



NOTIFICATION OF CONSTRUCTION CONTRACT AWARD PORTAL (NCAP)

NCAP USER GUIDE

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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) "Notifications 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 Notification of Construction Contract Award Portal (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.

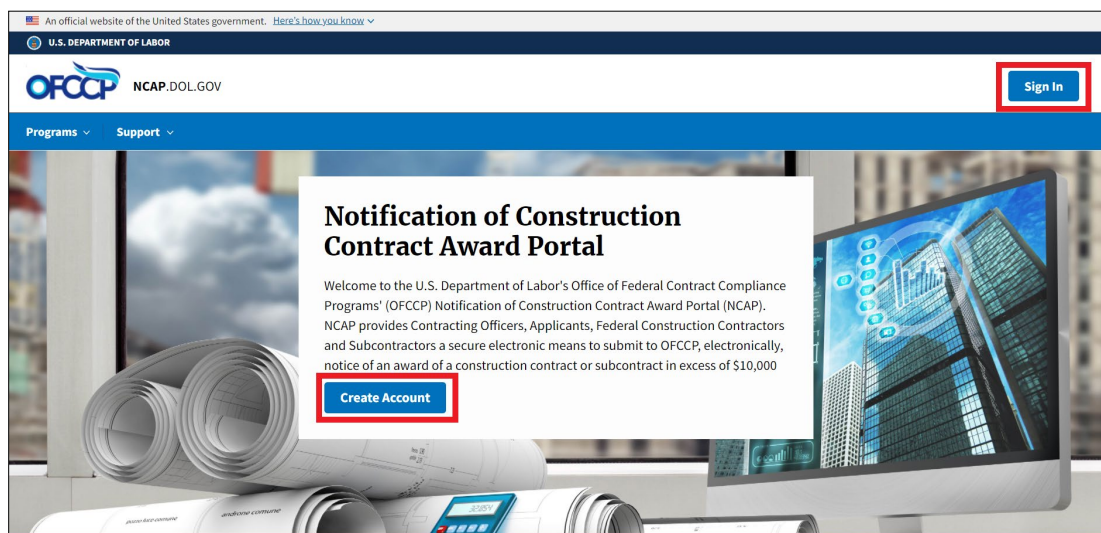


Figure 1: Sample of the NCAP Landing Page

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 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).

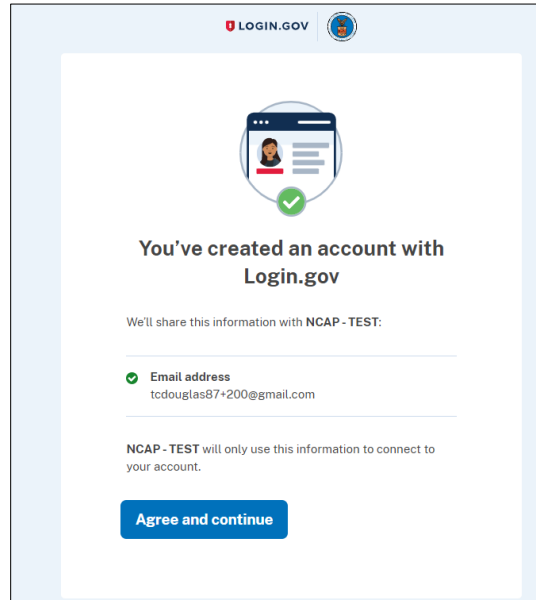


Figure 2: Sample of the Login.gov page

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).

