

DOT Electronic Grants Payment System Transition

Delphi eInvoicing

Presented to: FAA Northwest Mountain Region
Airports Conference

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U.S. Department of Transportation



- New electronic grant payment system (Delphi eInvoicing) was developed by the U.S. Department of Transportation to be implemented department-wide across all modal agencies. (FAA, FHWA, FTA, FRA, etc.)
- New system will enable streamlining and modernization of DOT policies, processes, and systems.
- This transition will provide opportunities for DOT to recognize cost savings and efficiencies.

FAA Transition to Delphi eInvoicing

- All sponsors currently on the Federal Transit Administration's Electronic Clearinghouse Operation (ECHO) system will be transitioned over to the new Delphi eInvoicing System.
- All sponsors currently submitting paper payment requests will now be required to submit them electronically through the Delphi eInvoicing System.
- FAA will now perform payment request reviews and approvals electronically in the Delphi eInvoicing System.



Benefits of Delphi eInvoicing System

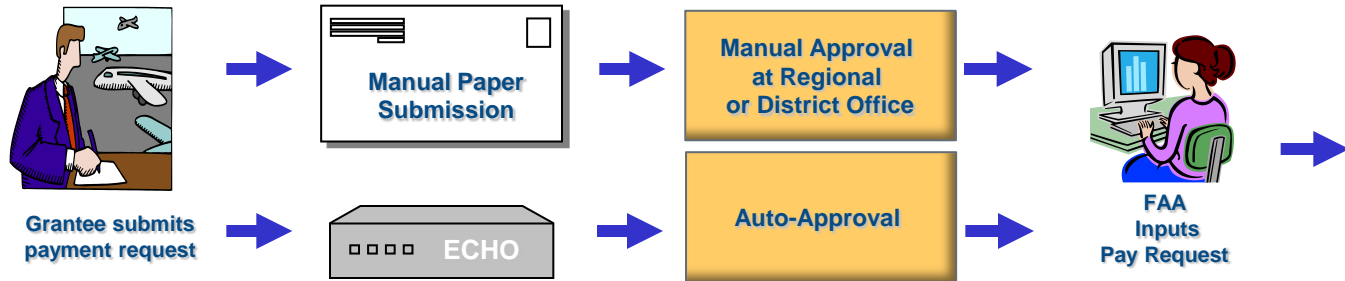
- **Sponsors:**
 - On-line electronic payment request submissions
 - Grantee Self-Service – real-time status availability 24/7
 - E-mail notifications on payment actions
 - Ability to electronically upload supporting documents
 - Uniform platform across all DOT modal administrations
- **FAA:**
 - Increase accuracy in grant payments and reporting
 - Enhanced ability to monitor, track, and reconcile grant payments
 - Seamless integration with DOT's core accounting system (Delphi)



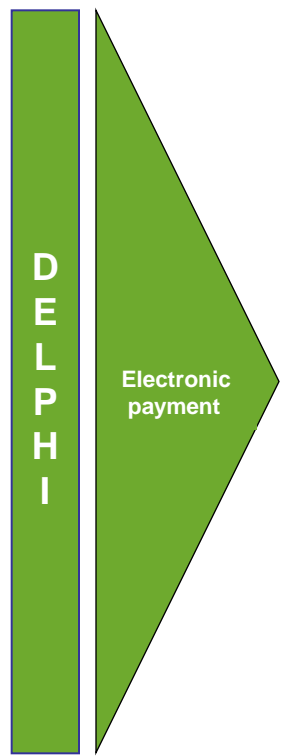
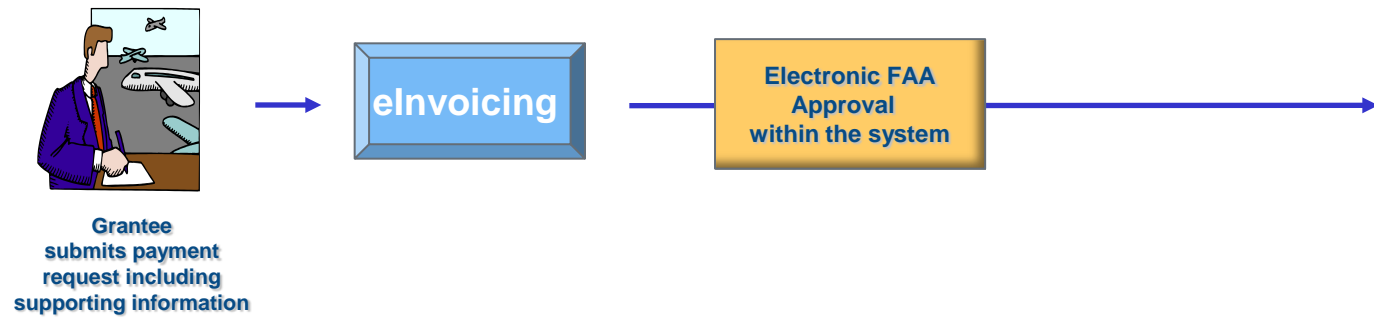
Grants Payment Process Steps



Current Process



New Process



Grantee System Functionality – Look & Feel

Welcome to the Department of Transportation DELPHI Login Page

Please enter your User Name and Password below.

