

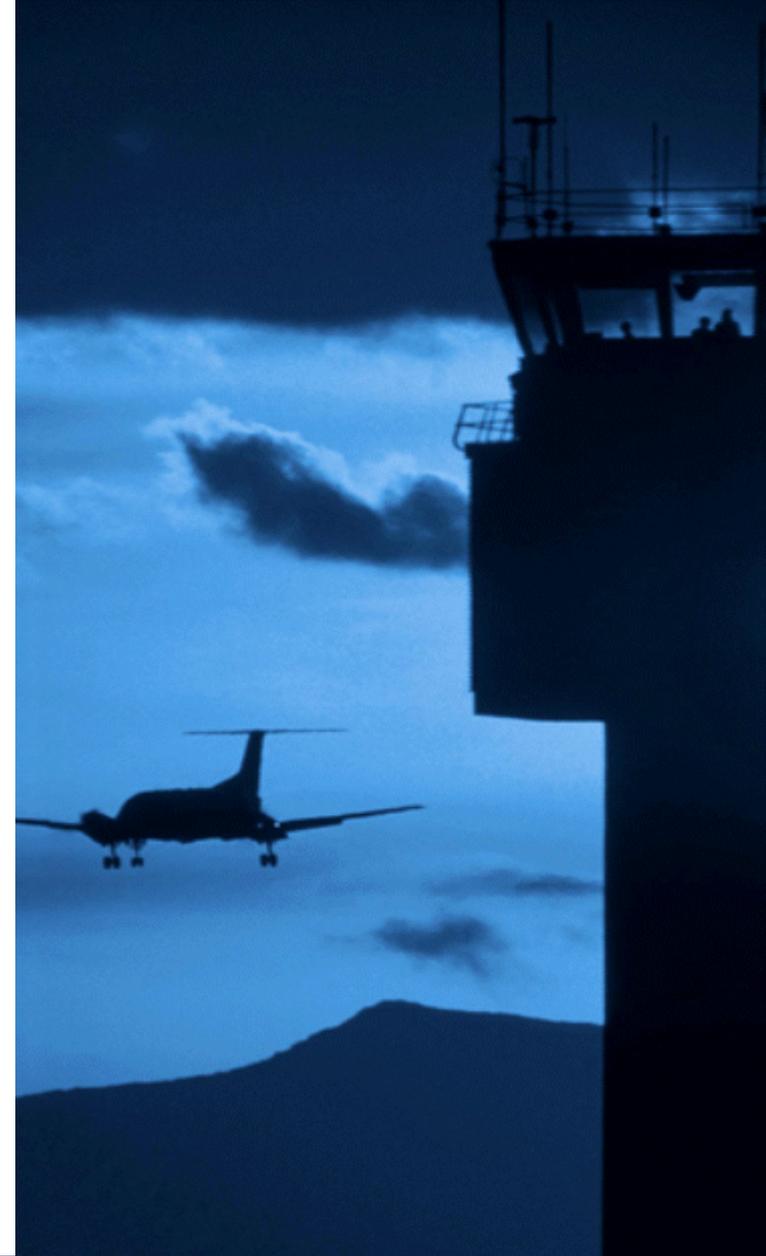
DOT Electronic Grants Payment System Transition

Delphi eInvoicing

Presented to: MAMA Airports Conference

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Benefits of Delphi eInvoicing System

- **Sponsors:**

- On-line electronic payment request submissions (90 days for PW's)
- Grantee Self-Service – real-time status availability 24/7
- E-mail notifications on payment actions
- Ability to electronically upload supporting documents
- Name, phone #'s, E'mail to be a user (request thru PM's)
- ❖ Help Desk phone # Call the Help Desk if you encounter problems. 1-866-641-3500, M-F 6am ET – 9pm ET. Then ext-4 and ext-3 and ask to have password reset.

- **FAA:**

- Increase accuracy in grant payments and reporting
- Enhanced ability to monitor, track, and reconcile grant payments
- Seamless integration with DOT's core accounting system (Delphi)
- ❖ More is NOT necessarily Better!



Delphi – eInvoicing – Issues

- Truncate – The system allows you to include cents, however, FAA needs your reimbursement requests in whole dollars.
- Include your required INVOICE SUMMARY sheet with each reimbursement request. FAA will reject any reimbursements that come in without it (see page 6 of the “AIP Payment and Financial Reporting Requirements”).
- ❖ Backups – FAA highly recommends that sponsors have at least 2 people signed up in the Delphi eInvoicing system.
- Credit Memos: If a sponsor makes a mistake and requests reimbursement over the amount of the invoices, the sponsor **MUST** submit a credit memo immediately. Once it is received, the sponsor has 29 days to submit a reimbursement request to offset the credit memo. Failure to submit = a Letter of Debt, requesting immediate payment.



