

SECONDARY ROAD IMPROVEMENT PROGRAM

PURPOSE OF FUND AND GENERAL PROCEDURES:

The purpose of the Secondary Road Improvement Program fund is to finance paving and improvements for secondary roads throughout the state.

At the beginning of each fiscal year, the Division Engineers forward their respective county programs to the Secondary Roads Office for review and placement on the Board of Transportation agenda. Once each county's program is approved by the Board, the projects listed in the program can be set up in Systems, Applications, and Data Processing (SAP) by the Division Offices and forwarded electronically through SAP workflow to the Secondary Roads Office. The Secondary Roads Office reviews each project to ensure the project is listed on the respective county's program before forwarding it through workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the Work Breakdown Structure (WBS). If the project is not listed in the county program or if the information in the WBS element and fund document does not correspond with the information in the program, the project is placed on the Board agenda for approval. Once the project has been approved by the Board, the WBS element is forwarded through workflow to the State Project Funding Unit.

ALLOCATION PROCESS:

The allocation of funds for the Secondary Road Improvement Program is governed by General Statutes 136-44.2A, 136-44.5 and 136-182, which were revised and ratified under House Bill 750 by the General Assembly during Session 2005, as written below:

SECTION 1. G.S. 136-44.2A reads as rewritten:

"§ 136-44.2A. Secondary road improvement program.

There shall be annually allocated from the Highway Fund to the Department of Transportation for secondary road improvement programs developed pursuant to

G.S. 136-44.7 and 136-44.8, a sum equal to that allocation made from the Highway Fund under G.S. 136-41.1(a). In addition, as provided in G.S. 136-176(b)(4) and G.S. 20-85(b), revenue is annually allocated from the Highway Trust Fund for secondary road construction. Of the funds allocated from the Highway Fund, the sum of sixty-eight million six hundred seventy thousand dollars (\$68,670,000) shall be allocated among the counties in accordance with G.S. 136-44.5(b). All funds allocated from the Highway Fund for secondary road improvements in excess of that amount shall be allocated among the counties in accordance with G.S. 136-44.5(c). All funds allocated from the Highway Trust Fund for secondary road improvement programs shall be allocated in accordance with G.S. 136-182."

SECTION 2. G.S. 136-44.5 reads as rewritten:

"§ 136-44.5. Secondary roads; mileage study; allocation of funds.

(a) Before July 1, in each calendar year, the Department of Transportation shall make a study of all State-maintained unpaved and paved secondary roads in the State. The study shall determine:

- (1) The number of miles of unpaved State-maintained roads in each county eligible for paving and the total number of miles that are ineligible;
- (2) The total number of miles of unpaved State-maintained roads in the State eligible for paving and the total number of miles that are ineligible; and
- (3) The total number of paved State-maintained roads in each county, and the total number of miles of paved State-maintained roads in the State.

In this subsection, (i) ineligible unpaved mileage is defined as the number of miles of unpaved roads that have unavailable rights-of-way or for which environmental permits cannot be approved to allow for paving, and (ii) eligible unpaved mileage is defined as the number of miles of unpaved roads that have not been previously approved for paving by any funding source or has the potential to be programmed for paving when rights-of-way or environmental permits are secured. Except for federal-aid programs, the Department shall allocate all secondary road improvement funds on the basis of a formula using the study figures.

(b) The first sixty-eight million six hundred seventy thousand dollars (\$68,670,000) shall be allocated as follows: Each county shall receive a percentage of these funds, the percentage to be determined as a factor of the number of miles of paved and unpaved State-maintained secondary roads in the county divided by the total number of miles of paved and unpaved State-maintained secondary roads in the State, excluding those unpaved secondary roads that have been determined to be eligible for paving as defined in subsection (a) of this section. Beginning in fiscal year 2010-2011, allocations pursuant to this subsection shall be based on the total number of secondary miles in a county in proportion to the total State-maintained secondary road mileage.

(c) Funds allocated for secondary road construction in excess of sixty-eight million six hundred seventy thousand dollars (\$68,670,000) shall be allocated to each county based on the percentage proportion that the number of miles in the county of State-maintained unpaved secondary roads bears to the total number of miles in the State of State-maintained unpaved roads. In a county that has roads with eligible miles, these funds shall only be used for paving unpaved secondary road miles in that county. In a county where there are no roads eligible to be paved as defined in subsection (a) of this section, the funds may be used for improvements on the paved and unpaved secondary roads in that county. Beginning in fiscal year 2010-2011, allocations pursuant to this subsection shall be based on the total number of secondary miles in a county in proportion to the total State-maintained secondary road mileage.

(d) Copies of the Department study of unpaved and paved State-maintained secondary roads and copies of the individual county allocations shall be made available to newspapers having general circulation in each county."

SECTION 3. G.S. 136-182 reads as rewritten:

"§ 136-182. Supplement for secondary road improvement.

Funds are allocated from the Trust Fund to increase allocations for secondary road improvement made under G.S. 136-44.2A so that all State-maintained unpaved secondary roads can be paved by the 2009-2010 fiscal year.

Allocations of these funds shall be based on the percentage proportion of the number of miles in the county of State-maintained unpaved secondary roads that are eligible to be paved under G.S. 136-44.5(a) bears to the total number of miles in the State of State-maintained unpaved secondary roads that are eligible to be paved.

As an exception to the formula for the allocation of these funds, the Department may, beginning in the 2006-2007 fiscal year and until the 2009-2010 fiscal year, set aside up to five million dollars (\$5,000,000) to pay for the paving of any unpaved secondary road that had previously been determined to be ineligible for paving.

Beginning in fiscal year 2010-2011, allocations from the Trust Fund shall be based on the total number of secondary miles in a county in proportion to the total State-maintained secondary road mileage."

SECTION 4. This act becomes effective July 1, 2006.

ACCESS AND PUBLIC SERVICE ROAD CONSTRUCTION

PURPOSE OF FUND AND GENERAL PROCEDURES:

The purpose of the Access and Public Service Road fund is to finance access and public service roads to industrial developments, public schools, institutes of higher learning, hospitals, volunteer fire departments and state supported recreational facilities. The maximum amount of these funds to be used for each school is \$50,000. The amount of these funds for industries is generally determined by the number of jobs created - \$1000 per employee up to a maximum of \$100,000, with occasional exceptions.

The Division Engineer forwards all requests for allocation of funds for Access and Public Service Road projects to the Chief Engineer's Office. The Statewide Programs Oversight Committee reviews the project requests and makes a recommendation for approval or non-approval to the Secretary of Transportation. Upon approval, the project is placed on the Board agenda and the WBS element is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

Each fiscal year the Legislature will appropriate funds for Access and Public Service Road Construction. Allocations to specific Access and Public Service Road Construction WBS elements are approved by the Board of Transportation.

COUNTY ROAD NAME SIGNS

PURPOSE OF FUNDS AND PROCEDURES:

The purpose of funds is to finance the purchase of county road name signs.

