

EADHS 2021 Cost to Complete Estimate Web Application User Manual

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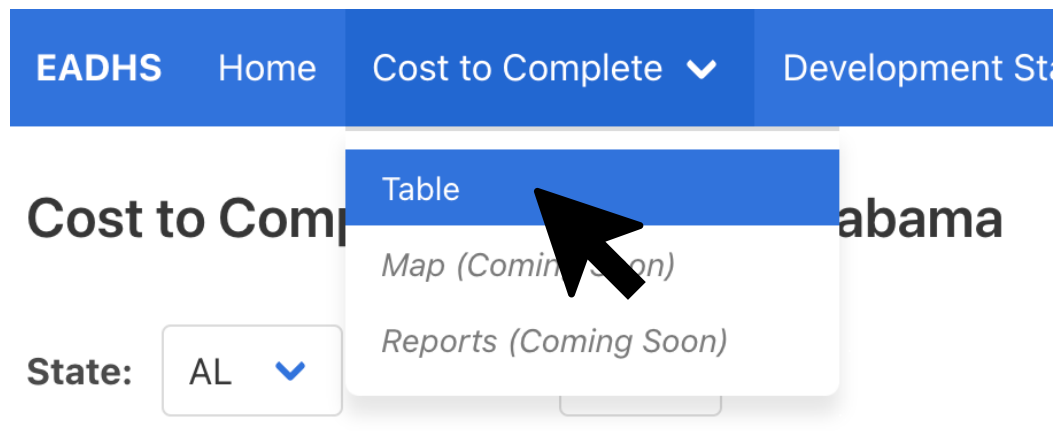
Accessing the EADHS C2C Estimate Web Application

Step 1. Open your favorite web browser.

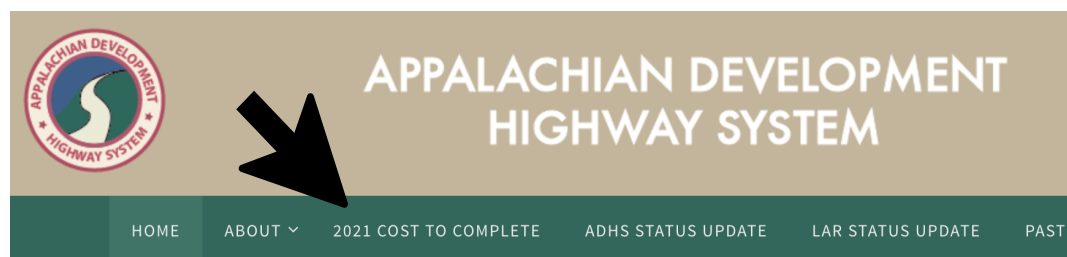
We suggest using Google Chrome, but other browsers, such as Microsoft Edge or Apple Safari, will also work just as well. If you do have any issues using the website, please contact Brad Cains at cainsb@muati.org for technical support.

Step 2. Browse to the website. Here are some of the ways you can access the website from your web browser.

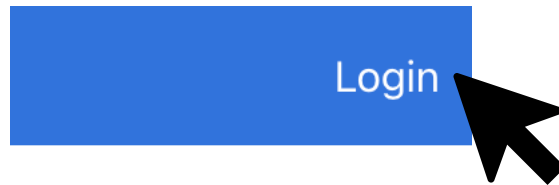
- A. You can directly access the Cost to Complete Estimate editor at <https://app.eadhs.org/cost-to-complete/table/table.html>
- B. Access the EADHS web application at <https://app.eadhs.org/> and use the navigation menu.



