



RECOGNIZED OBLIGATION PAYMENT SCHEDULE INSTRUCTIONS

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INTRODUCTION

The Department of Finance (Finance) developed the Redevelopment Agency Dissolution Web Application (RAD App) to enable agencies to submit the Recognized Obligation Schedule (ROPS) and accompanying oversight board (OB) resolution approving the ROPS. Finance *will not accept* any OB actions submitted through the RAD App that are not related 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, RedevelopmentAdministration@dof.ca.gov.

Agencies **should not reuse** a prior ROPS template to prepare their current ROPS. Each ROPS period, Finance will release a new ROPS template for download through the RAD App. Agencies must access the RAD App to download their ROPS template that is prepopulated with prior ROPS obligations and to upload the final OB approved ROPS and a copy of the signed OB resolution. No other means of submission to Finance will be accepted. Furthermore, any ROPS submitted to Finance prior to the ROPS template release date will not be accepted. **The RAD App is located at:**

<https://rad.dof.ca.gov/rad-sa>

*The RAD App is designed to run on **Chrome, Firefox, and Internet Explorer (IE) 9 or above**. RAD App features will not function if using IE 8 or older web browsers.*

In accordance with HSC section 34177 (l) (2) (C), the agency must **separately e-mail** a copy of the Excel **ROPS and OB resolution to their County Auditor-Controller (CAC) and the State Controller's Office (SCO)**, 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, download and 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. Please state the agency name and RAD App questions in the subject line, and briefly describe the issue in the message.

ROPS TEMPLATE IMPORTANT UPDATES

1. New Obligation Types

Two new obligation types have been added to the ROPS 15-16A template:

- a. Bond Reimbursement Agreements - Agreements related to bond debt service (e.g. Financing Authority issued bonds and loaned proceeds to Agency).
- b. LMIHF Loans – Loans or deferrals owed to the Low and Moderate Income Housing Fund (LMIHF) that are not related to SERAF. In order to approve the repayment amounts, the original loans or deferrals from the LMIHF must have been authorized by some legal means (e.g. HSC section 33334.6).

Please also see Attachment A for the complete list of obligation types.

ROPS TEMPLATE IMPORTANT REMINDERS

1. ROPS Format

Agencies can download the Excel ROPS workbook in Excel 2007-2013 format (XLSX) or Excel 1997-2004 format (XLS). The XLSX format is preferred. Beginning with ROPS 15-16B, the RAD App will only accept the XLSX format.

2. Due Diligence Review Withhold

During the Due Diligence Reviews (DDR), Finance ordered agencies to remit to the county auditor-controller (CAC) unencumbered Low and Moderate Income Housing Funds and Other Funds and Accounts cash balances. Pursuant to HSC section 34179.6 (h) (2), Finance directed the CAC to withhold amounts from the agency's ROPS 13-14B, 14-15A, and 14-15B RPTTF distributions if the agency had not yet remitted the outstanding DDR balances due.

If the CAC withheld an amount pursuant to a Finance DDR withhold letter, Finance considers Reserve Balances and/or Other Funds equal to the actual CAC DDR withhold amount to be available to fund certain previously authorized items during ROPS 14-15A and ROPS 14-15B periods. In order to make payment from Reserve Balances and/or Other Funds in lieu of RPTTF authorized by Finance, the agency's oversight board will need to authorize payments from alternative fund sources for specific ROPS item numbers pursuant to HSC section 34177 (a) (4). It is expected that:

- The Prior Period Adjustment form will accurately reflect the change in authorized fund source and expenditures from RPTTF to Reserve Balances and/or Other Funds for those obligations (refer to page 20 for further instructions).

- Total expenditure of the alternate fund source (i.e. Reserve and/or Other) expended is reported on the Cash Balance form to reflect the DDR withheld amount (refer to page 15 for further instructions).

3. Assembly Bill 471

Housing Entity Administrative Cost Allowance

Pursuant to HSC section 34171 (p), housing entities who by default assumed the housing functions of the former redevelopment agencies may be eligible to receive a housing entity administrative cost allowance; which is up to one percent of the Finance authorized Redevelopment Property Tax Trust Fund (RPTTF) for each fiscal year, but not less than \$150,000 per fiscal year. The requested housing entity administrative cost allowance should be requested on the successor agency's ROPS Detail Form, funded with ***RPTTF Non-Admin.***

AB 471 Authorized Funding

Pursuant to HSC section 34177 (m) (4) (B), agencies are allowed to request funding for more than one ROPS cycle if the agency can show that a lender requires cash on hand. If Finance authorized the agency expenditure authority exceeding one ROPS cycle for an obligation, then the AB 471 authorized funding should be reported as follows:

Report of Cash Balances Form:

- If RPTTF was approved as the funding source, for the period during which authorization was received, reflect retention of the total authorized expenditure in Column H, Line 4.
 - The retained amount will be automatically transferred to Column F beginning balance for the next period, where future expenditures will be made from Reserve Balances.
 - All future expenditures from this authorized amount should be reflected as expenditure from Reserve Balances, Column F.
- For all other funding sources, reflect retention of the authorized and unexpended amounts in Line 4 for the specific funding source authorized. Expenditures should be reported as the same funding source as the authorized funding source.
- DDR RPTTF Balances Retained, Column E: **All** DDR balances are restricted, therefore, it is not necessary to separately retain AB 471 restricted DDR balances.
- See Report of Cash Balances Form, page 10, for further instructions.