Username

Password

I have read and accept the DELPHI Rules of Behavior.

33

I have read the DELPHI 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.

DELPHI Rules of Behavior

Why are DELPHI Rules of Behavior Needed?

Within DELPHI, as within all commercial-off-the-shelf (COTS) software packages, technical controls alone are inadequate in ensuring the proper separation of duties and security controls needed in federal applications. Management controls must be used to supplement the technical controls. Accordingly, the Office of Management and Budget (OMB) has established security requirements for agencies that supplement technical controls with management controls. Those requirements are published in OMB Circular No. A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Systems, dated November 28, 2000 (see <http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html>).

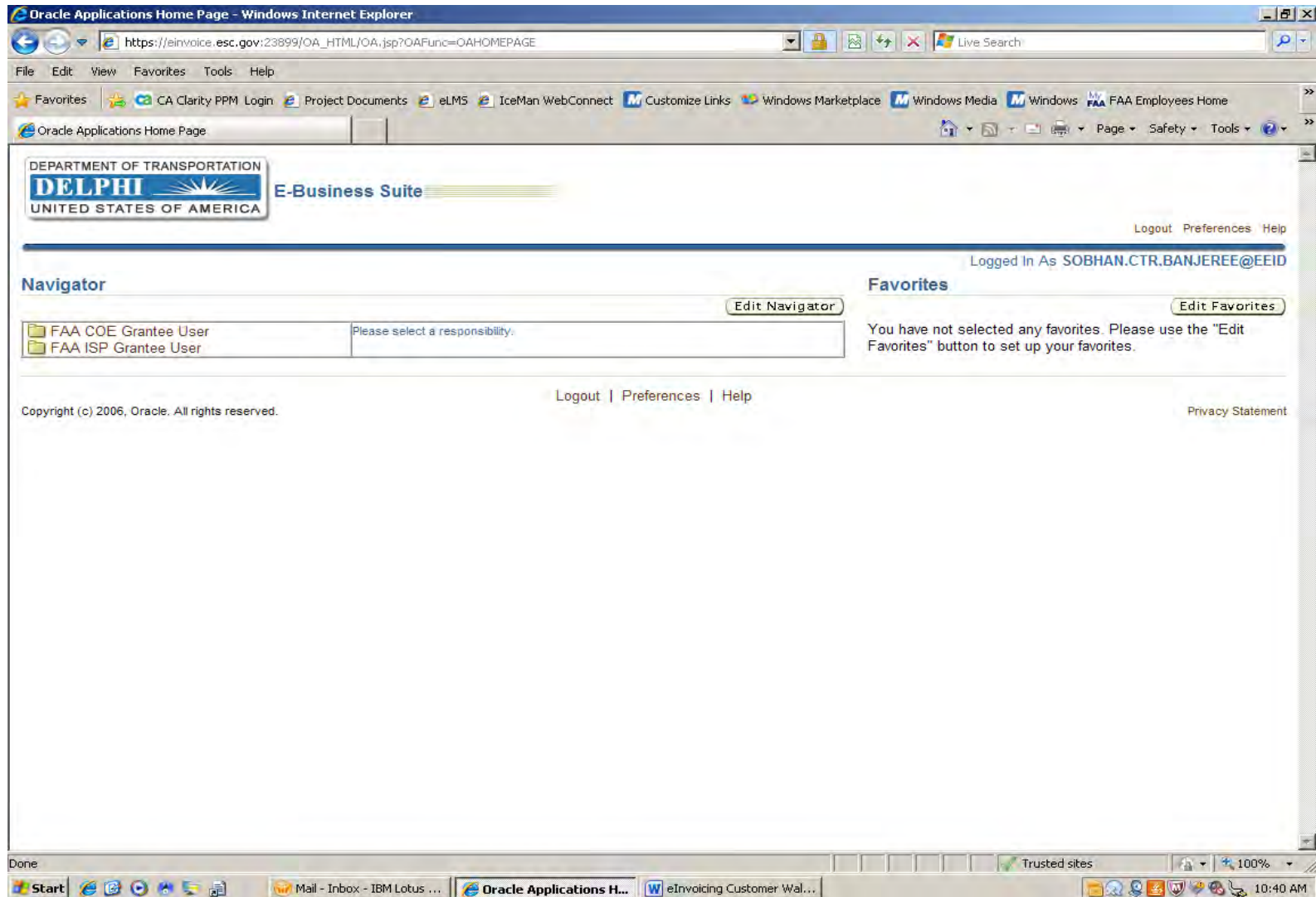
A-130 states: "Establish a set of rules concerning use of and behavior within the application. The rules shall be as stringent as necessary to provide adequate security for the application and the information in it. Such rules shall clearly delineate responsibilities and expected behavior of all individuals with access to the application. In addition, the rules shall be clear about the consequences of behavior not consistent with the rules."

