

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.

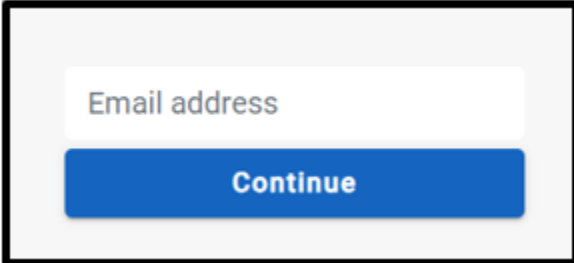
Agencies must use the RAD App to complete and submit their PPA Forms to the CAC by October 1. No other means of submission will be accepted.

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.

A screenshot of a web form for logging into the RAD App. It features a light gray background with a white input field containing the placeholder text "Email address". Below the input field is a prominent blue button with the word "Continue" written in white text.

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.

Sign in
Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

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

User Details

Email Address is required.

Email Address *

Send verification code

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.

User Details

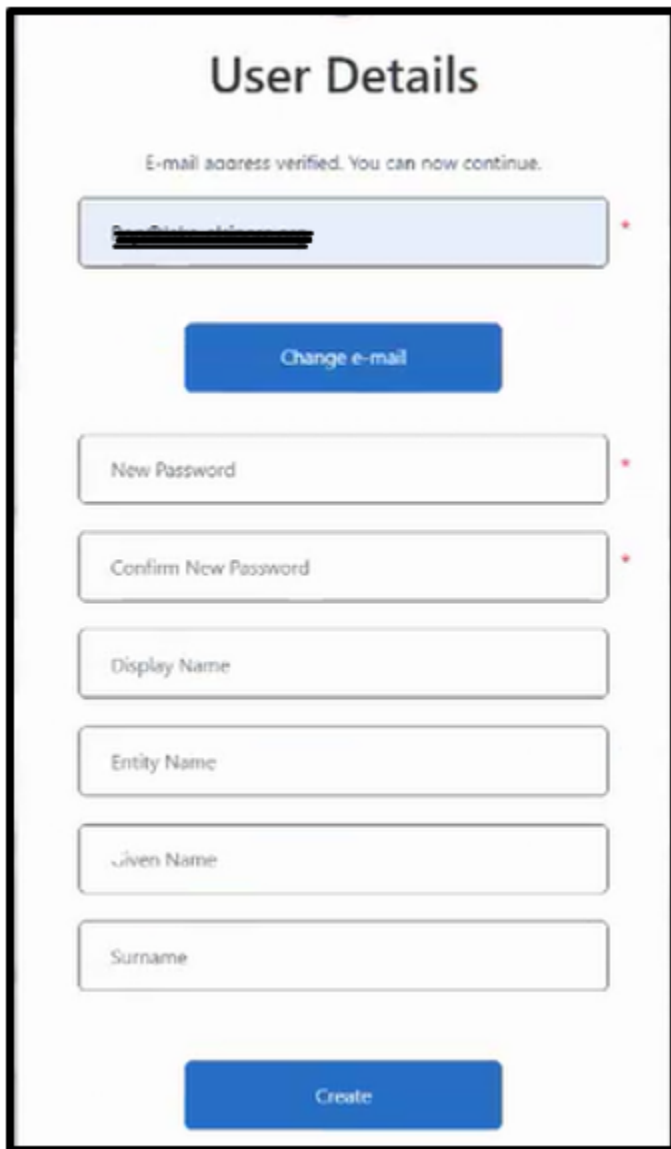
Verification code has been sent to your inbox. Please copy it to the input box below.

michael.barr@dof.ca.gov *

006183 *

Verify code Send new code

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 image shows a mobile application screen titled "User Details". At the top, it says "E-mail address verified. You can now continue." Below this is a text input field containing a redacted email address, with a red asterisk to its right. Underneath is a blue button labeled "Change e-mail". Following this are several more text input fields: "New Password" (with a red asterisk), "Confirm New Password" (with a red asterisk), "Display Name", "Entity Name", "Given Name", and "Surname". At the bottom of the form is a large blue button labeled "Create".

