ECHO Web
User Manual
for FTA and FAA
Grantees

December 2007

(Version 1.3)

Echo Web User Manual
CHANGE INFORMATION PAGE

Issue	Date	Pages Affected	Description
Original	October 2004	All	Initial Version
Revision 1.1	March 2005	4, 11, 27	ECHO Systems, SPS
Revision 1.2	June 2006	12,15,16,18,35,44,49	Credits, FPCs, Datebase Processor, Forms, Questions
Revision 1.3	December 2007	12,13,27,35,41,48	Refunds, Pay.Gov, Users Request Forms

TABLE OF CONTENTS

Introduction

This manual provides guidelines and procedures for the program and regional offices to follow for the Federal Transit Administration's (FTA) web based Electronic Clearing House Operation System (ECHO-Web).

ECHO-Web is a personal computer (PC) based application that processes draw down requests from and makes payments to FTA and FAA grantees. ECHO serves as a replacement for the Letter of Credit-Treasury Financial Communication System (LOC-TFCS), which was eliminated for all Federal agencies on January 1, 1991. ECHO-Web also replaces the requisition method of payment.

ECHO-Web consists of a web-based application which grantees can access via the Internet to submit their draw down data. ECHO then transmits funds for requests approved for payment to the Grantee's financial institution through Treasury's Automated Clearing House (ACH) process. (See Chapter 3).

ECHO-Web requires a PC, an Internet Service Provider (ISP), and Internet Explorer version 5.5 or higher. Currently, Netscape Navigator is not supported. All hardware and software for ECHO is available off-the-shelf. The ECHO-Web system is not compatible with the Netscape browsers.

ECHO-Web processes payment requests by validating individual project payment requests against the available project balance maintained by the FTA and FAA Accounting Offices. The FTA accounting and financial system staff are the only users who will have global access to all ECN numbers in ECHO-Web.

The ECHO-Web system can be accessed for the receipt of messages Monday through Friday, 7 a.m. to 12 midnight (Eastern Time), except Federal Holidays.

> **Active technical support for ECHO-Web is available through a Help Desk. The ECHO Help Desk operates Monday through Friday, except Federal Holidays, from 8 a.m. to 5 p.m. (Eastern Time). It can be reached by calling (202) 366-1004.**

NOTE: **Messages should be left on the VOICE MAIL if calling outside of normal operating hours.**

ECHO-Web mailbox is: ECHO_Web@fta.dot.gov

Chapter 1: Requesting Funds

Before you request funds: FTA users must verify that funds are available for projects, from the information maintained on the Transportation Electronic Award and Management (TEAM) website. Funds should not be requested in amounts greater than the "Available Funds" reported in the TEAM system.

Note: __Funds availability for FAA sponsored grants must be verified through the Oklahoma City office from internal organization records.__

Approved funds that are requested by 2:00 PM EST on a Federal workday are usually deposited to the requester's bank account on the next business day if there are no processing problems encountered by ECHO. In some cases, the internal policies of some banks prevent funds from being available to users on the same day money is deposited by the Treasury.

1.1. Logging on to ECHO

Enter information requested at the following LOGIN screen:

- Enter the User Name (User ID) assigned by the ECHO-Web system administrator.
- Enter the Password. The initial password will be assigned to users by ECHO-Web system administrators. The first time users enter the system, they will be

prompted to create a new password. Thereafter, users will be prompted to change their password at least every 90 days, according to the policy and procedures described in chapter 5 of this manual.

- Enter the ECHO Control Number (ECN) assigned by the FTA or FAA Accounting Office [ex. (FTA) 69089999 or (FAA) 69AA1111]. ECHO uses the ECN as the control number for submission of data. If the Password or User ID is forgotten, contact the ECHO system administrator according to the policy and procedures described in chapter 5.

Clicking on the "LOGIN" button will display the "Main Menu" and "ECHO-Web, What's New" screen as shown below. The "What's New" screen informs users of ECHO-Web's new and improved features and functions.
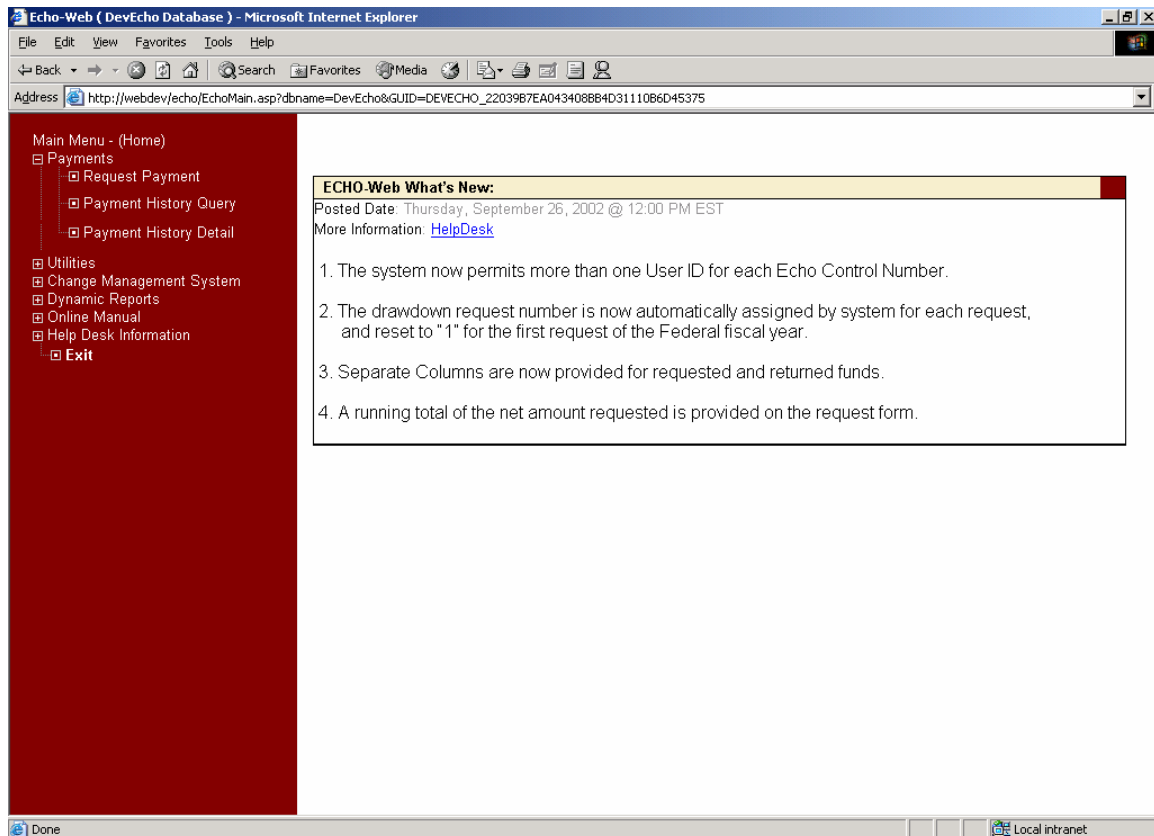
1.2. Request Payment

Select the "Request Payment" menu item to access and complete the "Payment Request" form shown below.

Note: *The drawdown request number is now automatically assigned by the system for each request, and reset to "1" for the first request of the Federal fiscal year.*

Review and verify the information entered. The ECHO-Web system automatically populates the form with information provided on the last payment request.

ECHO Control Number (ECN) - Verify that the ECN presented on this screen is correct. Be sure that it is the same ECN you entered into the "LOGIN" screen and that it relates to the bank account intended to receive the funds from the Treasury.

Drawdown Request Number - This is a number assigned by the system to each funds request. The number is assigned sequentially beginning with "1" for the first funds request received for each ECN in a given Federal fiscal year. The Drawdown Request Number increases by "1" each time funds are requested. The ECHO-Web system automatically resets the Drawdown Request Number to "1" on October 1st of each year, the beginning of the Federal Fiscal Year.

Recipient's Name - This field is automatically populated with information provided on the last Drawdown Request for the ECN. This information can only be corrected by an ECHO-Web System Administrator.

Approving Official - This field is automatically populated with information provided on the last Drawdown Request for the ECN. This information can only be corrected by an ECHO-Web System Administrator.

Telephone Number - This field is automatically populated with information provided on the last Drawdown Request for the ECN. This information can only be corrected by an ECHO-Web System Administrator.

Contact - This field is automatically populated with information provided from the user's login profile and can only be changed by an ECHO-Web System Administrator.

Total Amount Claimed: $"- Enter the total amount of funds requested. This amount should equal the sum of amounts being requested for each project number, less any amount that is to be returned to the Treasury.