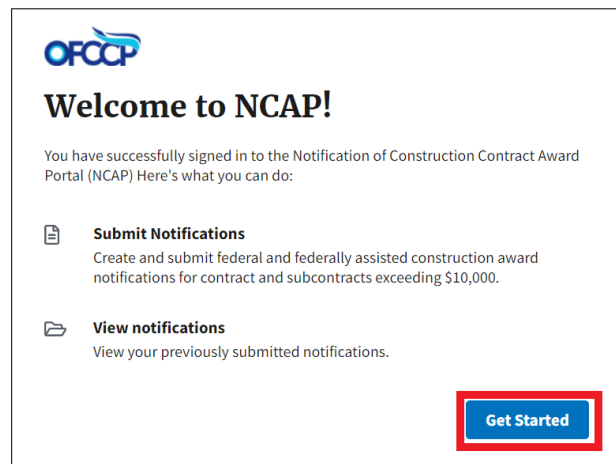


Figure 3: Sample of the Welcome page

2. The next page will display the Rules of Behavior. Read all the rules, 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).

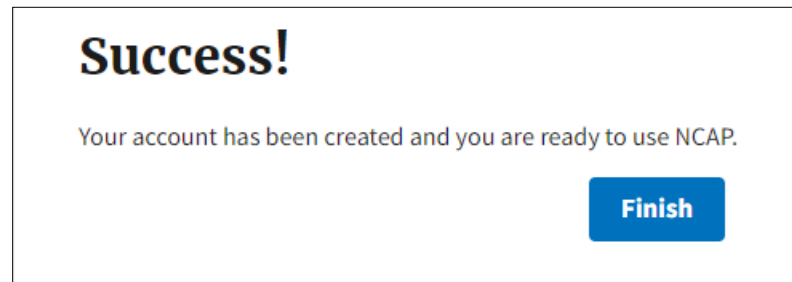


Figure 7: Sample of the Account creation success message

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).

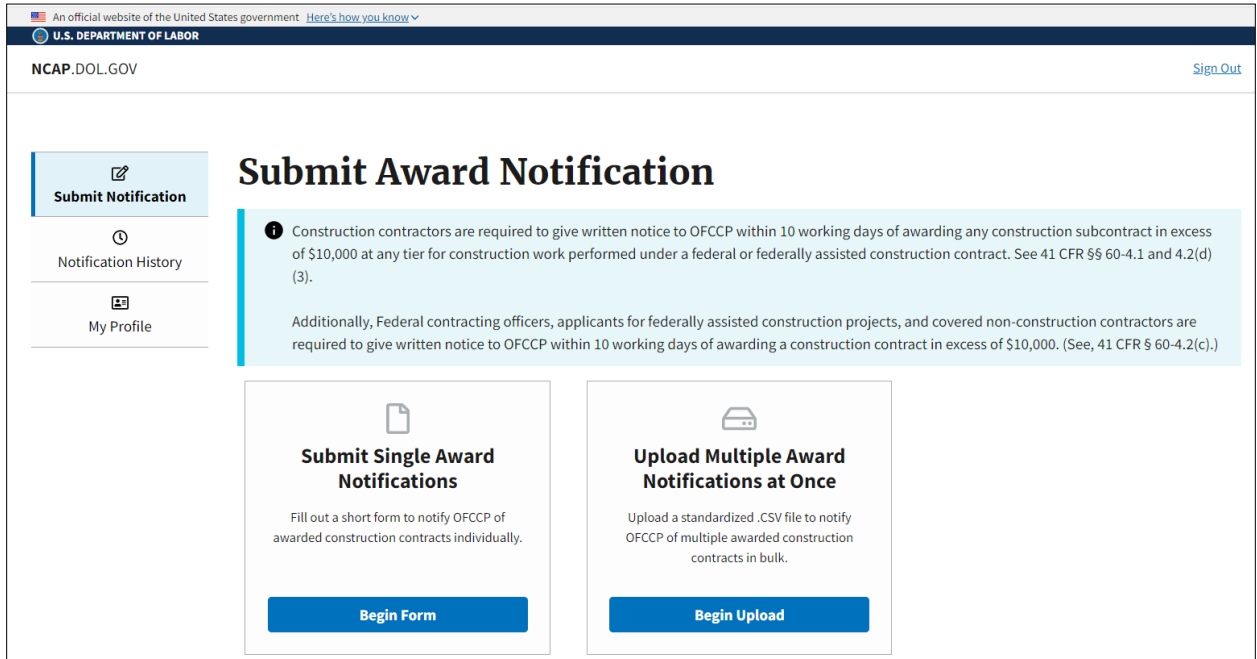


Figure 8: Submit Award Notification Dashboard

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).

