

NOTIFICATION OF CONSTRUCTION CONTRACT AWARD PORTAL (NCAP)

NCAP USER GUIDE

[Last Updated 11/17/2023]

Prepared By:

United States Department of Labor

Office of Federal Contract Compliance Programs (OFCCP)

200 Constitution Ave NW

Washington, DC 20210

TABLE OF CONTENTS

Contents

| | |
|--|-----------|
| NOTIFICATION OF CONSTRUCTION CONTRACT AWARD PORTAL (NCAP) | 1 |
| NCAP USER GUIDE | 1 |
| TABLE OF CONTENTS | 2 |
| TABLE OF FIGURES | 3 |
| 1 INTRODUCTION | 4 |
| 2 PURPOSE & SCOPE | 4 |
| 3 LOGIN TO NCAP | 5 |
| 3.1 ACCOUNT SETUP | 6 |
| 3.2 LOGIN: RETURNING USERS | 10 |
| 4 SUBMIT AWARD NOTIFICATION DASHBOARD | 12 |
| 4.1 SUBMIT AWARD NOTIFICATION DASHBOARD: LEFT NAVIGATION | 12 |
| 4.2 SUBMIT AWARD NOTIFICATION | 12 |
| 4.3 NOTIFICATION HISTORY | 19 |
| 4.4 MY PROFILE | 20 |
| 4.5 SIGN OUT | 21 |
| 5 APPENDIX | 22 |
| APPENDIX A: ACRONYMS | 22 |
| APPENDIX B: DEFINITIONS | 23 |
| APPENDIX C: MULTIPLE AWARD NOTIFICATION | 24 |
| 6 NCAP TECHNICAL ASSISTANCE | 26 |
| LOGIN.GOV HELP DESK SUPPORT | 26 |
| HELP DESK SUPPORT | 26 |

TABLE OF FIGURES

| | |
|--|----|
| Figure 1: Sample of the NCAP Landing Page | 5 |
| Figure 2: Sample of the Login.gov page | 6 |
| Figure 3: Sample of the Welcome page | 6 |
| Figure 4: Sample of the Rules of Behavior page | 7 |
| Figure 5: Sample of the Type of Account page | 8 |
| Figure 6: Sample of the User Profile page..... | 9 |
| Figure 7: Sample of the Account creation success message | 9 |
| Figure 8: Submit Award Notification Dashboard | 10 |
| Figure 9: Sample of the NCAP Homepage..... | 11 |
| Figure 10: Sample of the Submit Award Notification Dashboard..... | 12 |
| Figure 11: Sample of the Contract Information page | 13 |
| Figure 12: Sample of the Contract Receiving Entity page | 14 |
| Figure 13: Sample of Contract Place(s) of Performance | 16 |
| Figure 14: Sample of the Single Award submitted success message | 17 |
| Figure 15: Sample of the Submit Multiple Award Notifications page | 18 |
| Figure 16: Sample of the Downloaded Template filled-in | 18 |
| Figure 17: Sample of the Uploaded Template | 19 |
| Figure 18: Sample of the Multiple Awards submitted success message | 19 |
| Figure 19: Sample of the Award Notification History | 20 |
| Figure 20: Sample of My Profile page | 21 |
| Figure 21: Sample of the Sign Out link..... | 22 |

1 INTRODUCTION

This guide provides step-by-step instructions on how to submit construction contract award notifications through the Department of Labor (DOL), Office of Federal Contract Compliance Program's (OFCCP) "Notification of Construction Contract Award Portal (NCAP)".

2 PURPOSE & SCOPE

OFCCP developed NCAP to provide contracting officers, applicants, federal contractors and subcontractors (see Appendix B: Definitions) (hereinafter referred to as "NCAP Users") a secure, electronic means to submit construction contract award notifications to OFCCP within 10 working days of awarding a federal or federally assisted construction contract or subcontract in excess of \$10,000. These notification requirements can be viewed at [41 CFR 60-4.2](#).

NCAP is convenient, cost-effective, and allows users to notify OFCCP of an award of an individual construction contract or subcontract by submitting three categories of information: Contract Information, Contract Receiving Entity, and Contract Place(s) of Performance. NCAP also includes a batch upload feature that allows users to upload multiple notices simultaneously.

NCAP is the preferred method for entering, tracking, and submitting construction contract award notifications. This will reduce or eliminate the need to submit contract award notifications via mail or email to OFCCP. For additional assistance please reach out to your local OFCCP regional office. [Find the contact information for OFCCP Regional Offices.](#)

3 LOGIN TO NCAP

NCAP Users must login to the NCAP and set up their User Profile before they can submit a notice of an award of a construction contract or subcontract.

To access NCAP:

1. Open your web browser and enter the following in the address bar: <https://ncap.dol.gov> to display the [NCAP Landing Page](#) (see Figure 1).
2. If this is your first time using NCAP, click the “Create Account” button. If you are a returning user, click the “Sign In” button, as described in 3.2 Login: Returning Users.

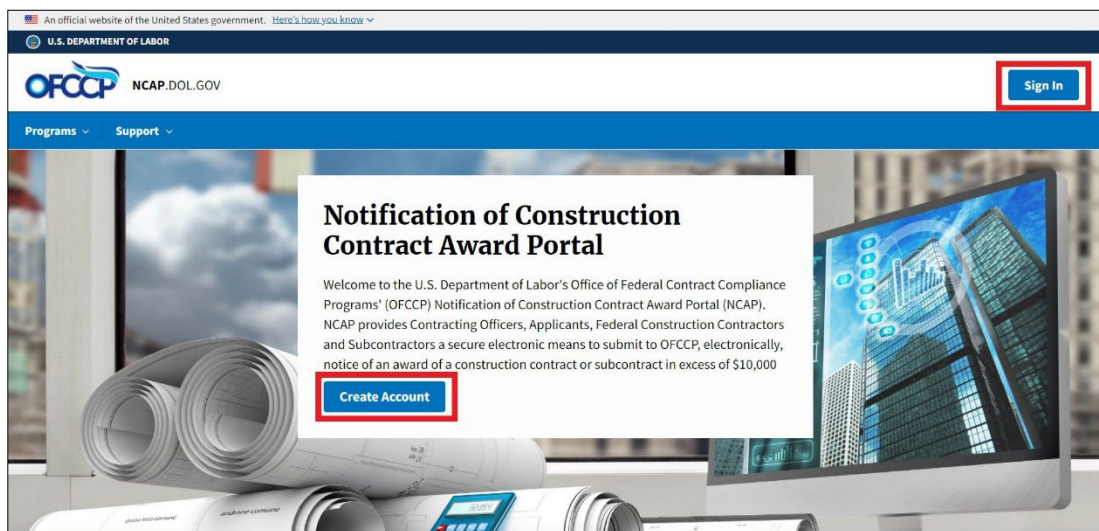


Figure 1: Sample of the NCAP Landing Page

3. You will be re-directed to Login.gov. Login.gov provides a simple, secure, and private way for the public to access participating government websites and applications, including NCAP.
4. Securely sign in using your Login.gov credentials. If you do not have a Login.gov account, you will need to create a Login.gov account to access NCAP. Information on how to create a Login.gov account can be found on the Login.gov website at: <https://www.login.gov/create-an-account/>. Follow Login.gov's two-factor authentication process for secure sign in.
5. Click “Agree and Continue” to enter NCAP (see Figure 2).

