

Instructions for completing the Report of Proposed Debt Issuance (RPDI)

If the debt to be reported will be issued under the Marks-Roos Local Bond Pooling Act (California Government Code §6584-6599.1), please note the following:

- 1) *If the debt being reported is a pooled tax and revenue note transaction, a separate RPDI must be submitted for each participant. No report is needed for the joint powers authority (JPA).*
- 2) *If the JPA issuing the debt is using the proceeds to acquire one or more local obligations as defined in California Code of Regulations (CCR), Title 4, Division 9.6, Section 6000, a RPDI must be submitted for the JPA and each local obligor.*
- 3) *If a JPA is issuing the debt is transferring the proceeds to one or more local obligors under the terms of a debt contract as defined in CCR, Title 4, Division 9.6, Section 6051, a RPDI must be submitted for the JPA and each local obligor.*

Data Field	Definitions/Clarification of Data Fields
Issuer Name	Enter the proper name of the State or local entity legally authorized to enter into the debt contract. – Mandatory entry field.
Issue Name	Enter the title of debt issue as it will appear on the financing documents. – Mandatory entry field.
Name of Project	Name of the project(s) for which the debt proceeds will be used if applicable. Include the name of the specific assessment district(s), housing or construction project, hospital or health facility, redevelopment area, etc. if known. – Optional entry field.
Proposed Sale Date	Enter the date this debt is scheduled to be sold. CDIAC defines “sale date” as the date of acceptance of the debt contract between the issuer and the creditor. - Mandatory entry field.
Proposed Principal to Be Sold	Enter the total principal amount of debt proposed to be sold. The dollar amount will be verified and updated when the <i>Report of Final Sale</i> is submitted after the sale. - Mandatory entry field.
Validation Action	Will a court issue a judgment declaring the validity of the financing? Check Yes, No or Unknown. - Mandatory entry field.
Non-US Currency	Is the debt repayable in non-US currency? Enter Yes, No, or Unknown. – Mandatory entry field.
Issuance Authorization I Original Authorized Amount	Enter the maximum amount of debt authorized by the vote of the electorate or action of the governing body. - Mandatory entry field.
Authorization Date	Enter the date of the election or action. - Mandatory entry field.
Authorization Name	Enter the name of the authorization. - Mandatory entry field.
Amount Authority Replenished (by this Issue)	If this issue causes the authorization to be replenished, enter the amount of the replenishment. – Optional entry field.
Amount Authority Reduced (by this Issue)	Enter the amount by which the authority specified is reduced by this debt issue. – Mandatory entry field.

Net Reduction or Increase (by this Issue)	May be positive or negative number. – Calculated – No edits allowed.
Issuance Authorization II Original Authorized Amount	If this debt issue effects a second authorizing vote of the electorate or action by the governing body, enter the maximum amount of debt authorized by the vote or action. – Optional entry field.
Authorization Date	Enter the date of the election or action. – Optional entry field.
Authorization Name	Enter the name of the authorization. – Optional entry field.
Amount Authority Replenished (by this Issue)	If this issue causes the authorization to be replenished, enter the amount of the replenishment. – Optional entry field.
Amount Authority Reduced (by this Issue)	Enter the amount by which the authority specified is reduced by this debt issue.
Net Reduction or Increase (by this Issue)	May be positive or negative number. – Calculated – No edits allowed.
Authorizing Statute/Code (1)	Select authorizing statute from dropdown list or select “Other”. If “Other”, enter statute or code in text box which appears below dropdown list. – Mandatory entry field.
Authorizing Statute/Code (2)	Select second authorizing statute or code, if applicable, as in previous field. – Optional entry field.
Refunding	<i>Check Yes or No.</i> Indicate the proposed amount that is to be used to refund outstanding Debt of the issuer. This dollar amount will be verified and updated when the <i>Report of Final Sale</i> is submitted after the sale. - Mandatory entry field.
Redeem, paydown, refinance	<i>Check Yes or No.</i> Indicate the proposed amount that is to be used to redeem other securities, pay down outstanding balances or otherwise refinance debt of the issuer. – Optional entry field.
Issuer Contact	Enter contact information for the responsible person at issuing agency. E-mail address is a - Mandatory entry field.
County	Enter the name of the county where issuing agency is located. If agency encompasses more than one county (i.e., joint powers agencies, joint school districts), indicate multiple counties. - Mandatory entry field.
Filing Contact	Identify the name of the person filing the information with the Commission, including their job title, their firm and their firm’s role in the financing. The person listed in the “Send Acknowledgment /Copies to” field will receive an acknowledgment of receipt e-mail when the report is processed. An e-mail address must be provided. – Mandatory entry field.
Financing Participants/Role	Names of the firms fulfilling each role in the financing. A Borrower Counsel/Loan is defined as the attorney representing the issuer when the debt type is a “LOAN” as defined below. <u>If no firm has been selected to fulfill a particular role, do not make an entry in that field.</u> – Optional entry fields.
Tax Status	Check YES or NO according to whether the interest on the debt is subject to State and/or Federal income tax. (Yes means taxable, No indicates tax-exempt). If the interest is Federally tax-exempt, indicate (by checking the appropriate box) whether the interest is a preference item for purposes of the alternative minimum tax (AMT). – Mandatory entry field.

