U.S. Department
of Transportation

**Federal Aviation
Administration**

800 Independence Ave., SW.
Washington, DC 20591

To: Airport Sponsors

From: Federal Aviation Administration, Office of Airports

Date: November 15, 2011

Subject: Federal Register Notice Regarding the U.S. Department of Transportation's Grant Payment Process Improvement Initiative

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This letter is to inform you of the Federal Register Notice published regarding the U.S. Department of Transportation's grant payment process improvement initiative. The U.S. Department of Transportation (DOT) is implementing a new department-wide electronic grant payment system, Delphi eInvoicing System. This new system will be a web-based standardized portal for grantees to electronically request payment and monitor payment status. All airport sponsors currently requesting payments manually or through the Electronic Clearing House Operation (ECHO) will be required to transition over to the Delphi eInvoicing System. The following are some major benefits the new electronic grant payment system will provide:

- **Electronic Payment Request Submission:** Submission of payment requests on-line individually or in bulk.
- **Grantee Self Service:** Real time views on the status of all payment requests.
- **Email Notifications**: Notifications to inform requesters about payment status.
- **Document Attachment:** Upload files as supporting documentation for payment requests.
- **Unified Platform:** The same grants payment request process will be utilized Department-wide, which will be helpful particularly for grant recipients who also work with other DOT Programs.

To access the Delphi eInvoicing System and request payment all users will be required to provide proof of their identity, through a notarized user request form, prior to gaining system access. User request forms will be provided to each sponsor at a later date to be completed and notarized. The DOT and FAA currently anticipate training and system deployment to begin in Spring/Summer 2012.

Please find attached the Federal Register Notice as well as Frequently Asked Questions (FAQ) on the Delphi eInvoicing System and the eAuthentication process. If you have any other questions please contact your Airport District Office (ADO) or Regional Office (RO) for more information.