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

DATE: April 28, 2011

FROM: Christie M. Jestis
Senior Program Manager, Transportation Program Programming

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

Several RAPTS user workshops will be conducted by North Central Texas Council of Governments (NCTCOG) staff for entities that have or will receive advances of Regional Toll Revenue (RTR) funds for off-system projects. This workshop is geared toward individuals who are responsible for entering invoices and financial/project status information into RAPTS. Time has also been allotted to discuss contracting/agreements and the environmental review process.

The sessions will be held at NCTCOG in the Transportation Council Room, 616 Six Flags Drive, Arlington. If you are not able to attend your county’s session as designated below, please feel free to attend another session.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 6</td>
<td>10 am to 12 pm</td>
<td>Dallas</td>
</tr>
<tr>
<td>Thursday, June 9</td>
<td>2 pm to 4 pm</td>
<td>Denton, Collin</td>
</tr>
<tr>
<td>Wednesday, June 15</td>
<td>2:30 pm to 4:30 pm</td>
<td>Rockwall, Kaufman, Ellis</td>
</tr>
</tbody>
</table>

Please respond to Laura Person at lperson@nctcog.org or (817) 608-2349 with the names and contact information of those planning to attend in order for NCTCOG staff to have sufficient training materials on hand. If you have any questions, please contact Omar Barrios, Senior Transportation Planner, at (817) 608-2337 or obarrios@nctcog.org.

Christie M. Jestis

OB:lp

cc: Regional Transportation Council
AGENDA

RAPTS Workshop
Regional and Project Tracking System
June 6, June 9, and June 15, 2011
Transportation Council Room
North Central Texas Council of Governments

Purpose and Objectives
Christie Jestis
Transportation Project Programming

Environmental Review Process
Sandy Wesch
Transportation Project Programming

Online Reporting System Invoicing Component
Brian Murawski
Transportation Fiscal Management

Online Reporting System Status Report Component
Angela Smith
Transportation Project Programming

Questions/Comments
RAPTS Workshop
Revenue And Project Tracking System

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

- Purpose and Objectives
  Christie Jestis

- Environmental Clearance Requirements
  Sandy Wesch

- Sustainable Development Project Coordination
  Brian Murawski

- Online Reporting System Financial Component
  Brian Murawski

- Online Reporting System Status Report Component
  Angela Smith
Purpose and Objectives

• **System**
  – Provide open, transparent, real-time information to public and elected officials
  – NCTCOG provides “fund” and project level data by account and county
  – Need implementing agencies to provide expenditures, project status, and photos

• **Workshop**
  – Provide status report on agency participation
  – Assist agencies with environmental clearance process
  – Review online reporting needs for data input by local agencies
Background

• Phase I
  – Initial MS Excel-based tracking system posted online
  – Included basic “fund” and project tracking
  – Completed in April 2009

• Phase II
  – Online RTR Tracking System
  – Includes interactive web display of “fund” and project data
  – Completed in September 2010

• Phase III
  – User-Friendly GIS Web Interface
  – Incorporate all TIP projects into this system
  – Begins Summer 2011
3 Most Important Things You Need To Do

1. Agreement
2. Environmental
3. Invoicing/Status Reporting
Local Entity Progress Report

• **Need Agreement Signed for Project(s)**
  – Dallas, DART, Fort Worth, Grand Prairie, Plano, & The Colony

• **Need Environmental Documentation for Project(s)**
  – Addison, Collin County, Coppell, Crandall, Dallas, Dallas County, DART, Denton, Farmers Branch, Fort Worth, Frisco, Garland, Grand Prairie, Lewisville, Little Elm, Mesquite, NCTCOG, Plano, Red Oak, Richardson, Rowlett, Sachse, & The Colony

• **Need to Request User ID for Invoicing System**
  – Crandall, Dallas, Farmers Branch, Fort Worth, Garland, Grand Prairie, Lewisville, Mesquite, Red Oak, Rowlett, & Sachse

• **Have User ID for Invoicing System Only**
  – Addison, Coppell, & Richardson

• **Have User ID for Invoicing System & Have Entered Invoices**
  – Collin County, Dallas County, DART, DCTA, Denton, Flower Mound, Frisco, Little Elm, NCTCOG, Plano, & The Colony
Environmental Documentation

- **All** RTR projects require environmental review
- The type depends on if the project is on the federal or state highway system and if the project also has federal and state monies
- The purpose of the review is to ensure the implementing agency is complying with applicable state and federal laws and regulations
- The environmental process must be completed before monies for either right-of-way acquisition or construction are distributed by TxDOT
Environmental Process for RTR Projects

RTC Call for Projects

Project Selected

Is the Project on the State or Federal System or has Other Federal or State Funding?

