

Service Substitution Requests

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The Basics

What is a Service Substitution?

A service substitution is a change in the products and/or services specified in the FCC Form 471, including changes in the technical components (whether products or services or both) specified in the FCC Form 471 Funding Request Number (FRN)

When is a substitution allowed?

Substitution of a service is allowed when the following conditions are met:

- The substituted services or products have the same functionality as the services or products contained in the original proposal
- The substitution does not violate any contract provisions or state or local procurement laws
- The substitution does not result in an increase in the percentage of ineligible services or functions
- The requested change is within the scope of the establishing FCC Form 470, including any Requests for Proposal (RFP), for the original service

Example: an applicant may substitute one network switch for another (a different product line, manufacturer, etc) but may not substitute a router for the originally requested switch

NOTE: If a service substitution results in a change in the pre-discount price for the supported service, funding will be based on the pre-discount price of the service for which support was originally requested or the pre-discount price of the new, substituted service, whichever is lower.

When can I request a substitution?

- Must be submitted *after* you receive Receipt Acknowledgment Letter (RAL) --- any requests received prior to issuance of a RAL will be dismissed
- Must be submitted *on or before* the last date to receive service for than FRN

Where do I request a substitution?

You make a request by accessing the account in the EPC Portal for the Billed Entity that is affected.

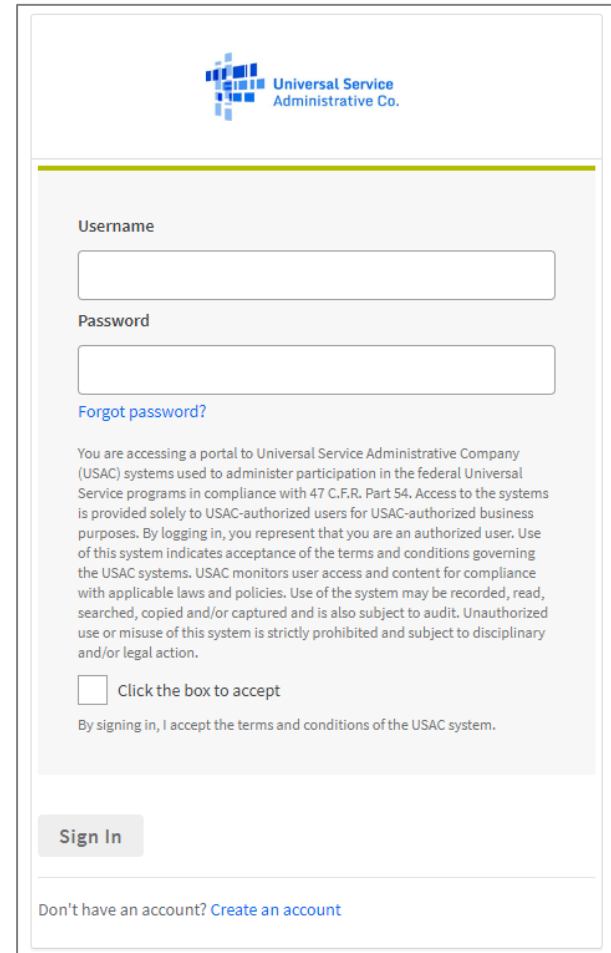
This is usually the school district, unless an entity is considered to be an independent school.

NOTE: If you do not yet have an FCDL, use a RAL to request the substitution instead of the Service Substitution process outlined here.

Requesting a Service Substitution

① Navigate to
<https://forms.universalservice.org/portal>

② Log into One Portal with your username
(your full email address) and One Portal password



The screenshot shows the login portal for the Universal Service Administrative Co. At the top, there is a logo consisting of a grid of blue squares of varying sizes, followed by the text "Universal Service Administrative Co.". Below the logo is a horizontal yellow line. The main content area is a light gray box containing the following elements: a "Username" label above a text input field; a "Password" label above another text input field; a blue link "Forgot password?" below the password field; a paragraph of text explaining the portal's purpose and terms of use; a checkbox labeled "Click the box to accept" below the paragraph; and a line of text "By signing in, I accept the terms and conditions of the USAC system." below the checkbox. At the bottom of the gray box is a gray "Sign In" button. Below the gray box is a white box containing the text "Don't have an account? [Create an account](#)".