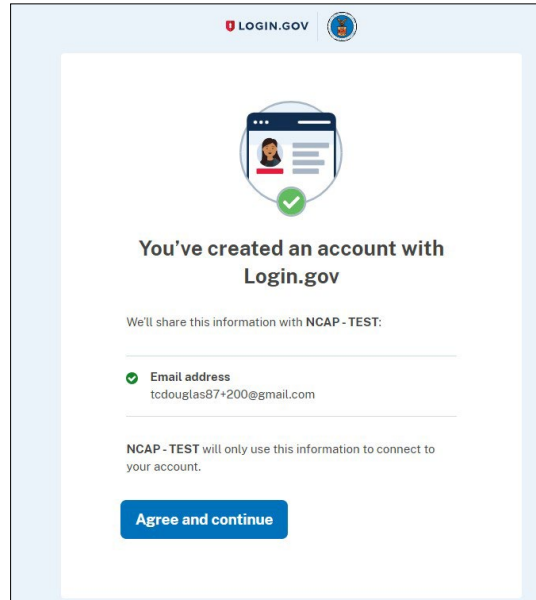


Figure 2: Sample of the Login.gov page

3.1 ACCOUNT SETUP

As a new user, you will be directed to the NCAP Welcome Page.

1. The “Welcome to NCAP” page will be displayed. Click “Get Started” to begin (see Figure 3).

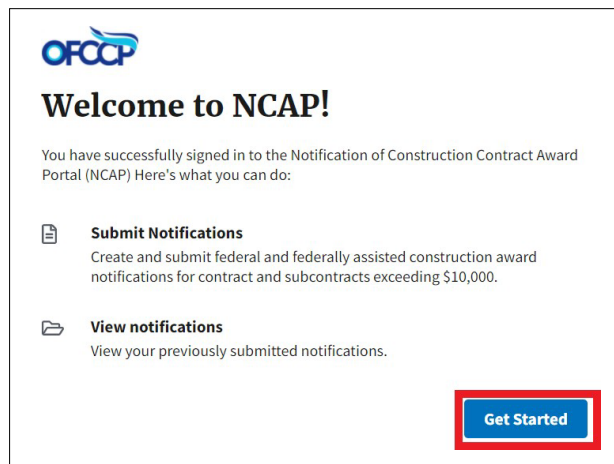


Figure 3: Sample of the Welcome page

2. The next page will display the Rules of Behavior. Read the Rules of Behavior, check the acknowledgement box, and click “Continue” (see Figure 4).



Rules of Behavior

The service you are about to enter is intended to help you submit your notification of construction contract award to the Department of Labor (DOL), Office of Federal Contract Compliance Programs (OFCCP). By its very nature, this requires an exchange of information. The Department of Labor (DOL) is strongly committed to maintaining the privacy of personal information and the security of our computer systems. With respect to the collection, use and disclosure of personal information, DOL makes every effort to ensure compliance with applicable Federal law, including, but not limited to, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, and the Freedom of Information Act. None of your information will be sold to third party vendors or operators of mailing lists.

As a user of the Notification of Construction Contract Award Portal (NCAP), I understand that I am personally responsible for my use and any misuse of my user account and password. I understand that by accessing a U.S. Government information system that I must comply with the following requirements:

1. I must safeguard the information to which I have access at all times.
2. NCAP is intended for official government use only. This means that:
 - I may NOT use this computer system to prepare and/or submit applications containing false, inaccurate, or misleading information designed to test NCAP's functions or features.
 - It is my responsibility to submit information that is truthful and accurate. Knowingly furnishing false information in the preparation of this response and any supplement thereto or to aid, abet, or counsel another to do so is a federal offense under 18 U.S.C. 2, 1001.
3. NCAP may not be used for commercial purposes, for financial gain, or in support of "for profit" non-government activities.
4. The U.S. Government reserves the right to monitor the activities of any user when accessing the Contractor Portal and users should have no expectation of privacy.
5. NCAP and the information contained within are the property of the Federal government. The Department of Labor owns the data stored on these systems, including all messages and information, even those deemed personal. Unauthorized attempts to upload information or change information provided by this service are strictly prohibited and may be punishable by law.

Figure 4: Sample of the Rules of Behavior page

3. Select the appropriate Account Type: [Federal Agency](#), [Applicant](#), or [Contractor](#). Definitions of each account type are provided. Click the "Continue" button (see Figure 5).

OFCCP

What type of account is this?

Federal Agency
“Federal Agency” refers to any department, agency, establishment, or instrumentality in the executive branch of the Government, including any wholly owned Government corporation, which enters into contracts.

Applicant
“Applicant” means an applicant for federal assistance involving a construction contract, or other participant in a program involving a construction contract as determined by regulation of an administering agency. The term also includes such persons after they become recipients of such federal assistance. Generally applicants are at the state or local level awarding federally assisted road construction contracts, housing projects as well as airport and public transportation projects (e.g., a state department of transportation or a city housing authority).

Contractor
Two types of contractors may need an account. A construction contractor or a covered non-construction contractor. A “construction contractor” refers to a prime contractor or subcontractor who awards a construction subcontract in excess of \$10,000 at any tier for construction work performed under a federal or federally assisted construction contract. A “covered non-construction contractor” refers to a federal supply and service contractor or subcontractor who awards construction work necessary in whole or in part to the performance of a federal non-construction contract or subcontract.

[Back](#) [Continue](#)

Figure 5: Sample of the Type of Account page

4. Enter the requested information on the Complete User Profile screen and click “Submit” (see Figure 6).

OFCCP

Complete User Profile

Enter the following information and confirm the details are correct and up-to-date. Click submit to finish.

Name of Awarding Federal Agency, Applicant or Contractor *

Contracting Officer, Applicant Representative or Contractor Representative Submitting Notification

First Name * Last Name *

Phone Number * Extension

 +1

Email Address *

[Back](#)

Figure 6: Sample of the User Profile page

5. A success confirmation message will be displayed reading “Your account has been created and you are ready to use NCAP.” Click “Finish” (see Figure 7).

