



# HCF Program Funding Request Office Hours

February 12, 2025

## **DISCLAIMER:**

To accommodate all attendees, real-time closed captions will be present during this presentation. We apologize in advance for any transcription errors or distractions. Thank you for your support.

# Housekeeping

- Use the “Audio” section of your control panel to select an audio source and connect to sound.
  - Turn on your computer’s speakers, or
  - Use the call-in instructions in your confirmation email.
- All participants are on mute.
- Use the “**Raise Your Hand**” button to be unmuted and ask a question to the team!



# Meet Our Team



**Simone Andrews**

Senior Communications Specialist |  
RHC Outreach



**Blythe Albert**

Advisor of Program Management |  
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# Agenda

- Introduction
- Program Updates
- Submitting Forms in RHC Connect
- Best Practices
- Resources

# Introduction – Office Hours

- Subject matter experts are available to answer live questions from program participants.
- Today's presentation will focus on the HCF Program.
- Send FRN or HCP-specific questions to the RHC Customer Service Center at [RHC-Assist@usac.org](mailto:RHC-Assist@usac.org).
- Raise your hand or ask your question in the questions box.
- Please note, recordings of Office Hours webinars are not posted to the USAC website.
- You can download a PDF copy of the slide deck from the handout section on the GoToWebinar dashboard.

# Glossary

<b>Acronym</b>	<b>Definition</b>
FCC	Federal Communications Commission
HCF	Healthcare Connect Fund
FY	Funding Year
HCP	Health Care Provider (your site)
HCP Number	Number associated with your site
PAH	Primary Account Holder
FCL	Funding Commitment Letter
NCW	Network Cost Worksheet
BAN	Billing Account Number
SPIN/498 ID	Service Provider Identification Number

# Program Updates

## HCF Program Funding Request Office Hours



# FCC Order DA 24-1059 – Hurricane Milton Order

On October 9, 2024, the FCC released order [DA 24-1059](#) waiving the following Rural Health Care Program (RHC) rules for participants and service providers located in areas affected by Hurricane Milton within the state of Florida:

- Waives the 60-day deadlines for requests for review or waiver of decisions by USAC or the FCC and provides an additional 60 days to file appeals and waivers. This waiver is in effect for all deadlines of appeals and waiver requests from October 5, 2024, through March 8, 2025.
- Waives the 14-day deadline for applicants in the affected areas to respond to Information Requests from USAC related to funding requests, appeals and waivers, invoices, audits, and other documentation submitted by program participants. This waiver will apply to all Information Requests issued on or after October 5, 2024, regardless of the related funding year. The new deadline for responding to Information requests is March 8, 2025.
- Due to possible lost records, the FCC waives the rule that applicants and service providers must retain all documents for at least five years after the last day of the supported services in a given funding year. If lost records are later requested by USAC or the FCC, program participants will not be penalized, but applicants and service providers will be held responsible for obtaining such records, where available, from a third party. Program participants that are affected also must certify that the records were destroyed in the hurricane. Current rules apply to all records that were not destroyed.
- Waives the invoice filing deadline for FY2023 funding requests and granted the automatic 120-day extension. Thus, for single-year funding commitments that previously had a deadline of October 28, 2024, the new deadline will be February 25, 2025.

# FCC Order DA 24-1025 – Hurricane Helene Order

On October 1, 2024, the FCC released order [DA 24-1025](#) waiving the following Rural Health Care Program rules for participants and service providers located in areas affected by Hurricane Helene within the states of Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, and Virginia:

- Waives the 60-day deadlines for requests for review or waiver of decisions by USAC or the FCC and provides an additional 60 days to file appeals and waivers. This waiver is in effect for all deadlines of appeals and waiver requests from September 23, 2024, through February 28, 2025.
- Waives the 14-day deadline for applicants in the affected areas to respond to Information Requests from USAC related to funding requests, appeals and waivers, invoices, audits, and other documentation submitted by program participants. This waiver will apply to all Information Requests issued on or after September 23, 2024, regardless of the related funding year. The new deadline for responding to Information requests is February 28, 2025.
- Waives the September 30, 2024, deadline for the affected HCF participants to file their annual reports for FY2023. Affected program participants have until February 28, 2025, to file annual reports for FY2023.
- Due to possible lost records, the FCC waives the rule that applicants and service providers must retain all documents for at least five years after the last day of the supported services in a given funding year. If lost records are later requested by USAC or the FCC, program participants will not be penalized, but applicants and service providers will be held responsible for obtaining such records, where available, from a third party. Program participants that are affected also must certify that the records were destroyed in the hurricane. Current rules apply to all records that were not destroyed.
- Waives the invoice filing deadline for FY2023 funding requests and granted the automatic 120-day extension. Thus, for single-year funding commitments that previously had a deadline of October 28, 2024, the new deadline will be February 25, 2025.

## Reminder – FCC Order 23-110

- [FCC Order 23-110](#) improves RHC program administration and facilitates participation in the program by allowing health care providers that expect to become eligible during a funding year to complete the processes required to request funding.
- The order permits health care providers to be granted conditional eligibility, thus allowing them to initiate competitive bidding and request funding while awaiting a final eligibility determination.
- Adopts the FCC Form 460 for eligibility determinations in the Telecom Program, which will eliminate the need for Telecom Program participants to seek an eligibility determination every time they engage in competitive bidding.

# Reminder: FCC Report and Order 19-78

- [FCC Report and Order 19-78](#) webpage summarizes the Report and Order's major changes.

## Additional Program Guidance

- [COVID-19 Response](#)
- [FCC Report and Order 19-78](#)**
- [Funding Year Overview](#)
- [Authorizations](#) ▾
- [Competitive Bidding Exemptions](#) ▾
- [Site and Service Substitutions](#)
- [Document Retention](#)
- [FCC Orders and Resources](#)

## FCC Report and Order 19-78

On August 20, 2019, the Federal Communications Commission (FCC) released a Report and Order reforming the Rural Health Care (RHC) Program to promote transparency and predictability, and to further the efficient allocation of limited program resources while guarding against waste, fraud, and abuse. The Report and Order was published in the Federal Register on October 11, 2019 and effective on November 12, 2019. Read the Report and Order [here](#).

