



STANDARD OPERATING PROCEDURE (SOP) Processing Powell Bill Certified Statement

BUSINESS CATEGORY	Division of Highways (DOH)	APPROVAL DATE	4/21/2020
BUSINESS AREA	Planning & Programming - Powell Bill Unit	REVISION DATE	4/2/2020
EFFECTIVE DATE	4/21/2020	VERSION NO.	1

AUTHORITY	<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>
PURPOSE	<p>The Certified Statement is the first report required for the Powell Bill program – due July 21st of each year. This report and its supporting document(s) are necessary to fulfill the requirement laid out in North Carolina General Statute (GA) §136-41.1(a). The statement asserts that the participating municipality qualifies for the program and reports the amount of street mileage the municipality maintains. Failure by the municipality to submit this report by the deadline, specified by the North Carolina Department of Transportation (NCDOT), will result in the municipality being excluded from the program that year. The staff of the Powell Bill Unit will verify, in a timely manner, that the Certified Statement and all the required documents have been received and correctly completed by the municipalities.</p>
SCOPE	The Powell Bill Business Unit as a whole and any assigned individuals.
RELATED POLICY	NCDOT Powell Bill Program Administration Policy F.28.0100
DEFINITIONS	<p>“NCDOT” – shall mean the North Carolina Department of Transportation</p> <p>“Participant(s)” – shall mean municipalities that are qualified to participate in, and receive funds from, the Powell Bill program</p> <p>“PBRS” – shall mean the Powell Bill Reporting System</p> <p>“PE” – shall mean Professional Engineer</p> <p>“Program” – shall mean the Powell Bill Program, which runs by fiscal year, July 1 to June 30</p> <p>“The Unit” – shall mean the Powell Bill Business Unit as a whole and any assigned individuals.</p>
PROCEDURE	
<p>The Unit will create an agreement for each participant, in the Powell Bill Reporting System (PBRS), prior to July 1st each year. To be in compliance with the agreement for the program, all participants are required to accurately complete and submit a Certified Statement and supporting documents through the PBRS by July 21st of each year.</p>	

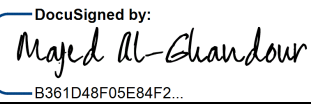

The Unit will process and review the submission through the workflow in the PBRS, and check to ensure all questions are answered in the fields of the PBRS and that the necessary attachments are present.

- Always Required:
 - Certified Statement Form – must be completed in its entirety with legible signatures. The responses on the scanned form must match the ones that have been entered into the PBRS.
 - Street Listing – must be provided in Microsoft Word or Microsoft Excel format. The Street Listing should have each road and its individual length listed, as well as a combined total length of all the roads. Review each street length and ensure the measurements are converted from feet to miles correctly (if applicable) and that the combined street lengths total to the sum provided. If there are multiple surface types, the Street Listing should use the same categories that are used on the Certified Statement Form.
- If there are changes to the corporate limits and/or street mileage the following are required:
 - Town Map – Must be in a digital format. Review the map to ensure it follows the guidance provided, it is signed by a Professional Engineer (PE) or Professional Land Surveyor and is dated on or after July 1st of that year.
 - Add/Delete Sheet – Separate document (not part of Street Listing) specifying the roads that were added or deleted prior to July 1st and their length.
- Requirement Every Five (5) Years:
 - Town Map – Must be in a digital format. Review the map prior to uploading to the PBRS and ensure that it follows the guidance provided, it has been signed by a PE or Professional Land Surveyor and is dated on or after July 1st of that year.

If any component of the agreement/certified statement is incomplete or inaccurate, the Unit will return the certified statement to the participant, through the PBRS, for updates/corrections. The participant will then have to make the necessary changes and then resubmit it through the PBRS. Once resubmitted, the certified statement will go back into the Unit's workflow and will be processed as timely as possible.

REFERENCE	Guidelines on Powell Bill website State Street-Aid (Powell Bill) website Certified Statement Form
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REVISION HISTORY		
REVISION DATE	REVISION NUMBER	REVISION DESCRIPTION
4/21/2020	1	New

STANDARD OPERATING PROCEDURE APPROVAL		
<i>Signing below certifies that the standard operating procedure has been vetted by the business area representative and all other applicable parties.</i>		
Business Area Representative <i>(Responsible for the Unit)</i>	DocuSigned by:  <small>B361D48F05E84F2...</small>	5/21/2020 <hr/> <i>Date</i>
Executive Staff Member <i>(Responsible for the Unit)</i>	DocuSigned by:  <small>CF4C9D4B05E84C7...</small>	5/30/2020 <hr/> <i>Date</i>