

PUBLIC TELECOMMUNICATIONS FACILITIES PROGRAM

Application Form

Required Standard Forms

SF 424	Form	Application for Funding Assistance
SF 424A	Form	Budget Information - Non-Construction Programs
SF 424B	Form	Assurances - Non-Construction Programs
CD 511	Form	Certification Regarding Lobbying
SF LLL	Form	Disclosure of Lobbying Activities

Required PTFP-specific forms and instructions

Instructions	Overview	ALL applicants	1	
Instructions	PTFP-2 Form	ALL applicants	1a	
PTFP-2	Form	Project Information	ALL applicants	2
Instructions	PTFP-4 Form	Construction Applicants	3	
PTFP-4	Form	Equipment List	Construction Applicants	4
Instructions	Program Narrative	Construction Applicants	4a	
PTFP-5	Form	Inventory- Exhibit A	Construction Applicants	5
Instructions	Documentation and Exhibits	ALL Applicants	6-8	
Instructions:	Planning Applicants	Planning Applicants	9	

All PTFP and Standard Forms are available at the PTFP Internet site
www.ntia.doc.gov/ptfp

CFDA No. 11.550

U.S. DEPARTMENT OF COMMERCE

National Telecommunications and Information Administration

Public reporting burden for this collection of information is estimated to average from 4 to 84 hours, including time for reviewing the instructions, searching existing records, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Policy Coordination and Management, NTIA, Room 4892, Department of Commerce, 1401 Constitution Ave., NW, Washington, DC 20230. PLEASE DO NOT SEND COMPLETED APPLICATION FORMS TO THIS ADDRESS

OVERVIEW OF THE PTFP APPLICATION

All Forms are available at the PTFP Internet site: www.ntia.doc.gov/ptfp

The PTFP application must contain the items listed below in the following order:

1) SF 424 Application for Funding Assistance (W/original signature)

The SF 424 is the first three pages of the PTFP grant application. Use the SF 424 instructions to complete the Form and use the following information to complete several PTFP-specific questions.

Line 1 - Check "Non-Construction" [in Federal terminology, "Construction" refers to roads & buildings]

Line 8 - Check "New"

Line 9 - Enter "NTIA"

Line 10- Name of Program: "PTFP;" Catalog of Federal Domestic Assistance Number: "11.550"

Line 11- Enter "Construction Project," or "Planning Project," as appropriate

Line 13- Start Date: Enter "October 1, 201x" ; Ending Date: Estimate date using six month increments

Line 15- Only complete lines a. (Federal), b. (applicant) and g. (total).

For PTFP Construction Projects, Line (a) cannot be more than 75% of line (g), even by 1¢.

2) PTFP-2 The PTFP-2 Form: Project Information must be completed by ALL applicants. (no signature required)

3) SF 424A Budget Information - Non-Construction Programs (no signature required)

This is the standard Budget Form used by all Federal grant programs. Only submit the first page of the SF 424A, Section B, item 6, columns 1 and 5.

Construction Applications: All equipment is on line 6(d), *Equipment*.
All other eligible costs are on line 6(h) *Other*.
Totals are on line 6(k).

Planning Applications: Complete lines 6(a) - 6(k) as appropriate.

4) PTFP-4 The PTFP-4 Form: Equipment Request must be completed by applicants for Construction Projects (no signature required).

5) Narrative The Narrative addresses the six evaluation criteria for Construction or Planning projects as described further in the instructions (no signature required).

6) PTFP-5 The PTFP-5 Form: Inventory (Exhibit A) must be completed by applicants for Construction Projects (no signature required).

7) Exhibits Submit required Exhibits, Optional Exhibits and FCC documents as described further in the instructions (no signature required).

