

CHAPTER 05 - ADMINISTRATION

SUBCHAPTER 05A - AUTOMATED DATA PROCESSING

19A NCAC 05A .0101 AVAILABILITY OF VEHICLE REGISTRATION RECORDS **19A NCAC 05A .0102 FEE SCHEDULE**

History Note: Authority G.S. 20-39; 20-43; 20-50; 20-56; 143B-10;
Eff. July 1, 1978;
Amended Eff. November 1, 1991;
Expired Eff. November 1, 2015 pursuant to G.S. 150B-21.3A.

SUBCHAPTER 5B - FISCAL

SECTION .0100 - ADMINISTRATION

19A NCAC 05B .0101 FISCAL SECTION OPERATIONS

The fiscal section operates under the Executive Budget Act, the Budget Manual of the Office of State Budget and Management (OSBM), and the Administrative Policies and Procedures Manual of the Office of State Controller (OSC). These guidelines and any subsequent amendments or editions of the same are incorporated herein by reference pursuant to G.S. 150B-21.6 as rules of the North Carolina Department of Transportation. The rules filed by OSBM and OSC control the operations of the fiscal section, except to the extent that the following rules within this Subchapter supplement those rules. Copies of the manuals or excerpts may be obtained from the Director of Administration at no cost.

History Note: Authority G.S. 143-1; 143-28; 143B-10; 143B-348; 143B-426.35 through 143B-426.39
Eff. July 1, 1978;
Amended Eff. April 1, 1995; December 1, 1993; November 1, 1991;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05B .0102 DEFINITIONS

History Note: Authority G.S. 143B-10(j); 143B-348; 143-2;
Eff. July 1, 1978;
Amended Eff. December 1, 1993;
Transferred and Recodified to 19A NCAC 5B .0209 Eff. May 1, 1994.

19A NCAC 05B .0103 DAILY INTEREST FORMULA

History Note: Authority G.S. 143-2; 143B-10(j); 143B-348;
Eff. July 1, 1978;
Amended Eff. December 1, 1993; July 1, 1982;
Expired Eff. November 1, 2015 pursuant to G.S. 150B-21.3A.

19A NCAC 05B .0104 FORM OF REMITTANCE

All remittances for monies due the North Carolina Department of Transportation shall be made payable to the North Carolina Department of Transportation and shall include the division to which the monies are to be credited. For example, monies due the Division of Highways shall be drawn payable to the "North Carolina Department of Transportation -- Division of Highways."

History Note: Authority G.S. 143B-10(j); 143-2;
Eff. July 1, 1978;
Amended Eff. December 1, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05B .0105 REMITTANCE FOR GROUP HEALTH INSURANCE COVERAGE

History Note: Authority G.S. 143-2; 143B-10(j);
Eff. July 1, 1978;
Amended Eff. November 1, 1991;
Repealed Eff. December 1, 1993.

SECTION .0200 - AUDITS OF CONTRACTING PARTIES

19A NCAC 05B .0201 PRE-AWARD AUDIT: FINANCIAL CAPABILITIES

All contracting firms, agencies, or recipients of grants or loans, except those whose contract was awarded as a result of the bidding process, state purchasing procedures, and local governments reporting under the Single Audit Act (Office of Management and Budget Circular A-128, "Audits of State and Local Governments"), who are entering into a contract or agreement with the Department of Transportation shall submit, if requested, to the External Audit Branch of the Department of Transportation their current balance sheet, income statement, chart of accounts, and any other data that may be determined to be necessary by the auditors, in order that the auditors may render an opinion as to whether the firm is financially capable of fulfilling the terms of the contract or agreement. The auditor's findings will be reported to the appropriate contracting officer.

History Note: Authority G.S. 143-2; 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 1, 1993; November 1, 1991;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05B .0202 PRE-AWARD AUDIT: ACCOUNTING SYSTEM

All contracting firms, agencies, or recipients of grants, except those whose contract was awarded as a result of the bidding process, state purchasing procedures, and those classified as local governments reporting under the Single Audit Act (Office of Management and Budget Circular A-128, "Audits of State and Local Governments"), shall allow their accounting systems to be reviewed by the External Audit Branch of the Department of Transportation in order that the auditors may determine that the accounting system is capable of segregating and maintaining costs applicable to the contract or agreement.

History Note: Authority G.S. 143-2; 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 1, 1993; November 1, 1991;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05B .0203 PRE-AWARD AUDIT: PROPOSED COSTS

Before a contract or agreement is executed, a pre-award audit may be performed by the External Audit Branch utilizing the historical costs of the proposing party to ascertain that the proposed charges are valid, reasonable, and allowable.

