

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 <a href="mailto:legger-l

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

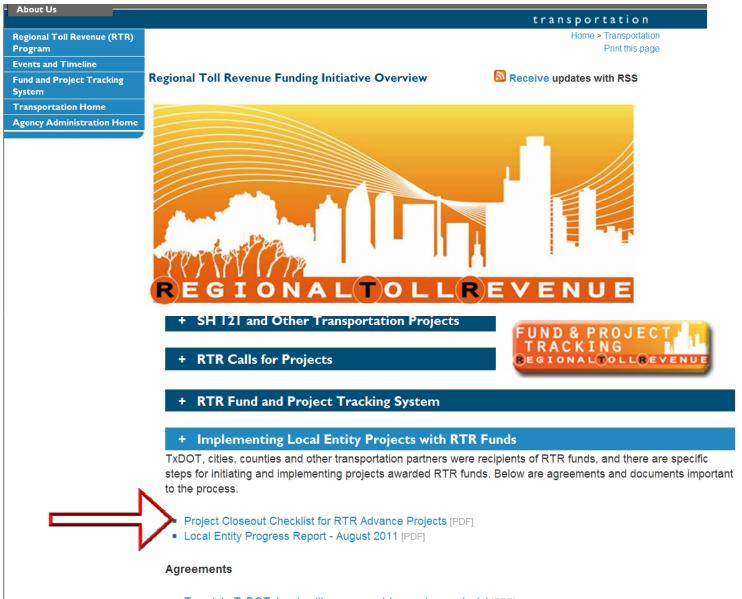
*NCTCOG staff to submit documentation for Sustainable Development RTR projects

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



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 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.			
www.tumemat.notcog.org (KTK implementing agency site) for more detailed review or 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 			

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

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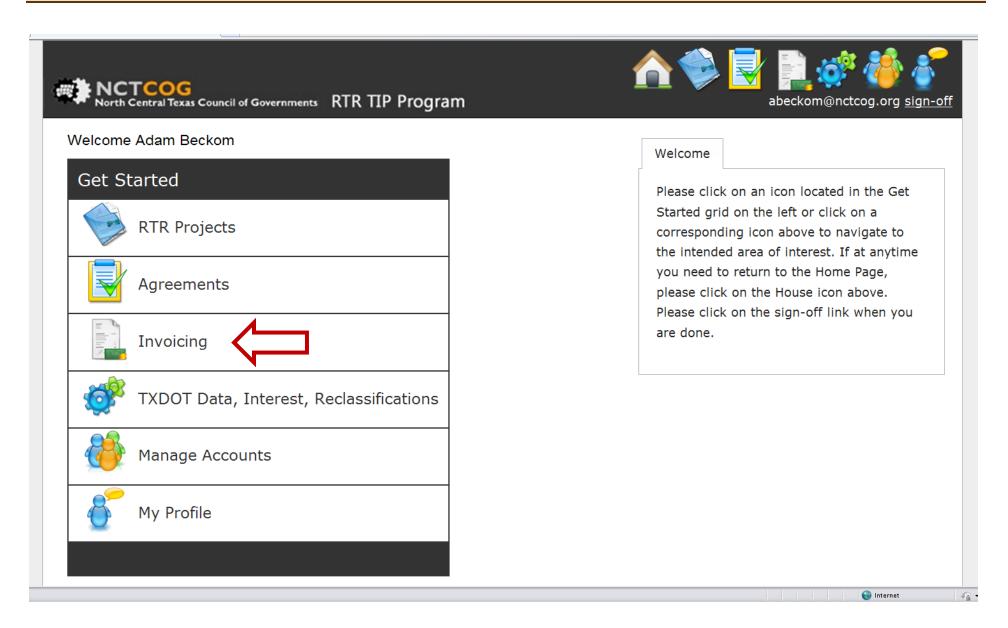
http://rtrinternal.nctcog.org

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.

merchantability and fitness for a particular purpose. Use of the information is the sole responsibility of the user.

