



Healthcare Connect Fund Program

Monthly Webinar

March 2014

Today's Speakers

- **Paloma Costa**
RHC Program Outreach

- **Natasha Boler**
Program Analyst,
RHC Program



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. Competitive bidding exemption: annual undiscounted cost less than or equal to \$10,000
2. FCC Form 462 best practices
3. My Portal update
4. Questions and answers

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Competitive Bidding Exemption

Annual Undiscounted Cost Exemption

- There are multiple competitive bidding exemptions.
- This webinar will focus on the Annual Undiscounted Cost of \$10,000 or less exemption.
- If you have questions about other competitive bidding exemptions, please email your questions to RHC-assist@usac.org.

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

What is on the FCC Form 462?

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

Create FCC Form 462

Form 460 | **Form 461** | **Form 462** | **Documents**

RHC Note: RHC applicants who are not exempt from competitive bidding may file their Form 462 by proceeding to the 'Form 461' tab any time after the Allowable Contract Selection Date (ACSD) has passed. Applicants will see all submitted Form 461s on this page and are able to click the 'Create 462' button after the ACSD period.

[Continue Form 460 Draft](#)

[New Form 460 Revision](#)

[Create Form 461](#) | [Create 462 Exempt from Competitive Bidding](#)

Form 460 App #	Last Edited	Status
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Select Intent

Exempt from Competitive Bidding

New Competitive Bidding Exempt 462

Only applicants with competitive bidding exemptions may bypass filing the Form 461. These exemptions are:

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

Do you intend on claiming a competitive bidding exemption?

[Yes - I am filing for a single expense.](#)

[Yes - I am filing for multiple expenses.](#)

[No - I am not filing for a competitive bidding exemption.](#)

Select Exemption Option

In this case we are selecting “Annual Undiscounted Cost of \$10,000 or less”

- 8 Request for competitive bidding exemption
- Annual Undiscounted Cost of \$10,000 or less
 - Government Master Services Agreement
 - Pre-Approved Master Services Agreement
 - Evergreen Contract
 - E-Rate Approved Contract

Save and Exit

Save and Go Back

Save and Continue

Exit

A few reminders about exemptions:

- Exemption is per health care provider (HCP)
- The HCP is not allowed to select a multi-year funding request (Line 22 of FCC Form 462)
- Maximum 'Quantity of expense periods' for Funding Year 2013 is 6 months (Line 24 of FCC Form 462)

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FCC Form 462 Best Practices

Upload documentation to facilitate review

HCP 11111 FRN 10101010

Please find the following information on the December 2013 bill submitted (note this is the most recent bill we have for this service).

BAN

The BAN for this FRN is circled on page 2 of the bill. The account number on page one is a general account number, the circled BAN is specific to this FRN.

Circuit Start/End location:

The address on the bill is the mailing address and does not match the HCP address. However the XYZ service on page 3 of the bill is for services that go to the HCP at 123 S. Hospital Street.

Undiscounted Cost:

The undiscounted cost for FRN 10101010 is located on page 3 of the bill.

Expense Type:

XYZ service is DSL. See screenshot from Service Provider website –

Price List			
Name	Type	Speed	Price
XYZ	DSL	8.0 Mbps	\$89.99
QRS	Internet	5.0 Mbps	\$64.99

www.serviceproviderwebsite.com

Avoid Duplicate Funding Requests

- If you are submitting an FCC Form 467 in the Telecommunications and Internet Access Program, adjust the service end date to 12/31/13 if you also requested HCF Program funding for Funding Year 2013 (January 1, 2014 – June 30, 2014)
- FCC Form 467 already submitted? Funding will be provided through the Telecommunications and Internet Access Program for the dates shown on the FCC Form 467. Duplicate funding requests will be denied.

Avoid Duplicate Funding Requests

- Submission of the FCC Form 462 indicates that the HCP requests funding through the HCF Program, in lieu of the Telecommunications and Internet Access Program, so the respective funding dates will be changed by USAC without notice to the HCP.

HCF Program Monthly Webinar

My Portal Update

Recent Software Update

- HCPs entering new FCC Forms 462 will be prompted to enter a contract end date in either 19 C or Line F of the Network Cost Worksheet.
- USAC will automatically determine the initial contract length based on the difference between this end date and the expected Service Start Date.
- The number of months will display on the PDF version of the form.

Recent Software Update

- Supporting documentation for month-to-month contracts uploaded using "Other Documentation" button indicating:
 - Service providers selected
 - HCP(s) receiving the services
 - Service, bandwidth, and costs
 - Term of the service agreement(s) if applicable
- Applicants with contracts will continue to use the "Attach Contract" button(s)

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

