



Transition  
Administrator

The Official Reconfiguration Manager

# 800 MHz Reconfiguration Program Progress Update and Actual Costs Reconciliation Refresher

August 7-10, 2011

## Topics and Agenda Items

### FCC

- Status of 800 MHz Rebanding – Discussion and Q&A

### TA

- TA Actual Cost Reconciliation (ACR) Process Overview
- Where to go for more information
- Questions and Answers





# APCO - 2011

## **Status of 800 MHz Rebanding Negotiations and Implementation – Discussion and Q&A**

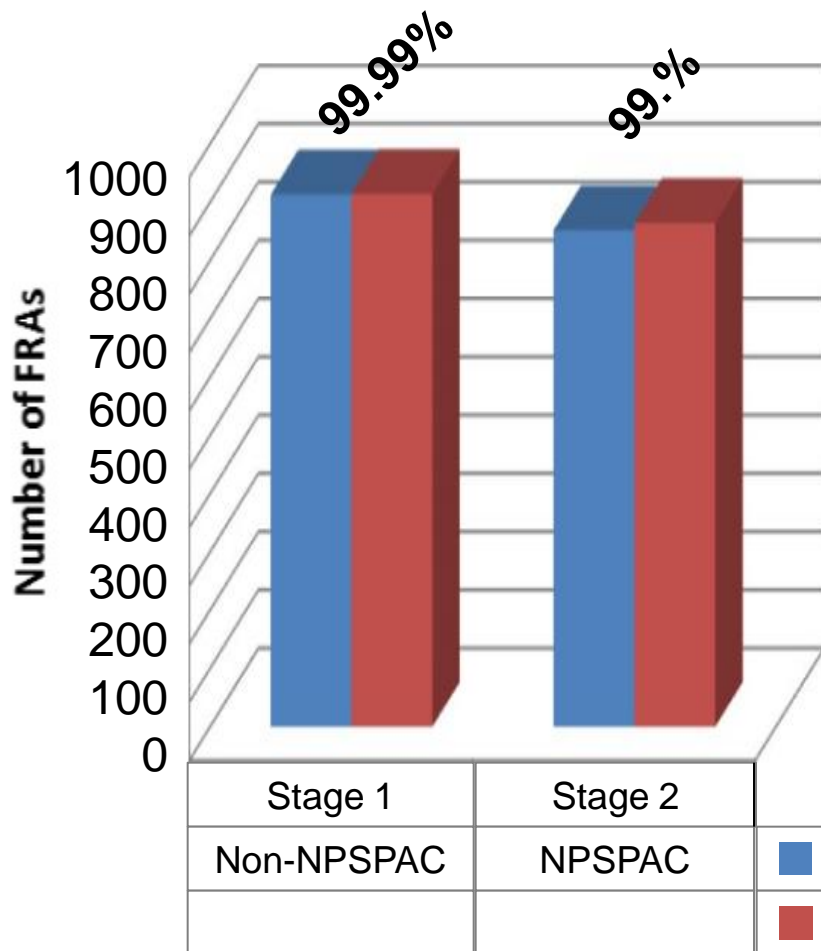
**Michael Wilhelm**

**Deputy Chief – Policy & Licensing Division  
Public Safety and Homeland Security Bureau**

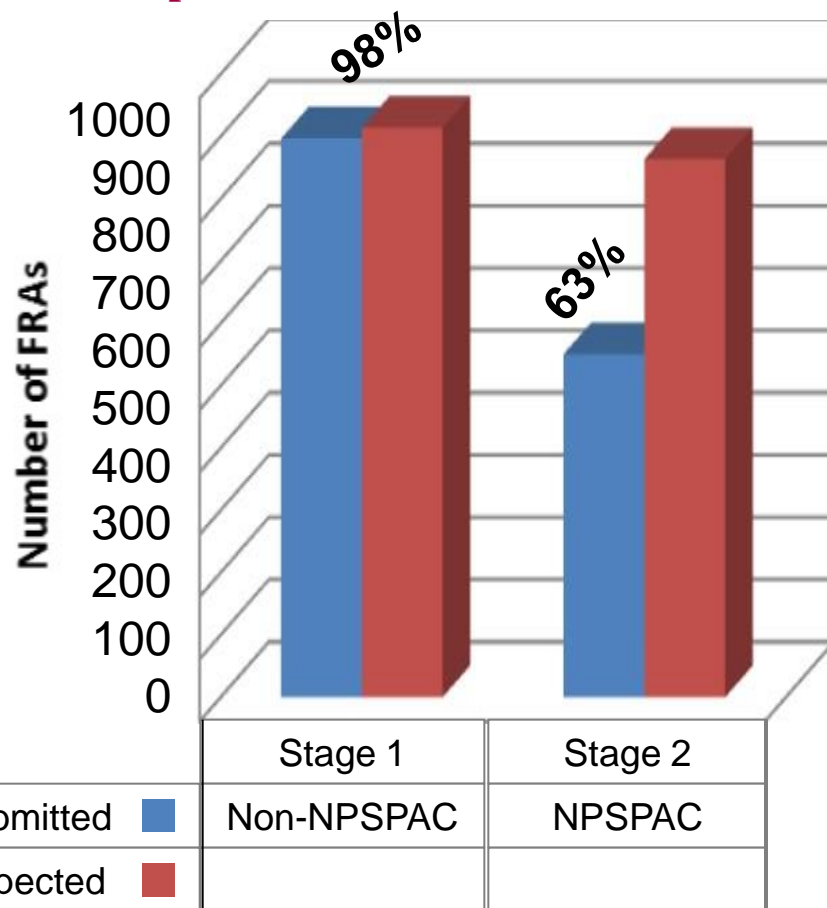


# Non-Border Licensees

### Non-Border FRAs - Submitted to TA



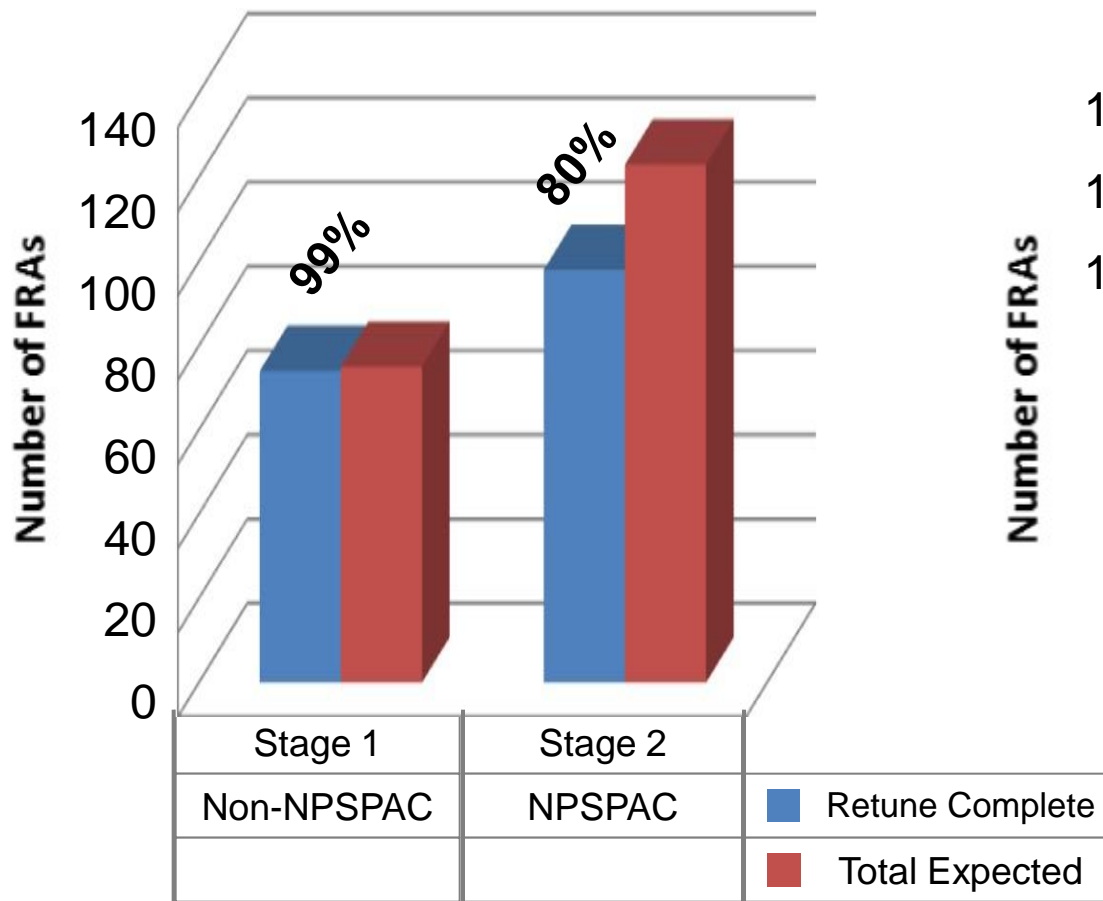
### Non-Border FRAs – Physical Retuning Complete