Universal Service
Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

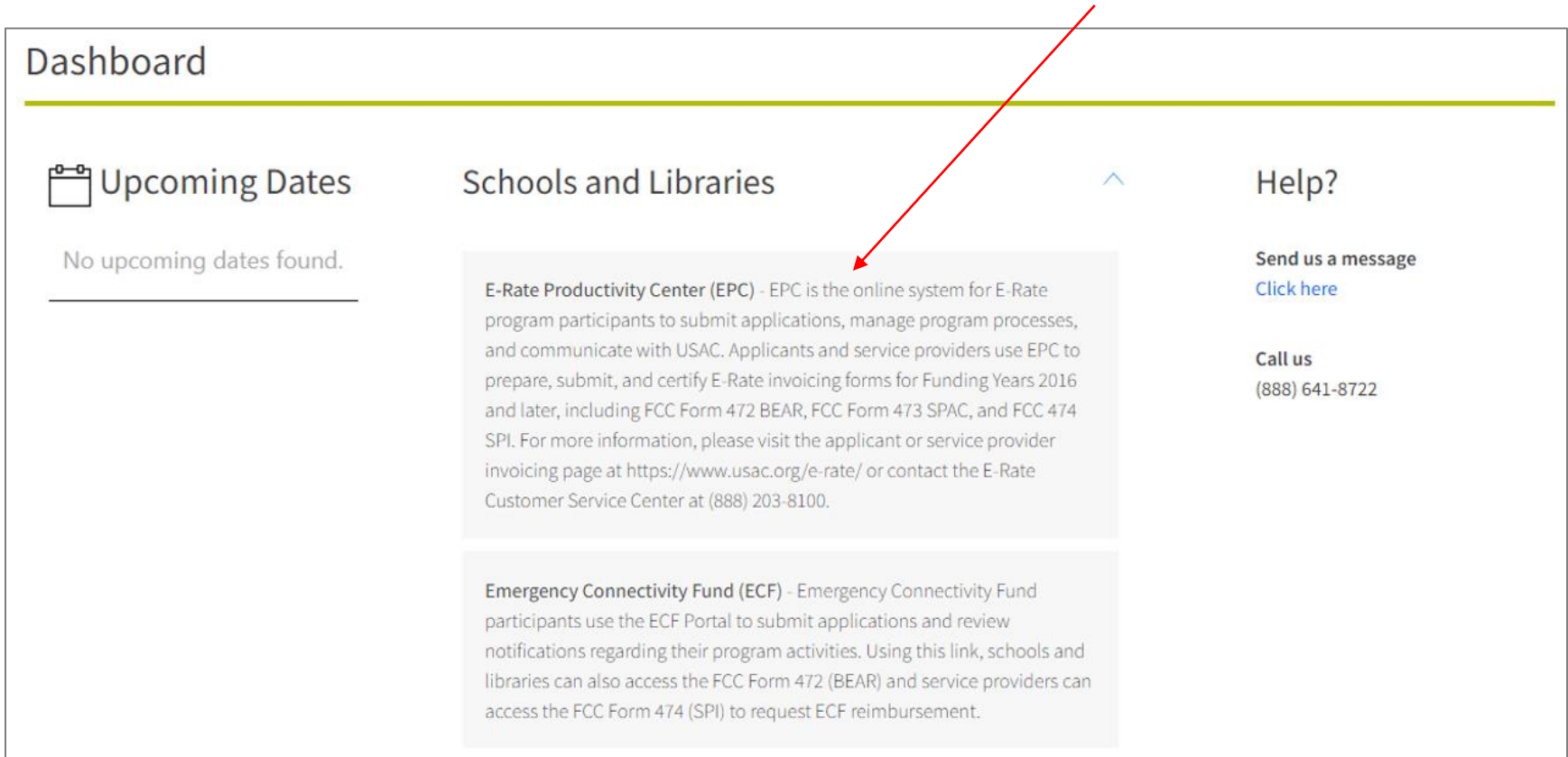
☐ Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? [Create an account](#)

