



# N.C. Department of Transportation

Powell Bill Reporting System

(PBRS)



# Online Powell Bill Reporting System

## Partner Connect - Benefits to Powell Bill Recipients

- Submit Certified Statement and Powell Bill Reports electronically
- Improved communication
- Online from anywhere access
- Improve accuracy and efficiencies
- Reduce postage cost
- View Powell Bill allocation, expenditures, balance & history





# Online Powell Bill Reporting System

## Partner Connect - Benefits to NCDOT Management

- Manage Program Budget
- Track Reporting Status
- Analyze Data
- Accurate and timely federal data report
- Improve accuracy and efficiencies
- “Real Time” Data





# Online Powell Bill Reporting System

## Partner Connect is a Secured System

- User name (ID) and password identifies the user
- Required for system logon





# Online Powell Bill Reporting System

## A Better Process

- Reduces Manual Processes and Workload
- Improves Transparency and Reporting of the Powell Bill Program
- Controls Mathematical & other errors





## State Street-Aid (Powell Bill) Program

Powell Bill allocations are made to incorporated municipalities which establish their eligibility and qualify per North Carolina General Statute 136-41.1 through 136-41.4.

Powell Bill website:  
[www.ncdot.gov/ncpowellbill](http://www.ncdot.gov/ncpowellbill)

Local Governments ▶ State Street-Aid

Annually, State street-aid (Powell Bill) allocations are made to incorporated municipalities which establish their eligibility and qualify as provided by G.S. 136-41.1 through 136-41.4. The general statutes require that a sum distributed in two allocations to the qualifying municipalities equal to the amount produced during the fiscal year by 1-3/4 cents on each taxed gallon of motor fuel. The statutes also provide that funds be disbursed to the qualified municipalities on or before October 1st and January 1st thereby allowing sufficient time after the end of the fiscal year for verification of information and to determine the proper allocations and preparation of disbursements. Powell Bill funds shall be expended only for the purposes of maintaining, repairing, constructing, reconstructing or widening of local streets that are the responsibility of the municipalities or for planning, construction, and maintenance of bikeways or sidewalks along public streets and highways.

For questions concerning the Powell Bill Program, please [Contact Us](#).

### NC State Street Aid Allocations

[2012 State Street Aid Allocations to Municipalities](#)



[2011 State Street Aid Allocations to Municipalities](#)



[2010 State Street Aid Allocations to Municipalities](#)



[2010 State Street Aid Adjusted Allocations](#)



### Requirements

[Powell Bill Participation Requirements](#)



[Powell Bill General Statutes \(State Street-Aid Allocation Law\)](#)



[Powell Bill General Statute Changes effective 7/1/11](#)



[Powell Bill Compliance Supplement \(Non-State System Street-Aid Allocation\)](#)



### New Powell Bill Reporting System

[Announcement - Powell Bill Reporting System](#)



[Powell Bill Partner Connect Access Authorization Form](#)



Logon to PBRS (after July 1<sup>st</sup> of each year)



## Authorization Form (for New Users only)

- Authorization form is available on Powell Bill website ([www.ncdot.gov/ncpowellbill](http://www.ncdot.gov/ncpowellbill))
- Authorization form is in PDF format.
- Type user information into the form and the user must sign their name. The Mayor must sign the form as the Authorized Official.
- Submit forms to [sbenson@ncdot.gov](mailto:sbenson@ncdot.gov)



Please fill out the following form. You can save data typed into this form.

## Powell Bill Partner Connect Access Authorization

The Partner Connect System requires a User ID and Password for access in the system. If you are going to perform work within the Partner Connect System (i.e. submit an Expenditure Report or Municipal Data Report, submit a certified statement, or amend an Expenditure Report), you must complete Section 1 and 2. A separate form will be required for each User ID and Password issuance. Scan, attach and email the form to Stephanie Benson at [sbenson@ncdot.gov](mailto:sbenson@ncdot.gov).

*Red (\*) = required field.*

### Section 1 - User ID Information

First Name: \*  Last Name: \*   
 Municipality: \*   
 Municipality Address: \*   
 Title: \*   
 Telephone: \*  Ext:  Fax:   
 Email: \*   
 Secure 8 digit number: \*

*If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN & birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Partner Connect for the first time.*

### Section 2 - Selection Job Function Permissions

- Display/Create/Submit Certified Statement (Agreement)  
 Display/Create/Submit/Change Powell Bill Expenditure Report or Municipal Data Report (Change Request)  
 Display Only

## System Access Authorization Form

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

Print Name: \*

Signature:

Authorized Official (Usually the Mayor):



# Logon View

The process will be started with an e-mail to the authorized users for submitting the Certified Statement, Expenditure Report, and Fiscal Data Report on July 1<sup>st</sup> of each year.

(A package will not be mailed)

Logon using following Links:

- [www.ncdot.gov/ncpowellbill](http://www.ncdot.gov/ncpowellbill)
- <https://partner.ncdot.gov/irj/portal>





Subject-2014 State Street Aid (Powell Bill) 200000000

Municipality Name: CITY OF ASHEBORO

## E Mail Content

Dear Powell Bill Participant,

The following number 2000000000 identifies your Certified Statement for the 2014 State Street-Aid (Powell Bill) Program. You are requested to logon to Partner Connect(<https://partner.ncdot.gov/>) to begin the Certified Statement process.

You may also begin completing your Expenditure Report and Fiscal Data Report.

You will not receive a Powell Bill packet in the mail. The above processes replace that packet.