The following three Forms are placed in Exhibit AA at the end of application:

8) SF 424B Assurances - Non-Construction Programs (W/original signature)

9) CD 511 Certifications Regarding Lobbying (W/original signature)

10) SF-LLL Disclosure of Lobbying Activities (if applicable) (W/original signature)

INSTRUCTIONS: PTFP-2 PROJECT INFORMATION**(Required of ALL applicants)**

22. **Applicant Name.** Enter legal name from page 1, line 5, SF 424 Form. (e.g., "Northwest National Forest", "Old McDonald Farm", "Central Broadcasting").
23. **Reactivation.** If this is a reactivation of an application deferred from last year's PTFP grant cycle; enter "Y" in item 23a and last year's application number in 23b. 5) Indicate by placing a "Y" or "N" in the appropriate space whether the applicant owns or leases the transmission site. If site rights are pending, place a "P" in the appropriate space.
24. **Enter the call letters and frequency** (or channel number, as appropriate) of the public radio or television station that is the subject of this application. Use the main station call letters if the application is for a translator or for multiple facilities. If the facility has no call letters, enter "N/A." The call letters will be included in all PTFP correspondence regarding this application. 32. **Other Sources of Funding.** Indicate whether funding to support this project has been or will be sought from any other Federal program or the Corporation for Public Broadcasting. This support could include funding to support programming or staff needed to operate the equipment as well as funding for the same equipment requested from PTFP, or funding for other equipment integral for the operation of the PTFP requested equipment. Please include information about funding from other Federal programs or CPB in the program narrative.
25. **Prior PTFP grants.** If the applicant received a prior PTFP grant, enter the grant number for identification.
26. **Classify the project.** Applications can be either construction or planning, *but not both*. PTFP uses the term "construction" to mean the purchase of telecommunications *equipment* rather than for planning a telecommunications project. Applications may combine elements of **radio** and **television** but rarely combine **broadcast** and **non-broadcast**. The PTFP Application materials contain suggestions for structuring multi-project applications. 33. **CPB Qualification.** Indicate if your organization currently receives, or anticipates receiving, financial assistance from the Corporation for Public Broadcasting (CPB). **Please note:** In order to receive a PTFP grant your organization does NOT have to receive financial assistance from CPB.
27. **Priority/Category.** Enter the Priority or Category listed in §2301.4 of the PTFP Rules or the Federal Funding Opportunity Notice under which you request the application be reviewed. 34. **Similar Public Telecommunications Facilities within Project Service Area.** List the signals of all other public telecommunications facilities of the same type as is the subject of this application. (You are **not** required to provide exact contours of other stations, only to list those stations which can be viewed or heard within the service area of the proposed project.)
28. **Number of people served by the project.** Please explain and document the following in an Exhibit. **FIRST service.** Enter the number of people who will receive a *first* public radio or TV signal as a result of this project. **ADDED service.** Enter the number of people who will receive a *second* (or third, etc.) public radio or TV signal as a result of this project. TV If this application is for a television project, list all public TV stations providing a Grade B signal within the project's service area. Radio If this application is for a radio project, list all other public radio stations that provide a 1 mv/m signal within the project's service area. ITFS If this application is for an ITFS project, list all other ITFS facilities that serve the project's service area.
29. **Engineering contact information.** Enter the information for the person PTFP should contact on *engineering* matters related to this application.
30. **Summary of Application.** Summarize the purpose of this application in one or two sentences; e.g. "Anytown University seeks funding assistance to replace the transmitter, antenna, and transmission line of public radio station WAUX." Supporting arguments and justifications should NOT be given here.
31. **FCC Authorizations.** If a new FCC authorization is required to complete this project, provide the following information for each approval required. 35. **Station Operations.** Indicate the number of full-time paid employees, part-time paid employees, and volunteers currently on the staff of the organizational unit for which the project is intended. Show also the total hours worked by an average staff member in each category in an average week. Then show comparable numbers projected for when the new facilities are in operation. If this is a planning grant application *for a new facility*, mark "NA". Indicate the current operating budget, if any, and projected budget for the first year of operation following construction of the proposed facilities. If this is a planning grant application *for a new facility*, mark "NA" in the table.
- 1) FCC Community of license
 - 2) Channel #
(e.g., "89.9" for FM, "9" for TV, "A1-A4" for ITFS, "Ku-band" for satellite, etc.)
 - 3) FCC File number (e.g., BPED040810AB)
 - 4) Common name used when referencing the transmission site in other parts of the application

Public Telecommunications Facilities Program

NTIA/Department of Commerce/Washington DC 20230

PROJECT INFORMATION

22. Applicant Name _____

23a. Enter "Y" if Reactivation _____ 23b. Old File # _____ 24. Main Station Call Letters _____ Radio _____ MHz _____ TV _____ Channel _____

25. ___ Yes ___ No Have you previously received a PTFP grant? If Yes, enter a grant number here _____.