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-Rate Productivity Center (EPC)”



The screenshot shows the One Portal dashboard. At the top is a yellow header bar. Below it, the dashboard is divided into three main sections: 'Upcoming Dates', 'Schools and Libraries', and 'Help?'. The 'Upcoming Dates' section on the left shows 'No upcoming dates found.' The 'Schools and Libraries' section in the center contains two gray blocks. The top block is titled 'E-Rate Productivity Center (EPC)' and describes the system for submitting applications and managing program processes. The bottom block is titled 'Emergency Connectivity Fund (ECF)' and describes the portal for submitting applications and reviewing notifications. A red arrow points from the text in step ④ to the 'E-Rate Productivity Center (EPC)' block. The 'Help?' section on the right includes links to 'Send us a message' and 'Click here', and contact information for 'Call us' at (888) 641-8722.

Dashboard

Upcoming Dates
No upcoming dates found.

Schools and Libraries


E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

Help?
Send us a message
[Click here](#)
Call us
(888) 641-8722

Your EPC Landing Page will display

My Applicant Landing Page



**Universal Service
Administrative Co.**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [School District 6!](#)

Pending Inquiries

Type

Application/Request

Funding Year

APPLY FILTERS


CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

- ⑤ Select the “Service Substitution” link on your landing page

My Applicant Landing Page



Universal Service Administrative Co.

Welcome, [School District 6!](#)

Pending Inquiries

Type

Funding Year

Application/Request

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

Section One: General Information

*First, you will review and enter
some general information.*

General Information

When you begin, the basic information about the billed entity will automatically populate from the organization's EPC profile.

Create Service Substitution

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

Service Substitution Details

Nickname *

Funding Year *

-- Select a Funding Year --



Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

CANCEL

CONTINUE

Create Service Substitution

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Service Substitution Details

Nickname *

Funding Year *

-- Select a Funding Year --

① Enter a nickname that will serve as a reminder for the request you are making

Create Service Substitution

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Service Substitution Details

Nickname *

My Service Sub

Funding Year *

-- Select a Funding Year --

-- Select a Funding Year --

2016

2017

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

CANCEL

CONTINUE

② Select the Funding Year

Create Service Substitution

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Service Substitution Details

Nickname *

My Service Sub

Funding Year *

2016

Contact Information

Main Contact Person *

fu



Full Rights User School 1000010

486_full_rights_user_ind_school_1000010@testmail.usac.org

CANCEL

CONTINUE

③ Begin typing the name or email address for a contact person and the system will search for and display matches. Select the desired contact.

Create Service Substitution

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Service Substitution Details

Nickname *


My Service Sub

Funding Year *

2016

Contact Information

Main Contact Person *

 Full Rights User School 1000010 x

Please select a main contact person by typing the contact person's name or email address.

Full Rights User School 1000010

486_full_rights_user_ind_school_1000010@testmail.usac.org

123-456-7890

CANCEL

CONTINUE

④ Click on the "CONTINUE" button to proceed

Section Two: Select FRNs

Next, you will select the FRNs that are affected by this request.

Select FRNs

Use the filters below to search and select FRNs to associate.

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

Harper Valley Public Library

2500 Sunset Blvd

Los Angeles, CA 66697

800-556-8795

harpervpl@aaa.com

BEN: 183

FCC Registration Number: 1231231234

There are currently no funding requests available to associate. Please cancel and try again at a later date.

