



Transition  
Administrator

The Official Reconfiguration Manager

## Non-Frequency Dependent Activities

A Frequency Proposal Report (FPR) is a report provided by the 800 MHz Transition Administrator, LLC (TA) that identifies a licensee's frequencies designated for reconfiguration and contains proposed replacement frequencies and other information to assist licensees in the 800 MHz band reconfiguration process. This fact sheet provides guidance on non-frequency dependent activities that Canadian border licensees, particularly Public Safety licensees, can commence prior to receiving their FPR from the TA.

### **What Can You Do While Waiting For Your Frequency Proposal Report?**

As the TA continues to work on determining the new frequency assignments for the Canadian border regions, licensees who require funding for planning activities should complete a Request for Planning Funding (RFPF) Form *even if they have not yet received an FPR*, and then negotiate a Planning Funding Agreement (PFA) with Sprint Nextel. Licensees affected by the Canadian border regions that intended to negotiate a PFA were required to submit an RFPF **by October 14, 2008** regardless of whether they had received an FPR. In order to expedite the planning funding process, you should become familiar with the contract approval process for your organization, including specifically who within your organization needs to sign the PFA and if City Council or County Board approval of the PFA is necessary.

The TA will approve reasonable and prudent expenses associated with these activities for reimbursement; however, any costs must be negotiated with and approved by Sprint Nextel as part of either a PFA or a Frequency Reconfiguration Agreement (FRA) and approved by the TA. Licensees can initiate the following activities prior to the receipt of an FPR:

- Submit a Point of Contact (POC) Form (available on the TA's website) to the TA to ensure that the TA has the correct address for mailing frequency proposals and other communications to you.
- Identify vendors and/or consultants that can assist you with reconfiguration.
- If you require planning funding, prepare and submit an RFPF (form available on the TA's website). Review your license information in the FCC's Universal Licensing System (ULS) database for accuracy and correct any errors and update contact information.
- Conduct your subscriber and infrastructure inventory.
- Conduct non-frequency-specific engineering and implementation planning.
- Define your interoperability environment.
- Be proactive! The earlier your organization engages in this process, the more time you will have to work out the specifics of your reconfiguration.

### **What Do You Do When You Receive Your Frequency Proposal Report?**

Once you receive your FPR, you will need to complete your remaining planning activities as quickly as possible and provide Sprint Nextel with a cost estimate for your reconfiguration implementation activities. Once you have completed planning and submitted a cost estimate to Sprint Nextel, you will begin negotiating a Frequency Reconfiguration Agreement with Sprint Nextel. You may submit your cost estimate as soon as it is ready.

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## How Do I Stay Engaged?

The experiences of licensees who have already completed reconfiguration have shown that there is significant value in starting the reconfiguration process early and staying engaged. The following are tips for how best to remain actively engaged in the reconfiguration process.

- Confirm that the TA has the correct contact information for your organization by completing or updating a Point of Contact Form (available on the TA's website).
- If you require planning funding, submit your RFPF as early as possible so you have more time to dedicate to executing planning activities.
- Regularly review the TA's website for up-to-date information about reconfiguration in the Canadian border regions at <http://www.800TA.org/content/resources/canadaborder.asp>.
- Respond rapidly to requests for information from the TA.
- Attend any relevant TA sponsored training workshops. To see a complete schedule of such workshops, go to the TA's website at [www.800TA.org](http://www.800TA.org).
- Inform the TA as soon as an issue or challenge is identified that may prevent successful planning, negotiations, or reconfiguration implementation. You may contact the TA by phone at **888-800-8220** or via email at [CanadaQuestions@800TA.org](mailto:CanadaQuestions@800TA.org) with your questions.

For additional reconfiguration information, please visit the TA's website at [www.800TA.org](http://www.800TA.org).



phone: 888.800.8220  
fax: 888.701.4380  
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### About the 800 MHz Transition Administrator

800 MHz Transition Administrator, LLC ("TA LLC") is the Transition Administrator ("TA") for the reconfiguration of the 800 MHz band mandated by the Federal Communications Commission ("FCC"). TA, LLC has contracted with Deloitte Consulting L.L.P., Squire, Sanders & Dempsey L.L.P., and Baseline Telecom, Inc. to perform the duties of the TA. Among its duties, the TA establishes reconfiguration guidelines, specifies replacement channels, reviews reconfiguration cost estimates, monitors payment of reconfiguration costs, manages the relocation schedule, facilitates issue resolution and administers the alternative dispute resolution process. TA LLC uses information it receives solely for the purposes of administering the 800 MHz reconfiguration process and may disclose such information to the FCC or other authorized parties pursuant to the requirements of the 800 MHz Order or other applicable law.