

## Form 466-A Attachment - Help Guide

This Excel template will allow you to quickly and easily submit your 466-A Attachment data to the RHC Pilot SharePoint. Each horizontal row in the sheet will contain information for one participating health care provider or entity. Upon entering the information for each entity, you can then upload it to SharePoint to submit the information.

### 1. Excel Macros Must be Enabled

To use the advanced features of this spreadsheet, the security settings in Excel must be configured so that Macros may be run. The steps to enable macros depend on the version of Microsoft Office you are using.

#### For Office 2000, 2003:

-When opening this spreadsheet, you may see a dialog with two options "Enable Macros" or "Disable Macros". Select "Enable Macros".

-If you are not presented with a window when the spreadsheet loads then you should check that macros are enabled:

- 1) Select Tools -> Macros -> Security from the main menu.
- 2) Select the "Medium" Option.
- 3) Click "OK"
- 4) You may have to close and then re-open this template

#### For Office 2007:

-When opening this spreadsheet, you may see a message near the top of the Excel window that says "Security Warning: Some Active Content Has Been Disabled".

- 1) Click Options.
- 2) Select "Enable this Content".
- 3) Click "OK".

### 2. Using this Spreadsheet

1) Begin by entering the data for each entity. You do not need to enter data in the grey columns which are marked 'AUTO' they will be filled-in for you. For the columns that are grey and marked "INPUT" only choose from the dropdown options which are available to you. The blue bar below the column headers provides tips on the entry of some fields. If you require further information on how to complete a particular field, refer to sections 4 and 5 of this help guide.

2) Once you have entered all data and are satisfied that it is complete, click the "Validate Sheet" button. A series of checks and validations will run, and any fields that may have been inadvertently left blank or may contain potential data or formatting errors will be highlighted in yellow. Check each "yellow" field to ensure the contents of that field are correct. You may continue making modifications and using the "Validate Sheet" button until you feel all necessary changes have been made.

### 3. Uploading to SharePoint

- 1) When you are ready to submit the information, open SharePoint and navigate to your project's Document Library
- 2) Click "Upload" in the navigation bar for the document library
- 3) Use the "Browse" button to choose and select your saved 466-A Attachment file and click Open. Click OK.
- 4) On the next screen, tag the file with the appropriate Document Type: "11 – 466-A Attachment"
- 5) Click "Check In." Your Coach will load the information from your attachment into the Network Cost Worksheet tracking list on SharePoint

Note: Do not omit step 5, above, or select "Cancel" on this screen. Tagging the file with the appropriate funding year and document type will make it much easier for you, and for your Project Reviewer, to locate specific documents as more files are added to the document library.

### 4. 466-A Attachment Column Guide - Items in gray are auto-populated based on data you enter.

**Funding Year** - Use the pull down menu to select the appropriate funding year.

**RFP Number** - If your project is posting only one RFP, leave the value of this field as "00". If your project is posting multiple RFPs, enter a two digit number identifying the RFP into the field.

**1. HCP Name** - Enter the unique name of the entity or HCP.

**2. HCP Number** - Each Pilot project will have **ONE** HCP number. This will be automatically populated based on the consortium name you select.

**3. 465 Application Number** - This number is taken from the very first column on the 465 Attachment, 465 App Number. It is unique to the HCP name and service address. For example, if a single HCP has two different clinics with two different service addresses, there will be two different 465 App Numbers on the 465 Attachment.

**4. Consortium Name** - Use the drop down menu to select the name of your Pilot Project.

**5. Billed Entity Name** - Enter the name of the billed entity.

**6. Billed Entity FCC Reg Num** - Enter the FCC registration number of the billed entity.

**7 - 15. Address / Contact Information** - Enter the physical address and contact information of the billed entity.

**16. Funding Year** - This field is auto-populated from the funding year field at the top of the page.

**17a. Description of Service** - Select the type of service being requested. Please review the "Column 17a and 17c Matrix" for helpful information on how to complete this column. If none of the choices match the type of service you wish to enter, select "Other" and contact your Coach via email with a complete description of the service that the site will receive. Your Coach will assist in determining the appropriate category of service.

**17b. Description of Service, Sub-Category** - Select the type of charge (recurring or non-recurring) from the drop down menu.

**17c. Description of Service, Component** - Select the type of network component being requested. If none of the choices match the component you wish to enter, select "Other" and contact your Coach via email with a complete description of the service that the site will receive. Your Coach will assist in determining what type of service you are receiving.

