



COMMONWEALTH *of* VIRGINIA
Office of the
SECRETARY *of* TRANSPORTATION

**SMART SCALE Full Application
Applicant Training**

June 4, 2024



Round 6 (FY 2026) Pre-Application Training Agenda

- **Training Expectations**
- **Resources**
- **Pre-Application Summary**
 - Pre-Screening Decisions
 - Common Pre-Application Issues
 - FAQs
- **Funding and Cost Estimate Validation Guidance**
- **SMART Portal Demo**
- **Timeline and Key Dates**
 - Clarifying Resolutions of Support
- **Final Reminders**

Training Expectations

- **Pre-Application Training Material will be recorded and posted to the SMART SCALE Website in the “Apply/Resources Section”**
 - Video
 - PDF
 - Questions and Answers
- **Please use the chat functionality if you have a question (you will not be able to unmute)**
 - *Time Permitting* – we will respond to questions directly related to the topic being presented (i.e., clarifying questions)
 - All other questions will be responded to in the Q&A Document

Resources

Apply/Resources Page

- **Website got an overhaul – Web address is now SMARTSCALE.virginia.gov**
- **Archived previous round of “Apply/Resources” material due to 508 compliance rules**
 - Email a SMART SCALE team member if you need a particular document
- **“Previous Rounds” Page remains intact**
- **“Apply/Resources” Page Updates**
 - SMART SCALE Feature Descriptions and Example Text
 - Delivery and Funding Guidance
- **Pre-Application Training Materials Feb. 28, 2024**
- **Safety**
 - SMART SCALE Planning Level CMFs and Targeted CMFs
 - Round 6 CMF Calculator

Pre-Screening Decisions

- **View Pre-Screening Decisions**

- Submitter Roles received an auto-generated email
- Submitter and **Editor Roles** can view Pre-Screening Forms in the Portal

FY26 SMART SCALE Application ID 11618-Pre, CTB Placeholder 2 – Screened Out Conditionally

HB2@VirginiaHB2.org
 To: CTUCKER25@MSN.COM; margitray; Jackson, Brooke (VDOT); SmartPortal (CTB)
 Wed 5/29/2024 12:14 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The SMART SCALE application for CTB Placeholder 2 has been screened out conditionally based on the Features selected and Supporting Documents provided at the time of pre-screening submission. This application will be permitted to move to the Full Application phase; however, our team has identified missing elements in your application that, should they not be addressed by the submission deadline for the full application, will result in the project not being considered for the FY26 SMART SCALE Process.

Please see the Central Office Validator's screening notes below for further information regarding their screening decision and how to remediate the application ahead of submission:

Placeholder app for the CTB; scope undefined at this time.

The full application is now available in the SMART portal. Please complete and submit the full application no later than August 1st, 2024. If there are further questions, please reach out to your SMART SCALE Point of Contract.

Thank you,
 The SMART SCALE Team

Central Office Screening	Casey Scully	06/03/2024 @ 11:53AM
Is this application ready to be evaluated?		
Yes, Screen-In		
Justification/Comments		
[DESCRIPTION FEEDBACK]: Include access management factors of the project in the description. [FEATURES FEEDBACK]: Access Management: Detail the restrictions on the west leg, US 250 EB, of the proposed project. [SKETCH FEEDBACK]: Sketch and Legend should be updated so that there can be a difference between proposed sidewalk and proposed shared use path. Any Readiness issues need to be addressed before full application submission or this application is at risk for screening out.		
If the application is ready for evaluation, are there pending conditions? (Please specify the conditions in the comments field above.)		
Yes, Screen-Out Conditionally		
District Screening	Sandy Shackelford	04/30/2024 @ 3:06PM
District Engineer/DRPT Chief Screening	Sean Nelson	05/09/2024 @ 7:48PM

Pre-Screening Decisions Continued

Excerpt from Pre-Application Training **Final Reminders**

Pre-Screening Decisions

- Pre-Screen in
- Pre-Screen out
 - If a gating reason the response will be from the appropriate DE or DRPT Chief, otherwise the reported response will come from Central Office
- Pre-Screen out Conditionally
 - Not enough information to decide, screeners will provide a list of items needed to screen in at Full Application

Pre-Screening Decisions	Percent Apps
Pre-Screen In	10%
Pre-Screen Out	3%
Withdrawn	2%
Pre-Screen Out Conditionally (minor issues <1 day to remediate)	57%
Pre-Screen Out Conditionally (major/critical issues)	28%

Pre-Screening Decisions Continued

- **Pre-Screening DID NOT include:**
 - State's Understanding of Project Scope
 - Review of Cost Estimate
 - Review of Resolution of Support
 - Review of Leveraged Funding (and Supporting Documents)
- **As applications evolve, there could be more requirements that pop up**
 - Remember if you make a change, make it to all - sketch, features, study, linework, cost estimate, SUPS
 - Do not change the location (or add major scope items) of your application because of screening feedback
 - Reducing scope is allowed due to the feedback