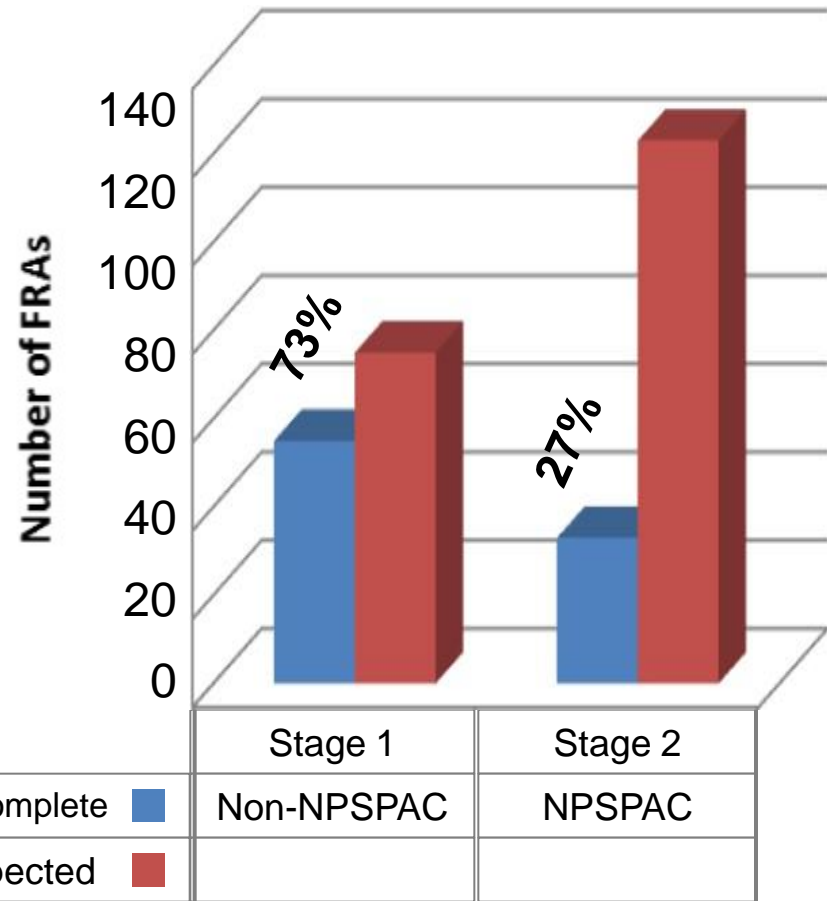


# Canadian Border Region Licensees

## Canadian Border FRAs - Submitted to TA



## Canadian Border FRAs – Physical Retuning Complete





# NPSPAC REGIONS COMPLETE

Physical Retuning Complete in:

**Wisconsin, Iowa, Montana, Alaska,  
Minnesota, North Dakota, Nevada, Utah,  
Colorado, Hawaii, Wyoming and South  
Dakota.**



## Recent Developments

### Non-Border

- Licensees that have not completed reconfiguration were required to submit a supplemental waiver request by March 31, 2011
- Non-Border Waiver Report (April 28, 2011) indicates some licensees failed to file a waiver request.
- **Licensees failing to file a waiver request do so at their own risk.**