26. Enter letter(s) to classify project

(P) lanning or (R)adio or (T)V (C) onstruction _____ or (RT) for both _____ (B)roadcast or (N)onbroadcast or (BN) for both _____

27. Enter the Priority of Category under which you request the application be reviewed. _____

28. For NEW BROADCAST station, repeater, or translator applications, enter the number of persons that the project will benefit. 29. Engineering Contact

Population currently without a signal that will receive its first signal from the proposed facility	
Population currently receiving a signal from another public station that will also receive a signal from the proposed facility	

Name _____
 Title _____
 Phone _____
 Email address _____

30. Summary of the application (Summarize the purposes of the application in a few sentences):

31. Enter Y if New FCC Authorizations and/or New Sites are required for the project _____ (Complete the following table or continue on another page).

Proposed Community of license	Channel #	FCC File #	Site Name	Owned	Leased

32. ___ Yes ___ No Have you applied to, intend to apply to, or received funds from another Federal program or CPB for this project or a related project? If Yes, please provide information regarding the other funds as an attachment to this page.

33. Is the station CPB qualified? (Enter Y or N) If applicant is NOT currently CPB qualified, enter "Y" if qualification is expected. Date of expected qualification

34. List all public radio, TV stations or ITFS facilities which provide a similar type signal to the proposed service area (1MV for FM, Grade B for TV).

City	Call Letters
City	Call Letters
City	Call Letters

35. Station Operations THIS YEAR NEXT YEAR IF PROJECT FUNDED

	THIS YEAR		NEXT YEAR IF PROJECT FUNDED	
	Number	Hrs./Wk	Number	Hrs./Wk
Full-Time Staff				
Part-Time Staff				
Volunteers				
Operating Budget				

INSTRUCTIONS: PTFP - 4 ELIGIBLE EQUIPMENT

(Required for Construction Grant Applications Only)

Complete the left side of this Form

Make photocopies of the form and use as many pages as necessary to list all of the equipment categories requested. Retain a blank original in case PTFP requests revisions.

Please number multiple pages, (e.g. 4-1, 4-2, etc.)

Before you complete the Equipment Request portion (left side) of this form, review PTFP's list of eligible and ineligible equipment and project costs.

Multiple sites. If the equipment will be placed at several sites, enter the equipment for each location on a separate page. Identify the location for each page on the top line.

Enter only one equipment category on a page. Arrange the equipment requested into the categories described below.

Check one of the four boxes in the top block to indicate the category of equipment requested on each page.

Categories of Equipment to be listed in Part III

- A. **Dissemination Equipment** – Includes antennas, towers, transmitters, STLs, translators, cable/ITFS distribution systems, and equipment required for transmission of a broadcast signal or delivery of non-broadcast programming to the audience.
- B. **Origination Equipment** – Includes equipment for production of television or radio programs, including such items as cameras, microphones, turntables, recorders, switching equipment, consoles, mixers, editing systems, signal processors, production lighting equipment, and other items necessary for production of broadcast-quality programming.
- C. **Interconnection Equipment** – Includes microwave, fiber, and satellite equipment.
- D. **Test Equipment** – Include test items necessary for good engineering practice or **Other eligible equipment** – Specify any other eligible equipment which are not included under the other categories, such as specialized receivers used by disabled groups (*i.e.*, sub-carrier [SCA] receivers, caption decoders, and similar equipment).

Identify all major items required for the project. Proposed acquisition of multiple items grouped together for one price must be categorized sufficiently to provide assurance that no ineligible items are included.

In the column headed **Item**, place a general description of the equipment item in question; examples would be "studio cameras", "video production switcher", or "audio console."

In the column headed **Description**, place the manufacturer and model number of the item. (This information indicates only the level of quality of the item. After competitive bidding, different manufacturers and models are commonly purchased.)

The column headed **Item Cost** should include the total cost for that item.