Common Pre-Application Issues

General

- **Disregard the HPP Eligibility assignment given on the Portal, data has not been OIPI-Verified**

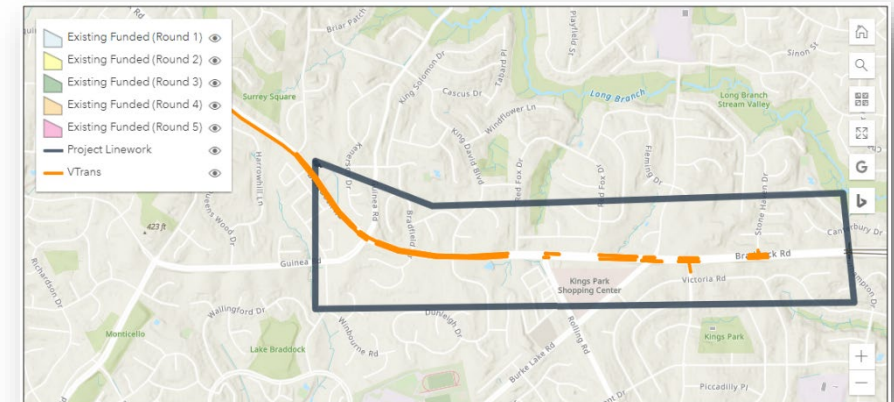
Application Program Requested

- District Grant

Does the project include major features that are either contiguous, proximate, or of the same improvement type? For the purpose of this question and the CTB policy contiguous means adjacent or together in a sequence. Transit stops or stations along a transit route or intersections or spot improvements along a corridor meet the definition of contiguous for the purposes of the project eligibility policy.

Yes

- Majority of applicants selected "yes" on study to meet HPP
- Applicant eligibility has been verified/identified if non-locality, but if the locality applied the HPP decision deferred to Full Application to allow finalizing studies
- **Incorrectly selecting the Principal Improvement Type**
 - Majority of the cost of the project should dictate the type
- **Drawing the linework as a polygon – Jonathan will cover**




Common Pre-Application Issues

Features

- Not selecting a feature with a gating requirement
- Feature unchecked, but still has text and vice versa

<input type="checkbox"/> Construct or Improve Bus Stop / Shelter	Comment
	Install a bus stop near the US Rte 1/Southpoint Parkway intersection to support planned FRED service down the US Rte 1 Corridor from the VA to Kalahari.

- Not utilizing the suggested comment text – issue with cloned applications
 - SMART Portal

<input type="checkbox"/> Add New Through Lane(s) 	Comment
	(Example: "Widen NB Main St from 2 lanes to 4 lanes for 2.3 miles from 1st Ave to 10th Ave.")

- Website

SMART SCALE Feature Descriptions and Example Text		
Feature Name	Pop-Up Text	Placeholder Text
Add New Through Lane(s)	Check this box if project includes the construction of one or more through lanes - including shared through/turn lanes.	(Example: "Widen NB Main St from 2 lanes to 4 lanes for 2.3 miles from 1st Ave to 10th Ave.")

Common Pre-Application Issues

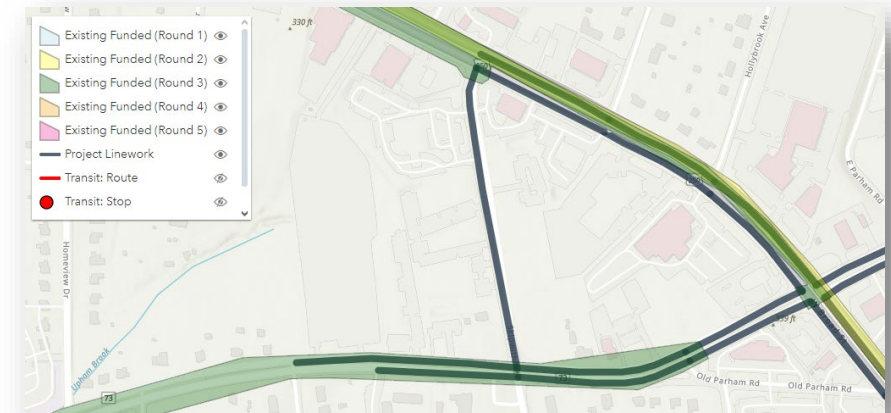
Cloned Applications

- **42% Full or Partial Resubmittals**
 - *New Pre-Screening Completed*
 - **Previous round screening decision does not guarantee current round screening decision**
- **Delete and/or revise previous round documents**
 - Cost Estimates
 - Resolutions of Support
 - Studies that are > 10 years old, multiple conflicting studies
 - Multiple Sketches
 - Applicant Concurrence with Change
- **Note: Cloned applications were causing a lot of mapping errors that we will continue to check in the coming months**
 - Not picking up the APN/CoSS Network, which impacts gates

