



Continuous Highway Analysis Framework

USER GUIDE

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Prepared For:

Division of Planning, Districts, MPOs, and ADDs

SPAC Branch

Kentucky Transportation Cabinet



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DEFINITIONS

2 Lane to 4 Lane Divided-Rural – The upgrade of an existing two lane highway to a 4 lane divided facility to increase traffic flow.

2 Lane to 4 Lane Divided-Urban – The upgrade of an existing two lane highway to a 4 lane divided facility to increase traffic flow.

Access Consolidation – Replace TWTL with a divided median cross section with no additional capacity. Add non-traversable median.

Add Lane to Full Control Facility – The addition of a full lane of travel to an Interstate or existing Full Access Controlled facility.

Arterial to Full Control – Upgrading a road serving major traffic movements (high-speed, high volume) for travel between major points to a divided arterial highway for the unimpeded flow of large traffic volumes.

Arterial to Partial Control – Upgrading a road serving major traffic movements (high-speed, high volume) for travel between major points to alleviate congestion and reduce impediments to traffic flow. Include indirect left turn or similar movements.

Auxiliary Lanes or Operational Improvements – Add continuous auxiliary lane for weaving between entrance ramp and exit ramp or other interchange improvements.

Bike and Pedestrian Improvements – Add sidewalk to one side of roadway, add separated mixed use trail to one side of roadway, add bike lane to one or both sides of roadway, add pedestrian signal at signalized intersection.

Cardinal Direction – The direction in which the mile point are in ascending order. This is the portion of the route that has data attached to it.

Construct Road in new location – Bypass, New Route, New Interchange, Route Relocation. Does not include construction of new local roadways.

Credentials – CHAF ID and usernames.

Existing route – The route(s), intersection(s), interchange(s), and/or ramp(s) on which the work is being done or is an important part of the project.

Full Control to Interstate – Improving an existing freeway to interstate design standards primarily by increasing shoulder width and/or bridge clearances.

Grade Separated to Interchange – The addition of ramps to an existing grade separated interchange.

Grade Separation of Highway/Railroad Crossing – Construct Grade Separation to Separate two Modes.

Identified Project – A project that has been added to CHAF and is an active project.

Impacted Route – The route(s) and/or ramp(s) which are affected by the project or will be affected by the construction of a new route. This primary applies to the traffic from an existing route that will use the new route.

Improve Intersection – Install left turn lane, Install right turn lane, offset Left turns, new signal, etc.

Improve Railroad Crossing – Install flashing lights and sound signals and/or automatic gates.

Inactive Project – An inactive project can be several things: a project that is no longer being worked on, a completed project, a project that got funded by a different source, and a project that needs to be deleted from CHAF.

Innovative Interchange – Improve an interchange by converting the existing interchange to an innovative interchange such as diverging diamond or SPUI (single point urban interchange).

Innovative Intersection – Improve an intersection by employing an innovative intersection design such as a roundabout, J turn, restricted crossing U-turn, median U-turn, etc.

Install Cameras and DMS – Intelligent Transportation System projects.

Install Two-way Left Turn Lane – Widening existing pavement through addition of Two Left Turn Lane. Typically used in areas where there appears to be an issue with turning related crashes such as rear-end and head-on on two lane roads.

Note: Does not include Road Diets where number of through lanes will be reduced.

Interchange Safety Improvements – Improve the safety of an interchange by extending acceleration/deceleration ramps, converting a cloverleaf interchange to a stop controlled interchange, etc.

Local Roadway Improvements – The minor widening, primarily increasing shoulder width etc., on local roads or the construction of a new local route to improve local transportation movements. Improvements to be made on County Roads or City Streets.

Maintenance Improvement – Drainage improvements, rock fall, landslides, rest area rehab, resurfacing, rock fall mitigation, signs, weigh station rehab or signals.

Major Interchange Reconstruction – Reconstruct interchange to reduce conflict points or improve ramp geometry by adding loops or flyovers or replacing loops with directional ramps.

Major Widening-Rural Multilane – Widening of existing multilane rural highways to include additional through lanes. Does not include fully controlled-access facilities.

Major Widening-Urban Streets – Widening of urban streets to include additional through lanes. Does not include fully controlled-access facilities.

Modernize & Widen Roadway-Rural – Realignment or reconstruction to bring geometric (Vertical, horizontal) deficiencies up to modern standards and to provide additional through capacity, including passing lanes or 2+1 configuration.

Modernize Roadway-Rural – Realignment or reconstruction to bring geometric (Vertical, horizontal) deficiencies up to modern standards, etc. To include minor Widening of lanes and shoulders, Reconstruction, Safety Hazard eliminations, Spot Improvements, Turn Lanes.

Modernize Roadway-Urban – Reconstruction of urban roadway without additional through lanes; may include curb and gutter, bike lanes, sidewalks, etc.

Need – Why is the project being done, what problem needs to be solved?

Non-Cardinal Direction – The direction in which the miles point going in a descending order. This portion of the route does not have data attached to it.

Order – The order applies to the route order in the maps.

Other improvement Types – Any improvement types not included previously.

Proposed Project Area – Approximate area where the project will be, this is good for projects in the planning and early design stages.

Proposed Route – The new or realigned route(s), intersection(s), interchange(s), and/or ramp(s) that the project is proposing to solve the need of the project.

Purpose – What problem is the project going to solve?

Realign Intersection – Improving the geometric configuration of multiple adjacent intersections (offset approaches) to enhance traffic flow. Reduce Skew for Intersections, Convert Two 3-Leg Intersections to a 4-Leg Intersection.

Road Diet – Reconfigure roadway to convert through lanes to a two-way left turn lane. May include bike lanes. Typically is when a 4 lane undivided urban road is converted to a 3 lane section with bike lanes.

Transportation Studies – Scoping studies, feasibility studies, PE & Environmental, Phase 1 Design, Small Urban Area or Strategic Corridor.

Upgrade to Grade Separation – Improving an intersection by separating traffic through physical means such as an overpass to allow different flows of traffic. Reduces conflict points and increases capacity of the system.

INTRODUCTION

Continuous Highways Analysis Framework (CHAF), is an application enabling users to collect, track and analyze identified transportation needs. CHAF also provides a means to sponsor, score and rank projects as part of the Strategic Highway Investment Formula for Tomorrow (SHIFT).

This is the first step in an initiative to link all highway project related systems together. The goals of the initiative are to eliminate duplicate data entry, and provide seamless integration of the highway project information ensuing in more efficient and accurate project reporting.

Authentication

All Kentucky Transportation Cabinet (KYTC) users are authenticated by their Active Directory credentials of their username and password that they use to sign onto their computers. If configured properly, your browser will automatically sign you into CHAF.

KYTC Users Link: <https://apps.intranet.kytc.ky.gov/CHAF/Home/Dashboard>

Non-KYTC users, Metropolitan Planning Organizations (MPOs) and Area Development Districts (ADDs), will need to use credentials obtained through Kentucky Business One Stop (KYBOS). All Non-KYTC users must create an account in KYBOS before they request access authorization to CHAF.

Non-KYTC Users Link: <https://apps.transportation.ky.gov/CHAF/Home/Dashboard>.

Authorization

All users must be authorized to use CHAF by the CHAF Program Manager at KYTC Central Office. As part of the authorization process, the user's organization name and type will be set along with any special authority they may need.

CHAF ACCESS PROCEDURES

KYTC Users Initial Access Request

The process to request access for KYTC users is as follows:

- 1) Copy/paste or enter the link below in your browser.

KYTC Users Link: <https://apps.intranet.kytc.ky.gov/CHAF/Home/Dashboard>

- 2) The User Profile window will open (See Figure 1). Enter your information in the User Profile boxes, making sure all fields are complete. Press the blue save button.
- 3) After the User Profile is completed and saved, send an email to the KYTC Central Office CHAF Program Manager stating your User Profile has been submitted and is ready for review.
- 4) A notification of approval or denial will be sent via email by the CHAF Program Manager.
- 5) When CHAF authorization has been approved, access to CHAF can be obtained by clicking the link in the authorization email or using the link in step 1 above.

Figure 1 - User Profile

The screenshot shows a 'User Profile' form with the following fields and values:

- *Organization Type:** Central Office
- *Organization Name:** Planning
- First Name:** Maridely
- User Name:** KYTC\maridely.loyselle
- Email:** maridely.loyselle@ky.gov
- Phone Number:** 5027825098
- Extension:** (empty)
- *State:** Kentucky

A blue 'Save' button with a floppy disk icon is circled in red at the bottom right of the form. A yellow diamond logo with a 'K' is visible at the bottom center of the form area.

**Note: For KYTC users, if configured properly, your browser will automatically sign you into CHAF. This only applies to KYTC users, Non-KYTC users will need to sign in.*

Non-KYTC Users Initial Access Request

The process to request access for all Non-KYTC users is as follows:

- 1) All Non-KYTC users will need to set up a Kentucky Business One Stop (KYBOS) account prior to requesting a CHAF user account. Copy/paste or enter the link below in your browser.

Non-KYTC Users Link: <https://onestop.ky.gov/Pages/default.aspx>

- 2) The KYBOS Service Portal will open (See Figure 2). Click the One Stop Business Services tab in the lower left of the webpage.

Figure 2 - KYBOS Service Portal

Ky.gov An Official Website of the Commonwealth of Kentucky

Search

Kentucky **One Stop** BUSINESS PORTAL

Plan MY BUSINESS Start MY BUSINESS Operate MY BUSINESS Expand MY BUSINESS Move TO KENTUCKY

Welcome to the Kentucky Business One Stop Portal

From starting your business plan to registering your business with the Commonwealth, this portal is a "one stop shop" with tools necessary to assist you in registering and operating your business in Kentucky.

[Begin your registration](#)

Licenses and Permits Which licenses and permits apply to you

One Stop Business Services

Incentives

Kentucky Business One Stop final assessment

Forms

Find out why Kentucky is right for your business

Resources

- 3) Select do not have a user account, click here to create one link on the right side of the webpage (See Figure 3).

Figure 3 - Create KYBOS User Account

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky One Stop BUSINESS PORTAL

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services.
For a complete list of services, please see our [FAQs](#).

Note: If you own more than one business or use more than one of the services, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: [One Stop Overview](#) and [One Stop Security](#)

Username
Password
Sign in

If you do not have a user account, [Click here to create one.](#)

Need Help?

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

- 4) All fields designated with an asterisk * must be completed before the **Blue** Create Account button can be selected (See Figure 4). Optional profile information can be entered but is not required to create an account.

Figure 4 - KYBOS User Profile

Kentucky One Stop BUSINESS PORTAL Security Information Management System (SIMS) User Guide Login

Create Account

Username* Display Name*
First Name* Last Name*
Email Address* Confirm Email Address*
Password* Confirm Password*

[Optional profile information](#)

Clear Form Create Account

- 5) KYBOS will send confirmation to the email you provided with instructions to complete your KYBOS account set up.
- 6) After your KYBOS account has been successfully created you are ready to copy/paste or enter the link below in your browser to request access to CHAF.

Non-KYTC Users Link: <https://apps.transportation.ky.gov/CHAF/Home/Dashboard>.

- 7) The User Profile window will open (See Figure 1). Enter your information in the User Profile boxes, making sure all fields are complete. Press the blue save button.
- 8) After the User Profile is completed and saved, send an email to the KYTC Central Office CHAF Program Manager stating your User Profile has been submitted and is ready for review.
- 9) A notification of approval or denial will be sent via email by the CHAF Program Manager.
- 10) When CHAF authorization has been approved, access to CHAF can be obtained by clicking the link in the authorization email or using the link in step 6 above.

