

ANNUAL DEBT TRANSPARENCY REPORT GUIDE

HOW IT WORKS

The Annual Debt Transparency Report (ADTR) is required of all debt with a Report of Final Sale (RFS) filed on or after January 21, 2017. The ADTR must be submitted annually until the debt is redeemed and the proceeds are fully spent. The ADTR is built, first, from the data submitted on the RFS, then, from each previous ADTR – the data presentation is cumulative.

SPECIAL NOTE FOR FILERS

Make sure you are choosing the correct Issuer from the drop-down list. For example, CDIAC has historically created Community Facilities Districts (CFDs) as separate Issuers. 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.

The screenshot shows a web form with a label '*Issuer' and a 'Quick Reference Guide' button. Below the label is a dropdown menu with the text 'Select'. The dropdown is open, displaying a list of options: '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', and 'Pomodoro Public Financing Authority'. A yellow arrow points to the 'Pomodoro CFD No 2001-1' option.

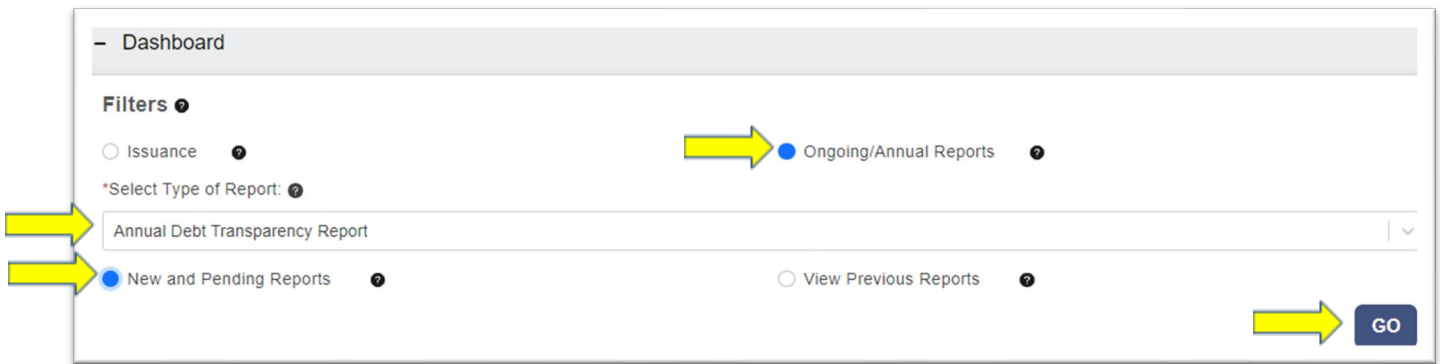
BUILDING YOUR DASHBOARD

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 Annual Debt Transparency Reports and click GO.

Action	Filter 1	Filter 2	Filter 3
Submit a new ADTR	Ongoing/Annual Reports	Annual Debt Transparency Report	New and Pending Reports
Edit/continue a <i>Draft</i> or <i>Submitted ADTR</i>	Ongoing/Annual Reports	Annual Debt Transparency Report	New and Pending Reports
Edit a <i>Reviewed ADTR</i>	Ongoing/Annual Reports	Annual Debt Transparency Report	View Previous Reports



NEW AND PENDING REPORTS

New and Pending Reports will populate the dashboard with Annual Debt Transparency Reports that have a status of *Draft*, *Past Due*, *Pending* or *Submitted*.

Past Due The ADTR 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 ADTR is due by the statutory filing deadline for the previous annual (July-June) reporting period indicated.

INITIATING A NEW ANNUAL DEBT TRANSPARENCY REPORT

To initiate a new ADTR for a *Past Due* or *Pending* report, select **Report ADTR** from the Action drop down.

Annual Debt Transparency Reports							
Search: <input type="text" value="Search"/> <input type="button" value="Clear"/>							
CDIAC #	Fiscal Yr End Date	Status	Issue Name	Project Name	Actual Sale Date	Principal Amount	Action
2022-0867	06/30/2022	Pending	ReTest for MKR YFSR	Series 2018	05/15/2018	\$51,940,000.00	Action
2022-0859	06/30/2020	Past Due	Refunding MKR Series	(Updating all to Refund)	01/03/2020	\$75,000,000.00	Action
2022-0871	06/30/2021	Past Due	Refundina Series	Testina a	05/01/2021	\$48,210,000.00	Report ADTR

Once initiated, the ADTR 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*. An ADTR may not be submitted until either the precedent RFS or the prior year ADTR is in *Reviewed* status.

An ADTR may be edited when it is in *Draft*, *Submitted*, or *Reviewed* status, but not after a subsequent year ADTR has been submitted.

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 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.

The screenshot displays the 'Annual Debt Transparency Report' interface. At the top, there are two buttons: 'Quick Reference Guide' and 'Print PDF (Draft)'. Below these are eight navigation icons: Issuance (circled in green), Issuance Authorization, Principal Outstanding, Use of Proceeds, Filing Contact, Comments, ADTR Reportable, and Review. A 'Back to Dashboard' link is on the left, and '@ Expand All' and 'Show History' links are on the right. Below the navigation bar, the report details are shown: 'CDIAC # 2022-0878' and 'Balances Reported as of June 30, 2020'. A list of sections is displayed with expandable '+' icons: Issuance, Issuance Authorization, Principal Outstanding, and Use of Proceeds. A yellow arrow points to the 'Issuance' icon in the navigation bar. Another yellow arrow points to the '+' icon next to 'Issuance'. A third yellow arrow points to a green checkmark on the right side of the 'Issuance Authorization' section header.

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 selected. 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.