

NON-VDOT ADVERTISED PROJECTS (NVAP) GUIDE

MARCH 2022



Localities deliver a significant number of the projects in Virginia. As part of the VDOT Dashboard, all projects require status updates, ensuring transparency of the on-budget and on-time project performance in the development and delivery of each project.

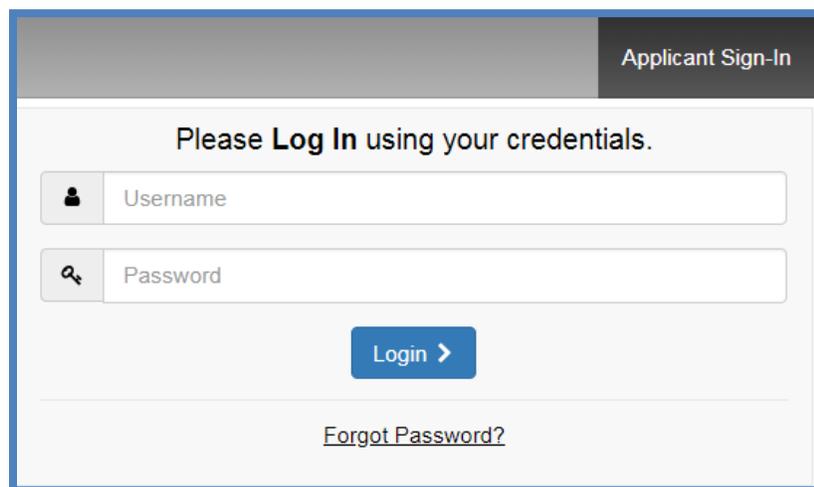
For projects that Localities manage, Local governments are required to provide general construction contract and progress information via the SMART Portal Non-VDOT Advertised Projects (NVAP) application module. Updates are required during construction for all SMART SCALE projects and for all other projects awarded on or after July 1, 2018. This user guide provides instructions to the Local Users to navigate through the process.

VDOT project managers are required to use the NVAP application module to provide progress information on SMART SCALE projects that are completed through on-call contracts and Task Orders (and are not awarded as separate contracts in AASHTOWare Project (AWP) or SiteManager).

Staff assigned to update projects will need to coordinate with their respective SMART Portal Point of Contact (POC) to establish and verify their account, to add the NVAP module permission, and to address other questions that may arise. If the Locality staff do not have access to the SMART Portal or the NVAP module is not displaying information after logging in, an account and/or NVAP permissions will need to be established. Additionally, VDOT districts also have SMART Portal POC's that may assist when the locality POC is unavailable.

Once the user's SMART Portal account is established and the NVAP permissions are granted, the following steps provide the necessary information for logging-in and successfully entering construction information.

Access the SMART Portal Log-in screen at: <https://smartportal.virginiahb2.org/#/> (Refer to Picture 1)



Applicant Sign-In

Please **Log In** using your credentials.

Username

Password

Login >

[Forgot Password?](#)

Picture 1 – Applicant Sign-In

Welcome to SMART Portal



Projects

About

All submitted project applications will be subject to requirements of the Freedom of Information Act (FOIA).

If you need assistance with this site, send your requests to SmartPortal@CTB.Virginia.gov.

Picture 2 – SMART PORTAL Home Page

Existing project information is leveraged from VDOT's Project Pool application and 14 fields are pre-populated in NVAP. To establish a complete contract record, the Local User must enter information in the following fields in NVAP:

1. Construction Company;
2. Original Contract Completion Date;
3. Scope of Project;
4. Contract Award Amount

Contract Milestones are documented if identified in the contract, or at the discretion of the Responsible Charge Engineer. The following three fields in NVAP require updates every 30 days:

1. Projected Completion Date;
2. Current Contract Amount;
3. Cost of Work to Date

Monthly updates conclude with documentation of the Construction Final Completion Date (C-5 End Date), indicating that the punch list items have been completed, the contract is finished, and all work has been accepted.

For a quick start, Locality users can refer to the one pager – NVAP Locality Job Aid—depicted below.

