Delivery and Funding Guidance

This guidance is intended as a quick reference for delivery and funding information review and validation during **SMART SCALE Round 5**.

### Estimates

**DO’s**
- Use FY2022 as the base year when developing/reviewing estimates
- Ensure adjustments for FY2022 for any costs previously developed or when using various estimating tools
- Assume VDOT Administration in estimate development for purposes of application validation consistency
- Include a Cost Estimate Workbook with each submitted application (REQUIRED)

**DON’T**
- Submit an old estimate with inflation applied

### Schedules

**DO’s**
- Use FY2026 as the first year of available funding (3rd year of FY24-29 SYIP)
- **August 2025 Start Date for first unfunded phase (ex. PE start) if brand new project**
- Reference VDOT Administered PWA Templates to set phase durations

**DON’T**
- Provide a start date ahead of the first year of available funding if there is no leveraged funding in earlier fiscal years to support the project schedule

### Funding

**DO’s**
- Provide funding information from the most recently approved SYIP when identifying existing funding on projects;
  - January 2022 SYIP (Pre-App)
  - June 2022 SYIP (Full-App)
- Ensure any leveraged funding is sufficient to justify the project start date and phase durations.
- Ensure any leveraged funding has been approved or applied for prior to submission

**DON’T**
- Provide leveraged funding that has not yet been approved or applied for (ex. Future applications for funding)
Validation Thresholds

<table>
<thead>
<tr>
<th>If CN Phase Est is $10M or more</th>
<th>If CN Phase Est is $50M or more</th>
<th>10% Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Requires CO L&amp;D review</td>
<td>• Requires CO L&amp;D concurrence</td>
<td>• 10% of all applications will be randomly selected for validation which includes estimate review</td>
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<tr>
<td>• Detailed review performed</td>
<td>• Independent estimate performed</td>
<td>• Comments will be provided directly in the SMART Portal</td>
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<tr>
<td>• CO L&amp;D will provide estimate</td>
<td>• CO L&amp;D will provide estimate</td>
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<tr>
<td>review comments to District</td>
<td>review comments to District</td>
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<tr>
<td>• District responsible for</td>
<td>• District must respond to</td>
<td></td>
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<tr>
<td>addressing comments internally,</td>
<td>comments and resolve</td>
<td></td>
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<tr>
<td>unless there is a major</td>
<td>coordinating with Assistant</td>
<td></td>
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<tr>
<td>discrepancy</td>
<td>State L&amp;D Engineer</td>
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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 Review Requests Will Be Pushback If The 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 ProjectWise
- Use a standard folder and file naming convention
- Include Utility/RW phase backup documentation
- Ensure that backup documentation is consistent with the cost information summarized in the Cost Estimate Workbook (CEWB)

Contact

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