BCM J103.7
4/29/2008

GRADING PERMIT SECURITY

A grading permit security is required per Section J103.7 of the 2008 County of Los Angeles Building Code (LACBC) for all grading permits in which the earthwork volume exceeds 1,000 cubic yards, or as deemed necessary by the building official where unusual conditions or special hazards exist.

The grading permit security (bond) amount is based on the number of cubic yards of material being graded in either excavation or fill, which ever is greater, plus the cost of all drainage devices or other protective devices, or work necessary to eliminate geotechnical hazards. The grading volume of material is determined to be the larger of the cut or fill volumes plus any necessary over excavation or removal and recompaction volumes.

AMOUNT OF SECURITY

The portion of the security valuation based on the volume of material in either excavation or fill shall be calculated as 50% of the estimated cost of grading work for the first 100,000 cubic yards plus 25% of the estimated cost of grading work for that portion in excess of 100,000 cubic yards. A valuation of $3.60 per cubic yard shall be used to estimate the cost of grading work. Therefore, the security amount to be collected in accordance with Section J103.7.1 of the 2008 LACBC shall be:

$1.80/cy ………………………… For 100,000 cubic yards of material or less
$0.90/cy ………………………… For material in excess of 100,000 cubic yards

The cost of all drainage devices necessary to eliminate flood hazards per Section 110.1 of the 2008 LACBC and all protective devices or work necessary to eliminate any geotechnical hazards per Section 110.2 of the 2008 LACBC must be included in the security amount. Drainage devices which are covered by a performance bond (improvements required to be completed under the Subdivision Map Act) and area drainage devices solely intended to convey nuisance flows do not need to be included. The cost of the devices or work shall be estimated by the designing Civil Engineer and verified by the Regional Drainage and Grading Engineer (RDGE).

The RDGE is responsible for calculating the total security amount and notifying the applicant during the grading plan review process. The amount of the required security shall be indicated on the grading plan approval sheet.

ACCEPTING SECURITIES

A security can be posted in one of the following forms per Section J103.7 of 2008 LACBC:

1. A bond (BND) furnished by a corporate surety authorized to do business in the State.

2. A cash security (CA), which includes cashier's checks, certified checks, postal or bank money orders, and actual cash.

3. An instrument of credit from a financial institution, including letters of credit (LC), certificates of deposit (CD), and passbook savings accounts (PB).

<u>Surety Bonds</u>

1. The "Grading Permit Security" form shall be used and is acceptable for work located in the unincorporated area or in a contract city. Bonds shall not be accepted unless prepared on this form. A reduced size copy is included in Attachment A; original forms shall be available at each district office and are available on the Department's website: http://www.dpw.lacounty.gov (Go to Forms, search "grading").

2. Careful comparison shall be made between the bond and permit application to verify that the legal description and job address (including locality or city if in a contract city) are the same on both documents and that **the principal named on the bond is the owner as shown on the application.** Bond must be in owner's name

3. Both the principal and surety's signatures on the bond must be notarized and must have the acknowledgment slips attached to the bond.

4. The bond amount, number, and name of surety shall be entered in the spaces provided on the permit application. The plan check and permit numbers shall be entered where requested at the bottom of the bond.

5. The bond shall be filed in the grading folder and a copy shall be placed in the job jacket.

6. The permit technician shall enter the bond into DAPTS in the "SECURITY" screen of the permit application. At a minimum: the principal and surety name and address, the bond number and amount, and the filed and received dates shall be entered into DAPTS. (See Attachment G)

<u>**Cash Deposits**</u>

1. The cash deposit shall be taken in as "TRUST DEPOSIT FOR GRADING" in the FEES screen in DAPTS. The fee receipt printed from DAPTS shall be copied and given to the owner. (See Attachment H)

2. A copy of the fee receipt shall be placed in the grading folder, along with a copy of the check or money order (if applicable).

3. A note showing the amount of cash deposit and the owner's name and address where the deposit is to be returned upon completion of the work shall be placed on the permit application.

4. A copy of the fee receipt shall be forwarded to Fiscal Division along with the daily report. The "cash" is deposited in the normal manner with the daily receipts.

<u>**Instrument of Credit**</u>

1. An instrument of credit from a financial institution in an amount equal to or greater than the grading bond required may be accepted. The District Office Manager or Assistant Office Manager prior to approval must review all instruments of credit.

2. Careful comparison should be made between the instrument of credit and the permit application to verify that the legal description and job address are the same on both documents and that the **principal shown on the instrument of credit is the owner as shown on the application.** Note that the name of the financial institution and owner shall not be the same.

3. Since grading projects may take several years for completion, a statement limiting the time on the instrument of credit should not be accepted unless accompanied by a further statement that it will be automatically extended if the work is not completed at that time.

4. The name and address of the principal and financial institution, the certificate number and the security amount shall be clearly noted on the permit application and in DAPTS under the TEXT screen.

5. The original instrument of credit shall be forwarded to Fiscal Division with a transmittal memo (see Attachment C). Copies of the instrument of credit are to be filed in the grading folder and job jacket.

6. The grading permit shall not be issued until an approval from Fiscal Division is received. Upon receiving approval, the approval date and Fiscal Division representative shall be noted in DAPTS under the TEXT screen (See Attachment I). Copies of the written approval (if applicable) shall be placed in the grading folder and job jacket.

RELEASING SECURITIES

Surety Bonds

1. When the work has been satisfactorily completed and the grading permit has been finaled, the "Completion Notice and Bond Release" form shall be completed (see Attachment D). One copy shall be placed in the job jacket; one copy shall be placed in the grading folder, one copy mailed or given to the owner, and the original mailed to the surety company.

2. Enter Bond has been exonerated in DAPTS. Enter amount and date (See Attachment G)

Cash Deposits

Release of cash deposits shall be treated as a refund. Therefore, when the work has been satisfactorily completed and the grading permit has been finaled, the attached "Cash Bond Refund" form shall be completed and forwarded to Administrative Services Division (see Attachment E). Administrative Services Division will review the form for completeness and route it to Fiscal Division, Revenue Management Section for refund. Refund should be entered in DAPTS (See Attachment H).

It should be noted that only the Office Managers and other personnel who have authorize signature forms on file with Fiscal Division can sign this form.

Instrument of Credit

When the work has been satisfactorily completed and the grading permit has been finaled, a memo authorizing the release of the instrument of credit shall be forwarded to Fiscal Division (see Attachment I).

REDUCING SECURITIES

Grading projects in which a security is required may be eligible for a reduction in the security when rough grading has been completed. For all grading projects, completion of rough grade shall include all grading operations, installation of drainage devices, rough grade approval from Geotechnical and Materials Engineering Division (where required), and submittal of "Engineered Grading Consultant Statement" (where required). Once rough grade has been completed, the project is eligible for a one-time, 50% reduction in the security at the discretion of the District Office Manager. The Field Engineer shall submit a reduction request letter to the District Office Manager.

Surety Bonds

The "Partial Completion Notice and Bond Reduction" form shall be completed (see Attachment H). A copy shall be placed in the grading folder, job jacket, and mailed/given to owner. The original shall be mailed to the surety company.

Cash Deposits

This procedure differs only slightly from releasing the deposit. On the "Cash Bond Refund" form (see Attachment D), the refund amount shall be altered to reflect the 50% reduction of the bond. In addition, the "Reason for Refund" shall be altered to read:

> "Rough grading has been completed to the satisfaction of the Building and Safety Division. Therefore, this is the release of 50% of the cash deposit per Section J103.7.1 of the Building Code."

A copy of the reduction letter shall be placed in the grading folder and job jacket.

Instrument of Credit

This procedure is identical to releasing the security, with the exception of the bond amount, which should be altered to reflect the 50% reduction.

