



May 30, 2018

Marlene H. Dortch, Secretary
Federal Communications Commission
Office of the Secretary
445 12th Street, SW
Washington, DC 20554

Re: In the Matter of the Post-Incentive Auction Transition (Docket No. 16-306)

Dear Ms. Dortch:

This letter is to notify you that on May 29, 2018, Dana Golub, Vice President of Programs Management; Talia Rosen, Assistant General Counsel and Senior Directors of Standards & Practices; Susana Lopez, Director of Technology & Operations Grants Administration; and Adam Austin, Project Manager, of the Public Broadcasting Service ("PBS") met with Jean Kiddoo, Hillary DeNigro, and Charles Meisch of the Federal Communications Commission ("FCC") Incentive Auction Task Force, and Barbara Kreisman, Pam Gallant, Joyce Bernstein, Shaun Maher, Raphael Sznajder, Jeffrey Neumann, Maria Mullarkey, and Evan Morris of the FCC Media Bureau.

PBS recommended that the Commission use the existing guidelines for the PBS LPTV / Translator Relocation Grant Program (attached hereto) in developing the FCC's regulatory framework for disbursing repack funding to LPTV and translator stations that are involuntarily relocated. PBS has worked for over a year to develop, fine-tune, and implement the attached guidelines, which cover the costs of stations to replicate existing coverage for displaced LPTV and translator stations carrying public television content. PBS explained that the costs for any given translator relocation project can vary significantly, from thousands of dollars to hundreds of thousands of dollars, and that the Commission should accommodate these large variations based on the individual local circumstances of each station. PBS also urged the Commission to keep the process as streamlined and simple as possible so that small stations with limited resources will be able to participate without undue difficulty.

PBS looks forward to continuing to work closely with the Commission to ensure that public television's universal service to the American people is preserved in concert with a successful and efficient repacking process.

Regards,

/s/ Talia Rosen

Talia Rosen

Assistant General Counsel and
Senior Director, Standards & Practices
PUBLIC BROADCASTING SERVICE
2100 Crystal Drive
Arlington, VA 22202



PBS LPTV/Translator Relocation Grant Program

May 16, 2018

Request for Applications (RFA) NOTICE

PBS LPTV/Translator Relocation Program

CONTACT: Translator Program Team
TranslatorProgram@pbs.org

Table of Contents

TV Translator Relocation Grant Program.....	1
Introduction and Overview:.....	1
Application Submission:	2
Funding	2
Applicant Qualifications	3
Financial Qualifications:.....	3
Project Qualifications:.....	4
Equipment Requirements:.....	4
Channel Specific/Broadband Equipment:.....	5
Antenna Systems:	6
Mask Filters:.....	6
Channel Combiners:.....	6
Cost Allocation of Upgraded Equipment:	6
Procurement Standards and Sole Source Requests:	7
Project Schedule:	7
Project Evaluation	7
Evaluation Of Project Qualifications:.....	8
Project Application Components & Requirements:.....	8
General Application & Contract Requirements:	9
Amendments & Exceptions To Applications:	9
Conditions of Award Agreement	10
Application Checklist.....	11
Frequently Asked Questions	12

TV TRANSLATOR RELOCATION GRANT PROGRAM

INTRODUCTION AND OVERVIEW:

As a result of the Federal Communications Commission's (FCC) Incentive Auction and subsequent spectrum repacking, TV Translator and Low Power Television (LPTV) stations (for the purpose of these guidelines, "translators") will be displaced from channels 38-51. Translators may also be displaced by full power and Class A television stations moving to new channels within the new TV Broadcasting Core Spectrum Channels 2-36. As a consequence, many translators carrying public television content will be displaced from their current channels and will need to be relocated to new RF channels.

On June 26, 2017, PBS was awarded a grant from T-Mobile to provide funding to enable public television translators, including those translators that are not licensed to Public Television stations but do carry public television content, to move to new displacement channels regardless of the reason for displacement.

T-Mobile agreed to cover reasonable costs for retuning existing equipment, the purchase and installation of required new equipment (where necessary), and engineering and legal fees necessary to effectuate the required FCC applications. This funding will ensure that public television translators are able to continue their operations.

