DRAW ON RESERVES/DEFAULT/REPLENISHMENT GUIDE

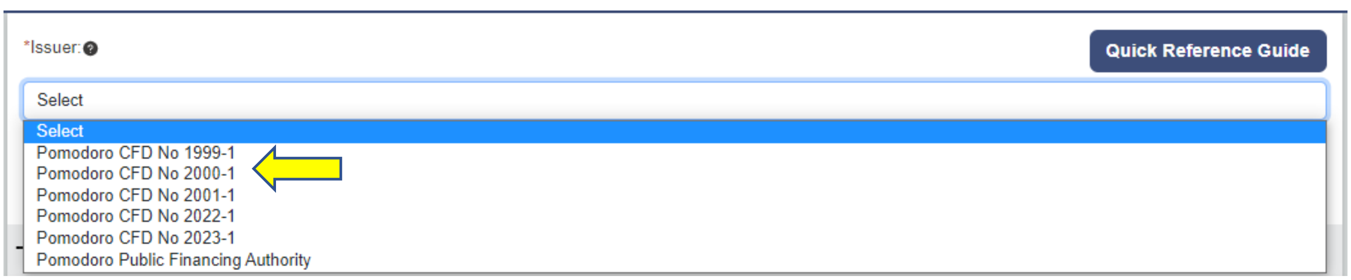
HOW IT WORKS

Data Portal's Draw on Reserves/Default/Replenishment electronic submission for Mello-Roos and Marks-Roos Issues allows issuers of these bonds to report if funds have been withdrawn from a reserve fund to pay principal and interest on the bonds that reduce the reserve to less than the reserve required (Draw on Reserve Funds) or if the local agency or its trustee fails to pay principal and interest due on any scheduled payment date (Default). Both events must be reported to CDIAC **within 10 days**; however, withdrawals from the reserve fund to make principal and/or interest payments that do not decrease the reserve fund below the reserve required do not need to be reported. In addition, if the withdrawn funds from the reserve have been replenished, local agencies may voluntarily disclose that information in Data Portal using this electronic submission process.

The reporting for Draw on Reserves/Default/Replenishment is comprised of Issuance, Event Details (such as the type of event, when it occurred, and the amount), Filing Contact, Comments, and Review. The Issuance and Filing Contact sections are prepopulated from information supplied in the Report of Final Sale, but the Event Details section must be completed.

SPECIAL NOTE FOR FILERS

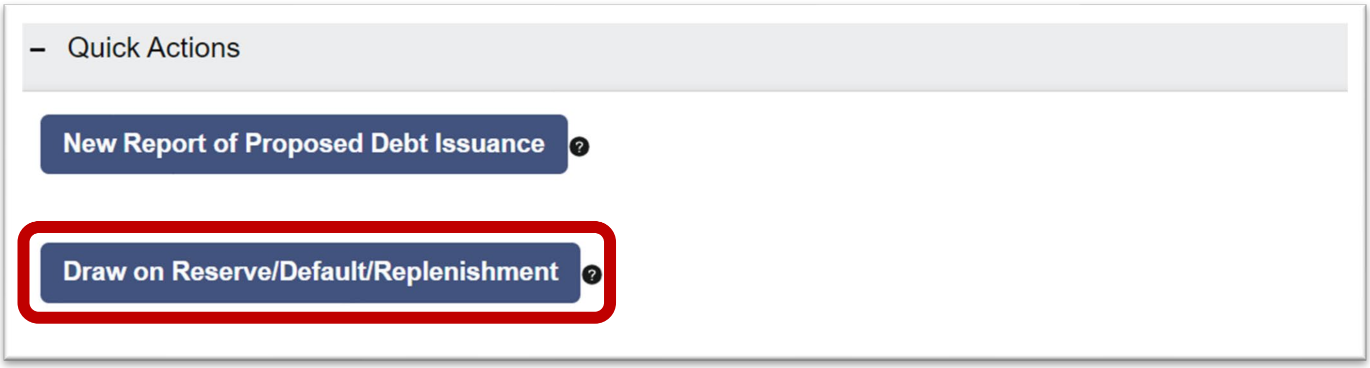
Make sure you are choosing the correct **Issuer** from the drop-down list when looking for on-going debt reports. CDIAC has historically created each Community Facilities District (CFD) as a separate **Issuer**.