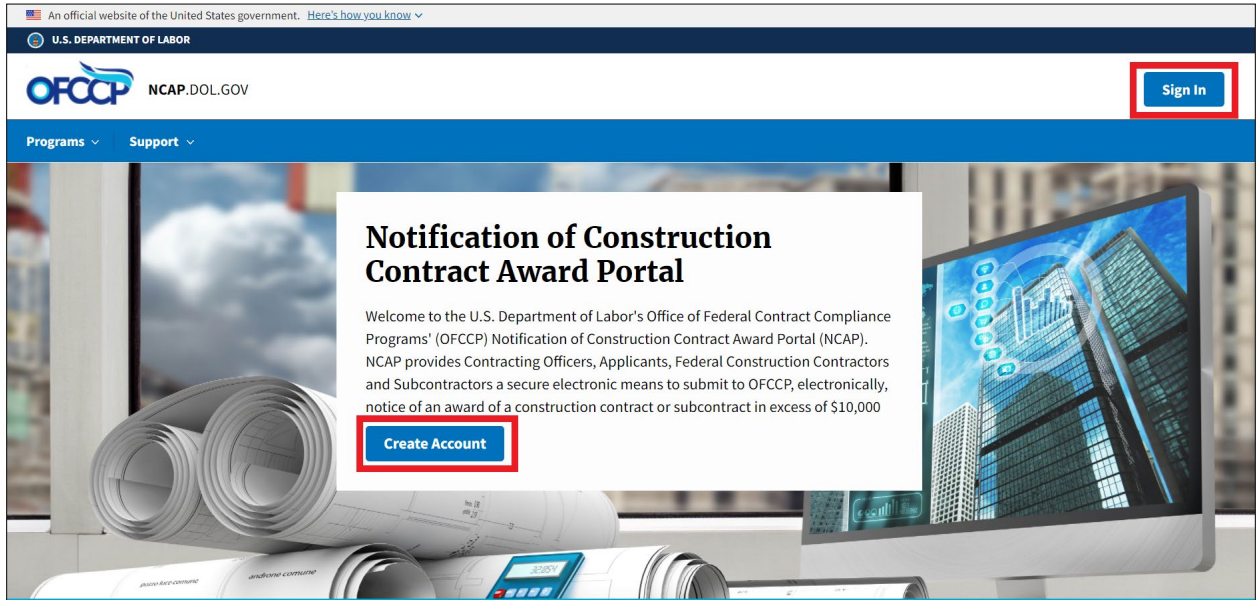


Figure 9: Sample of the NCAP Homepage

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.

