



HCF Program Funding Request Office Hours

May 7, 2025

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



Blythe Albert

Advisor of Program Management |
RHC Outreach



Ecatarina Grant

Manager of Communications |
RHC Outreach

Agenda

- Introduction
- Program Updates
- Submitting Forms in RHC Connect
 - RHC Connect Updates
 - Submitting the FCC Form 462
- 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.
- 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

Acronym	Definition
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 25-224

- On March 23, 2025, the FCC released [Order DA 25-224](#) extending the deadline for the FY2025 application filing window to June 2, 2025.
- This means all funding requests (FCC Forms 462 or 466) must be submitted no later than 11:59 p.m. ET on June 2, 2025.

Milestones to Apply for Funding for FY2025: Recommended Last Day to Submit Forms NOT using a Request for Proposal (RFP)

HCF & Telecom Program Form	Last Day to Submit for Individual HCPs NOT using a Request for Proposal (RFP)
FCC Form 460 (Eligibility)	March 10, 2025 Recommended Date
FCC Form 461 & 465 (Request for Services)	April 14, 2025 Recommended Date
FCC Form 462 & 466 (Funding Request)	June 2, 2025 Deadline to Submit

Please note that the FCC Form 460, 461, and 465 submission dates are not mandatory deadlines, but rather recommended milestones to ensure that the FCC Forms 461 and 465 are posted to USAC's website early enough for a minimum 28-day competitive bidding period before the deadline to submit an FCC Form 462 or 466.

Milestones to Apply for Funding for FY2025: Recommended Last Day to Submit Forms using a Request for Proposal (RFP)

HCF & Telecom Program Form	Last Day to Submit for Individual HCPs using a Request for Proposal (RFP)
FCC Form 460 (Eligibility)	March 4, 2025 Recommended Date
FCC Form 461 & 465 (Request for Services)	April 10, 2025 Recommended Date
FCC Form 462 & 466 (Funding Request)	June 2, 2025 Deadline to Submit

Please note that the FCC Form 460, 461, and 465 submission dates are not mandatory deadlines, but rather recommended milestones to ensure that the FCC Forms 461 and 465 are posted to USAC’s website early enough for a minimum 28-day competitive bidding period before the deadline to submit an FCC Form 462 or 466.

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.
 - [RHC Connect User Guide – Third-Party Authorizations](#)

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 14th 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.
- 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](#)



The screenshot shows the FCC's Supply Chain webpage. At the top is a navigation bar with links: About, E-rate, Rural Health Care, Lifeline, High Cost, and Service Providers. Below this is a breadcrumb trail: USAC | About | Reports & Orders | Supply Chain. On the left is a sidebar with the following links: Reports & Orders, Annual Report, FCC Filings, FCC Orders, and Supply Chain (which is highlighted with a green bar). The main content area has a large blue heading "Supply Chain". Below the heading is a paragraph: "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." Below this paragraph is another paragraph: "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 – Updates

HCF Program Funding Request Office Hours

RHC Connect - TPA and User Management

- Moved to RHC Connect.
- Do not submit TPAs in My Portal or through the RHC Customer Service Center.
- Submit all TPAs and manage Consultant Groups using the following online resources:
 - [RHC Webinars](#) webpage – Authorizations and User Management Webinar (March 5, 2025)
 - [RHC Connect User Guide - TPA](#)
- As USAC decommissions My Portal, all TPAs must be manually moved to RHC Connect by October 31, 2025.


RHC Connect Enhancements – Start a Form


- Reduction in the number of clicks to **Start a Form**.


The screenshot displays the 'RHC Connect' interface. At the top, a blue navigation bar contains 'DASHBOARD', 'START A FORM' (highlighted), and 'TOOLS'. A user profile icon 'GB' and the text 'Universal Service Administration Co.' are on the right. Below the navigation bar, a dark banner reads 'RHC Connect'. The main content area has a heading 'What type of Form would you like to file?' and a back arrow. On the left, a circular timer shows '15:54' and 'May 02 2025'. A dropdown menu titled 'See if you Qualify to Participate' is open, showing a card for 'FCC Form 460' with a building icon and the text 'Eligibility and FCC Form 460 Revisions'. Below the card, a description reads: 'Determine if your health care facility is eligible for Rural Health Care (RHC) Program funding for the Healthcare Connect Fund (HCF) Program and/or Telecommunications (Telecom) Program by submitting an FCC'.

RHC Connect Enhancements – Duplicate Check


- Applicants are shown potential duplicate HCPs when filing an FCC Form 460.


 DASHBOARD

 START A FORM

 TOOLS

GB

 Universal Service Fund
Administrative Co.

