

Healthcare Connect Fund

**Quarterly Webinar for
Individual HCPs**

February 10, 2015

Welcome to the Quarterly Webinar

- Provides program updates, clarification of program rules, outreach, and assistance to individual HCP HCF Program applicants and service providers
- Second Tuesday of February, May, August, and November
- Agenda provided one week in advance
- Submit questions and suggest agenda topics in advance to RHC-Assist@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 and posted to the webinars web page

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

- Program Updates
 - Funding Update
 - My Portal Update
 - New Third Party Authorization (TPA) Checklist
 - Estimated Forms Processing Times
 - Q1 RHC Circuit Coming Soon
 - Service Provider Training: Request for Ideas
- Deadline Reminders
- Best Practices and Tips for Success
 - Service Requests and Competitive Bidding
 - Funding Requests



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Program Updates

Funding Update

\$400 Million Cap for Total RHC Program Funding	FY2013	FY2014
Total Commitment Requests Received	\$192,951,927	\$100,844,308
Total Commitments Made	\$177,940,871	\$26,674,583
Commitment Requests Received (HCF Program – Consortia)	\$34,779,193	\$20,750,700
Commitments Made (HCF Program – Consortia)	\$32,941,565	\$17,492,220
Commitment Requests Received (HCF Program – Individual HCPs)	\$16,981,060	\$12,081,732
Commitments Made (HCF Program – Individual HCPs)	\$16,981,060	\$3,019,707

Funding Update

\$150 Million Cap for Upfront Payments and Multi-Year Commitments

	FY2013	FY2014
Total Commitment Requests Received	\$42,793,090	\$25,283,869
Total Commitments Made	\$40,936,603	\$16,997,371
Total Commitment Requests Received (Consortia)	\$33,204,975	\$19,385,482
Total Commitments Made (Consortia)	\$31,353,695	\$16,373,223
Total Commitment Requests Received (Individual HCPs)	\$9,558,115	\$5,898,387
Total Commitments Made (Individual HCPs)	\$9,582,908	\$624,148

Funding Update

HCF Program Disbursements	FY2013	FY2014
Total Disbursements Made	\$9,441,435	\$557,664
Total Disbursements Made (Consortia)	\$5,157,764	\$537,742
Total Disbursements Made (Individual HCPs)	\$4,283,672	\$19,992
HCF Program Funding Requests	FY2013	FY2014
Total Funding Requests	2,839	1,052
Total Funding Requests (Consortia)	55	69
Total Funding Requests (Individual HCPs)	2,784	983

My Portal Update

- **New Email notification features for FCC Form 462**
If an applicant selects a Service Provider Identification Number (SPIN) on the FCC Form 462 for a service provider that has not checked the HCF Program certification in Block 15 of their FCC Form 498, an email will be send to the contact email address for that service provider, alerting them to revise their SPIN to elect to participate in the HCF Program.

My Portal Update

- **Applicants able to delete FCC Form 463 drafts**

Applicants are now able to delete a draft of an FCC Form 463, even after they have submitted it to the service provider for review. An email will be sent to the account holder who deleted the draft confirming the deletion. Once the service provider certifies and submits the form to USAC, applicants can no longer delete the FCC Form 463.

My Portal Update

- **FRN added to subject and body text of FCC Form 463 notification emails**

The FRN will be included in the subject line and in the top portion of the body of all FCC Form 463 notification emails to ensure accuracy.

My Portal Update

- **New features for consultants to manage Third Party Authorizations (TPAs)**

Consultant applicants will now see the list of all of their FCC Forms 460 that are in status “Pending TPA” on their dashboard. Consultants can upload a single TPA document, and choose to which FCC Forms 460 it applies. Once the TPA is uploaded, start and end dates entered, and associated with one or more HCPs, those FCC Forms 460 will show as “Submitted” status.

My Portal Update

- **Firefox® number fields bug fixed**

When using Firefox® browser, a bug that caused the cursor to jump to the next field when a number was entered has been fixed.

New TPA/LOA Checklist

- New Third Party Authorization (TPA) and Letters of Authority (LOA) checklists have now been added to the supporting documentation page of the RHC website.
- Each document lists the required additions to your TPA and LOA as well of a list of suggested additions.

