



Construction Admin 101 – NVAP

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NVAP – Non VDOT Advertised Projects

All projects require monthly status updates throughout the construction phase, ensuring transparency of the on-budget and on-time project performance in the delivery of the project.

Localities are required to provide and enter general construction contract and progress information via the SMART Portal Non-VDOT Advertised Projects (NVAP) application module.

NVAP GUIDANCE

**This is a step-by-step guide for entering data into NVAP.
This guide is broken down into 3 sections:**

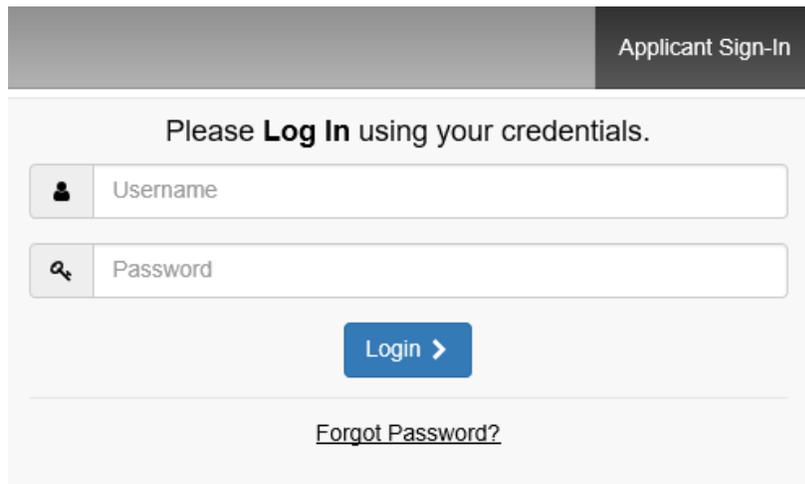
- First Time Entry
- Monthly Updates
- Final Project Completion

NVAP GUIDANCE

You must already have a SMART Portal Account set up, if you do not have an account already, then you will need to contact your Locality SMART Portal Administrator. If you do not know who that person is, please contact your VDOT Coordinator and they can assist you.

To access the SMART Portal Log-in screen at:

<https://smartportal.virginiahb2.org/#/>



Applicant Sign-In

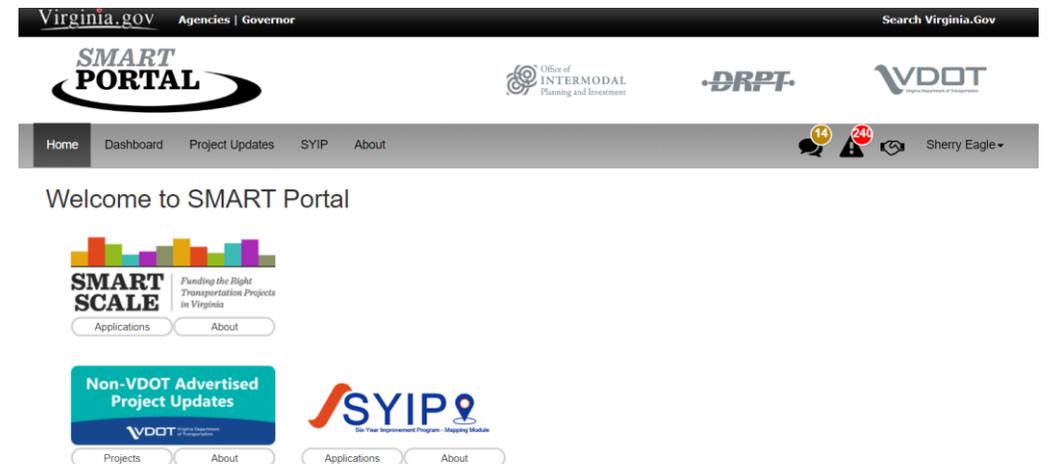
Please **Log In** using your credentials.

Username

Password

Login >

[Forgot Password?](#)



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SMART PORTAL

Office of INTERMODAL Planning and Investment DRPT VDOT

Home Dashboard Project Updates SYIP About

Welcome to SMART Portal

SMART SCALE Funding the Right Transportation Projects in Virginia

Non-VDOT Advertised Project Updates

SYIP Six Year Improvement Program - Mapping Module

NVAP GUIDANCE

Once logged in the locality user will see a list of all active construction projects within the user's locality.