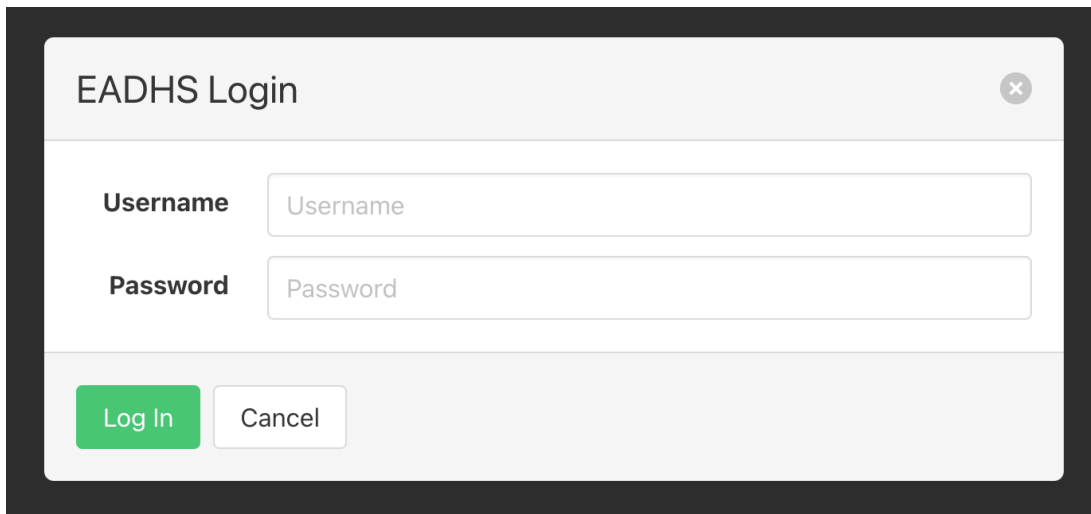
- C. Use the EADHS web portal at <https://www.eadhs.org/>. We use this portal as our central hub where you can access all of our electronic tools, past and present, for managing the ADHS.



Step 3. Open the login prompt by clicking on the Login link on the right side of the navigation menu at the top of the website.



Step 4. Enter the username and password provided to you. If you do not remember your username and password or if you are a new user and don't yet have one, you can request help from Brad Cains at the Appalachian Transportation Institute at cainsb@muati.org.



EADHS Login

Username

Password

Log In Cancel

Step 5. Click the Log In button and you will be logged into the web application. While you are logged in, your username will appear at the top right of the navigation menu.

2021 EADHS Cost to Complete (C2C) Estimate Overview

Let's take a look at some of the capabilities and tools available.

Cost to Complete Estimate for Alabama

1 State: AL Corridor: V 2 Filter: All Sections Incomplete Completed 3 Add a New Section to Corridor V 4 Print

6 Corridor Descriptions 7 Prefinanced (AC) Projects 8 Special Funding 9 Document Manager

	State	Corridor	Section	Length (miles)	Status	Future Outlook	Design Speed	Through Lanes	Typical Cross Section	Access Control Type	Estimated Cost to Complete	Year of Obligation	Year of Completion	Proposed Changes
5 Edit	AL	V	A 01.0.0	2.9	5a	FO-5	65	4		Partial				
Edit	AL	V	A 01.1.0	2.2	5a	FO-5	65	4		Partial				
Edit	AL	V	A 02.0.0	8.5	5a	FO-5	65	4		Partial				

1	State and Corridor Selector	Controls which state and corridor you are viewing. Note that you will have restricted access to site features based on which jurisdiction to which your user account belongs.
2	Section Filter	Toggle between displaying all sections, only incomplete sections, or only completed sections for the current corridor.
3	Add a New Section	Displays a popup window allowing you to add a new section to the current corridor. This tool is useful when you need to split a section or create an undesignated section. For more information about editing sections, please refer to page 6 of this document.
4	Print	Opens a new browser tab containing a simple monochrome table displaying the section information for the current corridor.
5	Edit	Expands the selected row of the table to reveal the section editing form. This link is only visible to authorized and authenticated users of this system. For more information about editing sections, please refer to page 7 of this document.
6	Corridor Descriptions	Displays a popup window allowing you to describe the ADHS Corridors. This table was known as "Table A" in previous Cost to Complete Estimates. For more information about this tool, please refer to page 6 of this document.
7	Prefinanced (AC) Projects	Displays a popup window allowing you report the costs of Appalachian Bond Issue, Prefinanced (AC-APD), and Advanced Acquisition Projects. This table was known as "Table D" in previous Cost to Complete Estimates. For more information about this tool, please refer to page 10 of this document.
8	Special Funding	Displays a popup window allowing you to report all earmarked federal appropriations on uncompleted sections on the ADHS that have not been obligated. This table was known as "Table E" in previous Cost to Complete Estimates. For more information about this tool, please refer to page 11 of this document.
9	Document Manager	Displays a popup window allowing you to upload and download any documents relating to the ADHS, especially typical cross section diagrams or supporting documentation for section alignment changes. For more information about this tool, please refer to page 12 of this document.