CHAF'S MENUS

Menu Bar

The menu bar includes links to Home, Admin, Report and User Guide (See Figure 5).

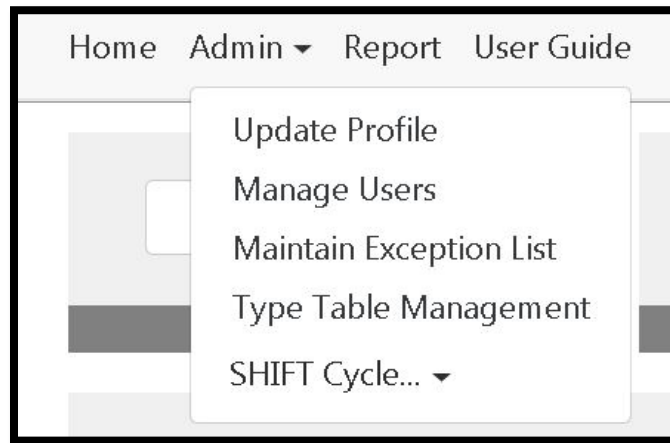
Figure 5 - Menu Bar



Home will return you to the main dashboard. Here you can search, filter, sort and navigate CHAF projects. CHAF will keep your search settings active until your logout of CHAF.

Admin provides all users the ability to update their user profile. It also provides access to other administrative functions for authorized users like (i.e. Manager Users, Maintain Exception List, Type Table Management and SHIFT Cycle) (See Figure 6).

Figure 6 - Admin Menu



Report provides the ability to request a summary page report for a group of projects. Selecting the menu item will display the following screen where the user can set filters to determine which projects are included in the report (See Figure 7).

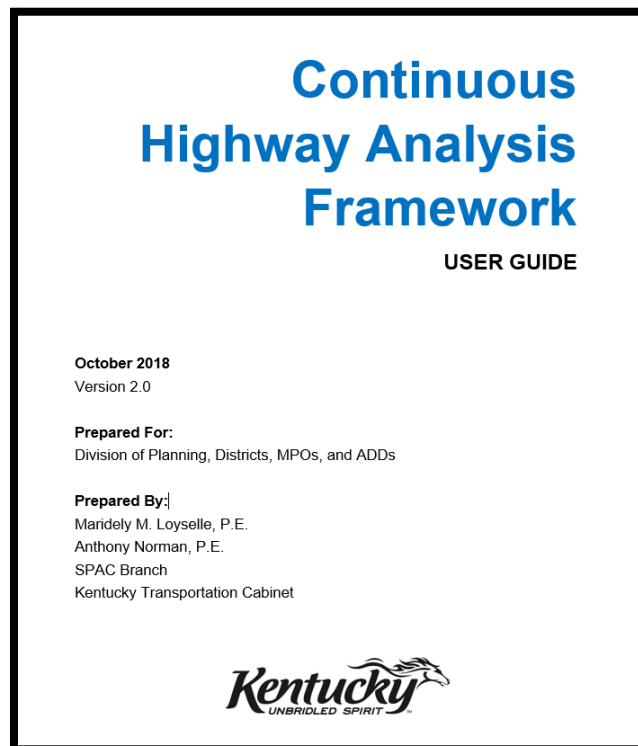
Figure 7 - Project Report

The screenshot shows a web interface for a 'Project Report'. At the top, there is a navigation bar with 'Home', 'Admin', 'Report', and 'User Guide'. The main heading is 'Project Report'. Below this, there are several dropdown menus: 'District:', 'County:', 'Route Prefix:', 'Route Number:', 'ADD:', and 'MPO:'. A blue 'Submit' button is located at the bottom right. A yellow diamond-shaped logo with a black 'K' is positioned at the bottom center of the form area.

User Guide provides a link to this PDF guide of the CHAF website. Or the User Guide can be accessed by copy/paste or entering the link below in your browser (See Figure 8).

CHAF Users Guide Link: <https://apps.intranet.kytc.ky.gov/CHAF/Home/OpenUserGuide>

Figure 8 - CHAF User Guide



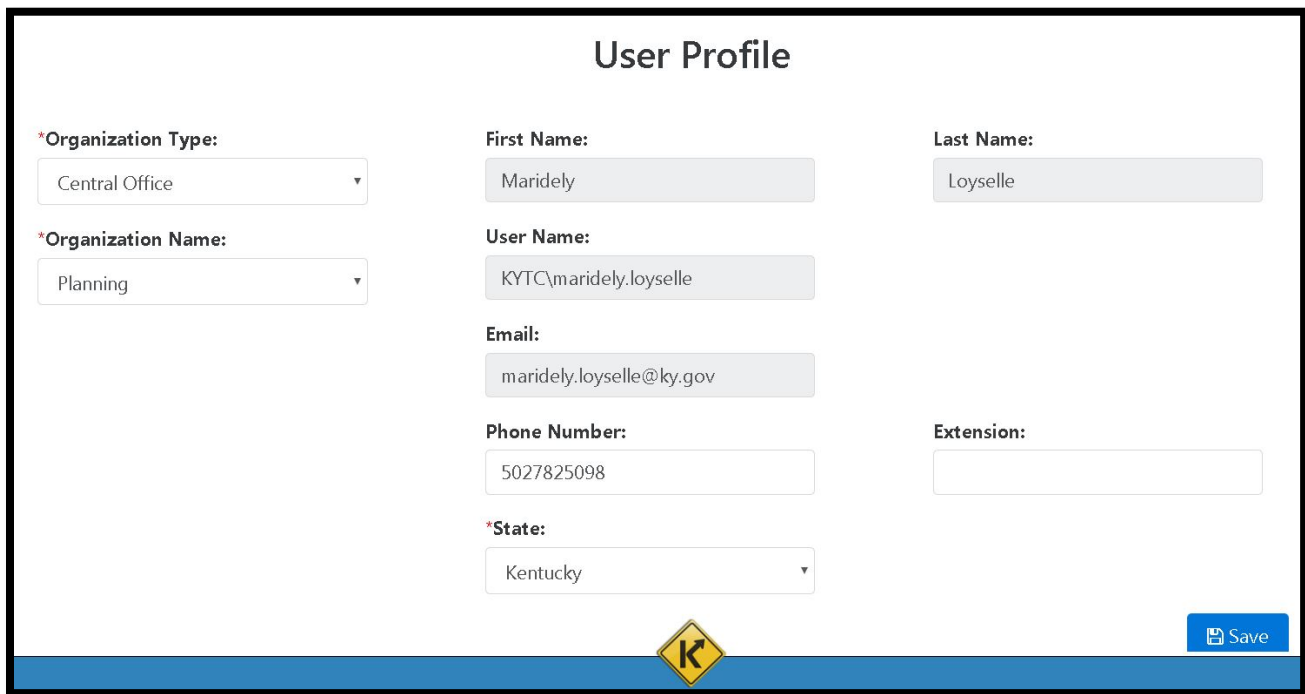
Update of User Profile

All users may update their phone number, extension, and state at any time (See Figure 9). Organization information can only be updated by authorized users whom have been given authority by the Central Office CHAF Program Manager during the initial authentication and authorization phase.

Procedure to update to user profile:

- 1) Click the Admin tab on the menu bar (See Figure 5 & 6).
- 2) Then select Update Profile.
- 3) Update the user profile field(s) you want to bring up to date.

Figure 9 - Editing User Profile



The screenshot shows a web form titled "User Profile" for editing. The form is organized into several sections:

- Organization Information:** Includes two dropdown menus. The first is labeled "*Organization Type:" and has "Central Office" selected. The second is labeled "*Organization Name:" and has "Planning" selected.
- Personal Information:** Includes text input fields for "First Name:" (Maridely), "Last Name:" (Loyselle), "User Name:" (KYTC\maridely.loyselle), and "Email:" (maridely.loyselle@ky.gov).
- Contact Information:** Includes text input fields for "Phone Number:" (5027825098) and "Extension:" (empty).
- Location:** Includes a dropdown menu for "*State:" with "Kentucky" selected.
- Actions:** A blue "Save" button is located at the bottom right of the form.
- Warning:** A yellow diamond warning icon with a black border and a black 'K' is positioned at the bottom center of the form.

Dashboard

The dashboard is the principle work area for CHAF users. It provides a set of dashboard widgets customized to the user and their permission level within the CHAF system. Some widgets, such as those that support the SHIFT cycle, only appear during certain time periods. These time sensitive widgets are controlled by the Central Office CHAF Program Manager (See Figure 10).

Figure 10 - CHAF Dashboard

Continuous Highway Analysis Framework
Department of Highways - SYP Data System

Hello KYTC, Kevin.Fugette! Manage Account Sign Out

Home Admin Report

Project Search Request Project 1 Project Requests 0 User Requests 2016 Road Plan PM Toolbox Links

Duration: Last 30 Days District: County: ADD: MPO:

Show 10 entries Search:

ID	Item No	County	Route	BMP	EMP	Type of Work	Status	Total Cost			
IP20140018		Kenton	KY 8	6.306	6.332	Reconstruction	Identified	\$3,644,000	View	Edit	Report
IP20160253		Kenton	I 75	191.277	191.777	Major Widening	Identified	\$1,763,768,000	View	Edit	Report
IP20170117		Carlisle	US 62	2.000	4.000		Identified		View	Edit	Report
IP20170116		Bath	KY 111	2.000	5.100		Identified		View	Edit	Report
IP20170115		McCracken	KY 731	1.333	1.396		Identified		View	Edit	Report
IP20170114		Bath	KY 211	1.000	2.000		Identified		View	Edit	Report
IP20170113		Bath	KY 211	1.000	2.000		Identified		View	Edit	Report
IP20170096		Jefferson	KY 913	0.000	1.933	New Route	Identified	\$46,619,000	View	Edit	Report
IP20160173		Warren	KY 526	6.205	6.388	Minor Widening	Identified	\$0	View	Edit	Report

Showing 1 to 9 of 9 entries Previous 1 Next

https://testapps.kytc.ky.gov/CHAF/Home

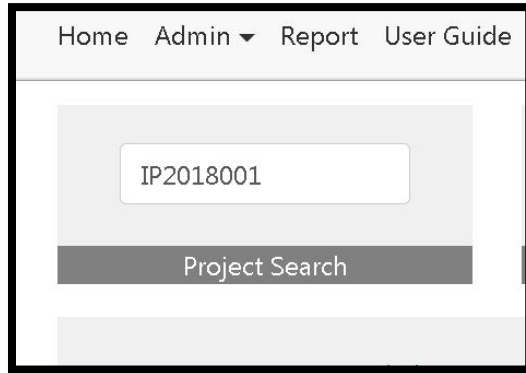
Dashboard Widgets

The ability to add/remove a widget link is managed by Central Office.

Project Search

The ability to search for project is fundamental to locate specific projects. The project search box is located in the top left side of the dashboard (See Figure 11).

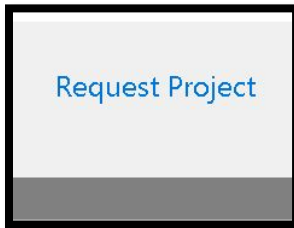
Figure 11 - Project Search Box



Request Project

The Request Project widget gives all users the access to request a project be created in CHAF. When a project request is created, Central Office will research that request and determine if it should be added to an existing project or is a new project (See Figure 12).

