County Auditor-Controller
RAD App Instructions for
Prior Period Adjustment Form

The Redevelopment Agency Dissolution Application (RAD App) enables successor agencies and county auditor-controllers (CAC) to access, complete, and submit their Prior Period Adjustment (PPA) forms.

Agencies must use the RAD App to complete and submit their PPA Forms to the CAC by October 1. No other means of submission will be accepted.

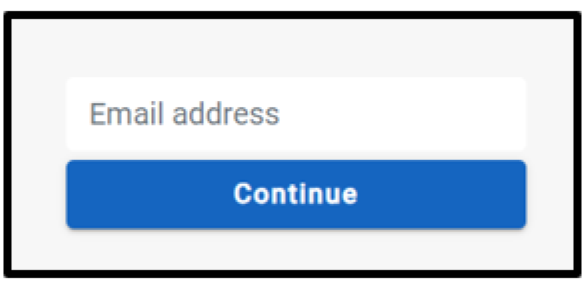
CACs must use the RAD App to review and submit their PPA Forms to Finance no later than February 1. No other means of submission to Finance will be accepted.

ACCESSING THE FORM

All users are required to log in using a multi-factor authentication (MFA) email address. Users are highly encouraged to use an officewide email address so that everyone in the office who wishes to access the RAD App can do so. If a personal email address is used, access will only be for that specific user. Consultants/users cannot use one MFA email address for multiple county auditor-controllers.

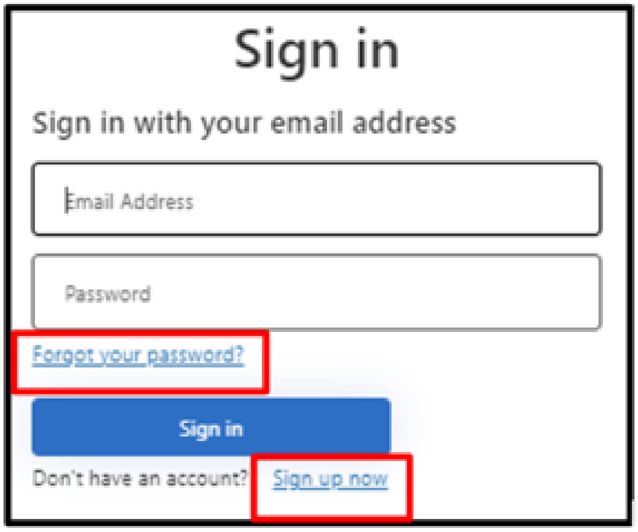
1. Access the RAD App located at RAD App.

2. After approving the security consent form, enter your MFA email address.

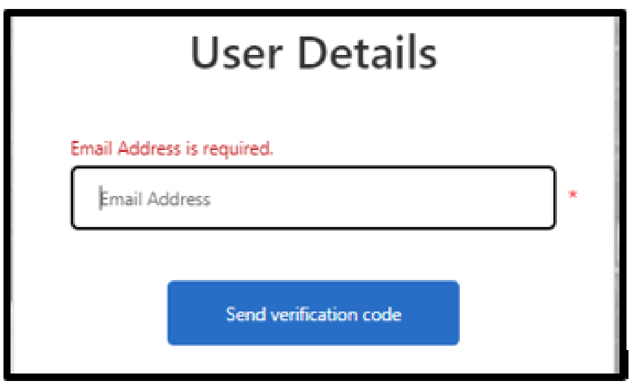


3. When users log in using their MFA email for the first time, they are prompted to sign up for an account. Select "Sign up now" at the bottom of the page.

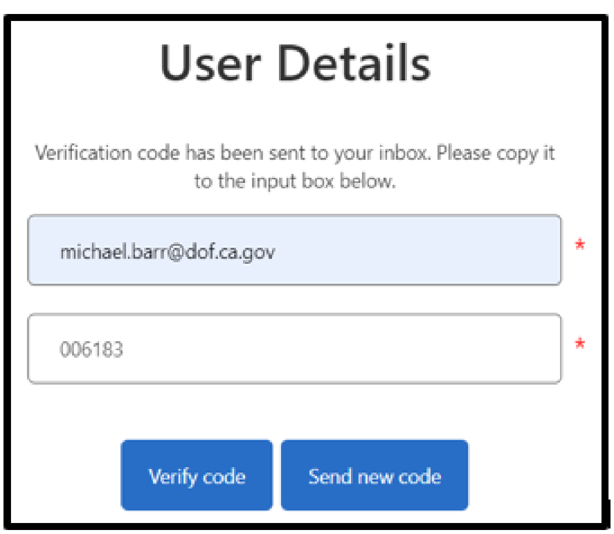
4. If you forgot or need to reset your password, select “Forgot your password” and follow the instructions.



