

## Instructions for completing the Report of Final Sale (RFS)

Data Field	Definitions/Clarification of Data Fields
<b>CDIAC #</b>	<i>Prepopulated – No edits allowed.</i>
<b>Issuer Name</b>	<i>Prepopulated with data submitted on the Report of Proposed Debt Issuance (RPDI) conformed to CDIAC’s naming convention- No edits allowed.</i>
<b>Issue Name</b>	<i>Prepopulated with data submitted on RPDI conformed to CDIAC’s naming convention – Update if necessary.</i>
<b>Name of Project</b>	<p>Name of the project(s) for which the proceeds will be used if applicable. Include the name the specific assessment district, housing project, hospital, redevelopment project area, if known. – <b>Optional entry field.</b></p> <p><i>Prepopulated if data submitted on the RPDI conformed to CDIAC’s naming convention – Update if necessary.</i></p>
<b>Validation Action</b>	<p>A court judgment declaring the validity of the financing. Check <i>Yes, No</i> or <i>Unknown</i>. - <b>Mandatory entry field.</b></p> <p><i>Prepopulated with data submitted on the RPDI – update if necessary.</i></p>
<b>Currency Debt Repayable</b>	<p>Is the debt repayable in non-US currency? Select <i>Yes, No</i>, or <i>Unknown</i>. – <b>Mandatory entry field.</b></p> <p><i>Prepopulated with data submitted on the RPDI – update if necessary.</i></p>
<b>Issuance Authorization I Original Authorized Amount</b>	<p>Enter the maximum amount of debt authorized by the vote of the electorate or action of the governing body. - <b>Mandatory entry field.</b></p> <p>If this information is incorrect, click on “<b>Authorization Name</b>”, select <i>Other</i> and enter the Authorization name in the field “<b>Enter Authorization Name (If Other)</b>” and complete the remaining mandatory fields.</p> <p><i>Prepopulated with data previously submitted on the RPDI to CDIAC. Update if necessary.</i></p>
<b>Authorization Date</b>	<p>Enter the date of the election or action. - <b>Mandatory entry field.</b></p> <p><i>Prepopulated with data previously submitted on the RPDI to CDIAC. Update if necessary.</i></p>
<b>Authorization Name</b>	<p>Enter the name of the authorization. - <b>Mandatory entry field.</b></p> <p><i>Prepopulated with data previously submitted on the RPDI to CDIAC. Update if necessary.</i></p>
<b>Amount Authority Replenished (by this Issue)</b>	<p><b>If this issue causes the authorization to be replenished, enter the amount of the replenishment. – Optional entry field.</b></p> <p><i>Prepopulated with data submitted on the RPDI – update if necessary.</i></p>

<b>Amount Authority Reduced (by this Issue)</b>	<p>Enter the amount by which the authority specified is reduced by this debt issue. – <b>Mandatory entry field</b></p> <p><i>Prepopulated with data submitted on the RPDI – update if necessary.</i></p>
<b>Net Reduction or Increase (by this Issue)</b>	<p><b>May be positive or negative number. – Calculated – No edits allowed.</b></p>
<b>Issuance Authorization II Original Authorized Amount</b>	<p>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. – <b>Optional entry field.</b></p> <p>If this information is incorrect, click on “<b>Authorization Name</b>”, select Other and enter the Authorization name in the field “<b>Enter Authorization Name (If Other)</b>” and complete the remaining fields.</p> <p><i>Prepopulated if data previously submitted on the Report of Proposed to CDIAC. Update if necessary.</i></p>
<b>Authorization Date</b>	<p>Enter the date of the election or action. – <b>Optional entry field.</b></p> <p><i>Prepopulated if data previously submitted on the RPDI to CDIAC. Update if necessary.</i></p>
<b>Authorization Name</b>	<p>Enter the name of the authorization. – <b>Optional entry field</b></p> <p><i>Prepopulated if data previously submitted on the RPDI to CDIAC. Update if necessary</i></p>
<b>Amount Authority Replenished (by this Issue)</b>	<p>If this issue causes the authorization to be replenished, enter the amount of the replenishment. – <b>Optional entry field.</b></p> <p><i>Prepopulated if data previously submitted on the RPDI to CDIAC. Update if necessary</i></p>
<b>Amount Authority Reduced (by this Issue)</b>	<p>Enter the amount by which the authority specified is reduced by this debt issue.</p> <p><i>Prepopulated if data previously submitted on the RPDI to CDIAC. Update if necessary</i></p>
<b>Net Reduction or Increase (by this Issue)</b>	<p><b>May be positive or negative number. – Calculated – No edits allowed</b></p>
<b>Authorizing Statute/Code (1)</b>	<p>Select the statute(s) that authorizes the issuer to enter into this type of debt contract from the dropdown OR, if the authorizing statute is not listed, select <i>Other</i> and provide the authorizing statute. At least one authorizing statute must be provided. – <b>Mandatory entry field.</b></p> <p><i>Prepopulated with data submitted on the RPDI – Update if necessary.</i></p>
<b>Authorizing Statute/Code (2)</b>	<p>Select second authorizing statute or code, if applicable, as in previous field. – <b>Optional entry field.</b></p> <p><i>Prepopulated if data previously submitted on the RPDI to CDIAC. Update if necessary.</i></p>