RECOMMENDED BY: APPROVED BY:

_____   _____
    MITCH MILLER   RAJESH PATEL
Senior Civil Engineer   Superintendent of Building

AS:vc P:\bspub\RESEARCH\BCM's\BCM J103 7 Grading Security.doc

Attach.
Supercedes BCM A3311, 05/26/05, AM 30.16, 05/20/91 and BCM 70.10 08/15/80

Attachments

REDUCED COPY FOR REFERENCE ONLY

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
LAND DEVELOPMENT DIVISION
GRADING PERMIT SECURITY

KNOW ALL MEN BY THESE PRESENTS   SECURITY NUMBER_____

That we. _____

_____

of _____California, as _____

principal , and _____
a corporation, as surety and held and firmly bound unto the County of LOS ANGELES, a body public and corporate of the State of

California, in the sum of _____ $_____
Lawful money of the United States, for the payment of which well and truly to be made we hereby bind ourselves, jointly and severally,
firmly by these presents.

        Signed, sealed and dated this _____ day of _____

        WHEREAS, an application by the above-named principal, has been made to the DEPARTMENT OF PUBLIC WORKS,
COUNTY OF LOS ANGELES, Division of Building and Safety/Land Development for the issuance, is said principal, of a permit to
perform excavation or fill work or both within the County of Los Angeles more specifically described in the application for a Grading
permit, upon a location owned by

said principal known as lot _____, block _____, tract _____, locality _____ or as street address of _____
_____ in accordance with the provisions of Appendix J
of the Los Angeles County Building Code, and

        WHEREAS, Los Angeles County Building Code, Appendix J, requires as a condition precedent to the issuance of said permit
that the principal shall furnish a security in the sum above named to the County of Los Angeles, conditioned as hereinafter set forth:

        NOW, THEREFORE,
        (1)   If the principal shall well and truly comply with all the applicable requirements of Los Angeles County Building Code,
                Appendix J, and

        (2)   If all of the work required to be done complies with all of the terms and conditions of the Permit for excavation or fill or
                both to the satisfaction of the Building Official then this obligation shall be void; otherwise it shall remain in full force
                and effect.

It is understood that the liability of the principal and surety upon this security shall be in effect from the date hereof and remain in effect
until the completion of the work in compliance with all terms and conditions of said Grading Permit and until final approval thereof by the
Building Official.

It is further understood that the County of Los Angeles, or the surety, or both, or any authorized representative of either, shall have the
right to enter the above described property for the purpose of inspecting the work, and should the principal default in the performance of
any of the terms and conditions of the Grading Permit, the said County, or surety, or both, or agent of either, shall have the right of
access to the property and may complete the work necessary for compliance with requirements of said Building Code, Appendix J.

Where the work requiring this bond is located within an incorporated city and the County of Los Angeles is the enforcement agency, the
obligation of this security shall include the incorporated city where the word is to be performed.

In such case the words "Department of Public Works, County of Los Angeles, /Land Development Division" and "Building Official" shall
mean such Department and Official respectively while acting, respectively, as the appropriate department and official of such city. The
words "Los Angeles county Building Code" mean the building code of other ordinance having provisions the same as, or substantiating
similar to Appendix J of said Los Angeles County Building Code.

        IN WITNESS WHEREOF the principal and surety caused this security to be executed the day and year first above written.

                                                        _____

                                                        _____

                            Principal _____
(Seal)

                            Surety   _____
(Seal)

                                                        _____

(This security must be acknowledged both as to principal and surety before a Notary Public.) Local Mailing Address of Surety:

_____

FOR DEPARTMENT USE ONLY			
Plan Check	**Permit No.**	**Date Work Completed**	**Date Security Released**

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION

REQUEST FOR ACCEPTANCE OF LETTER OF CREDIT,

CERTIFICATE OF DEPOSIT OR PASSBOOK SAVINGS ACCOUNT

To: Fiscal Division
        Revenue Management Section

Date of Request: _____

Attached is the original copy of the letter of credit, certificate of deposit, or passbook number _____ from _____ for the amount of $_____, fulfilling the requirement of Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7 for grading on property described as _____, Permit Number _____.

Please hold this letter of credit, certificate of deposit, or passbook until the Building and Safety Division notified you that it may be released.

_____
District Office Manager

District Office Stamp

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION

COMPLETION NOTICE AND BOND RELEASE

This is to advise that each and all of the terms and conditions of Permit Number

_____ issued to_____ for grading on

property described as _____ has

been completed to the satisfaction of the Building and Safety Division in accordance with

Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7.4.

Therefore, the Principal and Surety of the Bond posted in connection with the

above permit in the amount of $_____ are hereby released and

the Bond terminated on this date, _____.

DEAN D. EFSTATHIOU, Acting Director of Public Works

Bond No. _____   By_____
                                            District Office Manager

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

CASH BOND REFUND

To: Fiscal Division
       Revenue Management Section

DIVISION REQUEST FOR REFUND   Date of Request _____

Please refund $_____

To _____

Address _____

Collected For _____

           _____

Date of Receipt _____, Permit Number _____,

Or Departmental Receipt Number _____

Reason for Refund: The work has been completed to the satisfaction of the Building

                    and Safety Division. Therefore, this is the release of cash deposit per

                    Title 26, County of Los Angeles Building Code, Appendix Chapter J,

                    Section J103.7.4.

_____   _____
Division   District Office Manager

Date Received by Fiscal   Received
Division _____   By_____

RE#_____MSW_____

This request form to be used only for receipts not related to specific billable jobs.

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

REQUEST FOR RELEASE OF LETTER OF CREDIT,

CERTIFICATE OF DEPOSIT OR PASSBOOK

To: Fiscal Division
        Revenue Management Section

Date of Request: _____

All of the terms and conditions of Permit Number _____ issued to
_____ for the grading on the property described as
_____ has been completed
to the satisfaction of the Building and Safety Division in accordance with the requirements
of Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7.4.
Therefore, the letter of credit, certificate of deposit or passbook number
_____ in the amount of $_____ is
terminated this date and can now be released. Please release this security to:

Depositor _____
Other _____
Mailing Address _____
_____
_____

If you have any questions regarding this request, please contact _____
at telephone number _____.
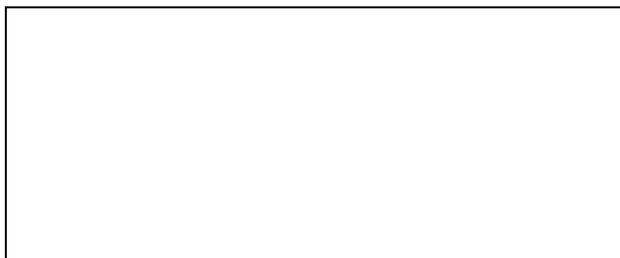
_____
District Office Manager

District Office Stamp

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION

PARTIAL COMPLETION NOTICE AND BOND REDUCTION

This is to advise that each and all of the terms and conditions of Permit Number

_____ issued to _____ for the

grading on property described as _____

have been partially completed to the satisfaction of the Building and Safety Division in

accordance with Title 26, County of Los Angeles Building Code, Appendix Chapter J,

Section J103.7.4.

Therefore, the Principal and Surety of the bond posted in connection with the above permit

in the amount of $_____ are hereby reduced _____% to $_____

on this date, _____.