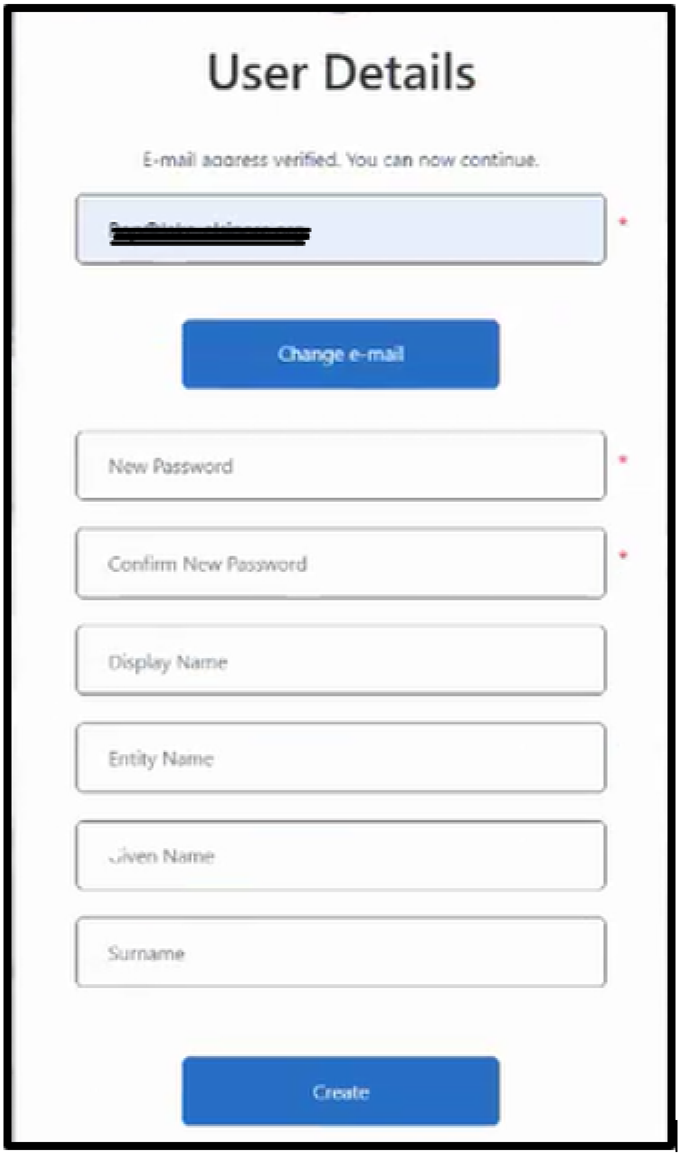
5. When the “User Details” screen comes up, enter your MFA email address and select the “Send verification code” button.



6. You will receive an email with your MFA code. A pop-up window requesting the code will then appear on your computer. Enter the code and select the “Verify code” button.

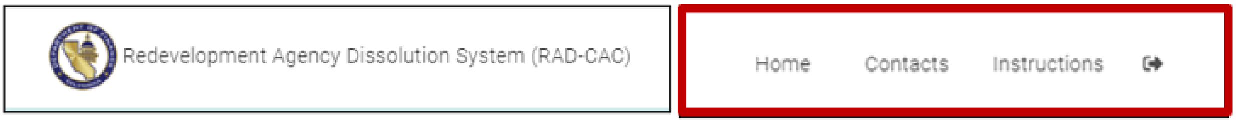


7. After the code has been verified, the following screen will appear. You must enter and confirm a new password. At this time, you may also enter the optional fields. Select "Create" at the bottom of the page.