Type of Sale	Check either <i>competitive</i> or <i>negotiated</i> sale. Refer to Section 53583(c)(2)(B) of the California Government Code for additional information required of refunding debt issues sold on a negotiated basis. – Mandatory entry field.
Private Placement	If bonds or other securities are publicly traded, select <i>No</i> . If the financing does not involve an underwriter and/or securities are directly purchased by a bank or other institution, select <i>Yes</i> . If the financing is a direct loan, select <i>Yes</i> . – Mandatory entry field.
Section 8855(i) compliance	Indicate <i>Yes</i> , <i>No</i> , or <i>N/A</i> . Refer to Section 8855(i) of the California Government Code for additional information regarding the adoption of local debt policies by issuing agencies. - Mandatory entry field.
Type of Debt Instrument	<p>The type categories are grouped by notes, bonds, commercial paper, certificates of participation and leases, and other types of debt. Definitions of selected types of debt follow. – Mandatory entry field.</p> <ul style="list-style-type: none"> ▪ <i>Loan from bank/other institution (LOAN)</i>. Public debt issued outside of the bond market in which the creditor is not required to satisfy the Securities and Exchange Commission’s Rule 501 (Qualified Institutional Buyer). ▪ <i>Marks-Roos Authority Loan (MKRL)</i>. The issuer is the recipient of a loan consisting of proceeds from a joint powers authority financing issued under the Marks-Roos Local Bond Pooling Act. ▪ <i>State Agency Loan (STAL)</i>. The issuer is the recipient of a loan from an agency of the State of California (ex. State Water Resources SRF loans). ▪ <i>Other notes (OTHN)</i>. Includes, but not limited to, promissory notes, general or limited tax obligation notes. ▪ <i>Conduit revenue (private obligor) bonds/notes (CRB, CRN)</i>. The issuer of the debt is an agent or “conduit” such that the proceeds of the issue will be used by a non-governmental entity (ex. a 501(c)(3) organization) to finance multifamily housing, health care facilities, or other project. ▪ <i>Limited tax obligation bonds (LTOB)</i>. Bonds are issued by a Mello-Roos Community Facilities District (CFD) and are secured by special tax revenues. ▪ <i>Sales tax revenue bonds (STRB)</i>. Bonds are sold by a transit district, authority, or other public agency and are secured by sales tax revenues. ▪ <i>Revenue bonds (RB)</i>. Bonds sold by a public financing authority (PFA) or joint powers agency, which will be repaid from local obligations

acquired with the proceeds of the bonds OR whose proceeds will be used to make loans to other public agencies.

- *Other bonds (OTHB)*. Check this category if bonds are sold for judgment obligations. Also check this category if the bond category is not listed on the Proposed form. Include a brief description of the type of debt in space provided.
- *Pension obligation (POB)*. Bonds issued by local agencies to fund pension fund liabilities. Generally, these are secured by the general fund of the issuer.
- *Rate reduction (GC 6588.7) (RRB)*. Bonds issued by an authority, the proceeds of which are used directly or indirectly to pay or reimburse a local agency or its publicly owned utility for the payment of costs of a utility project, and that are secured by a pledge of, and are payable from, utility project property as provided in Section 6588.7.
- *Certificates of participation/leases (COPL)*. This category is should be selected for certificates of participation *and* lease financings which include agreements between public agencies, such as installment sales contracts and lease/leaseback contracts.
- *Capital Lease (CL)*. Lease financings (ex. equipment leases) meeting the criteria in listed in CCR, Title 4, Division 9.6, Section 6000(k)(9).
- *Other (OTH)*. This category may include types of debt instruments not otherwise listed, such as warrants and Teeter Plan obligations.