DEAN D. EFSTATHIOU, Acting Director of Public Works

Bond No. _____   By_____
                                        District Office Manager

Entering Grading Bond Information into DAPTS

1. Blank out these field with the delete key

CRITERIA ENTRY   02/11/08
                                                  09:30:29
****

ORGANIZATION - LOCATION _ _ _

APPLICATION NBR: GR 0108070002 FROM INIT. DATE: _ _ _ _   THROUGH: _ _ _ _

ADDRESS: NBR: _____   STREET: _____
         CITY: _____   ZIP CODE: _____   EXISTING ADDRESS: _
         THOMAS GUIDE MAP PAGE: ____   GRID: ____

LEGAL: TYPE: __   ID: _____
ASSR INFO NO: _____
OWNER NAME: _____
TENANT NAME: _____

2. Enter Grading permit number here

FEE RECEIPT NBR: _____

PROPERTY CREATE:

3. Press the enter or Ctrl key

DPC670   NEXT TRANSACTION: _____   PF1=HELP

4. Review the permit that appears to make certain it is the correct one. Enter an "X" in the security field then hit enter

APPL NBR: GR 0108070002 APPISSUD NORMAL   HOLD: _ RELATED APPL: GR 9911220001
TENANT: _____
ADDRESS: 1603 PALM CANYON MALI
LEGAL: BS 991122X   LOC: 0910 AIN: MLT: _
LOCALITY: MALIBU   _ CROSS-ST: SERRA ROAD   _
INITIATE   PLAN APPR   ISSUE DT   FINALED   FINALED BY   EXPIRE DT
08 07 01   02 03 02
READY FOR PERMIT: _   OWNER/BUILDER: _   CODE: ___
    OWNER: MHAB TRUST
   ADDRESS: P.O. BOX 2485   CA 90265   PHONE: _____ _____
APPLICANT: MHAB TRUST
   ADDRESS: P.O. BOX 2485   MALIBU, CA 90265   PHONE: 3104563230 _____
_ CONTRACTOR: _____
    PHONE:
_   ARCH/ENGR: LAND DESIGN CONSULTANTS, INC.
       PHONE: 6265787000
WORK DESC: GRADING FOR FOUR PARCELS OF PM 23897
FEES: _ REPL: _ MOVE: _ TEXT: Y CORRESP: _ CLR: _ TSK TRACK: _ SECURITY: x
ISSUE STATUS: _ DEFAULT PRINTER: _ OR PRINTER ID: _____ DISP: _ REPORT: _
DPC260   NEXT TRANSACTION: _____   PF8=DETAIL   PF1=HELP

5. Add the date the bond is received and hit the enter key

```
*****************************************************************
END OF DATA                                                  PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1      HOLD: _
      RECEIVED DATE: 01 08 08          FILED DATE: __ __ __

EXPIRATION DT: __ __ __    60-DAY LETTER DT: __ __ __  60-DAY RETURN DT: __ __ __
                           20-DAY LETTER DT: __ __ __  20-DAY RETURN DT: __ __ __
 EXTENSION DT: __ __ __    EXTEN. LETTER DT: __ __ __  AGREEMENT TEXT: _
```

6. Now place an X in the add new security field and hit enter.

```
D A P T S              AGREEMENTS UPDATE                      02/11/08
BSUPD                                                         09:52:28
PRESS PF14 TO REQUEST DELETION OF AGREEMENT
END OF DATA                                                  PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1      HOLD: _
      RECEIVED DATE: 01 08 08          FILED DATE: __ __ __

EXPIRATION DT: __ __ __    60-DAY LETTER DT: __ __ __  60-DAY RETURN DT: __ __ __
                           20-DAY LETTER DT: __ __ __  20-DAY RETURN DT: __ __ __
 EXTENSION DT: __ __ __    EXTEN. LETTER DT: __ __ __  AGREEMENT TEXT: _
                 LAST NAME                       FIRST           MI
SELECT PRINCIPAL: _
   OR SUBDIVIDER: _____  _____ _
ADD NEW SECURITY: x
                 RELATED SECURITIES
     F/ TY/INSTRUMENT/NUMBER   ORIGINAL $  RETAIN $   FORFEIT $   RETURN $
SEL  L  STATUS                RCV DATE   RDU DATE   FRF DATE   EXN DATE




DPC472                 NEXT TRANSACTION: _____              PF1=HELP
```

8 Enter the type of work being bonded

9 Enter the type of security being used (not cash)

10 Enter the unique number of the security

7 Enter an "A" for add

```
                          BOND/SECURITY UPDATE                02/11/08
                                                             10:06:41
***************************************************************************
END OF DATA                                                   PAGE   1
PROJ/APPL/IMPRV NBR: GR0108070002 AGREEMENT NBR: 1        HOLD: _
TYPE/INSTRUMENT/NUMBER: gr bnd 40404000404000_           ADD'L TEXT: _
ACTION: A    F/L INDICATOR: _          STATUS(ACT/EXP/CITY): ____
  ORIGINAL    DATE     DATE    AMOUNT   FORFEIT  DATE    AMOUNT    EXONERATE
  AMOUNT     REC'D  REDUCED  RETAINED  AMOUNT  FORFEIT RETURNED     DATE
  100,000_  02 05 08 __ __ __ __ __ __  __ __ __ __ __ __ __ __ __  __ __ __
ADD PARTICIPANT: _ TYPE: __   LAST NAME: _____
                              FIRST: _____     MI: _
              PARTICIPANT
  SEL  TYPE  LAST NAME                       FIRST         MI



DPC476              NEXT TRANSACTION: _____           PF1=HELP
```