History Note: Authority G.S. 143B-10(j); 143-2;
Eff. July 1, 1978;
Amended Eff. December 1, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05B .0204 DESK OR FIELD AUDIT

The determination as to whether an audit will be a "desk" audit or a "field" audit will be at the discretion of the auditor. The auditor's decision will be based on the complexity of the contract or agreement, prior experience with the firm, agency or recipient and the amount of information concerning the contracting firm that is available in the external audit branch's audit file.

History Note: Authority G.S. 143B-10(j); 143-2;
Eff. July 1, 1978;
Amended Eff. December 1, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05B .0205 WAIVER OF AIRPORT PRE-AUDIT
19A NCAC 05B .0206 INFORMATION IN LIEU OF AIRPORT PRE-AUDIT

History Note: Authority G.S. 143B-10(j); 113-28.10;
Eff. July 1, 1978;
Repealed Eff. November 1, 1991.

19A NCAC 05B .0207 PARTIAL: INTERIM: OR FINAL AUDIT: DESK OR FIELD
19A NCAC 05B .0208 PERFORMANCE OF PARTIAL AND FINAL AUDITS

History Note: Authority G.S. 143B-10(j); 143-2;
Eff. July 1, 1978;
Repealed Eff. December 1, 1993.

19A NCAC 05B .0209 DEFINITIONS

The following terms are defined to mean:

- (1) "Audit" is used to describe the following services performed in accordance with Government Auditing Standards of the U.S. General Accounting Office (GAO Yellow Book);
 - (a) A final audit of completed actual cost projects to determine that costs claimed by the contractor or grantee are allowable in accordance with governing regulations and the terms of the contract or agreement.
 - (b) An interim audit during the life of a project as the needs for such are determined by the Fiscal Section or the Contracting Officer.
 - (c) An overhead audit to determine what amount or rate of indirect costs may be included with direct charges to a project or grant.
 - (d) A post audit on completed lump-sum cost projects to determine a company's actual labor, overhead, non-salary direct cost and fee as compared to negotiated cost elements.
 - (e) A pre-award audit of the proposed costs included in a contract or agreement to determine that the rates for labor, material, equipment, and overhead are reasonable and allowable. A pre-award audit may also be performed to evaluate a company's accounting system or its financial capability.
- (2) "Desk" is used to describe an audit which is performed by an auditor of the External Audit Branch in the branch's office. Information submitted by the auditee, prior audits, and information in the branch's files are utilized to perform the audit.
- (3) "Field" is used to describe an audit which is performed at the office or job site of the contracting party and utilizes all accounts, records, journals, and documents that the auditee has maintained for the work.
- (4) "Historical Costs" means the costs or expenses that have been incurred in prior years by a contractor or grantee.

History Note: Authority G.S. 143B-10(j); 143B-348; 143-2;
Eff. July 1, 1978;
Amended Eff. December 1, 1993;
Transferred and Recodified from 19A NCAC 5B .0102 Eff. May 1, 1994;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

SECTION .0300 - ADOPTION OF FEDERAL POLICIES

19A NCAC 05B .0301 ADOPTION OF FEDERAL CONTRACT GUIDELINES

(a) In order to provide consistency and uniformity in the administration of all contracts, these the following guidelines including any subsequent amendments or editions of the same are hereby incorporated by reference as rules of the North Carolina Department of Transportation to be used as contract guidelines on non-federally funded projects. Policies in effect on the date a contract is entered into will govern the contract for the duration of the contract. Copies of the below listed items are available for inspection in the Office of the DOT Controller.

(b) The guidelines hereby incorporated are:

- (1) Federal-Aid Highway Program Manual which is available at no cost from the N.C. DOT Design Services Branch, P.O. Box 25201, Raleigh, NC 27611:

Volume	Chapter	Section	Subsection	
1	4	3		Reimbursement for railroad work - Issued 8-5-88
1	4	5		Payroll and related expense of public employees; general administration and other overhead; and cost accumulation centers and distribution methods - Issued 1-26-81
1	7	2		Administration of negotiated contracts – Issued 1-21-80
4	1	2		Administration of highways planning projects - Issued 11-5-86
6	6	3	1	Utility relocations, adjustments and reimbursements - Issued 11-11-88