Sources of Repayment

Definitions of **selected** categories follow. If there are two or more sources of repayment, identify the one providing the largest share of repayment.

- *Special tax revenue (SPTR)*. Repayment for limited tax obligation bonds issued by a Mello-Roos Community Facilities District.
- *Local obligations (LOB)*. Repayment for debt issued under the Marks-Roos Local Bond Pooling Act when revenues from one or more local obligors are the source of repayment.
- *Utility project charges (UPC)*. Charges paid or to be paid by customers of a publicly owned utility to pay financing costs of rate reduction bonds issued pursuant to GC Section 6588.7.

Purposes of Financing

Major categories are: interim financing, housing, hospitals and health care, education, redevelopment, commercial and industrial development, capital improvement and public works, and other. *Refunding and refinancing issues should indicate the purpose of the original financing (i.e., a refunding issue for an assessment district to provide streets and roads **should still be categorized as streets and roads**).*

-
- *Cash-flow, interim financing (CFIF)*. For annual short-term debt issued for cash management purposes.
 - *Project, interim financing (PIF)*. For short-term financing of capital projects until permanent, long term financing can be obtained or sold.
 - *Other housing (OTHH)*. Includes building, renovating, improving, furnishing and equipping interim housing for families and individuals facing emergency and/or homelessness, hostels, orphanages, childcare facilities, and housing for persons with developmental special needs.
 - *Single-family housing (SFH)*. Includes mobile home parks.
 - *Health care facilities (HCF)*. Includes congregate care facilities, rest homes, out-patient clinics, etc.
 - *Medical research/institute (MRES)*. Includes land acquisition, construction, renovating, improving, furnishing and equipment for schools of science, biology and regenerative research facilities
 - *Other/multiple health care purposes (OMHC)*. Includes hospital equipment, laboratories or an issue that provides for both of the other health care categories (both a hospital and a health care facility).
 - *Other/multiple education uses (OMED)*. Includes acquisition of school equipment, portable classrooms, or a mix of K-12 and college and university facilities.
 - *Redevelopment (RD)*. A successor agency which issues bonds to refinance prior redevelopment agency debt should select this debt type. Additionally, this debt type should be selected for Marks-Roos revenue (pool) bonds sold to acquire debt issued by successor agencies to the former redevelopment agencies.
 - *Multiple capital improvements and public works*. Used for two or more capital improvements categories (also check each individual purpose). For example, a special assessment bond which will be used for street and road construction, flood control, and wastewater treatment/collection will be marked as multiple capital improvements and public works, but the various subcategories are noted in the database.
 - *Other capital improvements and public works*. Those improvements not covered under the general categories and may include underground utilities, street lighting, and seawall construction.
 - *Public building*. Includes fire and police stations, administration or community centers, libraries, maintenance facilities, and courthouses.
-

-
- *Seismic safety improvements/repair*. Improvements and retrofitting required to repair damage from earthquakes or to meet earthquake safety standards.
 - *Theatre/arts/museums (THAM)*. Includes building, renovation, equipment and furnishings for fine art, historical and science museums, and performing arts facilities.
 - *Commercial energy conservation/improvement (CECI)*. Includes bonds issued pursuant to the Property Assessed Clean Energy (PACE) program for commercial property owners.
 - *Human resources (HR)*. Includes construction, renovation and equipping of facilities for organizations that meet the needs of children, families and individuals with special needs and/or emergency/disaster services.
 - *Insurance/pension funds*. Includes self-insurance and liability programs, and pension obligations.
 - *Residential energy conservation/improvement (RECI)*. Includes bonds issued pursuant to the Property Assessed Clean Energy (PACE) program for residential property owners.

Other than listed above. Includes debt issued for judgment obligations and Teeter Plans.
