interest-bearing deposits, i.e., checking, certificates of deposit, savings, etc.
5. Enter other assets (specify). Furniture and fixtures.
6. Enter total assets.

Liabilities:

7. Enter Loan payable to RBS.
8. Enter Accounts payable.
9. Enter other liabilities (specify).
10. Enter total liabilities.
11. Enter Fund Balance (assets minus liabilities).

IRP/RDLF INCOME AND EXPENSE STATEMENT

Report Period (enter beginning and ending date for this reporting period)

for the following items, the intermediary should enter the amounts for the USDA approved budget, prior fiscal year, this reporting period, and the total program to date.

1. IRP/RDLF INCOME (all sources) Enter total income.
2. EXPENSES (IRP/RDLF related Expenses)
 - a. Enter Employee Salaries
 - b. Enter Employee Fringe Benefits
 - c. Enter IRP/ RDLF-related Travel
 - d. Enter Loan Processing/Closing Costs
 - e. Interest Paid RBS (enter the amount of interest paid to the Rural Business-Cooperative Service for this loan)
 - f. Enter the amount paid for Professional Services such as accounting, consultants, etc.
 - g. Marketing (Enter amounts paid for advertising, marketing, and any outreach costs related to this loan)
 - h. Enter the amount paid for Staff Training
 - i. Enter the amount for Equipment - Rental
Enter the amount for Equipment - Acquisition
 - j. Bad Debt (Loan Losses) Enter the amount of loans written off as bad debt.
 - k. Loan Loss Recovery Enter any amounts that have been recovered from previously written off bad debts. This should be a negative number.
 - l. Space (rent) (Enter the amount paid for office space/rent)
 - m. Enter the Cost of required Audits
 - n. Enter any Indirect Costs
 - o. Enter any Other cost (Specify)
3. TOTAL EXPENSES (add line 2.a. thru line 2.o)
4. NET IRP/RDLF INCOME (line 1 minus line 3)
5. EXPENSES as % of IRP/RDLF INCOME (line 3/line1)
6. If salaries & expenses are not charged against the IRP/RDLF fund, how are these expenses paid? EXPLANATION:
7. What is the total program income that was used to cover administrative costs?
8. Describe any encumbrances, liens, compensating balances, or assignments on any of the assets in the IRP/RDLF. Describe the encumbrance below: Description:

ULTIMATE RECIPIENT INFORMATION:

The intermediary should complete one page for each of their borrowers. This page should only be completed once. Updates and changes can be entered on page 4 of this form.

Recipient Name — enter the name of the ultimate recipient

Recipient Tax ID No. — enter recipient tax identification number

Applicant Type — choose one of the following Indian tribe, profit-making ,corporation ,proprietorship public, body partnership, trusts, nonprofit corporation, or other.

Facility Location:

Street Address — enter the Street address where the business is physically located.

City — enter the city where the businesses located.

State — enter to State in which the businesses located.

County — enter the county where the businesses located.

ZIP Code — enter ZIP code for the business address.

Borrower's Address — if the borrower's address is different band the business address, enter the borrower's address here. Otherwise, lead this field blank.

PROJECT INFORMATION:

Jobs Created — enter the number of jobs saved as a result of this loan.

NAICS Code — enter the North American Industrial Classification System Code.

Third Party Document Approved — the Intermediary should list the date their documents were approved by the Agency.

RECIPIENT LOAN INFORMATION:

Loan Amount — enter the original amount of the loan

Closing Date — enter the closing date of the loan.

Loan Balance — Enter the remaining principal balance of the loan.

Status — Choose one of the following ahead, current, delinquent, loss/charge off, paid in full, suspended/deferred.

Term: (Months) — enter the number of months

Interest Rate — enter the loan interest rate.

Interest Rate Type — choose either fixed or variable.

Terms Renegotiated — only check this box if the loan terms have been renegotiated due to a loan servicing action.

Pay-Off Date — if the loan is paid off, enter the pay off date. Otherwise, this field should be left blank.

Recipient Loan Funded by — choose either initial USDA loan funds and approved by Rural Development or revolving funds whichever applies.

Agency Contribution — enter the amount of the loan funds contributed by USDA.

Advanced Date (ACH) — enter the date the Agency released the funds to the intermediary

Intermediary Contribution — enter the amount of loan funds contributed by the intermediary. The Agency and Intermediary contributions should equal the total amount of the loan.

Modifications to Amortization — If the intermediary has modified the loan's amortization, choose one of the following, balloon payments, interest only payments, delayed payments, or other. If no modifications have been made, leave this field blank.

Collateral Information — check all that apply, equipment, real estate, personal guarantees and other.

Lien Position — select the lien position taken for the above listed security, 1st, 2nd, 3rd, and other. If other is selected, complete the Other Description field (i.e. Parity 1st).

Supplemental Funding Amounts — the intermediary should include other funding that went into the overall project in addition to the Intermediary's loan. If other funding is involved indicate the amount of state/ local, bank loan, federal funds, or other. If not other funding went into the project, leave these fields blank.

Sources of USDA Funding for this Loan — enter either IRP (Intermediary Relending program) or RDLF (Rural Development Loan Funds).

PAYMENT INFORMATION:

Payment Frequency – choose one of the following, monthly, annually or other. If other is chosen , describe in the other description field (i.e. quarterly, semi-annually).

No. of Payments:

Due (since inception) – enter the total number payments due to date.

Number made on Time – enter the total number of payments made on time.

Made late (30 days past due or less) – enter the number of payments made 30 days or less past due.

Made late (more than 30 days) – enter number of payments made more than 30 days late.

Comments: – enter any comments concerning the ultimate recipient.

The remainder of this page will be completed by Rural Development employees during their field visits to the intermediary.

ULTIMATE RECIPIENT INFORMATION:

The Intermediary should make an entry for every loan it has on the books. This page is where loan information should be updated each required reporting period. If the Intermediary is reporting quarterly then each loan should be updated every quarter. If the intermediary is required to report annually then they should be updated annually.

Recipient Name – enter recipient name.

Job Saved – enter the number of jobs saved as a result of this loan.

Jobs Created – enter the number of jobs created as a result of this loan.

Date Verified – the intermediary should note when it verified jobs. The intermediary should verified jobs information every three years. Only permanent and direct jobs may be counted and part-time job should be converted to full-time equivalents (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.

Original Loan Amount – enter the original loan amount.

Supplemental Funding:

Private Funding – enter the amount of other private funding such as bank loans.

Other Funding – enter the amount of other funding such as state and local government funding.

Equity injection – enter the amount of the business owners money being put into the project.

Current Balance – enter the current balance of the loan.

Loan Status – list the loan status using one of the following codes, a- ahead, C - current, D - delinquent (more than 30 days past due), DD - default, L - loss /charge off, P - P paid in full, and S - suspended/deferred.

Loss Loan Amount – enter the final loan loss amount if any.

Loan Loss Recovery – enter loan loss recovery if any.

Payment Information: No. Due - enter the total number of payments due.

No. Made on time – enter the total number of payments made on time.

No. < 30 days – enter number of payments made late but within 30 days.

No. > 30 days – enter the number of payments made more than 30 days late.

The remaining information on page 4 will be completed by Rural Development personnel during their field visits.

PARTS I AND II: PORTFOLIO STATUS AND PORTFOLIO SUMMARY

The data fields on these pages will automatically pre-fill from data entered on the previous four pages.