Filters

Application Number

Enter entire FCC Form 471 Application Number

Category of Service

--Select Filter by Application Category of Service--

FRN

Enter entire Funding Request Number

ADD ALL (0) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service
No FRNs Match Search Criteria					

ADD (0) FRNS

▲ Selected FRNs

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service
No FRNs Currently Associated					

You must associate at least one Funding Request

REMOVE (0) FRNS

A list of the committed FRNs for the chosen funding year will display

Select FRNs

① Choose the FRNs that you want to include on this request (must be on the same Form 471)

A To add all of the FRNs in the list to this request:
click on the “ADD ALL (X) FRNS” button at the top of the list

<input type="button" value="ADD ALL (1) FRNS"/>		<input type="button" value="CLEAR SEARCH FILTERS"/>					<input type="button" value="SEARCH"/>
<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699008442		161003417	800	Category 1	240000002	USAC Service Provider Firm 8
							<input type="button" value="ADD (0) FRNS"/>

B To add specific FRNs to this request:
check the box to the left of each desired FRN and then
click on the “ADD (X) FRNS” button at the bottom of the list

NOTE: “(x)” on each of the button descriptions designates the
number of FRNs selected or available for a particular action

- ② Verify that the FRNs you want to include are now also listed in the “Selected FRNs” section

ADD ALL (1) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699008442		161003417	800	Category 1	240000002	USAC Service Provider Firm 8

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service
<input type="checkbox"/>	1699008442		161003417	800	Category 1

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

NOTE: To remove one or more of the selected FRNs, check the box to the left of the FRN(s) you want to remove, then click on the “REMOVE (X) FRNS” button

Select FRNs

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service
<input type="checkbox"/>	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1

Remove (0) FRNs

Filter FRN Line Items

FRN Line Item Number

Enter entire Line Item number

Type of Product

Enter entire Product Type name

Clear Search Filters

Search

Filtered Line Items

<input type="checkbox"/>	FRN Number	FRN Line Item Number	Type of Product	Monthly Quantity	One-Time Quantity
<input type="checkbox"/>	1699002680	1699002680.001	Local/Long Distance Service	1	1

Add (0) Line Items

Selected Line Items

<input type="checkbox"/>	FRN Number	FRN Line Item Number	Type of Product	Monthly Quantity	One-Time Quantity
No items available					

Remove (0) Line Items

Cancel

Back

Continue

③ Scroll to the “Filtered Line Items Section” and select the checkbox next to each FRN Line Item that you want to include on this request

④ Then click on the “Add (x) Line Items” button at the bottom of the list

Select FRNs

⑤ Verify that the FRN Line Items you want to include are now also listed in the “Selected Line Items” section at the bottom of the page

Selected FRNs

<input type="checkbox"/>	FRN	↑	Appli	nber	FRN Nickname	Category of Service
<input type="checkbox"/>	1699002680		161002506		Cat 1 Funding Request Nickname	Category 1

Remove (0) FRNs

Filter FRN Line Items

FRN Line Item Number

Type of Product

Enter entire Line Item number

Enter entire Product Type name

Clear Search Filters

Search

Filtered Line Items

<input type="checkbox"/>	FRN Number	FRN Line Item Number	↑	Type of Product	Monthly Quantity	One-Time Quantity
<input type="checkbox"/>	1699002680	1699002680.001		Local/Long Distance Service	1	1

Add (0) Line Items

Selected Line Items

<input type="checkbox"/>	FRN Number	FRN Line Item Number	↑	Type of Product	Monthly Quantity	One-Time Quantity
<input type="checkbox"/>	1699002680	1699002680.001		Local/Long Distance Service	1	1

Remove (0) Line Items

Cancel

Back

Continue

Select FRNs

Selected FRNs

<input type="checkbox"/>	FRN ↑	Application Number	FRN Nickname	Category of Service
<input type="checkbox"/>	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1

Remove (0) FRNs

Filter FRN Line Items

FRN Line Item Number

Type of Product

Enter entire Line Item number

Enter entire Product Type name

Clear Search Filters

Search

Filtered Line Items

<input type="checkbox"/>	FRN Number	FRN Line Item Number ↑	Type of Product	Monthly Quantity	One-Time Quantity
<input type="checkbox"/>	1699002680	1699002680.001	Local/Long Distance Service	1	1

Add (0) Line Items

Selected Line Items

<input type="checkbox"/>	FRN Number	FRN Line Item Number ↑	Type of Product	Monthly Quantity	One-Time Quantity
<input type="checkbox"/>	1699002680	1699002680.001	Local/Long Distance Service	1	1

Remove (0) Line Items

Cancel

Back

Continue

⑥ Click on the “Continue” button to proceed

Section Three: Detailed Info

Next, you will provide some detailed information about the request.