**17d. Description of Service, Speed** - If your service is "Non Recurring", always select N/A for not applicable. EXCEPT if your service is an IRU or a pre-paid lease you must choose a bandwidth speed based on the initial bandwidth that will be provided to that site. If none of the choices match the speed you wish to enter, select "Other" and include in Column 12 of the Network Cost Worksheet the actual bandwidth speed.

**18a. Percentage of HCP's service used for provision of health care** - Enter the percentage of the service used by the HCP (in Line 17 above) for the provision of health care.

**18b. If less than 100% please explain** - If the percentage of service used for the provision of health care (18a) is less than 100%, describe briefly in the lines below how the percentage was derived (time of use, number of uses, bandwidth used, etc.).

**19. Location where service is provided** - Enter the location where the service will be provided.

**20. Service Provider Name** - Enter the name of the service provider.

**21. Service Provider Identification Number (SPIN)** - Enter the SPIN of the service provider. A SPIN number is a unique identifier assigned to each service provider by USAC. Providers who do not have a SPIN number can apply for one at the USAC website.

**22. Billing Account Number** - Enter the billing account number assigned to your project by the service provider.

**23. Contract Number (NA if no contract)** - If your project entered into a contract with a service provider, enter the contract number.

**24. Date contract signed or service selected** - If your project entered into a contract with a service provider, enter the date that the contract was signed.

**25. Contract Expiration Date** - If your project entered into a contract with a service provider, enter the date that the contract will expire.

**26. Expected Service Start Date** - Enter the date that you expect service to begin.

**27. Were bids received in response to Form 465?** - Use the drop down menu to select TRUE for yes or FALSE for No.

**30. Certify that the above named entity has considered all bids received and selected the most cost-effective method of providing the requested service or services.** - Use the drop down menu to select TRUE for yes or FALSE for No.

**respect to universal services benefits provided under 47 U.S.C Sec. 254.** - Use the drop down menu to select TRUE for yes or FALSE for No.

**32. Certify that the billed entity requesting reduced rates will maintain complete records for the service for five years.**

- Use the drop down menu to select TRUE for yes or FALSE for No.

**33. Certify that I am authorized to submit this request on behalf of the above-named Billed entity and HCP, and that I have examined this form and attachments and that to the best of my knowledge, information, and belief, all statements of fact contained herein are true.** - Use the drop down menu to select TRUE for yes or FALSE for No.

**35. Date** - Enter either the date you complete the certifications or the date you plan to submit the information.

**36. Authorized Person for certifications** - The Project Coordinator's Name (legally and financially responsible individual)

**37. Title or position of authorized person** - The Project Coordinator's Title.

**38. Employer of authorized person** - The Project Coordinator's employer.

**39. Employer's FCC RN** - The FCC Registration Number of the Project Coordinator's employer, if different from the project's FCC RN. This field will be automatically populated from column 4 (the project FCC RN), but you may enter a different number here if necessary.

**RFP #** - Populated automatically from the RFP Number box at the top of the sheet.

## 5. Notes

**Entering Phone Numbers** - Phone numbers should be entered with dashes after the area code and exchange. For Example: 703-555-1212

**Entering ZIP Codes** - ZIP codes may be entered in either ZIP or ZIP+4. When entering ZIP+4 please include the dash after the first five characters. Examples of valid entries: 20007 or 2007-1234

**Entering Dates** - Dates should be entered in the format M/D/YYYY. Include slashes between each part of the date. For Example: 1/11/1981

## 466A Attachment Dropdown Lists

| COLUMN 17a - CATEGORY  |
|--|
| 1: Network Design  |
| 2: Network Equipment, including Engineering and Installation               |
| 3: Infrastructure/Outside Plant (Engineering)                              |
| 4: Infrastructure/Outside Plant (Construction)                             |
| 5: Internet 2/NLR/Internet Connection                                      |
| 6: Leased/Tariffed facilities or services                                  |
| 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
| 8: Other   |

