



RLF Portal Transition Plan for RLF Recipients and Operators

v1.1 / August 23, 2021



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Good news! For RLF Recipients previously required to submit Financial Reports between July 30th and September 30th, your Financial Reports are now due September 30, 2021.

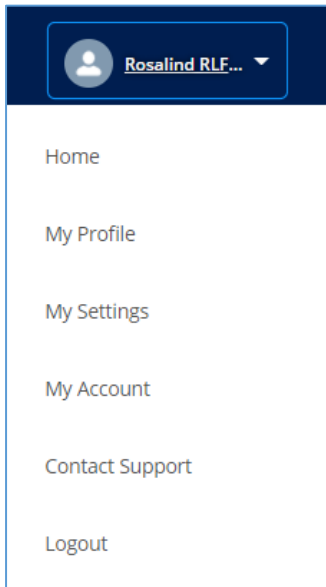
For those that are required to submit a Financial Report by September 30th, please follow the RLF Portal Transition Plan that follows. These step-by-step instructions are designed to help you get-up-to-speed quickly so you can submit your Financial Report efficiently. This Transition Plan is intended to be used as a guide to support you as you complete and submit your Financial Report. Take notes as you progress through the instructions.

Need help? If you need assistance with editing and submitting your Financial Report by September 30, 2021, please join us in our Office Hours. Refer to the separate schedule for Office Hours for complete details. You may also communicate directly with our Salesforce Support Team at: salesforcesupport@eda.gov and copy your RLF Administrator.

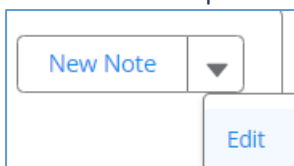
Need Training? If you have not yet attended an RLF Portal training, our library of RLF Portal documentation and training tutorial videos are published in the [RLF Portal, Help, Libraries](#). Our full training tutorial video is also published on YouTube with a dynamic table of contents at: <https://www.youtube.com/watch?v=u78DhZyD-VE>.

Step 1: Verify Your Email Address

1. In the upper right corner of the RLF Portal, click the drop-down arrow and select My Profile.



2. Click the drop-down arrow next to New Note and click Edit.



3. Is your email address correct? If not, please update your email address and click **Save**.

The screenshot shows a web form titled "Edit User". The form is divided into several sections:

- Name:** Includes fields for First Name (Rosalind RLF Recipient), Middle Name (empty), and Last Name (Lawler Colvin).
- Account:** City of Austin RLF Org. Test
- Email:** llawler@eda.gov
- Contact:** Tara King

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

Step 2: Verify Your RLF Awards

1. From the Home tab, click the Revolving Loan Fund (RLF) tab. Are your RLF grant awards listed?

Note: Your RLF Administrator creates your Revolving Loan Fund record upon grant award.