Eligible applicants are any Corporation for Public Broadcasting (CPB)-qualified, Non-Commercial Educational Television Station Licensee (NCE) with a valid Full-Power Digital Television Station License that relies on TV translators or LPTV stations to carry public broadcasting programming ("eligible applicant"). All television translators, either owned by an eligible applicant, or not owned by an eligible applicant but required to move to replicate the eligible applicant's coverage ("qualified translator") are eligible for funding. However only CPB-qualified NCE's whose programming is carried on qualified translators may apply for funds under this grant. Eligible applicants must apply on behalf of any qualified translator that is required to move to replicate an eligible applicant's existing coverage.

PBS will begin accepting applications from eligible applicants as of the publication date of these guidelines, on a rolling basis.

The TV Translator Relocation grants will fund the relocation of qualified translators to new RF Channels for translator facilities that provide programming services to existing audiences receiving PTV content from an existing TV Translator or LPTV Station.

The program includes funding for engineering and legal fees, equipment retuning and modification, purchase of new TV Translator/LPTV transmission equipment (where required), as well as other eligible costs as described herein. This program provides funding for equipment of comparable size and power to what is currently in use at the applicant's facility. Eligible applicants who wish to use this opportunity to maximize their facility may do so, however the applicant will be responsible for any costs above and beyond the replacement value of current equipment.

Information and resources related to the Translator Relocation Program can be found on the online resource page, located at [**bit.ly/TranslatorProgram**](http://bit.ly/TranslatorProgram) (URL is case-sensitive).

APPLICATION SUBMISSION:

Applicants may submit applications for Round Two funding starting as of the publication date of these guidelines.

The FCC has opened a “Special Displacement Window” to allow translators subject to displacement as a result of the incentive auction and repacking process to submit displacement applications. Applications for funding will be accepted from eligible applicants who have received 120-day Commencement of Operations letter OR eligible applicants who are being displaced as a result of the incentive auction and repacking process and plan to file an application with the FCC during the Special Displacement Window.

The displacement window will open on April 10, 2018 and will close on June 1, 2018.

To begin an application, please review these guidelines thoroughly, then visit the Translator Relocation Program resource page at bit.ly/TranslatorProgram (URL is case-sensitive) to access the online grant funding application form.

All applications will be reviewed by Translator Relocation Project senior management and grants will be made based on the appropriate level of funding needed to meet the project qualifications and meet the requirements of the TV Translator Relocation.

If you or a qualified translator have received a 120-day Commencement of Operations letter, you are advised to begin the process of relocation immediately. All eligible expenses will qualify for reimbursement once your application has been approved and an agreement has been executed between the qualified applicant and PBS.

FUNDING

The TV Translator Relocation Grant Program will pay for 100% of eligible project costs, provided that costs are deemed reasonable and essential to meet the goals of the program. Eligible costs for the grants are limited to the minimum equipment necessary to meet the requirements of translator relocation. No matching funds from stations will be required.

Applicants should propose projects that encompass the necessary equipment to effectuate their transition to a new RF Channel. Proposed systems should be complete systems that are well-designed, functional, practical, as well as economically viable. Applications for partial systems that will not ensure stations are able to operate on a new RF Channel will not be accepted; however, applications for components to complete the relocation of existing translators are welcomed.

Applications for excessive or ineligible expenditures will require longer processing and therefore risk not being funded. Consequently, stations may have to cease their existing channel operations before they are able to consummate operations on their new channel.

This program is not intended to fund projects that will require further investment upon project completion.

Licensees may propose projects that exceed the minimum level to meet the requirements of the TV Translator Relocation provided that the additional incremental project cost is borne by the applicant, for example;

upgrades to ATSC 3.0 “ready” equipment may be purchased with the grantee covering the incremental costs associated with the upgrade from ATSC 1.0 equipment.

Stations are expected to re-use existing equipment that can be re-tuned or modified for use on their new RF Channel, wherever possible. Applications for the replacement of existing equipment that is frequency agile or able to be retuned or moved to the new RF Frequency will not be considered.