Figure 12 - Request Project



Project and User Requests

These widgets only appear for authorized users. It notifies these users of when they need to review a request of a CHAF project, or review a CHAF access request and provides them access to it (See Figure 13).

Figure 13 - Project and User Request



Links Widgets

The links widget is an easy way to access the current Six Year Enacted Plan (SYP) and the Project Managers Toolbox, both are available to all users (See Figure 14).

Figure 14 - Links



SHIFT Cycle Widgets

The SHIFT Cycle widgets only appear during the period specified for each phase of the SHIFT cycle; Sponsorship, Validation, and Local Input. The widgets change color as they near the end of their period. They start green, turn yellow when 25% of the period remains and turn red for the last 10% of the remaining period. During the active phase of the widget, users can click on the widget icon to be redirected to support material for each widget phase cycle. After each widget phase has ended, the widgets will display closed and the link will be deactivated by Central Office (See Figure 15).

Figure 15 - SHIFT Status Widgets



Project Grid

Projects are shown in the dashboard in the form of a table. The table contains a blue rectangle which lists the projects' CHAF ID, Item no., County, Route, Beginning and End Mile Point (BMP, EMP), Type of Work, Status and Total Cost. Table headers located near the top of the Project Grid (circled in red) and a set of four drop down menu boxes found near the bottom (circled in yellow) will allow users to filter and sort the list of projects displayed in the table (See Figure 16).

It is important to understand the search box in the project grid only applies to the projects shown in the grid. It allows the user to tailor their search to specific features of the project(s).

Figure 16 - Project Grid

Duration: Last 30 Days | District: 8 Somerset | County: | ADD: | MPO: |

Show 10 entries | Search: |

ID	Item No	County	Route	BMP	EMP	Type of Work	Status	Total Cost	View	Edit	Report
IP20150148	8-196	Lincoln	US 27	18.200	18.900	Major Widening	Identified	\$13,090,000			
IP20150200	7-196.10	Lincoln	US 27	0.000	0.444	Relocation	Identified	\$94,425,000			
IP20150386	8-167	Lincoln	US 27	11.169	15.881	Reconstruction	Identified	\$69,899,000			
IP20180070		Casey	KY 70	0.000	10.400		Identified				
IP20180069		Casey	KY 70 X	2.407	2.800		Identified				
IP20180068		Pulaski	US 27	10.380	11.371		Identified				

Showing 1 to 6 of 6 entries | Previous 1 Next

The project grid in the dashboard shows the projects added in the last 30-days as default. However, users have also the ability to choose the last 60 days, last 90 days, last year or all time. The small arrows beside each column title let the user change the order of the project from ascending to descending (See Figure 17).

Figure 17 - Duration Filter

Duration: Last Year | District: | County: |

- Last Year
- Last 30 Days
- Last 60 Days
- Last 90 Days
- Last Year
- All Time

Item No	County	Route	B
IP20140042	Allen	CS 1008	
IP20130094	Montgomery	KY 646	
IP20150284	Menifee	KY 36	

Figures 18, 19 and 20 show the different types of filters available at the bottom of the project grid in the dashboard (See Figure 16 – circled in yellow). The bottom filters allow the user to look up for specific county, route, type of work or projects are active or inactive.

Menifee	K	CR 1006 C	7.512
		CR 1232	
Menifee	K	CR 1268	2.440
		CR 1401	
Anderson	K	CR 1529	12.372
		CS 1004	
		CS 1008	
Anderson	L	CS 1014	1.128
		CS 1047	
		CS 1067	
Anderson	K	CS 1115	12.372
		CS 1132	
		CS 1198	
Bath	K	CS 1200	11.250
		CS 1334	
		CS 1372	
Bath	L	CS 1540	11.200
		CS 1608	
		CS 2016	

Figure 18 - Route Filter

7.012	identified
2.080	identified
12.172	identified
1.028	identified
11.726	identified
10.300	identified
11.100	identified

Figure 19 - Improvement Type Filter

Identified	\$11,593,000	View
Identified	\$1,063,000	View
Previous	Identified	5
	Inactive	

Figure 20 - Project Status Filter

PROJECT REQUEST

This section will provide you with a step by step guide to request a new project in CHAF.

All CHAF projects must be approved by KYTC Central Office.

Request Project Procedures

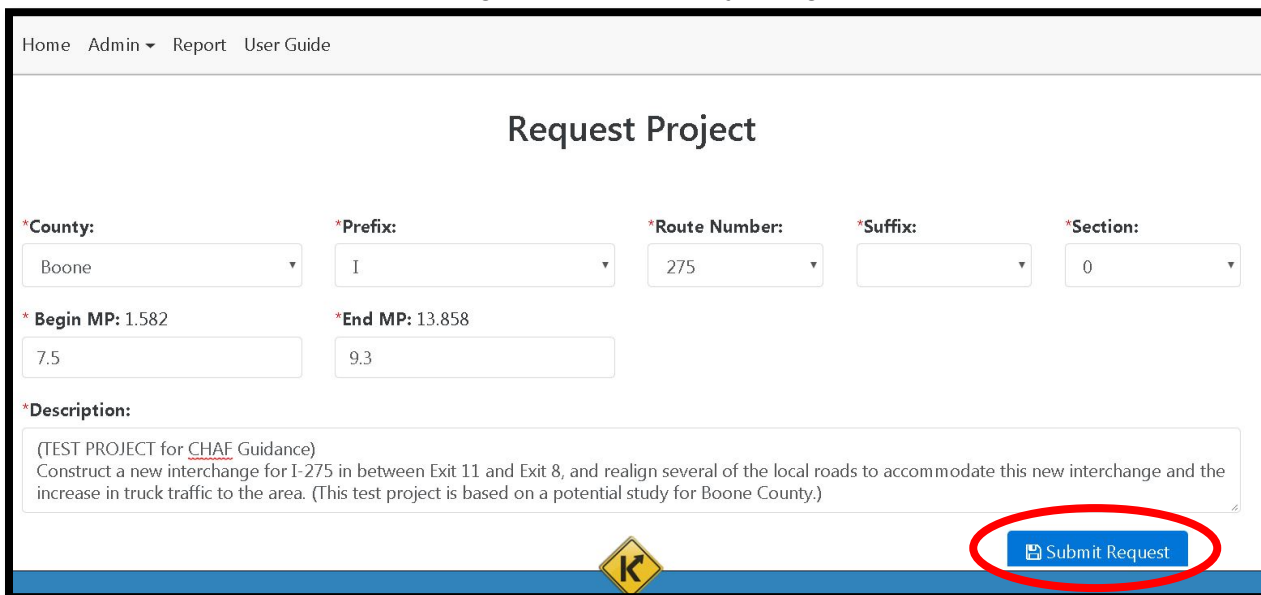
- 1) On the Home page, next to the Project Search box is the Request Project Widget. Place your cursor over the Request Project and click (See Figure 21).

Figure 21 - Request Project Link



- 2) The Request Project Page will open as shown below. Complete all the project request information and click the blue Submit Request at the right bottom corner of the page (See Figure 22).

Figure 22 - Request Project Page




Home Admin Report User Guide

Request Project

*County: Boone *Prefix: I *Route Number: 275 *Suffix: *Section: 0

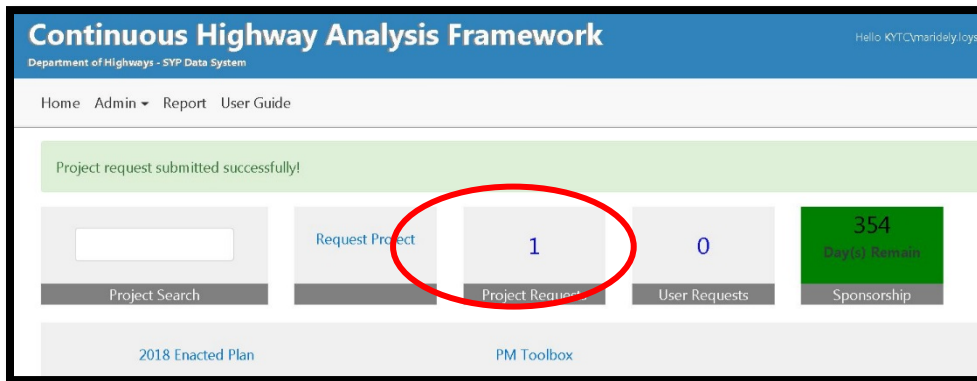
*Begin MP: 1.582 *End MP: 13.858
7.5 9.3

*Description:
(TEST PROJECT for CHAF Guidance)
Construct a new interchange for I-275 in between Exit 11 and Exit 8, and realign several of the local roads to accommodate this new interchange and the increase in truck traffic to the area. (This test project is based on a potential study for Boone County.)

 [Submit Request](#)

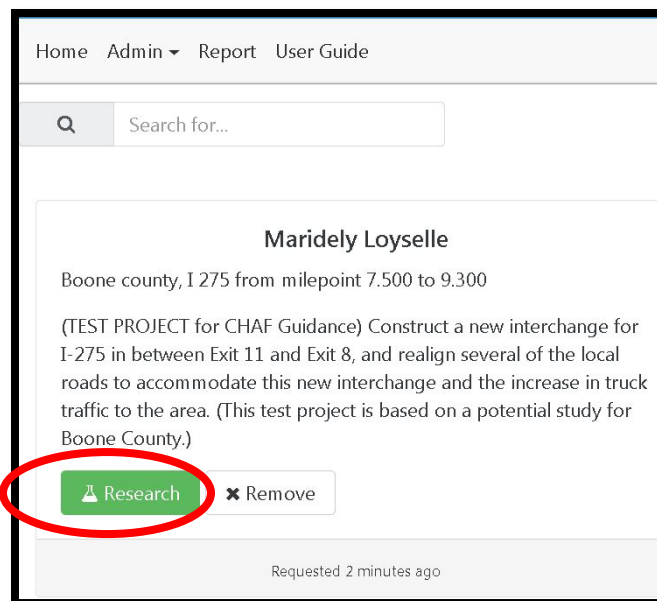
- 3) After submitting a request for a project please send an email to the CHAF Program Manager notifying them you have requested a project. The CHAF Program Manager then will be able to see in the dashboard a project request is waiting for review and pending approval (See Figure 23).

Figure 23 - Request Project Page



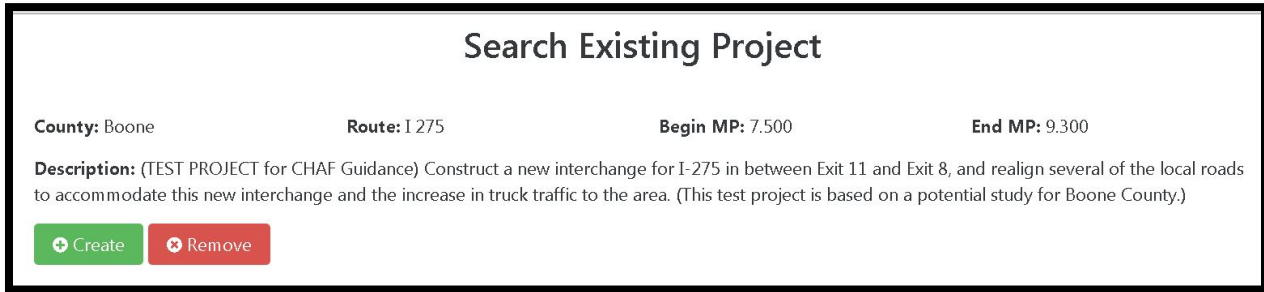
- 4) The CHAF Project Manager can then access the information regarding the project. The new window will provide the name of the person creating the project, the county, route, beginning and ending mile points, and the description of the project. The CHAF Project Manager will then review and research the project verifying the project request is not a duplicate or in the current Six Year Plan (See Figure 24).

