

July 5, 2011

Pierce County Prosecuting Attorney
930 Tacoma Ave S #946
Tacoma, WA 98402
Attn: Mark Lindquist

Re: Washington Auto Theft Prevention Authority
Award # 11-GG-WATPA-002
Pierce County Prosecutor

Dear Prosecuting Attorney Lindquist:

The City of Lakewood has received continued funding from the Washington Auto Theft Prevention Authority (WATPA) for the Pierce County Regional Auto Theft Unit Project for the year July 1, 2011 to June 30, 2013.

As a part of our agreement with WATPA, funding for your agency is as stated in the attachment. Pursuant to the Interlocal Cooperation Agreement for Use in Distribution of Funds and Allocation of Resources executed on December 10, 2008, which extends until June 30, 2013, your funding budget will be updated annually and is dependent on the overall award to the Task Force.

Please be advised that a portion of the reimbursement process outlined in the original Interlocal Agreement has been changed to reflect the current billing and processing practice. Costs will still be paid on a reimbursement basis when appropriate reimbursement invoices and receipts are submitted for the actual expenses *up to* the limit of the amount of the allocation. However, reimbursement requests must be made by **the 15th of each month.**

All reimbursement requests must be received by the 15th of each month except for the month of June. The month of June is the end of the annual budget cycle. For the month of June only, all invoices will have to be reviewed and approved by the City of Lakewood no later than July 6th in order to meet the close out of the grant:

Faye Landskov, Fiscal & Grants Specialist
Lakewood Police Department
9401 Lakewood Drive SW
Lakewood, WA 98499

Statistical data may be emailed to the Lakewood Police Department at flandskov@cityoflakewood.us by the 15th of the month. The absence of statistical data may result in withholding of financial reimbursements.

As a partner agency, you will report the state grant funds spent by your agency on your schedule 16 at the end of the year.

Please sign and return your award acceptance letter to the address shown below. A copy of the letter will be kept on file with the original Interlocal Agreement.

City of Lakewood
City Clerk
6000 Main Street SW
Lakewood, WA 98499
RE: WATPA 11-12

Bret Farrar, Chief
Lakewood Police Department

Attachments:
Budget for Current Year July 1, 2011 – June 30, 2012 Lakewood Grant Award
Letter
Billing Documents

Cc: File
WATPA Sgt.

I have received the above and agree to the terms specified for continuation of shared WATPA funding.



Prosecuting Attorney Mark Lindquist
Pierce County Prosecutor

Budget for July 1, 2011 – June 30, 2012

It is essential that we receive your signed award acceptance letter before you submit any request for reimbursement.

- All report dates must be met, even if no WATPA funds were expended in the month. Data is needed in order to comply with the grant. If no activity occurred, a negative (zeros) report is acceptable.
- The final month of the grant will be difficult. Coordination after the 4th of July weekend is essential. Any reimbursement documents reaching Lakewood or WATPA after July 6th may not be paid.
- Travel policies as stated in the original Interlocal Agreement must be followed. Receipts or advance per diem is mandatory per the policy outlined. Per diem rates are per GSA on line. Requests which do not conform will be denied.
- Any expenditures above the amounts listed for your agency will require prior approval by lead agency.
- **ALL Training for your agency will need prior approval. Past and continued participation with the Task Force will be factors taken into consideration before approval is given.**

Report Dates for Data	Reimbursement Dates
Aug 15	Aug 15
Sep 15	Sep 15
Oct 15	Oct 15
Nov 15	Nov 15
Dec 15	Dec 15
Jan 15	Jan 15
Feb 15	Feb 15
Mar 15	Mar 15
Apr 15	Apr 15
May 15	May 15
Jun 15	Jun 15
Jul 6	Jul 6

Agency	Category	Amount
Pierce County Prosecutor	Salary & Benefits	\$117,000
	Training	\$2,000 By request only
Total		\$119,000