Enter Service Substitution Details

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

FRN Line Item Details

Click the FRN Line Item Number link(s) in the grid below to complete the Service Substitution request for the the listed Line Items, one at a time.

FRN Number	FRN Line Item Number 	Type of Product	Monthly Quantity	One-Time Quantity	Status	Remove
1699002680	1699002680.001	Local/Long Distance Service	1	1		

Add new FRN Line Item

Optional Narrative

Please enter a brief narrative for the Service Substitution request. This is optional.

① Click
on the link
for an FRN
Line Item
Number

② Scroll to the “To (Service Substitution Request)” section and enter the changes to the service, including any costs that changed

NOTE: This page will vary depending on the type of service

To (Service Substitution Request)

The cost of new products/services should not exceed the old product/service cost for each FRN line item

Revised Commitment Amount per FRN
\$393.00

Type of Service
Voice

Service Details

Function
Voice

Type of Connection
Long Distance Phone Service Only

Monthly Cost	
Monthly Recurring Unit Cost	\$75.00
Monthly Recurring Unit Ineligible Costs	\$23.00
Monthly Recurring Unit Eligible Costs	= \$52.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= \$52.00
Months of Service	x 7
Total Eligible Recurring Costs	= \$364.00

One-Time Cost	
One-time Unit Cost	\$53.00
One-time Ineligible Unit Cost	\$24.00
One-time Eligible Unit Cost	= \$29.00
One-time Quantity	1
Total Eligible One-time Costs	= \$29.00

Summary	
Total Eligible Recurring Costs	\$364.00
Total Eligible One-time Costs	+ \$29.00
Pre-Discount Extended Eligible Line Item Cost	= \$393.00

CancelBack

Save Line Item Details

③ Click on the “Save Line Item Details” button

Enter Service Substitution Details

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

FRN Line Item Details

Click the FRN Line Item Number link(s) in the grid below to complete the Service Substitution request for the the listed Line Items, one at a time.

FRN Number	FRN Line Item Number	Type of Product	Monthly Quantity	One-Time Quantity	Status	Remove
1699002680	1699002680.001	Long Distance Phone Service Only	1	1	<div>✓</div>	

Add new FRN Line Item

Optional Narrative

Please enter a brief narrative for the Service Substitution request. This is optional.

Optional Supporting Documentation

This section is optional. You may upload as many documents as necessary.

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Upload Document

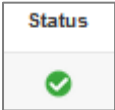
Cancel

Back

Continue

Detailed Info

④ Verify that the status for the FRN Line Item is now a green check



⑤ Repeat for all listed FRN Line Items

Enter Service Substitution Details

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

FRN Line Item Details

Click the FRN Line Item Number link(s) in the grid below to complete the Service Substitution request for the the listed Line Items, one at a time.

FRN Number	FRN Line Item Number	Type of Product	Monthly Quantity	One-Time Quantity	Status	Remove
1699002680	1699002680.001	Long Distance Phone Service Only	1	1	✓	

Add new FRN Line Item

Optional Narrative

Please enter a brief narrative for the Service Substitution request. This is optional.

Optional Supporting Documentation

This section is optional. You may upload as many documents as necessary.

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
Upload Document			

Cancel

Back

Continue

Detailed Info

⑥ Enter any pertinent information into the “Optional Narrative” section

⑦ Upload any supporting documentation

Enter Service Substitution Details

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

FRN Line Item Details

Click the FRN Line Item Number link(s) in the grid below to complete the Service Substitution request for the the listed Line Items, one at a time.

