

# Delivery and Funding Guidance



This guidance is intended as a general reference for Delivery and Funding content, including estimate validation, during SMART SCALE Round 6; it is not intended to be an exhaustive resource applicable to every situation.

## Estimates

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| <p><b>DO's</b></p> <ul style="list-style-type: none"><li>• Confirm FY2025 is base year of estimate for Full Application Estimate Validation</li><li>• Assume VDOT Administration in estimate development</li><li>• Include a Cost Estimate Workbook (CEWB) with each submitted application (REQUIRED)</li><li>• Ensure supporting documentation is available and/or provided to support CEWB review</li></ul> | <p><b>DON'T</b></p> <ul style="list-style-type: none"><li>• Submit an old estimate with additional inflation / escalation applied</li><li>• Submit (<i>in the Portal or to staff</i>) erroneous supporting documentation or <i>multiple</i> versions of an estimate</li></ul> |
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## Schedules

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| <p><b>DO's</b></p> <ul style="list-style-type: none"><li>• Use FY2028 as the first year of available funding (Year 3 of the FY2026-2031 SYIP)<ul style="list-style-type: none"><li>• <b>August 2027 Start Date</b></li></ul></li><li>• Reference VDOT Administered PWA Templates to set durations</li></ul> | <p><b>DON'T</b></p> <ul style="list-style-type: none"><li>• Provide a start date ahead of the recommended start year, if there is no leveraged funding</li></ul> |
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## Funding

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| <p><b>DO's</b></p> <ul style="list-style-type: none"><li>• Provide the funding information from the most recently approved SYIP when leveraging funding on existing projects;<ul style="list-style-type: none"><li>• January 2024 SYIP (Pre-App)</li><li>• June 2024 (Full-App)</li></ul></li><li>• Ensure the leveraged funding is sufficient to justify any early project start date and/or phase durations</li><li>• Provide leveraged funding commitment in writing</li></ul> | <p><b>DON'T</b></p> <ul style="list-style-type: none"><li>• Identify leveraged funding not yet APPROVED or APPLIED FOR</li><li>• Provide leveraged funding for earlier start dates that does not reasonably cover expected cash flow until SMART SCALE funding is available</li></ul> |
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# Delivery and Funding Guidance



Information continued

## Validation Thresholds

When does Central Office Location and Design engage?

If CN Phase Est is \$10M or more	If CN Phase Est is \$50M or more	10% Review
<ul style="list-style-type: none"><li>Requires CO L&amp;D review</li><li>Detailed review performed</li><li>CO L&amp;D will provide estimate review comments to District</li><li>District must respond to comments and resolve coordinating with Assistant State L&amp;D Engineer</li></ul>	<ul style="list-style-type: none"><li>Requires CO L&amp;D concurrence</li><li>Independent estimate performed</li><li>CO L&amp;D will provide estimate review comments to District</li><li>District responsible for addressing comments internally, unless there is a major discrepancy</li></ul>	<ul style="list-style-type: none"><li>10% of all applications will be randomly selected for validation which includes estimate review</li></ul>

## Validation Requirements

- Ensure the following information items are consistent: Application Features, Project Sketch, States Understanding of Project Scope, and Estimate.
- Ensure there are no inconsistencies that prevent independent estimate validation.
- Ensure that the sketch and description provide adequate, consistent information for independent estimate validation.
- Ensure that the Cost Estimate Workbook (CEWB) has been provided.

*Estimate validation may be impacted if above requirements are not met.*

## Validation Checklist

- Upload the CEWB into the Smart Portal
- Store detailed documentation and estimating tools in a consistent location in SMART Portal, ProjectWise, or other central location
- Use a standard folder and file naming convention
- Include Utility/RW phase backup documentation
- Ensure that backup documentation is consistent with the CEWB

## Other Information

- For Utility Betterment, include in cost and provide documentation of Local or Other funds to cover such costs
- For Right of Way Proffers or Donations, certain approvals and documentation are required to exclude from estimate, contact District POC for more information
- For non-standard items, ensure costs are documented and provide documentation of Local or Other funds to cover such costs

## Contact

- Jason Robinson, VDOT – Infrastructure Investment [jason.robinson@vdot.virginia.gov](mailto:jason.robinson@vdot.virginia.gov)
- Vernon Heshman, P.E., VDOT – Location & Design [vernon.heishman@vdot.virginia.gov](mailto:vernon.heishman@vdot.virginia.gov)