

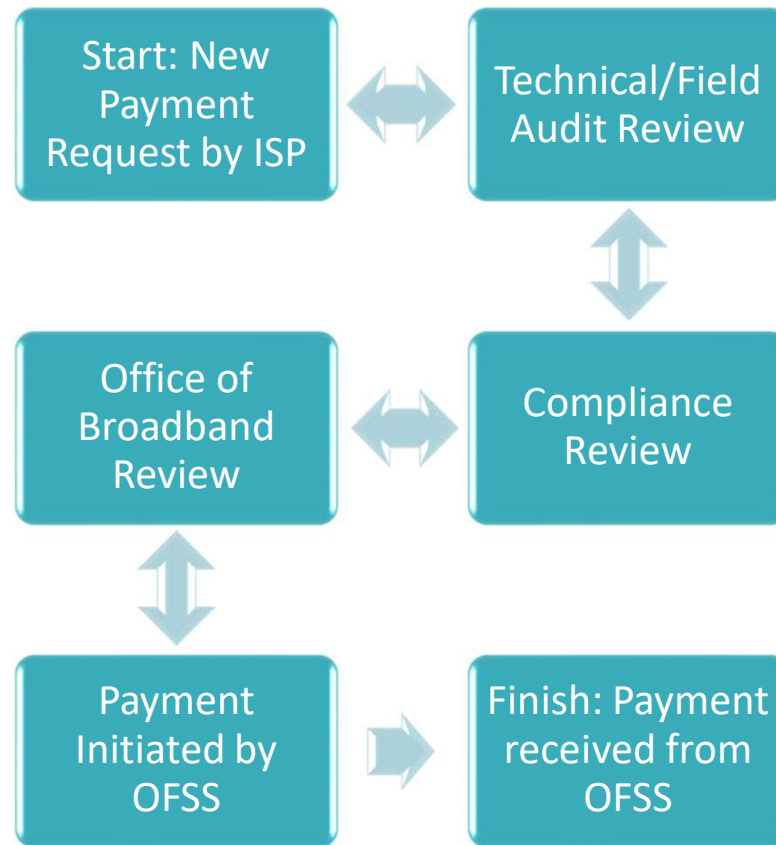


Louisiana Office of Broadband
Development & Connectivity

Payment Process Discussion



- 📶 18 ISPs
- 📶 75 CPF Funded Projects
- 📶 5 Payment Thresholds








What is the payment process?

The Payment process is a full compliance review:

- 📶 Audit ready documentation
- 📶 Reporting & compliance focused

Every Data Item Serves a Purpose!

Payment Request Improvements

-  GUMBO Portal buildout and controls
-  Program Policies and SOP created for consistency and scalability
-  Forecasted project completion to prevent bottlenecks
-  Fabric ID matching assistance on location identification and validation
-  Payment submission “How to” document that defines the Payment Request

Submitting a Payment Request

- 📶 Login to GUMBO Portal <https://gumbo.la.gov/broadband/login.cfm>
- 📶 Navigate to the Award/Payments tab
- 📶 Complete the Payment Request
- 📶 Only Company Administrators can “Save and Submit” payment requests

SAVE AND SUBMIT

Payment Request – Section 1

Payment Request	Field Audits	Draw Request/Payment
1 Total Payment Requested:	<input type="text" value="550,000.00"/>	4* Date of Payment Request: <input type="text"/>
2* Payment Request Threshold:	<input type="text" value="10%"/>	
3 <input type="checkbox"/> Final Payment Request	- Please check this box when the project is 100% complete confirming this is the final payment request.	

