



**NORTH CAROLINA**  
Department of Transportation

# 2024 Powell Bill Annual Training

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June 2024

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

# Online Meeting Guidelines

Thank you for joining us on MS Teams

- Everyone please remain on mute
- Please post questions/comments in the chat
- We can pause periodically to respond to questions



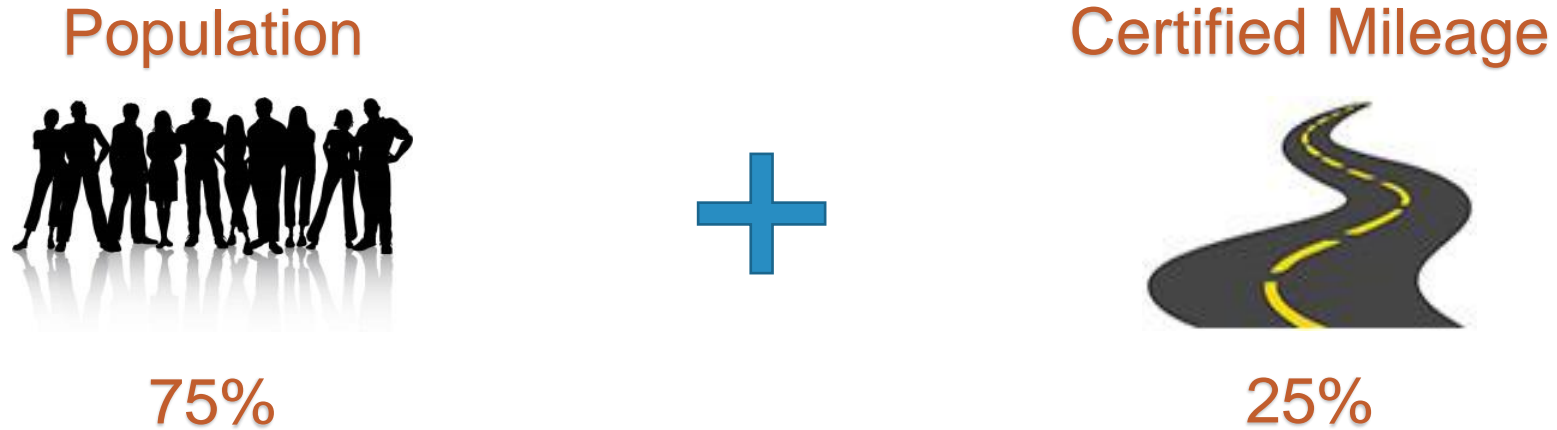
# Overview of the Powell Bill Program

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## Purpose of Funding

- Powell Bill allocations are made to incorporated municipalities which establish their eligibility and qualify per NCGS § 136-41.1 through 136-41.4
- Use of Funds:
  - PRIMARILY for the resurfacing of streets
  - Maintaining, repairing, constructing, reconstructing, or widening of any street / public thoroughfare including bridges, drainage, curb and gutter, and other necessary appurtenances **within the corporate limits** of the municipality
  - Cost of assessments levied for such purposes
  - Planning, construction and maintenance of bikeways, greenways or sidewalks

# Allocation Formula – NCGS 136-41.1(a)



## Computations of the 2023 Powell Bill Appropriation

**TOTAL POWELL BILL FUNDS AVAILABLE:    \$ 170,375,000.00**

Population: 75% – \$ 112,150,797.94 ----- Per Capita Rate:    \$    23.77\*\*

Mileage:    25% – \$   37,383,599.31 ----- Per Mile Rate:        \$ 1,852.48\*\*

\*\* Session Law 2021-180 Section 41.5 specified the amount paid to municipalities with a population of 400,000 or more for the 2023-2024 fiscal year. *These municipalities are not included in the per capita or per mile rates.*

## House Bill 259



Short Title: 2023 Appropriations Act. (Public)

AN ACT TO MAKE BASE BUDGET APPROPRIATIONS FOR CURRENT OPERATIONS OF STATE AGENCIES, DEPARTMENTS, AND INSTITUTIONS.

**Senate Bill 259 Session Law 2023-134:**  
<https://www.ncleg.gov/Sessions/2023/Bills/House/PDF/H259v7.pdf>

Highway Fund Availability	FY 2023-2024	FY 2024-2025
Aid to Municipalities		
Powell Bill	\$170,375,000	\$185,875,000

## House Bill 259



Short Title: 2023 Appropriations Act

(Public)

### **POWELL BILL FUNDS**

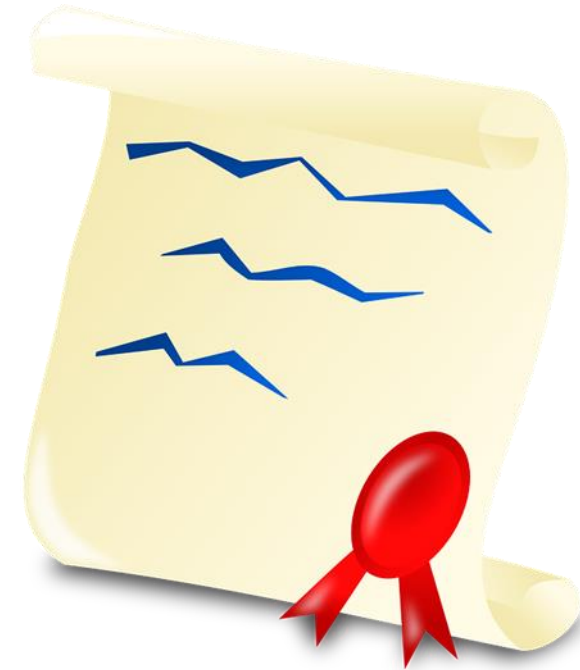
**SECTION 41.5.** For the 2023-2025 fiscal biennium:

- (1) The Department of Transportation shall not reduce the funds appropriated under this act to the State Aid – Powell Bill Fund for allocation under the Powell Bill (G.S. 136-41.1 through G.S. 136-41.4).
- (2) Notwithstanding G.S. 136-41.1(a), eligible municipalities with a population of 400,000 or more shall receive the same amount of Powell Bill Program funds allocated for the 2020-2021 fiscal year. The remaining Powell Bill Program funds shall be allocated to municipalities with a population of less than 400,000 in accordance with the requirements of G.S. 136-41.1(a).

# Qualification Requirements

## Municipalities that were incorporated Before January 1, 1945

- Has conducted municipal elections within the last 4 years
- Currently imposes an ad valorem tax or provides other funds for general operating expenses





# Qualification Requirements

## Municipalities that were incorporated Between January 1, 1945 and December 31, 1999

- Has conducted municipal elections required by charter/general law
- Levied at least 5¢ per \$100 valuation of all taxable property within corporate limits and has collected at least 50% of the ad valorem tax levied from the preceding fiscal year
- Provides at least 2 of these municipal services:
  - Water Distribution
  - Sewage Collection or Disposal
  - Police Protection
  - Street Maintenance, Construction, or Right-of-way Acquisition
  - Fire Protection
  - Street Lighting
  - Garbage And Refuse Collection or Disposal

# Qualification Requirements

## Municipalities that were incorporated After January 1, 2000

- Has conducted municipal elections required by charter/general law
- Levied at least 5¢ per \$100 valuation of all taxable property within corporate limits and has collected at least 50% of the ad valorem tax levied from the preceding fiscal year
- Provides at least 4 of these municipal services:
  - Police Protection
  - Fire Protection
  - Solid Waste Collection or Disposal
  - Water Distribution
  - Street Construction or Right-of-way Acquisition
  - Street Maintenance
  - Street Lighting
  - Zoning

## State Street-Aid (Powell Bill) Program

Eligibility and qualifications - North Carolina General Statute 136-41.1 through 136-41.4.

Home ▶ Connect NCDOT ▶ Local Governments ▶ State Street-Aid (Powell Bill)

### Powell Bill Program (STATE AID TO MUNICIPALITIES)

#### 2024 Powell Bill Program

In preparation for the upcoming 2024 Powell Bill Program, we suggest that you take a moment to go to the Enterprise Business Services website (<https://www.ebs.nc.gov>) to ensure that you are able to log on without any issues. It is possible that your account went inactive if you haven't logged on for a while.

If you're not able to log onto the EBS website:

1. Log onto NCID and reset your password: <https://myncid.nc.gov/>

### NCDOT Policy/SOP

[Powell Bill Policy](#) 

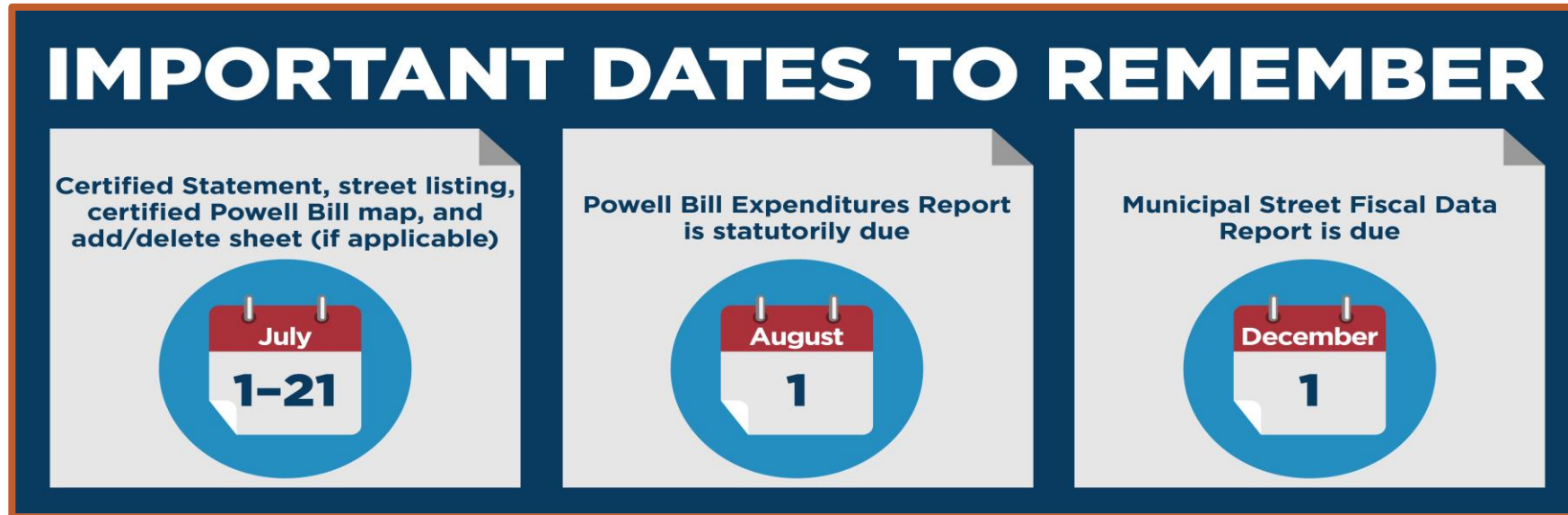
[SOP Processing of Powell Bill Certified Statement Final](#) 

[SOP Processing of Powell Bill Expenditure Report Final](#) 

[SOP Processing of Powell Bill Fiscal Data Report Final](#) 

## Powell Bill Deadlines

All required Powell Bill documents may be submitted any time after July 1<sup>st</sup>.  
*You do not have to wait for the deadlines to submit the required information.*



**IMPORTANT DATES TO REMEMBER**

Document Type	Deadline
Certified Statement, street listing, certified Powell Bill map, and add/delete sheet (if applicable)	July 1-21
Powell Bill Expenditures Report is statutorily due	August 1
Municipal Street Fiscal Data Report is due	December 1

The graphic features a dark blue header with the text 'IMPORTANT DATES TO REMEMBER' in white. Below the header are three white document icons, each with a blue circular calendar icon. The first icon shows 'July 1-21', the second shows 'August 1', and the third shows 'December 1'. Each icon is accompanied by text describing the document type and its deadline.

**\*\* Your municipality will be disqualified from the Powell Bill Program if all required documentation is not received prior to the disbursement of the allocation \*\***

# Powell Bill Reporting System (PBRs)

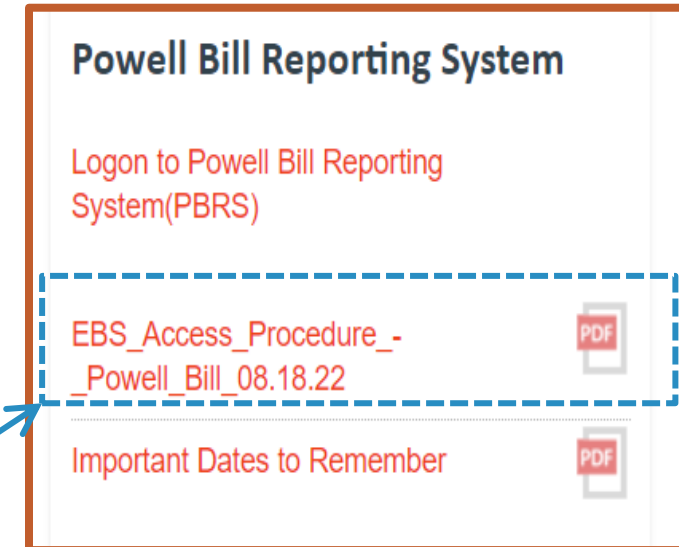
## North Carolina Identity Management (NCID)

An NCID account is required to log into the Powell Bill Reporting System (PBRs)

- **Current PBRs Users:**
  - Make sure existing NCID password is active and you're able to access the Enterprise Business System (EBS)
- **New PBRs Users – set up your NCID**
  - Municipal Employees: Contact your NCID Designated Administrator
  - Contract Workers: Go to Set up Individual Accounts

Instructions are on our website:

<https://connect.ncdot.gov/municipalities/State-Street-Aid/>



# Powell Bill Reporting System

- Once your NCID account has been set up, complete PBRS Access Authorization form
- Email to Powell Bill Unit for processing [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov)
- Make sure you have the correct Permissions in section 2

\*Business Partner #: \_\_\_\_\_  
Powell Bill Office Use Only

## Powell Bill Reporting System Access Authorization

The Powell Bill reporting system (PBRS) is used to complete a variety of work such as submitting the Certified Statement, Street Listing, digital map, the Expenditure Report, and Fiscal Data Report.

**To be granted access to the system, you must first have an active NCID log in or account. A separate NCID is required for each individual user and sharing an account is prohibited.**

Once the NCID is obtained, this completed form should be emailed to the Powell Bill Unit at [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov) for processing. *Please ensure that you fill in all of the blanks below, if field is not applicable, please enter N/A.*

**Section 1 – User Information (as it appears on NCID)**

NCID: \_\_\_\_\_

First Name: \_\_\_\_\_ MI (optional): \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Are you a primary Powell Bill contact person for the municipality?  Yes  No

**Your request will be rejected if:**

- ✓ Your NCID does not exist or is mistyped.
- ✓ Your First Name, Middle Initial, and/or Last Name do not match the information on your NCID exactly.

**Do not create a new NCID, for an additional business or organization.**

- ✓ Enter your existing NCID.

**Section 2 – Job Function Permissions (select one)**

Display ONLY – (Z:GM\_PB\_SR\_DISPLAY\_ALL\_COMP)

Display/Create/Submit/Change – Certified Statement (Agreement) –(Z:GM\_PB\_SR\_AGREEMENT\_COMP)

Display/Create/Submit/Change – Powell Bill Expenditure or Fiscal Data Report (Change Request)– (Z:GM\_PB\_SR\_MUN\_FISCAL\_RPT\_COMP)

Display/Create/Submit/Change – ALL – (Z:GM\_PB\_SR\_AGREE\_MUN\_FL\_COMP) & (CRM Business Role for all= ZPOWAP)

**Section 3 – Municipality Information**

Municipality: \_\_\_\_\_

Municipality Mailing Address: \_\_\_\_\_

Municipality Telephone: \_\_\_\_\_ Municipality Email: \_\_\_\_\_

Mayor’s Name: \_\_\_\_\_ Clerk/Administrator’s Name: \_\_\_\_\_

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I certify the information above is accurate and I am the authorized person to perform the duties listed.

Applicant’s Name (Please print): \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Official Signature (Usually the Mayor): \_\_\_\_\_

Rev 042922

# Powell Bill Reporting System

- Enterprise Business Services
  - [www.ebs.nc.gov](http://www.ebs.nc.gov)
- Link on our website
  - <https://connect.ncdot.gov/municipalities/State-Street-Aid/>

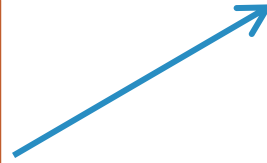


**Powell Bill Reporting System**

[Logon to Powell Bill Reporting System\(PBRS\)](#)

[EBS\\_Access\\_Procedure\\_-\\_Powell\\_Bill\\_08.18.22](#) PDF

[Important Dates to Remember](#) PDF



 **Enterprise Business Services**

User \*

Password \*

Passwords are case sensitive

[Login Help](#) \* [Browser Support](#)

## PBRS is a Secured System

NCID and password are required for access

**DO NOT SHARE ACCOUNTS**

All required Powell Bill documents may be submitted any time after July 1<sup>st</sup>. You do not have to wait for the deadlines to submit the required information.

# **Certified Statement (CS)**

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## Certified Statement (CS) - Purpose

The Certified Statement is the first report required for the Powell Bill program. This report and its supporting documents are necessary to fulfill the requirement as detailed in NC General Statute 136-41.1(a).

