

**LETTER OF UNDERSTANDING BETWEEN
SEQUIM POLICE DEPARTMENT AND CLALLAM COUNTY SHERIFF'S OFFICE
FFY 14 STONEGARDEN GRANT PROGRAM**

The Clallam County Sheriff's Office has received an award from the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) through a contract with the Washington State Military Department (#E15-239). The funds are to enhance the capability of state and local units of government to prevent, deter, respond to, and recover from catastrophic and/or terrorist events through the FFY14 Operation Stonegarden Program. The funding is being provided to enhance law enforcement preparedness and operational readiness along borders of the United States.

As the Clallam County Sheriff's Office is the award sub-recipient, it is their responsibility to report activity required by the award on such reporting forms as required for reimbursement. This Letter of Understanding (LOU) is made to describe the funding award that shall be passed on to your agency upon receipt of approved reimbursement requests and completed reporting form. The parties understand the funding amounts allocated in this LOU may be altered with an email signifying agreement by both parties.

Sequim Police Department (SPD) shall receive a maximum award amount of \$9,000.00 for allowable overtime, and mileage approved under the FFY14 Stonegarden Grant Program. SPD will be reimbursed for direct costs only of overtime and fringe benefits based on SPD established overtime guidelines and policies, not to exceed \$8,800.00. SPD will be reimbursed at the federal rate of \$.575 cents per mile, not to exceed \$200.00. Any other mileage submitted at a higher rate will be reimbursed pending approval by FEMA. No reimbursements will be made for expenditures other than approved equipment, overtime or mileage.

SPD shall abide by all terms and conditions passed on to Clallam County Sheriff's Office as per SPD agrees to complete all reporting required by Washington State Military Department and Clallam County Sheriff's Office and deliver that form by the deadline that shall be set by the Sheriff's Office.

The Clallam County Sheriff's Office reserves the right to transfer funding under this LOU to other partner agencies if not used by Sequim Police Department during the grant period.

This LOU does not affect previous agreements between SPD and the Clallam County Sheriff's Office. The life of this LOU is dependent on the continuation of the award from Washington State Military Department. At present, the award commenced September 1, 2014 and ends July 31, 2016.

It is further understood that SPD must submit an invoice along with pertinent reimbursement details to the Clallam County Sheriff's Office and that Clallam County Sheriff's Office will reimburse SPD upon receipt of funds from Washington State Military Department and that payment may take up to 90 days from the date of the invoice.

William L. Benedict
William L. Benedict, Sheriff

Date 8-27-2015

William Dickinson
Sequim Police Department

Date 8-31-15