SMART Portal Overview

The SMART Portal application tool provides public access to applications that have been submitted for various funding programs available through the Virginia Department of Transportation (VDOT) and Department of Rail and Public Transportation (DRPT). These programs include SMART SCALE, Transportation Alternatives Set-Aside (TA), Revenue Sharing (RS), Highway Safety (HSIP), Bike/Ped Safety (BSPS), Systemic Safety Improvements (SSI), Rail Safety Improvements, and State of Good Repair (SGR) Bridges and Paving. To find out more information about each program, please visit the About page on the SMART Portal website available below:

SMART Portal - About

After each round of application submission and scoring, the tool provides public view of the individual project applications and the resulting score for each project and program. Each application program includes a drill down into the cohort list of applications with multiple filter options, including identification of projects selected for funding in the Six-Year Improvement Program (SYIP).

DISCLAIMER

This user guide provides applicants, as well as VDOT, DRPT, and Office of Intermodal Planning and Investment (OIPi) staff, a useful reference on how to navigate and use the functionality SMART Portal provides. The guide is available as a working version posted online for applicant and staff use. As updates to the features and functionality within SMART Portal are implemented, this guide will be updated to reflect such changes. Version 1.0 focuses on the Pre-Application function within the SMART SCALE module, however additional content will be added pertaining to the Full Application, as well as other funding programs, prior to the timelines associated with ongoing or future application cycles.

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Access

Sign-In

**Login**

Users can sign-in to SMART Portal from the home page by selecting Applicant Sign-In from the banner. A drop down will appear that allows the user to input Username and Password.

![Login Form]

**Forgot Password**

Users can reset their password by selecting the Forgot Password function. The user then enters their account email address and a link to reset the password will be sent to the identified email address.

![Forgot Password Form]
Navigation and Development

Welcome to SMART Portal

**Home**
Takes users to the sign-in landing page. An icon will be displayed for each program that the user has permissions to access. Click the Applications or Projects (NVAP-Only) option below a given icon to go to the applications for that program. Click the ‘About’ option to go to the About Page for each program.

**New Application**
Allows users to create a new application for a selected funding program.

The New Application option on the banner directs users to select which funding program they want to submit an application to. The drop down menu will only have the option to create an application for funding programs that are currently accepting applications.
There are two ways to create an application:

- **Use Previous Application** - Allows users to select a previously submitted application and clone information into the new application.
- **Create New Application** - Allows users to enter new information on a blank application.

To Use Previous Application, click the option and the user will be directed to a list of previous applications that can be selected for cloning. There are filters to search for applications: Name, Program Type, Fiscal Year, and Status. Using these filters will manipulate list results. When a previous application is identified the user can select to view an application before cloning by clicking the View option. After identifying the application to be cloned, users select the Start option to clone information and begin the pre-application.

![Previous Applications List]

To Create New Application, click the option and the user will be prompted to enter a project title. Enter the project title and select Create New Application to begin the pre-application. Select Cancel to return to the New Application screen.

![New Application Form]
Dashboard
Takes users to the SMART Portal dashboard.

The programs that the user has permissions to access are listed on the left side of the screen. Click on a given program to view applications.

**PROGRAMS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMART SCALE</td>
<td>20</td>
</tr>
<tr>
<td>TA Set-Aside</td>
<td>6</td>
</tr>
<tr>
<td>Revenue Sharing</td>
<td>25</td>
</tr>
<tr>
<td>HSIP BikePed</td>
<td>7</td>
</tr>
<tr>
<td>HSIP Safety</td>
<td>2</td>
</tr>
<tr>
<td>HSIP SSI</td>
<td>0</td>
</tr>
<tr>
<td>HSIP Rail</td>
<td>1</td>
</tr>
<tr>
<td>State of Good Repair</td>
<td></td>
</tr>
<tr>
<td>Bridge</td>
<td>10</td>
</tr>
<tr>
<td>State of Good Repair</td>
<td></td>
</tr>
<tr>
<td>Pavement</td>
<td>9</td>
</tr>
</tbody>
</table>

There are filters to help navigate the list of applications. The filters will vary depending on user roles.

