

National Changes eInvoicing and SOP's

Andy Peek

Manager

Bismarck ADO



Federal Aviation
Administration



Coming soon!

To a FY13 Grant Near You!

eInvoicing and

Standard

Operating

Procedures

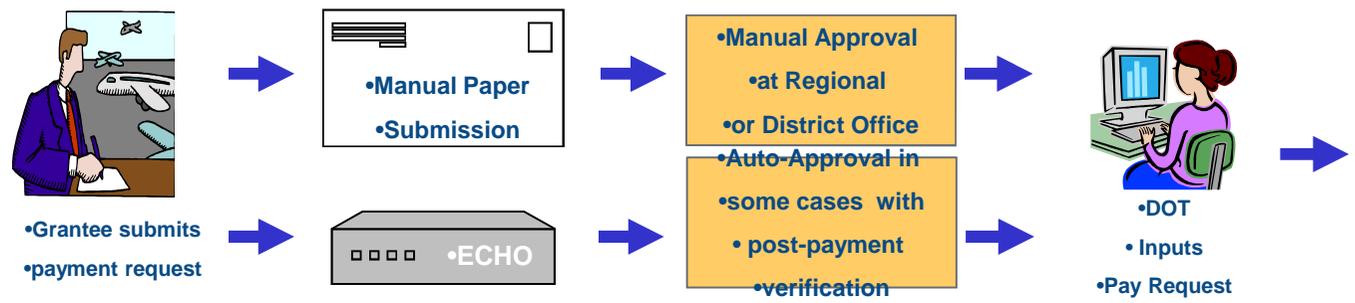
SOP's



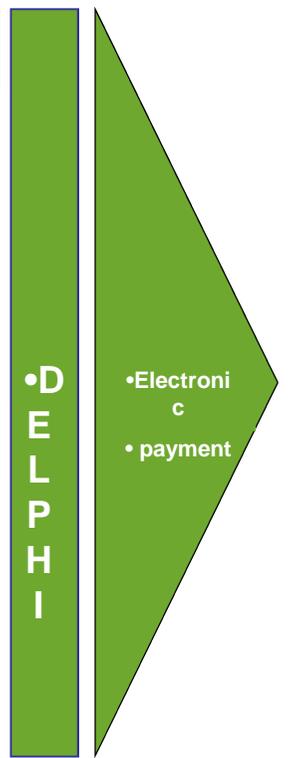
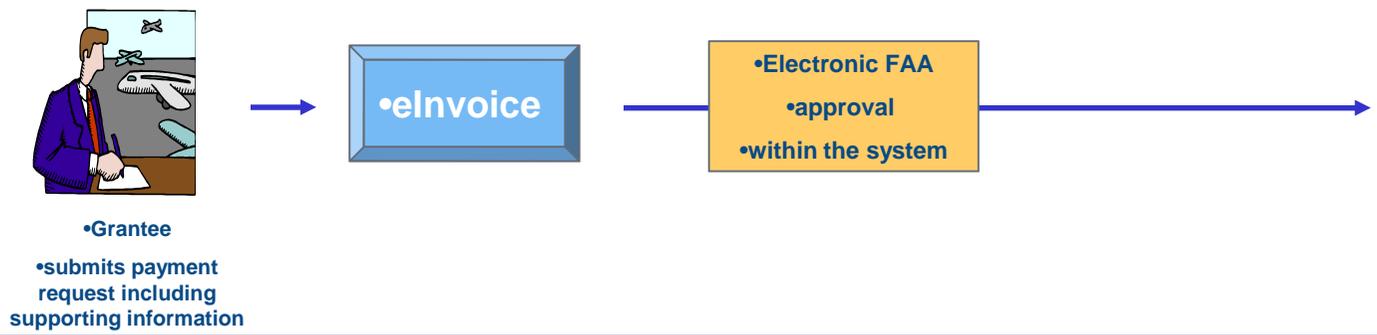
Grants Payment Process Steps



Current Process



New Process



Official Guidance Program Guidance Letter 12-10

http://www.faa.gov/airports/aip/guidance_letters/



Memorandum

Subject: **ACTION:** Program Guidance Letter 12-10 Date: **AUG 20 2012**

From: 
Manager, Airports Financial Assistance
Division, APP-500 Reply to
Attn. of: Daniel Favarulo
202-267-8826

