

## Exhibit F-4

### Instructions for Species Credit Transfers Using RIBITS

If necessary, the Bank Sponsor shall obtain a [RIBITS](#) username and password from the appropriate wildlife agencies' RIBITS Administrator. Once the Bank Sponsor enters into a sales agreement with a credit purchaser, the next steps are as follows:

#### Non-Advanced Credit Sales/Combined Credit Sale and Transfer

1. Each combined Sale and Transfer of Credits to a Permittee shall be made pursuant to a written Combined Credit Sale and Transfer Agreement in the form of Exhibit F-2c or Exhibit F-2d of the Bank Enabling Instrument, as applicable, or a substantially similar form approved in writing by the Interagency Review Team (IRT) or Signatory Agencies.
2. For sales containing species Credits, Bank Sponsor creates a ledger withdrawal transaction within RIBITS. The ledger item will remain as pending, until the appropriate wildlife agency(ies) banking staff receives the final Combined Credit Sale and Transfer Agreement with all necessary signatures.
  - To create a ledger withdrawal transaction, Bank Sponsor navigates to the ledger for their Bank in RIBITS, clicks on the “New Transaction” button, fills out all of the appropriate fields, and clicks the “Create” button.
  - Notes regarding the specific project name should be placed into the “Comment” field, and all relevant agency Permit numbers should be noted.
3. Bank Sponsor then uploads a single PDF containing a cover letter, the Combined Credit Sale and Transfer Agreement, and the accompanying biological opinion (BO; or other document identifying the credit sale requirement, as applicable) into the Cyber Repository folder: “Combined Credit Sale and Transfer Agreements - Pending Agency Review” in RIBITS.
  - To upload the PDF, Bank Sponsor navigates to the “Combined Credit Sale and Transfer Agreements - Pending Agency Review” folder within the Cyber Repository in RIBITS and uses the “Add Root File” tool to upload a new file.
  - The name of the uploaded PDF should be based on this pending ledger entry as such: “Sale Date” (year, month, day), “Project”, “Permittee”, and “# of Credits”, (e.g. “2019.02.22\_Davis Bridge Replacement\_Jones LLC\_3.4”).
4. Bank Sponsor sends an email to the appropriate wildlife agency(ies) banking staff indicating that the PDF has been uploaded into RIBITS.
5. The PDF is signed by appropriate wildlife agency(ies) after the banking staff work with the permitting staff to confirm the Bank is in good standing with the appropriate amount and type of credits available, and that the credits are consistent with the BO (or other document identifying the credit sale requirement, as applicable).

6. Once the PDF is signed, the appropriate wildlife agency(ies) banking staff will return the PDF to the Bank Sponsor via email.
7. Upon receipt of payment, Bank Sponsor issues the Bill of Sale and Payment Receipt and uploads a single PDF of the fully signed and executed Combined Credit Sale and Transfer Agreement to the RIBITS Cyber Repository folder: “Combined Credit Sale and Transfer Agreements - Completed”.
  - To upload the executed Combined Credit Sale and Transfer Agreement, Bank Sponsor navigates to the “Combined Credit Sale and Transfer Agreements – Completed” folder within the Cyber Repository in RIBITS and uses the “Add Root File” tool to upload.
  - The name of the uploaded PDF should be based on this pending ledger entry and indicate that the sale was executed as such: “Sale Date” (year, month, day), “Project”, “Permittee”, “# of Credits”, and “Executed”, (e.g. “2019.02.22\_Davis Bridge Replacement\_Jones LLC\_3.4\_Executed”).
  - If the Credit Sale satisfies a non-CDFW State mitigation requirement (i.e., a CEQA mitigation requirement where CDFW is not the lead agency) or County “unconventional” authorization Credit Sale, the Bank Sponsor will also include the State’s or other appropriate agency’s approval (email/PDF) of the authorization.
8. Bank Sponsor sends an email to the appropriate wildlife agency(ies) banking staff indicating that the final documents have been uploaded into RIBITS.
9. Wildlife agency(ies) banking staff marks the pending withdrawal item as “Approved”, changes the transaction date to the date of the final Bill of Sale, associates the final Combined Credit Sale and Transfer Agreement to the ledger item, and deletes the “pending” documents from the Cyber Repository.

### **Advanced Credit Sales and Subsequent Transfers**

1. Each Sale of Credits without a Transfer shall be made pursuant to a written Credit Sale Agreement in the form of Exhibit F-2a or Exhibit F-2b of the Bank Enabling Instrument, as applicable, or a substantially similar form approved in writing by the IRT or Signatory Agencies.
2. Upon each Sale without a Transfer containing species Credits, Bank Sponsor creates a ledger withdrawal transaction within RIBITS. The ledger item will remain as pending on the main ledger until a Sub-ledger is created by the Bank Sponsor at the time of Credit Transfer.
  - To create a ledger withdrawal transaction, Bank Sponsor navigates to the ledger for their Bank in RIBITS, clicks on the “New Transaction” button, fills out all of the appropriate fields, and then clicks the “Create” button.
  - Notes regarding the purchaser’s name should be placed into the “Comment” field.
  - Because there is no Permit associated with a Sale without a Transfer, Bank Sponsor chooses “Other” in the “Permit Agency” field and writes “Advance Purchase” in the “Permit #” field.
3. Bank Sponsor uploads a PDF containing the fully executed Credit Sale Agreement form into the Cyber Repository folder: “Credit Sale Agreements”.