Yes

Must Comply with NEPA

No

Must Comply with Local Environmental Review

Complete Local Environmental Review

Review and Comment by NCTCOG

Approval by Implementing Agency

Submit Approval & Final Documentation to NCTCOG (if revised)
TxDOT/Local Entity Agreement Requirements

**Article 11. Compliance with Laws; Environmental Review and Public Involvement**

“Each Party shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative bodies or tribunals affecting the performance of this Agreement as applicable to it. When required, the Local Government shall furnish the State with satisfactory proof of compliance. As provided in 43 T.A.C. Section 2.1(b)(3), the department’s environmental review requirements do not apply to the Project because the department is funding the Project solely with money held in a project subaccount created under Transportation Code, Section 228.012. However, the local government shall ensure that the Project complies with all environmental review and public involvement requirements applicable to the Local Government under state and federal law in connection with the Project. The Local Government shall obtain the opinion of legal counsel showing the Local Government’s environmental review and public involvement for the Project complies with state law and regulations, and with local laws, regulations, rules, policies, and procedures applicable to the Local Government. The Local Government shall maintain a copy of the certification in the project files.”

**Article 22. NCTCOG**

“Acceptance of funds directly under the Agreement or indirectly through a subcontract under the Agreement acts as acceptance of the authority of NCTCOG and RTC to assist the Local Government’s implementation of financial reporting and environmental review concerning the Project. The Local Government shall provide to NCTCOG on a monthly basis a report of expenses, including the Local Government’s expenditure of local match funds. The report shall list separately the expenditures by project phase as shown in Attachment A, including but not limited to engineering, environmental review, right of way acquisition, and construction. The report shall also describe interest earned on money from the SH 121 Subaccount, including the interest rate, interest earned during the month, and cumulative interest earned. The report shall further describe the status of developing the Project. Not less than 60 days before the environmental review document is submitted to the governing body of the Local Government for final approval, the Local Government shall submit the document to NCTCOG for review and comment. NCTCOG may provide the Local Government technical assistance on the environmental review of the Project as mutually agreed between NCTCOG and the Local Government.”
Environmental Process for RTR Projects

RTC Call for Projects

Project Selected

Is the Project on the State or Federal System or has Other Federal or State Funding?

Yes

Must Comply with NEPA

No

Must Comply with Local Environmental Review

Complete Local Environmental Review

Review and Comment by NCTCOG

Approval by Implementing Agency

Submit Approval & Final Documentation to NCTCOG (if revised)
Environmental Process for RTR Projects

- Can submit documentation based on your own local environmental review process
- Checklist can be completed before funding agreement is signed with TxDOT
- Send to NCTCOG via regular mail or e-mail but document needs to include a signature. NCTCOG review averages about two weeks.
- The approval should follow typical approval process for each implementing agency (i.e., city council or board approval).
- Following approval, submit letter or resolution to NCTCOG.
Local Environmental Process

- Many local governments do not have a formal local environmental review process for transportation projects.
- To assist in fulfilling the local environmental review requirements, NCTCOG has developed an eight-page local environmental review checklist with instructions for completing the form.
RTR Environmental Checklist

- Information included on the RTR website (www.nctcog.org/trans/rtr/) under “Implementing Projects with RTR Funds”
- Form: www.nctcog.org/trans/rtr/LERForm_20101022.pdf
Helpful Hints

• If hiring a consultant, make them aware of the checklist and/or contact NCTCOG to help develop the scope for the environmental work