 If your site is a duplicate of the listed HCP(s) below, do not submit a new FCC Form 460. Instead, please use the appropriate existing HCP number for your submission. The following HCP number(s) and site name(s) appear to share the same address, and already exist in our system. Before proceeding with your application, please ensure these sites are not the same as yours and that the sites listed below are owned by different legal entities.

Existing HCPs near this Physical Location

HCP Number	HCP Name	Address 1	Address 2	City	State	Zip Code	County	Latitude	Longitude	Primary Account Holder(s) Email
14031	Dorminy Medical Center - Hospital Authority of Ben Hill County	200 Perry House Road	P. O. Box 1447	Fitzgerald	GA	31750	Ben Hill			
15278	Ben Hill County Health Department	251 APPOMATTOX RD		FITZGERALD	GA	31750	Ben Hill			
17724	Fitzgerald OB/GYN	808 S. Grant St		Fitzgerald	GA	31750	Ben Hill			
17731	Dorminy Medical Center - Comprehensive Wound Care Center	182 Perry House Rd.	Suite H	Fitzgerald	GA	31750	Ben Hill			

RHC Connect Enhancements – Quick Select

- Quick select rather than dropdown menu to access a form.
 - **My Forms** tab
 - **Post-Commitment Change Requests** tab

The screenshot shows the RHC Connect dashboard. At the top, there is a navigation bar with 'DASHBOARD', 'START A FORM', and 'TOOLS'. On the right, there is a user profile icon labeled 'GB' and the text 'Universal Service Administrative Co.'. Below the navigation bar, the dashboard header 'RHC Connect' is displayed. A large circular clock shows the time '15:52' and the date 'May 02 2025'. To the right of the clock, there is a notification bar indicating '(118) Unread Notifications'. Below this, there are four tabs: 'Information Requests', 'My Forms' (which is highlighted with a red border), 'My Organizations', and 'Post-Commitment Change ...'. A yellow banner below the tabs states: 'The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.' Below the banner, the 'My Forms' section is highlighted with a red border and contains a list of forms: 'Form 460', 'Form 461', 'Form 462', 'Form 463', 'Form 465', 'Form 466', 'Form 469', 'TPA', 'LOA/LOE', and 'Annual Report'. 'Form 460' is underlined.

The screenshot shows the RHC Connect dashboard with the 'Post-Commitment Change Requests' tab selected. The navigation bar and dashboard header are the same as in the previous screenshot. The 'My Forms' tab is no longer highlighted. The 'Post-Commitment Change ...' tab is now highlighted with a red border. The yellow banner about the closed funding window remains. Below the banner, the 'Post-Commitment Change Requests' section is highlighted with a red border and contains a 'CREATE POST-COMMITMENT CHANGE REQUEST' button. Below this button, there are four options: 'SPIN Change' (which is underlined), 'Site and Service Substitution', 'Service Delivery Deadline Extension', and 'Invoice Filing Deadline Extension'.


RHC Connect – Submitting the FCC Form 462

HCF Program Funding Request Office Hours

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

 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. 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 to it. Below the navigation bar is a large banner image of a woman in a field. Underneath the banner, the text 'RHC Connect' is visible. A yellow notification bar at the top of the main content area shows '(37) Unread Notifications'. Below this, there are three tabs: 'Information Requests', 'My Forms' (which is active and highlighted in blue), and 'My Organizations'. A blue circular clock icon shows the time '17:57' and the date 'Oct 27'. A blue banner with a red border and a red arrow pointing to it contains the text: 'The Funding Year 2022 funding request filing window closes in 3 days.' Below this banner, the 'My Forms' section is visible. It includes a 'Form Type' dropdown menu set to 'Form 462', a search bar with the text 'Search Form 462s', and a 'SEARCH' button. Below the search bar is a table with the following columns: 'Site Name', 'Site Number', 'Application Number', 'Application Nickname', 'Form', 'Last Update', 'Status', and 'Actions'. The table contains two rows of data. The first row shows a 'Form 462' with a 'Last Update' of '9/23/2021 4:17 PM EDT' and a 'Status' of 'Processed'. The second row shows a 'Form 462' with a 'Last Update' of '9/22/2021 04 PM EDT' and a 'Status' of 'Submitted'. The 'Status' and 'Actions' columns for both rows are highlighted with a red box.

Site Name	Site Number	Application Number	Application Nickname	Form	Last Update	Status	Actions
				Form 462	9/23/2021 4:17 PM EDT	Processed	
				Form 462	9/22/2021 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

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).

FCC Form 462

Evaluate Bids & Select Service Provider

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.