RAPTS

REVENUE AND PROJECT TRACKING SYSTEM



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 10 entries

Current Invoice Current Invoice 🔺 Detail Cities Status 🖨 Period 🜲 Period Delete Date **Interest Expenditures** TARRANT 122669 TEST STREET **VARIOUS** 1060 Draft 8/13/2012 \$0.00 \$0.00 20056 14TH STREET COLLIN **PLANO** 1059 Draft 8/21/2012 \$100.00 \$0.00 **F** 12345 SH 114 TARRANT 11/30/2012 1057 Draft \$0.00 \$0.00 12345 SH 114 TARRANT 1054 Draft 10/31/2012 \$0.00 \$0.00 **F** 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 TRINITY STRAND DALLAS 20067 DALLAS 1050 Completed 8/8/2012 \$1,662.94 \$0.00 **TRAIL** CORPORATE DENTON 20105 LEWISVILLE 1049 Draft 6/30/2012 \$180.96 \$0.00 DRIVE 20445 MEDDITT DOAD DALL 40 DOWN FTT 4040 -- --*F00 00F F6 tcog.org/invoice/1060/detail Internet

Search:







Invoice Management: 1060



RTR Project Invoice

Indicates a Required field

General Invoice Information

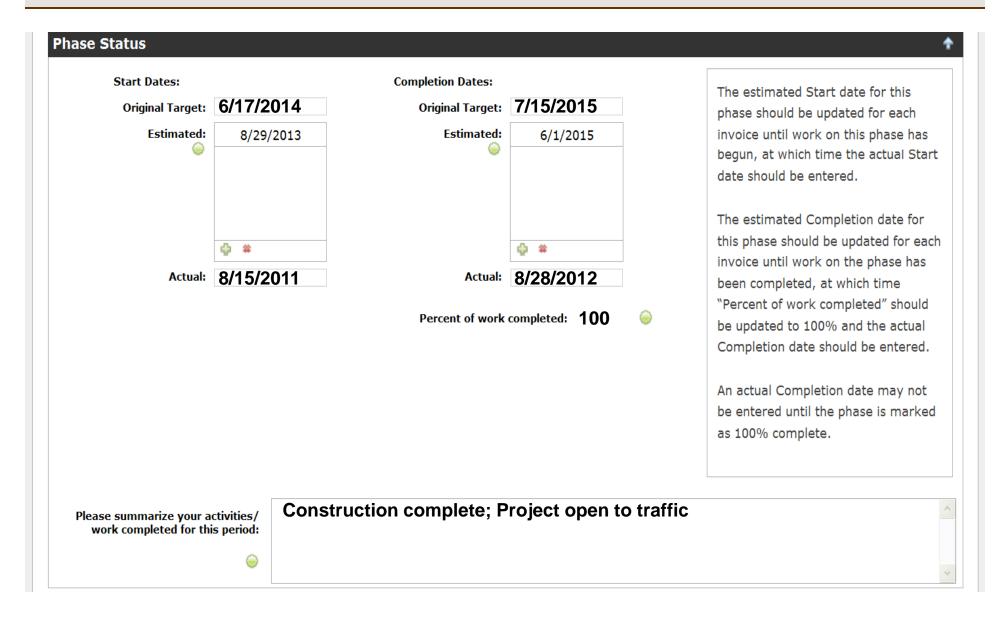
Current Project Funding

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.

Ph	ase	Year	Awarded Amount includes Local Match	Previous Expended	Current Expended	% Expended	% Complete	Phase Not Started
<u>E</u>	<u>NG</u>	2012	\$1,600,000.00	\$0.00	\$0.00	0.00 %	50.00 %	V
CO	NST	2014	\$5,000,000.00	\$0.00	\$0.00	0.00 %	0.00 %	V
4	Tota	ls:	\$6,600,000.00	\$0.00	\$0.00			

RAPTS

REVENUE AND PROJECT TRACKING SYSTEM



Project Completed (Inspections Complete and Open to Traffic)

Closeout Report submitted to NCTCOG within 60 days of close

Sustainable
Development
Process
Overview

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 <u>Texas Department of Transportation</u> 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.

REVENUE AND PROJECT TRACKING SYSTEM

Questions/Comments

RAPTS REVENUE AND PROJECT TRACKING SYSTEM

Function	Contact	Phone/E-mail				
NCTCOG – Transportation Department						
•Environmental Review	Sandy Wesch, P.E., AICP Program Manager	817-704-5632 swesch@nctcog.org				
Primary ContactProject commitmentsApprovals	Angela Smith Transportation Planner	817-695-9254 asmith2@nctcog.org				
•Sustainable Development	Patrick Mandapaka, PhD, AICP Sr. Transportation Planner	817-704-2503 pmandapaka@nctcog.org				
TxDOT District Contacts						
Project managementClose-outReconciliation	Tamelia Spillman – Dallas Transportation Funding Specialist	214-320-4476 tamelia.spillman@txdot.gov				
Project managementClose-outReconciliation	Michael Bolin, P.E. – Fort Worth Advanced Transportation Planning Director	817-370-6710 michael.bolin@txdot.gov				

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]

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