**Due by July 21<sup>st</sup>**

**All required Powell Bill documents may be submitted any time after July 1<sup>st</sup>.  
You do not have to wait for the deadlines to submit the required information.**

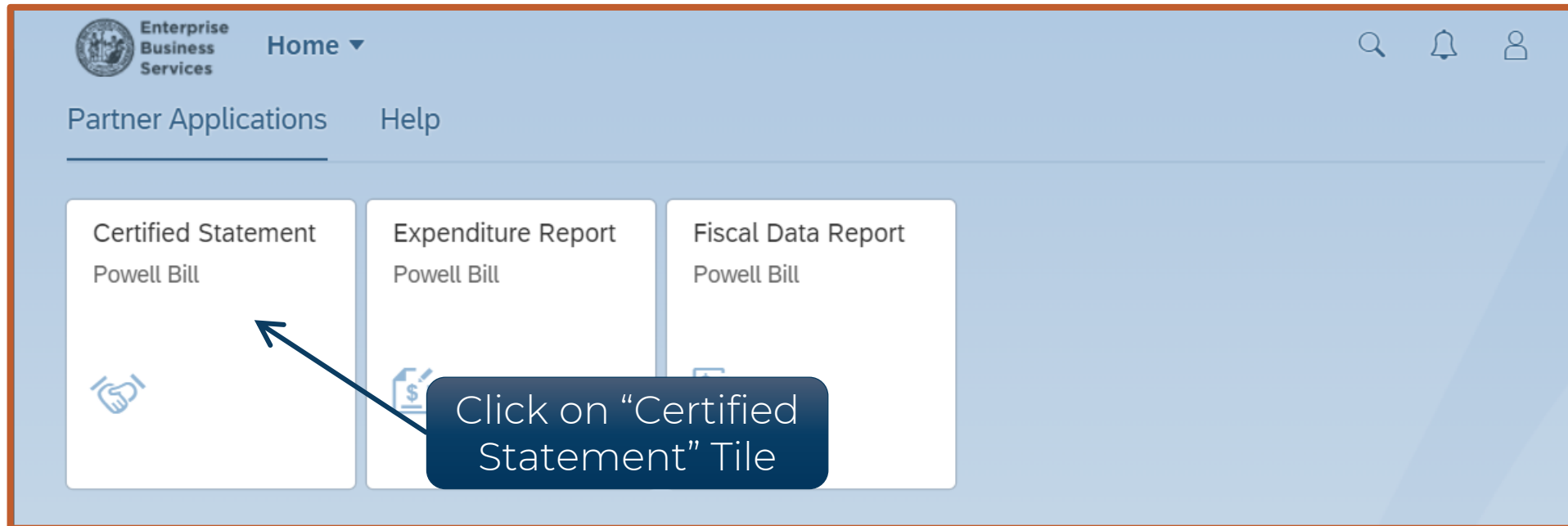
## Certified Statement (CS) – How to

### How to:

- Complete
- Print & Sign
- Attach (with supporting documents)
- Submit

Instructions for the Certified Statement can be found on the Powell Bill website for future reference: [Powell Bill website](#)

## Access Certified Statement (CS)



After logging into EBS/PBRS, click on the “Certified Statement” tile to see the Certified Statement

## Access Certified Statement (CS)

Enterprise Business Services PowellBill Certified Statement

Current Year's Agreements

Agreement	Grantee Name	Program Name	Status
<a href="#">2000000023</a>	TOWN OF _____	POWELLBILL_2023	Created

Past Year's Agreements

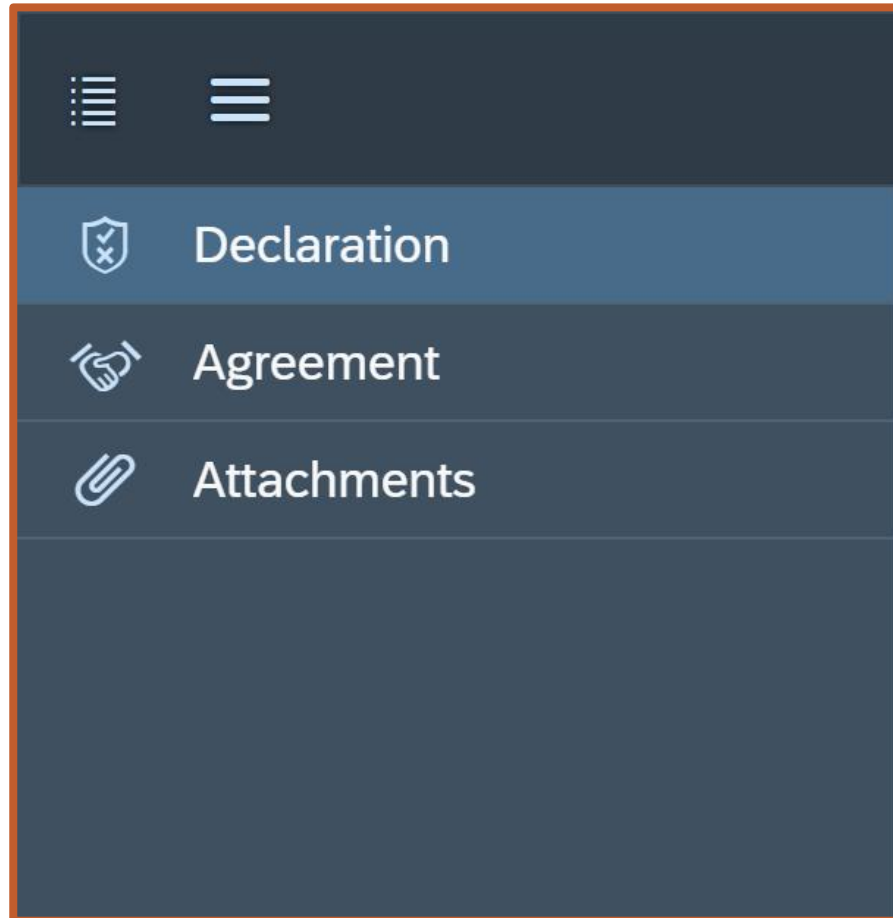
Agreement	Grantee Name	Program Name	Status
<a href="#">2000000022</a>	TOWN OF _____	POWELLBILL_2022	L2-Approved-Auto
<a href="#">2000000021</a>	TOWN OF _____	POWELLBILL_2021	L2-Approved-Auto
<a href="#">2000000020</a>	TOWN OF _____	POWELLBILL_2020	L2-Approved-Auto
<a href="#">2000000019</a>	TOWN OF _____	POWELLBILL_2019	L2-Approved-Auto

Select the current year's agreement

Created Status

Select the agreement under “Current Year’s Agreements” to open the Certified Statement

## Certified Statement (CS)



- Three Screens:
  - Declaration
  - Agreement
  - Attachments

# Certified Statement (CS) – Declaration

The screenshot displays a web interface for a Certified Statement (CS) form. The left sidebar contains navigation options: Declaration (selected), Agreement, and Attachments. The main content area is titled '2000000023 Help' and contains the following sections:

- Last Request Due April 30th of each year:**
  - In accordance with NCGS §136-41.3(c), NCDOT policy states that a participant may qualify to accumulate up to the sum of the past 20 allocations if the population is less than 5,000 people. To be granted this extension before July 1st (start of new Program year), a written request must be submitted by April 30th each year.
  - If the population exceeds 5,000 people, the municipality will be given notice that they no longer qualify for the allocation accumulation extension and the accumulation limit will be reduced back to 10 allocations beginning the next Program year. This gives the municipality two Program years to spend any funds over the 10 allocations limit to avoid having a possible excess balance.
- Powell Bill Allocation Disbursement**
  - All Powell Bill funds will be distributed using direct deposit, through an electronic funds transfer system called Automated Clearing House (ACH).
  - Funds will be released by NCDOT Fiscal by October 1st and January 1st each year, as required by North Carolina statute.
- Access to the PBRS**
  - A new user must have an NCID log on/account before completing a PBRS Access Authorization Form. Once the NCID access has been established, a PBRS Access Authorization form can be completed with the user information as it appears in NCID. To obtain a NCID please refer to the instructions that are on the Powell Bill website.
  - All users must have their own unique user access in NCID and EBS/PBRS; no sharing of login credentials to the systems are allowed.
- Discontinuing Powell Bill Participation**
  - In the event a municipality chooses to discontinue participating in the Program, that municipality's mayor will be required to submit a letter on official letterhead. The letter must state that the municipality no longer desires to participate in the Program and include an effective termination date.
  - Once a municipality chooses to no longer participate in the Program, all remaining Powell Bill funds will be returned to the NCDOT for redistribution.
- Signature**
  - In order to proceed with information submission, I acknowledge that I have read the above policy. I agree to above Terms & Conditions.
  - Name:
  - Date:

At the bottom right of the form, there are three buttons: 'Back', 'Save', and 'Next'.

1st: Declaration – Acknowledge the NCDOT Policy for the Powell Bill Program

# Certified Statement (CS) – Declaration

200000023 Help

**Declaration**

Agreement

Attachments

**Last Request Due April 30th of each year:**

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**Signature**

In order to proceed with information submission, I acknowledge that I have read and understand the terms and conditions of the Powell Bill program.

Name:

Date:

Back Save Next

2) Complete the signature section

1) Read the ENTIRE policy

3) Click "Next"

# Certified Statement (CS) – Agreement

2000000023 Help

Declaration  
Agreement  
Attachments

### Agreement Overview

Grantee Name:  
TOWN OF

Program Name:  
POWELLBILL\_2023

Status:  
Created

Mileage:  
0.00

#### Street Length

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

#### General Information

Mileage of Roads Less Than 16ft Wide:  
0.00

Year Incorporated:  
1963

Corporate limits change during fiscal year:  
▼

Street mileage change:  
▼

Back Save Next

2<sup>nd</sup>: Agreement – Complete mileage information and if there have been any changes since last year



# Certified Statement (CS) – Agreement

1) Select County

2) Enter mileage for each surface type

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
CAMDEN	0.75	1.25	1.5	3.5
CARTERET	0.00	0.00	1.3	1.3
CASWELL	0.00	0.00	0.7	0.7

3) Enter mileage of roads <16 ft wide

Mileage of Roads Less Than 16ft Wide: 1.12

Year Incorporated: 1963

Corporate limits change during fiscal year: No

Street mileage change: Yes

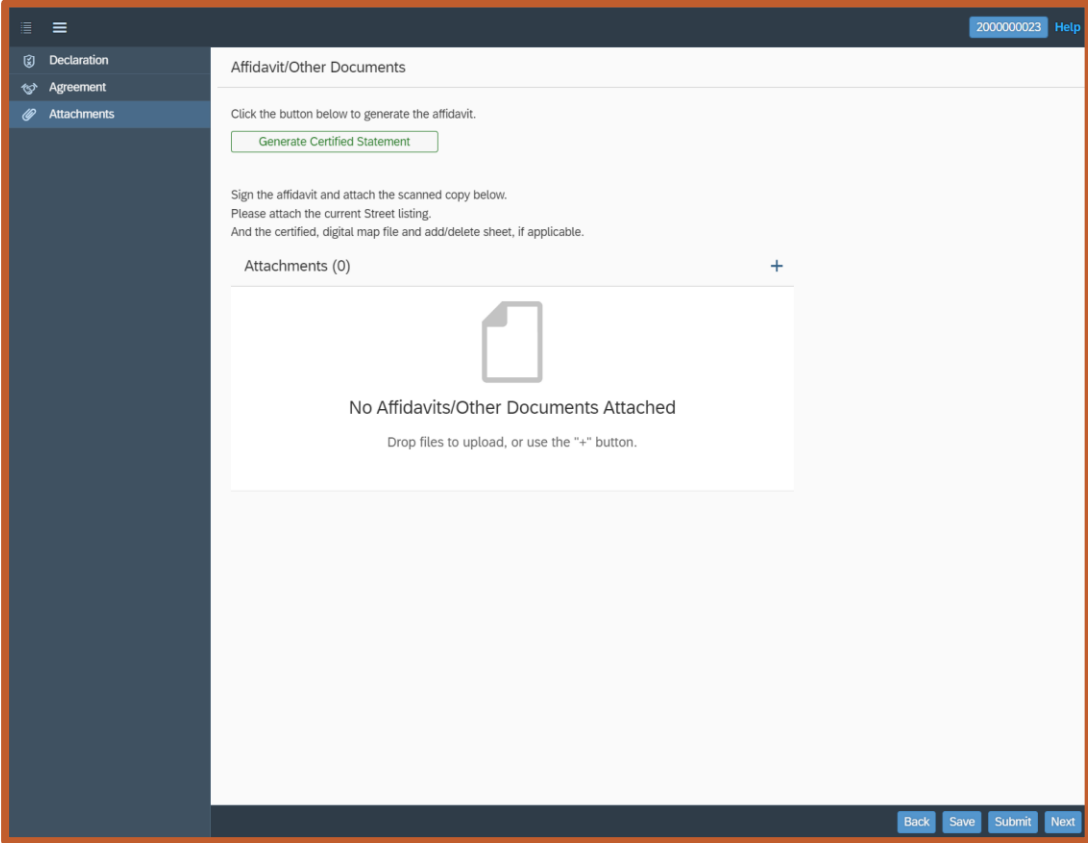
4) Y/N if there are changes to the town since last year

- If answered "Yes", this is REQUIRED:
- ✓ 2<sup>ND</sup> page to Certified Statement
- ✓ Updated Powell Bill map

5) Click "Next"

Back Save Next

## Certified Statement (CS) – Attachments



The screenshot displays a web application interface for generating a Certified Statement. On the left, a dark sidebar contains navigation options: Declaration, Agreement, and Attachments (which is currently selected). The main content area is titled 'Affidavit/Other Documents' and includes a 'Generate Certified Statement' button. Below this, instructions state: 'Sign the affidavit and attach the scanned copy below. Please attach the current Street listing. And the certified, digital map file and add/delete sheet, if applicable.' An 'Attachments (0)' section is shown with a plus sign and a large empty box containing a document icon and the text 'No Affidavits/Other Documents Attached' and 'Drop files to upload, or use the "+" button.' At the bottom right, there are 'Back', 'Save', 'Submit', and 'Next' buttons. A user ID '2000000023' and a 'Help' link are visible in the top right corner.

3<sup>rd</sup>: **Attachments** – Generate Certified Statement form, then attach signed form and supporting documents

# Certified Statement (CS) – Attachments

Affidavit/Other Documents

Click the button below to generate the affidavit.

[Generate Certified Statement](#)

1) Click "Generate Certified Statement"

Check form for accuracy and that all pages were generated.

2) Click "Download" to save the form to your computer

Agreement Number: 200000023      Program Year: 2023

STATE OF NORTH CAROLINA  
POWELL BILL PROGRAM CERTIFIED STATEMENT

Municipality : TOWN OF \_\_\_\_\_

Pursuant to NCGS 136-41.1 through 136-41.3, as amended, this is to certify that the undersigned is the duly elected, qualified and acting mayor of TOWN OF \_\_\_\_\_ North Carolina, and that the municipality meets the requirements set forth to qualify for the program.

1. Year of Municipality's Incorporation: 1963

**Municipal Street Mileage as of July 1, 2023**

2. Eligible Street Mileage (Conforms to the requirements of NCGS 136-41.1):

- Are within the corporate limits
- Are maintained by the municipality
- Open to use by the general public
- Have an average width of at least sixteen (16) feet

*(If the municipality lies within more than one county, please limit mileage by county.)*

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
CAMDEN	0.75	1.25	1.50	3.50
CARTERET	0.00	0.00	1.30	1.30
CASWELL	0.00	0.00	0.70	0.70
Total	0.75	1.25	3.50	5.50

3. Ineligible Mileage (do not meet the requirements under NCGS 136-41.1)      1.12

**Municipal Changes:**

4. Corporate limits have changed during the fiscal year       Yes       No

5. Total Powell Bill eligible street mileage has changed during the fiscal year       Yes       No

*If yes to either question, a new map must be attached in the on-line system certified on or after July 1, 2023*

Attest:

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk: \_\_\_\_\_ Date: \_\_\_\_\_


Page 1 of 2      Rev: 10/2019

[Download](#)    [Close](#)

[Back](#)    [Save](#)    [Submit](#)

# Certified Statement Form – Page 1

Agreement Number: 200000023 Program Year: 2023



**STATE OF NORTH CAROLINA**  
**POWELL BILL PROGRAM CERTIFIED STATEMENT**

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CAMDEN	0.75	1.25	1.50	3.50
CARTERET	0.00	0.00	1.30	1.30
CASWELL	0.00	0.00	0.70	0.70
<b>Total</b>	<b>0.75</b>	<b>1.25</b>	<b>3.50</b>	<b>5.50</b>

3. Ineligible Mileage (do not meet the requirements under NCGS 136-41.1) 1.12

**Municipal Changes:**

4. Corporate limits have changed during the fiscal year  Yes  No

5. Total Powell Bill eligible street mileage has changed during the fiscal year  Yes  No

*If yes to either question, a new map must be attached in the on-line system certified on or after July 1, 2023*

---

**Attest:**

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk: \_\_\_\_\_ Date: \_\_\_\_\_


Page 1 of 2 Rev: 10/2019

- Review Completed Form
- Print
- Obtain Signatures – E-Signatures are allowed

A municipal seal is NOT required

# Certified Statement Form – Page 2

Agreement Number: 200000023 Program Year: 2023

  
STATE OF NORTH CAROLINA  
POWELL BILL PROGRAM CERTIFIED STATEMENT

Municipality : TOWN OF \_\_\_\_\_


**Municipal Changes**  
If there are changes to the corporate limits of the municipality or to the Powell Bill eligible street mileage, the following are required in addition to the signed certified statement form and street listing.

- **Certified Powell Bill Map**  
The map must be newly certified (signed, dated, and sealed) by a Registered Professional Engineer or Land Surveyor on or after July 1, 2023.
- **Add/Delete Sheet**  
List streets, or portions thereof, and the length (in miles) that have been added or deleted from the municipal street system since the previous year's filing.

This is to certify that I am a Registered Professional Engineer or Land Surveyor pursuant to the laws of the State of North Carolina; that I have examined the mileage statements and maps referred to in Items 2, 3, 4, and 5 above; that I have made actual measurements and examinations of non-State system streets in the above municipality and from said examinations and measurements, the statements and distances contained in said table are correct; and that the map and the mileage statements are correct within a possible error of one-hundredth of a mile per mile.

---

Attest:



(Affix Seal)

---

Registered Professional Engineer or Land Surveyor

---

Date

Page 2 of 2 Rev: 10/2019

- **ONLY** generated when there are municipal changes
- **Signed and Sealed** by Registered Professional Engineer or Land Surveyor

## Certified Statement (CS) – Street Listing required annually

	A	B	C
1	<b>Town of Powell</b>		
2	<b>2023 Powell Bill Street Listing</b>		
3	<b>Street Name</b>	<b>Surface</b>	<b>Mileage</b>
4	1st Avenue	Hard	0.08
5	2nd Avenue	Hard	0.15
6	3rd Avenue	Hard	0.06
7	4th Avenue	Hard	0.11
8	5th Avenue	Hard	0.24
9	Adams Street	Gravel	0.87
10	Franklin Avenue	Hard	0.3
11	Jackson Street	Hard	0.12
12	Jefferson Road	Hard	0.69
13	Johnson Avenue	Gravel	0.17
14	Lincoln Court	Gravel	0.66
15	Washington Way	Hard	0.04
16			
17	<b>Totals Gravel</b>		<b>1.70</b>
18	<b>Totals Hard</b>		<b>1.79</b>
19	<b>Total Length</b>		<b>3.49</b>

- Must include:
  - Street Name
  - Surface Type  
(should match the surface types from the Certified Statement form)
  - Length in Miles
  - Totals at the Bottom
- Totals match Certified Statement form
- Submitted in MS Word or MS Excel format and submitted every year

Agreement will be returned if Street Listing does not meet requirements

## Certified Statement (CS) – Supporting Documents

### Required Documents

- **Every Year**
  - Completed Certified Statement Form
  - Street Listing – must be Word or Excel
- **With Municipal Changes**
  - Certified, Digital, Municipal Map
  - Add/Delete Sheet (when mileage/streets have been added or removed to/from the certified mileage)



# Certified Statement (CS) – Supporting Documents – Add/Delete Sheet

- Separate Document, not part of the Street Listing
- Use form on website or create your own
- Required when a street mileage change has been indicated on the Certified statement

Municipality of: Town of Powell Page 1 of 1

**ATTACH THIS LIST WITH CERTIFIED STATEMENT AND POWELL BILL MAP**  
**STREETS ADDED / DELETED BETWEEN JULY 1, 2022 AND JUNE 30, 2023**

Municipality of: Town of Powell Date: 7/5/2023

Please list only those streets, or portions of streets, that have either been added to, or deleted from, your municipality's street system during the time period above.

