



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) resolutions 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. **Any ROPS submitted to Finance prior to the ROPS template release date will not be accepted.** Agencies must access the RAD App to download their ROPS template that is prepopulated with prior ROPS obligations, and to upload the 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 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, 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. ROPS Format Now in XLSX Only

Agencies were previously allowed to download the Excel ROPS template from RAD App in either Excel 2007-2013 format (XLSX) or Excel 1997-2004 format (XLS). **Beginning January 1, 2016, the RAD App will only accept the XLSX format.** Agencies were advised of the change through an email sent on May 22, 2015.

2. Annual ROPS

Pursuant to HSC section 34177 (o) (1), commencing with the ROPS covering the period from July 1, 2016 to June 30, 2017 and thereafter, agencies shall submit an OB approved annual ROPS to Finance and the CAC by February 1, 2016 and each February 1 thereafter. Finance will make its determination by April 15, 2016, and each April 15 thereafter.

Amended Annual ROPS

Pursuant to HSC section 34177 (o) (1) (E), once per ROPS period, the agency may submit one amendment to the ROPS approved by Finance and is subject to the following:

- The amended ROPS must be approved by the OB and is due to Finance no later than October 1.
- The OB must make a finding that the revision is necessary for payment of approved enforceable obligations during the second half of the of the ROPS period (January 1 to June 30).
- The agency may only amend the amounts requested for payment of approved enforceable obligations.
- Finance's determination will be issued at least 15 days before the date of the property tax distribution.

Note: Refer to HSC section 34177 (o) for details on specific requirements.

3. Last and Final ROPS

Pursuant to HSC section 34191.6 (a), beginning January 1, 2016, agencies that have received a Finding of Completion may submit a Last and Final ROPS if all the following conditions are met:

- The remaining debt is limited to administrative costs and payments pursuant to enforceable obligations with defined payment schedules including, but not limited to, debt service, loan agreements, and contracts.
- All remaining obligations have been previously listed on the ROPS and approved for payment by Finance pursuant to HSC section 34177 (m) or (o).
- The agency is not a party to outstanding/unresolved litigation, except as specified in HSC section 34191.6 (a) (3).

A Last and Final ROPS may be submitted to Finance at any time. Finance has 100 days from the date of submission to issue a determination letter. The ROPS must be approved at least 15 days prior to the tax distribution date to be eligible for that ROPS period.

The PPA and Cash Balances forms are not required for the Last and Final ROPS, and thus have been excluded.

Amended Last and Final ROPS

Pursuant to HSC section 34191 (c) (2), the agency may submit a maximum of two requests to Finance to amend the approved Last and Final ROPS and is subject to the following:

- The request should be approved by the OB before submission.
- Finance has 100 days to approve or deny the agency's request.

Note: Agencies that are party to cases specified in HSC section 34191.6 (a) (3) have no limitation on the number of Last and Final ROPS amendments. Refer to HSC section 34191.6 for details on specific requirements.