If you need more details click on "Help" on the left side of the screen, or contact Stephanie Benson at [sbenson@ncdot.gov](mailto:sbenson@ncdot.gov) or (919) 707-4586.

Sincerely,

Stephanie D. Benson  
Powell Bill Program Manager  
NCDOT

# PARTNER *connect*

User ID \*

Password \*

Log on



For assistance, please contact *NCDOT Help Desk*.

Toll Free: **1-800-DOT-ASST** (800-368-2778)

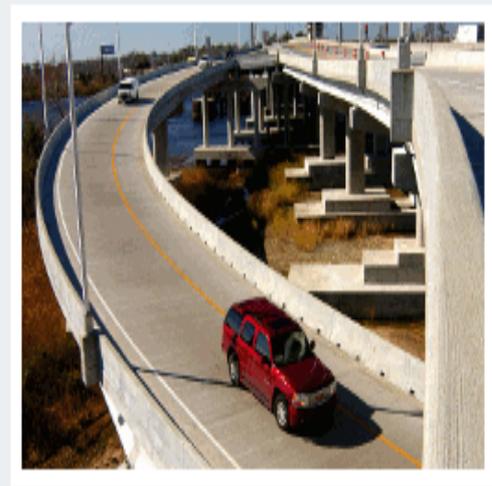
Raleigh, NC Area: **919-707-7000**

[dothelp@ncdot.gov](mailto:dothelp@ncdot.gov)

**Logon Page**

## Welcome to the NCDOT Grant Administration Web Portal.

Click the button below to access the Grant Application.



- [NCDOT.gov](http://NCDOT.gov)
- [NCDOT Directory](#)

- Home
- Help
- FAQ's

**Search**

- [Certified Statements](#)
- [Expenditure Report History](#)
- [Fiscal Data Reports](#)
- [Powell Bill Programs](#)

**Create**

- [Certified Statement](#)
- [Expenditure Report](#)
- [Expenditure Report Attachments](#)
- [Expenditure Report Submit](#)
- [Fiscal Data Report](#)

**Initial Menu Options.  
It may vary based on Authorization Form.**

- Home
- Help**
- FAQ's

**Search** [icon] [x]

- [Certified Statements](#)
- [Expenditure Report History](#)
- [Fiscal Data Reports](#)
- [Powell Bill Programs](#)

**Create** [icon] [x]

- [Certified Statement](#)
- [Expenditure Report](#)
- [Expenditure Report Attachments](#)
- [Expenditure Report Submit](#)
- [Fiscal Data Report](#)

**Click on “Help” to get Help Documentation.**

## GRANTS GHSP—Log On to Grants System

1. Click **Grants System** from GHSP Home Page at <http://ncdot.gov/programs/GHSP/default.html> or enter <https://partner.ncdot.gov>. The **NCDOT Partner Connect** site displays (Figure 1).
2. Enter your *Grants System User ID* in the **User ID** field.
3. Enter your *Grants System Password* in the **Password** field.
4. Click **Log On**.
5. The Warning and Consent Notice displays (Figure 3). Click **OK**.
6. The Welcome to the NCDOT Grant Administration Web Portal message displays (Figure 2). Select the **Grants Launch Application** button.

**Note:** If you forget your User ID, Password, or PIN number, call the NCDOT Help Desk at (919)707-7000 or 1-800-368-2778. NCDOT Help Desk Hours M – F 7am – 5pm. Please let the Help Desk technician know that you are an external user for the Grants System. You will be asked to provide the security code that you entered on the security form .

Help Documentation

Figure 1—<https://partner.ncdot.gov>

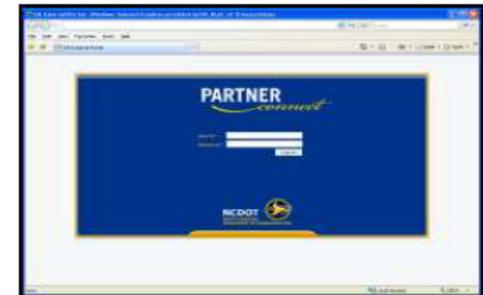
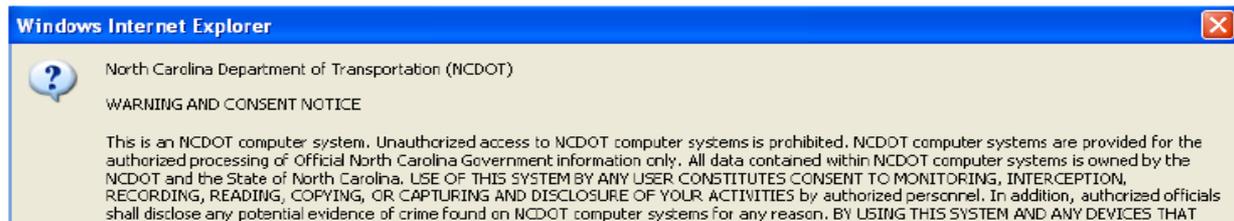


Figure 2—Partner Connect Grants Launch Application



Figure 3—Warning and Consent Notice





**Create, Complete, Print, Sign, Seal,  
Attach & Submit**

**“Certified Statement”**

**Due between July 1<sup>st</sup> and July 21<sup>st</sup> of each year**



- Home
- Help
- FAQ's

**Search**

- [Certified Statements](#)
- [Expenditure Report History](#)
- [Fiscal Data Reports](#)
- [Powell Bill Programs](#)