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 fields:

- Scope of Project (dropdown menu)
- VDOT Project Coordinator (text field: Jessie Nester)
- VDOT Project Coordinator Phone (text field: (540) 613-4115)
- VDOT Project Coordinator Email (text field: Jessie.Nesterg@vdot.virginia.gov)
- Construction Company (text field)
- Locality Project Manager (text field: Joey Judy)
- Locality Project Manager Phone (text field: (540) 853-5909)
- Locality Project Manager Email (text field: Joseph.Judy@roanokeva.gov)
- Original Contract Completion Date (calendar icon)
- Projected Completion Date (calendar icon)
- Construction Final Completion Date (C-5 End Date) (calendar icon)
- Contract Award Amount (text field with \$ symbol)
- Current Contract Amount (text field with \$ symbol)
- Cost of Work to Date (text field with \$ symbol)

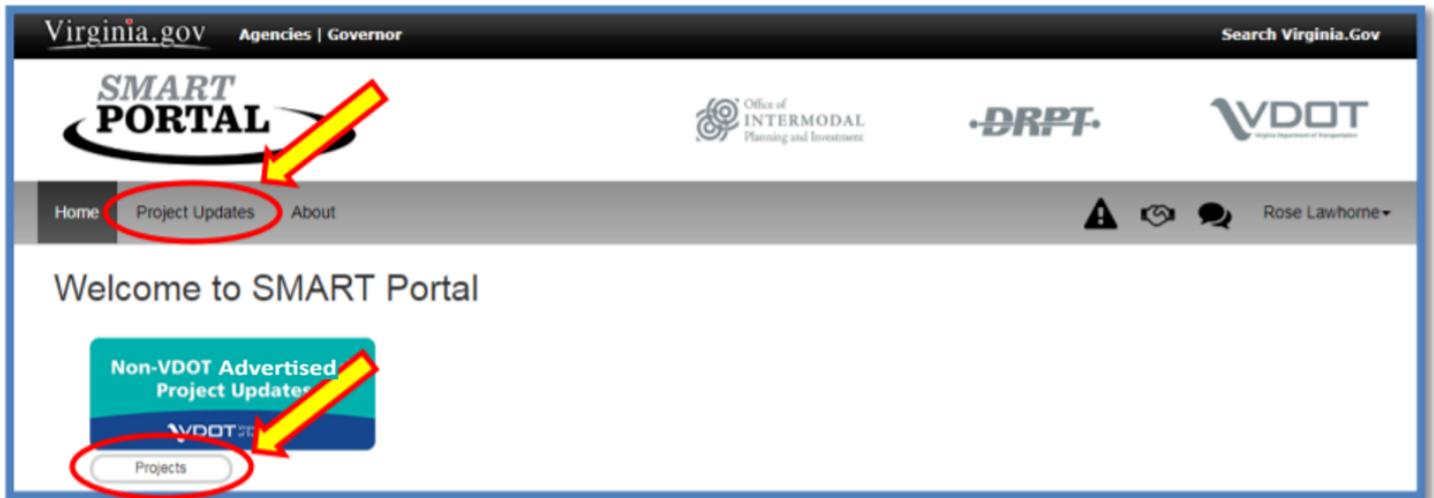
Red error messages indicate that several fields are required for submission.

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.

Picture 3 – NVAP Locality Job Aid

ACCESSING PROJECTS

Selecting the “Project Updates” link on the menu bar or the “Projects” button under the NVAP icon will transition the user to a list of the Non-VDOT Advertised Projects associated with their Locality or District depending on the user’s selection. (Refer to Pictures 4, 5, 6 and 7)



Picture 4 – Accessing List of Projects

The Local User View in the below picture depicts active construction contracts within the User’s Locality.

Non-VDOT Advertised Projects

Display Completed

UPC	Description	Administered By	Organization	Last Updated	Update Due	Status
102952	RTE 10 (I-95 - Rt 1) - WIDENING	Locally	Chesterfield County	10/30/2019	11/29/2019	Past Due
111116	RTE 618 (Old Bermuda Hund near Golf Course) - RECONSTRUCTION	Locally	Chesterfield County	11/01/2019	12/01/2019	Past Due

Page Size: 25 (dropdown menu)

Navigation: First Previous 1 Next Last

2 Total Results

Picture 5 – List of Active Projects (Local User View)

The Local User can also choose to view completed contacts. The view in the below illustrates depictions of both active and completed construction contracts within the User’s Locality.