### Canadian Border

- Licenses that did not complete rebanding by April 14, 2011 were required to submit a waiver request by May 31, 2011
- Licensees without an FRA were required to submit an interim waiver request indicating the anticipated signing of the FRA
- Canadian Border Region Waiver Report (July 25, 2011) indicates some licensees failed to file a waiver request.
- **Licensees failing to file a waiver request do so at their own risk.**



# Recent Developments

<b>Border Agreements</b>	<ul style="list-style-type: none"><li>• Are we close to an agreement with Mexico on a border area band plan? Active negotiations are in progress and we remain optimistic. High level meeting August 15.</li><li>• An exchange of letters with Canada on August 1, 2011, allows completion of rebanding in the Canada border area.</li></ul>
<b>IPS</b>	<ul style="list-style-type: none"><li>• The TA has held 45 IPS in 30 NPSPAC regions</li><li>• The TA anticipates the need for IPS at a future date for:<ul style="list-style-type: none"><li>Region 6: CA (Southern)</li><li>Region 21: MI</li><li>Region 33: OH</li><li>Region 43: WA</li></ul></li><li>• IPS conducted in following regions during first and second quarters:<ul style="list-style-type: none"><li>- Region 16: Kansas</li><li>- Region 42: VA (Richmond)</li><li>- Regions 20 &amp; 28: MD, DE, PA</li><li>- Region 47: Puerto Rico</li><li>- Region 18: LA (New Orleans)</li></ul></li></ul>



# FCC Reconfiguration Progress

- Over 1.3 million radios retuned or replaced
- Over 3500 base stations retuned or replaced.
- Projection: non-border rebanding will be 85% complete by the end of 2012.



# Mediation & PSHSB Review

- 1674 cases resolved in mediation.
- 59 PSHSB orders on review.
- 4 pending appeals of PSHSB decisions.



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# TA Actual Cost Reconciliation Process Overview

# ACR & Closing Status As of July 22, 2011

Status of FRAs	Number	Time Elapsed Since Physical Retune Complete					% Greater than or Equal to 12 Months
		Less than 3 Months	3 to 6 Months	6 to 9 Months	9 to 12 Months	12 Months or Longer	
Completion of certain Reconfiguration Project Management activities*	157	20	13	26	10	88	36.5%
Finalization of Requisite Regulatory Filings	4	0	0	0	1	3	1.2%
Completion of the Actual Cost Reconciliation Process **	175	8	7	12	14	134	55.6%
Completion of the Licensee and Sprint Nextel Closing Process	23	1	0	3	3	16	6.6%
<b>Total FRAs Pending Receipt of TA Completion Certificates</b>	<b>359</b>	<b>29</b>	<b>20</b>	<b>41</b>	<b>28</b>	<b>241</b>	<b>100.0%</b>
<b>Closed FRAs ***</b>	<b>1,229</b>						
<b>Total FRAs for which physical reconfiguration is complete</b>	<b>1,588</b>						

\* Includes 99 FRAs that are also pending the Regulatory Filings.

\*\*Includes 19 FRAs that are also pending the Regulatory Filings.

\*\*\* Includes 6 FRAs that are pending TA review of the TA Completion Certificates.

### **Impact of not timely and accurately completing ACR and Closing Activities:**

- Delays in process following implementation may prevent new spectrum becoming available to other licensees and delay the overall rebanding timeline
- Delays in process following implementation and leading up to ACR can delay final payments to licensees and their vendors (i.e., Sprint Nextel may owe you money)
- Lack of adequate documentation can result in post-close audit requests
- Lack of adequate documentation of costs incurred could result in a refund due to Sprint Nextel



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# TA Actual Cost Reconciliation Process

- FRAs require incumbent acknowledgement of Schedule D Receipts
- All loaned equipment and replaced equipment must be returned to Sprint Nextel (or in some instances, Motorola)
  - Program rules require incumbents to return one equivalent and functional radio for each radio provided in Schedule D of the FRA
  - Power-up and other testing is conducted on replaced radios
- Incumbents should keep accurate records of equipment returned
  - Serialized Records of replaced radios
  - Packing Lists
  - Shipping Records
- Failure to keep records and/or return equipment may lead to delays and potentially refunds due to Sprint Nextel.