Project Number - Enter each project number for which funds are being requested or returned. (The ECHO-Web system allows up to 20 projects on each request.)
All FTA projects are assigned an 8-character number with the following format:
AANNXnnn. The first two digits are letters corresponding to a state abbreviation. Digits three and four represent section numbers of the Federal law authorizing the funding. An "X" in the 5th digit position is to be replaced by the appropriate Financial Purpose Code (FPC), if applicable, as summarized in Table 1 of this chapter.

ECHO automatically converts all FPC's into object classification codes according to rules based on project type. Table 2 provides a complete explanation of these conversions.

Ex. FTA Project Number: MD90X001

For FAA users, project numbers may be up to 8 characters in length and should be entered in the same format as the former ECHO system (i.e., usually numeric).

NOTE: Table 1 and Table 2 DO NOT apply to FAA projects.

Ex. FAA Project Number: 3-04-0001-24 (When entering FAA project numbers into ECHO-Web, delete the first character and all dashes. For example, 04000124 is what should be entered into ECHO-Web)

Note: *Separate Columns are now provided for requested and returned funds.*

Request Amount - Enter the amount of funds to be requested for each project number entered. All amounts must be rounded to the nearest whole dollar and must be at least $1. Cents are NOT entered.

Return Amount - Enter the amount of funds to be returned to the grant for each applicable project number. However, since the Treasury does not withdraw funds from a bank account, returned amounts must be netted against requested funds. Funds to be returned to the grant for a project number must be submitted on the same "Payment Request" forms along with requests for funds so that the net amount of funds being requested and funds being returned to the grant are equal to or greater than $1.

Net Amount Entered - The ECHO-Web system maintains a running total of dollar amounts entered on this screen, netting the Requested Amount and the Returned Amount.

This amount should equal the amount entered in the "Total Amount Claimed" field. If there is a discrepancy, check all entered amounts for errors.

For FTA Users, the system verifies that the first and second positions of the project number are alpha characters, fifth position of the project number is not equal to 'X' or 'Y' and the "Request Amount" and "Return Amount" columns contain only a whole dollar amount.

For FAA Users, the system also verifies that the "Request Amount" and "Return Amount" columns contain only whole dollar amounts.

SAVE the request when satisfied that all information has been entered correctly. The following "ECHO-Web Message Number" screen will appear. It provides the option to print Payment Request Form as entered:
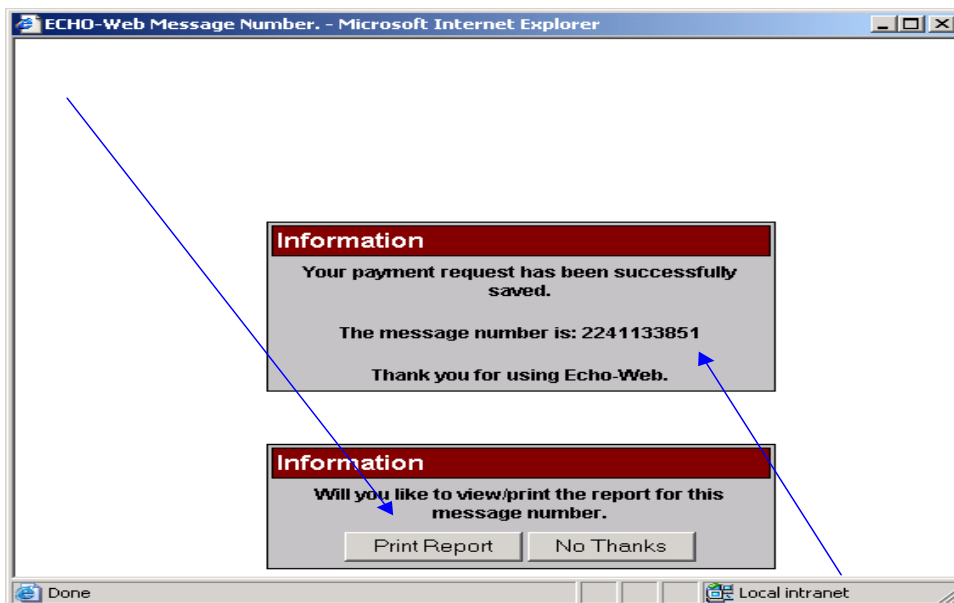
The "ECHO-Web Message Number" screen also provides a "Message Confirmation Number" which is used to make online inquiries about the status of payment requests. The message confirmation number is a 10-digit number in the following format:

Position 1   Last Digit of the calendar year
Position 2-4   Julian Date
Position 5   Line Number
Positions 6-10   Time of day (in seconds) the payment request were submitted.

Grantees should keep track of their message numbers because the FTA uses this number to research any fund request inquiries made by grantees.

All drawdowns for projects will be made against the matching account record with oldest funding fiscal year (FFY) moneys being used first. All credits will be made against the matching account record with the newest FFY monies being credited first.

Note: See section 3.7 for Refunds.

1. A

Credit Examples

Example 1.A The **"Total Amount Claimed"** about for a credit should always be **$1.00 dollar.** Putting money back into the **same project**, your **"Request Amount"** should always be **$1.00 dollar more** then the original amount. The "**Return Amount"** should be the **original amount** you want returned to your project. The **"Current Request Amt+ Return Amt Total**" should always total **$1.00 dollar**.

PAYMENT REQUEST

(You have 30 minutes Session Time to complete payment request 28:33) - Microsoft Internet Explorer

REQUEST

FTA
ECHO PAYMENT REQUEST FORM

ECHO Control Number:	69089000	Date/Time:	10/18/2007 2:15:25 PM
Request No.:	1		
Organization:	WORK	Telephone Number:	555-555-5555
Approving Official:	NAME	Contact:	JANE DOE
Total Amount Claimed:	$21,501.00		

☐ I acknowledge the above information is correct.

Project No.	Request Amount	Return Amount
WA999999	$20,501.00	
WA555555		$14,000.00
WA333333	$15,000.00	

Current Request Amt + Return Amt Total:	$21,501.00

Done — Trusted sites

1. B

Example 1.B When, you want to do a **regular** drawdown from one project (WA9999999), and a **credit** from another project (WA555555), to put the money **in a different project** (WA333333), your **"Total Amount Claimed"** should be the amount of the regular drawdown. The **"Returned Amount"** you want to credit from one project, should be the **original amount** you want credited. The project you are **putting the money into** should be a **$1.00 dollar more** then the **"Returned Amount".** The **"Current Request Amt. + Return Amt. Total"**, should be the same as the **"Total Amount Claimed".**

Note: When funds cannot be returned through ECHO-Web, another return method must be used by the grantee. See Chapter 3.7 for further instructions.

1.3. Payment Processing

1.3.1.   SPS/ACH Payment Schedule

Treasury's Secure Payment System (SPS) requires payment data in an Automated Clearing House (ACH) format that includes the Grantee's bank account information. The total amount approved by the ECHO System for each message drawdown request is formatted for an electronic payment schedule file for transmission to Treasury's Financial Center. The FTA's, Accounting staff certifies the payment schedule prior to transmission for both FTA grantees and FAA sponsors.

1.3.2.   Reasons for Rejection

The payment schedule will be processed by Treasury and funds deposited to the Grantee's bank account upon successful transmission. However, Treasury may reject the payment if the grantee's banking information (i.e. account number, account type, routing number) is incorrect. Treasury usually notifies the office responsible for the FTA or FAA Agency Location Code (ALC) if a payment has been rejected.

1.3.3.   Project Drawdown Rules (FTA Only)

Drawdowns for projects entered into ECHO-Web will be determined as follows:
- All drawdowns will be made against the matching account records with the oldest FFY first.
- All credits will be made against the matching account records with the newest FFY first.
- In projects containing an "X", the "X" is replaced with a Financial Purpose Code (FPC) as noted in charts 1 & 2. (Ex. for project CA370452, "37" is in the 3rd & 4th positions of the project number.) Refer to Table 2, section 37 to determine the corresponding Financial Purpose Code and Object Class Assigned. (Ex. for the same project CA370452, "4' is in the 5th position of the project number.) Refer to the FPC column of Table 1 to determine the intended use of the funds.