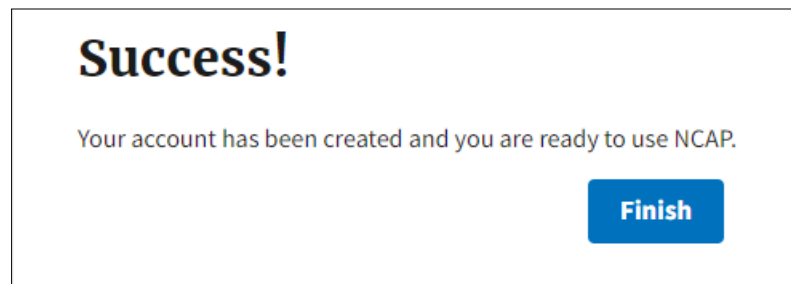


Figure 7: Sample of the Account creation success message

6. You will be directed to the Submit Award Notification Dashboard upon completion of the User Profile (see Figure 8). Two tiles will be available to Submit Award Notifications: “Submit Single Award Notifications” and “Upload Multiple Award Notifications at Once.” Go to Section 4.2 for further instructions on how to submit award(s).

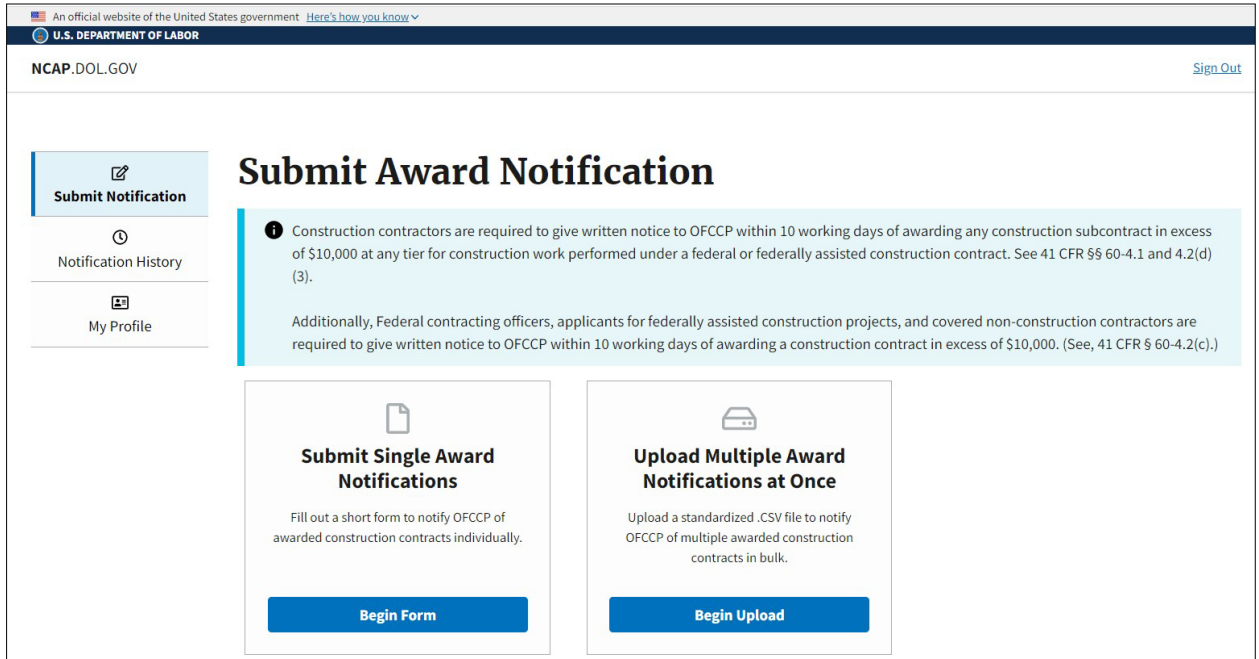


Figure 8: Submit Award Notification Dashboard

Note: Once the Company Profile is established, when logging back in users will be taken directly to the Submit Award Notification Dashboard.

3.2 LOGIN: RETURNING USERS

For returning registered NCAP users, follow the steps below to sign in from the NCAP Home Page:

1. Click the “Sign In” button in the top right corner and enter your Login.gov account email address and password to sign in with Login.gov (see Figure 9).

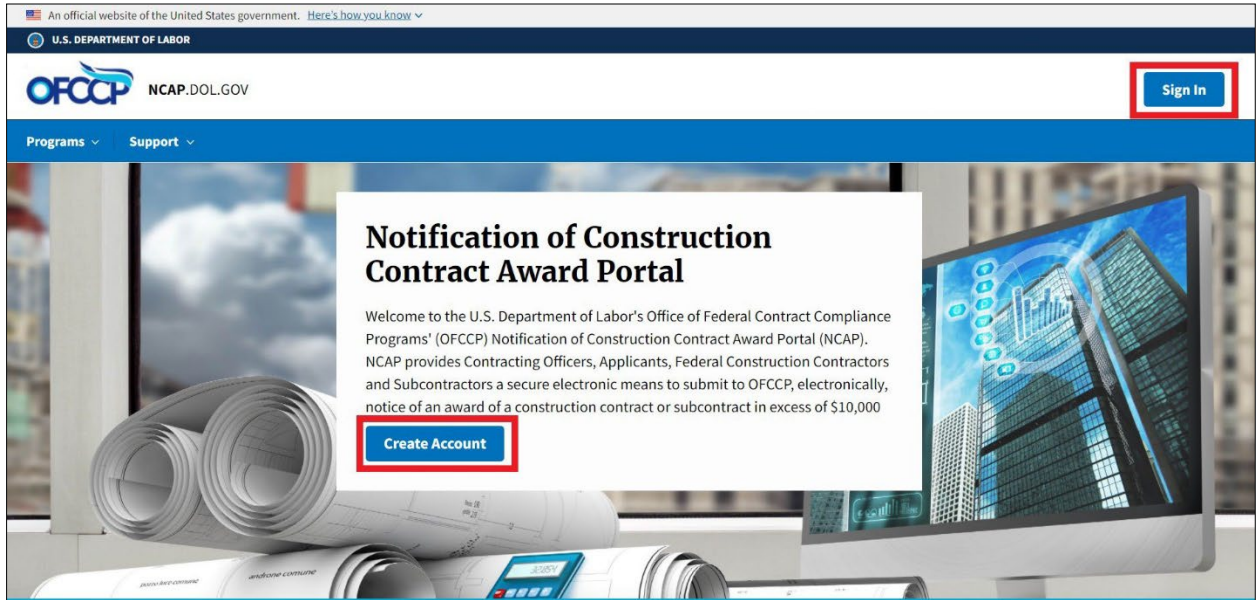


Figure 9: Sample of the NCAP Homepage

2. You will be re-directed to the NCAP Submit Award Notification Dashboard (see Figure 10).

4 SUBMIT AWARD NOTIFICATION DASHBOARD

From the Submit Award Notification Dashboard, users can perform several actions including Submit an Award Notification, view existing submitted Award Notifications, and access the User Profile.

