

Submitting the FCC Form 462 in RHC Connect

Rural Health Care (RHC) program

Available for Public Use



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About RHC Connect for the FCC Form 462

RHC Connect is the web-based system that hosts the FCC Form 462. Although the look of the application has changed, the FCC Form 462 did not. To submit your FCC Form 462, you will be asked the same questions and are required to provide the same information as in years past. No preparation for this change is required by you.

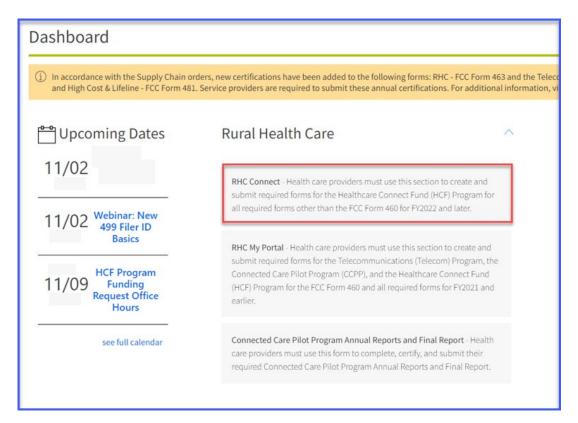
For more information about funding years and filing windows, visit the <u>Funding Year Overview</u> on the USAC website.

Please Note: The red boxes and arrows in the screenshots that follow do not actually appear in RHC Connect.

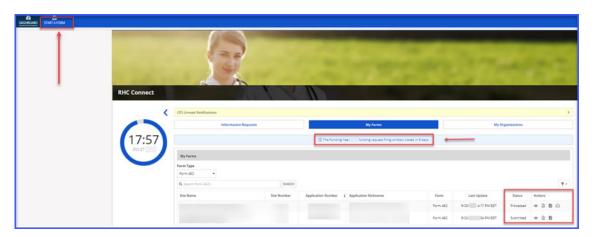


RHC Connect Walkthrough

Step 1: Log into My Portal and click on **RHC Connect**.



Step 2: Here you can start a new form, 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 clock on the right is the current date and time.

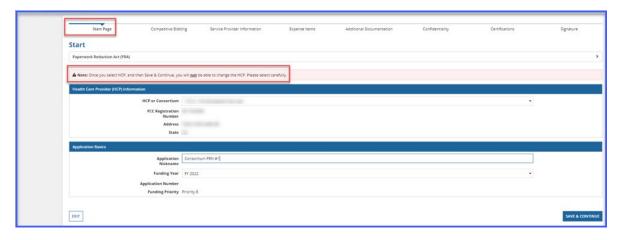




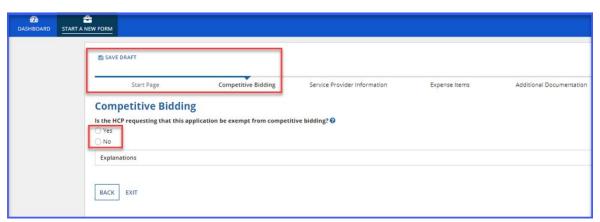
Step 3: Click FCC Form 462 then click Next.



Step 4: Move to the **Start** page and select the HCP or consortium from the drop-down menu. The information will be prepopulated. Enter an application name as an identifier for the application should you need to exit My Portal and return later. The note at the top in pink is a warning to alert you that once you click save and continue, you will be unable to change the HCP you select.

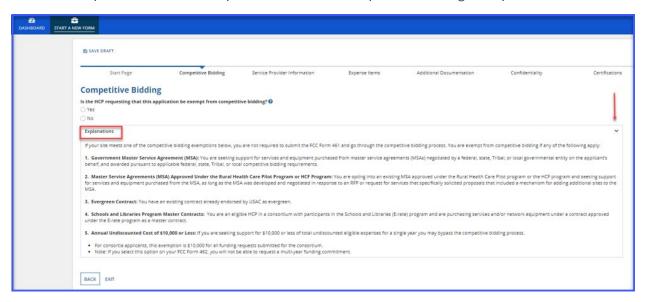


Step 5: Answer **Yes** if you are exempt from competitive bidding and **No** if you completed your competitive bidding process.