## Tips to Streamline the ACR Process

- Understand the process and standard documentation requirements
  - Actual Cost Reconciliation (ACR) is a key step in the completion of the reconfiguration process. Keeping accurate and complete documentation will facilitate an efficient, streamlined ACR review
- Follow TA published guidelines ([www.800ta.org](http://www.800ta.org))
- Maintain complete support
- Submit support to Sprint Nextel in a timely manner
  - Document activities as they occur and secure the documentation for final transition to Sprint Nextel and the TA.

***By not providing sufficient support to Sprint Nextel in a timely manner the ACR process can be significantly delayed***

## What is standard documentation?

**External Services**

**If a third party vendor performed reconfiguration services**

1. Provide a licensee-acknowledgement of services received
2. Provide approved invoices. Invoices must be inclusive of quantities and amounts, consistent with TA approved amounts included in Schedule C of your contract (PFA or FRA)

## What is standard documentation?

### Internal Services

#### If internal resources were used to complete reconfiguration

1. Provide reasonable documentation of the INTERNAL LABOR COSTS incurred by licensee
2. Provide receipts for purchases of items in quantities and amounts consistent with TA approved amounts

**“Per Hour Support”**: Refers to items on Schedule C of your fully executed contract that were negotiated on a “per hour” basis i.e., project management time, engineering time, etc...

**“Per Unit Support”**: Refers to items on Schedule C of your fully executed contract that were negotiated on a per unit basis i.e. radios, repeaters, combiners etc...

**Internal Labor Support Requirements are necessary for all activities conducted by the licensee and any user agencies that are receiving funds to support reconfiguration activities.**

## Per Unit Details:

- Provide “Per Unit” support for reconfiguration tasks on your Schedule C that were negotiated on a “Per Unit” Basis

### Examples:

- Retuned Radios
  - Retuned Repeaters
  - Retuned Combiners
- Per Unit support may be, but is not limited to existing fixed asset or inventory ledgers evidencing the existence of the retuned unit (examples such as lists, invoices, or sales orders with serial numbers or other unique identifying factor are acceptable)
  - **Examples of acceptable per unit support**
    - Example #1: A computerized list of serial numbers for all retuned radios
    - Example #2: The original Sales Order, with serial numbers, of all retuned radios
    - Example #3: A handwritten list of serial numbers for all retuned radios by customer
    - Example #4: An asset list of vehicles with retuned mobile radios

# ACR Process Per Unit - Examples

## Examples:

\* A computerized list of serial numbers for all retune radios

**DEAL #** DL89044...  
**DEAL NAME** XYZ County

Serial	Retune	5 Mobile Radios @ \$20.00	\$100
11111			
11112			
11113			
11114			
11115			
	Retune	6 Portable Radios @ \$20.00	\$120
11116			
11117			
11118			
11119			
11120			
11121			
<b>Total</b>	10		<b>\$220</b>

**DEAL #:** DL89044...  
**DEAL NAME:** XYZ County

Count	Asset ID	Year	Fleet	Make	Vehicle ID	Cap	Plate	Age	Notes
1	11111	2001	100	GMC	1234	18	XXX-1234	3	
2	11112	2002	101	GMC	5678	18	AAA-1234	3	
3	11113	2003	102	FORD	9101	18	BBB-1234	3	
4	11114	2004	103	GMC	1121	18	ZZZ-1234	3	
5	11115	2005	104	FORD	3141	18	YYY-1234	3	
6	11116	2006	105	GMC	5161	18	RRR-1234	3	
7	11117	2007	106	FORD	7181	18	NNN-1234	3	
8	11118	2008	107	GMC	9202	18	LLL-1234	3	
9	11119	2009	108	GMC	1222	18	PPP-1234	3	
10	11120	2010	109	GMC	3242	18	LLL-1234	3	