Equipment that was purchased more than ten years prior to August 1, 2017 may be eligible for replacement. However, the applicant will need to provide a justification for the replacement equipment as part of their project narrative in the application. Applicants who would like to discuss an exception to this rule should contact Adam Austin, Project Manager, at alaustin@pbs.org.

One grant agreement per eligible applicant will be allowed. Should the eligible applicant submit applications for funding for subsequent translators, including those submitted on behalf of a qualified translator not owned by the eligible applicant, the grant agreement will be amended to include all translators.

APPLICANT QUALIFICATIONS

Applicants for funding in the TV TRANSLATOR grant program shall be CPB-Qualified, NCE (Non-Commercial Educational) Television Station Licensees with a valid Full-Power Digital Television License.

If filing on behalf of a non-CPB qualified licensee for a qualified translator, eligible applicant must provide a justification for why that translator is required to relocate. Reasonable justifications include:

- Carries public television programming and relocation is necessary to replicate an eligible applicant’s existing translator coverage.
- Must move in order for eligible applicant(s) to replicate coverage due to agreements that were put in place in advance of the publication of these guidelines.

FINANCIAL QUALIFICATIONS:

The TV Translator grant program seeks to support the greatest number of applicants while also ensuring that the program funds complete functional systems that are on air prior to the commencement of operations of the incentive auction winning bidder. Grant funds will be limited to the cost of the minimum equipment required to satisfy move to a new RF channel of the TV Translator.

If applicants desire to increase the scope of the project at their own cost, those applicants must certify that they have the funds in-hand to complete the proposed project as a condition of receiving a grant award.

Applicants who have received a 120-day Commencement of Operations letter must complete their proposed project by the date included in that letter. Applicants who are applying for funding as a part of the Special Displacement Window must complete their proposed project by March 1, 2020.

Funding requests for operating costs, buildings, including leases of all forms, maintenance contracts, or extended warranties are not eligible for consideration.

Requests for reimbursement of eligible expenditures made prior to receipt of a fully executed grant agreement will be considered on a case by case basis in accordance with applicable cost principles.

PROJECT QUALIFICATIONS:

The TV Translator Relocation Grant Program will support only the minimum level of equipment required to change the frequency of operation of their existing TV Translators to new displacement channel frequencies. Funding to provide new or expanded facilities is not contemplated for support. Applicants should limit the scope of their projects to essential equipment such as Antennas, Mask Filters, Transmitters, Receiver Antennas, Pre-Amps, Filters, electrical changes, and critical environmental (HVAC) systems. Applicants should refrain from designing projects that encompass non-essential equipment, unless the non-essential equipment is clearly designated as being funded by another source.

Projects are to be limited to the qualified applicant's eligible TV Translator facilities only, which includes those owned by the applicant or carrying the applicant's programming. Funding for translators that must be relocated because they are part of shared or common facilities may be considered on a case-by-case basis provided that a strong justification and documentation is provided by the applicant. Funding may not be used to provide backup equipment, new transmitter sites, master control equipment, or other equipment not essential to the relocation of the TV Translator to a new channel.

Improvements to existing facilities and buildings such as new grounding systems, standby or secondary transmitters, audio and video encoders, satellite receivers, master control equipment, decoders, and other backup or standby equipment is not eligible for funding in the TV Translator Relocation program.

All costs funded by the program must be direct costs associated with this project. This project will fund the procurement, shipping, installation and integration, and testing of TV Translator systems.

An administrative fee cannot be charged to this project and funds cannot be used to pay for indirect costs associated with this project.

EQUIPMENT REQUIREMENTS:

A TV Translator system suitable for funding under this grant program is defined as a system which provides programming service to existing audiences that are receiving Public Television content from a TV Translator or LPTV Station. The eligible equipment includes the RF transmission system components necessary to transmit a DTV signal on a new RF Channel (Displacement Channel). This equipment would include the necessary transmitting antenna, transmission line, transmitter, retuning of existing transmitter, mask filter, and other components.

Therefore, equipment to maintain operation of existing TV Translator/LPTV facilities and transmitter sites on new RF Channels are all eligible for grant funding. This would include modification of electrical and HVAC system only to the extent that modifications are to operate those systems. Proposed systems are to be

capable of providing DTV service to their existing coverage area to the extent possible.