To: PGL Distribution List

This Program Guidance Letter (PGL) announces new grant payment requirements; "Airport Improvement Program (AIP) Grant Payment and Sponsor Financial Reporting Policy." This policy will be publically available online at: http://www.faa.gov/airports/aip/grant_payments/

These new grant payment and sponsor financial reporting requirements are being established in association with the transition to the U.S. Department of Transportation's new electronic grant payment system, Delphi invoicing. The new policy is effective immediately and supersedes all grant payment and financial reporting requirements established in FAA Order 5100.38C, Airport Improvement Program Handbook, as well as specifically eliminate Paragraphs 1300 through 1305 of the current AIP Handbook.



eInvoicing

Web link

<https://einvoice.esc.gov>

Login

Page 1 of 1

Welcome to the Department of Transportation eInvoicing Login Page

Please enter your User Name and Password below.

Username

Password

I have read and accept the invoicing Rules of Behavior.

*****WARNING*****

"You are accessing a U.S. Government information system, which includes the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this system or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.
2. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.
3. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

*****WARNING*****

I have read the invoicing Warning and Rules of Behavior in their entirety, and I recognize that it is my responsibility to ensure that I comply with all DoT policies, regulations, guidelines and rules regarding the protection, handling, processing, transmission, distribution, and destruction of sensitive unclassified information. I understand that failure to comply with any or all of the below security requirements could result in the loss of my system privileges, disciplinary action by DoT, and/or civil or criminal penalties.

eInvoicing Rules of Behavior

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

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https://einvoice.esc.gov/OA_HTML/AppsLocalLogin.jsp?requestUrl=APPSHOMEPAGE... 9/27/2012



eInvoice & Policy Changes

Old

- Drawdowns on multiple grants with one pay request
- Drawing down to grant max allowed
- Payment within 24 hrs.

New (PGL12-10)

- No change, although large invoices with more the 15 grants has been known to cause issues. Also, if there is a hold up with one grant on the invoice the entire invoice may be delayed or rejected.
- ADO approval required for pay requests at 90%; Close out documentation required to be submitted to pay above 90% (6.9)
 - * Exception: The SBGP can draw 100% without closeout, although the State is expected to uphold this requirement with their sub-grants consistent with this statue.
- Payment 2 days after approval* (For those auto approved, within 2 days of invoice submission. For those manually approved, within 2 days after approval by the ADO.)



eInvoice & Policy Changes

Old

- Backup information not always provided
- SF-271 required for all manual payment request
- SF-425 required quarterly

New (PGL12-10)

- Specific level of information required based on grant risk level for payment approval per policy.
- SF-271 required annually and at closeout
- SF-425 required annually and at closeout



Benefits of Change

- **Electronic Payment requests-Online submission of payment requests**
- **Grant Recipient Self Service-Real time views on the status of all payment request**
 - No need to coordinate first with the sponsor
 - Reduced workflow for ADO, contact site directly
- **Email Notification**
 - Generated for payment request approvals or rejections
 - Immediate rejection notices are sent if funds are not available or adequate information is not provided.

Benefits of Change

- **Document Attachment**

- Upload images or other files as support documentation for payments requests



AIP Policy Overview and Applicability

- **Policy applies uniformly to all grant sponsors**
- **Users must maintain active accounts- access expires after 90 days if not log-in activity has occurred**
- **Payment supporting Documentation Requirements**
 - Invoice summary: A summary document generated by the sponsor that includes: contractor name, invoice date, billed amount, invoice payment due date, work site name and short summary of services

Approval Process

- **Auto-approval process up to 90% of grant amount**
- **Manual approval required in the final 10% of total grant amount. (coordinate with ADO staff)**
- **Once the request has been approved, the payment will be electronically batched for payment. Final status can be viewed in eInvoicing.**