Figure 24 - Research Project Page



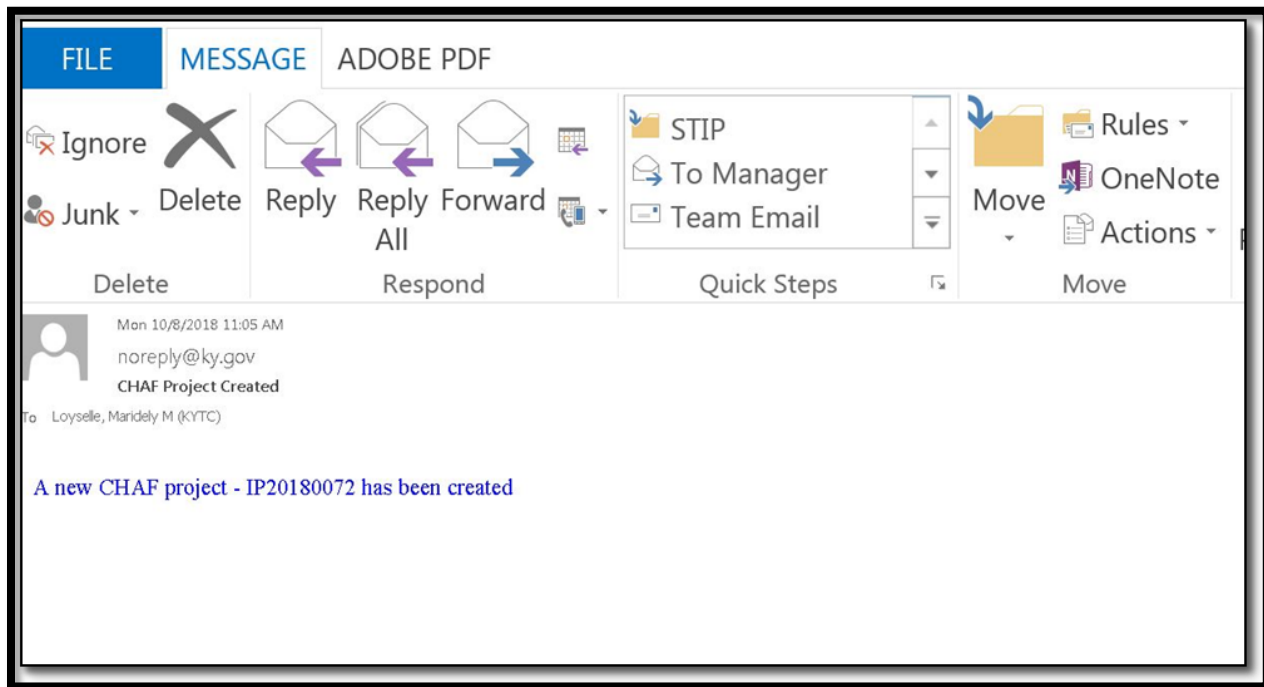
- 5) The Search Existing Project page verifies a duplicate project is not created in CHAF. Once the project is confirmed, the CHAF Project Manager can authorize the creation of a new project (See Figure 25).

Figure 25 - Search Existing Project Page



- 6) An email notification will be sent by the CHAF system notifying the user who requested the project that the project has been successfully created. The email will contain the CHAF ID number of the project (See Figure 26).

Figure 26 - Email Confirmation of New Project



- 7) After the project is created, the user is responsible to access CHAF and complete all the project details in the Edit Project Page. The user must provide purpose, need, estimate, drawing of the route, uploaded attachment(s), characteristics etc. Project information will be used in the SHIFT prioritization process. Complete instructions to edit a project are on the following page.

EDITING PROJECTS

All CHAF projects must be continuously updated and edited throughout the life of the project to keep the project current and accurate. This section discusses the step by step process of editing or modifying a project.

Edit Project Procedure

- 1) In the dashboard (See Figure 10) locate your project by using your CHAF ID # of the project in the Project Search box or by using the project table filters (See Figure 16).

Hint: If the project you are looking for was recently created in CHAF, you should be able to find it at the top of the project table with the last 30-day filter. If your project is older than 30-days you may need to change the duration filter setting (See Figure 17).

- 2) Once the project is displayed in the project grid, click on the Edit link on the far right of the project row (See Figure 27).

Note: If you are unable to edit the project, then you do not have permission to edit it. To request authorization to edit projects, contact the Central Office CHAF Program Manager.

Figure 27 - Edit Project

The screenshot displays a web interface for managing CHAF projects. At the top, there are several filter dropdowns: 'Duration' (set to 'Last 30 Days'), 'District', 'County', 'ADD', and 'MPO'. Below these is a 'Show 10 entries' dropdown and a search box containing 'relia'. The main part of the interface is a table with a blue header and two data rows. The table columns are: ID, Item No, County, Route, BMP, EMP, Type of Work, Status, and Total Cost. The first row has ID 'IP20130112', County 'Boone', Route 'KY 18', BMP '15.354', EMP '16.632', Type of Work 'Reconstruction', Status 'Inactive', and Total Cost '\$12,030,000'. The second row has ID 'IP20080003', County 'Ballard', Route 'US 62', BMP '0.000', EMP '1.754', Type of Work 'Reconstruction', Status 'Identified', and Total Cost '\$13,735,000'. To the right of each row are three links: 'View', 'Edit', and 'Report'. The 'Edit' link for the first row is circled in red. Below the table are four empty dropdown filters and a pagination bar showing 'Showing 1 to 2 of 2 entries (filtered from 352 total entries)' and 'Previous 1 Next'.

ID	Item No	County	Route	BMP	EMP	Type of Work	Status	Total Cost	View	Edit	Report
IP20130112		Boone	KY 18	15.354	16.632	Reconstruction	Inactive	\$12,030,000			
IP20080003		Ballard	US 62	0.000	1.754	Reconstruction	Identified	\$13,735,000			

- 3) The Edit Project page contains a menu on the left hand side with four tabs; Home, Need, Map and Attachments. The default tab for the Edit Project page is Home, here you will find the project ID, status, SYP item numbers, description, type of work, review comments, location and bridge details. KYTC will automatically upload the location and bridge information details for you into the CHAF system. To see location and bridge data simply select the Location or View Bridge Details icons (See Figure 28).

Figure 28 - Edit Project Page

Edit Project

Project ID: IP20130112

Status: Inactive [Active](#)

SYP Item Numbers: [Add Item#](#)

***Description:**
Improve reliability and safety of the pavement & drainage along KY 18 (Burlington Pike) from 200 feet east of Commerce Dr. (CS-1247) to Turfway Rd (KY 1017).

***Type of Work:** Reconstruction **Total Length:** 1.278

Review Comments:

[Add Comment](#)

[Location:+](#) [Manage](#)

Order	County	Route	BMP	EMP	Published	Location Type
1	Boone	KY-0018 -000	15.354	16.632		Existing

[View Bridge Details](#)

[Update](#)

Project Status

- 4) Each project currently has an identified (active) or inactive status within the CHAF system. In the future CHAF will strive to implement higher-level status indicators that will describe in greater detail what phase the project is currently in or has transferred out or into.

The current statuses being implemented for the CHAF program are:

Identified	The initial state of all projects – an identified need.
Inactive	Manually set for a project that is no longer being considered or has been cancelled.

As the Highways Projects program progresses, additional future statuses and revised current status such as the following may be implemented:

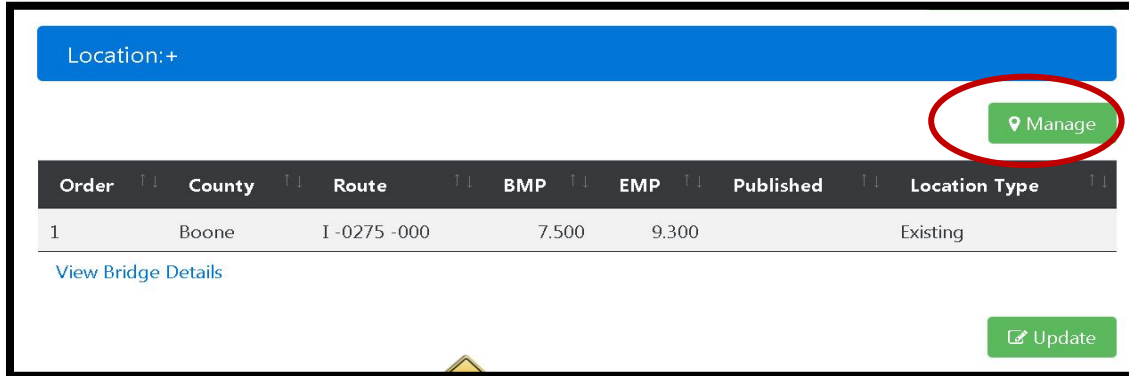
Identified	A project that will be scored by the SHIFT Process.
Scheduled	Any project included in the six year plan but has no authorized funding.
Started	A six year plan project that has authorized funding A separate indicator depicting the status of each phase **(P,D,R,U,C) will also be displayed.
Stalled	A project that was Started, but has stopped for any reason, yet is still an active project that KYTC wishes to keep active. A separate indicator depicting the status of each phase **(P,D,R,U,C) will also be displayed
Let/Awarded	A project that is in the Letting/Award process.
Construction	A project that is under construction. Additional indicators based on data from Site Manager may be displayed
Complete	A project that is completed and all ROW is clear.
Inactive	A project that is inactive for any reason, or needs to be deleted

****(P,D,R,U,C)** = Planning Phase, Design Phase, Right-of-Way Phase, Utility Phase, Construction Phase

Project Location

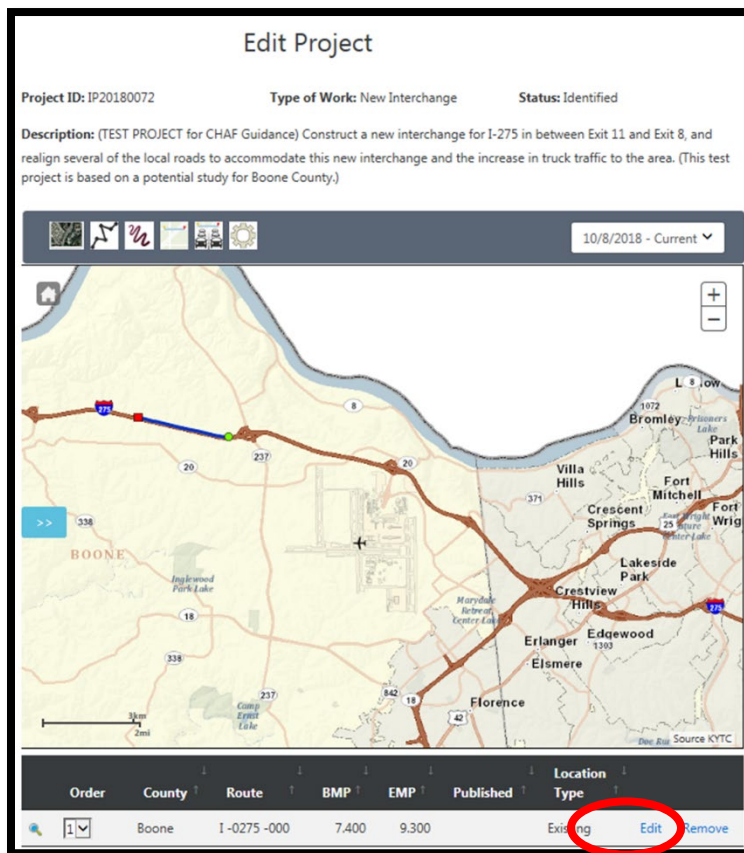
- Review the location of your project by selecting the blue bar labeled Location. To edit the location of your project click on the green Manage button in the lower right side of Location section (See Figure 29).