While the Report and Order includes a number of changes to the RHC Program, the overall structure of the Program will remain the same. As before, the RHC Program will still have two sub-programs: the Healthcare Connect Fund (HCF) Program and the Telecom Program. Further, applicants will still be required to seek eligibility, submit requests for funding, requests for services, and invoicing forms.

### Additional Resources

- [FCC Report and Order](#)
- [Report and Order 19-78 Tip Sheet](#)
- [Summary Webinar](#)
- [Webinar Slides](#)
- [Public Notice DA 19-1253](#)

## FCC Report and Order 19-78 (continued)

- **Consortia Majority Rural Rule (HCF Only)** – Every consortium participating in the HCF Program must consist of more than 50 percent eligible rural sites.
  - Example – If there are five member sites, three must be rural.
- **Consultant Registration** – USAC will issue a unique registration number to the consultant or outside expert and that number will be linked to the HCP's organization.

# Reminder: FCC Report and Order 19-78 (continued)

- **SPIN CHANGES**

- A corrective SPIN change is made when the SPIN associated with a Funding Request Number (FRN) is not correct. This occurs when:
  - The applicant or USAC made a data entry error,
  - SPIN has changed due to the merger of companies or the acquisition of one company by another; or
  - The applicant has not initiated the change (e.g., where the service provider declares bankruptcy).
- An operational SPIN change is a request to change the actual service provider associated with an FRN.
  - The change in service providers is the result of a deliberate decision by the applicant.
  - The applicant has a legitimate reason to change providers (e.g., breach of contract or the service provider is unable to perform).

- **Site and Service Substitutions** – HCPs in both the HCF and Telecom program are required to submit site and service substitutions by the service delivery deadline.

- This date can be found on the Funding Commitment Letter (FCL) for the FRN (FCC Form 462 Application)

# Reminder: Information Requests

- If USAC requires information that cannot be located on the submitted supporting documentation, this will result in an **Information Request**.
- All account holders will receive all Information Requests.
- Applicants are given 14 calendar days to provide a response to the Information Request.
  - 11:59 p.m. ET on the 14<sup>th</sup> day would be the last time to respond to the Information Request.
- Information Requests not responded to within 14 calendar days **will result in a denial** of that form.
- An extension request must be received prior to the original 14-day Information Request deadline.

# FY2025 Funding Request Reviews

- RHC may begin funding request reviews before the funding request window closes.
- **No final decisions will be made prior to the close of the filing window.**
- Some changes to submissions must occur prior to the close of the filing window.
- This means that you may receive an Information Request before April 1, 2025.
- For FY2025 FCC Forms 462, an auto-generated email will be sent with instructions to respond through RHC Connect.
  - **HCPs should respond through RHC Connect only.**
  - The auto-generated email comes from an unattended mailbox so please only respond through RHC Connect.



# Reminder: Invoice Filing Deadlines

- Invoicing guidelines adopted in FCC [Report and Order 19-78](#) became effective beginning with FY2020 applicants.
- The invoice filing deadline will be four months (120 days) from the service delivery deadline in both the HCF and Telecom Programs, October 28 of a given funding year.
- Applicants and service providers may request a one time 120-day extension if the request was received prior to the original deadline.
  - February 25, 2025, is the new invoice filing deadline for those who requested an extension prior to October 28, 2024.
- Please use the [RHC Invoice Filing Deadline Tool](#) in the Open Data section of the USAC website to look up your invoice filing deadline.
- For more information, please see the [HCF invoice page](#) and [Telecom invoice page](#).

# Supply Chain Order

- As a reminder, when service providers login to [My Portal](#) they will see two new supply chain certifications included in the FCC Form 463 and Telecom program invoice.
- The first certification affirms compliance with the [Section 54.9](#) prohibition on USF for specified transactions with companies deemed to pose a national security threat. The second certification affirms compliance with [Section 54.10](#), which prohibits the use of any Federal subsidies on any communications equipment and services on the [Covered List](#).
- **FY2024 Applicants:** If you requested services or equipment that contain components of products produced by any of the listed covered companies or their parents, affiliates or subsidiaries in FY2024, you cannot invoice for these funds. Instead, you should immediately request a [service substitution](#).
- **FY2025 Applicants:** As you proceed with competitive bidding, please ensure you are not requesting funding for services or equipment from listed covered companies or any of their parents, affiliates or subsidiaries.

# Supply Chain Web Page

- [Supply Chain webpage](#)

About ▾ E-rate ▾ Rural Health Care ▾ Lifeline ▾ High Cost ▾ Service Providers ▾

USAC | About | Reports & Orders | **Supply Chain**

**Reports & Orders**

- Annual Report
- FCC Filings
- FCC Orders
- Supply Chain**

## Supply Chain

Since November 2019, the FCC has taken a number of actions to protect the national security of the United States, the security and safety of United States persons, and the integrity of communications networks or the communications supply chain. The FCC has also implemented the [Secure and Trusted Communications Networks Act of 2019](#). The FCC's actions can be found at [www.fcc.gov/supplychain](http://www.fcc.gov/supplychain).

In November 2019, the FCC released the [Supply Chain First Report and Order](#) adopting a rule (47 CFR Section 54.9) which prohibits the use of Universal Service Fund (USF) support to purchase, obtain, maintain, improve, modify, operate, manage, or otherwise support equipment or services produced or provided by companies found to pose a national security threat to the integrity of communications networks or the communications supply chain.

**Questions?**

# **RHC Connect – Submitting the FCC Form 462**

HCF Program Funding Request Office Hours

# RHC Connect Updates

<b>Form</b>	<b>Current Platform</b>	<b>RHC Connect Migration</b>
FCC Forms 460 & 465 - Letters of Agency (LOA) - Third Party Authorization (TPA)	RHC Connect My Portal Submitted with FCC Form 460	RHC Connect RHC Connect Currently in development
FCC Form 461	RHC Connect	FY2023 and forward
FCC Form 462	RHC Connect	FY2022 and forward
FCC Form 463	RHC Connect	FY2022 and forward
FCC Form 463	My Portal	FY2021 and prior – multi-year commitments
HCF Post-Commitment Change Requests	RHC Connect	FY2022 and forward
FCC Form 466	RHC Connect	FY2024 and forward
FCC Form 469 (Telecom Invoice Form)	My Portal	RHC Connect

# My Portal Landing Page

- Log into My Portal and click **Rural Health Care** then **RHC Connect**
- For all other forms that have not yet moved to RHC Connect, you will use **RHC My Portal**

## Dashboard

*i* In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional informat

### Upcoming Dates

11/13 **HCF Program Funding Request Webinar**

11/20 **Telecom Funding Request Webinar**

12/11 **HCF Consortium Best Practices Webinar**

[see full calendar](#)

### Rural Health Care

**RHC Connect** - Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program and for the Telecommunications (Telecom) Program.







