REVENUE AND PROJECT TRACKING SYSTEM (RAPTS)

TIP MODIFICATION SUBMITTAL WORKSHOP
9:30 AM – 12:00 PM
JULY 8, 2014
TRANSPORTATION COUNCIL ROOM
NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

AGENDA

- Introductions – Christie Gotti
- Login Process/Requirements – Ken Bunkley
- Adding A New Project – Ken Bunkley
- Modifying An Existing Project – Ken Bunkley
- Deleting/Canceling A Project – Ken Bunkley
- Questions/Comments
PURPOSE

- This system will replace the existing submittal system
- New RAPTS TIP Modification Submittal process will begin with the November 2014 TIP Modification Cycle
- Deadline for request submittals for the November 2014 TIP Modification Cycle is July 25, 2014

TIP MODIFICATION DEADLINES AND SCHEDULE

HTTP://WWW.NCTCOG.ORG/TRANS/TIP/MODIFICATION.ASP

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**Deadlines for Modification to the Dallas-Fort Worth TIP**

**November 2014–August 2015**

The following deadlines have been established for projects requiring modifications to either the Dallas-Fort Worth Area Transportation Improvement Program (TIP) or the Statewide TIP. Please note it takes approximately six months to receive approval for TIP actions that require a change to the Statewide TIP. If you anticipate TIP action on projects within your area, below are the deadlines that should be built into your project timelines. To ensure timely action, please coordinate with the TIP Team early in the process.

**November 2014 Revisions**

- July 25, 2014: Project modification requests are due to the TIP Team
- September 26, 2014: STTC action
- October 15, 2014: RTC action
- October 22, 2014: Project modifications are due to TxDOT
- Late December 2014: Anticipate final federal approval

**February 2015 Revisions**

- October 24, 2014: Project modification requests are due to the TIP Team
- December 5, 2014: STTC action
- January 8, 2015: RTC action
- January 21, 2015: Project modifications are due to TxDOT
- Late March 2015: Anticipate final federal approval

*November and December STTC meetings are customarily combined and scheduled for this date.*
SIGNING INTO RAPTS
HTTP://WWW.NCTCOG.ORG/TRANS/

SIGNING INTO RAPTS (CONT.)
HTTP://WWW.NCTCOG.ORG/TRANS/
SIGNING INTO RAPTS (CONT.)

HOME SCREEN
SUBMITTING A NEW PROJECT

MODIFICATION TYPE
CREATING A NEW REQUEST

Adding a new project

ADDING A NEW PROJECT
REASON FOR REQUEST

REQUIRED FIELDS ERROR
LEAVING A SECTION WITHOUT SAVING

BASIC PROJECT DETAILS
SELECTING COUNTIES

SELECTING COUNTIES (CONT.)
SELECTING CITIES

SELECTING CITIES (CONT.)
SCOPE OF WORK

VERIFICATION INFORMATION WAS SAVED
PROJECT COST INFORMATION

TIP Modification Submission System
Total Project Cost Information

Please enter a line for each Phase and its Cost.
Please Save your changes before clicking on Next or Previous.

<table>
<thead>
<tr>
<th>Phase Costs (Required)</th>
<th>Administrative Costs (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI</td>
<td>CSI</td>
</tr>
<tr>
<td></td>
<td>Category</td>
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<tr>
<td></td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td>Total Project Cost:</td>
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<td>$0</td>
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</tbody>
</table>

Add a line

Previous | Save | Next

Contact Us

PROJECT COST INFORMATION (CONT.)

TIP Modification Submission System
Total Project Cost Information

Please enter a line for each Phase and its Cost.
Please Save your changes before clicking on Next or Previous.

<table>
<thead>
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<tr>
<td>CSI</td>
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<td></td>
<td>Category</td>
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<tr>
<td>1234-56-789</td>
<td>Construction Engineering</td>
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<tr>
<td></td>
<td>Total Project Cost:</td>
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<tr>
<td></td>
<td>$100</td>
</tr>
</tbody>
</table>

Add a line

Previous | Save | Next

Contact Us
DELETING A LINE ITEM

PROJECT FUNDING
PHASING

TIP Modification Submission System

Phase Status

Please enter the dates you expect the project to start and be completed.
If a phase has not started or been completed, enter the the dates under "estimated". If a phase has actually begun or has completed enter the dates under "actual".
Dates are entered in Month/Year, for example July 2014 would be entered as 07/2014.
Please Save your changes before clicking on Next or Previous.

Costs entered from prior screen

<table>
<thead>
<tr>
<th>Phase</th>
<th>Estimated Start Date</th>
<th>Actual Start Date</th>
<th>Estimated End Date</th>
<th>Actual End Date</th>
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</tr>
<tr>
<td>CONST</td>
<td>2015</td>
<td></td>
<td></td>
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</tbody>
</table>

Phase

- Environmental
- Engineering
- Right Of Way
- Utilities

MISSING INFORMATION FOR PHASING

TIP Modification Submission System

Phase Status

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If a phase has not started or been completed, enter the the dates under "estimated". If a phase has actually begun or has completed enter the dates under "actual".
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Costs entered from prior screen

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<tr>
<td>CONST</td>
<td>2015</td>
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Phase

- Environmental
- Engineering
- Right Of Way
TXDOT AGREEMENT STATUS IS REQUIRED

INDIVIDUAL LOCATIONS
MODIFICATION REQUEST SUMMARY

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fiscal Year</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1234-56-789</td>
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<td>$1,000</td>
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<tr>
<td>1234-56-789</td>
<td>2016</td>
<td>$1,000</td>
</tr>
<tr>
<td>1234-56-789</td>
<td>2017</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total</td>
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MODIFICATION REQUEST SUMMARY (CONT.)