Report of Prior Period Adjustments (PPA) Form:

- **The agency is not required to request further authorization to expend AB 471 authorized funds in a subsequent ROPS period.** The authorized amount must be used to fund the obligation until fully expended or the obligation is retired.
- Report actual expenditures on the PPA Form in the ROPS period they occur:

- RPTTF – Report expenditures as Reserve Balances.
- All other funding sources – Report expenditures under the funding source authorized.
- The PPA Form will show actual expenditures absent the corresponding authority. Indicate in the Comments section, Column T, that the obligation has AB 471 authority.
- See PPA Form, page 18, for further instructions.

4. ROPS Detail Form

- **Obligation Item Numbers:** The ROPS 15-16A template is prepopulated with each agency’s existing obligation item numbers and available item numbers to be assigned to new obligations for the ROPS period. Because no input is required for the item number column, **it is locked**.
- **Retired Obligations:** Obligations previously identified as retired by the agency or Finance during a prior ROPS reviews are excluded from the agency’s prepopulated ROPS. Therefore, **item numbers may not be sequential**.

Although a retired obligation is excluded, the item number is assigned to the specific obligation indefinitely. Therefore, do not reassign the retired item numbers to a new or existing obligation.

- **Previously Denied Items:** Line items previously denied as enforceable obligations are highlighted in **red** but are not restricted for input. Specifically, previously denied items that were funded with bond proceeds or items for sponsoring entity loans may be eligible for funding if the agency received a Finding of Completion from Finance and have met other conditions.

Pursuant to HSC section 34178 (a), agencies and OBs are not allowed to restore funding for an obligation that was deleted or reduced by Finance unless it reflects decisions made during the Meet and Confer process, or pursuant to a court order.

5. Excess Prior Period Adjustment

- During ROPS 14-15B, Finance may have authorized a RPTTF distribution amount of “zero” because the ROPS 14-15B approved RPTTF amount was

ROPS 14-15B Example

\$ 500,000	→ Authorized RPTTF
(700,000)	→ ROPS 13-14B PPA
200,000	→ Excess PPA
\$ 0	→ Authorized RPTTF Distribution

insufficient to fully offset the prior period adjustment (PPA) amount.

- If this applies to your agency, the use of the Excess PPA amount should be requested under the "Reserve Balance" funding source column on the ROPS 15-16A Detail Form.

The \$200,000 *Excess PPA* in the example above is considered "*Reserve Balance*" funding available to fund enforceable obligations during the ROPS 15-16A period.

Further, on the Report of Cash Balances Form, the Excess PPA amount should be reported as part of the *Reserve Balance, Beginning Cash Available Balance, as of July 1, 2015 (Line 1, Column E)* and reported as part of the *Reserve Balance, Ending Estimated Available Cash Balance, as of June 30, 2015 (Line 11, Column E)*. See pages 13 and 18 for details.

6. Reporting the Receipt and Use of RPTTF for Authorized Reserves

If Finance authorized, and the agency received RPTTF as a reserve amount for an obligation (e.g. reserve for future bond payment or AB 471 authorized funding), the agency should do the following:

- On the **PPA Form**, report the reserve amount as an actual expenditure under the **RPTTF Non-Admin** funding column during the ROPS period in which RPTTF was authorized and received. This will allow the agency to retain the RPTTF amount for expenditure in the subsequent ROPS period when the payment is due.
- Future expenditure authority should be obtained when the reserve amount is expected to be **used** to pay the amount due. Report the amount in the subsequent ROPS period's **ROPS Detail Form** as a requested amount under the **Reserve Balance** funding source for the applicable line item.

However, future expenditure authority is *not required* for AB 471 authorized funding or when the reserve amount for a future bond payment was **remitted to the Trustee during the ROPS period in which the RPTTF was received**.

7. Repayment of Sponsoring Entity Loans

Agencies who have received a Finding of Completion may be eligible to request funding for sponsoring entity loan(s) that were previously denied as enforceable obligations. For details, refer to Exhibits 7 and 8 on Finance's website: http://www.dof.ca.gov/redevelopment/RDA_dissolution_QandA/view.php.

Per HSC 34191.4 (b), the Agency's OB must make a finding the loan was for legitimate redevelopment purposes. This OB resolution should be separate from the OB action approving the ROPS and must be approved by Finance before any loan repayments may be approved on a ROPS.

8. Late ROPS Submission

The ROPS 15-16A is due to Finance by **March 3, 2015** and is required to be submitted to Finance through the RAD App. Refer to the RAD App Instructions for more details. Late ROPS submissions are subject to the penalties set forth in HSC 34177 (m) (2).

ROPS TEMPLATE INSTRUCTIONS

The ROPS template consists of five forms (Excel worksheets). Agencies are required to complete each form. Green rows, columns, and cells on the forms do not require input as they contain formulas or cell references. Gray areas are designated for use by the CAC.

Agencies should not attempt to override formulas. Doing so may result in misreported funding totals or an inability to validate the ROPS.

1. Summary Form

The Summary Form summarizes funding totals carried forward from the ROPS Detail Form and the Report of PPA Form, and displays funding requested for the ROPS period in three sections. Because no entry is required, the form is locked except the signature line for certification.

- A. Current Period Requested Funding for Outstanding Debt or Obligations:** Lists ROPS Detail Form total requested funding by fund source, Non-RPTTF and RPTTF.
- B. Successor Agency Self-Reported Prior Period Adjustment to Current Period RPTTF Requested Funding:** Includes the agency's self-reported Net PPA amount as reported on the PPA Form. This amount is used to offset the total ROPS RPTTF requested amount, if the CAC does not conduct a PPA review. Agencies should not attempt to override the formulas. Doing so may result in misreporting RPTTF requested funding.
- C. County Auditor-Controller Reported Prior Period Adjustment to Current Period RPTTF Requested Funding:** The CAC will use the agency's PPA Form to perform their review of the reported expenditures and complete the CAC sections on the PPA Form. If the CAC completes a PPA review prior to the issuance of Finance's determination letter, Finance will use the CAC's reported Net PPA amount to offset the current ROPS RPTTF requested.