**Create**

- [Certified Statement](#)**
- [Expenditure Report](#)
- [Expenditure Report Attachments](#)
- [Expenditure Report Submit](#)
- [Fiscal Data Report](#)

**In create menu box, click on “Certified Statement” to enter mileage details & generate “Certified Statement”.**

## Search: Grantor Agreements

Archive Search

### Search Criteria

Hide Search Fields

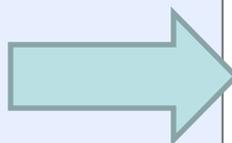
Certified Statement ID ▾ is ▾

Maximum Number of Results:

Save Search As:

### Result List

Agreement ID	Description	Grantee ID	Grantee Name	Program Description
2000005067	2014 Powell Bill	1000000161	TOWN OF MINT HILL /...	OIG_POWELLBILL_2014



**Click "Agreement ID" to get to the Certified Statement.**

## Agreement: 2000005067, 2014 Powell Bill

Save | Cancel || Refresh

**Warning:**Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview

[Edit](#)

General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL

Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill

Status: Created

Mileage: 0.00

Mileage less than 16ft: 0.00

Attachments

Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
	STREET LENGTH	0.00	0.00	0.00
	STREET LENGTH	0.00	0.00	0.00
	STREET LENGTH	0.00	0.00	0.00

**Click on "Edit" to enter mileage details.**

Agreement: 2000005067, 2014 Powell Bill

4

Save | Cancel || Refresh

**Warning:**Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview [Edit](#)

General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL

Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill

Status: Returned ▾

3

Mileag Created 3.75

Mileage less than 16ft: 2.86

Enter less than 16ft Mileage

Attachments

Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE ▾	STREET LENGTH	1.50	0.50	1.25
DURHAM ▾	STREET LENGTH	0.00	0.50	0.00
▾	STREET LENGTH	0.00	0.00	0.00

1

Enter County

2

Enter Mileage

**Enter County and Mileage in appropriate boxes, then Save.**

## Agreement: 2000005067, 2014 Powell Bill

Save | Cancel | Refresh

- Agreement 2000005067 has been saved
- Warning: Please make sure the map and all required documents are attached before submitting certified statement

2 Messages

### Agreement Overview *Edit*

#### General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL  
Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
Status: Created  
Mileage: 4.25  
Mileage less than 16ft: 5.50

### Attachments *Attachments* Certified Statement

1 Click on Certified Statement

No result found

### Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.25
DURHAM	STREET LENGTH	0.00	0.50	0.50
	STREET	0.00	0.00	0.00

Document Template Selection -- Webpage Dialog

#### Document Templates

Name	Description
Template-Green Form	Certified Statement

2 Click on template to launch certified statement

COUNTY OF

**CERTIFIED STATEMENT****(DUE BETWEEN JULY 1 & JULY 21 -- PLEASE FILL IN EVERY BLANK; IF NOT APPLICABLE, USE N/A.)**

Pursuant to G.S. 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 \_\_\_\_\_, North Carolina, and that the following statements are true and correct:

1. **ELECTION:** This municipality, pursuant to municipal charter or law, conducted an election for the purpose of electing municipal officials on the following date: \_\_\_\_\_ (mm/dd/yyyy)  
(The above election date should represent the most recent date of election for this purpose.)
  
2. **AD VALOREM TAX:**
  - (a) That this municipality has levied for the current fiscal year ending June 30, 2015, an ad valorem tax upon all taxable property within its corporate limits, and that the current ad valorem tax rate per \$100 valuation is: \_\_\_\_\_  
(Not applicable for first allocation enter "0")
  - (b) That the total ad valorem tax levied for the preceding fiscal year ending June 30, 2014, amounted to: \_\_\_\_\_  
(Not applicable for first allocation enter "0")
  - (c) That the total cash collections of ad valorem taxes levied for the preceding fiscal year ending June 30, 2014, amounted to: \_\_\_\_\_  
(Not applicable for first allocation enter "0")
  
3. **BUDGET ORDINANCE:**
  - (a) That this municipality has formally adopted a budget ordinance in substantial compliance with G.S. 160-410.3, showing revenue received from all sources and funds appropriated.  Yes  No
  - (b) That this budget ordinance shows that funds have been appropriated for at least four of the following municipal services: police protection; fire protection; solid waste collection or disposal; water distribution; street maintenance; street construction or right-of-way acquisition; street lighting; and zoning. These services are:  
\_\_\_\_\_
  
4. That in addition to streets comprising the State Highway System (i.e., the State Primary Highway System and extensions of the State Secondary Road System) there are, as of July 1, 2014, within the limits of this municipality, local streets conforming to the requirements of G.S. 136-41.1, as amended, having a length as shown in the following tabulation, all of which streets are within the corporate limits, are maintained by the municipality, open to use by the general public, and have an average width of not less than sixteen (16) feet. **If your municipality lies within more than one county, please make sure mileage is listed by county.**

County	System	Dirt Unsurfaced	Soil, Stone, or Gravel Type Surfaced	Hard Surfaced	Total Miles
WAKE	Local Streets	1.50	0.50	1.25	3.25
DURHAM	Local Streets	0.00	0.50	0.50	1.00
	Local Streets	0.00	0.00	0.00	0.00

**You will be able to save to your PC and print after typing all required fields.**

5. There are 0 miles of Local Municipal Streets that have an average width of **LESS** than sixteen (16) feet, that are not on the State Primary Highway System or State Secondary System, and do not meet the requirements of G.S. 136-41.1.
6. Corporate limits have change during the fiscal year. (check either Yes or No)  Yes  No
7. Total Powell Bill street mileage has changed during the period July 1, 2013 through June 30, 2014. (check Yes or No)  Yes  No

If Questions 6 & 7 are both NO, then no map is required to be mailed to NCDOT or attached in on-line system. The previous certified map on file with NCDOT is adequate. Only the below certification is necessary.