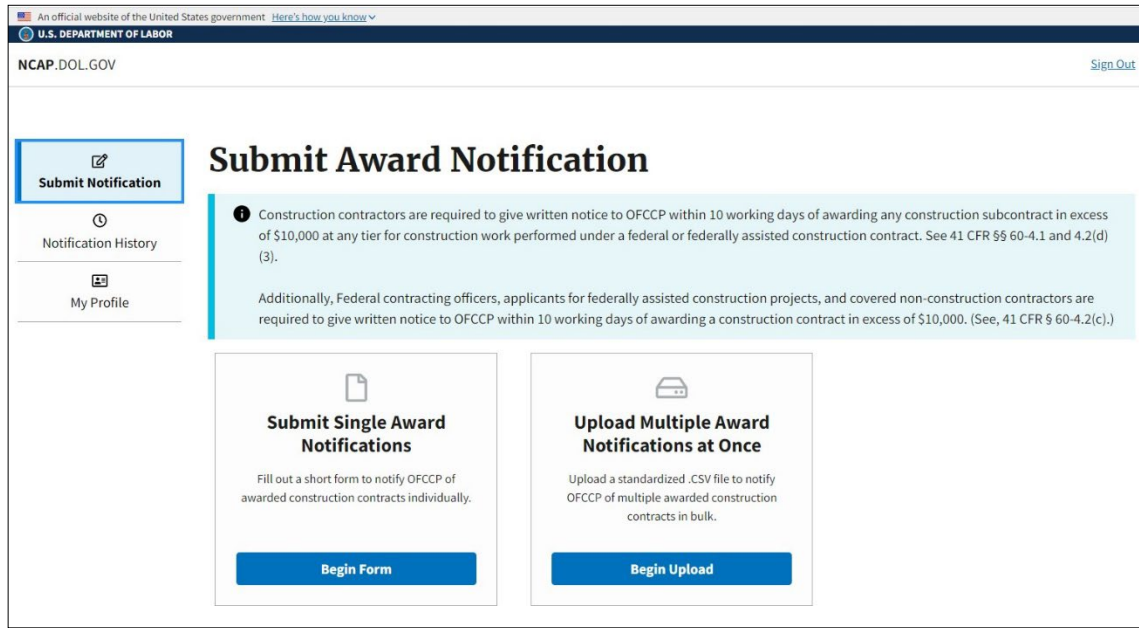


Figure 10: Sample of the Submit Award Notification Dashboard

4.1 SUBMIT AWARD NOTIFICATION DASHBOARD: LEFT NAVIGATION

The top left of the Submit Award Notification Dashboard contains three tabs that provide shortcuts to the following options:

- **Submit Notification:** Allows users to submit Award Notifications by single form or bulk upload using a template formatted csv file.
- **Notification History:** Allows users to review submitted Award Notifications.
- **My Profile:** Allows users to review and edit profile details.

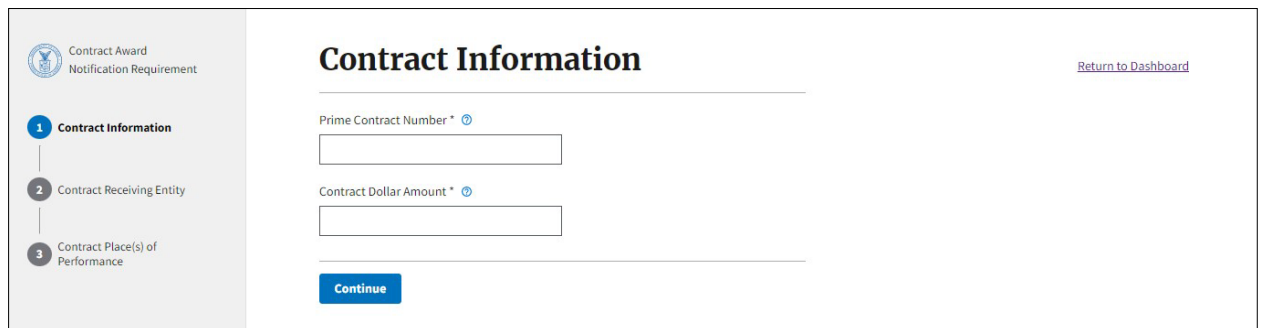
4.2 SUBMIT AWARD NOTIFICATION

The Submit Award Notification page will display two tiles for the purpose of submitting Award Notifications. The first tile can be used for a single submission. The second tile can be used to submit multiple award notifications.

4.2.1 Submit Single Award

After you have selected “Submit Single Award Notifications”, a page titled “Contract Information” appears. The Contract Award Notification for Single Award submission is split into three sections: Contract Information (see Figure 11), Contract Receiving Entity (See Figure 12), and Contract Place(s) of Performance (see Figure 13). Each section will allow the user to provide the necessary data for submission.

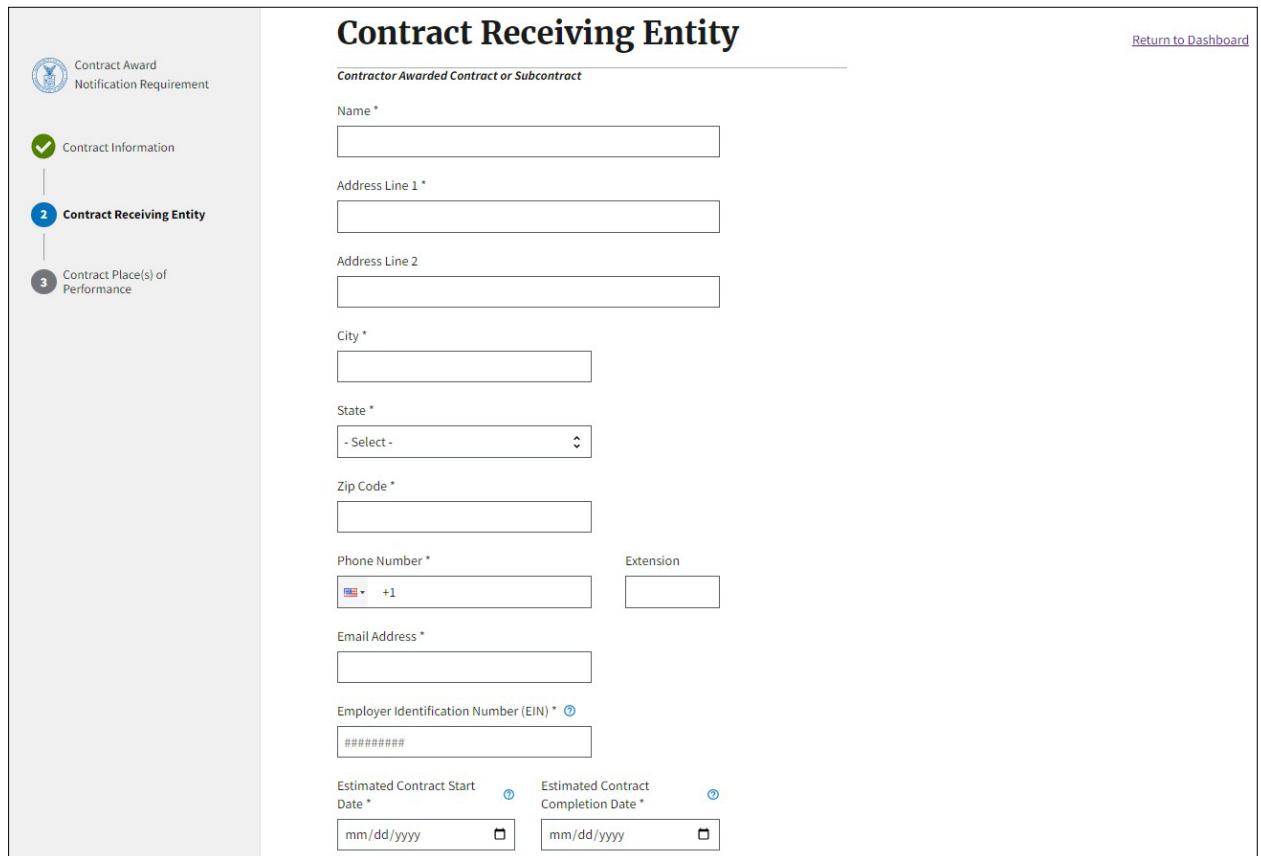
1. Complete the Contract Information page and click “Continue” (see Figure 11). In the “Contract Dollar Amount” field, enter the amount you are awarding the Contract Receiving Entity.



