Successor Agency
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.

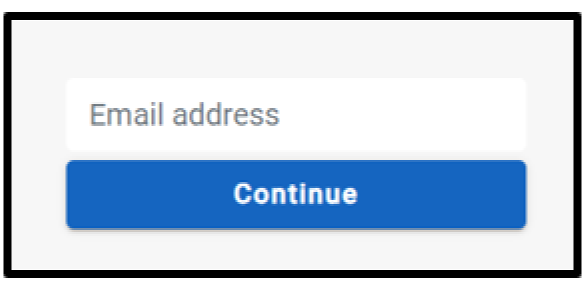
CACs must use the RAD App to review and submit their PPA Forms to Finance no later than February 1. No other means of submission to Finance will be accepted.

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.

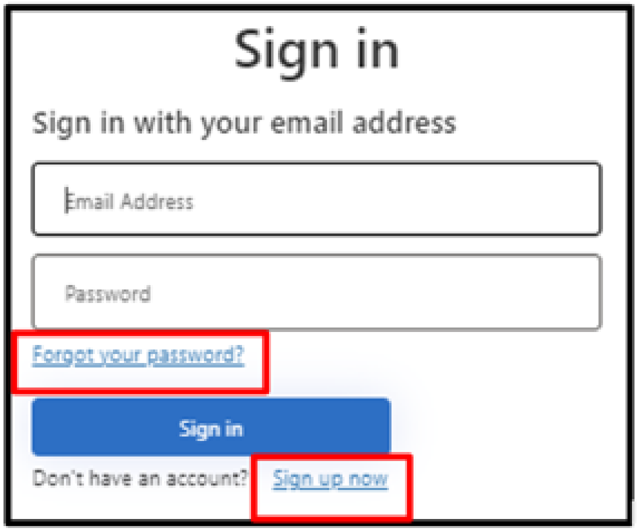
1. Access the RAD App located at RAD App.

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

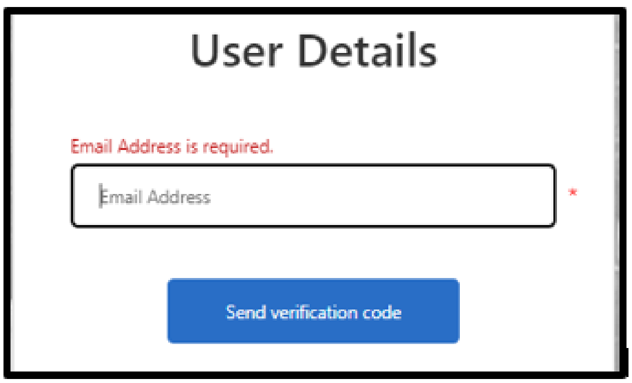


3. When users log in using their MFA email for the first time, they are prompted to sign up for an account. Select "Sign up now" at the bottom of the page.

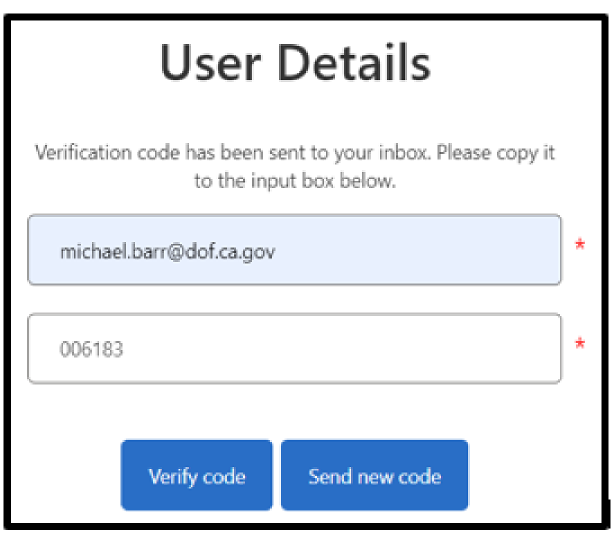
4. If you forgot or need to reset your password, select "Forgot your password" and follow the instructions.



