



800 MHz Reconfiguration Request for Planning Funding – Initial Request

Licensee Name: _____

Pursuant to the FCC's mandated 800 MHz band reconfiguration, the incumbent licensee is required to reconfigure its system and requests that Nextel fund its estimated system reconfiguration planning costs, as outlined in the table below:

Table with 3 columns: Entity Performing Planning Activities, Description of Planning Activities, Estimated Planning Cost. Rows include Outside Service Providers/Contractors, Incumbent Licensee Internal Costs, and Total Estimated Planning Costs.

Acknowledgement

By completing and submitting this Form, the incumbent licensee acknowledges that the licensee will be required to submit a separate Request for Planning Funding – Certified Request Form, upon reaching an agreement with Nextel on planning funding.

Signature: _____
Print Name: _____
Title: _____
Phone Number: _____
Email: _____
Date: _____

Note: A Licensee Point Of Contact Form must be submitted to the TA prior to the TA's review of Requests for Planning Funding – Initial Request.

The TA reminds licensees that representations made to the TA are held to the same requirement of truth and candor as representations made to the FCC.

Request for Planning Funding Instructions

The Request for Planning Funding – Initial Request Form, together with supporting documentation, will serve as the basis of the request to obtain funding from Nextel for 800 MHz reconfiguration planning activities. Upon completion of the Form:

- Fax the Form, together with supporting documentation to Nextel at 678-405-8252.
- Reach and enter a letter agreement with Nextel governing the terms of your planning funding and payment.
- Certify that the funds requested are the minimum necessary to support planning activities to provide facilities comparable to those presently in use. You will make this certification by completing and signing a separate Request for Planning Funding – Certified Request Form.
- Receive payment subsequent to the TA's review and approval of the Request for Planning Funding – Certified Request Form. If upon the TA's review, your request is rejected or if additional information is required, you will be contacted by the TA.

If you have any questions regarding the Request for Planning Funding process, please visit the TA's web site at www.800TA.org. You may also contact Nextel at 800MHz@Nextel.com or the Transition Administrator at 888-800-8220 (phone) or 888-701-4380 (fax).

Documentation Requirements:

The TA has developed sample forms to assist licensees in providing supporting documentation for the estimated planning costs. These forms may be found at: www.800TA.org. Recognizing the variety in type and complexity of 800 MHz systems, the sample forms serve as examples and are not intended to be a "one-size fits all" format. Licensees may use an alternate format to document planning activities costs, provided the following information is included in the documentation accompanying the Request for Planning Funding – Initial Request Form:

- Summary of the types of planning activities to be performed by outside service providers/contractors and your internal personnel. These activities will vary, depending upon licensee specific requirements and may include, but are not limited to, the following: legal assistance to review or negotiate agreements, engineering/technical assistance to document inventories, develop statements of work, or evaluate proposed frequencies.
- Include the following information for each Outside Service Provider/Contractor:
 - Name of Vendor/Contractor
 - Indicate whether Nextel will pay the service provider or contractor directly (this is the preferred method). If so, provide Contact Information (Contact Name, Title, Phone/Fax Number, e-mail and regular mailing address). Nextel will later contact the contractor to obtain payment instructions.

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- Provide a commercially reasonable description of the activities, level of effort, and associated costs for the services. Vendor quotes/proposals, if containing the requested information, may serve as the supporting documentation.
 - Total cost of planning activities to be performed by the service provider/contractor
 - Detailed description of any other non-labor rates directly related to 800 MHz reconfiguration planning activities.
- Include the following information for work to be performed by internal personnel:
 - Description of planning activities to be performed
 - Name and title of personnel who will perform the work
 - Hourly labor rates of personnel assigned to the work (based on actual cost)
 - Estimate of the number of hours and cost of performing the work, by employee
 - Total cost of internal personnel
 - Detailed description of any other non-labor rates directly related to 800 MHz reconfiguration planning activities

Documentation Requirements Specific to Advance Payments Made to Licensees:

Advance payments to licensees for estimated internal labor or third party contractor costs will need to be reconciled to documentation evidencing the actual costs, once incurred. Licensees will be required to submit this documentation (timesheets, invoices, receiving reports) to Nextel and such documentation will be subject to audit by the TA. A true-up payment for additional approved funding from Nextel or a refund for excess funding to a licensee will be made based on the reconciliation of estimated cost to actual costs.

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