Appendix C Example

Appendix C - Example of Invoice Summary Prepared by Sponsor

Summary of Sponsor Invoice # 15
Grant # 3-00-0000-001-2011

Contractor/Consultant Name	Contractor Invoice #	Invoice Date	Due Date	Billed Amount	AIP Costs	Non-AIP Costs	Worksite Name	Short Summary of Services/Materials Billed
B & D Associates	7	3/30/2012	4/30/2012	\$35,400.00	\$31,860.00	\$3,540.00	St. Augusta Regional Airport	300 hours of project assessment and inspection
Point Industries	4	5/3/2012	6/3/2012	\$325,312.00	\$292,780.00	\$32,532.00	St. Augusta Regional Airport	Removal of 63 square yards of pavement, installed 3,837 tons of crushed aggregate base course and installed 6,243 tons of bituminous binder course.
Total Requested					\$324,640.00			



Clarification

- **eInvoice is for grant payment processing only**
 - Closeouts will be sent in traditional format to the ADO
 - HQ is currently reviewing the 10% withholding, we expect additional guidance in the very near future

Helpful resources for eInvoicing

- <http://www.dot.gov/cfo/delphi-training-system.html>
 - Web training-one hour, online training course that includes simulations, knowledge checks and practice exams
 - Desktop user manual-detailed printable material
 - Quick reference guides-high level printable, one-page documents outlining common tasks



Additional resources

- **Help Desk Number**
- **For all questions regarding the Delphi eInvoicing System, please contact the Customer Service Center Help Desk at:**
 - ➔ 1-405-954-3000, Option 4, Option 3 or
 - ➔ Toll Free: 1-866-641-3500, Option 4, Option 3.
- **The Help Desk is available from 6:00am ET through 9:00pm ET on Monday – Friday, including holidays.**

Delphi eInvoice Training

SAVE THE DATE!

- **October 23, 2012 -1:00-3:00 P.M**
- **You will receive and email invitation**
- **Current eInvoice Issues**
- **- Sponsor Training**



November 8, 2012

- **Manual Payments will not be accepted by accounting**



eInvoice Questions?



Standard Operating Procedure Update

- **Purpose: Establish uniform procedures and requirements for receiving, evaluating, processing and approving/disapproving CSPP and ALP's**



SOPs

- **Why is lack of standardization a problem?**

- From 9 to 29 interpretations of national policy or guidance (9 Regions and 20 ADOs)
- 9 to 29 different approaches and procedures with little quality control
- Internal confusion
- Lacking Corporate Risk Management, individual offices or even Program Managers take Risk Management on themselves
- Creates additional workload – regions and ADO's are spending time developing procedures instead of executing procedures
- Creates problems for consultants who have offices across the country and complain about getting differing responses from various offices on similar issues
- Creates problems with external reviews and audits of programs by the Office of the Inspector General and the Government Accounting Office

•Standardizing Field Operations (SOPs)

• How are we standardizing?

- Create a detailed process for developing SOPs ✓
- Create a list of processes to standardize ✓
- Test the process
 - o Pilot Program starting soon ✓
- Set a timeline for standardization
 - o By the end of this year, we will have a schedule
- Get it done!
 - o Our goal is to have our processes standardized by 2018

•Airports Standard Operating Procedure Priority List

Rank	Standard Operating Procedure
1*	Construction Safety Phasing Plan (CSPP) review procedure
2*	ALP Review and Approval (Review Checklist, Approval Letter, etc.)
3	AIP Grant Close-Out Package
4	Safety Risk Management Process
5	AIP Project Justification Review
6	AIP Grant/Amendment Programming and Issuance Process
7	Airspace Determination Processing (NRA/OE)
8	AIP Grant Application Process
9	RSA Practicability Determinations
10	Congressional Reponse Preparation
11	Categorical Exclusion(CAT EX)checklist
12	FOIA Completion Process
13	Pre-Design Package Requirements and Review Procedure
14	Interim/Final Project Inspections
15	AIP Construction Project Change Order Approval
16	AIP Procurement Procedures
17	Construction Management Plan Review
18	Pavement Design Review and Approval
19	Admin on-boarding information
20	Wildlife Hazard Assessments
21	Consultant fee analysis for design and construction management
22	Forecasts review & approval
23	AGIS survey requirements (Implementation Procedures)

*Processes to be standardized during the Pilot Program
 The actual order will be driven by resources available



Construction Safety Phasing



SOP will have a similar look to existing checklist

ALP SOP

Similar to Great Lakes ALP checklist

Document provides useful reference links



QUESTIONS