STREET NAME (or SR # Transferred from State System) (ADDED TO)	MILEAGE (convert feet to hundredth of a mile)
1st Avenue	0.02
<b>TOTAL ADDED</b>	<b>0.02</b>

STREET NAME (or SR # Transferred from State System) (DELETED FROM)	MILEAGE (convert feet to hundredth of a mile)
Smith Street	0.05
<b>TOTAL DELETED</b>	<b>0.05</b>

TOTAL STREETS ADDED AND DELETED	MILEAGE
Total Streets Added (+)	0.02
Total Streets Deleted (-)	-0.05
<b>TOTAL CHANGES</b>	<b>-0.03</b>

*"Total Changes" Should Account For All Changes To Street Listing Since Previous Year.*  
Rev 01/2023



## Certified Statement (CS) – Supporting Documents – Powell Bill Map

A new signed and approved map is required:

- Every 5 years

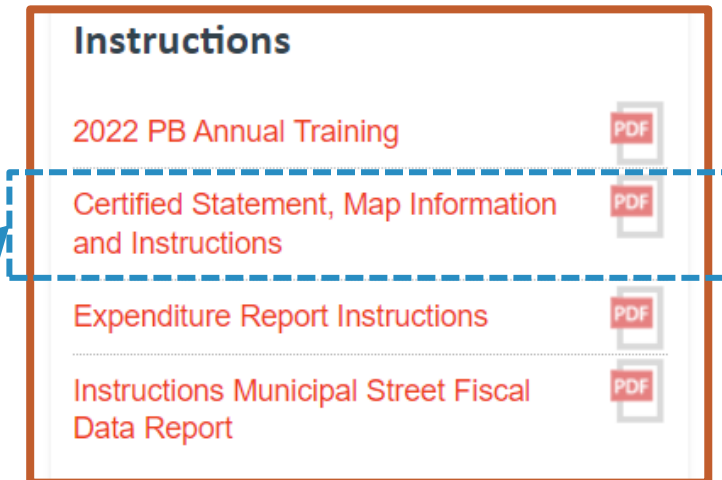
~ OR ~

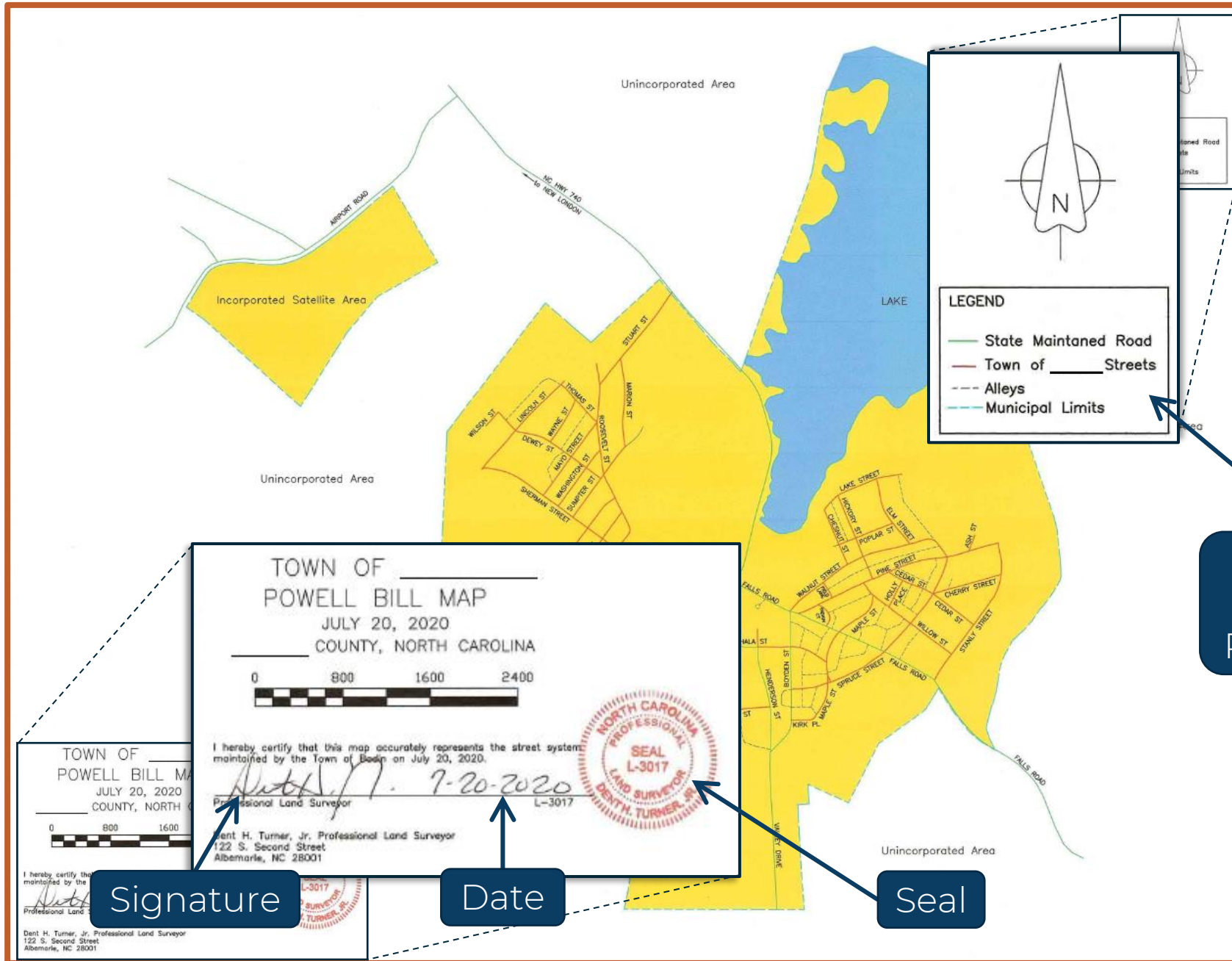
- Whenever there are changes to corporate limits or total Powell Bill mileage



## Certified Statement (CS) – Supporting Documents – Powell Bill Map

- Submitting Digital Maps
  - Should be uploaded with the Certified Statement in the Powell Bill Reporting System (PBRIS)
    - pdf files only
    - Including GIS Shape files, if available (optional)
- Digital maps MUST have an engineer's or surveyor's seal, signature, and date July 1, of the current year or after
- Detailed instructions on our website:  
<https://connect.ncdot.gov/municipalities/State-Street-Aid/>





Legend & Direction Reference

Signature

Date

Seal

# Certified Statement (CS) – Attachments

The screenshot shows a web application interface with a sidebar on the left containing 'Declaration', 'Agreement', and 'Attachments'. The main area is titled 'Affidavit/Other Documents' and contains a '+', a document icon, and the text 'No Affidavits/Other Documents Attached'. A blue callout box with the text '1) Click “+” to upload document' has an arrow pointing to the '+' button. At the bottom of the interface are buttons for 'Back', 'Save', 'Submit', and 'Next'.

The screenshot shows a Windows File Explorer window titled 'Open' with the path 'This PC > Desktop > Powell Bill > Certified Statement'. A table lists files with columns for Name, Type, and Size. The file 'Powell Bill CS (2000000023)' is selected. An orange callout box with the text '2) Select the file and click “Open”' has arrows pointing to the selected file and the 'Open' button at the bottom of the window.

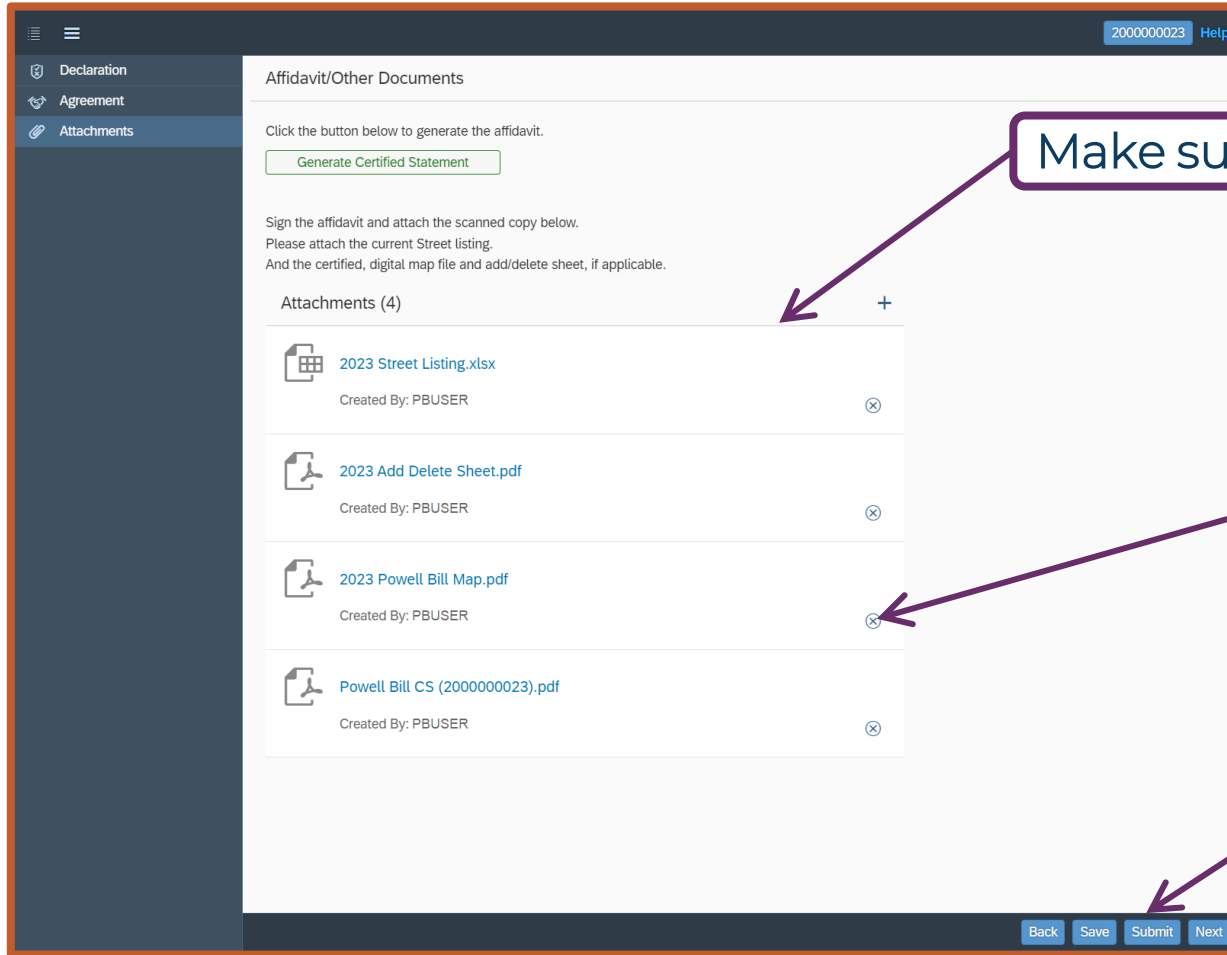
Name	Type	Size
2023 Add Delete Sheet	Adobe Acrobat Document	82 KB
2023 Powell Bill Map	Adobe Acrobat Document	82 KB
2023 Street Listing	Microsoft Excel Worksheet	12 KB
Powell Bill CS (2000000023)	Adobe Acrobat Document	645 KB

The attachment will be listed on the screen once it's loaded

The screenshot shows the 'Attachments (1)' section of the web application. It displays a document icon, the filename 'Powell Bill CS (2000000023).pdf', and the text 'Created By: PBUUSER'. A '+' button is at the top right and a close button (⊗) is at the bottom right.

Use the same steps to attach all required documents

# Certified Statement (CS) – Submitting

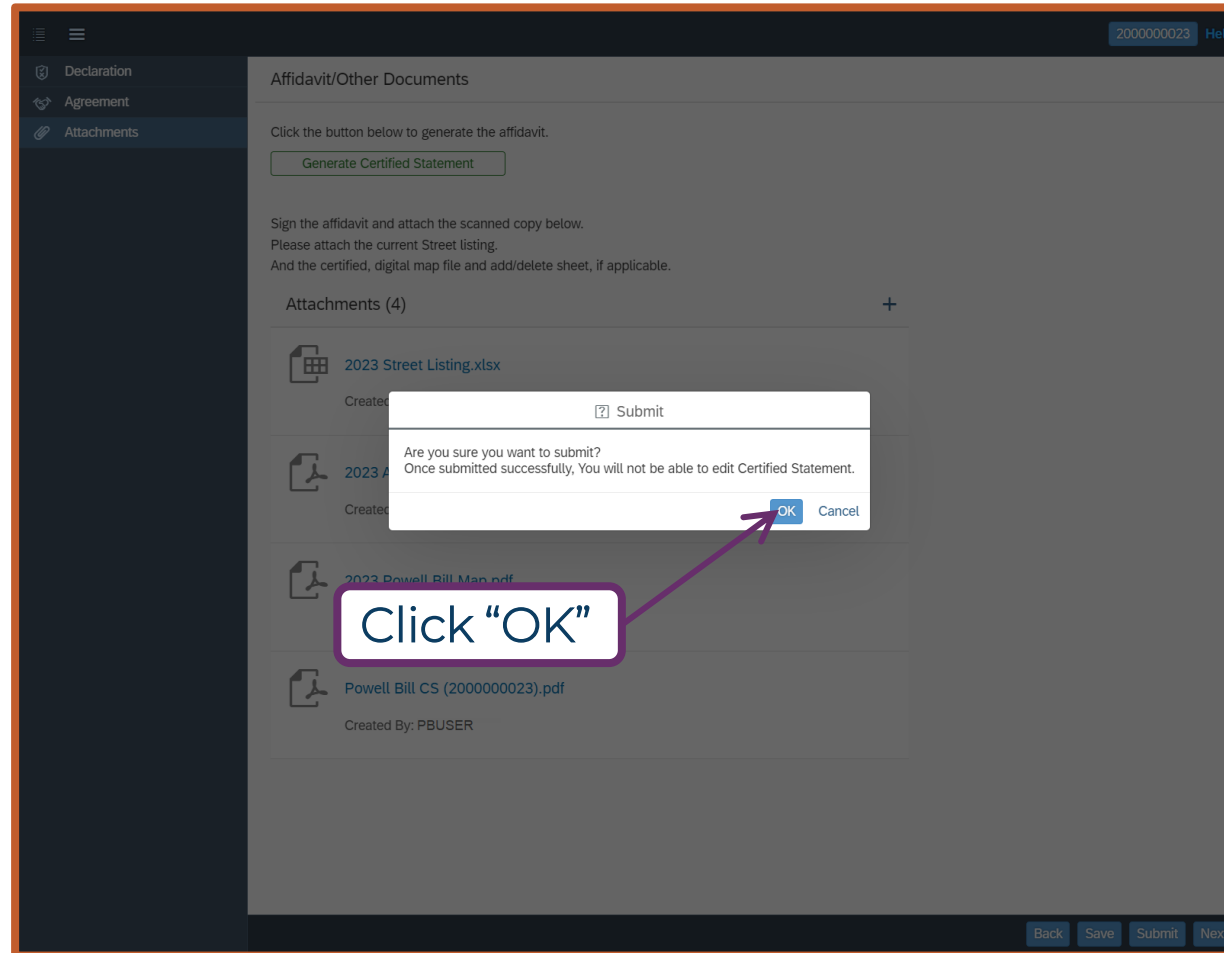


Make sure all documents are attached

Click “⊗” to delete files attached in error —  
**Files cannot be deleted after submission**

Click “Submit”

## Certified Statement (CS) – Submitting



# Certified Statement (CS) – Submitting

200000023 Help

Declaration  
Agreement  
Attachments

Click here to go to agreements page

Sign the affidavit and attach the scanned copy below.  
Please attach the current Street listing.  
And the certified, digital map file and add/delete sheet, if applicable.

Attachments (4) +

- 2023 Street Listing.xlsx  
Created By: PBUSER
- 2023 Add Delete Sheet.pdf  
Created By: PBUSER
- 2023 Powell Bill Map.pdf  
Created By: PBUSER
- Powell Bill CS (200000023).pdf  
Created By: PBUSER

Watch for the notification

Agreement Submitted Successfully.

Back Save Submit Next

# Certified Statement (CS) – Submitting

The screenshot shows a web interface for 'Enterprise Business Services' with the title 'PowellBill Certified Statement'. It features two tables: 'Current Year's Agreements' and 'Past Year's Agreements'. The 'Current Year's Agreements' table has one row with ID '2000000023', 'TOWN OF \_\_\_\_\_' as the grantee name, 'POWELLBILL\_2023' as the program name, and 'Submitted' as the status. The 'Submitted' status is highlighted with a dashed blue box, and a callout box labeled 'Updated Status' points to it. The 'Past Year's Agreements' table has four rows with IDs '2000000022', '2000000021', '2000000020', and '2000000019', all with 'TOWN OF \_\_\_\_\_' as the grantee name and 'POWELLBILL\_2022', 'POWELLBILL\_2021', 'POWELLBILL\_2020', and 'POWELLBILL\_2019' as program names, respectively. All past year statuses are 'L2-Approved-Auto'.

