



Economic Development Administration (EDA) Revolving Loan Fund (RLF)

Semi-Annual Interim Reporting

Frequently Asked Questions

REPORTING REQUIREMENTS

Q1: Can the ED-209 and ED-209I be filled out by hand, scanned and saved to CD-R?

A1: No. All reports must be electronically populated using the fillable PDF ED-209 and ED-209I forms and submitted on CD-R (1x-52x Speed/700MB, 80 min Size) media.

Q2: Is the October 1, 2011 through March 31, 2012 report also due at this time?

A2: Yes. The ED-209 and ED-209I (if applicable) reports are due for reporting period ended March 31, 2012 and September 30, 2012. Future RLF Semi-annual reports must be submitted in accordance with Table 1 of the Revolving Loan Fund Instructions.

Q3: Is the RLF Loan Portfolio list no longer required by EDA?

A3: Although the RLF Loan Portfolio list does not have to be submitted at this time, the RLF Loan Portfolio list remains an EDA requirement and should be maintained in accordance with RLF Regulations 13 C.F.R. 307.

Q4: Should the Federal Financial Report (SF-425) be submitted with the ED-209 and ED-209I?

A4: Federal Financial Reports (SF-425) are due semi-annually (for report periods March 31st and September 30th) until the RLF grant is fully disbursed, by EDA, in accordance with the RLF Standard Terms & Conditions (2007).

Q5: My Executive Director is not available to sign the affirmation. Can I sign on their behalf?

A5: The affirmation should be electronically signed by the organization's authorized representative (Executive Officer, President, Board Chair, Director of Finance or Certified Public Accountant). Please note that should a Certified Public Accountant

(CPA) sign the affirmation, the EDA RLF Administrator may request verification that the CPA is authorized to sign on behalf of the organization.

Q6: Will EDA return to electronic reporting?

A6: Yes. EDA will return to a centralized web-based electronic reporting system. We will notify all RLF grantees when the transition has occurred.

Q7: How should audit reports be submitted?

Q7: Contact your RLF Administrator for guidance. Generally, audit reports may be submitted electronically or hard copy. In addition, the audit report should also be submitted to the Federal Audit Clearinghouse

RLF DATA ENTRY

Q8: On the ED-209, Part III.C.2 (RLF Income Added to RLF Capital Base for Lending) pulls data from Part III.B.6. (Total RLF Income); shouldn't it pull from Part III.B.8. (RLF Income Added to Capital Base for Lending)?

A8: Yes. This field has been corrected. If you have already downloaded and completed the RLF Reporting Form ED-209 (v. 1), please download the **updated** RLF Reporting Forms ED-209 and ED-209I (v. 3, posted 10-5-2012) for all reporting at: <http://eda.gov/rflReporting.htm>.

Q9: On the ED-209, calculations for Part III.C.4 (Current RLF Capital Base) are not accurate. Why is this?

A9: The program code to calculate this field was removed. Users may manually enter data into the field. If you have already downloaded and completed the RLF Reporting Form ED-209 (v. 1), please download the **updated** RLF Reporting Forms ED-209 and ED-209I (v. 3, posted 10-5-2012) for all reporting at: <http://eda.gov/rflReporting.htm>.

Q10: On the ED-209, Part III.D.6 (Balance Available, as % of Capital Base, for Previous Reporting Period) does not show the correct percentage format when the number is entered.

A10: The percent fields automatically convert whole numbers to percentages. For example, for a value of 25% enter zero, a decimal and the number (0.25 =25%; 0.50 = 50%...etc.).

Q11: What is the Reporting Unit Number (RUN)?

Q11: The Reporting Unit is a report identifier assigned by EDA. Most Reporting Units are 5-digit numbers with a state abbreviation. However, there are some RUNs that have more than 5 digits. Refer to a previously ED-209 report, submitted through RLFMS, for your organization's RUN or contact your RLF Administrator.

Q12: Should Part II, Section B, Lines 4-6 be completed?

Q12: No. Part II.B, Lines 4-6, is not required at this time. It is advised that RLF grantees continue to track this information, as it may be requested when electronic reporting continues.

Q13: When entering a number in Part III.D. 1, the number is zeroed out. Why does this happen?

Q13: The ED-209 form should be completed sequentially; starting at the top and working downward. Data should be entered in Part I first. The “Principal Outstanding on Loans,” Part III.D.1, will prepopulate its value from ‘Principal Outstanding,’ Part I line 4.

Q14: What is the calculation for Current RLF Capital Base – Part III.C.4?

Q14: Part III.C.4 does not auto-calculate. The formula is $(C1+C2) - C3 = C4$. Please note that Part III.B.8 equals Part III.C.2.

Q15: How is the amount of Excess Cash, for the reporting period, calculated?