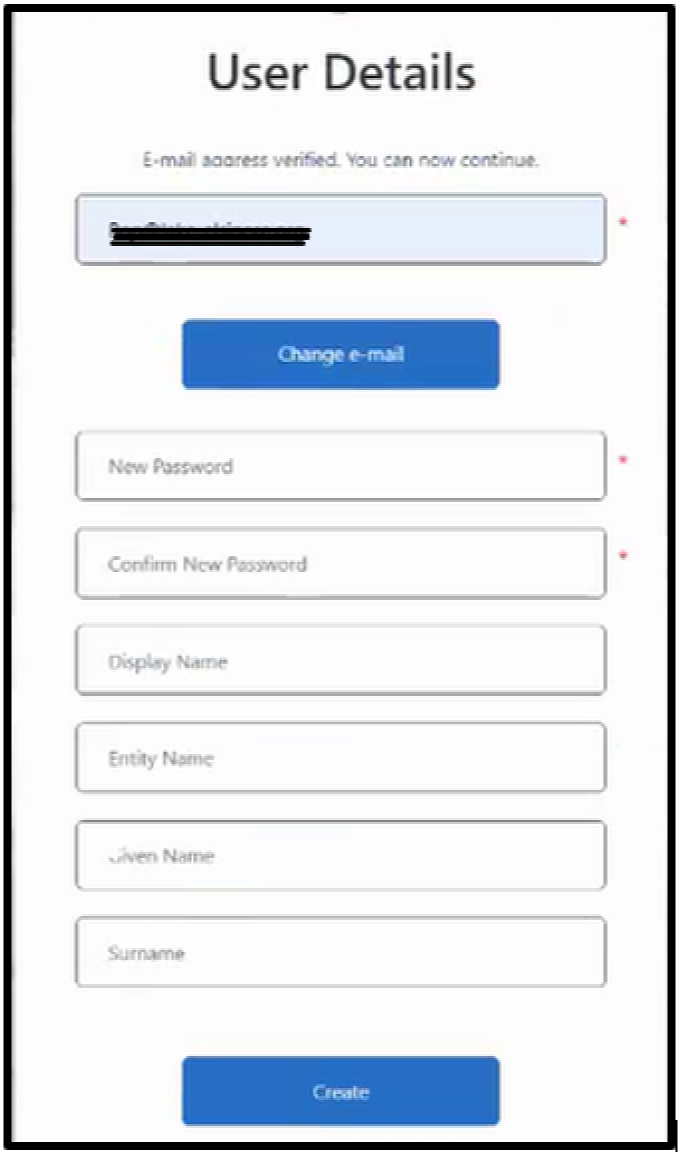
5. When the "User Details" screen comes up, enter your MFA email address and select the "Send verification code" button.



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.

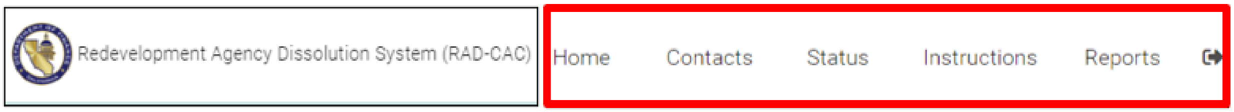


7. After the code has been verified, the following screen will appear. You must enter and confirm a new password. At this time, you may also enter the optional fields. Select "Create" at the bottom of the page.



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 contains links to the various ROPS and PPA forms.

Contacts Tab
SAs 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 be sent to the primary and secondary contacts.

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.