11 Enter the amount of the bond
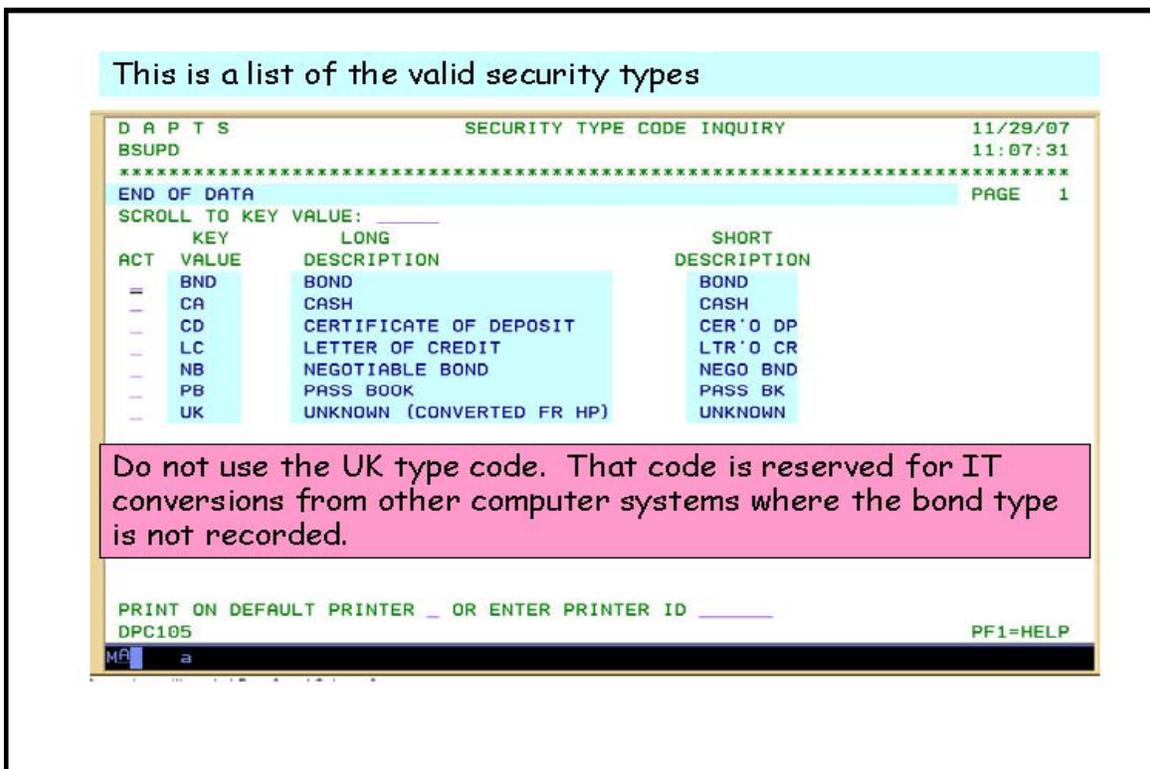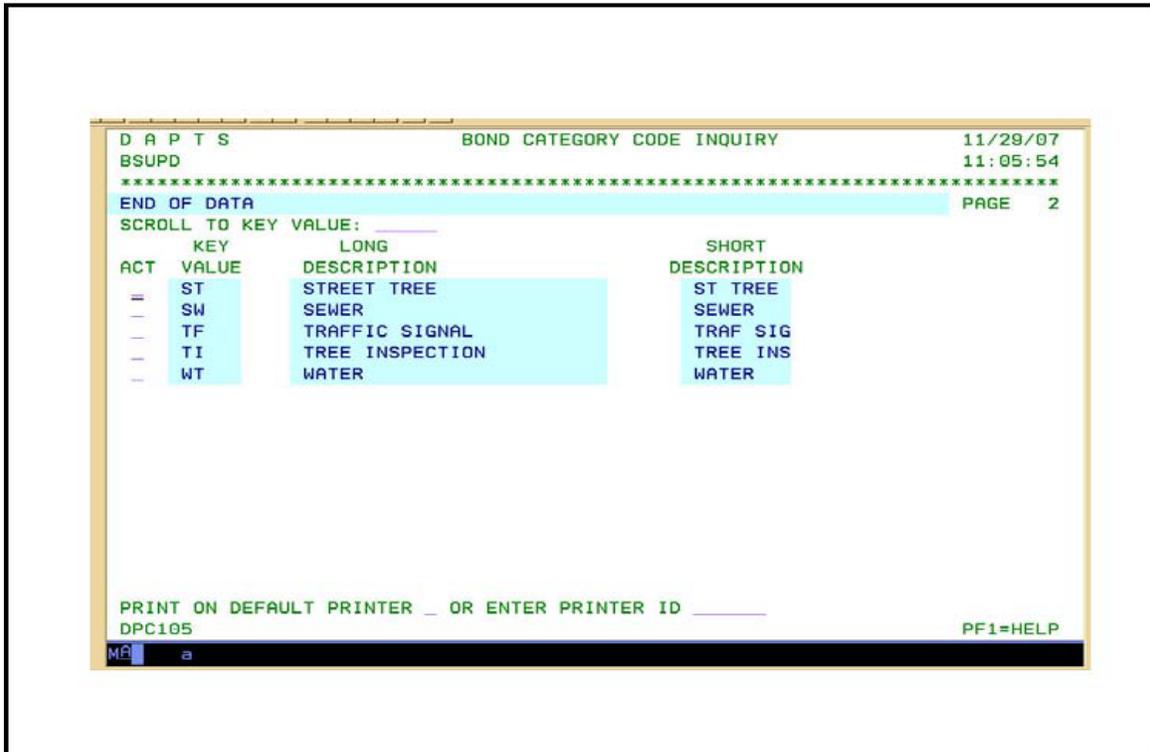
12 Enter the date it was received

This screen and the next, list the valid work type codes. These are the types of work that can be bonded. We are only interested in Grading for this example but other types of work can be bonded.

```
MORE DATA PENDING                                       PAGE   1
SCROLL TO KEY VALUE: _____
      KEY          LONG                    SHORT
ACT  VALUE      DESCRIPTION             DESCRIPTION
 =    DR        DRAINAGE                DRAINAGE
 _    FW        FENCE/WALL              FENCE/WL
 _    GE        GEOLOGY                 GEOLOGY
 _    GI        GENERAL INSPECTION      GEN INS
 _    GR        GRADING                 GRADING
 _    ML        MISCELLANEOUS           MISC.
 _    MN        MONUMENT                MONUMENT
 _    PK        PARK                    PARK
 _    PV        PAVING                  PAVING
 _    RD        ROAD                    ROAD
 _    RI        ROAD INSPECTION         ROAD INS
 _    SI        SPECIAL INSPECTION      SPEC INS
 _    SL        STREET LIGHT            ST LIGHT
 _    SP        STRIPING                STRIPING

PRINT ON DEFAULT PRINTER _ OR ENTER PRINTER ID _____
DPC105                                                  PF1=HELP
MA  a
```

```
 D A P T S              BOND CATEGORY CODE INQUIRY            11/29/07
 BSUPD                                                        11:05:54
 ********************************************************************
 END OF DATA                                                  PAGE   2
 SCROLL TO KEY VALUE: _____
          KEY         LONG                        SHORT
 ACT    VALUE       DESCRIPTION                 DESCRIPTION
   =     ST          STREET TREE                 ST TREE
   _     SW          SEWER                       SEWER
   _     TF          TRAFFIC SIGNAL              TRAF SIG
   _     TI          TREE INSPECTION             TREE INS
   _     WT          WATER                       WATER




 PRINT ON DEFAULT PRINTER _ OR ENTER PRINTER ID _____
 DPC105                                                       PF1=HELP
 MA    a
```

This is a list of the valid security types

```
 D A P T S              SECURITY TYPE CODE INQUIRY           11/29/07
 BSUPD                                                        11:07:31
 ********************************************************************
 END OF DATA                                                  PAGE   1
 SCROLL TO KEY VALUE: _____
          KEY         LONG                        SHORT
 ACT    VALUE       DESCRIPTION                 DESCRIPTION
   =     BND         BOND                        BOND
   _     CA          CASH                        CASH
   _     CD          CERTIFICATE OF DEPOSIT      CER'O DP
   _     LC          LETTER OF CREDIT            LTR'O CR
   _     NB          NEGOTIABLE BOND             NEGO BND
   _     PB          PASS BOOK                   PASS BK
   _     UK          UNKNOWN (CONVERTED FR HP)   UNKNOWN
```

Do not use the UK type code. That code is reserved for IT conversions from other computer systems where the bond type is not recorded.

```
 PRINT ON DEFAULT PRINTER _ OR ENTER PRINTER ID _____
 DPC105                                                       PF1=HELP
 MA    a
```

This is a list of the valid participant types. The two we are most interested in are the PR Principal and the SU Surety

13 Put an X in the add participant field.

14 Enter PR for principal in the type field


```
D A P T S                 BOND/SECURITY UPDATE              02/11/08
BSUPD                                                       11:01:41
INVALID ACTION
END OF DATA                                            PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1       HOLD: _
TYPE/INSTRUMENT NUMBER: GR BND 40404000404000            ADD'L TEXT: _
ACTION: _      FAL INDICATOR: _       STATUS(ACT/EXP/CITY): ACT
  ORIGINAL     DATE    DATE    AMOUNT   FORFEIT   DATE    AMOUNT   EXONERATE
  AMOUNT       REC'D  REDUCED  RETAINED  AMOUNT  FORFEIT RETURNED   DATE
    100000 02 05 08 __ __ _ _____ _____ ___ _ _____ __ __ __
  ADD PARTICIPANT: x  TYPE: PR   LAST NAME: PROPERTYOWNER
                              FIRST: _____       MI: _
            PARTICIPANT
    SEL   TYPE  LAST NAME                        FIRST      MI
```

15 Enter the name of the property owner in the last name field. If it is a proper name enter it last name first then first name in the first name field. If it is the name of the business enter the business name in the last name field. Then hit the enter key.

