

NPSPAC REGION 43 REGIONAL REVIEW COMMITTEE

APPLICATION REVIEW PROCEDURES

As Modified September 21, 1994

PURPOSE

The purpose of these Procedures is to outline the material to be included in an application for frequencies covered by the Region 43 Plan and to explain the Regional Review Committee's application review processes. It is intended as a guide to allow Applicants to make sure their initial application package is complete so it can receive timely treatment by the Regional Review Committee (RRC).

MATERIAL TO BE PROVIDED IN A COMPLETE APPLICATION PACKAGE

It is the practice of the RRC to have all the Committee members evaluate every application for its technical merit and conformance to the Plan. Therefore, each Applicant must submit the original and eleven (11) copies of the following material to either the Western Washington or the Eastern Washington APCO Frequency Advisor, depending on the location of the Applicant. This material must be submitted by one of the two Filing Window deadlines specified in the Plan (March 31 or September 30). Each of the 11 copies are to be packaged in an envelope suitable for mailing with proper first class postage affixed. Do not seal or attach address or return address labels to these envelopes. The Frequency Advisor will distribute the material to Committee members prior to the Filing Window deadline or within 5 days of the deadline if the application package is received on the deadline.

The Application package should include:

1. Properly completed license application forms (FCC Form 574 and APCO Form FDR-3).
2. A system coverage exhibit which consists of one or more maps or overlays showing the computer calculated 5, 25 and 40 dBu coverage contours for each proposed site in the application. These exhibits should also clearly show the boundaries of the Applicant agency's geo-political boundaries or the service area, whichever is larger, and any County boundaries within the exhibit. It is preferred that all maps or coverage contour overlays should be presented on 1:250,000 scale USGS maps, but 1:500,000 scale or larger USGS maps and overlays can be used if necessary to depict the coverage areas. All maps shall include a title block indicating the following:

- name of the Applicant agency,

- the name of each site identified on the map and each site's;

latitude, longitude and elevation,

the height of any support tower or structure at the site,

the height above ground level of the transmit antenna, and the antenna's height above average terrain, and effective radiated power.

Also included must be a description of the patterning of the proposed antenna system and the specification sheet(s) for the proposed antenna(s).

When necessary, the Frequency Advisors will use the Bullington inflection method and the 30 second elevation data base to confirm an application's coverage predictions. Propagation will be calculated at the 95% level with 5 degree radials and elevations calculated at .2 mile increments on each radial. A factor of 12 dB will be included to account for foliage and urban clutter.

- 3. A complete implementation schedule for the proposed system.**
- 4. A funding statement or resolution signed by the governing council, agency, executive or appropriate official with authority indicating that sufficient funds are available or will be made available to meet the proposed implementation schedule.**
- 5. Proposed loading of each frequency requested.**
- 6. A list of all existing frequencies, and their use, that are licensed to the Applicant requesting the new frequencies. Also any frequencies you plan to give back and the schedule when they will be available.**
- 7. A statement on how the Applicant will support the National Interoperability and State-wide Tactical channels.**
- 8. A narrative discussing any difference between the Applicant's service area and the predicted system coverage area and what steps will be taken to eliminate interference to other jurisdictions.**
- 9. A daytime telephone number of a person or persons who can answer technical and/or administrative questions about the application.**
- 10. Any other material required by FCC or APCO rules to make the application complete.**

The Frequency Advisor will review the application package to assure that it is complete. Incomplete applications will be returned to the Applicant. Complete application packages will be date stamped and the 11 stamped envelopes will be used to forward copies of the complete application package to the full Committee for review.

APPLICATION REVIEW PROCESS

Upon receipt of an application, each Committee member will begin to evaluate the information. Three members of the Committee are specifically designated as an application review sub-committee. These three individuals, along with the zone representative of the zone in which the Applicant is geographically located, will begin a detailed review of the application and supporting documents. Specific concerns, questions and comments from Committee members will be directed to the chair of the review sub-committee so these issues can be incorporated into the overall review of the application.

During the review of an application it may be necessary to request further information and clarification from the Applicant and/or from other interested parties. This may be as simple as the exchange of written material or may involve one or more appearances before the Committee to further explain various aspects of the proposed system. The goal of this interactive process is to assure that the committee has all the information it needs to render a fair decision on the application.