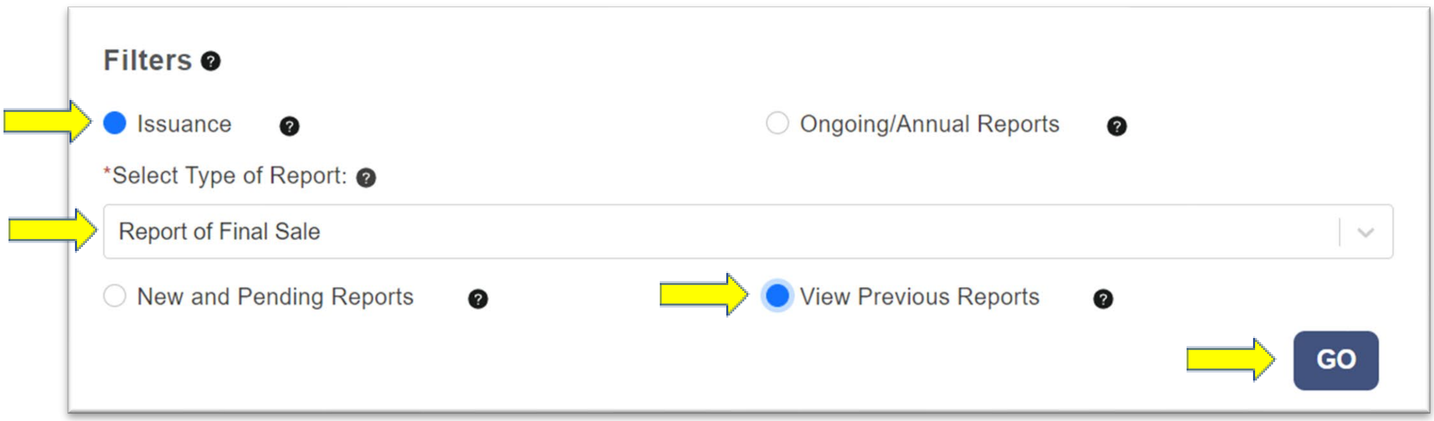
BUILDING YOUR DASHBOARD

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**.

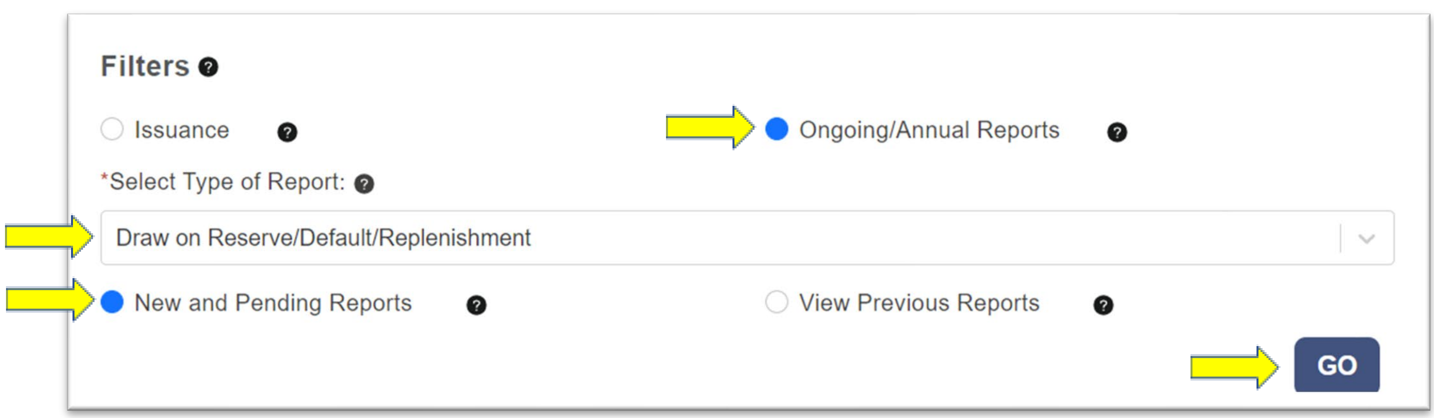
Start by selecting the **Issuer** and click Submit. After selecting the **Issuer** you may either use the **Quick Actions** button for **Draw on Reserve/Default/Replenishment** OR use the dashboard filters to create a new report.



