

# Region 1 ARTS Systemic Frequently Asked Questions

## 1. *How do I submit my application?*

Due to file size, please do not email your application. Please compile your application files (including the PDF and Excel files) and submit applications in a zip folder via one of the following methods:

1. Register for a MOVEit account (see attachment for instructions, it's easy). Send your application and attachments through your MOVEit account to [Katherine.s.burns@odot.state.or.us](mailto:Katherine.s.burns@odot.state.or.us). MOVEit is a secure alternative to transferring large files while eliminating the risk associated with the FTP protocol. Only the receiver will see your files.
2. Upload to your agency's FTP site and send an email to [Katherine.S.BURNS@odot.state.or.us](mailto:Katherine.S.BURNS@odot.state.or.us) and [Susanne.L.DAGNESE@odot.state.or.us](mailto:Susanne.L.DAGNESE@odot.state.or.us) with information for retrieving your application.
3. Drop off a USB thumb drive with your applications files at ODOT's office. Let Katherine and Sue know via email. We can arrange to receive it in person if desirable.

For consistency, please include the following in your email:

- Subject line in this format: ARTS SYSTEMIC APPLICATION SUBMISSION – AGENCY – APPLICATION NAME
  - EXAMPLE: ARTS Systemic Application Submission - City of Bend - NE 3<sup>rd</sup> Street: Greenwood to Wilson
- Reference how you have delivered your application files.

## 2. *Cost Estimation Worksheet:*

- a. You **need to include a PE cost**, we would suggest somewhere between 8%-30% as long you can justify it by size and complexity of project and/or cost estimating practices.
- b. You **need to include a Construction cost**. The rest of the categories are left to your discretion.
- c. The **Total Eligible Project Cost** calculated at the bottom should match the cost you put into your B/C spreadsheet.
- d. **SHOW YOUR WORK!** We need to know how you got your numbers so please explain on the Cost Estimation Worksheet or attach a supporting document that includes unit costs, PE %, etc.

## 3. *Application Attachments: Crash Reports*

- a. The Instructions in section (b) indicate crash data for each crash applied in the benefit/cost (b/c) or Cost-Effectiveness Index (CEI) worksheets must be included in the attachments and "SHALL BE A DIRECT OUTPUT FROM THE ODOT CRASH DATA SYSTEM."
  - i. **Guidance for Region 1:** the data provided to support the b/c or CEI worksheets can also come from the data provided by Kittelson & Associates, Inc. on their FTP site ([www.kittelson.com/ftp](http://www.kittelson.com/ftp)) as this data was directly filtered from ODOT's crash data system. This is the preferred method as it will decrease potential errors on the applicants end and reduce review time. If you choose another way to show crashes just make sure the Crash IDs are included.
- b. The Instructions in section (c) indicate that crashes that do not apply to the benefit/cost (b/c) or Cost-Effectiveness Index (CEI) worksheets must be "CROSSED THROUGH OR REMOVED"

- i. **Guidance for Region 1:** using the data from Kittelson & Associates, Inc. will simplify this process if you use the filtering tools in Excel and 'hide' those rows that do not apply to the countermeasures being proposed. (example: if intersection lighting is being proposed as a countermeasure, only crashes occurring at night should be applied in the b/c form)

**4. Can we deliver the project ourselves?**

No. These are federal dollars so the project must be delivered per federal standards. Local agency crews cannot do the work themselves – it must go through the federal bidding process and contracted out. If you have preferences for how the project is delivered please include this in Box 5 of Page 5 of the Application. You can say you want ODOT to deliver the project, that you want to deliver the project through ODOT's Local Agency Program, that you want ODOT to deliver the project with other similar projects in the Region as part of a larger project, etc.

**5. What if I have 4 countermeasures in my project but there's only room for 3?**

You can include the 4<sup>th</sup> countermeasure in the Project Description box on Page 2 of the Application along with the other countermeasures. You can only have 3 countermeasures **per intersection** or else the benefit is overestimated.

**6. I ran out of room listing my intersections/locations in my Project Location box!**

You can reference an attached page that has them all listed.

**7. What if I want to include intersections that were not on the 300% list? How do I get the crash data?**

Please email Casey (cbergh@kittelson.com) and Matt (mbroughton@kittelson) with the intersection (s) you would like crash data for.

**8. What if I have illumination on 2 quadrants of an intersection but I want to add illumination to the other two quadrants? Or only 1 quadrant?**

If you already have some existing illumination but want to add the other quadrants then use a reduced crash reduction factor. You can still use all night crashes, all injuries at the intersection.

For no existing lighting, use a CRF of 38% (base condition as shown in CRF list)

For 1 existing lit quadrant, use a CRF of 30%

For 2 existing lit quadrants, use a CRF of 21%

For 3 existing lit quadrants, use a CRF of 11%

$CRF = 100 * [1 - (1 - 0.38)^{(\text{percent not lit as decimal})}]$

For example, for 1 existing lit quadrant;  $CRF = 100 * [1 - (1 - .38)^{(.75)}] = 30\%$