Healthcare Connect Fund (HCF) Program

FCC Form 460 Guide

How to file a consortium FCC Form 460 (Eligibility and Registration Form) for the HCF Program. The FCC Form 460 can be submitted at any time during a funding year.

Start Tab

- **HCP or Consortium Name** is a required field that will be prepopulated for health care providers (HCPs) that have previously submitted an FCC Form 460. Enter the name of the site. This name will be automatically populated on all forms associated with the HCP number.
- **Legal Entity Name** is a required field. Enter the name of the legal entity that owns and/or operates the site.
- **FCC Registration Number (FCC RN)** is a required field. If the legal entity named above has an FCC RN, you must enter the legal entity's FCC RN.
  - All applicants must obtain an FCC RN, if they do not already have one. The FCC RN is a ten-digit number that is assigned to a business or individual registering with the FCC and is used to uniquely identify the business or individual in all of its transactions with the FCC. Obtaining an FCC RN is a simple process that can typically be completed within minutes through the FCC's website at https://fjallfoss.fcc.gov/coresWeb/publicHome.do.
- **Nickname** is an optional field. If you wish, you may enter a name to easily identify this form in the future.
- **FCC Form 460 Application Number** is a prepopulated field generated by the system.

Registration Type Tab

- **What type of registration do you require?** Select one of the eligible entity types. This forms guide focuses on "Determine eligibility of a consortium." Click "Save & Continue" to advance to the next section.

Consortium Leader Information Tab

- **Is the Consortium a standalone legal entity?** is a required field. Indicate if the consortium is a legal entity by selecting the appropriate radio button.
- **Consortium Leader Type** is required. Select the consortium leader type from the dropdown menu.
  - If the Consortium Leader Type is "An eligible HCP participating in the Consortium," enter the member HCP Number in the field below.
- Select "Yes" or "No" for "Consortium has a written agreement allocating legal and financial responsibility." If "Yes" is selected, the exemption document may be uploaded.
- Answer "Yes" or "No" to the question "Is this a government entity?"
- **Consortium Leader Name** is a required field. Enter the name of the consortium leader. The consortium leader is the organization that will serve as the main point of contact with USAC and the FCC and that will act on behalf of the consortium members throughout the application process and the funding, invoicing, and post-invoicing periods.
- **Consortium Leader Phone** and **Email** are required fields. Enter the phone number and email address of the consortium leader.
- **Consortium Website** is an optional field. Enter the consortium leader's web address.

Physical Location Tab

- **Address of the Consortium Leader** is required unless a geo location is entered. Enter the site's physical address (do not enter a P.O. Box or a rural route address).

- **City, State, Zip Code** and **County** are required fields.
- **Geo Location** is required only if the site does not have a street address. Enter geo location information (i.e., latitude and longitude). Geo location information can be found using the instructions below:
- Go to https://maps.google.com/
- Type the site (HCP)'s intersection, city/town, or the nearest landmark. Drag the map or use the zoom feature to navigate to its precise location.
- Click to drop a pin to mark the location.
- Right click on the pin and select "What's Here." A box will appear, and the geo-coordinates will be displayed below the address.
- **Verify My Address** must be clicked to confirm the data entered in the fields.

Contact Information Tab

- **Project Coordinator First Name, Last Name,** and **Title/Position** are required fields. Enter the Project Coordinator's name and title. The Project Coordinator is the person responsible for granting access to and managing the consortium's online account information. The Project Coordinator has the ability to view, create, and enter data in forms, and electronically certify, sign and submit forms, on behalf of the consortium. The Project Coordinator must be an officer, director, or other authorized employee of the Consortium Leader and may not be a consultant.
    - o The Project Coordinator may designate one or more Assistant Project Coordinators (also known as a Secondary Account Holder) with varying levels of access to the consortium's account.
- **Employer** is a required field. Enter the name of the legal entity for which the Project Coordinator works.
- **Employer's FCC Registration Number (FCCRN)** is a required field. All applicants must obtain an FCCRN, if they do not already have one. Obtaining an FCCRN is a simple process that can typically be completed within minutes through the FCC's website at https://fjallfoss.fcc.gov/coresWeb/publicHome.do. The FCCRN is a ten-digit number that is assigned to a business or individual registering with the FCC, and is used to uniquely identify the business or individual in all of its transactions with the FCC.
- **Employer Website** is an optional field. Enter the web address for the legal entity for which the Project Coordinator is employed.
- **Project Coordinator Address, City, State, Zip Code, Phone #** and **Email** are required fields. Enter the Project Coordinator's address, city, state, zip code, phone number, and email address.
- **Are there secondary account holders?** is optional. Select "Yes" to "Are there secondary account holders?" to add a Secondary Account Holder. Enter the information about the Secondary Account Holder.
    - o Though optional, USAC recommends having at least one Secondary Account Holder, but you may enter as many as you'd like.
    - o A Secondary Account Holder must be an officer, director, or authorized employee of the HCP and may not be a consultant.
    - o The Secondary Account Holder will have access to forms and the ability to answer specific questions about the applications associated with a funding request. In addition, a Secondary Account Holder has full access, including the ability to sign, certify, and submit forms on behalf of the applicant, if the Secondary Account Holder is a director, officer, or authorized employee of the HCP.
    - o The Primary Account Holder may also choose to engage a third-party (e.g., consultant) and can assign Tertiary Account Holder rights to that third-party using a third-party authorization (TPA). For more information about TPAs, visit the Third-Party Authorization webpage.

Supporting Documentation Tab

- **Supporting Documentation** is optional. Click "Add Document" to upload any additional documentation necessary to validate information on your FCC Form 460.

- o An example of supporting documentation that could be included with the FCC Form 460 is recent bill or lease, with the address clearly posted, to verify the HCP address provided.

Certifications Tab

- The Primary Account Holder or an authorized designee must provide the certifications on the FCC Form 460. All applicable certifications must be checked.
  - o If you are a consultant, you will be prompted to upload a Third-Party Authorization (TPA). Ensure that the TPA start, and end dates entered on the FCC Form 460 match the authorization dates in the TPA.
- Certifications are required fields. All certifications must be checked before the form can be submitted.
- Sign the form using the certifier's full name as it appears in RHC Connect.
- A third-party (e.g., consultant) is prohibited from certifying, signing, or submitting the FCC Form forms, unless USAC receives, prior to the submission of the form, a written, dated, and signed third party authorization (TPA) from the relevant officer, director, or other authorized employee stating that the HCP accepts all potential liability from any errors, omissions, or misrepresentations on the forms and/or documents being submitted by the third party.
- Continue the submission of the FCC Form 460 by selecting "Certify & Submit".