**RHC My Portal** - Health care providers must use this section to create and submit required forms for the Connected Care Pilot Program (CCPP), and the Healthcare Connect Fund (HCF) Program for multi-year commitments from FY2021 and earlier.

**Connected Care Pilot Program** - Health care providers must use this form to complete, certify, and submit their required Connected Care Pilot Program Annual Reports and Final Report.

# Dashboard

- You can start a new form, view the status of submitted and processed applications, resume working on a draft or delete a draft FCC Form 462.
- There's a countdown banner displaying the days remaining in the filing window.

The screenshot displays the RHC Connect dashboard interface. At the top left, a blue navigation bar contains a 'DASHBOARD' link and a 'START A FORM' button, which is highlighted with a red box and a red arrow pointing upwards. Below the navigation bar is a header image of a healthcare worker wearing a mask, with the text 'RHC Connect' overlaid. A yellow notification banner at the top indicates '(37) Unread Notifications'. Below this, there are three tabs: 'Information Requests', 'My Forms' (which is active and highlighted in blue), and 'My Organizations'. A circular clock widget on the left shows the time '17:57' on 'Oct 27'. A blue notification banner below the tabs states 'The Funding Year 2022 funding request filing window closes in 3 days', with a red box and a red arrow pointing to it. The main content area is titled 'My Forms' and includes a search bar and a table of forms. The table has columns for Site Name, Site Number, Application Number, Application Nickname, Form, Last Update, Status, and Actions. The 'Status' and 'Actions' columns for the 'Submitted' row are highlighted with a red box.

Site Name	Site Number	Application Number	Application Nickname	Form	Last Update	Status	Actions
				Form 462	9/23/2022 4:17 PM EDT	Processed	  
				Form 462	9/22/2022 04 PM EDT	Submitted	  



# Start a New Form

- Select FCC Form 462, then click **Next**.

RHC Connect

10:23  
Dec 29

What type of Form would you like to file?

FCC Form 461  
Develop Bid Evaluation Criteria & Select Services

FCC Form 462  
Evaluate Bids & Select Service Provider

FCC Form 463  
Invoice USAC

After determining that you are eligible, the next step is to identify the services you need and develop the bid evaluation criteria you will use to assess service provider bids by completing the FCC Form 461 (Request for Services Form).

This form provides information about the services, equipment, or network facilities selected, and certifies that those services were the most cost-effective option of the offers received.

Once you receive a bill from the service provider, you can create an invoice for the services received using the FCC Form 463.

NEXT

# Start Page

START A NEW FORM

Start Page    Competitive Bidding    Service Provider Information    Expense Items    Additional Documentation    Confidentiality    Certifications    Signature

## Start

Paperwork Reduction Act (PRA) >

**Note:** Once you select HCP, and then Save & Continue, you will **not** be able to change the HCP. Please select carefully.

### Health Care Provider (HCP) Information

HCP or Consortium

FCC Registration Number

Address

State

### Application Basics

Application Nickname

Funding Year

Application Number

Funding Priority

EXIT SAVE & CONTINUE

# Competitive Bidding

DASHBOARD START A NEW FORM

SAVE DRAFT

Start Page Competitive Bidding Service Provider Information Expense Items Additional Documentation

## Competitive Bidding

Is the HCP requesting that this application be exempt from competitive bidding? ?

Yes

No

Explanations

BACK EXIT

# Competitive Bidding (continued)

[DASHBOARD](#) [START A NEW FORM](#)

[SAVE DRAFT](#)

Start Page **Competitive Bidding** Service Provider Information Expense Items Additional Documentation Confidentiality Certifications

## Competitive Bidding

Is the HCP requesting that this application be exempt from competitive bidding?

Yes

No

**Explanations**

If your site meets one of the competitive bidding exemptions below, you are not required to submit the FCC Form 461 and go through the competitive bidding process. You are exempt from competitive bidding if any of the following apply:

- 1. Government Master Service Agreement (MSA):** You are seeking support for services and equipment purchased from master service agreements (MSAs) negotiated by a federal, state, Tribal, or local governmental entity on the applicant's behalf, and awarded pursuant to applicable federal, state, Tribal, or local competitive bidding requirements.
- 2. Master Service Agreements (MSA) Approved Under the Rural Health Care Pilot Program or HCF Program:** You are opting into an existing MSA approved under the Rural Health Care Pilot program or the HCF program and seeking support for services and equipment purchased from the MSA, as long as the MSA was developed and negotiated in response to an RFP or request for services that specifically solicited proposals that included a mechanism for adding additional sites to the MSA.
- 3. Evergreen Contract:** You have an existing contract already endorsed by USAC as evergreen.
- 4. Schools and Libraries Program Master Contracts:** You are an eligible HCP in a consortium with participants in the Schools and Libraries (E-rate) program and are purchasing services and/or network equipment under a contract approved under the E-rate program as a master contract.
- 5. Annual Undiscounted Cost of \$10,000 or Less:** If you are seeking support for \$10,000 or less of total undiscounted eligible expenses for a single year you may bypass the competitive bidding process.
  - For consortia applicants, this exemption is \$10,000 for all funding requests submitted for the consortium.
  - Note: If you select this option on your FCC Form 462, you will not be able to request a multi-year funding commitment.

[BACK](#) [EXIT](#)

# Competitive Bidding Exemptions

SAVE DRAFT

Start Page Competitive Bidding Service Provider Information Expense Items Additional Documentation Confidentiality Certifications Signature

### Competitive Bidding

Is the HCP requesting that this application be exempt from competitive bidding? ?