The screenshot shows a web interface for submitting a single award notification. On the left, a sidebar contains a logo and the text "Contract Award Notification Requirement". Below this, a vertical list of three steps is shown: "1 Contract Information" (highlighted with a blue circle), "2 Contract Receiving Entity", and "3 Contract Place(s) of Performance". The main content area is titled "Contract Information" and features a "Return to Dashboard" link in the top right. It contains two input fields: "Prime Contract Number *" and "Contract Dollar Amount *", both with asterisks and help icons. A blue "Continue" button is positioned below the second field.

Figure 11: Sample of the Contract Information page

2. Complete the Contract Receiving Entity page and click “Continue” (see Figure 12).



The screenshot shows the 'Contract Receiving Entity' page. On the left is a navigation sidebar with three items: 'Contract Award Notification Requirement' (with a clock icon), 'Contract Information' (with a checkmark icon), and 'Contract Receiving Entity' (with a blue circle containing the number 2). Below it is 'Contract Place(s) of Performance' (with a blue circle containing the number 3). The main content area is titled 'Contract Receiving Entity' and includes a 'Return to Dashboard' link. Below the title is the heading 'Contractor Awarded Contract or Subcontract'. The form contains the following fields: 'Name *' (text input), 'Address Line 1 *' (text input), 'Address Line 2' (text input), 'City *' (text input), 'State *' (dropdown menu with '- Select -'), 'Zip Code *' (text input), 'Phone Number *' (text input with a country code dropdown set to '+1') and 'Extension' (text input), 'Email Address *' (text input), 'Employer Identification Number (EIN) *' (text input with a help icon and a masked field '#####'), 'Estimated Contract Start Date *' (calendar icon, text input 'mm/dd/yyyy'), and 'Estimated Contract Completion Date *' (calendar icon, text input 'mm/dd/yyyy').

Figure 12: Sample of the Contract Receiving Entity page

3. Complete the Contract Place(s) of Performance screen. Contracts can have a single or multiple places of performance. Add a county from the drop-down list if the place of performance is a single location. If the place of performance is state-wide, select the checkbox “Statewide.” After you have made your selection, click on the “Add geographical area(s)” button. Multiple counties can be selected in the county field. When work is being performed across multiple states and counties under the same award, first select one of the states where the work will be performed. In the county field, select the county name(s). In the city field, enter the city, if any. Finally, click the “Add geographical area(s)” button to add the location just entered. Repeat these steps until all places of performance for the same award are added. To remove a location, click on the trash can icon that appears next to the location in the geographical area listing (see Figure 13).

Contract Award Notification Requirement

- ✓ Contract Information
- ✓ Contract Receiving Entity
- 3 Contract Place(s) of Performance**

Contract Place(s) of Performance

[Return to Dashboard](#)

If the contracted work will be performed in multiple geographical areas under the same award, each county and state where the work will be performed should be identified.

State *

Alabama

Statewide

County or county equivalent *

Baldwin x Blount x

Add geographical area(s)

Back Submit

Contract Award Notification Requirement

- ✓ Contract Information
- ✓ Contract Receiving Entity
- ✓ Contract Place(s) of Performance**

Contract Place(s) of Performance

[Return to Dashboard](#)

If the contracted work will be performed in multiple geographical areas under the same award, each county and state where the work will be performed should be identified.

State *

- Select -

Statewide

County or county equivalent *

- Select -

City (if any)

Add geographical area(s)

2 geographical area(s)

| State | County | City | Remove |
|---------|---------|------|--------|
| Alabama | Baldwin | | 🗑️ |
| Alabama | Blount | | 🗑️ |

Back Submit

Contract Award Notification Requirement

- ✓ Contract Information
- ✓ Contract Receiving Entity
- 3 Contract Place(s) of Performance**

Contract Place(s) of Performance

[Return to Dashboard](#)

If the contracted work will be performed in multiple geographical areas under the same award, each county and state where the work will be performed should be identified.

State *

Alabama

Statewide

County or county equivalent *

- Select -

Add geographical area(s)

Back Submit

Contract Award Notification Requirement

- ✓ Contract Information
- ✓ Contract Receiving Entity
- ✓ Contract Place(s) of Performance**

Contract Place(s) of Performance

[Return to Dashboard](#)

If the contracted work will be performed in multiple geographical areas under the same award, each county and state where the work will be performed should be identified.

State *

- Select -

Statewide

County or county equivalent *

- Select -

City (if any)

Add geographical area(s)

1 geographical area(s)

| State | County | City | Remove |
|---------|--------|------|--------|
| Alabama | | | |

Back Submit

Figure 13: Sample of Contract Place(s) of Performance page

- Click the “Submit” button to submit the form. If there are any validation errors or empty required fields, this will prevent submission and the “Submit” button will be greyed out. Ensure that all required fields are completed with the correct information. After you have made any required

corrections, the “Submit” button will be green, indicating that the award is ready to be submitted.

5. After submitting the Single Award, a confirmation message will be displayed “Award submitted successfully” (see Figure 14). Click the “Return to the Dashboard” button if you are done submitting single awards. To submit additional single awards, click the “Submit another award” button and you will be brought back to the Contract Information page of the Single Award Notification form.