UPC	Description	Administered By	Organization	Last Updated	Update Due	Status
109082	RTE 654 (BAILEY BRIDGE ROAD) SIDEWALK	Locally	Chesterfield County	06/24/2019		Completed
102952	RTE 10 (I-95 - Rt 1) - WIDENING	Locally	Chesterfield County	10/30/2019	11/29/2019	Past Due
111116	RTE 618 (Old Bermuda Hund near Golf Course) - RECONSTRUCTION	Locally	Chesterfield County	11/01/2019	12/01/2019	Past Due
101020	#HB2.FY17 RTE 10 (BERMUDA TRIANGLE RD TO MEADOWVILLE RD)	Locally	Chesterfield County	11/24/2021		Completed
105648	RTE 618 (Old Bermuda Hundred/Permillia Sp.) - RECONSTRUCTION	Locally	Chesterfield County	11/24/2021		Completed

Picture 6 – List of Active and Completed Projects (Local User View)

The VDOT Project Coordinator list, as shown below, provides filter options to narrow the list to specific projects or areas of interest.

SMART PORTAL | Office of INTERMODAL Planning and Investment | DRPT | VDOT

Home | Project Updates | About | Annu Barretto

Non-VDOT Advertised Projects

UPC / Description:
 Organization: -- Organization --
 District: Bristol
 Status: -- Status --
 Administered By: -- Administered By --
 Display Completed

UPC	Description	Administered By	Organization	Last Updated	Update Due	Status
103606	Town of St. Paul Downtown Streetscaping	Locally	St Paul Town	06/08/2020	07/08/2020	Past Due
114651	PARK AVE.-CROSSWALK & PEDESTRIAN SIGNAL IMPROVEMENTS	Locally	Norton City	06/23/2020	07/23/2020	Due Today
109250	ROUTE 16 (BACK OF THE DRAGON) SCENIC OVERLOOK IMPROVEMENTS	Locally	Smyth County	07/13/2020	08/12/2020	Current
111451	#SGR - REPLACE SUPERSTRUCT & REPAIR SUBSTRUCT (29793 FED ID)	Locally	Buchanan County	07/16/2020	08/15/2020	Current
114652	RUSSELL ROAD-INSTALL SIGNALIZED CROSSWALK	Locally	Abingdon Town	07/20/2020	08/19/2020	Current
111436	#SGR - BRIDGE REPLACEMENT RUSSELL FORK - (29801 FED ID)	Locally	Buchanan County		09/04/2020	Current
111435	#SGR - BRIDGE REPLACEMENT CAMPGROUND RD. - (29803 FED ID)	Locally	Buchanan County		09/04/2020	Current
111437	#SGR - BRIDGE REPLACEMENT GRANNY CREEK (29696 FED ID)	Locally	Buchanan County		09/04/2020	Current
111431	#SGR - BRIDGE REPLACEMENT SUGAR BEND RD. (29702 FED ID)	Locally	Buchanan County		09/04/2020	Current
111434	#SGR - REPLACE SUPERSTRUCT. & REPAIR SUBSTRUCT.(29759 FED ID)	Locally	Buchanan County		09/04/2020	Current

Page Size: 25 | First | Previous | 1 | Next | Last | 10 Total Results

Picture 7 – List of Projects (VDOT Project Coordinator View)

Select a project in the list to review or update by clicking on any field. Once selected, NVAP will transition to the Non-VDOT Advertised Project Update Form. Picture 8 (below) is the view an application user will see while accessing a project for the first time. Some of the pre-populated information can be edited (contact, phone number and email address). It is important to keep this information updated since reminders that an update is needed or an update has been made are sent to the identified contacts. To edit the information on the form click the “Edit Project” button.