No entry is required by the agencies. This section is linked to the PPA Form's gray shaded area, to be completed by the CAC.

2. ROPS Detail Form

The ROPS Detail Form lists the agency’s current outstanding obligations, debts, and the payments due for the ROPS period by fund source. The form has been prepopulated with the same obligations reported in the most recent prior ROPS period. Item numbering may not be sequential because retired obligations have been excluded and are not listed on the form. **Agencies must maintain the existing line item numbers and should only create a new line item for a new obligation that was not on a prior ROPS.** Do not reflect an obligation as retired until funds are fully expended and no further funding is necessary.

The next item numbers available to assign to new obligations have also been prepopulated; and therefore, the “Item #” column is locked.

- *Previously denied items, highlighted in red, are not restricted for input.*
- *Do not reassign an item number to a new or existing obligation by overwriting obligation information.*

A. Data Validation Process

This process will check the form for required formats and completion of all required fields. Except for “Project Area” (column H) and “Funding Source” (columns K through O), which may not require data in all columns, all other columns require data for each line item listed. The cells are limited to 200 characters each; therefore, obligation names and descriptions should be short. If the number of characters exceeds 200, the agency can add information in the Notes Form for the applicable line item. The validation rules that must be met in order for ROPS data to be accepted through the RAD App are further defined below.

Do not delete worksheets or add new worksheets; otherwise, the ROPS will not pass validation.

B. ROPS Detail Form Columns and Validation Rules

Column	ROPS Detail Form Explanations
Item # (A)	<ul style="list-style-type: none"> • Item numbers have been prepopulated and column is <u>locked</u>. • Retired line item numbers have been excluded. • Numbering schemes such as “1.a” are not allowed. • <u>New obligations</u> should be added to the <u>end of the list</u>. <p>Validation Rule: Must be numeric Validation Rule: Duplicate item number is not allowed Validation Rule: Blank or hidden rows are not allowed</p>

Column	ROPS Detail Form Explanations
<p>Project Name / Debt Obligation (B)</p>	<ul style="list-style-type: none"> Refer to HSC section 34171 (d) (1) for the definition of an enforceable obligation. If an obligation has multiple contracts with different payees, <u>each contract should be listed as a separate line item</u>. If an obligation already listed on the ROPS needs to be separated by contract, add the remaining obligations by contract as new line items at the bottom of the obligation list. <p>Validation Rule: Required</p>
<p>Obligation Type (C)</p>	<ul style="list-style-type: none"> Select obligation type from the drop-down list. See Attachment A on page 23 for the list of obligation types and descriptions. <div data-bbox="602 709 1369 865" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>Agencies should select the Obligation Type from the drop-down list. Copying and pasting into this column may cause validation issues.</i></p> </div> <p>Validation Rule: Required</p>
<p>Contract/ Agreement Execution Date (D)</p>	<ul style="list-style-type: none"> The execution date is the date the original contract was signed by all parties. If the contract was subsequently amended, agencies should note the amendment date(s) in the Notes Form. <div data-bbox="573 1138 1339 1293" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>For items that do not have a specific contract, such as Administrative Allowance, enter the ROPS period beginning date.</i></p> </div> <p>Validation Rule: Required Validation Rule: Must be in the date format of mm/dd/yyyy</p>
<p>Contract/ Agreement Termination Date (E)</p>	<ul style="list-style-type: none"> The termination date is the contract end date or date the contract will become void. If the contract was amended, the termination date should reflect the most current termination date. <div data-bbox="573 1608 1320 1764" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>For items that do not have a specific contract, such as Administrative Allowance, enter the ROPS period beginning date.</i></p> </div> <p>Validation Rule: Required Validation Rule: Must be in the date format of mm/dd/yyyy</p>

Column	ROPS Detail Form Explanations
Payee (F)	<p>Include the name of public agency, entity, contractor, or other third party to receive payment.</p> <p>Validation Rule: Required</p>
Description/ Project Scope (G)	<ul style="list-style-type: none"> Briefly describe project scope, such as the type of infrastructure or improvement, or the debt the payment is. Description <u>should not</u> be the same as the project name/debt obligation. Additional detail information should be noted in the Notes Form, if needed. <p>Validation Rule: Required</p>
Project Area (H)	Former redevelopment project area for which the payment is required.
Total Outstanding Debt or Obligation (I)	<p>The balance should be updated every 6-months to reflect the outstanding balance for the current ROPS period.</p> <p>Validation Rule: Required Validation Rule: Must be numeric Validation Rule: Should not be less than total payment amount requested</p>
Retired (J)	<ul style="list-style-type: none"> Column will be pre-populated with "N". Select "Y" from the drop down list if the obligation has been retired. <p>Validation Rule: Required</p>
Funding Source (K to O)	<ul style="list-style-type: none"> Non-RPTTF: Bond Proceeds, Reserve Balance, and Other funding. RPTTF: Non-Admin and Admin funding. Enter whole dollars. Payments funded with multiple funding sources should be requested on the same line, with the applicable requested amounts in the relevant fund source columns. Identify the original source of funds on the Notes Form for items funded by Reserve Balance and Other funding. In cases where the agency estimates the amount to be paid, clarification should be noted on the Notes Form
6-Month Total (P)	No entry required. The worksheet will compute the totals.