Figure 29 - Edit Project Location



- The Map page will open (See Figure 30) and will display a table header allowing the user to select the order of the route you wish to update by selecting Edit on the lower right of your screen.

Figure 30 - Map Edit Project Page



Note: The Route Order can vary from a single route to several routes depending on the scope of the project. Each route would need to be edited separately if different revisions to multiple routes are required.

- 7) The Location Edit Page will the user access to change the beginning mile point, ending mile point and location type. Press the green Save button to save/update your changes (See Figure 31).

Figure 31 - Edit Location Page

Edit Location

County: Boone Route: I -0275 -000

Begin MP: 1.582 End MP: 13.858

7.400 9.300

Location Type:
Existing

Close Save

Bridge Details

- 8) To View Bridge Details (if a bridge(s) are located on a route within your project area) place your cursor on View Bridge Details in the lower left of Edit Project Page and select. The Location section may need to be expanded if the View Bridge Detail icon is hidden. Simply select the Location+ in the blue rectangle and the View Bridge Details will appear (See Figure 32).

Figure 32 – View Bridge Details

Location:+

Manage

Order	County	Route	BMP	EMP	Published	Location Type
1	Boone	I -0275 -000	7.500	9.300		Existing

View Bridge Details

Update

- 9) The Bridge Details link is a quick way to identify what bridge(s) are within your project area, the route they reside on, the mile point location, Bridge ID, On/Under, Sufficiency Rating and Deck Rating. As stated earlier, CHAF will automatically populate this information if a bridge is on a route within your project area (See Figure 33).

Figure 33 - Edit Bridge Details

The screenshot shows a modal window titled "Bridge Details" with a close button in the top right corner. Below the title bar, there is a "Show 10 entries" dropdown menu and a "Search:" input field. The main content is a table with the following columns: County, Route, Mile Point, Bridge ID, On/Under, Sufficiency Rating, and Deck Rating. The table contains one row of data. Below the table, there is a pagination control showing "Showing 1 to 1 of 1 entries" and "Previous 1 Next". A green "Close" button is located in the bottom right corner of the modal.

County	Route	Mile Point	Bridge ID	On/Under	Sufficiency Rating	Deck Rating
Boone	I -0275 -000	8.395	008B00056N	One Route Under	87.8	7

PURPOSE AND NEED

10) Under the menu on the left side of the Edit Project Page click the Need tab (See Figure 34). This tab outlines the Area Development District (ADD) or Metropolitan Planning Organization (MPO), the purpose, need, estimates and characteristics of the project. **Estimate and characteristics sections will be described in greater detail in the following two sections.

Hints: If an ADD is selected then a MPO cannot be selected, and vice versa. This means only one ADD or MPO can be the requestor of the project. If an MPO and an ADD both request the same project then CHAF will verify a duplicate project has been requested and the CHAF Program Manager may deny the duplicate request.

Purpose and Need are critical components of your project request. Every effort must be made to provide a complete and well informed Purpose and Need.

The purpose and need of the project must be provided. You cannot submit or save changes without providing the purpose and need.

In the Completed By box make sure to include your name, title and organization.

Figure 34 - Purpose and Need Tab

The screenshot shows the 'Edit Project' interface. On the left, a sidebar contains navigation links: 'Home', 'Need' (highlighted with a red circle), 'Map', and 'Attachments'. The main content area is titled 'Edit Project' and contains the following fields:

- ADD:** A dropdown menu with 'Cincinnati-Northern Kentucky' selected.
- MPO:** A dropdown menu with 'KNADD' selected.
- *Recommended By:** A text input field containing 'KNADD'.
- Completed By:** A text input field containing 'kytc\maridely.loyselle'.
- *Purpose:** A large text area containing 'CHAF Guidance Test'.
- *Need:** A large text area containing 'CHAF Guidance Test'.
- Estimates:+** A blue button to expand the estimates section.
- Characteristics:+** A blue button to expand the characteristics section.
- Update Details:** A green button with a checkmark icon at the bottom right.

Cost Estimate of Projects

- 11) The Estimates+ section allows the user to provide preliminary cost estimates for each phase of your project. You can expand the Estimates tab by selecting the blue Estimates rectangle (See Figure 35).

Figure 35 - Project Estimates

Estimates+

Revision:

Created Date: **Created By:**

Estimate Source: **Improvement Assumption:**

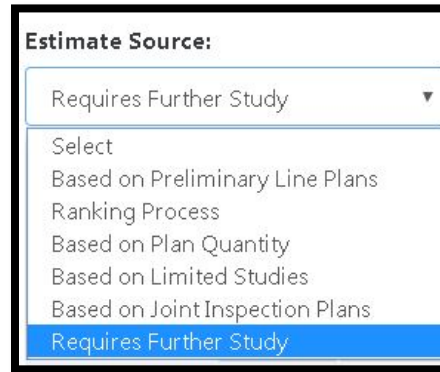
Phase	Estimate	Escalated	Proposed Year	Default Year	Duration(m)
Planning	\$ 5,000,000	\$ 6,580,000	<input type="text"/>	2025	<input type="text"/>
Design	\$ 2,000,000	\$ 2,632,000	<input type="text"/>	2025	<input type="text"/>
Right of Way	\$ 5,500,000	\$ 7,739,000	<input type="text"/>	2025	<input type="text"/>
Utilities	\$ 6,000,000	\$ 7,896,000	<input type="text"/>	2025	<input type="text"/>
Construction	\$ 20,000,000	\$ 26,319,000	<input type="text"/>	2025	<input type="text"/>

Total Escalated: \$ 51,166,000

Remarks:

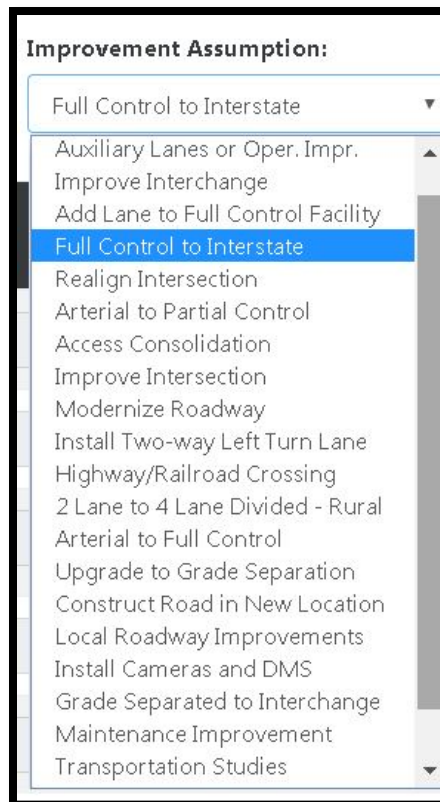
The estimate source provides several options outlining what the estimate is based on (See Figure 36).

Figure 36 - Estimate Source



The improvement assumption selection is the district's current plan to solve the need of the project (See Figure 37). In the definitions portion of this guidance manual are a list of Improvement Type descriptions to help the user select the most relevant Improvement type for their project. After all estimate costs are entered, the estimate source and Improvement Assumption (also known as Improvement Types) fields are complete, save your data by selecting the green Update Details icon on the bottom right corner of the Edit Project page (See Figure 34).

Figure 37 - Improvement Assumption



The project improvement assumptions are used to make possible calculation later in the SHIFT process. Therefore, the selection of improvement types should not be left in its default selection of “other improvements”.

Project Characteristics

12) Select the blue Characteristic bar to provide specific characteristics of your project.
(See Figure 38, 39, 40, 41)

This includes:

- Existing Studies: Any existing studies completed on this project? If so please attach them.
- Proposed Access Control: What type of access control is planned for the project?
- Proposed Lane Width: What are the proposed lane widths for the project?
- Proposed Number of Added Lanes: How many lanes are going to be added to the project?
- Proposed Median Type: What is the proposed median type for the project?
- Proposed Shoulder Type: What is the proposed shoulder type for the project?
- Proposed Shoulder Width: What is the proposed shoulder width?
- Project may require additional Right of Way?
- Project may require relocation?

Figure 38 - Project Characteristics

The screenshot shows a form titled "Characteristics:+" with a blue header. Below the header, there are several sections for data entry:

- Existing Studies:** A text input field containing "Currently under study".
- Proposed Access Control:** A dropdown menu with "Full Access Control" selected.
- Proposed Lane Width:** A text input field with "12".
- Proposed Number of Added Lanes:** A text input field with "2".
- Proposed Median Type:** A dropdown menu with "Concrete Barrier" selected.
- Proposed Median Width:** A text input field with "60".
- Proposed Shoulder Type:** A dropdown menu with "Concrete" selected.
- Proposed Shoulder Width:** A text input field with "8".
- Project may require additional Right of Way:** Radio buttons for "Yes" (selected) and "No".
- Project may require relocation:** Radio buttons for "Yes" (selected) and "No".

- Which of the following would this project support?
- Which, if any, major points of interest would this project increase connectivity with?

Figure 39 - Project Characteristics

Which of the following would this project support?

Which, if any, major points of interest would this project increase connectivity with?

National Parks	State Parks	Shopping Centers
Schools	Historic Sites	Industries
Monuments	Public Lands	Military Installations

- Is there a likelihood this project could accommodate any of the following?
- Is there a likelihood for this project to have any of the following socioeconomic impacts?

Figure 40 - Project Characteristics

Is there a likelihood this project could accommodate any of the following?

Shared Use Paths	Park/Ride Lots	Sidewalks
Bicycle Paths		

Is there a likelihood for this project to have any of the following socioeconomic impacts?

Neighborhood / Community Cohesion	Travel Patterns	Household Relocations
	Elderly	Disabled
Non-Drivers	Minorities	Low Income Persons

- Is there a likelihood for this project to affect any of the following environmental concerns?
- Which, if any, utilities would be affected?

Figure 41 - Project Characteristics

Is there a likelihood for this project to affect any of the following environmental concerns?

Historic Properties	Churches	Blue Line Streams
Wetlands	Flood Plain	Cemeteries
Wildlife Management Areas	Public Land / Park	Endangered Species
NR Properties	Noise Impact	Architectural Sites
	Parks	

Which, if any, utilities would be affected?

Gas	Sewer	Telephone
Power	Cable	Water
ITS		



- 13) After you have filled in or changed the Project Characteristics information select the green Update Details button at the bottom of the page (See Figure 41 above). At the top of the page a dialog box will show that your project update was successful (See Figure 42).