- **Name or ID** - Search applications based on name or display id
- **Fiscal Year** - Search applications based on fiscal year
- **Status** - Search applications based on application status
- **Application Type** - Search applications by pre-application or full application
- **Funded** - Filter for funded projects

Click **Search** to apply criteria. Click **Reset Filters** to clear search criteria. To Hide the filters, select the **Hide Filters** option in the upper right of the dashboard.
When the **All** tab is selected, the dashboard will give the option to view projects in a list format or on the map. Click on List or Map to view.

Note - the **All** tab is only available if you have access to multiple programs. In the List view, users can select the project from a list. The list can be filtered using the application ID/Name, Fiscal Year, or Status. Projects in the list can be sorted in ascending or descending order by clicking on a column header. An arrow will be shown next to the column header to indicate sorting.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Status</th>
<th>Program</th>
<th>FY</th>
<th>Last Updated</th>
</tr>
</thead>
</table>

The **Comment Count** 📣 in the list identifies applications that have comments needing review. The hamburger 🍔 in the list provides the option to save the application as pdf.

In the **Map view**, project applications are represented by the pin 📍 on the map. Click the pin to view application information. To go to the application, click Go to SMART SCALE Application. To zoom to the project location on the map, click Zoom to.

Users can click on the map and drag to move the map. Users can zoom in/out on the map using the zoom 🔍.
There are icons located in the upper right of the map that provide users with map options. The options are as follows:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Expand map</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Select a different base map</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Search address or location</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Zoom to project area</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Link to Google maps.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Link to Bing maps.</td>
</tr>
</tbody>
</table>

**Project Updates (NVAP-Only)**
With the assigned permissions, Project Updates takes users to the non-vdot administered projects. See NVAP user guide for more on Project Updates.

**About**
Takes users to the About Page for SMART Portal and for each program in the Portal. The About pages provide a program summary and contact information for the program.
**Comments, alerts, and concurrence alert notification**

Directs users to projects with comments and alerts that are available for review.

**User Options**

Under A drop-down menu that allows users to view their account info and administrative options associated with their given role. Click the user's name in the banner to select from user options.

- **New Application** - Allows the user to apply for funding for programs that are open for application intake.
- **My Applications** - Takes users to the Dashboard where applicants can view applications associated with their organization.
- **My Account** - Takes users to an overview of the information associated with their account. This includes contact information and SMART Portal roles assigned to the user. The Change My Password function allows users to modify their password.
- **Organization Administration** - Is for users who have the Organization Administrator role. This option allows users to access Organization Administration.
- **District Administration** - Is for users with the District Administrator role. This option allows users to access District Administration.
- **Contact Us** - Takes users to the Portal About page where contacts are listed for each funding program
- **Log out** - Allows users to exit SMART Portal
Site Management
Organization Administration

Overview
The Organization Administrator role allows the user to manage roles for the organization he/she is assigned. To access Organization Administration, click on the user options in the banner and select Organization Administration.

Organization Administration is set up with two tabs: Users and My Organization.

Users tab
The Organization Administrator can manage roles for users within their organization by selecting the user from a list. There are two filters to sort the list of users.

- Email/Name - Search by user email or name. Partial word search is accepted.
- Include Archived Users? - Displays archived users with the search results.

Click the Search button to execute filtering criteria. Click reset to clear filtering criteria.

Note: If someone in your Organization or District is having trouble accessing the SMART Portal check first to see if they've been archived before attempting to give them a new account.
There is a record count that identifies the number of records resulting from a search. In the search results, the user can sort on any column from ascending to descending order, or vice versa, by clicking the column header. An arrow will appear next to the column header to indicate how the list is sorted.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Name</th>
<th>Archived</th>
</tr>
</thead>
</table>

To add a new user, click Add a New User

**My Organization tab**
The Organization Administrator can view all information related to their organization.

**District Administration**

**Overview**
The District Administrator role allows users to manage the user roles and organizations within their district.
To access District Administration, click on the user options in the banner and select District Administration.

- **User Name**
- **My Applications**
  - **My Account**
  - **District Administration**
  - **Tools**
- **Contact Us**
- **Log Out**

District Administration is set up with three tabs: Users, Roles, Organizations.

**District Administration - Hampton Roads**

- **Users**
- **Roles**
- **Organizations**

**Users tab**
The District Administrator can manage roles for users within their district by selecting the user from a list. There are three filters to sort the list of users.