Common Pre-Application Issues

Overlapping Scope Previously Funded Components

- **If the previously funded project is scoped, defined at 30% design:**
 1. Modify the current application to not conflict with the existing project
 2. Request cancellation of the existing project – through SS POC by **July 15th**
 3. Withdraw the current application
- **If the previously funded project is not scoped:**
 1. Any of the above
 2. Request a project change to the existing project – through SS POC by **June 21st**
- **Application sketch needs to reflect the existing SS Project and compatibility with the new request**



Common Pre-Application Issues

Overlapping Components of Two Current Applications

- The SMART SCALE Process is not for testing different alternatives at a VTrans need location to test what will be recommended for funding
- We do allow an entire corridor to be submitted by one entity (for example MPO submits spanning multiple jurisdictions), and the localities to submit smaller phased sections
 - HPP Eligibility for MPO
- Logically phased, not reducing components to test a lower-cost option

FAQs

Readiness: Feature Gates Pedestrian Crossings

*Excerpt from Pre-Application Training
Policy and Administrative Updates*
Readiness: Feature Gates Pedestrian Crossings

- **When improving an unsignalized uncontrolled pedestrian crossing, provide a completed SS02 Unsignalized Crossing Study Form**
- **This form satisfies IIM-384.1, including an engineering study if required.**
 - NOT required for new or improved crossings at signalized intersections or on stop-controlled approaches
 - Stop-controlled approaches, applicants should evaluate the intersection geometry to ensure that the existing STOP bar can be set back far enough to accommodate the crossing while maintaining the minimum safe sight distance.
- **Not required at roundabout crossings**
- **Not required on the stop-controlled side of TWSC**
- **Application will only get a safety score if the crossing is high visibility - need to specify!**

FAQs

Intersection Modifications

Excerpt from Pre-Application Training
Policy and Administrative Updates
Readiness: Feature Gates Intersection Modifications FAQs

- **Some intersection features now require a completed iCAP assessment (spreadsheet tool) to satisfy IIM-TOD-397.**
 - STARS and Pipeline studies are acceptable
 - SJR is acceptable
 - **Applies ONLY when modifying an intersection configuration on a CoSS or APN**
 - **Includes features “Innovative Intersection,” “Intersection Improvement(s),” and “New Intersection”**
-
- **Not required for extension of turn lanes, bike & ped accommodations**

Intersection Improvement(s)

Does this project include modification of an intersection configuration?

No

“Yes” if adding a new through lane or road diet (feature “Road Reconfiguration”) extends through the intersection

FAQs

Intersection Modifications Continued

- **Portal Error (Hotfix Coming)**
 - Selecting “Innovative Intersections” was not triggering iCAP in the Gates
 - Was giving the appropriate warning when selecting the feature

Innovative Intersection(s)

Provide a traffic operational analysis (i.e. HCS, Synchro), which documents a preferred alternative that is consistent with the scope described in the application to support this feature.

The document supporting this feature must have confirmation from the following VDOT staff by July 15th:

- District Traffic Engineer

Contact your SMART SCALE representative for more information. A list of contacts can be found on the SMART SCALE website: <http://www.smartscale.org/apply/default.asp>

Intersection Improvement(s) ⓘ

Comment *

An additional receiving lane on southbound Horsepen Rd. will be constructed from Three Chopt Rd. to Normandy Dr. This will connect to the existing two through lanes for southbound Horsepen Rd. at Normandy Dr.

If on a Corridor of Statewide Significance or the Arterial Preservation Network and modifying the intersection configuration, provide a completed iCAP assessment tool or documentation demonstrating adherence to IIM-TOD-397.

Funding and Cost Estimate Validation Guidance

SMART SCALE Estimate Success

Key to successful estimates: Make sure you have...

CONSISTENCY!