Viewing Non-VDOT Advertised Project Update Form

Project UPC: 108885
Update Due: 02/14/2022 @ 5:00PM
Status: Past Due

[Edit Project](#)

Project Info | **Milestones**

Project Info

UPC 108885	Organization Chesterfield County	District Richmond	Residency CHESTERFIELD
Road System Secondary	Route 0637	Administered By Locally	

Description #SMART18 - HOPKINS ROAD SIDEWALK (BONNIEBANK RD TO S MELODY)	Is archived? No	Project Team Site
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Scope of Project	VDOT Project Coordinator Michael S Gray	VDOT Project Coordinator Phone (804) 609-5347	VDOT Project Coordinator Email Mike.Gray@vdot.virginia.gov
Construction Company	Locality Project Manager Stan Newcomb	Locality Project Manager Phone (804) 748-1037	Locality Project Manager Email NewcombS@chesterfield.gov

Original Contract Completion Date	Projected Completion Date	Construction Final Completion Date (C-5 End Date)
Contract Award Amount	Current Contract Amount	Cost of Work to Date

Comments

Milestones

Picture 8 – Viewing Project Update Form

If this is the first time updating NVAP, the original contract completion date and the projected completion dates are likely the same. The original contract award amount and current contract amount are likely the same as well. For the Cost of Work to Date, if no expenditures have occurred, input \$0. Once the contract is underway and change orders are issued/approved, the dates and amounts for the aforementioned fields may change. (Refer to Picture 9)

When editing a project in NVAP, the title of the form changes to “Editing Non-VDOT Advertised Project Update Form.” The required fields have indicators below them and are highlighted in red. **For the first update**, there are seven required fields. (Refer to Picture 9)

1. If you do not have all of the required information to complete the form, you can return to the view screen by clicking the “View Project” button at the top of the page.



3. If you have the required information, you can enter the data and click the “Submit Update” button.

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

4. If you have contract milestones to add for this project click “Next” to transition to the page where milestones are entered.

Editing Non-VDOT Advertised Project Update Form

Project UPC: 108885

Update Due: 02/14/2022 @ 5:00PM

Status: Past Due

↩ View Project

✎ Project Info

📅 Milestones

📍 District
 1

UPC ⓘ

108885

Road System ⓘ

Secondary

Organization

Chesterfield County

Route ⓘ

0637

District ⓘ

Richmond

Administered By ⓘ

Locally

Residency ⓘ

CHESTERFIELD

Description ⓘ

#SMART18 - HOPKINS ROAD SIDEWALK (BONNIEBANK RD TO S MELODY)

Is archived? No Yes

Project Team Site ⓘ

Scope of Project ⓘ

Scope of Project is required to submit

Construction Company ⓘ

Construction Company is required to submit

VDOT Project Coordinator ⓘ

Michael S Gray

VDOT Project Coordinator Phone ⓘ

(804) 609-5347

VDOT Project Coordinator Email ⓘ

Mike.Gray@vdot.virginia.gov

Locality Project Manager ⓘ

Stan Newcomb

Locality Project Manager Phone ⓘ

(804) 748-1037

Locality Project Manager Email ⓘ

NewcombS@chesterfield.gov

Original Contract Completion Date ⓘ

This field is required to submit

Projected Completion Date ⓘ

Projected Completion Date is required to submit

Construction Final Completion Date (C-5 End Date) ⓘ

Contract Award Amount ⓘ

Contract Award Amount is required to submit

Current Contract Amount ⓘ

Current Contract Amount is required to submit

Cost of Work to Date ⓘ

Cost of Work to Date is required to submit

Comments ⓘ

-- No Comment --

💾 Save Without Update

📤 Submit Update

➡

Picture 9 – Editing the Project Update Form

Picture 10 (below) provides a list of fields that are required to have information entered in NVAP and their definitions.

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 End 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 the locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value awarded 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.

Picture 10 – Field Names and Definitions

Enter the most recent approved contractor expenditures/invoices in the Cost of Work To Date field before inputting the Construction Final Completion Date (C-5 End Date). The Locality User will then be able to update the Cost of Work field for up to 90 days after the C-5 End Date.