4. Prior Period Adjustment Form

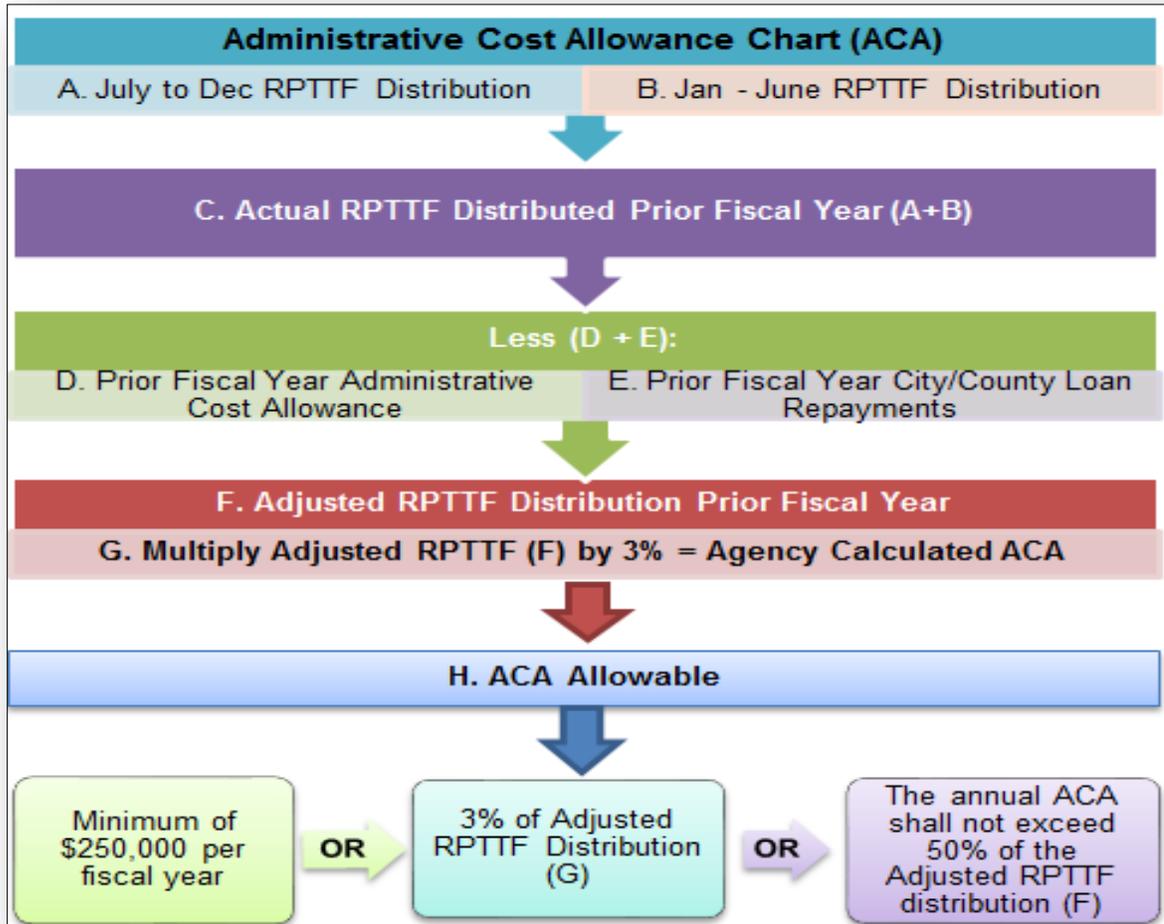
Pursuant to HSC section 34186 (c), beginning October 1, 2018, agencies are required to submit their Prior Period Adjustment (PPA) form to the CAC for review. To allow for transition to an Annual ROPS, Finance has removed the PPA form temporarily to allow reporting of actual expenditures for a 12-month period. Finance is currently working on a new annual PPA form to be introduced during the ROPS 18-19 period. Details to follow.

5. Administrative Cost Allowance

Pursuant to HSC section 34171 (b), effective July 1, 2016, the administrative cost allowance will be calculated as follows:

- The administrative cost allowance shall be up to 3 percent of actual property tax distributed in the preceding fiscal year, less:
 - Prior year administrative cost allowance
 - Prior year city/county loan repayments pursuant to HSC section 34191.4 (b)
- The administrative cost allowance shall not be less than \$250,000 unless the bullet below applies.
- The annual administrative cost allowance shall not exceed 50 percent of total Redevelopment Property Tax Trust Fund (RPTTF) distributed to pay enforceable obligations in the preceding fiscal year.

Refer to the table below for guidance on administrative cost allowance requested on ROPS.



6. Late ROPS Submission

The ROPS 16-17 is due to Finance by February 1, 2016 and must 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) (1) (B).

Note: *There is no late penalty for Last and Final ROPS submission since it can be submitted at any time.*

7. Obligation Types

New obligation types relating to administrative costs, bond funded projects, CDBG/HUD loans and City/County loans have been added. Agencies should update obligation types to reflect the changes, if applicable. See Attachment A on page 21 and 22 for the list of obligation types and descriptions.

ANNUAL ROPS TEMPLATE INSTRUCTIONS

The ROPS 16-17 template consists of four 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.

Agencies should not 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 by funding source. Because no entry is required, the form is locked except the signature line for certification. The Summary Form reports the Current Period Funding for Enforceable Obligations for ROPS 16-17A and 16-17B in separate columns.

2. ROPS Detail Form

The ROPS Detail Form lists the agency's current outstanding obligations, debts, and the payments due for ROPS A and B periods separately 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. Please contact your Finance analyst if an item was erroneously retired in the past.*

A. Excess PPA

- During ROPS 15-16B, Finance may have authorized a RPTTF distribution amount of "zero" because the ROPS 15-16B approved RPTTF amount was insufficient to fully offset the PPA amount.

ROPS 15-16B Example

\$ 500,000	→	Authorized RPTTF
(700,000)	→	ROPS 14-15B PPA
<u>200,000</u>	→	Excess PPA
\$ 0	→	Authorized RPTTF Distribution

- 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 16-17 Detail Form.