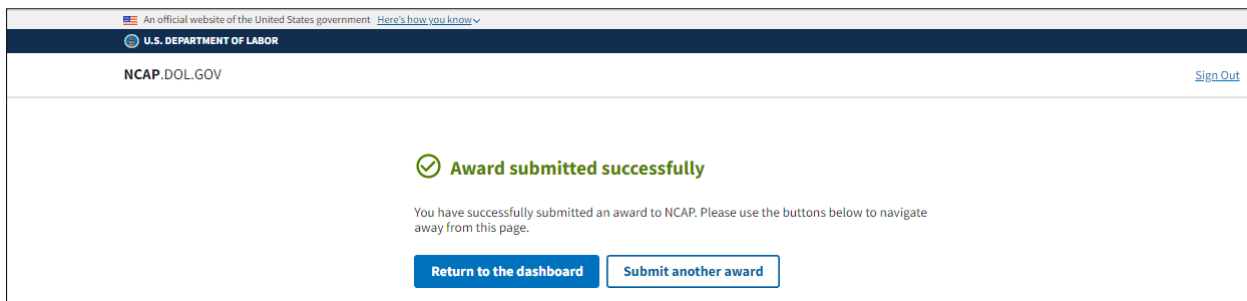


Figure 14: Sample of the Single Award submitted success message

4.2.2 Submit Multiple Award Notifications

1. To submit multiple awards, click the “Upload Multiple Award Notifications at Once” tile to bring you to the Submit Multiple Award Notifications page (see Figure 15). This bulk upload option uses a template that is available to download for your use (see Figure 16).
2. Click “Download File,” to download the template in the csv format. Open the file and complete the template with your contract information. All columns of data must be provided for each contract award except for the following: “+4 zip,” “Phone Extension,” and “Place of Performance City.” See Appendix C for detailed instructions on completing the form, including examples of data.

NCAP.DOL.GOV [Sign Out](#)

Upload Multiple Award Notifications

[Return to Dashboard](#)

1 Follow the steps below to notify OFCCP of multiple awarded construction contracts

1 **Download the .csv file template**

Download your .CSV file template to fill in multiple awards that you would like to submit notifications for.

[Download File](#)

2 **Upload your completed .csv file**

Upload the completed file that you saved on your hard drive.

Drop files here or [browse](#)

File types allowed: .csv
File size limit: 50 KB

Figure 15: Sample of the Submit Multiple Award Notifications page

- After updating the template with the award information, save the template to your computer in a csv format.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|----|-------------|---------------|------------------------|----------------------|---------|------------|-------|----------------------|---|-------------|-----------|-----------|--------------|-----------|-----------|------------|--------------------|----------------------|---------------|---|
| 1 | Prime Contr | Dollar Amount | Name of Contractor | Awarded Address Line | Address | City | State | Zip (5 digit + 4 zip | | Phone Numbe | Phone Ext | Contracto | Employer Ide | Estimated | Estimated | Place of P | Place of Performan | Place of Performance | City (if any) | |
| 2 | 123456789 | 95000 | XYZ NOT A REAL COMPANY | 123 Yellow B | Bldg 1 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654321 | 4/1/2023 | 5/1/2025 | Maryland | Prince Georges | | | |
| 3 | 123456780 | 96000 | XYZ NOT A REAL COMPANY | 124 Yellow B | Bldg 2 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654321 | 4/2/2023 | 5/2/2025 | Maryland | Prince Georges | | | |
| 4 | 123456781 | 97000 | XYZ NOT A REAL COMPANY | 125 Yellow B | Bldg 3 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654321 | 4/3/2023 | 5/3/2025 | Maryland | Prince Georges | | | |
| 5 | 123456782 | 100000 | XYZ NOT A REAL COMPANY | 126 Yellow B | Bldg 4 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654321 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 6 | 123456783 | 50000 | XYZ NOT A REAL COMPANY | 127 Yellow B | Bldg 5 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654322 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 7 | 123456784 | 51000 | XYZ NOT A REAL COMPANY | 128 Yellow B | Bldg 6 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654323 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 8 | 123456785 | 50000 | XYZ NOT A REAL COMPANY | 129 Yellow B | Bldg 7 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654324 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 9 | 123456786 | 25000 | XYZ NOT A REAL COMPANY | 130 Yellow B | Bldg 8 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654325 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 10 | 123456787 | 12000 | XYZ NOT A REAL COMPANY | 131 Yellow B | Bldg 9 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654326 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 11 | 123456788 | 10000.01 | XYZ NOT A REAL COMPANY | 132 Yellow B | Bldg 10 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654327 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 12 | 123456789 | 12500 | XYZ NOT A REAL COMPANY | 133 Yellow B | Bldg 11 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654328 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 13 | 123456780 | 13000 | XYZ NOT A REAL COMPANY | 134 Yellow B | Bldg 12 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654329 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 14 | 123456781 | 50000 | XYZ NOT A REAL COMPANY | 135 Yellow B | Bldg 13 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654330 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 15 | 123456782 | 50000 | XYZ NOT A REAL COMPANY | 136 Yellow B | Bldg 14 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654331 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 16 | 123456783 | 50000 | XYZ NOT A REAL COMPANY | 137 Yellow B | Bldg 15 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654332 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 17 | 123456784 | 50000 | XYZ NOT A REAL COMPANY | 138 Yellow B | Bldg 16 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654333 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 18 | 123456785 | 50000 | XYZ NOT A REAL COMPANY | 139 Yellow B | Bldg 17 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654334 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 19 | 123456786 | 50000 | XYZ NOT A REAL COMPANY | 140 Yellow B | Bldg 18 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654335 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 20 | 123456777 | 50000 | XYZ NOT A REAL COMPANY | 141 Yellow B | Bldg 19 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654336 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 21 | 123456791 | 50000 | XYZ NOT A REAL COMPANY | 142 Yellow B | Bldg 20 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654337 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 22 | 123456745 | 50000 | XYZ NOT A REAL COMPANY | 143 Yellow B | Bldg 21 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654338 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 23 | 123456750 | 50000 | XYZ NOT A REAL COMPANY | 144 Yellow B | Bldg 22 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654339 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 24 | 123456788 | 50000 | XYZ NOT A REAL COMPANY | 145 Yellow B | Bldg 23 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654340 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 25 | 123456745 | 50000 | XYZ NOT A REAL COMPANY | 146 Yellow B | Bldg 24 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654341 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |
| 26 | 123456781 | 50000 | XYZ NOT A REAL COMPANY | 147 Yellow B | Bldg 25 | Camp Sprin | MD | 20748 | | 1235555555 | | Johndoe@ | 987654342 | 4/4/2023 | 5/4/2025 | Maryland | Prince Georges | | | |

Figure 16: Sample of the Downloaded Template filled-in

- Upload the completed file to NCAP by either dragging the file into the designated space or browsing your computer for the file (see Figure 17). Please be aware of the size limit of 50 KB for files being uploaded into NCAP. Click on "Submit" to complete the bulk upload.