• If using the checklist, the document needs to include a signature

• If a NEPA document was approved for the project prior to the funding change to RTR, submit the document and approval letter to fulfill the environmental requirement

• Attached additional pages, as necessary, to answer the questions
For Question or Assistance in Completing the Process

Sandy Wesch, P.E., AICP
Program Manager
Phone 817.704.5632
swesch@nctcog.org
Sustainable Development Infrastructure Projects

• For the Sustainable Development Infrastructure projects funded through the 2009-10 Sustainable Development Call for Projects (SDCFP) in the TxDOT Eastern Subregion and funded through Regional Toll Revenue (RTR) funds

• NCTCOG staff will coordinate with Project Sponsors and collect documentation related to invoices and milestone reports through NCTCOG-provided templates.

• NCTCOG staff will upload the collected and approved information to RAPTS.

• Please do not submit information directly to the RAPTS website.

• NCTCOG staff is finalizing the invoicing and reporting procedures and will provide the details on the required documentation and milestone reporting templates during Summer 2011.
Online Reporting System
Financial & Status Report Components

• Article 22 of TxDOT Agreement

“...The Local Government shall provide to NCTCOG on a monthly basis a report of expenses, including the Local Government’s expenditure of local match funds. The report shall list separately the expenditures by project phase as shown in Attachment A, including but not limited to engineering, environmental review, right of way acquisition, and construction. The report shall also describe interest earned on money from the SH 121 Subaccount, including the interest rate, interest earned during the month, and cumulative interest earned. The report shall further describe the status of developing the Project...”

• User Account Setup

• Creating a Report – http://rtrinternal.nctcog.org/

• Financial Reporting
  ▪ Interest Reporting
  ▪ Expenditures by Phase
RAPTS
Revenue and Project Tracking System

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. Copyright 2009 North Central Texas Council of Governments
Welcome Brian Murawski of NCTCOG

Get Started
- RTR Projects
- Agreements
- Invoicing
- 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.
### 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.

<table>
<thead>
<tr>
<th>TIP Code</th>
<th>Project Name</th>
<th>County Name</th>
<th>Cities</th>
<th>Invoice #</th>
<th>Status</th>
<th>Date</th>
<th>Current Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>20007</td>
<td>ADVANCE PURCHASE OF RAIL VEHICLES FOR OCTA LIGHT RAIL</td>
<td>DENTON</td>
<td>DENTON</td>
<td>2</td>
<td>Published</td>
<td>3/12/2010</td>
<td>$101,190.87</td>
</tr>
<tr>
<td>20007</td>
<td>ADVANCE PURCHASE OF RAIL VEHICLES FOR OCTA LIGHT RAIL</td>
<td>DENTON</td>
<td>DENTON</td>
<td>3</td>
<td>Published</td>
<td>6/5/2009</td>
<td>$49,784.61</td>
</tr>
<tr>
<td>20007</td>
<td>ADVANCE PURCHASE OF RAIL VEHICLES FOR OCTA LIGHT RAIL</td>
<td>DENTON</td>
<td>DENTON</td>
<td>102</td>
<td>Published</td>
<td>6/5/2009</td>
<td>$40,095.12</td>
</tr>
<tr>
<td>20007</td>
<td>ADVANCE PURCHASE OF RAIL VEHICLES FOR OCTA LIGHT RAIL</td>
<td>DENTON</td>
<td>DENTON</td>
<td>103</td>
<td>Published</td>
<td>9/3/2009</td>
<td>$15,953.11</td>
</tr>
<tr>
<td>20007</td>
<td>ADVANCE PURCHASE OF RAIL VEHICLES FOR OCTA LIGHT RAIL</td>
<td>DENTON</td>
<td>DENTON</td>
<td>104</td>
<td>Published</td>
<td>9/30/2009</td>
<td>$10,811.53</td>
</tr>
</tbody>
</table>
RAPTS
Revenue And Project Tracking System

Invoice Management

RTR Project Invoice

General Invoice Information

Local Entity Contact Information

Rece./Acc. M. Elizakoba

Title: VP Finance / CFO

Phone: (972) 221-4800

Email: meizakoba@ntctco.org

Invoice Information

Project: 2007

Invoice #: 04512010

Inv. Date: 03/12/2010

Status: Submitted

Please identify the individual who should be contacted should any questions arise regarding this invoice.