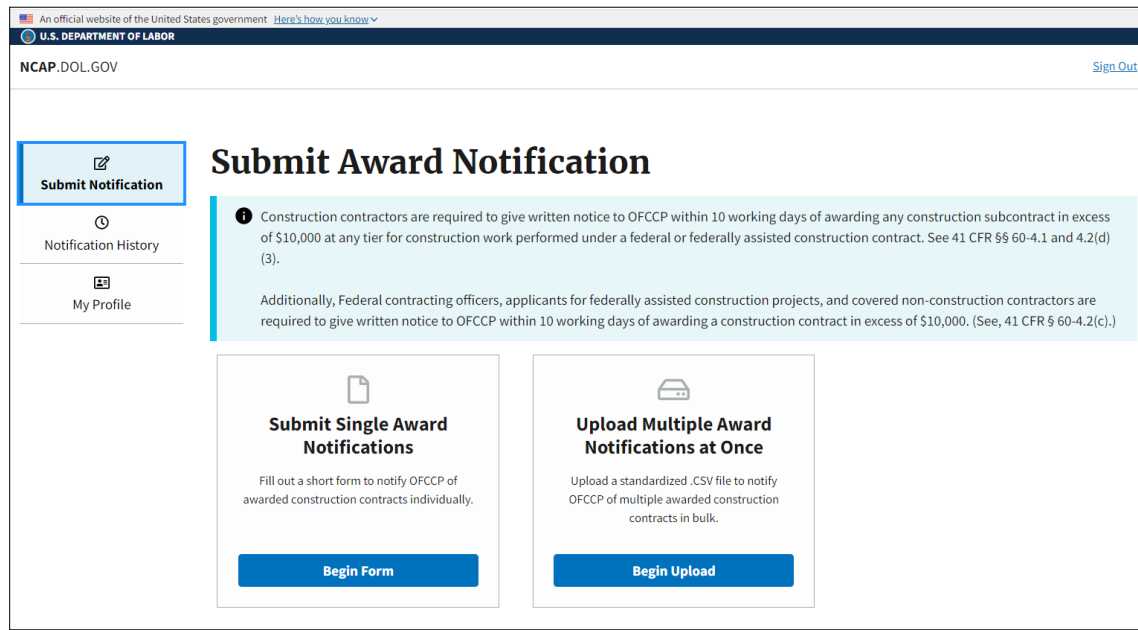


Figure 10: Sample of the Submit Award Notification Dashboard

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.

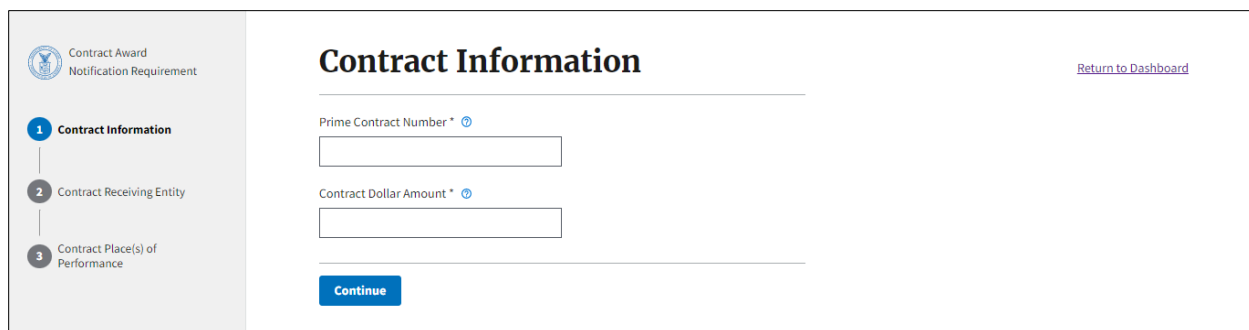
4.2 SUBMIT AWARD NOTIFICATION

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 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.

