



## LETTER OF UNDERSTANDING FOR APPLICANT/CANDIDATE AGENCIES

The \_\_\_\_\_ hereby agrees, in changing to Applicant and/or Candidate Agency status, to conduct and complete the self-assessment process in the pursuit of accreditation through the Center for Public Safety Excellence (CPSE), Inc. and the Commission on Fire Accreditation International (CFAI).

### I. Policies and Procedures

The Agency also agrees to abide by the policies and procedures of the CPSE, Inc. and CFAI and return all documentation, and information pertinent to the self-assessment and accreditation process.

### II. Payment of Fees

The Agency agrees to adhere to and comply with the following payments and costs:

#### A. Applicant Agency Status

Agencies seeking applicant agency status are invoiced a fee, based on the size (population) of your community. Applicant agency fees can be found on our [website](#). Invoicing will happen once CPSE receives the signed Letter of Agreement and the CFAI Application Form.

#### B. Candidate Agency Status

Agencies converting to candidate status are responsible for all fees associated with bringing a 3-6-person peer team to their jurisdiction to verify and validate documents. Additionally, the agency will be responsible for travel costs for the peer team leader to travel to the commission hearings to represent the agency. Fees associated with this process are outlined by the CPSE, Inc. Such fees shall include:

1. Costs of travel for peer assessors assigned to the site visit. All travel costs shall be paid by the Agency and shall not be handled as a reimbursement to team members.
2. Costs of meals and expenses in accordance with CPSE policy. Unless such undocumented costs exceed \$600 per individual, an IRS-1099 form shall not be issued.
3. Costs of lodging for peer assessors assigned to the site visit. All lodging shall be arranged and paid by the Agency and shall not be handled as a reimbursement to team members.
4. Costs of travel for the Team Leader or designated representative to attend the Commission meeting and present the Agency for accreditation.

Such costs shall include travel to and from the Commission meeting, lodging for two nights, and per diem in accordance with CPSE policy.

### III. Non-Refundable fee

The Agency understands that the change to Applicant Agency status will only be made upon receipt of the full payment of the Applicant Agency Fee and that fee is non-refundable.

### IV. Training and Participation

The Agency also agrees that it shall adhere to the following training and participation standards:

- A. An accreditation manager shall be required during the period that the agency seeks and is accredited by the commission. The accreditation manager shall, at a minimum, have successfully completed the 3-day Quality Improvement Through Accreditation workshop followed by the CFAI Peer Assessment Webinar workshop offered by the CPSE before becoming an applicant agency.
- B. The agency shall also agree to participate in the accreditation process by providing one qualified peer assessor to conduct site visits at least once every two years.
- C. The agency agrees that it has read, understood, and will comply with all policies and procedures as promulgated by the CPSE and CFAI.

### V. Receipts

The agency shall also indicate if it desires team members to itemize associated costs with receipts or whether it will be utilizing reimbursement in accordance with the policies of CPSE. **(Check One)**

- The Agency will require receipts and itemized expenses: \_\_\_\_\_
- The Agency will NOT require receipts and itemized expenses but instead will reimburse in accordance with CPSE policy: \_\_\_\_\_

Signed:

---

*Chief, CEO or Chief Administrative Officer of Agency*

*Date*

---

*City/County Administrator or Representative of Authority Having Jurisdiction*

*Date*

---

*CFAI Program Director, Center for Public Safety Excellence*

*Date*