Expenses eligible for funding include but are not limited to the following:

- Retuning existing TV Translator/LPTV Transmitters
- Retuning existing TV Translator/LPTV Antennas
- Retuning existing TV Translator/LPTV Mask Filters
- Mask Filters
- Antennas
- Antenna Installation and Tower Rigging Costs
- Field Engineering Services
- Equipment Installation Services
- Engineering Fees for Channel Searches
- Engineering Fees for STA, Displacement Application and Waiver filings with the FCC
- Legal Fees for STA, Displacement Application and Waiver filings with the FCC.
- Associated required electrical work (Materials & Contractor Labor) to install a replacement TV Translator Transmitter
- HVAC Modifications required for new TV Translator/LPTV Transmitter
- Required Permits
- Required Inspections
- Legal Fees for BLM or NFS Lease Modifications
- Required Environmental Assessments and Studies
- Equipment and Materials Shipping
- Equipment and Materials Installation
- Minor Building modifications and/or construction required to house the new equipment on an as-needed basis (Justification Required)
- Removal and disposal of existing equipment

Expenses that are **ineligible** for funding include but are not limited to the following:

- Repairs of Existing Equipment
- Standby or Backup Equipment
- Studio Equipment
- Master Control Equipment
- Satellite Antennas
- Satellite Receivers
- Audio and Video Encoding Equipment
- Test Equipment
- Extended Warranties
- Equipment Leases
- Service Contracts
- Staff Time or Staff Labor costs
- Application preparation expenses and/or sub-grant management costs
- Generators
- Backup power for production facilities
- Backup power for Translator or LPTV facilities

CHANNEL SPECIFIC/BROADBAND EQUIPMENT:

It is expected that existing equipment that is broadband and capable of operation on the new TV Translator/LPTV Channel will be retuned and continue to be used. When purchasing new equipment, eligible

applicants shall select the most fiscally responsible equipment to fit the needs of the station and achieve the goal of this grant program. To that end, channel specific equipment should be selected where possible. Applicants who feel it is necessary to purchase broadband equipment must be prepared to present a compelling, technical justification to do so and include it in the project narrative.

Eligible applicants should not purchase any channel specific OR broadband equipment until they have received a Special Temporary Authority (STA) or a Construction Permit (CP) and have also communicated with the PBS Translator Relocation team.

ANTENNA SYSTEMS:

Replacement antennas for operation on new RF Channels are eligible for funding under the program.

Shared antennas systems are eligible for funding based upon an allocation of costs to each individual station sharing the antenna. The allocated costs for the translator carrying Public Television programming would be eligible costs under the program.

MASK FILTERS:

It is strongly suggested that applicants purchasing new mask filters specify the “Full Service” or “Full Power” Emission Mask for their output mask filter. The improved out-of-band emission performance from the full service mask will enable a more efficient use of spectrum and channel re-use as displacement channels become scarce.

CHANNEL COMBINERS:

To the extent that TV Translators utilize shared antenna and combiner systems with other stations, combiner module replacement required to operate on the new RF Channel would be eligible for funding. For shared combiner and antenna scenarios, it is anticipated that costs for such system should be allocated equally among the effected translators and costs allocated per translator. Therefore, eligible funding would cover the allocated costs for the Public Television translator portion of the overall project costs for antenna or combiner systems.

COST ALLOCATION OF UPGRADED EQUIPMENT:

As stated above, grants will only be made to satisfy the minimum requirements to maintain operation of the station on its new RF Channel. Proposals that exceed the minimum requirements are permitted; however, the applicant must document that the requested funding is only to cover the minimum requirement and that the additional incremental cost for a larger system will be covered by other funds obtained by the Applicant.

Applicants should be prepared to provide cost estimates for upgraded equipment as well as for the minimum required equipment. Applicant will be responsible for the difference in cost.

In cases where the proposed project exceeds the minimum requirements, the licensee must also demonstrate that the funds for the additional project cost will be available so as not to jeopardize the timely successful completion of the entire project.

