

## Instructions for Recognized Obligation Payment Schedule (ROPS)

### General Instructions:

There are four forms: RPTTF - Redevelopment Property Tax Trust Fund; Other - for items funded from other sources, including bond proceeds, reserves, and other including the Low and Moderate Income Housing Fund (where an agency has encumbered balances). There are also forms for the Administrative Allowance and Pass through payments. The totals from the Other, Admin Allowance and Pass thru pages are linked to the RPTIF to calculate the grand total at the bottom of that form.

Although not required, an agency may be interested in completing one set of forms for each of its project areas.

### Specific Instructions by Column Heading:

Column Name	Description and Examples	Clarifications
<b>Project Name / Debt Obligation</b>	Names of projects associated with the enforceable obligation payment, which include the following:	Refer to ABX1 26, §34167(d) for the definition of an enforceable obligation. <u>Please note:</u> for each listed item, supporting documentation is not required to be provided in the EOPS, however, it is advisable to maintain such documentation.
	<b>Bonds:</b> Includes debt service, reserve set-asides and any other payments related to the repayment of bonds, notes, interim certificates, debentures, or other obligations. Examples include tax allocation bonds, revenue bonds, certificates of participation (COPs), and California Infrastructure and Economic Development Bank (IBANK) bonds. Other payments related to bonds could include fiscal agent fees, letter of credit bank fees, continuing disclosure fees, etc.	Includes bonds as defined by H&S Code §33602 and issued pursuant to Government Code §5838. On the form, bond payments may be grouped together, however, it is recommended that non-housing and housing bond payments be entered under separate project names.
	<b>Loans or Moneys Borrowed by Agency:</b> Includes loans or moneys borrowed for legal purposes. Examples include loans from the LMIHF and <i>certain</i> loans from the sponsoring entity—i.e. the city, county, or city and county that created the agency. Other examples include repayment of loans from other public agencies, such as CalHFA, HUD Section 108.	This schedule should include all City - Agency loan agreements. The list of Enforceable Obligations to be approved by the Successor Agency has differing requirements, and any agency that plans to dissolve should review those agreements with its legal counsel prior to making any decisions on whether to dissolve or make the payments per AB 27.
	<b>Payments:</b> required by the federal and state governments or in connection with agency employees.	Includes payments such as salaries, pension payments, pension obligation debt service, and unemployment payments. Does not include pass-through payments.
	<b>Judgments and settlements.</b>	Includes payments related to court or other binding decisions.
	<b>Legally binding and enforceable agreements or contracts:</b> Includes all obligations of agency not listed above, both housing and non-housing. <u>Please note:</u> report all regardless of source of funding, such as those that will be funded with bond or other debt proceeds. Examples include obligations such as construction contracts, Disposition and Development Agreements (DDAs), Owner Participation Agreements (OPAs), pre-development loans, Community Facilities District (CFD) reimbursements, rental subsidies, and professional services contracts. Also includes agreements pledging future receipt of tax increment to other entities, such as a matching grant or promissory note.	Per ABX1 26, §34167.(d)(5), includes any legally binding and enforceable agreement or contract that is not otherwise void as violating the debt limit or public policy. However, as noted above, pursuant to ABX1 26, §34171.(d)(2), the definition of enforceable obligations to be paid by a Successor Agency does not include any agreements, contracts, or arrangements between the sponsoring entity and the agency, except for two specific categories of loans as defined in the legislation. <u>Please note:</u> list all other sponsoring entity and agency agreements in the "Other Obligations" section of this EOPS Form. <u>Please also note:</u> discuss with your legal counsel whether an agreement such as an Exclusive Negotiation Agreement (ENA) should be listed as an enforceable obligation under §34167 and §34169 Enforceable Obligations, or included in the "Other Obligations Payment Schedule" portion of this form.
<b>Contracts or agreements necessary for continued administration or operation of agency</b> such as, but not limited to, office space rent, equipment, supplies, insurance, and services.	Per ABX1 26, §34167.(d)(5), includes contracts or agreements necessary for continued administration or operation of the agency including, but not limited to, agreements to purchase or rent office space, equipment and supplies, and pay-related expenses pursuant to §33127 and for carrying insurance pursuant to §33134.	
<b>Payee</b>	Recipient of debt or obligation payments.	Include name of public agency, entity or other organization to receive payment.
<b>Description</b>	Description of the nature of the work, product, service, facility or other thing [sic] of value for which payment is to be made.	
<b>Project Area</b>	List the name of the former redevelopment project area from which the payment was required	
<b>Total Outstanding Debt or Obligation</b>	Total remaining debt or obligation, including principal and interest, as applicable.	Although this amount is not required by §34169, it may be prudent to include the total amount for purposes of preparing the Recognized Obligation Payment Schedule (ROPS) or SOI. <u>Please note:</u> estimate for the remaining term of obligation. The SOI is a good source for this data.
<b>Total Due During Fiscal Year</b>	Total payments (including principal and interest) for the entire fiscal year, including months which may have already passed. For bonds, include all payments due from the fiscal year's tax increment, even if actually paid outside of the close of the fiscal year.	While not required to be included on the Schedule, this column is included to help with monthly payment calculations for those payments that are budgeted on an annual basis, rather than on a monthly basis.
<b>Funding Source</b>	List the funding source from which the obligation is to be made	Sources include the Redevelopment Property Tax Trust Fund; Other, including Bonds, LMIHF, and other and the Administrative Allowance
<b>Payments by Month</b>	Estimate payments by month for applicable period.. <u>Please note:</u> payments that have to be made in the month prior to their due date should be listed in the month preceding the actual debt service payment due date. For bonds, include all payments due from the fiscal year's tax increment, even if actually paid outside of the close of the fiscal year. The additional payment can be shown in June with a footnote as to the actual payment due.	Notations should be made in cases where an agency is estimating the amount to be paid in any given month.



**DRAFT RECOGNIZED OBLIGATION PAYMENT SCHEDULE**  
Per AB 26 - Section 34177 (\*)

	Project Name / Debt Obligation	Payee	Description	Project Area	Total Outstanding Debt or Obligation	Total Due During Fiscal Year 2011-2012**	Funding Source ***	Payable from Other Revenue Sources							
								Payments by month							Total
								Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012		
1)													\$ -		
2)													\$ -		
3)													\$ -		
4)													\$ -		
5)													\$ -		
6)													\$ -		
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32)													\$ -		
33)													\$ -		
Totals - LMHF													\$0.00		
Totals - Bonds													\$0.00		
Totals - Other													\$0.00		
Grand total - This Page					\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

\* The Preliminary Draft Recognized Obligation Payment Schedule (ROPS) is to be completed by 3/1/2012 by the successor agency, and subsequently be approved by the oversight board and audited by the County.

\*\* All total due during fiscal year and payment amounts are projected.

\*\*\* Funding sources from the successor agency: (For fiscal 2011-12 only, references to RPTTF could also mean tax increment allocated to the Agency prior to February 1, 2012.)

RPTTF - Redevelopment Property Tax Trust Fund      Bonds - Bond proceeds      Other - reserves, rents, interest earnings, etc  
 LMIHF - Low and Moderate Income Housing Fund      Admin - Successor Agency Administrative Allowance



