

Ulster County
FTA ECHO Drawdown Document Retention Policy
2009

The following checklist of data is to be completed and filed with all requests of funds from FTA:

- Completed ECHO Payment Request Form
“Requested By” signature must be the transit director, or his or her designee. “Signature of Authorizing Official” must be the Ulster County Commissioner of Finance or his/her designee other than the requestor or his or her designee.
- Supporting calculation for draw amounts to demonstrate that only the appropriate federal share in relation to the total project cost is being requested in the drawdown.
- Supporting calculation to demonstrate that the amount in the approved grant line item has not been exceeded.
- Documentation of funds received with date.

For Capital Projects (in addition to the above)

- Copies of invoices that support the amount of the draw request. ***
- Evidence that invoices have been reviewed, approved, and paid (i.e. invoice approval notation, cancelled check or other proof of payment such as electronic check register) prior to drawdown requests. ***
NOTE: FTA does allow grantees to pay invoices within 3 days of receipt of payment through the ECHO system, but Ulster County’s current policy is to request drawdowns on a reimbursement basis.
- Supporting calculation for draw amounts to demonstrate that only the appropriate federal share in relation to the total project cost is being requested in the drawdown.

For Other Projects (in addition to the above)
(Administrative Costs, Preventative Maintenance Staff Costs)

- Copies of personnel costs that support the amount of the draw request such as payroll records.
- Evidence that costs are eligible for the grant and have been incurred prior to drawdown requests.
- Evidence that costs are for the period of time covered by the project.

****Copies of these documents should also be maintained in the appropriate contract administration file for the applicable procurements. And all documents must be kept in secure record storage for a minimum of six years.*