16. The system will attempt to look up the property owner in the "participant" database. If the name exists in the database the system will show a line for a new entry and a line for every entry that matches the lookup. So if the entry were Bill Jones the system will show all the different Bill Jones which could be a large number. Look through the list and make certain that you select the correct entry. If the correct one does not exist select the first line. In this example we will select the 2nd entry. Put an X in the indicated field.

```
D A P T S              PARTICIPANT UPDATE                    02/11/08
BSUPD                                                        11:03:41
VERIFY OR UPDATE PARTICIPANT DATA, PRESS PF6 TO CONFIRM
END OF DATA                                                  PAGE   1
ACTION       LAST/BUSINESS NAME              FIRST      MI
  C          PROPERTYOWNER                   PETER       _      HOLD: _
ADDR LINE 1: 4545 PICKELED PEPPER PLACE
ADDR LINE 2:
CITY/ST/ZIP: PERRIS, CA 90909               PHONE/EXT: ___ _____ ____
    CONTACT:

ACTION    LICENSE NBR                  WORKMENS COMP NBR    EXPIRE DT
                                         WK COMP CARRIER
  _       _____                      _____    __ __ __
  _       _____                      _____    __ __ __
  _       _____                      _____    __ __ __
  _       _____                      _____    __ __ __

VIEW EXISTING RELATIONSHIPS: _
ASSOCIATE GR 0108070002 WITH PARTICIPANT TYPE: PR
DPC645              NEXT TRANSACTION: _____          PF1=HELP
```

17. By selecting the second entry the system will show us the detail screen for that entry. If this is correct press PF6. If not press PF3 to return to the list. If we selected the first entry this screen will display only the name of the participant. We will need to put a C in the action field and enter the data for that participant.

When complete the PF6 key will confirm and a PF3 key will return you to the bond screen. Note the line at the bottom that tells you that this action will associate the permit with the participant.

```
                                     FIRST: _____    MI __
          PARTICIPANT
SEL   TYPE  LAST NAME                     FIRST      MI
 _    PR    PROPERTYOWNER                 PETER
```

18. Now that we are back on the Bond screen lets add the Surety Company to the bond. Again put an X in the add participant field

19. Now enter SU for Surety in the Type field

20. Then enter the name of the bonding company in the last name field and hit enter.

(S/A) ▲   LAST CHANCE BONDING   -

21 Since this is the first bond posted by Last Chance Bonding there is only one participant to choose from. Select this participant and hit enter.

22 The first time this bonding company is used you will be require to enter it's basic information. The information line at the bottom shows that the association will be made when PF6 is pressed.

```
D A P T S              PARTICIPANT UPDATE                    02/11/08
BSUPD                                                        11:06:41
ENTER PARTICIPANT DATA, PRESS PF6 TO CONFIRM
END OF DATA                                                  PAGE   1
ACTION      LAST/BUSINESS NAME          FIRST       MI
   A        LAST CHANCE BONDING        _____   _
ADDR LINE 1: _____
ADDR LINE 2: _____
CITY/ST/ZIP: _____  PHONE/EXT  ___ ___ ____
   CONTACT: _____

ACTION    LICENSE NBR              WORKMENS COMP NBR    EXPIRE DT
                                    WK COMP CARRIER



ASSOCIATE GR 0108070002 WITH PARTICIPANT TYPE: SU
DPC645             NEXT TRANSACTION: _____            PF1=HELP
```

After adding the bonding companies details and hitting PF6 to save the data and PF3 to return to the previous screen, you can see the association on the bond screen.

```
D A P T S                BOND/SECURITY UPDATE              02/11/08
BSUPD                                                      11:07:30
******************************************************************
END OF DATA                                               PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1        HOLD: _
TYPE/INSTRUMENT/NUMBER: GR BND 40404000404000             ADD'L TEXT: _
ACTION: _    F/L INDICATOR: _        STATUS(ACT/EXP/CITY): ACT
 ORIGINAL    DATE    DATE    AMOUNT   FORFEIT   DATE    AMOUNT  EXONERATE
  AMOUNT    REC'D  REDUCED  RETAINED  AMOUNT  FORFEIT RETURNED   DATE
  100000  02 05 08 __ __ __ __ __ __ __ __ __
ADD PARTICIPANT: X TYPE: _    LAST NAME: _____
                              FIRST: _____    MI: _
          PARTICIPANT
    SEL   TYPE  LAST NAME                          FIRST        MI
     _     PR   PROPERTYOWNER                      PETER
     _     SU   LAST CHANCE BONDING


DPC478              NEXT TRANSACTION: _____          PF1=HELP
```

This is what the completed bond screen should look like, showing the bond type, number, amount, date received and the two participants.

```
D A P T S                BOND/SECURITY UPDATE              02/11/08
BSUPD                                                      11:07:30
******************************************************************
END OF DATA                                               PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1        HOLD: _
TYPE/INSTRUMENT/NUMBER: GR BND 40404000404000             ADD'L TEXT: _
ACTION: _    F/L INDICATOR: _        STATUS(ACT/EXP/CITY): ACT
 ORIGINAL    DATE    DATE    AMOUNT   FORFEIT   DATE    AMOUNT  EXONERATE
  AMOUNT    REC'D  REDUCED  RETAINED  AMOUNT  FORFEIT RETURNED   DATE
  100000  02 05 08 __ __ __ __ __ __ __ __ __
ADD PARTICIPANT: X TYPE: _    LAST NAME: _____
                              FIRST: _____    MI: _
          PARTICIPANT
    SEL   TYPE  LAST NAME                          FIRST        MI
     _     PR   PROPERTYOWNER                      PETER
     _     SU   LAST CHANCE BONDING


DPC478              NEXT TRANSACTION: _____          PF1=HELP
```

Additional text can be added by putting an X in the Add'l text field and hitting enter

To release the Bond, find the permit and put an X in the security field, then hit enter.

```
D A P T S          B+S APPLICATION HEADER UPDATE          02/11/08
BSUPD                                                     15:19:30
*****************************************************************
APPL NBR: GR 0108070002 APPISSUD NORMAL    HOLD: _ RELATED APPL: GR 9911220001
TENANT: _
 ADDRESS: 1603 PALM CANYON MALI                                    _
LEGAL: BS 991122X                          LOC: 0910 APN:          MLT: _
LOCALITY: MALIBU                _ CROSS-ST: SERRA ROAD             _
INITIATE    PLAN APPR   ISSUE DT   FINALED    FINALED BY   EXPIRE DT
08 07 01                                                   02 03 02
READY FOR PERMIT: _    OWNER/BUILDER: _       CODE: ___
    OWNER: MHAB TRUST                         _____
    ADDRESS: P.O. BOX 2485        CA 90265        PHONE: _____
APPLICANT: MHAB TRUST                         _____ _
    ADDRESS: P.O. BOX 2485        MALIBU, CA 90265   PHONE: 3104503230 _____
  _ CONTRACTOR: _____ _____
         PHONE:
  _    ARCH/ENGR: LAND DESIGN CONSULTANTS, INC.      _____
         PHONE: 6265787000
WORK DESC: GRADING FOR FOUR PARCELS OF PM 23897
FEES: _ REPL: _ MOVE: _ TEXT: Y CORRESP: _ CLR: _ TSK TRACK: _ SECURITY: ( x )
ISSUE STATUS: _ DEFAULT PRINTER: _ OR PRINTER ID: _____ DISP: _ REPORT_
DPC280               NEXT TRANSACTION: _____    PF8=DETAIL     PF1=HELP
```

```
D A P T S              BOND/SECURITY UPDATE              02/11/08
BSUPD                                                     15:22:34
*****************************************************************
END OF DATA                                              PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1       HOLD: _
TYPE/INSTRUMENT/NUMBER: GR BND 40404000404000           ADD'L TEXT: _
ACTION: _    F/L INDICATOR: _       STATUS(ACT/EXP/CITY): ACT
 ORIGINAL   DATE    DATE    AMOUNT   FORFEIT   DATE    AMOUNT   EXONERATE
 AMOUNT    REC'D  REDUCED  RETAINED  AMOUNT  FORFEIT  RETURNED   DATE
  100000 02 05 08 __ __ _____ _____ __ __ _____ __ __
ADD PARTICIPANT: _ TYPE: __   LAST NAME: _____
                              FIRST: _____   MI: _
          PARTICIPANT
 SEL   TYPE  LAST NAME                      FIRST        MI
  _    PR    PROPERTYOWNER                  PETER
  _    SU    LAST CHANCE BONDING
```

Find the Amount Returned field and the Exonerate date.

