

**ARKANSAS WIRELESS INFORMATION NETWORK**

**NEW PROJECT APPLICATION**

All Applicants must understand and agree to the following responsibilities:

**AWIN Responsibilities:**

1. Provide continuous (24 hour, 7 days a week) system access from the tower and infrastructure. Exceptions may apply.
2. Provide technical assistance with application procedures, creation of talkgroups, operational problems and other follow up procedures as required.
3. Provide technical assistance and support during project kick-off meetings and acceptance testing.
4. Provide for maintenance of infrastructure equipment that is integrated into the AWIN system.
5. Provide Memorandum of Understanding (MOU) as needed.

**User Responsibilities:**

1. To be familiar with and comply with all applicable rules and regulations of the Federal Communications Commission.
2. To comply with all rules, regulations, and directives of the Arkansas Wireless Information Network (AWIN) and the State of Arkansas, who operate and manage the Statewide Digital Trunked Radio System (DTRS).
3. To provide security for the radio equipment, to prevent operation by unauthorized personnel, and to properly train authorized personnel in proper radio procedure.
4. To comply with all technical standards, and to purchase and operate only that equipment that has been designated and approved by AWIN and the State of Arkansas for use on the system.
5. Maintenance and repair of subscriber units and dispatch equipment is the sole responsibility of the User*.*
6. All FCC rules and regulations shall be adhered to by the User at all times, including breaks during long term transmissions.
7. A talkgroup “owner” may not give away or transfer a talkgroup to another entity, nor grant permission o another entity to use its talkgrup full-time as a primary source of communication. (See AWIN Dedicated Talkgroup Policy, 2.2.)
8. No use of profanity is permitted by User or its designated assigns.
9. User shall submit to AWIN their contact information, a list of the serial numbers and aliases for all radios utilizing the services.
10. If the project includes the use of portable radios, you certify that AWIN coverage is adequate for your needs.
11. User shall notify AWIN immediately upon discovery if there is any change in their radio inventory, including but not limited to lost/stolen devices, additional devices activated utilizing the service, and including devices no longer active on AWIN.
12. User shall work with AWIN Operations staff to identify or develop the proper talk group template in order to forward the mission of the User, without negatively impacting the AWIN system.
13. User understands these talk group templates will include the AWIN interoperability talk groups, as detailed in the AWIN Basic Interoperability Template (ABIT) found on [www.AWIN.Arkansas.gov](http://WWW.AWIN.Arkansas.gov).
14. User shall be responsible for the proper use of each radio subscribed to AWIN. Proper FCC and AWIN radio protocol shall be followed at all times (e.g., utilization of plain language, transmission breaks during lengthy traffic, deferral to emergency traffic, etc. Frequencies and bandwidth that support AWIN are at a premium, use of the system is for approved AWIN users only. Telephone should be utilized for other traffic). Procedures and policies may be found on the AWIN Website [www.AWIN.Arkansas.gov](http://WWW.AWIN.Arkansas.gov).
15. User agrees that AWIN maintains the right to audit its list of radio users at any time.
16. Approval of additional radio units above the projected expansion will require a New Project Application. The Grade of Service Report assures that the additional devices will not adversely affect current communications on the AWIN system.
17. If it is determined by AWIN that the addition of channels and/or frequencies is necessary in order to accommodate the additional radio units, AWIN may require additional infrastructure equipment. User shall be responsible for all equipment and installation costs associated with the system infrastructure upgrade.
18. If the request is for a first time user of AWIN, AWIN Training staff will coordinate training upon approval of the project. Training must be completed no more than 3 months of implementation. User training should coincide with Users receiving their radios. Exceptions must be approved by AWIN Management.
19. Provide an Alias for each radio, preferably consistent with the AWIN Alias Naming Standard. The Alias naming standard can be found on the AWIN website [www.AWIN.Arkansas.gov](http://WWW.AWIN.Arkansas.gov).
20. **Provide a Continuity of Operations Plan for your communications system.**

I acknowledge that I have read and agree to the responsibilities above:

**Agency Signatory:**

Print Name: Click here to enter text.

Title: Click here to enter text.

Signature: Date: Click here to enter a date.

Date of Application: Click or tap here to enter text.

Applicant Agency: Click here to enter text.

Mailing Address: Click here to enter text.

City: Click here to enter text. County: Click here to enter text. State: Click here to enter text.

Zip: Click here to enter text.

Agency Contact Name: Click here to enter text. Contact Job Title: Click here to enter text.

Contact Telephone Number: Click here to enter text.

