

## Submitting a Site and Service Substitution

An applicant may submit a Site and Service Substitution after a funding commitment has been issued as long as it is allowed for in the RFP and related contract(s).

### Step 1: Log in

Log in to the system using your user ID and password.

**E-File Sign In**

User ID:

Password:

[Forgot password](#)

**Click the box to accept.**

New users, please select from the options below:

- [New Service Provider](#)
- [New Contributor/Registration In Progress](#)
- [Add FCC Form 499 Company Officer](#)
- [New RHC Applicant](#)

### Step 2: Select Consortium Project Coordinator

Select “Consortium Project Coordinator - Healthcare Connect Fund.”

**USAC**  
Universal Service Administrative Company

**RURAL HEALTH CARE**

Welcome to the Rural Health Care **My Portal**. You have authorization to access one or more Health Care Provider (HCP) accounts in the Telecommunications and Internet Access programs and the Healthcare Connect Fund program. Select the program you wish to enter from the options below.

You may switch programs at any time by returning to your My Portal tab and selecting another option:

- [Telecommunications and/or Internet Access program \(Forms 465, 466, 466-A, 467\)](#)
- [Individual Applicant - Healthcare Connect Fund \(Forms 460, 461, 462, 463\)](#)
- [Consortium Project Coordinator - Healthcare Connect Fund](#)

- After selecting the options for “Consortium Project Coordinator,” the applicant is directed to a page listing all consortia filed by the HCP number and name under the “My Consortia” tab.

Select a consortium number/name to submit a Site and Service Substitution.

**RURAL HEALTH CARE** Return to My Portal

The *My Consortia* tab provides a high-level overview of all consortia in the Healthcare Connect Fund which you manage or have account access to, including:

- HCP Number and HCP Name
- Street Address
- Account Holder Type (Primary, Secondary, Tertiary, Draft)

To access a specific consortium, search by HCP Number or HCP Name (or simply scroll down the list of consortia), then click on the HCP Number. Once you have selected a consortium, you will be taken to that consortium's My Consortium tab, and information on all other tabs will now be specific to that consortium. To access information about another HCP, go to the *My Consortia* tab and select the new consortium.

[File a Form 460 for a new Consortium](#)

**My Consortia** | **Account Holders**

Search By HCP Number	Search By HCP Name	Account Holder Type	Address	City	State	Zip
1142047	MKD Health System	Primary	123 Ocean Drive	Avalon	NJ	08202

### Step 3: Select "Forms" Tab

Select the "Forms" tab to view the different forms.

**RURAL HEALTH CARE** Return to My Consortia

**My Consortium** | **My LOAs** | **Documents** | **Account Holders** | **Forms**

MKD Health System Rural Percentage: 100.00%

HCP Number:   
HCP Name:

Existing HCPs on 460 (From Line 24)

HCP Number	HCP Name	Eligible (Y/N)	Entity Type	Rural	
1142046	MKD Community Mental Health Center	Y		Y	<input type="button" value="Revoke HCP"/>
1142050	MKD Rural Health Clinic	Y		Y	<input type="button" value="Revoke HCP"/>
1142049	MKD Hospital	Y		Y	<input type="button" value="Revoke HCP"/>

HCPs to be added to Consortium

HCP Number	HCP Name	Eligible (Y/N)	Rural
1142113	MKD Emergency Room		

### Step 4: Select "Form 462"

Select the "Form 462" tab to view FRNs associated with the selected HCP.

**RURAL HEALTH CARE** Return to My Consortium

**Form 460** | **Form 461** | **Form 462** | **Form 463** | **Documents**

RHC Note: RHC applicants who are not exempt from competitive bidding may file their Form 462 by proceeding to the 'Form 461' tab any time after the Allowable Contract Selection Date (ACSD) has passed. Applicants will see all submitted Form 461s on this page and are able to click the 'Create 462' button after the ACSD period.

Form 460 App #	Last Edited	Status	Download
1142047-00001	guest 05/04/2015	Approved	
1142047-00002	mkd@mkd.com 05/21/2015	Received	

**Step 5: Select the “Substitution” button**

Click the “Substitution” button to view approved FCC Form 462s and submit Site and Service Substitutions.

RURAL HEALTH CARE Return to My Consortium

Form 460 Form 461 Form 462 Form 463 Documents

Click the 'Substitution' button to view approved 462s and submit site and service substitutions. You can select expense items to modify and create new expense items on one FRN at a time. Refer to the approved NCW by downloading the excel file as a reference to aid you during this process. Note that total funding on an FRN cannot increase above the original commitment amount. Expense items included on submitted or draft 463s are not available for modification until USAC processes them, and expense items included in substitutions are not available for invoicing on the 463 until USAC processes the substitution.

