

# Application Instructions

## All Roads Transportation Safety (ARTS) Program

This application is for the Oregon Department of Transportation (ODOT)'s Highway Safety Improvement Program (HSIP) – All Roads Transportation Safety (ARTS). Applicants should submit their applications to their respective ODOT Region Traffic Offices directed to the attention of the Region Traffic Manager (RTM), by the designated deadline listed for each Region on the ARTS [website](#). Applications that are delivered after close of business on the due date or are postmarked later than the due date will not be accepted.

Applicants must download the PDF application from the Traffic-Roadway Section (TRS) Highway Safety [website](#). Applicants must prepare their electronic (preferable) **or** hard-copy applications as defined in these instructions. Failure to follow this procedure will result in their application being rejected.

Application submittals **shall** include the following completed documents:

- The 3-page application
- Benefit-Cost worksheet(s) **or** Cost-Effectiveness worksheet(s)
- Aerial Vicinity Map / Location Map
- Crash data reports (in EXCEL format from ODOT's Crash Reporting [website](#))
- Traffic Analysis (Traffic counts, NCHRP 562 spreadsheet, etc.)

Applicant submittals **should** include the following documents:

- Conceptual Layout or Project Concept Drawing
- Field Scope Verification (pictures, field observations, user behavior)

Applicant submittals **may** include the following documents:

- Collision Diagram(s)
- Additional background information (road safety audit findings, previous scoping documents, planning studies, letters of support, etc.)

It is important to read through the Application Instructions before attempting to prepare and submit the application. Applicants are highly encouraged to utilize and follow these instructions in a step-by-step process as they complete their application(s).

While Agencies are encouraged to apply for multiple projects, ODOT will only accept **one proposed project per application**. Multiple locations can be included into one application only if the same countermeasures are applied to every location. The benefit-cost analysis or cost effectiveness index shall also incorporate all of the locations. Also, while Systemic and Hotspot countermeasures may be applicable at the same location, the supporting benefit/cost spreadsheet can only include countermeasures of the application type. Once approved for funding, the measures can be combined under one project if desired.

### General Preparations

Applicants are expected to submit applications based on a data-driven, comprehensive safety evaluation of their agency's roadway infrastructure, traffic volumes and crash data. Prior to filling out the PDF application, it is recommended that applicants complete some general preparations:

- 1) Read the [ARTS Program Guidelines](#) and other related documents.
- 2) Become familiar with the [crash reduction factors](#) (under the Crash Reduction Factors section) eligible for this program.
- 3) Review the [ODOT Implementation Plans](#) (under the Safety Improvement Plans section) for Roadway Departure, Intersection and Bicycle and Pedestrian safety. These documents provide proposed roadway

(both State and Non-State) locations and segments that would benefit from implementation of systemic countermeasures.

- 4) Become familiar with the [ODOT Crash Reporting website](#) and the excel [crash decoder](#) in addition to the [benefit-cost](#) and [cost-effectiveness worksheets](#) (all under the Analysis Tools and Forms section).

## Part 1: Basic Project Information

### Hot Spot or Systemic

Select application type (choose only one), if the application is Systemic; identify the type (intersection, road departure or bicycle/pedestrian)

### Agency

Type in the full name of the agency applying.

### County

Type in the name of the County where the proposed project will be located. If there are multiple counties, please note this.

### ODOT Region

Type in the ODOT Region that the proposed project will take place in. If you do not know which Region the project is in, consult [ODOT's TransGIS website](#). Use the menus to choose Display – Layer Catalog – Boundaries – ODOT Regions. (This site will also help you find geographic coordinates, if you need them to describe your project.)

### City (if applicable)

Type in the City that the proposed project will take place in. Type “None” if not applicable. If there are multiple cities, please note this.

### Contact Person Information

The Project Engineer is the technical lead who is developing the project. The Project Sponsor is the person with budget authority who can commit to funding the match for the project. This information will be used to coordinate with the agency relating to funding results and later for project delivery questions.

### Project Location

Provide road name(s), intersection cross street names, and/or geographical references of where the project is located. For proposed projects on the State Highway System, please provide highway names, numbers, and mile points. If there are multiple locations please list them in the space provided or attach a separate document summarizing the locations.

Example for Non-State Roads: *“On Park Ave between 5<sup>th</sup> St and 10<sup>th</sup> St”*.

