



Federal  
Communications  
Commission

# LPTV, TV Translator, FM Station Reimbursement Program Webinar

Incentive Auction Task Force, Media Bureau  
Federal Communications Commission

August 28, 2019

# Disclaimer

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These slides, prepared by FCC staff, present an unofficial summary of FCC rules, orders, and public notices. Nothing herein is intended to supersede any provision of the Commission's rules, orders or public notices. Should this summary vary from the Commission's rules, orders or public notices, the official documents govern.

# Agenda

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- Reimbursement Program Milestones
- Program Reimbursement Steps
- LPTV/TV Translator Eligibility Requirements and Supporting Materials
- FM Eligibility Requirements and Supporting Materials
- View Reimbursement Form 399
- Q&A – send questions to:  
[ReimbursementWebinar@fcc.gov](mailto:ReimbursementWebinar@fcc.gov)
- Additional Resources



# Reimbursement Program Milestones

## October 15

**FILING DEADLINE** for LPTV/translator and FM Eligibility Certifications Documentation and Estimated Costs (or actual costs)

## March 23

**Congress enacts Reimbursement Expansion Act (REA)**

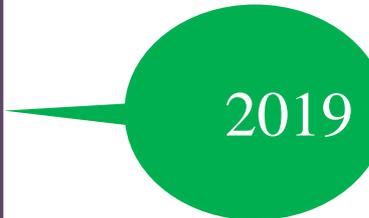
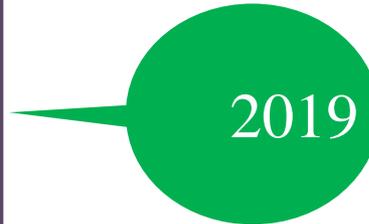
Expanded list of entities eligible for reimbursement for post-incentive auction transition-related expenses

## April 13

**Broadcast Incentive Auction Closes**

Initial Cost Estimates July 13

First Allocation October 16



## August 15

**FCC Public Notice DA-19-774** Low Power Television, TV Translator, and FM Stations Reimbursement Form becomes available

## March 15

**LPTV/Translator/FM Report and Order**

Adopted rules and procedures for reimbursing LPTV, TV translator and FM stations

## April 10-June 1

**Special Filing Window for Displaced LPTV and TV Translator Stations**

# Reimbursement Program Steps

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1. File Reimbursement Form, [FCC Form 2100, Schedule 399 in LMS](#) before October 15, 2019, includes:
  - Eligibility Form
  - Broadcaster Relocation Reimbursement: estimates section (can use actual costs).
2. File Banking Form, FCC Form 1876 in the [Commission Registration System \(CORES\)](#) Incentive Auction Financial Module (CIAFM), at any time. ([Tutorial link](#)).
3. Receive Allocation.
4. Use Reimbursement Form to submit actual costs. Respond to requests for information (RFIs) if necessary.
5. Receive payment(s).
6. Close out using Reimbursement Form.



# LPTV, TV Translator Station Eligibility Requirements

Operating for 9  
months between  
April 12, 2016 and  
April 13, 2017

2 hours per day  
each day of the  
week and not less  
than 28 hours per  
calendar week  
during this period