Table 1 - Financial Purpose Codes (FTA Only)

Description	FPC	12	15	16	17	18	20	37	40	48	57	65	70	80	81	85	90	95	All Others
Capital	0	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X
Research and Training	1	X	X		X				X										X
Planning	2	X	X		X	X	X	X					X	X	X		X	X	X
Elderly and Disabled	3																X		
Operating Assistance	4	X	X	X	X	X	X	X	X	X	X		X				X		
Project Administration	5					X													
State Admin for Section 18	6			X		X		X			X	X							
RTAP	7					X													
ADA Paratransit	8					X											X		
Multiple Types	9													X	X	X	X		

Position 3&4	(FPC) Position 5	Object Class Assigned
Section 12		
12	0	41100
12	1	41110
12	2	41120
12	4	41140
12	All Others Invalid	
Section 15		
15	0	41100
15	1	41110
15	2	41120
15	4	41140
15	All Others Invalid	
Section 16		
16	0	41100
16	4	41140
16	6	41160
16	All Others Invalid	
Section 17		
17	0	41100
17	1	41110
17	2	41120
17	4	41140
17	6	41160
17	All Others Invalid	
Section18		
18	0	41100
18	2	41120
18	4	41140
18	5	41150
18	6	41160
18	7	41170
18	8	41180
18	All Others Invalid	
Section 20		
20	0	41100
20	2	41120
20	4	41140
20	All Others Invalid	
Section 37		
37	0	41100
37	2	41120
37	4	41140
37	6	41160
37	All Others Invalid	

Section 40		
40	0	41100
40	1	41110
40	4	41140
40	All Others Invalid	
Section 48		
48	0	41100
48	4	41140
48	All Others Invalid	
Section 57		
57	0	41100
57	2	41120
57	4	41140
57	6	41160
57	All Others Invalid	
Section 65		
65	0	41100
65	6	41160
65	All Others Invalid	
Section 70		
70	0	41100
70	2	41120
70	All Others Invalid	
Section 80		
80	2	41120
80	9	41190
80	All Others Invalid	
Section 81		
81	2	41120
81	9	41190
81	All Others Invalid	

Section 85		
85	0	41100
85	9	41190
85	All Others Invalid	

Section 90		
90	0	41100
90	2	41120
90	3	41130
90	4	41140
90	8	41180
90	9	41190
90	All Others Invalid	

Section 95		
95	0	41100
95	2	41120
95	All Others Invalid	

1.3.4. Project Drawdown Rules (FAA Only)

Drawdowns for projects entered into ECHO-Web will be determined as follows:
- All drawdowns will be made against the matching account records with the oldest FFY first.
- All credits will be made against the matching account records with the newest FFY first.

1.4. ECHO Setup for Accounting Users

The FTA Financial Systems Office has access to and overall responsibility for all the functional components of the ECHO-Web System. The system design limits Grantee access to the website component that receives their drawdown requests.

In addition to the web site, designated FTA and FAA Accounting staff has access to the database processor that edits and updates payment data.

FTA Accounting staff has access to the Secure Payment System (SPS) that transmits the accepted/approved payment file to Treasury.

1.5. ECHO Database Processor

The ECHO System data processing is performed on a UNIX operating system that runs on a Sun 420R with Sun Solaris software that supports Oracle. The ECHO processor resides in the Department of Transportation (DOT), Integrated Communicating Services Center, (ICS). It is dedicated exclusively to ECHO applications. It is a menu-driven interactive system that is accessible only by authorized personnel. The main database processor module processes batched and/or user entered payment data. It performs the input, edit, update and acceptance/rejection of message information functions against the project database. Requests that have valid ECNs and are associated with valid projects having sufficient available project funds are accepted and the data is formatted and batched for further processing through the payment processor.

1.6. ECHO Secure Payment System

ECHO utilizes Treasury's Secure Payment System (SPS) to transmit approved project payments to grantees. The SPS processes project payments that have been scheduled for electronic funds transfer payment. The payment processor module transmits federal funds to the grantee's financial institution via the Treasury Automated Clearing House (ACH) payment method.

Chapter 2: Determining Status of Request for Payment

What's New: *Payment history can be queried using a variety of search criteria.*

2.1. Query Payments

The requestor can determine the status of their requests by going to the "Payment History" screen. Select "Payments" from the menu, and then select "Payment Query".
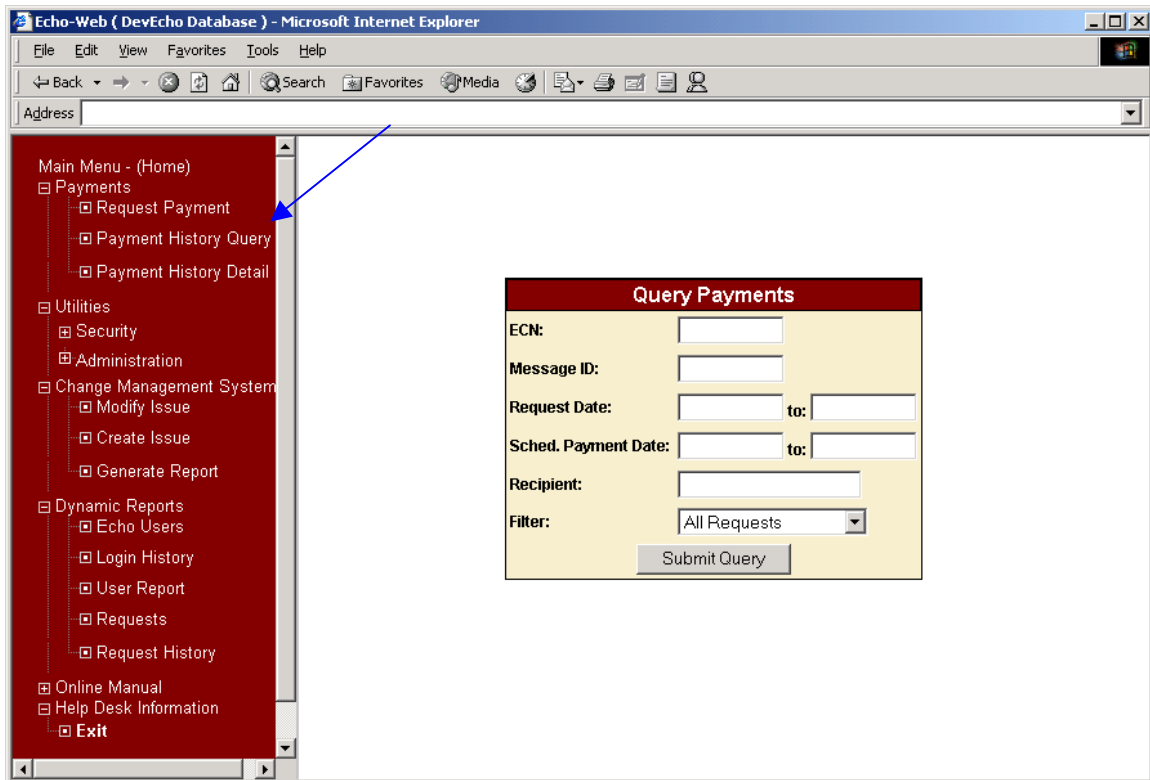
The ECN number will be automatically populated by the ECHO system. Click "Submit Query" to see all payment requests related to the ECN, or enter search criteria and filters for the following:

- Message ID
- Request Date range
- Scheduled Payment Date range
- Recipient name
- All Requests
- Problematic Requests

2.2. Payment History Summary

The "Payment History Summary" screen will present all requests (or those found by search criteria) related to an ECHO Control Number, sorted by Message ID. Each Funds Request will display the amount requested, the amount paid by the Treasury, and any amount, which may have been rejected.

Note: This feature is a <u>FUTURE ENHANCEMENT</u> and is not yet functional. Users will be notified when this screen is available for use.

- Red flags indicate requests that have been rejected either totally or partially.

- Yellow flags indicate requests that are still waiting for a message reply.

- By clicking on a request, some payment details are displayed in the lower portion of the screen.

2.3. Payment Request Detail

Payment request details for any of the listed requests can be obtained by first highlighting the request you want details of; and then click on the "Payment History Detail" option from the main menu.

- The REQUEST tab will present the details of the request to the project number level of detail.

- The MESSAGE tab will present the detailed message issued in response to the selected drawdown request.

2.4. Modifying User Information

Correct profile information for an ECHO-Web user will avoid unnecessary delays when the system administrator is attempting to contact the user. The information should be updated when appropriate, but must be verified on an annual basis. The ECHO-Web user CANNOT modify their profile information. Users must contact system administrators or helpdesk to have changes made to their profile information.

Chapter 3: Policy for Disbursements

3.1. Cash Management Requirements

All eligible FTA grantee organizations or FAA sponsors paid by the requisition method of payment may now apply to be converted to Treasury's Automated Clearing House (ACH) method of payment, regardless of the money amount involved. ACH electronically sends payment to a payee's bank for deposit to their bank account.

Note: The user should not confuse ACH with Electronic Funds Transfers (EFT) or commercial wire transfers.

Since there is no longer a minimum annual draw down amount, all FTA grantee organizations or FAA sponsors, who have been determined eligible to participate, may apply for ECHO-ACH through the applicable regional or headquarters program office.

The ECHO-ACH program provides the availability of Federal funds to grantee organizations or sponsors on the second workday following receipt of a request for funds. Therefore, grantees should base their requests for funds on immediate disbursement requirements. They should disburse funds as soon as possible to minimize Federal cash on hand.

Note: In most cases, requests received <u>before</u> 2pm EST will be processed that same day and approved funds will be available the following business day.