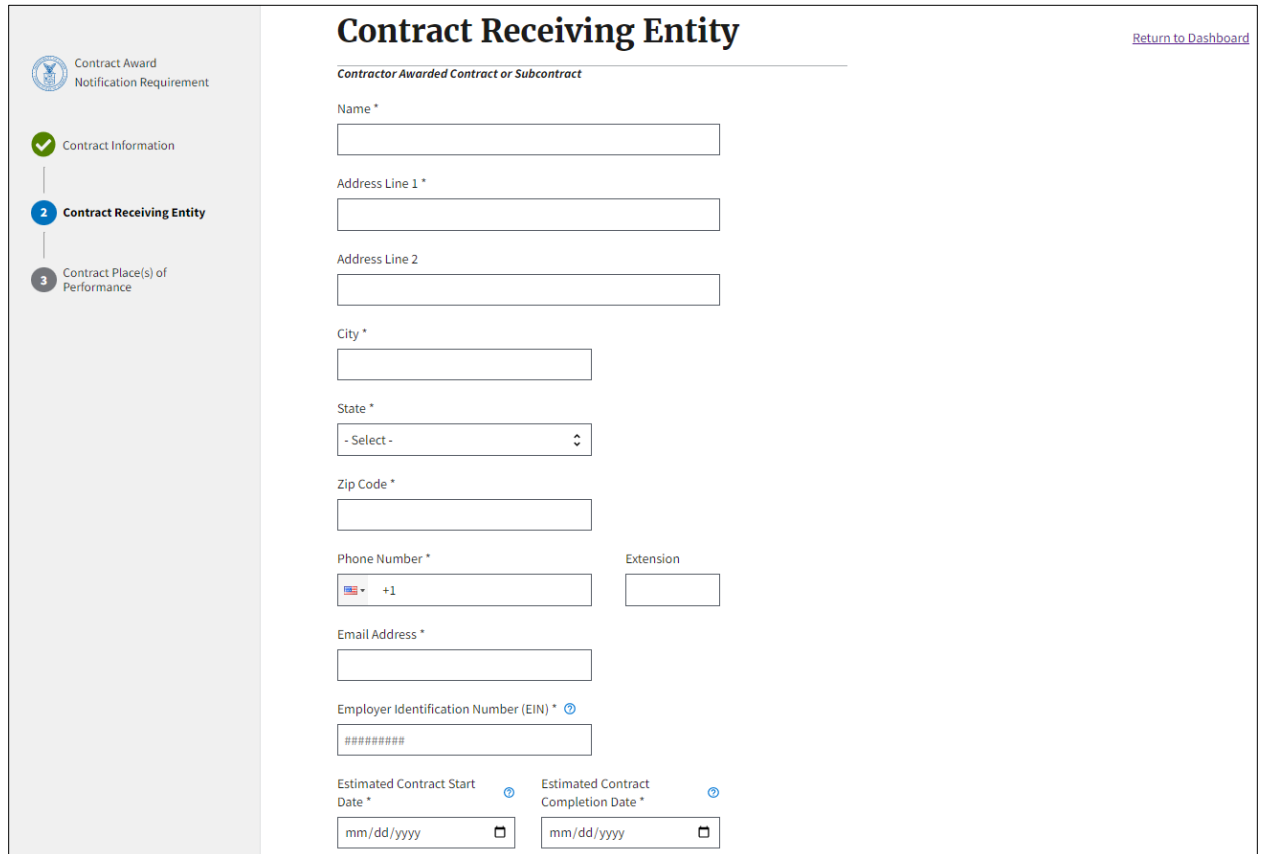
1. Complete the Contract Information page and click “Continue” (see Figure 11). In the “Contract Dollar Amount” field enter the amount you are awarding the Contract Receiving Entity.



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 has a 'Return to Dashboard' link in the top right. Below the title is the sub-header '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, Where 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 (see Figure 13).

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 *

Alabama
▼

Statewide

County or county equivalent *

Baldwin x Blount x
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](#)

State	County	City	Remove
Alabama			🗑️

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

- 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 and filled out correctly. After making

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 with submitted single awards. To submit additional single awards, click the “Submit another award” button and you will be brought back the Contract Information page of the Single Award Notification form.

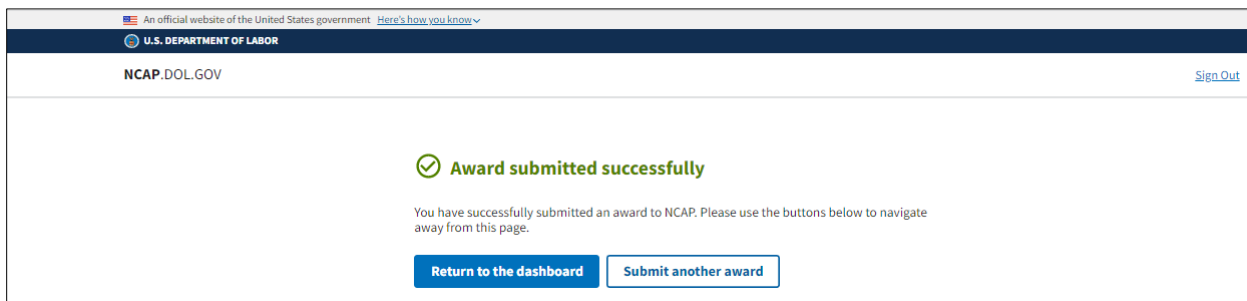


Figure 14: Sample of the Single Award submitted success message

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 (see Figure 16) that can be downloaded.
2. Click “Download File,” to download the template in the csv format. Open and complete the template with your contract information. All columns of data must be provided for each contract award except for the following columns which are optional: “+4 zip,” “Phone Extension,” and “Place of Performance City.”

