


REPORT OF PROPOSED DEBT ISSUANCE GUIDE

HOW IT WORKS

The Report of Proposed Debt Issuance is known as the RPDI throughout the Data Portal. The RPDI begins the record for the debt issue you intend to report and is precedent to every subsequent report you will file.

SPECIAL NOTE FOR FILERS

Make sure you are choosing the correct **Issuer** from the drop-down list when looking for on-going debt reports. CDIAC has historically created each Community Facilities District (CFD) as a separate **Issuer**. Another example includes Issuer names for certain pooled tax and revenue anticipation note (TRANS) debt that include an acronym in parenthesis to denote the issuing joint powers entity.



*Issuer: Quick Reference Guide

Select

Select

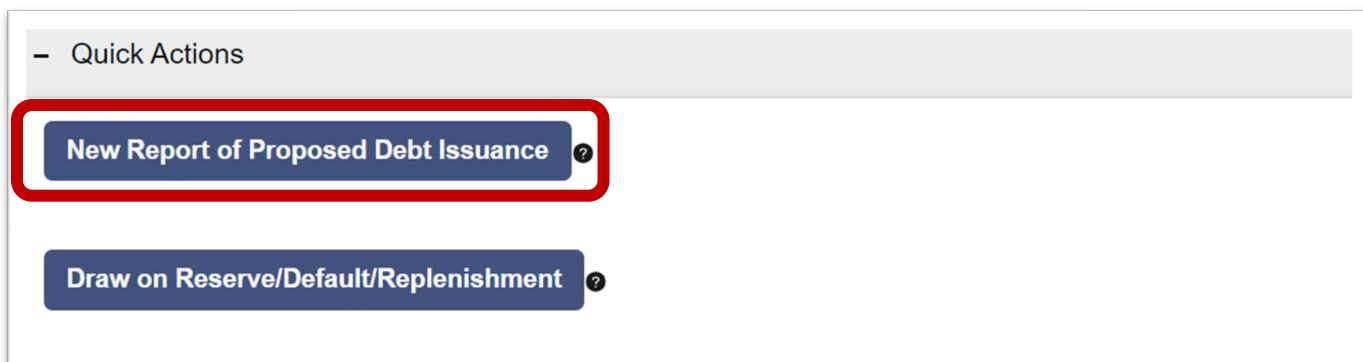
- Pomodoro CFD No 1999-1
- Pomodoro CFD No 2000-1
- Pomodoro CFD No 2001-1
- Pomodoro CFD No 2022-1
- Pomodoro CFD No 2023-1
- Pomodoro Public Financing Authority

BUILDING YOUR DASHBOARD

If you are new to the Data Portal please visit the [Reporting Debt Issuance](#) webpage to view the instructions for **Navigating the Data Portal Dashboard**.



Always start by selecting the **Issuer** and click Submit. After selecting the **Issuer**, use the **Quick Actions** button for **New Report of Proposed Debt Issuance**.



- Quick Actions

New Report of Proposed Debt Issuance

Draw on Reserve/Default/Replenishment

Once initiated, the RPDI will remain in *Draft* status until it is submitted. Once submitted, the RPDI will display a status of *Proposed* until CDIAC reviews and validates the report, at which time the status will

change to *Reviewed*. Use these filter combinations to populate your dashboard with RPDIs that have a status of *Draft*, *Proposed* or *Reviewed*.

Action	Filter 1	Filter 2	Filter 3
Create a new RPDI	Click New Report of Proposed Debt Issuance		
Edit/continue a <i>Draft</i> , <i>Proposed</i> or <i>Reviewed</i> RPDI	Issuance	Report of Proposed Debt	New and Pending Reports
Create a new Report of Final Sale (RFS)	Issuance	Report of Proposed Debt	New and Pending Reports

Dashboard Filters

- Issuance
- Ongoing/Annual Reports

*Select Type of Report:

Report of Proposed Debt

- New and Pending Reports
- View Previous Reports

GO

An email acknowledgement is sent when an RPDI has been submitted and when CDIAC’s review has been completed. A Report of Final Sale, known as the RFS, may only be created from RPDIs that have a *Reviewed* status.

Proposed Debt Reports

Search: [Search] [Clear]

CDIAC #	Status	Issue Name	Issuer Name	Project Name	Proposed Sale Date	Principal Amount	Action
Unassigned	Draft		Pomodoro Public Financing Authority				Action
2022-0874	Proposed	Refunding Series 2022	Pomodoro Public Financing Authority		06/15/2022	\$50,000,000.00	Action
2022-0873	Reviewed	Test Series 2022	Pomodoro Public Financing Authority	Test Project	06/01/2022	\$25,000,000.00	Action

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An RPDI may be **edited or canceled** when it is in *Draft*, *Proposed*, or *Reviewed* status (such as in instances where a debt issue’s sale date has changed or for when it is determined the debt will no longer be issued), but not after a RFS has been created. The RFS is created by choosing “Create

Report of Final Sale” from the Action drop-down menu. **Once an RFS is created, the RPDI, in its submitted form, no longer exists – it becomes the RFS.**




ENTERING DATA

Move through each section of the report either by scrolling and expanding the section or by clicking on the widgets at the top of the screen. Most users will find starting at the beginning and stepping through each screen sequentially to be the most effective. All fields marked with an asterisk are required fields. Move from field to field with the TAB key or by using your mouse to click in a field. **DO NOT use the ENTER key to enter data** – it may return you to the dashboard and cause you to reenter data.

When you have completed a section or if you would like to return to your Dashboard, always select **Save & Next**. This action will allow the Data Portal to validate your entries, perform calculations, and save your data to the *Draft*. If you see a green check mark ✓ on the right side of the section header, the section is validly completed.