## Per Hour Details:

- Provide “Per Hour” support for reconfiguration tasks on your Schedule C that were negotiated on a “Per Hour” Basis
- Per Hour support may be, but is not limited to: *Individual employee time sheets, general ledger records of time accumulation or work orders by employee, hours spent on each task* **Source: Actual Cost Reconciliation Fact Sheet**
- **Time reporting should clearly indicate:**
  - The name of the person performing the work, or in the alternative an unique identifier and title for the person
  - The date worked (exact dates, not date ranges)
  - The number of hours worked
  - A description of the activity performed (that can be tied back to line-item level on Schedule C)
  - An hourly rate that is less than or equal to the rate on Cost Estimate of the FRA/PFA for the corresponding Cost Estimate category
  - Sub-totals of amounts, provided in a manner that the total time for each activity can be cross referenced to the activities approved within your PFA or FRA

## Examples of “Good” per hour support:

Example #1: Sprint Nextel’s revised “Time Sheet Documentation”

Example #2: Time records recorded in computerized software application

Example #3: A handwritten timesheet with all necessary information as detailed on the ACR Fact Sheet

# ACR Process Per Hour - Examples

## Example #1:

Name	Date*	Schedule C Category of Work**	Description of Work Performed (ties back to Schedule C)	Actual Hours Worked	Rate (hourly)***	Total Cost
John Doe	6/1/2008	Equipment Return	1 Micor Repeater Returned	6	\$ 95.00	\$ 570.00
John Doe	6/2/2008	Equipment Return	2 Combiners Returned	15	\$ 5.00	\$ 1,425.00
<b>Subtotal</b>		<b>Equipment Return</b>		<b>21</b>		<b>\$ 1,995.00</b>
Paul Morgan	6/1/2008	Project Management	Kick-off Meeting	2	\$ 55.00	\$ 110.00
Paul Morgan	6/2/2008	Project Management	Inventory	6	\$ 55.00	\$ 330.00
<b>Subtotal</b>		<b>Project Management</b>		<b>8</b>		<b>\$ 440.00</b>
John Doe	6/2/2008	Contingency Fee	Micor repeater require a second retune due to problems associated with original loaner – 1 <sup>st</sup> loaner did not work so needed second loaner	6	\$ 95.00	\$ 570.00
<b>Subtotal</b>		<b>Contingency Fee</b>		<b>6</b>		<b>\$ 570.00</b>
John Doe	6/2/2008	Travel Costs	Mileage – travel from main office to repeater site	100	\$ 0.45	\$ 45.00
Joe Smith	6/2/2008	Travel Costs	Airfare from City 1 to City 2 for retune (Receipts attached)	1	\$ 452.33	\$ 452.33
<b>Subtotal</b>		<b>Travel Costs</b>				<b>\$ 497.33</b>
<b>Total Cost</b>						<b>\$ 3,502.33</b>

### Certification

Incumbent Hereby certifies that internal labor information provided under the Agreement is the true and complete to the best of Incumbent's knowledge. Incumbent further certifies that the number of internal labor hours incurred in performing planning and reconfiguration tasks for each labor category on the TA-Approved Cost Estimate ("Hours") were 800 MHz Reconfiguration and have been documented in accordance with the TA's policy on Incumbent labor at

[http://www.800ta.org/content/resources/Incumbent\\_Labor\\_Reimbursement\\_Policy.pdf](http://www.800ta.org/content/resources/Incumbent_Labor_Reimbursement_Policy.pdf) as of the date of this statement. Incumbent acknowledges that the reconciliation documentation and related supporting records for the Agreements are subject to the TA's Review Rights (as that term is defined in the Agreement).

Incumbent Name: \_\_\_\_\_

\* **Please Note:** Separate entries for each date when labor expense was incurred must be provided on a per-employee basis.

Related Invoice #: \_\_\_\_\_

\*\* **Please Note:** A subtotal should be provided for each Schedule C category. Subtotals can be provided within the page or a separate page can be used for each category/grouping.