Enter a "c" in the Action field, the amount of the bond being returned, and the date that amount was returned to the principal.

```
D A P T S                    BOND/SECURITY UPDATE              02/11/08
BSUPD                                                          15:23:33
MINIMUM REQUIRED DATA NOT ENTERED
END OF DATA                                            PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1      HOLD: _
TYPE/INSTRUMENT/NUMBER: GR BND 40404000404000           ADD'L TEXT: _
ACTION: c    F/L INDICATOR: _        STATUS(ACT/EXP/CITY): ACT
  ORIGINAL    DATE    DATE   AMOUNT   FORFEIT  DATE    AMOUNT   EXONERATE
  AMOUNT     REC'D  REDUCED RETAINED  AMOUNT  FORFEIT RETURNED   DATE
  100000 02 05 08 __ __ __ _____ _____ __ __ __ 100000 02 07 08
ADD PARTICIPANT: _ TYPE: __    LAST NAME: _____
                               FIRST: _____    MI: _
             PARTICIPANT
    SEL   TYPE  LAST NAME                   FIRST        MI
     _     PR   PROPERTYOWNER               PETER
     _     SU   LAST CHANCE BONDING

DPC476              NEXT TRANSACTION: _____        PF1=HELP
```

When you return to the primary bond screen you can see that the bond was returned, the amount and the date.

```
D A P T S                    AGREEMENTS UPDATE               02/11/08
BSUPD                                                        15:24:48
*********************************************************************
END OF DATA                                          PAGE   1
PROJ/APPL/IMPRV NBR: GR 0108070002 AGREEMENT NBR: 1    HOLD: _
         RECEIVED DATE: 01 08 08        FILED DATE: __ __

EXPIRATION DT: __ __ __  60-DAY LETTER DT: __ __ __  60-DAY RETURN DT: __ __ __
                         20-DAY LETTER DT: __ __ __  20-DAY RETURN DT: __ __ __
 EXTENSION DT: __ __ __  EXTEN. LETTER DT: __ __ __  AGREEMENT TEXT: _
                    LAST NAME                   FIRST        MI
SELECT PRINCIPAL: _ PROPERTYOWNER               PETER
   OR SUBDIVIDER: _ _____                  _____
ADD NEW SECURITY: _
             RELATED SECURITIES
    F/ TY/INSTRUMENT/NUMBER   ORIGINAL $ RETAIN $   FORFEIT $  RETURN $
SEL L  STATUS                 RCV DATE  RDU DATE   FRF DATE   EXN DATE
  _    GR BND 40404000404000   100000                          100000
       ACT                    02 05 08                        02 07 08

DPC472              NEXT TRANSACTION: _____        PF1=HELP
```

Entering Cash Deposits as Grading Security

Find the corresponding grading permit

Put an X in the Fees field and hit enter

Put an X in the 2H fee item "Trust Deposit for Grading" and enter the amount of the cash being provided and hit PF6 to confirm

```
PRESS PF6 TO CONFIRM CHANGES AND PROCEED TO FEE CONFIRMATION
MORE DATA PENDING                                                    PAGE    1
PROJ/APPL/IMPRV NBR: GR 0711290005 INITIATE NORMAL
            DESC/NAME:                              ORG LOC: BS 9900
            APPLICANT:                     VIEW PAYMENT HISTORY: _
        FEE                           CALCULATION  UNIT OF    PAID
SEL ITEM  FEE PARAMETER                  FACTOR    MEASURE    AMOUNT
    EH    45-DAY NOTICE
    JL    GEOTECH PLAN REVIEW               0.00   CU YDS
    JN    GEOTECH REPORT REVIEW             0.00   CU YDS
    JP    GEOTECH REVIEW ADDENDA REPORTS _____  HOURS
    02    SITE INSPECTION
    08    PLAN CHECK - B&S                           CU YDS
    1I    EROSION CONTROL....AMOUNT                  $
    1K    ADDITIONAL PLAN CHECK-BS  ENT$ _____  DOLLARS
    1M    PC EXTENSION FEE    ENTER 25%  _____  DOLLARS
    2A    GRADING PERMIT                _____  CU YDS
    2B    PERMIT EXTENSION FEE (25%)    _____  DOLLARS
    2G    PERMIT ISSUANCE FEE
X   2I    TRUST DEPOSIT FOR GRADING ENT$   132246.21   DOLLARS

DPC400              NEXT TRANSACTION: _____           PF1=HELP
MA    a
```

```
D A P T S            FEE CONFIRMATION                    11/29/07
BSINIT                                                   15:14:32
REVIEW CALCULATIONS - PRESS PF6 TO CONFIRM
PREVIOUS TRANSACTION SUCCESSFULLY COMPLETED              PAGE    1
PROJ/APPL/IMPRV NBR: GR 0711290005 INITIATE NORMAL   ORG/LOC: BS 9900
DESC/NAME:                          APPLICANT:
TOT FEES:   132246.21   - PRIOR PD:       0.00  = BAL DUE:   132246.21
                                                * CALCULATION *
JOB                    CALCULATION   UNIT  CALCULATED *  OVERRIDE  *
NUMBER   FEE ITEM TEXT     FACTOR    MEAS.   AMOUNT  CODE NEW AMOUNT
         TRUST DEPOST GRADI   132246.21 DOLLARS   132246.21 _
```

Put an X in the payment processing field and hit PF6 to confirm

```
                          PAYMENT PROCESSING: X
PRINT REQUIRED FEES  ON DEFAULT PRINTER _ OR ENTER PRINTER ID: _____
DPC405              NEXT TRANSACTION: _____           PF1=HELP
MA    a
```

Enter the payor's name

```
D A P T S                      FEE RECEIPT                    11/29/07
BSINIT                                                        15:15:41
*WARNING - VERIFY PAYMENT ORG/LOC.   PRESS PF6 TO PRINT RECEIPT
PREVIOUS TRANSACTION SUCCESSFULLY COMPLETED                   PAGE   1
PRJ/APPL/IMPRV NBR: GR 0711290005 INITIATE NORMAL   ORG/LOC: BS 9900
    PAYOR NAME: _                                            HOLD: _


TOT FEES:     132246.21  - PRIOR PD:          0.00  = BAL DUE:    132246.21
FEE DESCRIPTION       CALC FACTOR    U/M   CALC AMOUNT    CODE  OVERRIDE AMT
TRUST DEPOST GRADING     132246.21 DOLLARS      132246.21



              FEE CONFIRMATION EMPLOYEE: SMITH, DAVID M
------- PAYMENT -------       AMOUNT            REMAINING BALANCE/
DATE    TYPE REFERENCE      RECEIVED          CHANGE REQUIRED (CR)
11/29/07 __ _____      _____
         __ _____      _____
         __ _____      _____
ORG/LOC: BS 9900 DRAWER: __  CASHIER: E182593 PRINTER: _____
DPC415                     NEXT TRANSACTION: _____          PF1=HELP
MA      a
```

```
TOT FEES:     132246.21  - PRIOR PD:          0.00  = BAL DUE:    132246.21
FEE DESCRIPTION       CALC FACTOR    U/M   CALC AMOUNT    CODE  OVERRIDE AMT
TRUST DEPOST GRADING     132246.21 DOLLARS      132246.21
```

When you enter the payor's name and hit enter the system will take you to the participant screen and ask you to pick the payor from the matching entries in the database. If none of the entries are the correct match select the first entry. This will take you to the detail screen where you can enter the details on the payor.

```
       7654 GOLDEN DOLLAR LANE        NEW YORK, NY, 10987      6063030303
   _   MONEYBAGS                      MALCON
```

On this screen we see the possible selections. The one we want is the second entry so we have put an X in the SEL field and hit enter

This brings up the details screen so that we can confirm this to be the correct payor. Since this is the right Malcom Moneybags we will hit PF6 to confirm.

