STEP 1: Log In

STEP 2: Select Consortium Project Coordinator

STEP 3: Select Forms Tab

STEP 4: Select Form 462

STEP 5: Select Substitution

STEP 6: Select FRN

STEP 7: Add Expense Items

STEP 8: Increase/Reduce Expenses Add/Remove Sites

STEP 9: Upload Supporting Documentation

STEP 10: Initiate Certifications

STEP 11: Sign and Certify

USAC REVIEW

USAC DENIAL

USAC APPROVAL

RECEIVE UPDATED FCL

SITE AND SERVICE SUBSTITUTION
APPLICANT GUIDE
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.

Step 2: Select Consortium Project Coordinator
Select “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.
**Step 3: Select “Forms” Tab**
Select the “Forms” tab to view the different forms.

**Step 4: Select “Form 462”**
Select the “Form 462” tab to view FRNs associated with the selected HCP.
Step 5: Select the “Substitution” button
Click the “Substitution” button to view approved FCC Form 462s and submit Site and Service Substitutions.

Step 6: Select an FRN
Find and select the FRN for which you would like to perform a substitution.

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.”

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.
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.

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

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

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:

“Committed” shows the total amount of funding committed to the FRN, and this amount will not change. Substitutions cannot increase the total amount of funding committed.

“Invoiced” shows the total amount of the commitment that has already been invoiced and disbursed by USAC.

“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” 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.
Expense Calculator:

“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 applicant will be prompted to provide the document type and “Click to Upload.”
**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 Document” to delete a single document.

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

**Step 11: Sign and Certify**

Click “Certify” to certify the form.

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**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 notify you that you have not reviewed all applicable requirements for the program and will comply with those requirements.
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.

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