Redevelopment Agency Dissolution (RAD)

SUCCESSOR AGENCY
ROPS RAD APP INSTRUCTIONS

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v 09/03/24

INTRODUCTION

The Redevelopment Agency Dissolution Application (RAD App) to enables successor agencies to access, complete, and submit the following documents:

- Annual Recognized Obligation Schedule (ROPS)
- Annual ROPS Meet and Confer Request
- Amended Annual ROPS
- Last and Final ROPS
- Prior Period Adjustment (PPA)

An accompanying oversight board (OB) resolution approving the ROPS must be submitted with the Annual, Amended, Last, and Final ROPS. **Finance *will not accept* any OB actions submitted through the RAD App that are unrelated to the approval of the ROPS and will consider such actions invalid and ineffective.** Agencies should continue to submit OB actions related to other matters to the Redevelopment Administration e-mail address at RedevelopmentAdministration@dof.ca.gov.

Agencies must use the RAD App to access, complete, and submit their ROPS. Each ROPS period, Finance will release a new ROPS template prepopulated with prior ROPS obligations for the agency to complete. Upon completion, the agency will submit the final OB-approved ROPS and a copy of the signed OB resolution. No other means of submission to Finance will be accepted.

The RAD App is designed to run on ***Chrome, Firefox, and Microsoft Edge.***
The RAD App no longer functions using Internet Explorer.

In accordance with HSC section 34177 (l) (2) (C), the agency should separately e-mail a copy of the report for the Annual ROPS, Last and Final ROPS, and OB resolution to their County Auditor-Controller and the State Controller's Office at RDA-SDSupport@sco.ca.gov. A copy of the final Annual ROPS and Last and Final ROPS should also be posted on the agency's website.

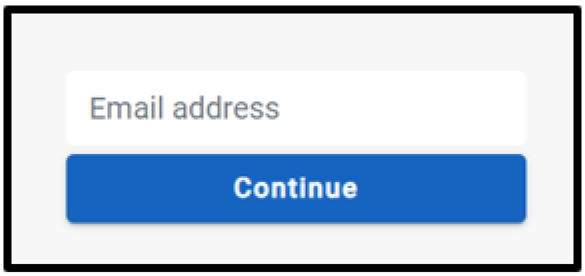
Agencies must use the RAD App to complete and submit their PPA Forms to the CAC by October 1. No other means of submission will be accepted.

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.

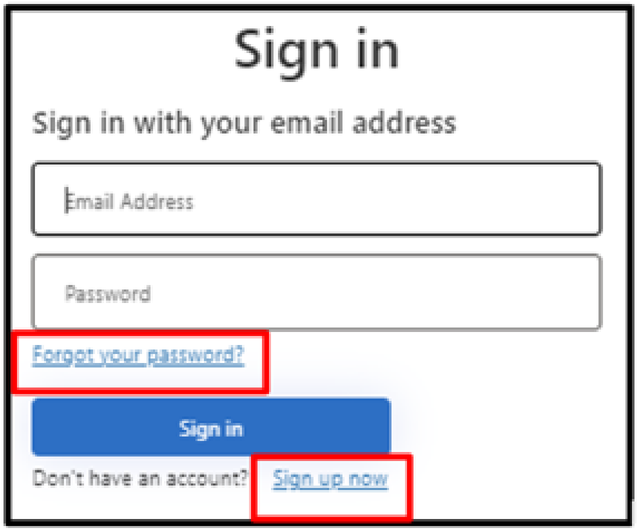
1. Access the RAD App located at RAD App.

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

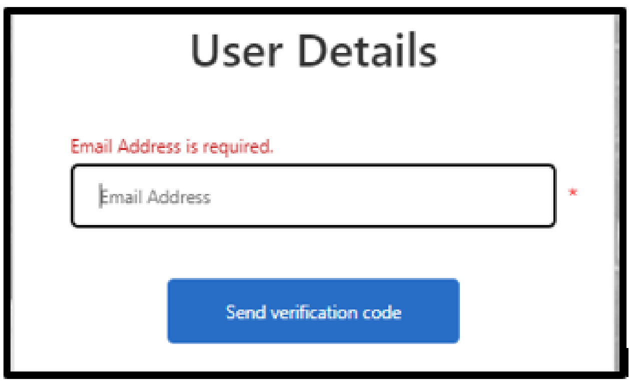


3. When users log in using their MFA email for the first time, they are prompted to sign up for an account. Select "Sign up now" at the bottom of the page.

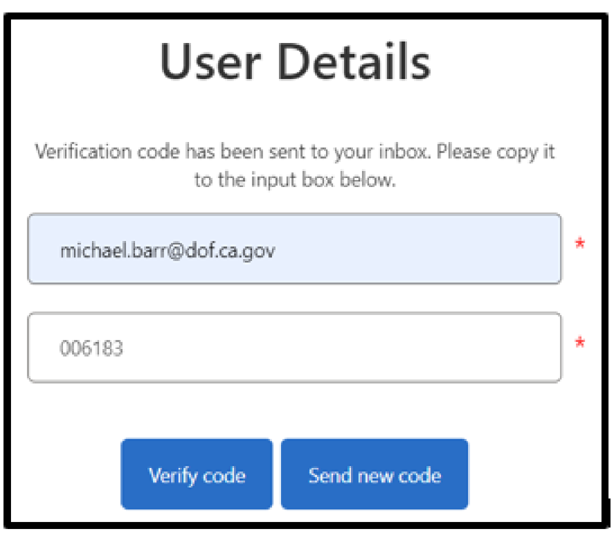
4. If you forgot or need to reset your password, select "Forgot your password" and follow the instructions.