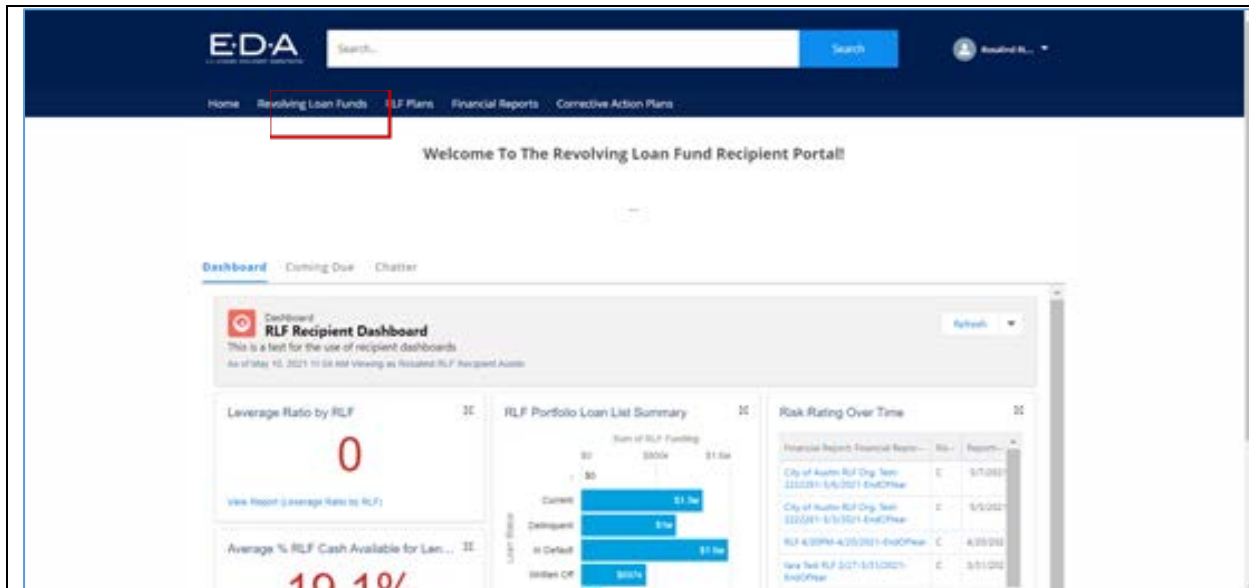
2. From the RLF tab, click the link for the first RLF in the list. Does your RLF Administrator's name display? Are the amounts correct? Repeat for each RLF record listed on the RLF tab.

Note: If there are datapoints that need to be edited but the field is not editable, shown in view only mode, please contact salesforcesupport@eda.gov and copy your RLF Administrator with the specifics. In the subject of the Email, include RLF Portal / Update to Datapoint. In your feedback, include the Tab name, Field name, and the specifics about the datapoints that need to be updated.

Step 3: Edit and Submit Your RLF Plan

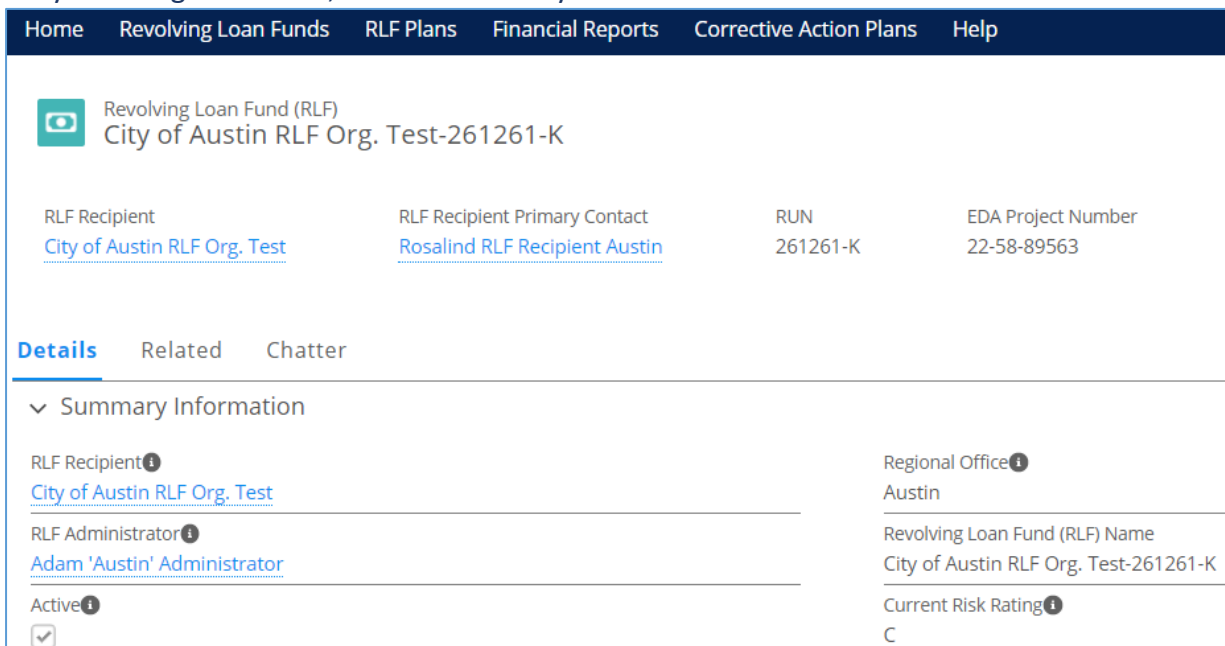
1. From the Home tab, click the Revolving Loan Fund Tab.

