

Amended ROPS Instructions

Successor agencies must access the Redevelopment Agency Dissolution Application (RAD App) to download their pre-populated Amended Recognized Obligation Payment Schedule (ROPS) template and to submit the Oversight Board (OB) approved Amended ROPS, along with a copy of the signed OB resolution. No other means of submission to Finance will be accepted. The RAD App is located at: <https://rad.dof.ca.gov/rad-sa>.

In accordance with Health and Safety Code (HSC) section 34177 (l) (2) (C), the agency must also separately e-mail a copy of the Excel ROPS and OB resolution to their County Auditor-Controller and the State Controller's Office, RDA-SDSupport@sco.ca.gov.

A copy of the final ROPS should also be posted on the agency's website. For commonly asked RAD App questions, refer to the RAD App Frequently Asked Questions (FAQs) located on the login page. If FAQs do not address the question, send an e-mail to RedevelopmentAdministration@dof.ca.gov. Specify the agency name and RAD App question in the subject line, and briefly describe the issue in the message.

Step 1: Download the Workbook

The Amended ROPS workbook must be downloaded from the RAD APP by accessing the "Amended ROPS" tab.

Redevelopment Agency Dissolution (RAD)

ROPS Last & Final ROPS **Amended ROPS** Contact Information Instructions

Download Amended 16-17B Workbook

XLSX
(Excel 2007-2013 format)

Please see instructions before downloading. The application is designed to run on Chrome, Firefox, and Internet Explorer (IE) 9 or above c the files if using IE 8 or below as some features are not supported by those versions of the browser.

Validate Amended 16-17B Workbook

ROPS Schedule (XLSX): Choose File No file chosen

Validate

This is a verification step to assist Successor Agencies to ensure all required data elements are included in the ROPS form before submitte ROPS can be unloading more than once in order to clear any errors messages before the final ROPS unloading step. This step does not mea

The workbook includes pre-populated authorized amounts for the January 1 through June 30 period (B period). These amounts are locked and cannot be changed.

Step 2: Complete the Workbook

The Amended ROPS workbook has two Excel tabs:

Summary Form: No entry required. Summary Form summarizes total authorized amounts, total requested adjustment amounts, and total amended amounts for the B period.

ROPS Detail Form:

- Columns A through K are locked and cannot be changed.
- Requested Adjustments (Columns L through P): For each applicable line item, enter the adjustment amount needed under the relevant funding source. The amount should not include the previously authorized amount. See Amended ROPS example below.
- Notes (Column R): For each line item with a requested adjustment amount, briefly explain the adjustment needed. *Be prepared to provide supporting documentation to Finance for the requested adjustment amounts.*

Step 3: Validate and Submit Workbook

Using normal RAD App validation and submittal process, validate the workbook prior to submitting it to the OB for approval and then submit the OB approved Amended ROPS and OB Resolution to Finance. Please note, HSC section 34177 (o) (1) (E) stipulates the OB make a finding that the ROPS revision is necessary for payment.

Amended ROPS Example

- A. The Agency was approved for \$1,000,500 in Redevelopment Property Tax Trust Fund (RPTTF) and \$125,000 of Admin RPTTF for a total authorized amount of \$1,125,500 for the B period. After the approval of the Annual ROPS, the Agency now needs additional funding for Item No. 4, Maintenance Costs.

Item #	Project Name/Debt Obligation	Total Authorized Fiscal Year	AUTHORIZED AMOUNTS					Total
			Fund Sources					
			Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
		\$ 1,127,500	\$ -	\$ -	\$ -	\$ 1,000,500	\$ 125,000	\$ 1,125,500
1	2008 Tax Allocation Bonds	\$ 1,000,000				1,000,000		\$ 1,000,000
2	Administration Costs	\$ 250,000						\$ -
3	City Loan	\$ 100,000						\$ -
4	Maintenance Costs	\$ 2,500				500		\$ 500
		\$ -						\$ -

- B. The Agency estimates total maintenance costs needed for the B period to be approximately \$2,000 *more* than the original \$500 previously authorized on the annual ROPS. Therefore, the Agency will request \$2,000 of *additional* RPTTF in the “**Requested Adjustments**” section.

Item #	Project Name/Debt Obligation	REQUESTED ADJUSTMENTS					Total	Notes
		Fund Sources						
		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		
1	2008 Tax Allocation Bonds	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	
2	Administration Costs						\$ -	
3	City Loan						\$ -	
4	Maintenance Costs				2,000		\$ 2,000	Additional maintenance costs needed

- C. The total requested adjustment amounts for the B period carried forward to the Summary Form, which now reflects the additional \$2,000 requested for Item No. 4.

Successor Agency:	_____			
County:	_____			
Current Period Requested Funding for Enforceable Obligations (ROPS Detail)		ROPS 16-17B Authorized Amounts	ROPS 16-17B Requested Adjustments	ROPS 16-17B Amended Total
A	Enforceable Obligations Funded as Follows (B+C+D):	\$ -	\$ -	\$ -
B	Bond Proceeds	-	-	-
C	Reserve Balance	-	-	-
D	Other Funds	-	-	-
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$ 1,125,500	\$ 2,000	\$ 1,127,500
F	RPTTF	1,000,500	2,000	1,002,500
G	Administrative RPTTF	125,000	-	125,000
H	Current Period Enforceable Obligations (A+E):	\$ 1,125,500	\$ 2,000	\$ 1,127,500