Current Year's Agreements			
Agreement	Grantee Name	Program Name	Status
2000000023	TOWN OF _____	POWELLBILL_2023	Submitted

Past Year's Agreements			
Agreement	Grantee Name	Program Name	Status
2000000022	TOWN OF _____	POWELLBILL_2022	L2-Approved-Auto
2000000021	TOWN OF _____	POWELLBILL_2021	L2-Approved-Auto
2000000020	TOWN OF _____	POWELLBILL_2020	L2-Approved-Auto
2000000019	TOWN OF _____	POWELLBILL_2019	L2-Approved-Auto



## Board of Transportation – Item P

- Changes within the corporate limits of a participating municipality that involve the State Highway System must be approved by the Board of Transportation
- Changes must be approved by Board prior to July 1<sup>st</sup> to be in affect for the following Powell Bill year
- Contact your local Division Engineer for assistance



## Sample of Item P – Deletions from the State Highway System

NCDOT March 2024 Board of Transportation Agenda

Municipal Street System Changes for the Powell Bill Program

Deletion from the State Highway System

Division	County	Municipality	Road	Termini	Length
8	Montgomery	Troy	SR 1604; Blue Street	From Troy City Limit @ 0.04 mile North of SR 1603 (Smith Avenue) to End of Maintenance @ 0.08 mile North of SR 1603 (Smith Avenue)	0.04

File Name: MONTGOMERY\_2024\_03\_M001

Total Miles = 0.04

A deletion from the State Highway System is when the NCDOT turns over the maintenance of a road/street to a qualified, participating Powell Bill municipality

## Sample of Item P – Addition to the State Highway System

NCDOT April 2023 Board of Transportation Agenda

Municipal Street System Changes for the Powell Bill Program

Additions to the State Highway System

Division	County	Municipality	Road	Termini	Length
5	Wake	Fuquay-Varina	SR 6108 Ext.; Judd Parkway	From NC 42 (West Academy Street) Northward for 0.60 miles to current Town of Fuquay-Varina's Corporate limit	0.60

File Name: WAKE\_2023\_04\_M001

Total Miles = 0.60

An addition to the State Highway System is when the qualified, participating Powell Bill municipality turns over the maintenance of a road/street to the NCDOT

# Any Questions?

# Expenditure Report (ER)

---

## Expenditure Report (ER)

### Purpose:

Report expenses of Powell Bill funds  
ONLY for the previous fiscal year

### How to:

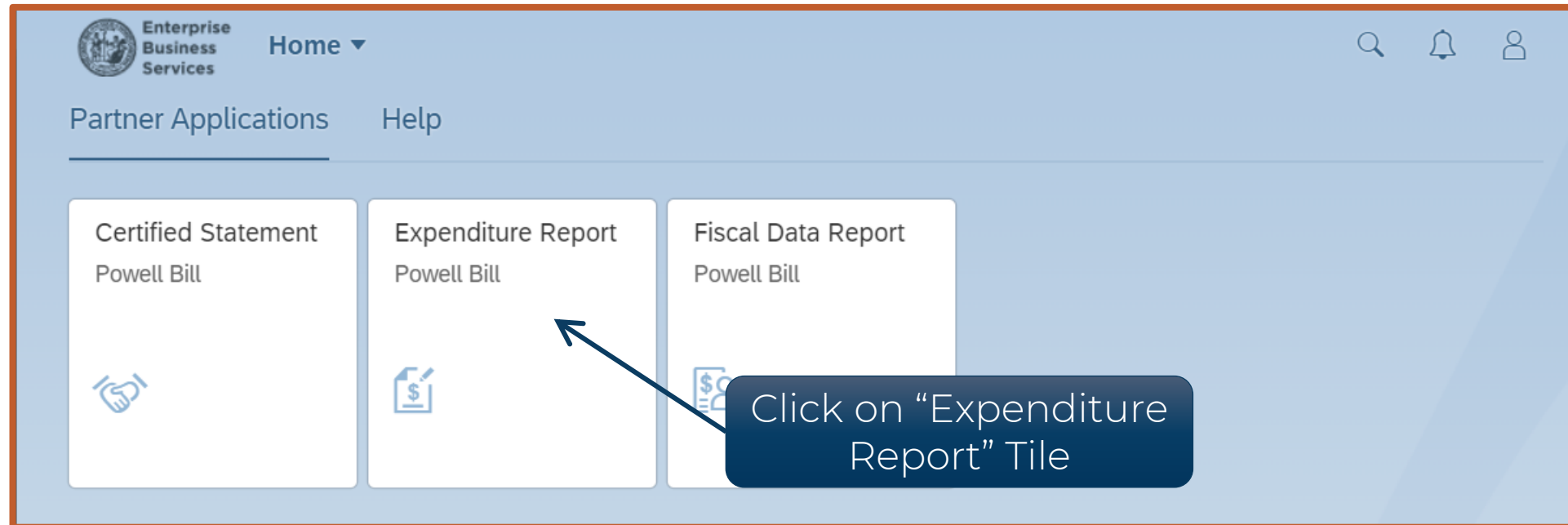
- Access
- Complete
- Download, Sign, & Seal
- Attach
- Submit

**Due by August 1<sup>st</sup>**

Per G.S. 136-41.3 -136-41.4,  
“Records and Annual  
Statement”

All required Powell Bill documents may be submitted any time after July 1<sup>st</sup>.  
You do not have to wait for the deadlines to submit the required information.

## Access Expenditure Report (ER)



After logging in, click on the “Expenditure Report” tile to see the Expenditure Report

## Access Expenditure Report (ER)

The screenshot shows a web interface with two main sections: "Current Expenditure Reports" and "Past Expenditure Reports".

**Current Expenditure Reports**

Agreement ID	Grantee Name	Program Name	Expenditure Report	Status
<a href="#">2000000000</a>	TOWN OF _____	POWELLBILL_2022		Create New

**Past Expenditure Reports**

Agreement ID	Grantee Name	Program Name	Expenditure Report	Status
<a href="#">2000000007</a>	TOWN OF	POWELLBILL_2021	L2-Approved-Auto	>
<a href="#">2000000006</a>	TOWN OF	POWELLBILL_2020	L2-Approved-Auto	>

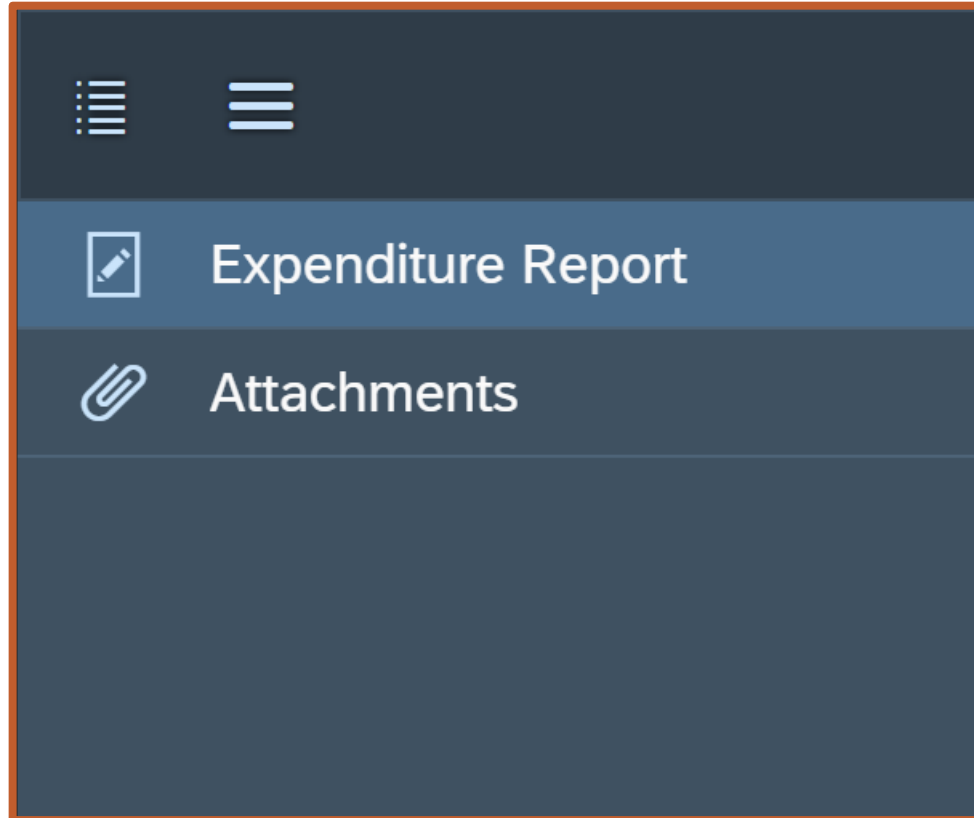
Callouts in the image:

- A box labeled "Status is Create New" with an arrow pointing to the "Create New" status in the first row of the "Current Expenditure Reports" table.
- A box labeled "Select the current year's agreement" with an arrow pointing to the Agreement ID [2000000000](#) in the first row of the "Current Expenditure Reports" table.

Select the agreement under “Current Expenditure Reports”  
to create a new Expenditure Report



## Expenditure Report (ER)



- Two Screens:
  - Expenditure Report
  - Attachments

## Creating Expenditure Report (ER)

The screenshot shows the 'Expenditure Report Information' form. The form is titled 'Expenditure Report Information' and includes the following fields and sections:

- Agreement ID:** 2000000000
- \*Report Basis:** (Dropdown menu)
- Beginning Balance on Hand July 1, 2022:** 0.00
- Total Allocation received from NCDOT on Oct 1, 2022 and Jan 1, 2023:** 152,528.33
- Form Prepared By (Municipality):**
  - Name:** (Text input)
  - Date:** (Date input, format MM/DD/YY)
  - Title:** (Text input)
  - Phone:** (Text input)
  - Email:** (Text input)
- Additional Revenues for Powell Bill Streets:** (Table with columns: Description, Total Amount, Status). A table with one row containing the text 'No Revenues are currently available'. A total row shows 'Total' with '0.00 USD'. An 'Add Revenue' button is present.
- Adjustments:**
  - Accumulated Greater Than the Sum of Past 10 or 20 Allocations:** 0.00
  - Amount Paid to State for Past Due Amount:** 0.00
  - Corrections for Miscellaneous Errors:** (Text input)

Navigation buttons: Back, Save, Next. A user ID '400000000' and 'Help' link are visible in the top right corner.

1st: ER Information – Enter the information for the report

# Creating Expenditure Report (ER)

Expenditure Report Information

Agreement ID:	2000000000
*Report Basis:	<input type="text"/>
Beginning Balance on Hand July 1, 2022:	0.00
Total Allocation received from NCDOT on Oct 1, 2022 and Jan 1, 2023:	152,528.33

Verify populated amounts:

- Beginning Balance on Hand July 1
- Total Allocation
- Adjustments Imposed

Adjustments


Accumulated Greater Than the Sum of Past 10 or 20 Allocations:	0.00
Amount Paid to State for Past Due Amount:	0.00
Corrections for Miscellaneous Errors:	0.00
Total Adjustments:	0.00

Find Errors? Contact the Powell Bill Team

# Creating Expenditure Report (ER)

Expenditure Report Information

Agreement ID: 2000000000


\*Report Basis:  

Beginning Balance on Hand July 1, 2022: Cash

Total Allocation received from NCDOT on Oct 1, 2022 and Jan 1, 2023: Accrual Basis

Form Prepared By (Municipality)

Name:

Date:  

Title:

Phone:

Email:

Select the report basis

Enter YOUR information here

# Creating Expenditure Report (ER) – Additional Revenues

Form Prepared By (Municipality)

Name:  Date:

Title:  Phone:

Email:

Additional Revenues for Powell Bill Streets

Description	Total Amount	Status
No Revenues are currently available		
<b>Total</b>	<b>0.00 USD</b>	

[Add Revenue](#)

Click on "Add Revenue" to enter revenue other than allocations

Note: Must Add Revenues BEFORE Expenditures

## Creating Expenditure Report (ER) – Additional Revenues

Revenue Details

\*Choose the Revenue:

\*Amount:

- Interest Earned
- Assessments / Reimbursements / Other
- Sale or Transfer of Equipment
- Sales Tax Refund
- Corrections

Select Revenue Type

Revenue Details

\*Choose the Revenue: Interest Earned

\*Amount: 20.00

Enter Amount

## Creating Expenditure Report (ER) – Corrections

Revenue Details

\*Choose the Revenue: Corrections

\*Amount: -50.00

Explanation: Text required if Corrections is selected.



If CORRECTIONS is chosen, an Explanation is Required

Save entry and watch for confirmation message

Revenue Information saved Successfully

Back Save Cancel

## Creating Expenditure Report (ER) – Review Entries

Additional Revenues for Powell Bill Streets		To Delete Entry		Add Revenue
Description	Total Amount	Status		
<b>R100 - Interest Earned</b>	20.00 USD	✓ Complete		>
<b>R104 - Corrections</b> Explanation: Text required if Corrections is selected.	-50.00 USD	✓ Complete		>
<b>Total</b>	<b>-30.00 USD</b>			

- Review Entries – Add and Delete as needed
- Only use each revenue type once



# Creating Expenditure Report (ER) – Adding Expenditures

Expenditures for Powell Bill Streets [Add Expenditure](#)

Description	Total Amount	Status
No Expenses are currently available		
<b>Total Expenditures</b>	<b>0.00 USD</b>	

Summary

Total Revenues for Powell Bill Streets FY ( 2022 - 2023 ):	152,498.33
Total Expenditures:	0.00
Balance on Hand as of June 30, 2023 (Reserved for PowellBill):	152,498.33

Click on "Add Expenditure"  
to enter expenditures

## Creating Expenditure Report (ER) – Adding Expenditures

Expense Details

\*Choose the Expense:

\*Amount:

- Right of Way
- Engineering
- Paving & Resurfacing (List the Powell Bill streets that were paved or resurfaced.)
- Maintenance
- Snow & Ice Removal
- Drainage & Storm Sewer
- Curb & Gutter
- Bridge Construction and Repair
- Traffic Control
- New Equipment
- New Construction
- Bikeways
- Debt Service Payment
- Sidewalks
- TIP (Transportation Improvement Project)
- Greenways
- Maintenance as part of Paving or Resurfacing project

Select Expenditure Type

## Creating Expenditure Report (ER) – Adding Expenditures

Expense Details

\*Choose the Expense: Traffic Control

\*Amount: 1,000.00

Enter amount

\*Choose the Expense: Paving & Resurfacing (List the Powell Bill streets that were paved or res...)

\*Amount: 15,000.00

Explanation: Text required if Paving & Resurfacing is selected.

Expense Information saved Successfully



Back Save Cancel


If PAVING & RESURFACING is chosen, an Explanation is Required

Save entry and watch for confirmation message

# Creating Expenditure Report (ER) – Adding Expenditures

Expenditures for Powell Bill Streets Add Expenditure

Description	Total Amount	Status		
<b>E103 - Paving &amp; Resurfacing (List the Powell Bill streets that were paved or resurfaced.)</b> Explanation: Text required if Paving & Resurfacing is selected.	15,000.00 USD	✓ Complete		>
<b>E109 - Traffic Control</b>	1,000.00 USD	✓ Complete		>
<b>Total Expenditures</b>	<b>16,000.00 USD</b>			

**To Delete Entry** → 

- Review Entries – Add and Delete as needed
- Only use each expense type once

## Creating Expenditure Report (ER)

Summary

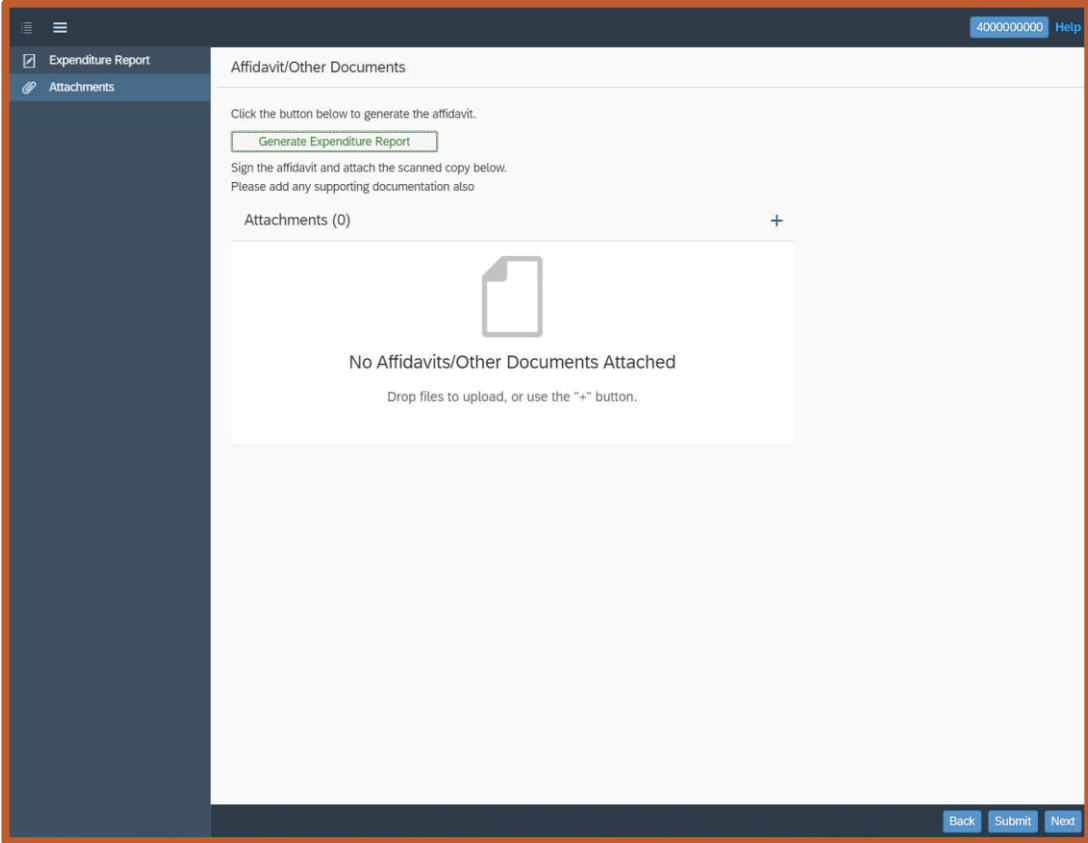
Total Revenues for Powell Bill Streets FY ( 2022 - 2023 ):	<input type="text" value="152,498.33"/>
Total Expenditures:	<input type="text" value="16,000.00"/>
Balance on Hand as of June 30, 2023 (Reserved for PowellBill):	<input type="text" value="136,498.33"/>

Click "Next"

[Back](#) [Save](#) [Next](#)

Review all entries and the summary at the bottom

## Expenditure Report (ER) – Attachments



The screenshot shows a web application interface for generating and attaching documents. On the left is a dark sidebar with a menu containing 'Expenditure Report' and 'Attachments'. The main content area is titled 'Affidavit/Other Documents'. It contains the following text and elements:

- A 'Generate Expenditure Report' button.
- Instructions: 'Click the button below to generate the affidavit.', 'Sign the affidavit and attach the scanned copy below.', and 'Please add any supporting documentation also'.
- An 'Attachments (0)' section with a '+' icon for adding files.
- A central area with a document icon and the text: 'No Affidavits/Other Documents Attached' and 'Drop files to upload, or use the "+" button.'
- Navigation buttons 'Back', 'Submit', and 'Next' at the bottom right.

2<sup>nd</sup>: **Attachments** – This is the attachment page where you can generate Expenditure Report form, then attach signed/notarized form and submit

# Expenditure Report (ER) – Attachments

1) Click "Generate Expenditure Report"

Affidavit/Other Documents

Click the button below to generate the affidavit.

[Generate Expenditure Report](#)

Sign the affidavit and attach the scanned copy below.  
Please add any supporting documentation also

Check form for accuracy and that all pages were generated.

