



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

DAVID S. EKERN, P.E.  
COMMISSIONER

October 23, 2006

To: City/Town Managers; County Administrators

Subject: VDOT Dashboard Implementation for Locally Administered Projects

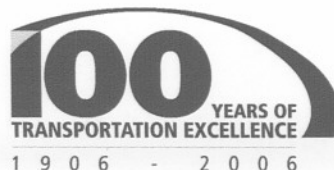
As you are most likely already aware, VDOT has had much success over the past few years in providing direct access to our customers to the "real-time" status of our projects. This has been done through the implementation of the "Dashboard" on VDOT's external webpage ([www.virginiadot.org](http://www.virginiadot.org)).

With this initial success has come our desire to refine and expand the Dashboard's capabilities. As we continue to promote partnerships with local governments we want to ensure that the same services are available to our local partners as well as our customers in regards to locally administered projects. The Dashboard is already tracking locally administered projects that are under development or in the land acquisition stage. However, it is not currently tracking active locally administered construction projects.

In order to accommodate this, we have modified the existing Dashboard for your use. This will ensure that construction data is reported for all projects in the Six Year Improvement Program and that the data is controlled by the local project managers.

**Beginning with projects advertised in or after January 2007, localities administering VDOT funded projects will be required to utilize the Dashboard to provide information for the construction phase of locally administered projects. In order to ensure the project status is accurately reflected, information will need to be updated, at a minimum, quarterly.** At this time, VDOT personnel will continue to input data for the preliminary engineering and right-of-way phases of locally administered projects.

To obtain access to the Dashboard database, a form (IT-35E) must be completed and submitted to the Local Assistance Division (Attention: Dashboard Access). The IT-35E can be downloaded from the Local Assistance Divisions external web page at [www.virginiadot.org/business/local-assistance.asp](http://www.virginiadot.org/business/local-assistance.asp). You will be subsequently contacted with a password and access information. For those localities already using VDOT's external estimating system (PCES), the access portal and password will remain the same; however, a new IT-35E is necessary.



Data input for Dashboard is relatively easy and limited primarily to the project's UPC, contract number, description, construction contractor, proposed and actual cost, initial and updated scheduled completion date, and Locality/VDOT contact numbers. A User's Guide, which includes screenshots of the system, is also available on the VDOT Local Assistance Web Page as noted above.

We have received positive feedback from public officials and private citizens on the information provided within, and the ease of use of the Dashboard. We believe that the benefits provided through the Dashboard are well-worth the minimal effort needed to use the system and we are certain you will also come to that conclusion.

As always, my staff is available to assist you throughout the implementation of this process. For specific assistance with access or with data entry questions, please contact Clark Woods at 804-692-0565, Bernie Schmelz at 804-786-2595, or Russ Dudley at 804-786-6663. The system also has a feedback link where questions can be sent directly to the system administrator via e-mail.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Estes', with a long horizontal flourish extending to the right.

Michael A. Estes, P.E.  
Director, Local Assistance Division