- **Email/Name** - Search by user email or name. Partial word search is accepted.
- **Organization** - Select an organization from the drop-down menu to filter.
- **Include Archived Users?** - Displays archived users with the search results.
Click the Search button to execute filtering criteria. Click reset to clear filtering criteria.

Filter By:

<table>
<thead>
<tr>
<th>Email / Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-- filter by organization --</td>
</tr>
</tbody>
</table>

Include Archived Users?

There is a record count that identifies the number of records resulting from a search. In the search results, the user can sort on any column from ascending to descending order, or vice versa, by clicking the column header. An arrow will appear next to the column header to indicate how the list is sorted.

Record Count: 79

To add a new user, click Add a New User

Roles tab
The District Administrator can manage user permissions in bulk.

Organization tab
The District Administrator can manage organizations within the district by selecting the organization from a list. There are two filters to search the list of organizations.

- **Organization Name** - Search by organization name. Partial word search is accepted.
- **Organization Type** - Select an organization type from the drop-down menu to filter.

Click the Search button to execute filtering criteria. Click reset to clear filtering criteria.

Filter By:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-- filter by org type --</td>
</tr>
</tbody>
</table>

There is a record count that identifies the number of records resulting from a search. In the search results, the user can sort on any column in ascending to descending order, or vice versa, by clicking the column header. An arrow will appear next to the column header to indicate how the list is sorted.

Record Count: 308

To add a new organization, click Add a New Organization
Add a New User

Select Organization Administration or District Administration from the user options. From the Users tab, click Add a New User. The Administrator will be prompted to enter the first name, last name, email address, and organization of the new user.

When the organization is selected from the drop-down menu, the applicable roles will populate. Click the plus next to a given program to view the selectable roles. Click the checkbox next to the role to assign it. To view all roles for all programs, click Expand all Roles. To hide all roles, click Collapse all Roles.

Click Create User to save and complete. The new user will receive an email to verify their account and setup a password. To exit without saving, click Return to Users.
Edit or Archive User
Select Organization Administration or District Administration from the user options. From the Users tab, click on the user record that requires editing. All of the user’s information will be displayed. Click Edit this User.

The Administrator can edit first name, last name, and email address by typing in the text box.

Edit the organization by selecting from the drop-down menu. To edit a user role click the plus (+) next to a given program. Click the checkbox next to the role to assign it. To view all roles for all programs, click Expand all Roles. To hide all roles, click Collapse all Roles.

To archive the user select Yes for Archived?

Click Save User to commit changes. To exit without saving, click Cancel or Return to Users.
Add a New Organization
Select District Administration from the user options. From the Organizations tab, click Add a New Organization. The District Administrator will be prompted to enter required information.

Click the plus + next to a given program to view the roles that can be assigned to that program. Click the checkbox next to the role to assign it. To view all roles for all programs, click Expand all Roles. To hide all roles, click Collapse all Roles.

Click the checkbox for Add an Org Admin? to enter the required Org Admin information.

Click Create Organization to save and complete. To exit without saving, click Return to Users.
**Edit or Archive Organization**

Select District Administration from the user options. From the organization tab, click on the organization that requires editing. All of the organization’s information will be displayed. Click Edit this Organization.

The District Administrator can edit the applicable fields.

To archive the user select Yes for Archived?

To edit a role assigned to the organization click the plus next to a given program. Click the checkbox next to the role to assign it. To view all roles for all programs, click Expand all Roles. To hide all roles, click Collapse all Roles.

Note that pre-application and full application cap limits are listed, but cannot be edited.

**Form Caps**
SMART SCALE 2022 Pre-Screen Requests - 5
SMART SCALE 2022 Submission - 4

Click Save Organization to commit changes. To exit without saving, click Cancel or Return to Organizations.
SMART SCALE
SMART SCALE Pre-Application - Overview

Application Views
The pre-application has two views:

- **View** - The user will see the pre application as it will appear for submission, but will not be able to make edits to the content. From View, the user can select to return to Edit, print the pre application, or save it as a pdf.

- **Edit** - The user can make changes to the content of the pre application. To switch views, the user can select View Pre-Application.

Info Tips and Prompts - Editing
In edit view, there is a blue info tip that appears next to certain fields on the pre application. Hover over the info tip for information about the field.