Filed an application  
in the Special  
Displacement  
Window

Granted a  
Construction Permit

Not reimbursed by  
another entity

Licensed prior to  
April 13, 2017

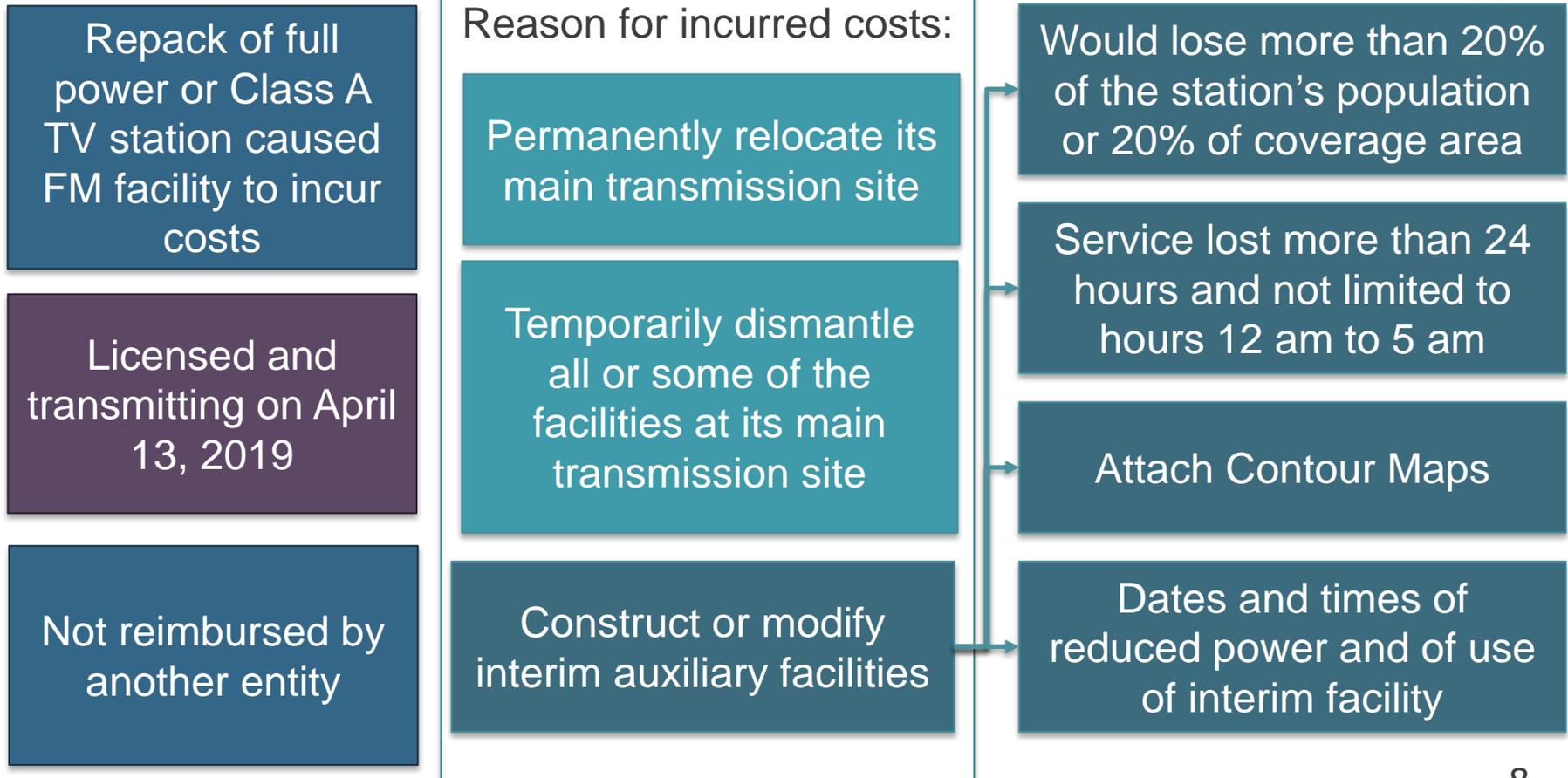
# LPTV, TV Translator Stations Eligibility Supporting Materials

- LMS File Number of Granted Displacement Construction Permit
- Attached evidence the station was transmitting as required
- Certifications subject to criminal penalties
  - Statements and documents regarding Eligibility and Reimbursement are true, complete and correct, material representations, and payments will be used only for approved, incurred expenses

## Preferred Attachments

1. Program Guides
2. Master Control Automation System Logs
3. Programming, Operating Logs
4. Commercial Logs (“As-Run” Logs)
5. Tower/facility rental/leasing agreement;
6. Broadcast agreement;
7. Third-party affidavits
8. Other

# FM Station Eligibility Requirements





# FM Station Eligibility Supporting Materials

- Facility ID for full power or Class A television station causing costs to minimize disruption of service
- For interim or auxiliary facilities attached contour maps, dates and times that evidence the station meets the criteria
- Certifications subject to criminal penalties
  - Statements and documents regarding Eligibility and Reimbursement are true, complete and correct, material representations, and payments will be used only for approved, incurred expenses

