

NVAP Locality Job Aid

Within 10 business days after the Notice to Proceed is issued, localities must enter the following information directly in NVAP:

- Scope of Project
- Construction Company
- Original Contract Completion Date
- Projected Completion Date
- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

Monthly: localities must update the following information in NVAP:

- Projected Completion Date
- Current Contract Amount
- Cost of Work to Date
- Include any comments to describe project delays or increases to contract amount since last monthly update.

Project Completion: localities must update the following information in NVAP:

- Cost of Work to Date
- Construction Final Completion Date

NOTE: Once final completion date is entered the locality will have 60 days to update the Cost of Work To Date.

For more information please see:

[NVAP Users Guide](#)

Scope of Project ⓘ <input type="text" value="Bridge Work"/>	VDOT Project Coordinator ⓘ <input type="text" value="Kimberly Cameron"/>	VDOT Project Coordinator Phone ⓘ <input type="text" value="(540) 332-7886"/>	VDOT Project Coordinator Email ⓘ <input type="text" value="Kim.Cameron@vdot.virginia.gov"/>
Construction Company ⓘ <input type="text"/>	Locality Project Manager ⓘ <input type="text" value="Mike Berry"/>	Locality Project Manager Phone ⓘ <input type="text" value="(540) 636-1543"/>	Locality Project Manager Email ⓘ <input type="text" value="mberry@warrencountyva.net"/>

Construction Company is required to submit

Original Contract Completion Date ⓘ <input type="text"/>	Projected Completion Date ⓘ <input type="text"/>	Construction Final Completion Date (C-5 End Date) ⓘ <input type="text"/>
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This field is required to submit
Please enter or select a valid date for this entry. The expected format is yyyy-MM-dd

Projected Completion Date is required to submit
Please enter or select a valid date for this entry. The expected format is yyyy-MM-dd

Contract Award Amount ⓘ <input type="text"/> \$	Current Contract Amount ⓘ <input type="text"/> \$	Cost of Work to Date ⓘ <input type="text"/> \$
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Contract Award Amount is required to submit Current Contract Amount is required to submit Cost of Work to Date is required to submit

Field Name	Definition
Scope of Project	Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract.
Projected Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders.
Construction Final Completion Date (C-5 Ending Date)	Ending C-5 Date. (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies).
Current Contract Amount (*Monthly)	The contract award amount plus any approved modifications due to change orders.
Cost of Work to Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.