



LETTER OF UNDERSTANDING FOR APPLICANT/CANDIDATE AGENCIES

The _____ hereby referred to as the "Agency" agrees, in changing to **Applicant and/or Candidate Agency** status, to conduct a transparent and factual self-assessment of their organization and complete the process in the pursuit of Accreditation from the Commission on Fire Accreditation International (CFAI) and the Center for Public Safety Excellence (CPSE), Inc.

I. Policies and Procedures:

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

II. Payment of Fees:

The Agency agrees to comply with the following all policies related to payment and cost of the process:

i. Initial (first time) Applicant Agencies:

Agencies seeking Applicant agency status will be invoiced their agency fee once CFAI receives official notice and completion the agency's executed Letter of Understanding. The accreditation fee is based on the population of the service area at the time of document submission.

Invoicing for the Applicant fee will happen once CPSE receives the signed *Letter of Understanding* and the *Agency Application and Information Form*. Agencies seeking CFAI Accreditation for the first time will be charged this fee one-time, and then will be invoiced annually one-fifth this amount to continue their status with CFAI. All accreditation fees, or portions of any fee, are non-refundable. A first-time agency will receive an expiration date 18 months after the date of payment of their initial Applicant agency fee.

ii. Candidate Agency Status:

Agencies converting to Candidate agency status are responsible for all travel costs associated with the peer assessment team. Additionally, the agency will be responsible for travel costs for the peer assessment team leader to attend in person the CFAI

hearing to present the agency. Minimum costs per person associated with this process are outlined by the CPSE, Inc. Such fees shall include:

- 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 reimbursement to team members.
- 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.
- Costs of lodging for peer assessors assigned to the site visit. All lodging shall be arranged and paid for by the Agency and shall not be handled as reimbursement to team members.
- Costs of travel for the peer 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 hearing, lodging for two nights, and per diem, in accordance with CPSE policy.

iii. Non-Refundable Payments:

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

iv. Agency Training and Participation:

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

- The agency must formally identify an individual as the agency's accreditation manager. The accreditation manager shall, at a minimum, have successfully completed the **Quality Improvement for Fire and Emergency Services (QIFES)** workshop, followed by the **Peer Assessment Workshop**, before becoming an Applicant agency.
- 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.
- The agency agrees that it has read, understood, and will comply with all policies and procedures as promulgated by the CPSE and CFAI. All documents are found on the Accreditation Manager's SharePoint page.

v. Receipts:

For the purposes of managing the peer assessment site visit, the Agency must indicate here if it desires the peer team members to itemize associated costs with receipts, or whether it will be utilizing the cost reimbursement process, in accordance with the policies of CPSE.
(Please Check One Option)

- 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:

Fire Chief, CEO or Chief Administrative Officer of Agency *Date*

Chief Financial Officer or Purchasing Officer (Agent) *Date*

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

CFAI Program Manager, Center for Public Safety Excellence *Date*