Estimated Forms Processing Times

- Visit the usac.org/rhc to download the new HCF Program Guide to Forms which contains the estimated times for USAC review for each of the forms in the HCF Program application process

Q1 RHC Circuit Coming Soon

- The RHC Circuit will be sent out this February. Don't forget to sign up to receive it on the RHC Program website's subscription center!

Service Provider Training: Request for Ideas

- This Spring, RHC will host a special service provider training. If you have any ideas for this training or have a specific topic that you would like to learn more about, please email RHC-Assist@usac.org

Questions?

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Deadline Reminders

HCF Program FY2014 Filing Calendar



Important Dates

(FY2014: 7/1/2014 to 6/30/2015)

January 1, 2014

This is the first day applicants may submit the FCC Form 461 and supporting documentation for the upcoming funding year.

March 1, 2014

This is the first day in the initial funding request filing period that applicants may submit FCC Form 462 and supporting documentation for the upcoming funding year.

May 30, 2014

This is the last day applicants may submit FCC Form 462 and supporting documentation within the initial funding request filing period for the upcoming funding year. The FCC Form 462 and supporting documentation may also be filed through the end of the funding year (June 30, 2015).

June 2, 2014

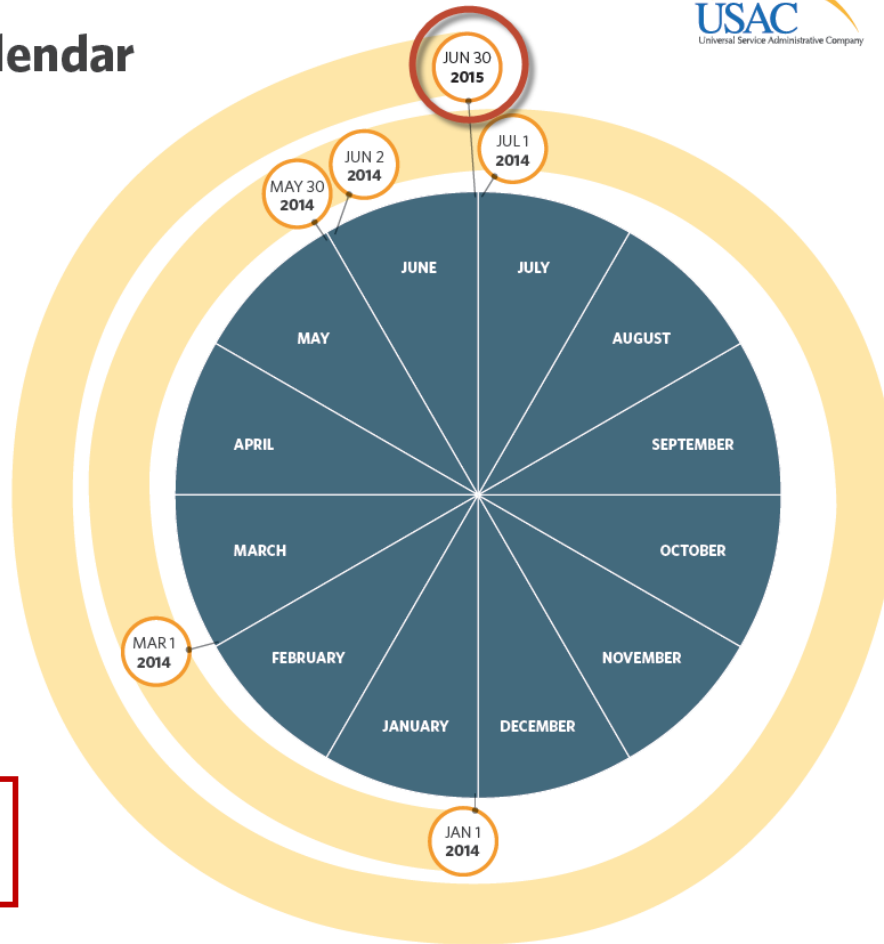
This is the deadline for posting an FCC Form 461 to receive the full 12 months of funding. Support is prorated if the FCC Form 461 is posted after this date.

July 1, 2014

This is the first day of the funding year.

June 30, 2015

This is the last day of the funding year and the deadline to submit the FCC Form 462 and supporting documentation for FY2014.