MENU BARS

The menu bar at the top of the screen includes tabs for the following functions:



Home Tab

Upon entering the RAD App, users are automatically directed to this tab, which lists all agencies in a county that have submitted a PPA Form and contains links to the PPA Forms and Reports for specific agencies.

Contacts Tab

CACs are required to do the following:

- Supply data for primary and secondary contact.
- Update data *throughout the year* to ensure accuracy and timely delivery of correspondence. The determination letters will only be sent to the primary contact.

The primary and secondary contacts will do the following:

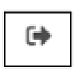
- Have access to the RAD App.
- Receive e-mails generated by the RAD App.
- Provide information to Finance analysts.

An error message will be displayed on the screen if an incorrect entry is made. See **Exhibit A** for the contact validation rules.

Instructions Tab

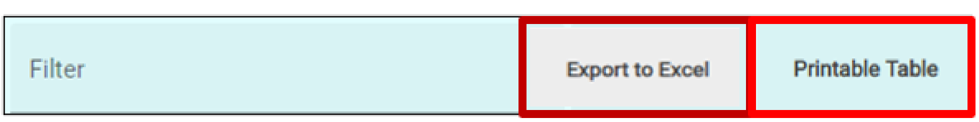
Select the "Instructions" tab to access instructions and FAQs.

Log Out Tab

Select the  tab to exit the application.

Export to Excel Tab

- The "Export to Excel" tab is available on both the "Home" and "PPA" pages.
- Select the "Export to Excel" tab to export the data from the agency listing on the "Home" page or the PPA Form on the "PPA" page. The raw data from the tables will be exported into Excel.



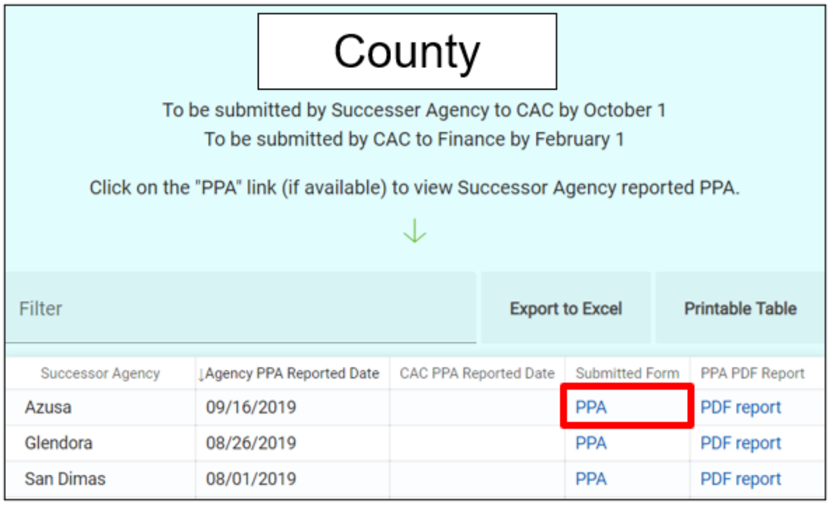
Printable Table Tab

- The "Printable Table" tab is available on the "Home" page.
- Select the "Printable Table" tab to print a copy of the agency listing.