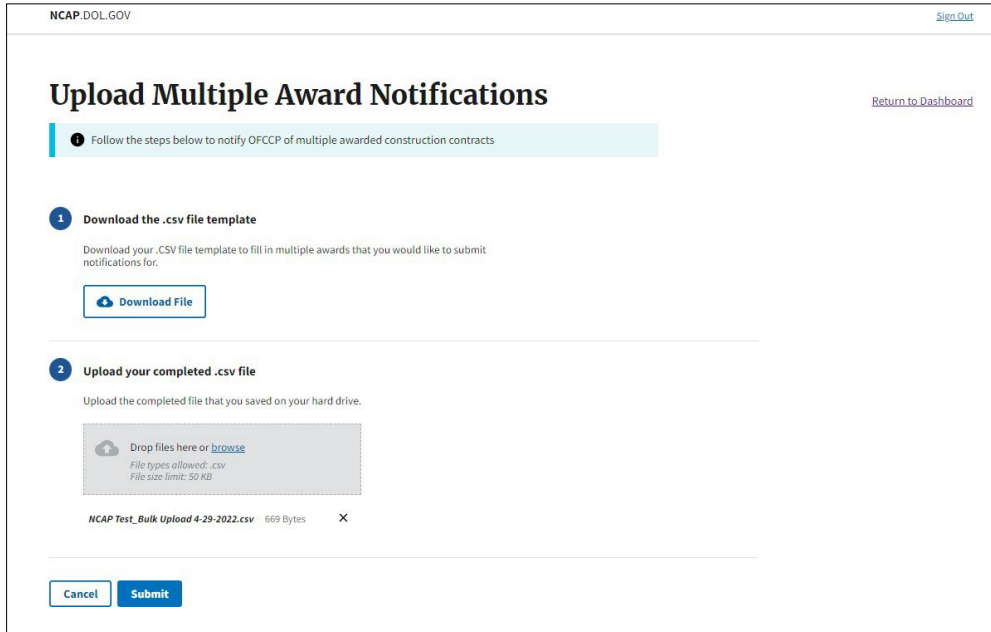


Figure 17: Sample of the Uploaded Template

5. A confirmation message, “Awards submitted successfully”, will be displayed after clicking “Submit” (see Figure 18). Click “Return to the dashboard.”

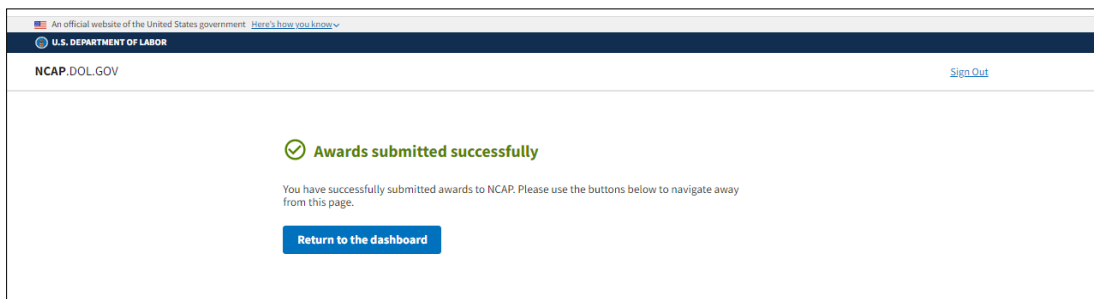


Figure 18: Sample of the Multiple Awards submitted success message

4.3 NOTIFICATION HISTORY

To review the awards that you submitted, select “Notification History” from the menu on the left side of the Submit Award Notification Dashboard. On the “Award Notification History” page (see Figure 19), you will be able to view a list of existing award notifications that you submitted. You can download the list of awards by clicking the “Get Data for Export” button.

Submit Notification

Notification History

My Profile

Award Notification History

Search 🔍

Apply

Reset

Results Per Page: 10 ⌵

| Prime Contract Number | Awarding Entity | Receiving Entity | Receiving Organization Email | Contract Amount | Start Date | End Date |
|-----------------------|--------------------|------------------------|------------------------------|-----------------|------------|----------|
| 123456780 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 96000.00 | 4/2/2023 | 5/2/2025 |
| 123456781 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 97000.00 | 4/3/2023 | 5/3/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 12500.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 13000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |
| 123456782 | NOT A REAL COMPANY | XYZ NOT A REAL COMPANY | Johndoe@xyz.com | 50000.00 | 4/4/2023 | 5/4/2025 |

|<
<
Page 1 of 3
>
>|

[Get Data for Export](#)

Figure 19: Sample of the Award Notification History

4.4 MY PROFILE

The “My Profile” page (see Figure 20) allows users to edit the information they entered into the “Complete User Profile” form when registering for NCAP. To make edits to the user profile, follow the steps below:

1. Click “My Profile” on the lefthand side of the page.
2. Click “Edit” and update your user information.
3. Click “Save” when completed. The updates you entered will be displayed.

My Profile

Submit Notification

Notification History

My Profile

First Name *
Tan

Last Name *
Doe

Organization Type * ⓘ
Contractor

Organization Name *
Tan Doe

Phone Number *
+1 (666) 333-0000

Extension

Email Address *
td@g.comm

Edit

My Profile

Submit Notification

Notification History

My Profile

First Name *
Tan

Last Name *
Doe

Organization Type * ⓘ
Contractor

Organization Name *
Tan Doe

Phone Number *
+1 (666) 333-0000

Extension

Email Address *
td@g.com

Cancel **Save**

Figure 20: Sample of My Profile page

4.5 SIGN OUT

To logout of the NCAP system, select the Sign out link on the top right-hand side of the page (see Figure 21).

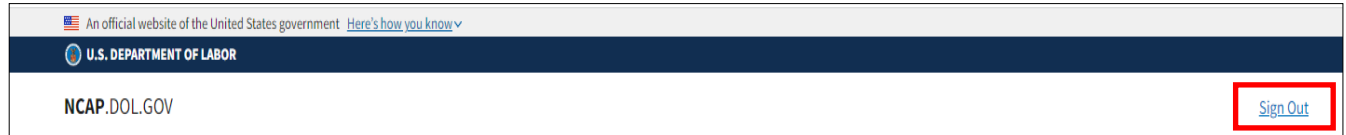


Figure 21: Sample of the Sign Out link

5 APPENDIX

APPENDIX A: ACRONYMS

| | |
|-------|--|
| NCAP | Notification of Construction Contract Award Portal |
| CSV | Comma-Separated Values |
| DUNS | Data Universal Number System (a.k.a. DUNS Number) |
| EEO | Equal Employment Opportunity |
| EIN | Employer Identification Number |
| NAICS | North American Industry Classification System |
| OFCCP | Office of Federal Contract Compliance Programs |
| SAM | System for Award Management |

