

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)

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Information continued

Validation Thresholds

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 review Detailed review performed CO L&D will provide estimate review comments to District District responsible for addressing comments internally, unless there is a major discrepancy 	<ul style="list-style-type: none"> Requires CO L&D concurrence Independent estimate performed CO L&D will provide estimate review comments to District District must respond to comments and resolve coordinating with Assistant State L&D Engineer 	<ul style="list-style-type: none"> 10% of all applications will be randomly selected for validation which includes estimate review Comments will be provided directly in the SMART Portal

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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