

# **SMART PORTAL NON-VDOT ADMINISTERED PROJECTS MODULE**

UCI Annual Meeting

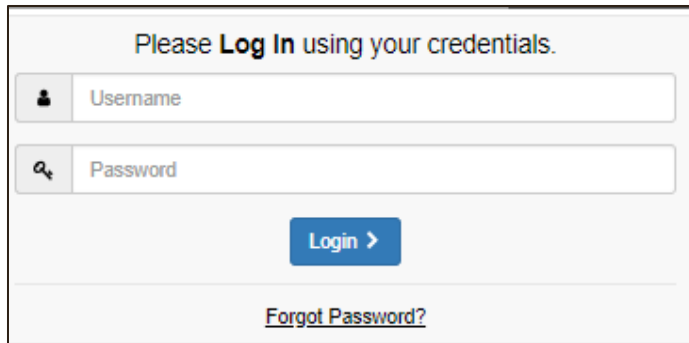
 Kimberly Pryor, Infrastructure Investment Director

August 2018

# Non-VDOT Administered Projects (NVAP) Module - Background

- **Localities deliver a significant number of transportation projects in Virginia**
- **Any reporting on the status of the transportation program in Virginia needs also to include data on locally administered projects**
- **VDOT's new Dashboard requires status updates through the construction phase**
- **For locally administered projects, this information is collected through the NVAP module in the SMART Portal**

# Non-VDOT Administered Projects (NVAP) Module - Access



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Access through the SMART Portal  
<https://smartportal.virginiahb2.org/#/>

# Non-VDOT Administered Projects (NVAP) Module – List of Projects

Virginia.gov Agencies | Governor Search Virginia.Gov

SMART PORTAL Office of INTERMODAL Planning and Investment DRPT VDOT Virginia Department of Transportation

Home Dashboard Project Updates About 229 209 Kimberly Pryor

## Non-VDOT Administered Projects

UPC / Description Organization District

-- Organization -- -- District --

Status -- Status --  Display Archived Clear Filters

UPC	Description	Organization	Last Updated	Update Due ^	Status
4483	#HB2.FY17 ATKINSON BLVD - 4 LANES	Newport News City	06/20/2018	07/20/2018	Past Due
101279	#HB2.FY17 Replacement of bridge over Lake Maury	Newport News City	06/20/2018	07/20/2018	Past Due
105753	#HB2.FY17 WIDEN RTE. 11 (2 TO 4 LANES)	Bristol City	06/22/2018	07/22/2018	Completed
105099	#HB2.FY17 Clifton Forge Business Park Access Road	Clifton Forge Town	06/28/2018	07/28/2018	Completed
106053	#HB2.FY17 Lifecore Drive Shared-Use Path	Augusta County	06/28/2018	07/28/2018	Completed
106968	S. WALTER REED DRIVE BICYCLE & PED IMPROVEMENTS	Arlington County		08/08/2018	Past Due
98815	#HB2.FY17 Godwin Blvd/Route 58 Park & Ride Lot	Suffolk City	07/12/2018	08/11/2018	Past Due
110279	Strasburg Streetscape - C502	Strasburg Town		08/22/2018	Due in 7 days
107176	GLENSIDE DR - ADD SIDEWALK	Henrico County		08/24/2018	Due in 9 days
110477	SCOTTS RUN TRAIL	Fairfax County		08/24/2018	Due in 9 days
107661	Louise Archer Elementary SRTS Improvements	Vienna Town		08/26/2018	Current
19035	JAHNKE ROAD - 2 LANE IMPROVEMENTS	Richmond City		08/29/2018	Current
108896	#HB2.FY17 Colonial Avenue Improvements	Roanoke City	08/02/2018	09/01/2018	Current
109288	#HB2.FY17 Transit Accessibility Improvements on Edgewood St	Roanoke City	08/02/2018	09/01/2018	Completed
109379	#HB2.FY17 SOUTH MAIN ST & MLK WAY IMPROVEMENTS	Harrisonburg City	08/03/2018	09/02/2018	Completed

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- Projects are added monthly based on their planned award date
- System sends auto-generated email reminders 35 days before an update is due, when an update is past due, and when an update has been completed
- Emails go to the VDOT project coordinator as well as the locality
- Updates are required every 30 days
- Users can filter on various fields and select a project to update

# Non-VDOT Administered Projects (NVAP) Module – Project Info

Select a project from the list and click on edit to update

14 data fields are pre-populated

4 data fields must be entered to establish a complete record

3 data fields must be updated monthly

Comments are displayed on the Dashboard

The screenshot displays a web interface for viewing and editing project information. The title is "Viewing Non VDOT Administered Project Update Form" for Project UPC: 105753. The last update was on 08/22/2018 at 10:55AM by Tabitha Crowder, with the next update due on 07/22/2018 at 5:00PM. The interface includes tabs for "Project Info" and "Milestones". The "Project Info" tab is active, showing a form with the following fields:

UPC 105753	Organization Bristol City	District Bristol	Residency WYTHEVILLE
Contract ID 105753	Road System Urban	Route 0011	Administered By Locally
Description #HB2.FY17 WIDEN RTE. 11 (2 TO 4 LANES)	Is archived? No	Project Team Site	
Type Of Work Road Work & Paving	VDOT Project Coordinator Tabitha H Crowder	VDOT Contact Phone (276) 696-3482	VDOT Contact Email Tabitha.Crowder@vdot.virginia.gov
Construction Company W-L Construction & Paving, Inc.	Locality Project Manager Wallace McCulloch	Locality Project Manager Phone (276) 642-2316	Locality Project Manager Email wallace.mcculloch@bristolva.org
Original Contract Completion Date 2019-05-25	Current Contract Completion Date 2019-05-25	Contract Acceptance Date 2017-10-18	
Contract Award Amount \$7,160,255	Current Contract Amount \$7,221,299	Cost of Work to Date \$2,550,712	
Comment			

At the bottom, there is a "Milestones" tab and a refresh button.

Contact information can be edited even though it is pre-populated; keep this information updated since reminders are sent to the identified contacts

Documentation of a final contract acceptance date concludes all contract updates

# Non-VDOT Administered Projects (NVAP) Module – Milestones

Milestones communicate key accomplishments throughout the project

The milestone description and original completion dates cannot be changed once entered

The screenshot shows the 'Milestones' section of the NVAP module. At the top right, it indicates 'Update Due: 08/22/2018 @ 5:00PM'. Below this are two tabs: 'Project Info' and 'Milestones', with 'Milestones' being the active tab. A '+ Add Milestone' button is located in the top right corner. The main form area contains three input fields: 'Description', 'Original Completion Date', and 'Actual Completion Date'. Each field has a calendar icon for date selection. Below the 'Description' and 'Original Completion Date' fields are red error messages: 'Description is required to submit' and 'Original Completion Date is required to submit'. A 'Remove Milestone' button is in the bottom right. At the bottom center, there is a 'Submit Update' button, which is highlighted by an orange arrow. To the left of the 'Submit Update' button is a 'Previous' button with a left arrow icon. At the top left, there is a 'View Project' button with a right arrow icon. The form also includes a 'Created: 08/15/2018 @ 11:23AM by Kimberly Pryor' timestamp.

Submitting an update will result in an onscreen acknowledgement that the update has been successfully submitted.