FRN Number	FRN Line Item Number	Type of Product	Monthly Quantity	One-Time Quantity	Status	Remove
1699002680	1699002680.001	Long Distance Phone Service Only	1	1	✓	

Add new FRN Line Item

Optional Narrative

Please enter a brief narrative for the Service Substitution request. This is optional.

Optional Supporting Documentation

This section is optional. You may upload as many documents as necessary.

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
Upload Document			

Cancel

Back

Continue

Detailed Info

⑧ Click on the
“Continue” button
to proceed

Section Four:

Additional Questions

Next, you will answer some questions to determine the legitimacy of the service substitution request.

① Answer the additional questions

Additional Q's

Words of Caution: The answer must be “Yes” to each

Additional Questions

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

Additional Questions

The substituted products or services mentioned in the request have the same functionality as that contained in the original proposal.

Yes

No

The substitution does not violate any contract provisions or state or local procurement laws.

Yes

No

The substitution does not result in an increase in the percentage of ineligible services or functions, that the requested change is consistent within the scope of the establishing FCC Form 470, including any Requests for Proposal for the original services.


Yes

No

Cancel

Back

Preview

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Service Substitution Requests

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Additional Questions

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

Additional Questions

The substituted products or services mentioned in the request have the same functionality as that contained in the original proposal.

Yes✓

No

The substitution does not violate any contract provisions or state or local procurement laws.

Yes✓

No

The substitution does not result in an increase in the percentage of ineligible services or functions, that the requested change is consistent within the scope of the establishing FCC Form 470, including any Requests for Proposal for the original services.

Yes✓


No

Cancel

Back

Preview

② Click on the “Preview” button to proceed

 NETWORKMAINE

Service Substitution Requests

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Section Five: Preview

Finally, you will preview and submit the request.

The Service Substitution request will display

Enter Service Substitution Details

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

FRN Line Item Details

Select the FRN Line Item Number from the grid below to view more detailed information for that Line Item.

FRN Line Item Number	Product Type	Total Eligible Line Item Cost
1699002680.001	Long Distance Phone Service Only	\$393.00

Optional Narrative

No narrative has been entered for this Service Substitution request

Optional Supporting Documentation

Document	Description	Uploaded On
No Supporting Documents have been uploaded		

Additional Questions

The substituted products or services mentioned in the request have the same functionality as that contained in the original proposal.

Yes

The substitution does not violate any contract provisions or state or local procurement laws.

Yes


The substitution does not result in an increase in the percentage of ineligible services or functions, that the requested change is consistent within the scope of the establishing FCC Form 470, including any Requests for Proposal for the original services.

Yes

Cancel

Back

Submit

 NETWORKMAINE

Service Substitution Requests

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Enter Service Substitution Details

General Information

Select FRNs

Detailed Info

Additional Questions

Preview

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

FRN Line Item Details

Select the FRN Line Item Number from the grid below to view more detailed information for that Line Item.

FRN Line Item Number	Product Type	Total Eligible Line Item Cost
1699002680.001	Long Distance Phone Service Only	\$393.00

Optional Narrative

No narrative has been entered for this Service Substitution request

Optional Supporting Documentation

Document	Description	Uploaded On
No Supporting Documents have been uploaded		

Additional Questions

The substituted products or services mentioned in the request have the same functionality as that contained in the original proposal.

Yes

The substitution does not violate any contract provisions or state or local procurement laws.

Yes

The substitution does not result in an increase in the percentage of ineligible services or functions, that the requested change is consistent within the scope of the establishing FCC Form 470, including any Requests for Proposal for the original services.

Yes

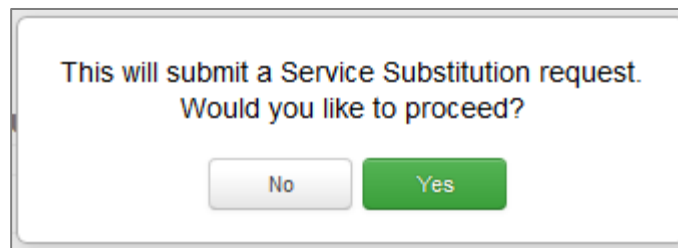
Cancel

Back

① Click on the "Submit" button to proceed →

Submit





② Read the message and click on the “Yes” button

A “Receipt Confirmation” page will display, verifying that the request has been submitted.

