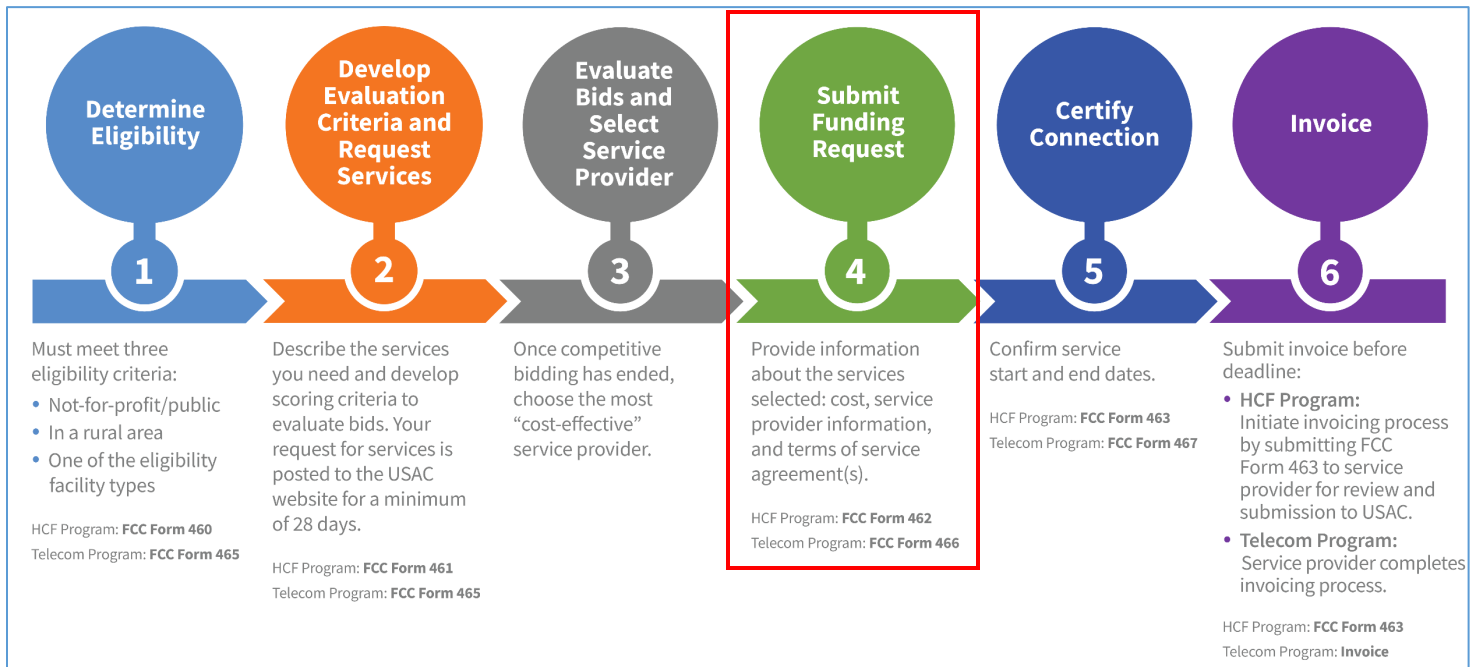


## Rural Health Care Program

# Funding Requests



### What is a Funding Request?

- Once a service provider is selected, the next step is for the applicant to submit a funding request to USAC to provide information about the services selected and certify that those services are the most cost-effective option of the offers received.
- Specifies the type of service(s) ordered, cost, name of service provider(s), and terms of the service agreement(s).
  - Examples of services include but are not limited to: circuits, equipment, network management, infrastructure.
- Funding Request Forms:
  - Telecommunications (Telecom) Program – [FCC Form 466](#) (Funding Request and Certification Form)
  - Healthcare Connect Fund (HCF) Program – [FCC Form 462](#) (Funding Request Form)

### Who must submit a Funding Request?

- Telecom Program:** All applicants requesting funding through the Telecom Program must file a separate FCC Form 466 for each circuit for which funding is requested.
- HCF Program:** All applicants requesting HCF Program funding must file a separate FCC Form 462 for each service provider for which funding is requested.
  - Multiple expenses can be included on one FCC Form 462 if it is for the same service provider.
- If you know you will have an upgrade during the funding year, this must be included in your contract and supporting documentation for the funding request. No changes can be made after the filing window closes<sup>1</sup>.
- HCF Program applicants exercising voluntary extensions for an approved evergreen contract should list the remaining expense periods as one expense and the length of the extension as another expense.
- Telecom Program applicants exercising voluntary extensions for an approved evergreen contract should submit a second FCC Form 466 with a cover letter referencing the associated FRNs.

<sup>1</sup> The only changes that can be made are de-commitments if services are cut off during the life of a commitment, and/or site and service substitutions if the required language was included in the approved RFP.

## When to submit

- FCC Forms 462 and 466 must be submitted by the close of a [filing window](#) to be considered for funding.
- Applicants are unable to submit funding request forms outside of a filing window.
- USAC suggests that applicants submit the funding requests as early as possible during the filing window.
- No changes can be made to your funding request once the filing window closes.

## Submission Checklist

- ☐ Access to My Portal.
- ☐ Document(s) confirming the monthly cost for your services. We understand that the filing window ends before the funding period begins, therefore acceptable supporting documentation can be the most recent copy of the invoice for the requested services (screenshots, bills, etc., are also acceptable).
- ☐ A scanned copy of all bids that were received for your request for service including the winning bid, all bids that were rejected and any bids that were disqualified and an explanation of why.
- ☐ A scanned copy of the bidding evaluation matrix.
- ☐ A scanned copy of any new contract signed for your services.
- ☐ Viable source letter (HCF Program consortia applicants only)
- ☐ [Urban and Rural Rate](#) documentation (Telecom Program only)
- ☐ Contact information for: Telecom service provider and all responsible account holders
- ☐ The start and end location of your services.

## Information Requests

- Forms with missing or incomplete information or documentation cannot be processed.
- Any information that cannot be located on the submitted supporting documentation will result in an **Information Request**. Please respond directly to the Information Request.
  - FCC Form 462 Information Requests will be sent via RHC Connect or by email using a “@usac.org” email address.
  - FCC Form 466 Information Requests will be sent via My Portal or by email using a “@usac.org” email address.
- 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 14<sup>th</sup> day would be the last time to respond to the Information Request.
- A response, or a request for an extension, must be received within 14 calendar days or the form will be denied.