<b>Actual Sale Date</b>	Enter the date this debt issue was sold. <b>Mandatory entry field.</b>  <i>Prepopulated with data submitted on the RPDI – Update if necessary.</i>
<b>Dated Date</b>	Enter the date on which interest on the issue begins to accrue. <b>Mandatory entry field.</b>
<b>Settlement Date</b>	Enter the date of transfer of assets or rights to use from creditor to the issuer. – <b>Mandatory entry field.</b>
<b>Principal Amount Sold</b>	Enter the total principal amount of this issue. <b>Mandatory entry field.</b>  <i>Prepopulated with data submitted on the RPDI – Update if necessary.</i>
<b>Refunding</b>	Check <i>Yes</i> or <i>No</i> . Indicate the amount of the principal issued that is to be used to refund outstanding debt of the issuer. <b>Mandatory entry field.</b>  <i>Prepopulated with data submitted on the RPDI – Update if necessary</i>
<b>Issuer Contact</b>	Enter contact information for the responsible person at issuing agency. E-mail address and phone number must be provided. – <b>Mandatory entry fields.</b>  <i>Prepopulated with data submitted on the RPDI – Update if necessary.</i>
<b>County</b>	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), select “MULTIPLE”. – <b>Mandatory entry field.</b>
<b>Filing Contact</b>	Identify the name of the person filing the Report with the Commission, including job title, firm and the firm’s role in the financing. The person listed in the “ <i>Send Acknowledgment /Copies To</i> ” field will receive an acknowledgment of receipt e-mail when the report is processed. E-mail addresses and phone numbers must be provided. – <b>Mandatory entry fields.</b>
<b>Sale Type</b>	Check either <i>Competitive</i> or <i>Negotiated</i> sale. Select <i>Negotiated</i> for all private placement issues. California Government Code requires additional information when refunding debt or public enterprise revenue bonds are sold on a private or negotiated basis. (See <i>Reason for Negotiated Refunding</i> and/or <i>Reason for Negotiated Sale of Revenue Bonds</i> below.) – <b>Mandatory entry field.</b>
<b>Type of Debt Instrument</b>	Prepopulated with data submitted on the RPDI – Update if necessary. – <b>Mandatory entry field.</b>
<b>Sources of Repayment</b>	Prepopulated with data submitted on the RPDI – Update if necessary. – <b>Mandatory entry field.</b>
<b>Purposes of Financing/ Percentage Principal applied to each Purpose</b>	Prepopulated with data submitted on the RPDI – Update if necessary. – <b>Mandatory entry fields.</b>
<b>Financing Participants/Role</b>	Names of the firms fulfilling each role in the financing. <b><u>If no firm was selected to fulfill a particular role, do not make an entry in that field.</u></b> Note the following definitions and additional information for <b>selected</b> types of roles/participants:  <b>Lead Underwriter</b> (Senior Manager). Although the financing may involve several underwriting firms, the Commission will list only the lead firm for this category.  <b>Borrower Counsel (Loan)</b> is defined as the attorney representing the issuer when the debt type “LOAN” has been selected. (“LOAN” is defined as public debt

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*issued outside of the bond market in which the creditor is not required to satisfy SEC Rule 501 (Qualified Institutional Buyer)).*

**Purchaser:** For bonds or notes issued via private placement, enter the name of the primary bank or other financial institution purchasing the debt. Such role may alternately be referred to in bond documents as “Primary Holder” or “Initial Purchaser”.

**Lender:** For issues whose debt type is “LOAN” (see above), enter the name of the primary bank or other financial institution loaning the proceeds to the recipient (i.e. the “issuer”).

**Lessor:** In financings with lease structure such as a lease/leaseback or public lease revenue bond issue, enter the name of the public agency (i.e., authority) acting as lessor in to another public agency.

