

SMART SCALE

SMART Portal User Guide



**SMART
SCALE**

*Funding the Right
Transportation Projects
in Virginia*

Version 2.0

Updated February 2026

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1.0 SMART Portal Overview

Portal Access

To login to the SMART Portal users must first have an account. If you need an account start within your organization, i.e. locality, regional government, transit agency. Each organization has at least one organization administrator who can set up accounts for all users within the organization. If there are any issues with account setup, please contact: SmartPortal@CTB.Virginia.gov.

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. 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.

Please **Log In** using your credentials.

Username

Password

Login >

[Forgot Password?](#)

Once logged in, users will see the sign-in landing page. Icons are displayed for each program that the user has permissions to access. Click the “Applications” option to go to the applications for a selected program. Clicking the “About” page on the Dashboard will take users to the program specific information page, which will include key points of contact.

Welcome to SMART Portal

SMART SCALE *Funding the Right Transportation Projects in Virginia*

Applications About

Transportation Alternatives

VDOT Virginia Department of Transportation

Applications About

Pre-Scoping

VDOT DRPT INTERMODAL

Applications About

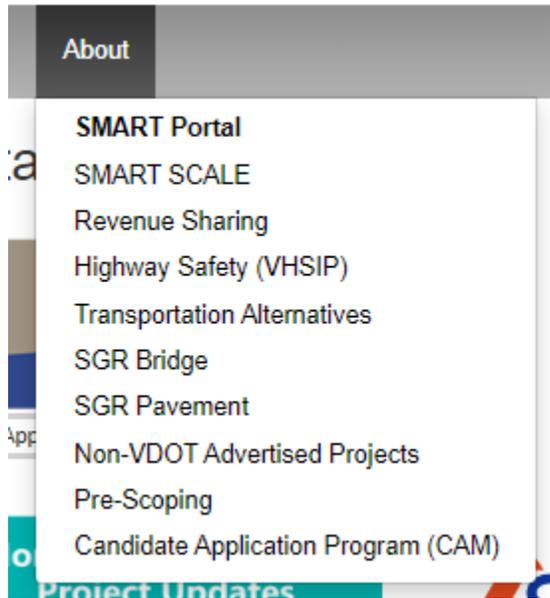
Non-VDOT Advertised Project Updates

VDOT Virginia Department of Transportation

Projects About

SYIP *Six-Year Improvement Program - Mapping Module*

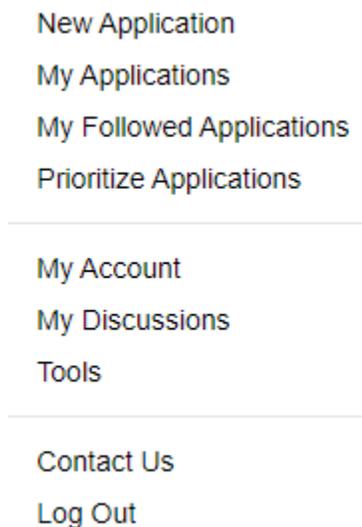
Applications About



Please note this guide is **SMART SCALE** specific.

User Options

By clicking the user's name in the top right corner, the following drop-down menu allows users to view their account information.



- New Application – allows the user to apply for funding for programs that are open for application intake
- My Application – takes users to the Dashboard where applicants can view applications associated with their organization
- My Followed Applications – takes users to a list of applications they have chosen to follow, along with a status update on said applications

- Prioritize Applications – applicants are required to prioritize the applications they submit, while not used in the scoring process, the information may be used in the consensus scenario. This will be required with full applications. For an example of how to prioritize applications, see the Full Application section of this document.
- 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
- My Discussions – shows a list of applications with active comments, alerts, or concurrences
- Tools – various Tools applicants have the option to utilize (Bulk follow applications, download multiple attachments at once)
- 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

2.0 Creating a SMART SCALE Pre-Application

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 apply to. The dropdown menu will only have the option to create an application for funding programs that are currently accepting applications. The SMART SCALE pre-application period will begin on March 1st, or the subsequent business day if the 1st falls on a weekend. All pre-applications must be created by April 1st, and no new pre-applications will be allowed after April 1st.

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. Note if the previously submitted application was screened out or withdrawn at any point

of the application process, it will not be able to be cloned. Additionally, previously submitted applications older than one round will still be able to be cloned, however the Supporting Documents will not clone over with the application itself.

Select an application below to clone

ID / Name

Program Type

Fiscal Year

Q Search

Reset Filters

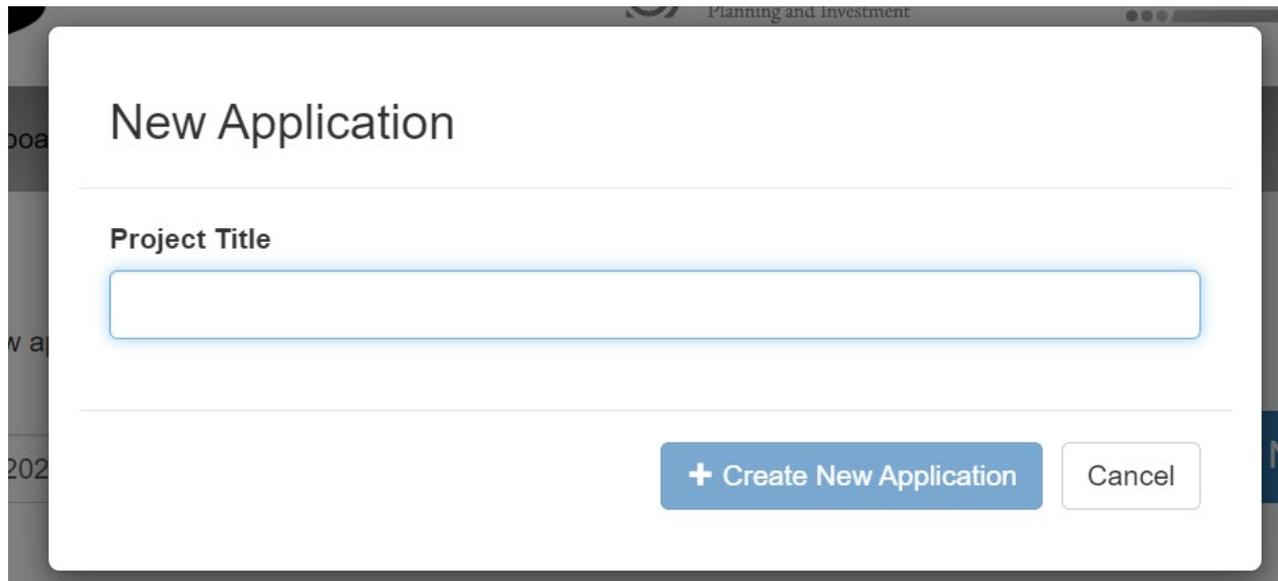
Status

Funded

ID	Program	Fiscal Year	Name	Last Updated		
6704	SMART SCALE	2022	Route 8 Widening and I...	11/04/2020 @ 11:54AM	<input type="button" value="Q View"/>	<input type="button" value="Start"/>
7093	SMART SCALE	2022	Prices Fork/ Peppers Fe...	12/16/2020 @ 2:46PM	<input type="button" value="Q View"/>	<input type="button" value="Start"/>

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.



2.1 Pre-Application Overview

Application Views

There are two options to view the pre-application; “view” mode and “edit” mode.

- **“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”, “Export” (to either save as a PDF or print), “Cloned Into” or “Cloned From” to view the cloning history of the application, or “Compare Differences” (to compare a current application to a previously cloned

application).



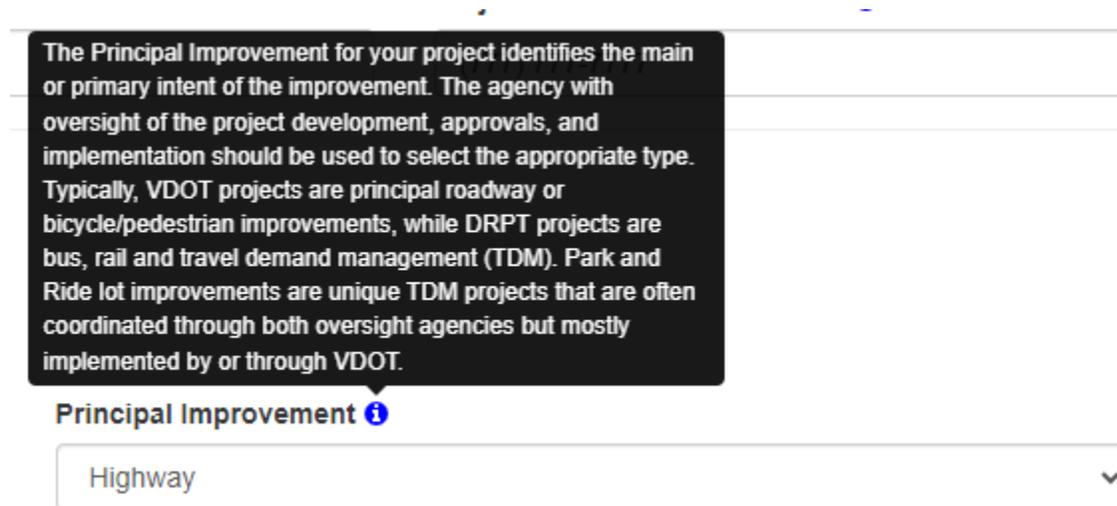
- “**Edit**” - the user can make changes to the content of the pre-application. To switch views, the user can select “**View**”.



Info Tips and Warning Prompts - Editing

Info Tips

In “Edit” mode, 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 ⓘ. Note these tools are present throughout the entirety of the pre-application and are designed to provide additional clarity and assistance to the user.



Warning Prompts

In “Edit” mode, informational blue warning prompt boxes may appear based on responses to certain questions. These warning prompts may be present throughout the entirety of the pre-application and are designed to provide users with information on application requirements. The placeholder text under the “Comment” section should be used as an example of the information applicants should provide to support the feature descriptions.

Improve Grade-Separated Interchange ⓘ

Comment

(Example: "Convert the I-95/Route 10 interchange from a 2-lane diamond to a 2-lane cloverleaf.")