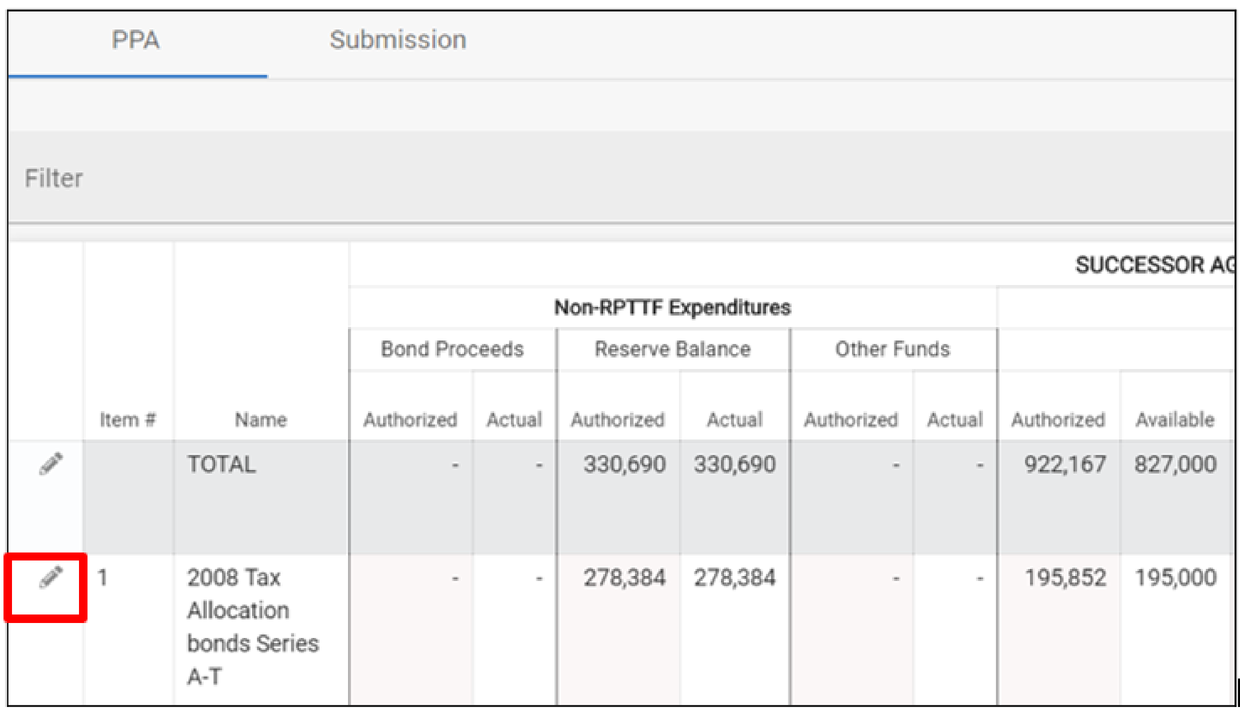
COMPLETING THE FORM

If an Agency has submitted a PPA, then the “Agency PPA Reported Date” and “Submitted Form” fields will be populated.

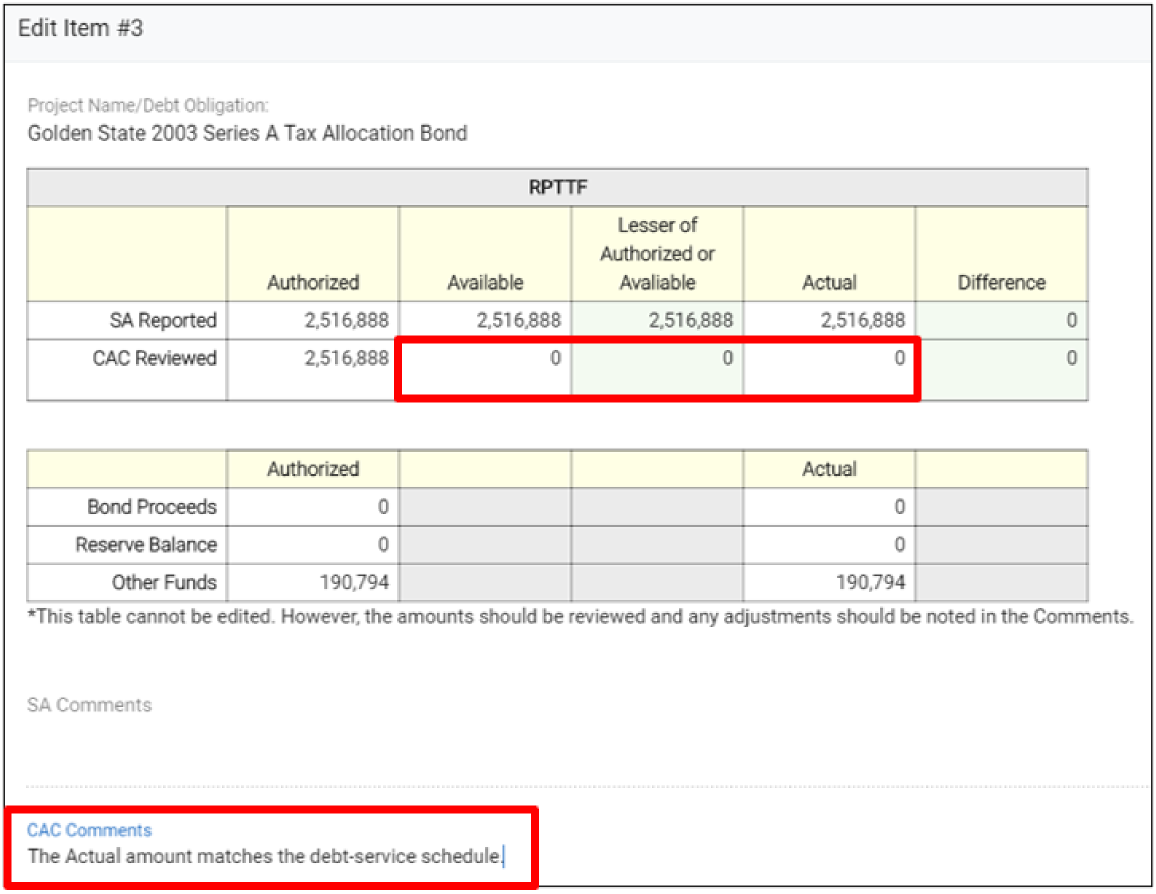
- Select the “PPA” link to open a form for review.



