

## Building Code Training Funds Grant

Application and Reimbursement

### GENERAL INFORMATION

Potential applicants are encouraged to submit an "Application for Building Code Training Funds Grant" for each course or event to be held during the upcoming fiscal year beginning July 1 – June 30 of the following year. For primary consideration, grant applications **MUST BE SUBMITTED TO DOPL BY MARCH 1ST**. An Application form is included in this packet. **ONLY APPLICATIONS FILLED OUT COMPLETELY ON THE CORRECT FORM WILL BE CONSIDERED.** Additional applications submitted after March 1 of each year may be considered based upon available funds. **The Committee reserves the right to set aside funds for consideration of future grant awards based upon training needs.**

At the April/May meetings of the Uniform Building Code Commission Education Advisory Committee, applications received will be reviewed and prioritized for consideration of the building code training budget for the next fiscal year. Applicants are encouraged to attend these budget planning meetings to present their training plans. Applicants may be requested to submit additional information before the applications are included on the agenda. If the reviewed application is recommended for approval, the funding request is not official until signed by the Bureau Manager and Division Director. A letter of approval will be mailed to providers after all signatures have been obtained.

### REVIEW CRITERIA

The following items will 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. If the training is being provided for licensed inspectors, or licensees of construction related trades.
- b. If the training is relevant to current ICC codes or ICC codes being considered, including amendments adopted statewide.
- c. Provider's previous experience in providing training.
- d. How well the training fits in with the UBCC Education Advisory Committee's education objectives for the applicable year.
- e. If there has been collaboration and coordination among professional associations to consolidate training and maximize use of the funds.
- f. How well the course objective is defined.
- g. The balance of the Inspector training fund and the Construction-related trades fund.
- h. The number of students, hours of instruction, and the ratio of students per dollar to be spent for the education.
- i. The location or region of the state for which the education will be targeted.
- j. The percentage of the training being paid for by the 1% Building Codes Education Fund.
- k. Whether the provider will generate revenue as a result of holding the training.
- l. If association membership is required to attend the training, and if not, is the training cost higher for the attendee without membership.

**Note:** 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 allow 10 minutes for breaks per hour. (CE approval is given under a separate process and must be applied for by the provider. Contact the Division for further details.)

## ITEMS QUALIFYING FOR STATE FUNDING

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

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

- Instructor fees: reimbursed up to \$150.00/hour. (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. (Contact DOPL for current rates being utilized.).
- Distance learning: Only real-time interactive or "webinar" code training hosted and delivered online using webinar software is reimbursable.
- 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:

- 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.
- 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 those items identified in R156-15A-231 (5)(d) which may be eligible for reimbursement with committee approval.)
  - \$10.00 per hour of instruction (number of students actually attending x the number of hours course duration x \$10.00).
  - Actual amount of reimbursable expenses incurred for which evidence is shown through the required reimbursement receipts.
  - The amount of grant requested.
- If expenses are incurred for both code training programs and non-code training 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 training 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 training costs. Costs for non-training activities, including exhibits and banquet facilities, must be covered either by sponsorship or registration fees.
- Applicants will be notified in writing if the application has been approved or denied. Advertising and agenda or 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."
- 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 organizations 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 the 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 reimbursement of the grant. DOPL recommends that the contract providers enter into with instructors completely and accurately specifies the responsibilities of the instructor(s) 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.
- It is the responsibility of the provider to engage in good faith negotiations to ensure the best reasonable value for eligible reimbursement costs.

## REIMBURSEMENT

After completion of each course, the provider must complete and submit the following to the Division **within 60 days of the approved event** to obtain reimbursement for the training provided:

- A “Request for Reimbursement” form (included in this application);
- An itemized invoice on the organization’s letterhead with attached receipts and documentation to support the requested reimbursement;
- A roster of attendees with state license number included; *and*
- A copy of the advertising announcement and agenda or training material, which includes the acknowledgement of funding as specified above.

Written notice of extenuating circumstances must be provided to the Division if the reimbursement request is not received within 60 days.

If an approved event, class seminar, or webinar is canceled or not held, a “Request for Reimbursement” form to seek reimbursement for any eligible expenses as identified in R156-15A-231 (5)(d) shall be submitted to the Division within 60 days.

## DIVISION CONTACT INFORMATION

Meeting dates, times, and agendas can be accessed at [www.dopl.utah.gov/ubc](http://www.dopl.utah.gov/ubc)

Division Phone:  
(801) 530-6078  
Toll-Free in Utah: (866) 275-3675

**Division Email:** [B5@utah.gov](mailto:B5@utah.gov)

### **Division Mailing Addresses:**

#### **In person or via express delivery:**

Division of Occupational and Professional Licensing  
Heber M Wells Building, 1<sup>st</sup> Floor Lobby  
160 E 300 S  
Salt Lake City, UT 84111

#### **US Postal Service:**

Division of Occupational and Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741

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**APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT**

(Submit prior to training program)

Event Title: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Request Date: \_\_\_\_\_