FCC Form 463

Invoice USAC

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

Consortium FRN #1

Priority 8

EXIT

SAVE & CONTINUE

Competitive Bidding

DASHBOARD

START A NEW FORM

SAVE DRAFT

Start PageCompetitive BiddingService Provider InformationExpense ItemsAdditional Documentation

Competitive Bidding

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

☐ Yes☐ No

Explanations

BACKEXIT

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:

- 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.
- 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.
- Evergreen Contract:** You have an existing contract already endorsed by USAC as evergreen.
- 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.
- 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 Information

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 mm/dd/yyyy Contract End Date (Optional) mm/dd/yyyy

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 Information

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 10/01/2021 Contract End Date (Optional) 09/30/2024

Length of Initial Contract Term 36 Months ▼

Number of Contract Extensions (Optional) 5

Total Combined Length of Optional Extensions (Optional) 5 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

	Contract Name	Contract Document	Contract Sign Date	Contract End Date	Initial Contract Term
<input type="checkbox"/>					
<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? [?]

☐ 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

<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-Collegedale, 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

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			Edit Delete
2					Ethernet			Edit Delete

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 is 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. 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', 'Confidentiality', and 'Certification'. Below the navigation bar, the 'Expense Items' title is followed by 'Expense Item 1 of 1' and two lines of 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 this, a question is posed: 'Does the HCP have a Contract with the Service Provider?' with a help icon. Two radio button options are provided: '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 item to the 'Expense Item Site' dropdown menu. At the bottom of the form, summary text states '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.

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

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

Expense Item Site
---Select---

Does the HCP have a Contract with the Service Provider? ⓘ

☐ Yes

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

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

BACK EXIT

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
[Dropdown menu]

Does the HCP have a Contract with the Service Provider?

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

Select an Existing Contract **Contract Nickname** **Upload a New Contract**

Select a contract already associated ... OR [Text input] **UPLOAD** Drop file here

Contract Start Date **Initial Contract End Date**

Length of Initial Contract Term

Time Unit

Number of Contract Extensions (Optional)

Total Combined Length of Optional Extensions (Optional)

Time Unit

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.

The screenshot shows a web form for entering contract information. Several fields are highlighted with red rectangular boxes to indicate required or key data points:

- Expense Item Site**: A dropdown menu at the top.
- Does the HCP have a Contract with the Service Provider?**: Radio buttons for 'Yes' (selected) and 'No (process this item as month-to-month)'.
- Select an Existing Contract**: A dropdown menu.
- Contract Nickname**: A text input field.
- Upload a New Contract**: A section containing an 'UPLOAD' button and a 'Drop file here' area.
- Contract Start Date**: A date picker field.
- Initial Contract End Date**: A date picker field.
- Length of Initial Contract Term**: A text input with '3' and a 'Years' dropdown.
- Number of Contract Extensions (Optional)**: A text input with '5'.
- Total Combined Length of Optional Extensions (Optional)**: A text input with '5' and a 'Years' dropdown.
- Contract Sign Date**: A date picker field.
- Install Date**: A date picker field.

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.

[Start Page](#) [Competitive Bidding](#) [Service Provider Information](#) [Expense Items](#) [Additional Documentation](#)

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

Download Speed

Upload Speed

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 '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 'Expense Items' is shown, followed by 'Expense Item 1 of 1' and summary statistics: 'Total Eligible Undiscounted Cost \$N/A' and 'Maximum Support Amount \$N/A'.

On the left side, there is a vertical menu with several options, each preceded by a green checkmark or a right-pointing arrow. The options are: 'Contract Status', 'Expense Information', 'Expense Type', 'Bandwidth' (which is highlighted with a red box), 'Service Level Agreement', 'Circuit Information', 'Financial Information', and 'HCP Contribution Source'.

Inside the red box, the 'Bandwidth' section is visible. It contains two sub-sections: 'Download Speed' and 'Upload Speed'. Each sub-section has a text input field and a dropdown menu labeled '---Select---'. Below each input field, there is a note: 'Leave blank if bandwidth is not applicable'.

At the bottom of the page, there is a summary line: 'Sum of All Expense Item Total Eligible Undiscounted Cost: \$N/A' and 'Sum of All Expense Item Maximum Support Amount: \$N/A'. Below this, there 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

Address Line 1
[Redacted]

Address Line 2
[Redacted]

City
[Redacted]

State
[Redacted]

CO
[Redacted]

ZIP Code
[Redacted]

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
[Redacted]

Address Line 2
[Redacted]

City
[Redacted]

State
[Redacted]

State
Choose a State

ZIP Code
[Redacted]

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	Edit Delete

Show

5

 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' section of 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 active), 'Confidentiality', 'Certifications', and 'Signature'. Below the navigation bar, the title 'Additional Documentation' is followed by a yellow banner stating: 'Service provider documentation required to confirm expenses'. A table with four columns—'Document Type', an empty column, 'Document', and 'Uploaded On'—is shown. The table is currently empty, with the text 'No items available' centered. Below the table is a blue 'Add Document' button. The 'Bulk Upload' section features an 'UPLOAD' button and a dashed box with the text 'Drop files here'. A blue banner at the bottom of the page 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.' This banner is highlighted with a red rectangle and a red arrow pointing to it from the right. At the bottom left are 'BACK' and 'EXIT' buttons, and at the bottom right is a 'NEXT' button. The footer text 'Approved by OMB 3060-0804' is located at the bottom right.