2) Click "Download" to save the form to your computer

Agreement: 2000000000

STATUTORY DEADLINE OF AUGUST 1ST

POWELL BILL EXPENDITURES REPORT FOR FISCAL YEAR ENDING JUNE 30, 2023

Expenditure Report ID: 4000000000

Municipality: TOWN OF

Pursuant to NC General Statutes §136-41.1 through 136-41.4

REPORT BASIS (Select One)

Cash Basis (Records revenue when cash is received and records expense when cash is paid)

Accrual Basis (Records revenue when earned and records expense when incurred or when work is performed)

REVENUES FOR POWELL BILL STREETS	Amount
Beginning Balance on Hand July 1, 2022	\$0.00
R100 - Interest Earned	\$20.00
R101 - Assessments / Reimbursements / Other	\$0.00
R102 - Sale or Transfer of Equipment	\$0.00
R103 - Sales Tax Refund	\$0.00
R104 - Corrections	(\$50.00)
Explanation: Text required if Corrections is selected.	
Total Powell Bill Allocation received from NCDOT on October 1, 2022 and January 1, 2023	\$152,528.33

ADJUSTMENTS	Amount
0300 - Accumulated Greater Than the Sum of Past 10 or 20 Allocations	\$0.00
0400 - Amount Paid to State for Past Due Amount	\$0.00
0500 - Corrections for Miscellaneous Errors	\$0.00
Subtotal Adjustments	\$0.00
<b>TOTAL REVENUES FOR POWELL BILL STREETS (2022 – 2023)</b>	<b>\$152,498.33</b>

EXPENDITURES FOR POWELL BILL STREETS	Amount
E101 - Right of Way	\$0.00
E102 - Engineering	\$0.00
E103 - Paving & Resurfacing (List the Powell Bill streets that were paved or resurfaced.)	\$15,000.00
Explanation: Text required if Paving & Resurfacing is selected.	
E104 - Maintenance	\$0.00
E105 - Snow & Ice Removal	\$0.00
E106 - Drainage & Storm Sewer	\$0.00
E107 - Curb & Gutter	\$0.00
E108 - Bridge Construction and Repair	\$0.00
E109 - Traffic Control	\$1,000.00
E110 - New Equipment	\$0.00
E111 - New Construction	\$0.00
E112 - Bikeways	\$0.00
E113 - Debt Service Payment	\$0.00
E114 - Sidewalks	\$0.00

Download Close

Back Submit Next

# Reviewing Expenditure Report (ER) – Page 1

Agreement: 2000000000 Page 1 of 2

**STATUTORY DEADLINE OF AUGUST 1ST**  
**POWELL BILL EXPENDITURES REPORT FOR FISCAL YEAR ENDING JUNE 30, 2023**  
**Expenditure Report ID: 4000000000**  
Municipality: \_\_\_\_\_ TOWN OF \_\_\_\_\_  
Pursuant to NC General Statutes §136-41.1 through 136-41.4

REPORT BASIS (Select One)	
<input type="radio"/> Cash Basis (Records revenue when cash is received and records expense when cash is paid)	
<input checked="" type="radio"/> Accrual Basis (Records revenue when earned and records expense when incurred or when work is performed)	
REVENUES FOR POWELL BILL STREETS	
	Amount
Beginning Balance on Hand July 1, 2022	\$0.00
R100 - Interest Earned	\$20.00
R101 - Assessments / Reimbursements / Other	\$0.00
R102 - Sale or Transfer of Equipment	\$0.00
R103 - Sales Tax Refund	\$0.00
R104 - Corrections	(\$50.00)
Explanation: Text required if Corrections is selected.	
Total Powell Bill Allocation received from NCDOT on October 1, 2022 and January 1, 2023	\$152,528.33
ADJUSTMENTS	
	Amount
0300 - Accumulated Greater Than the Sum of Past 10 or 20 Allocations	\$0.00
0400 - Amount Paid to State for Past Due Amount	\$0.00
0500 - Corrections for Miscellaneous Errors	\$0.00
Subtotal Adjustments	\$0.00
<b>TOTAL REVENUES FOR POWELL BILL STREETS (2022 - 2023)</b>	<b>\$152,498.33</b>
EXPENDITURES FOR POWELL BILL STREETS	
	Amount
E101 - Right of Way	\$0.00
E102 - Engineering	\$0.00
E103 - Paving & Resurfacing (List the Powell Bill streets that were paved or resurfaced.)	\$15,000.00
Explanation: Text required if Paving & Resurfacing is selected.	
E104 - Maintenance	\$0.00
E105 - Snow & Ice Removal	\$0.00
E106 - Drainage & Storm Sewer	\$0.00
E107 - Curb & Gutter	\$0.00
E108 - Bridge Construction and Repair	\$0.00
E109 - Traffic Control	\$1,000.00
E110 - New Equipment	\$0.00
E111 - New Construction	\$0.00
E112 - Bikeways	\$0.00
E113 - Debt Service Payment	\$0.00
E114 - Sidewalks	\$0.00
E115 - TIP (Transportation Improvement Project)	\$0.00
E116 - Greenways	\$0.00
E117 - Maintenance as part of Paving or Resurfacing project	\$0.00
<b>TOTAL EXPENDITURES FOR POWELL BILL STREETS (2022 - 2023)</b>	<b>\$16,000.00</b>
SUMMARY	
	Amount
<b>Revenue Total</b>	<b>\$152,498.33</b>
<b>Less Expenditure Total</b>	<b>\$16,000.00</b>
<b>BALANCE ON HAND AS OF JUNE 30, 2023 (RESERVED FOR POWELL BILL)</b>	<b>\$136,498.33</b>

- Review Form for Errors
- Go back and make necessary changes on Report page in the system
- If entry is missing – Contact the Powell Bill Unit



# Completing Expenditure Report (ER) – Page 2

Fill in  
**ALL BLANKS**

Person Responsible  
for Municipal Finances  
and Notary

Municipal Seal is  
**NOT** Required

Town Employee who  
Prepared the Form –  
Ensure this matches what  
was entered in the system

Agreement: 2000000000 Page 2 of 2

Expenditure Report ID: 4000000000 Municipality: TOWN OF \_\_\_\_\_

Powell Bill Balance as of June 30, 2023 : \$136,498.33

---

I, \_\_\_\_\_ (name), certify that I am the duly appointed official responsible for the finances of the municipality named above. Further, that the above statement from said municipality was prepared under my immediate supervision and/or direction, and that it is a true and correct statement of receipts and expenditures of the funds received from the North Carolina Department of Transportation, pursuant to NCGS §136-41.1 through 136-41.4, as amended. Also, I acknowledge it is unlawful for these funds to be spent for any purpose not authorized by statute and accept personal liability for any unauthorized expenditures, per NCGS §136-41.3(b).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Notary Acknowledgement**

North Carolina \_\_\_\_\_ County \_\_\_\_\_

Witness my hand and official seal, this: \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

I, \_\_\_\_\_, a Notary Public \_\_\_\_\_, County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged due execution of the foregoing instrument.

(Official Notary Seal)

Notary Public : \_\_\_\_\_  
My Commission Expires : \_\_\_\_\_

---

**\*\*\* IF NOT PROPERLY SIGNED, DATED, NOTARIZED, AND SEALED, IT WILL BE RETURNED \*\*\***

**Form Prepared By (Municipality)**

Name: Jane Powell \_\_\_\_\_ Date: 7/15/23 \_\_\_\_\_

Title: Financial Director \_\_\_\_\_ Phone: +1 (123) 456-7890 \_\_\_\_\_

Email: jpowell@anytownnc.gov \_\_\_\_\_

---

PLEASE MAKE SURE YOUR REPORT IS CORRECT.  
IT MUST BE SIGNED, DATED, NOTARIZED WITH SEAL AFFIXED, AND SUBMITTED IN THE POWELL BILL REPORTING SYSTEM BEFORE THE STATUTORY DEADLINE DATE OF AUGUST 1.

# Completing Expenditure Report (ER) – Notarize

Person Responsible for Municipal Finances Signs Form Before a Notary Public

I, \_\_\_\_\_ (name), certify that I am the duly appointed official responsible for the finances of the municipality named above. Further, that the above statement from said municipality was prepared under my immediate supervision and/or direction, and that it is a true and correct statement of receipts and expenditures of the funds received from the North Carolina Department of Transportation, pursuant to NCGS §136-41.1 through 136-41.4, as amended. Also, I acknowledge it is unlawful for these funds to be spent for any purpose not authorized by statute and accept personal liability for any unauthorized expenditures, per NCGS §136-41.3(b).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Notary Acknowledgement**

North Carolina  
\_\_\_\_\_ County

Witness my hand and official seal, this:  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

I, \_\_\_\_\_, a Notary Public  
\_\_\_\_\_, County, North Carolina, do

hereby certify that \_\_\_\_\_  
personally appeared before me this day and acknowledged  
due execution of the foregoing instrument.

(Official Notary Seal)

Notary Public : \_\_\_\_\_  
My Commission Expires : \_\_\_\_\_

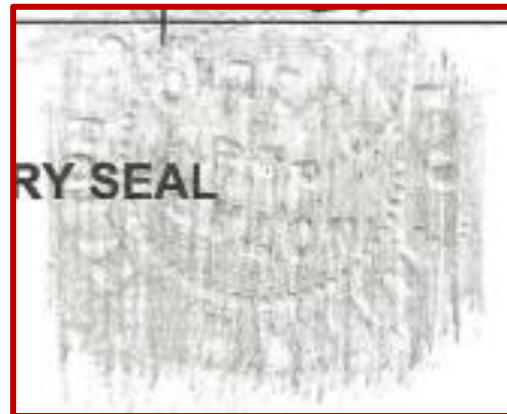
**\*\*\* IF NOT PROPERLY SIGNED, DATED, NOTARIZED, AND SEALED, IT WILL BE RETURNED \*\*\***

We Recommend Using INK Seals

## Completing Expenditure Report (ER) – Notarize

Embossed Seals **MUST** be Legible  
or Report will be Returned

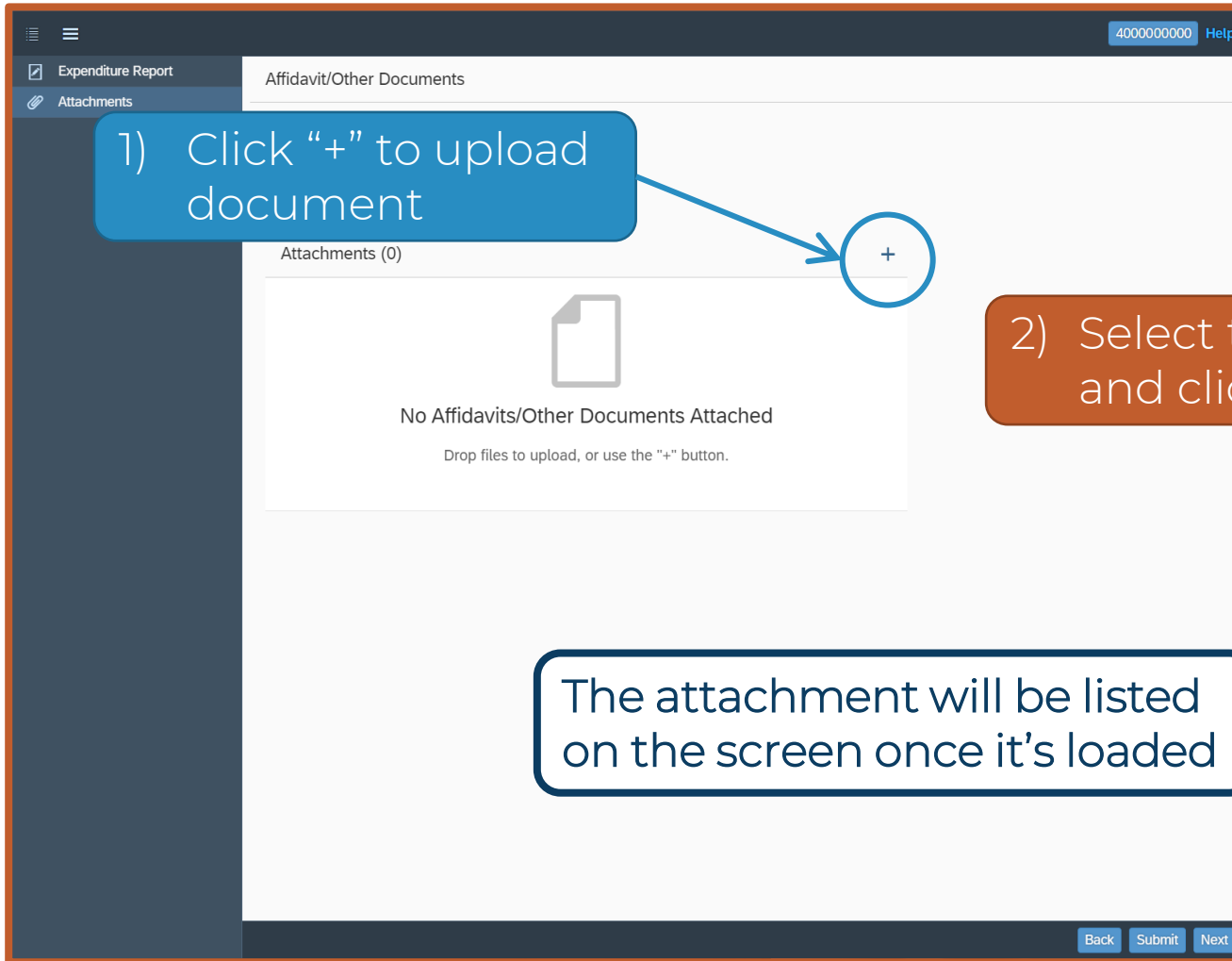
Not Legible



Clearer



# Expenditure Report (ER) – Attachments



1) Click “+” to upload document

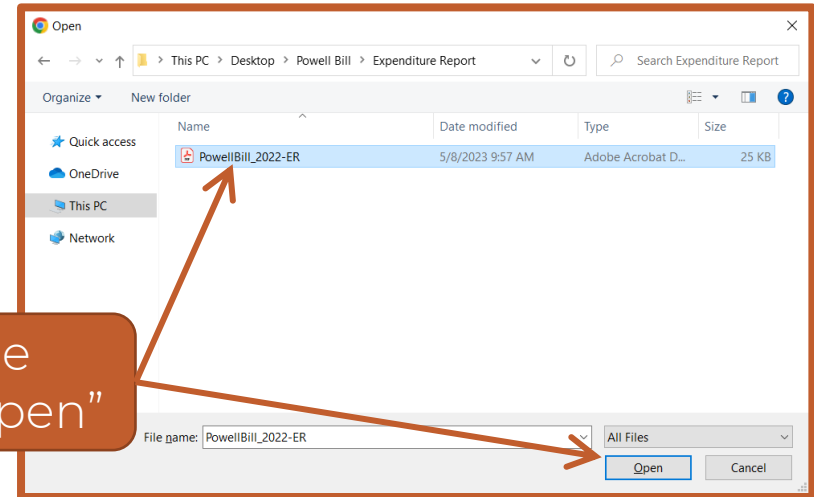
Attachments (0)

No Affidavits/Other Documents Attached

Drop files to upload, or use the “+” button.

4000000000 Help

Back Submit Next



Open

This PC > Desktop > Powell Bill > Expenditure Report

Name	Date modified	Type	Size
PowellBill_2022-ER	5/8/2023 9:57 AM	Adobe Acrobat D...	25 KB

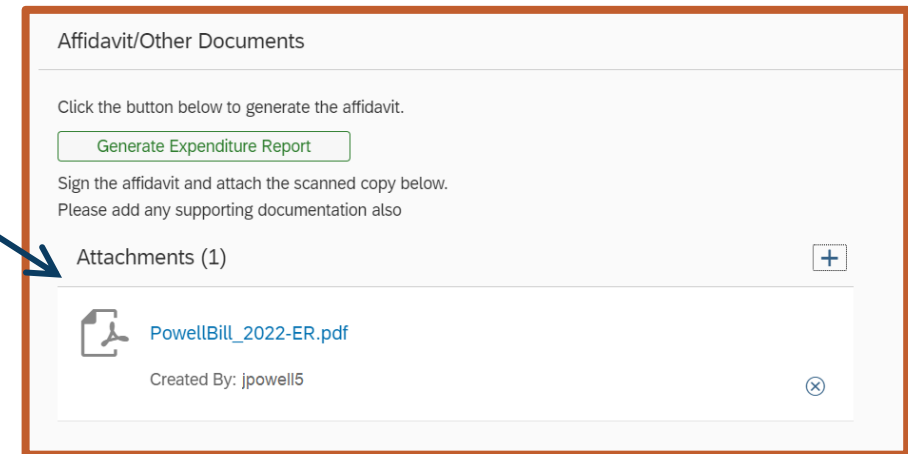
File name: PowellBill\_2022-ER

All Files

Open Cancel

2) Select the file and click “Open”

The attachment will be listed on the screen once it's loaded



Affidavit/Other Documents

Click the button below to generate the affidavit.

Generate Expenditure Report

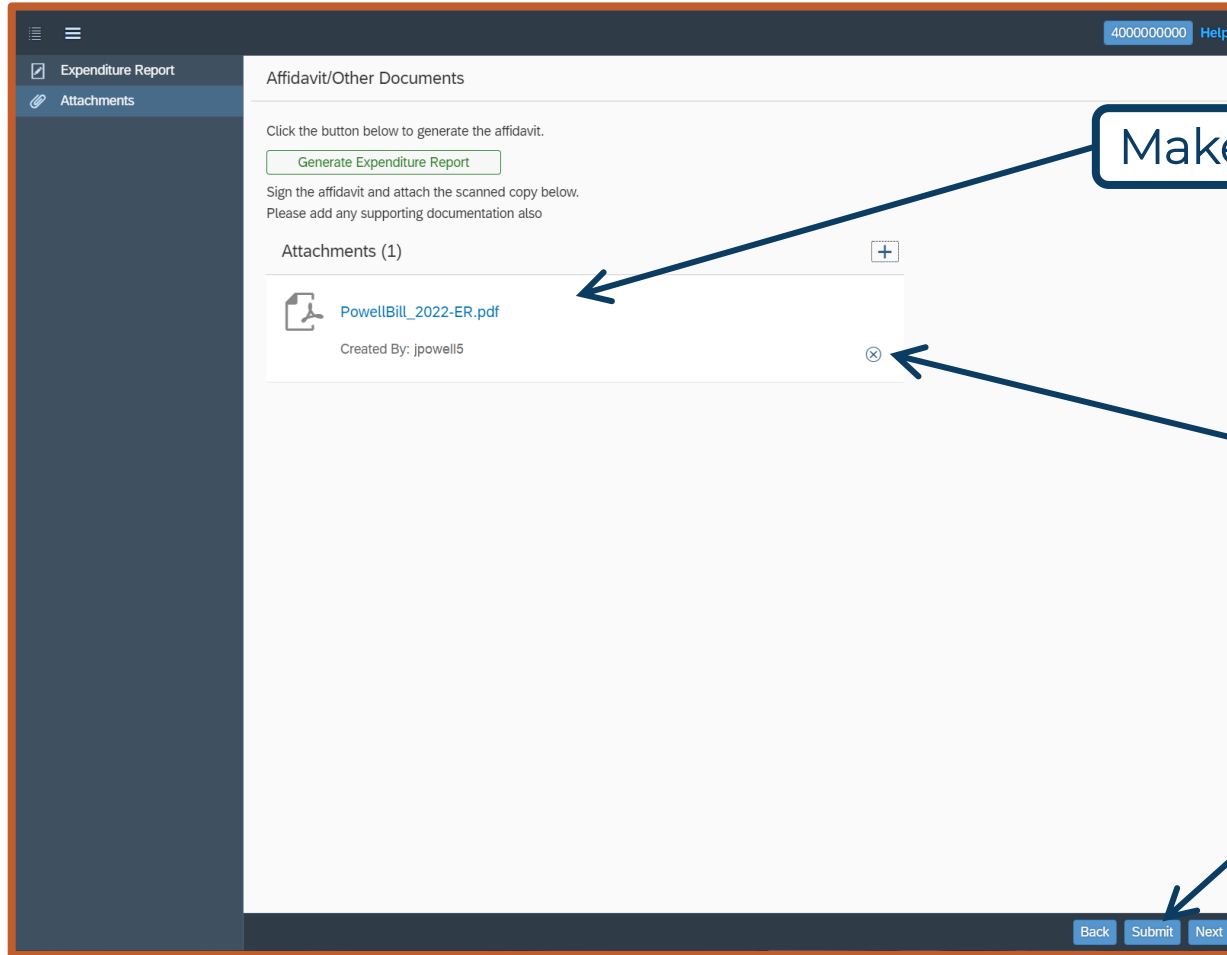
Sign the affidavit and attach the scanned copy below.  
Please add any supporting documentation also

Attachments (1)

PowellBill\_2022-ER.pdf

Created By: jpowell5

# Expenditure Report (ER) – Submitting



Make sure all documents are attached

Click "⊗" to delete files attached in error —  
**Files cannot be deleted after submission**

Click "Submit"

# Expenditure Report (ER) – Submitting

The screenshot displays a web application interface for submitting an Expenditure Report. The main content area is titled "Affidavit/Other Documents" and contains the following elements:

- A "Generate Expenditure Report" button.
- Instructions: "Click the button below to generate the affidavit. Sign the affidavit and attach the scanned copy below. Please add any supporting documentation also."
- An "Attachments (1)" section with a plus sign for adding more files.
- A single attachment named "PowellBill\_2022-ER.pdf" with a document icon and "Created By: jpowell5".