- (2) Code of Federal Regulations which is available from the US Government Printing Office, Washington, DC 20402. The cost for Title 48 Part 31.2 is thirty one dollars (\$31.00). The cost for Title 49 Part 18 is twenty dollars (\$20.00). The cost for Title 23 Part 172 is eighteen dollars (\$18.00):

Title 48 Part 31.2	Contracts with commercial organizations – Issued 4-28-89
Title 49 Part 18	Uniform administrative requirements for grants and cooperative agreements with state and local governments (USDOT Common Rule) - Issued 3-11-88
Title 23 Part 172	Administration of Engineering and Design related services contracts -- Issued 4-30-91

- (3) Office of Management and Budget Circulars which are available from OMB Publications Office, Washington, DC 20503 at no cost:

OMB Circular A-21	Cost principles for educational institutions -- Issued 3-6-79
OMB Circular A-87	Cost principles for state and local governments -- Issued 1-1-81

OMB Circular A-102, Attachment A-O	Uniform administrative requirement for grants-in-aid to state and local governments -- Issued 1-1-81
OMB Circular A-102 (Revised)	Grants and cooperative agreements with state and local governments -- Issued 3-11-88
OMB Circular A-110	Grants and agreements with institutions of higher education, hospitals and other non-profit organizations -- Issued 7-1-76
OMB Circular A-122	Cost principles for non-profit organizations - Issued 7-80
OMB Circular A-128	Audits of state and local governments - Issued 4-12-85
OMB Circular A-133	Audits of institutions of higher education and other non-profit organizations -- Issued 3-8-90
OMB Compliance Supplements	USDOT Programs only - Issued 9-90
(4) Federal Transportation Administration Circulars which are available from FTA Publications Office, Washington, DC 20590 at no cost:	
FTA C 4220.1B	Third party contracting guidelines - Issued 5-5-88
FTA C 5700.1	Requirements and responsibilities indirect cost proposals/cost allocation plans for technical studies and capital grants-- Issued 5-24-83
FTA C 7005.1	Documentation of private enterprise participation required for Section 3 & 9 programs - Issued 12-5-86
FTA C 7010.1	Capital cost of contracting - Issued 12-5-86
(5) Department of Treasury Circular which is available at no cost from the N.C. DOT External Audit Branch, P.O. Box 25201, Raleigh, NC 27611:	
Circular 1075.1 Part 205	Withdrawal of cash from the Treasury for advances under Federal grant and other programs - Issued 10-14-77
(6) Federal Single Audit Act issued 10-11-84 (P.L. 98-502), which is available from GAO Document Center, Washington, DC 20548 at no cost.	
<i>History Note:</i>	<i>Authority G.S. 143B-10; 143B-348;</i>
	<i>Eff. July 1, 1978;</i>
	<i>Amended Eff. December 1, 1993; November 1, 1991;</i>

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05B .0302 ADOPTION OF FEDERAL AUDIT GUIDELINES
19A NCAC 05B .0303 ADOPTION OF U.M.T.A AUDIT GUIDELINES

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Repealed Eff. November 1, 1991.*

SECTION .0400 - PL 112 FUNDS CERTIFICATION

19A NCAC 05B .0401 PL 112 FUNDS: CERTIFICATION OF ANNUAL BUDGETS
19A NCAC 05B .0402 PL 112 FUNDS: CERTIFICATION OF EXPENDITURES

*History Note: Authority G.S. 143B-10(j); 136-18(12);
Eff. July 1, 1978;
Repealed Eff. December 1, 1993.*

SECTION .0500 - MOVING PROCEDURES

19A NCAC 05B .0501 MOVING POLICY

*History Note: Authority G.S. 143-2; 143B-10(j);
Eff. July 1, 1978;
Amended Eff. November 1, 1991;
Repealed Eff. December 1, 1993.*

19A NCAC 05B .0502 MOVING POLICY: MOVING PACKET
19A NCAC 05B .0503 MOVING POLICY: AUTHORIZATION TO MOVE FORM (601-EXP)

*History Note: Authority G.S. 143-2; 143B-10(j);
Eff. July 1, 1978;
Repealed Eff. November 1, 1991.*

19A NCAC 05B .0504 MOVING POLICY: MOVING QUOTATION FORM (602-EXP)

*History Note: Authority G.S. 143B-10(j); 143-2;
Eff. July 1, 1978;
Repealed Eff. December 1, 1993.*

SUBCHAPTER 5C - PURCHASING

SECTION .0100 - INFORMAL VERBAL NEGOTIATIONS

19A NCAC 05C .0101 DISCRETIONARY LIMITATIONS
19A NCAC 05C .0102 PROCEDURE
19A NCAC 05C .0103 VENDOR SELECTION

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Repealed Eff. December 29, 1993.*