3. Report of Cash Balances Form

Pursuant to HSC section 34177 (l) (1) (E), agencies are required to use all available funding sources **prior** to RPTTF for the payment of enforceable obligations. Therefore, the agency is required to report cash balances for all available fund sources by completing this form. The cash balance information covers two ROPS periods. *Specifically, for the ROPS 15-16A period, the ROPS periods are ROPS 14-15A, July to December 2014 (actual balances), and ROPS 14-15B, January to June 2015 (actual/estimated balances).* Actual balances of

3. Report of Cash Balance Form (continued)

available fund sources should be requested prior to request RPTTF for the upcoming ROPS cycle.

Reported balances should be on a cash basis, including accruals for expenditures that are authorized for a ROPS period, but paid outside the ROPS period. To the extent possible, payment of actual expenditures should be reported in the same period authorized. The reported balances should agree to financial reports for the applicable period, such as general ledgers, trial balances, fund activity statements, etc. Finance will request supporting documentation to verify the reported balances during the ROPS review.

Supporting documents used to complete the form should be readily available for Finance's review (e.g. trial balances, general ledger, or other documents/schedules used to tie financial report balances to the balances reported on the form).

For Tips on how to complete the Report of Cash Balance Form, see Cash Balance Tips Sheet located at: <https://rad.dof.ca.gov/rad-sa>

A. Cash Balances Form Columns

Column(s)	Cash Balances Form Column Explanations
Bond Proceeds (C and D)	<ul style="list-style-type: none"> • Reported cash balances should include restricted and unrestricted, housing and non-housing bond proceeds. • Examples include, but are not limited to, bond proceeds encumbered for projects, bond reserve fund account balances (required by indenture), bond interest revenue, unspent bond proceeds, etc.
Reserve Balance (E and F)	<p><u>Prior ROPS Period Balances and DDR RPTTF Balances Retained (E):</u></p> <ul style="list-style-type: none"> • Reported cash balances should include: <ul style="list-style-type: none"> ○ Remaining DDR RPTTF balances allowed to be retained. ○ Excess PPA amounts from prior period ROPS. Any Excess PPA amounts should be applied prior to requesting RPTTF in the current ROPS period. • Payment of DDR RPTTF balances due to the CAC should be reported as an expenditure under this column in the applicable ROPS period when payment was made to the CAC, and a note should be included in the Comments, column I. Payment of other balances should be reported as "Other" Column G. • If Finance has not reviewed the agency's DDR(s), then the reported balances for these columns should include remaining balances from prior tax revenue and RPTTF balances retained from prior to June 30,

Column(s)	Cash Balances Form Column Explanations
<p>Reserve Balance (E and F)</p> <p><i>(Continued)</i></p>	<p>2012. All balances from sources other than RPTTF and bond proceeds should be reported as "Other" Column G.</p> <p><u>Prior ROPS RPTTF Distributed as Reserve for Future Period(s) (F):</u></p> <ul style="list-style-type: none"> • Reported cash balances should only include: <ul style="list-style-type: none"> ○ RPTTF amounts authorized and distributed in the B period ROPS (January through June) and expended as Reserve Balances for bond payment(s) due in the subsequent A period ROPS (July through December). ○ RPTTF amounts authorized pursuant to AB 471 and distributed in a prior period for expenditure as Reserve Balances exceeding more than one ROPS period. See page 4 for details. • Balances reported <u>should not</u> include bond reserve account balances required by the indenture. These balances should be included in the beginning balance reported under Bond Proceeds, columns C and/or D, and retained under Lines 4 and 10.
<p>Other (G)</p>	<ul style="list-style-type: none"> • Balance reported should include all other restricted or unrestricted fund sources, such as federal/state grants, interest, lease/rental income, developer proceeds/contributions, etc., that are not specifically designated to be reported as Bond Proceeds, Reserve Balances, or RPTTF. • Balances reported should include "Other" Funds restricted in the DDR (excluding RPTTF and Bond Proceeds). • Balances reported should include interest revenue earned on distributed RPTTF and unrestricted bond interest. • Balances reported <u>should not</u> include cash remaining from distributed RPTTF or tax revenue.
<p>RPTTF (H)</p>	<ul style="list-style-type: none"> • Balances reported should agree to the applicable ROPS schedule, PPA Form, CAC RPTTF distribution reports, and Finance RPTTF determinations. • RPTTF cash savings from prior ROPS periods are used to reduce the RPTTF distribution as a PPA. These unexpended amounts from prior distributions are cash on hand for the agency. The PPA amounts, if any, for the two prior periods' RPTTF distributions will be included in the beginning cash balance. <ul style="list-style-type: none"> ○ The PPA used to reduce the current Cash Balance reporting period RPTTF distribution will be included with the beginning balance, with offsetting expenditures reported in Line 3. ○ The PPA used to reduce the next Cash Balance reporting period RPTTF distribution will be included with the beginning balance and the ending balance in order to be carried forward to make the next period RPTTF distribution whole.

Column(s)	Cash Balances Form Column Explanations
RPTTF (H) (Continued)	<ul style="list-style-type: none"> ○ The current period PPA (Line 5), used to offset the current RPTTF distribution, will be carried forward as part of the next period beginning balance, and the next period ending balance to be available for expenditure during the ROPS 15-16A period.