## Required

### Attachments

- Contour maps for main 60 and 70 dBu for normal and reduced power with total area and population
- Contour maps for interim 60 and 70 dBu for normal and reduced power with total area and population
- Times silent or reduced power main due to TV repack
- Times transmit from interim due to TV repack



# Select the Facility for Reimbursement

1. Log into LMS with FRN  
<https://enterpriseefiling.fcc.gov/dataentry/login.html>
2. Select Active License for Low Power, Translator, or FM

Federal Communications Commission Licensing and Management System

Applications | Authorizations | Facilities

### Active Authorizations

[View Facility ID's associated with this FRN.](#) [FAQ](#)

To file an application against an active authorization, please click on the file number, then select file an application.

File an Application Facility ID: Select... Find Authorizations: Search

ACTIVE (2) INACTIVE MAIN DTV LICENSE (8) INACTIVE FM MAIN STATION (0)

Showing 1 to 2 of 2

Call Sign	File Number	Submit Date	Facility ID	State	City	Service Code	Authorization Type	Granted Date	Expiration Date
KSCE	0000071608	04/12/2019	10202	TX	EL PASO	DTV	License	04/22/2019	08/01/2022
KGSC-LD	0000059062	08/20/2018	127800	WY	CHEYENNE	LPD	License	08/21/2018	10/03/2022

« First ‹ Prev 1 Next › Last »



# Select the Appropriate Form 399 Section

Federal Communications Commission  
Licensing and Management System  
FRN: 0008529935 | Search | Log Out

Applications | Authorizations | Facilities

Approved by QMB 3060-0837  
September 2014

Reference Copy | FAQ

### LPD License

File an Application ▾

- Modification of License
- Displacement of a License (Schedule C)
- Minor Modification of Licensed Facility
- Form 399 - Eligibility Form**
- Form 399 - Broadcaster Relocation Reimbursement

Licensee

Name: CHANNEL 38 CHRISTIAN TELEVISION  
Title:

Address: 2201 EAST WYOMING AVENUE  
EL PASO, TX 79903  
United States

Phone: +1 (915) 532-8588  
Email: NATHAN.COWAN@FCC.GOV

Contact Representatives

There are 1 contact representatives associated with this application.

Channel and Facility Information

Community of License City: CHEYENNE  
Community of License State: WY

Antenna Location Data

ASR number: 1008318  
Latitude (NAD83): 41°09' 34.5" N+  
Longitude (NAD83): 104°42' 10.8" W

<https://lmuat.fcc.gov/dataentry/secure/form399eligibility/applicantInfo.h...>





# View Eligibility Form

1. Verify Station Information is correct.
2. Add Reimbursement Contact.

FCC Form 399 - Incentive Auction Relocation Reimbursement Fund System

FRN: 0008529935 | Search | Log Out

Applications Authorizations Facilities

FCC Form 399: Eligibility Certification

Approved by QMB 3060-1178  
July 2019

Facility ID : 127800 | Service : LPD | Call Sign : KGSC-LD | Channel : 33 (UHF) | File Number : **1**

FRN : 0008529935 | Eligibility Status : **Not Determined** | Date Submitted :

FAQ Save & Quit

Contact Representatives

Add Contact

At least one Reimbursement Representative Contact type is required.

Showing 1 to 1 of 1

Prev 1 Next

Susan Hansen  
CONSULTANT

Delete Edit

Address: 6868 Vivian St.  
Arvada, CO 80004  
US

Contact Type: Technical Representative  
Company: B. W. St. Clair

Phone: +1 (303) 465-5742  
Email: NATHAN.COWAN@FCC.GOV

Showing 1 to 1 of 1

Prev 1 Next

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APPLICATION SECTIONS

- Applicant Information
- Contact Representatives
- Eligibility Information
- Application Summary
- Certify