If you click "Yes" on either of these questions, the Professional Engineer/ Land Surveyor certification page will open preceding this page.  
(pl. see next slide)

All municipalities will have a Professional Engineer or Land Surveyor sign, seal, and date Certified Statement for the 2015 year.

WITNESS my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(Date has to be on or after July 1, 2014 )

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

**(AFFIX MUNICIPAL SEAL)**

**Save and print after typing all fields and obtain required signatures and seals.  
\*\*\*Make sure embossed seals are shaded over with pencil before scanning.\*\*\***

If **either** Question 6 or 7 is YES, or there have been changes to your system streets, such as abandoned streets, added streets, system transfers, then the following are required:

- A new Powell Bill paper map is to be mailed to NCDOT or a digital map is to be attached in the on-line system. It must be newly certified by a Registered Professional Engineer or Land Surveyor. The map must be signed, sealed and dated July 1, 2014 or after, by a Registered Professional Engineer or Land Surveyor. Mail your Powell Bill map to Stephanie Benson, NCDOT Powell Bill Program, MSC 1507, Raleigh, NC 27699-1507.
- In the Powell Bill on-line system, attach the streets added or deleted sheet to your agreement.
- In the Powell Bill on-line system, attach an updated streets listing in alphabetical order to your agreement. The street listing total mileage should equal the total mileage on your Certified Statement.
- Certify the statement below

STATE OF NORTH CAROLINA

COUNTY OF: **BERTIE**

All municipalities will have a Professional Engineer or Land Surveyor sign, seal, and date Certified Statement for the 2015 year.

If you click "Yes" on either of questions 6 or 7 on earlier page, this Professional Engineer/ Land Surveyor certification page will open and is required.

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 4, 5, 6 and 7 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.

**WITNESS** my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**(Date has to be on or after July 1, 2014)**



# Attach Scanned Certified Statement & Submit

**Note-** In this step, attach completed, signed, sealed, and scanned certified statement and submit to NCDOT.



### Search

- [Certified Statements](#)
- [Expenditure Report History](#)
- [Fiscal Data Reports](#)
- [Powell Bill Programs](#)

### Create

- [Certified Statement](#)
- [Expenditure Report](#)
- [Expenditure Report Attachments](#)
- [Expenditure Report Submit](#)
- [Fiscal Data Report](#)

In create menu box, click on “Certified Statement” to attach and submit “Certified Statement”.

## Search: Grantor Agreements

Archive Search

### Search Criteria

[Hide Search Fields](#)

Certified Statement ID ▾ is ▾

Maximum Number of Results:

Save Search As:

### Result List



Agreement ID	Description	Grantee ID	Grantee Name	Program Description
<a href="#">2000005067</a>	2014 Powell Bill	1000000161	TOWN OF MINT HILL / ...	OIG_POWELLBILL_2014

**Click "Agreement ID" to get to Certified Statement.**

## Agreement: 2000005067, 2014 Powell Bill

Save | Cancel | Refresh

**Warning:**Please make sure the map and all required documents are attached before submitting certified statement

### Agreement Overview [Edit](#)

#### General Data

Grantee ID/Name: 100000161 / TOWN OF MINT HILL  
Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
Status: Returned  
Mileage: 4.25  
Mileage less than 16ft: 5.50



### Attachments [Attachment](#) Certified Statement

No result found

### Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.2
DURHAM	STREET LENGTH	0.00	0.50	0.5
	STREET LENGTH	0.00	0.00	0.0

Attachment -- Webpage Dialog

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

#### Upload Document From Local Hard Disk

Name:

Description:

Upload Document From Local Hard Disk:



Click on “Attachment” and then click on “Browse” to open a window to browse your files to upload and attach scanned, signed and sealed certified statement.

## Agreement: 2000005067, 2014 Powell Bill

Save | Cancel | Refresh

**Warning: Please make sure the map and all required documents are attached before submitting certified statement**

### Agreement Overview

#### General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL  
Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
Status: Returned  
Mileage: 4.25  
Mileage less than 16ft: 5.50

### Attachments

No result found

### Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.25
		0.00	0.50	0.50
		0.00	0.00	0.00

Choose File to Upload

Grantor Powell Bill

Documents library

- History\_Files
- TEmp
- 2011 Powell Bill Map
- 2012\_Allocation\_Processing\_Results
- 2013 Add-Delete Sheet
- 2013 PB Agreement Upload with BP no
- achpayments
- Agreement\_09\_15\_2013
- Allocations Process
- Analysis of Powell Bill Expenditures
- Attachment Not Possible in Grants
- Bank Act Type in Powell FI Docume
- Cerified\_Statement\_04\_08\_2013
- Cerified\_Statement\_Signed**
- Claim\_2\_Dec\_2013
- Claim1\_Oct\_2013

File name:  All Files (\*.\*)

Open Cancel

From your local hard disk, you can enter a name  
If you do not enter a name, the file name is

**Click on certified statement file from your directory for upload into Powell Bill System.**

## Agreement: 2000005067, 2014 Powell Bill

Back ▾

Save | Cancel | Refresh

**Warning: Please make sure the map and all required documents are attached before submitting certified statement**

### Agreement Overview

#### General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL  
 Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
 Status: Returned  
 Mileage: 4.25  
 Mileage less than 16ft: 5.50

### Attachments Attachment

No result found

### Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.25
DURHAM	STREET LENGTH	0.00	0.50	0.50
	STREET LENGTH	0.00	0.00	0.00

Attachment -- Webpage Dialog

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

**Upload Document From Local Hard Disk**

Name:  1

Description:

Upload Document From Local Hard Disk: C:\Users\mpandya\Documents\Grantor\Powel Bill\C

2

Type appropriate name to describe document such as “Signed Certified Statement 2014”, “Map”, “Street Listing”, “Add/Delete Sheet” and then click on “Attach”.