Do not enter eligible Non-equipment Costs on this page. Those costs should be included on the Budget Form, SF 424A, Section B, line 6(h) *Other* and explained in an attachment to the SF 424A.

General Information**Ownership of equipment**

Generally, equipment listed as part of the proposed project cannot be owned by the applicant, nor can any funds be *obligated* towards its purchase, before the PTFP closing date for the year the application is (or was) first submitted to PTFP. Inclusion of equipment purchased prior to the closing date will be considered on a case-by-case basis only when clear and compelling justification is provided to NTIA.

Obligation of funds

PTFP considers money to be obligated when the Applicant enters into any sort of binding commitment to spend the money. This means the formal acceptance of a bid offering or the issuance of a purchase order.

Applicants are not permitted to obligate any monies from the eventual Federal share of a grant's Total Project Cost before the project Award Period begins. PTFP Award Periods usually begin about October 1.

If an applicant obligates more than the local match before a grant is formally awarded, an applicant faces two primary risks:

1. It may not be offered a grant award, or
2. Negotiations may reduce the amount of the total project cost, and if the applicant has obligated funds in excess of the negotiated local match, the Federal share will be correspondingly reduced, or an eventual award may be reduced or terminated.

Installation Costs

Installation costs should be listed separately on the two lines, "Contractor installation" or "Staff installation." With regard to *transmission* equipment, NTIA strongly favors the use of either manufacturer or professional contractor personnel and commonly funds these costs. On the other hand, NTIA will rarely support requests for installation costs for *studio* or *test* equipment, whether that installation is done by staff or contract employees. Such installation is normally of minimal difficulty and the installation costs should be absorbed in the recipient's normal operating budget. NTIA will take into account demonstrations of exceptional need for such installation support, or demonstration that substantially greater efficiency would result from the use of staff installation instead of contractor installation, in which case, cost estimates should be based on existing wage scales.

Include installation costs on line 6(d) of the SF 424A form.

Donated Equipment

Items of donated equipment that are part of the project should be listed within the proper categories along with items to be acquired with grant funds. Place the fair market value of donated items in the "request" section. As noted above, applicants may take title to donated equipment prior to the closing date only upon presentation and acceptance by NTIA of clear and compelling justification.

If donated equipment is to be used for the local match, the application should include a certified appraisal from a qualified, independent engineer as to the age, fair market value, and remaining useful life of the donated items. In addition, the applicant must include a letter from the donor confirming the donation.

INSTRUCTIONS - PROGRAM NARRATIVE

ALL APPLICANTS : You must prepare a narrative to address the six evaluation criteria contained in Section 2301.17 of the PTFP Rules. They are listed below.

Your Executive Summary and response to the first five (5) evaluation criteria (2A-E) is limited to five (5) pages.

If more extensive discussion of any point in the narrative is necessary, you should make the main point in the narrative and clearly refer the reader to additional supporting information in an optional Exhibit.

CONSTRUCTION APPLICANTS: We suggest the narrative use the following format

1. **Executive Summary.** We suggest that the narrative for all applicants for Construction and Planning projects begin with an introduction which serves as an Executive Summary of the project. In a few sentences, summarize the project and include the project's location, area to be served, and the Priority (or other categories) described in §2301.4 of the PTFP Final Rules or the Federal Funding Opportunity notice within which you wish the application to be considered.
2. The narrative should contain a clearly labeled and thorough response to each evaluation criterion. We suggest that the criteria be addressed in the following order (see §2301.17 or the Federal Funding Opportunity notice for a complete discussion of each criterion):
 - A. Applicant Qualifications:** Identify your organization and demonstrate its ability to complete the requested project; to operate and maintain the facility; and to provide services of professional quality.
 - B. Project Objectives:** Clearly state the objectives of the project; indicate how the project fulfills the programmatic objective of the Priority selected; demonstrate that your organization has the ability to successfully complete the project within the proposed project period; and, if relevant, justify a Federal share that is greater than the presumed Federal share for your type of project as presented in the PTFP Federal Funding Opportunity notice announcing the grant cycle.
 - C. Urgency:** You must fully justify funding the proposed project during *this current grant cycle*.
 - D. Technical Qualifications:** Discuss why the eligible equipment is necessary to complete the project objectives and why the proposed costs reflect the most efficient use of Federal funds. Relevant inventory should be listed in Exhibit A (see page 5). Include a complete technical discussion and related documentation in Exhibit B. Exhibit C must contain a 5-year equipment plan. These two exhibits are discussed on page 7.
 - E. Financial Qualifications:** You should demonstrate your organization's ability to raise non-Federal funds for (1) the local match for this application, (2) other project costs which are ineligible for Federal funds but required to complete the project, and (3) to ensure financial support for long term operation of the facility.
 - F. Involvement of Women and Minorities:** Please see page 6 for further information on this criterion. *Discussion of this criterion is not subject to the five page limitation.*