The Division Engineer forwards all requests for allocation of funds for county road name sign projects to the Secondary Roads Section for review and approval. Once approved, the Secondary Roads Section will submit the project to the Board of Transportation for approval. Upon approval by the Board, the WBS element is forwarded to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

Allocation of funds for County Road Name Signs to specific WBS elements must be approved by the Board of Transportation.

DIVISION WIDE SMALL CONSTRUCTION

PURPOSE OF FUND AND GENERAL PROCEDURES:

The purpose of funds is to finance improvements on the State System (US, NC, and SR routes) to be used for projects anywhere in the counties. These funds are used to fund a variety of transportation projects for municipalities, counties, businesses, schools, and industries throughout the state. There is a \$250,000 maximum amount per request per fiscal year. Any project with a total cost greater than \$150,000 requires a resolution or a letter of support for the project from the city/town/county.

The Division Engineer forwards all requests for allocation of funds for Division-wide Small Construction Projects to the Chief Engineer's Office. The Statewide Programs Oversight Committee reviews the project requests and makes a recommendation for approval or non-approval to the Secretary of Transportation. Upon approval, the project is placed on the Board agenda and forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

The allocation of funds to DivisionWide Small Construction, is governed by Legislative Statutes and the policies of the Board of Transportation. Allocation of Division-Wide Small Construction funds to specific WBS elements must be approved by the Board.

SPOT SAFETY IMPROVEMENT PROJECTS

PURPOSE OF FUND AND GENERAL PROCEDURES:

The purpose of the Spot Safety Improvement fund is to finance relatively small and low cost safety and operational improvements where actual or potential hazards exist at “spots” throughout the state. Examples of Spot Safety projects include installing or revising traffic signals, improving roadway geometric, installing guardrail, installing rumble strips, and constructing turn lanes. The Traffic Engineering Branch presents all requests for Spot Safety Improvement Projects to the Safety Oversight Committee for review and approval. The Safety Oversight Committee submits the projects to the Board of Transportation for approval. Once approved, the WBS element will be forwarded to the State Project Funding Unit for verification of funds and processing.

ALLOCATION PROCESS:

Allocation of funds for Spot Safety Improvement Projects is governed by the Board of Transportation.

CONTINGENCY FUNDS

PURPOSE OF FUNDS AND GENERAL PROCEDURES:

The purpose of the Contingency Fund is to finance a variety of transportation projects for municipalities, counties, businesses, schools, and industries throughout the state. Any project with a total cost greater than \$150,000 requires a resolution or a letter of support for the project from the city/town/county.

The President Pro Tempore of the Senate, the Speaker of the House and the Secretary of Transportation approve projects from this fund. Once approved, the project requests are forwarded from the Divisions to the Chief Engineer's Office. The Statewide Programs Oversight Committee reviews the project requests and makes a recommendation for approval or non-approval to the Secretary of Transportation. Upon approval, the project is placed on the Board agenda and forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

Contingency Funds are set aside from the funds appropriated by the General Assembly to be used to fund a variety of transportation projects for municipalities, counties, businesses, schools, and industries throughout the state and approved by the Secretary of the Department of Transportation. Allocation of Contingency Funds to specific WBS elements must be approved by the Board.

SB 1005 DISCRETIONARY FUNDS

PURPOSE OF FUNDS AND GENERAL PROCEDURES:

These funds were allocated during FY 01-02, FY 02-03, and FY 03-04 (total - \$47 million) and distributed among the divisions using the equity formula as stated in G.S. 136-17.2A. These projects should promote economic growth and development in small urban and rural areas. No more than \$400,000 should be programmed per project.

The Division Engineer forwards all requests for allocation of funds to the Chief Engineer's Office. The Statewide Programs Oversight Committee reviews the project requests and makes a recommendation for approval or non-approval to the Secretary of Transportation. Upon approval, the project is placed on the Board agenda and forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

These funds were allocated during FY 01-02, FY 02-03, and FY 03-04 (total - \$47 million) and distributed among the divisions using the equity formula as stated in G.S. 136-17.2A. Allocation of SB 1005 Discretionary Funds to specific WBS elements must be approved by the board.

ECONOMIC DEVELOPMENT FUND

PURPOSE OF FUNDS AND GENERAL PROCEDURES:

The purpose of the Economic Development fund is to finance projects for economic development transportation. These projects should promote economic growth and development by attracting new industry, expanding existing industry and creating new jobs. Funds not needed for economic development projects shall be used on spot safety needs, and any remaining funds shall be used on Transportation Improvement Program (TIP) projects.

The Division Engineer forwards all requests for allocation of funds for Economic Development Projects to the Chief Engineer's Office. The Statewide Programs Oversight Committee reviews the project requests and makes a recommendation for approval or non-approval to the Secretary of Transportation. Upon approval, the project is placed on the Board agenda and forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

Senate Bill 622 of the 2005 session of the General Assembly established a \$28 million appropriation (\$2 million per division) for Economic Development Transportation Projects. Allocations of these funds to specific WBS elements must be approved by the Board.

STATEWIDE CONSTRUCTION

PURPOSE OF FUND AND GENERAL PROCEDURES:

The purpose of the Specific State Funds for Construction is to finance statewide projects included in the TIP (Transportation Improvement Program).

Requests for allocation of funds for Statewide Construction Projects are submitted to the Project Management Branch for review and approval. Project Management will assign TIP numbers. After Project Management reviews the information submitted, the project will then be submitted to the Board of Transportation for approval. Once approved, the WBS element will be forwarded to the State Project Funding unit for funds verification and processing.

ALLOCATION PROCESS:

Pursuant to the provisions of General Statute 136-176, The Board of Transportation can approve the transfer of funds from the Highway Trust Fund to the Highway Fund to finance projects in the Transportation Improvement Program. The requested amount to be transferred will appear as an agenda item. The fund will be referred to as State Funds for Construction. The allocation of funds from State Funds for Construction to individual WBS elements for various statewide projects must be approved by the Board of Transportation.

STATEWIDE PRIMARY CONSTRUCTION

Statewide Primary Construction funds are utilized for construction or improvements on US and NC routes outside of incorporated municipalities.

STATEWIDE SECONDARY CONSTRUCTION

Statewide Secondary Construction funds are utilized for construction or improvement on Secondary routes outside of incorporated municipalities.

STATEWIDE URBAN CONSTRUCTION

Statewide Urban Construction funds are utilized for construction and improvements on US, NC, and SR routes inside incorporated municipalities or on municipal streets.

BRIDGE REPLACEMENT

Bridge Replacement funds are utilized for construction and improvements on bridges.

ROADSIDE ENVIRONMENTAL

PURPOSE OF FUNDS AND PROCEDURES:

Statewide Landscape Improvement Funds are programmed in the TIP in two basic categories.