Example for State Highways: *“On Eugene-Springfield Highway (Hwy 227) MP 1.52 – MP 3.86” or “On Tualatin Valley Highway (OR8) from Murray Blvd to SW 198<sup>th</sup> Ave”*.

### Scope (Project) Description

This description contains all intended work with the proposed project, including work not represented by the countermeasures listed. Be specific about the scope of work.

Example: *“Protected/permissive LT phasing on both Holgate and 112th” or “Install supplemental signal heads at the intersections of Butner @ Cedar Hills Blvd and Skyline @ Sunset Hwy-Skyline Blvd”*

### Countermeasures

Select from the drop-down list the countermeasure(s) this project will include. Although there are a maximum of three countermeasures that can be included in the Benefit/Cost analysis, more than three countermeasures can be

included in the proposed project. If more than three countermeasures are included in the project, please note this in the project description in Part 1 and in the Cost Estimate.

#### Project Cost

This value is taken directly from the [Cost Estimate worksheet](#) and is the same cost inputted in “Estimated Project Cost” cell on the Benefit/Cost Analysis worksheet. The ODOT Cost Estimate worksheet can be found [here](#).

#### Project Benefit/Cost Ratio

This value is taken directly from the “B/C Ratio” cell on the [Benefit/Cost Analysis worksheet](#). Agencies shall only submit applications with Benefit/Cost ratios of 1.0 or greater. Applications submitted with Benefit/Cost ratios less than 1.0 will be rejected and will not be evaluated.

### **Additional Project Information**

#### Identify the focus area of the proposed project

The application types are separated into two categories; Hotspot and Systemic. The systemic portion of the ARTS program is further divided into three focus areas: roadway departure, intersection and bicycle and pedestrian. Similarly, the available countermeasures eligible for each type of application is also divided into these categories. Choose the focus area based on the **primary** countermeasure you have identified for inclusion in your proposed project. The **primary** countermeasure is identified by the countermeasure that will have the highest cost associated with the proposed project. It is important to note that while Systemic and Hotspot countermeasures may be applicable at the same location, the supporting benefit/cost spreadsheet can only include countermeasures of the application type. Once approved for funding, the measures can be combined under one project if desired.

Links to the following resources are listed below:

[SPIS Lists \(Local & Highway\)](#)

[Oregon Adjustable Safety Index System \(OASIS\)](#)

[Systemic Implementation Plans](#) (under Safety Improvement Plans section)

Links to these resources can also be found on the [ARTS webpage](#).

### **Project Funding Sources**

#### Match Requirement

The Federal Highway Safety Improvement Program (HSIP) currently requires a 7.78% match for projects. Within the ARTS program ODOT will require participating agencies to contribute match to the project. This will require local agencies to come up with the 7.78% non-federal cash match.

If you are unable to contribute this match, please call your appropriate Region Traffic Office **after** you have submitted your application to discuss potential alternatives.

### **Narrative Questions**

These narrative questions are intended to provide additional project details for the application reviewers and project files. Application reviewers will use this information in their assessment of the application.

Each narrative answer is limited to space below the question. The intent is to keep the answers short and to the point. If you have any questions about the narrative questions, please call your appropriate Region Traffic Office.

### **Application Attachments**

Please double check all attachments are included in this application.

1. Cost Estimate(Required)
  - a) Applicants must provide a thorough cost estimate.
  - b) The detailed engineer's estimate must demonstrate how the total construction cost is being split among countermeasures, other safety related improvements and non-safety-related improvements. The estimate should include other costs such as PE, CE, mobilization, ADA upgrades, etc.
  - c) If your cost estimate is inadequate, you may be asked to revise the cost estimate or provide additional justification.
  
2. Benefit/Cost Analysis or Cost-Effectiveness Index Worksheet (Required)
  - a) Benefit/Cost Analysis is required for ALL proposed Hot Spot, Roadway Departure or Intersection projects
  - b) Cost-Effectiveness Index is required for ALL proposed Bicycle and Pedestrian projects
  - c) Applicants must use the appropriate worksheets provided by ODOT.
  
3. Aerial Vicinity Map / Location Map (Required)
  - a) The application reviewers and the Program Managers must be able to quickly pinpoint the project's location in the state and local agency. This map needs to show where the project is located within the overall agency. It is not intended to show the specific project limits.
  