Application Features



SUPS



Project Sketch



Estimate

Funding and Cost Estimate Validation Guidance

Consistency – Scope, Sketches & Estimate

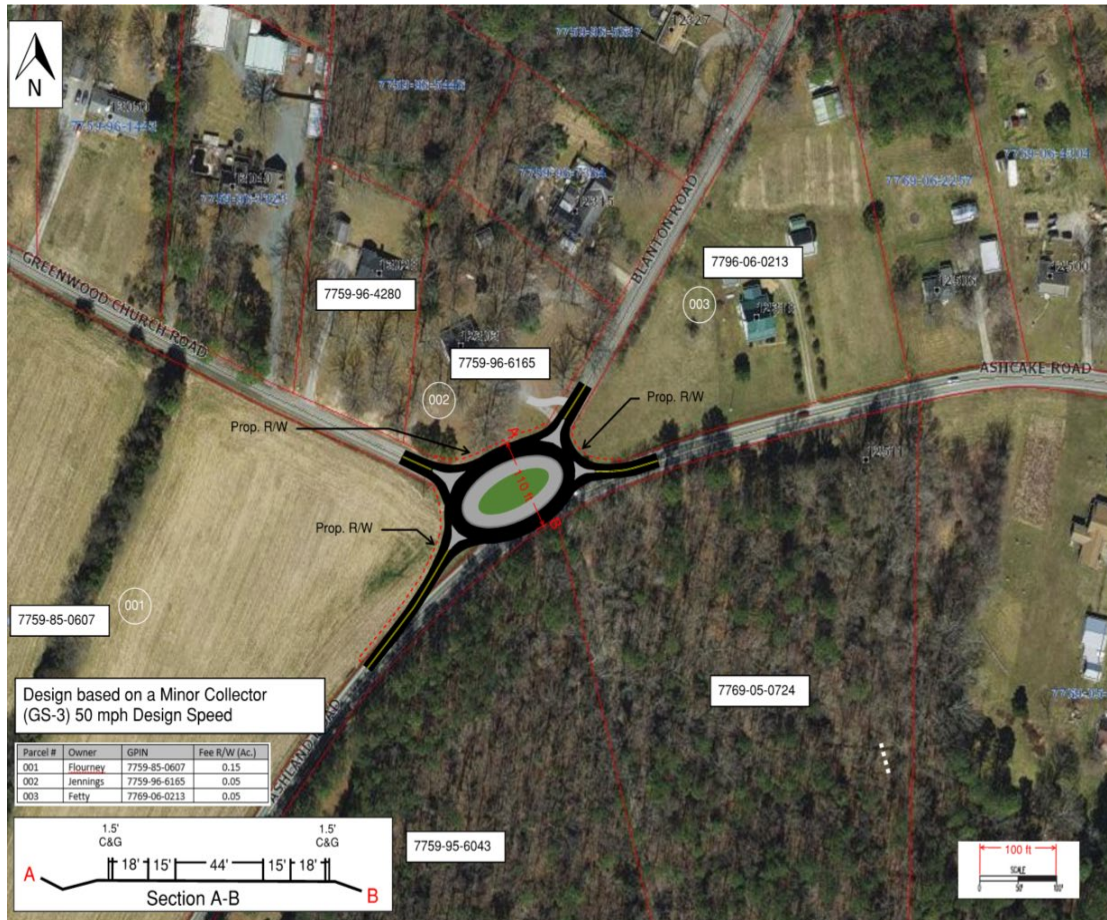
For successful estimates and validation, you will need to ask...

- Are there inconsistencies that prevent independent estimate validation?
- Are there differences in the features shown and described that would substantially affect the estimate?
- Are there features shown and/or described that aren't included in the estimate?
- Does the sketch or description provide adequate information for independent estimate validation?

Help us avoid extensive review comments and multiple iterations of reviews

Funding and Cost Estimate Validation Guidance

Project Sketch Quality – Needs Improvement



Conceptual Sketch - Greenwood Church Rd/Ashland Rd/Ashcake Rd/Blanton Rd Roundabout (7-20-22)

Positives:

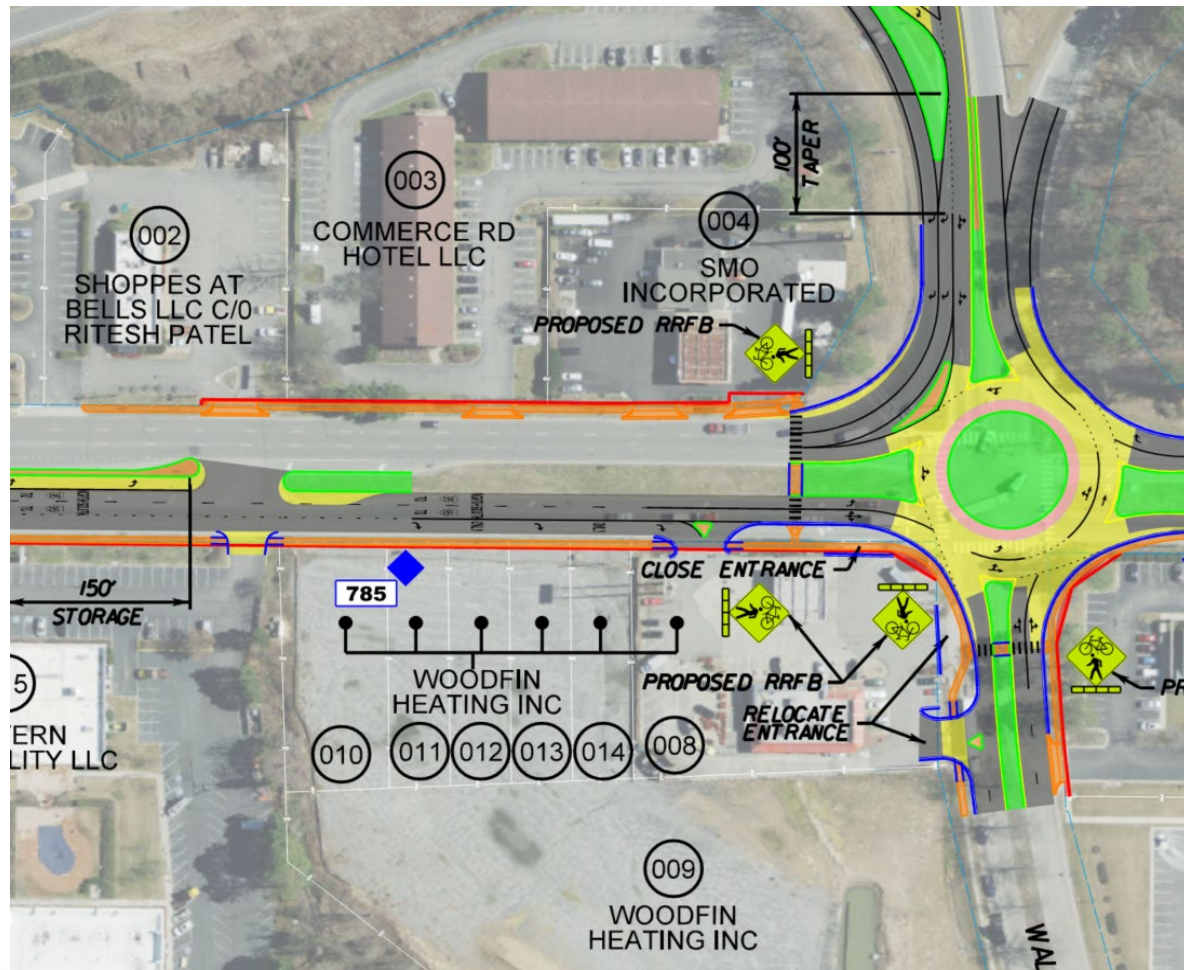
RW area summary, design speed, classification, typical section, some labels

Negatives:

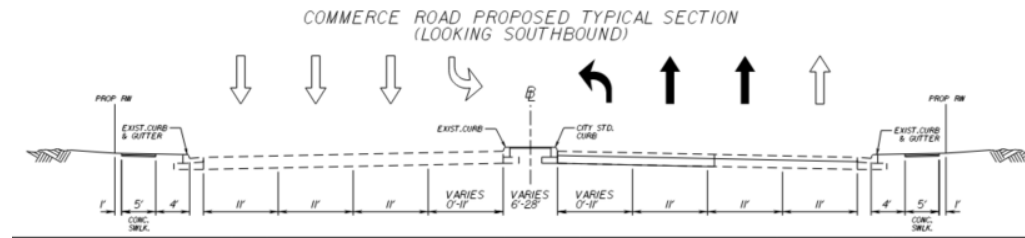
Plot scale, no SWM assumptions, difficult to even tell lane configuration or widths, no approximate construction limits, drainage features, would require a significant contingency with so many unknowns.

Funding and Cost Estimate Validation Guidance

Project Sketch Quality – Significantly Better



LEGEND			
	EXISTING RIGHT-OF-WAY		NEW ASPHALT PAVEMENT
	EXISTING PROPERTY LINES		MILL AND OVERLAY PAVEMENT
	PROPOSED GRASS MEDIAN		PROPOSED CITY STD. CURB
	PROPOSED CONCRETE ITEMS		PROPOSED CITY STD. CURB & GUTTER
	PROPOSED TRUCK APRON		PROPOSED MEDIAN CURB
	PROPOSED SIGNAL MODIFICATION		PROPOSED RIGHT OF WAY
	GRTC BUS STOP		PROPOSED ACQUISITION AREA



Positives: roundabout lanes clearly depicted, shows full depth and mill/overlay pavement, proposed right of way impacts shown, extensive legend, typical section is clear, modified entrances shown

Negatives: unclear SWM

Funding and Cost Estimate Validation Guidance

Estimate Validation Procedures

Validation Tiers

Over \$50M in CN

- Requires District and Central Office concurrence
- Requires independent estimate review and validation

\$15-50M in CN

- Requires District concurrence
- Requires Central Office independent estimate review and comment response

**Less than \$15M
in CN**

- Requires District concurrence
- District estimate review and validation only

Funding and Cost Estimate Validation Guidance

Estimate Validation Procedures

NO REVIEW OF RANDOM 10% SELECTION OF APPLICATIONS!!!

In previous rounds Central Office reviewed the validated the entire application for a random 10% selection of applications in all Districts. This has been eliminated, due to overlapping screening and validation efforts.