| 17c - DESCRIPTION OF SERVICE, COMPONENT                          |   |
|--|---|
| 69: Annual Internet2 Subscription                                | 45: Maintenance Contract                              |
| 70: Annual NLR Subscription                                      | 68: Managed MPLS                                      |
| 1: Antennas / Satellite Equipment                                | 19: Microwave service                                 |
| 2: Asynchronous Transfer Mode (ATM)                              | 20: MPLS  |
| 64: Bonded T1  | 21: Multiplexer                                       |
| 3: Broadband over Power Lines (BPL)                              | 66: Network Equipment (other)                         |
| 53: Bundled Network Management and Operation Services            | 22: Network Design                                    |
| 4: Cable, copper   | 23: Network Hardware on Provider Side of Demarc       |
| 5: Cable, fiber  | 24: Network Maintenance                               |
| 6: Channel Service Unit/Data Service Unit (CSU/DSU) and switches | 25: Network Management                                |
| 7: Connectors / couplers / amplifiers                            | 26: Network Operations                                |
| 41: Construction   | 65: Network Server                                    |
| 57: Construction - Engineering                                   | 52: Network Shared Infrastructure                     |
| 56: Construction - Infrastructure/Plant Upgrade by Carrier       | 27: Network Switches                                  |
| 55: Construction - Inspection Services                           | 28: OC-1  |
| 61: Construction - Make Ready                                    | 29: OC-12   |
| 54: Construction - Management                                    | 30: OC-3  |
| 59: Construction - Mobilization                                  | 31: OC-n  |
| 8: Copper-to-Fiber (TX-to-FX) converter                          | 49: Pre-Paid Lease (15 Year)                          |
| 9: Digital Subscriber Line (DSL)                                 | 50: Pre-Paid Lease (20 Year)                          |
| 10: Ethernet   | 58: Professional Services                             |
| 46: Firewall   | 42: RFP Creation                                      |
| 11: Fractional T-1   | 32: Routers   |
| 12: Frame Relay  | 33: Satellite service                                 |
| 13: Gateway to Internet2   | 51: Software for Network Management                   |
| 14: Gateway to NLR   | 34: Switched Multimegabit Data Service (SMDS)         |
| 15: Gateway to Public Internet                                   | 35: T-1/DS-1  |
| 44: Ineligible Expense   | 36: T-2   |
| 16: Integrated Services Digital Network (ISDN, BRI, PRI)         | 37: T-3 / DS-3  |
| 17: Interface/Edge Device  | 38: Uninterruptible Power Supply (UPS)/Battery Backup |
| 44: Installation of Equipment                                    | 39: Virtual Private Network (VPN)                     |
| 43: Installation of Recurring Services                           | 47: Warranty  |
| 62: IRU (15 Year)  | 60: Wide Area Network (WAN)                           |
| 48: IRU (20 Year)  | 40: Wireless  |
| 18: Jacks, panels, faceplates and wire managers                  | 69: Other (please contact your Coach)                 |
| 63: License Fees   |   |

### 17d - DESCRIPTION OF SERVICE, SPEED

|  |                                       |
|--|---------------------------------------|
| 3: 1.544 Mbps (T-1/DS-1)                     | 45: 110 Mbps                          |
| 29: 2.048 Mbps                               | 21: 120 Mbps                          |
| 22: 3 Mbps                                   | 32: 139.264 Mbps                      |
| 41: 3.08 Mbps (2xDS1)                        | 37: 150 Mbps                          |
| 38: 4.5 Mbps                                 | 9: 155 Mbps                           |
| 42: 4.62 Mbps (3xDS1)                        | 17: 200 Mbps                          |
| 23: 5 Mbps                                   | 34: 300 Mbps                          |
| 43: 6.16 Mbps (4xDS1)                        | 19: 400 Mbps                          |
| 30: 8.448 Mbps                               | 35: 500 Mbps                          |
| 44: 9.24 Mbps (6xDS1)                        | 33: 565.148 Mbps                      |
| 24: 10 Mbps                                  | 10: 622 Mbps                          |
| 47: 10.78 Mbps                               | 36: 800 Mbps                          |
| 28: 15 Mbps                                  | 11: 1 Gbps                            |
| 25: 20 Mbps                                  | 49: 1.001 Gbps                        |
| 39: 30 Mbps                                  | 46: 1.100 Gbps                        |
| 31: 34.638 Mbps                              | 14: 2.488 Gbps                        |
| 26: 40 Mbps                                  | 20: 3 Gbps                            |
| 6: 45 Mbps                                   | 12: 10 Gbps                           |
| 18: 50 Mbps                                  | 13: 13.2 Gbps                         |
| 7: 55 Mbps                                   | 15: 39.8 Gbps                         |
| 27: 100 Mbps                                 | 16: N/A                               |
| 48: 101 Mbps                                 | 50: Other (Please contact your Coach) |
| (Eliminated)                                 |                                       |
| <del>1: 256 to 768 kbps</del>                |                                       |
| <del>2: Greater than 768 to 1.544 Mbps</del> | 5: 8.448: 44.735 Mbps                 |
| <del>4: Greater than T-1 to 8.448 Mbps</del> | 8: 100 Mbps (Ethernet)                |