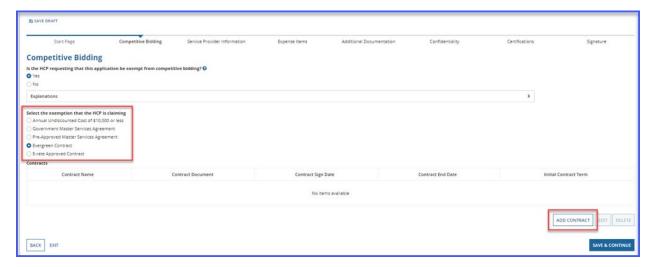




There is a drop-down menu with explanations of each competitive bidding exemption.

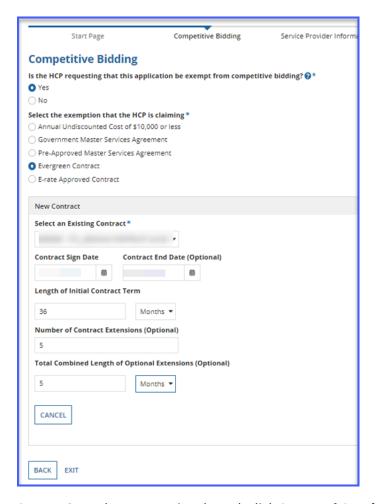


Step 6: If you are exempt from competitive bidding, select the exemption from the list of eligible exemptions. Click **Add Contract** at the bottom right on the screen.



Step 7: If using an evergreen contract, select an existing contract from the drop-down menu. For all other exemptions, upload a new contract or choose an existing contract. Enter the relevant information about the contract in the fields. Use the drop-down calendar to enter dates.





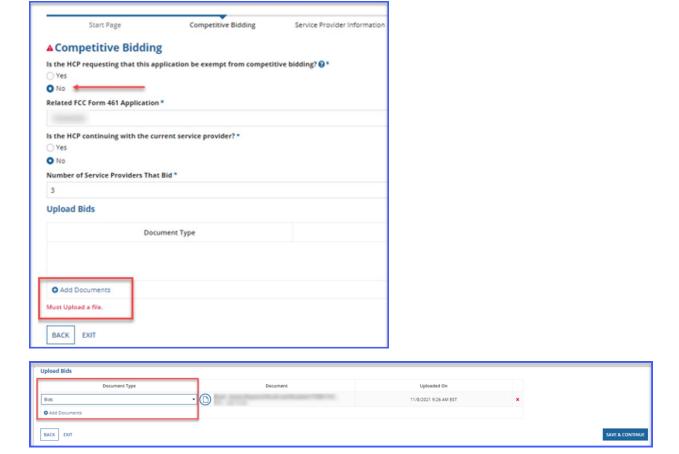
Step 8: Once the contract is selected, click **Save and Continue.**



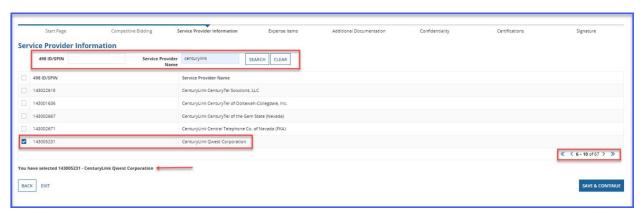
Step 9: If an FCC Form 461 was submitted, choose **No** for the question about qualifying for an exemption. Select the related FCC Form 461 from the drop-down menu. All FCC Forms 461 submitted



for the HCP will be available. Enter the number of bids received and upload copies of those bids. A red error message will display if you don't upload the documents.

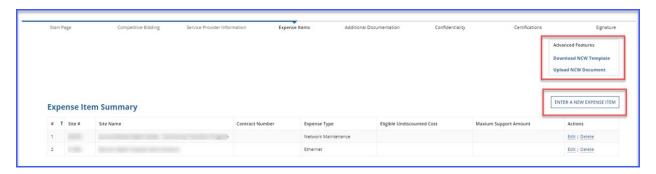


Step 10: Select your service provider's 498 ID/SPIN. You can search by service provider name or the 489 ID/SPIN. Service providers are displayed 10 per page. Use the arrows on the bottom right to advance to the next page.

