Release Notes for
ED-209 and ED-209I
Semiannual Reporting Forms
Version 4.4
April 1, 2015

Overview

The following notes pertain to version 4.4 of the ED-209 and ED-209I Semiannual Reporting forms.

Changes compared to version 4.3

The following changes were made to this version (4.4) of the form as compared to the prior version (4.3):

1. ‘Reporting Period’ field updated

The Reporting Period field reflects the current reporting period: 10/1/2014 to 03/31/2015.

Note: If you need an ED-209 or ED-209I form to report on a different reporting period, please contact your RLF Administrator.

2. Entering percentage field values

Fields that require a percentage to be entered should be entered as follows:

To enter 24.52% enter "24.52" in the field.

Prior versions required the user to enter this value as ".2452"

Additional Notes

Adobe Acrobat X (or later) required

Features in this version of the form required Adobe Acrobat (Reader or Pro) version X, or later. A free version of Adobe Acrobat Reader can be downloaded from Adobe’s website (www.adobe.com).

Forms are password protected

You now need a password to open version 4.4 of the ED-209 and ED-209I semiannual reports. This was done to ensure compliance with Federal Information Processing Standards (FIPS) 104-2 encryption standards. Your RLF Administrator will provide you with the required password to open the forms. Please keep this password protected and DO NOT share this password with anyone else.

Forms can now be submitted to RLF Administrators via email
Because the form is password protected and encrypted, it can now be submitted to the RLF Administrator once it has been completed and signed.

Note: Please do not submit scanned copies of the forms. Such forms are not encrypted and cannot be uploaded into the Revolving Loan Fund Management System (RLFMS).

**JavaScript must be enabled**

The ED-209 and ED-209I forms require JavaScript to be enabled for completion of the form to work correctly. If you experience any of the following issues, please ensure JavaScript is enabled on your computer:

- Automatically calculated fields do not update automatically
- Clicking on the ‘Click HERE before signing form!’ button does nothing

Instructions for enabling JavaScript vary depending on your operating system version. If you need help, try searching the Internet for terms such as “enable JavaScript on Windows 7.”

**‘Click HERE before signing form!’ button added below signature field**

By default, the ‘Signature of Authorized Official’ field is locked. To unlock this field, so you can electronically sign the form, you must click the yellow ‘Click HERE’ before signing form!’ button. Clicking this button verifies the required fields have been completed. If no issues are detected, the field will be unlocked and you will receive a message indicating that you can sign the form. If issues are detected, you should receive a pop-up message indicating which fields require your attention.

To electronically sign the form, double-click in the ‘Signature of Authorized Official’ field and follow the prompts. If you have issues, your RLF Administrator can provide additional instructions.

| F. Signature of Authorized Representative: I hereby certify that the information provided in my organization’s electronic submission of the RLF report form (ED209) is complete and accurate to the best of my knowledge. |
| Signature of Authorized Official | Click HERE before signing form! |
| Date |
| Name of Authorized Official | Title of Authorized Official |

**Numeric fields have a default value of zero (e.g., $0.00, 0.00%, 0)**

All numeric fields have a default value of 0 (e.g., $0.00, 0.00%, 0). This provides a visual clue regarding the format of each field (e.g., currency, percentage, whole number). It also ensures there is no ambiguity regarding the value for each field value.
Drop down boxes require a selection to be chosen

All drop down boxes require the user to make a selection. For example, as illustrated below, questions 1, 4 and 5 require the user to make a selection. This ensures the choices selected are intentional and not accidentally left at the default values by the user.

Required fields have a solid red border

Required fields have a solid red border. For example, as illustrated below, in the ‘Grantee Data’ section, the EIN, DUNS, EDA Award Number(s), and Reporting Unit fields are required.

Note: The following fields are required:

ED-209: EIN, EDA Award Number(s), Reporting Unit, Title of Authorized Official, Name of Authorized Official, Signature Date and all drop down selection boxes (i.e., fields associated with a question).

ED-209I: Reporting Unit, Title of Authorized Official, Name of Authorized Official, Signature Date
Automatically calculated fields are read only and have a solid black border

Automatically calculated fields are read only (values cannot be changed) have a solid black border. For example, as illustrated below, in the “Part I: Portfolio Status” section, all fields on lines 4 and 7 are automatically calculated.

<table>
<thead>
<tr>
<th>Part I: Portfolio Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No.</strong></td>
</tr>
<tr>
<td>1. Current Loans:</td>
</tr>
<tr>
<td>2. Delinquent Loans:</td>
</tr>
<tr>
<td>3. In Default Loans:</td>
</tr>
<tr>
<td>4. Total Active Loans:</td>
</tr>
<tr>
<td>5. Fully Repaid Loans:</td>
</tr>
<tr>
<td>6. Written Off Loans:</td>
</tr>
<tr>
<td>7. Total Loans:</td>
</tr>
</tbody>
</table>

Commas, line feeds, form feed and vertical tabs replaced with hyphen

To prevent issues related to uploading data contained in these forms certain characters cannot be entered in any text fields and will be replaced by a hyphen. The forms specifically checks for the following characters or special symbols and replaces them with a hyphen:

- Comma (,)
- Line Feed
- Form Feed
- Vertical Tab
- Note: The following characters are permitted:

  ~ ` ! @ # $ % ^ & * ( ) _ + { } [ ] \ : ; ’ , < > ? /

This feature will prevent you from using the ENTER key in a text box. For example, rather than entering two lines of text, as follows:

This is line one. There are two sentences on this line.

This is line two. There are two sentences on this line.

You might choose to indicated a line break with the forward slash key (/), as shown:

This is line one. There are two sentences on this line. / This is line two. There are two sentences on this line.
Ratios are displayed as a decimal number relative to ‘1’

All ratios are displayed relative to ‘1’. For example, as illustrated below, the numerator for the ‘Non-RLF Private Leverage Ratios’ in the ‘Total Loans’ column, the numerator is ‘2.10’ and the denominator is 1, making the ratio ‘2.10:1’. Note: As previously indicated the solid black border around some of these cells indicates they are automatically calculated.

<table>
<thead>
<tr>
<th>B. Comparison of RLF Portfolio to RLF Plan</th>
<th>RLF Plan</th>
<th>Total Loans</th>
<th>Active Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cost Per Job:</td>
<td>$50,000.00</td>
<td>$9,414.00</td>
<td>$20,023.00</td>
</tr>
<tr>
<td>2. Non-RLF Private Leverage Ratios:</td>
<td>2.00 : 1</td>
<td>2.10 : 1</td>
<td>1.10 : 1</td>
</tr>
<tr>
<td>3. Non-RLF Private and Other Leverage Ratios:</td>
<td>3.00 : 1</td>
<td>3.40 : 1</td>
<td>2.20 : 1</td>
</tr>
</tbody>
</table>

Format of values entered is verified on many fields

Many of the fields on the form are configured to verify that the values entered are in the proper format. If values are not entered in the correct format, a pop-up message will indicate the correct format. For example, the date fields must be entered in the following format: MM/DD/YYYY. Likewise, the Reporting Unit field must be entered as 4-5 digits followed by 2-4 letters.

General troubleshooting tips

If you experience issues completing the ED-209 or ED-209I, please try the following tips:

- Ensure JavaScript is enabled on your computer. Make sure you are using the correct version of the form (version 4.4) – older versions of the form have known issues.
- Save the form to your computer BEFORE you open it and start to enter data.
- If the value in any automatically calculated fields does not appear to be correct, try clicking in that field.
- Make sure you are trying to open the form using Adobe Acrobat Reader or Professional version X or later.