Funding and Cost Estimate Validation Guidance

Estimate Validation Procedures

Required Documentation

- Cost Estimate Workbook (CEWB) is a **required** Smart Portal submission upload for an application to proceed through validation reviews
- Detailed estimate supporting the CEWB is not a required Smart Portal submission upload but it is **encouraged** because it is needed for validation – essentially a Cost Estimation Package

SYIP PROJECTS DETAILED PROJECT COST ESTIMATE SUMMARY (Cost Estimate Workbook CEWB - Jan 2022 Revision)					
Portal ID:		Project UPC:			
Prepared By:		Milestone:	Select		Clear Heading
Reviewed By:		Date:			
County/City/Town:	Locality Type	Locality Name	Tier Level	Select	
Project Complexity Classification	Select Project Classification	Estimate Type	Smart Portal		
Preliminary Engineering Phase ⁷ Clear PE Ensure input where required. If no value then enter "0"					
Project Estimate Component					
Discipline	Source	Defined(\$)	Allowance*		Total
Roadway	Bristol Tool	\$ 100,000.00	\$ 100,000.00		\$ 200,000.00
Hydraulics	Select				\$
In-plan Utilities	Select				\$
Traffic	Select				\$
Structures/Bridges	Select				\$
Materials/Geotech	Select				\$
Survey/SUE/Quality Level A SUE	Select				\$
Environmental	Select				\$
Right of Way	Select				\$
Other	Select				\$
VDOT Project PE Oversight	Select				\$
VDOT PE Oversight on Local Assistance Projects	Total entered from LAD Spreadsheet				\$ 100,000.00
	SUBTOTAL PE PHASE ESTIMATE (Without Contingency)	\$ 100,000.00	\$ 100,000.00	Select Phase Risk Type Below	Contingency % (Value of Risk)
Phase Risk Type and Contingency (Value of Risk):				Type 1 Percentage	12.00%
Use only if applying one contingency to entire phase. For Type 1 enter % amount; For Type 2 enter \$ amount;					\$ 24,000.00
TOTAL PE PHASE ESTIMATE					\$ 324,000.00
Phase dates (XXXXXXXX)	PE Base Estimate Date	Start Date	End Date		

Funding and Cost Estimate Validation Guidance

CEWB Supporting Documentation

Detailed Estimate Support = Major Items Estimates

8936 - Norfolk Street Bridge Connection
 Opinion of Probable Project Costs - 7/29/2022
 Non-inflated Costs are in FY2022 Dollars

Line Item #	Description	Unit	Quantity	Unit Cost	Extension
Mobilization Items					
	Mobilization	LS	1	\$ 308,000	\$ 308,000
	CN Surveying	LS	1	\$ 111,000	\$ 111,000
	Construction Contingency (10%)	LS	1	\$ 41,900	\$ 41,900
	MOBILIZATION SUB-TOTAL (DEFINED COSTS)				\$ 419,000
Maintenance of Traffic (MOT) Items					
	Maintenance of Traffic	LS	1	\$ 404,000	\$ 404,000
	Construction Contingency (20%)	LS	1	\$ 80,800	\$ 80,800
	MAINTENANCE OF TRAFFIC (MOT) SUB-TOTAL (DEFINED COSTS)				\$ -
Roadway Items					
	Concrete Sidewalk	SY	850	\$ 75.00	\$ 63,750
	CG-12 Detectable Warning Surface	SY	10	\$ 500.00	\$ 5,000
	Mill and Overlay	CV	470	\$ 25.00	\$ 11,750

Major Items Estimates can be easily matched up with the CEWB

Remember the format should be user-friendly for independent review

Construction Contract Total				\$	5,959,580
Construction Contingency	LS	1	\$ 2,022,334	\$	2,022,334
Construction Total (Before CEI and Require.)				\$	7,981,914
Incidental Claims & Work Orders (5%)	LS	1	\$ 297,979	\$	297,979
Contract Requirements (Incentive/Disinsentive)(5%)	LS	1	\$ 297,979	\$	297,979
Incid. Claims and Incentive/Disinsentive Contingency	LS	1		\$	-
Construction Total (Before CEI)				\$	8,577,872
Construction Engineering & Inspection (20%)	LS	1	\$ 1,191,916	\$	1,191,916
CEI Construction Contingency	LS	1		\$	-
CEI & Work Order Total				\$	1,191,916
Total Construction Phase (in FY2022 Dollars)					\$ 9,769,788

Preliminary Engineering					
Preliminary Engineering				\$	1,365,000
Preliminary Engineering Contingency				\$	273,000
Total Preliminary Engineering Phase (in FY2022 Dollars)					\$ 1,638,000

Funding and Cost Estimate Validation Guidance

Estimate Documentation

Estimate Documentation Storage Checklist

- Provide a clear project sketch, consistent with the application
- Upload the CEWB into the Smart Portal
- Provide supporting, major item estimate and any estimating tools used
- Coordinate with District on providing detailed documentation for reviewers
- Include Utility/RW phase backup documentation
- Ensure that supporting documentation is consistent with the CEWB