# Complete LPTV Eligibility Questions

1. Select the applicable certification statements.
2. Upload documentation.

FCC Form 399 – Incentive Auction Relocation Reimbursement Fund System

Approved by OMB 3060-1178 July 2019

Applications Authorizations Facilities

FCC Form 399: Eligibility Certification

Facility ID : 127800 | Service : LPD | Call Sign : KGSC-LD | Channel : 33 (UHF) | File Number :

FRN : 0008529935 | Eligibility Status : Not Determined | Date Submitted :

LPTV Eligibility Information

Attachments Draft Copy

APPLICATION SECTIONS

- ✓ Applicant Information
- ✗ Contact Representatives
- ➔ Eligibility Information
- Application Summary
- Certify

LPTV/Translator Eligibility

Select LMS File Number of Granted Displacement Construction Permit

File Number	Authorization Type	Service Code	Action
<input type="checkbox"/> There is no Granted Displacement Construction Permit for this facility because this facility has been granted a License to Cover.			

Licensee certifies the following:

- The Station was licensed or had an application for license (FCC Form 2100 Schedule D) pending on April 13, 2017.
- The Station was licensed and transmitting for not less than 2 hours in each day of the week and not less than a total of 28 hours per calendar week for 9 of the 12 months prior to April 13, 2017.
- Licensee has attached true copies of documents or other evidence that demonstrate the Station's operation as described in Section III.1.a.ii.
- Licensee is not requesting reimbursement from the Fund for payments previously received from the Fund or for reimbursement of expenses paid by any other source.

« Back Save & Continue »



# Complete FM Eligibility Questions

The FM process is the same, but the certification questions are different.

Stations will need to submit the list of repacked, full-power or Class-A stations that are disrupting them.

If you are certifying that it is necessary to construct or modify interim facilities, you will be required to document the dates and times you will be off-air or operating at reduced power.

Apps FRN (CORES) JIRA EDOCS ECFS 2 FCC Red Light COALS SQL eCFR WebTA OLA Briefir

Class A television station(s) identified above, the Station is required to (check all that apply):

- Permanently relocate its main transmission site.
- Temporarily dismantle all or some of the facilities at its main transmission site.
- Construct or modify interim auxiliary facilities to avoid unreasonable disruption of broadcast service because without construction or modification of such interim facility because:
  - the Station's primary or existing auxiliary facilities would lose more than 20 percent of the Station's normal covered population or more than 20 percent of its normal coverage area, and
  - Attach contour maps showing 60 and 70 dBu contours from main transmission site for both full-power and reduced-power transmissions, including total area covered for all contours and total population covered for all contours, based on Census Bureau population centroids.
  - Attach contour maps showing the 60 and 70 dBu contours from the interim auxiliary facilities transmission site, and state the area and population covered under both contours.
  - service would be lost for more than 24 hours and service loss would not be limited to the hours 12 AM to 5 AM local time.
- Provide all date(s) and time(s) that broadcast transmissions at the main transmission site are or were required to cease or to operate at reduced power from the Station's primary facility. All date fields should use format: MM/DD/YYYY HH:MM PM

Date From	Date To	Actions
From: mm/dd/yyyy	Select... ▼	Select... ▼ To: mm/dd/yyyy
		Select... ▼ Add Row

- Provide all date(s) and time(s) that broadcast transmissions are or will be made from the interim auxiliary facilities constructed using funds from the TV Broadcaster Relocation Fund. All date fields should use format: MM/DD/YYYY HH:MM PM

Date From	Date To	Actions
From: mm/dd/yyyy	Select... ▼	Select... ▼ To: mm/dd/yyyy
		Select... ▼ Add Row

Licensee is not requesting reimbursement from the Fund for payments previously received from the Fund or for reimbursement of expenses paid by any other source.

« Back Save & Continue »

# Overview of Form 399 Reimbursement

- ▶ Return to the license, and select Form 399 - Reimbursement
- ▶ The Form 399 consists of three main sections – which are displayed in the navigation bar.
  - ▶ Applicant Information
  - ▶ Transition Plan
  - ▶ The Cost Chart
- ▶ Applicant Information and the Transition Plan are designed to be completed once, though they may be revised at any time if the relevant information changes. Once these sections have been completed, users can proceed straight to the cost chart of request reimbursement.
- ▶ Complete the applicant information section.

