

# NVAP Locality Job Aid

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

- Type of Work
- Construction Company
- Original Contract Completion Date
- Current Contract Completion Date
- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

**Monthly:** localities must update the following information in NVAP:

- Current Contract 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
- Contract Acceptance Date

**NOTE: Once contract acceptance date is entered no additional updates will be allowed.**

For more information please see:

[NVAP Users Guide](#)

The screenshot shows a web form with the following sections:

- Type Of Work:** A dropdown menu with a red error message: "Type Of Work is required to submit".
- Construction Company:** An empty text input field with a red error message: "Construction Company is required to submit".
- VDOT Project Coordinator:** Three input fields containing "Craig Manges", "(540) 375-0144", and "Craig.Manges@VDOT.Virginia.gov".
- Locality Project Manager:** Three input fields containing "Craig Manges", "(540) 375-0144", and "Craig.Manges@VDOT.Virginia.gov".
- Original Contract Completion Date:** An empty date picker with a red error message: "This field is required to submit".
- Current Contract Completion Date:** An empty date picker with a red error message: "This field is required to submit".
- Contract Acceptance Date:** An empty date picker.
- Contract Award Amount:** An empty input field with a "\$" prefix and a red error message: "Contract Award Amount is required to submit".
- Current Contract Amount:** An empty input field with a "\$" prefix and a red error message: "Current Contract Amount is required to submit".
- Cost of Work to Date:** An empty input field with a "\$" prefix and a red error message: "Cost of Work to Date is required to submit".

| Field Name                                  | Definition  |
|---|---|
| Type of Work                                | Select from dropdown menu.  |
| Construction Company                        | Contractor awarded the contract.  |
| Original Contract Completion Date           | Project construction completion date specified on awarded contract.   |
| Current Contract Completion Date (*Monthly) | Original contract completion date plus any approved time modifications due to change orders   |
| Contract Acceptance 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.  |