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

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

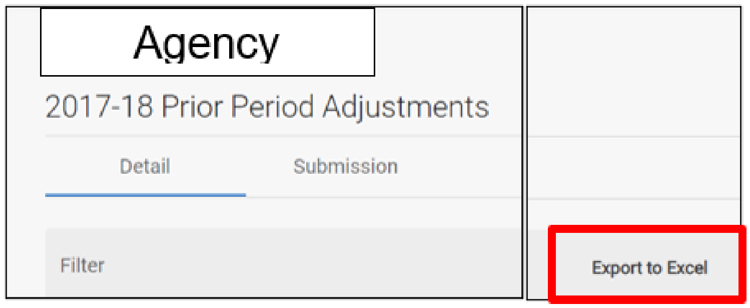
Reports Tab
See "Printing the Form" on page 6.

Log Out Tab

Select the tab to exit the application.

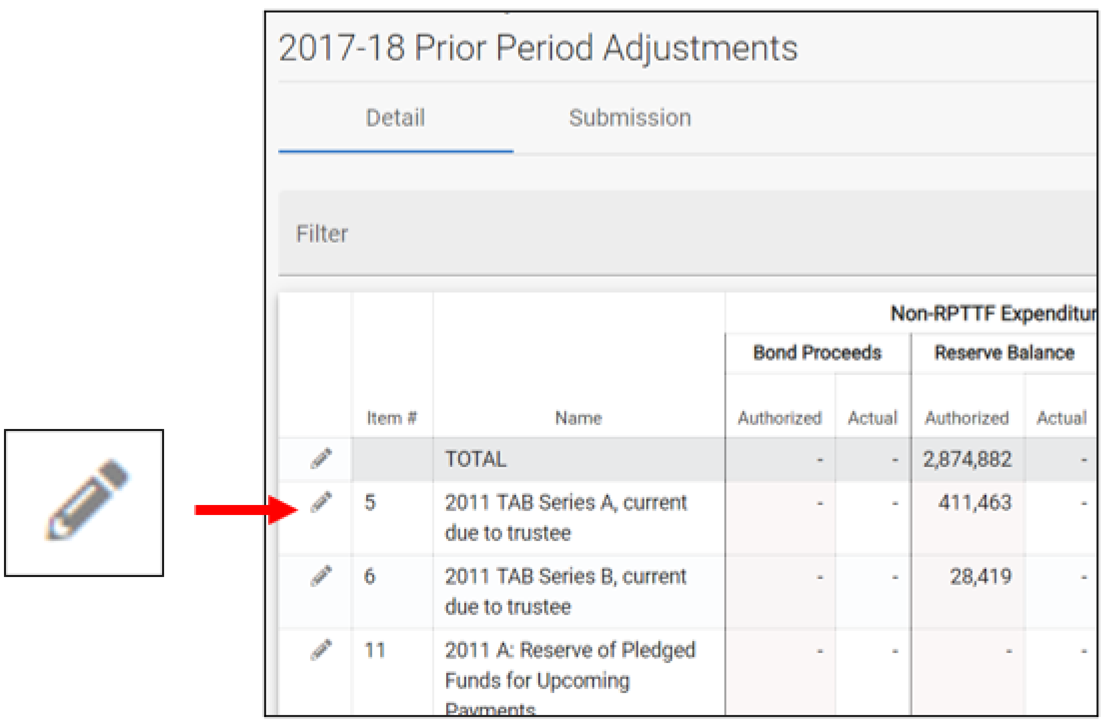
Export to Excel Tab

- The "Export to Excel" tab is available on the "Detail" page.
- Select the "Export to Excel" tab to export the raw data from the PPA Form into Excel.