**Substitution**

461 App #	FRN	Last Edited	Type of Funding Request	Expense Type	Bandwidth (Download/Upload)	FCL Issuance Date	Status	Download	Actions Available
	14667741	5/20/2015	Multiple Eligible	Multiple	Multiple		Approved		Create 463
	14667061	5/04/2015	Multiple Eligible	Multiple	Multiple		Approved		Create 463
	14667131	5/14/2015	Multiple Eligible				Draft		Create 463
101105434	14667051	5/04/2015	Multiple Eligible				Draft		Create 463

**Step 6: Select an FRN**

Find and select the FRN for which you would like to perform a substitution.

RURAL HEALTH CARE

**Substitution**

[Go Back](#)

FRN	Vendor Name	Fund Year	Last Edited	Commitment Amount	Funds Remaining	Substitution Status
14667741	Cox California Telcom, LLC	2014	6/03/2015	\$78,000.00	\$62,400.00	Received
14667061	CentraComm Communications, Ltd.	2014	6/04/2015	\$35,999.96	\$30,000.00	Draft <a href="#">Delete</a>

**Note:** This screen shows all of the approved FCC Forms 462 for the consortium. The “Commitment Amount” column shows the total funding amount committed to this FRN, and the “Funds Remaining” column shows the funds that have not been invoiced. When the substitution status reads “Received,” you will not be able to select that particular FRN.

**Step 7: Add the expense items**

The “FRN Search” tab, displays all of the expense items from the approved Network Cost Worksheet (NCW). If your NCW has more than 25 expense items, you will have to select the “Next” and “Previous” buttons to navigate between expense items.

Select the “Add” button next to the expense items that you want to include on the substitution. Once you select the “Add” button, those expense items will be marked as “Added.”

The screenshot shows the 'FRN Search' interface. At the top, there are navigation tabs: FRN SEARCH (selected), EXPENSE ITEMS, ADDITIONAL DOCUMENTATION, CERTIFICATIONS, and SIGNATURE. Below the tabs, there are buttons for 'First', 'Previous', 'Page: 1 of 1' (with a dropdown showing '1'), 'Next', and 'Last'. The 'Next' button is highlighted with a red box. Below the navigation is a table with columns: FRN ID, HCP Number, Site Name, and Expense Type. The table contains three rows of data. The first two rows have 'Add' buttons highlighted with red boxes. The third row is marked as 'Added'. At the bottom, there are buttons for 'Save and Exit', 'Save and Continue', and 'Exit'.

FRN ID	HCP Number	Site Name	Expense Type
1	1142048	MKD Community Mental Health...	ISDN
2	1142050	MKD Rural Health Clinic	Internet
Added 3	1142049	MKD Hospital	T-1 / DS-1

Once you have added the expense items that are involved in the substitution, click “Save and Continue.”

**Note:** You will not be able to submit a substitution request if the expense item is included on an FCC Form 463 that is in draft, with the service provider for review, or under USAC review. In addition, you cannot perform a substitution on an expense item where the full funding amount has already been disbursed. These items will be marked as “N/A.”

### Step 8: Increase/Reduce Expenses or Add/Remove Sites

The “Expense Items” tab will display the values from the latest approved FCC Form 462. You can navigate between expense items by using the “Next” and “Previous” buttons.

**Note:** The below fields are able to be modified and have a blank field where you can insert the new value.

The screenshot shows the 'Expense Item' form. At the top, there are navigation buttons: 'Remove Expense', 'First', 'Previous', 'Expense Item: 1 of 2', 'Next', 'Last', and 'Add Expense'. The form is divided into several sections: 'Site Information' (A. HCP Number, B. Site Name), 'Eligible Expense Information' (I. Billing Account Number, J. Category of Expense, K. Expense Type, M. Is this Service Symmetrical?, O. Download Speed, P. Expected Broadband Service Start date/Shipping Date/Last Day of Work), and 'Financial Information' (AA. Quantity of Items Invoiced, AB. Multi-Year Funding Request, AC. Expense Frequency, AD. Quantity of Expense Periods, AE. Undiscounted Cost per item, per Expense Period). Several fields are highlighted with red boxes, indicating they can be modified. On the right side, there is a summary box for 'FRN' with fields for 'Committed', 'Invoiced', 'Remaining', and 'Available'.

