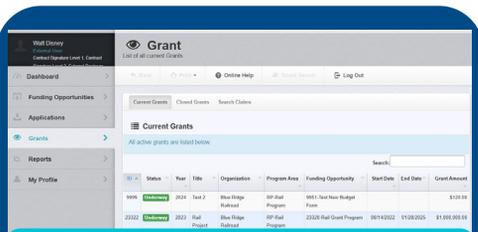
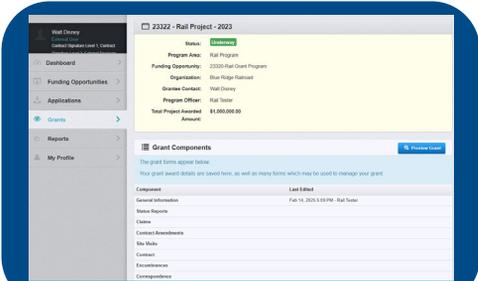


# Request a Notice to Proceed – RPF & RIA

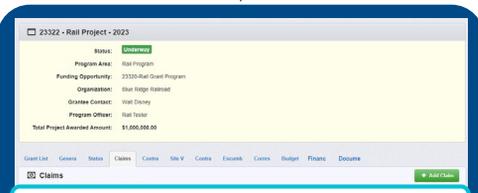
This process is initiated by the Grantee. The Grantee is authorized to proceed with construction upon approval of the NTP. A NTP may include submission of the most up-to-date scope, schedule, and budget. Prior to issuance of an NTP for Rail Preservation and Rail Industrial Access, bids for construction must be secured using Virginia Public Procurement Act procedures. Bids and the bid summary/award must be submitted along with the NTP request.



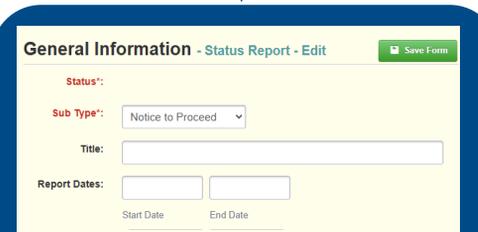
1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page



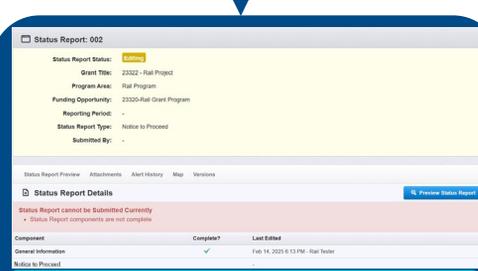
Click on **Status Reports** component



Click green **Add Status Report** button

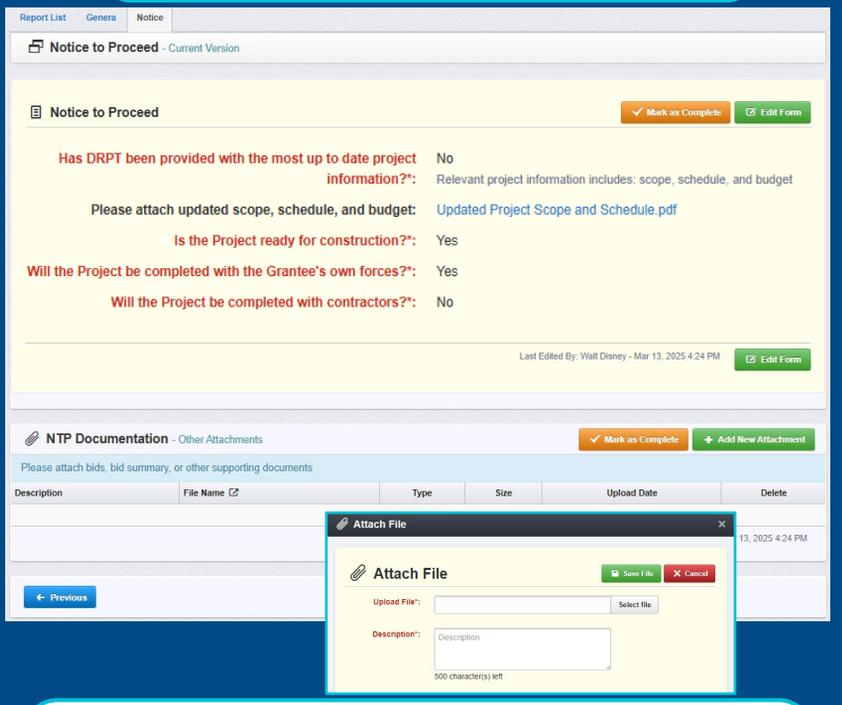


1. Keep **Sub Type** as "Notice to Proceed"
2. Add an appropriate title
3. Click green **Save Form** button



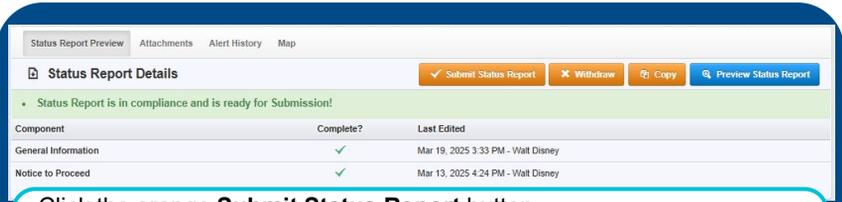
Click on **Notice to Proceed** component

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



If outside contractors are used, upload copies of the scope for the request for bids, the bids received, and the bid summary/award.

1. Click **Add New Attachment** to upload files, e.g. bids, bid summary
2. Click **Select File** to browse for a file
3. Enter an appropriate title for the document in the **Description** area
4. Click green **Save File** button



Click the 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.

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

**Done!**