

Delivery and Funding Guidance



This guidance is intended as a general reference for Delivery and Funding content, including estimate validation, during SMART SCALE Round 6; it is not intended to be an exhaustive resource applicable to every situation.

Estimates

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| <p>DO's</p> <ul style="list-style-type: none">• Confirm FY2025 is base year of estimate for Full Application Estimate Validation• Assume VDOT Administration in estimate development• Include a Cost Estimate Workbook (CEWB) with each submitted application (REQUIRED)• Ensure supporting documentation is available and/or provided to support CEWB review | <p>DON'T</p> <ul style="list-style-type: none">• Submit an old estimate with additional inflation / escalation applied• Submit (<i>in the Portal or to staff</i>) erroneous supporting documentation or <i>multiple</i> versions of an estimate |
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Schedules

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| <p>DO's</p> <ul style="list-style-type: none">• Use FY2028 as the first year of available funding (Year 3 of the FY2026-2031 SYIP)<ul style="list-style-type: none">• August 2027 Start Date• Reference VDOT Administered PWA Templates to set durations | <p>DON'T</p> <ul style="list-style-type: none">• Provide a start date ahead of the recommended start year, if there is no leveraged funding |
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Funding

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| <p>DO's</p> <ul style="list-style-type: none">• Provide the funding information from the most recently approved SYIP when leveraging funding on existing projects;<ul style="list-style-type: none">• 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 | <p>DON'T</p> <ul style="list-style-type: none">• Identify leveraged funding 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 |
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Information continued

Validation Thresholds

When does Central Office Location and Design engage?

If CN Phase Est is \$10M or more	If CN Phase Est is \$50M or more	10% Review
<ul style="list-style-type: none">Requires CO L&D reviewDetailed review performedCO L&D will provide estimate review comments to DistrictDistrict must respond to comments and resolve coordinating with Assistant State L&D Engineer	<ul style="list-style-type: none">Requires CO L&D concurrenceIndependent estimate performedCO L&D will provide estimate review comments to DistrictDistrict responsible for addressing comments internally, unless there is a major discrepancy	<ul style="list-style-type: none">10% of all applications will be randomly selected for validation which includes estimate review

Validation Requirements

- Ensure the following information items are consistent: Application Features, Project Sketch, States Understanding of Project Scope, and Estimate.
- Ensure there are no inconsistencies that prevent independent estimate validation.
- Ensure that the sketch and description provide adequate, consistent information for independent estimate validation.
- Ensure that the Cost Estimate Workbook (CEWB) has been provided.

Estimate validation may be impacted if above requirements are not met.

Validation Checklist

- Upload the CEWB into the Smart Portal
- Store detailed documentation and estimating tools in a consistent location in SMART Portal, ProjectWise, or other central location
- Use a standard folder and file naming convention
- Include Utility/RW phase backup documentation
- Ensure that backup documentation is consistent with the CEWB

Other Information

- For Utility Betterment, include in cost and provide documentation of Local or Other funds to cover such costs
- For Right of Way Proffers or Donations, certain approvals and documentation are required to exclude from estimate, contact District POC for more information
- For non-standard items, ensure costs are documented and provide documentation of Local or Other funds to cover such costs

Contact

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