Figure 42 - Project Updated Successfully

Edit Project

Project details updated successfully!

Home
Need
Map
Attachments

ADD:

Completed By: kytc\maridely.loyselle

***Purpose:** CHAF Guidance Test

MPO: Cincinnati-Northern Kentucky

***Recommended By:** KNADD

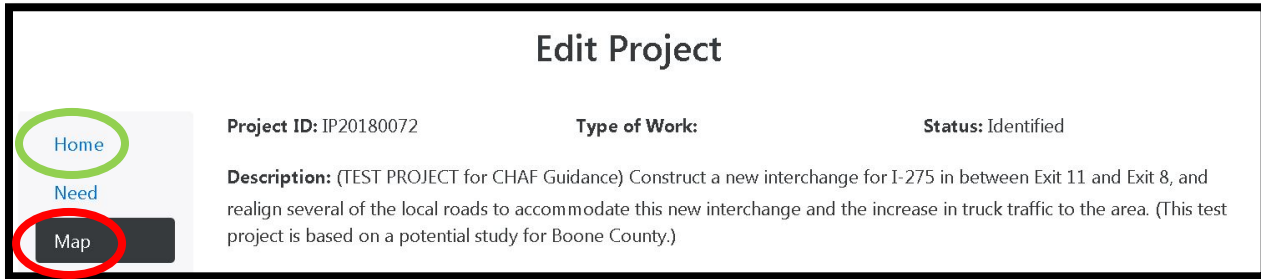
PROJECT MAPS

- 1) The User may access their Project Map two ways:

On the Edit Project page (See Figure 27 & 28), select Map (See Figure 43 below, red circle).

On the Edit Project page (See Figure 27 & 28), click to expand the blue Location section then select the green Manage box (See Figure 29).

Figure 43 - Access the Project Map



The Project ID, Type of Work, Status, and Description are listed at the top of the webpage (See Figure 43). If the Type of Work, Status, and Description require editing the user must go back to the Edit Project Home page and make corrections there (See Figure 43 above, green circle). The Type of Work is a designation or Category use for the Six-Year-Plan.

- 2) The map tools are located on the top left of the page (See Figure 44 red circle). The current version and any updates to the map will allow the user to look at the different revisions to the project map that have been made (See Figure 44 Green Circle & Figure 45).

Figure 44 - Project Map Tools

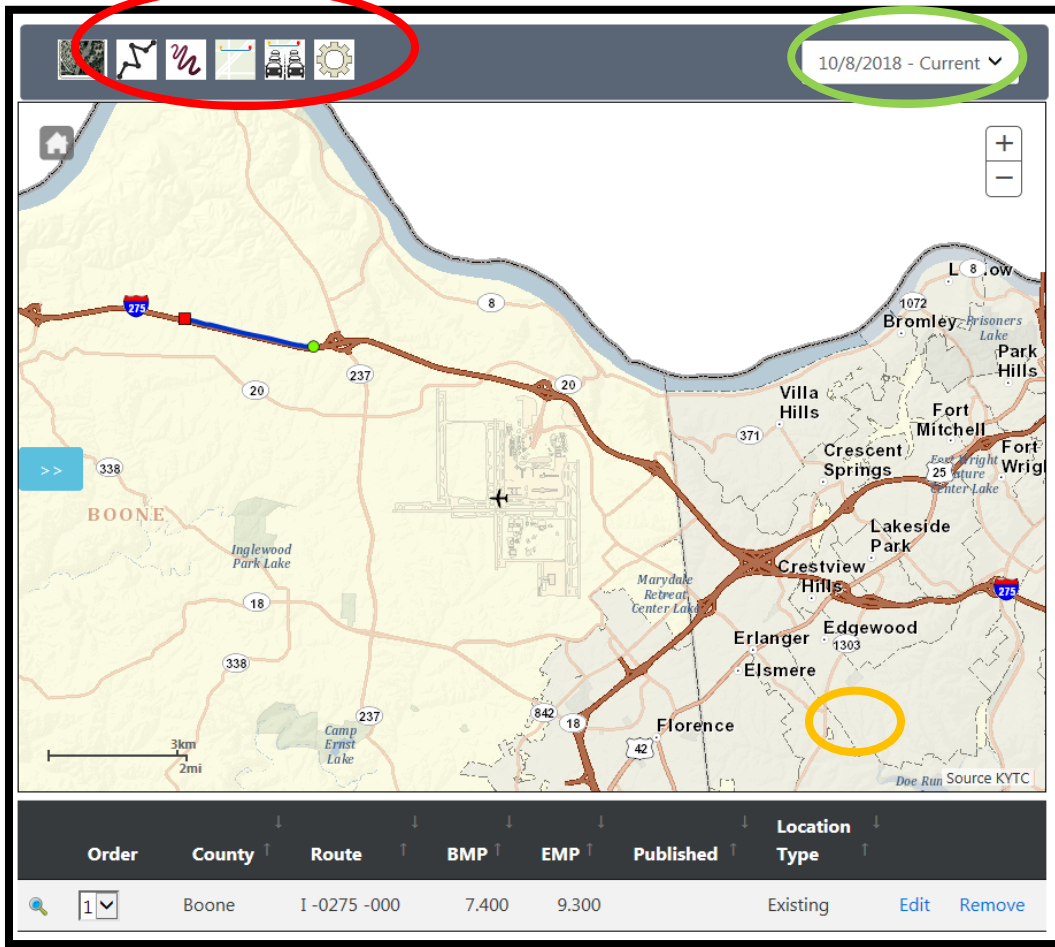
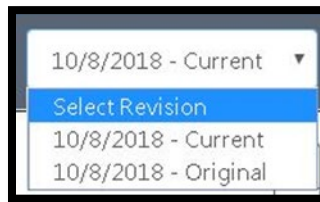


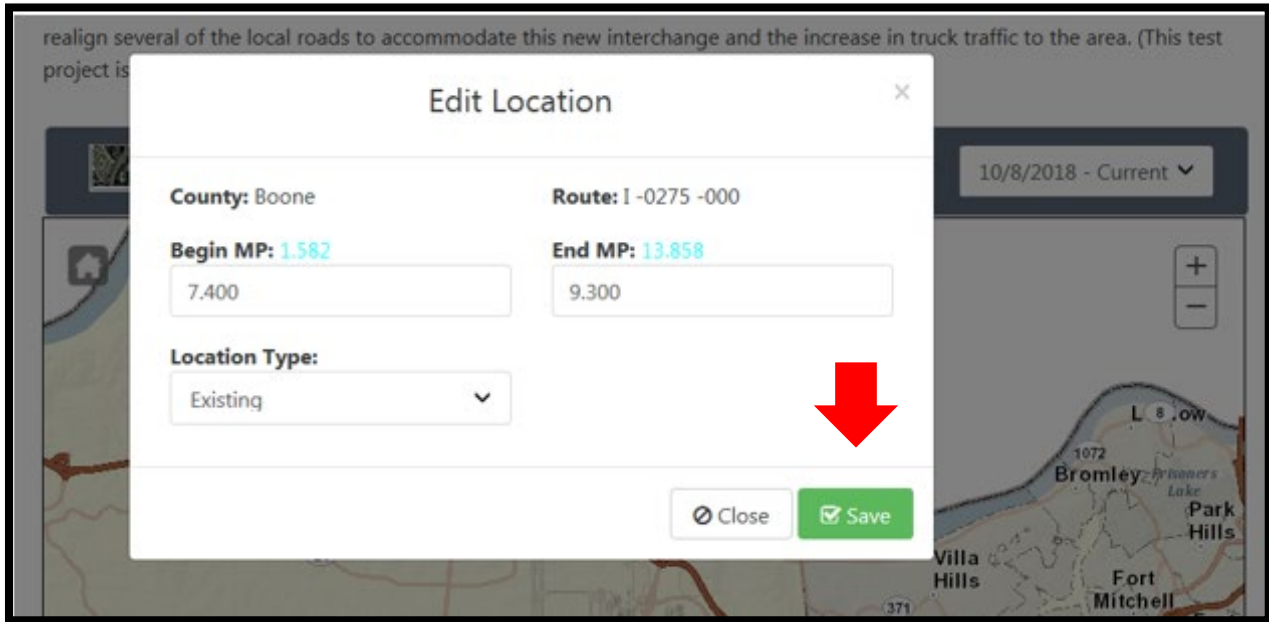
Figure 45 - Project Map Revisions



Edit Mile Points

1. Click the edit button (See Figure 44 orange circle), which is located on the bottom portion of the map, which lists the route(s). The following screen will open (See Figure 46).

Figure 46 - Edit Map Mile Points



2. In the Begin MP box and the End MP box change the mile points to the desired mile points. *Note:* The beginning and ending mile points of the road are in blue on this page and if you zoom close enough on the map you can see the mile points as well.
3. After you are done changing the mile points, click the green save button and the screen will automatically close.

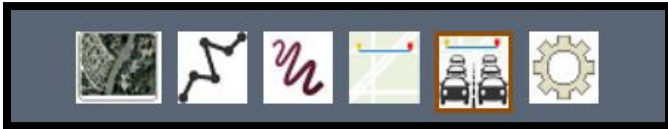
Note: It is very important to push save in CHAF if you change anything. CHAF does not automatically save added information or changes until the user selects the save/update button.

Location Type

The route edit page is where you can change the route based on its location type. There are three location types:

- Existing: Is an existing road, ramp or intersection that is going to be worked on or is important component of the project
- Impacted: Is an existing road whose traffic flow will be affect by the addition of a new route
- Proposed: Is a new route, ramp, or intersection that is going to be created by the project

Map Tools



The map tools are used to add, modify or edit the route(s) in the project map.



Changes from a base map to an aerial map, and vice versa.



Proposed allows the user to draw in a proposed new or realigned route, ramp, intersection, or interchange. This tool only allows the user to draw in straight lines.



Free hand proposed allows the user to draw in a proposed or realigned route, ramp, intersection, or interchange. This tool allows the user to free hand draw in the proposed.



Existing allows the user to highlight the existing route(s), interchange(s), ramp(s), or intersection(s) that are going to be affected by the project.