1. State Funds-Specialized/Personalized License Plate Revenue:

These funds are derived from the sale of specialized vehicle registration plates and statutorily dedicated to highway landscaping to be administered by the Central Roadside Unit. The funds are used consistently with TIP projects recommended by Central Roadside in annual amounts as prescribed by the TIP or otherwise in amounts not to exceed available funds derived from this source. The projects are for the planting of trees, shrubs, and flowers to include wildflowers. Typically a WBS element exists for each statewide project and each is funded by approval of the Board of Transportation.

2. Federal Funds-Federal Aid Enhancement Funds:

These funds are used consistently with TIP projects recommended by Central Roadside. The projects are for the planting of trees, shrubs, and flowers to include wildflowers as well as the operation of the North Carolina Scenic Byways Program. These projects are administered by Central Roadside. Typically a WBS element exists for each statewide project and each is funded by approval of the Board of Transportation.

Division Landscape Improvement Funds

Division Landscape Improvement funds are Federal Aid Enhancement Funds programmed in the TIP for use in each of the 14 Highway Divisions. A TIP project exists for each Division and is administered by the Division. The projects are for the planting of trees, shrubs, and flowers to include wildflowers. Typically a WBS element exists for each Division project and each is funded by approval of the Board of Transportation.

ALLOCATION PROCESS:

Yearly allocation of funds to specific WBS elements must be approved by the Board of Transportation. The Roadside Environmental Unit is responsible for requesting approval of funds from the Board.

CAPITAL IMPROVEMENTS

PURPOSE OF FUNDS AND PROCEDURES:

Capital Improvements funds are legislative mandated funds to be used in the obtaining, maintaining, and disposal of capital resources. Funding for capital projects is not always included in the Annual State Legislative Capital Funds budget, therefore, there are situations in which funding may have to be transferred from one project to another. Funding is established by fiscal year with a corresponding detail fund. These detail funds are the funding entities from which funding for the individual projects is maintained. A monthly report is prepared, reconciled, and distributed to various units within the Department of Transportation and the Office of State Budget and Management. The monthly report is based on budgeted funds, allotted funds and expenditures by fiscal year and individual projects. The Office of State Budget requires a monthly report containing funding and expenditure information.

The monthly Capital Improvements Report is a summary of funding and expenditures for capital projects. An Excel spreadsheet, this report summarizes funding and expenditure activities for the current month, current year, and the life of the project. It also reconciles monthly activity. There are three report transactions in SAP that assist in compiling a summary of monthly project activities: Capital Improvements Report (ZPSR16), Project Funding and Expense Summary (ZPSR01), and the Actual/Comm/Total/Plan in COAr crry: Selection (S_ALR_87013542).

Report transaction ZPSR16 requires the use of two different application of funds coding to ensure that all of the current month's funding and expenditure activities are integrated into an accurate monthly Excel report. The two application of funds codes are: 7826 and 9072 and are entered in the first entry field in the selection parameters for the ZPSR16 transaction. Each code must be utilized individually to determine monthly project funding and expenditure activities. Also, any specific fiscal year and period can be selected in the selection parameters section. Each funds code report is printed to provide informational support for the updated monthly Excel report.

Report transaction ZPSR01 will display a project's total funding, expenditures, unexpended balance, commitments, and unencumbered balance up to a specific period. Also, individual project detail funds can be displayed on this report. Information retrieved by this transaction can be transferred to an Excel spreadsheet by using the ALV Grid button at the top of the report. The layout of the report may be changed to present the information to suit the needs. After the desired layout is selected then use the Microsoft Excel button at the top of the report to save the report in Excel and print as support for the monthly updates.

Transaction S_ALR_87013542 allows a user to search for data using the project definition of 30000 or by the individual project wbs element number. This search is entered in the Project Information System section of the transaction. The Selection

Values section allows the user to retrieve information for a period of fiscal years or by a specific fiscal year. Also, information for several monthly periods or a specific month is available by using this transaction. Users are able to retrieve expenditure totals in several different amounts: 1.) Total amount of expenditures for the entire Capital Improvements Program, 2.) Totals for a specific fiscal year, and 3.) Amount of expenditures for a specific wbs element. This report allows a user to determine what the cost elements are for each fiscal year or wbs element. Printed reports are used as support for the monthly updated report.

30000.Y.XX **30000** – Project Definition for Capital Improvements
 Y – Represents Fiscal Years for Capital Improvements Projects
 XX – Sequence Numbers for Capital Improvements Projects

Project Numbers and Application of Funds in SAP:

30000.1.XX	Capital Improvements - FY 1992-93	7826
30000.2.XX	Capital Improvements - FY 1993-94	7826
30000.3.XX	Capital Improvements - FY 1994-95	7826
30000.5.XX	Capital Improvements - FY 1996-97	7826
30000.6.XX	Capital Improvements - FY 1997-98	7826
30000.7.XX	Capital Improvements - FY 1998-99	7826
30000.8.XX	Capital Improvements - FY 2000-01	7826
30000.9.XX	Capital Improvements - FY 2001-02	7826
30000.4.XX	Capital Improvements - FY 2002-03	7826
30000.10.XX	Capital Improvements - FY 2003-04	7826, 9072
30000.11.XX	Capital Improvements - FY 2004-05	7826, 9072

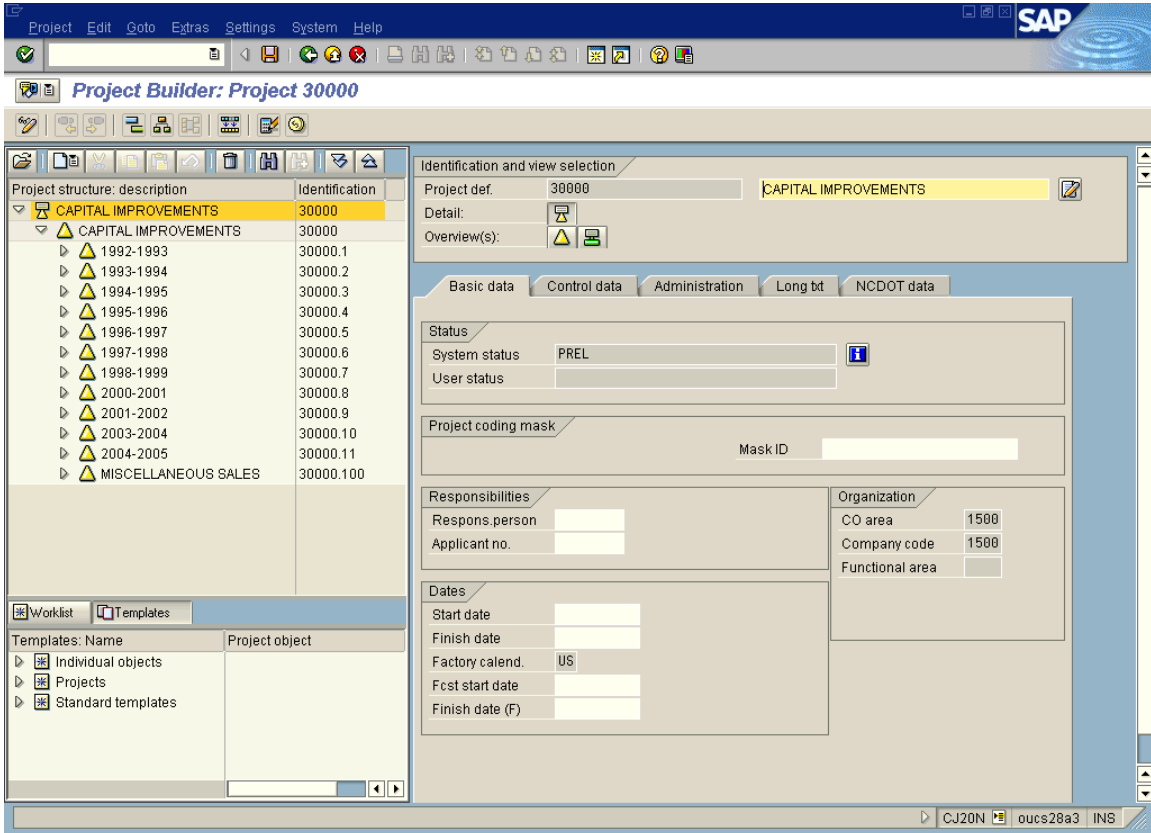
30000.X **30000** - Project Definition for Capital Improvements
 X – Fiscal Year