ENTERING MILESTONES

After clicking “Next” on the Editing Non-VDOT Advertised Projects page, users transition to a screen that allows the entry of project milestones. Again, the required fields have indicators below them and the information icons provide definitions for each field.

Adding milestones, other than those specifically identified in the contract, is at the discretion of the Responsible Charge Engineer. Milestone Descriptions should communicate to the public major activities, such as paving, shift in traffic lanes, etc. Also please note:

1. Milestones help communicate information about key accomplishments throughout the project.
 - Adding milestones should be discussed with your VDOT Project Coordinator before entering milestone information.
2. The milestone description and original completion dates cannot be changed once entered.
(Refer to Picture 11)

The screenshot displays the 'Editing Non-VDOT Advertised Project Update Form' interface. At the top right, it shows 'Project UPC: 108885' and 'Update Due: 02/14/2022 @ 5:00PM' with a 'Status: Past Due'. A 'View Project' button is on the left. Below it, a 'Project Info' section contains a 'Milestones' icon, which is circled in red and labeled with a red arrow and the number '1'. The main form area has a '+Add Milestone' button at the top right. Below this, there are 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 red box highlights these fields and error messages, with a red arrow and the number '2' pointing to it. At the bottom right of the form is a 'Remove Milestone' button. At the bottom of the page, there are 'Save Without Update' and 'Submit Update' buttons, and a 'Previous' button with a circular arrow icon.

Picture 11 – Edit the Project Update Form and Entering Milestones

When entering milestone information:

1. If you do not have all of the required information to complete the form, you can return to the view screen by clicking the “View Project” button at the top of the page.
2. Another option to return to the previous screen without adding, removing or submitting milestone data is to click the “Previous” arrow located at the bottom of the screen.
3. If you have the required information, you can enter the data and click the “Submit Update” button.

Submitting an update will result in an onscreen acknowledgement that the update has been successfully submitted. Refer to Picture 12 below.

The screenshot shows a web interface titled "Editing Non-VDOT Advertised Project Update Form". At the top right, it displays "Project LFC: 108865" and "Update Due: 02/14/2022 @ 5:00PM" with a "Status: Past Due". Below the title, there are two buttons: "View Project" (circled in red with a yellow arrow pointing to it) and "Previous" (circled in red with a yellow arrow pointing to it). The main form area contains three input fields: "Description", "Original Completion Date", and "Actual Completion Date". Below these fields are two red error messages: "Description is required to submit" and "Original Completion Date is required to submit". At the bottom of the form, there are three buttons: "Save Without Update", "Submit Update" (circled in red with a yellow arrow pointing to it), and "Remove Milestone".

Picture 12 – Editing the Project Update Form; Exiting the Update Form and Submitting Updates

FINAL PROJECT INSPECTION AND FINAL ACCEPTANCE PROCESS

As the construction project nears completion, the LPA-RCE, with the assistance of onsite inspection staff, should develop and maintain a punch-list of items that must be completed by the contractor before the LPA can issue final acceptance and determine that the contractor has completed the project. This punch list should be made available to the contractor so that they are aware of outstanding items. Once the contractor believes that the project is complete, they must notify the LPA-PM in writing and request a final inspection. The LPA-PM will schedule the final inspection walkthrough on site and invite the contractor, LPA-RCE and VDOT CPM. The contractor, LPA-RCE and VDOT CPM will jointly walk the project at the final inspection. Any deficiencies noted will be provided by the LPA as a final punch-list to the contractor. The LPA-PM will notify the VDOT CPM once all deficiencies noted on the final punch-list have been addressed to the satisfaction of the LPA-RCE. For federal aid or VDOT maintained projects, the LPA must receive written concurrence from VDOT that the project is complete prior to issuing final acceptance to the contractor in writing. The date the LPA issues final acceptance in writing to the contractor is considered to be the completion date for contract work on the LAP C-5.

GUIDANCE ON INCENTIVES, DISINCENTIVES AND LIQUIDATED DAMAGES

The LPA must award the contractor all incentives and assess the contractor all disincentives and liquidated damages allowed by the contract for meeting and/or not meeting the milestone and/or final completion date(s) identified in the contract. Incentive, disincentive, and liquidated damages can only be modified with the written approval for the VDOT ACE.

