



Application for Building Code Training Funds Grant

Application and Reimbursement Instructions and Information

1. On or before March 1 of each year, potential applicants for funding grants are encouraged to submit an "Application for Building Code Training Funds Grant" for each course or event for the next fiscal year (*July 1 to June 30*). The form is included in this packet. Failure to submit an application at this time may result in an item not being considered at a later date if the budget has already been allocated for other training.
2. At the March or April meetings, the Uniform Building Code Commission and the UBCC Education Advisory Committee will use the applications submitted to establish its building code training budget for the next fiscal year. Applicants are encouraged to attend the March budget planning meeting to present their training plans. Applicants may be requested to submit additional information before the applications are included in the annual budget.
3. Even if an application is not submitted during the annual budgeting process, an application could be submitted at a later date. However, a completed "Application for Building Code Training Funds Grant" must be filed and approved **prior** to the date of the training program to qualify for funding.

ANY APPLICATION WHICH IS NOT RECEIVED 15 DAYS PRIOR TO A SCHEDULED COMMITTEE MEETING, WILL NOT BE PLACED ON THE COMMITTEE AGENDA FOR CONSIDERATION.

Any application *not submitted in a timely manner* and *approved prior* to the training *will be denied*.

4. After the completed application is submitted to the Division, it is reviewed by the UBCC Education Advisory Committee. The UBCC Education Advisory Committee then makes a recommendation of whether the funding grant should be approved. If the reviewed application is recommended for approval, the funding request must then be signed off by the Bureau Manager, Division Director, and Department Director. *It is not officially approved until it has been signed off by the Bureau Manager, Division Director, and Department Director.* A letter of approval will be mailed to you after all signatures have been obtained.

The UBCC Education Advisory Committee usually meets on the second or third Tuesday of each month at 1:00 p.m. in the Heber M. Wells Building. Meeting dates and times are subject to change. Meeting dates, times, and agendas can be accessed at www.dopl.utah.gov.

The following items may be considered by the UBCC Education Advisory Committee in determining whether they will make a recommendation to grant or deny an application for funding:

- a. Previous experience in providing training, including cost per-attendee and current cost estimates.
- b. How well the education fits in with the UBCC Education Advisory Committee's education objectives for the applicable year.
- c. If training is on the current version of the IBC, IPC, IMC, IRC, IFGC, IECC, and NEC codes and amendments adopted statewide.
- d. How well the text relates to the course objectives.
- e. Whether the education is targeted for inspectors, installers, designers (*including architects and engineers*) or contractors.
- f. The number of students, hours of instruction, and the ratio of students per dollar to be spent for the education. *Continuing Education credit for hours of instruction are based upon one (1) hour of CE credit for at least 50 minutes of instruction or teaching time and allows 10 minutes for breaks per hour. (Please note that CE approval is given under a separate process and must be applied for by the provider. Contact the division for further details.)*
- g. The location or region of the state for which the education will be targeted.
- h. The percentage of the training being paid for by the student and by the 1% Building Codes Education Fund.

ITEMS QUALIFYING FOR STATE FUNDING

Reimbursement will **only** be for educational expenses that qualify for State Funding. **Sponsors' staffing or personnel costs do not** qualify for funding.

The following is a list of items which may qualify for funding (*but grants will be limited to a maximum of \$10.00 per student per hour*):

- Instructor fees - will not be reimbursed for excess of \$3,000 per day, including travel and meals. Any Instructor fees in excess of \$150.00 per hour will be subject to further review and approval by the Committee, the Division and the Department. (*State or local government employees should be aware of prohibition of paying instructor fees if the instructor is also being paid wages for the same time period. Contact DOPL with questions.*)
- Instructor Travel and Meals (*meals, mileage, and lodging must not exceed current State of Utah rates which include mileage at \$.505 per mile, \$90.00 per day maximum for hotel, meals maximums as follows: \$9.00 breakfast, \$11.00 lunch \$16.00 dinner.*)
- Code Analysis and Code Update Books being used in the education course
- Workbooks, Study Guides, or Textbooks used in the education course
- Meeting Rooms or facilities
- Audio/Visual Equipment costs
- Printing costs (*including copies for workbooks, study guides, or textbooks*)
- Brochures (*for advertising, mailing, etc.*)
- Mailing, Postage & Handling costs

Please note:

- a. Exceptions may be granted to allow a reimbursement in excess of the maximum of \$10.00 per hour of instruction. However, the premium costs must be approved by the Committee **prior** to the training. Any items that do not qualify for state funding must be included as part of the registration fee to be paid for by the participant or paid for by the sponsor of the program.
 - b. Funding will be considered when the application is completed with the following information submitted for the **lowest** of the following amounts:
 - \$0 if the event is not held (with the exception of Section B of *Request for Reimbursement*)
 - \$10.00 per hour of instruction (*number of students actually attending x the number of hours course duration x \$10.00*) *Note: Instructor fees are not to exceed \$3,000 per day for instructor related expenses. Meals, mileage, and lodging for instructors will not be reimbursed for amounts that exceed the current State of Utah rates. Any Instructor fees in excess of \$150.00 per hour will be subject to further review and approval by the Committee, the Division and the Department.*
 - Actual amount of reimbursable expenses incurred for which evidence is shown through the required reimbursement receipts.
 - The amount of grant requested.
 - c. Additional expenses outlined in Section B of *Request for Reimbursement* may be reimbursed subject to further review and approval by the Committee, Division and the Department.
 - d. If expenses are incurred for both code related education programs and non-code related education programs or other non-code related programs such as supplier expositions, *the expenses must be reasonably prorated with the fund paying only for prorated costs directly related to the code related education program. State Funding is provided for Code and Code Amendment education only as provided by Statute and will not be granted to cover costs or provide funds for Conferences other than as a percentage of the total costs, based upon Code and Code Amendment education costs.* Costs for non-educational activities, including exhibits and banquet facilities, must be covered either by sponsorship or registration fees.
5. Applicants will be notified in writing if the application has been approved or denied. Advertising and agenda or training material for the training program shall include the following statement, "**Partial funding of this training program has been provided by the Division of Occupational & Professional Licensing from the 1% Surcharge funds on all building permits.**"
6. It is the responsibility of the sponsoring organization to assure that the training is provided by instructors who are qualified to teach the program by adequate education and experience. Furthermore, the sponsoring organization

is responsible to assure that instructors are adequately prepared to teach the class, including making an appropriate outline of the program, making appropriate audio or visual aids, preparing or arranging for handouts or study guides, arranging for any needed equipment and assuring that the training is held for the time period specified in your request for funding. Please be aware that funding grants are based upon the sponsoring organizations' assurance that a quality training program will be provided.

If the training is deficient in quality of presentation or preparation as outlined above, it could jeopardize your grant of funding. We recommend that the contract you enter into with instructors completely and accurately specify the responsibilities of the instructors and the consequences of failing to hold the training or the consequences of lack of adequate preparation, including provisions that the instructor may not be paid and any other penalties that may be assessed for their failure to perform as agreed.

7. It is the responsibility of the sponsoring organization to engage in good faith negotiations to ensure the best reasonable value for eligible reimbursement costs.
8. After completion of each course the sponsoring organization must complete and submit the following to the Division in order to obtain reimbursement for the training provided.
 - a. A "*Request for Reimbursement*" form
 - b. An itemized invoice on the organization's letterhead with attached receipts and documentation to support the requested reimbursement
 - c. A roster of attendees
 - d. A copy of the advertising announcement and agenda or training material, which includes the acknowledgement of funding as specified above



APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

(Submit prior to training program)

Request Date: _____ **Total Estimated Instructors Fees (total a & b below):** \$ _____

New Request: **a. Instructor Fees:** \$ _____

b. Instructor Expense (travel/meals): \$ _____

Additional Funding Request: **Code Books (if requesting):** \$ _____

Additional Projected Costs (explain on pg 2) \$ _____

***Total Grant Amount Requested:** \$ _____

** If total amount requested is MORE than the lowest of items 1-2 below, include a brief explanation of costs. Title and price of code books must be specified. **Attach page 2 of this form.***

We understand and acknowledge that if this application is approved, the maximum amount that will be reimbursed will be the lowest of items 1-3 below. If appropriate, the amount may be reduced under items 4 and 5:

1. \$10.00 per student hour of actual instruction. (*# students actually attending x # hours course duration x \$10.00*)
2. The actual reimbursable costs supported by paid invoices not to exceed # 3 or
3. The amount of grant as requested above (*although additional costs may be paid if the cost results from excess attendance over anticipated*).
4. Funding grants will be reimbursed only for expenditures which have been negotiated in good faith to ensure the best reasonable value.
5. Any instructor fees in excess of \$150.00 per hour will be subject to further review and approval by the Committee, the Division and the Department. (*This is a maximum amount established for review purposes only and is not intended to be used as a guaranteed amount. Good faith negotiations are required as in item 4 above.*)