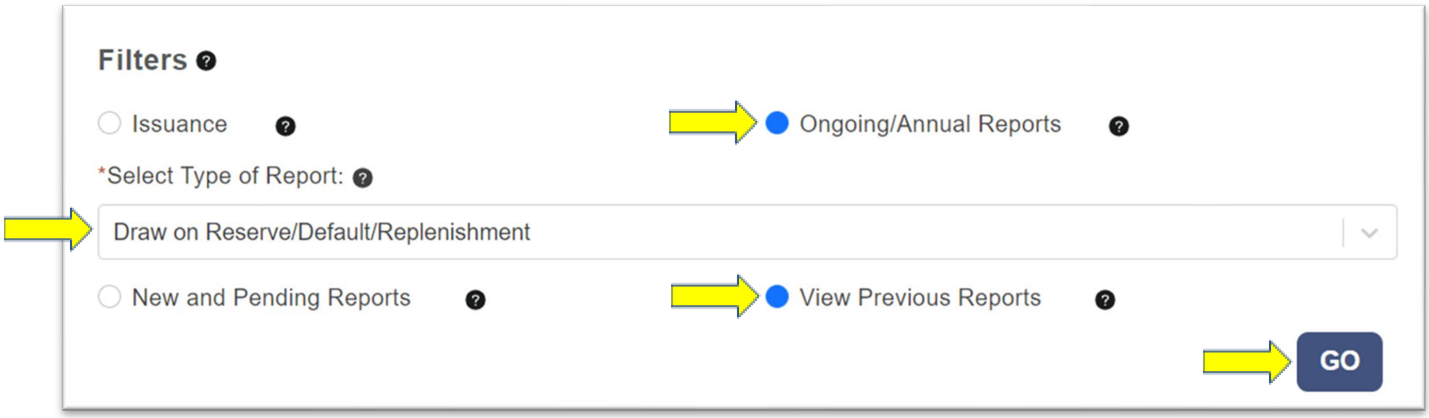
Action	Filter 1	Filter 2	Filter 3
Submit a new **Mello or Marks Draw on Reserve/Default/ Replenishment**	Issuance	Report of Final Sale	View Previous Reports



Action	Filter 1	Filter 2	Filter 3
Edit/continue a *Draft* or *Submitted* **Mello or Marks Draw on Reserve/Default/ Replenishment**	Ongoing/Annual Reports	Draw on Reserve/Default/ Replenishment	New and Pending Reports