**Type of Training (select one)**

- Inspector Training
- Construction Trades Training
- Factory Built Housing

- Combination Training:  
 \_\_\_\_\_% (Inspector)  
 \_\_\_\_\_% (Const. Trades)

Total Estimated Instructor Fees (*not to exceed \$150 per hour*): \$ \_\_\_\_\_

Instructor Travel Expense (*explain on page 2*) \$ \_\_\_\_\_

Additional Projected Costs (*explain on page 2*) \$ \_\_\_\_\_

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

Complete the following to determine Maximum Grant Request Allowed

$$\frac{\text{Projected No. of Students}}{\text{Total Hours (from above)}} \times \frac{\text{Total No. Hrs. Per Student}}{\text{Max. Per student hr.}} = \frac{\text{Total Hours}}{\text{Total Student Hour Cost}}$$

$$\frac{\text{_____}}{\text{_____}} \times \frac{\text{\$10.00}}{\text{_____}} = \frac{\text{\$_____}}{\text{_____}}$$

**Maximum Grant Request Allowed \$**

(*Lesser of Total Grant Amount Requested and Total Student Hour Cost above.*)

**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. Instructor fees not to exceed \$150 per hour.

Requesting Organization: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Instructor(s) (If unknown, Assn/Org to be used): \_\_\_\_\_

Location(s): \_\_\_\_\_

Training Objectives: \_\_\_\_\_

Name of Authorized Representative (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DETAILED INSTRUCTOR TRAVEL EXPENSES**

**Airfare:**

City of Origin: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

**Mileage:**

City of Origin: \_\_\_\_\_ Total Miles: \_\_\_\_\_ x \$0.42= \$ \_\_\_\_\_

**Lodging:**

Number of Nights: \_\_\_\_\_ X Cost per Night: \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Hotel: \_\_\_\_\_

**Other:**

Meals: \$ \_\_\_\_\_

Misc. (please specify): \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total of all Instructor Travel Expenses:** \$ \_\_\_\_\_

**ADDITIONAL PROJECTED COSTS**

Facility Name: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

Webinar Expenses: \$ \_\_\_\_\_

Audio Visual Equipment: \$ \_\_\_\_\_

Textbooks, Workbooks, &/or Code Update Books (NO CODE BOOKS): \$ \_\_\_\_\_

Titles: \_\_\_\_\_

Printing Costs: \$ \_\_\_\_\_

Postage & Handling \$ \_\_\_\_\_

Other (please specify): \$ \_\_\_\_\_

**Total of Additional Projected Costs:** \$ \_\_\_\_\_

**OFFICIAL USE ONLY:**

**Advisory Committee Recommendation:**

Favorable  Unfavorable Amount Recommended: \$ \_\_\_\_\_

Reason: \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Commerce Action:**

Approved  Not Approved Amount: \$ \_\_\_\_\_

Bureau Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUEST FOR REIMBURSEMENT

(Submit after completion date of the training program)

**Event Title:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_

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.
- 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.
- We did not hold the training as outlined in the original application but are requesting reimbursement for allowable expenses.

Organization Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Location of Training: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Original Grant Approval Amount: \_\_\_\_\_

## EDUCATIONAL EXPENDITURES

**Total Instructor Fees and Travel/Meals (Total a and b below):** \$ \_\_\_\_\_

a. Instructor Fees \$ \_\_\_\_\_

b. Instructor Travel (total i-iv): \$ \_\_\_\_\_

    airfare \$ \_\_\_\_\_

    mileage \$ \_\_\_\_\_

    meals \$ \_\_\_\_\_

    other (please specify): \$ \_\_\_\_\_

**1. Textbooks, Workbooks, Code Update Books:** \$ \_\_\_\_\_

    Titles: \_\_\_\_\_

**2. Facility Costs:** \$ \_\_\_\_\_

**3. Webinar Expenses:** \$ \_\_\_\_\_

**4. Audio Visual Equipment:** \$ \_\_\_\_\_

**5. Printing:** \$ \_\_\_\_\_

**6. Postage and Handling:** \$ \_\_\_\_\_

**7. Other (please specify):** \$ \_\_\_\_\_

**Total of Educational Expenditures (Total Line 1-7):** \$ \_\_\_\_\_

**ACTUAL COST PER STUDENT**

Number of actual licensed students in attendance: \_\_\_\_\_

Approximate Ratio: Inspectors \_\_\_\_\_ % Construction-Trades \_\_\_\_\_ %

1. Training Duration in hours: \_\_\_\_\_

2. Total hours of training (line 1 X line 2) \_\_\_\_\_

Maximum Reimbursable Amount (Line 3 X \$10): \$ \_\_\_\_\_

**REIMBURSEMENT**

Total Reimbursement Requested\*: \$ \_\_\_\_\_

\*Lower of Total Educational Expenditures (pg. 1) or Maximum Reimbursable Amount (pg. 2)

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.

Name of Authorized Representative (Print) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY:**

Purpose: \_\_\_\_\_ Org: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Bureau Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_