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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 24</td>
<td>10 am to 11 am</td>
<td>Overview of Online Reporting Requirements and New Online Features</td>
</tr>
<tr>
<td></td>
<td>11 am to 12 pm</td>
<td>RTR Project Close-Out Procedures</td>
</tr>
</tbody>
</table>

Please respond to Laura Person at lperson@nctco.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@nctco.org.

Christie J. Gotti

AS:lp
cc: Regional Transportation Council

616 Six Flags Drive, Centerpoint Two
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(817) 640-3300 FAX: 817-640-7806 © recycled paper
www.nctco.org
RAPTS Workshop
Revenue And Project Tracking System
CLOSE-OUT PROCEDURES
August 24, 2012 – 11 a.m.

North Central Texas Council of Governments
http://www.nctcog.org
Agenda

• Purpose and Objectives  Christie Gotti

• Close-out Procedures
  – Project Info/Expenditures & Adam Beckom
    Status Reporting
  – 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.
RAPTS
Revenue and Project Tracking System

Close-out Procedures

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

Regional Toll Revenue (RTR) Program
Events and Timeline
Fund and Project Tracking System
Transportation Home
Agency Administration Home

Regional Toll Revenue Funding Initiative Overview

+ SH 121 and Other Transportation Projects
+ RTR Calls for Projects
+ RTR Fund and Project Tracking System
+ Implementing Local Entity Projects with RTR Funds

TxDOT, cities, counties and other transportation partners were recipients of RTR funds, and there are specific steps for initiating and implementing projects awarded RTR funds. Below are agreements and documents important to the process.

- Project Closeout Checklist for RTR Advance Projects [PDF]
- Local Entity Progress Report - August 2011 [PDF]

Agreements
- Template TxDOT, local entity agreement (on-system projects) [PDF]
# NCTCOG Checklist


**Project Closeout Checklist for RTR Advance Projects**

<table>
<thead>
<tr>
<th>Implementing Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility/Project Name:</td>
</tr>
<tr>
<td>Project Limits:</td>
</tr>
<tr>
<td>TIP Code:</td>
</tr>
<tr>
<td>Project CSJ:</td>
</tr>
</tbody>
</table>

**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
http://rtrinternal.nct cog.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.

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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Welcome Adam Beckom

<table>
<thead>
<tr>
<th>Get Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTR Projects</td>
</tr>
<tr>
<td>Agreements</td>
</tr>
<tr>
<td><strong>Invoicing</strong></td>
</tr>
<tr>
<td>TXDOT Data, Interest, Reclassifications</td>
</tr>
<tr>
<td>Manage Accounts</td>
</tr>
<tr>
<td>My Profile</td>
</tr>
</tbody>
</table>

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.
### 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

![Table of project invoices]

<table>
<thead>
<tr>
<th>Detail</th>
<th>TIP Code</th>
<th>Project Name</th>
<th>County Name</th>
<th>Cities</th>
<th>Invoice #</th>
<th>Status</th>
<th>Invoice Date</th>
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<th>Current Period Expenditures</th>
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<td>TARRANT</td>
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</table>
# RTR Project Invoice

## General Invoice Information

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.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Year</th>
<th>Awarded Amount includes Local Match</th>
<th>Previous Expended</th>
<th>Current Expended</th>
<th>% Expended</th>
<th>% Complete</th>
<th>Phase Not Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>2012</td>
<td>$1,600,000.00</td>
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<td>$0.00</td>
<td>0.00 %</td>
<td>50.00 %</td>
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<tr>
<td>CONST</td>
<td>2014</td>
<td>$5,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00 %</td>
<td>0.00 %</td>
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<td><strong>Totals:</strong></td>
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<td><strong>$6,600,000.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>0.00 %</strong></td>
<td><strong>0.00 %</strong></td>
<td></td>
</tr>
</tbody>
</table>
Construction complete; Project open to traffic
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
## Contact Information

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