



## **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:** All reports shall 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 RLF Loan Portfolio list no longer required by EDA?
- A2:** 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.
- Q3:** Should the Federal Financial Report (SF-425) be submitted with the ED-209 and ED-209I?
- A3:** Federal Financial Reports (SF-425) are due semi-annually (for report periods March 31<sup>st</sup> and September 30<sup>th</sup>) until the RLF grant is fully disbursed, by EDA, in accordance with the RLF Standard Terms & Conditions (2007).
- Q4:** My Executive Director is not available to sign the affirmation. Can I sign on their behalf?
- A4:** 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.
- Q5:** Will EDA return to electronic reporting?
- A5:** Yes. EDA will return to a centralized web-based electronically reporting system. We will notify all RLF grantees when the transition has occurred.

## RLF DATA ENTRY

- Q6:** 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)?
- A6:** 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. 2, posted on 09-28-2012) for all reporting at: <http://eda.gov/rflReporting.htm>.
- Q7:** On the ED-209, calculations for Part III.C.4 (Current RLF Capital Base) are not accurate.
- A7:** 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. 2, posted on 09-28-2012) for all reporting at: <http://eda.gov/rflReporting.htm>.
- Q8:** On the ED-209, Part III.D.1 (RLF Principal Outstanding on Loans) pulls from Part I.7 (Total Loans); shouldn't Part III.D.1 pull data from Part I.4 (Total Active Loans)?
- A8:** No. Part III.D.1 includes Principal Outstanding for delinquent *and* defaulted loans. Part III.D.1 should pull data from Part I.7 (Total Loans). Delinquent and defaulted loans are not accounted for in Part I.4 (Total Active Loans).
- Q9:** 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.
- A9:** The percent fields automatically convert whole numbers to percentages. For example, for a value of 25% enter a decimal and the number (.25 =25%; .50 = 50%...etc.).

## CORRECTING FORMS

- Q10** If a digitally signed and submitted form is NOT correct; how do we change that report?
- A10:** 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 in new signed forms.

## **USING or PURCHASING Adobe Software**

**Q11:** Do I need to purchase Adobe Standard or Adobe Pro to complete, digitally sign, and save the RLF Report Forms?

**A11:** No. On **September 28, 2012**, EDA posted on its web site **updated** RLF Reporting Forms ED-209 and ED-209I (v. 2). Version 2 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.

**Q12:** 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?

**A12:** 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 federal *Cost Principal* standards of reasonableness and competitiveness.

**Q13:** 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?

**A13:** Yes. EDA encourages RLF Operators to use or migrate to Adobe Standard or Adobe Pro.

**Q14:** Are we still required to print, sign, and mail in a separate hard copy original paper “Signature Affirmation Page” for each report we complete?

**A14:** 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.