

North Central Texas Council Of Governments

TO: Surface Transportation Technical Committee  
and Regional Toll Revenue County Task Forces

DATE: July 27, 2012

FROM: Christie J. Gotti  
Senior Program Manager, Transportation Project Programming

SUBJECT: Notice of Revenue and Project Tracking System (RAPTS) Upcoming Workshop

On August 24, North Central Texas Council of Governments (NCTCOG) staff will hold a RAPTS user workshop for entities that have or will receive Regional Toll Revenue (RTR) funds. This workshop applies to projects being implemented by local agencies, new RTR sustainable development projects, as well as on-system projects that are not implemented by the Texas Department of Transportation (TxDOT).

The first session of the workshop is geared toward individuals who are responsible for entering invoices and financial/project status information into RAPTS, especially individuals that are new to the RTR program. The second session will cover the RTR project close-out process explaining how to finalize projects as they near completion. In each session, time will be allotted to discuss reporting, contracting/agreements, invoicing, and environmental review.

Both sessions will be held at NCTCOG in the Transportation Council Room, 616 Six Flags Drive, Arlington. If you are new to the RTR project implementation process, need a refresher session, or need information about the project closeout process, please attend one or both sessions.

Date	Time	Session
Friday, August 24	10 am to 11 am	Overview of Online Reporting Requirements and New Online Features
	11 am to 12 pm	RTR Project Close-Out Procedures

Please respond to Laura Person at [lperson@nctcog.org](mailto:lperson@nctcog.org) or (817) 608-2349 with the names and contact information of those planning to attend in order to ensure that sufficient training materials are on hand. If you have any questions, please contact Angela Smith, Transportation Planner, at (817) 695-9254 or [asmith2@nctcog.org](mailto:asmith2@nctcog.org).

Christie J. Gotti

AS:lp  
cc: Regional Transportation Council



# **RAPTS Workshop**

## **Revenue And Project Tracking System CLOSE-OUT PROCEDURES**

**August 24, 2012 – 11 a.m.**



# Agenda

- Purpose and Objectives Christie Gotti
- Close-out Procedures
  - Project Info/Expenditures & Status Reporting Adam Beckom
  - Invoicing & Interest Provisions
  - Sustainable Development Projects
- TxDOT Project Close-out Reconciliation Adam Beckom
- Questions/Comments All

# Goals

- Outline process to close out projects
- Document & receive revenues in the form of project underruns and interest earned while in agency holding accounts
- Maintain high levels of transparency and accountability

# RAPTS

## REVENUE AND PROJECT TRACKING SYSTEM

Close-out Procedures

Project Information/Expenditures

Status Reporting, Sustainable Development

& TxDOT Close-out

Adam Beckom

**Project Completed (Open to Traffic)**

- Completion Status entered in RAPTS system to trigger NCTCOG review and concurrence
- Review NCTCOG Checklist to ensure all requirements have been met.



**NCTCOG issues concurrence e-mail/letter to implementing agencies**



**Implementing agency submits close-out documentation to TxDOT**

\*NCTCOG staff to submit documentation for Sustainable Development RTR projects



**TxDOT Review and Close-out**

- Funds added back into county RTR accounts for future reprogramming

\* Will be covered in more detail later in presentation.

<http://www.nctcog.org/trans/rtr>

The screenshot shows the website interface for the Regional Toll Revenue (RTR) Program. On the left is a vertical navigation menu with links: About Us, Regional Toll Revenue (RTR) Program, Events and Timeline, Fund and Project Tracking System, Transportation Home, and Agency Administration Home. The main header includes the word 'transportation' and breadcrumb links 'Home > Transportation' with a 'Print this page' option. The main content area features a large graphic with a city skyline and the text 'REGIONAL TOLL REVENUE'. Below this are several expandable sections: '+ SH 121 and Other Transportation Projects', '+ RTR Calls for Projects', '+ RTR Fund and Project Tracking System', and '+ Implementing Local Entity Projects with RTR Funds'. A red arrow points to a list of documents under the 'Implementing Local Entity Projects...' section: 'Project Closeout Checklist for RTR Advance Projects [PDF]' and 'Local Entity Progress Report - August 2011 [PDF]'. Below this is an 'Agreements' section with a link to 'Template TxDOT, local entity agreement (on-system projects) [PDF]'.