A modal dialog box is overlaid on the screen with the following text:

**Submit**

Are you sure you want to submit?  
Once submitted successfully, You will not be able to edit Expenditure Report.

Buttons: **OK** (highlighted with a blue box and arrow), **Cancel**

At the bottom of the interface, there are navigation buttons: **Back**, **Submit**, and **Next**.

## Expenditure Report (ER) – Submitting


The screenshot shows a web application interface for submitting an Expenditure Report. On the left, a dark sidebar contains a menu with a hamburger icon circled in red and an arrow pointing to a callout box. The callout box, with a teal border, contains the text "Click here to go to agreements page". The main content area has a top right corner with the number "400000000" and a "Help" link. Below the sidebar, there are two menu items: "Expenditure Report" (checked) and "Attachments". The main area contains the text "Please add any supporting documentation also" and "Attachments (1)". A single attachment is listed: "PowellBill\_2022-ER.pdf" with a PDF icon and "Created By: jpowell5". At the bottom center, a notification box with a dashed border says "Expenditure Report submitted Successfully.", with a callout box containing the text "Watch for the notification" and an arrow pointing to it. The bottom right corner of the interface has "Back" and "Next" buttons.

# Expenditure Report (ER) – Submitting

Current Expenditure Reports					
Agreement ID	Grantee Name	Program Name	Expenditure Report	Status	
<a href="#">2000000000</a>	TOWN OF _____	POWELLBILL_2022		Submitted	>

Past Expenditure Reports					
Agreement ID	Grantee Name	Program Name	Expenditure Report	Status	
<a href="#">2000000007</a>	TOWN OF	POWELLBILL_2021	L2-Approved-Auto		>
<a href="#">2000000006</a>	TOWN OF	POWELLBILL_2020	L2-Approved-Auto		>





## Questions About Uses of Funds?

Go to the Powell Bill Website to review the Expenditure Guidance:

<https://connect.ncdot.gov/municipalities/State-Street-Aid/>

Still not sure, consult:

- Your municipality's attorney or auditor
- The North Carolina League of Municipalities' attorneys
- Powell Bill Program Unit

The screenshot shows a 'Support Information' section with a list of resources. A blue arrow points from the URL above to the 'Powell Bill Expenditure Guidance' link, which is highlighted with a dashed blue box. The resources listed are:

Resource Name	Icon
Powell Bill program Frequently Asked Questions (FAQ)	PDF
Powell Bill flowchart-	PDF
Add Delete Sheet_Rev01.2023	X
Powell Bill Map Measurements	PDF
Example of a Good Map	PDF
<b>Powell Bill Expenditure Guidance</b>	<b>PDF</b>
Sample Street listing 1 page	X
How to set Adobe as default	PDF

## Excess Accumulation

E115 - TIP (Transportation Improvement Project)	\$0.00
E116 - Greenways	\$0.00
E117 - Maintenance as part of Paving or Resurfacing project	\$0.00
<b>TOTAL EXPENDITURES FOR POWELL BILL STREETS (2022 - 2023)</b>	<b>\$16,000.00</b>
<b>SUMMARY</b>	<b>Amount</b>
Revenue Total	\$152,498.33
Less Expenditure Total	\$16,000.00
<b>BALANCE ON HAND AS OF JUNE 30, 2023 (RESERVED FOR POWELL BILL)</b>	<b>\$136,498.33</b>

**Make Note:**

The Balance On Hand is what will carry over to the next year. This amount cannot exceed allowed sum of Powell Bill allocations.

## History Report

- Reports the municipality's allocations and expenses with a running balance
- “Excess Status” – If the Balance On Hand is greater than the allowed amount
- Report is sent twice a year – Mid October and Mid February (only known at risk municipalities)
- Also Provided Upon Request


# History Report

Municipality: TOWN OF _____			Grantee ID: 100000000				Status: <b>Excess</b>				
Program Year	Powell Bill Allocation		Yearly Total Appropriation	Expenditure Amount	Adjustments Imposed	Other Receipts	Interest Amount	Closing Amount	Agreement		
	October	January									
2010	\$ 32,169.48		\$ 32,169.48	\$ 1,788.93	\$ -	\$ -	\$ 217.64	\$ 190,917.53			
2011	\$ 21,068.44	\$ 21,068.47	\$ 42,136.91	\$ 35,177.91	\$ -	\$ -	\$ 124.23	\$ 198,000.86			
2012	\$ 21,765.45	\$ 21,765.45	\$ 43,530.90	\$ 1,597.23	\$ -	\$ -	\$ 100.31	\$ 240,034.84	200000012		
2013	\$ 22,344.36	\$ 22,344.35	\$ 44,688.71	\$ 88,034.90	\$ -	\$ -	\$ 24.63	\$ 196,718.28	200000013		
2014	\$ 23,071.61	\$ 23,071.60	\$ 46,143.21	\$ 50,360.00	\$ -	\$ -	\$ 35.60	\$ 192,532.09	200000014		
2015	\$ 23,036.11	\$ 23,036.09	\$ 46,072.20	\$ 4,804.50	\$ -	\$ -	\$ 423.10	\$ 234,222.89	200000015		
2016	\$ 23,456.60	\$ 23,456.59	\$ 46,913.19	\$ 6,572.00	\$ -	\$ -	\$ 822.55	\$ 275,386.63	200000016		
2017	\$ 23,734.12	\$ 23,734.12	\$ 47,468.24	\$ 957.70	\$ (250.36)	\$ -	\$ 2,791.66	\$ 324,438.47	200000017		
2018	\$ 23,617.73	\$ 23,617.73	\$ 47,235.46	\$ 1,365.00	\$ -	\$ -	\$ 7,237.71	\$ 377,546.64	200000018		
2019	\$ 23,911.64	\$ 23,911.62	\$ 47,823.26	\$ 1,775.00	\$ -	\$ -	\$ 6,142.92	\$ 429,737.82	200000019		
2020	\$ 23,662.42	\$ 23,662.42	\$ 47,324.84	\$ 46,995.50	\$ -	\$ -	\$ 68.78	\$ 430,135.94	200000020		
2021	\$ 23,831.87	\$ 33,549.11	\$ 57,380.98	\$ 12,391.36	\$ -	\$ -	\$ 578.26	\$ 475,703.82	200000021		
2022	\$ 28,784.20	\$ 28,784.19	\$ 57,568.39	\$ 16,475.59	\$ -	\$ -	\$ -	\$ 516,796.62	200000022		
<b>Total of last twenty (20) allocations:</b>			<b>\$ 488,618.48</b>							<b>Excess Accumulation: \$ 28,178.14</b>	

**Example:**  
The municipality can accumulate the sum of 20 allocations

They are in "Excess" by this amount

# Excess Accumulation



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. R. "JOEY" HOPKINS  
SECRETARY

February 6, 2024

Mayor \_\_\_\_\_  
Town \_\_\_\_\_  
\_\_\_\_\_

According to the current data reflected in the Powell Bill Reporting System (PBRs), the current balance exceeds the sum of the allowed number of allocations by an **estimated \$2,781.42**.

North Carolina law prohibits the accumulation of funds in an amount greater than the sum of the past 10 allocations. The law also provides for the Department to adopt a policy to allow small municipalities to apply for an exception so they may accumulate up to the sum of the past 20 allocations. When there is an excess accumulation, the excess amount **must be deducted from the next allocation.**

Per the Department's policy, a municipality may qualify for this exception by having a population of less than 5,000. Our records reflect that your municipality has been approved for this exception allowing you to accumulate up to the sum of the past 20 allocations.

This is a reminder that your municipality has until June 30, 2024, to spend any excess funds, **plus** any Powell Bill account **interest** earned during FY 2023-24. Any expenditure reported on the Powell Bill Expenditure Report, **due August 1<sup>st</sup>**, will be subtracted from the current ending balance. It is your municipality's responsibility to keep aware of the Powell Bill balance.

If you need assistance with planning a project on which to spend the excess funds, you may want to reach out to your Division Engineer Brett Canipe at 704-983-4400. If you have any questions or need further information, please email the Powell Bill Team at [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov). You can access more Powell Bill information on our webpage.

- Municipalities at risk of being in “Excess Status” are notified in February.
  - Options:
    - Spend the excess amount before June 30<sup>th</sup>
    - If eligible, you can request to move to twenty (20) allocations
- ➔ **Deadline for request is April 30<sup>th</sup>**

**MUNICIPALITY WILL  
BE PENALIZED BY  
EXCESS AMOUNT**

## Excess Accumulation

- § 136-41.3(c) – “...any municipality having accumulated an amount greater than **the sum of the past 10 allocations** made, shall have an amount equal to **such excess deducted from the next allocation** [...] **the Department shall adopt a policy to allow small municipalities** to apply to the Department to **be allowed to accumulate** up to the sum of the past **20 allocations...**”
- In accordance with the above statute, NCDOT policy states that a participant may qualify to accumulate up to the sum of the past 20 allocations **if the population is less than 5,000 people.**
- To be granted this extension, a **written request must be submitted by April 30<sup>th</sup> each year.**

## Powell Bill Adjustments

- **Mileage Errors**
  - Formula Calculation for Amount
- **Excess Accumulation of Funds – § 136-41.3(c)**
  - Deducted from Future Allocation(s)
- **Outstanding Municipal Agreements – § 136-41.3(e)**
  - Outstanding Balance is deducted from Next Allocation(s)



# How does NCDOT use your Expenditure Report (ER) information?

Expense Type	Bikeways	Bridge Construction and Repair	Curb & Gutter	Debt Service Payment	Drainage & Storm Sewer	Engineering	Greenways	Maintenance	Maintenance as part of Paving Project	New Construction	New Equipment	Paving & Resurfacing	Right of Way	Sidewalks	Snow & Ice Removal	TIP (Transportation Improvement Project)	Traffic Control	Overall Result
<b>Grantee</b>	<i>All participating Municipalities have submitted the Powell Bill Expenditure Report statutorily due on August 1, 2022 (see the Note below).</i>																	
CITY OF ALBEMARLE						3,937.52		324,676.07			9,593.22						1,533.95	\$ 339,740.76
CITY OF ARCHDALE								764.07			8,896.00	351,315.34			10,081.33			\$ 371,056.74
CITY OF ASHEBORO			25,591.70		114,106.57			546,609.17			100,785.32	123,157.52		10,612.22		29,523.01		\$ 950,385.51
CITY OF ASHEVILLE				1,498,502.63				474,780.58						54,343.93	703,546.83			\$ 2,731,173.97
CITY OF BELMONT								122,122.38						22,240.00				\$ 144,362.38
CITY OF BESSEMER CITY				100,813.66	2,319.83	11,100.00		7,416.76				13,125.00			10,707.49		4,611.02	\$ 150,093.76
CITY OF BOILING SPRING LAKES				23,079.09		42,602.90		12,231.73				452,006.10	66,875.17					\$ 596,794.99
CITY OF BREVARD			1,957.37		13,217.06	30,300.00		8,475.95						7,119.89				\$ 247,624.27
CITY OF BURLINGTON			19,290.68		37,412.31	152,379.66		455,999.61			9,576.31	845,150.77		114,831.67	45,731.80			\$ 1,680,372.81
CITY OF CHARLOTTE				4,203,351.40	1,137,273.00			1,212,386.04	1,350,025.96			7,596,123.97			111,457.33		744,286.00	\$ 16,354,903.70
CITY OF CLAREMONT						388.00						62,500.00						\$ 62,888.00
CITY OF CLINTON					215,459.00			23,965.48				3,693.31		9,401.00				\$ 252,518.79
CITY OF CONCORD			17,526.10			14,101.74		1,974,424.74			216,380.77	2,039,034.77		40,894.24	17,295.48			\$ 4,319,657.84
CITY OF CONOVER								67,113.03				201,200.00					1,058.53	\$ 269,371.56
CITY OF CREEDMOOR								31,225.48				3,221.74						\$ 34,447.22
CITY OF DREXEL				30,046.48		2,033.53		3,997.95										\$ 36,077.96
CITY OF DUNN												335,827.45						\$ 335,827.45
CITY OF DURHAM									76,000.00	391,406.86				1,217,152.18				\$ 7,576,631.93
CITY OF EDEN								442,220.59										\$ 442,220.59
CITY OF ELIZABETH CITY						12,000.00		215,749.21				663,885.51			3,254.40			\$ 894,889.12
CITY OF FAYETTEVILLE		265,487.50		191,180.95		14,660.00	3,010.33	75,259.39				4,182,370.82		862,634.69			17,614.25	\$ 5,612,217.93
CITY OF GASTONIA						4,957.50		514,179.43				1,598,198.99			45,684.61			\$ 2,163,020.53
CITY OF GOLDSBORO												1,024,644.27						\$ 1,024,644.27
CITY OF GRAHAM					52,651.12				189,121.07	225,430.76				17,749.50				\$ 484,952.45
CITY OF GREENSBORO		183,367.76						4,940,908.32				850.00		624,859.90	705,091.68			\$ 6,455,077.66
CITY OF GREENVILLE												1,606,564.46						\$ 1,606,564.46
CITY OF HAMLET			9,875.00			820.00		201,865.52						4,400.00				\$ 216,960.52
CITY OF HAVELOCK				22,806.00	60,902.20	1,547.50		200,983.92				47,050.00						\$ 333,289.62
CITY OF HENDERSON						309,091.52								14,903.50				\$ 323,995.02
CITY OF HENDERSONVILLE			13,568.00			98,912.79					9,012.50	305,542.06					40,824.16	\$ 467,859.51
CITY OF HICKORY			46,947.19		144,389.63			333,118.48		73,008.77		409,415.34	101,449.72	165,730.60	53,983.21		80,682.66	\$ 1,408,725.60
CITY OF HIGH POINT												3,227,095.75		43,050.50				\$ 3,270,146.25
CITY OF HIGH SHOALS								6,653.97			13,564.04							\$ 20,218.01
CITY OF JACKSONVILLE			41,650.01	97,332.88	33,274.37	2,000.00		528,164.69			12,837.46	893,101.84		659.37			15,909.28	\$ 1,624,929.90
CITY OF KANNAPOLIS								645,286.48			2,441.73	812,163.17						\$ 3,756.71
CITY OF KING				108,649.23				91,960.48										\$ 200,609.71
CITY OF KINGS MOUNTAIN		584.33						60,362.02				234,701.00					5,314.00	\$ 300,961.35
CITY OF KINSTON					10,140.40	2,275.04		386,442.29			6,458.94	191,414.48		14,283.36			21,053.74	\$ 632,068.25
CITY OF LAURINBURG					74,981.12			259,287.18					29,221.60	4,594.49			8,683.79	\$ 376,768.18
CITY OF LENOIR			1,911.11		112,761.14			228,629.40				226,280.41			46,661.92			\$ 616,243.98
CITY OF LEXINGTON			35,581.46					47,804.16				817,341.92		33,804.81			18,395.89	\$ 952,928.24
CITY OF LINCOLNTON		28,449.93	2,200.00	39,582.92	38,075.06			37,049.44	151,972.09								14,239.41	\$ 311,568.85
CITY OF LOCUST						1,370.88		70,292.77				135,782.50						\$ 207,446.15
CITY OF LOWELL						936.25		2,652.50				161,175.00		9,072.00	555.10		3,313.15	\$ 177,704.00
CITY OF LUMBERTON								738,376.47										\$ 738,376.47