Completing the Form

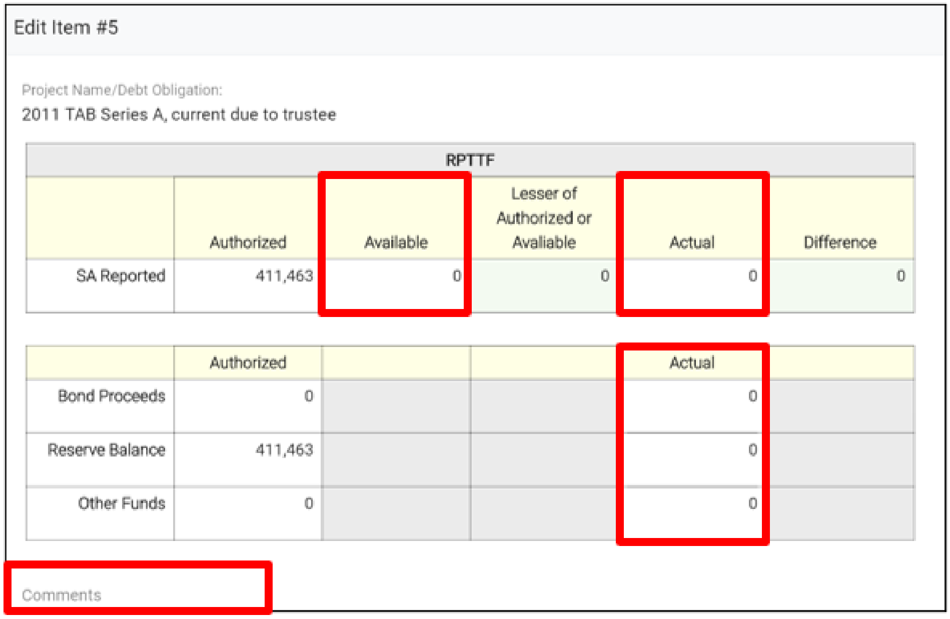
1. In the "Detail" tab, select the "pencil" icon to access and edit each item.



2. **Items Funded with Redevelopment Property Tax Trust Fund (RPTTF)**:
    - Enter the available amount of the RPTTF distribution from the County Auditor-Controller in the "Available" field.
    - Enter the actual expended amount in the "Actual" field.
    - The "Lessor of Authorized or Available" and "Difference" fields will automatically populate and cannot be changed.
    - Enter clarifying comments as necessary.

Items Funded with Bond Proceeds, Reserve Balance, and Other Funds:

- Enter the actual expended amount(s) in the "Actual" field(s).
- Enter clarifying comments as necessary.