Now enter the payment type of CA for cash a reference number if appropriate (check number) and the amount received. Then enter the org/loc, cash drawer that will receive this payment and if necessary the id of the printer that will print the receipt

```
                    FEE CONFIRMATION EMPLOYEE: SMITH, DAVID M
  ------ PAYMENT ------         AMOUNT          REMAINING BALANCE/
  DATE    TYPE REFERENCE       RECEIVED        CHANGE REQUIRED (CR)
  12/03/07 ca _____         132246.21


  ORG/LOC: BS 9900 DRAWER: 99 CASHIER: E182593 PRINTER: bsd1__
  DPC415              NEXT TRANSACTION: _____              PF1=HELP
```

In the red box below you can see the fee and the paid amount

```
PROJ/APPL/IMPRV NBR: GR 0711290005 APP ISSUD NORMAL
        DESC/NAME:                              ORG LOC: BS 9900
        APPLICANT:                       VIEW PAYMENT HISTORY: _
        FEE                       CALCULATION  UNIT OF    PAID
SEL ITEM  FEE PARAMETER            FACTOR     MEASURE    AMOUNT
  _  EH   45-DAY NOTICE
  _  JL   GEOTECH PLAN REVIEW         0.00    CU YDS
  _  JN   GEOTECH REPORT REVIEW       0.00    CU YDS
  _  JP   GEOTECH REVIEW ADDENDA REPORTS       HOURS
  _  02   SITE INSPECTION
  _  08   PLAN CHECK - B&S                     CU YDS
  _  1I   EROSION CONTROL....AMOUNT            $
  _  1K   ADDITIONAL PLAN CHECK-BS  ENTS       DOLLARS
  _  1M   PC EXTENSION FEE   ENTER 25%         DOLLARS
  _  2A   GRADING PERMIT                       CU YDS
  _  2B   PERMIT EXTENSION FEE (25%)           DOLLARS
  _  2G   PERMIT ISSUANCE FEE
  P  2I   TRUST DEPOSIT FOR GRADING ENTS  132246.21  DOLLARS  132246.21

  DPC400              NEXT TRANSACTION: _____          PF1=HELP
```

To refund the cash from trust, go to the fee payment
reversal screen and enter the receipt number and hit the
enter key

```
D A P T S                    PAYMENT REVERSAL              04/28/08
FEEREV                                                     08:32:44
*********************************************************************

PROJ/APPL/IMPRV NBR: GR 0801020002 APP ISSUD NORMAL   ORG/LOC: BS 0400
        NAME:
 APPLICANT: MATRIZ OIL CORP
PAYOR NAME: BOB THE BUILDER                            HOLD: _
    ADDRESS:                              PHONE:
PAYMENT HISTORY: _

RECEIPT NBR: BS99000022726 DATE: 04/28/08 TM: 08:28
AMT PD:        100000.00
PAYMENT DETAIL:                              RESUBMIT  LAST     NBR
TYPE                     REFERENCE    AMOUNT    CHECK   RESUB   RESUB.
CASH                                  100000.00


RVSL REASON CODE: __   EMPLOYEE ID: _____   RE-ESTABLISH: _   DRAWER: 99



DPC430               NEXT TRANSACTION: _____              PF1=HELP
MA    a                                                       12/015
```

Other Financial Instruments or Securities

Enter DAPTS and look up the grading permit for which the customer is providing a financial security other than a bond or cash
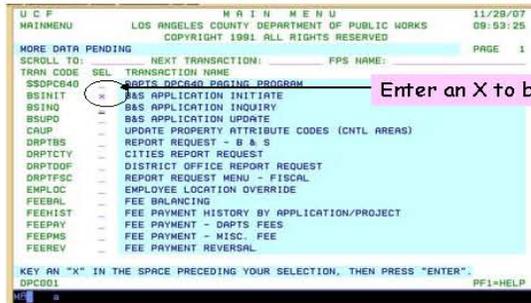
Enter an X to begin the application
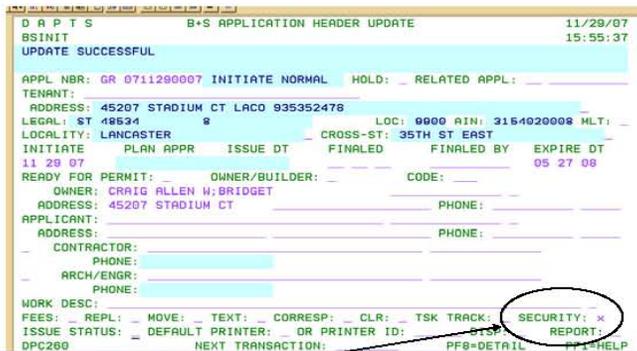
We have jumped ahead here to the application header. This screen shows the location and property owners. To add the security put an "X" on the security line.

At this point please note: Do not enter any letter of credit, or passbook or any other financial instrument other than a standard grading bond unless you have FIRST received approval of the instrument from fiscal division

Enter received date and hit enter

Put an X in the add new security box and hit enter.

```
D A P T S                BOND/SECURITY UPDATE                    11/29/07
BSINIT                                                           16:06:32
*************************************************************************
END OF DATA                                                    PAGE    1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1       HOLD: _
TYPE/INSTRUMENT/NUMBER: gr lc_ 2345678_____    ADD'L TEXT: _
ACTION: A     F/L INDICATOR: _          STATUS(ACT/EXP/CITY): _____
  ORIGINAL    DATE    DATE    AMOUNT    FORFEIT   DATE     AMOUNT  EXONERATE
   AMOUNT    REC'D  REDUCED  RETAINED   AMOUNT  FORFEIT  RETURNED    DATE
   _____  _____  _____  _____   _____  _____  _____  _____
ADD PARTICIPANT: _  TYPE: __   LAST NAME: _____
                               FIRST: _____  MI: _
              PARTICIPANT
     SEL   TYPE  LAST NAME                      FIRST           MI
```

Enter "GR" for the type, and "LC" for letter of credit or "CD" for certificate of deposit, "NB" for negotiable bond or "PB" for pass book. Do not use the "UK" unknown as this was for conversion from the old system. Next enter the serial, or account number of the instrument. Notice the system has entered an "A" in the Action field and a "1" in the NBR field. There can be multiple instruments on a particular permit.

This is a list of the valid security types

```
D A P T S                SECURITY TYPE CODE INQUIRY              11/29/07
BSUPD                                                            11:07:31
*************************************************************************
END OF DATA                                                    PAGE    1
SCROLL TO KEY VALUE: _____
          KEY          LONG                  SHORT
ACT     VALUE      DESCRIPTION           DESCRIPTION
  =     BND        BOND                  BOND
  _     CA         CASH                  CASH
  _     CD         CERTIFICATE OF DEPOSIT  CER'O DP
  _     LC         LETTER OF CREDIT      LTR'O CR
  _     NB         NEGOTIABLE BOND       NEGO BND
  _     PB         PASS BOOK             PASS BK
  _     UK         UNKNOWN (CONVERTED FR HP)  UNKNOWN
```