B. Cash Balances Form Lines

Line(s)	Cash Balances Form Line Explanations
Beginning Available Cash Balance (1, 7)	<p><u>Line 1:</u></p> <ul style="list-style-type: none"> • The beginning available cash balance for each fund source should agree to financial records as of the beginning of the applicable ROPS period noted on the form. Support for variances resulting from accruals can be provided to your analyst separately. • The beginning balance should agree to the prior ROPS period Cash Balance form, Line 7. • See Cash Balance Form Column Explanations table above and the Cash Balance Tips Sheet for clarification and examples of types of cash balances to be reported under each fund source column. • Reserve Balance (E): As explained on page 6, if applicable, remaining Excess ROPS PPA amount(s) from prior ROPS should be reported as part of the beginning available cash balance. • RPTTF (H): The beginning balance should include the unexpended RPTTF from the two prior ROPS periods that was applied as a PPA amount to reduce the RPTTF distributed amount for the applicable ROPS period(s) noted on the form. <ul style="list-style-type: none"> ○ In the following example, the agency beginning balance will include the two PPA adjustments totaling \$700,000: <ul style="list-style-type: none"> ▪ During ROPS 14-15A, the agency reported a ROPS 13-14A PPA amount of \$500,000 to be applied to the 14-15A distribution. Since the agency continued to retain the PPA amount, the \$500,000 should be reported as part of the ROPS 14-15A RPTTF beginning available cash balance. ▪ During ROPS 14-15B, the agency reported a ROPS 13-14B PPA amount of \$200,000 to be applied to the 14-15B distribution. Since the agency continued to retain the PPA amount, the \$200,000 should be reported as part of the ROPS 14-15A RPTTF beginning available cash balance.

<p>Beginning Available Cash Balance (1, 7) <i>(Continued)</i></p>	<p><u>Line 7:</u></p> <ul style="list-style-type: none"> No entry is required because the beginning balance is automatically calculated. However, the agency should ensure the balances agree to financial records, as of the beginning of the applicable ROPS period noted on the form. Support for variances resulting from accruals can be provided to your analyst separately. The balances on Line 7 should be the same as the Beginning Balance, Line 1, for the next ROPS reporting period. Reserve Balance (E): If there is any Excess PPA from the current period (unapplied amounts from Line 5, Column H) Finance will include it here to reflect the balance available to use in future ROPS. Reserve Balance (F): The formula will automatically include the balance retained reported in Line 4, Column H as part of the beginning cash balance for use during a future ROPS period(s). RPTTF (H): The beginning balance will not include prior RPTTF authorized as a reserve for bond payment(s) in the ROPS period or AB 471 authorized funding. These amounts are excluded because the formula for Reserve Balance, Column F, captures these reserve amounts as part of its beginning balance. The RPTTF beginning balance should include the unexpended RPTTF from the two prior ROPS periods that was applied as a PPA amount to reduce the RPTTF distributed amount for the upcoming, and subsequent, ROPS periods. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p>Revenue or Income (2, 8)</p>	<p><u>Line 2:</u></p> <ul style="list-style-type: none"> Reported balances should agree to the actual revenue received for the period and agree to financial records. Bonds Proceeds (C and D): If bond interest earned during the period is restricted, report it here. If not restricted, report as "Other", Column G. Proceeds from new issuances or refunding bonds should be reported as Revenue in Column D. RPTTF (H): <ul style="list-style-type: none"> The reported balance should agree to the actual CAC RPTTF distribution for the ROPS period. <i>Although the next ROPS period's RPTTF distribution may have been received during this period, do not include the next ROPS period's CAC RPTTF distribution amount. It should be reported as RPTTF revenue for Line 8.</i> If Finance directed the CAC to withhold amounts from your agency's ROPS 14-15A for DDR balances owed, only report the actual RPTTF distribution received from the CAC.

<p>Revenue or Income (2, 8) <i>(Continued)</i></p>	<p><u>Line 8:</u></p> <ul style="list-style-type: none"> • The reported balances should include any known actual revenue received and estimated revenue anticipated to be received by the end of the period. Known actual Other Funds revenue should be requested as a fund source prior to requesting RPTTF on the upcoming ROPS. • RPTTF (H): The reported balance should agree to the actual CAC RPTTF distribution for the ROPS period. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p>Expenditures for Enforceable Obligations (3, 9)</p>	<p><u>Line 3:</u></p> <ul style="list-style-type: none"> • Reported balances should agree to the financial records. • Balances should also agree to the total actual expenditures reported on the PPA Form for each fund source. • Bond Proceeds (C and D): <ul style="list-style-type: none"> ○ The amounts transferred to the sponsoring entity or the Housing Successor pursuant to an expenditure agreement should be reported as an expenditure. ○ The amounts used to refund or defease bond issuances should be reported as an expenditure. • Reserve Balances (E): The amount of Excess PPA actually applied toward authorized expenditures. • RPTTF (H): <ul style="list-style-type: none"> ○ If Finance authorized RPTTF as a reserve for bond payment(s) in the next ROPS period, or for future expenditure pursuant to AB 471, the agency should exclude the amount from total RPTTF expenditures under Line 3, and report the amount as RPTTF retained under Line 4. The retained amount will be automatically transferred to Column F beginning balance for the next period, where future expenditures will be made from Reserve Balances. See the blue box on Page 16 for exception wherein the future debt service payment was made directly to the Trustee. ○ If Finance directed the CAC to withhold amounts from the ROPS 14-15A distribution for DDR balances owed, agencies should reflect payment of expenditures from Reserve Balances and/or Other Funds equal to the withhold amount.