Provide a draft or final Interchange Access Report (IAR) or Interchange Access Justification Report (IAJR) that includes an alternatives analysis and supports the proposed alternative. A signed framework document must be uploaded prior to pre-application submittal. The report shall address the appropriate elements described in IIM-LD-200 and Traffic Operations and Safety Analysis Manual (TOSAM) guidelines for the proposed access modifications.

Pre-Application Header – Editing

In “Edit” mode, the application header will appear as follows.

Editing SMART SCALE 2028 Pre-Application

Title of the Project

Project Status: Pending

Districts: Bristol, Culpeper, Fredericksburg, Hampton Roads, Lynchburg, Northern Virginia, Richmond, Salem, Staunton

Organization: CTB

Project ID: 12789-Pre

Cloned from 12787-Pre

Created: 09/17/2025 @ 3:05PM by Casey Scully
Last Updated: 10/07/2025 @ 9:31AM by Casey Scully

View



General



Features



Transit



Location



Project
Readiness



Factors



Delivery &
Funding



Supporting
Documents



State's
Understanding

In the upper left, users can identify they are editing the SMART SCALE pre-application. Additionally, users can see the title of the application and has the option to switch from “Edit” to “View.”

In the upper right, the pre-application identifies the status, the submitting district and organization, the project ID number, who created the application and when, and who last updated the application and when. Every time there is an edit to the pre-application, the “Last Updated” date/time/name will reflect that change. There are nine 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:

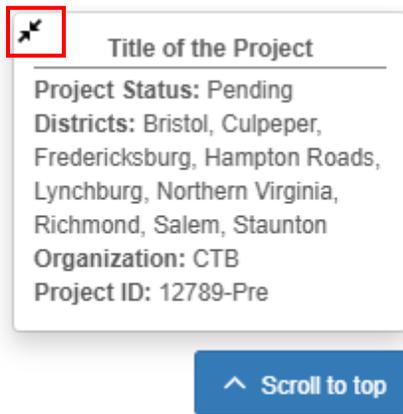
1. General
2. Features
3. Transit
4. Location
5. Project Readiness (Pearl will not be visible until user has completed the Location Pearl)
6. Factors (Pearl will not be visible until user has completed the Location Pearl)
7. Delivery & Funding

- 8. Supporting Documents
- 9. State's Understanding

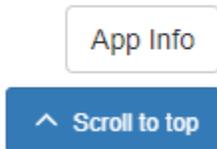
Note that at the time of pre-application, not every Pearl will be required to complete to submit. However, the more information provided will lead to a more thorough readiness review from the District and Central Office staff.

Pre-Application Saving and Navigation - Editing

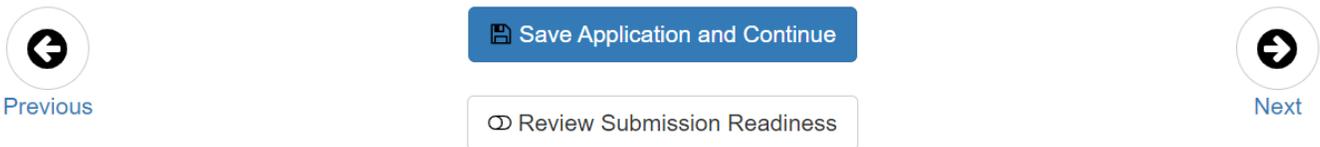
When editing the pre-application, users will have a floating information banner in the bottom right corner which includes project status, district, organization, and project ID. The banner is visible as the user scrolls through each part of the pre-application but can be hidden using the arrows in the top left corner.



If hidden, click on "App Info" at any time to unhide the project banner.



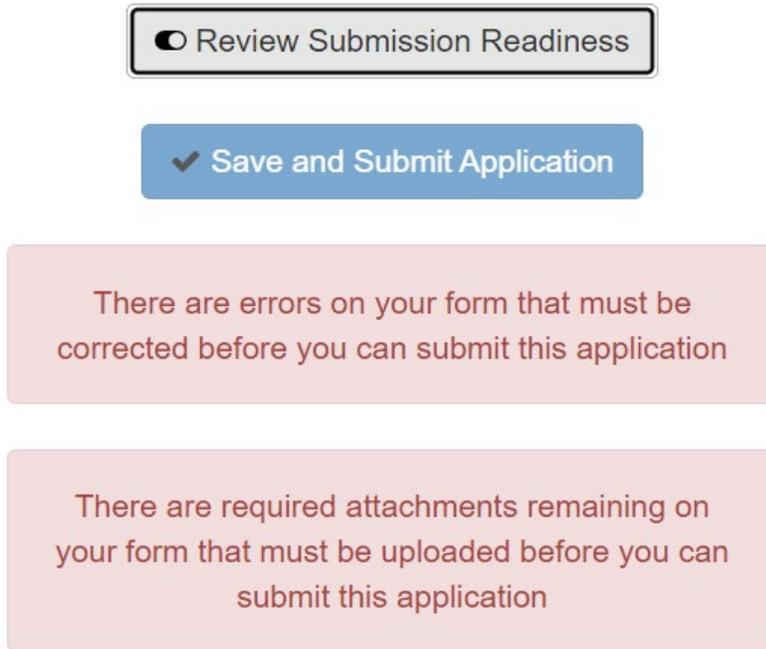
At the bottom of each section, there are save and navigation options.



- "Save Application and Continue" - must be used for edits to be saved to the pre-application
- "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 “Save and Submit Application” to complete submission.

3.0 SMART SCALE Pre-Application - Pearls

General

User enters point of contact and general project information. As mentioned in the Info Tips and Warning Prompts - Editing section, here and throughout the rest of the pre-application process, the user can hover

over the info tip for detailed information about the field. If the “Review Submission Readiness” button is toggled on, boxes will highlight in red to show users which fields are required to complete.

The Project Description should briefly describe all project components, not project history or objectives.

Blue warning boxes, again that are meant to be informational, may pop up depending on the answer to the Yes/No questions (i.e., image below on finalized scope question).

Point of Contact Information

Project Point of Contact Name

This field is required

Project Point of Contact Email

This field is required

Project Point of Contact Phone 

This field is required

Project Information

Project Title 

Principal Improvement 

This field is required

Project Description 

(1000 character maximum)

This field is required

Improvements to non-VDOT maintained roadways? 

- Yes
 No

Application Program Requested 

VDOT District 

This field is required

Has Scope been finalized?

- Yes
 No

As your Scope of work is not finalized, we cannot determine Readiness. This application may pre-screen out conditionally. Please coordinate with your SMART SCALE Point of Contact to ensure adequate Readiness ahead of the full application submission deadline.

General Pearl, contd.

Is this application a resubmit of a whole or part of a previous SMART SCALE application?

- Yes
 No

What was the previous Display ID and what, if any, changes have been made to the project scope? *

(2000 character maximum)

This field is required

Resiliency Commitment

Has the project been designed to be, or does the project sponsor commit that the design will be resilient?

- Yes
 No
 N/A

Features

Users will select all applicable features to their project and are required to provide supporting details for each selected feature. All indicated improvements must be included in the project description, sketch (where possible), and cost estimate. Features are grouped as follows: Highway Improvements, Bicycle and Pedestrian Improvements, Bus Transit Improvements, Rail Transit Improvements (Streetcar, Light Rail, Heavy Rail.), Passenger Rail Improvements (Intercity Passenger Rail, Commuter Rail), Freight Rail, Travel Demand Management (TDM) Improvements, Right-of-Way and Utilities, In-Kind Replacement, and Proffers.

Based on features selected, blue box warnings may pop up prompting the user to provide more information or required documentation. The blue box warning and placeholder texts are aimed to provide further details on required information and documentation. The example text in the comment box provides users with details that should be included in the feature descriptions. Character limit for the comment boxes are 4,000 characters.

Add New Through Lane(s) ⓘ

Comment

(Example: "Widen NB Main St from 2 lanes to 4 lanes for 2.3 miles from 1st Ave to 10th Ave.")

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. If a major widening (two or more lanes), the study must include an alternatives analysis that considers improvements without widening.

Widen Existing Lane(s) (No New Lanes) ⓘ

Comment

(Example: "Widen SB I-95 from 10 ft to 12 ft for 1.4 miles from MM 140 to MM 141.4.")

Managed Lane(s) (HOV/HOT/Shoulder) ⓘ

Comment

(Example: "Construct 4 miles of hard shoulder running on both directions of I-95 from MM 150 to MM 154.")

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. If a major widening (two or more lanes), the study must include an alternatives analysis that considers improvements without widening.

Transit

If applicable (project to include transit improvements), user will be prompted to complete the Transit Pearl at full application. Based on which features were selected under the Features pearl, any applicable transit features relevant to the project will be automatically selected under the Transit Pearl. Additional information and/or documentation may be required based on the selection(s).

Note the Transit Pearl will not have to be completed until the full application period.

Transit and Rail Improvements

If project includes Transit components, further information will be required at full application.

- Rolling Stock for New/Expanded High-Capacity or Fixed-Guideway Route
- Infrastructure for New/Expanded High-Capacity or Fixed-Guideway Route
- Convert Existing General Purpose or Parking Lane to Bus-only Lane (Re-Striping Only)
- Construct New Bus Stop
- Improve Existing Bus Stop
- Construct or Expand Transit Customer Facility or Maintenance/Administrative Facility
- Other Transit Technology Improvements

See the Transit Pearl under the Full Application section for further information.

Location

Users can use any of the following tools: "Select", "Draw", "Trace", or "Import" to represent the project location and identify VTrans needs 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 following zoom function.



The icons located in the upper right of the map provide users with the following map options:

Icon	Description
	Zoom to project linework
	Search address or location
	Select a different base map
	Expand map to full screen
	Link to project location in Google Maps
	Link to project location in Bing maps

The Location map shows all previously **funded** SMART SCALE projects by round. Clicking on the linework will open a pop-up with the funded project details. Layer can be turned off by clicking the eyes in the legend.

Location Details

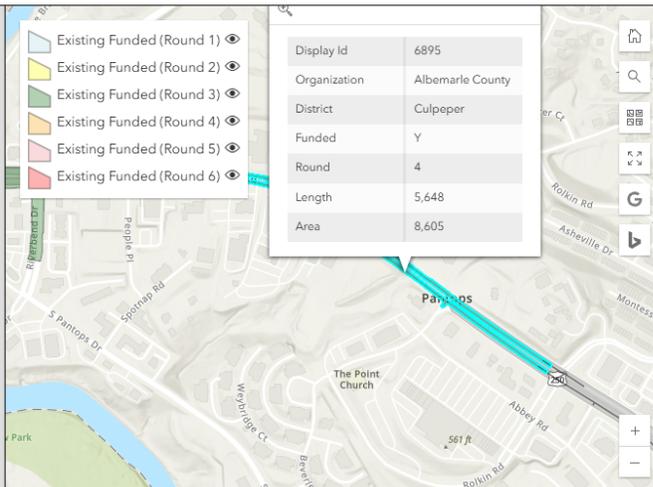
Project Linework

Selected Segments will appear here once selected. Use one of the above tools to begin.

Delineate the Route segments with proposed improvements using a choice of four tools (you can use more than one)

Select
Draw
Trace
Import

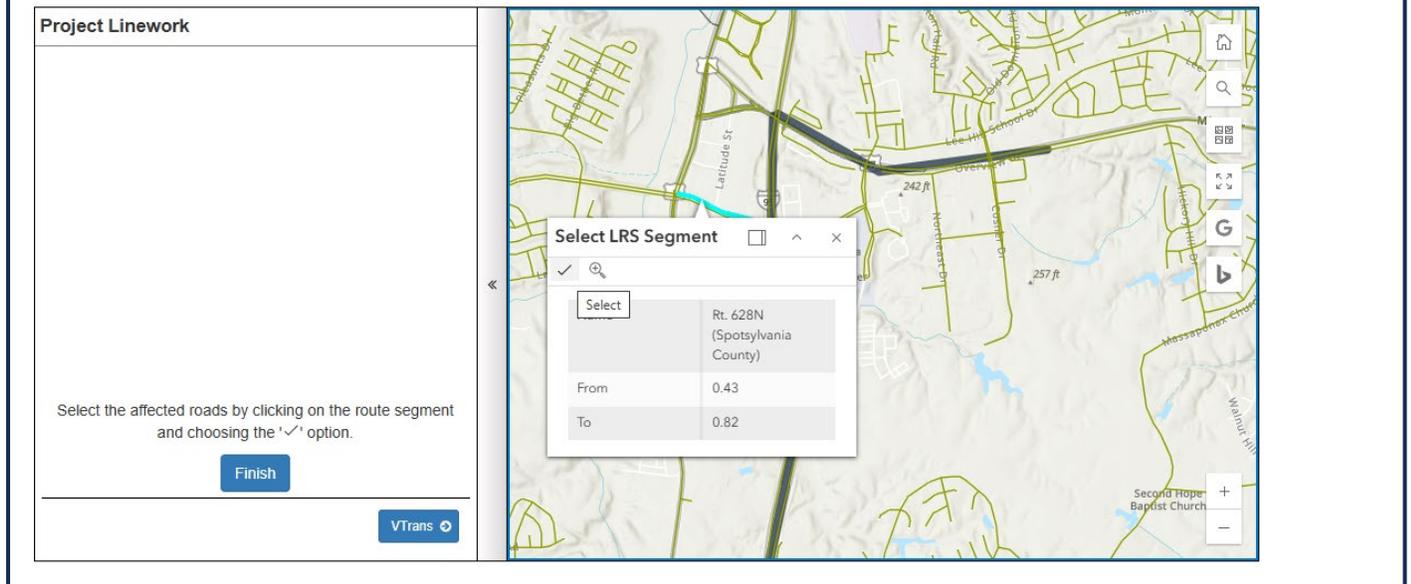
VTrans



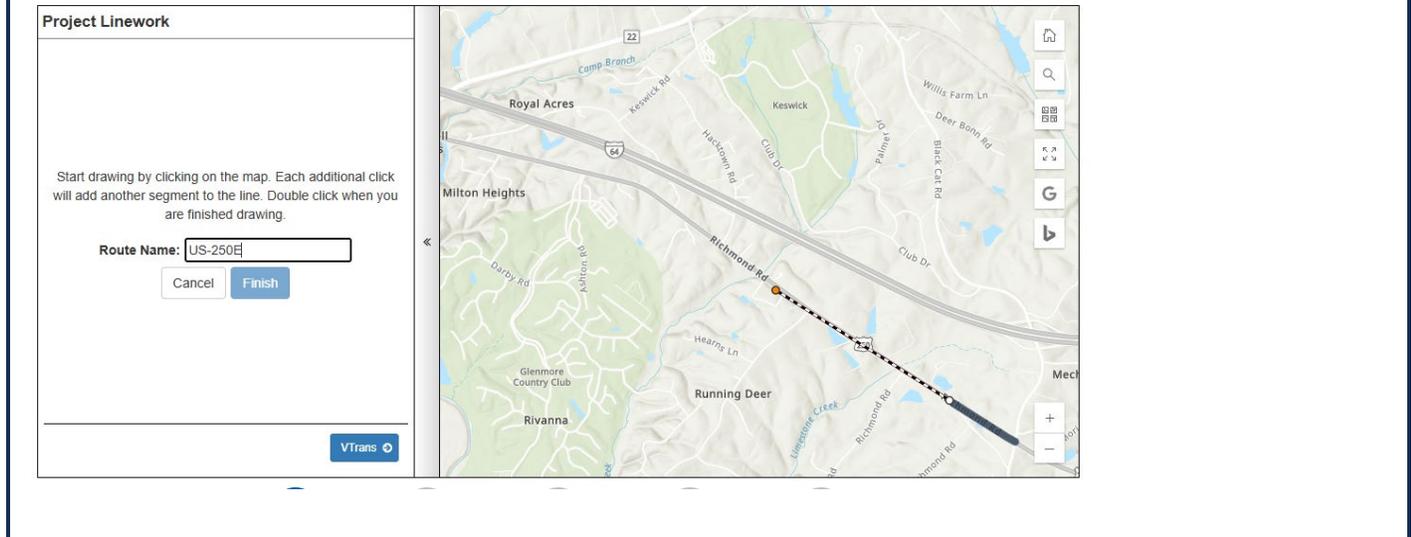
Project Linework Tools

The following tools are available for users to enter their project linework. The detailed instructions shown in the below images are provided in the Portal for whichever tool(s) the user chooses. More than one tool can be used.

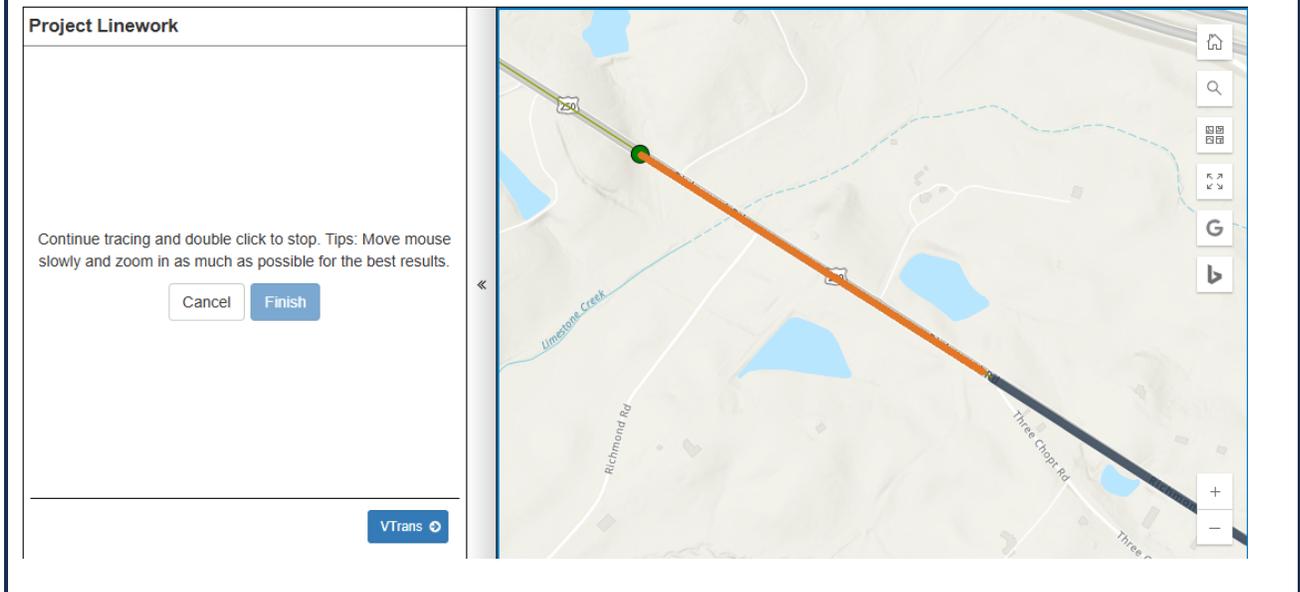
- **Select Tool:** users can zoom in and select applicable LRS segment(s).



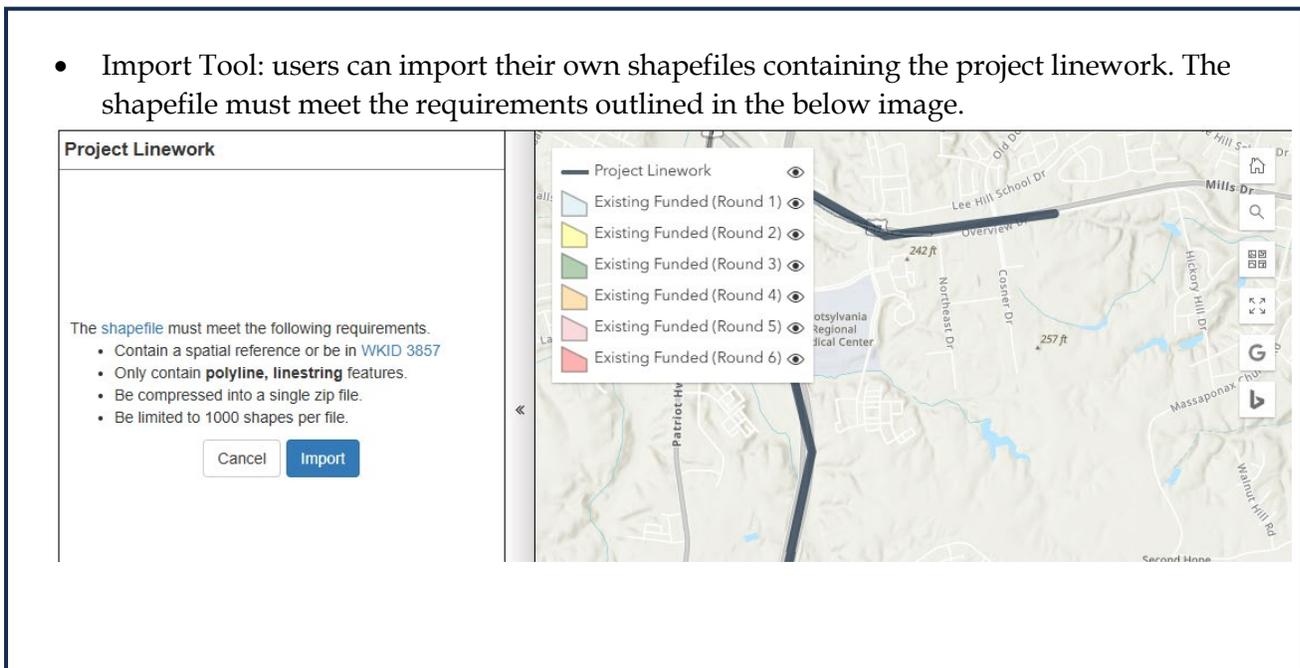
- **Draw Tool:** users can draw linework on their own. The route name will need to be manually written in after the drawing is complete.



- Trace Tool: similar to the Draw Tool, start by selecting a segment on the map to trace. Zoom in or wait for data to load if no segments are visible.



- Import Tool: users can import their own shapefiles containing the project linework. The shapefile must meet the requirements outlined in the below image.



- Cut Tool (available for all of the aforementioned tools): users can draw a line to cut a selected segment into as many parts as needed.

Project Linework	
Route Name	Actions
▼ US-250E	 
from: 105.37 to 105.73	  
<input type="button" value="Cut"/>	

The cut tool will filter the map to the line being cut.



Click the map once to begin drawing the cut line. Each click creates a new point. Double click to finish.



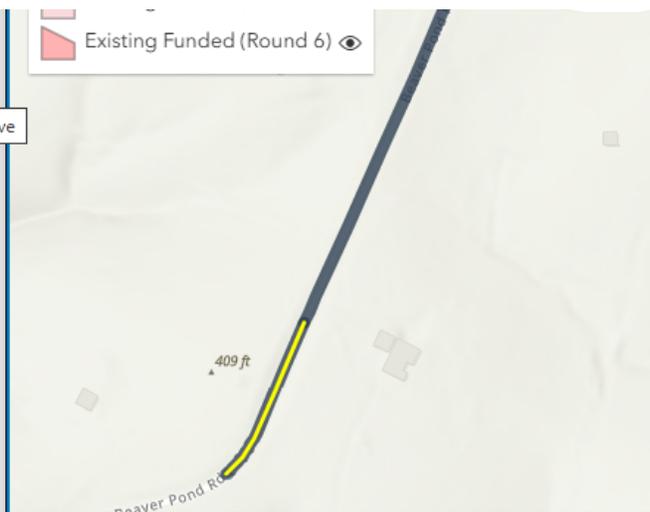
The segment will be cut anywhere the cut line crosses the targeted segment. Multiple cuts on the same line allowed.



- Once 'cut', the linework will be classified as "Free Lines." Highlight the selected section of the linework and click the trash can to remove the highlighted segment from the linework.

Free Lines	  
Free Lines	  

relineate the Route segments with proposed improvements using a choice of four tools (you can use more than one)



Areas Served

Once the user has added the project linework using any of the above tools, the information below will automatically populate. If project falls on a Priority Network (CoSS or APN), there may be feature specific requirements for planning studies. For more information on these requirements, please reference the Readiness Gates Appendix in the Technical Guide, available on the [SMART SCALE website](#).

Areas Served

The geographic information below will populate based on items added to the map.

Districts Served <ul style="list-style-type: none">• Salem	MPOs Served <ul style="list-style-type: none">• New River Valley Metropolitan Planning Organization	PDCs Served <ul style="list-style-type: none">• New River Valley	Jurisdictions Served <ul style="list-style-type: none">• Christiansburg Town	Functional Classifications <ul style="list-style-type: none">• Interstate• Major Collector
Transportation Management Areas <ul style="list-style-type: none">• No Data	Priority Network <ul style="list-style-type: none">• COSS			

VTrans Needs Location

Needs in Location

VTrans Needs will appear here once selected.

Zoom in until layer becomes visible. Click a location to see its needs. Click 'Select' to begin adding needs. Each need requires a justification to add.

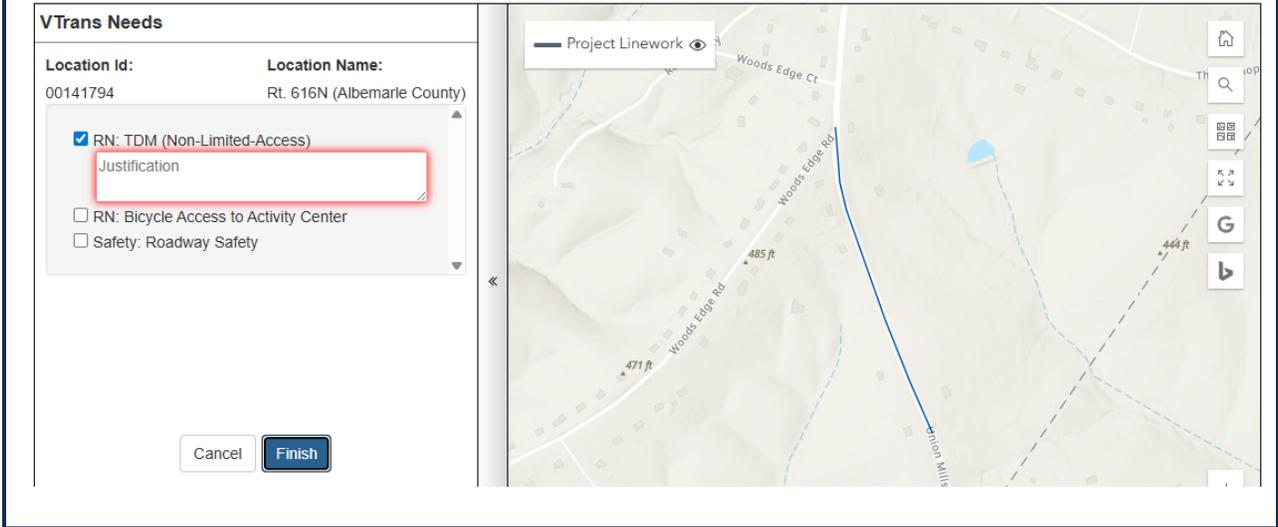
I-81N

- CoSS: TDM (Limited-Access)
- RN: Transit Access to Activity Center
- UDA: Access to Industrial and Economic Development Site

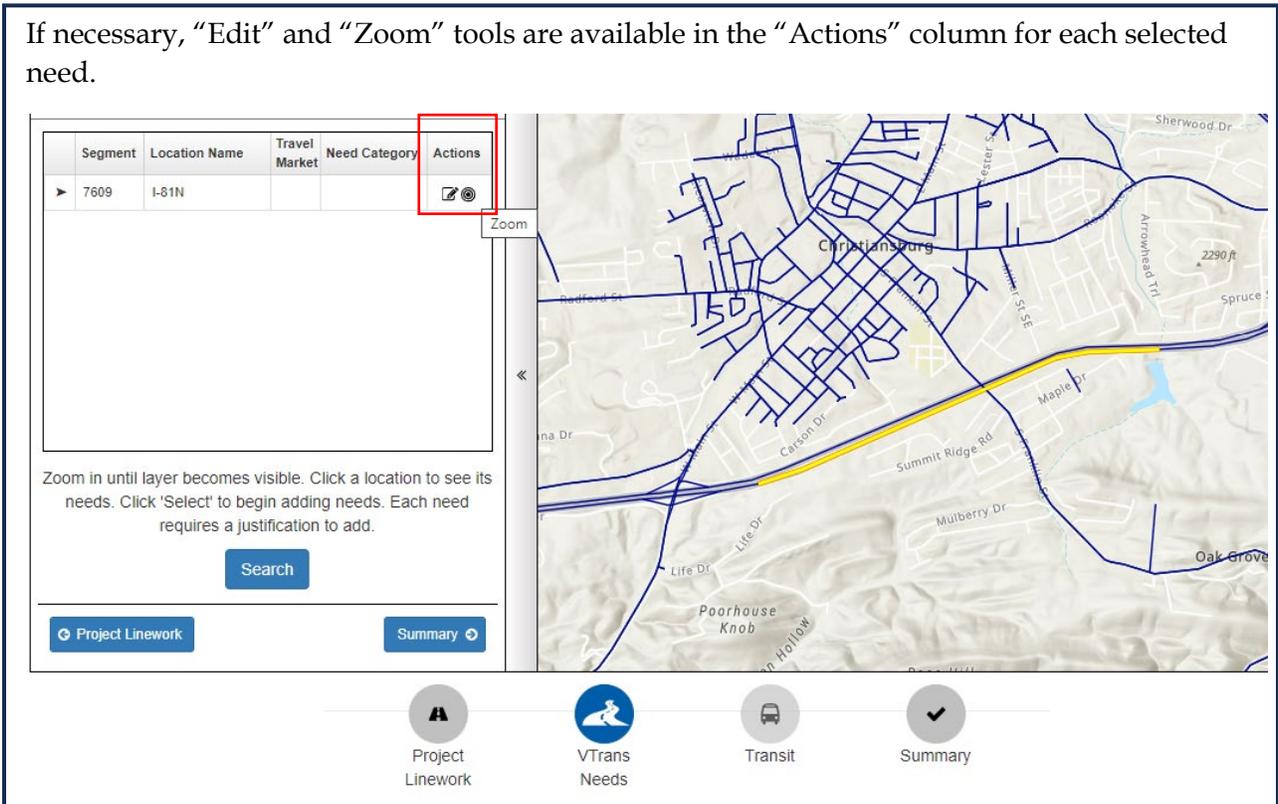
Project Linework VTrans Needs Transit Summary

To make VTrans needs selections, users can follow the directions outlined in the image above. (If the segment Location ID is known, the Search option could also be used).

Once a segment is highlighted, user can click select and then select all needs that apply. A written justification for each selected need is required. User can repeat the steps for however many segments are part of the project. VTrans needs selection is required for pre-application submission.

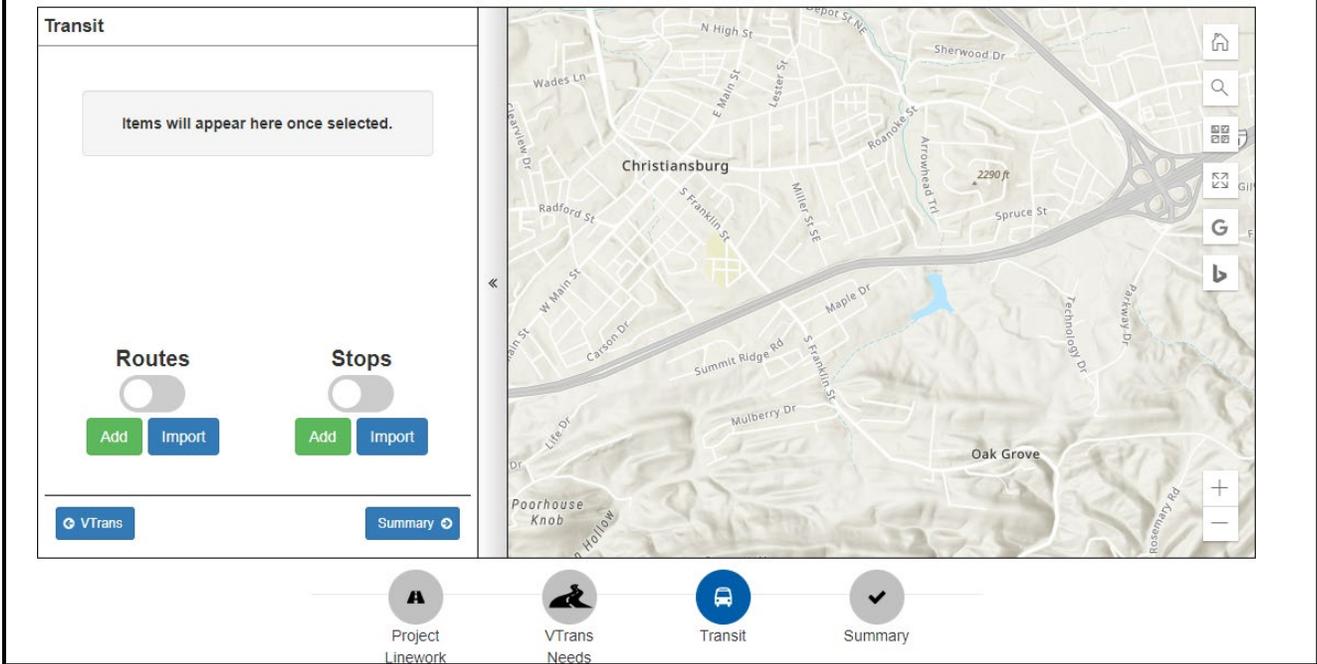


If necessary, "Edit" and "Zoom" tools are available in the "Actions" column for each selected need.

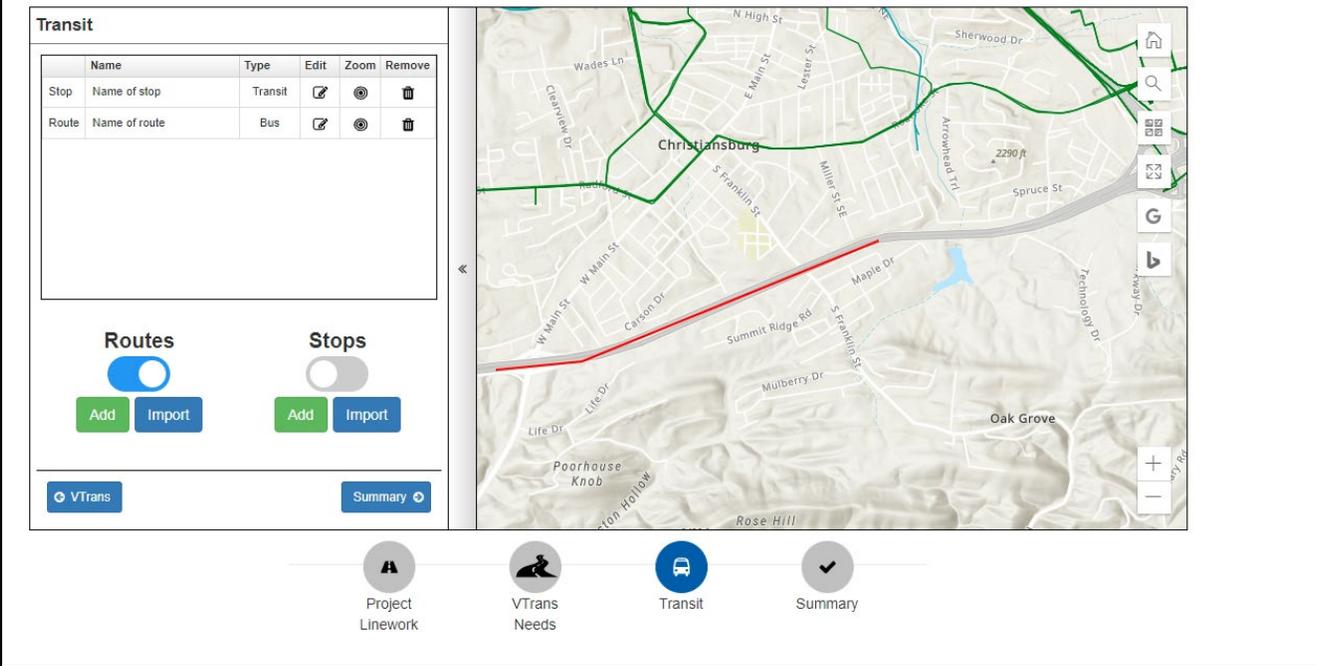


Transit

If transit features are a part of the proposed project improvements, users will be able to add routes or stops.



Similar to the "Draw" Tool, users will draw the applicable transit routes and/or stops. Toggling the bar under "Routes" and "Stops" will show all current transit routes and/or stops in the project area.



After completing the transit mapping, the Transit Verification checkbox must be checked under the Areas Served section. Checking this box is required for pre-application submission.

Areas Served

The geographic information below will populate based on items added to the map.

Districts Served • No Data	MPOs Served • No Data	PDCs Served • No Data	Jurisdictions Served • No Data	Functional Classifications • No Data
Transportation Management Areas • No Data	Priority Network • No Data			

Need Justifications

Location ID	Location Name	Travel Market	Need Category	Justification
7609	I-81N	CoSS	TDM (Limited-Access)	Applicant enters justification here
7609	I-81N	RN	Transit Access to Activity Center	Applicant enters justification here
7609	I-81N	UDA	Access to Industrial and Economic Development Site	Applicant enters justification here

Transit Verification

By checking this box, I am verifying that I have completed the applicable transit mapping for this project. *

Econ Dev Properties

This subpearl is intended to be purely informational and no action is required from the applicant here. Economic Development sites may not be located in proximity to every application. Users will need to zoom out to see if there are sites in the area. If any, they will be shown with identifying information as shown below.

Econ Dev Properties

Economic Development sites are not located in proximity to every application. Zoom out to see if there are sites in your area. For additional browsing, you can review Virginia Economic Development Partnership's VSCAN site at <https://sites.vedp.org/> with the "sites" filter on. If you believe a valid economic development site is missing from the database, please reach out to VEDP.

VTans Summary

- VEDP Sites
- Project Linework
- Existing Funded (Round 1)
- Existing Funded (Round 2)
- Existing Funded (Round 3)
- Existing Funded (Round 4)
- Existing Funded (Round 5)
- Existing Funded (Round 6)

Project Linework

VTrans Needs

Transit

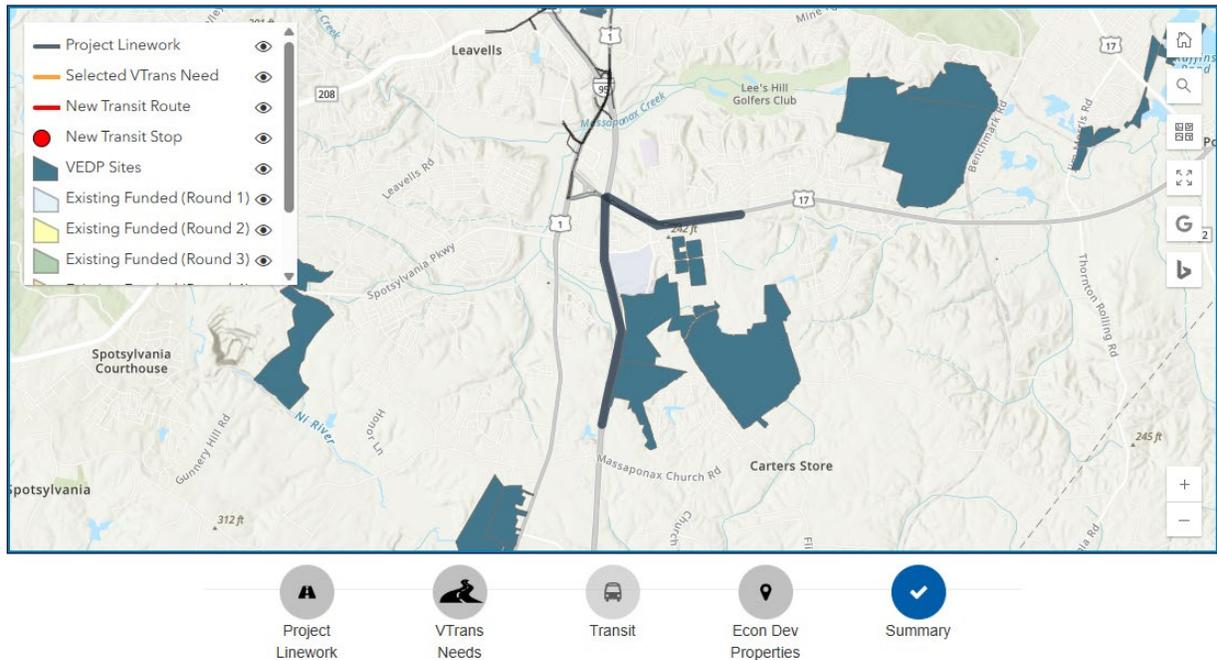
Econ Dev Properties

Summary

Summary

Once the Project Linework, VTrans Needs, and Transit (if applicable) sub pearls are completed, all inputted data should be reflected in the Summary section. All layers can be turned off by clicking the eye(s) next to the layer.

Location Details



Project Readiness

As mentioned, the Project Readiness Pearl will not be visible until user has completed the Location Pearl. Based on the project features selected, certain Readiness questions will appear here. Once questions are responded to, Readiness Gates will pop up (if applicable).

Readiness Gates

To improve communication and ensure that document requirements are met in a timely fashion, applications must clear up to three checkpoints, or readiness gates, based on the selected features and project location. At the time of pre-application submission, applicants will only need to complete Gate 1.

Gate 1 Pre-Application Submission: While creating the initial pre-application, applicants will be provided with the supporting document requirements for each selected feature as well as a list of VDOT/DRPT staff required to be engaged in the development of certain documents before the April 1st pre-application submission deadline. Applicants must confirm acknowledgement of the requirements in order for the pre-application to be submitted.

Improve Grade-Separated Interchange

Readiness Gate 1

Provide a draft or final Interchange Access Report (IAR) or Operational and Safety Analysis Report (OSAR) that includes an alternatives analysis and supports the proposed alternative. A signed framework document must be uploaded prior to pre-application submittal. The report shall address the appropriate elements described in IIM-LD-200 and Traffic Operations and Safety Analysis Manual (TOSAM) guidelines for the proposed access modifications.

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

- District L&D Engineer

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

- District L&D Engineer
- District Environmental Manager
- District Traffic Engineer
- District Planner
- District Project Delivery Engineer
- Assistant State L&D Engineer

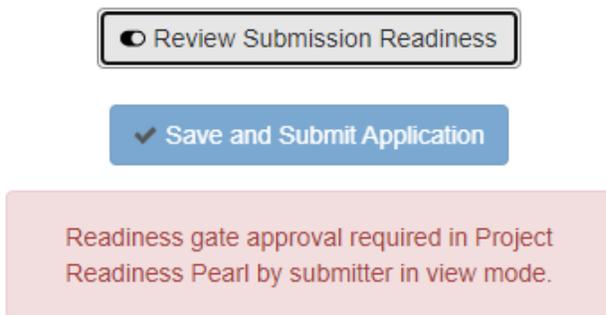
Contact your SMART SCALE representative for more information. A list of contacts can be found on the [SMART Portal About page](#)

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 checked="" type="checkbox"/> Confirms

All applicants will be required to confirm at least one Readiness Gate for Resolution(s) of Support. Any additional Readiness Gates are dependent upon the features selected in the application.

Applicant approvals of the Readiness Gates must be done in “VIEW” mode before the pre-application is submitted. Once in “View” mode, clicking the Project Readiness Pearl will take the user directly to the gates they will need to approve.



For a detailed “How To” on confirming Readiness Gate 1, please reference [Appendix A: Confirming Readiness Gate 1 How To](#) the end of this document.

Readiness Gate 2 will be done at the time of the pre-application to full application conversion, and is **VDOT/DRPT staff responsibility** to complete.

Readiness Gate 3 will be completed during the full application process.

Factors

As mentioned, the Factors Pearl will not be visible until user has completed the Location Pearl.

Based on project features selected, there will be additional input required under this section. Some of the responses will be pre-selected to “YES” or “N/A” depending on the features that had were selected. Any pre-selected “YES” responses, Supporting Information will need to be provided.

The blue info box has users reference the SMART SCALE Technical Guide, available on the SMART SCALE website for further information.

Accessibility

Provide necessary Supporting Information and answer remaining questions that have not been pre-selected. Similar to the Features pearl, example text is provided under Supporting Information for additional guidance.

Accessibility ⓘ

Accessibility	Response	Supporting Information
<p>1- Project includes transit system improvements or reduces delay on a roadway with scheduled peak service of one transit vehicle per hour.</p> <p>This factor has been pre selected because you selected one or more of Bus Transit Improvements or/and Rail Transit Improvements or/and Intercity Passenger Rail</p>	YES	(Example: "GRTC Route 1 services this roadway with 30 minute headways. Project will add one new bus stop, and improve GRTC stops #20 and #21 by installing a shelter and a bench.")
<p>2- Project includes improvements to an existing or proposed park and ride lot (e.g., new lot, more spaces, entrance/exit, technology (payment, traveler information)).</p> <p>Answers selected in Features tab indicate that this question is not required for this application</p>	N/A	
<p>3- Project includes improvements to existing or new HOV/HOT lanes or ramps to HOV/HOT.</p>	<input type="radio"/> Yes <input type="radio"/> No	(Example: "4 miles of HOT lanes will be constructed on SB Route 288 from mile marker 90 to 94.")
<p>4- Project includes construction or replacement of bike facilities. For bicycle projects, off-road or on-road buffered or clearly delineated facilities are required</p> <p>Answers selected in Features tab indicate that this question is not required for this application</p>	N/A	

<p>5- Project includes construction or replacement of pedestrian facilities. For pedestrian projects, sidewalks, pedestrian signals, marked crosswalks, refuge islands, and other treatments are required (as appropriate).</p> <p>Answers selected in Features tab indicate that this question is not required for this application</p>	<p>N/A</p>	
<p>6- Project provides real-time traveler information or wayfinding specifically for intermodal connections (access to transit station or park and ride lot).</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>(Example: "Wayfinding signage will be added to support the newly constructed Park & Ride lot at US 1/Main St.")</p>
<p>7- Provides traveler information or is directly linked to an existing TMC network/ITS architecture.</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>(Example: "Install Dyanmic Message Signs to assist with lane opening/closures for the new hard shoulder running.")</p>

Environment

Provide necessary Supporting Information and answer remaining questions that have not been pre-selected.

Environment ⓘ

Environment	Response	Supporting Information
<p>1- Project includes improvements to rail transit or passenger rail facilities?</p> <p>Answers selected in Features tab indicate that this question is not required for this application</p>	<p>N/A</p>	
<p>2- Project includes construction or replacement of bike facilities. For bicycle projects, off-road or on-road buffered or clearly delineated facilities are required (i.e. Bike Lane or Shared Use Path).</p> <p>Answers selected in Features tab indicate that this question is not required for this application</p>	<p>N/A</p>	
<p>3- Project includes construction or replacement of pedestrian facilities. For pedestrian projects, sidewalks, pedestrian signals, marked crosswalks, refuge islands, and other treatments are required (as appropriate).</p> <p>Answers selected in Features tab indicate that this question is not required for this application</p>	<p>N/A</p>	
<p>4- Project includes improvements to an existing or proposed park-and-ride lot (e.g., new lot, more spaces, entrance/exit, technology (payment, traveler information)).</p> <p>Answers selected in Features tab indicate that this question is not required for this application</p>	<p>N/A</p>	

<p>5- Project includes bus facility improvements or reduces delay on a roadway with scheduled peak service of one transit vehicle per hour.</p> <p>This factor has been pre selected because you selected one or more of Bus Transit Improvements</p>	<p>YES</p>	<p>(Example: "GRTC Route 1 services this roadway with 30 minute headways. Project will add one new bus stop, and improve GRTC stops #20 and #21 by installing a shelter and a bench.")</p>
<p>6- Project includes improvements to freight rail network or intermodal (truck to rail) facilities/ports/terminals</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>(Example: "This project will improve access to the Port of Virginia through the construction of a roundabout at Bellinger Blvd/Route 564.")</p>

The Factors Pearl will not be required to submit until full application.

Delivery & Funding

Consists of project delivery information, phase estimate and schedule, project funding sources (if applicable), and project financial information.

For Project Planning Status, select all plans/studies that support the proposed project.

Project Delivery Information

Project Planning Status

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

Phase Estimate and Schedule

User then will input phase estimate and schedule information for each of the following phases: PE (Survey, Environmental, Design), RW (Right of Way and Easement Acquisition, Utility Relocation), and CN (Construction, Oversight, Contingencies).

Phase Estimate and Schedule

Please provide project phase schedule and cost estimate information.

Please provide project phase schedule and cost estimate information. + Add Project Phase

Phase Milestone PE (Survey, Environmental, Design)	Phase Status -- Choose Option -
Phase Milestone RW (Right of Way and Easement Acquisition, Utility Relocation)	Phase Status -- Choose Option -
Phase Milestone CN (Construction, Oversight, Contingencies)	Phase Status -- Choose Option -

Total Cost Estimate
\$0

The user will select a “Phase Status” for each phase. The information required for that phase depends on the phase status selected; (“Not Needed”, “Not Started”, “Underway”, and “Complete”).

- **“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.

Where prompted, click the calendar prompt to select “Start” and “End” Dates or enter the date manually using YYYY-MM-DD format.

Any projects with an additional phase, users can click the “+Add Project Phase” button in the upper right corner and input the additional data. When all cost information has been entered, the total cost estimate will automatically populate. In order to submit the Pre-Application, the Phase Estimate and Schedule section of this Pearl is required to complete.

**NOTE on Estimates/Schedules and for additional Delivery and Funding Guidance, please reference the “Delivery and Funding” one-pager on the [SMART SCALE Website](#).

Project Funding Sources

The Project Funding Sources section of the pre-application is only applicable if the applicant is bringing leveraged funding to the table. Leveraged funds are funds committed to cover the difference in total project cost and SMART SCALE request so that the project is fully funded through construction or equivalent delivery phase. If applicable, user will need to provide details outlined in the following images.

SYIP Allocation

Provide Existing Project VDOT UPC(s) or DRPT Project Number(s), if applicable

Add SYIP Allocation

SYIP Allocation

Project UPC/DRPT/ID ⓘ	UPC Type	UPC Description ⓘ	VDOT / DRPT (\$) ⓘ
<input type="text"/>	Select option ▾	<input type="text"/>	\$ <input type="text"/>

Other Committed Funds

Add Other Committed Fund

Other Committed Fund

Other Funds Committed to Project ⓘ	Description of Fund Type ⓘ	Amount ⓘ
<div style="border: 1px solid #ccc; padding: 5px;"><p>Select option ▾</p><p>Select option</p><p>Local /Regional Funding Not in SYIP</p><p>County Taxes/ Bond Revenue</p><p>HRTAC</p><p>NVTA</p><p>RSTP</p><p>RS</p><p>CMAQ</p><p>Proffers</p><p>In Kind</p><p>Utility Betterments</p><p>Other</p><p>Federal Transit/Rail Other</p><p>Regional Funding</p></div>	<input type="text"/>	\$ <input type="text"/>

Total Other Committed Funds: \$0

The Project Financial Information section will automatically populate based on all the information entered.

****NOTE on Leveraged Funding:** Provide funding information from the most recently approved SYIP when identifying existing funding on projects. 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. Do NOT provide leveraged funding that has not yet been approved or applied for (ex. Future applications for funding).

Supporting Documents

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

At pre-application, the supporting documents that are required to submit do not need to be in final form. A draft or placeholder document can be provided, but incomplete documents will directly impact the ability of OIPI and VDOT/DRPT staff to provide a complete readiness pre-

screening response. At minimum, components required to complete pre-application screening are as follows: a project location, sketch, and supporting descriptions for all features selected. **The project location and major scope items should not be changed after pre-application submission. Any features that have a Gate 2 requirement cannot be added after pre-application.**

To add an attachment, click the button for “Upload an Attachment”. The user will be prompted to select a file to upload. After selecting a file to upload, 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. Users will have the option to add details under the “Relevant Pages” section if, for example, the applicant wanted to call out which pages of the Planning Study/Safety Study included the preferred alternative. The “Relevant Pages” column will not be required to complete. Since the supporting documents do not need to be in final form at pre-application, applicants will have the option to select a box confirming whether the document is a placeholder or in final form. 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:

Description	Attachment Type	File Name	Relevant Pages	Select if in Final Form	
Document_A.xlsx	Attachment Type Required	Document_A.xlsx	Relevant Pages	<input type="checkbox"/>	<input type="button" value="Upload"/> <input type="button" value="Trash"/>

State’s Understanding

The State’s Understanding of Project Scope (SUPS) is completed by the Central Office Validator after full application submission. This Pearl is not a part of the pre-application submittal.

i This field is intended as a summary of the State's understanding of the applicant's intention and scope of their submitted project. It is the responsibility of the State to generate it in coordination with the appropriate staff from the Virginia Department of Transportation District of origin for the application, and the responsibility of the applicant to reach concurrence with the State.

4.0 Pre-Application Additional Functionality

Followed Applications

All users can “Follow” applications as they choose. The “Follow”/ “Unfollow” functionality works in both “Edit” and “View” mode. By selecting the “Follow”, user will be able to see an application status daily digest throughout the application’s life cycle. Note that applicants will automatically be subscribed to follow their own applications.

Viewing SMART SCALE 2026 Pre-Application

Title of the Project



Outlined in the User Options section, users will hover over their name and select “My Followed Applications” to view the Daily Digest.

New Application

My Applications

My Followed Applications

Prioritize Applications

My Account

My Discussions

Tools

Contact Us

Log Out

The “My Followed Applications” page is separated into two sections: Followed Applications Digest and My Followed Applications.

- [Click to download Excel version of the current report.](#)
- [Click to download JSON version of the current report.](#)
- [Click here to be emailed the Followed Applications Digest.](#)

Opt out of Daily Digest Emails

Followed Applications Digest

Id		Comments and Alerts		Comments		SUPS					
		Concurrence Alerts	Action Alerts	Concurred	Outstanding	Replied	Total	District Validator	Applicant	Agreed	Disagreed
		Concurred	Outstanding	Resolved	Outstanding	Replied	Total	Agreed	Disagreed	Agreed	Disagreed

The Daily Digest will automatically be emailed to the user every day. Users however can opt out of these emails by selecting the “Opt out of Daily Digest Emails” box in the top right corner.

Note: At the pre-application time, the Followed Application Digest will not be as relevant as it would be during the full application, as it provides a daily summary of comments, alerts, and actions. Users will have the ability to download an Excel or JSON version of the Digest, or have the table emailed to them.

The My Followed Applications section will show a list of applications a user has chosen to follow. To unfollow, simply click the “X” next to the project title or click the “Unfollow” button back on the application page. The project title is hyperlinked and will take the user directly to the application page.

My Followed Applications

- [9636-Pre - Title of the Project](#) X

Title of the Project

 Edit  Export  Compare Differences  Unfollow

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.

 Comments Filter By:

Relevant To:

Type your comment here |

Relevant To:

All Sections

All Sections

General

Features

Project Readiness

Factors

Transit

Delivery & Funding

Location

Economic Development Sites

Supporting Documents

State's Understanding

There is also functionality for users to reply directly to comments. The name and email address of the user submitting and/or replying to comments will be visible here.

Reply to Comment

Casey Scully | CASEY.SCULLY@OPI.VIRGINIA.GOV

Reply to comment here |

Cancel Submit Reply

Pre-Screening Roles

District Validator

During pre-screening, the District Validator can edit the pre-application by using the “Edit” option in the application header. The District Validator will complete the District Screening form to confirm application readiness, eligibility, and meeting a VTrans need. Once the form has been completed, the District Validator will click “Submit” to complete pre-screening.

Perform **District Screening**

Select the primary VTRANS need:

- Corridor of Statewide Significance
- Regional Network
- Urban Development Area
- Safety (non-CoSS)
- No VTRANS need met

Provide reason

Does the project meet eligibility requirements?

- Yes
- No

Provide reason

Will the application be ready by August 1st?

- Yes
- No

Provide reason

Validation is complete and the information provided in the application is reasonable and accurate?

- Yes
- No

Provide reason

Save **Submit**

Central Office (CO) Validator

During pre-screening, the CO Validator can edit the pre-application by using the “Edit” option in the application header. The CO Validator will complete the Central Office Screening form to confirm application readiness, eligibility, and meeting a VTrans need. Once the form has been completed, the CO Validator will click “Submit” to complete pre-screening. The feedback in the Screening forms is designed to guide the applicant in ensuring they are meeting all the

necessary readiness and eligibility requirements to have a successful final application.

Central Office Screening	Casey Scully	02/04/2026 @ 12:30PM
Select the primary VTRANS need: Corridor of Statewide Significance		
Justification/Comments		
Screened In:		
<ul style="list-style-type: none">• CoSS Congestion• CoSS Safety Improvement (Segment)• CoSS Travel Time Reliability• RN Congestion Mitigation• RN Pedestrian Access to Activity Center• RN Travel Time Reliability		
Does the project meet eligibility requirements? Yes		
Justification/Comments There are no eligibility concerns with this application.		
Will the application be ready by August 1st? No		
Justification/Comments This application did not meet Readiness requirements; further guidance is provided in the evaluation section of this form. Coordinate with your SMART SCALE POC to determine if Central Office comments can be resolved by the August 1st submission deadline.		
Is this application ready to be evaluated? Yes, Screen-In		

Justification/Comments

- **Sketch:** Sketch appears to show NBL and SBR turn-lane as a part of App 9233. App 9233 does not fund/show these in the project sketch.
- **Features:**
 1. *Roadway Reconstruction/Realignment:* Remove from description "The project will realign approximately 500ft of Stone Mill Rd to the west to accommodate the new intersection with French Moore Blvd." Remove - this is funded in App 9233.
 2. *New Intersection:* Specify that this project will create a fourth leg to the intersection of French Moore Blvd and Cook St (App 9233). Remove reference to sufficient pavement will be provided for NBR and SBL turn lanes - this is funded App 9233.
 3. *Construct or Improve At-Grade Bike/Pedestrian Crossing:* Remove high visibility crosswalk at Stone Mill Road - this is funded in App 9233.
 4. *SELECT:* Construct or Improve Turn Lane(s) - NBL and SBR turn lanes
- **Linework:** Adjust NB and SB segments to match project extents from Sketch.
- **Documentation:** SMART SCALE Unsignalized Crossing Study form is missing.

Any Readiness issues need to be addressed before full application submission or this application is at risk for screening out.

If the application is ready for evaluation, are there pending conditions? (Please specify the conditions in the comments field above.)

Yes, Screen-Out Conditionally

Justification/Comments

All VTrans, Eligibility, and/or Readiness comments outlined above must be resolved by the August 1st submission deadline. Reach out to your SMART SCALE POC with any additional questions.

5.0 Full Application

All pre-applications must be submitted by April 1st, with, as mentioned, a required minimum level of information to be provided by that date. Applicants will be able to continue editing full applications in the Portal from June 1st until the August 1st submission deadline. All applicants should use the detailed feedback provided by the District and Central Office staff via the pre-application Screening forms to address any outstanding readiness and eligibility issues during this time. At the time of full application submission, all documents must be in final form.

The majority of information has been covered in the Pre-Application portions, however there is some additional information that is full application specific.

Project Readiness

As mentioned, Readiness Gate 3 will be completed at the full application period by VDOT/DRPT staff. Applicants will have affirmed Gate 1 at pre-application, so they will be aware of which documents are required and the deadline for those documents. Applicants can indicate which document(s) correspond to each gate by navigating to the Project Readiness pearl, clicking the 'Select Attachments' button, then indicating which document is appropriate from the list.

Roadway Reconfiguration

Provide a traffic operational analysis (i.e. HCS, Synchro), which documents a preferred alternative that is consistent with the scope described in the application to support this feature.

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

- District Traffic Engineer

Contact your SMART SCALE representative for more information. A list of contacts can be found on the [SMART Portal About page](#)

Readiness Gate 3

Staff confirms that the provided document satisfies the above requirements and has no outstanding issues.

Select Attachments

Supporting Documents

	Description	Type	Name	
<input checked="" type="radio"/>	fy28_cmf_calculator_acc (1).xlsx	Traffic Operational Analysis	fy28_cmf_calculator_acc (1).xlsx	
<input type="radio"/>	R48.0.1_SupportingDocs_Edits.xlsx	Project Sketch	R48.0.1_SupportingDocs_Edits.xlsx	
<input type="radio"/>	fy28_cmf_calculator_acc.xlsx	Planning Study/Safety Study	fy28_cmf_calculator_acc.xlsx	
<input type="radio"/>	Halifax County - Comp Plan Update September 6 2017 (1).pdf	Interchange Access Report (IAR)/Operational and Safety Analysis Report (OSAR)	Halifax County - Comp Plan Update September 6 2017 (1).pdf	
<input type="radio"/>	AppendixA-58-751REV2SKETCH (1).pdf	Signal Warrant/Justification Study	AppendixA-58-751REV2SKETCH (1).pdf	
<input type="radio"/>	centerville iii aerial map.pdf	Transit Provider Letter of Support	centerville iii aerial map.pdf	

The appropriate VDOT/DRPT gate approver(s) will see the document there when they go in to approve the document.

Gate Attachments

Description	Type	Name
fy28_cmf_calculator_acc (1).xlsx	Traffic Operational Analysis	fy28_cmf_calculator_acc (1).xlsx

Reviewer	Confirms	Does Not Confirm	Comment
District Traffic Engineer:	<input checked="" type="checkbox"/> Confirms	<input type="checkbox"/> Does Not Confirm	(2000 character maximum)

Transit

If an application includes any transit components, applicants will be required to complete at least one section, the Transit Environmental Review, under the Transit Pearl.

Transit Environmental Review

What is the status of the applicable environmental review process for this project?

- Completed
- Underway
- Not Started

Please describe the environmental review process for this project. Include applicable state or federal review requirements, activities already completed, and the plans and timeline for completing any remaining activities.

(2000 character maximum)

The rest of the required information under the Transit Pearl will be feature dependent. If applicable, questions will appear under this pearl. If there are no questions visible, this section will not be required to complete.

Rolling Stock for New/Expanded High-Capacity or Fixed-Guideway Route

What is the planned headway (time between buses) for this route:

(4000 character maximum)

Number of vehicles being purchased:

What route(s), existing or new, are associated with this improvement?

(4000 character maximum)

Provide a description of the projected transit ridership format provided and the method used to calculate:

(4000 character maximum)

Supporting Documents

Any draft/placeholder documents that were allowed at pre-application will not be allowed at full application, as all documents must be in their final form. Any Gate 3 features confirmations will be done at the full application period. Readiness Gate 3 is VDOT/DRPT staff responsibility and will require no further Portal action from the applicant, outside of ensuring the documentation is uploaded.

For all supporting documents, VDOT or DRPT staff will verify during the full application process that they have reviewed the document and agree that it fulfills the requirements of the associated feature(s), subject to executive review. All supporting documents must be submitted by July 15th and have staff confirmation before the full application can be submitted by the August 1st deadline.

State's Understanding of Project Scope (SUPS)

The SUPS is completed by Central Office after full application submission. The SUPS will need to be concurred with by both District staff and the applicant for the application to move forward. An email will be sent to the address provided under the General Pearl once the SUPS has been entered and is ready for approval.

☆ State's Understanding

State's Understanding of Project Scope

1. Construct 2,500 ft of 10' shared-use path with 8' buffer along the west side of Berlin Turnpike from W Broad Way to Tilgham Pl.
2. Install a high-visibility crosswalk with ADA curb compliant ramps across Berlin Turnpike at Lovett Dr.

To concur to the SUPS, navigate to the Pearl and either click "I Concur" or "I Do Not Concur." If there is no concurrence, the District Validator and/or the applicant can leave a comment with the reasons as to why there is no concurrence.

✓ I Concur

✗ I Do Not Concur

Once the SUPS has been concurred to, the date and time will populate and the application can move forward to scoring.

Review and Approval

Reviewer	Agreed On	Disagreed On
✓ District Validator	8/21/2024 @ 1:29PM	
✓ Applicant	8/22/2024 @ 9:13AM	

Application Withdrawal

If an applicant wishes to withdraw an application for any reason, the applicant should notify District staff of the decision to withdraw, then submit a comment in the SMART Portal within the application they wish to withdraw. The comment should be labeled "All Sections" and should state the intention to withdraw the application and provide a reason for the withdrawal.

Comments

Filter By:

Relevant To:

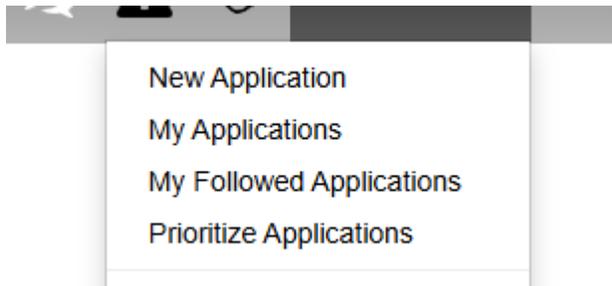
The City wishes to withdraw this application from the SMART SCALE process, as they no longer wish to pursue these improvements.

Add Comment

If an applicant wishes to revoke a withdrawal, they must discuss the decision with District staff to ensure that the application can be completed and screened in a timely manner. VDOT and OIPI staff must provide approval before withdrawal can be revoked. If approval is provided, OIPI staff will revert the application's status and the applicant should submit a new comment in the SMART Portal. The comment should be labeled "All Sections" and should state the revocation and provide the date of staff approval.

How to Prioritize Applications

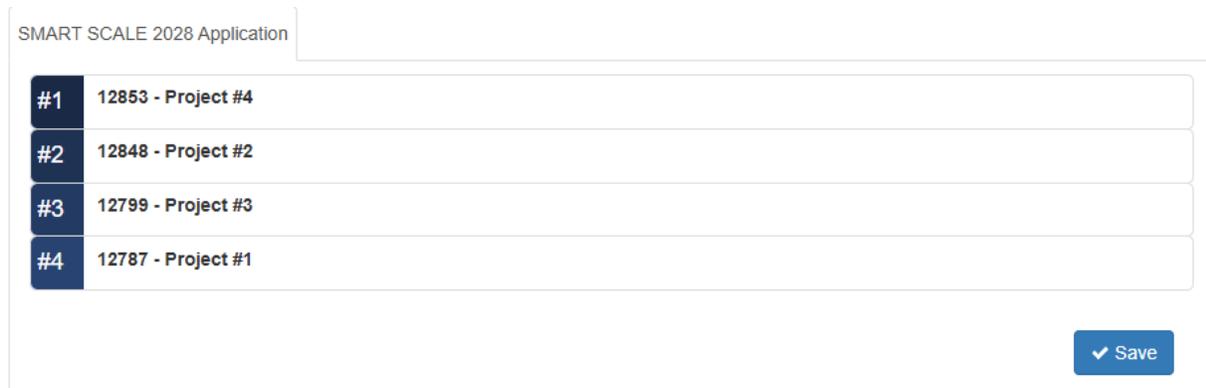
If a submitting entity has submitted more than one application, the prioritization process is required in the Portal. Select 'Prioritize Applications' from the drop down menu.



All submitted applications will be present and will all have '#0' next to the project titles.

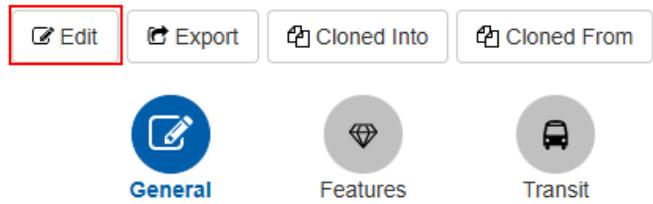


In order to prioritize, click and drag and put it priority order, with #1 being the highest priority for the submitting entity, and #4 being the lowest priority. Click 'Save' to complete the process.

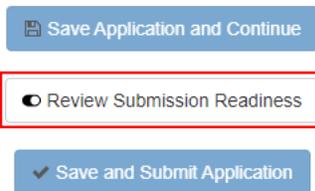


Appendix A: Confirming Readiness Gate 1 How To

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



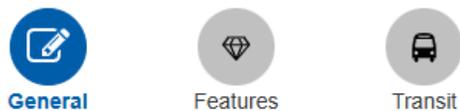
Once all applicable features have been selected as part of the pre-application, please ensure you select “Review Submission Readiness” at the bottom of application to determine if there are any errors or missing requirements needed to submit.



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.



All applications will have at least one Readiness Gate for Resolution of Support. Any additional Readiness Gates are feature dependent. Each gated feature will need their own confirmation to proceed. For a full list of the gated features, reference the SMART SCALE Technical Guide.

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 checked="" 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 30th**), confirming their engagement in the creation or review of the supporting documentation AND that they believe the document will be completed by **July 15th**.

Any selected Gate 3 features will also have a Gate 1 requirement. In this example, “New Traffic Signal” 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 15th and July 19th**.

New Traffic Signal

Readiness Gate 1

Provide an approved Signal Justification Report (SJR) for your project to support this feature.

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

- District Traffic 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 supporting document for this feature will be completed and provided before July 15th.

Reviewer	Confirms
Applicant:	<input checked="" type="checkbox"/> 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	10/7/2025 @ 2:50PM

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](#).