Based on responses to certain questions the pre-application, the project may be at risk for screening out or require more information to be submitted. The user will be prompted by a warning message that the application is at risk. The user will be promoted when additional information is required.

Your proposed project is at risk for screening out. Please contact your SMART SCALE representative for more information. A list of contacts can be found at: [https://smartportal.virginiaобща.org/#/about/smart-scale](https://smartportal.virginiaобща.org/#/about/smart-scale).

Pre-Application Header - Editing
In edit view, the application header will appear as follows.

Editing SMART SCALE Pre-Application

Title of the Project

In the upper left, the pre-application identifies that the user is editing the SMART SCALE pre-application. It provides the title of the application and the option to switch from Edit to View Pre-Application.

In the upper right, the pre-application identifies the status, the submitting organization, the project ID number, who created the application and when, and who last updated the application and when.

There are six pearls that represent each section of the pre-application. The user can click on a given pearl to navigate to that section of the pre-application. The pearls/sections are named as follows:
1. General  
2. Project Eligibility  
3. Project Readiness  
4. Delivery/Funding  
5. Location  
6. Supporting Documents  

**Pre-Application Saving and Navigation - Editing**  
At the bottom of each section of the pre-application there are save and navigation options.

- **Save Application and Continue** - by clicking the arrow on the right of the Save Application and Continue button, applicants have the option of saving the application and continuing to Edit, or save the application and go to View.

- **Previous/Next** - Takes the user to previous or next section of the pre-application

**Pre-Application Submission - Editing**  
Review Submission Readiness - when the user is ready to submit the pre-application, clicking the Review Submission Readiness option will prompt the user to correct any errors or issues preventing submission.
The pearls at the top of the pre-application will highlight the section and number of errors that need to be addressed before the pre-application can be submitted. Click the pearl to navigate to a given section and address the error.

When all errors have been addressed, the user will click the checkbox indicating all pre-application information is correct and ready for submission. Click Submit Application to complete submission.
SMART SCALE Pre-Application - Pearls

**General**
Users enter point of contact information and general project information.

*Point of Contact Information*

<table>
<thead>
<tr>
<th>Project Point of Contact Name</th>
<th>Project Point of Contact Email</th>
<th>Project Point of Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


*Project Information*

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Principal Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the Project</td>
<td>– Select Principal Improvement Type –</td>
</tr>
</tbody>
</table>

| Project Short Description | |
|---------------------------|-- (500 character maximum) |

<table>
<thead>
<tr>
<th>Does this project include any improvements to non-VDOT maintained roadways?</th>
<th>Application Program Requested</th>
<th>VDOT District</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>– Select Application Program Requested –</td>
<td>– Select VDOT District –</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Content in Project Short Description will be locked after pre-application submittal and close of pre-application window. Project Short Description can only be revised after these instances based on coordination with VDOT, DRPT, and/or OIPI staff.

**Project Eligibility**
Users enter information for project eligibility by answering the provided questions. Based on the response to certain questions, the form will expand to request more information when required.

**Project Eligibility**

*Is the project a study?*

- Yes
- No

*Is the project a capacity enhancement, operational improvement, ITS or technology improvement, or safety project?*

- Yes
- No

*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
- No

*Is project currently fully funded and included in a Capital Improvement Program, MPO Transportation Improvement Program (TIP), or the VDOT, DRPT, or NVTA Six-Year Improvement Program(s)?*

- Yes
- No

*Does the project include a commitment by a developer through a local zoning approval process (proffered condition)?*

- Yes
- No

*Is any part of your project within an established MPO study area?*

- Yes
- No
Project features are identified in the project eligibility section. Each feature expands by clicking the +. Click the checkbox next to a given feature to select it.

Is the project a capacity enhancement, operational improvement, ITS or technology improvement, or safety project?

- Yes
- No

Please check all that apply (bulleted list of checkboxes below):

- Highway Improvements
- Bicycle and Pedestrian Improvements
- Bus Transit Improvements
- Rail Transit Improvements (Streetcar, Light Rail, Heavy Rail, Commuter Rail)
- Intercity Passenger Rail
- Freight Rail
- Travel Demand Management (TDM) Improvement(s)
- Right-of-Way and Utilities

**Project Readiness**
Project readiness populates based on the information the user provided about project features. The readiness categories will expand to request more information when required.