Q15: EDA’s capital utilization standard (13 CFR 307.16(c)) requires all RLF Recipients to have at least **75%** of the RLF capital base as loaned or committed. The RLF Recipient should have no more than 25% of the RLF capital base currently available as cash on hand. The ED-209 automatically calculates the current balance available as % of the capital base in Part III. D.5. RLF Recipients with more than 25% of the RLF capital base available is considered as having “excess cash”. The Amount of Excess Cash for the reporting period is entered in Part IV.B.1 and would be calculated as follows:

$$(\text{RLF Capital Base} \times \mathbf{75\%}) - (\text{current balance available, net of committed RLF \$})$$

-or -

$$(\text{Part III.C.4} \times \mathbf{75\%}) - (\text{Part III.D.4})$$

For example, a RLF with a Capital base of \$1,000,000 should have at least \$750,000 loaned as outstanding principal. If the RLF only has loans with outstanding principal totaling \$650,000 and no loan commitments, excess cash would be \$100,000.

A 75% Capital Utilization Standard is the most widely used Percentage. However, some RLF Operators may have a DIFFERENT Capital Utilization Standard. For example, other Capital Utilization Standards include **80%, 85%, and 90%**. For those RLF Operators with higher Capital Utilization Standards – for Calculation Purposes, SUBSTITUTE the correct Percentage. If you are unsure of your correct Capital Utilization Standard, please contact you RLF Administrator.

Q16: When is Excess Cash Subject to Sequestration?

Q16: Per EDA’s regulations (13 CFR 307.16(c)(2)), RLF Recipients that fail to meet the capital utilization standard for *two consecutive* reporting period are required to sequester “excess cash”. RLF Recipients must deposit excess cash in an interest-bearing account and the portion of the interest earned that is attributable to the Federal share of the RLF grant must be remitted back to the Federal Government. The amount of excess cash subject to sequestration is reported in Part IV.B.2.

If there is excess cash for *this* reporting period, but there was no excess cash subject to sequestration the *last* reporting period, no excess cash is required to be sequestered. RLF Recipients should refer to the previous ED-209 form to determine whether there was excess cash during the prior reporting period.

Q17: How is the Change in Cash, Subject to Sequestration, calculated?

Q17: The formula to calculate the change in excess cash subject to sequestration is as follows:

Amount of cash subject to sequestration from previous reporting period – amount of cash subject to sequestration for this reporting period (Part IV.B.2) = change in excess cash subject to sequestration (Part IV.B.3).

If the amount of excess cash has increased, the dollar amount is positive. If the amount of excess cash decreased, the dollar amount will be negative. If your excess cash dollar amount is negative then the amount required to be sequestered has decreased. Contact your RLF Administrator for permission to remove funds from sequestration.

CORRECTING FORMS

Q18: If a digitally signed and submitted form is NOT correct; how do we change that report?

A18: Generally, you will submit a new digitally signed and corrected RLF Reporting Form ED-209 to the EDA Regional Office. Contact your RLF Administrator for guidance before sending new signed forms.

Q19: The new version of the form does not allow me to sign. How do I create a digital signature?

A19: For guidance on how to create a digital signature, please view video instructions at:
<http://tv.adobe.com/watch/acrobat-x/how-to-digitally-sign-a-document-with-adobe-reader/>

USING or PURCHASING Adobe Software

Q20: Do I need to purchase Adobe Standard or Adobe Pro to complete, digitally sign, and save the RLF Report Forms?

A20: No. On **October 5, 2012**, EDA posted on its web site is an **updated** RLF Reporting Forms ED-209 and ED-209I (v. 3). Version 3 may be used to complete, digitally sign, and save RLF Reporting Forms using Adobe READER. Adobe READER is widely available on the internet for free. EDA encourages RLF Operators to use or migrate to Adobe Standard or Adobe Pro.

Q21: If our company purchases Adobe Standard or Adobe Pro to complete, digitally sign, and save RLF Reporting Forms, and pay an IT specialist to install the software; can the costs be charge as a RLF administrative expense?

A21: Yes. EDA encourages RLF Operators to use or migrate to Adobe Standard or Adobe Pro. Costs for the purchase of Adobe Standard software and any technical support are allowable costs and should meet the federal *Cost Principal* standards of reasonableness and competitiveness.

Q22: If we have already purchased Adobe Standard or Adobe Pro to complete, sign, and save the previous RLF Reporting Forms (v.1), can we continue to use Adobe Standard or Adobe Pro?

A22: Yes. EDA encourages RLF Operators to use or migrate to Adobe Standard or Adobe Pro.

Q23: Are we still required to print, sign, and mail in a separate hard copy original paper “Signature Affirmation Page” for each report we complete?

A23: No. The new RLF Reporting Forms provides a digital signature, which can be saved on CD-R (1x-52x Speed/700MB, 80 min Size) media.