



LETTER OF AGREEMENT FOR ACCREDITATION

The _____ hereby agrees, in changing to Applicant Agency status, to conduct and complete the self-assessment process in the pursuit of accreditation through the Center for Public Safety Excellence, 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 Center for Public Safety Excellence, Inc. and return to the CPSE any and 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. To pay the fees associated with the accreditation process as outlined by the Center for Public Safety Excellence, 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 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 taken the Self-Assessment, Standards of Response Coverage (basic) and peer assessor workshop offered by the Commission.
- B. The Agency shall also agree to participate in the accreditation process by registering with CFAI at least one individual for site visits and who has taken the classes in IV (A) along with the Peer Assessor classes.
- C. The Agency agrees that it has read, understood, and will comply with all policies and procedures as promulgated by the Commission and its parent Corporation.

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 Manager, Center for Public Safety Excellence *Date*