Changing the "Status" of the invoice to "Completed" prevents further editing and submits the completed invoice to NCTCOG for review. If a change needs to be made, please contact NCTCOG staff to request that the invoice status be changed to "Draft."

"Current Period Interest" and "Current Period Interest %" should be entered for advance payments received for the project associated with this invoice.

RTR Cash Flow

RTR Cash Received | Previous Interest Earned | Current Period Interest | Current Period % | Total Interest Earned | Total RTR Expenditures | RTR Cash Remaining
--- | --- | --- | --- | --- | --- | ---
$57,200,000.00 | $141,424.43 | $101,128.77 | % | $242,815.30 | $22,132,780.00 | $35,311,635.39

Save Changes

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 a phase, click on the phase.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Year</th>
<th>Awarded</th>
<th>Previous Expended</th>
<th>Current Expended</th>
<th>% Expended</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2007</td>
<td>$7,126,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
Expenditure and status information may be submitted for any of the projects below. RTR funds may not be expended prior to execution of an agreement with the Texas Department of Transportation.

<table>
<thead>
<tr>
<th>Select</th>
<th>TIP Code</th>
<th>Name</th>
<th>On System</th>
<th>County</th>
<th>STIP Cycle</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20056</td>
<td>14TH STREET</td>
<td></td>
<td>COLLIN</td>
<td>NOVEMBER 2008</td>
<td>$7,354</td>
</tr>
<tr>
<td></td>
<td>11850</td>
<td>15TH STREET</td>
<td></td>
<td>COLLIN</td>
<td>MAY 2011</td>
<td>$2,501</td>
</tr>
<tr>
<td></td>
<td>20252</td>
<td>1ST STREET</td>
<td></td>
<td>RAUFAN</td>
<td>NOVEMBER 2010</td>
<td>$859</td>
</tr>
<tr>
<td></td>
<td>20007</td>
<td>ADVANCE PURCHASE OF RAIL VEHICLES FOR DCTA LIGHT RAIL</td>
<td></td>
<td>DENTON</td>
<td>FEBRUARY 2008</td>
<td>$71,500</td>
</tr>
<tr>
<td></td>
<td>20135</td>
<td>ATMS COMMUNICATIONS NETWORK</td>
<td></td>
<td>DALLAS</td>
<td>NOVEMBER 2008</td>
<td>$3,032</td>
</tr>
<tr>
<td></td>
<td>20079</td>
<td>BNSF PASSENGER RAIL (COLLIN COUNTY SECTION)</td>
<td></td>
<td>COLLIN</td>
<td>NOVEMBER 2008</td>
<td>$1,875</td>
</tr>
<tr>
<td></td>
<td>20128</td>
<td>BNSF PASSENGER RAIL (DALLAS COUNTY SECTION)</td>
<td></td>
<td>DALLAS</td>
<td>NOVEMBER 2008</td>
<td>$100,000</td>
</tr>
<tr>
<td></td>
<td>20107</td>
<td>BNSF PASSENGER RAIL (DENTON COUNTY SECTION)</td>
<td></td>
<td>DENTON</td>
<td>NOVEMBER 2008</td>
<td>$500,000</td>
</tr>
<tr>
<td></td>
<td>20146</td>
<td>BONNIE BRAE ROAD</td>
<td></td>
<td>DENTON</td>
<td>NOVEMBER 2008</td>
<td>$57,689</td>
</tr>
<tr>
<td></td>
<td>20129</td>
<td>BUNKER HILL ROAD</td>
<td></td>
<td>DALLAS</td>
<td>AUGUST 2009</td>
<td>$9,518</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 96 entries
RAPTS
Revenue And Project Tracking System

Invoice Management : 2 : CONST 2009

Invoice Details: CONST

Expenditure Information

<table>
<thead>
<tr>
<th>Budget</th>
<th>Awarded</th>
<th>Anticipated</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>$71,500,000.00</td>
<td>$0.00</td>
<td>$71,500,000.00</td>
</tr>
<tr>
<td>RTR</td>
<td>$57,200,000.00</td>
<td>$0.00</td>
<td>$57,200,000.00</td>
</tr>
<tr>
<td>Locals</td>
<td>$14,300,000.00</td>
<td>$0.00</td>
<td>$14,300,000.00</td>
</tr>
</tbody>
</table>

Please update the "Anticipated Expenditures" column to reflect the expected actual cost of completing this phase of the project.