You can also view a copy of the request from this page.


Service Substitution #39 - My Service Sub has been successfully created

Thank you. We have received your Service Substitution change request and a confirmation will appear in your news feed shortly.

[Click here to view the Service Substitution record dashboard](#)

Viewing a Submitted Service Substitution Request

*A Service Substitution Confirmation Letter will be added to the **News Feed**. This letter is an acknowledgment that the request has been received, not a decision on your submission.*



E-Rate Productivity Center Service Substitution Confirmation Letter

Confirmation Letter is an acknowledgement that USAC has received 486 Training Ind. School_1000010's Service Substitution number - 39 for Funding Year 2016 on 7/31/2017. Each Service Provider featured on this request will be able to view this confirmation letter.

It is important that you review this request now to make sure the information you have filed is accurate.

Click on the date/time at the bottom of this Service Substitution Confirmation Letter to see a printable version.

NEXT STEPS

- Gather the documentation you used to complete your request so that you can respond to questions from USAC about your request
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- You can view your entire Service Substitution request by clicking the link below.

Please keep a copy of this confirmation for your records.

[#15412 - 486 Training I...](#) [#14010001 - USAC Serv...](#) [My Service Sub - #39](#)

Jul 31, 2017 ☆ 🔒 [Comment](#) [More Info ▼](#)

How to get here:

- 1) Landing Page
- 2) Click on the link for your independent school or school district
- 3) Choose the “News” link in the menu at the top of the page

To locate and view the Service Substitution request itself:

① Go to the Landing Page and locate the “**FCC Forms and Post-Commitment Requests**” section at the bottom of the page

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

FCC Form 470

Funding Year

-- Select a Funding Year --

Status ☒ All

☐ Incomplete☐ Certified

Nickname	Application Number	Funding Year	Status
No items available			

② Select the “Post-Commitment Requests” option button

▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type

Appeals

Funding Year

-- Select a Funding Year --

Status

☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
No items available					

③ Select “Service Substitution” from the “Request Type” menu

④ Select the funding year

▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type Service Substitution ▼

Funding Year 2016 ▼

Status ☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
39	486_full_rights_user_ind_school_1000010@testmail.usac.org	My Service Sub	2016		7/31/2017 10:17 AM EDT

▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type Service Substitution ▼

Funding Year 2016 ▼

Status ☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
39	486_full_rights_user_ind_school_1000010@testmail.usac.org	My Service Sub	2016		7/31/2017 10:17 AM EDT

④ Click on a request number to display it

The request record will display the current status of the decision

Records / Service Substitutions

My Service Sub - #39

Summary

Associated FRNs

Review Inquiries

News

Related Actions

In-Review

Outreach

Wave Ready

Committed

Status Descriptions:

- ***In Review*** – USAC received your form and is processing it
- ***Outreach*** – USAC has requested additional information and requires a response from you
- ***Wave Ready*** – USAC has completed the review and will issue a decision letter soon
- ***Committed*** – USAC issued a Revised Funding Commitment Decision Letter (RFCDL) with a decision on your appeal

Next Steps

During the Service Substitution review process, USAC may need you to answer questions and/or provide additional information to support your request.

In the event this occurs, all full-rights and partial-rights users who have been given post-commitment rights will be sent an email notifying them to review and respond to questions.