**Agreement: 2000005067, 2014 Powell Bill**

|  |

**Warning: Please make sure the map and all required documents are attached before submitting certified statement**

▼ Agreement Overview

General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL  
 Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
 Status: Returned  
 Mileage: 4.25  
 Mileage less than 16ft: 5.50

▼ Attachments

Actions	Description	Name	Created On	Created By
<a href="#">Properties</a>	2014 Powel Bill Map	2014 Powel Bill Map	06/16/2014 14:32	2MFARRAR
<a href="#">Properties</a>	2014 Add Delete Sheet	2014 Add Delete Sheet	06/16/2014 14:31	2MFARRAR
<a href="#">Properties</a>	Signed Certified Statement 2014	Signed Certified Statement 2014	06/16/2014 14:31	2MFARRAR

▼ Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.25
DURHAM	STREET LENGTH	0.00	0.50	0.50
	STREET LENGTH	0.00	0.00	0.00

**Ensure that all required documents such as Signed Certified Statement, Map, Street Listing, Add/Delete sheet, etc. are attached before submitting.**

Agreement: 2000005067, 2014 Powell Bill

Save | Cancel || Refresh

**Warning:**Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview **1** Click on "Edit"

General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL  
 Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
 Status: Returned  
 Mileage: 4.25  
 Mileage less than 16ft: 5.50

Attachments Attachment Certified Statement

Actions	Description	Name	Created On	Created By
Properties	2014 Powel Bill Map	2014 Powel Bill Map	06/16/2014 14:32	2MFARRAR
Properties	2014 Add Delete Sheet	2014 Add Delete Sheet	06/16/2014 14:31	2MFARRAR
Properties	Signed Certified Statement 2014	Signed Certified Statement 2014	06/16/2014 14:31	2MFARRAR

Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.25
DURHAM	STREET LENGTH	0.00	0.50	0.50
	STREET LENGTH	0.00	0.00	0.00

**"Process to submit certified statement"**

Agreement: 2000005067, 2014 Powell Bill

**Warning:**Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview

General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL  
 Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
 Status: Returned  
 Mileage: Submitted  
 Mileage less than 16ft: Returned 3.50

2  
 Click on small arrow & select "Submitted" and then click SAVE to submit.

Attachments

Actions	Description	Name	Created On	Created By
Properties	2014 Powel Bill Map	2014 Powel Bill Map	06/16/2014 14:32	2MFARRAR
Properties	2014 Add Delete Sheet	2014 Add Delete Sheet	06/16/2014 14:31	2MFARRAR
Properties	Signed Certified Statement 2014	Signed Certified Statement 2014	06/16/2014 14:31	2MFARRAR

Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.25
DURHAM	STREET LENGTH	0.00	0.50	0.50
	STREET LENGTH	0.00	0.00	0.00

**Submit & Save Certified Statement to send back to NCDOT for further processing. You will receive an email to let you know it has been submitted.**

Agreement: 2000005067, 2014 Powell Bill

Save | Cancel | Refresh

- Agreement 2000005067 has been saved 2 Messages
- Warning: Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview [Edit](#)

General Data

Grantee ID/Name: 1000000161 / TOWN OF MINT HILL  
 Program ID/Desc.: OIG\_POWELLBILL\_2014 / 2014 Powell Bill  
 Status: **Submitted**  
 Mileage: 4.25  
 Mileage less than 16ft: 5.50

**Ensure that Status =  
"Submitted"**

Attachments [Attachment](#) [Certified Statement](#)

Actions	Description	Name	Created On	Created By
Properties	2014 Powel Bill Map	2014 Powel Bill Map	06/16/2014 14:32	2MFARRAR
Properties	2014 Add Delete Sheet	2014 Add Delete Sheet	06/16/2014 14:31	2MFARRAR
Properties	Signed Certified Statement 2014	Signed Certified Statement 2014	06/16/2014 14:31	2MFARRAR

Street Length

County	System	Dirt Surfaced	Soil, Stone or Gravel Type	Hard Surface
WAKE	STREET LENGTH	1.50	0.50	1.2
DURHAM	STREET LENGTH	0.00	0.50	0.5
	STREET LENGTH	0.00	0.00	0.0



## DIGITAL MAPS

Digital maps may be attached to the Certified Statement in Partner Connect. Digital maps are not required, but are **strongly** encouraged. A paper copy of the map may be mailed to NCDOT.

**Digital maps MUST have an engineer's or surveyor's seal, signature and date.** This can be attached to the digital map with electronic digital software OR the map may be printed, signed and sealed and then scanned as a pdf file.

The scanning of the map can be performed as a duty of the engineering firm hired by the municipality.