Using the Corridor Descriptions editor

Descriptions must be established utilizing the following control points - State lines, ADHS Corridor approved termini (either Interstate or another ADHS Corridor) or the transition between eligible and ineligible ADHS miles. The total of eligible and ineligible miles for each of the State's ADHS Corridors must reconcile to their annual ADHS status of development.

To insert a new, empty row into the Corridor Descriptions editor, click the "Insert Row" button at the top right of the window.

A green rectangular button with the text "Insert Row" in white.

To edit a row, clicking the "Edit" link in the far-left column of the row you wish to edit will put the row into editing mode. Note that the Sort Order field is used to sort the rows in the table, so input a number into this field that will position the row so that it is listed in the correct order. For more information about the inputs of this form, please refer to Appendix A of this document.

To delete a row, click on the "Delete" link in the far-right column. You must confirm you wish to delete the row by clicking "OK" when prompted by your browser.

A dark gray modal dialog box with white text. It contains the question "Are you sure you wish to permanently delete this description?" and two buttons at the bottom right: "Cancel" (white text on a gray button) and "OK" (white text on an orange button).

Are you sure you wish to permanently delete this description?

Cancel

OK

Using the Cost to Complete Section Editor

Adding a New Section to a Corridor

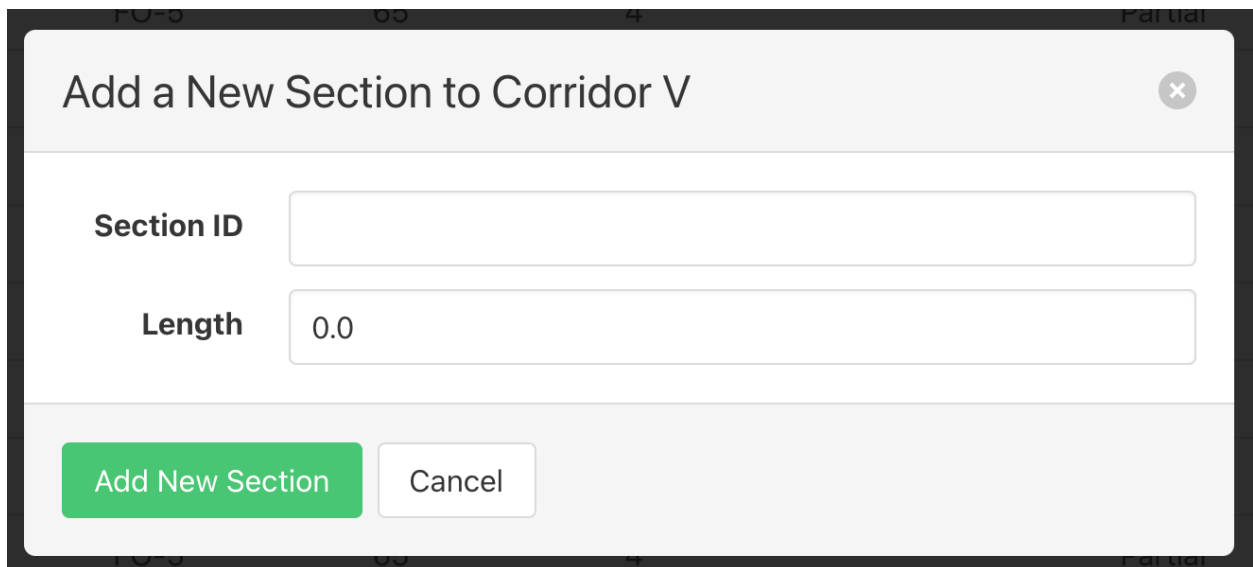
When you need to add a new section to an ADHS corridor, follow the steps below.

Step 1. Be sure you are logged into the web application, otherwise you will not be able to proceed.