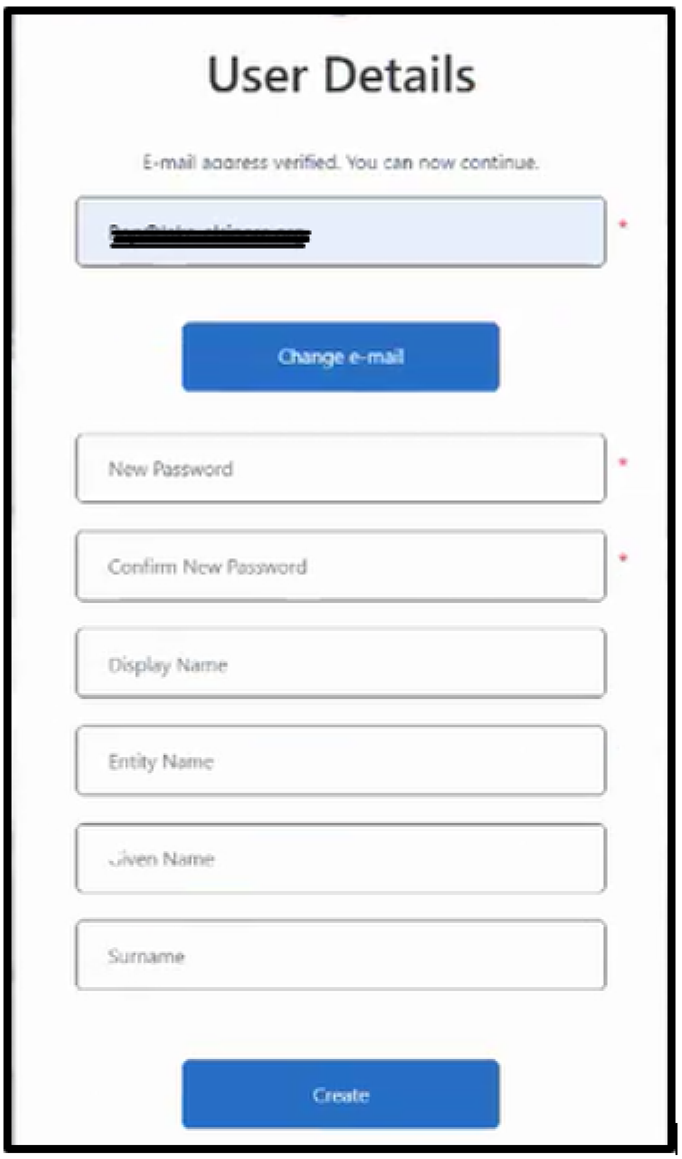
5. When the "User Details" screen comes up, enter your MFA email address and select the "Send verification code" button.



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.



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 following processes:

- Annual ROPS
- Annual ROPS Meet and Confer Request
- Amended ROPS
- Last and Final ROPS
- PPA

CONTACTS TAB

Agencies 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 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.
- Forward e-mails to other agency contacts.

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

STATUS TAB

Select the "Status" tab to check on the status of your ROPS and PPA submittals.

INSTRUCTIONS TAB

Select the "Instructions" tab to access instructions for the various processes.

REPORTS TAB

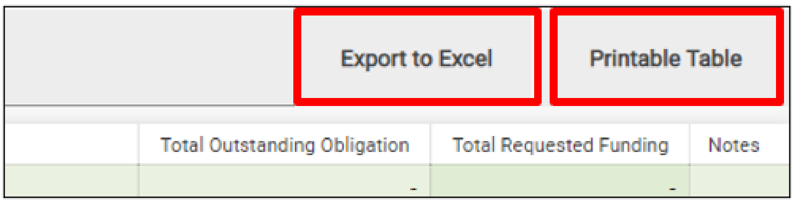
Select the "Reports" tab to run reports.

Log Out Tab

Select the [icon] tab to exit the application.

Export to Excel Tab

- The “Export to Excel” tab is available on both the “Detail” and “Cash Balance” pages in the ROPS templates.
- Select the “Export to Excel” tab to export the data from the agency listing on the “Home” page or the PPA Form on the “Detail” page. The raw data from the tables will be exported into Excel.



Printable Table Tab

- The “Printable Table” tab is available on both the “Home” and “Detail” pages.
- Select the “Printable Table” tab to print a copy of the agency listing on the “Home” page or the PPA Form on the “Detail” page.

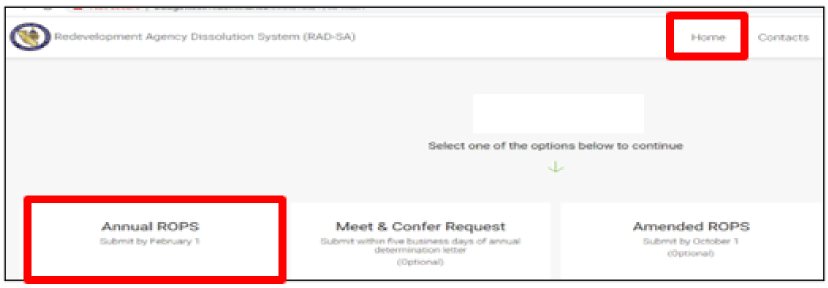
ANNUAL ROPS

Pursuant to HSC section 34177 (o) (1), the Agency shall submit the Annual ROPS for the period July 1 through June 30. The Annual ROPS is due to Finance by February 1.

Pursuant to HSC section 34177 (o) (1) (B), failure to submit the Annual ROPS by February 1 may subject the Agency to civil penalties. If an agency does not submit the Annual ROPS within 10 days of the deadline, the maximum administrative cost for that period shall be reduced by 25 percent

Step 1: Access the Annual ROPS Workbook

In the "Home" tab at the top of the screen, select the "Annual ROPS" tab.



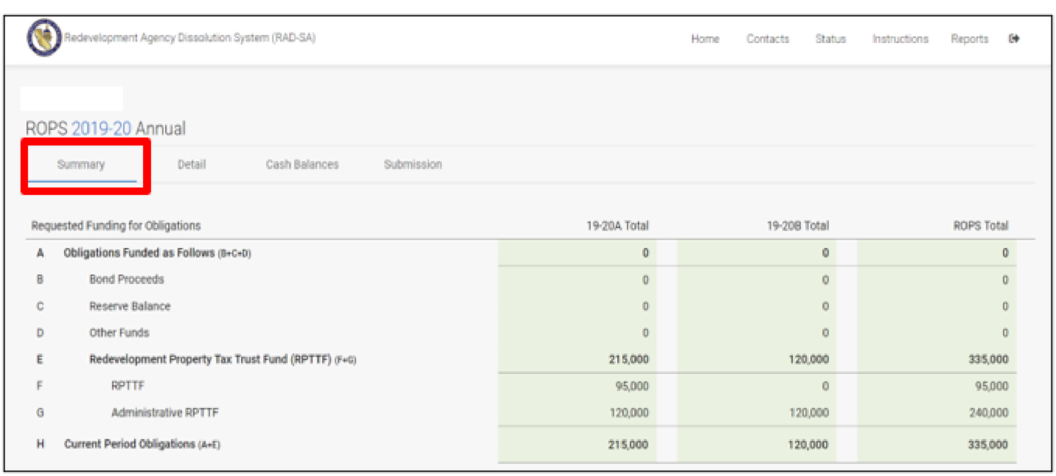
Step 2: Complete the Annual ROPS Workbook

The Annual ROPS workbook includes the following tabs:

- Summary
- Detail
- Cash Balances
- Submission

Summary Tab

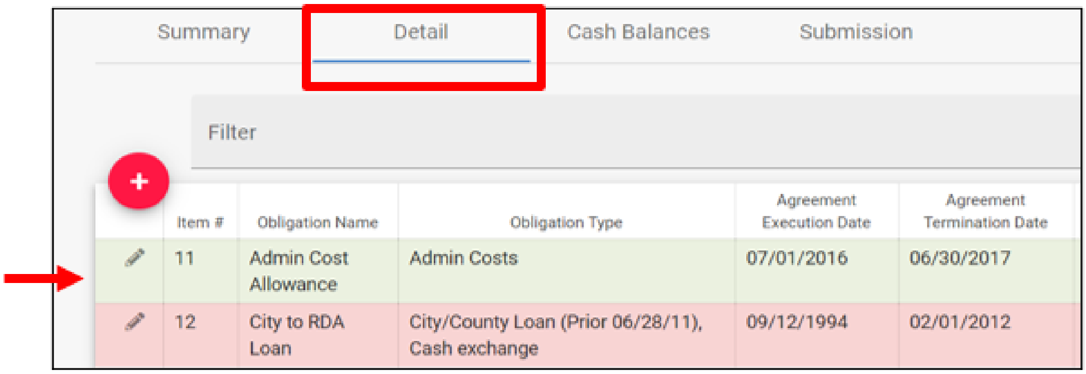
The "Summary Table" is prepopulated from the "Detail" tab. It lists the total amounts requested by funding source for each of the A and B periods and the fiscal year. No entries are required.