# Expenditure Report

Statutorily Due by August 1<sup>st</sup> of each year



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**Create** [🗑️] [x]

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**In Create Menu Box, click on “Expenditure Report”.**

Search: Change Request Form

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Agreement ID	Change Request Form	Created On	Grantee
2000001553	<a href="#">Powell Bill Expenditure Report</a>	07/01/2013 08:34:00	TOWN OF MINT HILL / CHAR...

**Click on Powell Bill Expenditure Report.**

## New Change Request Form

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1 / 2 94.7% 
Sign Comment

Please fill out the following form. You can save data typed into this form.  Highlight Existing Fields

Agreement: **2000001553**

Page 1 of 2

**STATUTORILY DUE TO DOT ON OR BEFORE AUGUST 1**

### POWELL BILL EXPENDITURES REPORT FOR FISCAL YEAR ENDING JUNE 30, 2014

Municipality: **TOWN OF MINT HILL**

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)

A Report Basis must be selected.

**REVENUES FOR POWELL BILL STREETS:**

	Amount
Beginning Balance on Hand July 1, 2013	\$285,745.01
R100 - Interest Earned on Powell Bill Funds:	\$1.00
R101 - Assessments / Reimbursements / Other (Returned to Powell Bill On	
R102 - Sale or Transfer of Equipment	
R103 - Sales Tax Refund	
R104 - Bookkeeping Correction [+ or (-)] Brief Explanation:	
Total Powell Bill Allocation received from NCDOT on October 1, 2013 and January 1, 2014	\$659,129.88

Attach receipts, copy of checks, etc.

New

Provide and attach back-up documentation to expenditure report for line R101 Assessments/Reimbursements/Other (beginning with report due on 8/1/2015)

**Penalty:**

	Amount
0300 - Deducted from 2013 Allocation Greater Than the Sum of Past 10 or 20 Allocations	
0400 - Deducted from 2013 Allocation To State for Past Due Amount	

Expenditures report form will be pre-populated with opening balance, total allocation & penalty amounts. Enter revenue and expenditure amounts in blue boxes.

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

E102 - Engineering		
E103 - Paving & Resurfacing	List the Powell Bill street names that was paved or resurfaced here	\$356.00
E104 - Maintenance		
E105 - Snow & Ice Removal		\$750.00
E106 - Drainage & Storm Sewer		
E107 - Curb & Gutter		
E108 - Bridge Construction and Repair		
E109 - Traffic Control		
E110 - New Equipment		
E111 - New Construction		
E112 - Bikeways		
E113 - Debt Service Payment		
E114 - Sidewalks		
E115 - TIP (Transportation Improvement Project)		
E116 - Greenways		
<b>TOTAL EXPENDITURES FOR POWELL BILL STREETS FY (2013 - 2014)</b>		<b>\$1,106.00</b>

SUMMARY	Amount
Revenue Total	\$944,875.89
Less Expenditure Total	\$1,106.00
<b>BALANCE ON HAND AS OF JUNE 30, 2014 (RESERVED FOR POWELL BILL)</b>	<b>\$943,769.89</b>

**Enter Revenue and Expenditure amounts against respective code line.  
 (Codes are for NCDOT reporting use only.)**

## New Change Request Form

2

2 / 2   35%

Comment

Please fill out the following form. You can save data typed into this form.

Step 1- Fill in the Form with all details-exps,rev, names  
Step 2- Print the Form  
Step 3- Save the Form

MUNICIPALITY OF, Durham County, NORTH CAROLINA

\_\_\_\_\_, being first duly sworn, deposes and says: That he/she is duly appointed Director of Finance for the Municipality of \_\_\_\_\_ Durham County \_\_\_\_\_ North Carolina. That the above statement from said Municipality was prepared under his/her immediate supervision and direction. That the same is a true and correct statement of the receipts and expenditures of the funds received from the North Carolina Department of Transportation pursuant to North Carolina General Statutes 136-41.1 through 136-41.4.

DIRECTOR OF FINANCE Date: \_\_\_\_\_

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

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

Witness my hand and official seal, this:  
\_\_\_\_\_,

(AFFIX MUNICIPAL SEAL)

NOTARY PUBLIC: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ AFFIX NOTARY SEAL

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PLEASE MAKE SURE YOUR REPORT IS CORRECT. IT MUST BE SIGNED, NOTARIZED, ALL SEALS AFFIXED, AND RETURNED TO THIS OFFICE BEFORE THE STATUTORY DEADLINE DATE OF AUGUST 1.

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

**G.S. 136-41.3 STATES:**  
...IT SHALL BE UNLAWFUL FOR ANY MUNICIPAL EMPLOYEE OR MEMBER OF ANY GOVERNING BODY TO AUTHORIZE, DIRECT, OR PERMIT THE EXPENDITURE OF ANY FUNDS ACCRUING TO ANY MUNICIPALITY BY VIRTUE OF G.S. 136-41.1 AND 136-41.2 FOR ANY PURPOSE NOT HEREBY AUTHORIZED. ANY MEMBER OF ANY GOVERNING BODY OR MUNICIPAL EMPLOYEE SHALL BE PERSONALLY LIABLE FOR ANY UNAUTHORIZED EXPENDITURES...."

Name: \_\_\_\_\_ Date: (mm/dd/yyyy) 08/17/2013

1

3

Fill in, Print, & Save to obtain Signatures & Seals and then Scan for attachment.

