

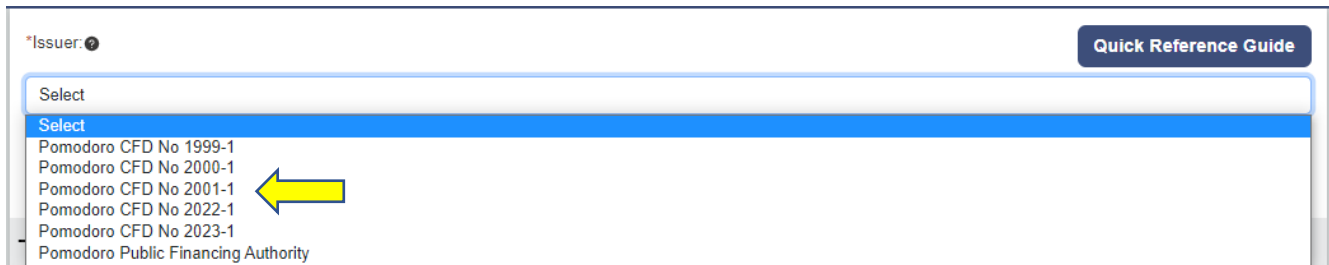
## MELLO ROOS YEARLY FISCAL STATUS REPORT GUIDE


### HOW IT WORKS

The Mello-Roos Yearly Fiscal Status Report (YFSR) is required of all Mello-Roos debt issued pursuant to Section 53359.5 of the California Government Code and must be submitted annually until the debt is redeemed. The Mello-Roos YFSR report is built from the data submitted on the Report of Final Sale (RFS), but the data presentation is not cumulative. However, data that is submitted on the Mello-Roos YFSR is linked to the Annual Debt Transparency Report as reference data. This is to facilitate submission of accurate and comparable data between annual reports. Filers may decide whether or not to utilize the reference data.

### SPECIAL NOTE FOR MELLO-ROOS 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**.



\*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**.



Start by selecting the **Issuer** and click Submit. Then use these filter combinations to populate your dashboard with Mello-Roos Yearly Fiscal Status Reports and click GO.

Action	Filter 1	Filter 2	Filter 3
Submit a new <b>Mello-Roos YFSR</b>	Ongoing/Annual Reports	Mello-Roos	New and Pending Reports
Edit/continue a <i>Draft</i> or <i>Submitted</i> <b>Mello-Roos YFSR</b>	Ongoing/Annual Reports	Mello-Roos	New and Pending Reports
Edit a <i>Reviewed</i> <b>Mello-Roos YFSR</b>	Ongoing/Annual Reports	Mello-Roos	View Previous Reports

Dashboard

Filters

☐ Issuance ☒ Ongoing/Annual Reports

\*Select Type of Report:

Mello Roos

☒ New and Pending Reports ☐ View Previous Reports

GO

## NEW AND PENDING REPORTS

New and Pending Reports will populate the dashboard with Mello-Roos Debt Issues that have a status of *Draft*, *Past Due*, *Pending* or *Submitted*.

**Past Due** The Mello YFSR has not been submitted and more than 12 months have passed since the end of the indicated annual (July-June) reporting period ended.

**Pending** The Mello YFSR is due by the statutory filing deadline for the previous annual (July-June) reporting period indicated.

## INITIATING A NEW MELLO-ROOS YFSR

To initiate a new Mello-Roos YFSR for a *Past Due* or *Pending* report, select **Report MLR** from the Action drop down.

Mello Roos Reports

Search:

CDIAC #	Fiscal Yr End Date	Status	Issue Name	Issuer Name	Project Name	Actual Sale Date	Principal Amount	Action
2022-0861	06/30/2020	Past Due	Testing MKR Links and Other Stuff (LOB #2)	Pomodoro Community Facilities District No 2000-1	Parent MKR is 2022-0859	01/03/2020	\$25,000,000.00	<div>Action</div> <div>Report MLR</div>

Once initiated the Mello-Roos YFSR will remain in *Draft* status until it is submitted. Once *Submitted*, CDIAC will review and validate the report. You will be notified by email when CDIAC's review has been completed, at which time the status will change to *Reviewed* and will no longer appear as a New and Pending report. A Mello-Roos YFSR may not be submitted until either the precedent RFS or the prior year Mello-Roos YFSR is in *Reviewed* status.

A Mello-Roos YFSR may be edited when it is in *Draft*, *Submitted*, or *Reviewed* status, but not after a subsequent year Mello-Roos YFSR has been submitted.

## ENTERING DATA

Move through each section of the report either by scrolling and expanding the section or by clicking on the icons along 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 click the **Save & Next** button at the bottom of each section. This act 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 complete and valid.

Mello Roos Yearly Fiscal Status Report [Quick Reference Guide](#)

Issuance Fund Balance Assessed Value Tax Collection Delinquent Reporting Delinquency Parcel Reporting Foreclosure Retired Issues Filing Contact Comments Review

[Back to Dashboard](#) [Expand All](#) [show history](#)

CDIAC # 2022-0869  
Balances Reported as of June 30, 2021

+ Issuance	✓
+ Fund Balance	
+ Assessed Value	✓

## 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.

## SUBMITTING THE REPORT

The submission of the report is not complete until the **Validate & Submit** button is clicked. If data validation errors are detected, they will be revealed on-screen and must be corrected before **Validate & Submit** is clicked 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 in the **Show History** screen.