



Healthcare Connect Fund Program

Monthly Webinar

Today's Speakers

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Welcome to the Monthly Webinar

- Provides program updates, clarification of program rules, outreach, and assistance to HCF Program applicants and service providers
- Second Wednesday of the month
- Agenda provided one day in advance to those subscribed
- Submit questions and suggest agenda topics in advance to rhc-outreach@usac.org

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
- Submit questions at any time using the “Questions” box
- Slides attached to event reminder email

This is just a general overview and starting point for applicants.

- Every applicant's situation is different
- The presentation does not cover every program requirement
- The presentation does not cover requirements for service providers and consultants

It is essential to read the following documents carefully as you proceed through the planning and application process:

- Healthcare Connect Fund Order (FCC 12-150), located at <http://www.fcc.gov/encyclopedia/rural-health-care>,
- The Rural Health Care Program rules, 47 C.F.R. Section 54.600-680, located at <http://www.ecfr.gov>, and
- The Healthcare Connect Fund Program forms and instructions (FCC Forms 460-463), located at <http://www.usac.org/rhc/healthcare-connect/tools/forms/default.aspx>.

Consult the FCC and USAC websites for additional resources.

Agenda

1. FCC Form 462 Overview
2. FCC Form 462 Best Practices
3. My Portal Update
4. Questions and Answers

HCF Program Monthly Webinar

FCC Form 462 Overview

Forms

1. FCC Form 460: Eligibility and Registration Form
2. FCC Form 461: Request for Services Form
3. **FCC Form 462: Funding Request Form**
4. FCC Form 463: Invoice and Request for Disbursement Form

Purpose of the Form

- Specifies selected service(s)/equipment, rates, service provider(s), and date service provider was selected
- May include all circuits for a service provider on a single form
- Due no later than June 30 of the funding year
- Can only be submitted by an authorized account holder through My Portal
- Some information will prepopulate based on the submitted FCC Forms 460 (and 461, if applicable)

What is on the FCC Form 462?

- Competitive bidding information and documentation
- Service provider information
- Funding request information
- Cost allocation documentation (if applicable)
- Certifications

Required Information for Applicants

- Documentation that specifies the service provider, HCP service location, expense type, bandwidth, term (if applicable), and costs, including eligible taxes and fees
- Examples include but are not limited to a copy of the contract and/or bill (most recent, if possible) for each expense for which you are seeking support

You will need to:

- Review the FCC Form 462 to ensure you can answer the detailed questions about each expense,
- Be able to identify the source of the 35 percent contribution requirement, and
- Upload a copy of any bids received, the bid evaluation criteria, the contract, bill(s), and other supporting documentation.

HCF Program Monthly Webinar

FCC Form 462 Best Practices

Bypass Competitive Bidding

- If you have a total annual cost of less than \$10,000, you may bypass competitive bidding and submission of the FCC Form 461 by selecting the first option under Line 8 on the FCC Form 462
- The less than \$10,000 exemption is per HCP, per funding year
- This exemption is faster for you and easier for USAC to process

Enter Billing Account Number (BAN) on Line 18

- Verify and include the BAN on Line 18
- The BAN ensures USAC credits the right account for a Service Provider Identification Number (SPIN)
- If the BAN is incorrect, the invoice may be paid to the incorrect account or will not get paid at all

Scroll to View All Choices for Line 13

- If you don't see your expense type listed in the Line 13 dropdown menu, scroll to the bottom of the list to view several new expense types that have been added recently.
- We are working to add new expense types and plan to re-alphabetize the list soon.

Clearly Identify Total Cost

- Unless the total on the form is the total on the bill/contract, applicants should clearly mark the funding amount requested on the supporting documentation.
- If taxes and fees are included in the request, they should be clearly identified.

Submit Up-to-Date Supporting Documentation

- Submitting the most recent bill will speed up the review and invoicing process.
- USAC staff will reach out to you if you submit a bill several months old.

Only Include Installation Costs from Current Funding Year

- Installation costs must be incurred in the current funding year (1/1/14—6/30/14 for FY2013) to be eligible for support
- One-time installation costs up to an undiscounted amount of \$5,000 per HCP

Check Supporting Documentation for Address

- Ensure supporting documentation lists the HCP location for the service address.
- USAC needs to confirm that the service is going to the eligible HCP address.
- If the address is not provided on supporting documentation, USAC staff will reach out to you to determine why.

Review Uploaded Documentation

- Before submitting your FCC Form 462, review the uploaded documentation to ensure you didn't accidentally upload the wrong document (e.g. internal memo instead of a bill).

Remember: Funding Year (FY) 2013 is Six Months

- When completing the quantity of expense periods, remember that FY2013 is only six months long for the HCF Program.

Remember: No Double Dipping

- If you submitted a request for support for the same service on an FCC Form 466 or 466-A, for FY2013 which included the period 1/1/2014 to 6/30/2014, submit a request to change the funding end date for the FCC Form 466/466-A to 12/31/13 (if requesting the full six months of funding through the HCF Program).

Email RHC-HCP@usac.org for Assistance

- This email address is new and is specific to individual HCPs for both the Telecommunications and HCF programs.
- RHC-admin@usac.org will still be functional for a few months.
- Consortia leaders should use the new consortia-specific email address, RHC-consortia@usac.org.

HCF Program Monthly Webinar

My Portal Update

Recent Software Update

- Removed browser pop-up
- Added account holders to email confirmation recipient list
- Added access to multiple individual HCPs and consortia for one account holder

Recent Software Update

- Added “withdraw” button for FCC Form 460 and 461
- Added ability to select more than one funding year for support less 12 months
- Assigned account holder for registered entities

Questions?

Use the “Questions” box in your user controls.

Thank You!

- Thanks for joining us at this month's webinar
- Sign up for the monthly webinar in the subscription center
 - Go to www.usac.org and click “subscribe” in the upper-right corner
- Submit suggestions for next month's webinar to rhc-outreach@usac.org