The \$200,000 *Excess PPA* in the example above is considered “**Reserve Balance**” funding available to fund enforceable obligations during the ROPS 16-17 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, 2016 (Line 11, Column E)*. See page 12 for details.

B. ROPS Detail Form Columns

Column	ROPS Detail Form Explanations
Item # (A)	<ul style="list-style-type: none"> • Item numbers have been prepopulated and column is locked. • Retired line item numbers have been excluded. Do not delete non-retired item numbers. • New obligations should be added to the end of the list.
Project Name / Debt Obligation (B)	<ul style="list-style-type: none"> • Refer to HSC section 34171 (d) for the definition of an enforceable obligation. • If an obligation has multiple contracts with different payees, each contract should be listed as a separate line item. • 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.
Obligation Type (C)	<ul style="list-style-type: none"> • Select obligation type from the drop-down list. • See Attachment A on page 21 and 22 for the list of obligation types and descriptions. <div style="border: 1px solid black; background-color: #e0e0ff; padding: 10px; margin-top: 10px; text-align: center;"> <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>
Contract/ Agreement Execution Date (D)	<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 style="border: 1px solid black; background-color: #e0e0ff; padding: 10px; margin-top: 10px; text-align: center;"> <p><i>For items that do not have a specific contract, such as Administrative Allowance, enter the ROPS period beginning date.</i></p> </div>

Column	ROPS Detail Form Explanations
Contract/ Agreement Termination Date (E)	<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 style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin: 10px auto; width: fit-content;"> <p align="center"><i>For items that do not have a specific contract, such as Administrative Allowance, enter the ROPS period ending date.</i></p> </div>
Payee (F)	Include the name of public agency, entity, contractor, or other third party to receive payment.
Description/ Project Scope (G)	<ul style="list-style-type: none"> Briefly describe project scope such as the type of infrastructure or improvement. Description should not be the same as the project name/debt obligation. Additional detail/information should be noted in the Notes Form, if needed.
Project Area (H)	Former redevelopment project area for which the payment is required.
Total Outstanding Debt or Obligation (I)	The balance should be updated every ROPS period to reflect the current outstanding balance for the current ROPS period.
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 If an item needs to be un-retired, contact your Finance analyst.
Funding Source (L to P and R to V)	<ul style="list-style-type: none"> Fund Sources: Bond Proceeds, Reserve Balance, Other Funds, RPTTF, and Admin RPTTF. 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 Funds. In cases where the agency estimates the amount to be paid, clarification should be noted on the Notes Form. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin: 10px auto; width: fit-content;"> <p align="center"><i>Agencies should request for funding in the ROPS period payment is due.</i></p> </div>

Column	ROPS Detail Form Explanations
16-17A and 16-17B Total (K, Q and W)	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 6-months periods. *Specifically, for the ROPS 16-17 period, the ROPS cash balance reporting periods are ROPS 15-16A, July to December 2015 (actual balances), and ROPS 15-16B, January to June 2016 (actual/estimated balances).* Available RPTTF balances will also include all unexpended RPTTF applied as an offset to these two distributions (prior period adjustments). Actual balances of available fund sources should be used prior to requesting RPTTF for the upcoming ROPS cycle.

REPORT BALANCES ON A “CASH” BASIS

*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, report payment of actual expenditures 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.*

For Tips on how to complete the Report of Cash Balances 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 all bond proceeds held both by the agency and by fiscal agents: restricted and unrestricted, housing and non-housing. • 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.

Column(s)	Cash Balances Form Column Explanations
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 ROPS period. 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 Funds”, 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, 2012. After July 1, 2012, all balances received from sources other than RPTTF and bond proceeds should be reported as “Other Funds”, Column G. <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 funds originally authorized in an earlier period to be retained as RPTTF (column G, line 4): <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. • 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.

Column(s)	Cash Balances Form Column Explanations
Other (G)	<ul style="list-style-type: none"> • Balances 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, “Other Funds”, and unrestricted bond interest. • Balances reported <u>should not</u> include cash remaining from distributed RPTTF or tax revenue.
RPTTF (H)	<ul style="list-style-type: none"> • Balances reported should agree to the applicable ROPS schedule, CAC RPTTF distribution reports, and Finance RPTTF determinations. • Unexpended RPTTF from prior ROPS periods is 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. • RPTTF expenditures should be limited to the lesser of Finance authorized, or Available (actual RPTTF distribution plus the PPA applied to the period). • The ROPS 15-16A balances remaining (Line 5) 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 16-17 period.

