

**FCC Form 462 (Funding Request Form)
Best Practices for Consortium Applicants**

Block 2: Competitive Bidding Information

All consortia and HCPs must complete this block

Line 7	Enter the number of service providers who bid and make sure this can be verified in your supporting documentation (i.e. submit all bids received).
Line 8	If you select the “Annual Undiscounted Cost of \$10,000 or less” competitive bidding exemption, remember that the amount refers to the total eligible expenses per HCP, not the cost per circuit. If you exercise this particular exemption, you cannot request a multi-year funding commitment.

**Block 6: Multiple Eligible Expenses and Consortium Requests for Funding
(Applicable to HCPs seeking funding for more than one expense type)**

All consortia, and HCPs with more than one eligible expense type, must complete this block of the Network Cost Worksheet (NCW)

Line 29 – 30	If taxes and fees are included in this amount, they should be clearly identified in the supporting documentation. Unless the total on the form is the total on the bill or contract, you should clearly mark the funding amount requested on the supporting documentation.
NCW column I	Enter the Billing Account Number (BAN) and check for accuracy. The BAN ensures that USAC will credit the correct account for a SPIN/498 ID. If the BAN is incorrect, the invoice may be paid to the incorrect account or will not get paid at all.
NCW column AA	For most leased connections, this value will be “1” as it refers to the number of connections, not the number of expense/billing periods.
NCW column AB	Multi-year funding commitments can span a maximum of three funding years, which begin on July 1 and end on June 30.

Block 7: Additional Documentation

All consortia must complete this block

Types of supporting documentation include: a copy of any bids received, the bid evaluation criteria, the contract, bill(s), and other supporting documentation.

Information Requests

USAC will issue an information request when more information is needed to process your form. If you don’t understand the information request, please ask for clarification before sending additional information. We are working to ensure that information requests are as clear as possible.

Examples	If USAC asks you to confirm the “Expense Type and/or Bandwidth,” attach a copy of the bill or contract, information from the service provider’s website, etc. to confirm the data, with the information clearly marked/highlighted.
	If USAC asks you to confirm the Billing Account Number (BAN), attach a copy of the bill with the BAN circled or highlighted.
	If USAC asks you to confirm the circuit start or end location, attach a bill or contract with the service address or obtain written confirmation from the service provider. Submitting the most recent bill will speed up the review and invoicing process.