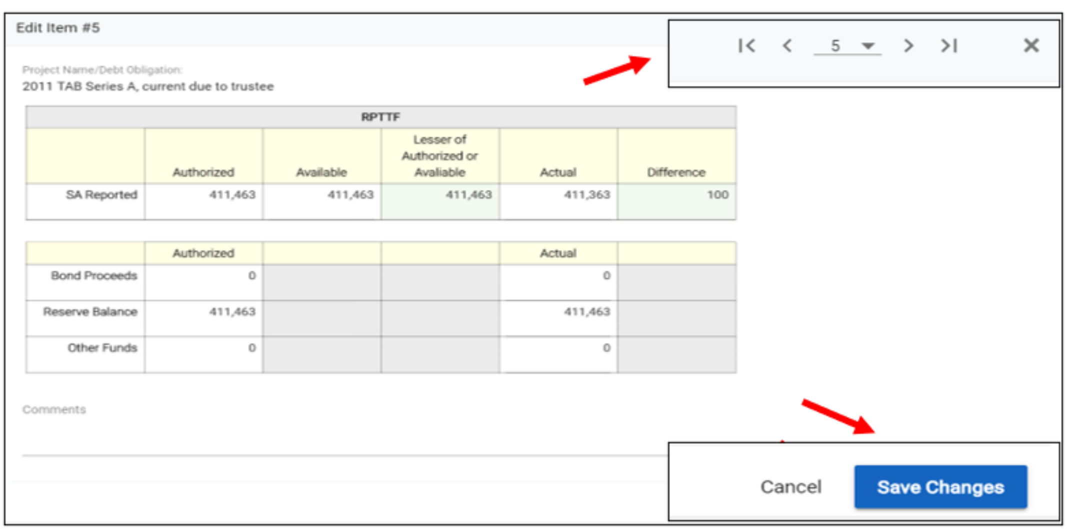


3. Navigating Between Items

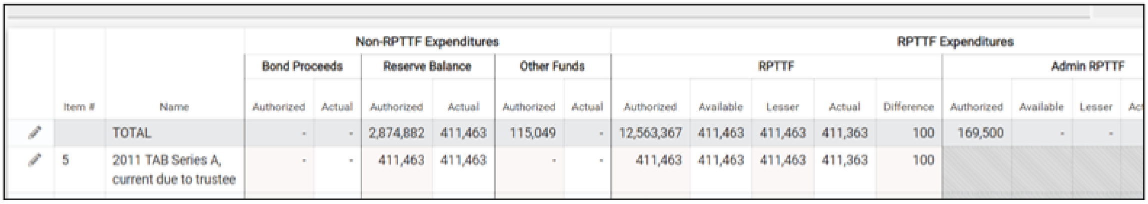
- If you use the arrows or enter an item number in the top right-hand side of the screen, the data is ***automatically*** saved when leaving the current item. You do ***not*** have to select the "Save Changes" button.

- If you want to return to the main "Detail" screen after entering data for a single item, select "Save," or you will lose the data.

- If you want to return to the main "Detail" screen without saving any data, select "Cancel" to exit.

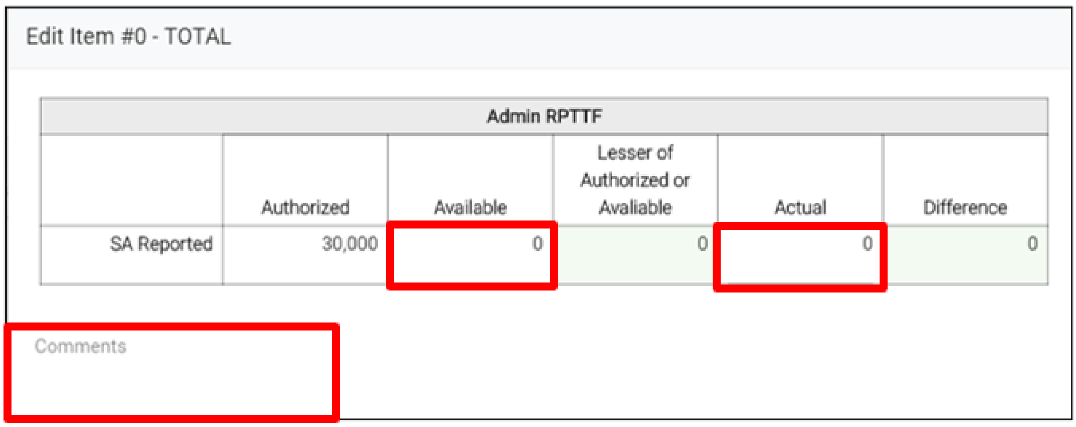


4. **Items Funded with Admin RPTTF:**
   - Select the "pencil" icon in the "Total" row.



			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	Ac
		TOTAL	-	-	2,874,882	411,463	115,049	-	12,563,367	411,463	411,463	411,363	100	169,500	-	-	
	5	2011 TAB Series A, current due to trustee	-	-	411,463	411,463	-	-	411,463	411,463	411,463	411,363	100				

   - Enter the "Available" and "Actual" amounts of administrative cost in aggregate.
   - Enter clarifying comments as necessary.