**Project Readiness**

Based on the project features selected in the Project Eligibility section, please respond to any selected readiness question below. If no categories are selected, please proceed to the next section of the application:

- Bus Transit, Rail Transit, Passenger Rail, or Freight Rail
- New grade-separated interchange on an existing limited access facility
- Grade separation of at-grade intersection on a non-limited access roadway
- Modifications to an existing grade-separated interchange
- New Traffic Signal
- New Location Facilities
- Widening Project

**Delivery/Funding**
Consists of project delivery information, phase estimate, and schedule. The user selects the Project Delivery Information.
For Project Planning Status please click all the plans/studies that support the proposed project.

**Project Delivery Information**

**Project Planning Status**
- Constrained Long Range Plan (MPO)
- Preferred Alternative (NEPA or Planning Level)
- Vision Long Range Plan (MPO)
- Rural Long Range Plans
- Other Regional Plan
- Transportation Element of Local Comprehensive Plan
- Planning/Safety Study
- State Transportation Plan
- Transit Development Plan (TDP)
- NEPA Study

The user inputs phase estimate and schedule information.

**Phase Estimate and Schedule**

- **Not Needed** - No information required
- **Not Started** - Enter base cost estimate. Select Risks/Contingency/CEI percentage from drop down. Phase cost estimate will populate.
- **Underway and Complete** - Enter base cost estimate. Select Risks/contingency/CEI percentage from drop down. Select Start Date and End Date. Phase cost estimate will populate.

The user will select a Status for each phase. The information required for that phase depends on the phase status selected. The phase status are Not Needed, Not Started, Underway, and Complete.
NOTE: All phase and project estimates should be based on Current year (2020) costs. The percentage (%) dropdown for “Risks/Contingency/Unknowns” should be a combined value reflective of the assumed phase level Construction risk, expected Contingency, expected Construction Engineering and Inspection, and/or unknown costs as a percentage (%) of the Construction phase base cost estimate. For the full application, the system will require this percentage (%) to broken out between Risk/Contingency and expected Construction Engineering and Inspection percentage (%) costs. All phase estimate costs will be automatically inflated from current year costs based on pre-determined factors and the inputted project schedule.

Click the calendar prompt to select the Start Date and End Date or enter it manually in YYYY-MM-DD format. In the calendar prompt, click the arrows to the left and right of the Month YYYY to scroll month by month.
Click the Month YYYY to view all months.

Click the arrows to the left and right of the YYYY to scroll year by year. Click YYYY to select the year from a list organized in 20 year intervals.

Click the arrows to the left and right of the YYYY-YYYY interval to scroll in 20 year intervals.

Click to default to today's date. Click to clear the date. Click to close the calendar prompt.

Add Project Phase - for projects with an additional phase, users can click the Add Project Phase in the upper right of the Phase Estimate and Schedule section and input additional data.
When all cost information has been entered, the total cost estimate will populate. Location
Users draw a polygon on the map to represent the project area and identify associated VTRANS need location and justification.

Map Navigation
Users can click on the map and drag to move the map. Users can zoom in/out on the map using the zoom buttons.

There are icons located in the upper right of the map that provide users with map options. The options are as follows:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Expand map" /></td>
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<tr>
<td><img src="image" alt="Select a different base map" /></td>
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<tr>
<td><img src="image" alt="Search address or location" /></td>
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<td><img src="image" alt="Zoom to project area" /></td>
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<td><img src="image" alt="Link to Google maps" /></td>
<td>Link to Google maps</td>
</tr>
<tr>
<td><img src="image" alt="Link to Bing maps" /></td>
<td>Link to Bing maps</td>
</tr>
</tbody>
</table>
VTRANS Needs Category Selection
To select a VTRANS need, select the check box next to the given category.

VTRANS Needs Categories Requested:

- Corridor of Statewide Significance
- Regional Network
- Urban Development Area
- Safety (non-CoSS)

As the user selects VTRANS needs categories, there will be a corresponding pearl populated beneath the map.

Use the mapping tool below to locate your project area(s).

Mapping
Once the VTRANS needs categories are selected, users will draw a polygon on the map to represent the project area. Follow the prompt in the upper left of the map to complete the polygon.

After completing the polygon the user will have Project Areas options in the upper left of the map. To edit, remove, or zoom to the polygon, click the respective icon. To draw additional polygons, click Add Area.
Project Areas

The Areas Served information below the map will populate based on where the polygon is drawn.

