

Austin Transportation Department RCA Process Check List

Council Date: June 25th, 2015

RCA Name:

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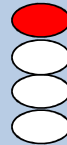
Description: Request for Authorization to Apply for TAP Grant

Approve a resolution authorizing the City Manager to submit a list of potential transportation projects to CAMPO as candidates for the TA Program.

ATD Sponsor: Active Transportation, Signals, Engineering and Office of the Director

Launched by:

ATD
Purchasing
CLMD
Other



Sponsor Division obtains AD approval prior to initiation (5 - 6 weeks)

Date/Initials

Who?

Active Trans

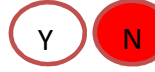
Sponsor

Are there budget implications/amendments? If so, provide separate RCA



ILA/AFA/MOU - Has Law been informed?

(Do not write ILA or send directly to Law - coordinate with Gilda)



Sponsor Division reviews item with Finance Manager

Finance

AD - Discuss with Director during weekly meeting (5 weeks)

Ok per WGD

AD / Director

Director reviews and approves for launch in SIRE

Director/SPOC

SPOC final review with Finance prior to launching item

SPOC/Finance

RCA language included

yes

SPOC

ILA / AFA Included

N/A

SPOC

Funding information provided

N/A

SPOC

Is budget Amendment Needed?

no

SPOC

If so, a separate RCA is needed

RCA launched in SIRE (Gilda)

(Per Agenda Calendar)

SPOC

RCA approved by Finance

(Gilda to update system)

SPOC

RCA approved by Law

(Gilda to update system)

SPOC

RCA final approval by Director

(Gilda to update system)

SPOC

Staff follow up until agenda published

SPOC

Notes:
