

# SMART SCALE Pre-Application SMART Portal User Guide



Version 1.2

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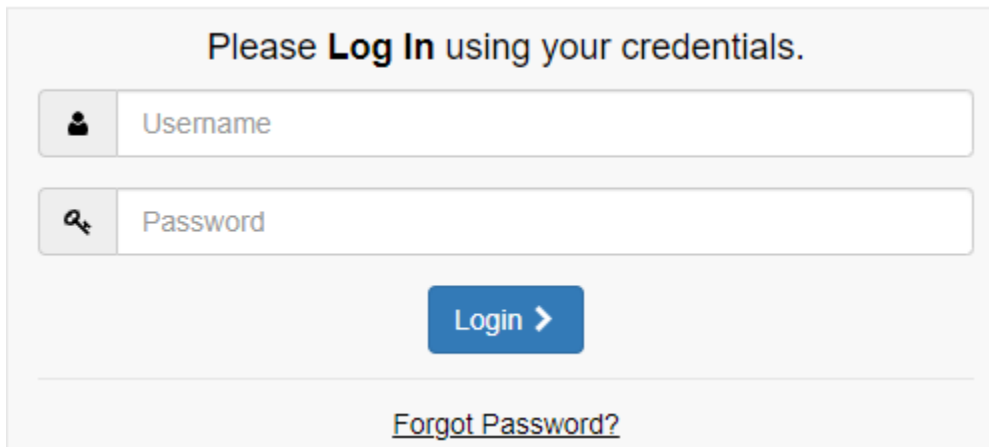
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# 1.0 SMART Portal Overview

## Portal Access

To login to the SMART Portal a user 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](mailto: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

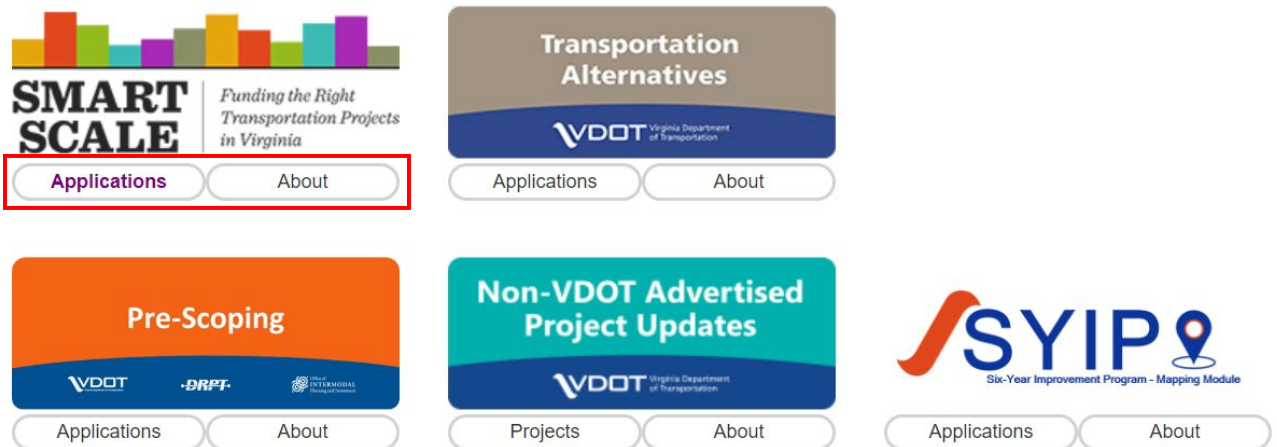
Password

Login >

[Forgot Password?](#)

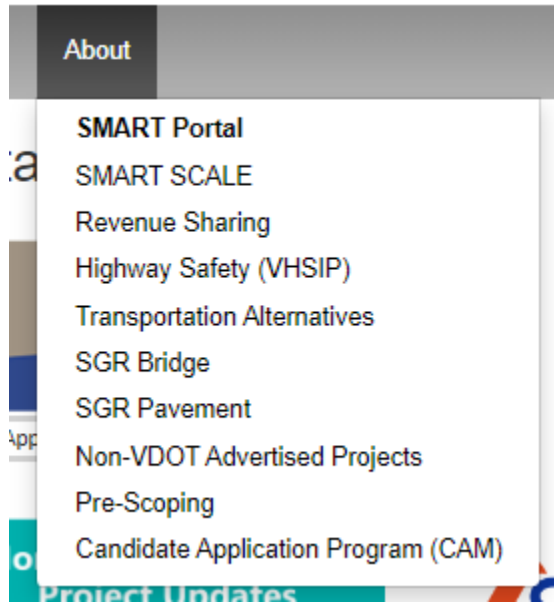
Once logged in, users will see the sign-in landing page. Icons are displayed for each program that the user has permissions to access. Click the “Applications” option to go to the applications for a selected program. Clicking the “About” page on the Dashboard will take users to the program specific information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

## Welcome to SMART Portal



The dashboard displays five program cards, each with an 'Applications' and 'About' button. The 'Applications' button for the SMART SCALE program is highlighted with a red border.

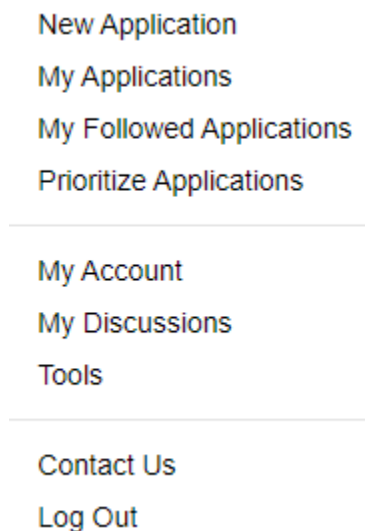
- SMART SCALE**: Funding the Right Transportation Projects in Virginia. Buttons: Applications, About.
- Transportation Alternatives**: VDOT Virginia Department of Transportation. Buttons: Applications, About.
- Pre-Scoping**: VDOT, DRPT, and Intermodal logos. Buttons: Applications, About.
- Non-VDOT Advertised Project Updates**: VDOT Virginia Department of Transportation. Buttons: Projects, About.
- SYIP**: Six-Year Improvement Program - Mapping Module. Buttons: 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 expected to prioritize the applications they submit, while not used in the scoring process, the information may be used in the consensus scenario
- 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 1<sup>st</sup>. All applications must be created by April 1<sup>st</sup>, and no new applications will be allowed after April 1<sup>st</sup>.

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.

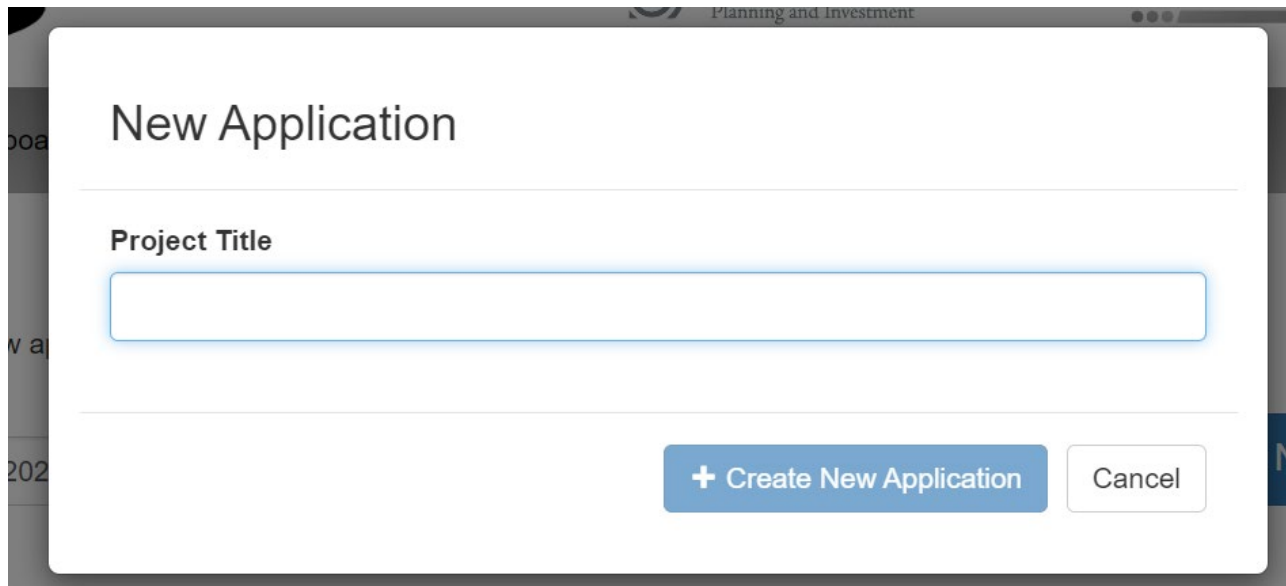
Select an application below to clone

<b>ID / Name</b> -- App Id / App Name --	<b>Program Type</b> [Dropdown]	<b>Fiscal Year</b> -- Fiscal Year --	<b>Q Search</b>
<b>Status</b> -- Status --	<input type="checkbox"/> <b>Funded</b>		<b>Reset Filters</b>

ID	Program	Fiscal Year	Name	Last Updated	Q View	Start
6704	SMART SCALE	2022	Route 8 Widening and I...	11/04/2020 @ 11:54AM	Q View	Start
7093	SMART SCALE	2022	Prices Fork/ Peppers Fe...	12/16/2020 @ 2:46PM	Q View	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), “Compare Differences” (to compare a current application to a previously cloned application), or choose to “Follow” the application. More details in the Followed Applications section.



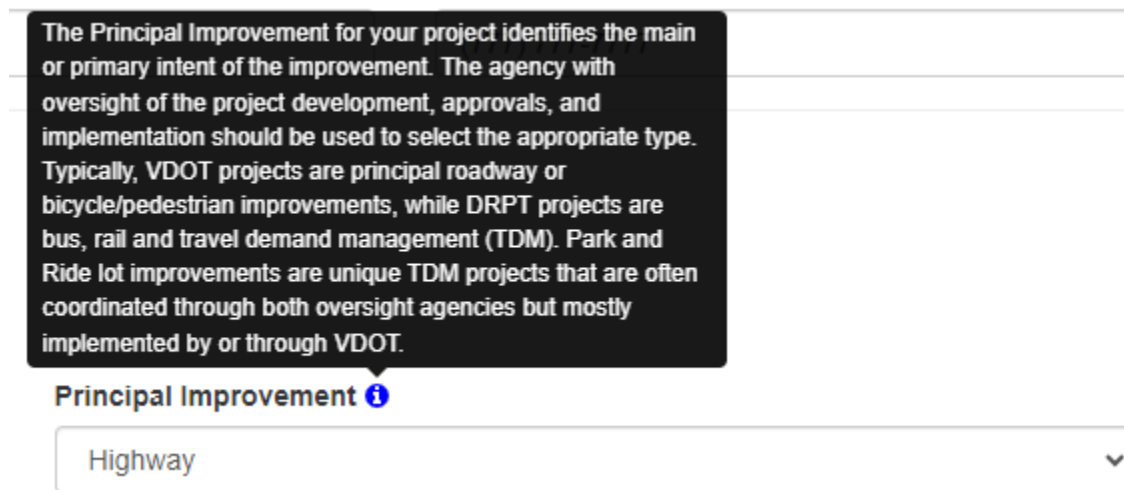
- **“Edit”** - the user can make changes to the content of the pre-application. To switch views, the user can select “View”. User is also able to “Follow” in “View” mode.



## 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.

Improve Grade-Separated Interchange 

**Comment**

(4000 character maximum)

Provide a draft or final Interchange Access Report (IAR), Operational and Safety Analysis Report (OSAR) or similar planning study that includes an alternatives analysis and supports the proposed alternative. The report or study shall address the appropriate elements described in IIM-LD-200.11 and Traffic Operations and Safety Analysis Manual (TOSAM) guidelines for the proposed access modifications. Concurrence of the appropriate District and Assistant State Location and Design Engineer is required. FHWA coordination may be required.

## Pre-Application Header - Editing

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

### Editing SMART SCALE 2026 Pre-Application

Title of the Project

Project Status: Pending  
District: Salem  
Organization: Montgomery County  
Project ID: 9636-Pre  
Created: 12/14/2023 @ 2:39PM by Casey Scully  
Last Updated: 12/21/2023 @ 11:44AM by Casey Scully

View Unfollow

General Project Eligibility Features Transit Location Project Readiness Factors Delivery & Funding Supporting Documents State's Understanding

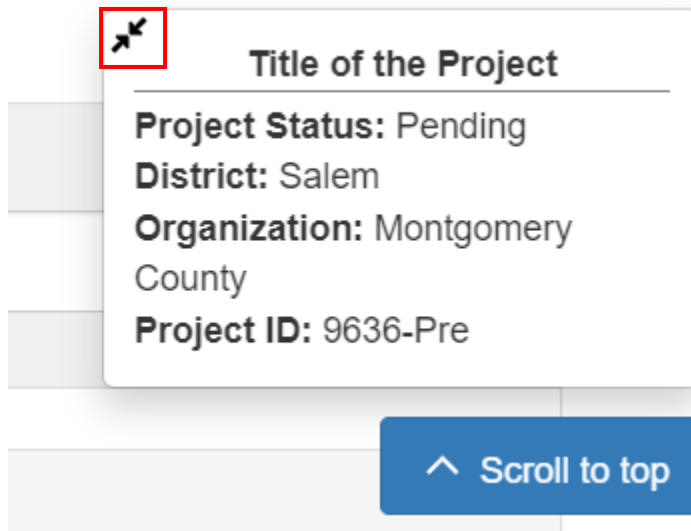
In the upper left, user can identify they are editing the SMART SCALE pre-application. Additionally, user can see the title of the application and has the option to switch from “Edit” to “View”, and the option to “Follow” or “Unfollow”.

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. There are ten 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:

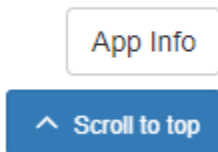
1. General
2. Project Eligibility
3. Features
4. Transit
5. Location
6. Project Readiness (Pearl will not be visible until user has completed the Location Pearl)
7. Factors (Pearl will not be visible until user has completed the Location Pearl)
8. Delivery & Funding
9. Supporting Documents
10. State’s Understanding

## Pre-Application Saving and Navigation - Editing

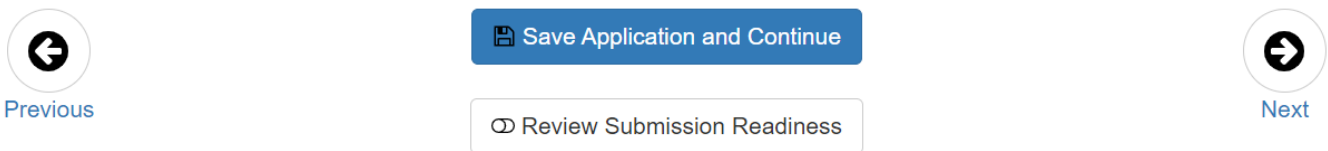
When editing the pre-application, users will have a floating information banner in the bottom right corner which includes project status, district, organization, and project ID. The banner is visible as the user scrolls through each part of the pre-application but can be hidden using the arrows in the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

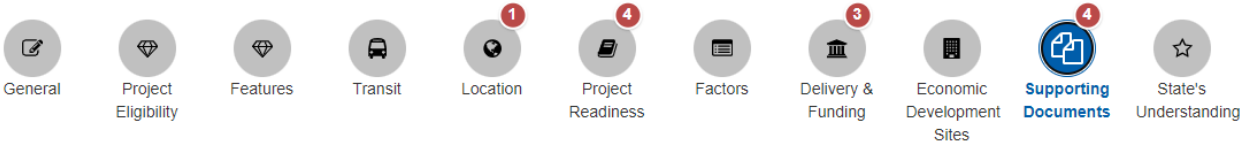
Review Submission Readiness

Save and Submit Application

There are errors on your form that must be corrected before you can submit this application

There are required attachments remaining on your form that must be uploaded before you can submit this application

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.



### Supporting Documents

The supporting documents that are required to submit do not need to be in final form at the time of pre-application. A draft or placeholder document can be provided, but incomplete documents will directly impact the ability to provide a complete readiness pre-screening response.

Are all the supporting documents requested in final form at this time?

- Yes
- No

**Remaining Required Document Uploads**

Please upload a document of type Planning Study/Safety Study

Please upload a document of type Project Sketch

Please upload a document of type Current Ridership For Existing Route(s)

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.







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	Project Point of Contact Email	Project Point of Contact Phone 
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Project Information

Project Title * 	Principal Improvement 	
<input type="text" value="Title of the Project"/>	<input type="text" value="-- Select Principal Improvement Type --"/>	
Project Description  <small>(1000 character maximum)</small> <input type="text"/>		
Improvements to non-VDOT maintained roadways? 	Application Program Requested 	VDOT District 
<input type="radio"/> Yes <input type="radio"/> No		<input type="text" value="-- Select VDOT District --"/>

Has Scope been finalized?

Yes  
 No

**Has Scope been finalized? \***

Yes  
 No

As your Scope of work is not finalized, we cannot make a decision on Readiness. This application may pre-screen in with conditions, but it will be flagged for further scrutiny upon receipt of the full application.

## Project Eligibility

Users enter information for project eligibility by answering the provided questions. Based on the response to certain questions, the informational blue warning box may appear saying the project may be at risk for screening out. Additionally, the form may expand to request more information if 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.virginiahb2.org/#/about/smart-scale>.

Applicant will need to verify that their project meets the basic eligibility requirements outlined in the SMART SCALE Technical Guide(available on the [SMART SCALE Apply/Resources Page](#)), and outlined in the Portal below.

### Project Eligibility

Is the project a study?

No

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

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.

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)?

No

Does this application overlap with a previously funded SMART SCALE project?

Does this application include improvements recommended as the preferred alternative in a STARS, Pipeline Study, Arterial Management Plan, or MPO/Transit/Local studies with equivalent study components; in coordination with the Commonwealth and is as defined as Regionally significant, in accordance with 23 CFR 450.104?

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

No

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

No

## 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, Commuter Rail), Intercity Passenger Rail, Freight Rail, Travel Demand Management (TDM) Improvements, Right-of-Way and Utilities.

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 and/or rail improvements), user will be prompted to complete the Transit Pearl. Applicants will select all applicable transit and/or rail features relevant to the project. Depending on features selected, additional information and/or documentation may be required.

### Transit and Rail Improvements

New or improved transit or rail service

New or improved transit or rail facility

New or improved transit or rail station

Transit or rail technology

Stop or station amenities

Bus-only lane

Transit-Only park and ride

Other

Attach ridership numbers in the Supporting Documents Pearl: Based on your selection, please provide the most recent full year of data; existing ridership numbers if this is to be the expansion of an existing route and projected ridership for any proposed new routes. Stop level ridership is preferred, but route level ridership is acceptable.

## 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.

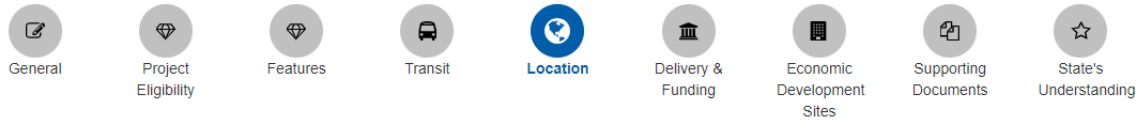




The icons located in the upper right of the map provide users with the following map options:

Icon	Description
	Zoom to project area
	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 contains a layer showing all previously **funded** SMART SCALE projects in the area. Clicking on the linework will open a pop-up with the funded project details. Layer can be turned off by clicking the eye next to the “Existing Funded” 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. Detailed instructions are provided in the Portal for whichever tool(s) the user chooses.

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

### Location Details

The screenshot displays the 'Project Linework' interface. On the left, a table lists route segments:

Route Name	Actions
VA-419N	 

Below the table, instructions state: "Select the affected roads by clicking on the route segment and choosing the 'Select' option." A "Finish" button is present. At the bottom right, a "VTrans" logo is visible.

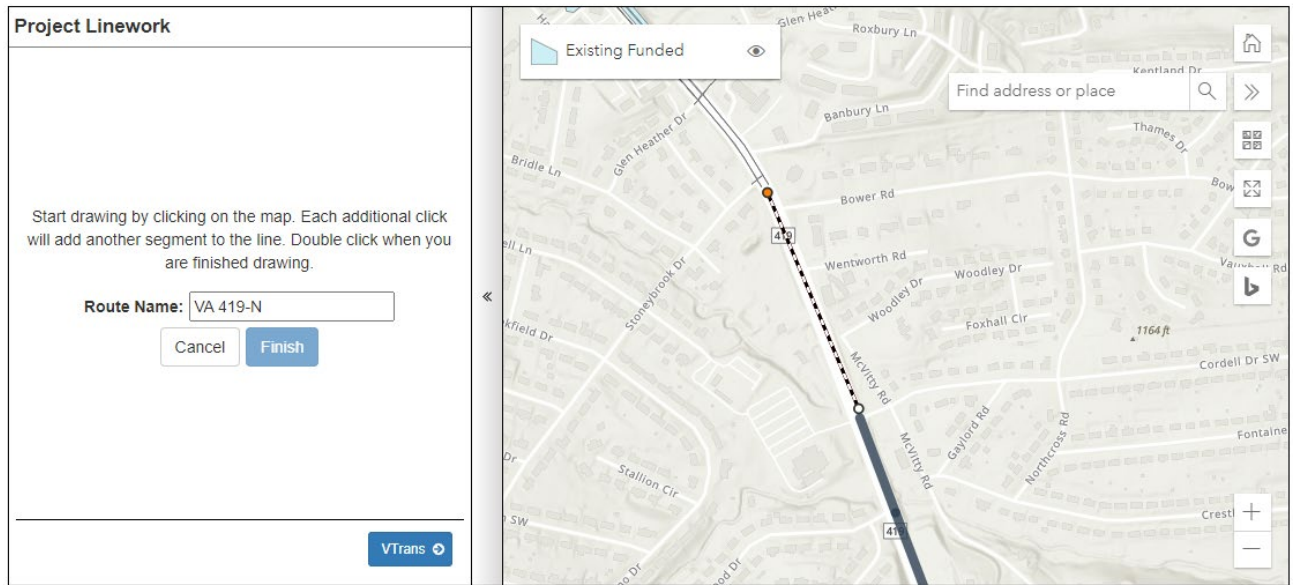
The main map area shows a street view with a cyan line segment highlighted. A dialog box titled "Select LRS Segment" is open, displaying the following information:

Name	VA-419N
From	2.97
To	3.41

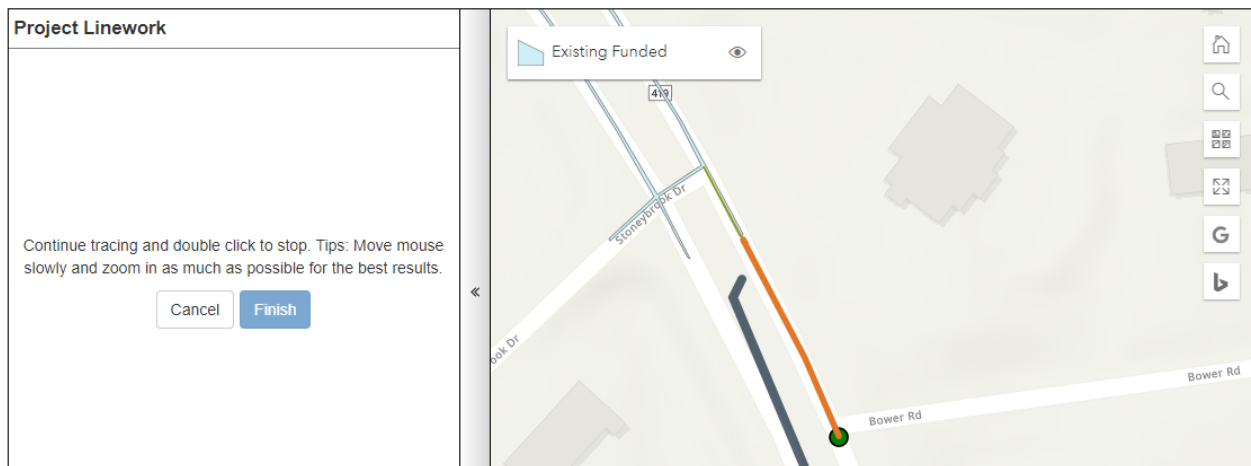
The dialog box includes "Select" and "Zoom to" options. An "Existing Funded" layer is also visible in the top left of the map area.

- Draw Tool: users can draw linework on their own. The route name will need to be manually written in

### Location Details



- 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

### Project Linework

The **shapefile** must meet the following requirements.


- Contain a spatial reference or be in [WKID 3857](#)
- Only contain **polyline** features.
- Be compressed into a single zip file.
- Be limited to 1000 shapes per file.

*Cut Tool: users can draw a line to cut a selected segment into as many parts as needed*

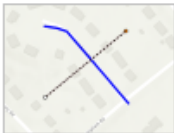
### Project Linework

Route Name	Actions
▼ test	📍 🗑️
Free Lines	✂️ 📍 🗑️


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.



## 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](#).

### Areas Served

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

#### Districts Served

- Salem

#### MPOs Served

- New River Valley Metropolitan Planning Organization

#### PDCs Served

- New River Valley

#### Jurisdictions Served

- Christiansburg Town

#### Functional Classifications

- Interstate
- Major Collector

#### Transportation Management Areas

- No Data

#### Priority Network

- 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

Select

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.

**Needs in Location**

Location Id: 00007609      Location Name: I-81N

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

Justification

Finish
Cancel

Project Linework
Summary

Project Linework

VTrans Needs

Transit

Summary

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

Segment	Location Name	Travel Market	Need Category	Actions
▶ 7609	I-81N			

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.

Search

Project Linework
Summary

Project Linework

VTrans Needs

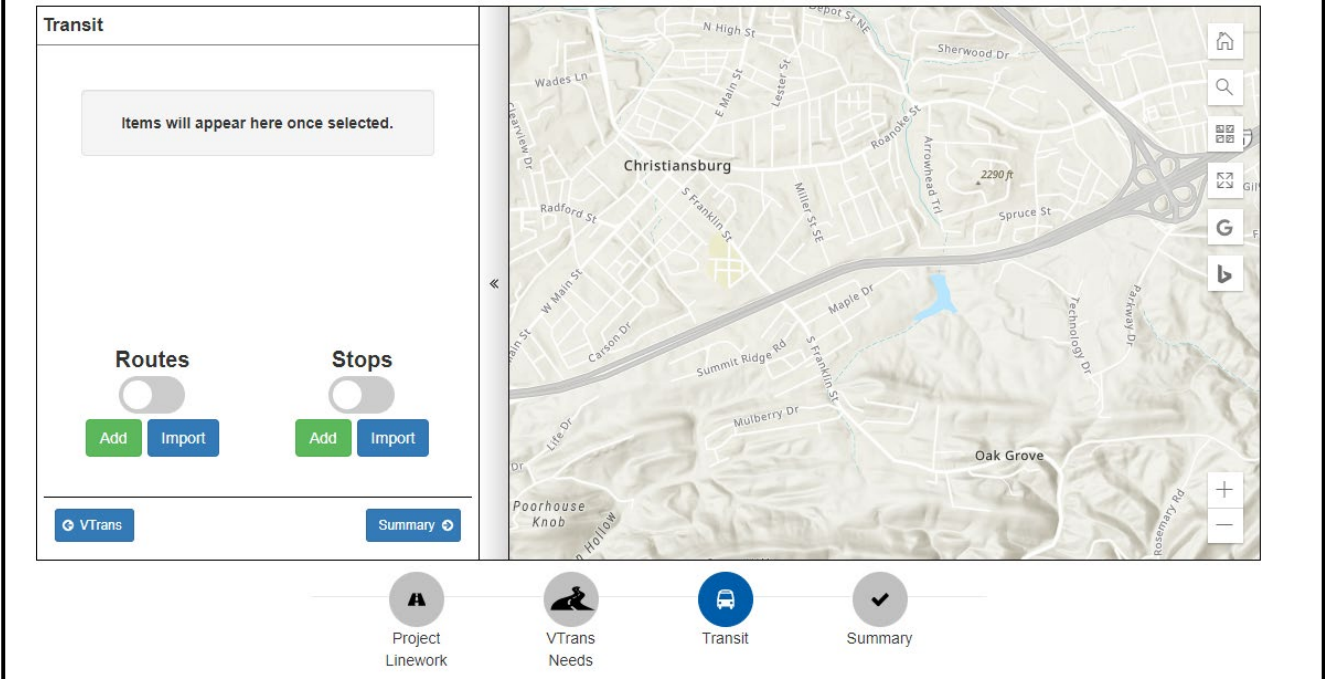
Transit

Summary

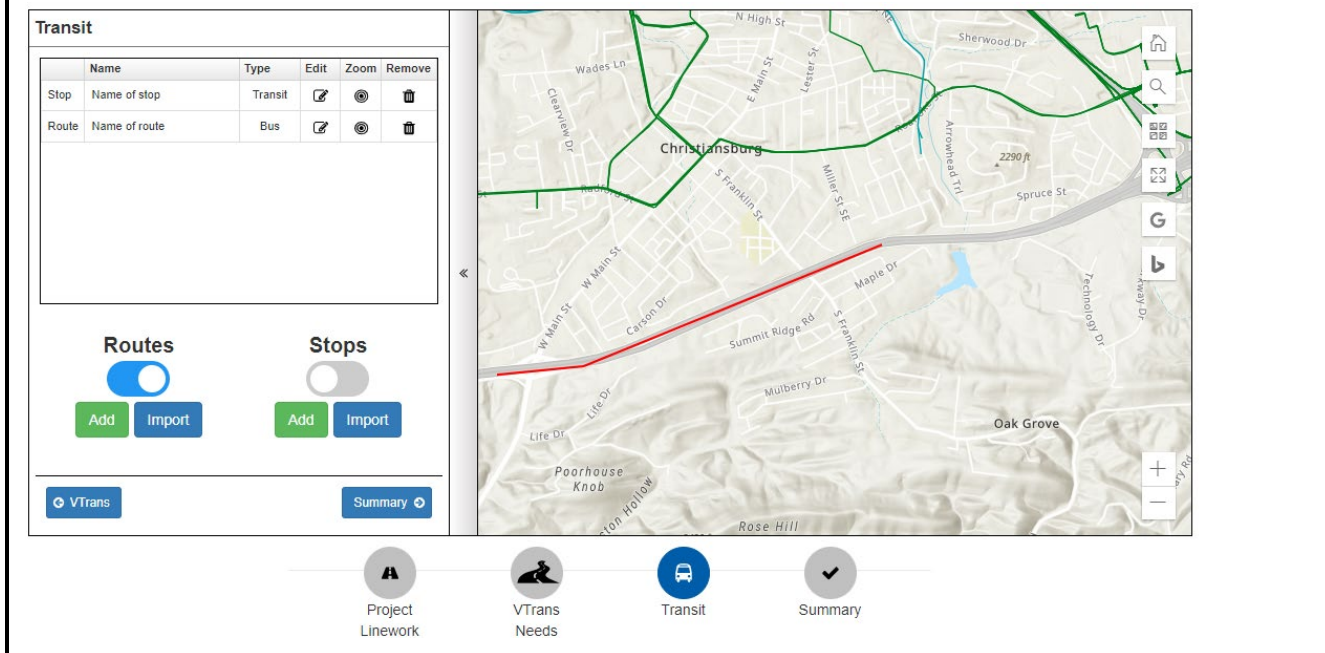
Once all needs are entered, they will show up under the Areas Served.

### Transit

If transit features are a part of the proposed project improvements (and the Transit Pearl has already been filled out), users will be able to add routes or stops. If the Transit Pearl has not been filled out, the user will not be able to make any changes here.



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 Pearl, 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

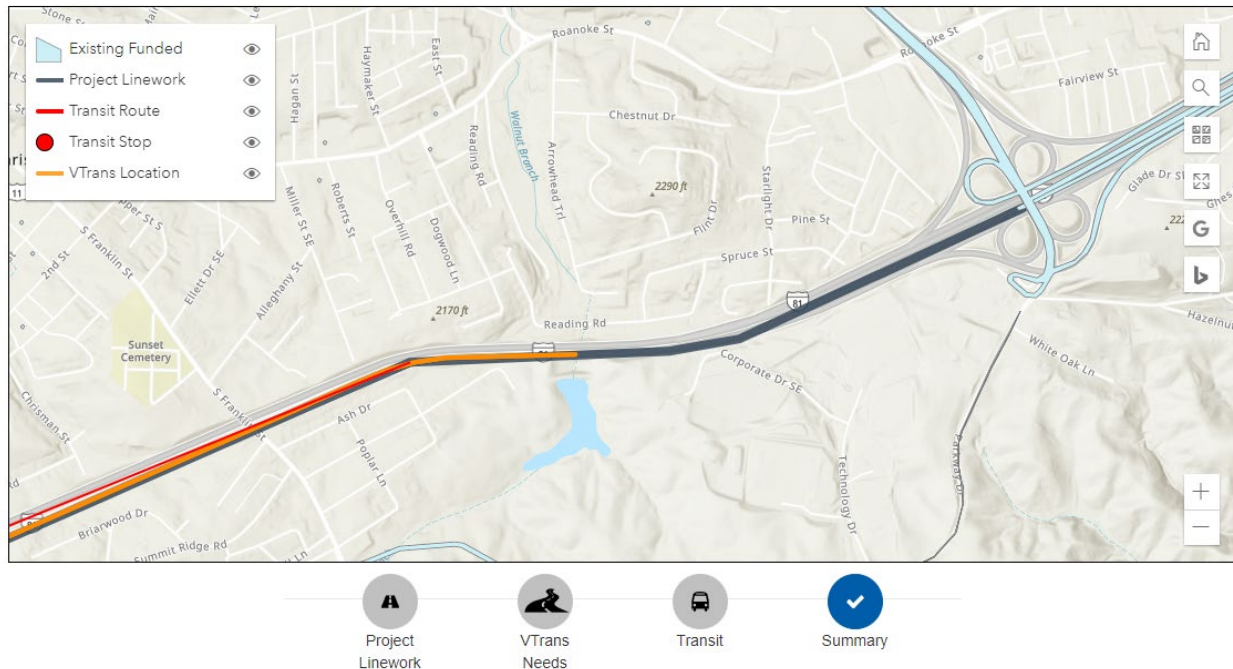
### Need Justifications

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. \*

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.



For informational purposes, Economic Development Properties are also available to view under the Location Pearl.



## 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 1<sup>st</sup> pre-application submission deadline. Applicants must check a box to acknowledge the requirements for the pre-application to be submitted.

### Add New Through Lane(s)

Does this project include construction of two or more general purpose through lanes?

Yes

**Provide a Planning Study/Safety Study documenting a preferred alternative consistent with the scope of the application and which includes an alternatives analysis considering improvements without widening.**

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

- District L&D Engineer

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

- District Traffic Engineer
- District L&D Engineer
- Assistant State L&D Engineer
- Assistant State Traffic Engineer

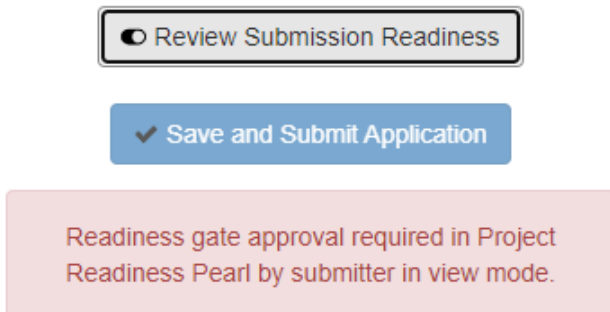
Contact your SMART SCALE representative for more information. A list of contacts can be found on the SMART SCALE website.

#### Readiness Gate 1

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

Reviewer	Approve
Applicant:	<input checked="" type="checkbox"/> Approve

If applicable, the 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 responsibility** to complete. For certain high-risk documents such as Interchange Access Reports, VDOT/DRPT staff will check a box during pre-application screening confirming that they were engaged by the applicant in the creation of the document and that the document will support the associated application. All high-risk documents must have staff concurrence before the pre-application can be converted to a full application.

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](#) for further information.

### *Accessibility*

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

## 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 <b>one or more of Bus Transit Improvements or/and Rail Transit Improvements or/and Intercity Passenger Rail</b></p>	YES	(4000 character maximum)
<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	(4000 character maximum)
<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>	N/A	
<p>6- Provides traveler information or is directly linked to an existing TMC network/ITS architecture.</p>	<input type="radio"/> Yes <input type="radio"/> No	(4000 character maximum)

## Environment

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

**Environment**

Environment	Response	Supporting Information
<p><b>1-</b> 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>	N/A	
<p><b>2-</b> 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>	N/A	
<p><b>3-</b> 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>	N/A	
<p><b>4-</b> 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><b>5-</b> Project includes bus facility improvements or reduces delay on a roadway with scheduled peak service of one transit vehicle per hour.</p>	<input type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">(4000 character maximum)</div>
<p><b>6-</b> Project includes improvements to freight rail network or intermodal (truck to rail) facilities/ports/terminals</p>	<input type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">(4000 character maximum)</div>

**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

<b>Phase Milestone</b> PE (Survey, Environmental, Design)	<b>Phase Status</b> <span>?</span> -- Choose Option - <span>▼</span>
<b>Phase Milestone</b> RW (Right of Way and Easement Acquisition, Utility Relocation)	<b>Phase Status</b> <span>?</span> -- Choose Option - <span>▼</span>
<b>Phase Milestone</b> CN (Construction, Oversight, Contingencies)	<b>Phase Status</b> <span>?</span> -- Choose Option - <span>▼</span>

**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.

\*\*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

<b>Project UPC/DRPT/ID</b> ⓘ <input style="width: 90%; height: 25px;" type="text"/>	<b>UPC Type</b> <input style="width: 90%; height: 25px;" type="text" value="Select option"/>	<b>UPC Description</b> ⓘ <div style="border: 1px solid #ccc; height: 50px; width: 95%;"></div>	<b>VDOT / DRPT (\$)</b> ⓘ <input style="width: 80%; height: 25px;" type="text" value="\$"/>
--	---	---	--

## Other Committed Funds

Other Committed Fund

Add Other Committed Fund

Other Committed Fund

Other Funds Committed to Project ⓘ

Select option

Select option

Local /Regional Funding Not in SYIP

County Taxes/ Bond Revenue

HRTAC

NVTa

RSTP

RS

CMAQ

Proffers

In Kind

Utility Betterments

Other

Federal Transit/Rail Other

Regional Funding

Description of Fund Type ⓘ

Amount ⓘ

\$

Total

\$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 any features selected include supporting descriptions. **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. 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.

Are all the supporting documents requested in final form at this time?

- Yes
- No

 Upload an Attachment

### Pending Uploads:

Description	Attachment Type	File Name	
<input type="text" value="Project_Sketch.xlsx"/>	<input type="text" value="Project Sketch"/>	testing.xlsx	<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

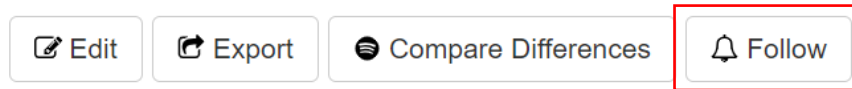
### Followed Applications

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		Name		Comments and Alerts					SUPS			
				Concurrence Alerts		Action Alerts		Comments	District Validator		Applicant	
		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
- Project Eligibility
- 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.

Perform **Central Office 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

Is this application ready to be evaluated?

- Yes, Screen-In
- No, Screen-Out

Provide reason

Save

Submit

### *Hand-off Feature*

In cases where a locality completes a pre-application and would like the regional entity to submit, or vice versa, applicants will have the ability to use the “hand-off feature” to submit the application. To make this happen, the original organization (i.e. the locality), the VDOT SMART SCALE Point of Contact, and the organization that will ultimately submit the pre-application (i.e. the regional entity) will all need to be involved.

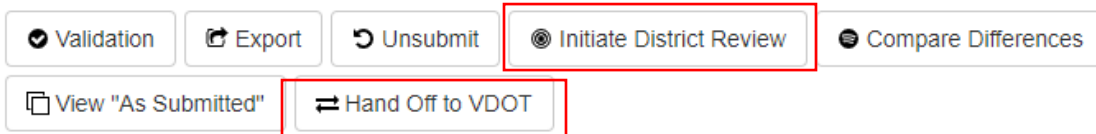
First, the original organization will go through the steps like they are creating a new application. On the banner, select “New Application” and select “Pre-Scoping” from the Program dropdown. Next, select “Use Previous Application”, then select “SMART SCALE”

from the Program Type dropdown. In the "ID / Name" field, the application ID from the SMART SCALE pre-application should be entered here.

Once the correct application has been identified from the list, select the blue "Start" button which will direct you to a Pre-Scoping application. Most fields should carry over, however there may be a few that did not. At the top of the application, click "Edit" then "Review Submission Readiness" at the bottom of the application. The Pearls at the top will identify any items that will need to be completed.

Once all edits are completed, back at the top of the application is a "Hand off to VDOT" feature. Click that and VDOT will become the owner. The original organization will no longer be able to see the application.

Now, the VDOT SMART SCALE Point of Contact will go in and open the application in the Pre-Scoping module. Once opened, select "Edit," then "Review Submission Readiness." Make any necessary edits, or if application is good to go, select "Save and Submit Application." Once submitted, back at the top of the app, select "Initiate District Review."



The bottom of the application will have a District Review screening form. The form should be completed by the VDOT staff as follows. Once completed, click "Submit" then "Yes" to the warning message that pops up post submission.

Perform **District Review**

**Does the record have sufficient information to develop OR evaluate the scope, schedule, and estimate?**

Yes - there is sufficient information provided in the application or by other means for staff to further develop or evaluate the scope, schedule, and/or estimate.

No - there is insufficient information provided and/or known about the proposed project for staff to provide further assistance at this time; follow up with creator is required

**Is the project likely eligible for one or more available funding programs?**

Yes - based on an initial review, the proposed project would likely be eligible for one or more available funding programs

No - one or more characteristics of the proposed project would make it ineligible for available funding programs at this time

**What level of risk is being assigned to this project proposal?**

High Risk

Moderate Risk

Low Risk

**Should the project proceed?**

Yes

No - Rejected

**Provide reason**

Transfer application to a new organization. Application was not assessed through the Pre-Scoping process.

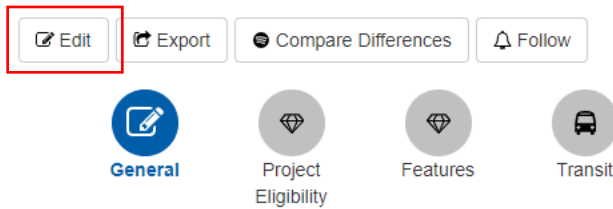
Finally, the organization that will ultimately submit the pre-application can come in. They will search for the newly created Pre-Scoping application by selecting "New Application," selecting "SMART SCALE Pre-Application" from the Program dropdown, "Use Previous Application", then selecting "Pre-Scoping" from the Program Type dropdown. They will find the Pre-Scoping application that VDOT just completed.

Once application has been found, select the blue "Start" button to open the application. The new SMART SCALE application can be edited as necessary and finally submitted from there.

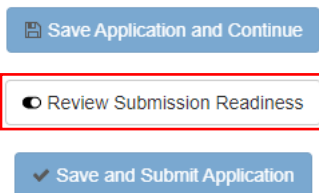


## Appendix A: Confirming Readiness Gate 1 How To

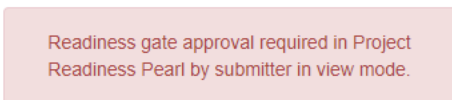
All edits to the pre-application will be done in “Edit” mode.



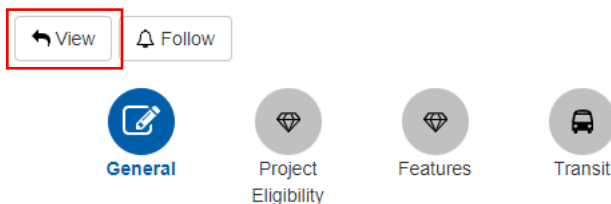
Once all applicable features have been selected as part of the pre-application, please ensure you select “Review Submission Readiness” at the bottom of application to determine if there are any errors or missing requirements needed to submit.



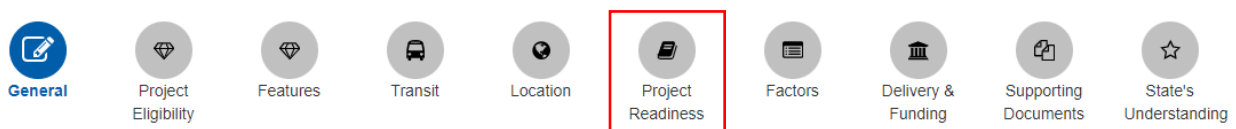
If Readiness Gates need to be confirmed, the below message will appear after selecting the “Review Submission Readiness” option.



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.



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

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

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

## Roadway on New Alignment

### Readiness Gate 1

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

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

- District L&D Engineer
- Assistant State Traffic Engineer

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

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

Contact your SMART SCALE representative for more information. A list of contacts can be found on the SMART SCALE website: <http://www.smartscale.org/apply/default.asp>

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

Reviewer	Confirms
Applicant:	<input 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 30<sup>th</sup>**), confirming their engagement in the creation or review of the supporting documentation AND that they believe the document will be completed by **July 15<sup>th</sup>**.

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

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

### Readiness Gate 1

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

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

- DRPT Statewide Transit Planner

Contact your SMART SCALE representative for more information. A list of contacts can be found on the SMART SCALE website: <http://www.smartscale.org/apply/default.asp>

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

Reviewer	Confirms
Applicant:	<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 supporting document for this feature will be completed and provided before July 15th.**

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

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

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

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

## Gate 2 Features

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

## Gate 3 Features

To include all the above Gate 2 features AND:

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