3.2. Guidelines for Disbursements

Disbursement guidelines are in accordance with policies established in <u>Department of Treasury Circular 1075, Part 205</u>, "Withdrawal of Cash From The Treasury for Advances Under Federal Grant and Other Programs," and by FTA financing agreements.

These guidelines state that the recipient organization shall commit itself to:

- Initiating cash drawdowns for immediate disbursement needs. This has been defined as two to three calendar days. Excess Federal funds held more than three days must be returned to FTA along with any interest earned. Timely reporting of cash disbursements and balances as required by the Federal program agency (FTA & FAA).
- Imposing the same standards of timing and amount upon any secondary recipient organizations.
- Limiting drawdowns to eligible project costs, which would include **NOT drawing down funds for a project in an amount that would exceed the sum obligated by FTA/FAA or the current available balance for that project.**
- Providing control and accountability for all project funds consistent with FTA requirements and procedures for use of the ECHO-Web System.

- Furnishing reports of cash disbursements and balances, when required by means of the **Financial Status Report** for FTA and the **Federal Cash Transaction Report** for FAA.

The Federal Transit Administration Agreement (Form FTA II (A)), Part II or II Terms and Conditions, dated December 1992, Section 107.a and b. (1), describes the process for requesting payment and the requirement for payment processing under the ECHO System.

Failure to adhere to these provisions, or an unwillingness or inability to establish procedures that will minimize the time elapsing between cash advances and the disbursement shall cause FTA to revoke or temporarily suspend a company or grantee organization's ECHO Control Number (ECN), which is their access to the ECHO-Web System.

3.3. Requirement to Remit Interest

Under Section 107.f. of the Federal Transit Administration Agreement Terms and Condition, company or grantee organizations shall be required to remit any interest earned on excess Federal funds drawn down and failed to spend for eligible project activities, or were held in excess of three calendar days.

Unless waived by FTA, interest will be calculated at rates imposed by the Department of the Treasury beginning on the fourth day after the funds were deposited in the company or grantee organization's bank or other financial depository. Upon notice by FTA to the company or grantee organization of specific amounts due, the company or grantee organization shall promptly remit to FTA any excess Federal fund payments, including any interest due.

3.4. Requirements for Financial Status Reports (FSR) [Applies to FTA Only]

Company or grantee organizations are required to submit **Financial Status Reports (FSR)** on a quarterly basis to ensure that funds are not drawn down before they are needed for immediate cash needs and to ensure that Federal funds are not being held prior to disbursement.

The FTA Transportation Electronic Award and Management (TEAM) system has been programmed to enable the federal share of outlays (line C) of the FSR to be generated so that the disbursement data (passed from the ECHO system) of the grantee can be automatically compared to the data in TEAM. The grantee can enter their data directly into TEAM. Exceptions or discrepancies are noted on the generated report and forwarded to the program Administrator for immediate resolution. The project manger should retain the report and all actions should be recorded. Grants funded by Section 18 (Program

5311) and Section 16 (Program 5310) funds are required to submit data for the FSR on an annual basis only.

Cash management oversight is a regular component of all Financial Management Oversight (FMO) reviews using an internal control questionnaire and detail control testing. When specific cash management problems are known or suspected, regional offices or the FTA Accounting Office will work with the FMO coordinator and the FMO contractor to insure the reviews concentrate on these specific issues or problems. When serious cash management problems are known or suspected, a FMO review may be scheduled earlier or given a higher priority. The FTA Accounting Office will provide the FMO contractor with a Disbursement Report that indicates all draw down requests paid by the amount and date received for a specified period.

3.5. Requirements for Federal Cash Transaction Report
[Applies to FAA Only]

FAA grantees are required to submit a Federal Cash Transaction Report standard form (SF272) (see Appendix for sample form) quarterly in accordance with paragraphs 1220 and 1301 of FAA Order 5100.38A. SF272 provides information on the funds sponsors receive, disburse, and hove on hand. This information allows airport programming offices to corroborate the information shown on SF 272.

These quarterly reports provide an internal control procedure for project and payment tracking, thus assisting the reconciliation process. Since the ECHO-Web System receives the total amount of the approved grant through an automated interface from the DELPHI System and sends disbursement transactions to DELPHI through an automated interface on a daily basis, the drawdown process includes a pre-audit of fund availability before approving a payment. The fund control review process is minimized for the FAA accounting staff to reconcile the grants general ledger cash balance with the cash balances reported by Treasury at the end of each month.

3.6. Arrangements with Banks

Under the ECHO-ACH method of payment, the grantee transmits a request for payment directly to FTA or FAA instead of their financial institution. Treasury then forwards the funds to their financial institution.

To do so, the grantee should complete form: "Payment Information Form - ECHO-ACH Payment System." (See Appendix for form.) The grantee should have officials of their organization complete the section requiring "Grantee Information," and forward it to their bank. The bank completes the Financial Institution Information portion of the form.

The completed form should be sent to the grantee's regional or headquarters program office. The regional or headquarters program office will then forward the completed form, along with a current listing of the organization's projects to be paid under the ECHO System, to the Accounting Office at the address shown in the "Agency Information" section on the FTA form. FAA users should send their information to the FAA regional accounting office.

The grantee must work out an arrangement with their bank for them to be notified when they receive and deposit the funds to their account. The deposit of funds usually occurs 2 business days, after claims for reimbursement are received in the Accounting office.

3.7 Refunds and Overdrawn Funds
[Applies to FTA Only]

In the past, grantees wishing to return or refund money to FTA would forward the funds to a FTA account established at Mellon Bank. Mellon Bank collected funds owed to FTA and made deposits to the US Treasury on FTA's behalf. The FTA Mellon Bank account was officially closed effective September 30, 2007. All Grantees who wish to return funds to FTA must now utilize the Treasury Pay.Gov Collection system. Funds sent to Mellon Bank after September 30, 2007 will be returned to the sender.

The Treasury Pay.Gov Collection System is now available for use by FTA's grantees. Pay.Gov is a web based application allowing online payments to government agencies by credit or by debit from checking or saving account. The FTA Office of Accounting has implemented forms in the Pay.Gov system that allow grantees to return funds to FTA using the internet. Grantees, who wish to initiate refunds by way of ECHO, can still continue to use ECHO to return overdrawn funds. Pay.Gov should be used in lieu of paper checks.

3.7.1 Access to Pay.Gov

Users are to access the internet and log in **at https://www.pay.gov.** Pay.Gov does not require a user identification number or password to obtain access to the system. At the Pay.Gov Home Page FTA customers wishing to make payment to FTA should access the FTA Pay.Gov site by performing the following steps:

> 1. Under the: **"Find Public Forms"** column click on the **"By Agency Name"** location. This will provide you an Index by Alphabet of Government Department and agencies.
>
> 2. Click on the letter **"D"** for **Department of Transportation**. Next, click on the name **"Department of Transportation "**. Finally **click** on the name "**Federal Transit Administration"**. On the **FTA Pay.Gov Payment page click** on the section that applies: **Federal Transit Administration Grantee Refunds/Overpayments.**
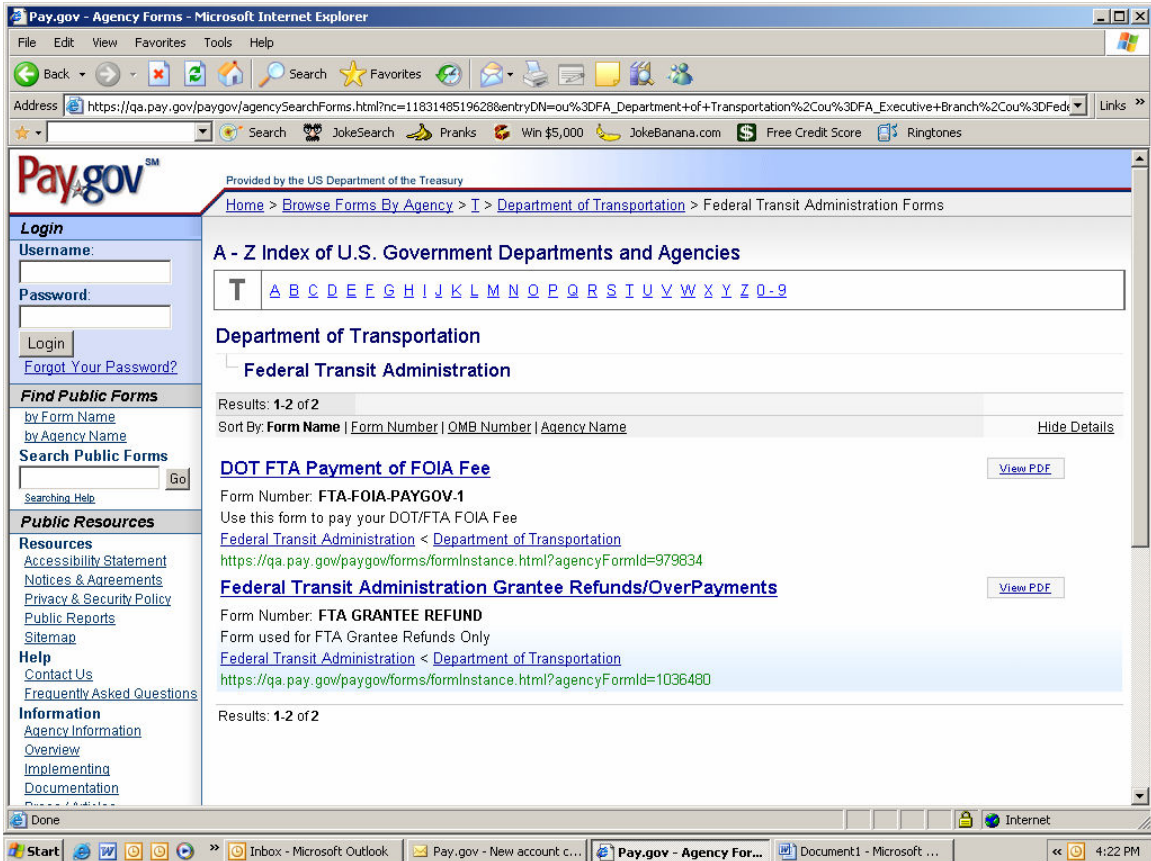
3. Complete the **Pay.Gov Instance Form** and submit your payment to DOT/Federal Transit Administration. If you have any questions, contact Edith-McLamore-Shelton at 202-366-0297 or Sylvia Davis 202-366-6105.