Project Funding and Expenditure Fiscal Years

30000.1	FY 1992-93
30000.2	FY 1993-94
30000.3	FY 1994-95
30000.5	FY 1996-97
30000.6	FY 1997-98
30000.7	FY 1998-99
30000.8	FY 2000-01
30000.9	FY 2001-02
30000.4	FY 2002-03
30000.10	FY 2003-04

30000.11

FY 2004-05



30000.100.XX

30000 – Project Definition for Capital Improvements

100 – Miscellaneous Revenues (To Track Sale of Surplus

Property

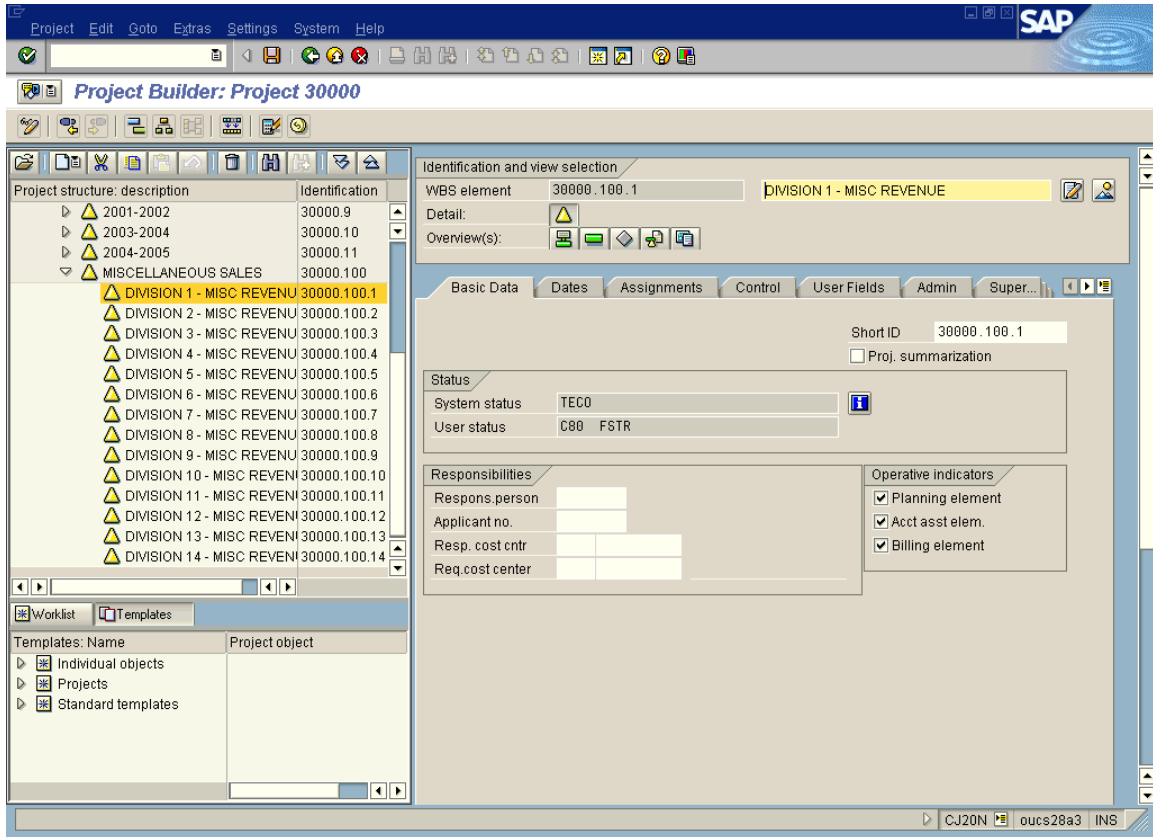
at the Division Level – Recorded as Negative Expenditures)

XX – Division Numbers

Project Miscellaneous Revenue

- 30000.100.1 Miscellaneous Revenues for Division 1
- 30000.100.2 Miscellaneous Revenues for Division 2
- 30000.100.3 Miscellaneous Revenues for Division 3
- 30000.100.4 Miscellaneous Revenues for Division 4
- 30000.100.5 Miscellaneous Revenues for Division 5
- 30000.100.6 Miscellaneous Revenues for Division 6
- 30000.100.7 Miscellaneous Revenues for Division 7
- 30000.100.8 Miscellaneous Revenues for Division 8
- 30000.100.9 Miscellaneous Revenues for Division 9
- 30000.100.10 Miscellaneous Revenues for Division 10
- 30000.100.11 Miscellaneous Revenues for Division 11
- 30000.100.12 Miscellaneous Revenues for Division 12

30000.100.13 Miscellaneous Revenues for Division 13
 30000.100.14 Miscellaneous Revenues for Division 14



AIRPORTS

PURPOSE OF FUNDS AND PROCEDURES:

The purpose of the Airports Program fund is to finance the daily operations and salaries for the Division of Aviation. Under the terms of North Carolina General Statutes Chapter 63, “the Department of Transportation is hereby authorized to provide State aid in the forms of loans and grants to cities, counties, and public airport authorities for the purpose of planning, acquiring, constructing, or improving municipal, county and other publicly owned or controlled airport facilities, and to authorize related programs of aviation safety, promotions, and long-range planning”.

As of 2006, the Division of Aviation is funded through the Highway Fund. In prior years the funding came from the General Fund. Each fall, airport Sponsors are requested to provide their needs for airport development grants for review by the DOT. After a six-month process of review and evaluation, the approved airport projects are combined with those of all other DOT modal responsibilities and published in the annual Transportation Improvement Program (TIP) update, usually in June. The update is on an annual basis for a five-year plan, thus the first four years of each update are confirmations and revisions of previous plans, while the fifth year consists entirely of new allocations. The Aeronautics Council reviews a TIP formulation package and based upon expected funds and staff input, develops and recommends a draft TIP. The Draft TIP is presented to the Secretary of Transportation for review. Upon the Secretary’s approval, the Draft TIP is included in the final departmental TIP which is approved by the Board of Transportation. Thereafter, each project is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

The funds are allocated through the Highway Fund and must be approved by the Board.