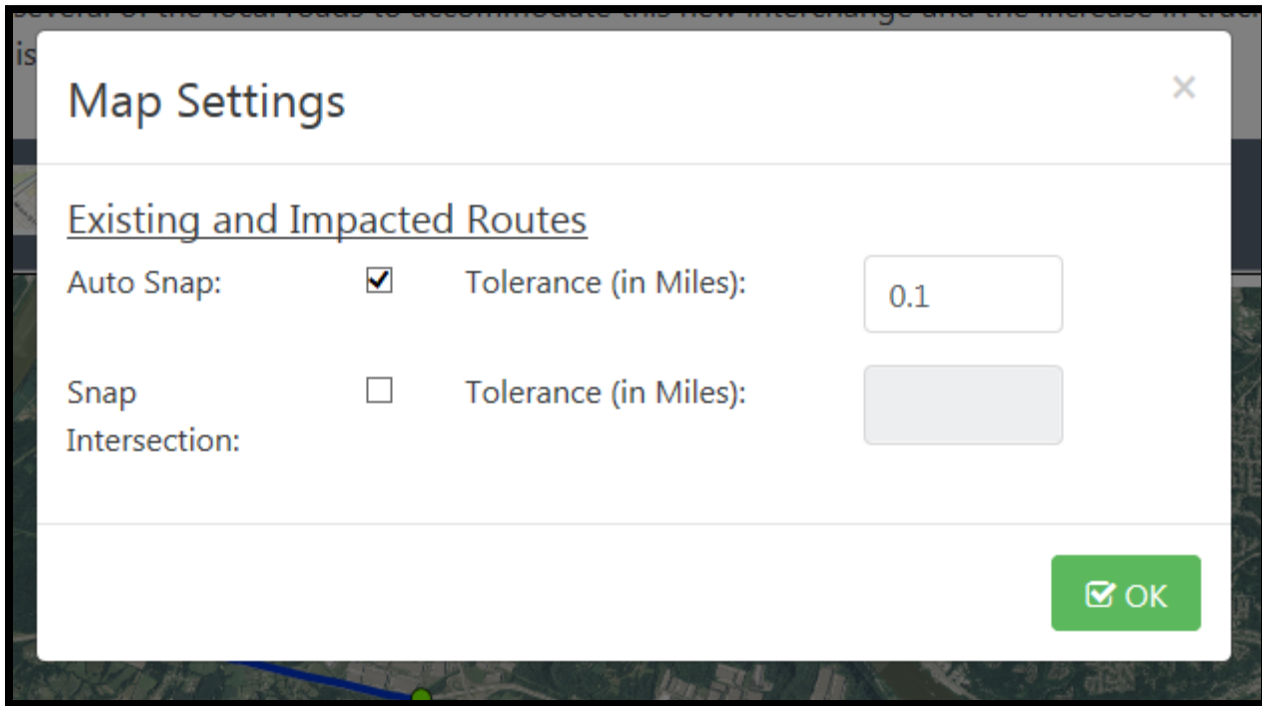


Impacted allows the user to highlight the impacted route(s), interchanges, ramps, or intersections that are going to be affected by the project map tool.



Settings allows the user to change the setting for the map tools. When it's selected the Map settings screen opens (See Figure 47).

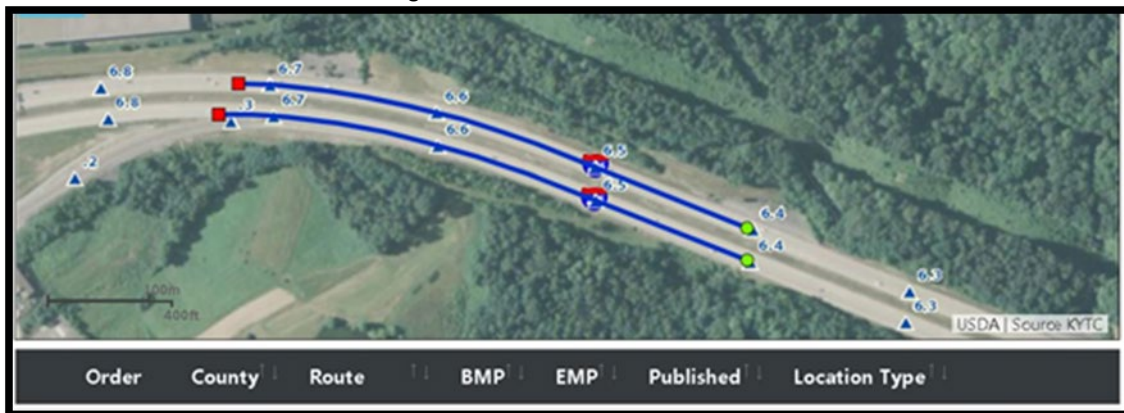
Figure 47 - Map Settings



The Maps settings allows the user to change the snaps for the existing and impacted routes. In addition, it allows the user to adjust the route tolerance.

Cardinal Vs Non-Cardinal

Figure 48 - Cardinal Direction



When selecting an existing or impacted route the cardinal direction of the route **must** be selected. The cardinal direction is determined by observing which side or direction the mile points increase on a route. Therefore decreasing mile points would indicate a non-cardinal direction. SHIFT data is tied to the cardinal direction of our roadways, therefore the

cardinal direction must be selected (See Figure 48). However, Cardinal direction does not apply to the Bridge Details information.

Another way to verify you have selected the cardinal direction is by checking the last three digits in the route identifier on the bottom of the map page (See Figure 49).

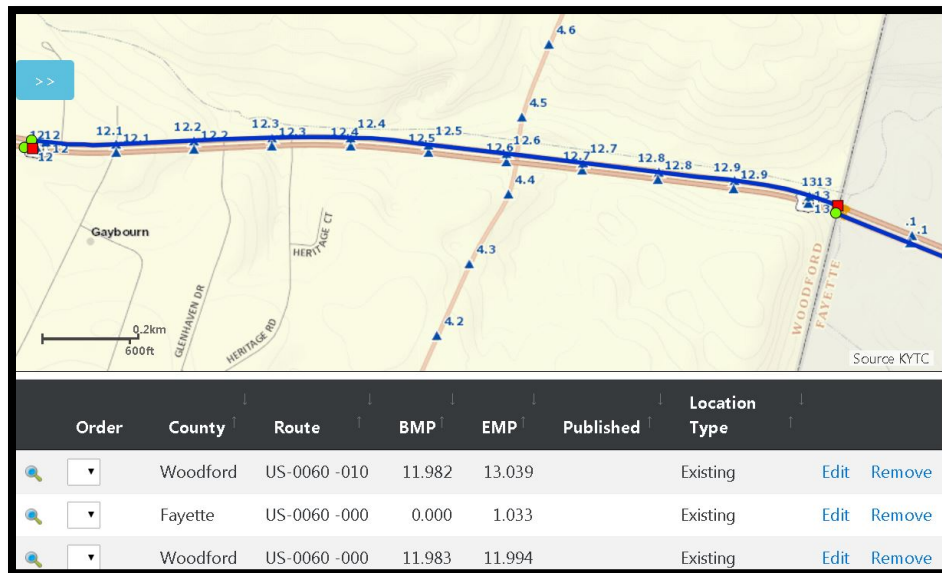
- 000 is the **cardinal direction**
- 010 is the **non-cardinal direction**

Figure 49 - Cardinal Direction Route Identifier

	<input type="text"/>	Boone	I-275-000	6.403	6.719	Existing	Edit	Remove
	<input type="text"/>	Boone	I-275-010	6.402	6.733	Existing	Edit	Remove

In the image below (See Figure 50) the cardinal direction was chosen for Fayette County, while the non-cardinal direction was chosen for Woodford.

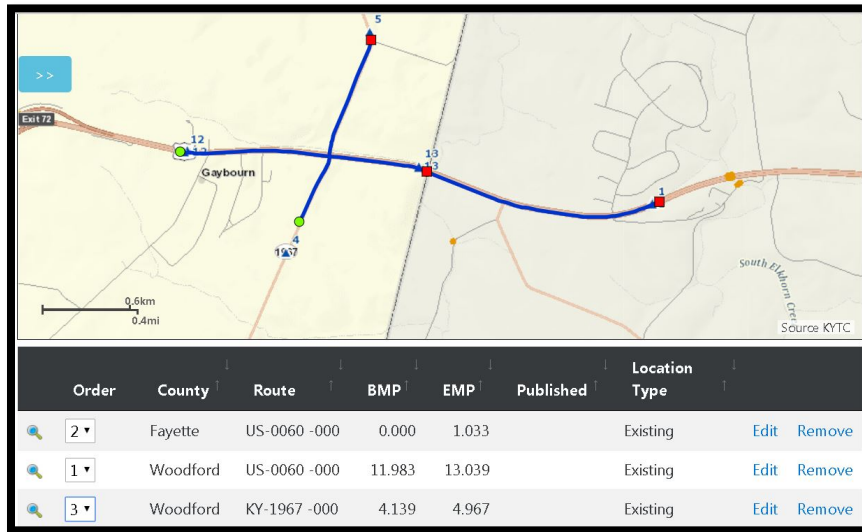
Figure 50 - Cardinal Direction Example



Project Across a County Line

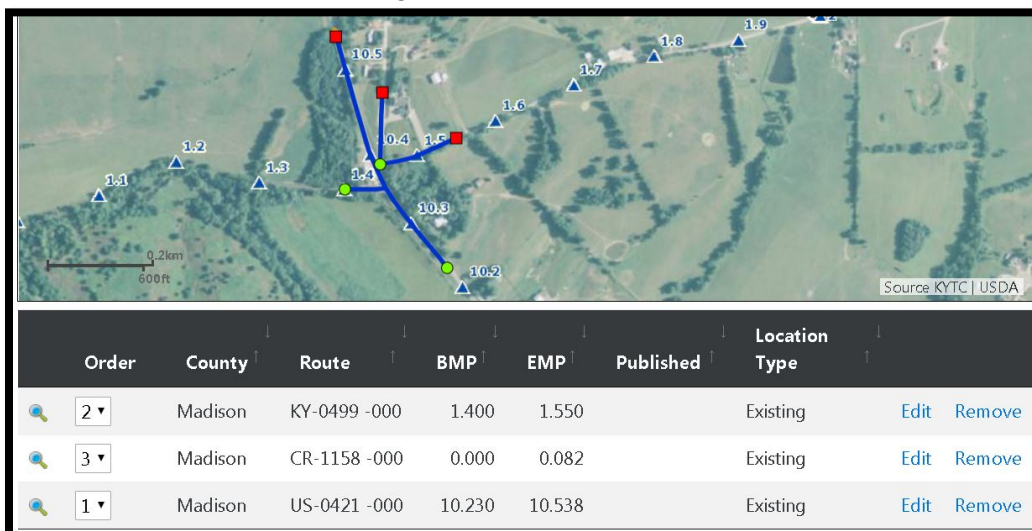
To draw a route across a county line you have to break the route into segments starting or ending at the county line. For each county, the user will have to draw in the portion of the route that exists or is impacted in each county (See Figure 51).

Figure 51 - Route over a County Line



Route Order

Figure 52 - Route Order



Overall, the order of roads is the following:

1. Existing Main Line:

- Route order: Interstate, US, KY, County, then City streets/routes

- If interchange project: Interstate, then ramps that connect to it, then other Interstate, US, KY, County, then City streets/routes
2. Existing Secondary:
 - Route order: Interstate, US Route, KY, County, then City streets
 3. Impacted
 4. Proposed

The order of the routes is very important. Route order allows SHIFT to process data for the main route first, then continues to layer data into the SHIFT system based on a hierarchy of route impact (See Figure 52).

ATTACHMENTS

Click on the Attachment Tab on the left side menu of the Edit Project Page to upload files into your project. To add a file, click in the box with the message “drag and drop here or click to add specific files” (See Figure 54 & 55).

Figure 53 - Uploading Attachments

Edit Project

Home
Need
Map
Attachments

*Attachment Type:
Choose Attachment Type

*Description:

Supporting file types: .pdf, .docx, .doc, .xlsx, .xls, .csv, .jpeg, .jpg, .png, .bmp and gif (File size limit: 50 MB)

Drag and drop files here or click to select a specific file.

Show 10 entries Search:

File Name	File Type	Description
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Figure 54 - Attachment Example

Show 10 entries Search:

File Name	File Type	Description		
Meeting April 20 2018.pdf	Photo	TEST 3 - CHAF Menu	View	Remove
Meeting April 6 2018.pdf	Photo	TEST 3 - CHAF Menu	View	Remove
Meeting December 1 2017.pdf	Photo	TEST 3 - CHAF Menu	View	Remove
Meeting December 15 2017.pdf	Photo	TEST 3 - CHAF Menu	View	Remove
Meeting January 19 2018.pdf	Photo	TEST 3 - CHAF Menu	View	Remove
Meeting January 5 2018.pdf	Photo	TEST 3 - CHAF Menu	View	Remove
Meeting March 16 2018.pdf	Photo	TEST 3 - CHAF Menu	View	Remove

Note: Only pdf, doc, docx, xls, and xlsx files can be attached.