AF. Percentage of Expense Eligible \* 100  
 AG. Percentage of Usage Eligible \* 100  
 AH. Total Eligible Undiscounted Cost 18461.52  
 AI. Source of HCP Contribution (Choose at least one source) \*

Eligible HCP participant    
 State grants, funding, or appropriations    
 Federal funding, grants, loans, or appropriations    
 Tribal government funding    
 Other grant funding including private grants

Buttons: Remove Expense, First, Previous, Expense Item: 1 of 2 (1), Next, Last, Add Expense

Summary: Committed: \$11,999.99, Invoiced: \$0.00, Requested: \$11,999.99

Lines that can be modified:

- Line I: Billing Account Number
- Line P: Expected Broadband Service Start date/Shipping Date/Last Day of Work
- Line AA: Quantity of Items Invoiced
- Line AB. Multi-Year Funding Request
- Line AD: Quantity of Expense Periods
- Line AE: Undiscounted Cost per item per Expense Period
- Line AF: Percentage of Expense Eligible
- Line AG: Percentage of Usage Eligible
- Line AI: Source of HCP Contribution

**Note:** If you need to modify a line that does not have a blank field, e.g. the bandwidth or the HCP number, you will need to reduce the expense and add the line item as a new expense.

The “Add Expense” button can be found at the top or at the bottom of the expense page.

Expense Items

Buttons: Remove Expense, First, Previous, Expense Item: 1 of 2 (1), Next, Last, Add Expense

Site Information  
 A. HCP Number \* 1142050  
 B. Site Name \* MKD Rural Health Clinic

Eligible Expense Information

The “Reduce Expense” button can be found at the bottom of the expense page.

Buttons: Reduce Expense, First, Previous, Expense Item: 1 of 2 (1), Next, Last, Add Expense

AI. Source of HCP Contribution (Choose at least one source) \*

Eligible HCP participant    
 State grants, funding, or appropriations    
 Federal funding, grants, loans, or appropriations    
 Tribal government funding    
 Other grant funding including private grants

**Note:** The “Reduce Expense” button can also be used when a service has been terminated and you would like to remove the funds from that line item and add it to the discretionary bucket.

The “Remove Expense” button will not reduce the funding from this expense item. This button simply allows you to delete this expense item from the substitution request.

FRN SEARCH ● EXPENSE ITEMS ● ADDITIONAL DOCUMENTATION ● CERTIFICATIONS ● SIGNATURE

Expense Items Preview PDF Preview NCW

Remove Expense First Previous Expense Item: 1 of 2 Next Last Add Expense

1

Site Information

A. HCP Number \* 1142050

Once you have made all the necessary changes to the expense item, click “Save and Continue” at the bottom of the screen.

Save and Exit Save and Go Back Save and Continue Exit

### Financial Information Calculator

In the “Financial Information” section, you will notice that there are two calculators: The FRN calculator and the Expense calculator.

FRN Calculator:

FRN	
Committed: \$35,999.96	“Committed” shows the total amount of funding committed to the FRN, and this amount will <b>not</b> change. Substitutions cannot increase the total amount of funding committed.
Invoiced: \$5,999.96	“Invoiced” shows the total amount of the commitment that has already been invoiced and disbursed by USAC.
Remaining: \$30,000.00	“Remaining” shows the difference between the “Committed” and “Invoiced,” and this number represents the funding for the FRN that is ready to be re-allocated.
Available: (\$0.00)	“Available” will change based on the new values that you input in the “Financial Information” section. When you first begin the substitution, “Available” will be at 0.

**Note:** Please keep in mind that the above-mentioned numbers reflect USAC’s 65% contribution. Submitting a Site and Service Substitution | Applicant’s Guide

## Expense Calculator:

The Expense Calculator interface shows three input fields with their respective values:

- Committed:** \$11,999.99
- Invoiced:** \$0.00
- Requested:** \$11,999.99

Callout boxes provide the following explanations:

- “Committed”** shows the total amount of funding committed to this particular expense item.
- “Invoiced”** shows the total amount of money for this particular expense item that has already been invoiced and disbursed.
- “Requested”** represents the modified amount of funding being requested for this expense item, based on the changes you make in the Financial Information section. When you first begin the substitution, the “Requested” amount will be equal to the “Committed” amount.