Chapter 4: Establish/Modify ECHO Control Numbers (ECNs)

4.1. ECHO Establishment Procedure (New Grantees to ECHO)

New grantees and FTA / FAA grantees formerly paid through a requisition or voucher process that resulted in the issuance of a check will also be eligible for the ECHO-Web payment system. The FTA or FAA Regional or Headquarter office will make the determination to establish a grantee on the ECHO system.

The FTA or FAA accounting staff will provide the necessary forms to be completed and returned by the grantees. After review of the forms, the FTA or FAA accounting staff will notify the grantee that they will be converted to the ECHO payment system. Requisitions will no longer be accepted.

The grantee will be notified, by FTA or FAA, of their organization's conversion to the ECHO payment system and their assigned ECHO Control Number (ECN). Once a grantee organization has been assigned an ECN, they must complete the ECHO-Web registration package. The completed ECHO-Web registration forms must be submitted to the Financial Systems staff first via fax to be verified for correctness and then the signed originals must be sent to the address below to establish the grantee on ECHO-Web. An e-mail notification will be sent to each grantee user with their Log-in Name, password and ECN, which becomes the effective date that the organization may commence using the ECHO-Web System.

> Department of Transportation
> Federal Transit Administration
> Financial Systems Office (TBP-40)
> 1200 New Jersey Avenue, S.E
> East building, 5th Floor, E54
> Washington, DC 20590
> Fax: 202-493-2935

4.2. Conversion Procedure

The FTA and FAA regional and program offices are responsible for requesting the establishment and /or modification of ECHO Control Numbers (ECNs) for grantee organizations. To convert a grantee to the ECHO System, the FTA or FAA accounting staff forwards an ECHO Conversion package, which includes appropriate forms, to the grantee to be completed and returned for further processing. The FTA or FAA accounting staff processes the request for the establishment or modification of an ECN for the grantee in the ECHO database processor, not in ECHO-Web. The accounting staff also has the flexibility to designate the projects (grants) for an ECN through DELPHI, the departmental accounting system (replaced DAFIS).

The conversion package usually consists of a letter from the FTA or FAA Regional or Program office indicating that the grantee's payment method is being converted to FTA's ECHO System. The grantee is requested to provide vendor information on the "Signatory Authorization and Certification", "User Access Request", Rules of Conduct" and "Payment Information-ACH Payment System" forms. (See appendix for forms)

All information provided by the grantee for these forms should be kept current. Any changes should be provided to the FTA or FAA Regional or Headquarter office as soon as possible.

4.3. Changing ECHO-ACH Information (All Grantees)

Grantee organizations are required to submit, through their respective FTA or FAA Regional or Headquarter office, a new or revised "Payment Information Form - ECHO-ACH Payment System," anytime there is a change in the:

- Financial Institution; change in name, address, telephone or fax numbers, and contact person.
- Financial Institution nine-digit routing transit number (ABA#).
- Account Number and Account Title.
- Type of Account; checking to saving or saving to checking.
- Company/Grantee Information; name, address, telephone or fax numbers, and contact person.

NOTE: Failure to notify FTA of these changes will delay or prevent the receipt of payments through the Treasury Secure Payment System.

4.4. Changing Users for ECHO-Web Access

All grantees are required to submit a new Authorization & Certification Letter and a Change/Modify Form (see Appendix for forms) if there are changes to the following:

- Authorizing Official
- Individual users that have access to the system
- Recipient Organization Official
- Organization and/or user contact Information
- E-mail addresses for individual

Chapter 5: ECHO Security Access

It is the responsibility of all users to safeguard the Security and integrity of the Electronic Clearing House Operation System at all times!
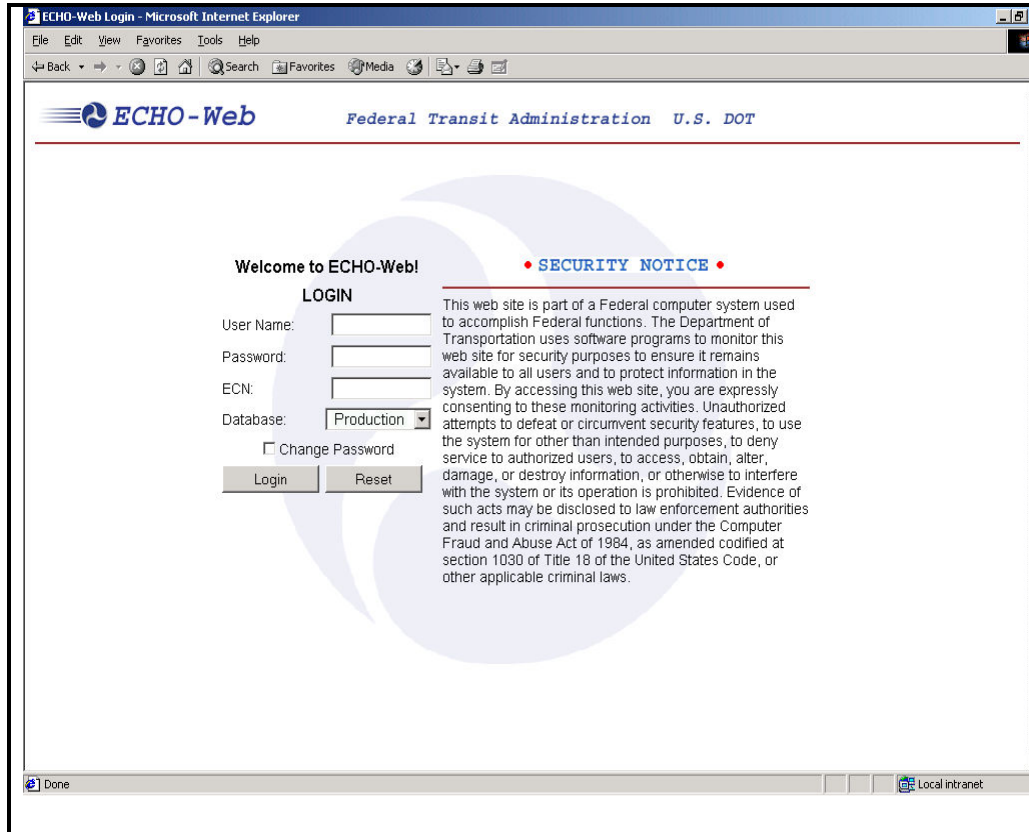
5.1. USER ID

The User ID is no longer the grantee's ECN (ECHO Control Number). Each individual user has a profile that identifies their **name, password and ECN**. User access is based on responsibility for VIEW access (Read-only) or UPDATE access (Add/Modify). Each grantee may designate up to three users for their organization that includes one User-ID for **View** and two User-IDs for **Update**. FTA and FAA office staff will have User-ids for viewing and they will be limited to the grantees assigned to their cost center or regional organization code.

5.2. Passwords

5.2.1. Changing passwords

Passwords must be changed at least every 90 days, regardless of the number of times the user has accessed the system. The user is encouraged to change their

password more often. The user <u>must</u> change the password the first time the ECHO-Web system is accessed after a new password has been issued.

- Each password must consist of eight characters. The first six must be alpha characters and the last two, numeric (0 through 9). Example = FUNDAY01. Special characters [*, #, @, &, etc.] are not allowed in passwords.
- The password is NOT case sensitive, therefore upper or lower case alpha characters are allowed.
- The user may NOT designate the existing password as the new password.

