**Wireless Carrier Instructions & Check List for Site Applications: New and Modifications**

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| **First contact with the PGE Wireless Team:** |
| Email the 90% PCD’s to UAMWireless@pgn.com and CC Scott.Ziska@pgn.com, and request an initial review of the project* The subject line should use the format: [Carrier]\_PCD Review Request\_[Site Name]\_MOD or NEW\_Submittal Date (Example: VZW\_PCD Review Request\_POR Redbird 5\_MOD\_02.27.20)
 |
| Expect a reply within 7 business days advising you to either: * A) Move forward with FCD’s (with no changes to the PCD’s or with the incorporation of minor comments) and submittal of the complete e-mail application package, or
* B) You will receive questions/comments with instructions to send updated PCD’s for a 2nd review
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| **Second contact with the PGE Wireless Team:** |
| Send an email to UAMWireless@pgn.com and CC Scott.Ziska@pgn.com, UAM.Admin@pgn.com with the complete application package. |
| The complete electronic package must include the following, or it will not be deemed complete:[ ]  Stamped FCDs (must include stamped Survey/1A, Final Tower Equipment Inventory Table, PGE map/grid/pole # on T-1 & picture of the pole/tower showing any current attachments)[ ]  Application (please be sure to check the box to indicate for a NEW site or a MOD for a modification to an existing site) & insure that if an exact site address isn’t available, use the closest physical address to the pole on all documents[ ]  The applicable leasing document that will need to be utilized for this site (i.e. new FLA draft, Amendment draft)[ ]  1 ACH payment (see pages 7 & 8 of the PGE Site Lease Application for details):* + - For Small Cell: **$2,350 [$1500 application + $850 structural analysis]**
		- For Foreign-Owned Pole Replacements: **$1,850 [$1,000 application** + **$850 structural analysis]**
		- For Macro: **$2000 (application only; Structural Analysis fees to be assessed later)**
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All application forms, PGE’s Pole Search database, and pole selection criteria can be found here: <https://www.portlandgeneral.com/construction/services-for-wireless-carriers>

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| **Electronic Files:** |
| [ ]  Outline of an application email that contains all required information:**Subject:** [Carrier Name] Application\_[Site Name]\_MOD or NEW\_PGE Pole #**Body of the email:** Please find attached for [Site Name]:* Stamped FCD’s
* Application
* Facilities Lease Agreement (FLA) or FLA Amendment draft (template available; please request if needed)
* ACH notification/information
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 **NOTE: The 15-day timeline for review to approve or deny the project will begin once the application email with required documents attached has been submitted to** UAMWireless@pgn.com **and UAM Billing confirms all required ACH payment(s) have been received.**

**PGE process:**

PGE recognizes the application package as 100% complete upon receipt of the following:

1) The application email containing all required items including attachments

2) Confirmation that the ACH payment has been received by UAM.Billing@pgn.com

Once all documents have been verified and all internal reviews are complete, the carrier & SAQ vendor will receive an email reply with a formal acceptance/approval date.

Once the formal approval has been issued, PGE will move forward with the following:

* Field visit
* Structural analysis
* Notification of make-ready/no make-ready work required
* Issuance of the construction cost estimate or pole change construction estimate (if required)
* Request for an Effective Lease Date (Note: ELD must be on the 1st day of the month and not to exceed 6 months from the date of the request)
* Processing of FLA or Amendment drafts

**General Requirements:**

[ ]  The FCD’s must be stamped (must include stamped Survey/1A, Final Tower Equipment Inventory Table, PGE map/grid/pole # on T-1 as well as a current picture of the pole/tower showing any current attachments)

[ ]  ACH payments must comply with the ACH Requirements Guide for Utility Asset Management Transactions listed on page 3 of this document, or they can’t be processed

[ ]  Separate ACH payments are required for each node for billing & tracking purposes

* Application packages received via e-mail without all required documents will be rejected and the review/approval timeline will restart once the required documents are received
* PGE cannot process any FLA or Amendment for execution until all required jurisdictional permits have been obtained and a copy provided to PGE (PGE’s Contract Administration group will provide instructions on this process once the FLA/Amendment draft is issued)
* It is imperative all equipment information matches exactly on the FCD’s, application and FLA/Amendment document
	+ The **displacement** volume for all equipment must be included on the FCDs

Please reach out to us at UAMWireless@pgn.com with any questions or comments.

**ACH Requirements Guide for Utility Asset Management Transactions**

[ ]  ACH payments should not aggregate payments for multiple sites. One ACH payment per site is required.

[ ]  Please send ACH Notification email to UAM.Billing@pgn.com in advance of ACH submittal indicating payment details:

[ ]  \*\*\*\*\* Carrier Site Name\*\*\*\*\*\* *(Very important)*

[ ]  What the payment is for (i.e. Application, Structural Analysis, Rent, Construction)

[ ]  Invoice number if applicable

[ ]  Remittance ID, also please include associated Remittance ID for application fees on the associated “Site Lease or Modification Application” form