



NCDOT POWELL BILL PROGRAM ADMINISTRATION

NCDOT POLICY
F.28.0100

Business Category: Division of Highways (DOH)		Business Area: Planning & Programming/Powell Bill Unit	
Approval Date: 4/21/2020	Last Revision Date: 1/28/2020	Next Review Date: 4/21/2022	
<p>Authority: Enter statutory authority and hyperlink below.</p> <p>NC General Statute § 136-41.1. Appropriations to municipalities; allocation of funds generally; allocation to Butner</p> <p>NC General Statute § 136-41.2. Eligibility for funds; municipalities incorporated since January 1, 1945.</p> <p>NC General Statute § 136-41.3. Use of funds; records and annual statement; excess accumulation of funds; contracts for maintenance, etc., of streets.</p> <p>NC General Statute § 136-41.4. Municipal use of allocated funds; election.</p>		<p>Select all that apply:</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Requires Board approval Click to type Board name.</p> <p><input type="checkbox"/> Requires Federal Highways Administration (FHWA) approval</p> <p><input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s).</p>	
<p>Definitions:</p> <p>“Automated Clearing House” (ACH) shall mean an automated clearing house to process the exchange of electronic funds between financial institutions.</p> <p>“NCDOT” – shall mean the North Carolina Department of Transportation</p> <p>“Participant(s)” – shall mean municipalities that could participate in, and receive funds from, the Powell Bill program</p> <p>“PBRs” – shall mean the Powell Bill Reporting System</p> <p>“Program” – shall mean the Powell Bill Program which runs by fiscal year, July 1st to June 30th</p> <p>“The Board” – shall mean the North Carolina Board of Transportation</p> <p>“The Unit” – shall mean the Powell Bill Business Unit as a whole and any assigned individuals</p>			
<p>Policy: Adherence to the deadlines, policies, procedures, and instructions set forth by the Powell Bill Unit will ensure the efficient and timely processing of required information, documents, and submission of required reports by the Unit.</p>			
<p>Scope: Throughout the year, certain deadlines must be met to ensure the success of the Program and the Unit’s ability to abide by requirements per the North Carolina General Statutes and Federal Highway Administration. If deadlines are not met, then staff cannot process documents per the Standard Operating Procedures adopted by the NCDOT, and municipalities will not receive payment. Staff of the Unit will adhere to this policy to ensure the documents are received, reviewed for accuracy and processed in timely manner.</p>			
<p>Procedures: The Unit will create an agreement for each participant in the PBRs prior to July 1st each year. By completing the information for the agreement and submitting the certified statement, the participant agrees to meet the below requirements/deadlines.</p>			

All participants in the Program are required to timely and accurately complete and submit the documents listed below through the PBRs. Staff of the Unit will verify that all documents have been received and correctly completed by the municipalities in a timely manner.

CERTIFIED STATEMENT –

Submission by Participant Due Annually by July 21st:

- *Only municipalities that meet this deadline will be considered a participant for that program year.*
- **NO CHANGES** to corporate limits or street mileage –
 - *Certified Statement Form* – completed in the PBRs, signed, and scanned into PBRs
 - *Street Listing* – in Microsoft Word or Microsoft Excel format
- **THERE ARE CHANGES** to corporate limits and/or street mileage –
 - *Certified Statement Form* – completed in the PBRs, signed, and scanned into PBRs
 - *Street Listing* – in Microsoft Word or Microsoft Excel format
 - *Map* – Certified on or after July 1st that year, digital format
 - *Add/Delete Sheet* – Stand-alone document, not part of street listing
- **Every five (5) years:** Map – Certified on or after July 1st that year, digital format

EXPENDITURE REPORT (FOR POWELL BILL EXPENSES ONLY) –

Submission by Participant Due Annually by August 1st:

- *Per North Carolina General Statute (NCGS) § 136-41.3(b1), a municipality that fails to file this report will be ineligible to receive their allocation.*
- Complete with required signatures

FISCAL DATA REPORT (ALL EXPENDITURES FOR STREET PURPOSES) –

Submission by Participant Due Annually by December 1st

- *Failure to submit this report by the deadline will result in the January allocation being held until the report is submitted and approved in the PBRs.*

STREET CHANGE REQUESTS –

Monthly (Last Request Due by May 30th to go before the Board by June 30th of each year):

- Adopting/Abandoning streets between the participant and the NCDOT must be approved by the Board at their monthly meeting. *To have changes put before the last Board meeting held before July 1st (start of new Program and Fiscal Year), any agenda items and supporting materials must be submitted according to timelines established by the Board of Transportation and the Governance Office.*

EXCEPTION FOR EXCESS ACCUMULATION –

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 prior to possible penalty.

BIENNIAL POLICY ACKNOWLEDGMENT –

Due May 1st:

- The mayor of the participating municipality must sign a policy acknowledgement every two years, or within 6 (six) months of taking office. The acknowledgement is due May 1st.

POWELL BILL ALLOCATION DISBURSEMENT –

- All Powell Bill funds will be distributed via direct deposit, through an electronic funds transfer system called Automated Clearing House (ACH)
- Funds will be released by NCDOT I before October 1st and January 1st each year, as required by North Carolina statute.

ACCESS TO THE PBRS –

- New user must request access to the PBRS by contacting the Powell Bill Unit. The user will complete the User Access Agreement Form provided by the Unit.
- When the user is granted access, a Powell Bill acknowledgement statement must be signed and submitted to the Powell Bill Unit.
- All municipal staff must have their own unique user access to the PBRS; no sharing of log on credentials to the system is 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.

Related Documents:

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

Powell Bill Reporting System Help Guide

Processing of Powell Bill Certified Statement Standard Operating Procedure

Processing of Powell Bill Expenditure Report Standard Operating Procedure

Processing of Powell Bill Fiscal Data Report Standard Operating Procedure

Revision History

Revision Date	Revision Number	Description
4/21/2020	1	Final draft approved for signatures.

Policy Approval

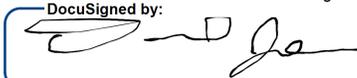
Signing below certifies that the aforementioned policy has been vetted by the business area representative, applicable legal counsel (AG's office, etc.), and executive staff member(s).

Business Area Representative

Signature

Date

DocuSigned by:



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5/19/2020

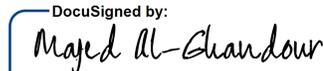
Legal Counsel

(Responsible for the Unit)

Signature

Date

DocuSigned by:



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5/21/2020

Executive Staff Member

(Responsible for the Unit)

Signature

Date

DocuSigned by:



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5/30/2020

Executive Staff Member

(Responsible for the Unit)

Signature

Date

Executive Staff Member

(Responsible for the Unit)

Signature

Date