4. Field Scoping Verification (Highly Recommended)
  - a) Notes from a site visit or mini road safety audit to observe user behavior. Notes can include other countermeasures that were considered but not recommended and why. A site visit can help verify the defined problem and support the recommended solution.
  - b) Pictures or a note that pictures can be provided as requested
  
5. Crash Report(s) (Required)
  - a) Required for ALL projects.
  - b) Must be electronic copy, if one cannot be provided please contact your Region Traffic Office.
  - c) Applicants must include a list of crashes that matches the crashes applied to a countermeasure in the benefit/cost or cost-effectiveness calculations. This list shall be a direct output from the [ODOT Crash Data System](#).
  - d) If the output list includes crashes that were not appropriate to include in the project B/C calculations, these crashes must be crossed through or removed.
  
6. Traffic Analysis (Required where applicable)
  - a) Required when the project includes an improvement that requires an engineering study to warrant the installation of certain traffic control devices, e.g., bike signals, pedestrian hybrid beacons, etc. When applications include traffic control features like these, it is the applicants' responsibility to ensure all requirements of the latest MUTCD are met. Failure to include required warrants completed per MUTCD will result in the project being disqualified.
  - b) Other traffic analysis can include traffic counts, NCHRP 562 spreadsheet, pedestrian study, capacity analysis, etc.
  
7. Conceptual Layout or Project Concept Drawing (Recommended)
  - a) The limits of all planned construction items/activities must be shown, including any non-safety elements of the project that will be going to construction.
  - b) Show individual limits of each countermeasure utilized in the benefit/cost or cost-effectiveness calculations for the application.
  
8. Collision Diagram(s) (Optional)
  - a) If your agency already has a completed collision diagram for the project location(s), please attach them. This will help the reviewers to quickly identify crash patterns.
  
9. Additional Background Information (Optional)

- a) These may be used to help illustrate the safety concerns within the project limits, to provide justification and support for the cost estimate, to show other work that has been done in support of the project and support future scoping efforts.
- b) These should be directly related to documenting the merits of the need, purpose and scope of the project.

### Project Commitment

It is the agency’s responsibility to ensure the ARTS application is reviewed and supported. Applications that do not contain the required Project Sponsor name, title and signature will be disqualified. This signature can be provided electronically or through a hard copy application.

The agency’s transportation manager attesting to the information in the application must take care to ensure they follow these application instructions, including but not limited to: all data is accurate and represents the total scope and costs; countermeasures are applied consistently; and, crash data is accurately shown and applied to countermeasures.

### Submitting the Application

Applications must be **received by the due date listed in the appropriate region tab at the website below**. Please make sure that all application are submitted to the appropriate ARTS Region tab by the due date and time. Applications should be submitted at [www.ApplyForODOTARTS.com](http://www.ApplyForODOTARTS.com). Select the appropriate region tab to access the application submission page for your region.

If you have any questions about **how to fill out or submit the ARTS application**, please feel free to contact the appropriate Region representative or Consultant for your project:

ODOT Region	Contact	Phone Number	Email Address
Region 1	Katherine Burns	503.731.3259	<a href="mailto:Katherine.S.BURNS@odot.state.or.us">Katherine.S.BURNS@odot.state.or.us</a>
Region 2	Amanda Salyer	503.986.5808	<a href="mailto:Amanda.SALYER@odot.state.or.us">Amanda.SALYER@odot.state.or.us</a>
Region 3 White City	Dan Dorrell	541.864.8825	<a href="mailto:Dan.w.Dorrell@odot.state.or.us">Dan.w.Dorrell@odot.state.or.us</a>
Region 3 Roseburg	Jered Carpenter	541.957.3541	<a href="mailto:Jered.Carpenter@odot.state.or.us">Jered.Carpenter@odot.state.or.us</a>
Region 4	Dan Serpico	541.388.6170 Ext. 237	<a href="mailto:Daniel.S.SERPICO@odot.state.or.us">Daniel.S.SERPICO@odot.state.or.us</a>
Region 5	Don Fine	541.963.1902	<a href="mailto:Donald.g.fine@odot.state.or.us">Donald.g.fine@odot.state.or.us</a>

Or contact Scott Mansur ([smm@dksassociates.com](mailto:smm@dksassociates.com) ) with DKS Associates at (503)391-8773.