PTFP - 5 INVENTORY (EXHIBIT A)

Construction Grant Applicants Only

This Form: Use this form to tell PTFP about other **related** equipment for **this facility** that is (1) owned, (2) on order as of the date of the application, or (3) authorized by a prior PTFP award but not yet ordered.

Related equipment refers to equipment similar to that requested in this application (e.g., provide inventory of all existing VTRs, if VTRs are requested), or is closely associated with the requested equipment (e.g., an inventory of all microwave that would feed a signal to a requested repeater station). **DO NOT PROVIDE A FULL STATION INVENTORY.**

This facility. Provide inventory information only of the facility (usually a station) that is the subject of this application, **not** the inventory of all the stations you operate. However, if the station that is the subject of this application is co-located with another station you operate, then you should provide the requested inventory information for **both** stations. The application should explain the relationship between the two stations regarding the sharing of equipment, studios, staffs, etc.

If you are applying for a digital radio or television project and requesting digital equipment to replace an existing analog capability, such as audio consoles or routing switchers, you should include the existing analog equipment on this form.

If you are applying for new broadcast facilities, you should indicate whether you have any equipment that will be associated or devoted to the proposed facility.

If you are applying for new distance learning facilities, you should include an inventory of any other similar facilities your institution operates, such as distance learning classrooms, satellite facilities, etc.

If you do not have applicable equipment, check box NA

APPLICANT			PAGE OF PAGES	
LOCATION			DATE	
ITEM	MANUFACTURER	MODEL	QUANTITY	YEAR ACQUIRED

DOCUMENTATION

CONSTRUCTION AND PLANNING APPLICANTS

ALL APPLICANTS MUST PROVIDE THE FOLLOWING AS PART OF THE PROGRAM NARRATIVE

EVALUATION CRITERION #6: INVOLVEMENT OF MINORITIES/WOMEN

In accordance with 392(f) of the Act, the Agency will give special consideration to applications that foster ownership of, operation of, and participation in public telecommunications entities by minorities and women. NTIA has not established any minimum minority or women participation requirements for special consideration in PTFP evaluations in order to carry out the objectives of the statute. Rather, NTIA believes that the Congressional intent can be achieved in a fair and flexible manner by taking into account all factual circumstances that might lead to special consideration.

The PTFP Rules, in 2301.5, provide the following clarifications about special consideration.

***“Ownership and operation of”** includes the holding of management and other positions in the entity, especially those concerned with programing decisions and day-to-day operation and management.*

***“Participation”** may be shown by the entity’s involvement of women and minorities in public telecommunications through its programing strategies as meeting the needs and interests of those groups.*

***“Minorities”** include American Indians or Alaska natives; Asian or Pacific Islanders; Hispanics; and Blacks, not of Hispanic Origin.*

Employment of minorities or women is not the only way in which NTIA may assess whether an application promotes significant diversity in the ownership of, operation of, and participation in, public telecommunications entities by minorities and women. NTIA is also interested in outreach efforts, audience development, and programing strategies. One stated purpose of this program is to respond to the educational, cultural and related programing needs of diverse groups.

Applicants should provide a narrative (with supporting documentation when necessary) which documents the participation of women and minorities in the station’s ownership and management, especially those concerned with programing decisions and day-to-day operation and management. In preparing their material, applicants should take care to clarify whether they are discussing women, minorities (minorities can be considered as a single group, but the predominant group should be identified as such), or a combination of women and minorities (where the predominant group/gender should be identified, and applicants should express whether they are discussing women or minorities in the case of an individual who is a female minority).