1. The Total Payment Requested will be auto calculated based on the selection of Payment Request Threshold.
2. Select the percentile completion threshold for this payment request (10%, 35%, 60%, 85%, or 100%). This is based on percent of completion of planned GUMBO locations served (to be verified by the Field Auditors). *
3. If this is the final reimbursement request, the ISP will need to check the checkbox.
4. The date the payment request is submitted. *

* Required Field

Payment Request – Section 2

	Households	Businesses	Community Anchor Institutions
Number of broadband serviceable fabric locations added since last payment request	<input type="text" value="1*"/>	<input type="text" value="2*"/>	<input type="text" value="3*"/>
Total number of broadband serviceable fabric locations included in previous payment requests	0	0	0
Total number of broadband serviceable fabric locations requested to date	0	0	0

1. Enter the number of broadband serviceable households served for this payment request. *
 2. Enter the number of broadband serviceable businesses served for this payment request. *
 3. Enter the number of community anchor institutions served for this payment request. *
- These numbers should not include any locations that were included in previous payment requests. The other entries with “0” will be auto calculated based on previous submissions.

* Required Field

Payment Request – Section 3

If Project status is 'Completed':

1	Construction Completed Date:	<input type="text"/>
2	Have internet service operations been initiated?	<input type="text" value="v"/>
3	If initiated, date operations were initiated:	<input type="text"/>
4	If not initiated, provide explanation:	<input type="text"/>

This section will only be completed if the project is 100% complete.

1. Enter the actual construction completed date for the project.
2. Have internet service operations been initiated (Yes or No)?
3. If the answer to question 2 is “Yes”, enter the date of the first customer using this fiber infrastructure build.
4. If the answer to question 2 is “No”, provide an explanation for why the operations were not initiated. (Max length - 3000 characters)

Payment Request – Section 4

Please provide the speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service:

Speed Plan	Price	Delete
1* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2* <input type="button" value="ADD SPEED PLANS"/>		

Speed Plans and Prices:

File	Uploaded Date	Delete
Version 1 <input type="button" value="Choose File"/> No file chosen		<input type="checkbox"/>

1. Provide the upload and download speeds offered to prospective customers at the served locations for this payment request. *
2. Provide a file upload of the official pricing for speed tiers offered that matches what is listed in question 3. *

* Required Field

Common Issues – Speed Plans and Prices

Speed Plans and Pricing are not matching the GUMBO Portal's data entry.

This should be a direct match between the file you upload and what is entered into the GUMBO Portal.

Data entered into the GUMBO Portal here must match what is provided in the attachment below

Please provide the speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service:

Speed Plan	Price	Delete
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

ADD SPEED PLANS

Speed Plans and Prices:

File	Uploaded Date	Delete
Version 1 <input type="button" value="Choose File"/> No file chosen		<input type="checkbox"/>

Common Issues – Speed Plans and Prices

Speed Plans and Pricing are not matching the application for applicable projects:

GUMBO Grant Rules, Compliance §701: Grant recipients that have offered broadband service to at least one thousand consumers for a period of at least five consecutive years shall offer broadband service at prices consistent with offers to consumers in other areas of the state. Any other broadband provider shall ensure that the broadband service is priced to consumers at no more than the cost rate identified in the project application, for the duration of the five-year service agreement.

<https://www.fcc.gov/economics-analytics/industry-analysis-division/urban-rate-survey-data-resources>

Project Description	Project Area	Technical Report	Budget	Attestation	Award Protest	Award/Payments
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Services

Provide a description of service options to be provided:

Service Name	Upload/download speed	Date of 1st Availability	Data Cap	# of recipients	Price
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Prices listed in this section of the GUMBO Portal must be honored if this GUMBO RULE applies to you.

Payment Request – Section 5

Location Data:

	File	Uploaded Date	Delete
1*	Version 1 <input type="button" value="Choose File"/> No file chosen		<input type="checkbox"/>

1. Provide an updated Location Data Template for this payment request. The Location Data Template will initially be provided by the office for its most up to date version. *

For subsequent payment requests, the ISP should begin with the last Location Data Template as confirmed by the Field Auditors in the previous payment request, and update with information for newly served locations.