Yes  
 No

Explanations >

Select the exemption that the HCP is claiming

- Annual Undiscounted Cost of \$10,000 or less
- Government Master Services Agreement
- Pre-Approved Master Services Agreement
- Evergreen Contract
- E-rate Approved Contract

Contracts

Contract Name	Contract Document	Contract Sign Date	Contract End Date	Initial Contract Term
No items available				

ADD CONTRACT EDIT DELETE

BACK EXIT SAVE & CONTINUE

# Competitive Bidding Exemptions (continued)

- Click **Yes**.
- Choose exemption type.
- Upload contract.
  - For evergreen contracts, select a contract from the drop-down menu.
- Enter the relevant contract information in the fields.
  - Use the drop-down calendar to enter dates.

Start Page Competitive Bidding Service Provider I

### ▲ Competitive Bidding

Is the HCP requesting that this application be exempt from competitive bidding? ⓘ\*

Yes  
 No

Select the exemption that the HCP is claiming\*

Annual Undiscounted Cost of \$10,000 or less  
 Government Master Services Agreement  
 Pre-Approved Master Services Agreement  
 Evergreen Contract  
 E-rate Approved Contract

**New Contract**

Select an Existing Contract\*

*Select a contract already associated with this HCP* ▼

Please select a contract.

Contract Sign Date

Contract End Date (Optional)

Length of Initial Contract Term  Time Unit ▼

Number of Contract Extensions (Optional)

Total Combined Length of Optional Extensions (Optional)  Time Unit ▼

CANCEL

Start Page Competitive Bidding Service Provider Informa

### Competitive Bidding

Is the HCP requesting that this application be exempt from competitive bidding? ⓘ\*

Yes  
 No

Select the exemption that the HCP is claiming\*

Annual Undiscounted Cost of \$10,000 or less  
 Government Master Services Agreement  
 Pre-Approved Master Services Agreement  
 Evergreen Contract  
 E-rate Approved Contract

**New Contract**

Select an Existing Contract\*

Contract Sign Date

Contract End Date (Optional)

Length of Initial Contract Term  Months ▼

Number of Contract Extensions (Optional)

Total Combined Length of Optional Extensions (Optional)  Months ▼

CANCEL

BACK EXIT

# Competitive Bidding Exemptions (continued)

- Once the contract is selected, click **Save and Continue**.

[SAVE DRAFT](#)

Start Page   Competitive Bidding   Service Provider Information   Expense Items   Additional Documentation   Confidentiality   Certifications   Signature

## Competitive Bidding

Is the HCP requesting that this application be exempt from competitive bidding? [?](#) \*

Yes  
 No

Select the exemption that the HCP is claiming \*

Annual Undiscounted Cost of \$10,000 or less  
 Government Master Services Agreement  
 Pre-Approved Master Services Agreement  
 Evergreen Contract  
 E-rate Approved Contract

<input type="checkbox"/>	Contract Name	Contract Document	Contract Sign Date	Contract End Date	Initial Contract Term
<input type="checkbox"/>					36 Months

[ADD CONTRACT](#) [EDIT](#) [DELETE](#)

[BACK](#) [EXIT](#) [SAVE & CONTINUE](#)

# Competitive Bidding Non-Exempt

- Click **No**.
- Choose related FCC Form 461 from drop-down menu.
  - All FCC Forms 461 for the HCP will be available.
- Enter number of bids received.
- You'll be required to upload copies of bids.

SAVE DRAFT

Start Page Competitive Bidding Service Provider Information

### Competitive Bidding

Is the HCP requesting that this application be exempt from competitive bidding? <sup>?</sup>

Yes

No

Related FCC Form 461 Application \*

Is the HCP continuing with the current service provider? \*

Yes

No

Number of Service Providers That Bid \*

3

#### Upload Bids

Document Type

[Add Documents](#)

Must Upload a file.

[BACK](#) [EXIT](#)

#### Upload Bids

Document Type	Document	Uploaded On
Bids		

[Add Documents](#)

[BACK](#) [EXIT](#) [SAVE & CONTINUE](#)



# Service Provider Information

- Select **498 ID/SPIN**.
- Click **Save and Continue**.

[SAVE DRAFT](#)

Start Page   Competitive Bidding   **Service Provider Information**   Expense Items   Additional Documentation   Confidentiality   Certifications   Signature

### Service Provider Information

498 ID/SPIN    Service Provider Name    [SEARCH](#)   [CLEAR](#)

<input type="checkbox"/>	498 ID/SPIN	Service Provider Name
<input type="checkbox"/>	143022618	CenturyLink CenturyTel Solutions, LLC
<input type="checkbox"/>	143001636	CenturyLink CenturyTel of Ooltewah-Collegdale, Inc.
<input type="checkbox"/>	143002667	CenturyLink CenturyTel of the Gem State (Nevada)
<input type="checkbox"/>	143002671	CenturyLink Central Telephone Co. of Nevada (FKA)
<input checked="" type="checkbox"/>	143005231	CenturyLink Qwest Corporation

[«](#) [<](#) **6 - 10** of 67 [>](#) [»](#)

You have selected 143005231 - CenturyLink Qwest Corporation

[BACK](#)   EXIT   [SAVE & CONTINUE](#)

# Expense Items – Summary Page

- Download the NCW Template and save.
- Populate all information and upload the NCW to RHC Connect.
- Any information entered manually will be overwritten by the NCW document once it's uploaded.

Start Page   Competitive Bidding   Service Provider Information   **Expense Items**   Additional Documentation   Confidentiality   Certifications   Signature

Advanced Features  
Download NCW Template  
Upload NCW Document

ENTER A NEW EXPENSE ITEM

### Expense Item Summary

#	Site #	Site Name	Contract Number	Expense Type	Eligible Undiscounted Cost	Maxium Support Amount	Actions
1				Network Maintenance			<a href="#">Edit</a>   <a href="#">Delete</a>
2				Ethernet			<a href="#">Edit</a>   <a href="#">Delete</a>

# Using the NCW Template

- Do not disturb the formatting.
  - When using “copy” and “paste” to enter data, be sure to paste using a “text” or “values” format.
  - If any data is entered manually prior to uploading the NCW, that data will be overwritten when the NCW is uploaded.
  - If after uploading the NCW data isn’t saved or you’re directed back to the summary page, the formatting has been changed.
    - Download a new NCW template and try again.