5.2.2. Inquiries About Passwords

Any requests for information about passwords should be sent to the ECHO-Web System Administrator (ESA) or the ECHO-Web Helpdesk. All password inquiries will be addressed in a timely manner.

When discussing a password with a grantee, the ECHO-Web System Administrator will access the user's profile record in the ECHO-Web to verify the contact information listed in the system. The ESA will only speak to that contact person unless the request is related to some other issue.

5.2.3. Password Distribution

- Passwords will **<u>ONLY</u>** be sent by e-mail to the user name designated for each individual role and responsibility.   The user's e-mail address should represent the e-mail address for the grantee's organization. In situations where the user's e-mail address is a personal account, the authorizing official for that organization assumes liability for usage of that personal e-mail account being provided for notification of user ID and password issuance.

- In all cases, the grantee's Vendor and ACH information must be <u>certified</u> in the ECHO System before a User-ID and password can be issued.

- Grantees must have a valid ECN (ECHO Control Number) established in the ECHO system before they can be issued a User-ID and password.

NOTE: ECHO Web Registration forms should <u>NOT</u> be sent directly to the FTA Financial Systems Office, if a grantee does not have an existing ECN. User-IDs and passwords cannot be issued without first having an ECN. FTA grantee, send to the FTA Accounting Office, TBP 50. FAA grantee, send to your regional office and your regional office will send it to FTA with an ECN or for them to gave it one.

<u>See Chapter 4 for information on establishing or modifying an ECN</u>.

NOTE: <u>UNDER NO CIRCUMSTANCES WILL A PASSWORD BE GIVEN OVER THE PHONE OR FAXED TO ANY USER!</u>

The User-ID and password notification e-mail will include the following:

Subject: Your ECHO-Web Account has been established

Your Login Name is: xxxxxxxxxx00R (FTA)* or xxxxxxxx00S (FAA)*.

Your Password is: xxxxxxxxx

Your ECN is: 6908nnnn (FTA) or 69AAnnnn (FAA), where nnnn represents the last 4 digits of your ECHO Control Number (ECN).

You will be required to change your password upon initial login.

The web address to access ECHO-Web is: https: //ftaecho.fta.dot.gov/

NOTE: *** <u>The 00S & 00R in the login names consist of numeric zeros, not alphabetic Os. "00R" indicates FTA grantees and "00S" indicates FAA grantees.</u>**

5.2.4. Lost/Forgotten Passwords

- If a user's password is forgotten or lost, they must contact their FSA to reset the password. The user must be prepared with the following information:

    1. User's full name
    2. Echo Control Number
    3. Last 6 digits of user's social security number

- It is important that users keep their Regional or Headquarters office advised whenever there is a change in personnel or contact information. If the information has not been certified in the ECHO system, it must be certified before a new password can be sent.

5.2.5. Lock Outs

- Users will have three chances to login to ECHO-Web. If the password is entered incorrectly three consecutive times, the user will automatically be locked out of the ECHO-Web system and will not be able to login until

reauthorized by the ECHO-Web System Administrator or ECHO-Web Helpdesk.

- To be reauthorized, the user must call the ECHO Help Desk (202) 366-1004 or send e-mail to ECHO_Web@fta.dot.gov.   The user will be required to give the information below. This information must match the information of record from their ECHO-Web User Access form. Any discrepancies must be resolved before the user can be reauthorized.

    1. User's full name
    2. ECHO Control Number
    3. Last 4 digits of user's social security number

APPENDIX – Forms

1. **Instructions for User Set-up Forms**
2. **Authorization and Certification Form**
3. **User Access Request Form**
4. **Rules of Conduct Form**
5. **Change/Modify User Access Instructions**
6. **Change/Modify User Access**
7. **ECHO –WEB User Access Form (Internal)**
8. **FTA Payment Information Form**
9. **FAA Payment Information Form**
10. **FAA Federal Cash Transaction Report Instructions**
11. **FAA Federal Cash Transaction Report**
12. **FTA Grantee Refunds/Overpayments**
13. **ECHO-Web Frequently Asked Questions (FAQ)**

Instructions for User Set-up Forms

A. ECHO Authorization and Certification Letter for User Access

The Authorization and Certification Letter designates the Authorizing Official and Contact Persons for your organization. It must contain the following information.

 a.   Signature of Authorizing Official (s)
 b.   Signature of the Head of your Organization or Designee
 c.   Contact person (s) who are designated to have User-IDs

This letter should be composed on a grantee's letterhead, with authorizing signature, and then returned to the FTA office with User Access Request and Rules of Behavior forms.

The Authorizing Official(s) approves all payment request, monitors fund availability and are responsible for approving all changes concerning financial institution account information.

The contact persons are the recipients of the ECHO User-IDs; responsible for querying the system for payment information or ensuring that payment requests are submitted properly and are the primary liaisons between the recipient organization and FTA.

B. ECHO-Web User Access Request

Make copies of the form for the number of users requiring access.
Include information for mandatory fields in the USER INFORMATION section.
User's E-mail address and ECN must be associated with the organization.
Only one user can be designated for INQUIRY access and up to two users can be designated for UPDATE access.
Return the originals with the authorization letter to FTA.

C. ECHO-Web System Rules of Conduct

Make copies of the form for the number of users requiring access.
Each user requesting access must sign and date the form.
Designated ECN must match the ECN entered on User Access Request form.
Return signed originals with the authorization letter to FTA

D. ECHO Authorization and Certification Letter

The Authorization and Certification Letter designates the Authorizing Official and Contact Persons for your organization. It must contain the following information.

 a.   Signature of Authorizing Official (s)
 b.   Signature of the Head of your Organization or Designee
 c.   Contact person (s) who are designated to have User-IDs

The contact persons are the recipients of the ECHO User-IDs; responsible for querying the system for payment information or ensuring that payment requests are submitted properly and are the primary liaisons between the recipient organization and FTA.

E. ECHO-Web User Access Request

Include information for mandatory fields in the <u>USER INFORMATION</u> section. Only one user can be designated for <u>INQUIRY</u> access and up to two users can be designated for <u>UPDATE</u> access.

F. ECHO-Web System Rules of Conduct

Each user requesting access must sign and date the form.
Designated ECN must match the ECN entered on User Access Request form.

NOTE: Failure to return all required forms may result in denial of your access to the ECHO-Web system.   Forms may be faxed to the attention of ECHO-Web Registration Change Request at 202-493-2935 and the originals sent through the mail.

ECHO-Web USER ACCESS
AUTHORIZATION and CERTIFICATION

(Signature of Authorizing Official)

This is to certify that the above is the signature of:

_____   _____
(Type Name)   (Title)

_____   _____
(Name of Recipient Organization)   (Tax Identification Number)

Who is duly authorized to approve payment requests submitted to the Federal Transit Administration on the behalf of _____ *(name of organization)*. There *(has/has not)* been a change in the signatory authorizing official for this ECHO Control Number _____ *(enter ECN)*.

In addition, _____ (Name of Contact Person) is authorized to receive an ECHO User-ID for **View only access** *(performs inquiries only)*.

In addition, _____ (Name of Contact Person) is authorized to receive an ECHO User-ID for **Update access** *(performs draw-downs)*.

In addition, _____ (Name of Contact Person) is authorized to receive an ECHO User-ID for **Update access** *(backs up primary draw-down person)*.

(Signature of Recipient Organization Official)

_____   _____
(Typed Name and Title)   (Date)

USER ACCESS REQUEST

USER INFORMATION	

Gender*   M / F (Optional)

| First Name* | M/I | Last Name* | Office Phone No.* | SSN (last 6 digits)* |

Title*   Supervisor Name   FAX No.

Organization/Location*   ECHO Job *(See Access Type below)*

Email Address   ECHO Control No. *

> *** This information is being collected to set up grantees in ECHO-Web.**

Mailing Address *(Street Number, City, State and ZIP Code)**

ECHO APPLICATION ACCESS TYPE: *Please Read Explanation*

EXPLANATION OF ECHO JOBS (ACCESS TYPE):

 If you will perform draw-down functions, your ECHO Job is "Grantee Update" *(Add/Modify).*

 If you will perform inquiries, your ECHO Job is "Grantee Inquiry" *(View).*

DO NOT COMPLETE BOTTOM -- TO COMPLETED BY FTA SYSTEMS OFFICE STAFF

ECHO-Web System Administrator   Date: _____

FTA Security Administrator   Date: _____

Requestor Notified by _____   Date: _____

User ID _____   Initial Password _____

ECHO-WEB System Rules of Conduct

I understand that the ECHO-Web system is an official U.S. Federal Government web-based application, and that my signature below expressly gives assurance that I will comply with all U.S. Federal Government and Department of Transportation (DOT) regulations, policies, and procedures governing the protection, handling, processing, transmission, distribution, and destruction of sensitive unclassified information utilized by the ECHO-Web system.