1. Select each item for analysis using the “pencil” icon to the left of the item number.



2. Enter the Available RPTTF funding and the Actual amount the Agency expends for each item. The difference will be automatically calculated. Comments may also be added, as appropriate, for clarity.



Edit Item #3

Project Name/Debt Obligation:
Golden State 2003 Series A Tax Allocation Bond

RPTTF					
	Authorized	Available	Lesser of Authorized or Avaliable	Actual	Difference
SA Reported	2,516,888	2,516,888	2,516,888	2,516,888	0
CAC Reviewed	2,516,888	0	0	0	0

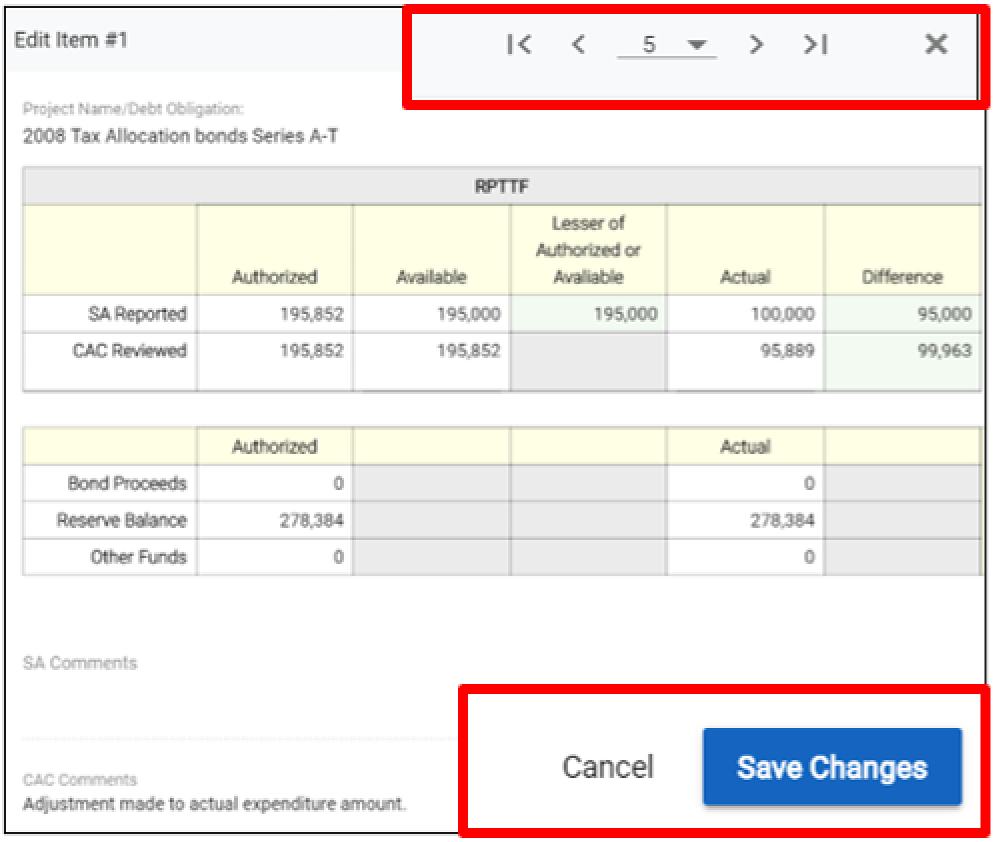
	Authorized			Actual	
Bond Proceeds	0			0	
Reserve Balance	0			0	
Other Funds	190,794			190,794	

*This table cannot be edited. However, the amounts should be reviewed and any adjustments should be noted in the Comments.