Do not use the UK type code. That code is reserved for IT conversions from other computer systems where the bond type is not recorded.

```
PRINT ON DEFAULT PRINTER _ OR ENTER PRINTER ID _____
DPC105                                                      PF1=HELP
MF     a
```

```
D A P T S                     BOND/SECURITY UPDATE            11/29/07
BSINIT                                                        16:08:12
**********************************************************************
END OF DATA                                                  PAGE   1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1       HOLD: _
TYPE/INSTRUMENT/NUMBER: gr lc_ 2345678_____           ADD'L TEXT: _
ACTION: A    F/L INDICATOR: _           STATUS(ACT/EXP/CITY): ____
 ORIGINAL    DATE    DATE    AMOUNT   FORFEIT   DATE    AMOUNT   EXONERATE
  AMOUNT     REC'D  REDUCED  RETAINED  AMOUNT  FORFEIT RETURNED   DATE
 234567___  11 27 07 __ __ __ __ __ __ __ __ __ __ __ __ __ __
ADD PARTICIPANT: _ TYPE: __   LAST NAME: _____
                              FIRST: _____   MI: _

                 PARTICIPANT
         SEL    TYPE  LAST NAME                  FIRST       MI




DPC476                      NEXT TRANSACTION: _____        PF1=HELP
```

Enter the amount of the security and the date the security was received. Hit the enter key to complete the update. Then put an x in the add participant field.

```
D A P T S                     BOND/SECURITY UPDATE            11/29/07
BSINIT                                                        16:08:39
UPDATE SUCCESSFUL
END OF DATA                                                  PAGE   1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1       HOLD: _
TYPE/INSTRUMENT/NUMBER: GR LC  2345678                   ADD'L TEXT: _
ACTION: _    F/L INDICATOR: _           STATUS(ACT/EXP/CITY): _
 ORIGINAL    DATE    DATE    AMOUNT   FORFEIT   DATE    AMOUNT   EXONERATE
  AMOUNT     REC'D  REDUCED  RETAINED  AMOUNT  FORFEIT RETURNED   DATE
   234567  11 27 07 __ __ __ __ __ __ __ __ __ __ __ __ __
ADD PARTICIPANT: x TYPE: pr   LAST NAME: drainage_____
                              FIRST: dan_____   MI: d
                 PARTICIPANT
         SEL    TYPE  LAST NAME                  FIRST       MI




DPC476                      NEXT TRANSACTION: _____        PF1=HELP
```

Enter they participant type in this case principal and the last name, first name and middle initial. Hit enter

```
D A P T S              PARTICIPANT CANDIDATE LIST              11/29/07
BSINIT                                                         16:09:56
**********************************************************************
END OF DATA                                                   PAGE   1
SCROLL TO LAST NAME: _____

        SEL  LAST NAME                    FIRST NAME    MI  LICENSE
( S/X )  _   DRAINAGE                     DAN           D    x

         x   DRAINAGE                     DAN           D
             86 SIPHON ST                 SUMP, CA 90909
```

If the participant is already in the system the records for them will appear on this screen. Put an x in the "SEL" field adjacent to the correct selection and hit enter.

```
DPC640                NEXT TRANSACTION: _____           PF1=HELP
MA     a
```

cursor is positioned at Row 24 and Column 42

```
D A P T S                 PARTICIPANT UPDATE                  11/29/07
BSINIT                                                        16:13:17
VERIFY OR UPDATE PARTICIPANT DATA, PRESS PF6 TO CONFIRM
END OF DATA                                                  PAGE   1
ACTION       LAST/BUSINESS NAME              FIRST      MI
  C          DRAINAGE                        DAN        D     HOLD: _
ADDR LINE 1: 86 SIPHON ST
ADDR LINE 2: _____
CITY/ST/ZIP: SUMP, CA 90909           PHONE/EXT: ___ _____ _____
    CONTACT: _____

ACTION    LICENSE NBR                 WORKMENS COMP NBR    EXPIRE DT
                                         WK COMP CARRIER
```

This screen will appear allowing you to complete the entry for a new name or to review the current info on the selected entry. Changes and corrections can be made here. Press f6 to confirm and f3 to return to the previous screen

```
VIEW EXISTING RELATIONSHIPS: _
ASSOCIATE GR 0711290007 WITH PARTICIPANT TYPE: PR
DPC645                NEXT TRANSACTION: _____           PF1=HELP
MA     a
```

```
D A P T S                 BOND/SECURITY UPDATE                    11/29/07
BSINIT                                                            16:14:00
*************************************************************************
END OF DATA                                                    PAGE   1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1        HOLD: _
TYPE/INSTRUMENT/NUMBER: GR LC  2345678                     ADD'L TEXT: _
ACTION: _     F/L INDICATOR: _          STATUS(ACT/EXP/CITY): ACT
  ORIGINAL    DATE    DATE    AMOUNT   FORFEIT    DATE    AMOUNT   EXONERATE
   AMOUNT    REC'D   REDUCED  RETAINED  AMOUNT   FORFEIT RETURNED   DATE
   234567 11 27 07 __ __ __ _____ __ __ __ _____ _____ __ __ __
ADD PARTICIPANT: _ TYPE: __    LAST NAME: _____
                                FIRST: _____    MI: _
         PARTICIPANT
     SEL  TYPE  LAST NAME                      FIRST          MI
      _    PR   DRAINAGE                        DAN           D
```

You can now see the principal has been added to the bond. Put an X in the Add'l Text: field and hit enter.

```
DPC476                      NEXT TRANSACTION: _____              PF1=HELP
MA      a
```

```
D A P T S                 GENERAL TEXT UPDATE                     12/03/07
BSUPD                                                             14:35:28
*************************************************************************
END OF DATA                                                    PAGE   1
  ENTITY
TYPE DESCRIPTION                   ENTITY ID
AGD AGREEMENT DETAIL                GR 07112900031GRBNDDUMMY3333

            TEXT TYPE:           DESCRIPTION:

    ACTION   GENERAL TEXT
      =      FISCAL APPROVAL DATE:
             FISCAL DIVISION REPRESENTATIVE:
```

Enter the date that fiscal division approved the instrument and the name of the person in fiscal that provided the approval

```
DPC660                      NEXT TRANSACTION: _____              PF1=HELP
MA      a
```

When you hit the F3 on the last screen and hit the F3 again it brought you to this screen and you can see the bond information at the bottom of the agreements update screen. Hit F3 to back to the application header screen.

In the example below we have added a second participant. The Bank that issued the letter of credit is added using the same steps we used to add the principal. The participant type is FN for financial institution.

When it comes time to release the letter of credit or other instrument enter the amount returned in the "amount returned" field and the date the instrument was returned in the "exonerate date" field. Press enter or ctrl.

```
D A P T S                    BOND/SECURITY UPDATE                      04/28/08
BSUPD                                                                  08:18:45
*********************************************************************************
END OF DATA                                                           PAGE    1
PROJ/APPL/IMPRV NBR: GR 0801020001 AGREEMENT NBR: 1         HOLD: _
TYPE/INSTRUMENT/NUMBER: GR LC  101010                       ADD'L TEXT: _
ACTION: c      F/L INDICATOR: _        STATUS(ACT/EXP/CIT): ACT
  ORIGINAL   DATE    DATE    AMOUNT    FORFEIT   DATE    AMOUNT   EXONERATE
   AMOUNT   REC'D  REDUCED  RETAINED   AMOUNT   FORFEIT RETURNED    DATE
    100000 01 04 08 __ __ _ _____  _____ __ __ __ 100000___ 02 10 08
ADD PARTICIPANT: _  TYPE: __   LAST NAME: _____
                              FIRST: _____       MI: _
             PARTICIPANT
      SEL   TYPE  LAST NAME                     FIRST       MI
       _     FN   BALONEY BANK OF BRAWLEY
       _     PR   BONDING                       BERRY       B



DPC476                  NEXT TRANSACTION: _____          PF1=HELP
MP    a                                                              11/020
```

Make certain that all Division and Department policies are followed regarding the handling and transmittal of financial instruments. These instruments are to be delivered to Fiscal Division for safe keeping. Make certain that delivery receipts are signed and filed to show a complete and accurate chain-of-custody.