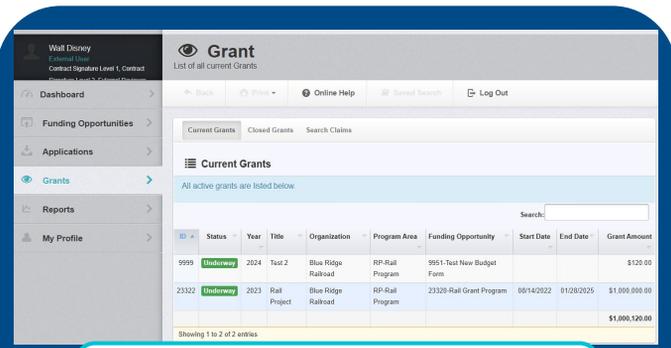


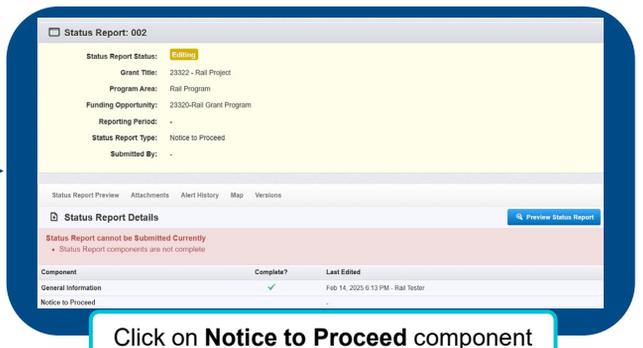
Virginia Department of Rail and Public Transportation

Request a Notice to Proceed – FREIGHT

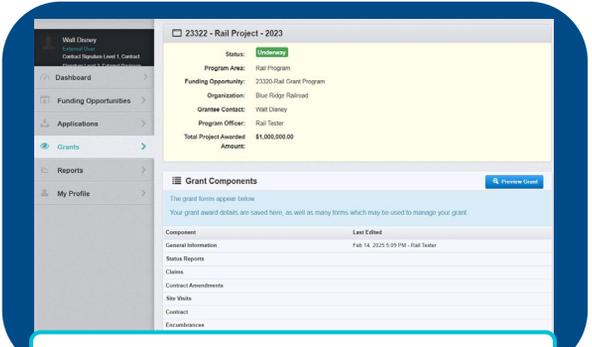
This process is initiated by the Grantee. The Grantee is authorized to proceed with construction upon approval of the NTP. A NTP may include submission of the most up-to-date scope, schedule, and budget.



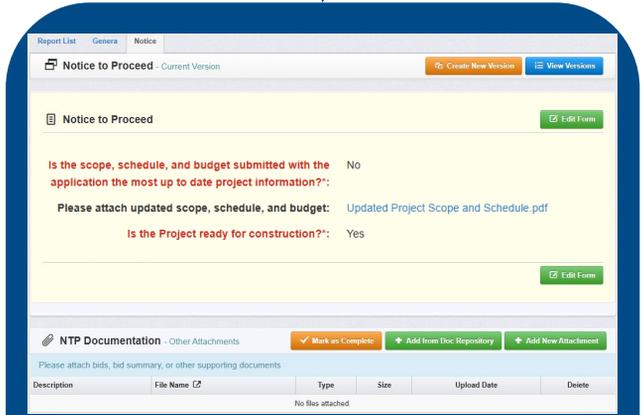
1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page



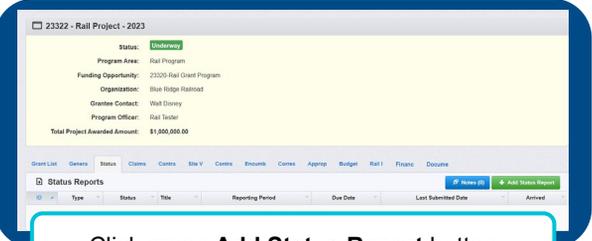
Click on **Notice to Proceed** component



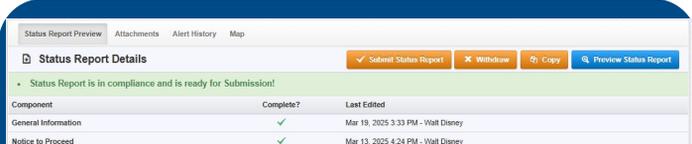
Click on **Status Reports** component



1. Click green **Edit Form** button
2. Complete the form
3. Click green **Save Form** button
4. Click orange **Mark as Complete** button

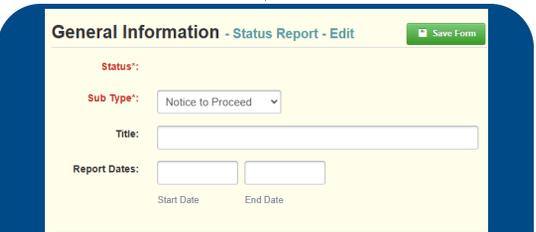


Click green **Add Status Report** button



Click orange **Submit Status Report** button

Note: If the button is not showing, then ensure that each component form has a green checkmark which denotes that the **Mark as Complete** button has been clicked.



1. Keep **Sub Type** as "Notice to Proceed"
2. Add an appropriate title
3. Click green **Save Form** button

The DRPT Program Manager will be notified and continue the Notice to Proceed process.

Done!