SA Comments

CAC Comments
The Actual amount matches the debt-service schedule

3. Navigating Between Items
   - If you use the arrows or enter an item number in the top right-hand side of the screen, the data is ***automatically*** saved when leaving the current item. You do ***not*** have to select the "Save" button.
   - If you want to return to the main "Detail" screen after entering data for a single item, select the "Save Changes" button.
   - If you want to go back to the main "Detail" screen without saving any data, select "Cancel" or the "X" button to exit.



Edit Item #1

5

Project Name/Debt Obligation:
2008 Tax Allocation bonds Series A-T

RPTTF					
	Authorized	Available	Lesser of Authorized or Avaliable	Actual	Difference
SA Reported	195,852	195,000	195,000	100,000	95,000
CAC Reviewed	195,852	195,852		95,889	99,963

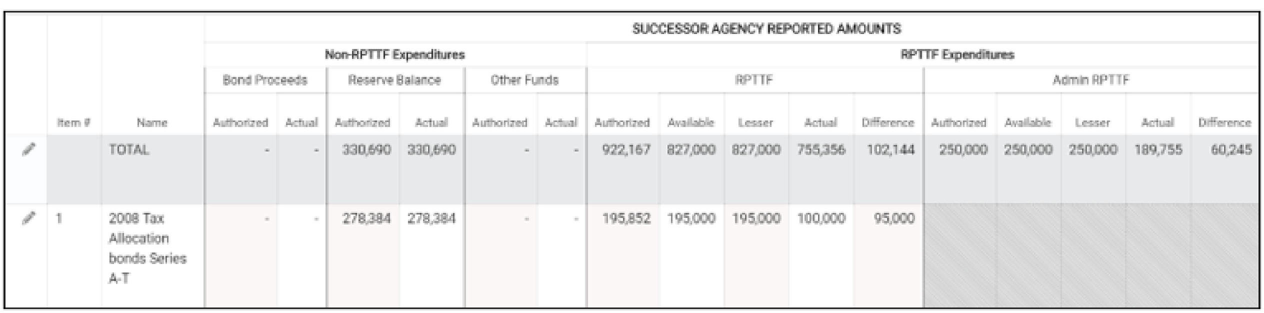
	Authorized			Actual	
Bond Proceeds	0			0	
Reserve Balance	278,384			278,384	
Other Funds	0			0	

SA Comments

CAC Comments
Adjustment made to actual expenditure amount.

Cancel | Save Changes

4. To review Administrative Cost Allowance, select the "pencil" icon in the Total row. Report Available and Actual Admin RPTTF on an aggregate basis.

