

RTR Advance Project Closeout Checklist for Agencies

Implementing Agency: _____

Facility/Project Name: _____

Project Limits: _____

TIP Code: _____

Project CSJ: _____

Please visit the Regional Toll Revenue webpage at www.nctcog.org/trans/funds/rtr for a link and detailed review of the tracking system and data input procedures.

Project Information

☐ Verify project limits and scope for the completed RTR project are consistent with RAPTS

☐ Verify all invoices have been remitted by the agency to the third party, and are entered into RAPTS

☐ Verify final project scope has been completed

RTR Expenditures and Advance Repayment

☐ Review total RTR funds expended by phase

☐ Verify the amount of expended RTR funds by approved phase is not higher than approved amount in RAPTS

☐ Verify the amount of expended local funds by approved phase matches or exceeds the approved amount in RAPTS
(Note – if RTR funds were not fully expended, verify that local funds match the percentage requirement)

☐ Verify and document balance of remaining RTR Advance Payment, if not fully expended

☐ Verify total amount of interest earned as of the current date, continue reporting until concurrence letter is received

Environmental

☐ Verify environmental documentation has been submitted to NCTCOG

☐ Verify that implementing agency's legal counsel review has been completed

☐ Verify agency approval of environmental documentation provided to NCTCOG

☐ Verify notice of final approval and final environmental documentation (if revised) was submitted to NCTCOG

Project Status Reporting

☐ Verify actual let/completion dates for each approved phase are entered in RAPTS (this is the date the project is open to traffic/available to the public)

☐ Verify before and after project photos have been provided to NCTCOG

☐ Verify monthly progress summaries and earned interest reports are up to date in RAPTS

☐ Verify agency has approved a letter of project completion; submit letter to NCTCOG along with this checklist

Signature _____

Printed Name _____

Date Checklist Completed _____