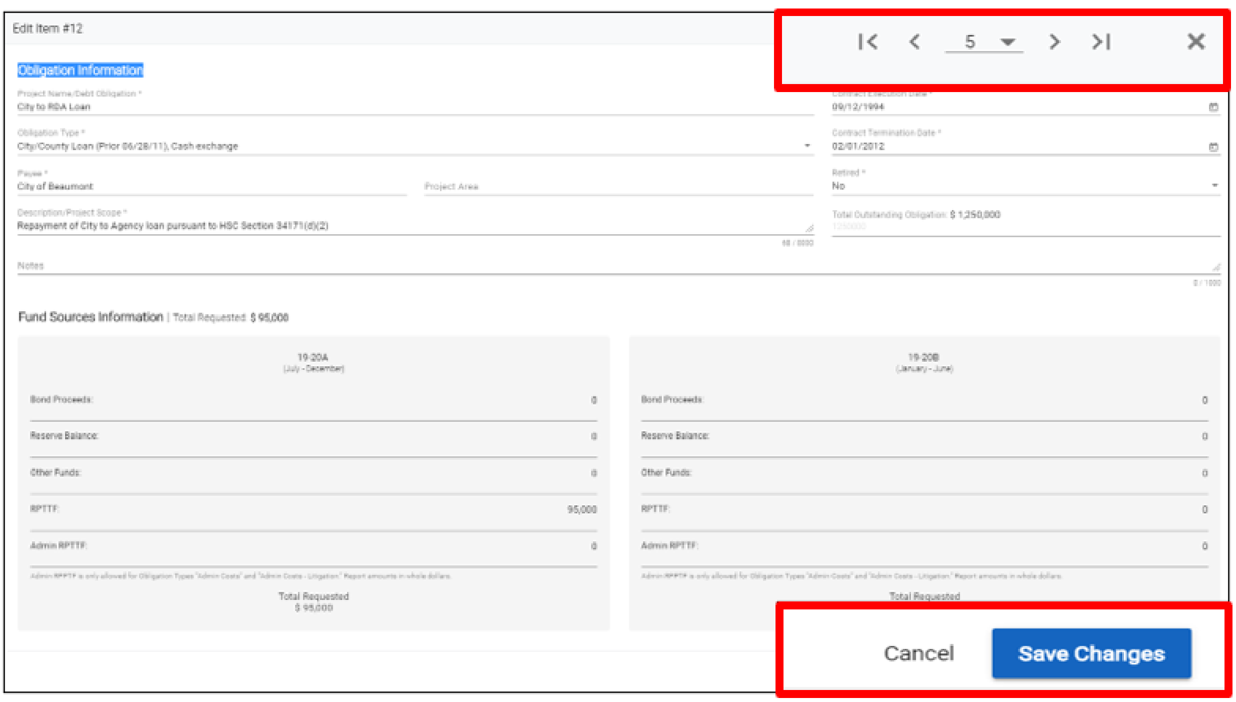
	Requested Funding for Obligations	19-20A Total	19-20B Total	ROPS Total
A	Obligations Funded as Follows (B+C+D)	0	0	0
B	Bond Proceeds	0	0	0
C	Reserve Balance	0	0	0
D	Other Funds	0	0	0
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	215,000	120,000	335,000
F	RPTTF	95,000	0	95,000
G	Administrative RPTTF	120,000	120,000	240,000
H	Current Period Obligations (A+E)	215,000	120,000	335,000

Detail Tab
The main screen in the "Detail" tab compiles all of the agency's obligations. It provides a high-level overview of most (but not all) of the details for each item.

Select the "pencil" icon to access and edit the detailed data for each item.



For each item, enter the amount requested from the desired funding source for each ROPS period. Also, update other fields such as Contract Execution Date, Contract Termination Date, and the Total Outstanding Obligation amount, as appropriate. Notes may also be entered for each item. If an incorrect entry is made, an error message will be displayed on the screen. See **Exhibit B** for the ROPS validation rules.



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 go back to the main "Detail" screen after entering data for a single item, select "Save" or you will lose the data.
- If you want to go back to the main "Detail" screen without saving any data, select "Cancel" to exit.

Cash Balances Tab

Enter the appropriate amounts in rows 1 through 5 and the totals will automatically populate in row 6. Enter positive amounts only, the formulas will compensate. Comments may be made in column H, as necessary for clarity.

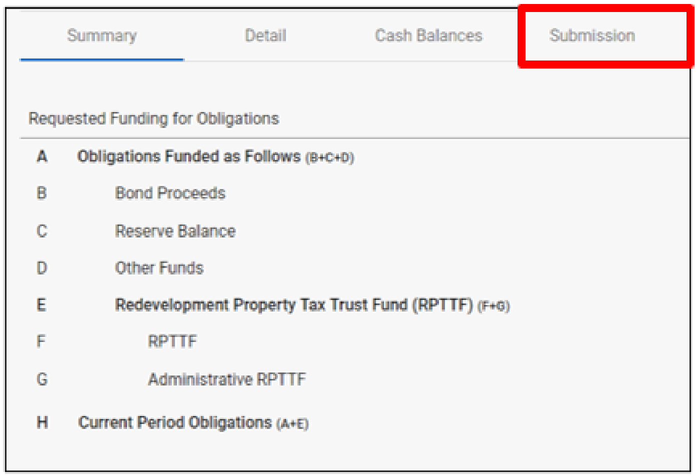
Refer to the Cash Balances Tips Sheet in the "Instructions" tab for help in completing the Cash Balances form.