APPENDIX B: DEFINITIONS

| Term | Definition |
|--|---|
| Notification of Construction Contract Award Portal | NCAP provides Contracting Officers, Applicants, and Federal Construction Contractors and Subcontractors a secure electronic means to submit to OFCCP, electronically, notice of an award of a construction contract or subcontract in excess of \$10,000. |
| Employer Identification Number (EIN) | A nine-digit number that IRS assigns in the following format: XX-XXXXXXX. It is used to identify the tax accounts of employers and certain others who have no employees. Also known as a Federal Tax Identification Number, it is used to identify a business entity. |
| Office of Federal Contract Compliance Programs | The Office of Federal Contract Compliance Programs (OFCCP) protects workers, promotes diversity, and enforces the law. OFCCP holds those who do business with the federal government (contractors and subcontractors) responsible for complying with the legal requirement to take affirmative action and not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran. |
| System for Award Management (SAM) | The System for Award Management, or SAM, is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System (EPLS). This system is used by the Federal Government in conducting the acquisition and financial assistance (which includes grants and cooperative agreements) processes. |
| Contracting officer | A person working in any department, agency, establishment, or instrumentality in the executive branch of the Government, including any wholly owned Government corporation, who is empowered to bind the Federal Government to a contract. |
| Applicant | An applicant for a federal assistance involving a construction contract, or other participant in a program involving a construction contract as determined by regulation of an administering agency. The term also includes such persons after they become recipients of such federal assistance. Generally, applicants are at the state or local level awarding federally assisted road construction contracts, housing projects as well as airport and public transportation projects (for example, a state department of transportation for a city housing authority). |
| Contractors and Subcontractors | A construction contractor or a covered non-construction contractor. A construction contractor refers to a prime contractor or subcontractor who awards a construction subcontract in excess of \$10,000 at any tier for construction work performed under a federal or federally assisted construction contract. A covered non-construction contractor refers to a federal supply and service contractor or subcontractor who awards construction work necessary in whole or in part to the performance of a federal non-construction contract or subcontract. |

APPENDIX C: MULTIPLE AWARD NOTIFICATION

- To upload multiple award notifications at once, navigate to the NCAP home page at <https://ncap.dol.gov/public/submit-notification>
- Click on the Blue “Begin Upload” button for “Upload Multiple Award Notifications at Once”
- Click the “Download file” button and open the csv file template
- All fields in the file should be formatted in either “General” (for columns with non-numeric characters) or “Text” (for all columns with numeric characters)

Multiple Award Submission Template Fields Criteria

| Field | Criteria |
|--|---|
| Prime Contract Number | <ul style="list-style-type: none"> • Enter the Prime Contract Number. • This field is required. |
| Dollar Amount of the Contract | <ul style="list-style-type: none"> • Enter the contract or subcontract dollar amount of at least \$10,000.01 awarded to the entity as a number value up to two decimal places. (No commas, no currency symbols or formatting) For example: <ul style="list-style-type: none"> ○ Acceptable entries – 10000.01 or 130000 ○ Unacceptable entries - \$14000 or 249,972.24 or \$150,000 or 170000,00 • This field is required. |
| Name of Contractor Awarded Contract or Subcontract | <ul style="list-style-type: none"> • Enter the name of the entity receiving the contract or subcontract. • This field is required. |
| Address Line 1 | <ul style="list-style-type: none"> • Enter the street address of the entity receiving the contract or subcontract. • This field is required. |
| Address Line 2 | <ul style="list-style-type: none"> • Enter additional address information such as the suite number or the PO Box of the entity receiving the contract or subcontract. |
| City | <ul style="list-style-type: none"> • Enter the full name of the city of the entity receiving the contract or subcontract. • This field is required. |
| State | <p>Enter the two (2) character abbreviation for the state of the entity receiving the contract or subcontract. For example:</p> <ul style="list-style-type: none"> ○ Acceptable entries – TX or VA or MD or MS ○ Unacceptable entries – Texas or Virginia or Maryland or Tx. or Miss. • This field is required. |
| Zip (5 digits) | <ul style="list-style-type: none"> • Enter the five (5) digit zip code of the entity receiving the contract or subcontract. • This field is required. |
| + 4 zip | <ul style="list-style-type: none"> • Enter the four (4) digit extension of the zip of the entity receiving the contract or subcontract. |

| Field | Criteria |
|---------------------------------------|---|
| Phone Number | <ul style="list-style-type: none"> • Enter the 10-digit phone number, without formatting, of the entity receiving the contract or subcontract. For example: <ul style="list-style-type: none"> ○ Acceptable entries – 2345433456 ○ Unacceptable entries – 345-450-3421 or (249)-972-2465 or 567-4532 or 675.567.4536 or 786 987 7654 • This field is required. |
| Phone Extension | <p>Enter the extension of the entity receiving the contract or subcontract. For example:</p> <ul style="list-style-type: none"> ○ Acceptable entries – 2345 or 342 ○ Unacceptable entries – #345 or (249) |
| Contractor Email | <ul style="list-style-type: none"> • Enter the email of the entity receiving the contract or subcontract. • This field is required. |
| Employer Identification Number (EIN) | <ul style="list-style-type: none"> • Enter the Employer Identification Number (EIN) of the entity receiving the contract or subcontract without any special characters. For example: <ul style="list-style-type: none"> ○ Acceptable entries – 123456789 ○ Unacceptable entries – 45-6754322 |
| Estimated Start Date of Contract | <ul style="list-style-type: none"> • Enter the start date of the contract in MM/DD/YYYY format. • This field is required. |
| Estimated Completion Date of Contract | <ul style="list-style-type: none"> • Enter the end date of the contract in MM/DD/YYYY format. • This field is required. |
| Place of Performance State | <ul style="list-style-type: none"> • Enter the state’s full name for the place of performance of the contract or subcontract. For example: <ul style="list-style-type: none"> ○ Acceptable entries – Texas or Virginia or Maryland ○ Unacceptable entries – TX or VA or MD or MS or Tx. or Miss. or N. Carolina • This field is required. |
| Place of Performance County(s) | <ul style="list-style-type: none"> • Enter the county of the place of performance of the contract or subcontract. For contracts with multiple places of performance in the same state, list each county separated by a semicolon. For example: <ul style="list-style-type: none"> ○ Acceptable entries – Henrico Henrico; Hanover; Chester ○ Unacceptable entries – Henrico, VA Henrico county Henrico, Hanover, Chester Henrico-Hanover-Chester • This field is required. |
| Place of Performance City (if any) | <p>Enter the city of the place of performance of the contract or subcontract.</p> |

6 NCAP TECHNICAL ASSISTANCE LOGIN.GOV HELP DESK SUPPORT

For assistance with issues related to account creation, signing in, changing Login.gov settings, two-factor authentication and more, go to [Login.gov](https://login.gov).

HELP DESK SUPPORT

For technical support to correct a data entry or to verify a submission in the NCAP, email Technical Support Services using the Technical Help Desk Support form or call the OFCCP Help Desk at 1-800-397-6251. Follow the prompts, by selecting 1 for English or 2 for Spanish, then press 1 for technical issues.