Step 2. Click the “Add a New Section” button located at the top right of the Cost to Complete Estimate table.

Add a New Section to Corridor V

When you click this button, the “Add a New Section” popup window will appear in the middle of your browser window.

A screenshot of a web application popup window titled "Add a New Section to Corridor V". The window has a light gray header with the title and a close button (an 'x' in a circle) on the right. Below the header, there are two input fields. The first is labeled "Section ID" and is empty. The second is labeled "Length" and contains the value "0.0". At the bottom of the window, there are two buttons: a green button labeled "Add New Section" and a white button with a gray border labeled "Cancel".

Step 3. Enter a new Section ID for the section. This field is required.

Step 4. Enter the section length in miles, rounded to the nearest one-tenth of a mile. You may leave this value as 0.

Editing ADHS Corridor Sections

The Section Editor is the primary data input feature of the EADHS 2021 Cost to Complete Estimate web application. You will use this editor to record information about the incomplete sections for each corridor in your state.

Opening the Section Editor

Each row of the Cost to Complete Estimate table has an Edit link in the left-most column, though this link will be hidden unless you are an authenticated user and have edit privileges for that state's corridors. Click the Edit link for a given row, and the row will expand to display the editing form for that section. The section you are editing will be highlighted in teal green or cyan blue.

Here is what the Section Editor will look like when it is expanded and ready for your input. For more information about the inputs of this form, please refer to Appendix B of this document.

State	Corridor	Section	Length (miles)	Status	Future Outlook	Design Speed	Through Lanes	Typical Cross Section	Access Control Type	Estimated Cost to Complete	Year of Obligation	Year of Completion	Proposed Changes
Edit	AL	V	A 01.0.0	2.9	5a	FO-5	65	4		Partial			

Section Details

Section ID	Length (miles)	Status	Future Outlook	Design Speed	Through Lanes	Typical Cross Section	Access Control Type	Estimated Cost to Complete	Year of Obligation	Year of Completion	Proposed Changes
A 01.0.0	2.9	5a	FO-5	65	4		Partial				

Requirements for Completion

Comments

Attached Documents

Save ChangesCancelDelete Section

Saving Your Changes

When you are finished making edits using the Cost to Complete section editor, you will need to click the “Save Changes” button located in the bottom right of the editing form. If you do not, any edits you’ve made will not be saved to the Cost to Complete database.

Viewing Documents using the Section Editor

When using the section editor, you can view which documents have been associated with the section currently being edited by clicking on the “Attached Documents” button in the lower left corner.

Attached Documents

Clicking the button will display the Document Manager with the documents filter set to show all the documents associated with that section.

Deleting a Section from a Corridor

If you need to remove a section from the Cost to Complete, you can do this by opening the section editor and clicking on the “Delete Section” button located in the bottom right of the editing form. Don’t worry, you will be asked to confirm the action before the section will be removed.

A rectangular button with a pink-to-red gradient background and a thin white border. The text "Delete Section" is centered in white, sans-serif font.

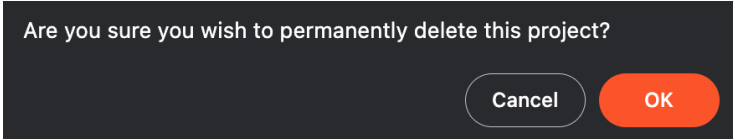
Using the Prefinanced (AC) Projects editor

To insert a new, empty row into the Prefinanced (AC) Projects editor, click the “Insert Row” button at the top right of the window.

A green rectangular button with the text "Insert Row" in white.

To edit a row, clicking the “Edit” link in the far-left column of the row you wish to edit will put the row into editing mode. For more information about the inputs of this form, please refer to Appendix C of this document.

To delete a row, click on the “Delete” link in the far-right column. You must confirm you wish to delete the row by clicking “OK” when prompted by your browser.

A dark gray rectangular dialog box with a question and two buttons.

Are you sure you wish to permanently delete this project?