	ROPS 16-17 Cash Balances (07/01/16 - 06/30/17)	Bond Proceeds: Bonds issued on or before 12/31/10	Bond Proceeds: Bonds issued on or after 01/01/11	Reserve Balance: Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Other Funds: Rent, Grants, Interest, etc.	RPTTF: Non-Admin and Admin
1	**Beginning Available Cash Balance (Actual 07/01/16)** RPTTF amount should exclude "A" period distribution amount	875,000	0	200,000	12,000	0
2	**Revenue/Income (Actual 06/30/17)** RPTTF amount should tie to the ROPS 16-17 total distribution from the County Auditor-Controller	4,250			6,000	325,000
3	**Expenditures for ROPS 16-17 Enforceable Obligations (Actual 06/30/17)**	2,000		2,000	15,000	295,000
4	**Retention of Available Cash Balance (Actual 06/30/17)** RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	875,000		20,000		
5	**ROPS 16-17 RPTTF Prior Period Adjustment** RPTTF amount should tie to the Agency's ROPS 16-17 PPA form submitted to the CAC	No entry required				30,000
6	**Ending Actual Available Cash Balance (06/30/17)** C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	$ 2,250	$ 0	$ 178,000	$ 3,000	$ 0

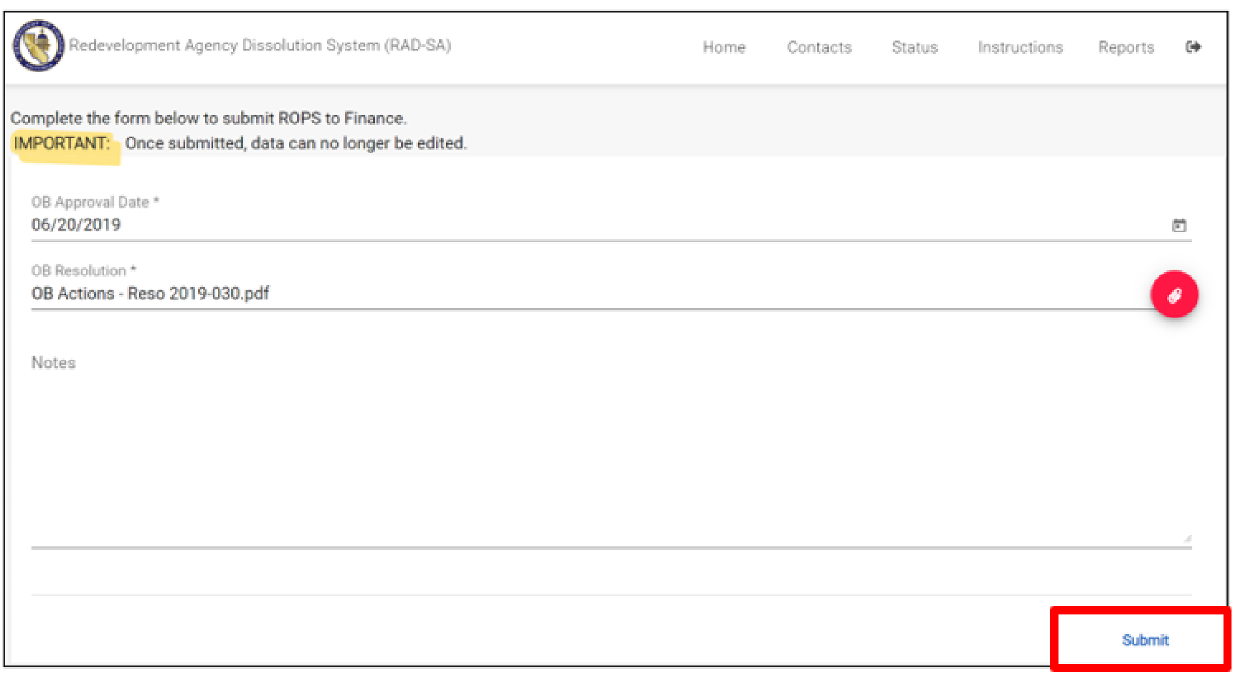
Step 3: Submit the Annual ROPS Workbook

Once the ROPS is complete, submit the package to Finance.

On the main screen, select the “Submission” tab.



- Enter the “OB Approval Date”
- Attach the “OB Resolution”
- Include Notes for Finance, if desired.
- Once submitted, data can no longer be edited.
- Select the “Submit” button at the bottom of the page.
- Contact your Finance analyst if you are having issues.



Submission Reminders

- RAD App acceptance of the final ROPS only represents ***acceptance by the RAD App***.
- Concurrently, the RAD App will send a notification of the ROPS submittal to Finance's Redevelopment Administration e-mail.
- If rejected, Finance will send an e-mail specifying the reason(s) for denial. The agency must resubmit the ROPS package through the RAD App. Depending on the reason for denial, ***the OB may be required to re-approve a revised ROPS***.
- When submitting the ROPS, please verify that the contact information for the Agency is updated and correct. The RAD App will display a reminder screen during the submission process

Submission Denial Reasons

Common reasons for ROPS denial by Finance include, but are not limited to the following items:

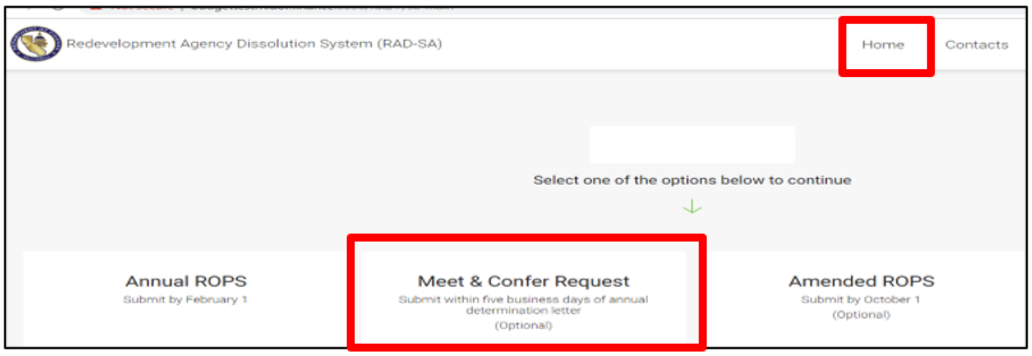
- The OB did not approve the ROPS.
- PDF copy of signed OB Resolution not submitted.
- Cash Balances Form has no entry in the RPTTF Column H, Line 1 (Annual ROPS only).
- ROPS and OB Resolution approving ROPS submitted through the RDA Inbox instead of RAD App.

ANNUAL ROPS MEET AND CONFER REQUEST

Pursuant to HSC 34177 (o) (1), to be valid, all Meet and Confer review requests must be specifically related to a current Annual ROPS determination made by Finance and be submitted **within five business days** of the date of Finance's determination letter. Items that are the subject of litigation disputing Finance's previous or related determinations are ineligible for a Meet and Confer review.