## New Change Request Form

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Comment

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

PLEASE MAKE SURE YOUR REPORT IS CORRECT. IT MUST BE SIGNED, NOTARIZED, ALL SEALS AFFIXED, AND RETURNED TO THIS OFFICE BEFORE THE STATUTORY DEADLINE DATE OF **AUGUST 1**.

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Name:

Check

Save

Submit

Warning: JavaScript Window - SAVE



Save document...

Note:

Saving a document DOES NOT submit it for acceptance.

No Authorizing Signature information will be saved.

Click (Yes) to continue.

Click (No) to cancel.

Yes

No

Click "Yes" to save Expenditure Report.

## New Change Request Form

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Request was Saved with number 4000002398

### Note-

At this point Expenditure Report is printed and saved.

\*It is not submitted so far.\*



# Attach Signed, Sealed, & Scanned Copy of Expenditure Report & Submit in PBRs



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**In create menu box, click “Expenditure Report Attachments ” to attach scanned signed and sealed Expenditure Report.**

Search: Grantor Change Request

Back ▾

### Search Criteria

Hide Search Fields

Expenditure Report ID ▾ is ▾

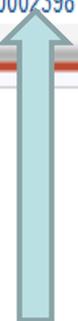
Maximum Number of Results:

Save Search As:

### Result List: 3 Change Requests Found



Expenditure Report ID	Grantee	Program Description	Powell Bill Contract ID	User Status
4000002398	TOWN OF MINT HILL / CH...	OIG_POWELLBILL_2013	2000001553	Open



**Click to Open Expenditure Report.**

## Change Request: 4000002398, 2013 Powell Bill

Save | Cancel | Refresh

Request

1

Attachments

Attachment

URL

With Template

Advanced

No result found

Click on “Attachment” to open attachment box as below.

### Attachment -- Webpage Dialog

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

#### Upload Document From Local Hard Disk

Name:

Description:

Upload Document From Local Hard Disk:

Browse...

2

Click on “Browse” to attach file.

## Change Request: 400002398, 2013 Powell Bill

Save | Cancel | Refresh

### Request

Attachments Attachment URL With Template | Advanced

No result found

Attachment -- Webpage Dialog

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

**Upload Document From Local Hard Disk**

Name: 2014 Exp

Description:

Upload Document From Local Hard Disk:

Attach Cancel

Choose File to Upload

Grantor Powell Bill

Documents library  
Powell Bill

- Copy of Powell Bill Annual Timeline
- Copy of Powell Bill Role Assignments (Autosaved)
- CS\_Status\_07\_23\_2013
- CS\_Tim
- Executed\_Agreement\_Letter
- Expenditure\_Report**
- Exps\_Code\_Mapping for 10-20 years penalty reprot
- Exps\_Report\_07\_17\_2013
- First\_Certificate\_Submissio
- Fiscal Data Report Testing
- Fiscal Data Reports Output
- Fiscal\_Data\_2012\_Summar
- Grants User to Roles Assign
- History\_File
- History\_Report\_View\_Instr
- Lessons Learned during Po

File name: Cerfied\_Statement\_04\_08\_2013

All Files (\*.\*)

Open Cancel

Select your Scanned, Signed & Sealed Expenditure Report file from your directory.

## Change Request: 4000002398, 2013 Powell Bill

Save | Cancel | Refresh

### Request

Attachments Attachment URL With Template | Advanced

No result found

Attachment -- Webpage Dialog

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

**Upload Document From Local Hard Disk**

Name:

Description:

Upload Document From Local Hard Disk: C:\Users\mpandya\Documents\Grantor\Powel Bill\E

**Step 1- Enter Name (Expenditure Report).**  
**Step 2- Click “Attach” to attach file.**

## Change Request: 4000002398, 2013 Powell Bill

Save | X Cancel || Refresh

Request

Attachments  Attachment  URL  With Template | Advanced

Actions	Description	Name	Created On	Created By
Properties	2013 Expenses REport	2013 Expenses REport	06/13/2014 16:24	2MFARRAR

Once it is attached, the Expenditures Report will show up as shown above.

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In create menu box, click “Expenditure Report Submit” to submit Expenditure Report.

Search: Grantor Change Request

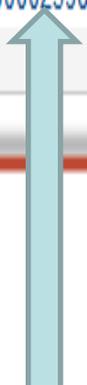
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Expenditure/Fiscal Report	Program Description	Powell Bill Contract ID
4000002398	OIG_POWELLBILL_2013	2000001553



**Click to Open Expenditure Report.**

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2 / 2 87.7% Sign Comment

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

PHONE:

PLEASE MAKE SURE YOUR REPORT IS CORRECT. IT MUST BE SIGNED, NOTARIZED, ALL SEALS AFFIXED, AND RETURNED TO THIS OFFICE BEFORE THE STATUTORY DEADLINE DATE OF **AUGUST 1**.

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Name:

Date: (mm/dd/yyyy)\*

Check

Save

Submit

Check the Box

1

Enter Name

2

Click on Submit

3

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2 / 2 87.7% Sign Comment

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

PHONE:

PLEASE MAKE SURE YOUR REPORT IS CORRECT. IT MUST BE SIGNED, NOTARIZED, ALL SEALS AFFIXED, AND RETURNED TO THIS OFFICE BEFORE THE STATUTORY DEADLINE DATE OF AUGUST 1.

\*\*\* Warning: JavaScript Window - SUBMIT \*\*\*

**Submit document...**

Before submit please ensure that expenditure report is signed, scanned and attached using Expenditure Report Attachment menu on the main screen.

Click (Yes) to continue.  
Click (No) to cancel.