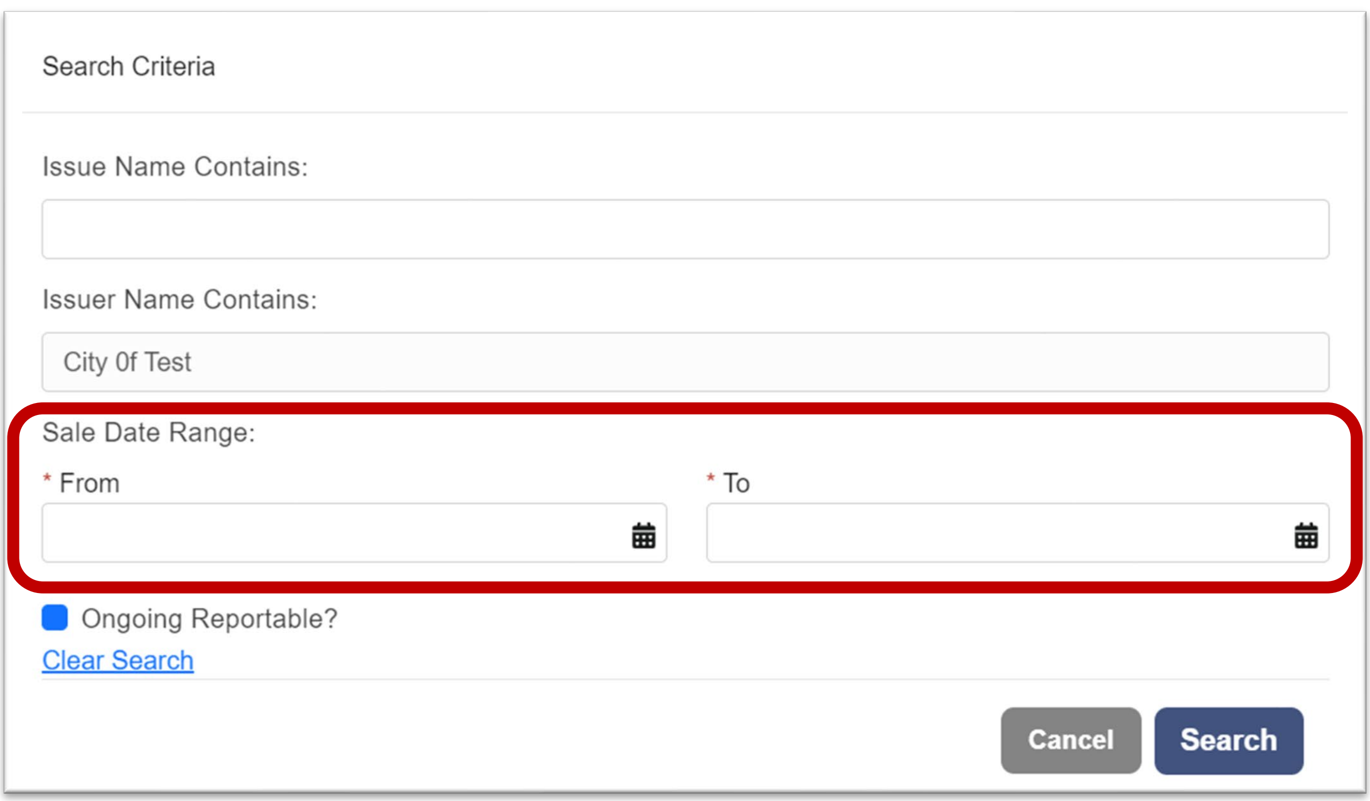


Action	**Filter 1**	**Filter 2**	**Filter 3**
Edit a *Reviewed* **Mello or Marks Draw on Reserve/Default/ Replenishment**	Ongoing/Annual Reports	Draw on Reserve/Default/ Replenishment	View Previous Reports