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- To upload the PDF, Bank Sponsor navigates to the “Credit Sale Agreements” folder within the Cyber Repository in RIBITS and uses the “Add Root File” tool to upload a new file.
  - The name of the uploaded PDF should be based on the pending ledger entry and indicate that it is an advanced sale as such: “Sale Date” (year, month, day), “Purchaser”, “# of Credits”, and “Advanced Sale”, (e.g. “2019.02.22\_Caltrans\_3.4\_AdvancedSale”).
4. Bank Sponsor sends an email to the appropriate wildlife agency(ies) banking staff indicating that the PDF has been uploaded to RIBITS. No action is required from the wildlife agency(ies) banking staff at this time.
  5. Each subsequent Transfer of a Credit that was sold in a Sale without a Transfer shall be made pursuant to a Credit Transfer Agreement in the form of Exhibit F-2e or Exhibit F-2f of the Bank Enabling Instrument, as applicable, or a substantially similar form approved in writing by the IRT or Signatory Agencies.
  6. Upon each Transfer of a Credit that was sold in a Sale without a Transfer, the Bank Sponsor shall create or update a Sub-ledger in RIBITS under the previously created main ledger entry for the Sale without a Transfer.
    - To create or update a Sub-ledger, the Bank Sponsor navigates to the pending ledger entry for the original Sale without a Transfer, clicks on the “Edit” icon, clicks on the “Manage Sub-ledger” button, and then clicks “New Sub-ledger Entry”. Bank Sponsor then fills out all of the appropriate fields and clicks on the “Create” button.
    - The creation of a Sub-ledger moves the original Sale without a Transfer ledger item off of the pending ledger and on to the main ledger. It also simultaneously creates a pending Sub-ledger where transferred credits will remain until the appropriate wildlife agency(ies) sign(s) the final Credit Transfer Agreement document.
  7. Bank Sponsor uploads a single PDF containing a cover letter, the Credit Transfer Agreement, a copy of the previously fully executed Credit Sale Agreement Form, and accompanying BO (or other document identifying the credit sale requirement, as applicable) into the Cyber Repository folder: “Credit Transfer Agreements - Pending Agency Review”.
    - To upload the PDF, Bank Sponsor navigates to the “Credit Transfer Agreements – Pending Agency Review” folder within the Cyber Repository in RIBITS and uses the “Add Root File” tool to upload a new file.
    - The name of the uploaded PDF should be based on this pending Sub-ledger entry and indicate that it is a transfer of previously purchased credits as such: “Transfer Date” (year, month, day), “Project”, “Permittee”, “# of Credits”, and “Credit Transfer”, (e.g. “2019.02.22\_Davis Bridge Replacement\_Jones LLC\_3.4\_CreditTransfer”).
    - If the Credit Transfer satisfies a non-CDFW State mitigation requirement (i.e., a CEQA mitigation requirement where CDFW is not the lead agency) or County “unconventional” authorization credit sale, the Bank Sponsor will also include the State’s or other appropriate agency’s approval (email/PDF) of the authorization.

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8. Bank Sponsor sends an email to the appropriate wildlife agency(ies) banking staff indicating that the PDF has been uploaded into RIBITS.
9. The PDF is signed by the appropriate wildlife agency(ies) after the banking staff work with the permitting staff to confirm the Bank is in good standing and that the credits are consistent with the BO (or other document identifying the credit sale requirement, as applicable).
10. Once executed, the wildlife agency(ies) banking staff uploads the final, signed Credit Transfer Agreement to the Cyber Repository folder: "Credit Transfer Agreements – Completed". The wildlife agency(ies) banking staff marks the pending Sub-ledger withdrawal item as "Approved", changes the transaction date to the date of the signed Credit Transfer Agreement, associates the final Credit Transfer Agreement to the Sub-ledger item, and deletes the "pending" documents from the Cyber Repository.
  - The name of the uploaded PDF should be based on this pending Sub-ledger entry and indicate the transfer was executed as such: "Transfer Date" (year, month, day), "Project", "Permittee", "# of Credits", "Credit Transfer", "Executed", (e.g. "2019.02.22\_Davis Bridge Replacement\_Jones LLC\_3.4\_CreditTransfer\_Executed").
11. Wildlife agency(ies) banking staff sends an email to the Bank Sponsor informing them that the pending Sub-ledger item has been approved and the final Credit Transfer Agreement has been uploaded to the Cyber Repository.