Cancel

OK

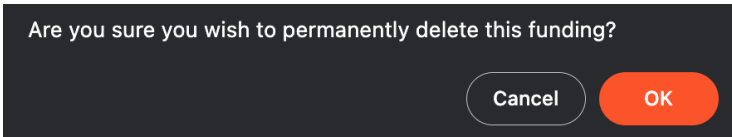
Using the Special Funding editor

To insert a new, empty row into the Special Funding editor, click the “Insert Row” button at the top right of the window.

A green rectangular button with the text "Insert Row" in white.

To edit a row, clicking the “Edit” link in the far-left column of the row you wish to edit will put the row into editing mode. For more information about the inputs of this form, please refer to Appendix D of this document.

To delete a row, click on the “Delete” link in the far-right column. You must confirm you wish to delete the row by clicking “OK” when prompted by your browser.

A dark gray rectangular dialog box with a white border. It contains the text "Are you sure you wish to permanently delete this funding?" at the top. Below the text are two buttons: a white "Cancel" button and a red "OK" button.

Are you sure you wish to permanently delete this funding?

Cancel

OK

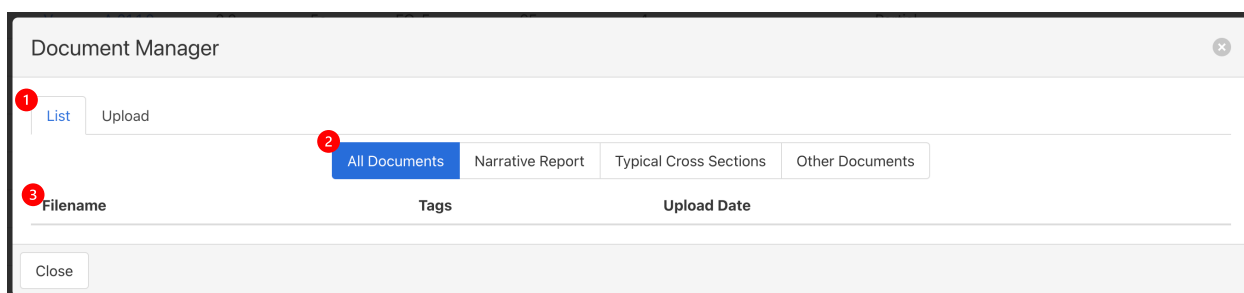
Using the Document Manager

The EADHS Cost to Complete Estimate Document Manager is used to upload and manage documents uploaded to the EADHS file repository. When you upload files, you must associate each document with geographic features, such as your state, a single corridor, or specific sections. Also, uploaded files associated with your state can be tagged as a special document type, such as a Narrative Report or a Typical Cross Section.

To begin using the Document Manager, click on the “Document Manager” button at the top right of the EADHS Cost to Complete web application.

Document Manager

When you click the button, a dialog window will be displayed, presenting you with a list of all uploaded documents owned by your state.



1	List/Upload tabs	Use this tab control to switch between the file list interface and the file upload interface.
2	Document Filter	This filter controls which documents are displayed in the file list.
3	File List	Uploaded files are listed here, displaying the filename, the tags associated with the document, and the date the file was uploaded. Clicking on a document's filename will open the document for viewing or for download.

Uploading Documents

To upload a document, open the Document Manager and click the List/Upload tabs to select “Upload” in order to display the file upload interface. The uploading process is divided into three steps in this interface. The file uploading process is one of the more complex interactions you will have with our web application, so we have taken care to make the interface very descriptive.

Document Manager

List

Upload

Step 1: Choose one of the options below.

☒ State

Associate this file with every section in the state of Alabama.

Pick one of the document type options below to tag your upload as a document supporting your state Narrative Report, a Typical Cross Section, or choose Other for all other files.

Document Type

☐ Narrative Report

☐ Typical Cross Section

☒ Other

☐ Corridor

Associate this file with every section in the selected corridor.

Corridor:

V

☐ Sections

Associate this file with one or more sections.

Corridor:

V

Section(s):

A 01.0.0

A 01.1.0

A 02.0.0

A 03.0.0

A 04.0.0

A 04.1.0

Note: You can use the control and shift keys to select multiple sections.

Step 2: Select your file.

Choose a file...

No file chosen.