Signature: \_\_\_\_\_

\*\*\* **Please Note:** Hourly rates may not exceed the Schedule C negotiated rate for similar reconfiguration/planning activities unless accompanied by an approved change notice that explains why a higher rate was necessary to complete reconfiguration/planning.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# ACR Process Per Hour - Examples

## Example #2:

Deal Number: DL8904499999			
Deal Name: City of Examples, VA			
Internal Labor Detail by Employee			
Employee Name	Description of Work Performed	Hours Worked	Date Worked
Employee 1	Legal Fees	8	5/15/2006
Employee 2	Inventory	4	5/25/2006
Employee 3	Project Management	2	5/30/2006
Employee 4	Retuned Radios	10	6/1/2006
Employee 5	Retuned Radios	12	6/1/2006
Employee 3	Project Management	1	6/1/2006
Employee 4	Retuned Radios	8	6/2/2006
Employee 5	Retuned Radios	6	6/2/2006
Employee 4	Retuned Repeater	12	6/2/2006
Employee 3	Project Management	3	6/2/2006
<b>Total Actual Hours/Dollars Reimbursed</b>		<u><u>66</u></u>	
Summary Total by Schedule C Line Item			
Schedule C Line Item	Actual Hours Worked	Schedule C Negotiated Rate	Reimbursement Amount
Retuned Radios	36	\$ 55.00	\$ 1,980.00
Retuned Repeater	12	\$ 55.00	\$ 660.00
Inventory	4	\$ 55.00	\$ 220.00
Project Management	6	\$ 75.00	\$ 450.00
Legal Fees	8	\$ 75.00	\$ 600.00
<b>Total Hours/Dollars Reimbursed</b>	<u><u>66</u></u>		<u><u>\$ 3,910.00</u></u>

## Example #3:

### Internal Labor Timesheet (Handwritten Example)

Deal Name: County of Examples, Va  
 Deal Number: 02 871099999

<u>Date</u>	<u>Employee Name/ID</u>	<u>Activity</u>	<u>Rate</u>	<u>Hours Worked</u>
6/1/06	Joe Smith	Project Mgmt	\$40/hr	6
6/1/06	Jane Smith	Project Mgmt	\$40/hr	3
6/3/06	Michael Smith	Project Mgmt	\$40/hr	8
				<u>17 hrs</u>
6/1/06	Doug Jones	Engineering	\$50/hr	8
6/5/06	Mary Jones	Engineering	\$50/hr	5
6/5/06	Steve Jones	Engineering	\$60/hr	6
6/10/06	Joe Bing	Engineering	\$50/hr	8
				<u>27 hrs</u>

### Totals Section

Project Mgmt	=	17hrs x \$40/hr	=	\$680.00
Engineering	=	27hrs x \$50/hr	=	\$1,350.00
<u>Totals</u>		<u>44 hrs</u>		<u>\$2,030.00</u>

## Leverage available reconfiguration resources:

- Webinars: <http://800ta.org/content/ipswebinars/>
- TA Website: <http://800ta.org/>
- Distributed printed materials
  - Actual Cost Reconciliation Fact Sheet  
[http://800ta.org/content/resources/ACR\\_Fact\\_Sheet.pdf](http://800ta.org/content/resources/ACR_Fact_Sheet.pdf)
  - Incumbent Labor Reimbursement Policy  
[http://800ta.org/content/resources/Incumbent\\_Labor\\_Reimbursement\\_Policy.pdf](http://800ta.org/content/resources/Incumbent_Labor_Reimbursement_Policy.pdf)
  - Actual Cost Reconciliation/Review Rights/Change Notice Frequently Asked Questions  
<http://800ta.org/content/resources/faqs.asp>
- TA Contact Center: 1-888-800-8220 or [comments@800ta.org](mailto:comments@800ta.org)
- TA Reconfiguration Handbook:  
[http://800ta.org/content/resources/handbook\\_v4.0.pdf](http://800ta.org/content/resources/handbook_v4.0.pdf)



# Q&A

**TA Contact:**

**Phone:** 1-888-800-8220

**Website:** [www.800TA.org](http://www.800TA.org)

**Email:**

[comments@800TA.org](mailto:comments@800TA.org)

**FCC:**

**Website:** <http://www.fcc.gov/pshs/public-safety-spectrum/800-MHz/reconfiguration.html>

**Sprint Nextel Contact:**

**Fax:** 678-405-8252

**Email:** [800MHz@Sprint.com](mailto:800MHz@Sprint.com)