A screenshot of the 'Report of Proposed Debt Issuance' dashboard. The title is 'Report of Proposed Debt Issuance' with a 'Quick Reference Guide' button. Below the title is a progress bar with icons and labels for: Issuance, Issuance Authorization, Statutory Authority, Filing Contact, Tax Status/Interest, Type of Debt Instrument, Source of Repayment, Purpose of Financing, Financing Participants, Type of Sale, Document Submittal, and Review. A yellow arrow points to the 'Issuance' icon. Below the progress bar are links for 'Back to Dashboard', '@ Expand All', and 'Show History'. The CDAC Number is '(2022-0874)'. A list of sections follows, each with a plus sign on the left and a green checkmark on the right: '+ Issuance', '+ Issuance Authorization', '+ Statutory Authority', '+ Filing Contact', '+ Tax Status', '+ Type of Debt Instrument', '+ Source of Repayment', '+ Purpose of Financing', '+ Financing Participants', '+ Type Of Sale', '+ Document Submittal (Optional)', and '+ Review'. A yellow arrow points to the first checkmark. At the bottom is a 'Back to Dashboard' button.

INSTRUCTIONS AND ON-SCREEN MESSAGES

Instructions and guidance are imbedded within the Data Portal wherever you see a . Most will allow you to “hover-over” to view the guidance. More extensive instruction requires a “click-and-close”.

The Data Portal includes data validation features that will provide on-screen feedback if the data entered does not meet criteria or was not completed. Correct errors before leaving a section for a better-quality experience.

SPECIAL NOTE FOR REPORTING MARKS-ROOS ISSUANCE

The Data Portal includes features designed specifically for reporting Marks-Roos debt. To ensure that these features work as designed, submit the RPDI for Marks-Roos authority debt **first**, prior to any RPDIs for local obligor debt. Then, use the authority’s CDIAC# to link the RPDIs of each of the obligors to the authority issue in the Issuance section/widget.



The screenshot shows a form with the following elements:

- *Marks-Roos Authority/TRAN Pool Authority: No Yes
- *Marks-Roos Local Obligor/TRAN Participant: No Yes
- Please Select CDIAC# of the related Authorities:
- CDIAC #
- Choose CDIAC Number   
-

Two yellow arrows point to the first two radio button options and the CDIAC # input field.

VIEWING MARKS-ROOS AUTHORITY AND LOCAL OBLIGOR ASSOCIATIONS

Use the Associations tab in the blue banner at the top of the screen to view Marks-Roos Authority bond’s links to subordinate Local Obligor debt issues.

Dashboard Associations

Associations

Type of Association

- Marks-Roos Authority - Local Obligor Association

Select Senior

Issuer Name Contains:

CDIAC Number:

Senior

Issuer Name	CDIAC #	Issue Name	Actual Sale Date	Project Name	Principal Amount
● Pomodoro Public Financing Authority	2022-0867	ReTest for MKR YFSR	05/15/2018	Series 2018	\$51,940,000.00

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Subordinate

Issuer Name	CDIAC #	Issue Name	Actual Sale Date	Project Name	Principal Amount
Pomodoro Community Facilities District No 1999-1	2022-0868	ReTest for MKR YFSR	05/15/2018	LOB #1 Series 2018	\$13,235,000.00
Pomodoro Community Facilities District No 2000-1	2022-0869	ReTest for MKR YFSR	05/15/2018	LOB #2 Series 2018	\$17,225,000.00
Test Agency	2022-0870	ReTest for MKR YFSR	05/01/2018	LOB #3 Series 2018	\$21,480,000.00

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“SPLITTING” ISSUANCE REPORTS

The Data Portal has been designed to remove many of the reasons that have required filers or CDIAC staff to “split” reports of debt issuance in the past. For instance, taxable and tax-exempt series within the same issue can now be consolidated in one report. These improvements have decreased the need to file multiple reports for a single issuance and will reduce the volume of required annual filings. Please contact CDIAC before you decide to file more than one report for a single issue of debt to determine if it is necessary or if other options exist.

After consultation with CDIAC, if you determine it is necessary to “split” reports of debt issuance, a link between the related reports of debt issuance may be added in the Tax Status section/widget by entering the CDIAC # and clicking the **Save** button. If more than one issue needs to be linked click the **Add CDIAC #** button, enter the next CDIAC # and click **Save**.

The screenshot shows a web form titled "Tax Status/Interest". It contains several input fields and buttons. A yellow arrow points to the "Tax-Exempt" dropdown menu under the "Under State Law" section. Another yellow arrow points to the "Choose CDIAC Number" input field, and a third yellow arrow points to the "Add CDIAC #" button. The form also includes a "Save" button and a "Delete" button. The "Under Federal Law" section is also visible with a dropdown menu set to "Tax Exempt, No AMT".

SUBMITTING A REPORT

The submission of a report is not complete until the **Validate & Submit** button is selected. This **Validate & Submit** button is located in the Review section/widget. If data validation errors are detected, they will be revealed on-screen and must be corrected before **Validate & Submit** is selected again. The Data Portal will provide an on-screen message of a valid submission and launch a PDF of the report that can be printed or downloaded.

PRINTING THE REPORT

A Draft of the report may be printed any time by using the **Print PDF (Draft)** button at the top of the screen. A PDF version of the complete report, as-submitted, is available upon clicking **Validate & Submit** and at any time in the **Show History** screen.

ADDITIONAL GUIDES ON THE WEBSITE

To view additional guides about using the Data Portal please visit the [Reporting Debt Issuance](#) webpage.