The screenshot displays the FCC Form 399 Reimbursement Fund System interface. The page title is "FCC Form 399: Incentive Auction Relocation Reimbursement Fund System". The user is logged in as "User:FRN:0018801035". The page shows the "Applicant Information" section for facility KRCA (ID: 703349). The navigation bar on the right lists sections: Applicant Information, Reimbursement Contact Information, Prepare Contact Information, Broadcaster Information and Transition, Antennas, Transmission Line, Tower Equipment and Logging Costs, Outside Professional Services, Other Expenses, Costs, Application Summary, and Certify. Arrows from the text on the left point to the "Applicant Information", "Transition Plan", and "The Cost Chart" sections in the navigation bar.

# Completing the Transition Plan

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- The Transition Plan consists of three sections:
  - An overview narrative of the transition plan,
  - 4 broad categories of expenses related to transmitters, antennas, transmission lines, and towers, and
  - Additional questions relating to outside professional services and other miscellaneous expenses.
- If a broadcaster expects to incur a cost during the transition that is not explicitly described in one of the above sections, each section allows the broadcaster to request reimbursement for “Other Costs Not Listed.”

# Completing the Cost Chart (Estimates)

- The Cost Chart consists of pages for each technology-specific group, and other miscellaneous expenses. Each page has three columns:
  - The Predetermined Cost, if available, from the Cost Catalog
  - The Estimated Cost as entered by user, and
  - The total of Actual Costs submitted for each entry.
- When no Predetermined cost is available, whatever is entered as an estimate will be used, to allow the sub-totals and totals to remain accurate.
- All estimated costs must be completed before a Form 399 may be submitted for the first time. Click “Add” to enter an estimated cost.

Where no predetermined cost estimate is available, any estimate provided will also become the predetermined cost (displayed in italics).

Description	Predetermined Cost Estimate (if available)	Estimated Cost	Actual Cost Information
Auxiliary Transmitter 1	\$12,500.00	\$0.00	\$0.00
- Liquid Cooled Solid State Transmitter 35 kW		Add	Add
60 kW mask filter		Add	Add
Service entrance 3 phase/800 amp/208 volt	\$12,500.00	Add	Add
Sub-total	\$12,500.00	\$0.00	\$0.00
Total for all systems	\$12,500.00	\$0.00	\$0.00

Save & Continue >

APPLICATION SECTIONS

- ✓ Applicant Information
- ✓ Reimbursement Contact Information
- ✓ Preparer Contact Information
- ✓ Broadcaster Information and Transition Plan
- ✓ Transmitters
- ✓ Antennas
- ✓ Transmission Line
- ✓ Tower Equipment and Rigging Costs
- ✓ Outside Professional Services
- ✓ Other Expenses
- ➔ Costs

Application Summary  
Certify

# Completing the Cost Chart (Actual Costs)

- After clicking “Add” under the “Actual Cost” column on the previous page, the Actual Cost Information Details page is displayed.
- To request reimbursement, select “Add Component,” Upload or select an invoice or other documentation (documentation may be used more than once), describe the invoice, and describe the cost being reimbursed.
- Examples of cost components include: deposits, payments for specific parts, partial payments of invoice due, and so on.
- Once all components have been added, click “Save and Continue” to return to the Cost Chart.

KRCA, Facility ID: 703349.

TV Broadcaster Incentive Auction Reimbursement Fund  
Actual Cost Information Details

Description: Liquid Cooled Solid State Transmitter 35 kW | Predetermined Cost Estimate: \$50,000.00 | Est.Cost: \$50,000.00

Attachments Draft Copy

Actions	Description	Amount	Payee	Invoice Date	File Upload	Invoice Type	Invoice Due Date
Edit Remove	Deposit	\$1,000.00	Equipment, INC	07/06/2016	325 Flat File Instructions.pdf	Invoice	07/13/2016
Sub-Total		\$1,000.00					

\* The Sub-total is greater than Estimated Cost. Please provide an explanation for the difference in costs.