HCF Program FY2015 Filing Calendar



Important Dates

(FY2015: 7/1/2015 to 6/30/2016)

January 1, 2015

This is the first day applicants may submit the FCC Form 461 and supporting documentation for the upcoming funding year.

March 1, 2015

This is the first day in the initial funding request filing period that applicants may submit FCC Form 462 and supporting documentation for the upcoming funding year.

June 1, 2015*

This is the last day applicants may submit FCC Form 462 and supporting documentation within the initial funding request filing period for the upcoming funding year. The FCC Form 462 and supporting documentation may also be filed through the end of the funding year (June 30, 2016).

June 2, 2015

This is the deadline for posting an FCC Form 461 to receive the full 12 months of funding. Support is prorated if the FCC Form 461 is posted after this date.

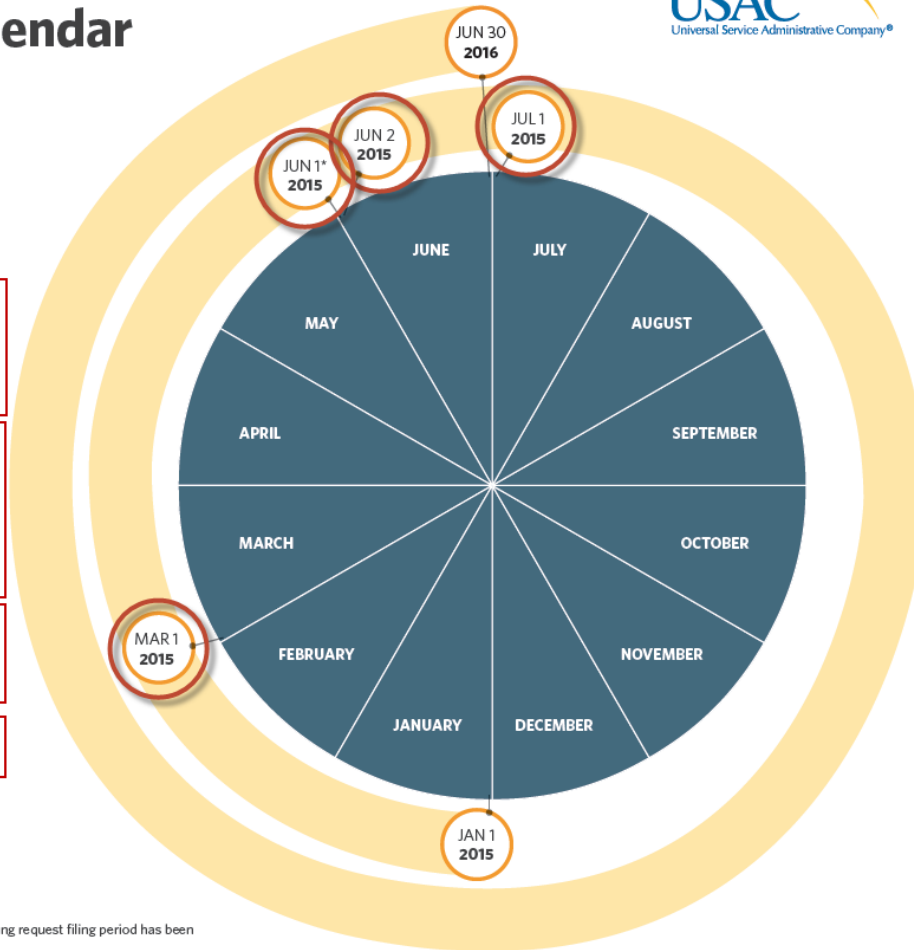
July 1, 2015

This is the first day of the funding year.

June 30, 2016

This is the last day of the funding year and the deadline to submit the FCC Form 462 and supporting documentation for FY2015.

*Due to May 30 falling on a weekend, the last day of the initial funding request filing period has been moved to the following business day.



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Service Requests & Competitive Bidding

Helpful Hints for Filing the FCC Form 461

- If filing for FY2014 or FY2015, keep in mind you are requesting services for specific services and contract period for competitive bidding.
- The contract period should be the length of time being requested per contract, not a specific date.
 - For example: 1 year contract, 3 year contract, 36-month contract, 18-month contract etc.
- If an existing contract is in place, it may be used as a standing bid as you competitively bid for services.

