SMART SCALE

Funding the Right Transportation Projects in Virginia

Virginia's Smart Scale Prioritization Process – Web Application Training

July 29, 2016

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Agenda

- Welcome
- Resources
- Background/Refresher
- Web Application
  - Login
  - User/Organization Administration
  - Multiple Application Programs
  - Create application
  - Mapping
  - Submit application
  - Prioritize submitted applications
- General Notes/Recommendation
- Schedule
- Q&A/Wrap Up

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SMART SCALE / SMART Portal

- **SMART SCALE (formerly HB2) is an application based process in which projects are scored and prioritized for funding based on an objective process.**
- **Round 1 of SMART SCALE resulted in 163 projects selected for funding in the FY 2017-2022 Six-Year Improvement Program.**
- **SMART Portal is an on-line web based tool established to collect project applications for Round 1 of SMART SCALE. The web-based tool has been enhanced to collect project applications for SMART SCALE, Revenue Sharing, Transportation Alternatives Set-Aside (formerly TAP), Highway Safety and Bicycle Pedestrian Safety programs.**
- **The application submission period begins on August 1 for SMART SCALE and September 1 for the other application programs.**

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Resources

- **Resources**
  - **smartscale.org**
  - **Smart Scale Policy Guide**
  - **Smart Scale Technical Guide**
  - **Pre-Application Coordination Form**
  - **Pre-Application Help**
  - **Application Guide (pending)**

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Background / Refresher Information

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Fund Eligibility

	High Priority Project Program	Construction District Grant Program
Capacity Need on Corridors of Statewide Significance	Yes	Yes
Capacity Need on Regional Networks	Yes	Yes
Improvement to Support Urban Development Areas	No	Yes
Safety Need	No	Yes

All project applications must meet an identified need in the Commonwealth's long-range transportation plan – VTrans2040.

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Applicant Eligibility

Project Type	Regional Entity (MPOs, PDCs)	Locality (County, City, and Towns)	Public Transit Agency
Corridor of Statewide Significance	Yes	Yes, with resolution of support from relevant regional entity	Yes, with resolution of support from relevant regional entity
Regional Network	Yes	Yes	Yes, with resolution of support from relevant regional entity
Urban Development Area	No	Yes	No
Safety	No	Yes	No

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Project Eligibility and Screening Process

- Projects must be sufficiently developed
- Studies are not eligible
- Projects must be a capital improvement, transportation demand management or safety project
- Projects must meet a need identified in VTrans 2040, and projects need to be on at least one of the following:
  - Corridors of Statewide Significance
  - Regional Networks
  - Improvements to promote urban development areas
  - Address a safety need from VTrans needs assessment

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Roles and Responsibilities Local/Regional Point of Contact

- Provide technical assistance to applicants and gathering initial information for candidate submittals
- Coordinate known candidate projects with District Lead
- Identifying which network the candidate project falls into: CoSS, UDA, Regional Network or address a VTrans safety need
- Working with district resource team to refine project description and scope, schedule, estimates, and supporting documentation - conceptual sketch, previous studies, etc.
- Developing cost estimates by phase and identifies local/regional contribution of funding
- Guiding applicants on information and data needed for SMART SCALE application

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Roles and Responsibilities Local/Regional HB2 Point of Contact

Helping to guide applicants:

- Screening criteria
  - CoSS, Regional Networks, UDAs, VTrans safety need
  - Address VTrans need
  - Eligible project type
- Scaling project to the problem(s)
- Determining priority order of projects they plan to submit – will be part of application
- Developing well-defined scopes and estimates
- Guiding applicant on additional data/information that will be required on application
- ***FOCUS on Quality over Quantity***

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Applicant Roles and Responsibilities Scope/ Schedule/ Estimates

Local/Regional applicants will be required to provide the following information when submitting a project under HB2

- ✓ Point of contact
- ✓ Who will administer project?
- ✓ Project priority (if submitting more than one)
- ✓ Detailed project description/scope
- ✓ Project sketch (optional but strongly encouraged)
- ✓ Project status, cost estimate and duration by phase
- ✓ Measure information related to Accessibility, Economic Development, Environment, and Land Use (area types A & B)
- ✓ Amount of HB2 funding requested
- ✓ Description of any non-HB2 funding committed to project
- ✓ Applicable supporting documents (resolutions, plans, studies, etc)

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Applicant Roles and Responsibilities
Scope/ Schedule/ Estimates

Project applications must include the following information:

- **Scope** - The scope should define the limits of the project, its physical and operational characteristics, and physical and/or operational footprint.
- **Cost Estimate -** Cost estimate should be as realistic as possible – considering known information and should account for possible risk and contingencies.
- **Schedule –** Anticipated schedule should be realistic and reflect complexity of project and identify phase durations (PE, RW, CN)

VDOT and DRPT will assist applicants in the development of project scopes, cost estimates, and schedules

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Web Application

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How to Log-In

- **Using the URL (to be provided):**
  - **From the Authentication page, select "Forgot Password" if you had an account in the system last year**
  - **You should receive an email to reset your password**
  - **If you did not have an account, we will set you up as a new user and you should receive an email that will include your password. Your email will be your username.**
  - **Use email notification that includes link and temporary password**
- **My Account**
  - **Review User Information**
  - **Change Password**