Areas Served

Based on project area the geographic information below will populate.

- **Districts Served**: Hampton Roads
- **MPOs Served**: Hampton Roads Transportation Planning Organization
- **PDCs Served**: Hampton Roads
- **Jurisdictions Served**: Chesapeake City, Portsmouth City

Click Next Step in the Project Areas option to move onto VTRANS need justification information. The map will populate data for the first VTRANS need category that the user selected.

VTRANS Need Justification

The map will display a table of VTRANS need locations along with the corresponding segments and points on the map. To collapse/expand the table to view more of the map, click the arrow to the right of the table.

The user will need to select the segment(s) or point(s) that are relevant to the project, either using the table or the map, and provide justification.
Select VTRANS need from the table - Users can click the checkbox in the first column of the table or click the Edit Need icon in the far right column to select a need. To zoom to the need location on the map, click the zoom icon.

**Corridors of Statewide Significance**

Select the affected corridors by checking the boxes in the list below or clicking on the shapes on the map.

<table>
<thead>
<tr>
<th>Need Id</th>
<th>Need Location</th>
<th>Need Categories</th>
<th>Distance to Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>400956</td>
<td>Roadway Intersection: Military Hwy S PR/NP (Chesapeake City), Military Hwy W NP (Chesapeake City), VA-191N, US-13N/S, US-460E/W</td>
<td>Safety Improvement CoSS</td>
<td>0.00</td>
</tr>
<tr>
<td>404129</td>
<td>Roadway Intersection: Ramp from Military Hwy S PR (Chesapeake City), US-13S, US-460W; Military Hwy S NP (Chesapeake City), US-13N, US-460E</td>
<td>Safety Improvement CoSS</td>
<td>0.00</td>
</tr>
<tr>
<td>102308</td>
<td>I-84W</td>
<td>Congestion, Limited Access TDM (New or expanded park and ride facilities, rail and public transportation services and</td>
<td>0.00</td>
</tr>
</tbody>
</table>
After selecting the VTRANS need location, the user will be prompted to enter justification for the selected location. When justification is complete, the user can click Return to List to go back to the VTRANS needs table and select the next location. The navigation buttons scroll through the VTRANS needs locations from the justification view. Click Include/Exclude to include or remove a needs location selection.

<table>
<thead>
<tr>
<th>Corridors of Statewide Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need Id: 400956</td>
</tr>
<tr>
<td>Need Location: Military Hwy S PR/NP (Chesapeake City), Military Hwy W NP (Chesapeake City), VA-191N, US-13N/S, US-460E/W</td>
</tr>
<tr>
<td>Distance To Project: 0.00 miles</td>
</tr>
<tr>
<td>Need Categories: Safety Improvement CoSS</td>
</tr>
<tr>
<td>Justification: [APPLICANT PROVIDES JUSTIFICATION HERE]</td>
</tr>
</tbody>
</table>

When the user is done entering all needs location justifications for the given VTRANS category, click Return to List and then Next Step. The table and map will populate with data for the next selected VTRANS need category and the corresponding needs locations.

Select VTRANS need from the map - Users can click on a VTRANS need location segment or point on the map. A pop-out will display information related to the location.
To enter a justification, click Edit Need. The needs location selected will show up in the table and the user can enter justification.

When the user is done entering all VTRANS need location justifications for the given VTRANS category, click Return to List and then Next Step. The table and map will populate with data for the next selected VTRANS need category and the corresponding needs locations.

When all VTRANS need category locations and justifications have been entered, a summary of the Project Area will be displayed on the map.
A written summary of the VTRANS need location and justification is displayed below the map.