<p>Expenditures for Enforceable Obligations (3, 9)</p> <p><i>(Continued)</i></p>	<p><u>Line 9:</u></p> <ul style="list-style-type: none"> • Balances should agree to the total authorized expenditures reported on the ROPS for each fund source. • RPTTF (H): If Finance authorized RPTTF as a reserve for bond payment(s) in the next ROPS period, or for future expenditure pursuant to AB 471, the agency should exclude the amount from total RPTTF expenditures under Line 9, and report the amount as a RPTTF retained under Line 10. • The use of alternate funding sources, or payment of expenditures that exceed authority, is addressed within HSC sections 34177 (a) (4) and 34173 (h). Please review these sections for appropriate procedures. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p>Retention of Available Cash Balance (4, 10)</p>	<p><u>Line 4:</u></p> <ul style="list-style-type: none"> • If the agency wishes to retain funds, explain why the balance is retained in the Comments section, Column I. • Bond Proceeds (C and D): Balances allowed to be retained include: <ul style="list-style-type: none"> ○ Restricted reserve fund account balances (<i>required by indenture</i>). ○ Unexpended Bond Proceeds authorized for expenditure in a future ROPS cycle pursuant to AB 471. • Reserve Balances (E): Balances allowed to be retained include only DDR RPTTF balances authorized by Finance, and unexpended Excess PPA • Reserve Balances (F): Balances allowed to be retained include unexpended RPTTF balances authorized for expenditure as Reserve Balances in future ROPS period(s), such as debt service reserve and AB 471 authorized funding. • Other (G): Balances allowed to be retained include: <ul style="list-style-type: none"> ○ Unexpended other funds authorized for expenditure in future ROPS cycle pursuant to AB 471. ○ Funds legally restricted for use towards a specific obligation, including "Other" Fund balances retained in the DDR. • RPTTF (H): Balances allowed to be retained include: <ul style="list-style-type: none"> ○ RPTTF authorized by Finance as a reserve for bond payment(s) in the next ROPS period. The reserve amount, if distributed, should be reported here as an encumbrance.

<p>Retention of Available Cash Balance (4, 10) <i>(Continued)</i></p>	<div data-bbox="646 210 1341 409" style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin-bottom: 20px;"> <p><i>However, if the agency remitted the RPTTF amount to the Bond Trustee for future bond payment, the amount should be reported as an actual expenditure under Line 3, Column H, and on the PPA.</i></p> </div> <ul style="list-style-type: none"> ○ RPTTF authorized for expenditure as Reserve Balances in future ROPS period(s) pursuant to AB 471. See page 4. ○ Retained RPTTF balances for other obligations not related to bond reserves or AB 471 is not allowed. <p><u>Line 10:</u></p> <ul style="list-style-type: none"> ● If the agency wishes to retain funds, explain why the balance is retained in the Comments section, Column I. ● Bond Proceeds (C and D): Balances allowed to be retained include: <ul style="list-style-type: none"> ○ Restricted reserve fund account balances (<i>required by indenture</i>). ○ Unexpended Bond Proceeds authorized for expenditure in a future ROPS cycle pursuant to AB 471. ● Reserve Balances (E): Balances allowed to be retained include only DDR RPTTF balances authorized by Finance to be retained. ● Reserve Balances (F): Balances allowed to be retained include unexpended RPTTF balances authorized for expenditure as Reserve Balances in future ROPS period(s), such as debt service reserve and AB 471 authorized funding. ● Other (G): Balances allowed to be retained include: <ul style="list-style-type: none"> ○ Unexpended other funds authorized for expenditure in future ROPS cycle pursuant to AB 471. ○ Fund legally restricted for use towards a specific obligation, including "Other" Fund balances retained in the DDR. ● RPTTF (H): Balances allowed to be retained include: <ul style="list-style-type: none"> ○ RPTTF authorized by Finance as a reserve for bond payment(s) in the next ROPS period. The reserve amount, if distributed, should be reported here as an encumbrance. <div data-bbox="646 1654 1341 1854" style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin-top: 20px;"> <p><i>However, if the agency remitted the RPTTF amount to the Bond Trustee for future bond payment, the amount should be reported as an actual expenditure under Line 9, Column H, and on the PPA.</i></p> </div>
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<p>Retention of Available Cash Balance (4, 10) <i>(Continued)</i></p>	<ul style="list-style-type: none"> ○ RPTTF authorized for expenditure as Reserve Balances in future ROPS period(s) pursuant to AB 471. ○ Retained RPTTF balances for other obligations not related to bond reserves or AB 471 is not allowed.
<p>RPTTF Prior Period Adjustment (5)</p>	<ul style="list-style-type: none"> • No entry required. • RPTTF (H): The cell is automatically populated based on the agency's completion of the PPA Form. The amount should agree to the agency's self-reported "Net SA Non-Admin and Admin PPA", on the PPA Form (Cell S7). <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <p><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p>Ending Available Cash Balance (6, 11)</p>	<ul style="list-style-type: none"> • No entry required. • The ending balances will be automatically calculated. <p><u>Line 6:</u></p> <ul style="list-style-type: none"> • The ending balance should agree to financial records. <p>Reserve Balance (E): As explained on page 5, Excess ROPS III PPA amount should be included as part of the ending available cash balance.</p> <ul style="list-style-type: none"> • Other (G): This balance is considered an available balance and should be used to fund obligations on ROPS 15-16A. Verify the funds were not reclassified by Finance to fund ROPS 14-15B obligations. • RPTTF (H): The ending balance should agree to the PPA applied to the next Cash Balance reporting period's RPTTF distribution. <p><u>Line 11:</u></p> <ul style="list-style-type: none"> • Reserve Balances (E): This balance is considered an available balance and should be used to fund obligations on ROPS 14-15B.

4. Report of Prior Period Adjustments Form

The PPA Form requires agencies to report their available funding and actual expenditures for the applicable ROPS period pursuant to HSC section 34186 (a). **Finance has prepopulated the item numbers, project name/debt obligation, and the authorized amounts for each line item with the exception of RPTTF Admin.** If RPTTF funds remain unspent, those funds will be used to offset total RPTTF requested funding for the current ROPS period.