Funding and Cost Estimate Validation Guidance

Application Best Practices

Scope and Project Features

- **Clearly define major features**
 - Lanes, shoulders, pedestrian facilities, traffic signals, PROWAG requirements, storm water management, bridges, retaining walls, etc.
- **Clearly define locations of new and mill/overlay pavement**
- **Establish clear project limits that consider MOT needs and profile changes**
- **Identify betterments**
- **Obtain VDOT concurrence on intent to use Design Exceptions or Waivers**
- **Don't upload more than one version of the project sketch or estimate**

Funding and Cost Estimate Validation Guidance

Application Best Practices

Estimates

- **Focus on accuracy of major items**
 - Pavement, pedestrian facilities, earthwork, bridges, retaining walls, storm water management, large culverts
- **Ensure major MOT items are included – concrete barrier, temporary pavement, message boards**
- **Include contingencies that are based on project specific risks and unknowns – provide documentation of those assumptions**
- **Ensure recent bid data is used for unit prices to reflect the current market**
- **Adjust noise wall and bridge unit prices for site specific constraints**

Funding and Cost Estimate Validation Guidance

Application Best Practices

Estimates

- Document what is assumed in lump sum costs – no “miscellaneous” line items
- Contingency and inflation **should never** be built into the base cost
- Ensure the project features, sketch and estimate match supporting readiness gate documentation (IAR, OSAR, SJR, etc.)
- Include Environmental and Railroad costs
- Ensure Storm Water Management cost and assumptions are clear, especially those impacting right of way
- Provide documentation appropriate for an independent validation

Funding and Cost Estimate Validation Guidance

Application Development – Inflation

Inflation

- SMART Portal will apply future year escalation based on the PE, RW and CN phase start dates entered
 - Estimate must be created based on current year (CY 2024)
- Do not submit an old estimate with escalation applied
- First year of available funding, for application purposes, will be FY2028 (Year 3 of FY2026 SYIP)
 - August 2027 start date recommended
- Compounded Factor(s) per Exec Memorandum June 2024
 - 6% for FY2026
 - 5% per year FY27-30
 - 3% per year FY2031 and beyond



“It’s been adjusted for inflation.”

Funding and Cost Estimate Validation Guidance

Recap

- **Earliest funding start year is FY 2028 (August 2027)**
- **Estimate must be created based on current year (2024)**
- **Do not submit an old estimate with escalation applied**
- **SMART Portal will apply additional inflation based on the phase dates entered**
- **Cost Estimate Work Book is required**
- **Consistency between application and estimate is critical**
- **Provide detailed documentation for estimates**
- **District POCs are here to help you**

Funding and Cost Estimate Validation Guidance

Funding Validation

- **Code of Virginia**

E. The Board shall only include a project or program wholly or partially funded with funds from the State of Good Repair Program pursuant to § 33.2-369, the High Priority Projects Program pursuant to § 33.2-370, the Highway Construction District Grant Programs pursuant to § 33.2-371, or the Interstate Operations and Enhancement Program pursuant to § 33.2-372, or capital projects funded through the Virginia Highway Safety Improvement Program pursuant to § 33.2-373 in the Six-Year Improvement Program if the allocation of funds from those programs and other funding committed to such project or program within the six-year horizon of the Six-Year Improvement Program is sufficient to complete the project or program. The provisions of this

- **CTB / SMART SCALE Policy**

All SMART SCALE projects selected for funding under the HPP and the DGP (enacted as Code of Virginia § 33.2-370 and § 33.2-371,) must be fully funded and demonstrate the Board's commitment to advance the project through construction.

Fully funding a project means all funding for the project must be identified to fully fund the total cost of the project at the time of inclusion in the SYIP and within the six-year window of the SYIP.

Other committed funds must have at least been applied for at the time of the SMART SCALE application submission.

- Future applications for funding provided by the CTB will not be considered **leveraged** or committed funds. This includes but is not limited to Revenue Sharing, State of Good Repair, Transportation Alternatives, Virginia Highway Safety Improvement Program, Interstate Operations and Enhancement, Innovation and Transportation Technology Fund, or other application-based or discretionary funding controlled by the CTB.
- Future applications for funding not provided by the CTB, such as MPO controlled, regional funding, or other grant funding sources outside of CTB selection purview, must be supported by a local funding commitment at the time of application as this forms the basis for programming full funding for a project in the SYIP at the time of selection and approval.