To Whom Do They Apply?

The rules of behavior presented here apply to all Department of Transportation (DoT) employees, contractors, and to all personnel developing and using DELPHI information resources. Because written guidance cannot cover every possible contingency, you are asked to exceed the stated principles, and are referred to the Code of Federal Regulations (CFR), Title 5, Administrative Personnel, Volume 3, Chapter XVI, Office of Government Ethics, Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch, dated 1 January 1999, for additional information.



Grantee System Functionality – Look & Feel



Grantee System Functionality – Look & Feel



iSupplier Portal

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Notifications

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Subject

Date

No results found.

-  **Orders**
 - [Orders/Grants](#)
-  **Invoices**
 - [Invoices](#)

Orders At A Glance

[Full List](#)

Orders/Grants

Description

No results found.

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Grantee System Functionality – Look & Feel

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

eInvoicing

Home Logout Preferences

Home Orders/Grants **Invoices**

Create Invoices | View Invoices

Invoices

Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

Create Standard Invoice Create Credit Memo Invoice

Search

Search By Invoice Number Go

Saved Invoices

Invoice Number	Date	PO Number	Grant Number	Invoice Amount	Status	View Attachments	Update	Delete
No search conducted.								

Create Standard Invoice Create Credit Memo Invoice

Home | Orders/Grants | Invoices | Home | Logout | Preferences Create Standard Invoice Privacy Statement

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Grantee System Functionality – Look & Feel



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[Create Invoices](#) | [View Invoices](#)



Create Invoice: Purchase Orders

[Cancel](#) Step 1 of 4 [Next](#)

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier

Grant Number

[Go](#) [Clear](#)

Select Items: [Add Items to Invoice List](#) Previous 1-10 Next 10

[Select All](#) | [Select None](#)

Select	PO Number	Grant Number	Award Amount	Amount Previously Invoiced	Available Balance	Agency	Description
<input type="checkbox"/>	NEG25005342	NEG25005342	5472278	4723425	748853	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$5472278
<input type="checkbox"/>	NEG25005341A	NEG25005341A	36195	36195	0	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$36195
<input type="checkbox"/>	NEG25005340A	NEG25005340A	2427250	2349596	77654	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$2427250
<input type="checkbox"/>	NEG25005335A	NEG25005335A	387600	382259	5341	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$387600
<input type="checkbox"/>	NEG25001098	NEG25001098	3358664	3358664	0	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$3358664
<input type="checkbox"/>	NEG25001096	NEG25001096	7662270	7662270	0	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$7662270
<input type="checkbox"/>	NEG25001095	NEG25001095	9546494	8572914	973580	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$9546494
<input type="checkbox"/>	NEG25001094	NEG25001094	19724330	17751897	1972433	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$19724330
<input type="checkbox"/>	NEG25001092	NEG25001092	250000	185453	64547	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$250000
<input type="checkbox"/>	NEG25001090	NEG25001090	4263335	2818089	1445246	FEDERAL AVIATION ADMIN	Grant with 1 line(s) totalling \$4263335

Select Items: [Add Items to Invoice List](#) Previous 1-10 Next 10

[Cancel](#) Step 1 of 4 [Next](#)

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Grantee System Functionality – Look & Feel



iSupplier Portal

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Create Invoice: Lines to Invoice

* Indicates required field

USD = US Dollar

Supplier Name

[Cancel](#) [Back](#) [Step 2 of 4](#) [Next](#)

Orders/Grants Selected

PO Number	Grant Number	Award Amount	Amount Previously Invoiced	Available Balance	Invoice Amount
NEG25005342	NEG25005342	5472278	4723425	748853	<input type="text" value="748853"/>

Invoice Summary

[Calculate](#) Total (USD)

[Cancel](#) [Back](#) [Step 2 of 4](#) [Next](#)