Delphi – eInvoicing - Policy

- **Section 3: Payment Request Frequency.**
 - Sponsors must initiate a payment request for project accomplishment in accordance with project progress and receipt of contractor invoices. Typically monthly.
 - A grant without activity (no drawdowns) over 270 days (9 months) triggers an action by the ADO to provide a course of action to HQ.
 - Inactivity more than 12-months may be cause for termination of a grant agreement. 18 months of inactivity will result in our having to provide an explanation to Congress.
 - ❖ Inactive Roster (300 days or 10 months FAA) – Sponsor needs to closeout or submit payment request



Policy – continued:

- Section 5.2: **Supporting Documentation** for a payment request is based on Risk Level Assignment (nominal, moderate, elevated).
 - ❖ **Nominal** – Invoice Summary: contractor name, date of invoice, invoice number, billed amount, breakout of AIP and non-AIP costs, invoice payment due date, worksite name, summary of services/material billed.
 - **Moderate** – Invoice Summary as described above and copy of Contractor(s) Payment Request.
 - **Elevated** - Invoice Summary, Contractor Payment Request, a letter from the Airport Director/Grant Signer that certifies the billed services meet contract pricing and bill quantity requirements as well as all documentation of support billing, such as, line item details accompanying each pay request, supplier invoices, inspector/ observation reports, sponsor/engineer analysis, and labor summary.

ADO Grant Assurance Req'd

- **Sponsor letter to allow Engr. Consultants to load invoices.**
- **All Planning Grants are manual FAA approvals based on your inputs**
- **1st of year new 271's or 270's and 425's are due to HLN ADO**
- ❖ **Each PM will check 2 projects quarterly in Delphi to verify invoices (%'s correct, etc.).**



Quarterly - SPONSOR PERFORMANCE REPORT Req'd

❖ - Non-Construction – Grants

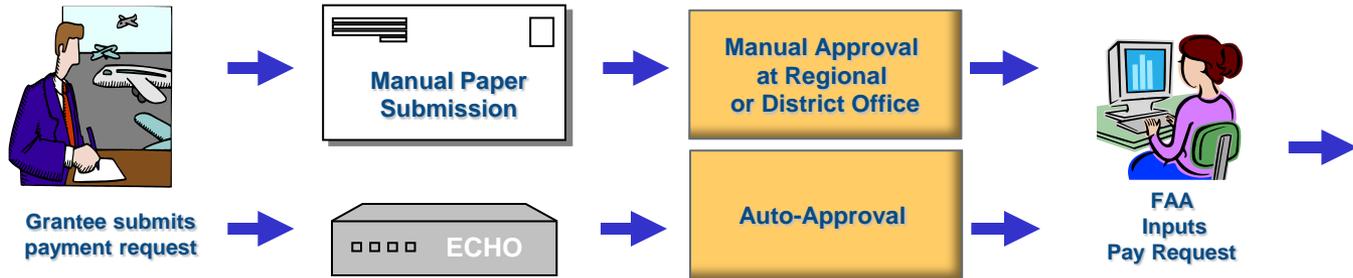
- a. A comparison of proposed objectives to actual accomplishments.
- b. Reasons for any slippage or lack of accomplishment in a given area.
- c. Impacts on other AIP-funded projects.
- d. Impacts to projects funded by PFC, other FAA programs, or the sponsor.
- e. Identification and explanation of any anticipated cost overruns.

- For construction projects – FAA Form 5370-1 Weekly Construction Progress and Inspection Report satisfies the requirement.