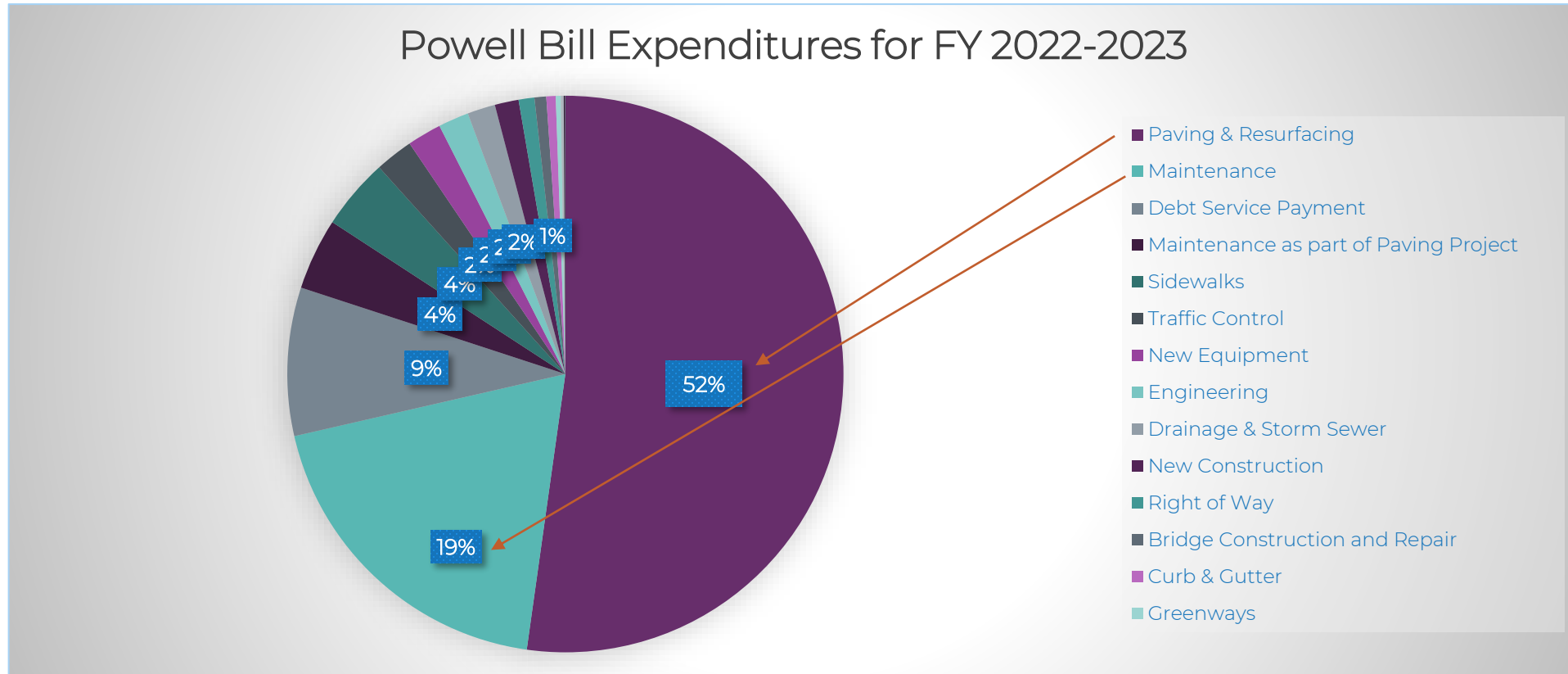
Example: Legislative Expense Report



## Powell Bill Expenditures for FY 2022-2023

Expense Type	PERCENTAGE OF TOTAL EXPENSES
Paving & Resurfacing	52.22%
Maintenance	19.20%
Debt Service Payment	8.61%
Maintenance as part of Paving Project	4.16%
Sidewalks	4.14%
Traffic Control	2.21%
New Equipment	1.99%
Engineering	1.77%
Drainage & Storm Sewer	1.62%
New Construction	1.39%
Right of Way	0.92%
Bridge Construction and Repair	0.68%
Curb & Gutter	0.54%
Greenways	0.29%
Snow & Ice Removal	0.17%
TIP (Transportation Improvement Project)	0.07%
Bikeways	0.02%
<b>Overall Result</b>	<b>100.00%</b>

# Powell Bill Expenditures for FY 2022-2023



**\*Other**

- Bridge Construction and Repair
- Curb & Gutter
- Drainage & Storm Sewer
- Engineering

- Greenways
- Maintenance as part of Paving Project
- New Construction
- New Equipment

- Sidewalks
- Snow & Ice Removal
- TIP (Transportation Improvement Project)
- Traffic Control



Any  
Questions?

# **Fiscal Data Report (FDR)**

---

## Fiscal Data Report (FDR)

### Purpose:

Report ALL money received and spent for street purposes for the previous fiscal year

### How to:

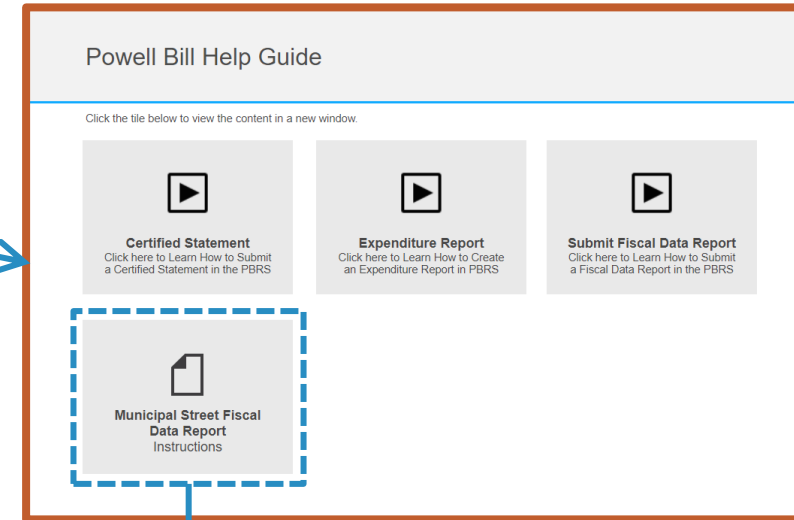
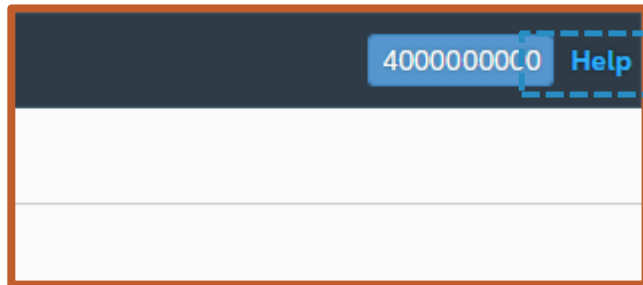
- Access
- Complete
- Submit

Due by December 1<sup>st</sup>

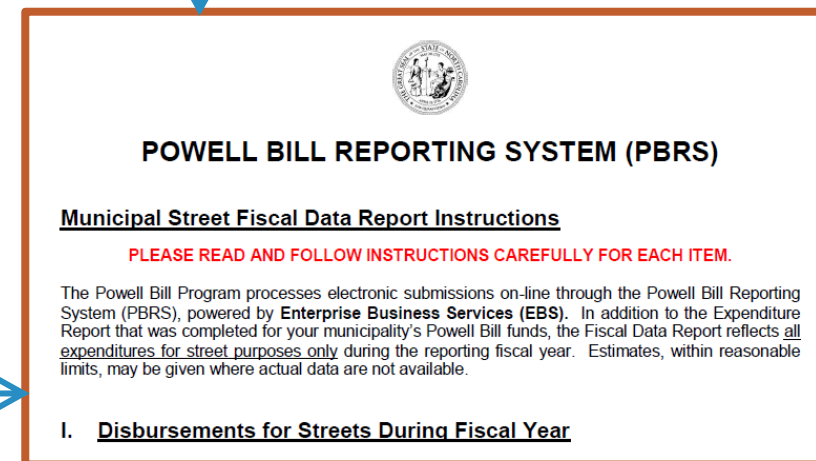
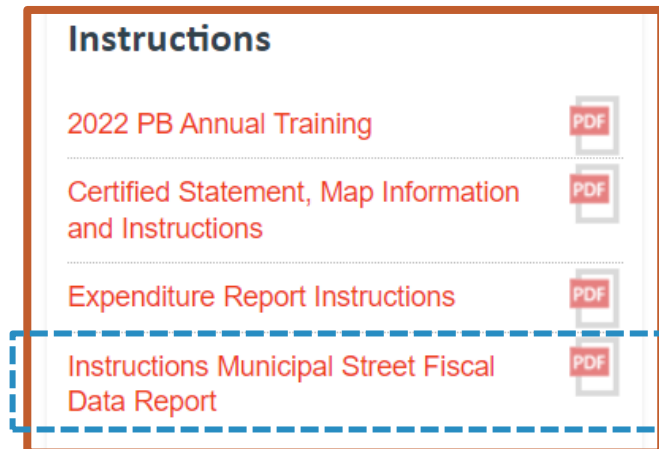
All required Powell Bill documents may be submitted any time after July 1<sup>st</sup>. You do not have to wait for the deadlines to submit the required information.

# Instructions for Fiscal Data Report (FDR)

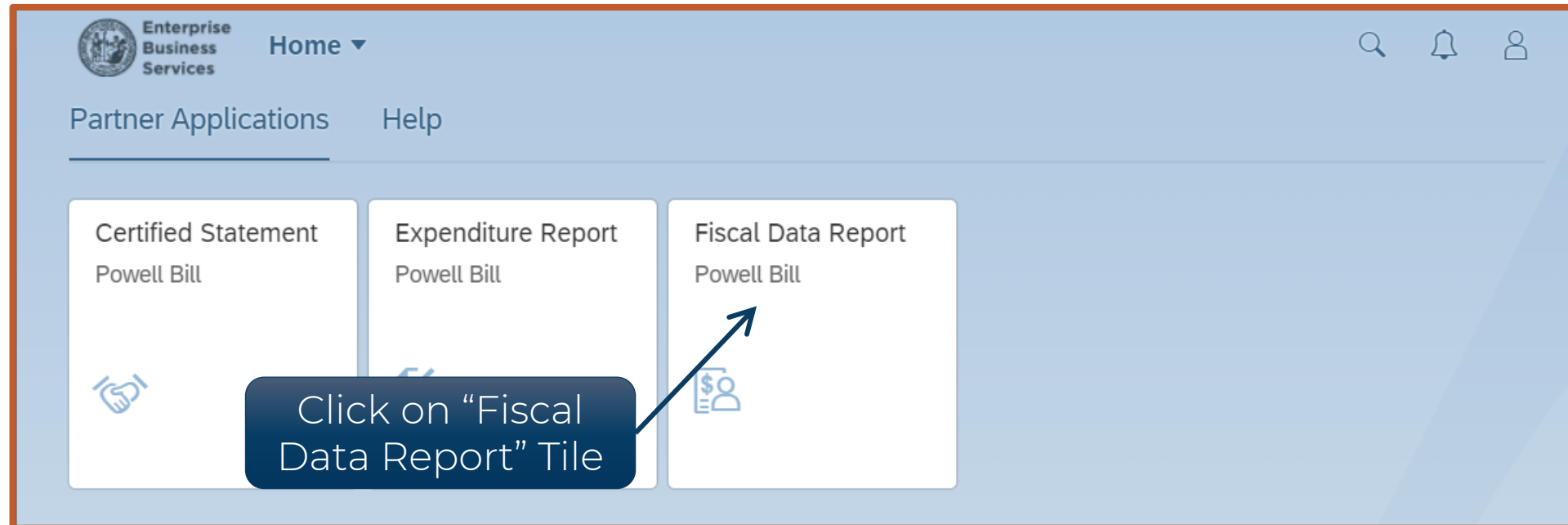
- In the Fiscal Data Report:



- Powell Bill Website:  
<https://connect.ncdot.gov/municipalities/State-Street-Aid/>



## Access Fiscal Data Report (FDR)



After logging in, click on the “Fiscal Data Report” tile to see the Fiscal Data Report

## Access Fiscal Data Report (FDR)

The screenshot displays two tables: 'Current Fiscal Data Reports' and 'Past Fiscal Data Reports'. The 'Current' table has one row with Agreement ID 2000000000, Grantee Name TOWN OF \_\_\_\_\_, Program Name POWELLBILL\_2022, Fiscal Data Report 4000000000, and Status Create New. The 'Past' table has two rows for 2021 and 2020. Callouts highlight the Agreement ID 2000000000 and the 'Create New' status.

Current Fiscal Data Reports				
Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
2000000000	TOWN OF _____	POWELLBILL_2022	4000000000	Create New

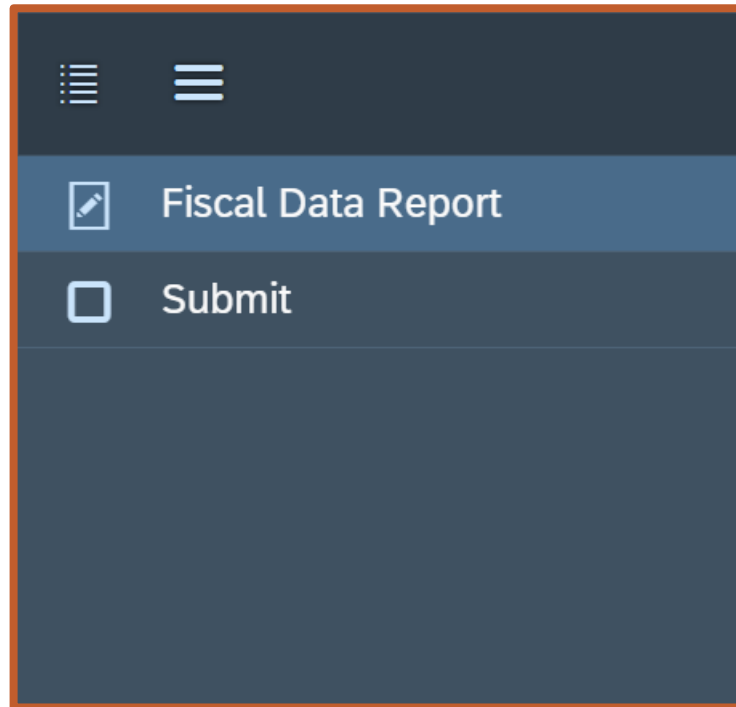
  

Past Fiscal Data Reports				
Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
2000000007	TOWN OF _____	POWELLBILL_2021	4000000007	L2-Approved-Auto >
2000000006	TOWN OF _____	POWELLBILL_2020	4000000006	L2-Approved-Auto >

Select the agreement under “Current Fiscal Data Reports” to create a new Fiscal Data Report



## Fiscal Data Report (FDR)



- Two Screens:
  - Fiscal Data Report
  - Submit

## Creating Fiscal Data Report (FDR)

Fiscal Data Report Information

Agreement No: 2000000000  
Town Code: 00000

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status
01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.	0.00 USD	Complete

Add Disbursement

Description

Total Amount

Status

No Disbursement are currently available

Disbursements for Streets during Fiscal Year : Remaining balances (Lines 16 - 17)

Add Remaining Balance

Description	Total Amount	Status
16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023 Show reserves on hand at the end of fiscal year specifically designated for street improvement purposes. Such funds would be unexpended Powell Bill funds (your June 30 Powell Bill Ending Balance), other street improvement grants, or general funds designated for street purposes, etc.	0.00 USD	Incomplete
17 - Debt Funds Balance FY ending - June 30, 2023	0.00 USD	Incomplete

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, 2022 & January 1, 2023	152,528.00 USD	Complete

Back Save Next

1st: FDR Information – Enter the information for the report

# Creating Fiscal Data Report (FDR)

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status
01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.	0.00 USD	Complete

Verify populated amounts:

01: Adjustment Imposed – *Cannot Change*

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, 2022 & January 1, 2023	152,528.00 USD	Complete

No Receipts are currently available

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)

Description	Total Amount	Status
35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2023	0.00 USD	Incomplete

30: Powell Bill Funds Received – *Cannot Change*

35: Beginning Balance as of July 1, 2023  
*At least the same as Powell Bill amount – Change If Needed*

**Find Errors? Contact the Powell Bill Team**

## Creating Fiscal Data Report (FDR) – Add Disbursements

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status
<b>01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.</b>	0.00 USD	✔ Complete >

Click on “Add Disbursement” to enter expenditures

Add Disbursement

Description	Total Amount	Status
No Disbursement are currently available		

Enter ALL expenditures for streets in the last fiscal year (not just Powell Bill funds)

\* Do **not** report expenditures for which the municipality is reimbursed by the NC Department of Transportation

## Creating Fiscal Data Report (FDR) – Add Disbursements

Disbursement Details

\*Choose the Disbursement:

\*Amount:

- 02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-of-Way Admin)
- 03 - Capital Outlay: Engineering (Pre-construction and field engineering, surveys)
- 04 - Capital Outlay: Construction (Grading, Resurfacing, curb & gutter, sidewalks)
- 05 - Maintenance (Includes equipment, administrative cost)
- 06 - Snow and Ice Removal (Including Sanding, Salting, and Purchase of Special Equipment)
- 07 - Traffic Control Operations
- 08 - Other: Please Specify
- 09 - General Administration & Maintenance (Highway, Planning, Traffic Studies, Research Activities)
- 10 - Traffic Police Salaries & Motor Vehicles - (NOT DOMESTIC)
- 11 - Debt Service: Bonds Interest
- 12 - Debt Service: Bonds Redemption
- 13 - Debt Service: Notes Interest
- 14 - Debt Service: Notes Redemption

Select Disbursement Type

Only use a Disbursement Type ONCE

# Creating Fiscal Data Report (FDR) – Add Disbursements

Disbursement Details

\*Choose the Disbursement: 02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-... ▾

\*Amount: 300.45

Enter the Amount

Note: The System will round the amount to the nearest dollar when saved.

\*Choose the Disbursement: 02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-... ▾

\*Amount: 300.00

Disbursement Information saved Successfully

Back Save Cancel

Save entry and watch for confirmation message

## Creating Fiscal Data Report (FDR) – Add Disbursements

Disbursement Details

\*Choose the Disbursement: 08 - Other: Please Specify

\*Amount: 2,000.63

\*Please specify Other:

- Highway Beautification
- Mowing
- Litter Removal
- Highway Air Quality Monitoring
- Audit Adjustments

Select Other Option

If “08 – Other” is chosen, select an option on 2<sup>nd</sup> drop-down list


# Creating Fiscal Data Report (FDR) – Add Disbursements

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status	
<b>01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.</b>	0.00 USD	✔ Complete	>

**To Delete Entry** 

[Add Disbursement](#)

Description	Total Amount	Status	
<b>02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-of-Way Admin)</b>	300.00 USD	✔ Complete	 >
<b>03 - Capital Outlay: Engineering (Pre-construction and field engineering, surveys)</b>	206.00 USD	✔ Complete	 >
<b>04 - Capital Outlay: Construction (Grading, Resurfacing, curb &amp; gutter, sidewalks)</b>	16,806.00 USD	✔ Complete	 >
<b>08 - Other: Please Specify</b>	2,001.00 USD	✔ Complete	 >
Other (Please Specify) : Mowing			

Review Entries – Add and Delete as needed



# Creating Fiscal Data Report (FDR) – Remaining Balance

## 16: Funds Remaining at the end of the Fiscal Year

Disbursements for Streets during Fiscal Year : Remaining balances (Lines 16 - 17) Add Remaining Balance

Description	Total Amount	Status
<b>16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023</b> Show reserves on hand at the end of fiscal year specifically designated for street improvement purposes. Such funds would be unexpended Powell Bill funds (your June 30 Powell Bill Ending Balance), other street improvement grants, or general funds designated for street purposes, etc.	0.00 USD	Incomplete
<b>17 - Debt Funds Balance FY ending - June 30, 2023</b>	0.00 USD	Incomplete

Click on the Field, Enter Amount

Disbursement Details

\*Choose the Disbursement: 16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023

\*Amount: 136,498.33

Back Save Cancel

Click "Save"



Amount **cannot** be less than the amount reported on Powell Bill Expenditure Report

# Creating Fiscal Data Report (FDR) – Remaining Balance

17: Funds Remaining from **Bond Issue** at the end of the Fiscal Year

Most won't use this line.