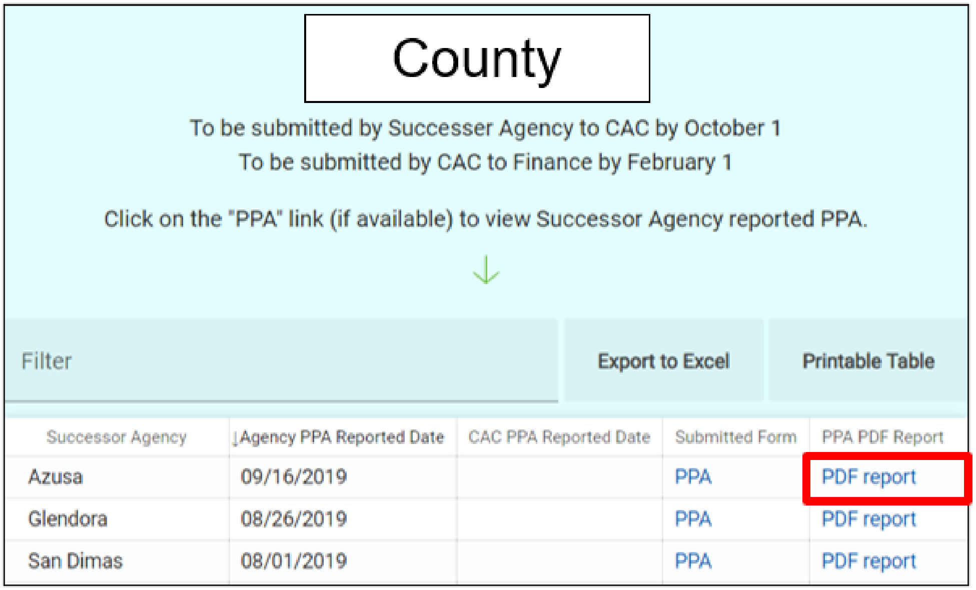


		SUCCESSOR AGENCY REPORTED AMOUNTS															
		Non-RPTTF Expenditures						RPTTF Expenditures									
		Bond Proceeds		Reserve Balance		Other Funds		RPTTF					Admin RPTTF				
Item #	Name	Authorized	Actual	Authorized	Actual	Authorized	Actual	Authorized	Available	Lesser	Actual	Difference	Authorized	Available	Lesser	Actual	Difference
	TOTAL	-	-	330,690	330,690	-	-	922,167	827,000	827,000	755,356	102,144	250,000	250,000	250,000	189,755	60,245
1	2008 Tax Allocation bonds Series A-T	-	-	278,384	278,384	-	-	195,852	195,000	195,000	100,000	95,000					

PRINTING THE FORM

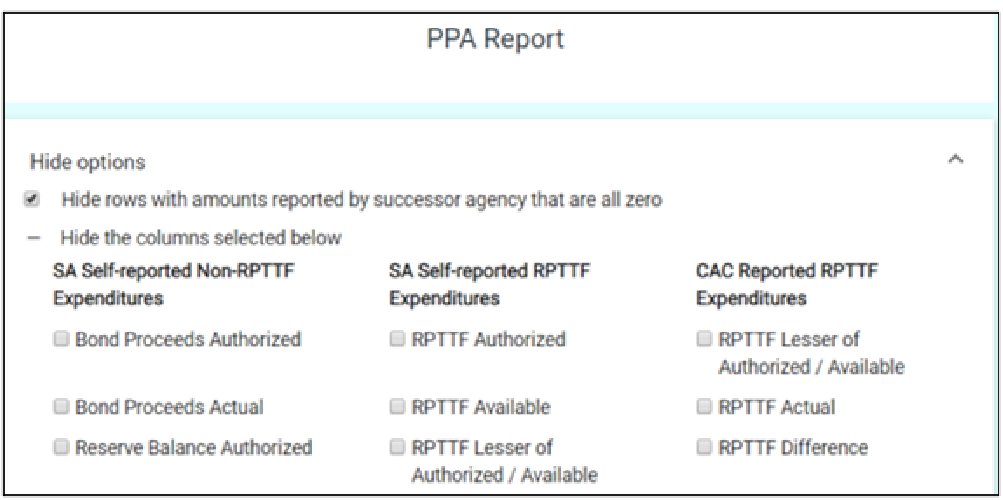
There are two different ways to access the report feature for viewing or printing purposes:

1. Select the "PDF Report" link on the "Home" page to open the report page to create a pdf version of the PPA Form.



2. Select the "PDF Report" link on the "PPA" page to open the report page to create a pdf version of the PPA Form.

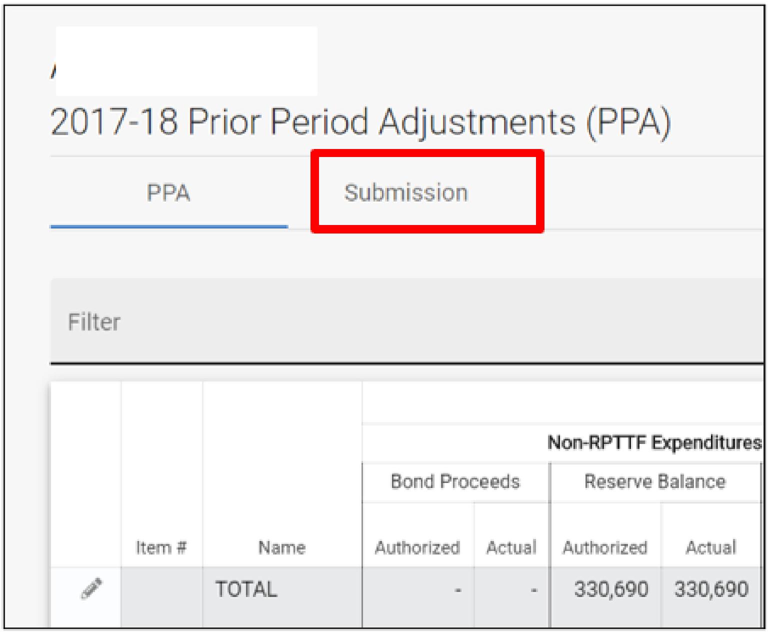
- Select the "PPA Report" button to create a pdf report with all rows and columns, or select the "Hide Options" feature to create a custom pdf report.
  - Choose which options to exclude from the report.
  - Select the "PPA Report" button to create the report.



SUBMITTING THE FORM

1. Before submitting the form, be sure it is complete and accurate. Once it has been submitted, data can no longer be edited.

2. Once the form has been completed, submit the form electronically to Finance by selecting the "Submission" tab.



3. Select the "Submit PPA" button.
   It is NOT necessary to submit the form separately to the RDA Inbox.

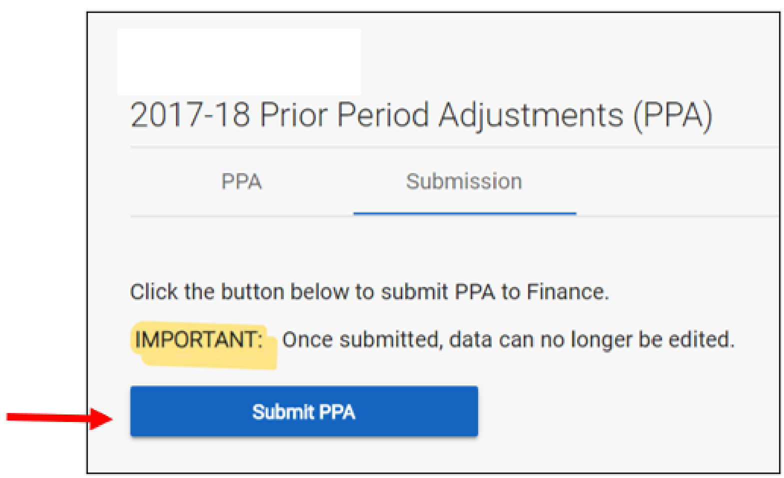


EXHIBIT A: CONTACT DATA – VALIDATION RULES

#	Contact Data	Validation Rules
1	Contact salutation	• Input is required • Select from options • Contact salutation must equal Mr./Ms./Dr.
2	Contact first name	• Input is required • Enter first name • Contact first name cannot exceed 30 letters
3	Contact middle initial	• Initial must be one letter only
4	Contact last name	• Input is required • Enter last name • Contact last name cannot exceed 30 letters
5	Contact title	• Input is required • Enter job/position title • Contact title cannot exceed 100 letters
6	Contact address1	• Input is required • Enter primary contact address only • Cannot exceed 100 letters
7	Contact address 2	• Enter primary contact address only • Cannot exceed 100 letters
8	Contact city	• Input is required • Enter city name • Enter primary contact city only • Cannot exceed 30 letters
9	Contact state	• Input is required • Enter primary contact state only • Enter appropriate state acronym (i.e. CA) • Contact state cannot exceed 2 letters
10	Contact zip code is required	• Input is required • Enter primary contact zip code only • Contact zip code form should be appropriate e.g., '12345' or '12345-1234'
11	Contact phone number	• Input is required • Enter phone number • Enter phone number in the correct format, e.g., 123-123-1234 or 123-123-1234 x12345 • ***A parenthesis is not required to be entered***
12	Contact e-mail is required	• Input is required • Enter e-mail in the required format. For example, John.Smith@example.com, where [User] is "John.Smith" and [domain] is "example.com"