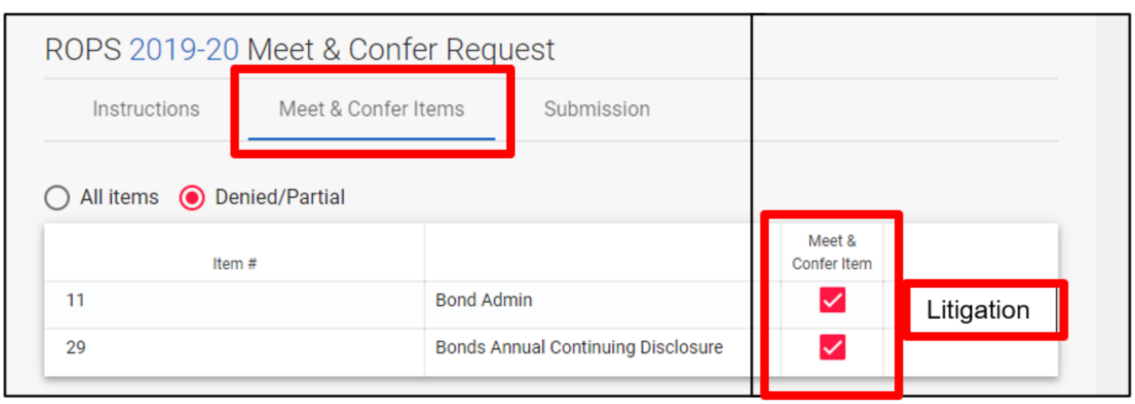
Step 1: Access the Annual ROPS – Meet and Confer Request

In the "Home" tab, select the "Meet & Confer Request" tab.



Step 2: Complete the Annual ROPS Meet and Confer Request

- Select the "Meet & Confer Items" tab.
- Select the "All Items" radio button to see all of the ROPS items.
- Select the "Denied/Partial" radio button to see which items were partially or completely denied. These are most likely your potential Meet and Confer items.
- Select a "Meet & Confer Item" check box to indicate which items you want to request for your Meet & Confer.
- Items that are the subject of litigation disputing Finance's previous or related determinations are ineligible for a Meet and Confer review. These items will be automatically prepopulated with the word "Litigation" and will not be available to be chosen for a Meet & Confer.

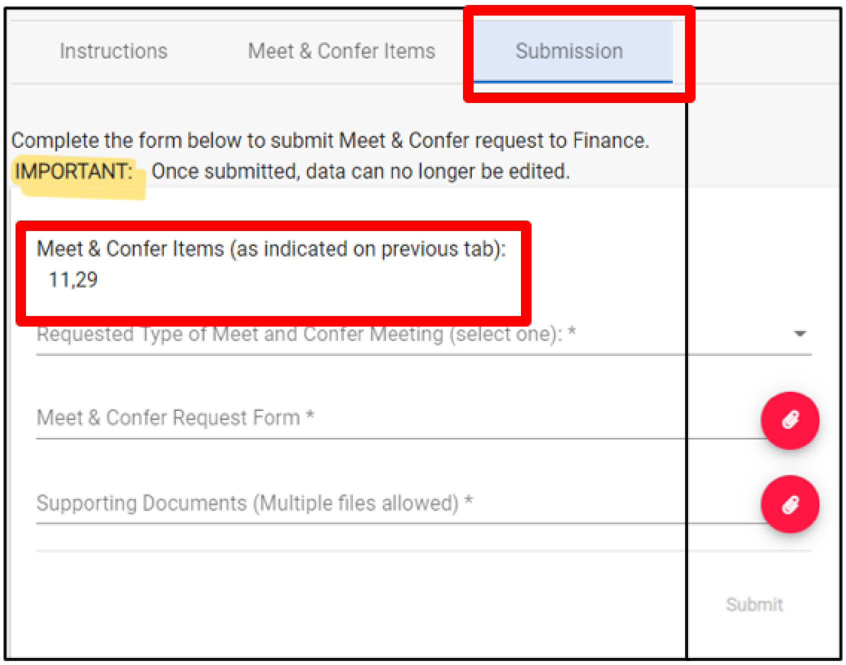


Step 3: Submit the Annual ROPS Meet and Confer Request Form

Select the "Submission" tab.

Please confirm that the Meet and Confer Items on the Submission page match those listed on the Meet and Confer Request Form.

The submission process for the Annual ROPS Meet and Confer is similar to the Annual ROPS. For instructions, please refer to the Annual ROPS section on Pages 12 and 13.



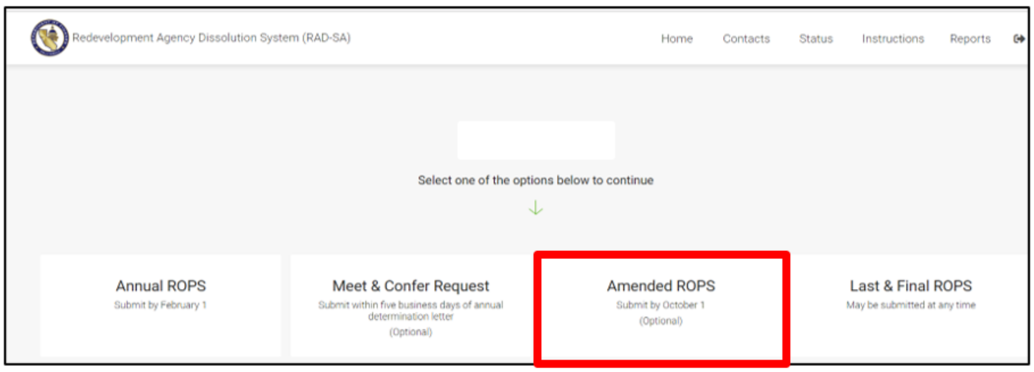
AMENDED ANNUAL ROPS

The Amended Annual ROPS only adjusts the B period (January 1 through June 30).

Pursuant to HSC section 34177 (o) (1) (E), the Agency may revise the Annual ROPS by submitting an Amended ROPS, provided the Oversight Board finds that a revision is necessary for the payments of approved enforceable obligations during the second half of the annual ROPS period (the B period). The Amended ROPS is due to Finance by October 1.

Step 1: Access the Amended Annual ROPS Workbook

Select the "Amended ROPS" button.



The Annual Amended ROPS workbook includes the following tabs:

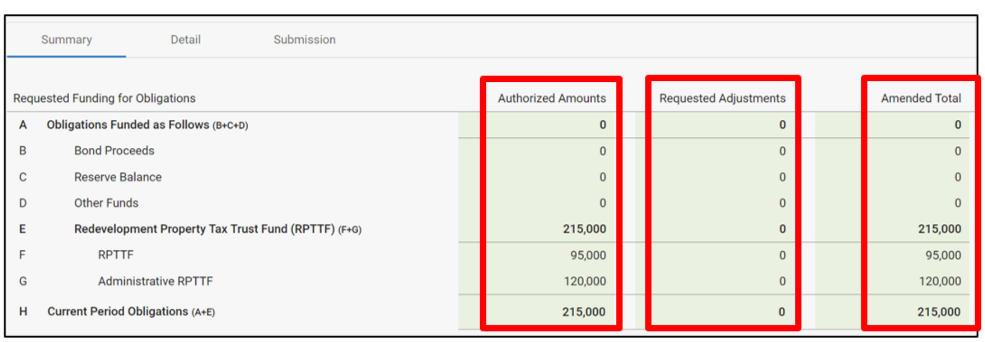
- Summary
- Detail
- Submission

Summary Tab

The "Summary" tab is prepopulated from the "Detail" data and lists the following items by funding source:

- Authorized Amounts – authorized by Finance during the Annual ROPS review
- Requested Adjustments
- Amended Total

No entries are required.