**Note:** Please keep in mind that the above-mentioned numbers reflect USAC’s 65% contribution

## Step 9: Upload Supporting Documentation

Applicants are required to upload supporting documentation for Site and Service Substitution requests. Generally, supporting documentation may include a contract, service order, an addendum, correspondence with a service provider, and/or a summary/explanation of request.

Select “New Document.”

The screenshot shows the 'Additional Documentation' section with the following elements:

- Buttons: Previous, Next, **New Document** (highlighted), Select All Documents, Delete Checked Documents
- Text: 31 List all supporting documentation (Competitive bids, Contract, etc.) that is required to be submitted with this form.
- Links: Preview PDF, Preview NCW

The applicant will be prompted to provide the document type and “Click to Upload.”

The screenshot shows the document upload form with the following elements:

- Dropdown menu: Competitive bids (highlighted), Contract, Cost Allocation, Cost Effectiveness Evaluation, Eligible Usage Calculation, Network Plan, Sustainability Plan, Other, Competitive bids
- Buttons: Download Philadelphia-Phillies-Logo-HD.jpg, Delete Philadelphia-Phillies-Logo-HD.jpg, **Click to Upload** (highlighted), Click to Upload
- Buttons: Save and Exit, Save and Go Back, **Save and Continue** (highlighted), Exit

**Note:** If the document type is not listed as an option, select “Other” and insert the document type in the following column.

Once the file has been uploaded, click “Save and Continue.”

### Deleting a Document

To delete a document, select the box located under the “Actions” column next to the document. Once this box has been selected, click the blue box for “Delete Checked Documents” to delete a single document.

The screenshot shows the 'Additional Documentation' section of a web application. At the top right, there are links for 'Preview PDF' and 'Preview NCW'. Below this, a heading reads '31 List all supporting documentation (Competitive bids, Contract, etc.) that is required to be submitted with this form.' A navigation bar contains buttons for 'Previous', 'Next', 'New Document', 'Select All Documents', and 'Delete Checked Documents' (the latter is highlighted with a red box). The main area is a table with columns for 'Document Type' and 'Actions'. Two rows are visible: one for 'Sustainability Plan' and one for 'Cost Allocation'. Each row has a text input field and a 'Click to Upload' button. The 'Cost Allocation' row also has 'Download Philadelphia-Phillies-Logo-HD.jpg' and 'Delete Philadelphia-Phillies-Logo-HD.jpg' buttons, with a checked checkbox in the 'Actions' column. At the bottom, there are buttons for 'Save and Exit', 'Save and Go Back', 'Save and Continue' (highlighted with a red box), and 'Exit'.

Once the document is deleted, it can be replaced with another document. Repeat the steps described above for uploading an additional document.

Click “Save and Continue” to move on to the next step.

### Step 10: Initiate Certifications

Under the “Certifications” tab, use the following steps to certify Site and Service Substitutions.

- Complete Lines 32 through 40 to certify authorizations to submit the Site and Service Substitutions request.
- Review the attachments and information for accuracy.



**Certifications**  Preview PDF  
 Preview NCW

### Request for Confidentiality

32 Is applicant requesting confidential treatment and non-disclosure of commercial and financial information? (See instructions for specific information covered by this request.)

Yes  No

**Certifications**

- 33. I certify that I am authorized to submit this request on behalf of the health care provider or consortium.
- 34. I declare under penalty of perjury that I have examined this form and attachments and to the best of my knowledge, information, and belief, all information contained in this form and in any attachments is true and correct.
- 35. I certify under penalty of perjury that the health care provider or consortium has considered all bids received and selected the most cost-effective method of providing the requested services. The "most cost-effective service" is defined as the "method that costs the least after consideration of the features, quality of transmission, reliability, and other factors that the health care provider deems relevant to choosing a method of providing the required health care services." 47 C.F.R. Sec. 54.642(c).
- 36. I certify under penalty of perjury that all Healthcare Connect Fund support will be used only for the eligible program purposes for which support is intended.
- 37. I certify that the health care provider or consortium is not requesting support for the same service from both the Telecommunications Program and the Healthcare Connect Fund.
- 38. I certify that the health care provider or consortium satisfies all of the requirements under Section 254 of the Telecommunications Act of 1996, as amended, 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.
- 39. I certify that I have reviewed all applicable requirements for the program and will comply with those requirements.
- 40. I understand that all documentation associated with this application, including all bids, contracts, scoring matrices, and other information associated with the competitive bidding process, and all billing records for services received, must be retained for a period of at least five years pursuant to 47 C.F.R. Sec. 54.648, or as otherwise prescribed by the Commission's rules.