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

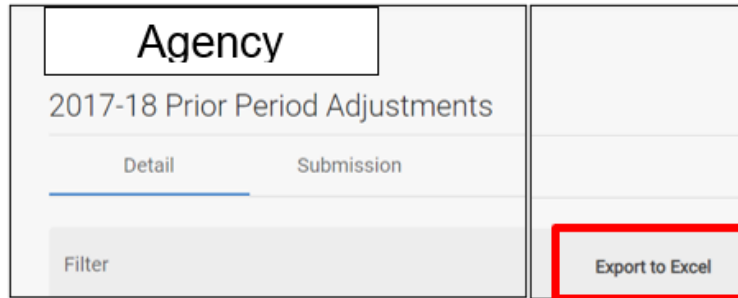
See "Printing the Form" on page 6.

Log Out Tab

Select the  tab to exit the application.

Export to Excel Tab

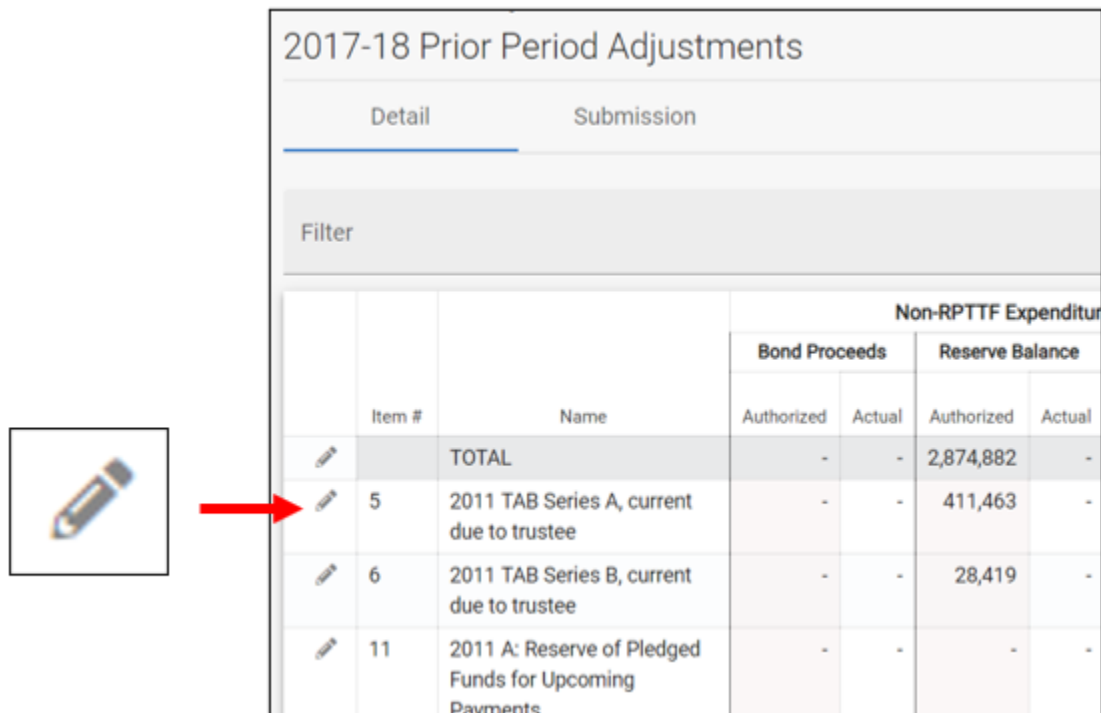
- The “Export to Excel” tab is available on the “Detail” page.
- Select the “Export to Excel” tab to export the raw data from the PPA Form into Excel.