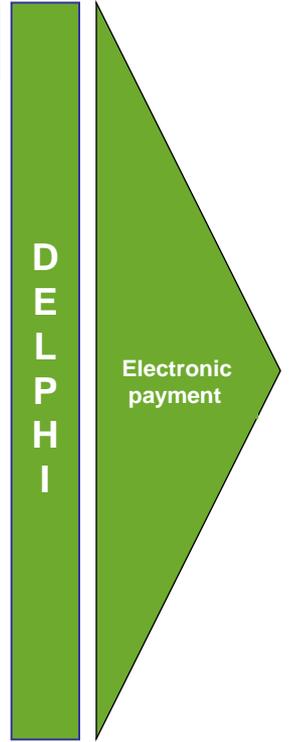
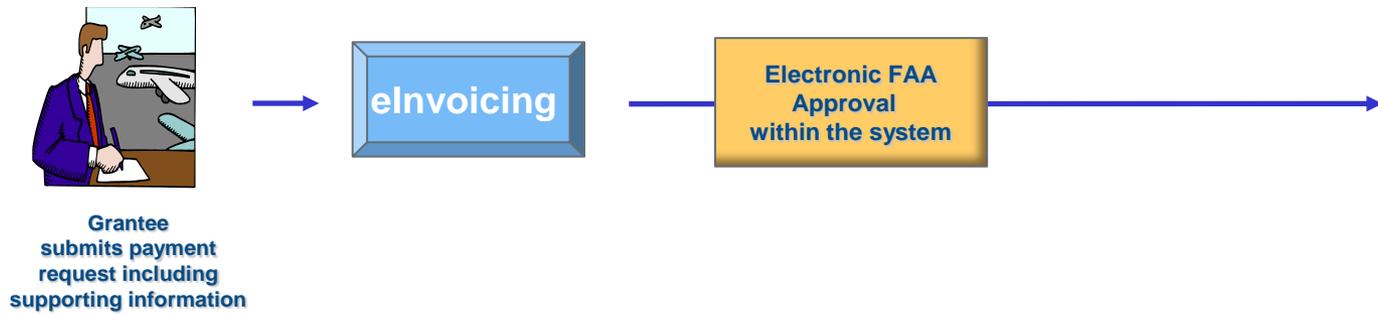
Grants Payment Process Steps



Current Process



New Process



System Functionality - Key Features

- Able to attach payment information and create SF-270/271 Forms
- Real-Time Reporting & Tracking
- Auto-Generated Email Notifications
- Electronic FAA Approvals (and denials)
- Ability to Accommodate Unique State & Airport Sponsor Relationships (State Block Grants & Channeling Act Payment Process)
- FAA determined auto-approval or manual-approval features
- Automated Fund Control Checks (payment request over 90% to 97.5% of funds are requested) – Then we need Substantial Completion letter!!!



Training on Delphi eInvoicing

- **Blended learning approach**
 - FAA will hold webinars to show sponsors how to navigate the system, create invoices (payment requests), and will present other ARP grant payment policy changes.
 - Is this working for YOU?
 - Training videos, desktop user manual, quick reference guide, and FAQs will be made available online.
 - Lessons learned in the MT/ID area (Discussion of issues).



Communications – DOT & FAA Webpages

DOT Webpage Location = <http://www.dot.gov/cfo/delphi-invoicing-system.html>

FAA Webpage Location = http://www.faa.gov/airports/aip/grant_payments/

FAA Home About FAA Jobs News A-Z Index I Am A ...

Federal Aviation Administration

Aircraft Airports Air Traffic Data & Research Licenses & Certificates Regulations & Policies Training & Testing

FAA Home » Airports » Airport Improvement Program (AIP) » AIP Grant Payments

Airport Compliance

Airport Improvement Program (AIP)

→ AIP Grant Payments

→ AIP Handbook

→ Airport Capital Improvement Plan (ACIP)

→ Benefit-Cost Analysis

→ Buy American Preferences

→ Grant Assurances

→ Grant Histories

→ Grant/ Apportionment Data

→ Letter of Intent (LOI) Program

→ Military Airport Program

→ Overview

→ Procurement and Contracting Under AIP

→ Program Guidance Letters (PGLs)

Airport Safety

Engineering, Design, & Construction

Environmental Program

AIP Grant Payments

Print Email

The U.S. Department of Transportation (DOT) is implementing a new department-wide electronic grant payment system, Delphi invoicing System. This system will provide a web-based standardized portal for grantees to electronically request grant payments and monitor payment status. All airport sponsors, including those currently submitting grant payment requests through Electronic Clearing House Operation (ECHO), will be required to transition to the new system. We anticipate this transition to begin in Spring 2012.

- Notice of New Requirements and Procedures for Grant Payment Submission (PDF)
 - Letter to Airport Sponsors on New Grant Payment System (PDF)
 - Frequently Asked Questions: Delphi invoicing System (PDF)
 - Frequently Asked Questions: eAuthentication (PDF)
- FAA Grants Payment Transformation Brochure (PDF)

Delphi invoicing System Training

Materials will be added as they become available.

Contact Us

- Question about the Delphi invoicing System?

Do You Want To... ?

- View airport program statistics
- Search airport data
- Find an airport AC
- Read best practices for runway safety
- Learn about the Airport Improvement Program



Questions?

After the Conference
Please contact your
ADO Project Manager in the
Helena ADO
With any eInvoicing or Grant Assurance
questions.