**Need Justifications**

<table>
<thead>
<tr>
<th>Corridors of Statewide Significance</th>
<th>Need Categories</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>400500</td>
<td>Roadway Intersection: Military Hwy S PRM (Chesapeake Cty), Military Hwy WPRM (Chesapeake Cty), VA-121 N, US-13 N, US-460 S</td>
<td>Safety improvement CoS5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Network</th>
<th>Need Categories</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>100442</td>
<td>I-264 W Ramp 1A</td>
<td>Limited Access TDM (New or expanded park and ride facilities, rail and public transportation services and facilities, and commuter assistance programs)</td>
</tr>
<tr>
<td>100577</td>
<td>I-264 W Ramp 1A</td>
<td>Limited Access TDM (New or expanded park and ride facilities, rail and public transportation services and facilities, and commuter assistance programs)</td>
</tr>
<tr>
<td>110234</td>
<td>I-664 N Ramp 1BA</td>
<td>Limited Access TDM (New or expanded park and ride facilities, rail and public transportation services and facilities, and commuter assistance programs)</td>
</tr>
</tbody>
</table>

**Supporting Documents**

Based on applicant responses throughout the application, supporting documents will be required to be attached and submitted with the application. Users will be prompted with a reminder to attach documents when they reach the Supporting Documents pearl.

**Remaining Required Document Uploads**

Please upload a Project Sketch for your project.

To add an attachment, click the button for Add New Attachment. The user will be prompted to select a file to upload.

After selecting a file to upload, the user will be prompted to enter a Description for the document and the Attachment Type. The Attachment Type will be selected from a drop down menu of possible attachments. After completing the Description and Attachment Type, select the green Upload button to attach the document. Click the red trash can icon to remove the attachment.

**Pending Uploads:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Attachment Type</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment Description</td>
<td>Project Sketch</td>
<td>Attachment document test doc</td>
</tr>
</tbody>
</table>

Once documents have been uploaded, the user can utilize filters to sort through documents. Users can search by Description/File Name or Attachment Type.
The methods available to download the attachments are: Click the File Name hyperlink in the grid. Use the checkbox next to each attachment to select which attachments to download and then click Download Selected Attachments. Select Download All Attachments. To discard an attachment, click the red trash icon.

Current Attachments:
Pre-Screening - District Validator
During pre-screening, the District Validator can edit the pre-application by using the option in the application header.

At the bottom of the application, there are validation questions. To complete district validator pre-screening, the District Validator must confirm the validation questions, provide any additional comments, and submit the answers. The District Validator also has the option to save their work so far and return later.

Validation

Pre-Screening - Central Office Validator
During pre-screening, the Central Office Validator can edit the pre-application by using the option in the application header.

At the bottom of the application, there are validation questions. To complete central office pre-screening, the Central Office Validator must confirm the validation questions, provide any additional comments, and submit the answers. The Central Validator also has the option to save their work so far and return later.
Comments
The applicant can enter a comment using the comments module at the bottom of the Edit or View of the application. Using the drop-down, the applicant can identify which section of the application the comment is relevant to. The comment will be attached to the application for review by the District Validator or Central Office Validator.
The District Validator or Central Office Validator will receive notification in the banner of the new comment. The Validator can use the banner or dashboard to navigate to the application and acknowledge the comment.

Likewise, the District Validator or Central Office Validator can initiate a comment. The applicant will receive a notification in the banner to indicate a new comment. The user can use the banner or dashboard to navigate to the application and acknowledge the comment.
Appendix

Appendix A - Permissions

Submitter - applicant role

- Answer alerts on applications in their organization for assigned programs in the following statuses: Central Office Validation, District Validation, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pending, Submitted
- Create comments on applications in their organization for assigned programs in the following statuses: Central Office Pre-Screening, Central Office Validation, District Pre-Screening, District Validation, OIPI COSS Pre-Screening, OIPI COSS Screening, OIPI Regional Network Pre-Screening, OIPI Regional Network Screening, OIPI Safety Pre-Screening, OIPI Safety Screening, OIPI UDA Pre-Screening, OIPI UDA Screening, Pending, Pre-Screening, Pre-Screening Bypassed, Scoring, Screened In, Screened Out, Submitted
- View comments on applications in their organization for assigned programs in any status
- During the intake period, create applications in their organization for assigned programs
- During the intake period, prioritize applications in their organization for assigned programs in the following status: Submitted
- During the intake period, submit applications in their organization for assigned programs in the following status: Pending
- During the intake period, update applications in their organization for assigned programs in the following status: Pending
- View applications in their organization for assigned programs in any status
- View users in their organization
- During the intake period, unsubmit applications in their organization for assigned programs in the following status: Submitted
- View validation on all applications for assigned programs in any status
- Can give concurrence for applications in their organization for assigned programs in any status

