

Delivery and Funding Guidance



This guidance is intended as a general reference for estimate development and 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>DO's</p> <ul style="list-style-type: none">• Confirm FY2025 is base year of estimate and costs reflect the current market• Assume VDOT Administration in estimate development• Include a Cost Estimate Workbook (CEWB) with each submitted application (REQUIRED)• Ensure documentation is provided to support the submitted CEWB• Provide justification for any contingencies | <p>DON'T</p> <ul style="list-style-type: none">• Submit an old estimate• Add inflation / escalation to the base estimate (it's added in the Smart Portal)• Submit an estimate that is inconsistent with the project sketch and/or features• Submit multiple versions of estimates in the Smart Portal• Provide estimates that can't be understood by an independent reviewer |
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Schedules

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

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

Validation Thresholds

When does Central Office Location and Design engage?

If CN Phase Estimate is \$15M or more

- Requires CO L&D review
- High level, independent review performed
- CO L&D will provide estimate review comments to District
- District must respond to comments and resolve internally (providing responses to Assistant State L&D Engineer), unless there is a major discrepancy

If CN Phase Estimate is \$50M or more

- Requires CO L&D concurrence
- Detailed, independent review performed
- CO L&D will provide estimate review comments to District
- District must respond to comments and resolve in coordination with Assistant State L&D Engineer

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.
- Ensure adequate supporting documentation has been provided and any assumptions are explained for independent review (major items estimate).

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

Validation Checklist

- Upload the CEWB into the Smart Portal
- Store detailed, supporting documentation and estimating tools in a consistent location in SMART Portal or ProjectWise
- Use a standard folder and file naming convention for each application estimate
- Include Utility/RW phase backup documentation
- Ensure that backup documentation (major items estimate) is consistent with the CEWB
- Provide risk assumptions that support contingencies

Contact

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