GOVERNOR'S HIGHWAY SAFETY PROGRAM

PURPOSE OF FUNDS AND PROCEDURES:

The purpose of the Governor's Highway Safety Program funds is to promote highway safety awareness and reduce the number of traffic crashes in the state of North Carolina through the planning and execution of safety programs. Such programs include the Click It or Ticket, Booze It & Lose It, R U Buckled, and No Need 2 Speed initiatives.

ALLOCATION PROCESS:

Each fiscal year the Legislature will appropriate funds for the Governor's Highway Safety Program.

SAFETY & LOSS PROGRAM

PROPOSE OF FUNDS AND PROCEDURES:

The Safety & Loss Control Division provides guidance across NCDOT for the employee Occupational Safety & Health program. It also manages the Worker's Compensation program and provides professional occupational safety & health services for Raleigh based employees.

The Director of Safety & Loss and the Safety Operations Engineer decides on the allocations of the funds. Each WBS element is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

Allocation of funds is appropriated by the General Assembly for the Highway Fund. The funds are then assigned to specific WBS elements approved by the Director of Safety & Loss and the Safety Operations Engineer.

OSHA COMPLIANCE PROGRAM

PURPOSE OF FUNDS AND PROCEDURES:

OSHA Compliance Funding is allocated for correcting items related to OSHA and other safety concerns. Although some of the funds are allocated to Division and Units on an annual basis, requests for special projects are addressed through Division or Unit Safety Engineers on a case-by-case basis.

The Director of Safety & Loss and the Safety Operations Engineer decides on the allocations of the funds. Each WBS element is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

Allocation of funds are appropriated by the General Assembly for the Highway Fund and then assigned to specific WBS elements approved by the Director of Safety & Loss and the Safety Operations Engineer.

PUBLIC TRANSPORTATION PROGRAM

PURPOSE OF FUNDS AND PROCEDURES:

Metropolitan Planning Program (Section 5303)

The Public Transportation Division administers the Federal Metropolitan Planning (Section 5303) Program, which provides funding to support comprehensive planning for transportation investments in metropolitan areas. Eligible recipients are Metropolitan Planning Organizations (MPOs). Eligible uses of Section 5303 funding are for the development of long-range transportation plans and Transportation Improvement Programs (TIPs). Technical studies may also be funded. State funds from the Public Transportation Grant Program provide one-half of the required nonfederal match for Section 5303 funding in a ratio of 80 percent Federal, 10 percent State, and 10 percent local funding.

Section 5303 funds are allocated each year by the Federal Transit Administration (FTA). Based on the maximum amount of funding available for the upcoming year, applications are submitted to the Public Transportation Division (PTD) that must include a Planning Work Program identifying transportation planning tasks that will be completed during the grant period. After PTD review, the list of projects is submitted to the North Carolina Board of Transportation for funding approval. Following Board approval, PTD then compiles the applicant information into a single grant application to the Federal Transit Administration. Upon award of the Federal grant, a grant agreement is executed and invoicing and reporting forms are provided.

Federal Transit Administration Capital Program (Section 5309)

The Section 5309 program, administered by the Federal Transit Administration (FTA), provides capital assistance for three primary activities:

- (1) bus and bus related facilities
- (2) modernization of fixed guideways systems, and
- (3) construction of new fixed guideway systems and extensions (new starts).

A “fixed guideway” refers to any transit service that uses exclusive or controlled rights-of-way or rails, entirely or in part. The term includes heavy rail, commuter rail, light rail, monorail, trolleybus, automated guideway transit, bus rapid transit, and high-occupancy vehicle (HOV) lanes.

Eligible recipients include states, municipalities, and other state political subdivisions; public agencies of one or more states; and certain public corporations. Section 5309 funding can be passed through to sub-recipients of state Departments of Transportation or grantees can be direct recipients of the Federal Transit Administration. In North Carolina, starting in FY02, no new grants funded with pass-through Section 5309 funds

were or will be initiated. The Public Transportation Division (PTD) continues to provide matching funds for Section 5309 grants using state funding from the Public Transportation Grant Program, the Urban Bus and Facilities Program, or the Regional New Starts and Capital Program. The funding ratio is 80 percent Federal and 20 percent nonfederal. However, due to the cost of bus equipment required under the Americans with Disabilities Act, the federal ratio can be as high as 83% with a 17% nonfederal share. New Start projects can be approved at a less than 80% Federal share if the project sponsor requests it. The State of North Carolina funds one-half of the nonfederal share up to 25% of the costs of a New Starts project. Refer to the Regional and New Starts Program description for more information on the State share for New Starts projects.

Community Transportation Program

The Public Transportation Division initiated the Community Transportation Program (CTP) in FY1998-99 as a recommendation of the Transit 2001 Report. The CTP Program provides funding for transit services in non-urbanized areas of the state. The Federal Section 5310 and 5311 Programs, the State Rural Capital Program, the Facility Improvement Program, the Technology Program, and the Human Service Transportation Management Program are incorporated into a single CTP funding application.

Eligible recipients are state agencies, local public bodies, private nonprofit organizations Indian tribes and groups, and private operators of public transit services. Transportation services must be provided to the general public to receive Federal funding. An approved Community Transportation Improvement Plan (CTIP) identifies the CTP applicant agency for a particular service area and is a prerequisite for funding. The plan also describes the type and levels of service to be provided, addresses vehicle needs, and establishes the general public fare structure.

CTP applications are submitted by December of each year and reviewed by Public Transportation Division staff. Projects are then submitted to the North Carolina Board of Transportation for funding approval, typically by April of the following year. CTP grant administration requirements are outlined in standing grant agreements that are updated as changes in federal, state, and local regulations occur. Project budgets are sent to the local recipients following approval of the statewide application by the Federal Transit Administration.

Public Transportation Grant Program

The state-funded Public Transportation Grant Program supports program administration expenses; research and planning studies; transit service demonstrations; statewide conferences and workshops; and matching funds to acquire federal grants at the state and local levels. Significant program expenses include legislative appropriations for special

event transportation and maintenance costs for NCDOT's accounting system, obligating approximately 40% of Public Transportation Grant funds annually. Major programs supported by this fund are the Apprentice and Intern Program and the Transportation Demand Management (TDM) program.

The Apprentice and Intern Program provides opportunities for undergraduates and graduate students to explore careers in public transportation. The Apprentice Program selects recent graduates or currently enrolled seniors at North Carolina colleges and universities for full-time work for a 12-month period. The Intern Program selects students who are currently enrolled in graduate level programs for 12 weeks of full-time employment between their two years of graduate school and 10 hours per week during the following year. Former student projects have included the design and implementation of passenger surveys, new and expanded service feasibility research, and participation in the development of service standards and cost models. Student selection is made through an application process to the Public Transportation Division that begins in February of each year.

