

Invoice Summary Instructions – New England Region, Airports Division

All drawdown requests made under the DELPHI eInvoicing System must include an invoice summary as supporting documentation for the transaction. The completion of an SF-270 or SF-271 does not fulfill this requirement.

For those AIP Sponsors assigned a nominal risk designation, which represents the majority of AIP Sponsors, the invoice summary represents the only documentation they need to upload with each drawdown transaction. Sponsors that have an elevated risk designation (moderate or elevated) will need to upload additional documentation such as detailed invoices and billing statements along with the invoice summary. Sponsors may contact their FAA project manager to determine their current assigned risk level.

Regardless of assigned risk level, the Sponsor must maintain all pertinent records and accounts that fully support the claimed cost (49 CFR Part 18.42).

Invoice Summary Elements and Format

The FAA does not prescribe the exact format of the invoice summary. However, the invoice summary must include specific information and elements as listed below. Sponsors may customize their invoice summary to meet their own accounting needs provided it includes the following information:

General Information

- Sponsor Name
- Airport Name
- Sponsor Address
- AIP Grant Number
- Brief Description of Project
- Current reimbursement number (e.g. Drawdown No. 5)
- Federal Share Percentage (e.g. 90%)

Invoice Information

- Vendor Name (i.e. Consultant, Contractor, etc.)
- Brief Description of Service or Expense (e.g. design services)
- Invoice Number
- Invoice Date and when payment due
- Invoice Amount
- Cost allocation (AIP/Non-AIP)

Additional Invoice Summary Guidelines

- a) The invoice summary should only address one specific AIP grant.
 - Sponsors shall avoid combining invoice summaries for different grants.

- b) The invoice summary can address multiple vendors that apply to a grant project.
 - A separate invoice summary for each individual vendor invoice is not necessary.
- c) The sponsor may track all invoices submitted previously to the current drawdown transactions.
 - This cumulative approach allows the Sponsor and the FAA Project Manager to quickly determine what has transpired to date.
- d) Where appropriate, we recommend the Sponsor identify the original contract amount along with payments made to date.
 - This allows for a quick relative assessment of the progress made to date.
- e) As in past practice when you submitted paper reimbursement requests, please truncate the cents and only submit whole dollar reimbursement requests in the new eInvoicing System.

Sample Invoice Summary

For benefit of our Sponsors, we have prepared a suggested Invoice Summary Spreadsheet Template that includes the required information and elements. This template is provided on our website, instructions for filling it out appear below.

Users may apply this template in various ways to suit their own individual needs while meeting the FAA submittal requirements. Since the Sponsor is fully responsible for the preparation and submittal of all required financial documentation associated with the grant, the template does not include formulas. The Sponsor remains responsible for establishing formula relationships they believe will facilitate use of the form. Examples of how this invoice can be used can be provided upon request.

Instructions and Guidelines for Preparing an Invoice Cost Summary

Header Information:

Name: Insert Name of Grantee (Sponsor)

Airport: Insert Name of Airport

Address: Insert Sponsor's Mailing Address

City/State: Insert Sponsor's City and State

AIP Grant Number

Insert specific AIP Grant Agreement Number.

Description:

Insert brief project description (e.g. Reconstruct Runway 6-24)

Reimbursement Number:

Insert the current AIP reimbursement number. Maintain sequential numbering throughout the life of the grant.

Federal Share %:

Insert AIP participation rate per the Grant Agreement

Invoice Summary Elements:

Column 1 - Vendor, Class, Description

Vendor - Identify the name of the individual or company to which the Grantee makes a disbursement for products or services (e.g. Attorney, Consultants Contractor...)

Class - Define the cost category of the expenditure. (e.g. Administrative, Design, Inspection, Construction, Equipment)

Description - Briefly describe the product or service provided to the Sponsor

Column 2 - Invoice Number

Identify the unique identifying number of the individual invoice, pay request or billing statement. This typically should be a sequential number.

Column 3 - Invoice Date

Identify the date of the invoice, billing statement or pay request.

Column 4 - Due Date

Identify the date payment is due.

Column 5 - Invoice Amount

Insert Total amount of invoice. (Column 5 = Column 6 plus Column 7)

Column 6 - AIP Eligible Costs

Insert the amount of the invoice the Grantee is claiming as AIP eligible costs under the subject grant. Note this is not the AIP Federal share.

Column 7 - Non-participating Costs

Insert the amount of the invoice that the Grantee is not claiming as AIP eligible costs under this specific grant. This includes costs that are ineligible as well as costs addressed under a different grant agreement.

Column 8 - AIP Share

Identify the Federal Share of the AIP eligible costs. Column 8 equals column 6 multiplied by the AIP participation percentage (e.g. 90%)

Cost Classification

To facilitate cost accounting, we request Sponsor group invoices into applicable cost classifications that are appropriate for type of project the Sponsor is undertaking.

Development Project

- Administrative
- Engineering – Preliminary/Design/Bidding
- Engineering – Construction Services (i.e. Observation and Acceptance Testing)
- Construction

Equipment Project

- Administrative
- Engineering – Specification Preparation
- Equipment

Planning/Environmental

- Environmental Assessment/CATEX
- CFR Part 150 Noise
- Master Plan/ALP Update
- System Planning
- Wildlife Study (May be combined with Master plan study)

Land Acquisition

- Preliminary Administrative
 - Title Search
 - Appraisal Report
 - Review Appraisal
 - Survey/ Legal Description
 - Environmental Site Assessment
 - Legal
 - Project Management
- Purchase/Closing
 - Purchase Agreement/Court Award
 - Legal –Post Award
 - Closing Fees
- Grant Administration
 - Application
 - Exhibit A
 - Payment and Financial Reports
- Relocation