* Required Field

Common Issues - Location Data Template

When populating the data of the template columns, you should make sure that the following conditions are met:

1. The original location coordinates submitted as part of your GUMBO application should be entered in the template. Do not input the coordinates of the Fabric ID
2. Accurately match the GUMBO locations to the corresponding Fabric ID. You should not assign a Fabric ID if it is not related to that GUMBO location
3. Only one challenge should be submitted per GUMBO location needing a Fabric ID. Duplicate challenge ID will not be accepted
4. if submitting a challenge for a location deemed ineligible by the technical auditor, you should explain why the location should be considered eligible for reimbursement
5. The maximum download and upload speed offered should match the information listed in your payment request.

Payment Request – Section 6

1	Has the Project Plan been updated? <input type="button" value="v"/>		
	If so, please upload the documentation		
	File	Uploaded Date	Delete
Version 1	<input type="button" value="Choose File"/> No file chosen		<input type="checkbox"/>
2	Latest Test Plan		
	File	Uploaded Date	Delete
Version 1	<input type="button" value="Choose File"/> No file chosen		<input type="checkbox"/>
3*	Customer List		
	File	Uploaded Date	Delete
Version 1	<input type="button" value="Choose File"/> No file chosen		<input type="checkbox"/>

1. Indicate whether the project plan for this project has been updated (Yes or No). If the answer to this question is “Yes”, please upload the updated project plan.
2. Upload the latest test plan.
3. Upload an excel list of all the customers that have been served during this payment request. *

* Required Field

Payment Request – Section 7

1* Please provide a log or summary report that details eligible project expenses that have been expended for this Payment Request. This can be evidenced through a ledger.

File	Uploaded Date
Version 1 View attachment	

Matching Funds

2 If you received matching funds from a local government, please provide proof of receipt of matching funds from the entity. This can be evidenced through ledger for deposit, check image, etc.

File	Uploaded Date
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If the funds have not been received, please provide a detailed explanation.

3

1. This should be a listing of expenses directly related to the project you are requesting reimbursement for. Expenses should be listed such as fiber, labor, etc. **The request is for cumulative expenses for entire project***
2. If the matching funds were provided by a local government provide proof of receipt.
3. If the matching funds were committed by a local government but have not been received provide an explanation.

* Required Field

Common Issues – Log of expenses

The GUMBO Program is a reimbursement model where the awardees are expected to have spent funds to receive grant money to cover those costs. A log of expenses is required to be submitted with payment requests. These expenses should contain the following:

1. A clear description of the cost
2. A clear connection that the expense is directly related to the project it is being reimbursed for
3. A format that is easily calculated (excel is preferred)
4. Ability to prove cost in the future in case of a financial audit

Payment Request – Section 7 cont...

1* Please provide the Total Matching Funds Expended.

2* Were the matching funds for this project included as contributions for any other Federal award? (Were the matching funds committed/promised to any other federal award as a match)?

If yes, provide an additional explanation

2b

3* Were the matching funds for this project paid by the Federal Government under another Federal award? (Are any matching funds sourced from another Federal award)?

If yes, provide an additional explanation

3b

- 1. Provide the total amount of matching funds expended to date. *
- 2. Confirm whether the matching funds committed were included as part of another Federal program. *
- 2b. If the answer to the previous question is “yes” provide the program name, amount committed, and program ID.
- 3. If any matching funds were expended were they provided by another federal program. *
- 3b. If the answer to the previous question is “yes” provide the program name, amount committed, and program ID.

* Required Field

Payment Request – Section 8

- 1* Please provide a brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs.

- 2* Please upload any test results for this deployment:

Name	File	Redacted	Uploaded Date	Delete
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>		<input type="checkbox"/>

ADD TEST RESULTS

1. Provide a brief description of the major activities on which funds were expended during this phase of the project that you are requesting reimbursement. (Max length - 3000 characters) *
2. Upload any test results showing the speed or light tests for the locations that have been served. *

* Required Field

Common Issues – Description of Activities

The description of activities should be written out in complete sentences that describes the activities involved with the reimbursement request you are seeking. This will be used to report to the Treasury so they understand the work activities that were performed during this payment request (tied to the expenses). Please supply 3-5 sentences that describes the activities so that it is clear and understandable.

Who, WHAT, when, where, and how?

Payment Request – Section 8 cont.