The Transportation Demand Management (TDM) Program provides funding for the active promotion of alternative transportation options to the single occupant vehicle. Eligible recipients are public bodies with responsibilities for TDM activities (typically municipal transportation departments). Program activities can include carpooling and vanpooling programs, support of transit and bicycle transportation, and assistance to employers in the implementation of programs such as telecommuting and flexible work hours. Grant funds are provided for no more than 50% of the administrative costs of a TDM program. Grant applications are submitted to the Public Transportation Division in March of each year.

Rural Capital Program

The Rural Capital Program provides Federal and State funds to community transportation systems in rural areas to purchase vehicles, communications equipment and related capital equipment. The capital project may be funded through a separate grant agreement or as part of the annual Community Transportation Program. If an approved capital project is not eligible to receive Federal funding assistance, funding is provided through the State Rural Capital Program.

Eligible recipients include local governments, local transportation authorities, nonprofit organizations, and Indian tribes. Applications are reviewed by Public Transportation Division staff and submitted to the North Carolina Board of Transportation for funding approval. Once approved, a grant agreement between the department and the recipient is executed and an approved budget and invoicing and reporting instructions are provided. Federal and State grants under the Facility Improvement Program provide funding to local transportation systems in rural areas to purchase, construct or renovate facilities for

administrative and/or operating use. If a project does not receive Federal funding assistance for facility construction or renovation as part of a federal grant, the source of funds is the State Facility Improvement Program. There is a 10% local match requirement.

Facility improvement funds are administered by the Public Transportation Division (PTD). Eligible recipients are lead transportation agencies including local governments, transportation authorities and nonprofit organizations. Funding for facility renovation is available only for a facility owned by the applicant and occupied by the transit system. A copy of the deed of ownership must be provided to the Public Transportation Division with the proposed renovation budget.

Funding for facility construction is discretionary based upon approval of the Public Transportation Division. The applicant submits a letter of intent to apply for facility improvement funding, a Facility Request Form, and a proposed budget. This documentation is considered a notice of intent to pursue the project in the fiscal year that the application is made. Facility funding requests are reviewed and evaluated by PTD staff. New construction projects are evaluated based on the following criteria:

- Regional service efforts
- Existing facility condition
- Operations status of system
- Administrative/financial capacity
- Local financial support
- System performance
- Cost benefits derived from construction

Approved projects are then submitted to the Board of Transportation for funding approval. Upon approval, an agreement must be executed between the recipient and PTD before expenses can be incurred against the project.

All work associated with a state-funded facility construction project must follow the procurement guidelines and requirements of the North Carolina Department of Transportation and the North Carolina General Statutes. Projects that use Federal funds must follow applicable federal guidelines and requirements.

Regional and Intercity Program

Intercity bus services are fixed route, scheduled services that provide local intercity transportation as well as connections to the national intercity bus system. North Carolina uses a combination of state funds and federal Section 5311(f) funds to support one hundred percent (100%) of the net operating cost of selected intercity services. Funding priority is given to operators who can either provide feeder connections to existing intercity services, reinstate or initiate intercity bus services in areas lacking service, or coordinate long-distance medical trips as part of regional or intercity services. A limited amount of administrative funding may be available. Eligible applicants include: community transportation (rural) systems; other public, private non-profit, and private for-profit transportation providers; intercity bus providers; local public bodies including counties and municipalities; Indian tribes; and regional or local planning organizations.

To start the application process, a needs assessment survey is sent to eligible recipients every two (2) years at the beginning of the calendar year. Public Transportation Division (PTD) staff reviews the questionnaires looking for commonalities, such as mutual demand for service, lack of existing service, and meaningful connectivity to other transportation modes. Based on this review, target areas of the state are identified in the application for potential funding. Funding proposals are ranked on the basis of total cost, projected cost recovery by the applicant, and level of connection to the national intercity network. If approved by PTD staff, funding proposals are presented to the North Carolina Board of Transportation for approval. Approved projects are included in a grant application to the Federal Transit Administration (FTA). A grant agreement is executed and the applicant agency receives a copy of the agreement, an approved project budget, and instructions for reporting and receiving reimbursement for project costs.

Human Service Transportation Management (HTMS) Program (State Funds)

Human service transportation systems work with local transit systems to transport clients for medical, employment, or recreational needs. They do not serve the general public directly. Riders must be referred by human service agencies. Core agencies that utilize human service transportation services include:

- County social service departments
- County, private and nonprofit programs for the aging
- Mental-health programs
- Sheltered/vocational workshops; and
- County health departments

This program is administered by the Public Transportation Division. Eligible recipients are community transportation systems. The HSTM Program provides state funds for administrative costs when systems are ineligible for Federal 5311 funding, the primary funding source for community transportation systems. Section 5311 requirements include the provision of service to the general public and the provision of service within non-urbanized areas. Four counties in North Carolina that do not provide general public service are allocated HTMS funding. Urban counties that provide human service transportation wholly within urban areas are also allocated HTMS funds.

The Rural Operating Assistance Program (ROAP)

The Rural Operating Assistance Program (ROAP) is a state funded public transportation grant program administered by the Public Transportation Division. ROAP includes the following programs:

- Elderly and Disabled Transportation Assistance Program (EDTAP)
- Work First Transitional/Employment Transportation Assistance Program
- Rural General Public (RGP) Program

County governments are the only eligible recipients of formula ROAP funds. ROAP funds must be used for operational activities and cannot be used for administrative or capital expenses. All counties submit an annual application and each county receives a separate allocation for each of the three programs, with the exception that those counties not providing transportation services to the general public are not provided a RGP allocation. It is the intent of the program that ROAP funds provide additional transportation services and not replace current funding sources and levels of service.

ROAP disbursements are made twice each year, the first disbursement soon after the State Budget Office certifies the annual state budget, typically in July or August, and the second in January of each year. One-half of the formula allocation is disbursed each time. The period of performance will remain July 1-June 30 regardless of the date on which ROAP funds are ultimately disbursed.

Beginning with FY2002, all counties can exercise the option to transfer Work First/Employment funds to EDTAP or the RGP program, provided such funds are not needed to provide Work First trips. For regional transportation systems only, ROAP funds must be transferred between and/or among member counties. EDTAP and RGP funds must remain within the same program as such funds are transferred. Work First /Employment funds may be transferred either to the same program or to EDTAP or RGP to provide additional rural general public trips.

An annual report is required from each county receiving ROAP funds. The county is invoiced for any unexpended funds reflected in the report. Additional ROAP funds are not disbursed to counties that have not reimbursed the department for the previous years' invoiced amounts of unexpended ROAP funds and/or have not submitted previous years' annual reports.