SECTION .0200 - INFORMAL WRITTEN NEGOTIATIONS

- 19A NCAC 05C .0201 LIMITATIONS**
- 19A NCAC 05C .0202 LETTER FORM**
- 19A NCAC 05C .0203 CONTENT OF FORM LETTER**
- 19A NCAC 05C .0204 VENDOR SELECTION**

*History Note: Authority G.S. 143B-10(j); 136-28.1(b);
Eff. July 1, 1978;
Repealed Eff. December 29, 1993.*

SECTION .0300 - RENTAL OF OFFICE SPACE

- 19A NCAC 05C .0301 ADVERTISEMENT**
- 19A NCAC 05C .0302 PROPOSALS**
- 19A NCAC 05C .0303 COMPILATION AND TABULATION PROCEDURE**
- 19A NCAC 05C .0304 AWARDING PROCEDURE**

*History Note: Authority G.S. 143B-10(j); 146-25.1;
Eff. July 1, 1978;
Repealed Eff. December 29, 1993.*

SECTION .0400 - EMERGENCY PROCUREMENTS

- 19A NCAC 05C .0401 PURPOSE**
- 19A NCAC 05C .0402 PROCEDURE**

*History Note: Authority G.S. 143B-10(j); 136-28.1(e);
Eff. July 1, 1978;
Repealed Eff. December 29, 1993.*

SECTION .0500 - BLANKET ORDERING

19A NCAC 05C .0501 PURPOSE

The purpose of blanket ordering shall be to provide a convenient manner of purchasing on a continuous, as needed, basis from one official written order. It shall provide a mutual understanding with a vendor that an indefinite quantity of items shall be obtained against this order for an indefinite period of time. Blanket orders shall be issued upon the discretion of the purchasing office as correlated to the supply and demand factors.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05C .0502 NEGOTIATION PROCEDURE

A purchasing officer may make arrangements for the establishment of a blanket order with a vendor. The vendor shall agree to allow a DOT representative to obtain items from his stock upon request with the understanding that charges will be incurred periodically against a provided charge on the blanket order form.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 29, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05C .0503 INVOICING

Each vendor shall effect billing procedures on a periodical basis to cover those charges incurred against a given blanket order over a preceding given period. The vendor shall submit invoices in triplicate to the end user who shall in turn acknowledge validity and approval of same.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 29, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

SECTION .0600 - SHIPPING INSTRUCTIONS

19A NCAC 05C .0601 MARKINGS AND LABELS

Each shipment to the Department shall be properly marked to the attention of the individual indicated on the purchase order form, plainly labeled with the respective order number and requisition number.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 29, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05C .0602 SHIPMENT STATES SPECIFICS

All shipments to the Department, unless indicated otherwise, shall be shipped prepaid. Shipments to the Department shall be refused if made on a C.O.D. basis.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 29, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05C .0603 PACKING SLIPS: BILL OF LADING: SHIPPING MANIFEST

Each shipment to the Department must be accompanied with a packing slip or bill of lading to provide shipment identity and content. Any notation of shortage shall be entered on this document with acknowledgement by the truck driver's signature.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 29, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

SECTION .0700 - INVOICING PROCEDURE

19A NCAC 05C .0701 INVOICE REQUIREMENTS

Each invoice submitted to DOT shall be rendered in triplicate, reflecting the respective order number, requisition number, and terms of payment. Submission shall be directly to the DOT purchasing section. Each invoice submitted to DOT shall be accompanied by an original bill of lading when shipment is made by freight or express, a signed delivery receipt when delivery is made by messenger or truck, or a statement of the fact if shipment made by UPS. Drafts or statement forms are non-acceptable.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 29, 1993;*

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05C .0702 COMPUTED DISCOUNTS

Time, in connection with discount offered, shall be computed from date of delivery of supplies or materials to carrier when final inspection and acceptance are at the point of origin or from date of delivery at destination when final inspection and acceptance are at those points, or from date final correct invoice is received on complete order if latter is later than the date of delivery.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05C .0703 REMITTANCE: REPORT CONTINGENCY

Remittance of payment for invoice received shall be contingent on a report submitted by the end user declaring total receipt and satisfaction of delivery. Until this acknowledgement is provided, payment procedures will not be undertaken.

*History Note: Authority G.S. 143B-10(j);
Eff. July 1, 1978;
Amended Eff. December 29, 1993;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

SUBCHAPTER 5D - GOVERNOR'S HIGHWAY SAFETY PROGRAM

SECTION .0100 - PURPOSE OF THE OFFICE

19A NCAC 05D .0101	FEDERAL HIGHWAY SAFETY ACT
19A NCAC 05D .0102	HIGHWAY SAFETY STANDARDS
19A NCAC 05D .0103	ESTABLISHMENT OF A HIGHWAY SAFETY PROGRAM
19A NCAC 05D .0104	GRANT-IN-AID TO STATE AND LOCAL GOVERNMENTS
19A NCAC 05D .0105	COST PRINCIPLES APPLICABLE TO GRANTS AND CONTRACTS
19A NCAC 05D .0106	ORGANIZATION

*History Note: Authority G.S. 143B-360; 147-12; 23 U.S.C. 402; Federal Management Circular 74-4; Federal Management Circular 74-7;
Eff. July 1, 1978;
Amended Eff. November 1, 1991;
Repealed Eff. January 1, 1994 pursuant to 1991 S.L., c. 477, s. 3;
Transferred and Recodified from 19A NCAC 3H .0100 Eff. January 1, 1999.*

SECTION .0200 - PROGRAM DEVELOPMENT

19A NCAC 05D .0201 APPLICATION FOR HIGHWAY SAFETY PROJECT CONTRACT

- (a) State agencies and local governments desiring funding for a highway safety project, shall submit the form GHSP-D-03 to the Governor's Highway Safety Program.
- (b) The Governor's Highway Safety Program shall review the application for funding and determine if the proposed project will be funded through the Governor's Highway Safety Program. The following is the funding criteria:
- (1) eligibility of the project as determined by the Federal Highway Safety Standards (Public Law 89.564), which are hereby incorporated by reference;
 - (2) project priority based upon the highway safety needs of North Carolina and the monies available for project funding;

- (3) the projected highway safety benefits to be realized from the project; and
 - (4) the estimated project cost in relation to the proposed work to be accomplished, equipment purchased, and other costs.
- (c) Following the Governor's Highway Safety Program review of the application, applicants shall be notified of the results by a Governor's Highway Safety Program staff member.

History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. December 1, 1993; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05D .0202 LOCAL GOVERNMENT APPLICATION FOR SPEED MEASURING DEVICE
19A NCAC 05D .0203 APPLICATION FOR ALCOHOL BREATH TESTING DEVICE

History Note: Authority G.S. 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. February 1, 1982;
Repealed Eff. November 1, 1991;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999.

19A NCAC 05D .0204 APPLICATION FOR ENROLLMENT IN POLICE TRAINING COURSES

History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. December 1, 1993; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999;
Expired Eff. November 1, 2015 pursuant to G.S. 150B-21.3A.

19A NCAC 05D .0205 QUARTERLY PROGRESS REPORTS

All project contractors receiving grants from the Governor's Highway Safety Program must submit progress reports at 90-day intervals. Projects not submitting progress reports within 15 days following the end of a quarter are subject to having reimbursements withheld until compliance is satisfactorily achieved.

History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. December 1, 1993; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05D .0206 TRAFFIC ENFORCEMENT ACTIVITY REPORT

History Note: Authority G.S. 143B-360;
Eff. July 1, 1978;
Repealed Eff. November 1, 1991;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999.

19A NCAC 05D .0207 ON SITE PROJECT REPORT

The Governor's Highway Safety Program, at its discretion, may perform quarterly on-site monitoring of all aspects of projects funded by it.

History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;

*Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24,
2015.*

19A NCAC 05D .0208 FINAL ACCOMPLISHMENT REPORT

All project contractors receiving grants from the Governor's Highway Safety Program must submit to the Governor's Highway Safety Program a final accomplishment report on Form GHSP-D-10 within 30 days of the termination of the contract unless otherwise directed. Failure to comply may jeopardize future funding and may result in withholding of reimbursement claims.