\* Shaded are new to the NCW.

| 17c - DESCRIPTION OF SERVICE, COMPONENT | COLUMN 17a - CATEGORY |
|---|-----------------------|
|---|-----------------------|

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| 69: Annual Internet2 Subscription | 5: Internet 2/NLR/Internet Connection |
|-----------------------------------|---------------------------------------|

|                             |                                       |
|-----------------------------|---------------------------------------|
| 70: Annual NLR Subscription | 5: Internet 2/NLR/Internet Connection |
|-----------------------------|---------------------------------------|

|                                   |  |
|-----------------------------------|--|
| 1: Antennas / Satellite Equipment | 6: Leased/Tariffed facilities or services      |
|                                   | 4: Infrastructure/Outside Plant (Construction) |

|                                     |   |
|-------------------------------------|---|
| 2: Asynchronous Transfer Mode (ATM) | 6: Leased/Tariffed facilities or services |
|-------------------------------------|---|

|               |   |
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| 64: Bonded T1 | 6: Leased/Tariffed facilities or services |
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|                                     |   |
|-------------------------------------|---|
| 3: Broadband over Power Lines (BPL) | 6: Leased/Tariffed facilities or services |
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| 53: Bundled Network Management and Operation Services | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
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| 4: Cable, copper | 4: Infrastructure/Outside Plant (Construction) |
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| 5: Cable, fiber | 4: Infrastructure/Outside Plant (Construction) |
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| 6: Channel Service Unit/Data Service Unit (CSU/DSU) and switches | 2: Network Equipment, including Engineering and Installation |
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|---------------------------------------|--|
| 7: Connectors / couplers / amplifiers | 4: Infrastructure/Outside Plant (Construction) |
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| 41: Construction | 4: Infrastructure/Outside Plant (Construction) |
|                  | 3: Infrastructure/Outside Plant (Engineering)  |

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|--------------------------------|---|
| 57: Construction - Engineering | 3: Infrastructure/Outside Plant (Engineering) |
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| 56: Construction - Infrastructure/Plant Upgrade by Carrier | 6: Leased/Tariffed facilities or services |
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| 55: Construction - Inspection Services | 4: Infrastructure/Outside Plant (Construction) |
|  | 3: Infrastructure/Outside Plant (Engineering)  |

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|--|---|
| 61: Construction - Make Ready                            | 4: Infrastructure/Outside Plant (Construction)<br>3: Infrastructure/Outside Plant (Engineering) |
| 54: Construction - Management                            | 4: Infrastructure/Outside Plant (Construction)<br>3: Infrastructure/Outside Plant (Engineering) |
| 59: Construction - Mobilization                          | 4: Infrastructure/Outside Plant (Construction)  |
| 8: Copper-to-Fiber (TX-to-FX) converter                  | 2: Network Equipment, including Engineering and Installation                                    |
| 9: Digital Subscriber Line (DSL)                         | 6: Leased/Tariffed facilities or services   |
| 10: Ethernet   | 6: Leased/Tariffed facilities or services   |
| 46: Firewall   | 2: Network Equipment, including Engineering and Installation                                    |
| 11: Fractional T-1                                       | 6: Leased/Tariffed facilities or services   |
| 12: Frame Relay  | 6: Leased/Tariffed facilities or services   |
| 13: Gateway to Internet2                                 | 6: Leased/Tariffed facilities or services   |
| 14: Gateway to NLR                                       | 5: Internet 2/NLR/Internet Connection<br>6: Leased/Tariffed facilities or services              |
| 15: Gateway to Public Internet                           | 5: Internet 2/NLR/Internet Connection<br>6: Leased/Tariffed facilities or services              |
| 71: Ineligible Expense                                   | Any of the dropdowns  |
| 16: Integrated Services Digital Network (ISDN, BRI, PRI) | 6: Leased/Tariffed facilities or services   |
| 17: Interface/Edge Device                                | 2: Network Equipment, including Engineering and Installation                                    |
| 44: Installation of Equipment                            | 2: Network Equipment, including Engineering and Installation                                    |
| 43: Installation of Recurring Services                   | 6: Leased/Tariffed facilities or services   |