PROCESS TO UPDATE COST OF WORK TO DATE ON COMPLETED PROJECTS

The Locality can make modifications to the Cost of Work to Date on a completed project for up to 90 days after the Construction Final Completion Date (C-5 End Date). Follow the steps listed below to modify the Cost of Work to Date on completed projects:

1. Click on the “Non-VDOT Advertised Project Updates” highlighted in Red to launch the NVAP Portal application.

The screenshot shows the 'Non-VDOT Advertised Projects' interface. The filters are set to 'Organization: -- Organization --', 'District: -- District --', 'Status: -- Status --', and 'Administered By: -- Administered By --'. The 'Display Completed' checkbox is checked. The table below shows a list of projects with their status.

UPC	Description	Administered By	Organization	Last Updated	Update Due	Status
16588	IVY ROAD FY15RS (CONST. SIDEWALKS, BIKELANES, & PAVED SHLDRS)	Locally	Albemarle County	03/07/2022	04/06/2022	Current
164159	SIDEWALK (NEW CONSTRUCTION) - VARIOUS LOCATIONS	Locally	Albemarle County	03/07/2022	04/06/2022	Current
113576	DASH TECHNOLOGY	Locally	Alexandria City	01/26/2022	02/25/2022	Past Due
115707	ALEXANDRIA MAINTENANCE RS - MILL AND OVERLAY	Locally	Alexandria City	02/09/2022	03/11/2022	Due Tomorrow
77378	EISENHOWER AVENUE WIDENING AND REMOVE TRAFFIC CIRCLE	Locally	Alexandria City	02/14/2022	03/16/2022	Due in 6 days
109816	BICYCLE SHARING INITIATIVE- PURCHASE/INSTALL BIKE STATIONS	Locally	Alexandria City	02/17/2022	03/19/2022	Due in 9 days
113248	ROADWAY RECONSTRUCTION - CITYWIDE	Locally	Alexandria City	02/18/2022	03/20/2022	Due in 10 days
115215	Appalachia-Big Stone Gap Trail Annelies	Locally	Appalachia Town	02/01/2022	03/03/2022	Past Due
109871	PERSHING DRIVE SIDEWALK & INTERSECTION IMPROVEMENTS	Locally	Arlington County	02/07/2022	03/09/2022	Past Due
162059	SHILLINGTON BRIDGE REHABILITATION AND PED IMPROV RUSH13	Locally	Arlington County	02/14/2022	03/15/2022	Due in 6 days

2. Check the “Display Completed” checkbox to access the completed projects.

The screenshot shows the 'Non-VDOT Advertised Projects' interface. The 'Display Completed' checkbox is highlighted with a red circle. The table below shows a list of projects, including those that are completed.