Requesting Organization: _____ Federal I.D. #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Email Address: _____

Phone: _____ Fax: _____

Event Title: _____

Date(s) of Training: _____ Location(s): _____

Training Objectives: _____

Projected Number of Students: _____ Projected Number of Hours of Instruction: _____

Name of Authorized Representative (Print) _____ **Title** _____

Signature of Authorized Representative _____ **Date of Signature** _____

EDUCATION COMMITTEE ACTION

Advisory Committee Recommendation: Favorable Unfavorable **Amount Recommended:** \$ _____

Reason: _____ **Date:** ____/____/____

DEPARTMENT OF COMMERCE ACTION

Not Approved Approved **Amount:** \$ _____

Bureau Manager: _____ **Date:** ____/____/____

Division Director: _____ **Date:** ____/____/____

Department Director: _____ **Date:** ____/____/____

APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

Page 2 – Required if total amount requested is MORE than the lowest amount of items 1-3 on page one of application.

Include a brief explanation for requested amount:



REQUEST FOR REIMBURSEMENT

(Submit after completion date of the training program)

We, the sponsors of the proposed training, are requesting reimbursement for the following costs which we have incurred and for which we have attached an invoice, the original receipts, a roster of attendees, and a copy of the training announcement, advertising and agenda.

Select one:

- We provided the training program as outlined in our original application. **(Complete Sections A & C)**
- We provided the training program as outlined in our original application but request committee approval for additional reimbursement above the lesser of the \$10 per student hour or cost of approved actual expenditures. **(Complete Sections A, B & C.)**
- We did not hold the training as outlined in the original application but are requesting reimbursement for allowable expenses. **(Complete Section B & C)**

Section A:

Organization Name: _____ **Instructor's Name:** _____
Seminar Title/Subject: _____
Date(s) of Training: _____
Location of Training: _____

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals <i>(not to exceed \$3,000 for an 8 hr day)</i> Total a and b below:	\$ _____
a. Instructor Fees:	\$ _____
b. Instructor Travel (total i-iv):	\$ _____
i. Airfare	\$ _____
ii. Mileage	\$ _____
iii. Meals	\$ _____
iv. Other (please specify)	\$ _____
2. Textbooks, Workbooks, Code <u>Update</u> Books (Use Section C for Code books)	\$ _____
Titles: _____	
3. Facility Cost:	\$ _____
4. Audio Visual Equipment:	\$ _____
5. Printing	\$ _____
6. Postage and handling	\$ _____
7. Other (please detail):	\$ _____
Total of Educational Expenditures (1-7):	\$ _____

Cost Per Student	
1. Number of actual students in attendance:	_____
2. Training duration in hours:	_____
3. Total hours of training (line 1 x line 2)	_____
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ _____

Total Reimbursement Request *(Lower of Total Educational Expenditures or Maximum Cost Per Student)* : \$ _____

Section B:

1. Code Books (No more than one/title/attendee. Application must include a roster.)

Title(s): _____

Number purchased: _____ Total cost of Code Books: \$ _____

2. Advertising Materials \$ _____

3. Printing Costs \$ _____

4. Delivery or Mailing Costs: \$ _____

5. DOPL Licensee Mailing List: \$ _____

6. DOPL Continuing Education upload fee: \$ _____

Total Section B Reimbursement (*lines 1-6*): \$ _____

Total From Section A (*Carried over from First Page*): \$ _____

Total Reimbursement Request (Sections A & B): \$ _____

Section B: Committee Action

Amount: \$ _____

Date: ____/____/____

Section C:

I/we hereby verify that these expenses have been paid by our organization. I/we further verify that the instructor (if training was held) was adequately qualified by education and experience to teach the course, and was adequately prepared to teach the course by making an outline of the program, making appropriate audio or visual aids, preparing or arranging for handouts or study guides, arranging for any needed equipment and provided the training for the full time period and subject matter presented in the funding request.

I/we also verify we have engaged in good faith negotiations to obtain the best reasonable value for the costs associated above.

Organization Name Federal I.D. Number

Authorized Representative (*Type/Print*) Title

Signature Date

DEPARTMENT OF COMMERCE ACTION

Purpose: _____ **ORG:** _____ **Amount: \$** _____

Bureau Manager: _____ **Date:** ____/____/____

Division Director: _____ **Date:** ____/____/____

Department Director: _____ **Date:** ____/____/____