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Grantee System Functionality – Look & Feel



Create Invoice: General Information

* Indicates required field

[Cancel](#) [Save](#) [Back](#) Step 3 of 4 [Next](#) [Finish](#)

* Invoice Number

* Invoice Date
(example: 30-Nov-2011)

Invoice Description

Attachment **None** [Add](#)

Period of Performance Begin

Period of Performance End

Remit To

Name
Address

[SF270](#) [SF271](#)

[Cancel](#) [Save](#) [Back](#) Step 3 of 4 [Next](#) [Finish](#)



Grantee System Functionality – Look & Feel



eInvoicing

Home Logout Preferences

Home Orders/Grants **Invoices**

Create Invoices | View Invoices

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT OF CONSTRUCTION PROJECTS (SF271)

1. Type of request *

2. Basis of request *

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

4. Federal grant or other identifying number assigned by federal agency

5. Partial payment request no:

6. Employee identification number

7. Recipients account number or identifying number

8. Period covered by this request

From (month,day,year)

To (month,day,year)

9. Recipient organization

Name:

Number and street:

City, state and ZIP code:

10. Payee (where check is to be sent if different than item 9)

Name:

Number and street:

City, state and ZIP code:

11. STATUS OF FUNDS

CLASSIFICATION	PROGRAMS			FUNCTIONS			ACTIVITIES			TOTAL
	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	
a. Administrative expense										
b. Preliminary expense										
c. Land, structures, right-of-way										
d. Architectural engineering basic fees										

Trusted sites

100%



Grantee System Functionality – Look & Feel

j. Construction and removal				
k. Construction and project improvement cost				0
l. Equipment				0
m. Miscellaneous cost				0
n. Total cumulative to date(sum of lines a thru m)	0	0	10000	10000
o. Deductions for program income				0
p. Net cumulative to date (line n minus line o)	0	0	10000	10000
q. Federal share to date				0
r. Rehabilitation grants (100% reimbursement)				0
s. Total Federal share (sum of lines q and r)	0	0	0	0
t. Federal payments previously requested				0
u. Amount requested for reimbursement				0
v. Percentage of physical completion of project				

12. CERTIFICATION

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.

a. RECIPIENT

NAME AND TITLE

TELEPHONE (AREA CODE, NUMBER EXTENSION)

DATE REQUEST SUBMITTED



b. REPRESENTATIVE CERTIFYING TO LINE 11V

NAME AND TITLE

TELEPHONE (AREA CODE, NUMBER EXTENSION)

DATE REQUEST SUBMITTED



Calculate

Back to Invoice creation

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Done

Trusted sites

100%



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 greater than 60% of grant and when 90% of funds are requested)



Implementation Schedule – Tentative

- **May - July 2012**
 - Users Complete e-Authentication Process
- **Late May – Early July 2012**
 - Pilot Program with Three Sponsors (GGW in ANM)
- **August 2012 – November 2012**
 - System Training – late spring/early summer
 - FAA Airports User Transition
 - ECHO Users: August – September 2012
 - Non-ECHO Users: October – November 2012
 - DOT Help Desk Support will be available during implementation



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.
 - Training videos, desktop user manual, quick reference guide, and FAQs will be made available online.



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/

The screenshot shows the FAA website's 'AIP Grant Payments' page. At the top, there is a navigation bar with links for 'FAA Home', 'About FAA', 'Jobs', 'News', 'A-Z Index', and a user login button 'I Am A ...'. Below this is a search bar. The main navigation menu includes 'Aircraft', 'Airports' (which is highlighted), 'Air Traffic', 'Data & Research', 'Licenses & Certificates', 'Regulations & Policies', and 'Training & Testing'. The breadcrumb trail reads 'FAA Home » Airports » Airport Improvement Program (AIP) » AIP Grant Payments'. The left sidebar contains a list of links under 'Airport Compliance' and 'Airport Improvement Program (AIP)', with 'AIP Grant Payments' selected. The main content area is titled 'AIP Grant Payments' and includes a 'Print' and 'Email' button. The text describes the transition to the Delphi invoicing system. A list of documents includes '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)', and 'FAA Grants Payment Transformation Brochure (PDF)'. A 'Do You Want To...?' sidebar offers links to 'View airport program statistics', 'Search airport data', 'Find an airport AC', 'Read best practices for runway safety', and 'Learn about the Airport Improvement Program'. The bottom of the page features the FAA logo and the text 'Federal Aviation Administration'.

Questions?

After the Conference
Please contact your
ADO Project Manager in the
Denver, Helena, and Seattle ADOs
With any eInvoicing questions.