# NCTCOG Checklist

<http://www.nctcog.org/trans/rtr/PrjCloseout.pdf>

## 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 <a href="http://www.rtr.nctcog.org">www.rtr.nctcog.org</a> (public site) or <a href="http://www.rtrinternal.nctcog.org">www.rtrinternal.nctcog.org</a> (RTR implementing agency site) for more detailed review of tracking system and data input.
<b>Project Information/Expenditures</b>
<input type="checkbox"/> Verify that project limits and scope for the completed RTR project are consistent with RAPTS
<input type="checkbox"/> Verify that all invoices have been submitted and entered into RAPTS
<input type="checkbox"/> Verify that the amount of expended RTR funds by approved phase is not higher than approved amount
<input type="checkbox"/> 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)
<input type="checkbox"/> Verify that the local match requirement has been met
<input type="checkbox"/> Review total funds expended by phase and the remaining balance
<input type="checkbox"/> Verify final project description has been completed
<input type="checkbox"/> 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)
<input type="checkbox"/> Verify that total RTR amount to be reprogrammed for other RTR projects has been entered into RAPTS
<b>RTR Advance Repayment</b>
<input type="checkbox"/> Verify balance of remaining RTR Advance Payment provided (if applicable)
<input type="checkbox"/> Verify total amount to be paid to TxDOT plus any interest earned as of the closeout date that has been entered into RAPTS
<b>Environmental</b>
<input type="checkbox"/> Verify that environmental documentation has been submitted to NCTCOG for review
<input type="checkbox"/> Verify that legal counsel review has been completed
<input type="checkbox"/> Verify agency approval of environmental documentation provided to NCTCOG
<input type="checkbox"/> Verify that notice of final approval and final environmental documentation (if revised) was sent to NCTCOG



## NCTCOG Project Closeout Checklist

- Project Information/Expenditures
  - Verify final project limits and scope
  - Verify invoices have been submitted
  - Verify amount of expended RTR funds by approved phase
  - Verify amount of local match
  - Verify final interest earned on RTR funds as of the closeout date
  - Verify total RTR amount to be reprogrammed has been entered into RAPTS

## NCTCOG Project Closeout Checklist, cont'd.

- 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

## NCTCOG Project Closeout Checklist, cont'd.

- 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

# RAPTS

REVENUE AND PROJECT TRACKING SYSTEM

<http://rtrinternal.nctcog.org>



## RTR TIP Program

Email Address:

Password:

**Sign-In**

### Welcome...

The Revenue and Project Tracking System currently reports project and funding details for about 200 transportation projects within the Dallas-Fort Worth Metropolitan Area. Within the system, detailed RTR project information, including status, is combined with financial information about expenditures, interest earned, and funds available.

Disclaimer: The North Central Texas Council of Governments (NCTCOG) maintains this World Wide Web site to enhance public access to NCTCOG information. This site is continually under development and therefore subject to change without notice. While we endeavor to provide timely and accurate information, we make no guarantees. The North Central Texas Council of Governments makes no warranty, express or implied, including warranties of merchantability and fitness for a particular purpose. Use of the information is the sole responsibility of the user.  
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# RAPTS

## REVENUE AND PROJECT TRACKING SYSTEM



Welcome Adam Beckom

### Get Started



RTR Projects



Agreements



Invoicing



TXDOT Data, Interest, Reclassifications



Manage Accounts



My Profile

Welcome

Please click on an icon located in the Get Started grid on the left or click on a corresponding icon above to navigate to the intended area of interest. If at anytime you need to return to the Home Page, please click on the House icon above. Please click on the sign-off link when you are done.

# RAPTS

## REVENUE AND PROJECT TRACKING SYSTEM





















### Available RTR Project Invoices

Below are invoices you have permission to view or edit. To view or edit an existing invoice, click the "Detail" icon for the invoice. To create a new invoice, click "Create a new invoice." Separate invoices should be submitted for each project.

 [Create new invoice](#)

Show  entries

Search:

Detail	TIP Code	Project Name	County Name	Cities	Invoice #	Status	Invoice Date	Current Period Interest	Current Period Expenditures	Delete
	122669	TEST STREET	TARRANT	VARIOUS	1060	Draft	8/13/2012	\$0.00	\$0.00	
	20056	14TH STREET	COLLIN	PLANO	1059	Draft	8/21/2012	\$100.00	\$0.00	
	12345	SH 114	TARRANT		1057	Draft	11/30/2012	\$0.00	\$0.00	
	12345	SH 114	TARRANT		1054	Draft	10/31/2012	\$0.00	\$0.00	
	12345	SH 114	TARRANT		1053	Draft	9/30/2012	\$0.00	\$0.00	
	12345	SH 114	TARRANT		1052	Draft	6/30/2012	\$26.25	\$200,019.02	
	12345	SH 114	TARRANT		1051	Completed	3/31/2012	\$123.56	\$32.89	
	20067	TRINITY STRAND TRAIL	DALLAS	DALLAS	1050	Completed	8/8/2012	\$1,662.94	\$0.00	
	20105	CORPORATE DRIVE	DENTON	LEWISVILLE	1049	Draft	6/30/2012	\$180.96	\$0.00	
	20145	MERRITT ROAD	DALLAS	BOWLETT	1048	Completed	7/31/2012	\$0.00	\$500,000.00	



Invoice Management : 1060



RTR Project Invoice

- Indicates a Required field

**General Invoice Information**

**Current Project Funding**

Below is the funding and expenditure information for each phase of this project for which RTR funds are awarded. To enter expenditure or status information for phase, click on the phase.