I understand that the Department of Transportation monitors the ECHO-Web site to ensure that all users comply with U.S. Federal Government information system security guidelines for the protection of the Federal computer resources. I also understand that by using the ECHO-Web, I expressly consent to such monitoring activities.

I understand that I must not knowingly introduce malicious code into the ECHO-Web system or the secure network on which it resides. I understand that doing so may subject me to criminal prosecution under the Computer Fraud and Abuse Act of 1984, as amended codified at section 1030 of Title 18 of the United States Code, or other applicable criminal laws.

I understand that attempts to defeat or circumvent the ECHO-Web system or its secure network, use either for other than the intended purposes for which I have been granted access rights, deny service to authorized users, obtain, alter, damage, or destroy information, or otherwise interfere with the ECHO-Web system or its operation is prohibited. I also understand that evidence of such acts will be disclosed to law enforcement authorities and may result in criminal prosecution under the Computer Fraud and Abuse Act of 1984, as amended codified at section 1030 of Title 18 of the United States Code, or other applicable criminal laws.

I understand that I am required to protect all initial passwords issued to me, and those, later created by me for the purpose of accessing the ECHO-Web system. I understand that the sharing and disclosure of passwords, or the use of another user's ID is prohibited. I also understand that I am required to change my password whenever prompted by the system, and whenever I suspect that my password may have been compromised. In addition, I understand that I am prohibited from embedding my password in log-on scripts. That is, I must respond *"no"* when asked by the system whether I wish to save my password in the login screen.

I understand that I am required to immediately report all security incidents, including any breach of appropriate system use by another ECHO-Web user, discovery of computer viruses or errors in ECHO-Web system to the Federal Transit Administration promptly.

I understand that I am required to immediately notify the Federal Transmit Administration when I no longer require access to the ECHO-Web system.

I understand that failure to comply with any of the above security requirements could result in the loss of system privileges and/or criminal penalties under law.

_____ _____/_____/_____

Signature   Date

_____ _____

Printed Name   ECHO Control No.

ECHO
Web/Database/Network
User Access Request

Circle One:	New User	Modify User	Delete User

USER INFORMATION

Gender   M / F *(Optional)*

_____   _____   _____
First Name*   M/I   Last Name*   SSN (last 4 digits)*

_____   _____   _____
Title   Officer Telephone Number*   Fax Number*

_____   _____   _____
Supervisor Name *(print legibly)**   Supervisor's Title   Supervisor Signature

Mailing Address *(Street Number, City, State and ZIP Code)**

_____

_____

_____

Required fields (information must be entered in these fields)

ECHO ACCESS TYPE AND RESPONSIBILITIES
(Check all that apply)

☐   **ECHO Web Application**

☐ Inquiry
☐ System Administration**

☐   **ECHO Database**

☐ ACH Update
☐ Vendor Table Update
☐ ECN Processing
☐ Inquiry
☐ System Administration**

☐ **UNIX Network**

☐ Logon Access Only
☐ Network Administration**

To Be Completed by Office of Financial Systems Staff

_____   __/__/__
ECHO System Administrator   Date
**(If this request is for System or Network Administration, the Director, Office of Financial Systems signs)*

_____   __/__/__
FTA Security Administrator   Date

User ID: _____   Initial Password: _____

Revised 09/14/04

Instructions for ECHO-Web Registration Change/Modify Forms

This form should be used to change or modify users who currently have access to the system, add new users to the system and delete existing users from the system. It should also be used for modification of the Authorizing Official. Please note that if a contact person is being added, the limit of three users (one with view only access and two with update access) still applies.

If **adding** a contact person, then a User Access Request form and Rules of Conduct form must be provided with this form.

If **adding** an Authorizing Official, then a new Authorization and Certification letter is required with this form.

If **deleting** an Authorizing Official, then the Recipient Organization Official must sign this form.

ECHO-Web REGISTRATION CHANGE / MODIFY FORM

_____   _____
(Name of Recipient Organization)   (ECHO Control Number)

(Name of Contact Person) _____
  Add
  Delete
  Change access to
        Inquiry
        Update

(Name of Contact Person) _____
  Add
  Delete
  Change access to
        Inquiry
        Update

(Name of Contact Person) _____
  Add
  Delete
  Change access to
        Inquiry
        Update

(Name of Authorizing Official) _____
  Add
  Delete
  Set-up access to Inquiry

_____
(Signature of Authorizing/Recipient Organization Official)
On file with FTA

_____   _____
(Typed/Print Name and Title)   (Date)

(FTA)
FOR ECHO PAYMENTS ONLY

FTA PAYMENT INFORMATION FORM - ACH PAYMENT SYSTEM

ECHO Control Number (ECN)_____ (For initial ECHO setup agency will assign ECN Number)

Initial Setup ☐ Info Change ☐ Grantee Information Change ☐

Information from this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. Treasury uses this to transmit payment data by electronic means to a company's or a grantee's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Treasury ACH Payment System.
Note: See back for instructions on completing this form.

GRANTEE/COMPANY INFORMATION	
NAME:	
ADDRESS:	
	TIN:
CITY/STATE/ZIP:	**TELEPHONE NUMBER:** ( )
CONTACT PERSON NAME:	
SIGNATURE OF AUTHORIZED OFFICIAL IN FTA	**FAX NUMBER:** ( )
DATE: / /	

AGENCY INFORMATION	
NAME: Department of Transportation, *Federal Transit Administration*	
ADDRESS:1200 New Jersey Ave, SE, East Building 5th Fl, E54, *TBP 50, Washington, DC 20590*	
CONTACT PERSON NAME: *Edith McLamore-Shelton*	*(202) 366-9748*
FINANCIAL INSTITUTION INFORMATION **(Note: Have Your Bank Complete This Section)**	
NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
CONTACT PERSON NAME:	**TELEPHONE NUMBER:**
NINE DIGIT ROUTING TRANSIT NUMBER:	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITORS ACCOUNT NUMBER:	
TYPE OF ACCOUNT: CHECKING __ SAVING	
SIGNATURE AND TITLE OF REPRESENTATIVE:	**DATE:** / /	**FAX NUMBER:** ( )

(FAA)
FOR ECHO PAYMENTS ONLY
FAA PAYMENT INFORMATION FORM - ACH PAYMENT SYSTEM

ECHO Control Number (ECN)_____ (For initial ECHO setup agency will assign ECN Number)

Initial Setup ☐ Info Change ☐ Grantee Information Change ☐

Information from this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. Treasury uses this to transmit payment data by electronic means to a company's or a grantee's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Treasury ACH Payment System.
Note: See back for instructions on completing this form.

GRANTEE/COMPANY INFORMATION	
NAME:	
ADDRESS:	
	TIN:
CITY/STATE/ZIP:	**TELEPHONE NUMBER:**
CONTACT PERSON NAME:	**( )**
SIGNATURE OF AUTHORIZED OFFICIAL IN FTA	**FAX NUMBER:**
DATE: / /	**( )**

AGENCY INFORMATION	
NAME: (Your regional FAA office)	
ADDRESS:	
CONTACT PERSON NAME:	
FINANCIAL INSTITUTION INFORMATION **(Note: Have Your Bank Complete This Section)**	
NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
CONTACT PERSON NAME:	**TELEPHONE NUMBER:**
NINE DIGIT ROUTING TRANSIT NUMBER:	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITORS ACCOUNT NUMBER:	
TYPE OF ACCOUNT: CHECKING __ SAVING	
SIGNATURE AND TITLE OF REPRESENTATIVE:	**DATE:** **/ /** **FAX NUMBER:** **( )**

FEDERAL CASH TRANSACTIONS REPORT INSTRUCTIONS

Public reporting burden for this collection of information is estimated to average 120 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0003), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

Please type or print legibly. Items 1, 2, 8, 9, 10, 11d, 11e, 11h, and 15 are self explanatory, specific instructions for other items are as follows:

Item	**Entry**
3	Enter employer identification number assigned by the U.S, Internal Revenue Service or the FICE (institution) code.
	If this report covers more than one grant or other agreement, leave items 4 and 5 blank and provide the information on Standard Form 272-A, Report of Federal Cash Transactions—Continued; otherwise;
4	Enter Federal grant number, agreement number, or other identifying numbers if requested by sponsoring agency.
5	This Space reserved for an account number or other identifying number that may be assigned by the recipient.
6	Enter the letter of credit number that applies to this report. If all advances were made by Treasury check, enter "NA" for not applicable and leave items 7 and 8 blank.
7	Enter the voucher number of the last letter-of-credit payment voucher (Form TUS 5401) that was credited to your account.
11a	Enter the total amount of Federal cash on hand at the beginning of the reporting period including all of the Federal funds on deposit, impress funds, and undeposited Treasury checks.
11b	Enter total amount of Federal funds received through payment vouchers (Form TUS 5401) that were credited to your account during the reporting period.
11c	Enter the total amount of all Federal funds received during the reporting period through Treasury checks, whether or not deposited.
11f	Enter the total Federal cash disbursements, made during the reporting period, including cash received as program income. Disbursements as used here also include the amount of advances and payments less refunds to sub-grantees or contractors, the gross amount of direct salaries and wages, including the