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|---|--|
| 62: IRU (15 Year)                               | 6: Leased/Tariffed facilities or services                                  |
| 48: IRU (20 Year)                               | 6: Leased/Tariffed facilities or services                                  |
| 18: Jacks, panels, faceplates and wire managers | 4: Infrastructure/Outside Plant (Construction)                             |
| 63: License Fees                                | 4: Infrastructure/Outside Plant (Construction)                             |
|   | 3: Infrastructure/Outside Plant (Engineering)                              |
|   | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
| 45: Maintenance Contract                        | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
|   | 2: Network Equipment, including Engineering and Installation               |
| 68: Managed MPLS                                | 6: Leased/Tariffed facilities or services                                  |
| 19: Microwave service                           | 6: Leased/Tariffed facilities or services                                  |
| 20: MPLS  | 6: Leased/Tariffed facilities or services                                  |
| 21: Multiplexer                                 | 2: Network Equipment, including Engineering and Installation               |
| 66: Network Equipment (other)                   | 2: Network Equipment, including Engineering and Installation               |
| 22: Network Design                              | 1: Network Design  |
| 23: Network Hardware on Provider Side of Demarc | 2: Network Equipment, including Engineering and Installation               |
| 24: Network Maintenance                         | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
| 25: Network Management                          | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
| 26: Network Operations                          | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
| 65: Network Server                              | 2: Network Equipment, including Engineering and Installation               |
| 52: Network Shared Infrastructure               | 6: Leased/Tariffed facilities or services                                  |



|   |  |
|---|--|
| 27: Network Switches                                  | 2: Network Equipment, including Engineering and Installation   |
| 28: OC-1  | 6: Leased/Tariffed facilities or services  |
| 29: OC-12   | 6: Leased/Tariffed facilities or services  |
| 30: OC-3  | 6: Leased/Tariffed facilities or services  |
| 31: OC-n  | 6: Leased/Tariffed facilities or services  |
| 49: Pre-Paid Lease (15 Year)                          | 6: Leased/Tariffed facilities or services  |
| 50: Pre-Paid Lease (20 Year)                          | 6: Leased/Tariffed facilities or services  |
| 58: Professional Services                             | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere)   |
| 42: RFP Creation                                      | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere)   |
| 32: Routers   | 2: Network Equipment, including Engineering and Installation   |
| 33: Satellite service                                 | 6: Leased/Tariffed facilities or services  |
| 51: Software for Network Management                   | 2: Network Equipment, including Engineering and Installation<br>7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
| 34: Switched Multimegabit Data Service (SMDS)         | 2: Network Equipment, including Engineering and Installation   |
| 35: T-1/DS-1  | 6: Leased/Tariffed facilities or services  |
| 36: T-2   | 6: Leased/Tariffed facilities or services  |
| 37: T-3 / DS-3  | 6: Leased/Tariffed facilities or services  |
| 38: Uninterruptible Power Supply (UPS)/Battery Backup | 2: Network Equipment, including Engineering and Installation   |
| 39: Virtual Private Network (VPN)                     | 6: Leased/Tariffed facilities or services  |
|   | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere)   |

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| 47: Warranty | 2: Network Equipment, including Engineering and Installation |
|--------------|--|

|                       |   |
|-----------------------|---|
| 60: Wide Area Network | 6: Leased/Tariffed facilities or services |
|-----------------------|---|

|              |   |
|--------------|---|
| 40: Wireless | 6: Leased/Tariffed facilities or services |
|--------------|---|

|           |  |
|-----------|--|
| 67: Other | 1: Network Design  |
|           | 2: Network Equipment, including Engineering and Installation               |
|           | 3: Infrastructure/Outside Plant (Engineering)                              |
|           | 4: Infrastructure/Outside Plant (Construction)                             |
|           | 5: Internet 2/NLR/Internet Connection                                      |
|           | 6: Leased/Tariffed facilities or services                                  |
|           | 7: Network Management/Maintenance/Operations Cost (not captured elsewhere) |
|           | 8: Other   |

\* Shaded are new to the NCW.









RFP Number:

4. Consortium Name (If any)

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RFP Number:

4. Consortium Name (If any)

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RFP Number:

4. Consortium Name (If any)

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RFP Number:

4. Consortium Name (If any)

INPUT

Table with multiple rows for data entry, starting with a header row containing 'INPUT'.





































RFP Number:

4. Consortium Name (If any)

INPUT

Table with 18 empty rows for input.



































RFP Number:

4. Consortium Name (If any)

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RFP Number:

4. Consortium Name (If any)

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RFP Number:

4. Consortium Name (If any)

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RFP Number:

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RFP Number:

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RFP Number:

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