

POWELL BILL REPORTING SYSTEM
NCDOT Grants

2018 Powell Bill - What steps do I (the Municipality) need to take?

Certified Statement

Log onto the online Powell Bill Reporting System (DOT Grants) through EBS (Enterprise Business Services) <https://www.ebs.nc.gov/irj/portal> on or after July 1, 2018, to generate the Certified Statement. Enter required information, save to your local PC drive, and print. (There is a Powell Bill Certified Statement video under the “How to Navigate” video section on the Powell Bill website that shows the step-by-step instructions for creating a Certified Statement or click on HELP when logged the Powell Bill Reporting System).

Note: The required certified statement document can only be accessed through the online system on or after July 1, 2018 by authorized municipality users. Certified Statement Instructions are also posted on the Powell Bill website. (Please provide them to your Professional Engineer or Land Surveyor).

Once the Certified Statement is printed, you will need to obtain Professional Engineer's or Land Surveyor's signature, seal, and date on or after July 1, 2018. Obtain Clerk and Mayor's signatures, municipal seal, and date on or after July 1, 2018.

Note: If municipal seal or Professional Engineer or Land Surveyor's seal is embossed or raised, shade over with a pencil before scanning, so it will be legible.

Scan the completed, signed, sealed, and dated Certified Statement and save to your local PC drive. (Use step-by-step instructions provided on Powell Bill website or under HELP) Certified Statement total mileage and street listing total mileage should be the same (See Street Listing section below for instructions).

Attach completed, signed, sealed, and scanned Certified Statement from your local PC drive to Powell Bill Reporting System.

Note: Remember that the Registered Professional Engineer or Land Surveyor does not have a copy of the certified statement. The authorized municipality user must generate the certified statement in the online Powell Bill Reporting System. Any certified statement not generated in the online system will be returned.

Maps and Street Listings

Maps are only required if there are changes to streets. If there are no changes, then a new map is required every five years. If you have changes or your map is over five years, you would need to contact a Professional Engineer or Land Surveyor about obtaining a 2018 Certified Powell Bill map. (It must be signed, sealed, and dated on or after July 1, 2018). You will also need a Powell Bill street listing and an add/delete sheet, if applicable. An add/delete sheet is provided on the Powell Bill website <https://connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx> under Instructions and selecting Add or Delete Enabled.

Note: Map Instructions are posted on the Powell Bill website. (Provide to Professional Engineer or Land Surveyor). You will not be able to access the 2018 forms until after July 1, 2018.

The Powell Bill mileage can be obtained from Professional Engineer or Land Surveyor. (Dirt Unsurfaced, Soil, Stone, or Gravel Type Surfaced, Hard Surfaced, total Powell Bill miles, and local Municipal street mileage that have an average width not less than 16 feet). <https://connect.ncdot.gov/municipalities/State-Street-Aid/Powell%20Bill/2018%20CS%20Map%20Information%20and%20Instructions.pdf>

Attach the Powell Bill street listing and add/delete sheet, if applicable, and a digital ArcGIS or CAD file or PDF, certified Powell Bill map, if applicable. (Use step-by-step instructions provided on Powell Bill website or under HELP) A digital Arc GIS or CAD file or PDF map is strongly encouraged.

Submit Certified Statement and other documents to the Powell Bill Program between July 1 and July 21, 2018. (Use step-by-step instructions provided on the Powell Bill website or under HELP) You will receive an email confirming it has been submitted. If you do not receive an email, it has not been submitted.

Expenditure Report

Log onto the online Powell Bill Reporting System to create the Powell Bill Expenditures Report. This report can be printed and used as a work paper before actual entry of data. (Refer to the Powell Bill Expenditures Report Instructions provided on the Powell Bill website - Statutorily due on August 1, 2018) <https://connect.ncdot.gov/municipalities/State-Street-Aid/Powell%20Bill/2018%20Expenditure%20Report%20Instructions.pdf>

Complete the Powell Bill Expenditures Report online, save, print, and obtain signatures and seals. (Use step-by-step instructions provided on Powell Bill website or under HELP)

Note: If seals are embossed or raised, shade over them with a pencil before scanning, so it will be legible on scanned document.

Attach the completed, signed, and sealed Powell Bill Expenditures Report in the online system, EBS. (Use step-by-step instructions provided on Powell Bill website or under HELP)

Submit Powell Bill Expenditures Report in the online system on or before August 1, 2018. (Use step-by-step instructions provided on Powell Bill website or under HELP) Can be submitted anytime between July 1 and August 1, 2018. You will receive an email confirming it has been submitted. If you do not receive an email, it has not been submitted.

Fiscal Data Report

Log onto the online Powell Bill Reporting System to create the Municipal Street Fiscal Data Report due by December 1, 2018. (Use step-by-step instructions provided on the Powell Bill website or under HELP) It can be submitted anytime between July 1 and December 1, 2018. You will receive an email confirming it has been submitted. If you do not receive an email, it has not been submitted.

You will be notified if revisions are necessary; any revisions will have to be made before your municipality can qualify for, or receive, its allocation on October 1st. If the information is not completed, received, and approved as required, prior to the distribution of Powell Bill funds, the municipality will be disqualified from the allocation.

Contact

Please contact us at PowellBillHelp@ncdot.gov if you need further assistance.