DEPARTMENT OF COMMERCE
Division of Occupational and Professional Licensing
160 East 300 South, Main Lobby
P.O. Box 146741
Salt Lake City, UT 84114-6741
(801) 530-6457

APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

(to be submitted prior to training program)

Request Date:

☐ New Request: $ ☐ Additional Funding Request: $

Total Grant Amount Requested: $

We understand and acknowledge that even if this application is approved the maximum amount that will be reimbursed will be the lowest of the following 4 items:

1. **If the event is not held $0.00 cost is reimbursable**
2. **$10.00 per student hour of actual instruction.** *(# students actually attending x # hours course duration x $10.00)*
3. **The actual reimbursable costs supported by paid invoices not to exceed # 4 or**
4. **The amount of grant as requested above** *(although additional costs may be paid if the cost results from excess attendance over anticipated)*.

Requesting Organization: Federal I.D. #:

Street Address:

City: State: Zip:

Contact Person: E-mail Address:

Phone: Fax:

Function 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**
Date: ___/___/____ **Amount Recommended:** $_____
Reason: _____

DEPARTMENT OF COMMERCE ACTION

❑ **Not Approved** ❑ **Approved Amount: $**_____
Bureau Manager: _____ **Date:** ___/___/____
Division Director: _____ **Date:** ___/___/____
Department Director: _____ **Date:** ___/___/____

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REQUEST FOR REIMBURSEMENT FORM

(to be submitted at the completion 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. We provided the training program as outlined in our original application except for the following changes (*attach additional pages if needed*):

_____

1. Instructor's Name(s):
2. Seminar Title/Subject:
3. Date(s) of Training:
4. Location of Training:
5. Instructor Fees and Travel/Meals (*not to exceed $3,000 for an 8 hour day*) $
6. Textbooks, Workbooks, Code Update Books
   Title(s): $
7. Facility Cost: $
8. Audio Visual Equipment: $
9. Printing: $
10. Postage and handling: $
11. Other (*please detail*): $
12. Total Educational Expenditures: $
13. Number of actual students
14. Training duration in hours
15. Total hours of training (*line 13 x line 14*)
16. Maximum cost - per student hour $10.00 (*line 15 x $10.00*) $

Total Reimbursement Request (*Lower of Total Educational Expenditures (line 12) or Maximum (line 16)*): $

I/we hereby verify that I/we provided this educational program for which we obtained approval prior to the program and I hereby verify that these expenses have been paid by our organization. I/we further verify that the instructor 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.

Organization Name | Federal I.D. Number

Authorized Representative (*Type/Print*) | Title

_____
Signature | Date

STATE OF UTAH

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

APPLICATION 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 that is *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.*

   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.*
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. Note: **Code Books** or any **Referenced Standards do not** qualify for 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. (*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
   - $10.00 per hour of instruction (*number of students actually attending times the number of hours course duration times $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.*

- Actual amount of reimbursable expenses incurred for which evidence is shown through the required reimbursement receipts.
- The amount of grant requested.

c. 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. 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