Current actual expenditures should be entered for RTR funds and for any local funds being used for this phase.

Cost

<table>
<thead>
<tr>
<th>Previous</th>
<th>Current Actual</th>
<th>Cumulative</th>
<th>Balance</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>$0.00</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$71,500,000.00</td>
</tr>
<tr>
<td>RTR</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$57,200,000.00</td>
</tr>
<tr>
<td>Locals</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$14,300,000.00</td>
</tr>
</tbody>
</table>

Cash Expended
Cash Remaining: $71,500,000.00
Percent Expended: 0.00 %
Online Reporting System
Financial and Status Report Components

Known Issues

• Counties & Transit Agencies may experience difficulties selecting projects and/or viewing invoices
  – Submit reports to bmurawski@nctcog.org until issue is resolved

• Previous and cumulative expenditures may not display correctly when creating invoices
  – Expenditures are being stored correctly, so previous and cumulative expenditures may be disregarded
  – NCTCOG Staff can provide reports showing cumulative expenditures

NCTCOG Staff is working to resolve issues and improve RAPTS functionality
Online Reporting System
Financial and Status Report Components

• Project Status Reporting

• Phase Status Information
  – Updating staff and completion dates for each phase
  – Summarizing completed activities/work

• Supporting Documentation
  – Phase attachments
  – Before/after photos
Invoice Management: 3 : CONST 2010

Invoice Details: CONST

Expenditure Information

Phase Status

Let Dates:
- Target:
- Estimated:
- Actual: 07/01/2009

Completion Dates:
- Target: 12/01/2010
- Estimated:
- Actual:

Percent of work completed: 0

The estimated let date for this phase should be updated for each invoice until work on this phase has begun, at which time the actual let 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.
• Regional Toll Revenue Funding Initiative
   www.nctcog.org/trans/rtr

• Regional Toll Revenue Tracking System Introduction
   www.nctcog.org/trans/rtr/tracking.asp

• Regional Toll Revenue and Project Tracking System Public
   http://rtr.nctcog.org/

• Regional Toll Revenue and Project Tracking System Internal
   http://rtrinternal.nctcog.org/

• TIP Modification Policy & Online Modification System
   http://www.nctcog.org/trans/tip/modification.asp
## Contact Information

<table>
<thead>
<tr>
<th>Function</th>
<th>Contact</th>
<th>Phone/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Interest, Revenue, Expenditures</td>
<td><strong>Molly Rendon</strong> Fiscal Manager Administration</td>
<td>817-695-9131 <a href="mailto:mrendon@nctcog.org">mrendon@nctcog.org</a></td>
</tr>
<tr>
<td>Environmental Review</td>
<td><strong>Sandy Wesch</strong> Program Manager Transportation</td>
<td>817-704-5632 <a href="mailto:swesch@nctcog.org">swesch@nctcog.org</a></td>
</tr>
<tr>
<td>Contracting Local entity advances User account setup</td>
<td><strong>Brian Murawski</strong> Senior Grants Coordinator Transportation</td>
<td>817-704-2507 <a href="mailto:bmurawski@nctcog.org">bmurawski@nctcog.org</a></td>
</tr>
<tr>
<td>Project commitments Approvals</td>
<td><strong>Angela Smith</strong> Planner Transportation</td>
<td>817-695-9254 <a href="mailto:asmith2@nctcog.org">asmith2@nctcog.org</a></td>
</tr>
<tr>
<td>GIS Technical support</td>
<td><strong>Omar Barrios</strong> Senior Planner Transportation</td>
<td>817-608-2337 <a href="mailto:obarrios@nctcog.org">obarrios@nctcog.org</a></td>
</tr>
</tbody>
</table>