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User / Organization Administration

- **Enhanced/Modified Roles and Responsibilities**
  - **District/Administrator POC manages permissions for District/Organization**
  - **Manage users through Account administration – Administrator role only (located as a dropdown from your name in the tool bar)**
- **Setting up New Users**
  - **An email address can only be associated with one organization – so unless person has alternate email address, they cannot be set up for more that one organization – ex both the MPO and the PDC**
- **Archiving Users**
  - **If users have left the organization, then their account should be archived**

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Administrator POC

- **Managing Existing Users**
  - **Users access can be limited by role and application programs**
  - **Users can be assigned roles from multiple programs**
  - **Each application program has the roles of Viewer, Editor, Submitter**
- **Viewer – can View applications created by others for the assigned program**
- **Editor – can View and Edit applications for the assigned program**
- **Submitter – can View, Edit, and Submit applications for the assigned program**

- **Example: A user is assigned only Highway Safety Improvement Application Submitter, that user can only view, edit, and submit Highway Safety Improvement Applications.**

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Creating/Submitting Applications

- **Applications can be copied from prior submission or from other application programs**
- **Applications can be edited, saved, submitted**
- **Supporting documents can be uploaded**
- **Notice of Intent to Apply**
  - **Need to select button – certain fields should be entered**
- **New/Revised Data Fields**
  - **Short Project Description**
  - **Revised Factor/Features**
  - **Revised data fields for project funding**
- **New Feature – Project Readiness**
  - **Highlights missing/required fields**

Select a program

HB2

More Info

View Applications | Apply Now

Revenue Sharing

More Info

View Applications | Apply Now

TAP

More Info

View Applications | Apply Now

Highway Safety

More Info

View Applications | Apply Now

Bike/Pedestrian Safety

More Info

View Applications | Apply Now

One stop shop for most of the Department's grant programs

Alerts 7

HB2

VB Light Rail Extension	Pending
Turn Lanes and Access - Rt 8	Submitted
Middle Peninsula Commuter	Pending

Revenue Sharing
TAP
Highway Safety
Bike/Pedestrian Safety

Comments 19

HB2

VB Light Rail Extension	14
Turn Lanes and Access - Rt 8	2
Middle Peninsula Commuter	1

Comments 18 Comments

Project Point of Contact Name
Point of Contact Phone
Point of Contact Email
Project Title
Principal Improvement
Does this project

Project Point of Contact Name

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3. Ed Luiz | OIPI Validator **09/28/2015 @ 11:24AM**

Collaboratively administrate empowered markets via plug-and-play networks. Dynamically procrastinate B2C users after installed base benefits. Dramatically visualize customer directed convergence without revolutionary ROI.

2. Jane Submitter | Application Submitter **09/29/2015 @ 08:15AM**

Efficiently unleash cross-media information without cross-media value. Quickly maximize timely deliverables for rea time schemas. Dramatically maintain clicks-and-mortar solutions without functional solutions.

1. Ed Luiz | OIPI Validator **09/28/2015 @ 11:24AM**

Select Field

Type comment

Comment and alerts incorporated to streamline review and collaboration

Add Comment

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Prioritize Applications

- **From Dashboard, applications can be prioritized – note applications must first be submitted**
- **Once all application programs are available, Dashboard will display each grant program**
- **Once submitted, an application may be unsubmitted, edited, and resubmitted up to the deadline**

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Notes/Recommendation

- **Recommend using Chrome, Firefox or Internet Explorer 11**
  - **If you use IE9, be sure to save you work every 5-10 minutes by clicking "Save and Continue" on bottom right portion of page**
- **Multiple editors – the system will allow two users to be editing the same application at the same time – last person to save wins if editing the same field**
- **Applicants are strongly encouraged to use the Pre-Application Coordination Form and work closely with VDOT/DRPT staff prior to entering projects into the Web Application**

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Notes/Recommendation

- **Functionality for several features will be available by August 15th**
  - **Comments, alerts, and notifications – applicants and VDOT/DRPT will be able to provide feedback as applications are developed**
  - **Eligibility validation – auto-populate grant programs based on applicant organization type and the selected Vtrans needs selected**
  - **Application submission - applicants can create and save application information but will not be able to submit**
- **Please do not respond to the email that provides the login credentials. Instead, email SmartPortal@CTB.Virginia.gov.**

