

**2013 Work Plan**  
**Rainier Valley CDF**  
*(Preliminary)*

**Completion by March 31 ,2013**

**Task:** Review and Update Loan Program Parameters  
**Output:** Revised Written Loan Program Guidelines and Procedures  
**Outcome:** After approval by Loan Committee, Community and prospective borrowers can have clear parameters for RVCDF loan programs and processes

**Task:** Survey borrowers on Loan Servicing statements and balance reconciliation  
**Output:** Tabulation of effectiveness and issues with Downhome servicing software  
**Outcome:** Meaningful loan performance reports  
 Effective tool in working with borrowers on loan accounting and servicing

**Task:** Community Cornerstones - Coordination of services with Collaborators  
**Output:** Menu of technical services offered  
**Outcome:** Business Case Manager (BCM) fully conversant with resources and services

**Task:** Annual Meeting Planning  
**Output:** Arrange venue and send notices to community constituents/ other partners/ public entities  
**Outcome:** Reserve date on attendee calendars

**Task:** Presentations to community and ethnic chambers and business groups of CDF programs and Community Cornerstone BCM  
**Targets:** African (Somali, Ethiopian), SE Asian (Vietnamese, Cambodian, Indo-Chinese), Filipino  
**Output:** Meetings and presentation sessions  
**Outcome:** Referral of loan opportunities and feedback as to effectiveness of the RVCDF

**Task:** CDFI application formally submitted  
**Output:** Filing of online and written application for CDFI certification  
**Outcome:** Approval and Access to benefits of CDFI including loan and operating funding

**Production Outcomes - March 31 2012**

<b>Real Estate</b>	\$3,000,000
<b>Business</b>	\$250,000
<b>Remaining CDBG Allocation</b>	\$4,812,000

## Completion by June 30, 2013

<b>Task:</b>	Annual Meeting held
<b>Output:</b>	Report to community constituents and collaborators on the CDF
<b>Outcome:</b>	Create awareness and outline 2013 goals for the CDF
<b>Task:</b>	Develop outreach plan with Dept of Neighborhood Public Outreach Liasons
<b>Output:</b>	Outreach plan to reach 90 businesses
<b>Outcome:</b>	At least one outreach call to minimum of 90 businesses
<b>Task:</b>	Identify 15 businesses that can use more ind-depth TA
<b>Output:</b>	Speicific referrals of 15 businesses to collaborators for TA services
<b>Outcome:</b>	Report to Steering committee on 15 businesses' specific work plan
<b>Task:</b>	A133 Audit
<b>Output:</b>	Coordination with CPA and accountants
<b>Outcome:</b>	Unqualified Audit completed

## Production Outcomes - June 30, 2012

<b>Real Estate</b>		\$1,550,000
<b>Business</b>	\$	200,000
<b>Remaining CDBG</b>		
<b>Allocation</b>		\$3,160,000

## Completion by Sept 30, 2013

<b>Task:</b>	RFP and selection of accounting service
<b>Output:</b>	Preperation, dissemination of RFP
<b>Outcome:</b>	Selection of accounting service

## Production Outcomes - September 30, 2013

<b>Real Estate</b>		\$3,000,000
<b>Business</b>	\$	200,000
<b>Remaining CDBG</b>		
<b>Allocation</b>		\$0

### Completion by December 30, 2013

**Task:** 2014 Budget Preparation  
**Output:** Draft 2014 Budget for Board Approval  
**Outcome:** 2014 Budget approved by Board

**Task:** Year 1 report on Community Cornerstones  
**Output:** Written report to Steering Committee and CDF Board  
**Outcome:** Satisfactory performane on NET program by BCM

### Production Outcomes - December 30, 2013

<b>Real Estate</b>		\$1,000,000
<b>Business</b>	\$	150,000

### 2013 Cumulative Closings

<b>Real Estate</b>	\$	8,550,000
<b>Business</b>	\$	800,000

**RVCDF Program Performance  
Thru 10/31/2012**

	RVCDF total Production since inception		2012	2012	2012	2012	2012 - 2013	2012 - 2013
	Dollars	# of Loans	\$ Goals	\$ Funded	# Loans Funded	\$ Approved / Committed	\$ in Pipeline	# Loans in Pipeline
<b>Real Estate</b>								
CDBG	12,316,515	10	8,000,000	4,850,000	2		4,350,000	4
Revolve	4,322,040	5	1,000,000			925,000		
Total - Real Estate	16,638,555	15	9,000,000	4,850,000	1	925,000	4,350,000	4
<b>Business</b>								
CDBG	2,165,000	14						
ARRA	235,000	6						
Revolve	2,151,500	10		800,000	3	846,000	500,000	4
Total - Business	4,551,500	30	1,050,000	800,000	3	846,000	500,000	4
<b>Total Community Development Funds Disbursed</b>	<b>21,190,055</b>	<b>45</b>	<b>10,050,000</b>	<b>5,650,000</b>	<b>4</b>	<b>1,771,000</b>	<b>4,850,000</b>	<b>7</b>

**RVCDF**  
**Portfolio Status**  
**Oct 31 2012**

Loan Outstanding Balance - Beginning 2012	\$ 10,516,000
Real Estate Loans	
Disbursement of prior commitment	\$ 215,000
New Loans closed	\$ 4,850,000
Business Loans (3)	\$ 800,000
Payoffs including accrued interest ( 3 real estate)	\$ (3,276,000)
Loans charged off during 2012 (7 business loans)	\$ (478,892)
Loan Portfolio Balance Oct 31 2012	\$ 10,002,077
CDBG Remaining Allocation	\$ 8,212,000
Revolve Fund available to lend	\$ 6,374,000

**CDBG Allocation  
Status 10/31/12**

Beginning of 2012 - Allocated but unused	\$ 7,959,498
2012 Allocation	\$ 3,317,500
2013 Allocation	\$ 2,000,000
	\$ 13,276,998
2012 Disbursements (3 loans)	\$ 5,065,000
<b>Remaining to be Disbursed - As of 10/31/2012</b>	<b>\$ 8,212,000</b>
Pipeline (4 loans with authoriztion to proceed to underwriting)	\$ 4,350,000
In Discussion, but not yet in underwriting - 3 loans	\$ 6,850,000
Projected Unused CDBG by end of 2013	\$ - 0 -