G.S. 1-202  
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ANY MUNICIPALITY BY  
ED. ANY MEMBER OF  
E FOR ANY

Name:  Date: (mm/dd/yyyy)\*

Click on "Yes" to submit Expenditure Report.

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Request was Submitted with number 4000002398

**You will get message above when Expenditure Report is submitted.  
You will also receive an email to let you know it has been submitted.**



# Fiscal Data Report

Due on December 1<sup>st</sup> of each year



**Search** [icon] x

- Certified Statements
- Expenditure Report History
- Fiscal Data Reports
- Powell Bill Programs

**Create** [icon] x

- Certified Statement
- Expenditure Report
- Expenditure Report Attachments
- Expenditure Report Submit
- Fiscal Data Report**

**In create menu box, click on “Fiscal Data Report”.**

Search: Change Request Form

- Home
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Agreement ID	Change Request Form	Created On	Grantee
2000001553	<a href="#">Powell Bill Fiscal Report</a>	07/01/2013 08:34:00	TOWN OF MINT HILL / CHARLOT...



**Click on Powell Bill Fiscal Report link to open Fiscal Data Report.**

## New Change Request Form

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87.5%



[Sign](#) | [Comment](#)

Please fill out the following form. You can save data typed into this form.

<b>I. DISBURSEMENTS FOR STREETS DURING FISCAL YEAR</b>		Data Code	Amount Round to Nearest Dollar
<b>Payment to State:</b>			
Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.		01	\$0
<b>Disbursements For: (Do not include any expenditures shown in item 1 above.)</b>			
Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-of-Way Admin)		02	
Capital Outlay: Engineering (Pre-construction and field engineering, surveys)		03	
Capital Outlay: Construction (Grading, Resurfacing, curb & gutter, sidewalks)		04	
Maintenance (Includes equipment, administrative cost)		05	
Snow and Ice Removal (Including Sanding, Salting, and Purchase of Special Equipment)		06	\$1,000
Traffic Control Operations		07	
Other: Please Specify	Highway Beautification	08	\$250
General Administration & Maintenance (Highw		09	
Traffic Police Salaries & Motor Vehicles - (NOT DOMESTIC)		10	
Debt Service: Bonds Interest		11	
Debt Service: Bonds Redemption		12	
Debt Service: Notes Interest		13	\$750
Debt Service: Notes Redemption		14	
<b>Total Disbursements</b>		<b>15</b>	<b>\$2,000</b>
Capital and Operating Funds: Balance FY ending June 30, 2014		16	
Debt Funds Balance FY ending - June 30, 2014		17	
<b>Total Funds Accounted For (Total Disbursements plus Balance FY(s) ending June 30, 2014)</b>		<b>18</b>	<b>\$2,000</b>
<b>II. RECEIPTS FOR STREETS DURING FISCAL YEAR</b>		Data Code	Amount Round to Nearest Dollar
<b>Receipts from Local Government Sources:</b>			
General Fund		19	

Enter amounts in the appropriate blue boxes for ANY & ALL funds received and expended for street purposes only. (Not just Powell Bill funds)

## New Change Request Form

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3/2013 1:21 PM

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87.5%

[Sign](#)
[Comment](#)

Please fill out the following form. You can save data typed into this form.  Highlight Existing Fields

Miscellaneous Local Receipts: Interest on Investments		24	
Miscellaneous Local Receipts: Traffic Fines/Penalties		25	
Miscellaneous Local Receipts: Other (Please Specify)	Rental Vehicles	26	\$500
Proceeds of Sale of Bonds		27	
Proceeds of Sale of Notes		28	
Private Contributions		29	
Powell Bill Funds Received /Allowed: October 1, 2013 & January 1, 2014		30	
Other State Funds Received		31	
<b>Receipts from Federal Government</b>			
Federal Highway Administration (i.e. Federal Bridge Replacement, Section 104 Planning)		32	
Other: (Please Specify)		33	
<b>Total Receipts</b>		34	\$2,000
Capital & Operating Funds: Balance - Fiscal YR Beginning July 1, 2013		35	
Debt Fund: Balance - Fiscal YR Beginning July 1, 2013		36	
<b>Total Funds Available (Total Receipts plus Balance Fiscal YR)</b>		37	\$2,000
<b>III. DEBT SERVICE</b>			
<small>(Reserved for Municipal Bonds &amp; Notes ONLY - NOT Installment Purchase Contracts)</small>			
	Data Code	Bonds	Data Code Notes
Amount Outstanding Beginning: July 1, 2013	38		42
Issued During Fiscal Year	39		43
Redemptions During Fiscal Year	40		44
Amount Outstanding June 30, 2014	41		45

Name:  Title:  Date: (mm/dd/yyyy)\*

Type in Name, Title & then click "Submit". No attachments are necessary.



## New Change Request Form

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Request was Submitted with number 4000002399

You will get the above message, once “submit” has been selected. Your Fiscal Data Report has now been submitted.



# Contact Details

**Stephanie Benson - Powell Bill Manager**

**[sbenson@ncdot.gov](mailto:sbenson@ncdot.gov)**

**919-707-4586**

(For Powell Bill Reporting System related help and if you forget your 8-digit number)

**NCDOT Help Desk**

**919-707-7000 or 800-368-2778**

(For user ID and Password related help only. You must give the help desk your 8-digit number)

Powell Bill website: **[www.ncdot.gov/ncpowellbill](http://www.ncdot.gov/ncpowellbill)**