EXHIBITS

Please provide a Table of Contents of the exhibits included in the application.

CONSTRUCTION APPLICANTS MUST SUPPLY EXHIBITS A, B AND C

EXHIBIT A: INVENTORY (page 5)

Construction grant applicants must include an inventory per the instructions found on page 5.

independent engineer's evaluations, photographs, or other justification.

EXHIBIT B: EQUIPMENT JUSTIFICATION

Applicants to establish a facility, expand a facility or convert to digital broadcasting should include an explanation of how the equipment requested is necessary to provide the intended service.

Applicants for replacement, improvement or augmentation projects should thoroughly document the need and urgency of any equipment requested. *Applicants are encouraged to submit the following types of documentation* to support the urgency of equipment replacement: maintenance logs, letters documenting unavailability of parts,

EXHIBIT C: FIVE-YEAR EQUIPMENT PLAN

By statute, PTFP applicants must submit "a 5-year plan outlining the applicant's projected facilities requirements and the projected costs of such facilities requirements" [47 U.S.C. 392 (a)]. Beginning with the current year, it is a plan of the stations expected equipment acquisitions for the next five years. Note that It is not a mission statement, and it is not a projection of operating costs. PTFP does not specify the format to be used. Applicants should use as many pages as necessary to provide an adequate response to this requirement; one or two pages are usually enough.

CONSTRUCTION AND PLANNING APPLICANTS SHOULD SUPPLY EXHIBITS D, E, F and G, WHEN APPROPRIATE

MAPS/DOCUMENTATION OF COVERAGE

EXHIBIT D REQUIRED ONLY..

(1) from applications which propose construction of a new broadcast station or distance learning facility; or

(2) from stations claiming to be a sole service station (under Priority 2), *which have significant overlap with other stations in their coverage area.*

Maps of a broadcast station's coverage area should document the number of people receiving service and should clearly identify the number of people receiving "first service" or "sole service".

In the case of distance learning applicants, information should be provided regarding the

number of people to be directly served by the project.

LETTERS OF SUPPORT

EXHIBIT E

APPLICANTS for new broadcast or distance learning facilities

Letters should be submitted to document community support for construction of a new facility or willingness to participate in the project.

Letters of support should NOT be submitted for equipment replacement projects.

DISTRIBUTION AGREEMENTS

EXHIBIT F REQUIRED ONLY..

from applicants who are dependent on another organization to distribute programming to the service area. These usually include:

- (1) cable production and radio/TV reading services when the applicant has been donated or leases a channel/frequency to distribute the programming
- (2) repeater/translator stations rebroadcasting the signal of a station not owned by the applicant.

ELIGIBILITY DOCUMENTS

EXHIBIT G REQUIRED ONLY..

from non-profit organizations which have never received a grant from PTFP. These applicants must provide:

- (1) a copy of their Articles of Incorporation as filed with the state,
- (2) By-Laws, and
- (3) IRS 501(c)(3) non-profit letter or other evidence of non-profit status.

OPTIONAL EXHIBITS

You may submit additional exhibits you believe will be relevant to support the application.

PTFP will NOT accept tapes, cassettes, CD's or other multimedia.

APPLICANTS REQUIRING NEW FCC AUTHORIZATIONS

No grant will be awarded for a project requiring FCC authorization for construction until confirmation is received by NTIA from the FCC that the necessary authorization will be issued.

We urge you to submit applications to the FCC as early as possible, perhaps 60 days prior to the PTFP Closing Date. Applicants submitting copies of their applications to the FCC after the Closing Date do so at their own risk.

It is the applicant's responsibility to submit applications to the FCC so that the FCC has sufficient time to process the application and make the necessary notification to NTIA. For the usual PTFP grant cycle with a closing date in winter/early spring, the final FCC notification usually takes place in mid-summer.

In order for PTFP to evaluate the need for the equipment requested, copies of the following FCC applications (or equivalent engineering data) and licenses relevant to the project must be submitted **with the PTFP application**. This includes applications for permits, construction permits and licenses already received for:

- o Construction of a Broadcast Station or Translator;
- o Microwave facilities (*all* locations marked to correspond with descriptions in the Narrative or other parts of this application);
- o ITFS authorizations; SCA authorizations;
- o Requests for Extension of Time.