When to Competitively Bid

- Competitive bidding is required when an applicant is not using a competitive bidding exemption, this includes:
 - Month-to-month
 - With contract (contract and multi-year contracts what wish to be endorsed as evergreen)
- If an applicant is required to undergo competitive bidding, a FCC Form 461 should be submitted

Bidding Exemptions

- Competitive bidding process exemptions include:
 - Annual undiscounted cost equal to \$10,000 or less
 - E-Rate contracts
 - Master Service Agreements (MSAs)
 - Evergreen contracts

Bidding Exemptions

- Annual undiscounted cost equal to \$10,000 or less
 - The total cumulative amount requested on all FCC Forms 462 under a single HCP number will be capped at \$10,000.
- Evergreen contract
 - For the FRN to bypass competitive bidding, it must have been granted evergreen status prior to funding request submission.
 - A contract deemed evergreen by USAC grants the applicant a competitive bidding exemption for the duration of the contract.

What is an Evergreen Contract?

- A contract is considered evergreen when USAC reviews and approves that the contract meets the following requirements:
 - Contract identifies both parties
 - Contract is signed and dated by the HCP or consortium leader after the Allowable Contract Selected Date (ACSD)
 - Contract specifies the type, term, and cost of service(s)

Evergreen Status for the HCF Program

- If the contract was submitted to the Telecom Program before January 1, 2014 and granted evergreen status, the contract can be applied in the HCF Program.
- If an applicant submits a contract as a result of competitive bidding as part of the FCC Form 462 documentation, USAC staff will review this contract for evergreen status.
 - Notification of your evergreen status is reflected in your Funding Commitment Letter (FCL).

Allowable Contract Selection Date (ACSD)

- If an applicant is required to undergo competitive bidding, a FCC Form 461 should be submitted
- The FCC Form 461 must be posted for at least 28 days (“the bidding period”), which determines the ACSD
- Applicants should wait until the ACSD to select the service provider, otherwise a competitive bidding will be noted

Line 7: Number of Vendors That Bid

- Input the number of vendors that bid.
- If no bids were received input “0.”
- If bids were received, input the quantity and attach all bidding documentation.
 - If more than one bid was received, a bidding evaluation must be included.
 - The evaluation must agree to the criteria as stated in the FCC Form 461. No factors can be weighted higher than cost.

Funding Start Date

- The funding start date is determined by the later of the following
 - Funding year start date
(FY14: 7/1/2014 or FY15: 7/1/2015)
 - Allowable Contract Selection Date (per FCC Form 461)
 - Expected service start date (Line 19b)
 - This date must be provided.



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Funding Requests

Multiple Eligible Expense Forms

- Multiple eligible expense forms allows for more than one service to be filed under one FRN (Funding Request Number).
- Multiple eligible expense can be selected when:
 - One service provider
 - Multiple expenses/services/circuit
 - Multiple contracts (if applicable)

Funding for Equipment

- In the HCF Program, equipment is eligible for funding when it is vital for the functionality of the eligible service
- The HCF Program provides support for equipment only when the service utilizing the equipment is requested for funding under the HCF Program.
- We recommended including both the service and the equipment under one funding request using multiple expense submission to confirm the eligibility of the funding request for the equipment.

Supporting Documentation Essentials

- Billing Account Number (BAN)
- Circuit Start/End Location (must match HCP location)
- Expense type
- Bandwidth
- SPIN (Service Provider Identification Number)
- Cost
- Circuit ID (optional)

Helpful Tips

- The earlier you submit your funding request, the better. Try to avoid submitting your request at the end of the funding year.
- If you have any questions about filling out the funding request, ask before submitting; we are happy to help!
- If you receive an information request, be sure to respond by the deadline stated in the notification. Failure to respond will result in a denial.

Questions?

Thank You!

- Thanks for joining us at this quarter's webinar
- Sign up for reminders in the subscription center
 - Go to www.usac.org and click “subscribe” in the upper-right corner, then select the quarterly webinar
- Submit suggestions for next quarter's webinar to RHC-Assist@usac.org
- Additional questions?
 - Email RHC-Assist@usac.org
 - Call (800) 453-1546