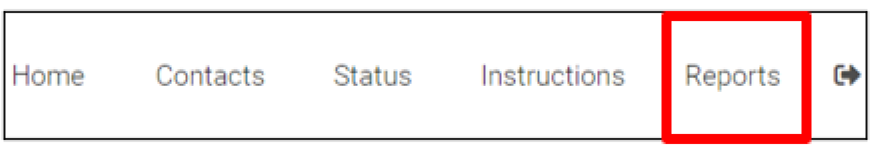
Edit Item #0 - TOTAL

Admin RPTTF					
	Authorized	Available	Lesser of Authorized or Avaliable	Actual	Difference
SA Reported	30,000	0	0	0	0

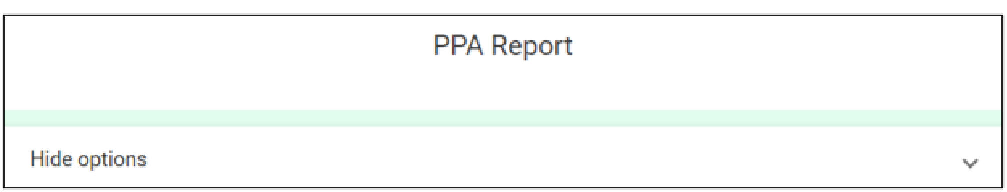
Comments

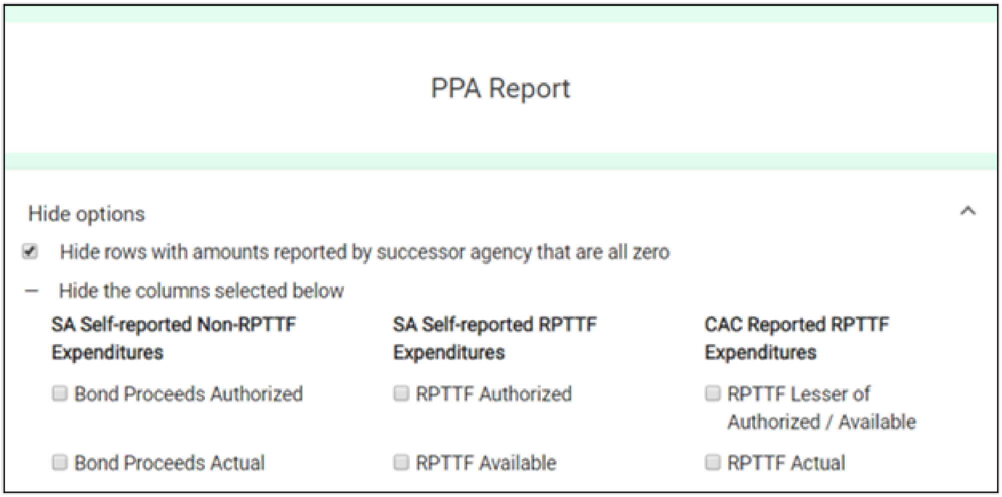
PRINTING THE FORM

- Select the "Reports" tab to create a pdf report.



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

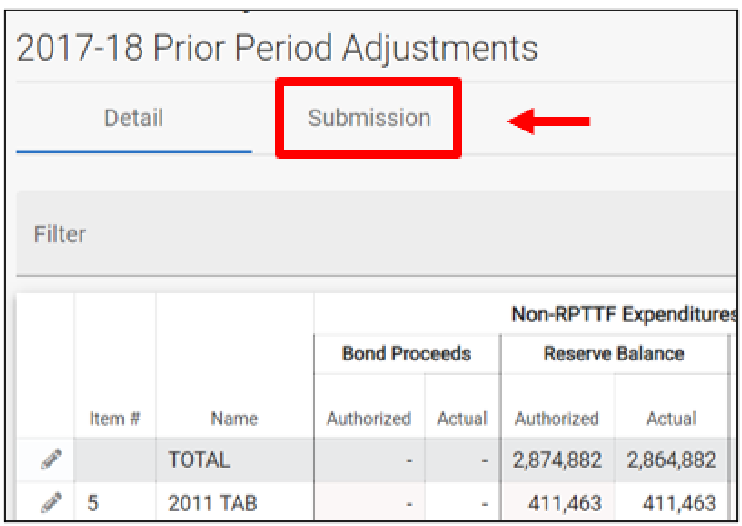




Submitting the Form

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 the CAC by selecting the "Submission" tab.



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