UPC	Description	Administered By	Organization	Last Updated	Update Due	Status
113884	Cummings Street Primary Extension Paving	Locally	Abingdon Town	03/18/2019		Completed
113763	#SGR PORTERFIELD HIGHWAY PRIMARY EXTENSION PAVING	Locally	Abingdon Town	03/18/2019		Completed
114652	RUSSELL ROAD-INSTALL SIGNALIZED CROSSWALK	Locally	Abingdon Town	10/29/2020		Completed
113508	SRTS - CALE ELEMENTARY SCHOOL - PED. & BICYCLE IMPROVEMENTS	Locally	Albemarle County	12/15/2021		Completed
105806	IVY ROAD FY15RS (CONST. SIDEWALKS, BIKELANES, & PAVED SHLDRS)	Locally	Albemarle County	03/07/2022	04/06/2022	Current
104159	SIDEWALK (NEW CONSTRUCTION) - VARIOUS LOCATIONS	Locally	Albemarle County	03/07/2022	04/06/2022	Current
107513	TOBACCO HERITAGE TRAIL - ALBERTA SECTION - TAP	Locally	Alberta Town	02/07/2022		Completed
113622	#SGR ALEXANDRIA PRIMARY EXTENSION PAVING FY19 - DUKE ST WB	Locally	Alexandria City	09/18/2019		Completed
113620	ALEXANDRIA PRIMARY EXTENSION PAVING FY19 - DUKE ST EB	Locally	Alexandria City	05/07/2020		Completed
115303	#SGR PRIMARY EXTENSION PAVING FY20 - DUKE ST WB	Locally	Alexandria City	10/26/2020		Completed
115295	#SGR PRIMARY EXTENSION PAVING FY20 - SEMINARY ROAD E/B - 47	Locally	Alexandria City	11/12/2020		Completed
115294	#SGR PRIMARY EXTENSION PAVING FY20 JOINT REPAIR & PANEL REPLACE	Locally	Alexandria City	11/23/2020		Completed
115297	#SGR PRIMARY EXTENSION PAVING FY20 - SEMINARY ROAD E/B - 48	Locally	Alexandria City	12/11/2020		Completed
113576	DASH TECHNOLOGY	Locally	Alexandria City	01/26/2022	02/25/2022	Past Due
115707	ALEXANDRIA MAINTENANCE RS - MILL AND OVERLAY	Locally	Alexandria City	02/09/2022	03/11/2022	Due Tomorrow
77378	EISENHOWER AVENUE WIDENING AND REMOVE TRAFFIC CIRCLE	Locally	Alexandria City	02/14/2022	03/16/2022	Due in 6 days
109816	BICYCLE SHARING INITIATIVE- PURCHASE/INSTALL BIKE STATIONS	Locally	Alexandria City	02/17/2022	03/19/2022	Due in 9 days
113248	ROADWAY RECONSTRUCTION - CITYWIDE	Locally	Alexandria City	02/18/2022	03/20/2022	Due in 10 days

3. Select the completed project for which the Cost of Work to Date amount needs to be updated.

The screenshot shows a project details page for Project UPC: 106072. The 'Edit Project' button is circled in red. The page includes a navigation bar with 'Project Info' and 'Milestones' tabs. The main content area displays project information in a grid format:

UPC 106072	Organization Chilhowie Town	District Bristol	Residency WYTHEVILLE
Road System Enhancement	Route	Administered By Locally	
Description CHILHOWIE SIDEWALKS - TRANSPORTATION ALTERNATIVES	Is archived? No	Project Team Site	
Type Of Work Sidewalk, curb, etc	VDOT Project Coordinator Kenneth R Plummer	VDOT Project Coordinator Phone (276) 696-3261	VDOT Project Coordinator Email KR.Plummer@VDOT.Virginia.gov
Construction Company Boring Construction	Locality Project Manager John Clark	Locality Project Manager Phone (276) 646-3012	Locality Project Manager Email chilhowie.townmgr@chilhowie.org

4. Click on the "Edit Project" to modify the Cost of Work to Date amount and then submit the updates by clicking on "Submit Update" button.

The screenshot shows the 'Editing Non-VDOT Advertised Project Update Form' for Project UPC: 113291. The 'Submit Update' button is circled in red. The form includes a navigation bar with 'View Project', 'Project Info', and 'Milestones' tabs. The main content area displays project information in a grid format:

UPC 113291	Organization Richmond City	District Richmond	Residency ASHLAND
Road System Primary	Route 0033	Administered By Locally	
Description RTE 33 (Nine Mile Road) - Streetscape	Is archived? <input checked="" type="radio"/> No <input type="radio"/> Yes	Project Team Site	
Scope of Project Sidewalk, curb, etc	VDOT Project Coordinator Brian Lokker	VDOT Project Coordinator Phone (804) 627-3241	VDOT Project Coordinator Email brian.lokker@vdot.virginia.gov
Construction Company Simons Contracting	Locality Project Manager Yongping Wang	Locality Project Manager Phone (804) 646-2467	Locality Project Manager Email yongping.wang@richmondgov.com
Original Contract Completion Date 2021-12-01	Projected Completion Date 2021-12-01	Construction Final Completion Date (C-5 End Date) 2022-03-09	
Contract Award Amount 2362187	Current Contract Amount \$2,362,187.00	Cost of Work to Date Previous Value: \$1,148,320 as of 03/09/2022 \$	
Comments Delays or cost increases due to plan or contract changes or unforeseen conditions			

At the bottom of the form, there are two buttons: 'Save Without Update' and 'Submit Update'. The 'Submit Update' button is circled in red.