If no firm has been selected to fulfill a particular role, **do not make an entry in that field (i.e., do not enter “None”, “N/A”, or the like).**

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<b>Maturity Schedule</b>	Indicate if the maturity schedule is a stand-alone document to be uploaded, or if it is included in an Official Statement or Offering Memorandum. – <b>Mandatory entry field.</b>
<b>Maturity Structure</b>	Indicate the structure of the maturity schedule: Serial, Term (one or more terms), or Combination (serial and term). – <b>Mandatory entry field.</b>
<b>Final Maturity Date</b>	Enter the final maturity date for the issue, if applicable.
<b>First Optional Call Date</b>	The first date on which the debt may be redeemed or repaid, if applicable. For variable rate demand bonds, enter the first remarketing date.
<b>Senior/Subordinate Structure</b>	Was the debt issued in a Senior/Subordinate structure? Select <i>Yes</i> or <i>No</i> . – <b>Mandatory entry field.</b>
<b>Official Statement/Offering Memorandum</b>	Mark the appropriate box and upload (see “Upload Supporting Documents” below) the official statement/offering memorandum for this issue, if one was prepared. If none was prepared, refer to Government Code Section 8855(j) for alternate financing documents that must be provided. <b>At least one financing document must be uploaded to complete submittal. – Mandatory entry field.</b>
<b>Insurance/Guarantor</b>	Select <i>No</i> if the issue was not guaranteed <b>or check appropriate box</b> for issues which carry insurance or are backed by a letter(s) of credit, state intercept program, or other. Identify the guarantor firm or agency in the <b>Guarantor</b> field, and the <b>Date</b> upon which the insurance, letter of credit or other enhancement expires. – <b>Mandatory entry field.</b>
<b>Credit Rating</b>	Indicate <i>Not Rated</i> <b>or</b> the rating(s) assigned to the debt issue by the credit rating agencies as listed. – <b>Mandatory entry field.</b>
<b>Tax Status</b>	Check YES or NO according to whether the interest on the debt is subject to State and/or Federal income tax. ( <b>Yes</b> means taxable, <b>No</b> indicates tax-exempt). If the interest is Federally tax-exempt, indicate (by checking the appropriate box)

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whether the interest is a preference item for purposes of the alternative minimum tax (AMT). – **Mandatory entry fields.**

*Prepopulated with data submitted on the RPDI – Update if necessary.*

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<b>Interest (Cost) Type</b>	Check each box that identifies the type(s) of interest or interest cost in the accompanying data field(s). Types include <i>NIC</i> (net interest cost), <i>TIC</i> (true interest cost), <i>Variable</i> , or <i>Other</i> (e.g. fixed rate loan or rate based on an index.). <b>Please provide both NIC and TIC if available.</b> At least one selection must be made. – <b>Mandatory entry field.</b>
<b>Interest Cost</b>	<b>Please provide both NIC and TIC rates, if available.</b>
<b>Capital Appreciation Debt</b>	If the financing includes debt whose interest has a capital appreciation structure, select <i>Yes</i> . <b>Select Yes even if current interest debt is contained in the same issue.</b> – <b>Mandatory entry field.</b>
<b>Rate Reduction Savings</b>	If the financing consists of Rate Reduction Bonds (Govt. Code §6588.7), enter in this field the dollar amount of savings realized by the sale of rate reduction bonds rather than bonds paid from the revenues of the publicly owned utility. If the financing is not a rate reduction bond, leave this field blank. – <b>Optional entry field.</b>
<b>Issuance Costs and Fees</b>	Enter total dollar amount of the costs of issuance or fees paid by the issuer for the financing. These costs and fees may include, but are not limited to, costs for underwriter management fee, takedown and expenses; fees for bond counsel, financial advisor, trustee, credit enhancement, printing, etc. Use the Other Expenses field to enter fees for roles/services not listed elsewhere in the section. The <i>Underwriter Spread or Discount</i> and <i>Total Issuance Costs</i> fields are calculated fields in which no data may be entered.
<b>Discount/Premium</b>	Enter the total dollar amount of the original issue premium and/or discount on the financing. For a public bond offering, this information is generally identified in the official statement. The <i>Net Original Issue Discount/Premium</i> field is a calculated field in which no data may be entered.

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<b>Reason for Negotiated Refunding</b>	<p>If a local agency issuer sold refunding bonds at private (negotiated) sale, California Government Code §53583(c)(2)(B) requires that the local agency, within 2 weeks of the sale, submit a written statement to the Commission stating the reason(s) why it did not sell the debt issue at a competitive sale. The most common reasons cited for offering the debt issue at negotiated rather than public sale are listed. If the reason is not listed, select <i>Other</i> and specify the reason. If the written statement was received prior to submission of the <i>Report of Final Sale</i>, the reason submitted will be prepopulated. – Mandatory entry field if “Negotiated” is selected for the Type of Sale.</p>
<b>Reason for Negotiated Sale of Revenue Bonds</b>	<p>If a local agency issuer sold public enterprise revenue bonds at private (negotiated) sale, California Government Code §54418 requires that the local agency, within 2 weeks of the sale, submit a written statement to the Commission stating the reason(s) why it did not sell the debt issue at a competitive sale. The most common reasons cited for offering the debt issue at negotiated rather than public sale are listed. If the reason is not listed, select <i>Other</i> and specify the reason. If the written statement was received prior to submission of the <i>Report of Final Sale</i>, the reason submitted will be prepopulated.</p>
<b>Upload Supporting Documents</b>	<p><b>At least one document must be uploaded to complete submission.</b></p>