① Display the Service Substitution request

Records / Service Substitutions

My Service Sub - #39

Summary

Associated FRNs

Review Inquiries

News

Related Actions

In-Review

Outreach

Wave Ready

Committed

▼ Request Details

View Status (+)

Funding Year

2016

Submitting Organization

486 Training Ind. School_1000010 (BEN: 15412)

Created By

Full Rights User School 1000010

Created On

7/31/2017 10:17 AM EDT

▼ Main Contact

Name

Full Rights User School 1000010

Phone Number

123-456-7890

Email

486_full_rights_user_ind_school_1000010@testmail.usac.org

② Click on the “Related Actions” link in the menu at the top of the page

Records / Service Substitutions

My Service Sub - #39

Summary Associated FRNs Review Inquiries News **Related Actions**

In-Review Outreach Wave Ready Committed

▼ Request Details

View Status (+)

Funding Year 2016

Submitting Organization 486 Training Ind. School_1000010 (BEN: 15412)

Created By Full Rights User School 1000010

Created On 7/31/2017 10:17 AM EDT

▼ Main Contact

Name Full Rights User School 1000010

Phone Number 123-456-7890




Email 486_full_rights_user_ind_school_1000010@testmail.usac.org

- ③ Click on the “Respond to Inquiries” link to proceed to a list of reviewer questions

Records / Service Substitutions

My Service Sub - #39

Summary Associated FRNs Review Inquiries News **Related Actions**

-  **Request Cancellation**
Cancel this request.
-  **Respond to Inquiries**
Answer Reviewer Questions
-  **Request Extension**
Click here to request an extension.

*A **Review Inquiries** dashboard will display listing all pending and submitted inquiries. Each SPIN Change request also has a “**Review Inquiries**” link which will display the dashboard.*

You will view and respond to any inquiries in the same manner that PIA review inquiries are handled.

Next Steps

When your request has been reviewed and a decision has been made, the status will display as “Committed”

Records / Service Substitutions

Lorum Ipsum - #1155



Summary Associated FRNs News Related Actions

In-Review

Outreach

Wave Ready

Committed

Request Details

View Status (+)

Funding Year 2017

Submitting Organization Long Valley School District (BEN: 16405)

Created By Anthony Stark

Created On 9/22/2017 12:49 PM EDT

Main Contact

Name User has been deactivated

Email tony.stark@longvalley.com

Phone Number 111-111-1111

FRN Line Item Details

View FRN Line Items (+)

Narrative

Lorum Ipsum

Additional Questions

The substituted products or services mentioned in the request have the same functionality as that contained in the original proposal.

No

The substitution does not violate any contract provisions or state or local procurement laws.

No

The substitution does not result in an increase in the percentage of ineligible services or functions, that the requested change is consistent within the scope of the establishing FCC Form 470, including any Requests for Proposal for the original services.

No

A Revised Commitment Decision Letter (RFCDL) with a decision on your requests will be issued – read this letter carefully for full details on the decision

To view an RFCDL:

- ① Go to the Landing Page and locate the **Notifications** section
- ② Use the “Notification Type” drop down menu to select “RFCDL”

Notifications

Notification Type: RFCDL

Funding Year: -- Select a Funding Year --

Status: ☒ All ☐ Generated ☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

- ③ Then use the “Funding Year” drop down menu to select the funding year
- ④ Click on the link for the desired RFCDL
- ⑤ Read the displayed RFCDL and download the included Excel file containing the decision

E-Rate Productivity Center Revised Funding Commitment Decision Letter for [redacted]

Thank you for participating in the Schools and Libraries Program for Funding Year 2016. This letter is your notification that we have completed our review of the post-commitment requests submitted by you or your service provider, which can include appeals, service substitutions, SPIN changes, FCC Form 486 reviews, and/or FCC Form 500 reviews.

There are two files attached to this notification, both of which provide important information. The Excel file provides the funding decision for each FRN included in your post-commitment requests, and lists any changes USAC made to the FRNs. The second file contains information about your appeals rights, and other important program reminders. An explanation of the fields in the RFCDL is available in the EPC section of our website.

NEXT STEPS

- If you disagree with USAC's decision, review the attached pdf to determine how to appeal.
- If the FCC Form 486 has not already been submitted, us [...More](#)

[RFCDL Supplement PDF 114 KB](#)

[Post Commit Request! XL SX 50 KB](#)

Wednesday, 9:38 AM ☆ Comment More Info ▼