After there has been adequate time for the full Committee to consider all applications on hand and, if necessary, for subsequent meetings to be held with the Applicant and/or other interested parties to collect information to better evaluate the applications, the Chair of the RRC will convene a meeting of the full Committee to consider and act on all applications on hand. This meeting will be set on or before the action deadline established in the Plan for the particular Filing Window (May 31 or November 30). The Applicant and any other interested parties will be encouraged to attend this meeting to be able to answer further questions or provide additional information.

The technical review sub-committee will report on their findings. This report will include a recommendation for either Approval as submitted, Approval if certain modifications are made to the application, or Disapproval. Any recommendation for Disapproval must be accompanied with an explanation of the specific aspects of the Plan that were not conformed to and any other reasons for the disapproval recommendation. In situations where there is no competition for available channels, the Committee will base its decision for approval or disapproval on the conformance of the application to the Plan.

In situations where there are applications for more than the available number of channels, the Committee will still base their decisions on conformance to the Plan, but the Committee will also use the weighted criteria outlined in Plan Section III-Implementation and Procedures, Subsection D - Application Filing Windows and Criteria for Prioritization. Points will be assigned in the following manner:

All competing applications will be evaluated for their demonstration of merit in each of the criteria and point values will be assigned based on the comparative information for each criteria. For example, the application that exhibits the highest demonstrated immediate need to protect life and property will be assigned 6 points. The application with the next highest demonstrated need will be assigned 5 points and this process will continue with descending point assignments as needed. In the event that the Committee feels there is an equal demonstration of need more than one application may be assigned the same value.

The same approach will be used for each of the other criteria until each application has been evaluated against all the criteria. An accumulated total point value will be determined for all applications and the applications will then be rank ordered based on these point totals.

Once the applications are rank ordered the Committee will attempt to assign as much of the requested channel capacity to the highest ranked application while still attempting to meet at least a portion of the needs of lower ranked applications. During this process the Committee will continue to work with all competing Applicants to attempt to find system implementation approaches that will allow all Applicants to meet their needs.

In either of the above situations, the quorum of the Regional Review Committee attending the meeting will be polled by its Chair and the results will be documented. If the application is Approved, the Chair will inform the Frequency Advisor of the results and the Frequency Advisor will forward the original application package to APCO for further processing.

If the Committee agrees with a recommendation to approve an application if certain modifications are made, the Chair of the RRC will write a letter to the Applicant outlining the changes required and facilitate getting the corrected information to the application review sub-committee. When this sub-committee is satisfied that the appropriate changes have been made, they will inform the Chair of the RRC who will document the results and advise the Frequency Advisor who will forward the corrected original application package to APCO for further processing.

Any application that is disapproved will be returned to the Applicant with a letter from the Chair of the RRC explaining why the application was disapproved and explaining the Applicant's right to re-apply in the next Filing Window or to appeal the decision.

APPEAL PROCESS

If the Applicant is not satisfied with the decision of the Regional Review Committee, they can request that the Chair of the RRC call a meeting of the RRC to consider an appeal. The Committee will take testimony and/or written material from the Applicant and other interested parties. Based on this, the RRC will vote to either uphold its original position or to modify that position. All appeals shall be heard and ruled on within 45 days of the date the appeal is received by the Chair.

If the Applicant is not satisfied with the decision of the RRC, they may appeal that decision directly to the FCC.

During the appeal to the FCC, the Committee may receive an application in the subsequent Filing Window for frequencies that are in competition for frequencies under appeal. If this occurs the latter Applicant will be advised that the frequencies in question are currently under appeal and that the RRC will not be able to act on the application until the appeal is resolved. The Chair will work with the Applicant to determine if other frequencies can be used to fill their needs so that their application can proceed without being delayed by the pending appeal. If the latter applicant decides to leave their application on file until the end of the appeal, their application will be dealt with in the next Filing Window.

A text-only copy of the Region 43 NPSPAC Plan and a current copy of these Procedures will be maintained on two local Bulletin Boards for use by all interested parties. The Northwest Chapter APCO Bulletin Board can be reached at 206-438-7396. The Western Washington Cooperative Interference Committee (WWCIC) Bulletin Board can be reached at 206-621-9773.