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<th>Estimated Start Date</th>
<th>Actual Start Date</th>
<th>Estimated End Date</th>
<th>Actual End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Engineering</td>
<td>09/2015</td>
<td>07/2016</td>
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<td></td>
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<tr>
<td>Right Of Way</td>
<td>10/2016</td>
<td>11/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
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<tr>
<td>Construction</td>
<td>12/2017</td>
<td>12/2018</td>
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</tbody>
</table>
SUBMITTAL NOTIFICATION FOR OTHER INDIVIDUALS

NO OTHER NOTIFICATIONS
SUBMITTAL DEFERRED AFTER DEADLINE

SUBMITTAL SUMMARY REPORT

TIP Modification Submission Report

Revision Requested
ADD PROJECT TO THE TIP/STIP

Submitter
Submitter Name: kenneth.burke@nctcog.org
Date Submitted: Not Submitted
Submitter Email: kenneth.burke@nctcog.org

Request Details
Project: Reconstruct 4 to 5 Mainlanes

Phase Costs
- 7226.60

Administrative Costs
- Contractor Engineering: $150
EDITING AN EXISTING REQUEST

HOME SCREEN

Welcome Kenneth Burkley

Get Started
- My Profile
- TIP Mod Submission

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-out icon when you are done.
MODIFICATION TYPE

EDITING AN EXISTING REQUEST
EXISTING REQUESTS

WITHDRAWING A REQUEST
CHOOSING SECTIONS TO BE EDITED

REVISING SUBMITTED INFORMATION
MODIFICATION REQUEST SUMMARY (CONT.)

SUBMITTAL NOTIFICATION FOR OTHER INDIVIDUALS
### TIP Modification Submission Report

**Revision Requested:**
- ADD PROJECT TO THE DATABASE

**Submitter:**
- Name: Michael
- Email: Michael@nking.org
- Date Submitted: Not yet submitted

**Request Details:**
- Cluster: 1294-60-099
- Facility: Cooper
- Project No: 1294-60-099
- Category: Construction Engineering
- Budget: $1,000
- Implementing Agency: TXDOT

**Phase Costs:**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fiscal Year</th>
<th>Phase Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1294-60-099</td>
<td>2013</td>
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<td>$1,000</td>
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<tr>
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<tr>
<td>1294-60-099</td>
<td>2017</td>
<td>CONO</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Total: $3,000

**Administrative Costs:**

<table>
<thead>
<tr>
<th>C/S</th>
<th>Category Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1294-60-099</td>
<td>Construction Engineering</td>
<td>$1,000</td>
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</table>

Total: $1,000

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**MODIFYING AN EXISTING PROJECT**
HOME SCREEN

Welcome Kenneth Burkley

- Get Started
- My Profile
- TIP Mod Submission

Welcome

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MODIFICATION TYPE

TIP Modification Submission System

Please select the project type:

- Roadway (All Funding Categories), Air Quality (All Funding Categories), or Transit (CTAQ and STP-504 funds only)
- Regional Programs, Planning Studies and Special Implementation Projects (Not Construction Projects)
- Transit Formula Funding Projects (Sections 5307, 5309, 5310, 5311, 5316, or 5317)

Next
CREATING A NEW REQUEST

MODIFYING AN EXISTING PROJECT
SELECTING A PROJECT TO MODIFY

MODIFICATION REQUEST HAS ALREADY BEEN SUBMITTED
REASON FOR REQUEST

CURRENTLY APPROVED VS. REQUESTED MODIFICATION
CURRENTLY APPROVED VS. REQUESTED MODIFICATION (CONT.)

- Current screen shows a software interface with options to select locations, agencies, and facilities.
- The interface includes fields for entering project details and selecting before and after conditions.
- Users can input specific details such as county, city, implementing agency, and facility to track modifications.

CURRENTLY APPROVED VS. REQUESTED MODIFICATION (CONT.)

- Additional screen showing the TIP Modification Submission System.
- Users can input project details and track before and after conditions.
- The system helps in managing and tracking modifications to approved projects.

These screenshots illustrate the process of tracking modifications to approved projects, emphasizing user input and tracking features.
DELETING/CANCELLING AN EXISTING PROJECT

DELETING/CANCELLING VS. CHANGING AN EXISTING PROJECT

- There is a distinction between truly deleting/canceling a project and revising a project to remove all of the current funding while keeping all previously obligated funding.
- Removing current funding while leaving previously obligated funds would be a request to Modify An Existing Project as described before.
HOME SCREEN

Welcome Kenneth Burkhley

Get Started
- My Profile
- TIP Mod Submission

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.

MODIFICATION TYPE

TIP Modification Submission System
Please select the project type:
- 1. Broadway (All Funding Categories), Air Quality (All Funding Categories), or Transit (CTAQ and STP-ITF funds only)
- 2. Regional Programs, Planning Studies and Special Implementation Projects (Not Construction Projects)
- 3. Transit Formula Funding Projects (Section 5307, 5308, 5310, 5311, 5316, or 5317)

Next
CREATING A NEW REQUEST

DELETING/CANCELING A PROJECT
DELETING/CANCELING A PROJECT (CONT.)

DELETING/CANCELING A PROJECT (CONT.)
DELETING/CANCELING A PROJECT (CONT.)
DEADLINES AND SCHEDULE FOR THE NOVEMBER 2014 CYCLE
HTTP://WWW.NCTCOG.ORG/TRANS/TIP/MODIFICATION.ASP

- July 25, 2014 – Deadline for submittal of project modification requests through RAPTS TIP Modification Submittal System
- September 26, 2014 – STTC Action
- October 19, 2014 – RTC Action
- October 22, 2014 – Project modifications are due to TxDOT
- Late December 2014/Early January 2015 – Anticipate final federal approval

CONTACT INFORMATION

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