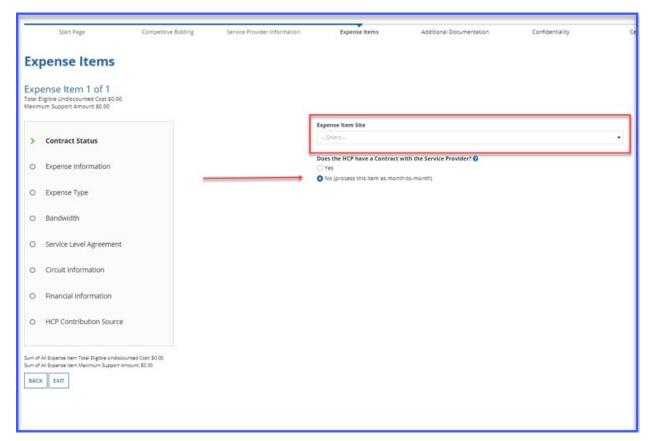




Step 11: Download the NCW Template to populate and upload or enter a new expense item manually. **Note:** If you enter any information manually and then choose to use the NCW template, the NCW will overwrite that information.

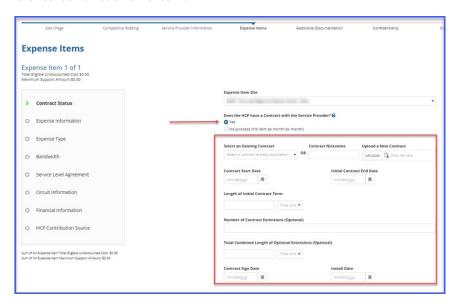


Step 12: For consortia applicants, all member sites will appear in the drop-down menu. Select a site from the drop-down menu. Answer the question about whether the HCP is submitting this expense with a contract. If **No** is selected, the application will be processed as month-to-month. Month-to-month funding requests, meaning forms submitted without a contract, are limited to 12 months of funding and competitive bidding is required each year.

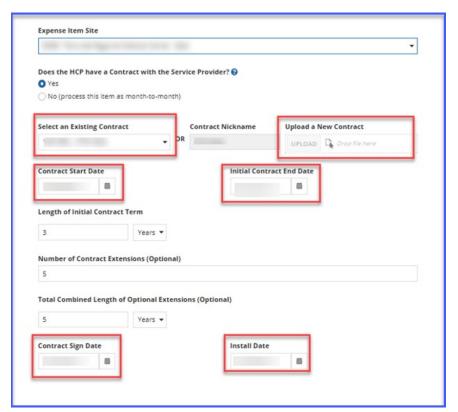




Step 13: For expenses submitted with a contract, select **Yes** to the question: **Does the HCP have a contract with the service provider**. Enter all information in the required fields. Contract information is entered for each line item.

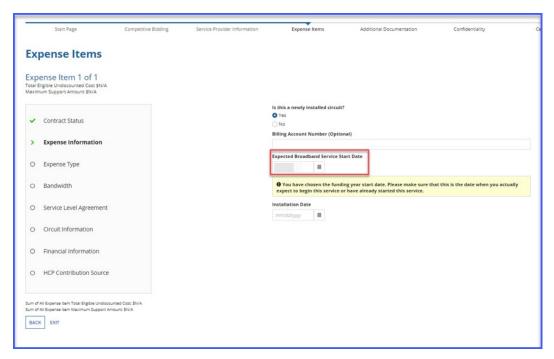


Step 14: Enter the contract start date, initial contract end date, contract sign date, and installation date for the requested expense.

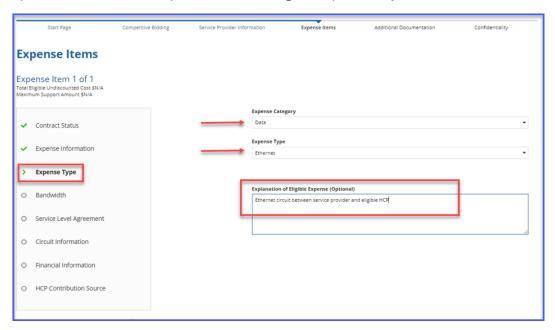




Step 15: Enter the date that you either actually began receiving the service or the date that you expect to receive the service. If it is actually the first day of the funding year, you may to enter July 1 as the expected service start date.

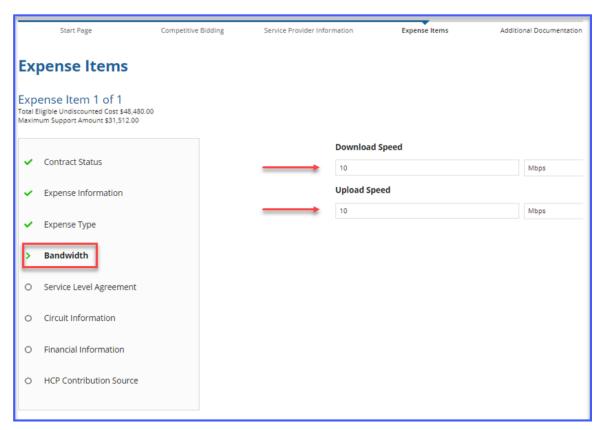


Step 16: Choose the expense category and the expense type from the drop-down menus. There's an optional field where an explanation of the eligible expense may be added.