Note: Before you can edit and submit your Financial Report with Portfolio Loan List, your RLF Plan must be in Approved status. Your RLF Administrator will be able to see the data that you submit for all of the RLFs in their region. The RLF Recipients will only see the data for their affiliated Organizations.



2. Click the RLF to be edited. The RLF record displays.

Note: Your RLF Plan is pre-populated with the available datapoints. Upon verification of your RLF grant award, edit and submit your RLF Plan as needed.



3. Click the Related tab. The Related tab displays with separate sections for Financial Reports, Individual Loans, RLF Plans, Corrective Action Plans and RLF Lending Areas. All of the records list are “Related” to the same Revolving Loan Fund (RLF) record.

4. In the RLF Plan section on the Related Tab, select New from the drop-down arrow on the right side. A new RLF Plan pop-up window displays.

Note: In the new RLF Plan, the RLF Recipient field is pre-filled based on datapoints from the associated RLF record. This is a user-friendly feature to save on data entry.

Revolving Loan Fund (RLF)
City of Austin RLF Org. Test-261261-K + Follow

RLF Recipient City of Austin RLF Org. Test	RLF Recipient Primary Contact Rosalind RLF Recipient Austin	RUN 261261-K	EDA Project Number 22-58-89563
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Details **Related** Chatter

Financial Reports (3+) ▼

[City of Austin RLF Org. Test-261261-K-5/19/2021-EndOfYear](#) ▼

[City of Austin RLF Org. Test-261261-K-5/26/2021-EndOfYear](#) ▼

[City of Austin RLF Org. Test-261261-K-5/26/2021-EndOfYear](#) ▼

[View All](#)

Individual Loans (0) ▼

[New](#)

RLF Plans (3+) ▼

`riptvoid(0);`

Optional Step: When editing an RLF Plan already started, click the Edit button at the top of the page to open the form in edit mode, rather than clicking the pencil next to each field.

5. Edit the datapoints and fields in the RLF Plan as needed.

New RLF Plan

Information

* RLF Plan Name <input style="width: 300px;" type="text"/>	Status ⓘ Pending Draft
* Revolving Loan Fund (RLF) ⓘ <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> City of Austin RLF Org. Test-261261-K × </div>	Active RLF Plan ⓘ <input type="checkbox"/>

Summary

Target Cost per Job ⓘ <input style="width: 300px;" type="text"/>	Leverage Ratio Target ⓘ <input style="width: 300px;" type="text"/>
Minimum Loan Size ⓘ <input style="width: 300px;" type="text"/>	Maximun Loan Size ⓘ <input style="width: 300px;" type="text"/>

Cancel
Save & New
Save

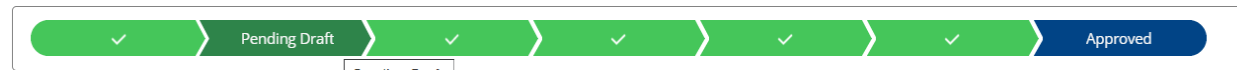
6. Enter the RLF Plan name. The Revolving Loan Fund (RLF) field is pre-populated because this RLF Plan was started from the RLF record.

Note: The Active RLF Plan checkbox will auto-populate once the RLF Plan is Approved. With an RLF Plan in Approved status, you can edit your Financial Report and Portfolio Loan List (PLL).

7. Populate and edit all the fields as needed. Be sure to add as much data up front to save on potential returns for corrections including [Revolving Loan Fund Strategy](#), [Business Development Objectives](#), [Comprehensive Economic Development Strategy \(CEDS\)](#), [Lending Objectives](#) as well as all of the [loan](#) details.

8. [Add](#) relevant files and click Save.