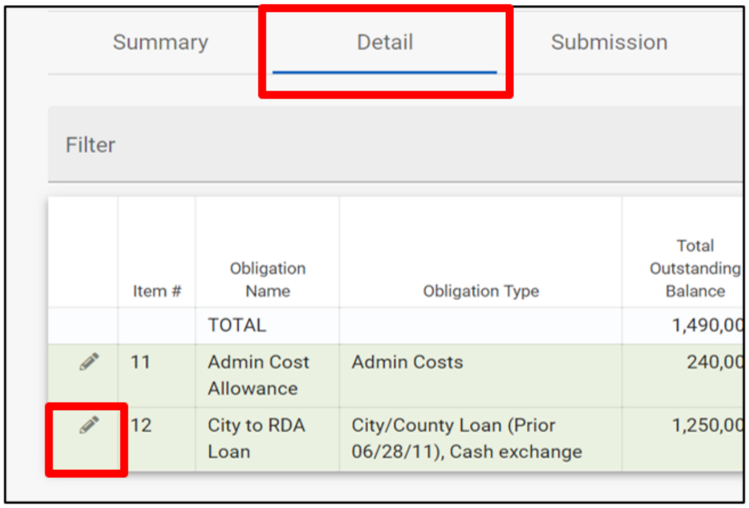


Summary | Detail | Submission

	Requested Funding for Obligations	Authorized Amounts	Requested Adjustments	Amended Total
A	Obligations Funded as Follows (B+C+D)	0	0	0
B	Bond Proceeds	0	0	0
C	Reserve Balance	0	0	0
D	Other Funds	0	0	0
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	215,000	0	215,000
F	RPTTF	95,000	0	95,000
G	Administrative RPTTF	120,000	0	120,000
H	Current Period Obligations (A+E)	215,000	0	215,000

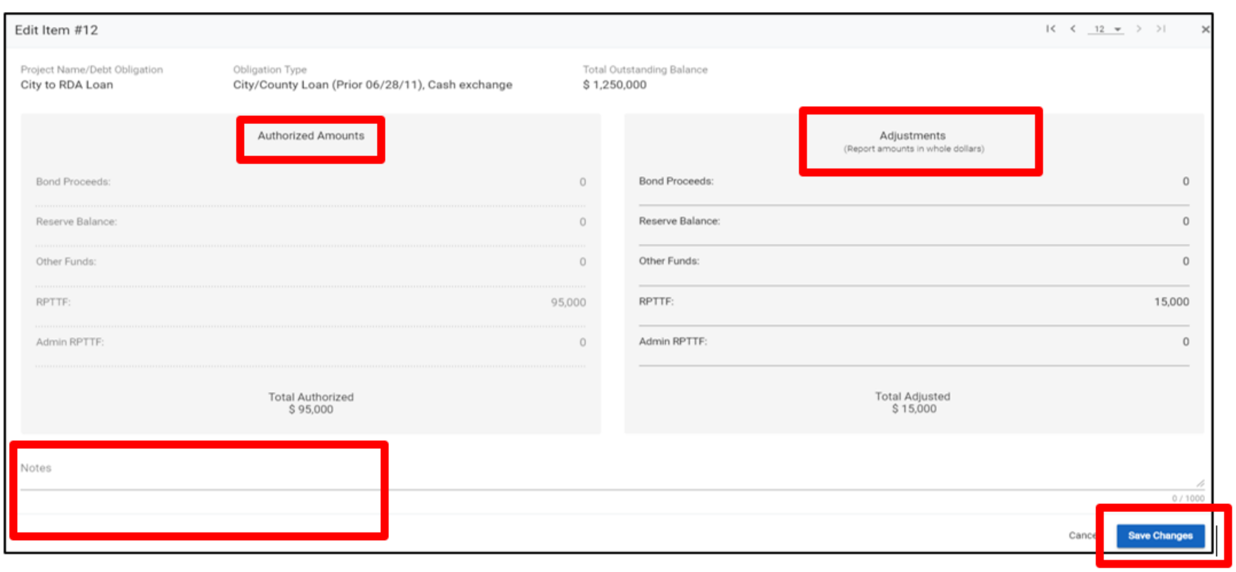
Step 2: Complete the Amended Annual ROPS Workbook

- Select the "Detail" tab to access the item details.
- Select the "pencil" icon to adjust the amount(s) requested.



- Enter the requested adjustment amount(s) for each funding source.
- Enter explanatory comments in the "Notes" section.
- Select "Save Changes."

Additional items should only be added during the Amended Annual ROPS when bonds have been refunded after the Annual ROPS period has been approved.



Step 3: Submit the Amended Annual ROPS Workbook

The submission process for the Amended Annual ROPS is the same as the Annual ROPS. For instructions, please refer to the Annual ROPS section on pages 12 and 13.

Please note, HSC section 34177 (o) (1) (E) stipulates the OB must make the required finding that the ROPS revision is necessary for payment.

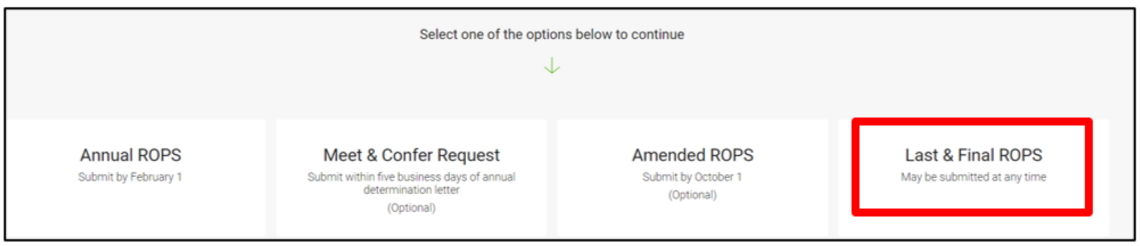
LAST AND FINAL ROPS

Pursuant to HSC section 34191.6, successor agencies may submit a Last and Final ROPS provided the remaining debt of a successor agency is limited to administrative costs and payments pursuant to enforceable obligations with defined payment schedules.

The agency's obligations must also have been previously listed on the ROPS and approved for payment, and the Agency must not be a party to outstanding or unresolved litigation.

