



U.S. Department of Transportation Delphi Invoicing Payment Request System Waiver Request Form - Instructions

General Instructions

Purpose of Form

The DOT and its Operating Administrations (OA's) are modernizing its financial management systems, and as a result there will be changes to the way grant recipients submit payment requests to the Department. Recipients will be required to have electronic internet access to register in DOT's electronic payment system, Delphi Invoicing.

Under limited conditions, DOT Financial Management officials may allow exceptions to the requirement that grantees register in and submit payment requests through the Delphi Invoicing system. The enclosed form is used to request a waiver from using the Delphi Invoicing system.

Applicability

All recipients of grants or cooperative agreements submitting payment requests to the Department of Transportation must be registered in and submit payment requests through DOT's Delphi Invoicing system.

Note: This process is not applicable to grant recipients currently requesting payment electronically through the National Highway Traffic Safety Administration's Grant Tracking System (GTS), the Federal Highway Administration's Rapid Approval State Payment System (RASPS), or the Federal Transit Administration grant recipients currently requesting payment through the Electronic Clearing House Operating System (ECHO),

Waiver Process

If you are unable to access the internet, or are otherwise unable to use the DOT's Delphi Invoicing system, your organization must submit and be granted a waiver of compliance. Refer to DOT Form 2770.4 and related instructions for information regarding the waiver process. Recipients may apply for an exemption or waiver by submitting a written waiver request to DOT Office Financial Management. This request must contain the following information:

- 1.Name, address, grantee institution or entity name, phone number and email address.
- 2.Recipients must provide specific reasons as to why they are unable to use or access the internet to register and enter payment requests using the online payment system.

All requests should be sent to Director of the Office of Financial Management, US Department of Transportation, B-30, room W93-322, 1200 New Jersey Avenue SE, Washington DC 20590-0001, DOTElectronicInvoicing@dot.gov. DOT Financial Management representatives will not consider requests that are incomplete.

Note: Concerns over system security are not valid reasons and will not be granted a waiver from DOT Financial Management because the Delphi Invoicing system is fully secure and meets the latest technical security requirements as proscribed by the Office of Management and Budget and the National Institute of Standards and Technology (NIST).

Once complete and validated by DOT, the Director of the Office of Financial Management will review the request and provide a response approving or denying the request via mail or e-mail to the recipient point of contact. The review process should take approximately thirty (30) days from the time the request is received by the Office of Financial Management.

Mailing Instructions

Mail via certified USPS, UPS, FedEx, etc. to:
US Department of Transportation
Office of Financial Management,
1200 New Jersey Avenue SE, Room W93-322
Washington DC 20590-0001

Paperwork Reduction Act (44 U.S.C. 3501) Burden Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2105-0564. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to request grant related payments from the DOT. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: Information Collection Clearance Officer, Department of Transportation, 1200 New Jersey Avenue SW, Washington, DC 20590, S-83.

Privacy Act Statement: Privacy Act Statement (5 U.S.C. § 552a, as amended): AUTHORITY: 31 USC 3512, authorizes DOT to collect this information. PURPOSE(S): DOT will use the information provided to establish your identity prior to your receiving an account within our system, and is intended solely to establish a unique identity and proof thereof. ROUTINE USE(S): In accordance with DOT's system of records notice, DOT/ALL 7 Departmental Accounting and Financial Information System, DAFIS, the information provided may be disclosed to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1982 (31 U.S.C. 3701(a)(3)). DISCLOSURE: Provision of the requested information is voluntary; however failure to furnish the requested information may result in an inability of the Department to grant you access to our system.



**U.S. Department of Transportation
Delphi Invoicing system
Waiver Request Form**

Contact Information:

Recipient Legal Name:

Doing Business As (DBA) Name:

Point of Contact (POC) Name:

Phone Number:

Recipient DUNS Number:

Recipient Address Line 1:

Recipient Address Line 2:

Recipient City/State/Zip Code:

Waiver Justification:

Provide a detailed justification providing specific reasons as to why the grantee organization is unable to use or access the internet to register and enter payment requests using the online payment system.

Waiver
Justification

Grantee POC Signature

Date

DOT Response Required for Non-concur:

DOT Response

DOT Financial Management Representative Signature

Date

Mail via certified USPS, UPS, Fedex, etc. to:

DOT Enterprise Services Center
FAA Accounts Payable, AMZ-100
PO Box 25710
Oklahoma City, OK 73125