For each ROPS period, the applicable prior ROPS period information to be reported on the PPA form would be two periods preceding the current ROPS period. For example, for ROPS 15-16A, the PPA period is for ROPS 14-15A, July through December 2014 period.

The RPTTF Non-Admin PPA net difference is calculated on a line-item basis, where overspending of RPTTF Non-Admin at the item level is not allowed to net the total unspent RPTTF Non-Admin.

A. Reporting Methods for RPTTF-Admin PPA

The RPTTF Admin PPA net difference is calculated on an aggregate basis. However, agencies may report actual administrative expenses using one of the following methods:

1. Aggregate Actual Expenditures

Finance has prepopulated total RPTTF authorized for administrative costs (Cell N7). The agency is required to:

- Input total available (Cell O7) and total actual (Cell Q7) for administrative expenditures.
- Cells P7 and R7 will automatically be calculated and do not require agency action.
- Reporting actual expenditures at a line item basis is not required.

2. Itemized Actual Expenditures

The agency may continue to itemize administrative expenditures. The agency is required to:

- Input the Authorized (N), Available (O), and Actual (Q) amounts for each applicable line item.
- Copy Finance’s formulas noted in Cell P7 and paste it into Column P for all applicable line items.
- Calculate the difference (R) for each line item as “P-Q”.
- Set the formulas for cells N7, O7, and Q7 to sum the amounts entered in each column (N, O, and Q).
- Cells P7 and R7 will be automatically calculated.

B. PPA Form Columns

Authorized PPA amounts have been pre-populated. Do not attempt to override.

Column	PPA Form Column Explanations
Item # (A)	<ul style="list-style-type: none"> • Pre-populated using prior ROPS data. • If applicable, the numbering of line items has been corrected by Finance to reflect a sequential and numeric order.
Project Name / Debt Obligation (B)	Pre-populated using prior ROPS information.
Authorized (C, E, G, I, N)	<ul style="list-style-type: none"> • Columns C, E, G, and I: Amounts have been prepopulated by Finance and should agree to Finance approved amounts for the period.

Column	PPA Form Column Explanations
<p>Authorized (C, E, G, I, N)</p> <p><i>(Continued)</i></p>	<ul style="list-style-type: none"> ○ The agency should not alter the prepopulated authorized amounts unless the oversight board has approved a change of funding source pursuant to HSC section 34177 (a) (4). If the authorized funding source has received prior approval, report only the new authorized funding source accordingly. ○ For DDR withhold expenditures, manually adjust authorized amounts consistent with the OB resolution approving a change in funding source as noted on page 3. <ul style="list-style-type: none"> ○ Decrease Columns I and/or N on an item number basis by an amount(s) totaling the withheld amount. ○ Increase columns E and/or G by the like amounts decreased in column I and/or N. ● RPTTF Admin (N): See reporting methods noted on page 19 for completion of this column.
<p>Actual (D, F, H, L, Q)</p>	<ul style="list-style-type: none"> ● Total actual expenditures should not exceed Finance authorized amounts. ● Columns D, F, H, L: For each line item, report the actual amount expended. ● Reserve Balances (F): Report the following: <ul style="list-style-type: none"> ○ Use of DDR RPTTF balances allowed to be retained. ○ Use of amounts authorized to be retained for bond debt service payments. ○ Use of amounts authorized in prior periods pursuant to AB 471. ○ Use of amounts expended due to decrease in the ROPS 14-15A RPTTF distribution resulting from Finance direction to withhold for DDR balances owed. ● Other (H): Use of amounts expended due to decrease in the ROPS 14-15A RPTTF distribution resulting from Finance direction to withhold for DDR balances owed. ● RPTTF Non-Admin (L): <ul style="list-style-type: none"> ○ As explained on page 6, if the agency received RPTTF as a reserve for the next bond payment or AB 471 authorized funding, report the encumbered amount as an actual expenditure. ○ If Finance directed the CAC to withhold amounts from the agency's ROPS 14-15A for DDR balances owed and the agency's oversight board has authorized use of Reserve Balances and/or Other Funds in lieu of RPTTF, do not also reflect actual expenditures from RPTTF. ● RPTTF Admin (Q): See reporting methods noted on page 19 for completion of this column.
<p>Available (J, O)</p>	<p><u>Applicable to RPTTF only:</u></p> <ul style="list-style-type: none"> ● RPTTF Non-Admin (J): This column should be completed to properly report the allocation of available RPTTF by line item.