Once you have completed Lines 32 through 40, select "Save and Continue."

### Step 11: Sign and Certify

Click "Certify" to certify the form.

**Signature**  Preview PDF  
 Preview NCW

46 Email

43 Printed Name of Authorized Person

First Name:	Middle Initial:	Last Name:
<input type="text" value="Mason"/>	<input type="text" value="K"/>	<input type="text" value="Dixon"/>

44 Title/Position of Authorized Person

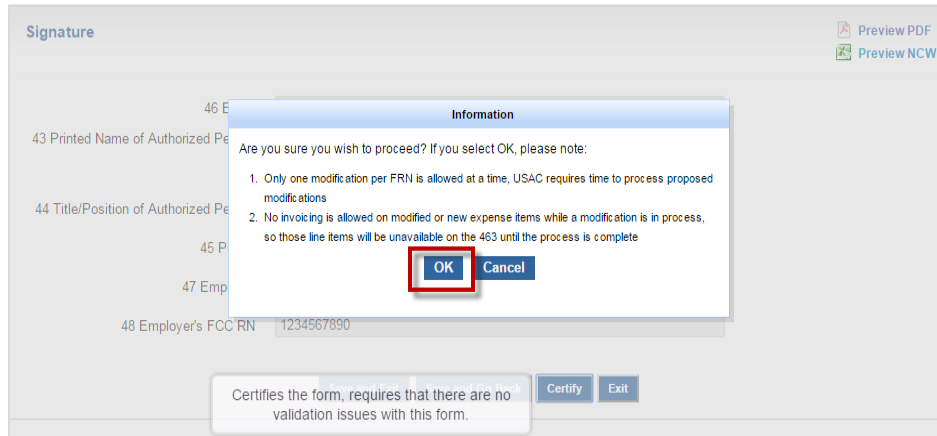
45 Phone  Ext.

47 Employer

48 Employer's FCC RN

**Note:** The information in the "Signature" block is prepopulated based on the account information for the account holder. When you select "Certify" on the signature page, a pop-up warning will appear to Submitting a Site and Service Substitution | Applicant's Guide

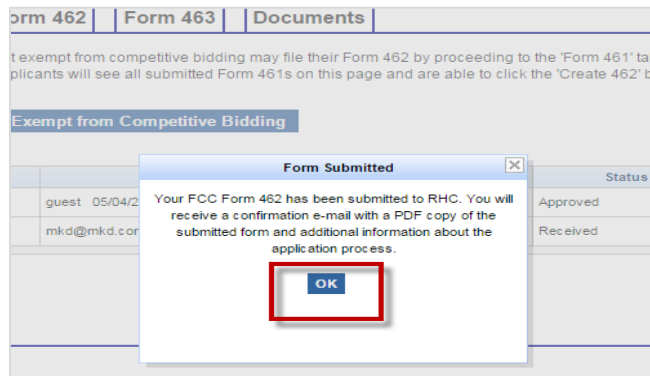
remind you that while an expense item is being processed for a Site and Service Substitution, it cannot be added to an FCC Form 463 to be invoiced.



Enter the applicant's My Portal password in the "Signature" field to sign the form and click "Certify."



After the Site and Service Substitution has been certified, a prompt will appear to confirm the submission.







Select "OK" to return to the forms tab. The list of substitution requests will be listed under the "Substitution" button

Form 460 | Form 461 | Form 462 | Form 463 | Documents

Click the 'Substitution' button to view approved 462s and submit site and service substitutions. You can select expense items to modify and create new expense items on one FRN at a time. Refer to the approved NCW by downloading the excel file as a reference to aid you during this process. Note that total funding on an FRN cannot increase above the original commitment amount. Expense items included on submitted or draft 463s are not available for modification until USAC processes them, and expense items included in substitutions are not available for invoicing on the 463 until USAC processes the substitution.

**Substitution**

461 App #	FRN	Last Edited	Type of Funding Request	Expense Type	Bandwidth (Download/Upload)	FCL Issuance Date	Status	Download	Actions Available
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	14667061	5/04/2015	Multiple Eligible	Multiple	Multiple		Approved	 	<a href="#">Create 463</a>
	<a href="#">14667131</a>	5/14/2015	Multiple Eligible				Draft		<a href="#">Create 463</a>
101105434	<a href="#">14667051</a>	5/04/2015	Multiple Eligible				Draft		<a href="#">Create 463</a>

Authorized account holders will receive an email notification that the substitution was successfully submitted.