Line Number	Contract Status														Expense Information				Expense Type				Bandwidth				Service Level Agreement								
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	
Site Number	Site Name	Is there a contract with the service provider?	Contract ID	Contract Nickname	Contract Start Date (yyyy-mm-dd)	Initial Contract End Date (optional) (yyyy-mm-dd)	Contract Sign Date (yyyy-mm-dd)	Install Date (yyyy-mm-dd)	Number of Contract Extensions (optional)	Length of Initial Contract Term	Time Unit of Length of Initial Contract Term	Total Combined Length of Optional Extensions (optional)	Time Unit of Extensions (optional)	Is this a newly installed circuit?	Billing Account Number (optional)	Expected Service Start Date (yyyy-mm-dd)	Installation Date (yyyy-mm-dd)	Category of Expense	Expense Type	Explanation of Expense (optional)	Total Number of Fiber Strands (optional)	Total Number of Fiber Strands Eligible for Support (optional)	Upload Speed	Upload Speed Unit	Download Speed	Download Speed Unit	Is there a service level agreement (SLA) with the service provider for this expense item? (Optional)	SLA for Latency	SLA for Jitter	SLA for Packet Loss	SLA for Packet Reliability	Circuit ID (optional)	Where is the site's location on the circuit?	Is this Member Site, Service Provider Site or Neither?	HCP Number
1		Yes												No				Data	Dark Fiber			1.00	Mbps	1.00	Mbps	Yes	<8 ms	<10 MS	<0.001	0.9999		Circuit Start Location			
2		Yes												No				Data	Ethernet			500.00	Mbps	500.00	Mbps	Yes	<8 ms	<10 MS	<0.001	0.9999		Circuit Start Location			
3		Yes												No				Data	Dark Fiber			1.00	Gbps	1.00	Gbps	Yes	<8 ms	<10 MS	<0.001	0.9999		Circuit Start Location			
4		Yes												No				Data	Ethernet			100.00	Mbps	100.00	Mbps	Yes	<8 ms	<10 MS	<0.001	0.9999		Circuit Start Location			
5		Yes												No				Data	Ethernet			50.00	Mbps	50.00	Mbps	Yes	<8 ms	<10 MS	<0.001	0.9999		Circuit Start Location			

# Expense Items – Contract Status

- For consortia applicants, select a member site from drop-down menu.
- Select **No** for submission without contract (month-to-month).

The screenshot displays the 'Expense Items' section of a web application. The navigation bar at the top includes 'Start Page', 'Competitive Bidding', 'Service Provider Information', 'Expense Items' (the active tab), 'Additional Documentation', and 'Confidentiality'. The main heading is 'Expense Items', followed by 'Expense Item 1 of 1' and cost information: 'Total Eligible Undiscounted Cost \$0.00' and 'Maximum Support Amount \$0.00'.

On the left, a sidebar menu lists various sections: 'Contract Status' (highlighted with a green arrow), 'Expense Information', 'Expense Type', 'Bandwidth', 'Service Level Agreement', 'Circuit Information', 'Financial Information', and 'HCP Contribution Source'.

The main content area shows the 'Expense Item Site' dropdown menu, which is highlighted with a red box and contains the text '---Select---'. Below it is the question 'Does the HCP have a Contract with the Service Provider?' with two radio button options: 'Yes' and 'No (process this item as month-to-month)'. The 'No' option is selected, indicated by a blue dot. A red arrow points from the 'Contract Status' sidebar menu to the 'No' radio button.

At the bottom, there is a summary: 'Sum of All Expense Item Total Eligible Undiscounted Cost: \$0.00' and 'Sum of All Expense Item Maximum Support Amount: \$0.00'. Two buttons, 'BACK' and 'EXIT', are located at the bottom left.

# Expense Items – Contract Status (continued)

- Select **Yes** for submission with contract.
- Select an existing contract or upload a new contract.
- Enter information about the contract.

Start Page Competitive Bidding Service Provider Information **Expense Items** Additional Documentation Confidentiality

## Expense Items

Expense Item 1 of 1  
Total Eligible Undiscounted Cost \$0.00  
Maximum Support Amount \$0.00

- > **Contract Status**
- Expense Information
- Expense Type
- Bandwidth
- Service Level Agreement
- Circuit Information
- Financial Information
- HCP Contribution Source

Sum of All Expense Item Total Eligible Undiscounted Cost: \$0.00  
Sum of All Expense Item Maximum Support Amount: \$0.00

Expense Item Site  
[Redacted]

Does the HCP have a Contract with the Service Provider?

Yes  
 No (process this item as month-to-month)

Select an Existing Contract  OR Contract Nickname  Upload a New Contract

Contract Start Date

Initial Contract End Date

Length of Initial Contract Term

Number of Contract Extensions (Optional)

Total Combined Length of Optional Extensions (Optional)

Contract Sign Date

Install Date

# Expense Items – Contract Status (continued)

- Enter the **Contract Start Date**, **Initial Contract End Date**, **Contract Sign Date**, and **Install Date**.
- Reviewers will read the contract to confirm all information entered.

Expense Item Site

Does the HCP have a Contract with the Service Provider? <sup>?</sup>

Yes

No (process this item as month-to-month)

Select an Existing Contract OR Contract Nickname

Upload a New Contract

UPLOAD Drop file here

Contract Start Date

Initial Contract End Date

Length of Initial Contract Term

3 Years

Number of Contract Extensions (Optional)

5

Total Combined Length of Optional Extensions (Optional)

5 Years

Contract Sign Date

Install Date

# Expense Items – Expense Information

- Enter **Expected Broadband Service Start Date**.