9. When the RLF Plan is completed, click [Submit for Approval](#). The RLF Plan Status is auto-generated by the system. Each stage of the RLF Plan Status is marked with a change in the chevrons across the top. The RLF Status changes include Not Due, Pending Draft, Updated RLF Plan Submitted, Returned for Correction, Pending Board, Pending EDA, and Approved.



Step 4: Edit Your Loan List

1. From the [Home](#) tab, click [Coming Due](#).

Dashboard	Coming Due	Chatter	
FINANCIAL REPORTS DUE			
Revolving Loan Fund (RLF)	Financial Report Name	Status	Due Date
City of Austin RLF Org. Test-2222261K	City of Austin RLF Org. Test-2222261K-EndOfYear-Draft	Draft	8/24/2021
City of Austin RLF Org. Test-261261-K	City of Austin RLF Org. Test-261261-K-5/26/2021-EndOfYear	Draft	8/24/2021

2. Click the [Financial Report \(FR\) record](#) that you are preparing for submission. The Details tab for the Financial Report displays.

Note: The currently due Financial Report is auto-generated via a batch process based on your last Financial Report (FR) and the fields are prepopulated based on the available datapoints previously submitted. Your Financial Report Template’s Reporting Period is aligned to your Fiscal Year End.

- Level ‘A’ RLFs report Annually
- 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 year end. The reporting deadline cannot be extended without prior written authorization.

Background: An automated batch process will run daily and search AND flag all RLFs in the system with a Next Reporting Period (field on the RLF) that equals Today. If the Next Reporting Period equals Today, the system will flag the RLF and create a FR Template with the status of Draft. IF there is an existing FR for the RLF:

- The system will clone, make a copy, of the most recent FR and any existing PLL to allow for updates to the PLL (i.e., changes in status – Status defaults to Fully Repaid).
- Aggregate PLL data can be found in the previous Financial Report.

IF there is not an existing FR for the RLF:

- The system will create a new FR with the status of Draft.
- In this case, the PLL data will need to be entered manually by the RLF Recipient and
- No subset of data will pre-populate fields on the FR because there is no previous data available to pull from.

3. From the Financial Report Details screen, click Portfolio Loan List (PLL) and edit your Loan List first. The Portfolio Loan List displays.

Note: Click the Refresh button in the upper right corner of the Loan List so that the most up-to-date data displays.

4. Click the Loan Name from the loan list for the loan you want to edit. The loan record displays.

Loan Name	Loan Id	Borrower's Name	RLF Funding	Loan Clo...	Loan Term ...	Loan Status
Borrower #3	55555	Borrower #3	\$150,000.00	5/16/2021	60	Written Off
Borrower #4	777777	Borrower #4	\$60,000.00	5/16/2021	72	Delinquent
Borrower #1	444444	Borrower #1	\$200,000.00	5/10/2021	60	In Default
Borrower #2	123456	Borrower #2	\$200,000.00	5/16/2018	60	Current

5. Click Edit to revise the existing data to reflect the current Loan Status. The Loan Status choices include Current, Delinquent, In Default, Written Off, or Fully Repaid.

Note: If you don't have any loans to Edit and you do not have any new loans to add to your loan list (e.g., there are no loan status changes to report, then you don't have anything to edit or anything new to add here.)

Portfolio Loan List Borrower #5	Edit Printable View
Recipient Loan Name Borrower #5	Financial Report City of Austin RLF Org. Test-222261K-EndOfYear-Draft

6. If you have new loans to report, click New and click Next to add a new loan to your PLL. The new Loan record pop-up window displays.

