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

Access through the SMART Portal
https://smartportal.virginiahb2.org/#/
Non-VDOT Administered Projects (NVAP) Module – List of Projects

- 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 entered to establish a complete record

3 data fields must be updated monthly

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

Comments are displayed on the Dashboard
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.

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