PROJECT REPORT

There are two ways to obtain a project report.

1. On the home page main tab there is a link to the reports (See Figure 56 red circle).
2. For each project in the project table there is a link to the reports (See Figure 56 green circle).
3. Fill in the fields in the Project Report Window with your projects information (See Figure 57).

Figure 55 - Project Report from Home Page

The screenshot shows the 'Continuous Highway Analysis Framework' interface. At the top, the 'Report' menu item is circled in red. Below the navigation bar, there are several dashboard cards: 'Project Search', 'Request Project', 'Project Requests' (1), 'User Requests' (0), and 'Sponsorship' (315). A table of project entries is displayed below, with the 'Edit Report' link for the first entry circled in green.

ID	Item No	County	Route	BMP	EMP	Type of Work	Status	Total Cost	View	Edit	Report
IP20100025		Trigg	US 68 X	1.926	4.519	New Route	Identified	\$21,566,000			

Figure 56 - Project Report

The 'Project Report' form contains the following fields:

- District: 6 Covington
- County: Boone
- Route Prefix: I
- Route Number: 275
- ADD: (empty)
- MPO: Cincinnati-Northern Kentucky

A 'Submit' button is located at the bottom right of the form.

Report Summary

Below is an example of a report summary of a CHAF project (See Figures 58 & 59).

Figure 57 - Project Report Example

Project Detail: IP20160253		Printed: November 10, 2017	
Project: IP20160253			
ID:		Status:	Identified
Description:	Full project/cost to replace Brent Spence Bridge includes Kyles Lane Bridge Replacement, Dixie Highway Bridge Replacement, New Ohio River Bridge - Alternative 1 (80% Costs), I-75 Reconstruction from Mile Point 187.2 to Mile Point 189.5, I-75 Reconstruction from Mile Point 189.5 to the South Termini of the 12th Street Interchange, I-75 Reconstruction from the South Termini of the 12th Street Interchange to the New Bridge over the Ohio River, Rehabilitation of the Existing Brent Spence Bridge.		
Type of Work:	Major Widening	ADD:	MPO: Bowling Green
Requested By:	Carol Callan-Ramler	Requested Date:	November 02, 2016
Locations:			
Kenton	I-75	181.28 - 191.78	
Total Escalated Estimate: \$1,763,768,000			
Phase	Estimate	Escalated	Proposed Year Duration - Months
Planning	\$1,283,160	\$1,689,000.00	
Design	\$10,344,478	\$13,613,000.00	
RightofWay	\$12,803,314	\$18,016,000.00	
Utilities	\$15,000,000	\$19,739,000.00	
Construction	\$1,300,000,000	\$1,710,711,000.00	
Page 1 of 2			

Figure 58 - Project Report Example

Project Detail: IP20160253		Printed: November 10, 2017	
Characteristics:			
Purpose:	g		
Need:	g		
Existing Studies:	6-17.00		
Prop. Access Control:			
Prop. Lane Width:			Prop. Added Lanes:
Prop. Median Type:			Prop. Median Width:
Prop. Shoulder Type:			Prop. Shoulder Width:
May require additional Right of Way?	No		
May require relocations?	No		
Project would support:			
Project increases connectivity with major points of interest:			
Project could accommodate:			
Socio-Economic Impacts:			
Environmental Concerns:			
Utilities:			

SHIFT CYCLE

The KYTC CHAF database is the cornerstone of the SHIFT process. Through the SHIFT process, projects that have been sponsored by the Area Development Districts (ADD), Metropolitan Planning Organizations (MPO) and KYTC are evaluated using measurable data to assess the need for and benefits of planned projects and compare them to each other. The assessment of relevant data associated to the projects is then validated and ultimately provided a project score. Any project that is looking to be assessed through the SHIFT process must be entered in CHAF first.

Sponsorship

The sponsorship is the process in which the ADDs, MPOs and KYTC make a selection of specific projects to be evaluated through the SHIFT process. To sponsor a project, the ADD, MPO or KYTC simply click on the Sponsorship Widget (see Figure 59), which will prompt the Sponsorship web screen shown in Figure 60.

Figure 59 - Sponsorship



The Division of Planning will notify the ADD, MPO and Highway District the specific maximum number of projects that each of them can sponsor.

Sponsor / UnSponsor a Project

Projects can be sponsored and unsponsored by clicking on the Sponsor or UnSponsor buttons shown in Figure 60.

Note that a project only needs to be sponsored by one partner to advance to the SHIFT process and evaluation. Also, the sponsorship process has a specific timeframe, which is referenced in Figure 59. The Division of Planning will notify all partners each cycle of the SHIFT schedule and timeframes. After the time period provided for the sponsorship process ends, CHAF database is locked and projects can no longer be sponsored.

Figure 60 - Sponsorship Page View

Sponsorship

District: County: ADD: MPO:

Show entries [Export](#) Search:

ID	Item No	County	Route	BMP	EMP	Type of Work	Total Cost	Sponsor
IP20160160		Boone	I 275	8.302	8.465	New Interchange	\$0	Sponsor
IP20180072		Boone	I 275	7.400	9.300	New Interchange		Sponsor
IP20000015		Boone	I 275	7.200	8.900	New Interchange	\$59,947,000	Sponsor

Showing 1 to 3 of 3 entries (filtered from 63 total entries) Previous Next

Figure 61 – Sponsor and Un-sponsored Projects

Sponsorship

Sponsor data updated successfully! ✕

District: County: ADD: MPO:

Show entries [Export](#) Search:

ID	Item No	County	Route	BMP	EMP	Type of Work	Total Cost	Sponsor
IP20180072		Boone	I 275	7.400	9.300	New Interchange		CO UnSponsor
IP20180016		Gallatin	KY 467	3.300	3.700			Sponsor View
IP20170093		Boone	I 75	169.439	183.312	New Route	\$2,170,400,000	Sponsor View

List of Sponsored Project

The list of sponsored projects can be downloaded by pressing the Export button shown in Figure 61. This will start the download an Excel file of your sponsored projects. (See Figure 62)

Figure 62 - List of Sponsored Projects

	A	B	C	D	E	F	G	H	I	J
1	ID	Item No	County	Route	BMP	EMP	Type of Work	Total Cost	Sponsor	Description
2	IP20180034		Adair	KY 55	15.7	16.15		\$0		KY 55 NEW T
3	IP20180002		Adair	KY 439	0.838	1.073	Bike/Ped Facility			Construct nev
4	IP20180033		Allen	US 231	7.6	7.7	Air Quality (P)	\$270,000		IMPROVE Mc
5	IP20180051		Bath	KY 1944	1.131	2.2	Reconstruction			Straighten cur
6	IP20180047		Bath	KY 211	5.389	5.489	Reconstruction	\$3,401,000		Improve geom
7	IP20180072		Boone	I 275	7.4	9.3	New Interchange		CO	(TEST
8	IP20180019		Breathitt	KY 15	13.75	14.644	Safety-Haz-Elm			Reconstruct b
9	IP20180005		Carlisle	US 62	11	11.2	Reconstruction	\$2,230,000		Improve inters
10	IP20180001		Carter	KY 1	10.646	12.009				Develop a for
11	IP20180070		Casey	KY 70	0	10.4	Reconstruction			Improve safet
12	IP20180069		Casey	KY 70 X	2.407	2.8	Reconstruction			Reduce conge
13	IP20180041		Christian	US 41 A	11.3	11.4				US 41A NEW
14	IP20180065		Christian	EB 9004	4.975	6.007				Upgrade the L
15	IP20180011		Christian	KY 272	8.1	8.4	Reconstruction	\$4,346,000		To improve sa
16	IP20180063		Christian	EB 9004	7.715	8.115				Upgrade US <

Scoring Data Validation

The next step in the SHIFT cycle is the validation of the data and determine a project score. Figure 64 shows the Scoring Data Validation page, which include the projects and its sponsors.

The Scoring Data Validation process has a specific timeframe, as shown in Figure 64. After this time frame expires, the validation process is closed. The timeframe is set by the Division of Planning and notify to all partners at the beginning of each SHIFT Cycle.

Figure 63 - Validation Widget



Figure 64 - Data Validation Page

Scoring Data Validation												
District:		County:			ADD:			MPO:				
<input type="text"/>		<input type="text"/>			<input type="text"/>			<input type="text"/>				
Show <input type="text" value="10"/> entries		Search: <input type="text"/>										
<input type="checkbox"/>	ID	Item No	County	Route	BMP	EMP	Type of Work	Total Cost	Sponsor		View	
<input type="checkbox"/>	IP20170088		Adair	CS 1002	0.000	0.010	MINOR WIDENING(O)	\$1,673,625	CO		View	
<input type="checkbox"/>	IP20170101		Fayette	I 64	71.000	89.480			HDO		View	
<input type="checkbox"/>	IP20170082		Hardin	KY 1375	7.350	7.614		\$10,714	HDO		View	
<input type="checkbox"/>	IP20170081		Fayette	I 64 -1	81.037	89.480		\$3,080	HDO,CO		View	
<input type="checkbox"/>	IP20170087		Adair	KY 80	20.000	22.000		\$3,900,178	CO		View	
Showing 1 to 5 of 5 entries										Previous	<input type="text" value="1"/>	Next

Local Input

Once the data validation process has been completed and the preliminary score is determined, sponsors are given the opportunity to provide local input to their projects, by assessing a numerical weight based upon their local value. For every SHIFT cycle, the maximum amount of points allowed to be allocated to a project is determined by Division of Planning.

Once the time period for local input expires, as shown in Figure 65, projects are no longer available for this part of the process.

Figure 65 - Local Input Widget



The Local Input and the Score pages can be seen in Figures 66 and 67.

Figure 66 - Local Input Page

Local Input

Local Input Allotment: 20 Remaining: 0 Min Allotment Per Project: 2 Max Allotment Per Project: 12

District:
 County:
 ADD:
 MPO:

Show entries Search:

	ID	Item No	County	Route	BMP	EMP	Total Cost	Reg Score	HDO Score	ADD/MPO Score	Total Score	
	IP20170101		Fayette	I 64	71.000	89.480		0	8	0	8	Edit View
	IP20170107		Fayette	I 64	71.000	89.480		0	0	0	0	Edit View
	IP20170108		Fayette	I 64	71.000	89.480		0	0	0	0	Edit View
	IP20170103		Fayette	I 64	71.000	89.480		0	0	0	0	Edit View
	IP20170077		Anderson	US 62	1.000	2.500	\$16,736	0	7	0	7	Edit View
	IP20170081		Fayette	I 64 -1	81.037	89.480	\$3,080	0	2	0	2	Edit View
	IP20170102		Fayette	CR 1001	0.000	2.336		0	0	0	0	Edit View

Showing 1 to 7 of 7 entries Previous Next

Figure 67 - Score Page

Edit Score ✕

HDO Score:

ADD/MPO Score:

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 Credentials · 4
 Existing Route · 4
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 Grade Separation Of Highway/Railroad Crossing · 5
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