

AICC Appeals Procedure for AWIN Applicants

Required Outcome(s):

This process provides an avenue to appeal a decision for AWIN applicants.

Procedure:

The applicant must make a written request within 60 days of notification of ineligibility. This must include:

- Original application
- Date of action being appealed
- Action being appealed
- Justification for appealing the action
- Any other pertinent information

After receiving the request, AWIN Management will put together a packet for the AICEC. This will include:

- Supporting documentation gathered during original review process, which may include:
 - Grade of Service
 - AWIN Operations review of application
 - Executive Summary
 - Any pertinent information supplied by the applicant agency
- The original application
- The action by AWIN Management
- The reason for the action
- The appeal and all associated documentation

The AICEC will be notified that there will be an appeal review during the next monthly meeting. The appeals packet will be sent to the Arkansas Interoperable Communications Executive Committee (AICEC) prior to the meeting so they may have time to review the materials. In addition, the appealing agency will be notified that the AICEC will review the appeal.

At the review, a representative of the applicant agency may be present to answer any questions that the committee may have. Discussion of the action will include only the AICEC. The AICEC will reach a decision in a timely manner.

The appeal may result in the following actions

- The request may be approved
- The request may be disapproved
- Additional information may be requested
- The request may be tabled for further discussion

At the time the AICEC renders their opinion, the appeals process is complete.

Controls and Measures:

- An applicant agency has a venue to appeal an action taken by AWIN Management
- The appeal process is published
- A timeline for appeals is established
- All participants are represented

Responsibility/Assignment Summary:

- AWIN Management
 - Receives appeal request
 - Gathers documentation for appeal
 - Creates packet for AICEC
 - Notifies AICEC and appealing agency of review
 - Notifies appealing agency of appeal results
- AICEC
 - Review appeal
 - Render decision
- Applicant Agency
 - Submit written appeal within 60 days of assessment by AWIN Management
 - Supply any additional documentation requested by the AICEC to assist with appeal review
 - Remain available to answer questions pertinent to appeal
 - Abide by the final decision of the AICC Executive Committee