Start Page   Competitive Bidding   Service Provider Information   **Expense Items**   Additional Documentation   Confidentiality   Ce

## Expense Items

Expense Item 1 of 1  
Total Eligible Undiscounted Cost \$N/A  
Maximum Support Amount \$N/A

- ✓ Contract Status
- > **Expense Information**
- Expense Type
- Bandwidth
- Service Level Agreement
- Circuit Information
- Financial Information
- HCP Contribution Source

Is this a newly installed circuit?  
 Yes  
 No

Billing Account Number (Optional)

**Expected Broadband Service Start Date**  
07/01/2022

**ⓘ You have chosen the funding year start date. Please make sure that this is the date when you actually expect to begin this service or have already started this service.**

Installation Date  
mm/dd/yyyy

Sum of All Expense Item Total Eligible Undiscounted Cost: \$N/A  
Sum of All Expense Item Maximum Support Amount: \$N/A

[BACK](#)   [EXIT](#)

# Expense Items – Expense Type

- Choose **Expense Category** and **Expense Type** from the drop-down menus.
- Provide a brief explanation of the eligible expense.

Start Page   Competitive Bidding   Service Provider Information   **Expense Items**   Additional Documentation   Confidentiality

## Expense Items

Expense Item 1 of 1  
Total Eligible Undiscounted Cost \$N/A  
Maximum Support Amount \$N/A

Contract Status

Expense Information

**Expense Type**

Bandwidth

Service Level Agreement

Circuit Information

Financial Information

HCP Contribution Source

**Expense Category**

Data

**Expense Type**

Ethernet

**Explanation of Eligible Expense (Optional)**

Ethernet circuit between service provider and eligible HCP



# Expense Items – Bandwidth

- Enter bandwidth speeds.

The screenshot shows a web application interface for 'Expense Items'. At the top, there is a navigation bar with links: 'Start Page', 'Competitive Bidding', 'Service Provider Information', 'Expense Items' (which is highlighted with a dropdown arrow), and 'Additional Documentation'. Below the navigation bar, the main heading is 'Expense Items'. Underneath, it says 'Expense Item 1 of 1' and provides two summary values: 'Total Eligible Undiscounted Cost \$48,480.00' and 'Maximum Support Amount \$31,512.00'. On the left side, there is a vertical list of menu items, each with a status indicator: 'Contract Status' (green checkmark), 'Expense Information' (green checkmark), 'Expense Type' (green checkmark), 'Bandwidth' (green chevron), 'Service Level Agreement' (radio button), 'Circuit Information' (radio button), 'Financial Information' (radio button), and 'HCP Contribution Source' (radio button). On the right side, there are two input sections. The first is 'Download Speed', featuring a text input field containing the number '10' and a dropdown menu set to 'Mbps'. The second is 'Upload Speed', also featuring a text input field containing '10' and a dropdown menu set to 'Mbps'.

# Expense Items – Bandwidth (Continued)

- For equipment, installation, construction and network management services, bandwidth does not have to be entered if not applicable.
- For all other services, bandwidth is required.

The screenshot displays a web application interface for managing expense items. At the top, a navigation bar includes links for Start Page, Competitive Bidding, Service Provider Information, Expense Items (which is the active tab), Additional Documentation, and Confidentiality. Below the navigation bar, the page title is "Expense Items". Underneath, it indicates "Expense Item 1 of 1" with sub-headers for "Total Eligible Undiscounted Cost \$N/A" and "Maximum Support Amount \$N/A".

A sidebar on the left contains a list of sections, each with a status indicator: "Contract Status" (checked), "Expense Information" (checked), "Expense Type" (checked), "Bandwidth" (expanded with a right-pointing chevron), "Service Level Agreement" (unchecked), "Circuit Information" (unchecked), "Financial Information" (unchecked), and "HCP Contribution Source" (unchecked).

The main content area shows the "Bandwidth" section, which is highlighted with a red border. It contains two fields: "Download Speed" and "Upload Speed". Each field has a text input box and a dropdown menu labeled "...Select...". Below each input box is the instruction "Leave blank if bandwidth is not applicable".

At the bottom of the form, there are summary lines: "Sum of All Expense Item Total Eligible Undiscounted Cost: \$N/A" and "Sum of All Expense Item Maximum Support Amount: \$N/A". Below these are two buttons: "BACK" and "EXIT".

# Expense Items – Service Level Agreement (SLA)

- If **No** is selected, fields will not appear.
- If **Yes** is selected, enter the information about the SLA.

## Expense Items

Expense Item 1 of 1  
Total Eligible Undiscounted Cost \$48,480.00  
Maximum Support Amount \$31,512.00

- ✓ Contract Status
- ✓ Expense Information
- ✓ Expense Type
- ✓ Bandwidth
- **Service Level Agreement**
- Circuit Information

Is there a service level agreement (SLA) with the service provider for this expense item? (Optional)

Yes  
 No

What is the SLA for Latency? (Optional)

What is the SLA for Jitter? (Optional)

What is the SLA for Packet Loss? (Optional)

What is the SLA for Packet Reliability? (Optional)

# Expense Items – Circuit Information

- Address of the HCP on expense item will pre-populate based on information in the FCC Form 460.
- “Start location” and “End location” cannot be the same address.

## Expense Items

Expense Item 1 of 1  
Total Eligible Undiscounted Cost \$48,480.00  
Maximum Support Amount \$31,512.00

- ✓ Contract Status
- ✓ Expense Information
- ✓ Expense Type
- ✓ Bandwidth
- ✓ Service Level Agreement
- **Circuit Information**
- Financial Information
- HCP Contribution Source

Circuit ID (Optional)

**Where is the site's location on the circuit?**

The circuit starts at the site location

The circuit ends at the site location

**Circuit Start Location**

Address Line 1

Address Line 2

City

State

CO

ZIP Code

# Expense Items – Circuit Information (continued)

- If the HCP is an Administrative Office or Data Center, the location on the other end of the circuit is required.
- For all other entity types, addresses are suggested but not required to advance to the next page.