Multiple FCC applications/licenses should be separated by divider sheets, identified by tabs, and placed on the back panel of the application folder

or as the last item in the application.

For Studio-to-Transmitter links (STLs), remote pick-up units and satellite uplinks, applicants should include in the PTFP application a copy of the FCC application **as it will be submitted to the FCC, or the equivalent engineering data sufficient to evaluate the equipment request.**

For authorizations where the FCC limits filing of applications to a fixed period of time ("window"), you must include in your PTFP application copies of the FCC applications **as they will be filed with the FCC** if the PTFP Closing Date is before the FCC "window". Once a "window" is opened by the FCC, however, file the application promptly.

You must notify PTFP of the FCC file numbers of all relevant FCC applications as soon as you receive the numbers. If PTFP does not have the correct file FCC number, it may not be possible to complete the necessary PTFP/FCC coordination, and NTIA would be unable to offer a grant to an otherwise worthy applicant. NTIA does not inform PTFP applicants about the status of their FCC applications. Applicants should closely follow their situation at the FCC to assure that the FCC and NTIA are aware of the most recent developments concerning their FCC authorization.

Be sure to file with PTFP any changes made to pending FCC applications during the time your proposal is under PTFP consideration. Also file with PTFP copies of any relevant FCC authorizations, extensions, or other FCC communications during PTFP's consideration of the proposal.

INSTRUCTIONS - PLANNING APPLICATIONS

PLANNING APPLICANTS: Planning applicants must supply the same information and are evaluated on the same criteria as applicants for construction projects, with the following exceptions.

BUDGET: Instead of completing the Equipment page (PTFP-4 Form), planning applicants must provide an itemized budget breakdown for each budget category requested on Section B, item 6 of the SF 424A (Budget Information Form). This breakdown should take the form of a *spreadsheet with accompanying narrative explanation of the proposed expenditures*.

EXHIBITS A, B, AND C Not required from planning applicants

PROGRAM NARRATIVE Respond to the following evaluation criteria; see page 4a for further information regarding the Executive Summary and page limitations.

- a. **Applicant Qualifications:** Identify your organization and demonstrate its ability to complete the requested project and to provide services of professional quality. Describe the current interests and purposes of your organization and their relevance to the proposed planning. Demonstrate that the applicant has the ability to successfully complete the project within the proposed project period.
- b. **Project Objectives:** Clearly state the objectives of the project, and indicate how the proposed project fulfills one or more of the projects described in Section 2301.4 of the PTFP Final Rules. Demonstrate that your organization has the ability to successfully complete the project within the proposed project period. Describe the potential resources of your community that could be mobilized to provide public telecommunications services and what efforts to date have been made to mobilize them, including all planning and needs assessments already accomplished. Briefly describe what public telecommunications services are already available in the proposed project service area. Discuss the range of alternative technologies that might be pertinent to the proposed planning project. Justify a Federal share that is greater than the presumed Federal share for your type of project as presented in the PTFP Federal Funding Opportunity notice announcing the grant cycle.
- c. **Urgency:** Demonstrate the need and urgency for the public telecommunication services in question, and fully justify funding the proposed project during *this current grant cycle*.
- d. **Planning Qualifications:** Discuss the planning process, costs, proposed planners and their qualifications. As an attachment immediately following the Narrative, provide a **TIMELINE** and **STEP-BY-STEP PROCEDURE**. (Note -- This attachment is not subject to the five page limitation.) This attachment should consist of a procedural design that includes the significant projected accomplishments of the planning effort, along with the dates by which each accomplishment is to be completed. (Examples of such project benchmarks might include: the hiring of project personnel; the achievement of organizational and funding targets; the submission of FCC applications [if required]; and the submission of the final draft report and the completed final report.)
- e. **Financial Qualifications:** Discuss the long-term financial plan and demonstrate your organization's ability to raise non-Federal funds for the local match for this application.
- f. **Involvement of Women/Minorities:** Please address the criterion discussed on page 6.