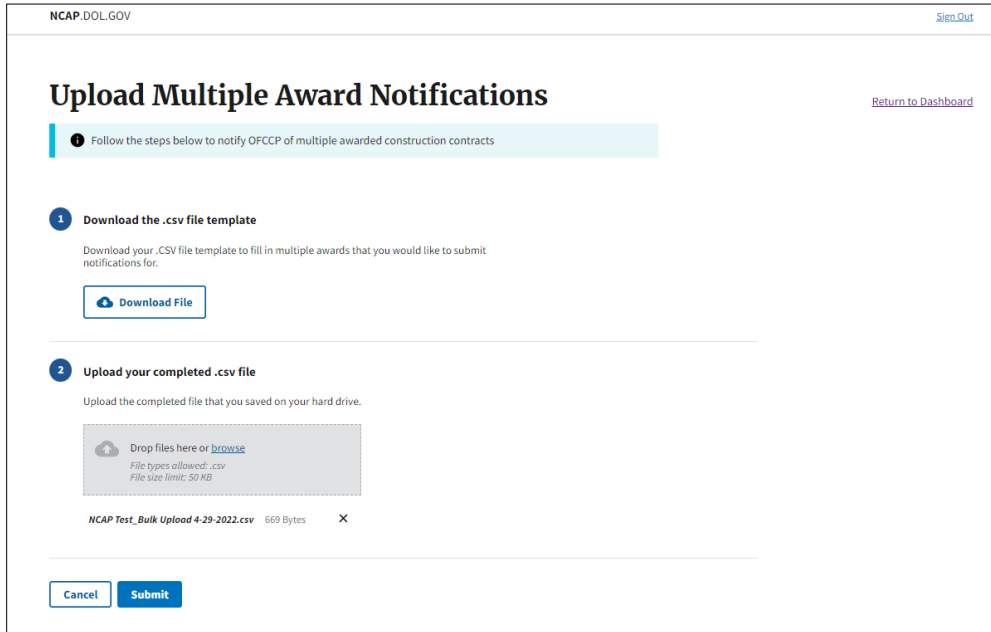


Figure 17: Sample of the Uploaded Template

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

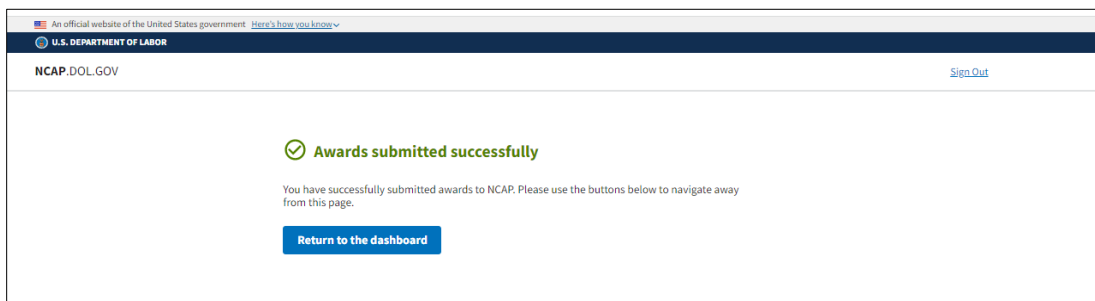
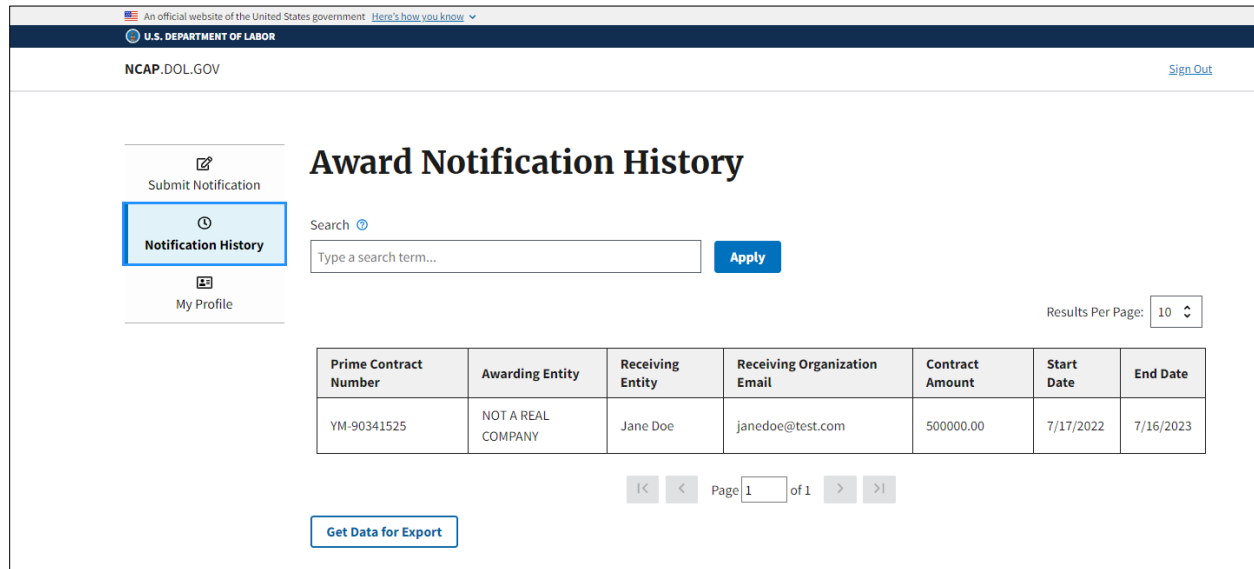


Figure 18: Sample of the Multiple Awards submitted success message

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 you submitted. You can download the list of awards by clicking the “Get Data for Export” button.



The screenshot shows the 'Award Notification History' page. At the top, there is a navigation bar with 'U.S. DEPARTMENT OF LABOR' and 'NCAP.DOL.GOV'. A sidebar on the left contains three menu items: 'Submit Notification', 'Notification History' (which is highlighted with a blue border), and 'My Profile'. The main content area features a search bar with the placeholder text 'Type a search term...' and an 'Apply' button. Below the search bar is a table with the following data:

Prime Contract Number	Awarding Entity	Receiving Entity	Receiving Organization Email	Contract Amount	Start Date	End Date
YM-90341525	NOT A REAL COMPANY	Jane Doe	janedoe@test.com	500000.00	7/17/2022	7/16/2023

Below the table, there is a pagination control showing 'Page 1 of 1' and a 'Get Data for Export' button. The 'Results Per Page' dropdown is set to 10.

Figure 19: Sample of the Award Notification History

4.4 MY PROFILE

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

1. Click “My Profile” on the left-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 *

Last Name *

Organization Type * ⓘ

Organization Name *

Phone Number *

Extension

Email Address *

Edit

My Profile

Submit Notification

Notification History

My Profile

First Name *

Last Name *

Organization Type * ⓘ

Organization Name *

Phone Number *

Extension

Email Address *

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

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 nonconstruction 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.

6 USER SUPPORT

LOGIN.GOV HELPDESK SUPPORT

For issues with account creation, signing in, changing Login.gov settings, two-factor authentication and more, [please contact Login.gov](#).

HELPDESK SUPPORT

For program support, please contact the OFCCP Help Desk using the Help Request Form on the [Contact Us page](#), or call the OFCCP Help Desk at 1-800-397-6251.