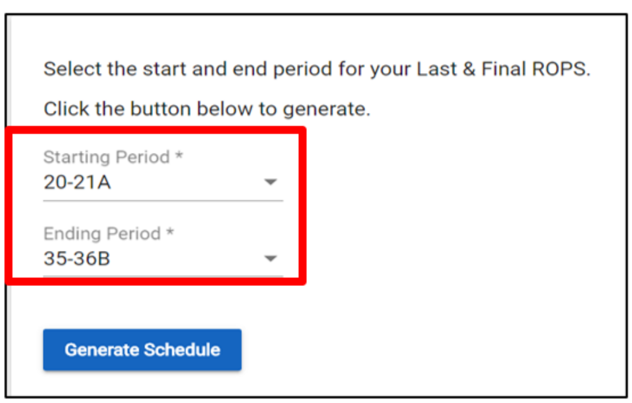
Agencies must continue to submit the Annual ROPS until the Last and Final ROPS is approved. If the Last and Final ROPS beginning effective period is the same as the Annual ROPS, then both the Last and Final ROPS and the Annual ROPS are required to be submitted to Finance separately.

Step 1: Access the Last and Final ROPS Workbook
After logging in, access the "Last and Final ROPS" tab.



- Enter the "Starting Period" and "Ending Period" from the drop-down lists.
  - "Starting Period" is the period following the most recently approved Annual ROPS.
  - "Ending Period" is the period in which the final enforceable obligation is fully paid off.

- Select the "Generate Schedule" button.



Step 2: Complete the Last and Final ROPS Workbook

The Last and Final ROPS workbook includes the following tabs:

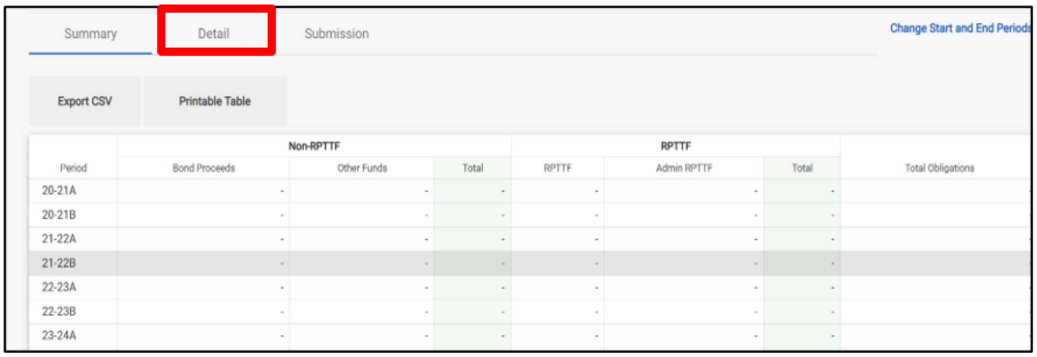
- Summary
- Detail
- Submission

Summary Tab

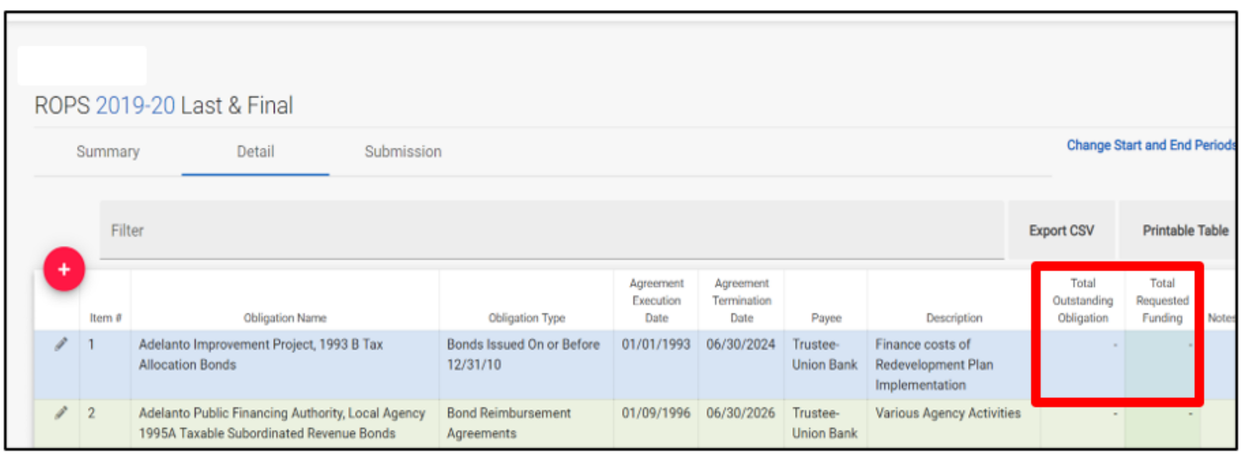
The "Summary Table" is prepopulated from the "Detail" tab. It lists the total amounts requested by funding source for each of the A and B periods and the fiscal year. No entries are required.

Detail Tab

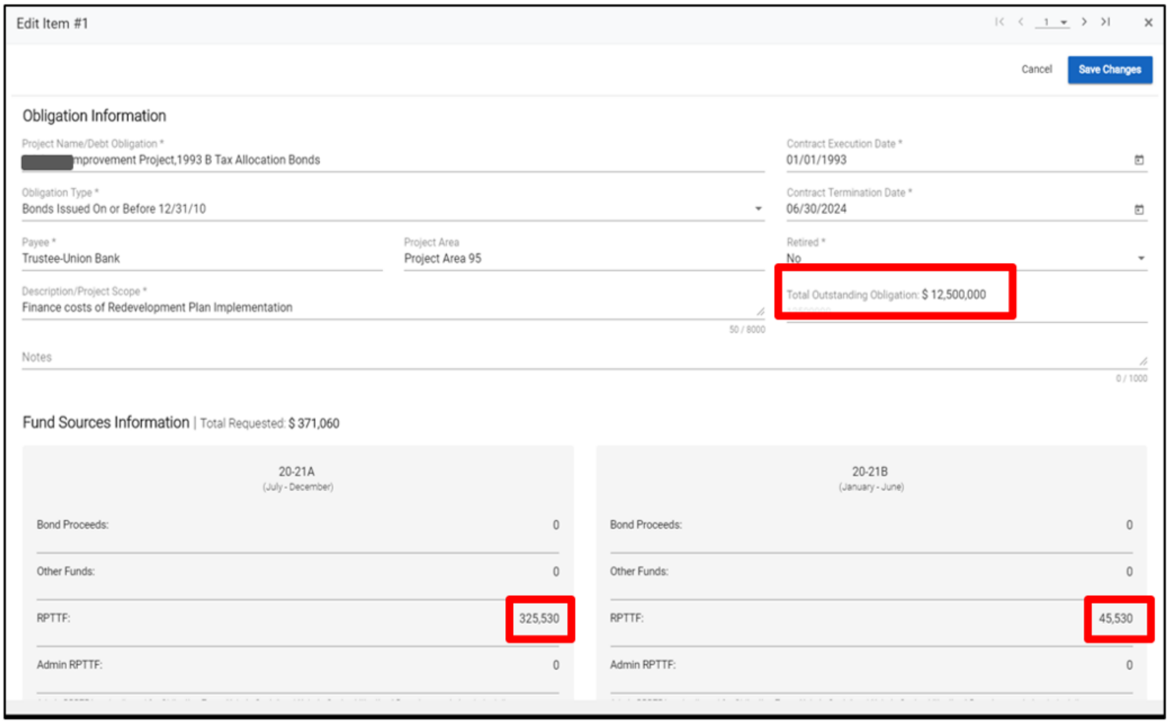
- Select the "Detail" tab to access the item details.



