Project Closeout Checklist for RTR Advance Projects

Implementing Agency:_____
Facility/Project Name:_____
Project Limits:_____
TIP Code:_____
Project CSJ:_____

Instructions: Please visit the Revenue and Project Tracking System (RAPTS) at www.rtr.nctcog.org (public site) or www.rtrinternal.nctcog.org (RTR implementing agency site) for more detailed review of tracking system and data input.

Project Information/Expenditures

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

☐ Verify that all invoices have been submitted and entered into RAPTS

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

☐ Verify that the amount of expended local funds by approved phase matches the programmed amount on RAPTS (amount of local funds expended must be equal to or greater than programmed amount on RAPTS)

☐ Verify that the local match requirement has been met

☐ Review total funds expended by phase and the remaining balance

☐ Verify final project description has been completed

☐ Verify final interest earned on RTR funds as of the closeout date has been entered into RAPTS (closeout date is the date closeout documents are submitted)

☐ Verify that total RTR amount to be reprogrammed for other RTR projects has been entered into RAPTS

RTR Advance Repayment

☐ Verify balance of remaining RTR Advance Payment provided (if applicable)

☐ Verify total amount to be paid to TxDOT plus any interest earned as of the closeout date that has been entered into RAPTS

Environmental

☐ Verify that environmental documentation has been submitted to NCTCOG for review

☐ Verify that legal counsel review has been completed

☐ Verify agency approval of environmental documentation provided to NCTCOG

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

Project Status Reporting

☐ Verify actual let or start date for each approved phase

☐ Verify actual completion date for each approved phase

☐ Verify percentage completed for each approved phase is noted in RAPTS

☐ Verify that before and after photos of the project have been provided

☐ Verify that monthly progress reports are up to date