B. Cash Balances Form Lines

Line(s)	Cash Balances Form Line Explanations
<p>Beginning Available Cash Balance (1, 7)</p>	<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 Balances form, Line 7. • See Cash Balances Form Column Explanations and the Cash Balances 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 PPA amount(s) from prior ROPS should be reported as part of the beginning available cash balance, line 1. Excess PPA not applied in the <i>current</i> period should be deducted from the RPTTF beginning balances, column H, line 7, and transferred to Reserve Balances beginning balances, column E, line 7. • RPTTF (H): The beginning balance should include the agency's unexpended RPTTF, if any, applied as a PPA to reduce the RPTTF distributions for the two ROPS periods noted on the form. <p>Example: The agency beginning balance will include the two PPA adjustments totaling \$700,000:</p> <p>During ROPS 15-16A, the agency reported a ROPS 14-15A PPA amount of \$500,000 to be applied to the 15-16A distribution. Since the agency continued to retain the PPA amount, the \$500,000 should be reported as part of the ROPS 15-16A RPTTF beginning available cash balance.</p> <p>During ROPS 15-16B, the agency reported a ROPS 14-1BA PPA amount of \$200,000 to be applied to the 15-16B distribution. Since the agency continued to retain the PPA amount, the \$200,000 should be reported as part of the ROPS 15-16B RPTTF beginning available cash balance.</p> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; text-align: center; margin: 10px 0;"> <p><i>If the agency is unclear as to RPTTF balances to be reported, please contact your Finance analyst for assistance.</i></p> </div> <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 for the time period noted. 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.

<p>Beginning Available Cash Balance (1, 7)</p> <p><i>(Continued)</i></p>	<ul style="list-style-type: none"> • Reserve Balance (E): If there is any Excess PPA from the current period (unapplied amounts from Line 5, Column H), to reflect the balance available to use in future ROPS, the Agency should reclassify the Excess PPA from RPTTF beginning balances, column H, line 7, to Reserve Balances beginning balances, column E, line 7. • Reserve Balance (F): The formula will automatically include the balance retained reported in Line 4, Column H as part of the available cash balance for use during a future ROPS period(s). • RPTTF (H): <ul style="list-style-type: none"> ○ The RPTTF beginning balance should only 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. ○ 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. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; 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 Funds”, 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 15-16A for DDR balances owed, only report the actual RPTTF distribution received. <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 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.

<p>Revenue or Income (2, 8)</p> <p><i>(Continued)</i></p>	<ul style="list-style-type: none"> • 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 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 expenditures should agree to the financial records. • 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 or DDR RPTTF balances retained actually applied toward authorized expenditures. • RPTTF (H): <ul style="list-style-type: none"> ○ RPTTF Authorized for future periods: 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. ○ CAC DDR Withholds: If Finance directed the CAC to withhold amounts from the ROPS 14-15B distribution for DDR balances owed, agencies should reflect payment of expenditures from Reserve Balances and/or "Other Funds" equal to the withhold amount. ○ RPTTF expenditures under Line 3 plus amount retained under line 4 should be limited to the lesser of Finance authorized, or available (actual RPTTF distribution plus the PPA applied to the period). <p><u>Line 9:</u></p> <ul style="list-style-type: none"> • Balances reported for each fund source should be less than or equal to the amounts authorized on the ROPS.

<p>Expenditures for Enforceable Obligations (3, 9)</p> <p><i>(Continued)</i></p>	<ul style="list-style-type: none"> • 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 RPTTF retained under Line 10. • RPTTF expenditures under Line 9 and amount retained under line 10 should be limited to the lesser of Finance authorized, or available (actual RPTTF distribution plus the PPA applied to the period). • The use of alternate funding sources 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 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 and 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, 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 Funds” 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 style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin-bottom: 10px;"> <p align="center"><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 and 9, Column H.</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 10. ○ Retained RPTTF balances for other obligations not related to bond reserves or AB 471 are not allowed.
<p align="center">RPTTF Balances Remaining (5)</p>	<ul style="list-style-type: none"> • No entry required. • RPTTF (H): The cell was previously populated based on the agency's completion of the PPA form. Since the PPA will not be reported until ROPS 18-19 period, the agency should enter RPTTF balances remaining during ROPS 15-16A. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p align="center"><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p align="center">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. • Reserve Balance (E): Excess PPA amounts from prior ROPS, if any, should be included as part of the ending available cash balance. • Other (G): This balance is considered an available balance and should be used to fund obligations prior to requesting RPTTF on the upcoming ROPS. Verify the funds were not reclassified by Finance in a prior period before requesting to use these balances to fund ROPS 16-17 obligations. • RPTTF (H): Excluding any Excess PPA from the current period, 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 Balance (E): This balance is considered an available balance and should be used to fund obligations prior to requesting RPTTF on the upcoming ROPS. Verify the funds were not reclassified by Finance in a prior period before requesting to use these balances to fund ROPS 16-17 obligations. • Other (G): Known actual revenue included in this balance should be requested as a fund source prior to requesting RPTTF on the upcoming ROPS. Verify the funds were not authorized for expenditure during the prior ROPS review.