Please upload any maps/shapefiles for this deployment:

3*	Project phase boundaries/areas:			
	File		Uploaded Date	
4*	Broadband infrastructure (fiber backbone, handholes, enclosures, splitters, etc):			
	File		Uploaded Date	
5*	Mapbook:			
	File		Uploaded Date	
6	Additional map/shapefiles files:			
	Name	File	Redacted	Uploaded Date

3. Upload all documents that show the boundaries for the locations served in this payment request. *
4. Upload a document that confirms the broadband infrastructure. *
5. Upload a mapbook that shows all locations that were served in this payment request. *
6. If there are any additional files upload them here.

* Required Field

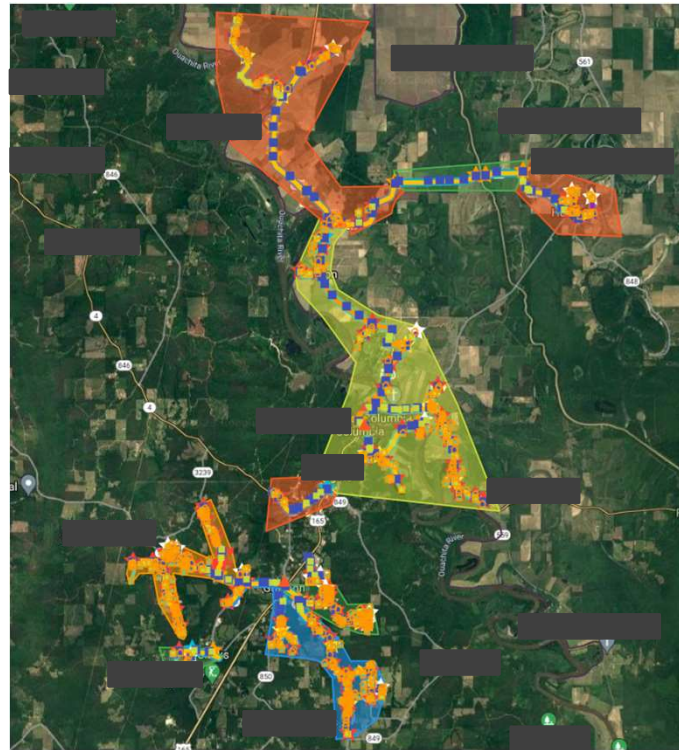
Common Issues – Maps/ Shapefiles

Shapefiles must be submitted as part of the payment reimbursement process to allow the field auditors to develop the field audit testing plan as well as validate that the broadband internet deployment serves the GUMBO locations as intended:

1. Planned and deployed broadband deployment infrastructure (e.g. fiber cable, handholes, splitters/taps, optical network terminal, etc.) should be included in your shapefile submission
2. A shapefile layer with the deployment geographical boundaries of each project phase should be submitted (see example in next slide)
3. The data of your as-built GUMBO location shape file needs to match the coordinates of your original GUMBO location list

Common Issues – Maps/ Shapefiles

Example of a deployment boundaries shapefile layer



Payment Request – Section 9

By signing this payment request, I certify to the best of my knowledge for belief that the request is true, complete, and accurate, and that the expenditures (costs incurred) of which reimbursement is being requested are supported by internally documented paid invoice receipts and are directly related to the objectives set forth in the terms and conditions of the Grant Agreement and follow all applicable rules outlined in the GUMBO Grant Rules and related State Acts (Acts 477, 760, 288) as well as all applicable Federal Guidelines, including but not limited to the U.S. Treasury's Capital Projects Fund, Section D. Eligible and Ineligible Costs of the Guidance for the Coronavirus Capital Projects Fund.

I certify that prior to submitting the final reimbursement request of funds that all proposed matching funds (Matching requirements) have been spent, and that the total project cost has been met through documented paid invoice receipts.

I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812) (State Code Title 46, Section 46:438.3).

