# 28-30 Regional Flexible Fund Step 2 Allocation

**Frequently Asked Questions**

1. **Why did my user access get denied for the 28-30 Regional Flexible Fund Step 2 Online Application tool (also known as Project Tracker)?**
   Your user access was likely denied because when you registered you selected being able to see "all" Plans in the "Plans" dropdown menu. What this means is that you're requesting access not only the 28-30 Regional Flexible Fund Step 2 Call for Projects application, but also the Metropolitan Transportation Improvement Program (MTIP). Access to the MTIP is not available to regional partners or members of the public at this time.

   This has been a common occurrence and Metro staff encourages users to watch the registration tutorial before registering for access in an effort to reduce this occurrence. In most cases where this mistake occurs, a Metro administrator will deny the initial request for access, but immediately reset access request appropriately. So the user will be able to log in and start an application.

2. **When are 28-30 Regional Flexible Fund Step 2 applications due?**
   All applications are due on Friday, November 15, 2024, at 4 p.m. PST

3. **Can I receive the application questions in a different format so I can fill in the text sections outside of Project Tracker?**
   Yes, we will provide a Word document constructed by Washington County containing the project questions. However, this document is to be used in conjunction with Project Tracker and not in lieu, as it is not a perfect mirror of the application. Any question submitted must be verified using the online application tool.

4. **Do trails have a design classification?**
   Trails do not have a formal street classification. The selection of "trail" in the dropdown menu for question 7 in the Project Detail subsection is acceptable.

5. **How do I determine if my project is on a high injury corridor?**
   Use the *High Injury Corridor Story map* and the *HIC Explorer tool*. *Note, streets less than 1 mile in length are not included in the High Injury Corridors analysis.*

6. **Where can I find crash data for my project area?**
   If you do not have access to crash data, please contact Metro staff at *lake.mctighe@oregonmetro.gov* for assistance.

7. **How do I respond to questions in the application which are focused on the project's scope elements, when our project team has not completed initial project development, so the team cannot say with certainty what the elements are?**

   RFFA staff recognize that applicants will apply for projects at various stages of development. For projects that are better defined, please respond to the application questions with the confirmed scope elements. For projects that have not yet started or completed initial development, respond to the questions based on the potential or proposed scope elements. It is advised to use the Design Livable Streets and Trails Guide and the Application Handbook to inform your responses. These resources are extremely useful in ensuring your application is comprehensive and well thought-out, and they will help refine the project scope while aligning it with best practices and guidelines.

8. **How should we address changing contexts throughout a corridor/project?**
   - For questions requiring a single number, enter the value that best represents the corridor, e.g., the speed limit.
   - When describing the changing contexts, provide details in questions that allow a narrative response, for example, the Purpose questions, Current Conditions question1, and Project Detail question 4. In Project Detail question 7, select all applicable options and link your selections back to your responses in Project Detail questions 4, 5, and 6. Additionally, include relevant context in any other narrative questions where it is appropriate to do so.

9. **How should trail projects be addressed when questions are explicitly framed for street projects?**
   - If the trail provides an alternative route to a street with safety problems, note this in the descriptive narrative questions and leave the street-focused questions blank.
   - If the trail is part of the street Right of Way (ROW), answer the street-related questions.
   - If the trail is part in the street ROW, and part not, answer the street questions.

10. **Are there any special considerations for applying the *Designing Livable Streets and Trails (DLS+T) Guide* to projects on ODOT facilities?**
    ODOT design preferences and ORS 366.216 designated routes may pose constraints that could make implementing the DLS+T Preferred Design Treatments for the designated Regional Street Design Classification and context challenging. This should be explained in the narrative questions. For ORS 366.216 designated routes refer to the *Oregon Revised Statute 366.215* for implementation guidance.

11. **If the design for the project has not been determined, is it sufficient to state that the intent of the project is to follow the DLS+T guidance using the Preferred Treatments?**
Applicants should describe any constraints that could make implementing the Preferred Design Treatments difficult. If the applicant identifies no such constraints, they should assume the Preferred Treatment and deliver it if funded. However, if there is uncertainty about the ability to provide the Preferred Treatments, the applicant should communicate this and describe the type of design the project will most likely land on.

12. **What type of counts are needed for pedestrians, bikes, transit riders, and trucks?**
Average daily counts are preferred to be consistent with AADT counts for motor vehicles. If these are not available, provide available count data and note what timeframe the counts are for. If counts are not available, leave blank, and provide a general description of level of activity in Purpose questions 3,4, 5, and/or 6.

13. **How is project development defined for the Regional Flexible Fund process? I have seen and heard conflicting information.**
Unfortunately, there is not a bright line definition of Project Development and to further complicate the picture, Project Development can entail activities from planning to activities leading up to right-of-way acquisition. For the purposes of the Regional Flexible Fund Allocation Step 2 process, applications seeking project development funding only may consider activities up to 30% design in their scope of work.

Please note the language in the application handbook (on page 4) defining project development as "activities leading up to right-of-way acquisition" is an error for the purposes of the Regional Flexible Fund Allocation.

14. **How do I determine the design classification of the project?**
Refer to the [2023 Regional Transportation Planning Policy Map](#) to determine the project's design classification.

15. **What should I do if there are discrepancies between agency maps and tools when describing a project?**
If you encounter conflicting information about a project, use the most accurate information available to you and cite your sources. Be sure to note any conflicting data so it can be flagged during analysis. If there is conflicting data on Metro's Resource Maps contact *lake.mctighe@oregonmetro.gov*

16. **Do I need to fill out the ODOT technical scoping sheet for my RFFA application?**
No, the technical worksheet does not need to be submitted at this stage of the process, but if the project is awarded funding, you must complete it in the next phase. We recommend filling out the technical sheet while you are building out your application.

**17. How should I provide attachments in my application?**
Within Project Tracker, there is a tab for uploading attachments. All attachments should be clearly labelled and referenced in the application with the same name. There is no limit for attachments, and supporting materials are encouraged in the application.

**18. Is there a template for a cost estimate sheet available?**
There is no direct template to follow. However, Kittelson has provided guidance on how to build out a cost estimate, which is available on the RFFA Step 2 site, along with a Federal Aid Presentation Overview.