4. 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 to your Finance analyst.
- The form should be updated every ROPS period with any information that is no longer applicable
- 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 (I). 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.

LAST AND FINAL ROPS TEMPLATE INSTRUCTIONS

The Last and Final ROPS template consists of three 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.

- *Previously denied items are highlighted in red and not restricted for input.*
- *Agencies should not override formulas. Doing so may result in misreported funding totals or an inability to validate the ROPS.*
- *Agencies should not add new tabs. Doing so may cause validation and submission problems.*
- *Agencies should not add new lines items.*

1. Summary Total Outstanding Form

The Summary Form summarizes funding totals carried forward from the ROPS Detail Form by funding source. The summary tab displays only the total outstanding obligations for each funding source. Because no entry is required, the form is locked except Excel Lines 5 and 6 and the signature line for certification. The agency should select the Initial and Final ROPS period from the drop down list in Excel Lines 5 and 6. This will automatically update the titles of each tab.

The effective beginning period should be the subsequent Annual ROPS period following the most current approved Annual ROPS period.

2. Summary by ROPS Period

This form includes six month total requested amounts for the July to December (A Period) and January to June (B Period) for all ROPS periods by funding source. The amounts are prepopulated from the ROPS Detail form and is locked. No entry is required by the agency.

3. ROPS Detail Form

The ROPS Detail Form lists the agency's total outstanding obligations and a schedule of remaining payments for each enforceable obligation funded by RPTTF, bond proceeds and Other Funds. The form is currently set up to accommodate 30 annual ROPS periods from ROPS 16-17 to ROPS 45-46. 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 not create a new line item for a new obligation that was not on a prior ROPS.

A. ROPS Detail Form Columns

Column	ROPS Detail Form Explanations
Item # (A)	<ul style="list-style-type: none"> Item numbers have been prepopulated and column is locked. Retired line item numbers have been excluded. Do not delete non-retired item numbers. Agencies should not add new items numbers.
Project Name / Debt Obligation (B)	<ul style="list-style-type: none"> Refer to HSC section 34171 (d) for the definition of an enforceable obligation. If an obligation has multiple contracts with different payees, each contract should be listed as a separate line item.
Obligation Type (C)	<ul style="list-style-type: none"> Select obligation type from the drop-down list, if update is necessary. See Attachment A on page 21 and 23 for the list of obligation types and descriptions. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <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>
Contract/ Agreement Execution Date (D)	<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 style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><i>For items that do not have a specific contract, such as Administrative Allowance, enter the ROPS period beginning</i></p> </div>
Contract/ Agreement Termination Date (E)	<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. The termination date should agree with the last ROPS period funding is requested. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><i>For items that do not have a specific contract, such as Administrative Allowance, enter the Last and Final ROPS period ending date.</i></p> </div>
Payee (F)	Include the name of public agency, entity, contractor, or other third party to receive payment.

Column	ROPS Detail Form Explanations
Description/ Project Scope (G)	<ul style="list-style-type: none"> Briefly describe project scope such as the type of infrastructure or improvement. Description should not be the same as the project name/debt obligation.
Project Area (H)	Former redevelopment project area for which the payment is required.
Total Outstanding Debt or Obligation (I)	The balance should be updated to reflect the current outstanding balance at the time the Last and Final is submitted.
Funding Source (N to IS)	<ul style="list-style-type: none"> Funding Sources: Bond Proceeds, Other Funds, RPTTF, and Admin RPTTF. Reserve Balances column has been Excluded. <div style="border: 1px solid black; background-color: #e1ecf4; padding: 10px; margin: 10px 0; text-align: center;"> <p><i>Any revenues, interest and earnings not authorized on the Last and Final ROPS should be remitted to the CAC for distribution to the taxing entities.</i></p> </div> <ul style="list-style-type: none"> Enter whole dollars the amount due for each ROPS period. Payments funded with multiple funding sources should be requested on the same line, with the applicable requested amounts in the relevant fund source columns. Enter the funding requirement for each future ROPS period until the obligation has been satisfied.
Total (IT)	<ul style="list-style-type: none"> No entry required. The worksheet will compute the totals. The total requested funding for each line item listed in column IT needs to equal the Total Obligation amount listed in column I.