Home Dashboard **Project Updates** SYIP About 14 241 Sherry Eagle

Non-VDOT Advertised Projects

UPC / Description

Organization

District

Status

Administered By

Display Completed

Clear Filters

UPC	Description	Administered By	Organization	Last Updated	Update Due [▲]	Status
119236	#SGR22LP CITY OF VIRGINIA BEACH 2267 VIRGINIA BEACH BL	Locally	Virginia Beach City		12/24/2022	Past Due
119237	#SGR22LP CITY OF VIRGINIA BEACH 2244 VIRGINIA BEACH BL	Locally	Virginia Beach City		12/24/2022	Past Due
119239	#SGR22LP CITY OF VIRGINIA BEACH 2245 VIRGINIA BEACH BL	Locally	Virginia Beach City		12/24/2022	Past Due
119241	#SGR22LP CITY OF VIRGINIA BEACH 2243 VIRGINIA BEACH BL	Locally	Virginia Beach City		12/24/2022	Past Due
119262	#SGR22LP CITY OF VIRGINIA BEACH - VIRGINIA BEACH BLVD	Locally	Virginia Beach City		12/24/2022	Past Due
108792	Virginia Beach Systemic FYA	Locally	Virginia Beach City		01/22/2023	Past Due
117155	#SGR21LP City of Virginia Beach 2003 N Landing Rd	Locally	Virginia Beach City		04/17/2023	Past Due
117149	#SGR21LP 134-City of Virginia Beach 2078 S Military Hwy	Locally	Virginia Beach City		04/17/2023	Past Due

NVAP GUIDANCE

Select a project in the list to review and update by clicking on any field. Once selected, NVAP will transition to the NVAP Project Update Form. The click on “Edit Project” button to edit the information

Project UPC: 119236

Update Due: 12/24/2022 @ 5:00PM
Status: Past Due

[Edit Project](#)

[Project Info](#) [Milestones](#)

UPC	Organization	District	Residency
119236	Virginia Beach City	Hampton Roads	NORFOLK
Road System	Route	Administered By	
Urban	0058	Locally	

Description	Is archived?	Project Team Site
#SGR22LP CITY OF VIRGINIA BEACH 2267 VIRGINIA BEACH BL	No	

NVAP GUIDANCE

The following instructions are for the **first time entry** of a project. Localities must enter information directly into NVAP, **within 10 business days after the Notice to Proceed is issued.**

- **Scope of Project** – select from the dropdown menu
- **Construction Company** – Contractor awarded the contract

Scope of Project ⓘ <input type="text" value="▼"/> <small>Scope of Project is required to submit</small>	VDOT Project Coordinator ⓘ <input type="text" value="Marci Thompson"/>	VDOT Project Coordinator Phone ⓘ <input type="text" value="(757) 956-3093"/>	VDOT Project Coordinator Email ⓘ <input type="text" value="Marci.Thompson@vdot.virginia.gov"/>
Construction Company ⓘ <input type="text"/> <small>Construction Company is required to submit</small>	Locality Project Manager ⓘ <input type="text" value="Jimmy Evans"/>	Locality Project Manager Phone ⓘ <input type="text" value="(757) 385-1505"/>	Locality Project Manager Email ⓘ <input type="text" value="jrevans@vbgov.com"/>

Clicking ⓘ will give you a definition of that field.

VDOT & locality contact information is auto-populated. If locality information is incorrect, the locality can update those fields.

NVAP GUIDANCE

- **Original Contract Completion Date** – Project construction completion date specified on the awarded contract.
- **Projected Completion Date** – Original Contract Completion Date plus any approved time modifications due to executed change orders.

Original Contract Completion Date ⓘ

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 ⓘ

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

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

- **Construction Final Completion Date (C-5 End Date)** – should not be entered unless project is completed. See **Project Completion Steps**.

NVAP GUIDANCE

- **Contract Award Amount** – The amount of the contract value awarded to the contractor. This is the amount on the executed contract. This does not include CEI or contingencies.
- **Current Contract Amount** – The contract award amount plus any approved modifications due to change orders.
- **Cost of Work to Date** – Total amount of all approved contractor expenditures / invoices since the award of the contract.

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

NVAP GUIDANCE

Monthly updates are required in NVAP. The locality project manager will get emails to remind them the updates are due:

- **Projected Completion Date** – Original Contract Completion Date plus any approved time modifications due to change orders.
- **Current Contract Amount** – The contract award amount plus any approved modifications due to change orders.
- **Cost of Work to Date** – Total amount of all approved contractor expenditures / invoices since the award of the contract.

NVAP GUIDANCE

Final Project Completion the following should be updated in NVAP.

- **Construction Final Completion Date** – This is the final completion of the project and should be the Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). The C-5 should be signed by the locality and VDOT project coordinator.
- **Cost of Work to Date** – This should be as close to the final cost of the project, to the best of your knowledge. This field will remain **open 60 days after** the Construction Final Completion Date has been entered.

NVAP LOCALITY JOB AID

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

Construction Company

Construction Company is required to submit

VDOT Project Coordinator

VDOT Project Coordinator Phone

VDOT Project Coordinator Email

Locality Project Manager

Locality Project Manager Phone

Locality Project Manager Email

Original Contract Completion Date

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

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

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

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.

LINKS

SMART Portal:

<https://smartportal.virginiahb2.org/#/>

NVAP GUIDE:

<https://www.virginiadot.org/business/resources/const/NVAP-UserGuide.pdf>

LOCALITY JOB AID:

<https://www.virginiadot.org/business/resources/const/NVAP-LocalityJobAid.pdf>

Questions?

