FEDERAL BUREAU OF INVESTIGATION
Southeast Washington Safe Streets Task Force
Cost Reimbursement Agreement

SWSSTF File No.: 281D-SE-C93759

Pursuant to Congressional appropriations, the Federal Bureau of Investigation (FBI) receives authority to pay overtime for police officers assigned to the formalized Southeast Washington Safe Streets Task Force (SWSSTF), as set forth below, for expenses necessary for detection, investigation, and prosecution of crimes against the United States. It is hereby agreed between the FBI and City of Toppenish Public Safety Division of Police and Fire (TPD), located at 516 W 2nd Avenue, Toppenish WA, Taxpayer Identification Number 91-6001286 and Telephone Number: 509-865-1629, that:

    1.   This Agreement is entered into pursuant to, and as an annex to, the FBI SWSSTF Memorandum of Understanding (MOU) signed by the City of Toppenish City Manager on April 14, 2025, and shall be read and interpreted in conformity with all terms of that document.

    2.   Commencing upon execution of this Agreement, the FBI will, subject to availability of required funding, reimburse TPD for overtime payments made to officers assigned to and working on SWSSTF related matters.

    3.   Requests for reimbursement shall be made on a monthly basis utilizing the United States Department of the Treasury Invoice Processing Platform (IPP) software system and shall be submitted to the FBI Seattle Field Office immediately after the first of the month which follows the month for which reimbursement is requested. The reimbursement request shall be approved by the appropriate Supervisor (or their designee) at TPD prior to the invoice submission in IPP. The invoice submitted in IPP will automatically route to the FBI SWSSTF personnel for their review, approval, and processing for payment.

    4.   Overtime reimbursement payments from the FBI will be made via electronic funds transfer (EFT) directly to TPD using the FBI's Unified Financial Management System (UFMS). To facilitate EFT, TPD shall establish an account online in the System for Award Management (SAM) at www.SAM.gov. Verification of TPD banking information is required on an annual basis in order to keep payment information current. For additional information regarding the UFMS and SAM, contact the FBI Seattle Financial Liaison Specialist.

    5.   Overtime reimbursements will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this Agreement. However, said reimbursement, per officer, shall not exceed monthly and/or annual limits established annually by the FBI. The limits, calculated using Federal pay tables, will be in effect for the Federal fiscal year running from October 1st of one year through September 30th of the following year, unless changed during the period. The FBI reserves the right to change the reimbursement limits, upward or downward, for subsequent periods based on fiscal priorities and appropriations limits. The FBI will notify TPD of the applicable annual limits prior to October 1st of each year.

    6.   The number of TPD deputies assigned full-time to the SWSSTF and entitled to overtime reimbursement by the FBI shall be approved by the FBI in advance of each fiscal year. Based on the needs of the SWSSTF, this number may change periodically, upward or downward, as approved in advance by the FBI.

    7.   Prior to submission of any overtime reimbursement requests, TPD shall prepare an official document setting forth the identity of each officer assigned full-time to the SWSSTF, along with the regular and overtime hourly rates for each officer. Should any officers change during the fiscal year, a

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similar statement shall be prepared regarding the new officers prior to submitting any overtime reimbursement requests for the officers. If the rate changes during the fiscal year for a previously assigned officer, an updated letter shall be attached with the invoice submission in IPP that reflects the new rate. The updated letter shall be mailed to the Seattle Field Office SWSSTF personnel to maintain in FBI records.

8.   Each request for reimbursement shall be submitted via IPP to the FBI. The request for reimbursement shall include an invoice number, invoice date, the name, overtime compensation rate, number of reimbursable hours claimed, and the dates of those hours for each officer for whom reimbursement is sought. An attachment signed and dated by an authorized Agency representative noting the dates and hours for each officer overtime reimbursement claimed shall be uploaded in IPP as supporting documentation for the invoice to confirm the information described in this paragraph is accurate, and the personnel for whom reimbursement is claimed were assigned full-time to the SWSSTF.

9.   Requests for reimbursement shall be submitted monthly and all requests shall be received by the FBI no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2022, shall be received by the FBI monthly and not later than December 31, 2022. The FBI is not obligated to reimburse any requests received untimely and not in accordance herewith.

10. This Agreement is effective upon signatures of the parties and will remain in effect for the duration of TPD's participation on the SWSSTF, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This Agreement may be modified at any time by written consent of the parties or based on changing business operations and practices of the FBI. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.

Signatories:

_____   _____
W. Mike Herrington   Dan Ford
Seattle Special Agent in Charge   City Manager, City of Toppenish for
Federal Bureau of Investigation   Public Safety Division of Police and Fire

Date: _____   Date: _____

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Financial Liaison Specialist
Federal Bureau of Investigation

Date:_____

2