Item	*Entry*
	employee's share of benefits if treated as a direct cost, interdepartmental charges for supplies and services, and the amount to which the recipient is entitled for indirect costs.
11g	Enter the Federal share of program income that was required to be used on the project or program by the terms of the grant or agreement.
11i	Enter the amount of all adjustments pertaining to prior periods affecting the ending balance that have not been included in any lines above. Identify each grant or agreement for which adjustment was made, and enter an explanation for each adjustment under "Remarks." Use plain sheets of paper if additional space is required.
11j	Enter the total amount of Federal cash on hand at the end of the reporting period. This amount should include all funds on deposit, imprest funds, and undeposited funds (line e, less line h, plus or minus line I).
12	Enter the estimated number of days until the cash on hand, shown on line 11j, will be expended. If more than three days cash requirements ore on hand, provide an explanation under "Remarks" as to why the drawdown was made prematurely, or other reasons for the excess cash. The requirement for the explanation does not apply to prescheduled or automatic advances.
13a	Enter the amount of interest earned on advances of Federal funds but not remitted to the Federal agency. If this includes any amount earned and not remitted to the Federal sponsoring agency for over 60 days, explain under "Remarks". Do not report interest earned on advances to States.
13b	Enter amount of advance to secondary recipients including in item 11h.
14	In addition to providing explanations as required above, give additional explanation deemed necessary by the recipient and for information required by the Federal sponsoring agency in compliance with governing legislation. Use plain sheets of paper if additional space is required.

FEDERAL CASH TRANSACTIONS REPORT

FEDERAL CASH TRANSACTIONS REPORT

(See instructions on back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-A.)

OMB APPROVAL NO. 0348-0003

1. Federal sponsoring agency and organizational element to which this report is submitted

2. RECIPIENT ORGANIZATION	4. Federal grant or other identification number	5. Recipient's account number or identifying number
Name	6. Letter of credit number	7. Last payment voucher number
Number and Street	*Give total number for this period*	
	8. Payment vouchers credited to your account	9. Treasury checks received *(whether or not deposited)*
City, State and ZIP Code	10. PERIOD COVERED BY THIS REPORT	
3. FEDERAL EMPLOYER IDENTIFICATION NO. ▶	FROM *(month, day, year)*	TO *(month, day, year)*

11. STATUS OF FEDERAL CASH		
	a Cash on hand beginning of reporting period	$
	b Letter of credit withdrawals	
	c Treasury check payments	
	d Total receipts *(Sum of lines b and c)*	
	e Total cash available *(Sum of lines a and d)*	
	f Gross disbursements	
(See specific instructions on the back)	g Federal share of program income	
	h Net disbursements *(Line f minus line g)*	
	i. Adjustments of prior periods	
	j. Cash on hand end of period	$

12. THE AMOUNT SHOWN ON LINE 11j, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING _____ Days	13. OTHER INFORMATION	
	a. Interest income	$
	b. Advances to subgrantees or subcontractors	$

14. REMARKS *(Attach additional sheets of plain paper, if more space is required)*

15. CERTIFICATION			
I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement	AUTHORIZED CERTIFYING OFFICIAL	SIGNATURE	DATE REPORT SUBMITTED
		TYPED OR PRINTED NAME AND TITLE	TELEPHONE *(Area Code, Number, Extension)*

THIS SPACE FOR AGENCY USE

NSN 7540-01-016-6435
272-102

STANDARD FORM 272 (Rev. 2-92)
Prescribed by Office of Management and Budget
Cir. No. A-102 and A-110

Commercial vendors may also use this form to make payments to FTA. The Form is being modified to include the title names Grantee or Vendor.

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL TRANSIT ADMINISTRATION

Grantee Refunds and Overpayment Form

GRANTEE INFORMATION

Date	MM/DD/YYYY
Grantee Name	
Grantee Address Line 1	
Grantee Address Line 2	
City	State

Contact Name	
Contact Phone Number	

GRANT INFORMATION (complete all items that apply)

Grant/Project Number	(include 2 digit Financial Purpose
ECHO Control Number (ECN)	
TEAM Recipient ID Number	
Draw Down Message Number	
Invoice Number	

REASON FOR REFUND

Amount of Refund to Grant/Project	$
Interest / Penalty	$
Total Reimbursement	$

Continue   Submit Data   RemittanceNetAmount 0.00

PaygovCollection

PDF Preview

It may take several minutes to process the form. Please be patient.

Note: Please avoid navigating the site using your browser's **Back Button** - this may lead to incomplete data being transmitted a

https://qa.pay.gov/paygov/forms/formInstance.html?nc=1183148541609&agencyFormId=... 6/29/2007

Frequently Asked Questions

1) Would it be possible to get some written directions on how to deal with new grantees that have not yet gotten an ECHO account? Do the regions still send them the old ECHO set up forms and when they send back to us, send to you and then you convert them? Or, shall we just have them download the conversion forms and send to you when they complete them?

Grantees requesting set-up on the ECHO system must still go through their respective Headquarters Office, they should also complete the new ECHO-Web registration forms so that they can receive User-IDs and passwords under the new system.   ECHO Control Numbers (ECN) are assigned by the FTA Headquarters and the FAA Regional Offices. Users who already have ECNs from using the old ECHO system can continue to use their existing number: they DO NOT need to request a new ECN for the ECHO-Web system.

2) What access will the regions have to ECHO-Web for training of new recipients?

The ECHO-Web application will have a production and quality assurance (QA) database. The QA database can be used for training the grantees. Since a draft Users Manual is on the TEAM web site, it is suggested that the grantees read through the manual while we are in the process of establishing and loading the User-IDs and passwords. Currently, we are planning to e-mail the User-ID and password to the grantees and they will have to change their password as soon as they log into ECHO-Web. The FTA & FAA users will also receive their User-IDs and passwords via e-mail.

3) Why can't the regions have designated staff to issue User-IDs and Passwords to the grantees like they do in TEAM?

The ECHO-Web application requires the same functionality that existed for the ECHO Bulletin Board system with improved computer security. Since it is part of FTA's grantee payment system, the requirements for granting access are different. Based on the recent audits that we have experienced, we are trying to ensure that we are in compliance with all computer security rules and regulations that govern these systems. We are required to have the User Access and Rules of Conduct forms on file in our office as well as a document for authorization and certification of all grantee users that have access to ECHO-Web. FTA grantees must notify accounting (TBP-50) when any of their ECN information changes (i.e., mailing address, bank account, authorizing official and points of contact (POC)). FAA grantees must notify their regional offices when any of their ECN information changes (i.e., mailing address, bank account, authorizing official and points of contact (POC)).

4) Other pertinent information:

- ***The ECHO-Web system <u>IS NOT COMPATIBLE WITH NETSCAPE BROWSERS</u>. Users must have MS Internet Explorer v5.5 or higher.***

- ***We cannot issue waivers for small grantees who want the Authorizing Official to have the ability to enter their draw down request. The Authorizing Official can have "read-only" access, but CANNOT have "update" access.***

- ***The FTA accounting and systems staffs are the only users who will have global access to all ECNs in ECHO-Web. However, they will not have the capability to enter any information in the system.***

- ***Users with "Update" access CANNOT sign as Authorizing Official or as the Recipient Organization Official.***

- ***It is required that all users give the last 6 digits of their social security number to be used as unique identifying information in the event an ECHO-Web system administrator or Helpdesk person needs to verify a user's identity before taking any action on their account.***

- ***Individual users within an organization CANNOT share a common e-mail ID. Each user MUST have their own dedicated business e-mail ID.***

5) If a user tries unsuccessfully to login to ECHO-Web, the following issues may apply:

- ***The system may be down***

- ***The user may have entered their User name and/or password incorrectly***

- ***User may not have a compatible web browser***

- ***When FAA users enter their ECHO Control Numbers, the "AA" MUST be upper case***

- ***ID numbers end in the number zero, not the letter; FTA 00R, FAA 00s.***

6) When FAA users enter project numbers in the system, they may get an error message calling for the project number being entered to begin with 2 alpha characters.

Users should disregard that message and continue entering the remaining project information. The system will accept and process their information.

7) What is the best way to contact the ECHO-Web helpdesk?

For a fast response, we encourage users to send e-mail to the ECHO-Web helpdesk at ECHO_Web@fta.dot.gov. 202-366-1004.