PROCUREMENT STANDARDS AND SOLE SOURCE REQUESTS:

No station recipient employee shall participate in a procurement process where any real or apparent conflict of interest would be involved. Any individual making an unauthorized purchase shall be held personally liable for the total cost of the items and/or services purchased and subject to disciplinary action.

Good business practice dictates that competitive pricing be obtained for procurement commitments. For each procurement purchase the station should solicit a reasonable number of bids. Following the review of the responses to those solicitations, the station should document the reasons for selecting the winning bid. Non-competitive (sole source) bids cannot be made unless the item being purchased is only available from a single source. The justification for any non-competitive purchases should be documented.

Grant recipients are expected to make good-faith efforts to include minority and women-owned business enterprises/vendors in competitive bidding activities and contracting opportunities.

Applicants that have a 120-day Commencement of Operations letter from an Auction Winner, but will be unable to complete the equipment and/or service procurement process prior to the date which the station must cease operations on its current channel, may have PBS purchase the necessary equipment on their behalf and have title to that equipment transferred to the applicant in lieu of cash funding. This process is intended to allow applicants with burdensome procurement policies meet their obligation to cease operations on their existing translator/LPTV channels by the prescribed deadline.

PROJECT MILESTONE REPORT:

Applicants should provide a Project Milestone Report with their application, using the online Milestone Report form on the Translator Relocation Program resource page (bit.ly/TranslatorProgram). For eligible applicants who have received a 120-day Commencement of Operations letter, project completion and testing are to be completed prior to the date specified in the letter. For eligible applicants who have not received a 120-day Commencement of Operations letter and will file during the Special Displacement Window, project completion and testing are to be completed by March 1, 2020. Applicants who anticipate difficulty in meeting the date specified on the Commencement of Operations Letter should contact Adam Austin, Project Manager, at alaustin@pbs.org to discuss their specific situation.

PROJECT EVALUATION

Applications will be evaluated based on their merits in meeting the core requirement to move the existing TV Translator to a new in-core RF Channel with the minimum level of new equipment and the ability to complete the project prior to the date specified on the Commencement of Operations Letter (if applicable).

In cases where a proposed project's scope exceeds the minimum equipment needed to meet the core requirements of the TV Translator, a further evaluation of the licensee's financial ability to complete the entire project in a timely manner will also be conducted.

EVALUATION OF PROJECT QUALIFICATIONS:

Project proposals will be evaluated on the degree to which they meet objectives. An applicant's project narrative should present a justification of the ways in which the proposed project will address the following objective:

Relocate existing Displaced TV Translators and LPTV stations carrying Public Television content to new RF Channels in the new core spectrum (TV Channels 2-36). While reusing existing equipment to the extent possible and purchase of new equipment as required.

The project narrative should also provide a thorough explanation of how the specific equipment for which funding is being requested was determined. Since funding is only permitted to cover the minimum amount of equipment needed to meet the objective of the TV Translator, applicants must document what portions of the station will require re-tuning, replacement, or modification, to support continued operation on a new RF Channel, and how the proposed equipment list supports that requirement.

The narrative should refrain from hyperbole or project descriptions that are not or cannot be supported by objective documentation such as, but not limited to, coverage maps, information about population served, and specifications of equipment or services requested. The project narrative should be a brief project summary, limited to two pages, double spaced, in no smaller than 10 point font.

Each request is to include a complete breakdown of the items and their costs for which funding is being requested. In addition, a complete transmission system diagram is to be provided noting where in the system each piece of requested equipment is to be deployed.

PROJECT APPLICATION COMPONENTS & REQUIREMENTS:

The following materials are required to be submitted as part of the application process:

- Project Narrative - Described above.
- Project Budget - To allow proper evaluation of the application, all project budgets must be created using the Budget Template that is available on the Translator Relocation Program resource page (bit.ly/TranslatorProgram). Project budgets should be itemized on a per site basis and not an aggregate budget for the entire project (i.e., separate line items for TV Translator, and each site, etc.). For each site the applicant shall provide an itemized Equipment List (including budgeted cost) for the project, including but not limited to Antenna, Transmitter, Mask Filter, Receive Equipment, Transcoders, Tower Rigging, equipment installation, and all materials, services, and other costs associated with the project.
- Project Milestone Report - A project milestone report that must show all activities being concluded prior to the date specified on the Commencement of Operations Letter OR by March 1, 2020 if the eligible applicant is applying for funding during the Special Displacement Window. Reports must be created using the online form available on the Translator Relocation Program resource page (bit.ly/TranslatorProgram).
- Signal Distribution Diagram - At each site the applicant shall provide a Signal Distribution Diagram (Line-Drawing) showing the proposed signal distribution of the TV Translator system to be installed and deployed.