*History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24,
2015.*

**19A NCAC 05D .0209 APPLICATION FOR FEDERAL GRANT FOR AMBULANCE VEHICLE
19A NCAC 05D .0210 APPLICATION FOR FEDERAL GRANT FOR POLICE VEHICLE**

*History Note: Authority G.S. 143B-360;
Eff. July 1, 1978;
Amended Eff. February 1, 1982;
Repealed Eff. November 1, 1991;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999.*

19A NCAC 05D .0211 AVAILABILITY OF GOVERNOR'S HIGHWAY SAFETY PROGRAM FORMS

All of the Governor's Highway Safety Program forms cited under the rules in this Section are obtainable from the Office of Highway Safety Program at:

Motor Vehicles Building
1100 New Bern Avenue
Raleigh, NC 27697

Handy House
215 E. Lane Street
Raleigh, NC 27601

*History Note: Authority G.S. 136-18(5), (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0200 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24,
2015.*

SECTION .0300 - REIMBURSEMENT CLAIM PROCEDURES

19A NCAC 05D .0301 CLAIM FOR REIMBURSEMENT

- (a) Highway safety project contractors' claims for reimbursement for a state government project or a local government project shall be initiated by filing a Cost Summary Statement form with the Governor's Highway Safety Program.
- (b) Reimbursement of costs incurred by state or local personnel while attending schools or training courses directly contracted by the Governor's Highway Safety Program may be initiated by filing a summary statement form GHSP-05, GHSP-06 with the Governor's Highway Safety Program.

*History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. December 1, 1993; November 1, 1991; February 1, 1982;*

*Transferred and Recodified from 19A NCAC 3H .0300 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05D .0302 SUPPORTIVE CLAIM

All project contractors receiving grants from the Governor's Highway Safety Program and submitting claims for reimbursement must also furnish other supporting information as deemed necessary by the Governor's Highway Safety Program.

*History Note: Authority G.S. 136-18(5) and (12); 143-129; 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0300 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05D .0303 REQUEST FOR REIMBURSEMENT AUDIT

All project contractors receiving grants from the Governor's Highway Safety Program and submitting requests for reimbursement will be audited by a Department of Transportation Auditor before the Governor's Highway Safety Program reimburses the applicant agency.

*History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0300 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

SECTION .0400 - NONEXPENDABLE EQUIPMENT

19A NCAC 05D .0401 VERIFICATION OF ADHERENCE TO PURCHASING PROCEDURES

*History Note: Authority G.S. 136-18(5) and (12); 143-52; 143-53; 143-53.1; 143-54; 143B-357; 143B-360; 143-129;
Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0400 Eff. January 1, 1999;
Expired Eff. November 1, 2015 pursuant to G.S. 150B-21.3A.*

19A NCAC 05D .0402 NONEXPENDABLE PROPERTY ACCOUNTABILITY RECORD

Project contractors receiving grants from the Governor's Highway Safety Program and purchasing nonexpendable equipment must submit the necessary forms as directed by the Governor's Highway Safety Program with the claim of reimbursement.

*History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0400 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

19A NCAC 05D .0403 DISPOSITION OF NONEXPENDABLE EQUIPMENT

Project contractors receiving grants from the Governor's Highway Safety Program and disposing of nonexpendable equipment must request permission from the Governor's Highway Safety Program to do so on Form GHSP-A-13(R) indicating the equipment and the method of proposed disposition.

History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;

Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0400 Eff. January 1, 1999;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

19A NCAC 05D .0404 STATUS OF NONEXPENDABLE EQUIPMENT

History Note: Authority G.S. 136-18(5) and (12); 143B-357; 143B-360;
Eff. July 1, 1978;
Amended Eff. January 1, 1994; November 1, 1991; February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0400 Eff. January 1, 1999;
Expired Eff. November 1, 2015 pursuant to G.S. 150B-21.3A.

SECTION .0500 - VEHICLE SPECIFICATIONS

19A NCAC 05D .0501 POLICE VEHICLE SPECIFICATIONS

19A NCAC 05D .0502 AMBULANCE SPECIFICATIONS

History Note: Authority G.S. 143B-360;
Eff. July 1, 1978;
Amended Eff. February 1, 1982;
Repealed Eff. November 1, 1991;
Transferred and Recodified from 19A NCAC 3H .0500 Eff. January 1, 1999.

19A NCAC 05D .0503 STANDARD VAN AMBULANCE TYPE II SPECIFICATIONS

History Note: Authority G.S. 143B-360;
Eff. July 1, 1978;
Repealed Eff. February 1, 1982;
Transferred and Recodified from 19A NCAC 3H .0500 Eff. January 1, 1999.

19A NCAC 05D .0504 AMBULANCE VEHICLE INSPECTION

History Note: Authority G.S. 143B-360;
Eff. July 1, 1978;
Amended Eff. February 1, 1982;
Repealed Eff. November 1, 1991;
Transferred and Recodified from 19A NCAC 3H .0500 Eff. January 1, 1999.