Funding and Cost Estimate Validation Guidance

Funding Validation

Schedules

DO's

- Use FY2028 as the first year of available funding (Year 3 of the FY2026-2031 SYIP in which selected applications will be added)
- **August 2027 Start Date**
- Reference VDOT Administered PWA Templates to set durations

DON'T

- Provide a start date ahead of the recommended start year, if there is no leveraged funding

Funding

DO's

- Provide the funding information from the most recently approved SYIP when leveraging funding on existing projects;
 - January 2024 SYIP (Pre-App)
 - June 2024 (Full-App)
- Ensure the leveraged funding is sufficient to justify any early project start date and/or phase durations
- Provide leveraged funding commitment in writing in event funding falls through

DON'T

- Provide leveraged funding that not yet APPROVED or APPLIED FOR
- Provide leveraged funding for earlier start dates that does not reasonably cover expected cash flow until SMART SCALE funding is available

Funding and Cost Estimate Validation Guidance

Funding Validation

- **Federal Earmarks already confirmed on existing projects in the SYIP should be included in the SYIP allocations of the application....only if an existing project**
 - Federal Earmarks under consideration for inclusion in Federal legislation should be included in Other Funds with a description of the earmark; documentation of coordination for the earmark (ex. Emails between Locality staff and Congressional staff; draft table of legislator recommendations) must be provided
- **Applicants for Discretionary Grants are considered direct recipients meaning the funding does not come to VDOT...show amounts as other funds**
 - If to be VDOT administered...applicant must provide funding up front to VDOT as local funds via project administration agreement and seek reimbursement from USDOT
 - If to be Locally administered...applicant must ensure reimbursements of SMART SCALE or other allocations do not coincide with grant reimbursement-related expenditures

SMART Portal

Demo Highlights

SMART SCALE POC Contact Information

Reminders

- CTRL+F5 – hard refresh
- Application consistency matters – if you update one update them all – Study, Description, Features, Estimate, Sketch, SUPS, Portal Map
- Org Admin – please clean out old users
- Hotfixes coming – March 6, TBD (Transit)

Review Submission Readiness

- When review submission readiness is on – an * means that the item needs to be addressed
- Slider has to be off to be a save the application

SMART Portal

Demo Highlights

General Pearl

- Has Scope been finalized?
 - If “No” was previously selected this needs to be changed – with validity – to a “Yes.”
- Resiliency Commitment
 - While not currently mandated by the Portal, remember to fill this out and it should be “Yes.”
 - The box for “The applicant confirms that the scope of this application is final and, pending VDOT screening, does intend to submit this application” has been obviated by the “Mark as Ready for Submission” button and is slated for removal.

Eligibility

- If revisions are required based on what we discussed today please do so.

SMART Portal

Demo Highlights

Features

- Unless directed by state staff (Pre-Screening Comments), do not modify the Features beyond pre-application feedback.
 - Any new changes must be coordinated with state staff

Transit

- The following selections will ask for additional information on the Transit Pearl:
 - New or Improved Transit or Rail Service
 - Transit or Rail Technology
 - Stop or Station Amenities
 - Bus-only Lane

SMART Portal Demo Highlights

Location

- Demo drawing/cutting
- VTrans – follow feedback provided by staff

Project Readiness

- Readiness Gates will have to be cleared by and in coordination with state staff by July 15

Factors

- Supporting information for Features that support transit, park and ride, HOV/HOT lanes, or bike/pedestrian facilities will need to be filled out

Delivery & Funding

- Nothing new

State's Understanding of Project Scope

SMART Portal

Demo Highlights

Alerts and Communications

- Subscribing
- Comments and Alerts

File Uploads

- All supporting documents must be in final form
- Check before attempting to submit, but a Detailed Cost Estimate will be required
- Demonstrate document removal

Prioritization

Mark as Ready for Submission

- This not dependent on gating approvals and has replaced with Submit button; application will automatically be submitted once the Gates have been confirmed by state staff.

Timeline and Key Dates

Date	Activity
June 3 rd	Full Applications Open
June 21 st	Deadline to request a project change to the existing SS project
July 15 th	Finalized Documents with Gate Requirement Due (attached in the SMART Portal) <i>Note: there may be earlier dates required internally by districts to accommodate reviews</i>
July 15 th	Request cancellation of the existing project
August 1 st – 5PM	Full Applications Close – Final Sketches, Estimates, Leveraged Funding Supporting Documentation, Resolutions from its Own Governing Body Due
September 1 st	Resolutions from Other Governing Bodies Due
September 16 th	Applicants approve all State’s Understanding of Project Scope

Timeline and Key Dates

Clarifying Resolutions of Support

- **August 1st**

- Every application must have a current to this round resolution of support from its governing body

- **September 1st**

- Applications that traverse the submitting entity's boundaries, the submitting entity must provide resolution(s) of support from the affected jurisdiction(s)
- If the project falls within the authority of MPO then a submitting PDC would need a resolution of support if the project were not consistent with CLRP
 - If consistent with CLRP then no resolution is needed

Final Reminders

- **Be responsive to requests for information – Timeline is not flexible**
- **Application Readiness Goal**
 - Clearly defines scope
 - Matching & cohesive
 - Meets document & data requirements
- **ONE sketch, ONE study, ONE estimate**
- **Having Portal Issues? CTRL + F5**