Column	PPA Form Column Explanations
<p>Available (J, O)</p> <p><i>(Continued)</i></p>	<ul style="list-style-type: none"> ○ Column totals should be equal to the ROPS 14-15A actual RPTTF distributed by the CAC plus all other funding available as of July 1, 2014. ○ “All other available as of July 1, 2014” includes: <ul style="list-style-type: none"> ▪ ROPS 13-14A PPA amount applied as an offset to ROPS 14-15A RPTTF authorized funding. ▪ DDR withhold amount per CAC’s ROPS 14-15A RPTTF distribution report. ▪ All other remaining RPTTF cash not captured above. ○ ROPS 13-14B PPA amount was applied as an offset to ROPS 14-15B RPTTF authorized funding, and is restricted for use toward the ROPS 14-15B approved expenditures. ● RPTTF Admin (O): See reporting methods noted on page 19 for completion of this column
<p>Lesser of Authorized/ Available (K, P)</p>	<p><u>Applicable to RPTTF only:</u></p> <ul style="list-style-type: none"> ● No entry required. ● This column will automatically populate the cell with the lesser of the Authorized (I, N) or Available (J, O) amount.
<p>Difference (M, S)</p>	<p><u>Applicable to RPTTF only:</u></p> <ul style="list-style-type: none"> ● No entry required. ● This column will automatically calculate the difference between the Lesser of Authorized or Available (K, P) and Actual (L, Q) amounts. ● RPTTF Non-Admin (M): If the actual expenditure is greater than the lesser of the authorized or available amount, then the calculated difference will be zero (i.e. Expenditures exceed the lesser of the allowable amount). Otherwise, it will be the difference. ● Total RPTTF Admin, Cell R7: If the total difference is negative, then the calculated difference will be zero (i.e. expenditures exceed the total authorized admin). Otherwise, it will be the difference.
<p>Net SA Non-Admin and Admin PPA, Net Difference (S)</p>	<p><u>Applicable to RPTTF only:</u></p> <ul style="list-style-type: none"> ● No entry required. ● For each line item, this column will automatically total the Non-Admin and Admin Difference columns (M, R). ● However, the total “Net SA Non-Admin and Admin PPA” (Cell S7) will be calculated by adding the total difference for Non-Admin and Admin (Cell M7 + Cell R7). This amount will be used to offset the current ROPS period’s RPTTF requested funding and is carried forward to Summary Form Line J. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin-top: 20px; text-align: center;"> <p><i>Do not attempt to override the formula. Doing so may result in misreporting RPTTF requested funding.</i></p> </div>

Column	PPA Form Column Explanations
<p>CAC PPA columns (U, V, W, X, Y, Z, AA, AB)</p>	<ul style="list-style-type: none"> • No entry required by agencies. Columns are for completion by the CAC. • Finance has entered a sum formula for Cells W7, Z7, and AA7. • Pursuant to HSC section 34186(a), agencies' self-reported PPA is subject to review by the CAC and the State Controller.

5. Notes Form

Although completion of the Notes Form is optional, agencies should utilize the form to provide additional information to explain unique circumstances and/or add detail for the **current ROPS Detail Form**. When providing additional information, ensure to reference the corresponding appropriate ROPS line item.

- This tab can be used to provide corrections to the pre-populated data on the ROPS Detail form.
- Notes/comments should be specific and relevant. If the number of characters exceeds 200, the agency should provide additional information through e-mail once Finance staff contacts the agency to begin the ROPS review.
- If an item was denied and is pending an issuance of a Finding of Completion, please note the item number, pending status, and the amount on this form.
- Pursuant to HSC section 34187 (a) (1), obligations that are retired through early payment or payment at maturity should be identified on the ROPS Detail Form by selecting "Y" from the drop down list under the Retire Column (J). However, if necessary, additional information may be reported on the Notes Form as well.
- When requesting funding pursuant to AB 471, wherein expenditures will be made over more than one ROPS period, please indicate this in the notes.

ATTACHMENT A: OBLIGATION TYPES

No.	Obligation Types	Description
1	Admin Costs	Staff costs, general legal costs, office lease payments, financial audit costs, costs for supplies/equipment, etc.
2	Bonds Issued After 12/31/10	Repayment of tax allocation bonds, certificates of participation, community facilities district bonds, etc.
3	Bonds Issued On or Before 12/31/10	Repayment of tax allocation bonds, certificates of participation, community facilities district bonds, etc.
4	Bond Reimbursement Agreements 	Agreements related to bond debt service (e.g. Financing Authority issued bonds and loaned proceeds to Agency).
5	Business Incentive Agreement	Tax rebate agreement, subsidy agreement, etc.
6	City/County Loan (Post 06/27/11)	Sponsoring entity loan for payment of enforceable obligations and admin costs due to RPTTF shortfall
7	City/County Loan (Prior 06/28/11)	Pre-existing city/county loan prior to RDA dissolution
8	Dissolution Audit	Statutorily required review/audit to wind down the RDA, such as Due Diligence Reviews
9	Fees	Fiscal agent/trustee fees, bond disclosure fees, arbitrage fees, etc.
10	Housing Entity Admin Cost	Housing administrative cost allowance for local housing authorities responsible for housing functions by default
11	Improvement/Infrastructure	Agreements for construction of roadways, improvements around development site, etc.
12	Legal	Project specific legal costs
13	Litigation	Judgments or settlements, current litigation
14	LMIHF Loans 	LMIHF loans not related to SERAF (e.g. HSC 33334.6).
15	Miscellaneous	Obligation does not match a specific obligation type listed
16	OPA/DDA/Construction	Agreements for construction of affordable housing development, building rehabilitation, commercial buildings, etc.
17	Professional Service	Agreements or contracts for design, engineering, environmental studies, landscaping, etc.
18	Project Mgmt. Cost	City, county, or agency project staff costs
19	Property Disposition	Appraisal fees, fencing costs, closing costs, LRPMP related costs, etc.
20	Property Maintenance	Landscaping, utilities, property insurance, repairs, etc.
21	Refunding Bonds	Refunding Bonds issued after 6/27/12
22	Remediation	Remediation costs for agency property
23	Reserve	RPTTF reserve for amount due in the next half of the calendar year
24	Rev. Bonds Issued After 12/31/10	Repayment of Revenue bonds, certificates of participation, community facilities district bonds, etc.
25	Rev. Bonds Issued On or Before 12/31/10	Repayment of Revenue bonds, certificates of participation, community facilities district bonds, etc.
26	RPTTF Shortfall	Unfunded obligations from a prior ROPS period due to RPTTF shortfall
27	SERAF/ERAF	Repayment of SERAF/ERAF loan from LMIHF
28	Third-Party Loan	Repayment of bank line of credit, federal or state loans, etc.
29	Unfunded Liability	Pension, unemployment, benefits, etc.