The Urban/Regional Bus and Facility Grant Program provides state matching funds to direct recipients of Federal Transit Administration (FTA) grants under the Section 5307 and 5309 programs. The program is administered by the Public Transportation Division (PTD). Eligible recipients are local governments and regional transportation authorities.

Eligible recipients submit an application to PTD that includes a copy of the approved Federal Transit Administration (FTA) application, the purpose and scope of the project, and the proposed project budget. Following review, projects are submitted to the North

Carolina Board of Transportation for funding approval. Following Board approval, PTD prepares the grant agreement between NCDOT and the local recipient and an approved budget and invoicing and reporting instructions are provided by PTD.

State Maintenance Assistance Program (SMAP)

The State Maintenance and Assistance Program (SMAP) is administered by the Public Transportation Division (PTD). The program provides state funding for the nonfederal share of net operating costs of fixed route and demand-response transit services. Eligible recipients are urban and small urban areas, as defined by the U.S. Census Bureau, and regional transit systems. Funds are allocated annually based on a formula approved by the North Carolina Board of Transportation. Eligible uses of the funds are limited to a system's operating costs only. SMAP funds are distributed in the month of January of each fiscal year.

Regional and New Starts Program

The Federal Transit Administration's (FTA) discretionary New Starts program is the federal government's primary financial support for locally-planned, implemented and operated fixed guideway capital investments, including commuter rail, light rail, heavy rail, bus rapid transit, and trolleys. The development of transit corridors and markets to support the eventual construction of fixed guideways systems, including the construction of park-and-ride lots and the purchase of land to protect rights-of-ways, is also eligible for New Starts funding. Projects become candidates for this program by successfully completing the appropriate steps in the major capital investment planning and project development process. Federal New Starts funds are allocated at the discretion of the Secretary of Transportation of the US Department of Transportation although Congress currently fully earmarks all available funding. The statutory match is 80 percent federal and 20 percent nonfederal. However, FTA continues to encourage project sponsors to request a Federal New Starts funding share that is as low as possible. Funding availability is a total of three years (year appropriated plus two years).

The State Regional and New Starts Program provides matching funding for transit projects receiving Federal New Start grants. State grants also provide funds for New Starts projects in lieu of and/or in advance of acquiring federal grants for the projects. The State program is administered by the Public Transportation Division (PTD). Eligible recipients are local governments and transportation authorities. An executed State Full Funding Grant Agreement (SFFGA) for a project may suffice in place of a formal application for funding. An SFFGA is an agreement authorized by legislation between the North Carolina Department of Transportation and the project sponsor. The agreement outlines the State of North Carolina's commitment to provide specified state matching funds to the recipient's future Federal New Starts grants for a specified time period.

Eligible recipients submit an application to PTD that includes the purpose and scope of the project and the proposed budget for the project. PTD staff conducts a review before the project is submitted to the North Carolina Board of Transportation for funding

approval as a State Full Funding Grant Agreement (SFFGA). Following Board approval, a Grant Contract is executed. Funding is included in the Grant Contract for only those project tasks that are eligible for Federal reimbursement. The Grant Contract is amended as FTA issues Letters of No Prejudice for various additional project elements, making them eligible for Federal reimbursement. The Board of Transportation must approve all amendments to a State Full Funding Grant Agreement and the Grant Contract.

Federal Job Access/Reverse Commute (JARC) Formula Grants

Job Access grants provide funding for new transit service to assist welfare recipients and low-income individuals with transportation to jobs, training and child care. Reverse Commute grants provide funding for transit services that transport workers from urban, suburban and rural areas to suburban job sites. Eligible recipients are local governments and non-profit organizations. Eligible services funded under the JARC Program include, but are not limited to:

- Late-night and weekend services
- Guaranteed ride home services
- Shuttle services
- Expanding fixed-route mass transit routes
- Connector services to mass transit
- Demand-responsive van services
- Ridesharing and carpooling activities
- Child care transportation
- Transit voucher programs

The Federal Transit Administration requires a 50 percent (50%) nonfederal match for all JARC projects. Allowable match include:

- Cash commitment from existing budgets
- Employer contributions
- Funds from non-profit organizations (e.g. United Way)
- Revenues from contractual agreements with human service agencies
- In-kind contributions (up to 25% of the nonfederal match requirements)

The Public Transportation Division currently administers the JARC Program in North Carolina as a state level sub-recipient of the Community Transportation Association of America (CTAA), who is the direct recipient of the JARC grant award from the Federal Transit Administration.

PTD notifies eligible recipients of JARC funding opportunities as Federal funding is made available.

Technology Program

The Technology Program provides Federal and/or State funds to transit systems to acquire advanced technology. Eligible expenses include, but are not limited to, advanced scheduling and routing software, automated vehicle location devices, mobile data terminals, and fare media (smart card technology). Baseline technology such as desktop computers and printers are not funded under the Technology Program. Developed by North Carolina State University, the Technology Program provides Federal and/or State funds to transit systems. The Institute for Transportation Research and Education (ITRE) provides guidance in the deployment of various technologies at the transit system level.

Eligible recipients are lead transportation agencies including local governments, transportation authorities, and private nonprofit organizations. Community transportation systems request technology funding in the annual CTP application. The urban and regional systems apply for technology funding every two years. Urban technology projects must meet the approved Regional Intelligent Transportation Systems Architecture Guidelines outlined in the North Carolina Statewide ITS Strategic Deployment Plan for each region of North Carolina.

Applicants must submit a narrative request for funding and a proposed project budget. The letter and budget are considered a notice of intent to pursue an advanced technology project and will be used to begin a formal evaluation and design of appropriate technology implementation. At a minimum, the letter should include the following:

- Project overview
- Primary point of contact
- Types of technology requested
- Average number of trips per day
- Regional opportunities for service/technology sharing
- Proposed project timeline
- Estimated initial cost

Once the narrative request and the budget are received, PTD and ITRE will evaluate the project and coordinate the request with other Federal and/or State requirements or activities regarding information technology. All project awards are based on available funding and are subject to Board of Transportation approval. A memorandum of agreement that defines the roles of PTD, ITRE, and the grantee is required for all technology projects.

ALLOCATION PROCESS:

The allocation of funds to providers of intercity transportation services is governed by legislative statutes, G.S. 136-44.20, and the policies of the North Carolina Board of Transportation.

RAILROAD PROGRAM

PURPOSE OF FUNDS AND PROCEDURES:

The purpose of the Railroad Program is to finance the costs of several areas relating to the railroads such as operating the state sponsored Piedmont and Carolinian passenger trains, Rail Industrial Access Projects (RIAP) and Grants to Short line Railroads, projects related to the Engineering and Safety of railways and highway-railway crossings, planning and environmental studies for rail, improvements to active rail passenger stations, infrastructure improvements in connection with the implementation of passenger rail service in western North Carolina, capital improvements along the North Carolina Railroad corridor from Raleigh to Charlotte, the maintenance of completed rail capital projects, and support of the Rail Division Capital and Safety Programs.