### Expense Items

Expense Item 1 of 1  
Total Eligible Undiscounted Cost: \$N/A  
Maximum Support Amount: \$N/A

- ✓ Contract Status
- ✓ Expense Information
- ✓ Expense Type
- ✓ Bandwidth
- ✓ Service Level Agreement
- **Circuit Information**
- Financial Information
- HCP Contribution Source

Sum of All Expense Item Total Eligible Undiscounted Cost: \$N/A  
Sum of All Expense Item Maximum Support Amount: \$N/A

**Circuit ID (Optional)**

**Where is the site's location on the circuit?**  
 The circuit starts at the site location  
 The circuit ends at the site location

**Circuit Start Location**

**Circuit End Location**

Location is a Member Site  
 Location is the Service Provider  
 Location is not a Member Site or Service Provider

**Address Line 1**

**Address Line 2**

**City**

**State**  
CO

**ZIP Code**

**Address Line 1**

**Address Line 2**

**City**

**State**  
Choose a State

**ZIP Code**

# Expense Items – Financial Information

- If you select **No** for “is this entire expense eligible for support”, you’re indicating that this expense is cost-allocated.
- Enter the eligible percentage and an explanation of the methodology used to determine percent entered
- Upload the required document

**Expense Item 1 of 1**  
 Total Eligible Undiscounted Cost \$0.00  
 Maximum Support Amount \$0.00

- Contract Status
- Expense Information
- Expense Type
- Bandwidth
- Service Level Agreement
- Circuit Information
- Financial Information**
- HCP Contribution Source

Sum of All Expense Item Total Eligible Undiscounted Cost: \$N/A  
 Sum of All Expense Item Maximum Support Amount: \$N/A

**Does this expense item represent multiple items or circuits?**

Yes  
 No

**Multi-year Funding Request**

Yes  
 No

**How often is this item expensed?**

Monthly

**How many expense periods will there be total?**

12

**Undiscounted Cost Per Expense Period (Excluding Taxes and Fees)**

\$1,000.00

**Taxes and Fees per Expense Period**

\$50.00

**Is this entire expense eligible for support?**

Yes  
 No

**Percent Eligible for Support**

90

**Explanation**

Ten locations use this service but one site is ineligible for funding.

70/1000

**Upload Documentation to Support Your Explanation**

UPLOAD Drop file here

# Expense Items – Multiple Items

- The quantity of items, for example number of routers or PRI lines.
  - The number (s) should match the quantity on the documentation.

## Expense Items

Expense Item 2 of 2  
Total Eligible Undiscounted Cost \$0.00  
Maximum Support Amount \$0.00

✓ Contract Status

✓ Expense Information

Does this expense item represent multiple items or circuits? [?](#)

Yes  
 No

**Quantity of Items**

# Expense Items – Financial Information (Continued)

- Check all that apply.

Start Page   Competitive Bidding   Service Provider Information   **Expense Items**   Additional Documentation   Confidentiality

## Expense Items

Expense Item 1 of 1  
Total Eligible Undiscounted Cost \$12,600.00  
Maximum Support Amount \$8,190.00

- ✓ Contract Status
- ✓ Expense Information
- ✓ Expense Type
- ✓ Bandwidth
- ✓ Service Level Agreement
- ✓ Circuit Information
- ✓ Financial Information
- > **HCP Contribution Source**

**How will the HCP cover their costs including the required 35% that are not covered by HCF support? (select all that apply)**

- The HCP will cover the difference
- State grants, funding, or appropriations
- Federal funding, grants, loans, or appropriations
- Tribal government funding
- Other grant funding including private grants

Sum of All Expense Item Total Eligible Undiscounted Cost:  
\$12,600.00  
Sum of All Expense Item Maximum Support Amount: \$8,190.00

[BACK](#)   [EXIT](#)



# Expense Items – Summary

### Expense Item Summary

[ENTER A NEW EXPENSE ITEM](#)

#	↑ Site #	Site Name	Contract Number	Expense Type	Eligible Undiscounted Cost	Maxium Support Amount	Actions
1				Ethernet	\$24,240.00	\$15,756.00	<a href="#">Edit</a>   <a href="#">Delete</a>

Show  records/page

**Total Eligible Undiscounted Cost \$24,240.00**  
**Total Maximum Support \$15,756.00**

[BACK](#) [EXIT](#) [SAVE & CONTINUE](#)

Approved by OMB 3060-0804

If you have questions please contact our Help Desk at (800) 453-1546 or RHC-Assist@usac.org 8:00 a.m. — 8:00 p.m. ET Monday through Friday for assistance.

# Additional Documentation

- Consortia applicants are required, at minimum, to upload a Viable Source Letter before continuing.

Start Page   Competitive Bidding   Service Provider Information   Expense Items   **Additional Documentation**   Confidentiality   Certifications   Signature

## ▲ Additional Documentation

Use this tab to upload additional documentation that is relevant to the application. Ensure that all bandwidths, costs, service locations, and expense types are supported with documentation.

📌 Service provider documentation required to confirm expenses

Document Type	Description	Document	Uploaded On	↑
No items available				

UPLOAD DOCUMENT(S)

Must upload a file of document type Viable Source Letter

BACK   EXIT SAVE & CONTINUE

# Additional Documentation (continued)

- To upload more than 10 documents, follow the instructions in the blue banner.

The screenshot displays the 'Additional Documentation' page in a web application. At the top, a navigation bar includes links for 'Start Page', 'Competitive Bidding', 'Service Provider Information', 'Expense Items', 'Additional Documentation' (which is highlighted with a blue arrow), 'Confidentiality', 'Certifications', and 'Signature'. Below the navigation bar, the page title 'Additional Documentation' is shown. A yellow banner contains the message: 'Service provider documentation required to confirm expenses'. Below this is a table with the following structure:

Document Type	Document	Uploaded On
No items available		

Below the table is an 'Add Document' button. Underneath is a 'Bulk Upload\*' section with an 'UPLOAD' button and a dashed box containing the text 'Drop files here'. A blue banner with a red arrow pointing left contains the following text: 'Note: 10 files can be uploaded at a time (up to 100 total). Click **Next** on this screen once the 10 document limit has been reached; you may then click **UPLOAD DOCUMENT(S)** again to add another batch of files.' At the bottom left are 'BACK' and 'EXIT' buttons, and at the bottom right is a 'NEXT' button. The footer text reads 'Approved by OMB 3060-0804'.

# Confidentiality

Start Page      Competitive Bidding      Service Provider Information      Expense Items

## Confidentiality

**Is the HCP requesting confidential treatment and non-disclosure of commercial and financial information?\***

Yes

No

Explanation

   EXIT



# Signature

- Sign by typing your first and last name into the **Digital Signature** field.