Loan Name	Loan Id	Borrower's Name	RLF Funding	Loan Clo...	Loan Term ...	Loan Status
1 Borrower #3	55555	Borrower #3	\$150,000.00	5/16/2021	60	Written Off
2 Borrower #4	777777	Borrower #4	\$60,000.00	5/16/2021	72	Delinquent
3 Borrower #1	444444	Borrower #1	\$200,000.00	5/10/2021	60	In Default
4 Borrower #2	123456	Borrower #2	\$200,000.00	5/16/2018	60	Current

7. Enter your loan details and click Save. Or click Save & New if you have multiple loan records to create.

New Portfolio Loan List: New Loans

Recipient

* Loan Name

* Financial Report

Borrower's Name

Loan Id

Borrower's Location

Address Information

Note: If you have more than 20 loan records to create, you may request a Bulk Loan Upload. Email salesforcesupport@eda.gov for details. For a speedy reply, enter: RLF Portal / Bulk Loan Upload Request as your email Subject. To prevent duplicates, do not “re-submit” loan details for loans already listed in the RLF Portal.

Step 5: Edit and Submit Your Financial Report

1. After you have edited all of loans in your PLL, return to the Financial Report Details screen and manually edit the remaining datapoints.

Note: Review all the tabs and fields, including the data that was pre-populated and auto-generated. Notice that the FR is pre-populated with datapoints based on your previously submitted Financial Report. The Type of Report, Annual, Semi-annual, is auto-generated based on the Risk Rating assigned to the RLF.

E·D·A Search... Search Rosalind RL...

Home Revolving Loan Funds RLF Plans Financial Reports Corrective Action Plans

Financial Report RLF 4/1-4/1/2021-EndOfYear + Follow Submit Financial Report Printable View Printable View

Completed

Guidance for Success

Financial Reporting for this period is now complete. For end of year reporting, the Risk Rating has also been Sent to RLF Recipient.

Details Allowable Cash % Portfolio Loan List Risk Rating Chatter

> Grantee Information

Submission Details

Financial Report Name RLF 4/1-4/1/2021-EndOfYear	Return for Corrections
Submission Date 4/1/2021	Submitter Rosalind RLF Recipient Austin

RLF Funding Sources

EDA Funding \$200,000.00	Local Match \$253,654.00
Total RLF Funding \$453,654.00	Federal Grant Rate (N/A) 44.09%

Cumulative RLF Income Earned

Interest Earned on Loans \$1.00	Interest Earned on Deposit Accounts \$1.00
Fees Earned on Closed Loans \$1.00	RLF Income from Application Fees \$1.00
Other RLF Income \$1.00	Total RLF Income \$5.00
Portion RLF Income Admin. Expense \$1.00	RLF Income Added to Capital Base \$4.00
Explanation of Other Income	

Status of RLF Capital

2. Ensure you are working on the correct Financial Report by verifying the name of the RLF in the Grantee section.

3. Click the **Arrow** as needed to expand or shorten each section. Then, click the **Pencil** icon to edit each field as needed.

Note: Notice that some fields are not editable. Allowable cash % tab provides the RLF Recipients with the percentage of the amount of cash that has not been lent out yet. This metric is set by Regional Coordinator once a year. It shows here for informational purposes. Similarly, the datapoints on the Risk Rating tab are generated by the system and assigned to an existing RLF once the FR is in Accepted Status and it is an end of the year report. These datapoints show here for informational purposes in view only mode.

Details Allowable Cash % Portfolio Loan List Risk Rating Chatter

- > Grantee Information
- > Submission Details
- > RLF Funding Sources
- > Cumulative RLF Income Earned
- > Status of RLF Capital
- > Current Balance Available for New Loans
- > Portfolio status
- > Risk Scoring Measures
- > RLF Management Summary

4. **Verify** that the datapoints in the auto-populated fields are correct.

Note: If there are datapoints that need to be edited but the field is not editable, please contact salesforcesupport@eda.gov and copy your RLF Administrator with the specifics. In the subject of the Email, include RLF Portal / Update to Datapoint. In your feedback, include the Tab name, Field name, and the specifics about the datapoints to be updated.

5. Once you have finished editing your Financial Report and your Portfolio Loan List to reflect the up-to-date status, click Submit Financial Report.

Financial Report
City of Austin RLF Org. Test-2222261K-EndOfYear-Draft

+ Follow Submit Financial Report Print Financial Report

Draft Submitted Returned for Correct... Accepted Completed

Guidance for Success
RLF Recipient has started and saved a report that is not yet submitted.