For the Piedmont and Carolinian operations, Sealed Corridor, Environmental Studies, and Station Improvements, the Rail Assistant Director for the appropriate department determines project funding allocation needs in consultation with the Rail Business Officer. Upon approval by the Rail Division Director, the project is submitted to the Board of Transportation under Item I-2. Upon Board approval, the project is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

For the Industrial Access, the applications are received and reviewed by the Rail Freight Coordinator. The RIAP applications are reviewed according to a point schedule and Grants to Short lines are reviewed by a Review Committee. Projects that score a certain level are then presented to the Board of Transportation on item I-2. Upon Board approval, the project is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

For the Western NC Service, the projects must be approved by the General Assembly and presented to the Board of Transportation on item I-2 prior to any expenditures being incurred. Upon Board approval, the project is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

For the Improve Travel Time Raleigh-Charlotte, Maintenance for Rail Infrastructure, and Rail Capital and Safety, the Rail Division Director, Assistant Directors and Business Officer determine project needs. The Rail Division Director submits the funding request to the Board of Transportation under Item I-2. Upon Board approval, the project is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of the WBS element.

ALLOCATION PROCESS:

Allocation of funds for the Railroad Program to specific WBS elements must be approved by the Board of Transportation.

MOVING AHEAD PROGRAM

PURPOSE OF FUNDS AND PROCEDURES:

The purpose of the Moving Ahead Program is to finance projects for highway system preservation, modernization, and maintenance that will enhance safety, extend congestion, improve traffic flow, reduce accidents, upgrade pavement widths and shoulders, extend pavement life, improve pavement smoothness, and rehabilitate or replace deficient bridges.

In accordance with House Bill 48, identified as “North Carolina Moving Ahead” ratified by the North Carolina General Assembly, the Department of Transportation is authorized to use Highway Trust Fund cash balances in the amount of 630 million dollars (\$630,000,000) in fiscal years 2003-2005 for the above mentioned purposes. Each division has developed a two-year North Carolina Moving Ahead Program consistent with the intent of this legislation and established engineering based project selection criteria. Individual projects will be submitted by the divisions to a review committee and approved by the Secretary of Transportation. In accordance with House Bill 48, economic development projects submitted by local officials may also be considered for funding through the North Carolina Moving Ahead Program. These projects will require Board of Transportation approval on an individual project basis. Once approved, the project is forwarded electronically through Workflow to the State Project Funding Unit, which is responsible for all aspects of verification of funds and the processing of WBS elements.

ALLOCATION PROCESS:

In accordance with House Bill 48, identified as “North Carolina Moving Ahead” ratified by the North Carolina General Assembly, the Department of Transportation is authorized to use Highway Trust Fund cash balances in the amount of 630 million dollars (\$630,000,000) in fiscal years 2003-2005 for Moving Ahead Projects. Allocations of these funds to specific WBS elements must be approved by the Board.

NC HIGHWAY TRUST FUND: INTRASTATE SYSTEM, SECONDARY ROADS & URBAN LOOPS

PURPOSE OF FUNDS AND PROCEDURES:

INTRASTATE SYSTEM: The Intrastate System was established to provide high-speed, safe travel throughout the State. It was designed to support statewide growth and development objectives and to connect to major highways of adjoining states.

The Division Engineer forwards all requests for allocation of funds for Intrastate Projects to the Project Management Branch for review and approval. Project Management will assign a WBS element. The project will then be submitted to the Board of Transportation for approval. Once approved, the project will be forwarded to State Project Funding Unit for funds verification and processing.

ALLOCATION PROCESS:

The NC Highway Trust Fund was established by the 1989 General Assembly as ratified in chapter 692 (House Bill 399). Funds are allocated to the Intrastate System, Secondary Roads and Urban Loops based on General Assembly guidelines. The allocation of funds to individual WBS elements for the Intrastate System, Secondary Roads and Urban Loops must be approved in formal session by the Board of Transportation.

SECONDARY COUNTY CONSTRUCTION: Funds are allocated from the Trust Fund to increase allocations for secondary road construction so that all State maintained unpaved secondary roads with a traffic vehicular equivalent of at least 50 vehicles a day can be paved by the fiscal year 1998-99.

The Division Engineer forwards all requests for allocation of funds for Countywide Secondary Road - Trust Fund projects to the Secondary Roads Section for review and approval. Once approved, the Secondary Roads Section will submit the project to the Board of Transportation to be approved. Once the project has been approved by the Board, the WBS element is forwarded to the State Project Funding Unit.

URBAN LOOPS: Funds are allocated from the Trust Fund for Urban Loop projects.

The Division Engineer forwards all requests for allocation of funds for Urban Loop Projects to the Project Management Branch for review and approval. Project Management will assign a WBS element. The project will then be submitted to the Board of Transportation for approval. Once approved, the WBS element will be forwarded to the State Project Funding Unit for processing.

STATE AID TO MUNICIPALITIES

PURPOSE OF FUNDS AND PROCEDURES:

Annually, State street-aid (Powell Bill) allocations are made to incorporated municipalities that establish their eligibility and qualify as provided by G.S. 136-41.1 through 136-41.3. The general statutes require that a sum be allocated from the State Highway Fund to the qualifying municipalities equal to the revenue for the fiscal year by 1-3/4 cents on each taxed gallon of motor fuel. In addition, the municipalities also receive an appropriation from the State Highway Trust Fund as provided by the statutes. The total amount allocated is seventy-five percent (75%) on the basis of relative population and twenty-five percent (25%) on the basis of relative non-State System local street mileage. Each municipality is required to furnish its own certification of street mileage as of July 1 each year. The most recent annual estimate of population is furnished to the Department of Transportation by the State Planning Officer each September.

The funds allocated to cities and towns under the provisions of G.S. 136-41.2 shall be expended by said cities and towns only for the purpose of maintaining, repairing, constructing, reconstructing or widening of any street or public thoroughfare including bridges, drainage, curb and gutter, and other necessary appurtenances within the corporate limits of the municipality or for meeting the municipality's proportionate share of assessments levied for such purposes, or for the planning, construction and maintenance of bikeways located within the rights-of-way of public streets and highways, or for the planning, construction, and maintenance of sidewalks along public streets and highways. Funds may also be spent for traffic control devices, regulatory signs, and for the payment of principal and interest on municipal street bonds. On or before August 1, each municipality is required by G.S. 136-41.3 to furnish the department, in detail, the expenditures made during the preceding fiscal year and the balance on hand.

On May 1, each year, the Department mails the qualifying forms and instructions for the current allocation to all mayors. From July 1 through July 21, each municipality must submit a Certified Statement, Certified Map, and complete street listing showing all claimed street mileage needed to establish its eligibility and certified by the Mayor and attested by the Clerk, with the mileage data being certified by a registered professional engineer or a registered professional land surveyor. After all applications have been received and reviewed, and all allocations computed, the allocation checks are mailed to the mayors or electronically deposited on or before October 1.

ALLOCATION PROCESS:

Allocation of funds are appropriated by the General Assembly for the Highway Fund and the Highway Trust Fund.