- System Map - A “System Map” or other drawing showing all the associated daisy-chain translator feeds, microwave interconnects, and transmitter sites associated with the project and a summary of the equipment required for each site.
- Existing Equipment Inventory - Applicants shall provide an inventory of all existing equipment of the associated TV Translator system components (including Antenna, Transmitter, Mask Filter, etc.), and identify all equipment that can be re-used or retuned, and equipment that will be retuned, replaced, modified, or purchased.

GENERAL APPLICATION & CONTRACT REQUIREMENTS:

Applications for the TV Translator Relocation Grant program will be accepted as of the publication date of these guidelines, on a rolling basis.

Applicants should review these guidelines thoroughly, then visit the Translator Relocation Program resource page at bit.ly/TranslatorProgram (URL is case-sensitive) to access the online grant application form.

Please direct additional questions regarding the application process to Susana Lopez at smlopez@pbs.org.

AMENDMENTS & EXCEPTIONS TO APPLICATIONS:

While PBS will consider each application complete as submitted, PBS may, at its discretion and either through PBS personnel or its agent, initiate discussion with any applicant to clarify points in a proposal and/or request additional information. If PBS requests clarification or additional information, applicants will be notified by telephone or by email and will be expected to provide the requested information in a timely manner.

Requests for exceptions to any of the administrative requirements or procedures stated in these guidelines are strongly discouraged. If, however, requests for exceptions are made, applicants must detail and justify proposed exceptions in writing. Waiver of any requirement should not be presumed. If granted, exceptions will be conveyed by specific written authorization only. Oral authorization will not be considered valid.

Applicants may withdraw a proposal at any time by written notice to PBS.

PBS’s solicitation of proposals pursuant to these guidelines does not constitute an agreement by PBS to extend funding to pay any party under these obligations. PBS reserves the right, to be exercised at PBS’s sole discretion, to alter, withdraw, or terminate this solicitation at any time with no financial, legal or other obligation to any applicant, party, or any other entity responding or planning to respond.

PBS is not responsible for loss or damage to the materials submitted, or for any unauthorized use or misuse of the submitted materials by any third party. Materials submitted for fund consideration are not considered confidential in nature unless so identified by the applicant. Otherwise, they may be made public at the discretion of PBS.

By submitting a proposal, each applicant:

- (1) grants to PBS the right to duplicate, use, disclose and distribute all of the materials submitted for purposes of evaluation, review and research;
- (2) represents and warrants that the applicant has full and complete rights to all of the information and materials included in the proposal; and
- (3) represents and warrants that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights or other proprietary rights of any third party.

CONDITIONS OF AWARD AGREEMENT

Once a project is selected for funding, the applicant will be required to sign a binding agreement to receive grant funds. Until both the applicant and PBS have executed the grant agreement, PBS shall not be deemed to have made any express or implied commitment to support the project financially. Applicants are not authorized to commence work on a project, nor may they commit TV Translator Fund monies, until the grant agreement is fully executed. If applicants opt to commence work with expenditure of funds prior to the grant agreement being fully executed, they do so at their own risk.

PBS may, however, consider qualified expenditures as applicable to the project if and when the grant agreement is fully executed so long as the applicant makes those expenditures after the receipt of the 120-day Commencement of Operations letter OR after receiving a Construction Permit (CP) from FCC.

No oral or written statement other than the signed, written agreement will govern or modify the relationship between PBS and an applicant.