Editor - applicant role

- Answer alerts on applications in their organization for assigned programs in the following statuses: District Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pending, Submitted
- Create comments on applications in their organization for assigned programs in the following statuses: Central Office Pre-Screening, Central Office Validation, District Pre-Screening, District Validation, OIPI COSS Pre-Screening, OIPI COSS Screening, OIPI Regional Network Pre-Screening, OIPI Regional Network Screening, OIPI Safety Pre-Screening, OIPI Safety Screening, OIPI UDA Pre-Screening, OIPI UDA Screening, Pending, Pre-Screening, Pre-Screening Bypassed, Scoring, Screened In, Screened Out, Submitted
- View comments on applications in their organization for assigned programs in any status
- During the intake period, create applications in their organization for assigned programs
- During the intake period, update applications in their organization for assigned programs in the following status: Pending
- View applications in their organization for assigned programs in any status
- View users in their organization
- Can give concurrence for applications in their organization for assigned programs in any status
**Viewer - applicant role**
- View comments on applications in their organization for assigned programs in any status
- View applications in their organization for assigned programs in any status
- View users in their organization

**Organization Administrator - applicant or VDOT role**
- Archive users in their organization
- Create users in their organization
- Update users in their organization
- View users in their organization
- View their organization
- View roles in their organization
- Can assign/unassign role to a user roles in their organization

**District Validator - VDOT role**
- Answer alerts on applications for assigned districts for assigned programs in the following statuses: Central Office Validation, District Bridge Engineer Review, District Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI UDA Screening, Pending, Submitted
- Create comments on all applications for assigned programs in the following statuses: Central Office Pre-Screening, Central Office Validation, District Pre-Screening, District Validation, OIPI COSS Pre-Screening, OIPI COSS Screening, OIPI Regional Network Pre-Screening, OIPI Regional Network Screening, OIPI Safety Pre-Screening, OIPI Safety Screening, OIPI UDA Pre-Screening, OIPI UDA Screening, Pending, Pre-Screening, Pre-Screening Bypassed, Scoring, Screened In, Screened Out, Submitted
- View comments on all applications for assigned programs in any status
- Create alerts on applications for assigned districts for assigned programs in the following statuses: Central Office Validation, District Bridge Engineer Review, District Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pending, Submitted
- Update all applications for assigned programs in the following statuses: District Validation, MMWG Screening Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pre-Screening
- View all applications for assigned programs in any status
- View all users
- View internal status names on all applications for assigned programs in any status
- View validation on all applications for assigned programs in any status
- Perform validation on applications for assigned districts for assigned programs in the following statuses: District Pre-Screening, District Validation
- Can request concurrence for applications for assigned districts for assigned programs in any status
- Perform district validation on applications for assigned districts for assigned programs in the following statuses: District Validation, MMWG Screening Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pre-Screening, Submitted
- View district validation on applications for assigned districts for assigned programs in the following statuses: MMWG Screening Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pre-Screening
- View validation comments (internal use) all applications for assigned programs in any status
**District Reviewer - VDOT role**

- Answer alerts on applications for assigned districts for assigned programs in the following statuses: Central Office Validation, District Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pending, Submitted
- Create comments on all applications for assigned programs in the following statuses: Central Office Pre-Screening, Central Office Validation, District Pre-Screening, District Validation, OIPI COSS Pre-Screening, OIPI Regional Network Pre-Screening, OIPI Safety Pre-Screening, OIPI Safety Screening, OIPI UDA Pre-Screening, OIPI UDA Screening, Pending, Scoring, Screened In, Screened Out, Submitted
- View comments on all applications for assigned programs in any status
- Create alerts on applications for assigned districts for assigned programs in the following statuses: Central Office Validation, District Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening
- Update applications for assigned districts for assigned programs in the following statuses: District Validation, MMWG Screening Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening
- View all applications for assigned programs in any status
- View all users
- View internal status names on all applications for assigned programs in any status
- View validation on all applications for assigned programs in any status
- Perform district validation on applications for assigned districts for assigned programs in the following statuses: District Validation, MMWG Screening Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening, Pending, Submitted
- View district validation on applications for assigned districts for assigned programs in the following statuses: MMWG Screening Validation, OIPI COSS Screening, OIPI Regional Network Screening, OIPI Safety Screening, OIPI UDA Screening
- View validation comments(internal use) all applications for assigned programs in any status