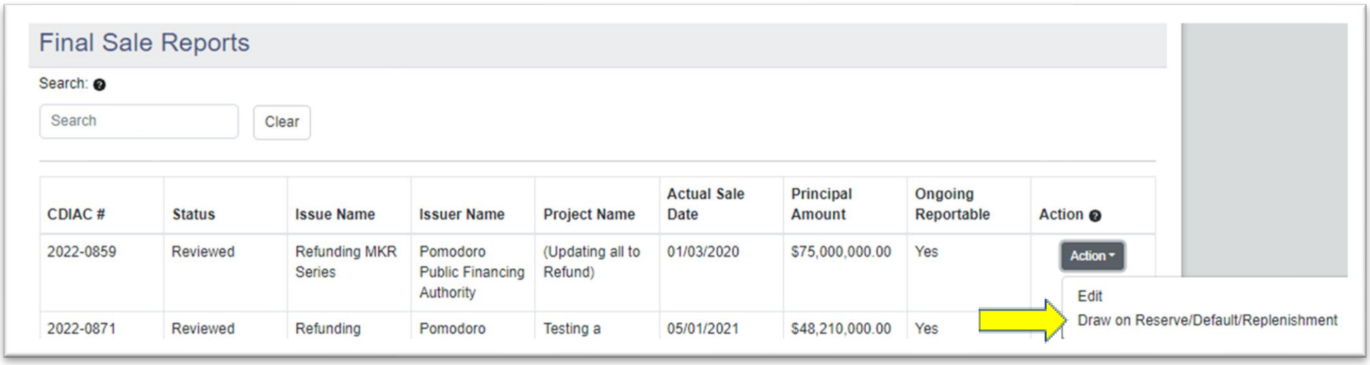
SEARCH CRITERIA

A pop-up box will appear to search for the debt issue based on the **Sale Date**. The Sale Date range will default to a range of one year, change the Sale Date range to narrow or broaden your search for the debt issue you will be reporting on.



INITIATING A NEW DRAW ON RESERVE/DEFAULT/REPLENISHMENT REPORT

To initiate a new Draw on Reserves/Default/Replenishment report select **Draw on Reserve/Default/Replenishment** from the Action drop down.



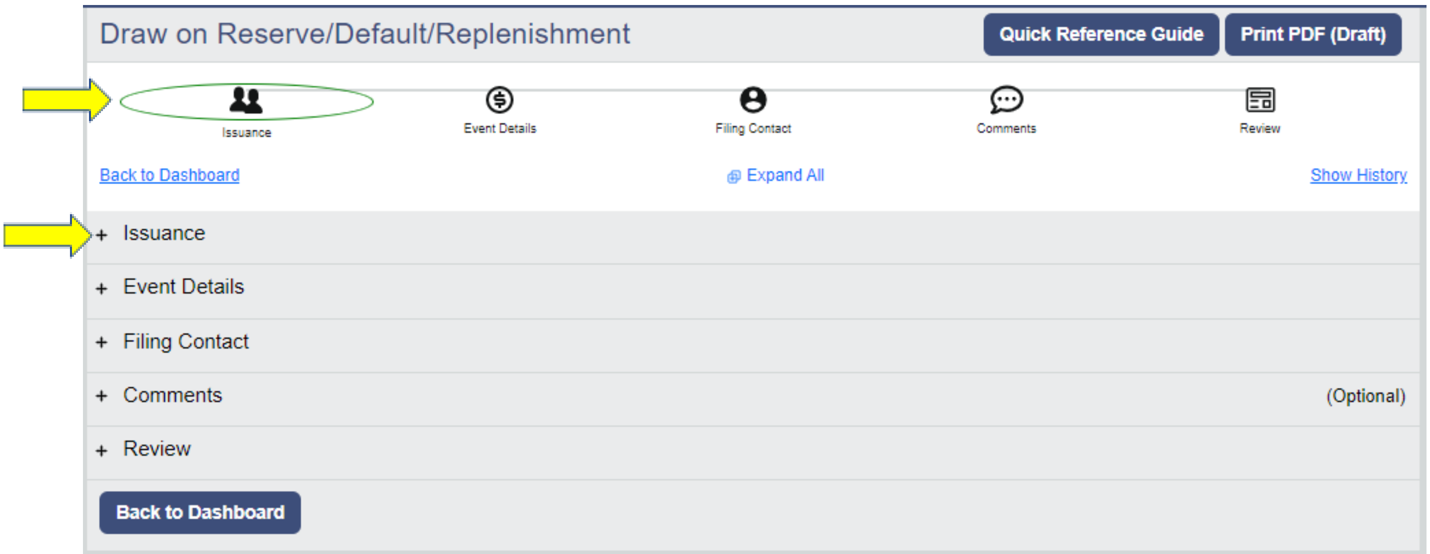
Once initiated the Draw report will remain in *Draft* status until it is submitted. Once *Submitted*, CDIAC will review and validate the report. You will be notified by email when CDIAC's review has been completed, at which time the status will change to *Reviewed* and will no longer appear as a New and Pending report.

A Draw on Reserve/Default/Replenishment report may be edited when it is in *Draft*, *Submitted*, or *Reviewed* status.

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*.



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.