As a condition of the agreement, applicants must represent and warrant that, among other things, the project is not defamatory and will not violate or infringe upon the privacy rights, copyrights or other proprietary rights of any third party. Grant recipients must also agree to indemnify PBS against any loss resulting from breach of any of the representations and warranties contained in the agreement. Those receiving funds from the TV Translator Fund must be able to comply with a number of requirements that will be included in the written grant agreement. These requirements include, but are not limited to:

1. A demonstration of adequate financial support to complete the project and to deliver reports and/or other intellectual property created for it;
2. A demonstration of adequate financial support to sustain the operation of any facilities and/or services provided as a result of the award of grant;
3. Maintenance, for three years following project closeout, of all financial records related to the project, which records shall be accessible to PBS, and to T-Mobile or its designee(s) for examination and audit purposes; (Recipients will additionally ensure that any subcontractors or consultants under the agreement shall also maintain such records for the period specified and under the same terms);
4. Maintenance, for three years after project closeout, of a complete file of all subcontracts and other agreements, licenses, clearances and other documents related to the project, copies of which shall be made available, on request;
5. Specific terms and provisions will be set forth in the documents provided to each applicant that successfully completes the selection process.

APPLICATION CHECKLIST

- ☐ Email the Translator Relocation Team at TranslatorProgram@pbs.org for electronic application instructions
 - ☐ Submit one application per translator whenever possible
- ☐ Proposal Narrative
 - ☐ Project proposed is a complete system, well-designed, functional, practical, and economically viable
 - ☐ Project meets TV Translator Program objective (see pg. 4)
- ☐ Budget Template utilizing template provided on resource page (bit.ly/TranslatorProgram) on the “Grant Application” tab
 - ☐ Include a complete breakdown of the items and their costs for which funding is being requested
- ☐ Project Milestone Report using online form provided on resource page (bit.ly/TranslatorProgram)
 - ☐ Show all project activities being concluded prior to the date specified on the Commencement of Operations Letter
- ☐ Other Required Application Materials
 - ☐ Copy of 120-day Commencement of Operations Letter from Auction Winning Bidder (if applicable)
 - ☐ Certification of Funds Letter (if applicable)
 - ☐ Signal Distribution Diagram – Line-Drawing showing the proposed signal distribution daisy-chain
 - ☐ System Map – A “System Map” or other drawing showing all the associated daisy-chain translator feeds, microwave interconnects, and transmitter sites associated with the project and a summary of the equipment required for each site
 - ☐ Existing Equipment Inventory – Inventory of existing equipment, detailing which equipment will be re-used, re-tuned, modified, or new equipment is to be purchased

FREQUENTLY ASKED QUESTIONS

Q: I am an eligible applicant who relies on third party owned translators to carry public television programming associated with my station. What is my responsibility for working with them on this project?

A: As an eligible applicant, it is your responsibility to submit an application for funding on behalf of the third party owned translator. It is not your responsibility to *complete* the application or to participate in the project. We encourage eligible applicants to reach out to third party translator owners to ensure they are aware of their obligation to relocate and the opportunity to have those relocation costs covered by this grant program.

Q: I have received a 120-day Commencement of Operations letter. What should I do first?

A: We strongly advise eligible applicants to begin work immediately after receiving a 120-day Commencement of Operations letter by identifying an engineering consulting firm to assist with the process of a channel search and preparing to file for an STA with the FCC. If you do not already have an engineering consultant identified, please contact the Translator Relocation Program team at TranslatorProgram@pbs.org to be connected with the engineering consulting firm that has been engaged to assist applicants in this grant program.

Q: Our channel has been identified and we have filed our STA, now what?

A: If you have not already done so, please begin your application for funding! Please email TranslatorProgram@pbs.org to get started.

Q: We have a fully executed grant agreement and we are starting to receive invoices for equipment that was purchased as a part of this grant program. Can we submit those for payment or do we need to wait until the project is complete?

A: Yes, you can submit invoices for reimbursement for eligible equipment once your grant agreement is signed and fully executed.

Q: We did not receive a 120-day Commencement of Operations letter but we submitted an application during the Special Displacement Window. Since submitting our application, we have received a 120-day Commencement of Operations letter. What should we do? Does this change our project timeline?

A: Yes! Your project must now be complete by the date listed on your 120-day Commencement of Operations letter. We encourage you to begin work immediately by identifying a consulting firm to begin your channel search and start the process of filing for an STA with the FCC.