Step 3: When you have completed the steps above, click the button below to upload your file.

Upload

Cancel

Close

Appendix A: Corridor Descriptions Data Reference

Segment descriptions must be established utilizing the following control points - State lines, ADHS Corridor approved termini (either Interstate or another ADHS Corridor) or the transition between eligible and ineligible ADHS miles.

Corridor

The ADHS Corridor of the segment described in this row of the table.

Principal Existing Route Numbers

The route numbers of any existing roadway with which the ADHS Corridor segment coincides.

Description

A brief description of the beginning and ending of the segment.

Eligible Miles

The mileage of the segment eligible for ADHS funding.

Ineligible Miles

The mileage of the segment that is ineligible for ADHS funding. Sections that are non-participating are considered ineligible.

Sort Order

The web application uses this number to sort the descriptions in ascending order. You can edit the number to move the segment up or down the list.

Appendix B: EADHS Cost to Complete Estimate Data Reference

Section ID

The unique identifier for the section.

Length

The total length of the section to nearest one-tenth (0.1) mile.

Status

The assigned status of development classification for a section. Please refer to the following table to see which status code is most appropriate for your section:

ADHS Status Classifications

Non-Participating	Planning & NEPA →	Design & R/W →	Stage Construction →	Final Construction →	Complete or Meeting Needs
Ineligible mileage	Planning, NEPA, preliminary engineering. No prior ADHS-funded construction	Design and/or R/W underway or completed. No prior ADHS-funded construction	Stage construction underway or previously completed	All eligible work under construction	Fully complete or partially complete and meeting needs
NP: Integral parts of the ADHS corridors that are not to be improved with ADHS funds.	<p>1a: Not started. General corridor location has been established but work to determine alignment and termini locations, design elements and completion definition has not started (approved estimates are subject to change based on future studies.</p> <p>1b: Studying, approval pending. Studies to determine alignment and termini locations, design elements and completion definition are underway or completed (approved estimates are subject to change based on completion of current studies and subsequent ARC and FHWA approval.</p> <p>1c: Approved. Alignment and termini locations, design elements, and completion definition have been approved by ARC and FHWA. Subsequent adjustments may be necessary based on detailed design activities.</p>	<p>2a: Design is complete or underway for only a portion of eligible work. R/W acquisition has not started.</p> <p>2b: Design and R/W acquisition is complete or underway for only a portion of eligible work.</p> <p>2c: Design is complete or underway for all eligible work. R/W acquisition has not started.</p> <p>2d: Design and R/W acquisition is complete or underway for all eligible work.</p>	<p>3a1: First stage construction contract currently underway and serving traffic.</p> <p>3a2: First stage construction contract currently underway but not serving traffic.</p> <p>3b1: Stage construction previously completed and serving traffic. No contracts underway for final design, R/W acquisition, or construction.</p> <p>3b2: Stage construction previously completed by not serving traffic. No contracts underway for final design, R/W acquisition, or construction.</p>	<p>4a: Final construction contract underway for all eligible work. No prior construction has occurred with ADHS funding.</p> <p>4b1: Stage construction previously completed and open to traffic. Final construction contract underway for remaining eligible work.</p> <p>4b2: Stage construction previously completed but not open to traffic. Final construction contract underway for remaining eligible work.</p>	<p>5a: Complete and Open to traffic. All work eligible for ADHS funds has been completed.</p> <p>5b: Complete but not open to traffic. All work eligible for ADHS funding has been completed.</p> <p>5c: Partially complete, inactive but meeting needs. Previously completed stage construction work is fully meeting traffic demands with no current need to complete remaining eligible work. Section remains eligible for additional work to fully satisfy completion definition if circumstances change.</p>

Future Outlook

The Future Outlook categories reflect the likelihood of completion within an established timeframe. Refer to the following table to see which Future Outlook code to use:

Future Outlook Code	Description
FO-0	Non-Participating
FO-1	Incomplete – Completion Date Undetermined
FO-2	Incomplete – Some Progress (likely Complete in more than 10 years)
FO-3	Incomplete – Significant Progress (likely Complete within 10 years)
FO-4	Partially Complete – Meeting Traffic Needs
FO-5	Complete

Design Speed

Design speed in multiples of 5 or 10 miles per hour.