Start Page Competitive Bidding Service Provider Information Expense Items Additional Documentation Confidentiality Certifications **Signature**

## Signature

Current User Information

Name  
Email  
Phone  
Employer  
Title  
Employer's FCC RN

Signature

Certifier's Full Name  
\* Digital Signature  
Date

BACK EXIT CERTIFY & SUBMIT

# After Submitting

- You will receive an email letting you know that your form has been received.
  - If you do not receive an email, please go back into My Portal and be sure that you actually signed and submitted the form.
- Draft forms remain in RHC Connect but are not considered submitted until signed, certified, and submitted.
- The reviewer will reach out if additional information is needed.
- No funding decisions will be issued until after the close of the filing window period.
- Once your funding request has been approved, you will receive a Funding Commitment Letter (FCL) that will include all corresponding information to your funding request.

**Questions?**



# Best Practices

## HCF Program Funding Request Office Hours

# Submission Checklist

- Document(s) confirming the monthly cost for your services (e.g., a copy of your bill dated within the requested funding period) or the most currently available bill as the filing window closes before the funding year opens
- A copy of all bids that were received for your request for services including the winning bid, all bids that were rejected and any bids that were disqualified and why
- A list of the bid evaluation criteria and copy of the bidding evaluation matrix
- A list of people who evaluated bids including title, role, and their relationship to the applicant
- Internal documents related to the selection of the service provider (upon request)
- Copies of any correspondence with service providers prior to and during the competitive bidding process (upon request)
- A copy of any new contract signed for your services
- Award letter to winning vendor (upon request)
- Contact information for the service provider and all responsible account holders
- The start and end location of your services.
- Viable source letter for consortia applicants (35 percent contribution)

**\* Any information that cannot be located on the submitted supporting documentation will result in an Information Request**

# Best Practices – Competitive Bidding

- Begin your competitive bidding process early.
  - Bidding period opened on July 1, 2024, for FY2025.
- Once the ACSD has passed and you've chosen a service provider, include them when you reply to Information Requests via email.
- Ensure your service provider is aware of all the necessary documentation needed for future steps in the application process.
- All bid correspondence should be handled via email for audit purposes.
- HCPs and service providers are required to retain documentation for a minimum of five years.

# Best Practices – FCC Form 462 (Funding Request)

- Do not enter into an agreement with a service provider until after the ACSD has passed.
- Include all required documentation when submitting your FCC Form 462.
- Include a cover letter if needed to clarify information entered into the FCC Form 462.
- If submitting funding requests for equipment, data center or administrative offices or network expenses, tip sheets can be found on the [Step 4: Submit Funding Requests](#) webpage under the Additional Resources section.
- Be sure to actually sign, certify and submit all FCC Forms 462 before 11:59 p.m. ET on April 1, 2025 (Drafts are not considered submitted).
- HCPs and service providers are required to retain documentation for a minimum of five years.

## **Resources**

HCF Program Funding Request Office Hours

# Upcoming Trainings

Please join the RHC Outreach team for the following webinars:

- Telecom Program Office Hours Webinar
  - When: Wednesday, February 19, 2025, from 2-3 p.m. ET - [Register](#)
- Consortium Best Practices Webinar
  - When: Wednesday, February 26, 2025, from 2-3 p.m. ET - [Register](#)
- HCF Program Office Hours Webinar:
  - When: Wednesday, March 12, 2025, from 2-3 p.m. ET - [Register](#)
- Telecom Program Office Hours Webinar:
  - When: Wednesday, March 19, 2025, from 2-3 p.m. ET - [Register](#)
- FY2025 Service Provider Training:
  - When: Wednesday, March 26, 2025, from 2-3 p.m. ET - [Register](#)
- For a list of upcoming webinars, check the RHC [Upcoming Dates](#) webpage for dates and details.

# Online Resources

- [RHC Learn](#)
- [Step 4: Submit Funding Request](#) webpage
- [Welcome to RHC Connect – FCC Form 462](#) webpage
- [Competitive Bidding Exemptions](#)
- [Request for Proposals \(RFPs\)](#)
- [Network Plans](#)
- [Funding Limitations Tip Sheet](#)
- [Off-site Data Centers and Admin Offices Tip Sheet](#)
- [Equipment Tip Sheet](#)

# Online Resources - RHC Connect

- [Welcome to RHC Connect FCC Form 460](#) webpage
  - [RHC Connect User Guide](#)
  - [Welcome to RHC Connect – FCC Form 460](#) self-paced video training guide
- Welcome to RHC Connect - FCC Form 461 webpage
  - [RHC Connect User Guide](#)
  - [Welcome to RHC Connect – FCC Form 461](#) self-paced video training guide
- [Welcome to RHC Connect – FCC Form 462](#) webpage
  - [RHC Connect User Guide](#)
  - [RHC Connect - FCC Form 462](#) self-paced video training guide
- [Welcome to RHC Connect – FCC Form 463](#) webpage
  - [RHC Connect Form User Guide](#)
  - [RHC Connect – FCC Form 463](#) self-paced video training guide
- [Information Request Tip Sheet](#)



# RHC Program Customer Service Center



Email: [RHC-Assist@usac.org](mailto:RHC-Assist@usac.org)

- Include in your email:
  - HCP Number
  - FRN Number



- Phone: **(800) 453-1546**
  - Hours are 8 a.m. – 8 p.m. ET
  - Monday- Friday
- **Additional Hours – Filing Window Close:**

# The RHC Customer Service Center

<b>The RHC Customer Service Center CAN</b>	<b>The RHC Customer Service Center CANNOT</b>
Answer general questions regarding both programs	Determine eligibility of a specific site or service before an official form submission
Provide account holder information for an HCP	Review a form or document for accuracy before an official submission
Provide clarity regarding FCC Report and Order 19-78 and other FCC orders	Contact a service provider or other account holder on someone else's behalf
Provide helpful resources and best practices for forms	Provide documents that are not already accessible in My Portal
Assist with My Portal and RHC Connect	Transfer a call to a specific form reviewer

**Questions?**

**Thank You!**





**Universal Service**  
Administrative Co.