Document Type		Document	Uploaded On
No items available			

[Add Document](#)

Bulk Upload *

[UPLOAD](#) Drop files here

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.

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

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

BACK

EXIT

Certifications

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

Certifications

- ☐ I certify under penalty of perjury that I am authorized to submit this request on behalf of the applicant or consortium.
- ☐ I certify under penalty of perjury that I have examined this request and all attachments and to the best of my knowledge, information, and belief, all statements of fact contained therein are true.
- ☐ I certify under penalty of perjury that the applicant or consortium has considered all bids received and selected the most cost-effective method of providing the requested services. "Cost-effective" is defined as the "method that costs the least after consideration of the features, quality of transmission, reliability, and other factors that the applicant deems relevant to choosing a method of providing the required health care services." 47 CFR § 54.622(c).
- ☐ I certify under penalty of perjury that all RHC Program support will be used only for eligible health care purposes.
- ☐ I certify under penalty of perjury that the applicant or consortium is not requesting support for the same service from both the Telecommunications Program and the Healthcare Connect Fund Program.
- ☐ I certify under penalty of perjury that the applicant or consortium satisfies all of the requirements under Section 254 of the Act and applicable Commission rules, and understand that any letter from the Administrator that erroneously commits funds for the benefit of the applicant may be subject to rescission.
- ☐ I certify under penalty of perjury that I have reviewed all applicable rules and requirements for the RHC Program and complied with those rules and requirements.
- ☐ I understand that all documentation associated with this application, including all bids, contracts, scoring matrices, and other information associated with the competitive bidding process, all billing records for services received and any other documentation demonstrating compliance with the rules must be retained for a period of at least five years after the last date of service delivered in a particular funding year pursuant to 47 CFR §§ 54.631 or as otherwise prescribed by the Commission's rules.
- ☐ I certify under penalty of perjury that the applicant or consortium and/or its consultant, if applicable, has not solicited or accepted a gift or any other thing of value from a service provider participating in or seeking to participate in the RHC Program.
- ☐ I certify under penalty of perjury that any consultants or third parties associated with this request or RFP do not have an ownership interest, sales commission arrangement, or other financial stake in the vendor chosen to provide the requested services, and that they have otherwise complied with RHC Program rules, including the Commission's rules requiring fair and open competitive bidding.

BACK

EXIT

SAVE & CONTINUE

Signature

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

The screenshot shows a web application interface for signing. At the top is a navigation bar with links: Start Page, Competitive Bidding, Service Provider Information, Expense Items, Additional Documentation, Confidentiality, Certifications, and Signature (which is highlighted with a dropdown arrow). Below the navigation bar is the title 'Signature'. The main content area is divided into two sections. The first section, 'Current User Information', contains a list of fields: Name, Email, Phone, Employer, Title, and Employer's FCC RN, each with a corresponding input field. The second section, 'Signature', contains three fields: 'Certifier's Full Name' with a text input, '* Digital Signature' with a text input, and 'Date' with a date picker. At the bottom left are 'BACK' and 'EXIT' buttons. At the bottom right is a 'CERTIFY & SUBMIT' button, which is highlighted with a red rectangular border.

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 information is needed to respond to an Information Request.
- 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 webinar:

- Telecom Office Hours Webinar:
 - When: Wednesday, May 14, 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](#)
- [Authorizations](#) webpage
- [RHC Connect – User Guide Third-Party Authorizations](#)

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

- Include in your email:

- HCP Number
- FRN Number



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

Customer Service Center - Extended Hours

- The RHC Customer Service Center will provide additional support prior to the close of FY2025.
- Extended hours:
 - Friday, May 29 – 8 a.m. to 8 p.m. ET (Normal business hours).
 - Saturday, May 31 – Closed.
 - Sunday, June 1 – 12 p.m. to 5 p.m. ET.
 - Monday, June 2 – 8 a.m. to 11:59 p.m. ET.

The RHC Customer Service Center

The RHC Customer Service Center CAN	The RHC Customer Service Center CANNOT
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.