



North Central Texas Council Of Governments

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

DATE: October 14, 2010

FROM: Michael Morris, P.E.
Director of Transportation

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

North Central Texas Council of Governments (NCTCOG) staff has scheduled a workshop to demonstrate use of the Revenue and Project Tracking System (RAPTS) on Friday, October 22, 2010, at 12 pm in the Transportation Council Room of the North Central Texas Council of Governments, 616 Six Flags Drive, Arlington. Local entities that have received advances of Regional Toll Revenue (RTR) funds for off-system projects are strongly encouraged to attend this workshop. Surface Transportation Technical Committee members and RTR County Task Force members are also welcome to attend this meeting, as appropriate.

Committee and Task Force members will be briefed on how to use the RAPTS website, including the portion of the system to be utilized for financial and project status reporting by implementing entities. Instructions for using the reporting system will also be made available on the RTR website for anyone unable to attend the workshop.

Lunch will be provided to individuals that RSVP. Please respond with your attendance plans to April Leger at (817) 695-9246 or aleger@nctcog.org by Tuesday, October 19, 2010. We look forward to seeing you at the meeting.

Michael Morris, P.E.

OB:lp

cc: Regional Transportation Council

AGENDA

REGIONAL AND PROJECT TRACKING SYSTEM WORKSHOP

**Surface Transportation Technical Committee and
Regional Toll Revenue Task Force
Friday, October 22, 2010
North Central Texas Council of Governments**

Purpose and Objectives	Christie Jestis Transportation Project Programming
Dashboard/Financial Reports/Archived Reports	Molly Rendon Administration
County Funding/Project Detail/Project Search	Omar Barrios Transportation Project Programming
Online Reporting System Financial Component	Brian Murawski Transportation Fiscal Management
Online Reporting System Status Report Component	Angela Smith Transportation Project Programming
Questions/Comments	



RAPTS Workshop

Regional And Project Tracking System

Agenda

- Purpose and Objectives Christie Jestis
- Dashboard/Financial Reports/
Archived Reports Molly Rendon
- County Funding/Project Detail/
Project Search Omar Barrios
- Online Reporting System
Financial Component Brian Murawski
- Online Reporting System Status
Report Component Angela Smith

Purpose and Objectives

- **System**

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

- **Workshop**

- Help agencies understand how the system works
- Establish principles 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**
 - Incorporate all TIP projects into this system
 - Begins in FY 2011

Dashboard/Financial Reports/ Archived Reports

- Fund Balances
- Interest
- Reclassifications
- Disbursements
- Advances
- Local Entity Disbursements
- Available/Archived Reports

County Funding/ Project Detail/Project Search

- County balances/RTR project commitments
- How to drill down to county-specific information
- Three sections for projects that are:
 - On-system
 - Receiving advances
 - Loans
- How to drill down to project specific information
- How to add projects to your dashboard
- How to search for projects/generate reports
- Glossary/contact information

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://rtr.dfwmaps.com/RTInternal/>**

- **Financial Reporting**

- Interest Reporting
- Expenditures by Phase

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

- **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

Function	Contact	Phone/E-mail
Tracking Interest, Revenue, Expenditures	Molly Rendon Fiscal Manager Administration	817-695-9131 mrendon@nctcog.org
Contracting Local entity advances User account setup	Brian Murawski Senior Grants Coordinator Transportation	817-704-2507 bmurawski@nctcog.org
Project commitments Approvals	Angela Smith Planner Transportation	817-695-9254 asmith2@nctcog.org
GIS Technical support	Omar Barrios Senior Planner Transportation	817-608-2337 obarrios@nctcog.org