

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 (C-5 End Date)

NOTE: Once the construction final completion date is entered localities will have 90 days to update the Cost of Work to Date.

For more information please see:

[NVAP Users Guide](#)

The screenshot shows a web form with the following sections:

- Scope of Project:** A dropdown menu with a red error message: "Scope of Project is required to submit".
- Construction Company:** A text input field with a red error message: "Construction Company is required to submit".
- VDOT Project Coordinator:** Fields for Name (Jessie Nester), Phone ((540) 613-4115), and Email (Jessie.Nester@vdot.virginia.gov).
- Locality Project Manager:** Fields for Name (Joey Judy), Phone ((540) 853-5909), and Email (Joseph.Judy@roanokeva.gov).
- Original Contract Completion Date:** A date picker field with a red error message: "This field is required to submit".
- Projected Completion Date:** A date picker field with a red error message: "Projected Completion Date is required to submit".
- Construction Final Completion Date (C-5 End Date):** A date picker field.
- Contract Award Amount:** A currency input field with a red error message: "Contract Award Amount is required to submit".
- Current Contract Amount:** A currency input field with a red error message: "Current Contract Amount is required to submit".
- Cost of Work to Date:** A currency input field with a red error message: "Cost of Work to Date is required to submit".

Field Name	Definition
Scope of Project	Broad category describing the work proposed in the project . Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract, as determined from Notice to Proceed, including any allowed contractual delays.
Projected Completion Date (*Monthly)	Projected contract completion date indicated on the most recently accepted schedule update.
Construction Final Completion Date (C-5 End Date)	This is not attached in any way to financial close out. 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 the locality and VDOT project coordinator.
Contract Award Amount	The contract award amount awarded to the contractor. This is the amount on the original 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.