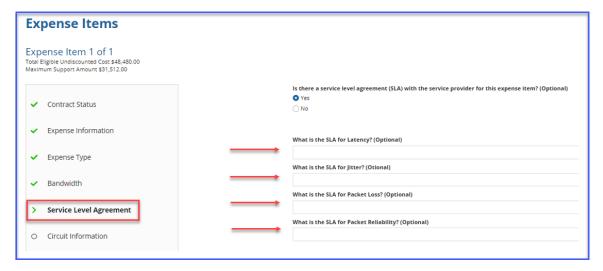




Step 17: Enter the bandwidth for the requested expense. For expenses such as equipment, installation, construction and network management services, bandwidth is not required, and fields may be left blank. For all other services, bandwidth is required.

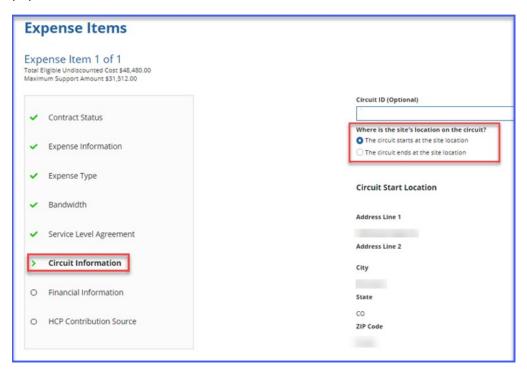


Step 18: Select **Yes** or **No** to answer the question about whether the requested expense includes a service level agreement and, if yes, enter the information shown.

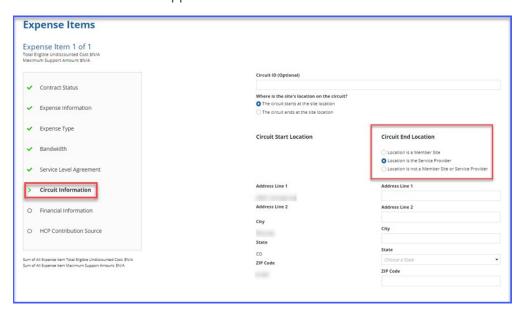




Step 19: Enter a circuit ID (optional) and select where the site is located on the requested circuit. This should align with submitted service provider confirmed documentation. Information will prepopulate based on information in the FCC Form 460.

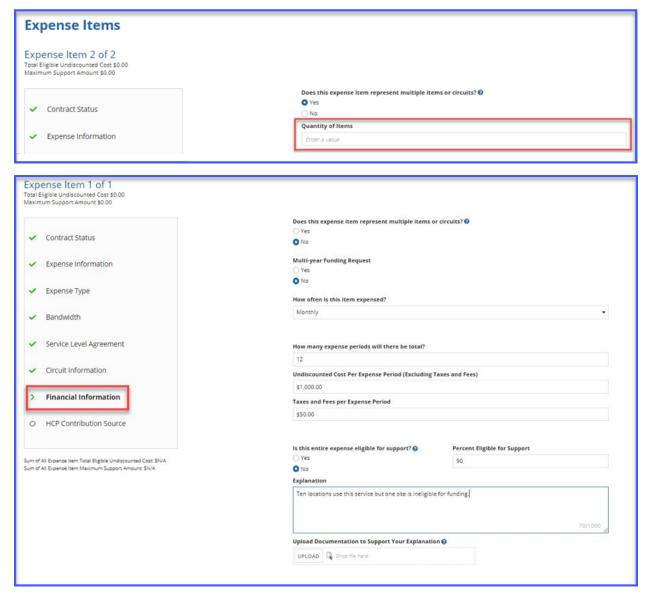


Step 20: For consortia applicants only: For expenses associated with off-site administrative offices and off-site data centers, the circuit end location is required. If you select **Location is a Member Site**, a drop-down menu with a list of all HCP sites that appear on the FCC Form 460 for the administrative office or data center will appear. Choose the relevant member site.