Through Lanes

Number of through lanes to be constructed upon which the cost estimate is based. In this item, report the number of new through lanes to be built where no lanes now exist, as well as the number of new lanes to be added on sections now having two or more lanes in existence. Existing lanes to be improved, by stage construction, reconstruction, etc., should not be counted in this item.

Typical Cross Section

Typical geometric cross sections are to be identified by a key or number reference. Typical geometric cross sections should be of the type generally included in the Plans, Specifications and Estimate (PS&E) showing dimensions for the principal cross section components and right-of-way of the normal section. Sections varying only in the number of through-traffic lanes need not be shown separately. Include at least one cross section showing dimensions used for estimates of ADHS bridges and overpasses, both long and short, and underpasses. A note identifying the type of access control must be provided for each cross section. Also, include typical cross sections showing dimensions for each tunnel.

It is not intended that cross sections be shown for variations in section design which do not materially affect the estimate of cost.

In order to have up-to-date cross section data available to the system, State DOTs are required to submit digital format cross sections to ATI. Cross section submissions should be done via the Web portal using the Document Manager (See page 12). The Document Manager button seen at the top right on the 2021 Cost to Complete Estimate web application will allow you to upload documents to be attached to the Cost to Complete Estimate. The preferred file type for

uploading the information in PDF format but other digital formats may be acceptable. In case no digital format is available, contact ATI for further assistance.

Access Control Type

The type of Access Control should be identified by one of the following from the drop-down menu in 2021 Cost to Complete Table editor:

Access Type Code	Definition
Full	Full Control of Access - Access is prohibited to adjacent property and most crossroads. Access to the ADHS route is only provided at interchanges.
Partial	Partial Control Access - Access is prohibited to adjacent property and minor crossroads. Access to the ADHS route is only provided at interchanges and major crossroads.
None	No Control of Access - Access to the ADHS is provided to adjacent properties and all crossroads.

Estimated Cost to Complete

All estimated costs must be reported in 2021 dollars. Therefore, State DOTs must use unit prices developed from comparable items and influences and based on or representative of Federal-aid contracts awarded during calendar year 2021. All unit prices used for developing the States ADHS Cost to Complete Estimate must be reviewed and concurred in by their respective FHWA Division Office.

Year of Completion

Estimate the federal fiscal year in which all work will be completed on this section.

Year of Obligation

Report the federal fiscal year in which work is authorized to begin on this section.

Proposed Changes

If your state is proposing changes to an existing ADHS section that requires ARC or FHWA approval, you can use this input to highlight the status of that process here.

Proposed Change	Definition
None	No changes are proposed for this section at this time.
Proposed	Changes are proposed for this section, pending review by ARC or FHWA.
Approved	Proposed changes have been reviewed and are approved by ARC and FHWA.

Appendix C: Prefinanced (AC) Projects Data Reference

Corridor

The ADHS Corridor of the project described in this row of the table.

Sections

The corridor sections associated with the project. List either the beginning and ending section IDs (e.g., A 1.0.0 – A 12.0.0) or list the section IDs individually (e.g., A 1.0.0, A 1.1.0, A 2.0.0).

Project Number

The project number used to uniquely identify the project.

Work Class

The class of work to be done. Use “PE” for principal engineering, “ROW” for Right-of-Way, and “CONSTR” for construction.

ADHS Funds

The amount of ADHS funding requested for this project.

Other Federal Funds

The amount of federal funding requested for this project from federal sources other than ADHS.

State Funds

The amount of state funding requested for this project.

Total Cost

The total cost for this project.

Appendix D: Special Funding Data Reference

Legislation Earmark or Grant Awarded

The title or name of the legislative earmark or grant.

Corridor

The ADHS Corridor associated with this earmark or grant.

Description

A brief description of the funding source and its scope of work.

Federal Funds Obligated

The amount of federal funding that has been obligated to this project.

Federal Funds Not Obligated

The amount of federal funding that has yet to be obligated.

Total Federal Funds Earmarked or Awarded

The total amount of federal funds earmarked or awarded by the legislation or grant.