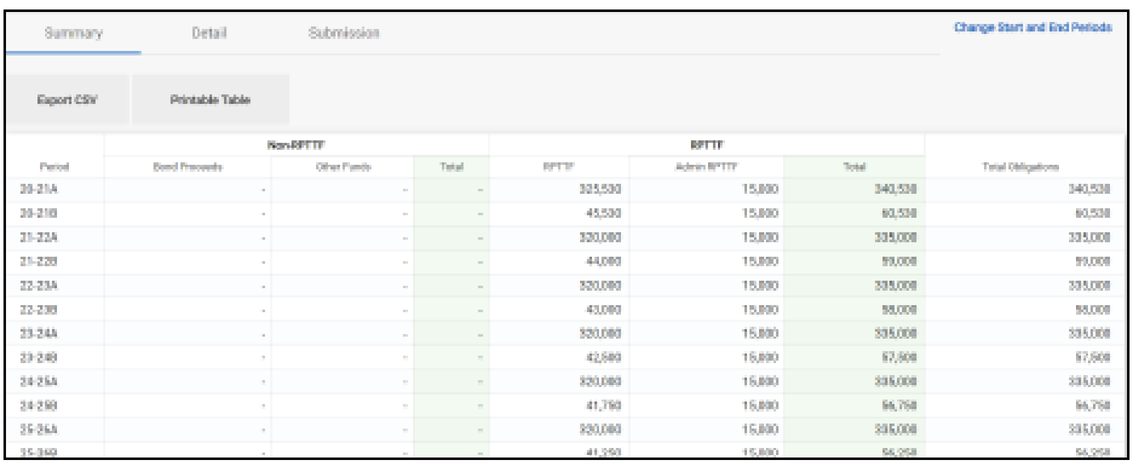
- Select the "pencil" icon to access the detailed data for each item.



- Enter the total outstanding obligation amount for each item.
- Enter the requested funding for each item for all periods funding is required.
- The "Total Outstanding Obligation" must be greater than or equal to the "Total Requested Funding."
- Scroll down the page to access all ROPS periods.



Review the Summary tab for accuracy and completeness after entering data for each item. Scroll down to the bottom of the page to review the total amounts requested on the Last and Final ROPS.



	Non-RPTTF			RPTTF			
Period	Bond Proceeds	Other Funds	Total	RPTTF	Admin RPTTF	Total	Total Obligations
20-21A	-	-	-	325,530	15,000	340,530	340,530
20-21B	-	-	-	45,530	15,000	60,530	60,530
21-22A	-	-	-	320,000	15,000	335,000	335,000
21-22B	-	-	-	44,000	15,000	59,000	59,000
22-23A	-	-	-	320,000	15,000	335,000	335,000
22-23B	-	-	-	43,000	15,000	58,000	58,000
23-24A	-	-	-	320,000	15,000	335,000	335,000
23-24B	-	-	-	42,500	15,000	57,500	57,500
24-25A	-	-	-	320,000	15,000	335,000	335,000
24-25B	-	-	-	41,750	15,000	56,750	56,750
25-26A	-	-	-	320,000	15,000	335,000	335,000
25-26B	-	-	-	41,250	15,000	56,250	56,250

Step 3: Submit the Last and Final ROPS Workbook

The submission process for the Last and Final ROPS Workbook is the same as for the Annual ROPS. For instructions, please refer to the Annual ROPS section on pages 11 and 12.

EXHIBIT A: CONTACT DATA – VALIDATION RULES

#	Contact Data	Validation Rules
1	Contact first name	· Input is required · Enter first name · Contact first name cannot exceed 30 letters
2	Contact middle initial	· Initial must be one letter only
3	Contact last name	· Input is required · Enter last name · Contact last name cannot exceed 30 letters
4	Contact title	· Input is required · Enter job/position title · Contact title cannot exceed 100 letters
5	Contact address1	· Input is required · Enter primary contact address only · Cannot exceed 100 letters
6	Contact address 2	· Enter primary contact address only · Cannot exceed 100 letters
7	Contact city	· Input is required · Enter city name · Enter primary contact city only · Cannot exceed 30 letters
8	Contact state	· Input is required · Enter primary contact state only · Enter appropriate state acronym (i.e. CA) · Contact state cannot exceed 2 letters
9	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'
10	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
11	Contact e-mail is required	· Input is required · Enter e-mail in required forma e.g., John.Smith@example.com, where [User] is "John.Smith" and [domain] is "example.com"

EXHIBIT B: ANNUAL ROPS – VALIDATION RULES

#	ROPS Detail Form	Validation Rules
1	ROPS workbook	· A Finance ROPS workbook is required
2	Oversight Board Approval Date	· Approval date is required · **Final Annual ROPS and Last and Final ROPS only**
3	Oversight Board resolution	· Oversight board resolution file is required · Upload in PDF format · **Final Annual ROPS and Last and Final ROPS only**
4	Item # (Col A)	· Must be numeric. Numbering schemes such as "10" not allowed. · Item # assigned to a retired obligation cannot be reassigned to an existing or new obligation · Once an item number is assigned to an obligation, it will continue to be assigned to that obligation indefinitely · **Do not** reassign retired item numbers to existing or new obligations
5	Project Name (Column B)	· Input is required · Information has been prepopulated
6	Obligation Type (Column C)	· Input is required · Select from the drop-down list the type that best describes the obligation
7	Execution Date (Column D) and Termination Date (Column E)	· Input is required · Enter the date in the required format of **mm/dd/yyyy**. · **Note**: For items with no specific contract date, enter the current ROPS period beginning and end dates.
8	Payee (Col F)	· Input is required
		· Enter the name of payee for the obligation
9	Description (Column G)	· Input is required. · Enter a description for the project, obligation, or debt
10	Total Obligation (Column I)	· ***Numeric*** input is required. Decimal points not allowed. · Enter current total outstanding obligation amount · **Total obligation must be greater than or equal to total requested amount**
11	Retired (Col J) Note: Applicable to Annual ROPS only.	· Input is required · Pre-populated line items will automatically have this column filled in with "N." Change to "Y" if the obligation is retired · For new items, select "N" from the drop-down list
12	Funding Source Annual ROPS - (Col L to P and R to V) Last and Final ROPS (Col N to IS)	· **Numeric** input is required. · Enter whole dollar amount. Decimal points not allowed. · Total requested should not exceed outstanding obligation