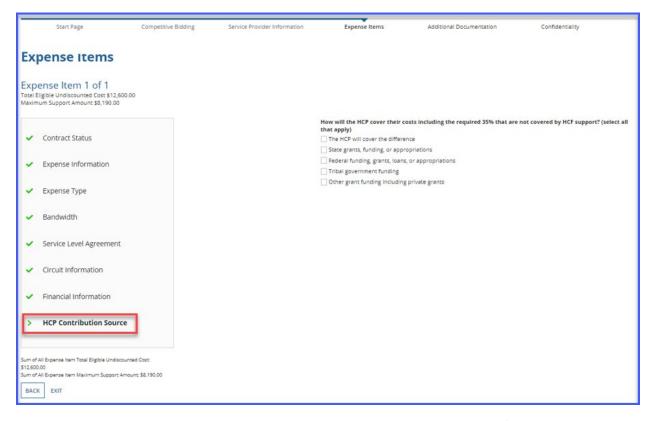


Step 21: Indicate whether there are multiple items being requested, whether you're asking for multi-year funding, how often the expense is invoiced, and how many expense periods are being requested. Enter the undiscounted cost per expense period, taxes and fees and indicate whether this expense is to be cost-allocated. If **No** is selected for **Is this entire expense eligible for support**, enter the eligible percentage and an explanation about how the percent eligible for support was calculated. Upload the document with the explanation where indicated.



Step 22: Answer the question about now the HCP will cover their costs not covered by Healthcare Connect Fund (HCF) support. Click all that apply.





Step 23: Continue to add new expenses or move to next steps to complete your form. The total eligible undiscounted cost and total maximum support based on 65 percent of the total undiscounted cost for eligible expenses will be clearly displayed.

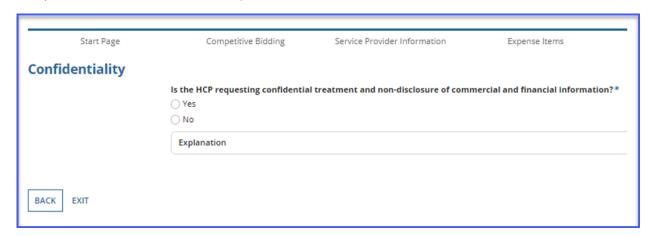


Step 24: Upload all supporting documentation. For consortia applicants, a copy of the viable source letter is required. To upload more than 10 documents, follow instructions in the blue banner.





Step 25: Select **Yes** or **No** to answer the question about confidentiality. An explanation of why we ask the question can be viewed in the **Explanation** section.

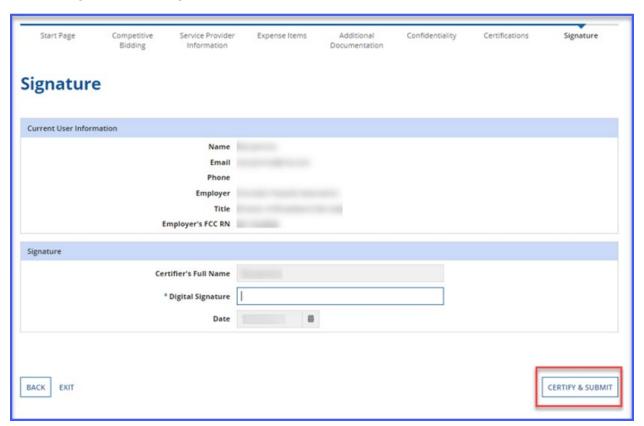


Step 26: Each certification must be checked to continue.



Start Page	Competitive Bidding	Service Provider Information	Expense Items	Additional Documentation	Confidentiality	Certifications	Signature		
Certification	S								
l 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		

Step 27: Sign the form using your first and last name as it appears in RHC Connect.





Frequently Asked Questions

What changes were made to the RHC Connect?

RHC Connect has a new look and feel that is more intuitive and user-friendly. It is easier to navigate the form for submission, and it is easier for RHC program reviewers to approve funding requests.

Did the FCC Form 462 change?

No, the FCC Form 462 itself did not change – only the platform changed. The questions on the form and the information required of applicants remain the same.

Who is impacted by this change?

RHC Connect is used for funding year (FY) 2022 and future funding years. Applicants who participate in the Telecommunications (Telecom) Program began submitting the FCC Form 466 in RHC Connect in FY2024.

Resources

For more information, visit the Welcome to Welcome to RHC Connect - FCC Form 462 webpage.

For questions about the Rural Health Care program, contact RHC-Assist@usac.org or the RHC Help Desk at (800) 453-1546 from 8 a.m. - 8 p.m. ET Monday through Friday for assistance. Use the RHC Customer Service Tip Sheet to learn about what the RHC Help Desk can and cannot help you with.