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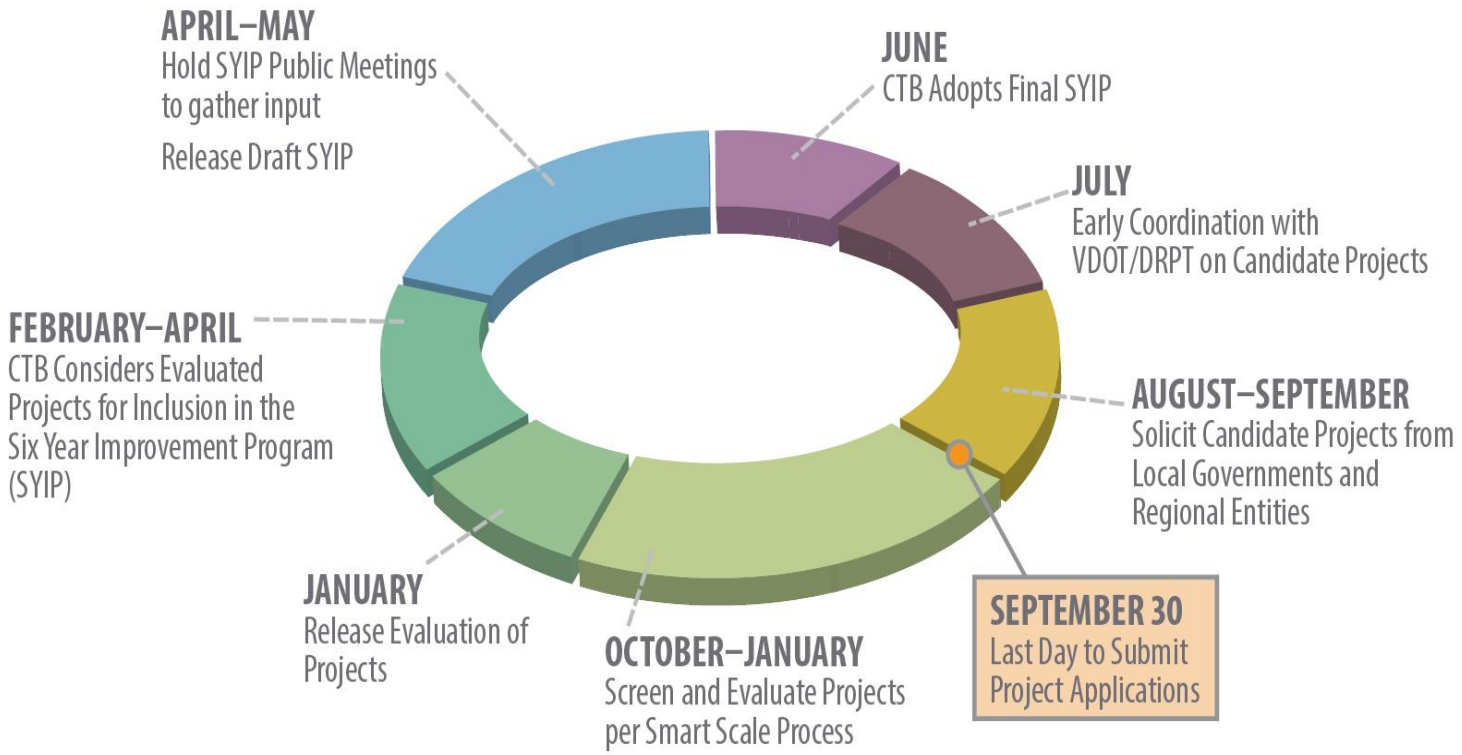
Anticipated SMART SCALE Biennial Cycle



The Smart Scale Biennial cycle only reflects the year applications are due.

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Application Cycles

- **CTB policy has implemented a biennial cycle for key application programs**
- **SMART SCALE – applications accepted on even years (2016, 2018, 2020…)**
- **Revenue Sharing, TA-Set Aside, Highway Safety and Bicycle Pedestrian Programs – applications accepted on odd years beginning in 2017 (2017, 2019, 2021…)**
- **Two-years of funding will be programmed – the last two years of each upcoming Six-Year Improvement Program (i.e., SMART SCALE projects selected for funding will be funded in Fiscal Year 2022 and 2023 for the FY2018-2023 SYIP)**

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What Makes a Good Application

- **Being conscience of area type weighting**
- **Project that has gone through planning process**
  - Alternative evaluation
  - Stakeholder support
- **Focus on the problem/needs**
  - Focusing solutions on measurable versus perceived problems
  - Consideration and inclusion of demand-side solutions
  - Value Engineering during planning phase – identifying cost effective solutions
- **Thinking beyond SOVs – opportunities for bike/ped, transit, and other travel demand solutions such as Park and Ride lots**
- **Not leaving points on the table – Economic Development - leaving blank = 0 points**
- **We cannot consider data/information if it is not included in application submittal – inclusion of traffic counts/studies/analysis in supporting docs**

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Key Dates

- **Smart Scale – August 1 - September 30***
  - **August 15 – Applicant submit Notice of Intent to Apply**
- **Highway Safety – September 1 - November 1**
- **Bicycle Pedestrian Safety – September 1 - November 1**
- **Revenue Sharing – September 1 - November 1**
- **Transportation Alternatives (TA Set Aside) – September 1 - November 1**

***Required resolutions of support must be submitted by December 1 for the submitted application to be considered complete and forwarded to the Commonwealth Transportation Board (CTB) for consideration. Required resolutions of support submitted after the application period closes on September 30 must be sent to SmartPortal@CTB.Virginia.gov.**

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Q&A