Contact Mobile Number: Click here to enter text.

Contact email Address: Click here to enter text.

What is the Agency’s geographical area of operation? Click here to enter text.

Does the agency meet the minimum requirements to be considered NIMS (National Incident Management System) compliant? [ ] Yes [ ]  No

Is the agency a current AWIN user? [ ]  Yes [ ]  No

If yes, what is the total number of radios you have on the AWIN system as of the date of this application?

Click here to enter text.

If yes, is AWIN your primary communication system? [ ]  Yes [ ]  No

Will the radios be bought using Homeland Security funds? [ ]  Yes [ ]  No

If so, what grant: SHSGP / LETPP / Other Grant Click here to enter text. Grant Year Click here to enter text.

**Project Description**: Please describe briefly the purpose and scope of your project. The project scope statement should provide a common understanding of the project’s major objectives.

Click here to enter text.



**Radio Section**

How many radios is the agency requesting to add to AWIN? Specify below:

Number of Portable Radios: Click here to enter text.

Mobile Radios: Click here to enter text.

Desktop & Consolettes: Click here to enter text.

Are any of the above radios to be cached [ ]  Yes [ ]  No If so, how many? Click here to enter text.



Radio Brand/Model Type: Click or tap here to enter text.

AWIN-Authorized Radio Programmer: Click or tap here to enter text.

**Talkgroup Section**

The AWIN Basic Interoperability Template (ABIT) will be programmed into every radio. Are you requesting creation of new talkgroup(s) for your agency? [ ] Yes [ ] No

If yes, how many **new** talkgroups? Click here to enter text.

Please name or describe the new talkgroups to be created:

Is your agency planning to request permission to program any other agencies’ talkgroups for which your agency has not already obtained permission? [ ] Yes [ ] No

If yes, please name the planned requested talkgroups:

Click here to enter text.

*Please note that in order to program another agency’s talkgroup into your radio, you must obtain an AWIN Talkgroup Permission Agreement, signed and furnished by the Talkgroup Owner’s Agency. A copy of this Agreement must be provided to AWIN for documentation.*



**Current Communications System Section (Disregard if AWIN is already your Agency’s primary communication system.)**

**Information about your current communications system**:

Is your current communication system UHF or VHF? Click here to enter text.

Is your current communication system conventional or trunked? Click here to enter text.

If you own your current communication system, how many tower sites are used as part of it? Click here to enter text.

Do you own any gateway equipment? [ ] Yes [ ] No

If so, please describe your gateway equipment: Click here to enter text.

How many users on your current system? Click here to enter text.

How many channels or frequencies is your agency using to operate currently? Click here to enter text.

Will your agency vacate your legacy system once you join AWIN? [ ] Yes [ ] No

When does your current license expire? Click here to enter text.



**TERMINATION:** AWIN Management and Operations may deactivate a user’s radio if the user has proven non-compliance with this agreement. Deactivation will occur only after all other measures have been utilized and the user has been fully informed of the deactivation. No user will be deactivated without prior notification of the authorized agency supervisor.

**SIGNATURES:** Two different signatures from the Applicant Agency are required to validate this request.

***Agency Signatory:*** *The person responsible for oversight of the Agency, such as the Police Chief, Fire Chief, County Sheriff, Emergency Manager, Chief of Campus Police (for a university), etc.*

***Authorized Signatory:*** *The person with legally binding authority over the Applicant Agency. For city government, the Mayor; for county government, the County Judge; for a university or hospital, this may be the Chancellor, President, Chair, Operations Manager, etc. For private entities, or if clarification is needed, please contact AWIN.*

**By signing below, you certify that the agency representative has read the responsibilities section of the instructions; that the agency agrees to abide by said responsibilities; that the agency has tested portable radio coverage and coverage is adequate for the agency’s needs.**

**Agency Signatory:**

Print Name: Click here to enter text.

Title: Click here to enter text.

Signature: Date: Click here to enter a date.

**Authorized Signatory:**

Print Name: Click here to enter text.

Title: Click here to enter text.

Signature: Date: Click or tap here to enter text.



**Submit to:**

**AWIN.Applications@adem.arkansas.gov**

Arkansas Division of Emergency Management

**ATTENTION: AWIN**

Camp Robinson, Building 9501

North Little Rock, AR 72199

Application Assistance: 501-683-0491

AWIN Operations: 501-683-1798

ADEM Main: 501-683-6700

**Relevant AWIN Policies:**

AWIN New Project Instructions and Responsibilities

Acceptable Use Policy

AWIN Talkgroup Permission Agreement