Disbursements for Streets during Fiscal Year : Remaining balances (Lines 16 - 17) Add Remaining Balance

Description	Total Amount	Status
<b>16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023</b>		
Show reserves on hand at the end of fiscal year specifically designated for street improvement purposes. Such funds would be unexpended Powell Bill funds (your June 30 Powell Bill Ending Balance), other street improvement grants, or general funds designated for street purposes, etc.	136,498.00 USD	✔ Complete  >
<b>17 - Debt Funds Balance FY ending - June 30, 2023</b>	0.00 USD	✘ Incomplete  >

Delete lines that are a zero balance or not applicable

# Creating Fiscal Data Report (FDR) – Beginning Balance

Confirm Beginning Balance **before** entering Revenues – Confirm or Increase the amount provided

35: Funds Available at the Beginning of the Fiscal Year

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36) Add Beginning Balance

Description	Total Amount	Status
<b>35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2024</b> Show reserves on hand at the beginning of the fiscal year specifically designated for street improvement purposes. Such funds would be unexpended Powell Bill funds (your July 1 Powell Bill Beginning Balance), other street improvement grants, or general funds designated for street purposes, etc.	0.00 USD	<span>Incomplete</span>
<b>36 - Debt Fund: Balance - Fiscal YR Beginning July 1,</b>		

Receipt Details

\*Choose the Receipt: 35 - Capital and Operating Funds: Beginning Balance on Hand July 1, ... ▼

\*Amount: 2,567.00

Click "Save"

Back Save Cancel

**\*\* Amount cannot be less than the Powell Bill Expenditure Report \*\***

# Creating Fiscal Data Report (FDR) – Beginning Balance

36: Previous Fiscal Year's ending **Debt Fund**

**Most won't use this line.**

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)		<a href="#">Add Beginning Balance</a>	
Description	Total Amount	Status	
<b>35 - Capital and Operating Funds: Beginning Balance on Hand July 1,</b> Show reserves on hand at the beginning of the fiscal year specifically designated for street improvement purposes. Such funds would be unexpended Powell Bill funds (your July 1 Powell Bill Beginning Balance), other street improvement grants, or general funds designated for street purposes, etc.	2,567.00 USD	✔ Complete	>
<b>36 - Debt Fund: Balance - Fiscal YR Beginning July 1,</b>	0.00 USD	✘ Incomplete	>

Delete lines that are a zero balance or not applicable

## Creating Fiscal Data Report (FDR) – Add Receipts

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, January 1, :	152,528.00 USD	✔ Complete >

Click on "Add Receipt" to enter funds received

Add Receipt

Description	Total Amount	Status
No Receipts are currently available		

Enter ALL funds received for streets in the last fiscal year (not just Powell Bill funds)

# Creating Fiscal Data Report (FDR) – Add Receipts

Receipt Details

\*Choose the Receipt:

\*Amount:

- 19 - General Fund
- 20 - Motor Vehicle License Fees (City tags or stickers)
- 21 - Other Local Sources: Real Property Taxes & Special Assessments
- 22 - Other Local Sources: Sales Taxes
- 23 - Other Local Sources: Other (Please Specify)
- 24 - Miscellaneous Local Receipts: Interest on Investments
- 25 - Miscellaneous Local Receipts: Traffic Fines/Penalties
- 26 - Miscellaneous Local Receipts: Other (Please Specify)
- 27 - Proceeds of Sale of Bonds
- 28 - Proceeds of Sale of Notes
- 29 - Private Contributions
- 31 - Other State Funds Received
- 32 - Federal Highway Administration (i.e. Federal Bridge Replacement, Section 104 Planning)
- 33 - Other: Please Specify

Select Receipt Type

Only use a Receipt Type ONCE

## Creating Fiscal Data Report (FDR) – Add Receipts

Receipt Details

\*Choose the Receipt: 23 - Other Local Sources: Other (Please Specify)

\*Amount: 0.00

\*Please specify Other:

- Personal Vehicle Property Taxes
- Impact Fees
- Audit Adjustments
- Municipal Ordinance Fees
- Other Local Taxes or Fees

Select Other Option

If “23 – Other” is chosen, select an option on 2<sup>nd</sup> drop-down list


# Creating Fiscal Data Report (FDR) – Add Receipts

Receipts for Streets during Fiscal Year (Lines 19 - 32)


Description	Total Amount	Status	
<a href="#">30 - Powell Bill Funds Received /Allowed: October 1, 2022 &amp; January 1, 2023</a>	152,528.00 USD	✔ Complete	>

[Add Receipt](#)

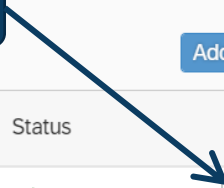
Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)

Description	Total Amount	Status	
<a href="#">24 - Miscellaneous Local Receipts: Interest on Investments</a>	717.00 USD	✔ Complete	 >

[Add Beginning Balance](#)

Description	Total Amount	Status	
<a href="#">35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2022</a> <small>Show reserves on hand at the beginning of the fiscal year specifically designated for street improvement purposes. Such funds would be unexpended Powell Bill funds (your July 1 Powell Bill Beginning Balance), other street improvement grants, or general funds designated for street purposes, etc.</small>	2,567.00 USD	✔ Complete	 >

To Delete Entry



Review Entries – Add and Delete as needed



## Creating Fiscal Data Report (FDR) – Add Debt Service

The screenshot displays two sections for adding debt service data:

- Debt Service Bonds - (Lines 38 - 41)**  
(Reserved for Municipal Bonds ONLY - NOT Installment Purchase Contracts)
- Debt Service Notes - (Lines 42 - 45)**  
(Reserved for Municipal Notes ONLY - NOT Installment Purchase Contracts)

Both sections include a table with columns for Description, Total Amount, and Status. The Bonds section shows "No Bonds are currently available" and has an "Add Bond" button. The Notes section shows "No Notes are currently available" and has an "Add Note" button. A callout box with the text "Click on 'Add Bond' or 'Add Note' to account for Debt Services" has arrows pointing to both buttons. The "Amount Outstanding Bonds" field is currently empty, and the "Amount Outstanding Notes" field shows "0.00 USD".

Enter funds from Municipal Bonds & Notes for street purposes

## Creating Fiscal Data Report (FDR) – Add Debt Service

Bond Details

\*Choose the Bond:

\*Amount:

- 38 - Amount Outstanding Beginning: July 1 2020
- 39 - Issued During Fiscal Year
- 40 - Redemptions During Fiscal Year
- 41 - Amount Outstanding June 30, 2021

Select a Bond Detail

Note Details

\*Choose the Note:

\*Amount:

- 42 - Amount Outstanding Beginning: July 1, 2020
- 43 - Issued During Fiscal Year
- 44 - Redemptions During Fiscal Year
- 45 - Amount Outstanding June 30, 2021

Select a Note Detail

## Creating Fiscal Data Report (FDR)– Review Summary Amounts

Summary	
Total Disbursements (Sum of codes 01-14):	19,313.00
Total Funds Accounted For (Total Disbursements plus Balance FY(s) ending June 30, 2023 ) (Sum of codes 15, 16, 17):	155,811.00
Total Receipts (Sum of codes 19-33):	153,245.00
Total Funds Available (Total Receipts plus Balance Fiscal YR) (Sum of codes 34, 35, 36):	155,812.00

Amounts must match

- If “Total Funds Accounted For” and “Total Funds Available” don’t match:
  - Review entries and make changes
  - If it’s a rounding issue (~\$1 difference) → Enter an Audit Adjustment

## Creating Fiscal Data Report (FDR) – Account for Rounding

Disbursement Details

\*Choose the Disbursement: 08 - Other: Please Specify

\*Amount: 0.00

\*Please specify Other:

- Highway Beautification
- Mowing
- Litter Removal
- Highway Air Quality Monitoring
- Audit Adjustments

- Use either option to enter an Audit Adjustment
- Enter positive or negative amount

Receipt Details

\*Choose the Receipt: 23 - Other Local Sources: Other (Please Specify)

\*Amount: 0.00

\*Please specify Other:

- Personal Vehicle Property Taxes
- Impact Fees
- Audit Adjustments
- Municipal Ordinance Fees
- Other Local Taxes or Fees

This is the only field where a negative number can be entered.

# Creating Fiscal Data Report (FDR) – Account for Rounding

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
<b>30 - Powell Bill Funds Received /Allowed: October 1, 2022 &amp; January 1, 2023</b>	152,528.00 USD	✓ Complete

**23 - Other Local Sources: Other (Please Specify)**

Other (Please Specify) : Audit Adjustments	-1.00 USD	✓ Complete
--	-----------	------------

**24 - Miscellaneous Local Receipts: Interest on Investments**

	717.00 USD	✓ Complete
--	------------	------------

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)

<b>35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2022</b>		
Show reserves on hand at the beginning of the fiscal year specifically designated for street improvement purposes. Such funds would be unexpended Powell Bill funds (your July 1 Powell Bill Beginning Balance), other street improvement grants, or general funds designated for street purposes, etc.	2,567.00 USD	✓ Complete

Summary

Total Disbursements (Sum of codes 01-14):	19,313.00
Total Funds Accounted For (Total Disbursements plus Balance FY(s) ending June 30, 2023 ) (Sum of codes 15, 16, 17):	155,811.00
Total Receipts (Sum of codes 19-33):	153,244.00
Total Funds Available (Total Receipts plus Balance Fiscal YR) (Sum of codes 34, 35, 36):	155,811.00

## Fiscal Data Report (FDR) – Submitting

The screenshot shows a web application interface for submitting a Fiscal Data Report (FDR). On the left is a dark sidebar with a menu containing 'Fiscal Data Report' (checked) and 'Submit'. The main content area is titled 'Authorizing Information' and contains two input fields: 'Authorizing Name:' and 'Authorizing Title:'. Below these fields is a section titled 'Submit' with the instruction 'Click the button below to generate the Fiscal Data Report.' and a green button labeled 'Generate Fiscal Data Report'. At the bottom right of the interface are four buttons: 'Back', 'Save', 'Submit', and 'Next'. The top right corner of the interface shows the number '400000000' and a 'Help' link.

2<sup>nd</sup>: Submit – Authorize the Report & Submit

## Fiscal Data Report (FDR) – Submitting

Authorizing Information

Authorizing Name:

Authorizing Title:

Submit

Click the button below to generate the Fiscal Data Report.

Back Save Submit Next

- Enter Name and Job Title
- Click "Save"

Warning

Authorizing Information saved Successfully.  
But it has not been submitted into the workflow yet.

OK

Click "OK"

# Fiscal Data Report (FDR) – Submitting – Generate Form

Submit

---

Click the button below to generate the Fiscal Data Report.

[Generate Fiscal Data Report](#)

1) Click "Generate Fiscal Data Report"

Form Is For Your Records ONLY

Fiscal Data Report(4000000000)

\$value 1 / 1 101%

Total Receipts (Sum of codes 19-33)	34	\$153,244		
Capital and Operating Funds: Beginning Balance on Hand July 1, 2022	35	\$2,567		
Debt Fund: Balance - Fiscal		\$0		
Total Funds Available (Total R		\$155,811		
<b>III. DEBT SERVICE (Reserved for Municipal Purchase Contracts)</b>				
Amount Outstanding Beginning: July 1 2022	38	\$0	42	\$0
Issued During Fiscal Year	39	\$0	43	\$0
Redemptions During Fiscal Year	40	\$0	44	\$0
Amount Outstanding June 30, 2023	41	\$0	45	\$0

Name : Jane Powell Title : Financial Director Date : 05/08/23

[Download](#) [Close](#) [Next](#)

2) Click "Download" to save the form to your computer



# Fiscal Data Report (FDR) – Submitting

4000000000 Help

☑ Fiscal Data Report  
☐ Submit

### Authorizing Information

Authorizing Name:

Authorizing Title:

### Submit

Click the button below to generate the Fiscal Data Report.

Back Save **Submit** Next

Click "Submit"

# Fiscal Data Report (FDR) – Submitting

4000000000 Help

Fiscal Data Report

Submit

Authorizing Information

Authorizing Name: Jane Powell

Authorizing Title: Financial Director

Submit

Click the button below to generate the Fiscal Data Report.

Generate Fiscal Data Report

Submit

Are you sure you want to submit?  
Once submitted successfully, You will not be able to edit Fiscal Data Report.

OK Cancel

Click "OK"

Back Save Submit Next

## Fiscal Data Report (FDR) – Submitting

The screenshot shows a web application interface for submitting a Fiscal Data Report. On the left, a dark sidebar contains a menu with a hamburger icon circled in red and labeled "Click here to go to agreements page". The main content area is titled "Authorizing Information" and includes a form with the "Authorizing Name" field filled with "Jane Powell". Below the form is a "Generate Fiscal Data Report" button. At the bottom center, a notification box with a dashed border contains the text "Fiscal Data Report submitted Successfully.", which is pointed to by a callout box labeled "Watch for the notification". The top right corner of the interface shows the number "400000000" and a "Help" link. The bottom right corner has "Back" and "Next" buttons.


# Fiscal Data Report (FDR) – Submitting

Current Fiscal Data Reports

Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
<a href="#">2000000000</a>	TOWN OF _____	POWELLBILL_2022	4000000000	Submitted >

Past Fiscal Data Reports

Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
<a href="#">2000000007</a>	TOWN OF	POWELLBILL_2021	4000000007	L2-Approved-Auto >
<a href="#">2000000006</a>	TOWN OF	POWELLBILL_2020	4000000006	L2-Approved-Auto >



# Why does NCDOT need your Fiscal Data Report (FDR)?

The public report burden for this information collection is estimated to average 380 hours annually. Form Approved OMB No. 2125-0032

**LOCAL HIGHWAY FINANCE REPORT**

STATE: NC  
YEAR ENDING (mm/yy): 06/22

This Information From The Records Of: Division of Planning & Programming, NC Department of Transportation  
Prepared By: Dr. Majed Al-Ghandour, Ph.D., PE, CPM, MASCE, Director-Powell Bill

**I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE**

ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration
1. Total receipts available	---	38,328,395	154,920,405	26,962,567
2. Minus amount used for collection expenses				
3. Minus amount used for nonhighway purposes				
4. Minus amount used for mass transit				
5. Remainder used for highway purposes		38,328,395	154,920,405	26,962,567

**II. RECEIPTS FOR ROAD AND STREET PURPOSES**

ITEM	AMOUNT
<b>A. Receipts from local sources:</b>	
1. Local highway-user taxes	
a. Motor Fuel (from Item I.A.5.)	---
b. Motor Vehicle (from Item I.B.5.)	38,328,395
c. Total (a.+b.)	38,328,395
2. General fund appropriations	606,977,427
3. Other local imposts (from page 2)	20,670,710
4. Miscellaneous local receipts (from page 2)	59,188,281
5. Transfers from toll facilities	---
6. Proceeds of sale of bonds and notes:	
a. Bonds - Original Issues	192,408,947
b. Bonds - Refunding Issues	---
c. Notes	57,170,944
d. Total (a. + b. + c.)	249,579,891
7. Total (1 through 6)	974,744,704
<b>B. Private Contributions</b>	9,172,643
<b>C. Receipts from State government (from page 2)</b>	173,818,069
<b>D. Receipts from Federal Government (from page 2)</b>	38,241,566
<b>E. Total receipts (A.7 + B + C + D)</b>	1,195,976,982

**III. EXPENDITURES FOR ROAD AND STREET PURPOSES**

ITEM	AMOUNT
<b>A. Local highway expenditures:</b>	
1. Capital outlay (from page 2)	387,129,458
2. Maintenance:	182,942,648
3. Road and street services:	
a. Traffic control operations	34,117,520
b. Snow and ice removal	3,136,369
c. Other	10,679,270
d. Total (a. through c.)	47,933,159
4. General administration & miscellaneous	83,006,247
5. Highway law enforcement and safety	199,636,487
6. Total (1 through 5)	900,647,999
<b>B. Debt service on local obligations:</b>	
1. Bonds:	
a. Interest	62,421,407
b. Redemption	227,966,593
c. Total (a. + b.)	290,388,000
2. Notes:	
a. Interest	5,154,946
b. Redemption	3,304,610
c. Total (a. + b.)	8,459,556
3. Total (1.c + 2.c)	298,847,556
<b>C. Payments to State for highways</b>	142,887
<b>D. Payments to toll facilities</b>	---
<b>E. Total expenditures (A.6 + B.3 + C + D)</b>	1,199,638,442

**IV. LOCAL HIGHWAY DEBT STATUS**  
(Show all entries at par)

	Opening Debt	Amount Issued	Redemptions	Closing Debt
<b>A. Bonds (Total)</b>	1,094,575,329	184,062,851	197,898,048	1,080,740,132
1. Bonds (Refunding Portion)	---	---	---	---
<b>B. Notes (Total)</b>	8,532,837	53,995,791	1,347,751	61,180,877

Notes and Comments:  
III.A.3.c - Other:  
Audit Adjustments 924,806  
Highway Beautification 3,650,012  
Litter Removal 2,303,196  
Mowing 3,801,256  
Hwy Air Quality Monitoring -

FORM FHWA-536 (Rev.06/2000) PREVIOUS EDITIONS OBSOLETE Excel (Next Page) page 1

- The Powell Bill Unit is required to submit the Local Highway Finance Report (FHWA 536) to the US DOT Federal Highway Administration each year
- Information for the report comes from the Fiscal Data Reports
- It is important the Fiscal Data Report is submitted prior to December 1<sup>st</sup> each year so we have time to create and process the FHWA 536

# Any Questions?

# Powell Bill Reporting System (PBRS)

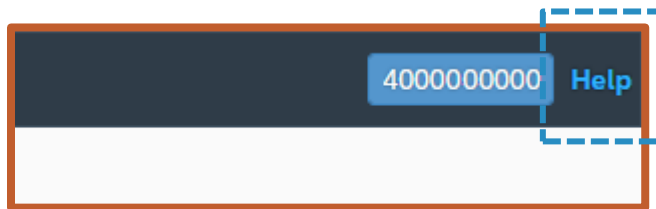
- “How To Navigate” videos located on the website  
You will be directed to the EBS/PBRS webpage and need to log into the system to access the videos.

**“How To Navigate” Videos**

Interactive Simulation Videos and Help Guide

- Link on our website
  - <https://connect.ncdot.gov/municipalities/State-Street-Aid/>

- Also, in the Powell Bill Reporting System within each report



**Enterprise  
Business  
Services**

User \*

Password \*

Passwords are case sensitive

[Login Help](#) \* [Browser Support](#)

# Contact Us

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## Powell Bill Staff:

**Director – Project Management & Powell Bill:** Dr. Majed Al-Ghandour, Ph.D., PE, CPM, M.ASCE 919-707-4621

**Powell Bill Unit Coordinator:** Molly Stevens 919-707-4610

**Administrative Specialist:** Kat Kern 919-707-4620

**Email:** [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov)

 <https://connect.ncdot.gov/municipalities/State-Street-Aid/>

## NCID Login/Password Assistance:

**NCDIT Phone:** 919-754-6000

**FAQ:** <https://it.nc.gov/support/ncid/ncid-password-help>

## Technical Support for Powell Bill Reporting System (PBRS)

**DOT-IT SAP (EBS) Support:** [EBSSupport@ncdot.gov](mailto:EBSSupport@ncdot.gov) – Include contact information (Phone #)



**Thank you**

