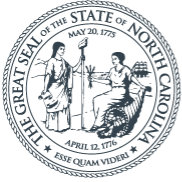


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Powell Bill – FAQ

GENERAL

Who can I contact if I have questions on the Powell Bill program?

You can contact the Powell Bill Unit at NCDOT_PowellBill@ncdot.gov

2. Are there limits on the size of attachments?

It is recommended to keep attachment size under 1MB for optimal performance.

3. Will the system time me out due to inactivity?

The system will automatically log you out after thirty minutes of inactivity. All unsaved data will be lost. Prior to being logged off, you will see a pop-up that allows you to extend your session through clicking "OK".

4. When is the D6 FG available?

The system will generally be available 24/7. However, there will be periodic maintenance when the system will not be available (usually occurring on weekends).

5. What version of Adobe Reader do I need in order to view the Powell Bill Reporting System forms?

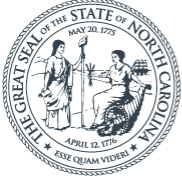
Adobe Reader 9.0 or higher

I am trying to log on and know that I remember my password, but I am not able to log on. Why can't I log on?

If you have not logged into the system in 30 days, your account is locked. Contact EBS Support Services via email at ebssupport@ncdot.gov, you will need your 8-digit security code (chosen when access was set up) and EBS can unlock your account or reset your password.

7. How can I print from my PC?

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Powell Bill – FAQ

TECHNICAL SUPPORT

1. I logged in and selected Certified Statement, Expenditure Report or Fiscal Data Report, but I see a red X.

If you see a red X, there are three possible reasons:

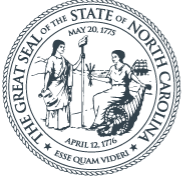
1. You do not have Adobe Reader 9.0 or higher installed, please ask your technical support person to install. If you do have Adobe Reader 9.0 or higher installed, see reason 2 or 3.
2. Adobe Reader may not be enabled for you to use. Select Tools > Internet Options> Program> Manage Add-ons> Adobe PDF Reader> Enable> OK. This path may vary slightly based upon your browser version.
3. The web browser options in Adobe may not be set correctly. Open Adobe Reader> Select Ed- it> Preferences> Internet> Check Display PDF in Browser> OK. Reboot.

2. I changed my password after I logged into the system for the first time but the system will not allow me to log in using my new password.

1. Make sure your Caps Lock is not on.
2. Clean out your cache. IE Tools> Internet Options> Delete (Under Browsing History)> Delete All (Bottom of Window), Check Also delete files and settings stored by Add-Ons> Yes> OK. Close Browser Window.
3. Contact EBS Support Services via email at ebssupport@ncdot.gov, you will need your 8-digit security code (chosen when access was set up).

3. Will I be able to access the Powell Bill Reporting System using my MacBook?

The Grants System can be accessed if you are running Windows, but not if you are using the Mac OS.



Powell Bill – FAQ

CERTIFIED STATEMENT

- 1. I selected Submitted, but when I checked the status of the Certified Statement, it still reads Created. What happened?**

You did not select Save after you selected Submitted. You must re-select Submitted and then select Save.
- 2. Will I receive an email that tells me I submitted the Certified Statement?**

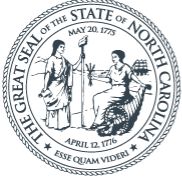
Yes, the Powell Bill reporting system (PBRs) is set up to send a system generated email to all of the PBRs users. If are a PBRs user and do not receive system generated emails please contact the Powell Bill unit (PBU) NCDOT_PowellBill@ncdot.gov .
- 3. Can I change the Certified Statement after I have submitted it?**

No, once you select Submit, the Certified Statement is locked for editing by you and can only be displayed. You can contact the Powell Bill Unit at NCDOT_PowellBill@ncdot.gov.
- 4. When is the Certified Statement due?**

The Certified Statement is due between July 1 and July 21. A Street listing is required along with the Certified Statement. The Expenditure and Fiscal Data report can be submitted at that time also.
- 5. What are the map requirements?**

If there are changes to the corporate limits or total Powell Bill (PB) street mileage, then a new digital map and Add/Delete (when a mileage change) sheet is required to be attached along with the Certified Statement and updated Streets Listing. If there are no changes to the corporate limits or the total PB street mileage, then a map is required every 5 years.
- 6. Do I have to submit a digital map?**

Digital maps are submitted when there are changes to the corporate limits or to the total PB street mileage or if no changes, then every 5 years. It should be submitted with the Certified Statement and Streets listing. Map requirements and an example map is on the PB website <https://connect.ncdot.gov/municipalities/State-Street-Aid>. Digital maps must have a Professional Engineer or Professional Surveyor's seal, signature and date. The scanning of the map can be performed as a duty of the engineering firm hired by the municipality.



Powell Bill – FAQ

EXPENDITURE REPORT

1. What is helpful information for the Expenditure Report?

The Expenditure Report has buttons which you must select to outline whether or not your expenses are done on a cash or accrual basis.

2. Why are there spaces beside Bookkeeping Correction and Paving and Resurfacing in the Expenditure Report?

Bookkeeping Correction and Paving and Resurfacing both require an explanation, if you use those line items. For Paving and Resurfacing you can enter please see attachment, if you have paved and resurfaced numerous streets.

3. When is the Expenditure Report due?

The Expenditure Report is due on August 1 of every year. The Expenditure and Fiscal Data reports can be submitted any time after July 1.

FISCAL DATA REPORT

1. What information am I supposed to enter on the Fiscal Data Report?

Enter amounts by line item for all funds received and expended for all street purposes (NOT just Powell Bill funds).

2. When is the Fiscal Data Report due in the new system?

The Fiscal Data Report is due December 1 .