Phase	Year	Awarded Amount includes Local Match	Previous Expended	Current Expended	% Expended	% Complete	Phase Not Started
<a href="#">ENG</a>	2012	\$1,600,000.00	\$0.00	\$0.00	0.00 %	50.00 %	<input checked="" type="checkbox"/>
<a href="#">CONST</a>	2014	\$5,000,000.00	\$0.00	\$0.00	0.00 %	0.00 %	<input checked="" type="checkbox"/>
<b>Totals:</b>		<b>\$6,600,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			



### Phase Status

#### Start Dates:

Original Target: **6/17/2014**

Estimated: **8/29/2013**

Actual: **8/15/2011**

#### Completion Dates:

Original Target: **7/15/2015**

Estimated: **6/1/2015**

Actual: **8/28/2012**

Percent of work completed: **100**

The estimated Start date for this phase should be updated for each invoice until work on this phase has begun, at which time the actual Start date should be entered.

The estimated Completion date for this phase should be updated for each invoice until work on the phase has been completed, at which time "Percent of work completed" should be updated to 100% and the actual Completion date should be entered.

An actual Completion date may not be entered until the phase is marked as 100% complete.

Please summarize your activities/  
work completed for this period:

**Construction complete; Project open to traffic**



**Sustainable  
Development  
Process  
Overview**

**Project Completed (Inspections Complete and Open to Traffic)**

- **Closeout Report submitted to NCTCOG within 60 days of close**

**NCTCOG staff begins close out process and review**

**NCTCOG staff to submit documentation for Sustainable Development RTR projects to TxDOT**

**TxDOT review and final close-out**

**Local sponsors submit status report no later than 3 years after execution of the funding agreement**

## Sustainable Development Infrastructure Projects

- Payment of the retainage is contingent upon completion of the Close-out Report.
- Submit a Close-out Report to document:
  - Actual project costs
  - Final program activities
  - Documentation of significant progress towards overall project completion - Building Permit Requirement
- Closeout report to be provided to NCTCOG no later than 60 days from completion.
- NCTCOG to provide close out documentation to TxDOT
- Submit a status report to update activities on the overall project no later than three (3) years after execution of the Funding Agreement.

## Completion of Projects with RTR Advanced Funding

**Within 30 days of completion of a project, please submit to TxDOT the following information:**

- Signed Notification of Completion document acknowledging each individual project(s) completion to TxDOT
  - Notification shall certify the date the project was opened to traffic
  - Notification shall include date of project completion
  - Notification shall include confirmation that final inspections have been conducted, if applicable

## Completion of Projects with RTR Advanced Funding cont'd.

- An accounting statement outlining the total RTR funds received and interest earnings on advanced funding
- A check payable to the Texas Department of Transportation for excess RTR and interest earned. Distinction must be made from interest earnings and excess RTR funding via the RTR account (121 RTR Subaccount 1, 121 RTR Subaccount 2, etc.)
- NCTCOG concurrence of project completion
- Sustainable Development project closeouts will handled through NCTCOG

## Reprogramming of RTR Funds

- Once project close-outs are complete, funds will be placed in the appropriate county RTR accounts.
- As funds accumulate, county-wide discussions on project priorities will be facilitated through each county's RTR Taskforce.

# RAPTS

## REVENUE AND PROJECT TRACKING SYSTEM

Questions/Comments

Function	Contact	Phone/E-mail
<b>NCTCOG – Transportation Department</b>		
•Environmental Review	<b>Sandy Wesch, P.E., AICP</b> Program Manager	817-704-5632 <a href="mailto:swesch@nctcog.org">swesch@nctcog.org</a>
•Primary Contact •Project commitments •Approvals	<b>Angela Smith</b> Transportation Planner	817-695-9254 <a href="mailto:asmith2@nctcog.org">asmith2@nctcog.org</a>
•Sustainable Development	<b>Patrick Mandapaka, PhD, AICP</b> Sr. Transportation Planner	817-704-2503 <a href="mailto:pmandapaka@nctcog.org">pmandapaka@nctcog.org</a>
<b>TxDOT District Contacts</b>		
•Project management •Close-out •Reconciliation	<b>Tamelia Spillman – Dallas</b> Transportation Funding Specialist	214-320-4476 <a href="mailto:tamelia.spillman@txdot.gov">tamelia.spillman@txdot.gov</a>
•Project management •Close-out •Reconciliation	<b>Michael Bolin, P.E. – Fort Worth</b> Advanced Transportation Planning Director	817-370-6710 <a href="mailto:michael.bolin@txdot.gov">michael.bolin@txdot.gov</a>

## Close-out Process HANDOUTS

(Below are links to access the specified documentation)

[Project Closeout Checklist \[DOC\]](#)

[Sustainable Development Closeout Report \[PPT\]](#)

[TxDOT Project Closeout Procedures \[PDF\]](#)

[Back to Presentation Slides](#)