The data dictionary in this section provides a list of the fields available within NVAP, a brief description, an indicator as to whether or not the field is required, if monthly updates are required, and which fields are pre-populated; along with the user permissions for the VDOT Project Coordinator and the Local User roles.

1. All data fields should be reviewed by the Local User.
2. Highlighted fields in the table represent fields that require monthly updates.

Field Name	Definition	Is Required?	Pre populated?	VDOT Project Coordinator	Local User
Organization	Jurisdictions that may manage a project.	Yes	Yes	View	View
UPC	Unique number used to identify projects.	Yes	Yes	View	View
District	The primary VDOT construction district responsible for a project.	Yes	Yes	View	View
Residency	A sub-district entity responsible for maintenance and construction operations for a defined group of jurisdictions.	No	Yes	View	View
Road System	Roadway classification system: Primary, Urban, Secondary, etc.	No	Yes	View	View
Route	The number identifying the road where the project will take place.	No	Yes	View	View
Administered By	Management of the project: VDOT, Locally, DRPT, or other entity.	Yes	Yes	View	View
Description	A narrative briefly describing the project.	Yes	Yes	View	View
Scope of Project	Broad category describing the work proposed in the project.	Yes	No	Add	Add
VDOT Project Coordinator	VDOT local project liaison that will display on the Public Dashboard.	Yes	Yes	Edit	View
VDOT Project Coordinator Phone	VDOT local project liaison phone number that will display on the Public Dashboard	Yes	Yes	Edit	View

Field Name	Definition	Is Required?	Pre populated?	VDOT Project Coordinator	Local User
VDOT Project Coordinator Email	VDOT local project liaison email address that will display on the Public Dashboard	Yes	Yes	Edit	View
Locality Project Manager	Locality project manager that will display on the Public Dashboard	Yes	Yes	Edit	Edit
Locality Project Manager Phone	Locality project manager phone that will display on the Public Dashboard	Yes	Yes	Edit	Edit
Locality Project Manager Email	Locality project manager email that will display the Public Dashboard	Yes	Yes	Edit	Edit
Construction Company	Contractor awarded on the contract	Yes	No	Add	Add
Original Contract Completion Date	Project construction completion date specified on awarded contract	Yes	No	Add	Add
Projected Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders.	Yes (same as prior or initial update)	No	Edit	Edit
Construction Final Completion Date (C-5 End 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.	No	No	Add	Add
Contract Award Amount	The amount of the contract value awarded to the contractor. This is the amount on the executed contact. (does not include CEI or contingencies)	Yes	No	Add	Add
Current Contract Amount (*Monthly)	The contact award amount plus any approved modifications due to change orders.	Yes	No	Edit	Edit

Cost of Work To Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.	Yes	No	Edit	Edit
Comments	Project related comments displayed on the Public Dashboard that provide additional information about the project status. Include any comments to describe project delays or increases to contract amount since last monthly update.	No	No	Edit	Edit
Update due date		Yes	No	View	View
Is Archived?	When the project is completed and will be archived in the Smart Portal database	No	No	View	View
Project Team Site	URL of project website if one exists	No	No	Edit	Edit
Milestone Description	Only for contracts that have key events that determine status - a narrative that briefly describes the event	No	No	Add	Add
Milestone Original Completion Date	Only for contracts that have key events that determine status - the original/planned date of completion for milestone	No	No	Add	Add
Milestone Actual Completion Date	Only for contracts that have key events that determine status - the actual date of completion for milestone	No	No	Add	Add

Please note the following:

1. Fields that allow the user to “Add” data cannot be edited later.
2. Email Notifications – NVAP includes a feature that provides email notifications to the local project manager and VDOT project coordinator 35 days prior to a required update. An email notification is also sent if a due date is missed. Both the local project manager and VDOT project coordinator will receive weekly emails until NVAP is updated. With each monthly update, the due date is reset. Optional updates also trigger an email notification.