The screenshot shows a web interface for an Agency. At the top, there is a header 'Agency' in a box. Below it, the text '2017-18 Prior Period Adjustments' is displayed. There are two tabs: 'Detail' (which is selected and underlined) and 'Submission'. Below the tabs is a 'Filter' input field. On the right side of the interface, there is a button labeled 'Export to Excel' which is highlighted with a red rectangular border.

Completing the Form

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



The screenshot shows the '2017-18 Prior Period Adjustments' page in the 'Detail' tab. It features a 'Filter' input field and a table with columns for 'Item #', 'Name', 'Bond Proceeds', and 'Reserve Balance'. A pencil icon is shown in a separate box on the left, with a red arrow pointing to the pencil icon in the first data row of the table.

		Non-RPTTF Expenditure				
		Bond Proceeds		Reserve Balance		
	Item #	Name	Authorized	Actual	Authorized	Actual
		TOTAL	-	-	2,874,882	-
	5	2011 TAB Series A, current due to trustee	-	-	411,463	-
	6	2011 TAB Series B, current due to trustee	-	-	28,419	-
	11	2011 A: Reserve of Pledged Funds for Upcoming Payments	-	-	-	-

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.

Edit Item #5

Project Name/Debt Obligation:
2011 TAB Series A, current due to trustee

RPTTF					
	Authorized	Available	Lesser of Authorized or Available	Actual	Difference
SA Reported	411,463	0	0	0	0

	Authorized			Actual	
Bond Proceeds	0			0	
Reserve Balance	411,463			0	
Other Funds	0			0	

Comments

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.

Edit Item #5

Project Name/Debt Obligation:
2011 TAB Series A, current due to trustee

|< < 5 > >| X

RPTTF					
	Authorized	Available	Lesser of Authorized or Available	Actual	Difference
SA Reported	411,463	411,463	411,463	411,363	100

	Authorized			Actual	
Bond Proceeds	0			0	
Reserve Balance	411,463			411,463	
Other Funds	0			0	

Comments

Cancel Save Changes

4. Items Funded with Admin RPTTF:

- Select the “pencil” icon in the “Total” row.

Item #	Name	Non-RPTTF Expenditures						RPTTF Expenditures							
		Bond Proceeds		Reserve Balance		Other Funds		RPTTF				Admin RPTTF			
		Authorized	Actual	Authorized	Actual	Authorized	Actual	Authorized	Available	Lesser	Actual	Difference	Authorized	Available	Lesser
	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 Available	Actual	Difference
SA Reported	30,000	0	0	0	0

Comments

PRINTING THE FORM

- Select the “Reports” tab to create a pdf report.

Home Contacts Status Instructions **Reports** ↗

- 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.

PPA Report

Hide options ▼

PPA Report

Hide options ^

Hide rows with amounts reported by successor agency that are all zero

– Hide the columns selected below

<p>SA Self-reported Non-RPTTF Expenditures</p> <p><input type="checkbox"/> Bond Proceeds Authorized</p> <p><input type="checkbox"/> Bond Proceeds Actual</p>	<p>SA Self-reported RPTTF Expenditures</p> <p><input type="checkbox"/> RPTTF Authorized</p> <p><input type="checkbox"/> RPTTF Available</p>	<p>CAC Reported RPTTF Expenditures</p> <p><input type="checkbox"/> RPTTF Lesser of Authorized / Available</p> <p><input type="checkbox"/> RPTTF Actual</p>
---	--	---

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.

2017-18 Prior Period Adjustments

Detail
Submission
←

Filter

	Item #	Name	Non-RPTTF Expenditures			
			Bond Proceeds		Reserve Balance	
			Authorized	Actual	Authorized	Actual
✎		TOTAL	-	-	2,874,882	2,864,882
✎	5	2011 TAB	-	-	411,463	411,463

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

2017-18 Prior Period Adjustments

Detail Submission

Click the button below to submit PPA to CAC.

IMPORTANT: Once submitted, data can no longer be edited.

[Submit PPA](#) ←