



## LETTER OF UNDERSTANDING

### APPLICANT & CURRENTLY ACCREDITED AGENCY FEES & PEER ASSESSMENT PROCESSES

The \_\_\_\_\_ hereby referred to as the “agency” agrees 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. 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.

#### **New Applicant Agency:**

Agencies who desire to become applicants for CFAI accreditation for the first time will be required to complete this form and submit the associated fee as approved by the CPSE Board of Directors. Once the invoice process has been completed the agency will be designated as an Applicant agency for a period not to exceed eighteen months.

#### **Returning Accredited Agencies:**

Agencies who desire to continue with their Accredited status will be required to complete this form and will have submitted their four previous year’s Annual Compliance Reports (ACR) and have satisfied their annual accreditation fee requirements.

#### **Peer Assessment Process:**

Knowing that the process that leads to a recommendation of Accreditation includes an on-site validation and verification of the agency’s operations, a team of qualified peer assessors will be required to visit the agency’s location. In addition, the peer team leader will be required to present the findings of the peer assessment to CFAI Commission to complete the agency peer assessment process.

#### **I. Payment of Accreditation Fees and Expenses:**

The Agency agrees to comply with the following processes related to payment of fees and cost of the peer assessment process:

- Initial (first time) Applicant Agencies:

Agencies seeking Applicant agency status for the first time will be invoiced their agency fee once CFAI receives official notice and completion of the agency’s executed Letter of Understanding.

The Agency understands that the change to **Applicant Agency** status will only be made upon receipt of the full payment of the fee.

- Continued (renewal) of Accredited status:

Agencies desiring to continue their accredited status will have been invoiced annually for 1/5<sup>th</sup> of their accreditation fee since becoming accredited. Both the agency's accreditation fees, and the successful submission of the agency Annual Compliance Report (ACR) are required for continued accredited status.

- All fees, or portions of any fee paid, are non-refundable.
- Peer Assessment Team Site Visit and Team Leader Presentation Expenses:

Agencies are responsible for all costs associated with the peer assessment team site visit. These costs will include, but are not limited to, airfare, baggage, parking, ground transportation, housing, meals, and incidental expenses.

The agency will also be responsible for the costs associated with the presentation of the peer team report to the Commission. These expenses will not exceed travel and two nights at the assigned hotel, two days of per diem, and any associated travel and ground transportation expenses. If the peer team leader is presenting more than one agency at the hearings, these expenses will be divided equally among the represented agencies.

CPSE will manage all travel arrangements for the site visit through the CPSE contracted travel company. The agency also agrees to be billed for the peer team visit and later, the appearance of the team leader before the commission. The invoice(s) will be sent to the agency within 14 days of the completion of the site visit and seven days from the presentation by the Team Leader at the Commission hearing. Payment is expected upon receipt. All CPSE payment policies will apply to these invoices.

The current Government Services Association (GSA) for meals and incidental expenses, <https://www.gsa.gov/travel/plan-book/per-diem-rates> will be used to determine the associated anticipated rates for travel, hotel and lodging. The agency is expected to select the most appropriate lodging location and advise CFAI staff so that appropriate reservations can be made.

The agency is expected to have exercised their purchasing processes so as not to cause any delays in payment of the one-invoice. Purchase Orders are not recommended for use as payment. Any delays caused by the issuance of a Purchase Order in-leu-of payment under this Letter of Understanding will be considered in calculating any late penalties.

Local services contracts, and other forms of payment, are not applicable to this agreement.

- Peer Assessor / Accreditation Manager Training Requirements:

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.

- Agreement:

The signatory to this **Letter of Agreement** attests that they have read, understood, and will comply with all policies and procedures as mentioned herein.

Please Sign:

\_\_\_\_\_  
*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*