I certify that no expenditures were related to federally restricted items:

- 2 CFR 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
- 2 CFR 200.471 Telecommunication costs and video surveillance costs.
- Or any other restricted items as detailed in applicable state and/or federal guidance

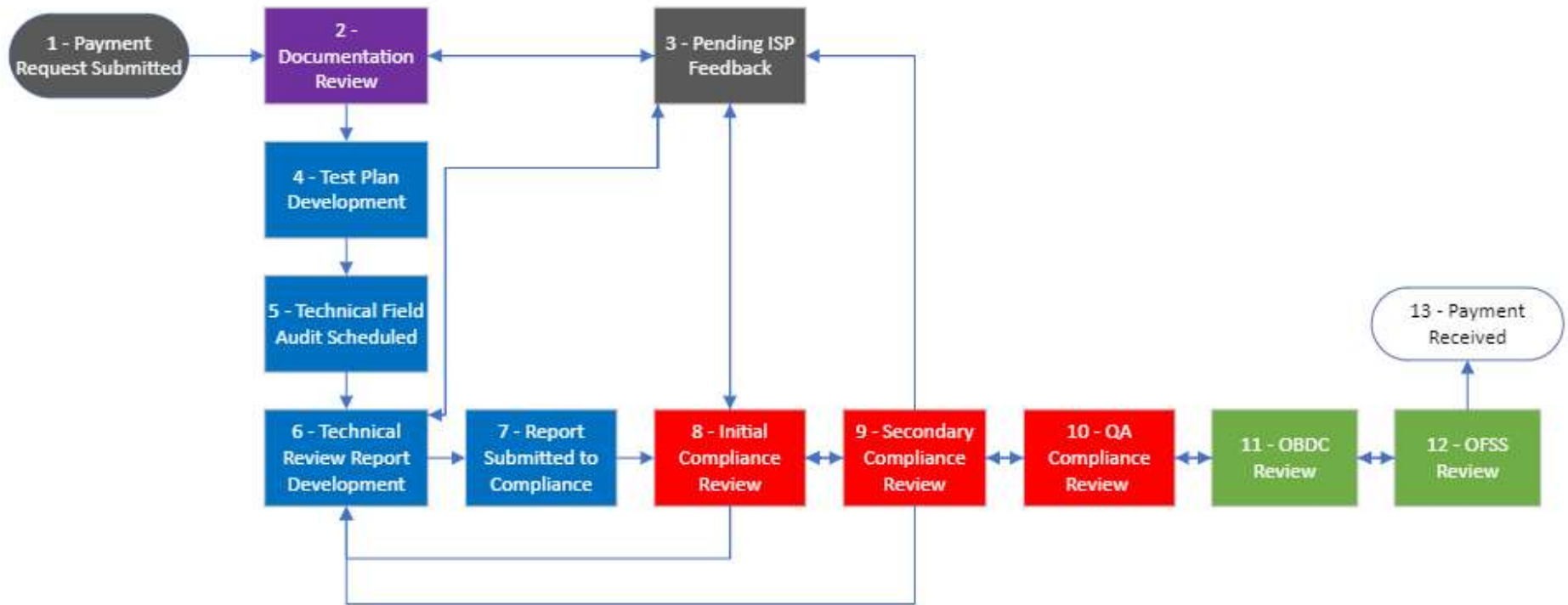
By:
Signature:
Title:
Date:

1*

The authorized representative needs to carefully read and sign the payment attestation. The representative needs to complete the “By”, “Signature”, “Title”, and “Date” sections. * It is important that any amendments are signed prior to payment submission.

* Required Field

Payment process workflow



Payment from OFSS - ACH

- 📶 If you are a “check vendor,” you will get a mailed check, instead of a “EFT direct deposit vendor.” Check vendor’s have a longer payment process.
- 📶 If you’d like to become an EFT vendor, the necessary step is to call our Office of Statewide Reporting and Accounting Policy (OSRAP).
 - 📶 Call 225-342-1097.
- 📶 Tell them you are a State Vendor and want to be paid via EFT.
- 📶 They will ask for your Vendor Number. It is a 9-digit number.
- 📶 They will then work with you on setting up EFT.

Questions?



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