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	Admin Cost – Litigation***	Legal costs contesting the RDA dissolution and reconciliation process.
3	Bond Funded Project – 2011***	Bond funded projects using excess 2011 bond proceeds.
4	Bond Funded Project – Housing***	Bond funded projects using excess housing bonds proceeds.
5	Bond Funded Project – Pre-2011***	Bond funded projects using Pre-2011 excess bond proceeds.
6	Bonds Issued After 12/31/10	Repayment of tax allocation bonds, certificates of participation, community facilities district bonds, etc.
7	Bonds Issued On or Before 12/31/10	Repayment of tax allocation bonds, certificates of participation, community facilities district bonds, etc.
8	Bond Reimbursement Agreements	Agreements related to bond debt service (e.g. Financing Authority issued bonds and loaned proceeds to Agency).
9	CDBG/HUD Repayment to City/County ***	Repayment of CDBG/HUD loans to the city/county
10	Business Incentive Agreement	Tax rebate agreement, subsidy agreement, etc.
11	City/County Loan (Post 06/27/11)	Sponsoring entity loan for payment of enforceable obligations and admin costs due to RPTTF shortfall.
12	City/County Loan (Prior 06/28/11) 3 rd Party Agmt – infrastructure***	City/county loan related to development of infrastructure per HSC Section 34191.4 (b) (2) (C) (ii)
13	City/County Loan (Prior 06/28/11), Property Transaction***	City/county loan related to transfer of real property per HSC section 34191.4 (b) (2) (B).
14	City/County Loan – (Prior 06/28/11) Cash Exchange***	City/county loans for legitimate redevelopment purposes per HSC section 34191.4 (b) (2) (A)
15	City/County Loan (Prior 06/28/11) – Other	Other pre-existing city/county loan prior to RDA dissolution
16	Dissolution Audit	Statutorily required review/audit to wind down the RDA, such as Due Diligence Reviews
17	Fees	Fiscal agent/trustee fees, bond disclosure fees, arbitrage fees, etc.
18	Housing Entity Admin Cost	Housing administrative cost allowance for local housing authorities responsible for housing functions by default
19	Improvement/Infrastructure	Agreements for construction of roadways, improvements around development site, etc.
20	Legal	Project specific legal costs
21	Litigation	Judgments or settlements, current litigation
22	LMIHF Loans	LMIHF loans not related to SERAF (e.g. HSC 33334.6).
23	Miscellaneous	Obligation does not match a specific obligation type listed
24	OPA/DDA/Construction	Agreements for construction of affordable housing development, building rehabilitation, commercial buildings, etc.
25	Professional Service	Agreements or contracts for design, engineering, environmental studies, landscaping, etc.
26	Project Mgmt. Cost	City, county, or agency project staff costs
27	Property Disposition	Appraisal fees, fencing costs, closing costs, LRPMP related costs, etc.

No.	Obligation Types	Description
28	Property Maintenance	Landscaping, utilities, property insurance, repairs, etc.
29	Reentered Agreements***	Agreements entered or re-entered into that were approved by the OB between February 1, 2012 and June 27, 2012.
30	Refunding Bonds	Refunding Bonds issued after 6/27/12
31	Remediation	Remediation costs for agency property
32	Reserve	RPTTF reserve for amount due in the next half of the calendar year
33	Rev. Bonds Issued After 12/31/10	Repayment of Revenue bonds, certificates of participation, community facilities district bonds, etc.
34	Rev. Bonds Issued On or Before 12/31/10	Repayment of Revenue bonds, certificates of participation, community facilities district bonds, etc.
35	RPTTF Shortfall	Unfunded obligations from a prior ROPS period due to RPTTF shortfall
36	SERAF/ERAF	Repayment of SERAF/ERAF loan from LMIHF
37	Third-Party Loan	Repayment of bank line of credit, federal or state loans, etc.
38	Unfunded Liability	Pension, unemployment, benefits, etc.

***** New Obligation Types**