Back Save & Continue

APPLICATION SECTIONS

- ✓ Applicant Information
- ✓ Reimbursement Contact Information
- ✓ Preparer Contact Information
- ✓ Broadcaster Information and Transition Plan
- ✓ Transmitters
- ✓ Antennas
- ✓ Transmission Line
- ✓ Tower Equipment and Rigging Costs
- ✓ Outside Professional Services
- ✓ Other Expenses
- ➔ Costs
- ✓ Application Summary
- Certify

## More on Completing Estimates

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- Estimates may be based on quotes, the Cost Catalog, or actual costs incurred.
- To utilize the Cost Catalog prices as an estimate, simply enter the value in the catalog column in the estimate column.
- To utilize a quote for all or part of an estimate, enter the quote values in the appropriate lines, then upload the quote to the “attachments” section of the form.
- To utilize actual costs incurred as all or part of an estimate, complete the actual cost section first, then enter the total amount from each line into the estimate column. The invoices will serve as the documentation for the estimate.
- To submit the form, continue through the certification screens.

# Resuming an In-Progress Form 399

- In-Progress Form 399's will be found under either the "Applications" tab of the LMS Dashboard.
- Additionally, they will be located under the "Saved" or "Submitted" tabs of the LMS dashboard depending on the last actions of the user.
  - If the last action was to "Save & Quit," the 399 will be located under the Saved tab.
  - If the last action was to "Certify" a filing, the 399 will be located under the Submitted tab.
- To resume a 399, click the file number of a "saved" 399, or click the file number and click "continue application" of a "submitted" 399.
  - The file number of a Form 399 will be "Not Assigned" until a filing has been certified and submitted for the first time.

The screenshot shows the FCC Licensing and Management System (LMS) dashboard. The top navigation bar includes "Applications", "Authorizations", and "Facilities". The "Applications" tab is selected. Below the navigation bar, there is a "Saved Applications" section with a yellow warning message: "If your FRN is not associated with any station or applications in our database, please use the Search option to find out what FRN is associated with your station(s)". Below the warning, there is a "File an Application" button and a search bar. The main content area displays a table of applications with the following columns: Actions, File Number, Facility ID, State, City, Service Code, Purpose, Description, Date Created, and Date Saved. The table shows four entries, with the second entry having a File Number of "000007831". A blue circle highlights the "000007831" file number, and an arrow points from the text "click the file number of a 'saved' 399" in the list to this circle. Another blue circle highlights the "Not Assigned" file number, and an arrow points from the text "click the file number and click 'continue application' of a 'submitted' 399" in the list to this circle. The "Applications" tab is also highlighted in the top navigation bar.

Actions	File Number	Facility ID	State	City	Service Code	Purpose	Description	Date Created	Date Saved
Delete	Not Assigned	703349	CA	RIVERSIDE	DTV	Form 399		07/06/2016	07/07/2016
Delete	000007831	703326	CA	RIVERSIDE	DTV	Form 399		06/14/2016	06/14/2016
Delete	Not Assigned	703326	CA	RIVERSIDE	DTV	Form 399		05/04/2016	05/04/2016
Delete	Not Assigned	703326	CA	RIVERSIDE	DTV	Form 399		05/02/2016	05/02/2016

# Questions and Answers

[ReimbursementWebinar@fcc.gov](mailto:ReimbursementWebinar@fcc.gov)

## Panel:

**Jean Kiddoo**

**Hillary DeNigro**

**Jeffrey Neumann**

**Hossein Hashemzadeh**

**Thomas Nessinger**

**Dana Leavitt**

**Thank you for attending**

**Additional information available:**

**[FCC Form 2100, Schedule 399 in LMS](#)**

**[Form 399 Instructions, Resources, and Videos](#)**

**[LMS Help Center](#)**

**[Commission Registration System \(CORES\)](#)**

**[FCC Broadcast Incentive Auction Reimbursement](#)**

**Contact Help:**

**[reimburse@fcc.gov](mailto:reimburse@fcc.gov)**

**202-418-2009**