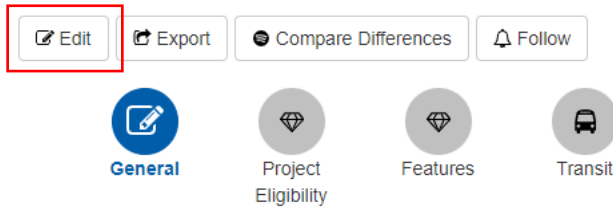


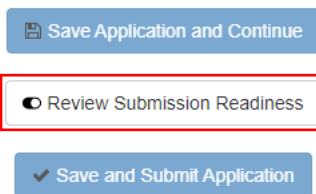
## SMART Portal – Confirm Readiness Gates How To

*For additional guidance on completing a pre-application in the Portal, please reference the [SMART SCALE Apply/Resources page](#) for the complete “Pre-Application SMART Portal User Guide.”*

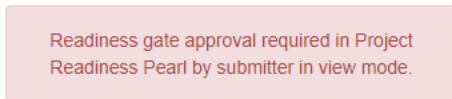
All edits to the pre-application will be done in “Edit” mode.



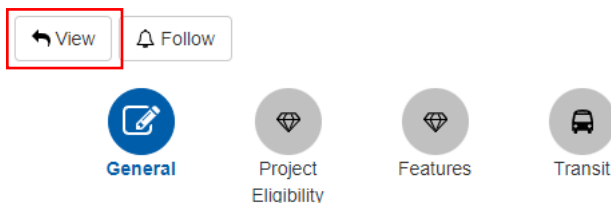
Once all applicable features have been selected as part of the pre-application, please ensure you select “Review Submission Readiness” at the bottom of application to determine if there are any errors or missing requirements needed to submit.



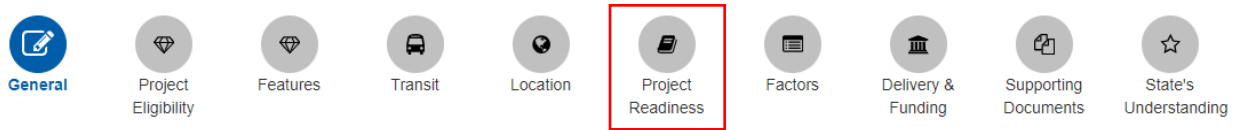
If Readiness Gates need to be confirmed, the below message will appear after selecting the “Review Submission Readiness” option.



To complete this, scroll back to the top of the application and select the option to go into “View” mode.



Once in “View” mode, select the “Project Readiness” pearl, which will take you directly to the Readiness Gates.



Readiness Gates are feature dependent. Each gated feature will need their own confirmation to proceed. A full list of the gated features at this end of this document.

In this example, “Roadway on New Alignment” is a Gate 2 feature. The document requirements, as well as a list of VDOT/DRPT staff that will need to be engaged in those documents for the selected feature, are listed as part of Readiness Gate 1. Readiness Gate 1 is the applicant self-certifying that the requirements have been acknowledged.

After reviewing the Gate statement, select the “Confirms” button to confirm Readiness Gate 1.

## Roadway on New Alignment

### Readiness Gate 1

Provide a Planning Study/Safety Study, which includes an operational analysis and documents a preferred alternative that is consistent with the scope described in the application to support this feature. The study must include an alternatives analysis that considers improvements not on a new alignment.

The following VDOT staff must be engaged in the creation or review of this document before April 30th:

- District L&D Engineer
- Assistant State Traffic Engineer

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

- District Traffic Engineer
- District L&D Engineer
- District Environmental Manager
- Assistant State L&D 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>

**Applicant acknowledges the above requirements and confirms that the indicated staff will be engaged before April 30th and that the supporting document for this feature will be completed and provided before July 15th.**

Reviewer	Confirms
Applicant:	<input type="button" value="✔ Confirms"/>

Once confirmed, applicant name, date, and time of the confirmation will populate.

Applicant acknowledges the above requirements and confirms that the indicated staff will be engaged before April 30th and that the supporting document for this feature will be completed and provided before July 15th.

Reviewer	Name	Date
Applicant	Casey Scully	2/23/2024 @ 10:46AM

Note for any Gate 2 features, appropriate VDOT/DRPT staff will confirm Gate 2 in the Portal (by **April 30<sup>th</sup>**), confirming their engagement in the creation or review of the supporting documentation AND that they believe the document will be completed by **July 15<sup>th</sup>**.

Any selected Gate 3 features will also have a Gate 1 requirement. In this example, “New High-Capacity or Fixed-Guideway Route/Service” is a Gate 3 feature. Readiness Gate 1 will work the same for Gate 3 features as Gate 2 features. The difference is for Gate 3 features, VDOT/DRPT staff will not need to confirm Gate 2 in April. Instead, VDOT/DRPT staff will just need to confirm Gate 3 between **July 15<sup>th</sup> and July 19<sup>th</sup>**.

## New High-Capacity or Fixed-Guideway Route/Service

### Readiness Gate 1

Provide a TDP, Comp Plan, LRTP, or equivalent study which documents recommendations consistent with the project scope. Provide a completed SMART SCALE Transit Environmental Review Summary Form, available on the Resources page of the SMART SCALE website. Fill out the transit part for your project.

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

- DRPT Statewide Transit Planner

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>

**Applicant acknowledges the above requirements and confirms that the supporting document for this feature will be completed and provided before July 15th.**

Reviewer	Confirms
Applicant:	

Once confirmed, applicant name, date, and time of the confirmation will populate.

**Applicant acknowledges the above requirements and confirms that the supporting document for this feature will be completed and provided before July 15th.**

Reviewer	Name	Date
Applicant	Casey Scully	2/23/2024 @ 4:04PM

Repeat the same process if there are multiple gated features that are a part of the application.

Once all Readiness Gates have been confirmed, scroll back to the top of the application, and toggle back to “Edit” mode. Once there, click “Review Submission Readiness” once more. You should no longer receive the previous red box warning regarding Readiness Gates. If there are no other red box warnings, and you are ready to submit, go ahead and select “Save and Submit Application.”

For additional guidance on Readiness Gates, document requirements, and VDOT/DRPT needed to engage, please reference the SMART SCALE Technical Guide and the Readiness Gates Appendix, available on the [SMART SCALE Website](#).

## Gate 2 Features

- Add New Through Lanes
  - If a major widening
- Managed Lanes (HOV/HOT/Shoulder)
- Roadway on New Alignment
- Innovative Interchange
- Ramp Improvements
  - If NOT limited to accel/decel lanes
- New Interchange, Limited Access Facility OR New Interchange, Non-Limited Access Facility
- Improve Grade-Separated Interchange

## Gate 3 Features

To include all the above Gate 2 features AND:

- Add New Through Lanes
- Construct or Convert Existing General-Purpose or Parking Lane to Bus-Only Lane
- Construct or Improve At-Grade Bike/Pedestrian Crossing
- Innovative Intersection(s)
- Intersection Improvement(s)
- ITS Improvement(s) / Advanced Signal Control
- New Intersection
- New Traffic Signal
- Roadway Reconfiguration
- Turn Lane Improvement(s)
- Construct/Expand Bus Facility
- New High-Capacity or Fixed-Guideway Route/Service
- Freight Rail Improvements
- Intercity Passenger Rail Service Improvements
- New Intercity Passenger Rail Station or Station Improvements
- New Station or Station Improvements