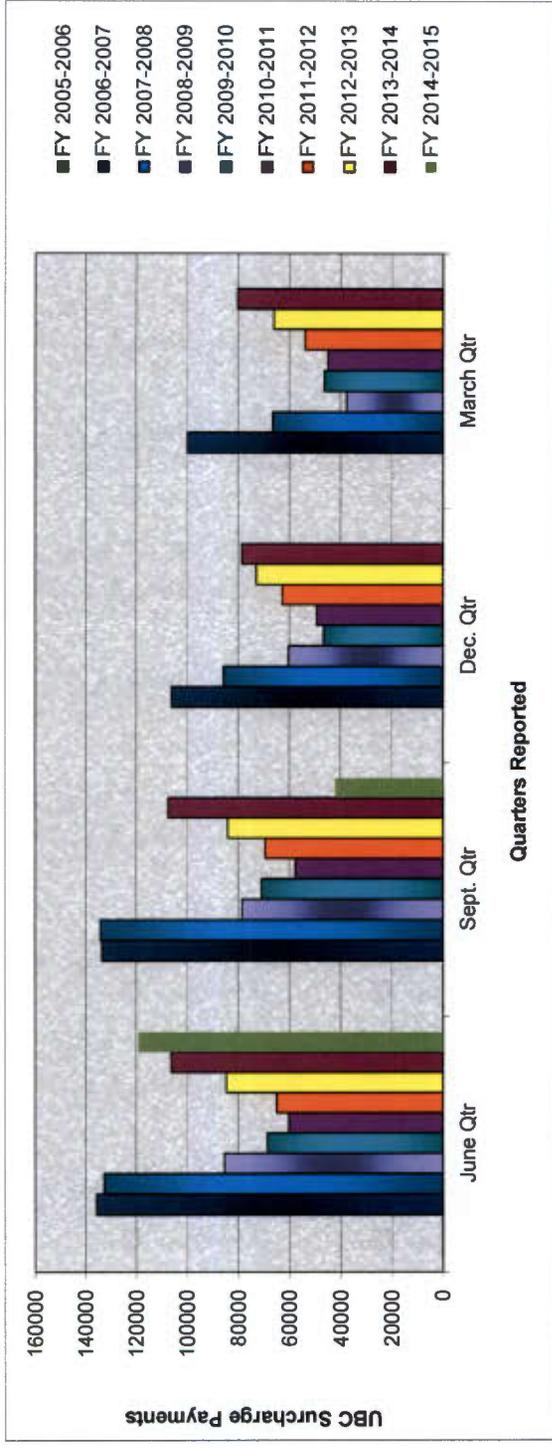


**FY July 1, 2014 - June 30, 2015 UBC  
COMBINED BALANCE SHEET & INCOME STATEMENT  
For September 1-30, 2014**

REVENUE	BUDGET	RECEIVED	ACTUAL YTD	
Surcharge Fees Projected (estimated only)	\$ 372,484.50	\$ 9,587.22	\$ 119,201.09	
Carryover Credit from Previous Years (after all payments)	\$ 975,909.00			
<b>Total</b>	<b>\$ 1,348,393.50</b>	<b>\$ 9,587.22</b>	<b>\$ 119,201.09</b>	
ADMINISTRATIVE ENCUMBRANCES	BUDGET	PAID	ACTUAL YTD	BALANCE
Salary and Benefits	\$ 43,188.58	\$ 6,280.04	\$ 14,702.81	\$ 28,485.77
Communication Services	\$ 500.00	\$ 36.77	\$ 111.39	\$ 388.61
Miscellaneous/Office Supplies & Printing/Library	\$ 50.00			
<b>Total</b>	<b>\$ 43,738.58</b>	<b>\$ 6,316.81</b>	<b>\$ 14,814.20</b>	<b>\$ 28,874.38</b>
EDUCATIONAL GRANTS TO SCHOOLS		PAID	ACTUAL YTD	BALANCE
Bridgerland Applied Tech College	\$ 25,400.00			\$ 23,900.00
Davis Applied Tech College				\$ -
Dixie State College (Dixie Applied Tech College)				\$ -
Salt Lake Community College				\$ -
Southwest Applied Technology College	\$ 2,400.00			\$ -
Uintah Basin ATC	\$ 7,200.00			\$ -
Utah Electrical JATC/IBEW				\$ -
<b>TOTAL</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
ASSOCIATION FUNDING GRANTS		PAID	ACTUAL YTD	
AIA Utah Chapter		\$ -	\$ -	
ASHRAE	\$13,975.00			
Associated General Contractors - Utah / AGC-Utah		\$ -	\$ -	
Associated Builders & Contractors of Utah		\$ -	\$ -	
Beehive Chapter ICC	\$ 23,500.00	\$ -	\$ -	
Bonneville Chapter ICC	\$ 30,000.00	\$ -	\$ -	
Construction Specifications Institute Inc / CSI		\$ -	\$ -	
Fire Marshal's Association of Utah		\$ -	\$ -	
IEC of Utah (Independent Electrical Contractors)	\$ 29,140.00	\$ 5,240.00	\$ 5,240.00	
Iron County Home Builders Association	\$ 8,300.00	\$ -	\$ -	
Northern Utah Building Inspectors		\$ -	\$ -	
Park City Area Home Builders Association/PCAHBA		\$ -	\$ -	
Rocky Mountain Gas Association	\$ 36,550.00	\$ -	\$ -	
Salt Lake Home Builders Association / SLHBA		\$ -	\$ -	
SEAU (Structural Engineers Association)	\$ 21,000.00	\$ -	\$ -	
Southern Utah Home Builders Association / SUHBA	\$ 24,000.00	\$ -	\$ -	
Southern Utah Division IAEI	\$ 4,400.00	\$ -	\$ -	
UAPMO	\$ 24,600.00	\$ -	\$ -	
Utah Chapter IAEI	\$ 26,000.00	\$ -	\$ -	
Utah Chapter ICC	\$ 72,000.00	\$ -	\$ -	
Utah Construction Suppliers Association	\$ 7,500.00	\$ -	\$ -	
Utah Plumbing & Heating Contractors Association	\$ 10,500.00	\$ -	\$ -	
Utah Homebuilders Association		\$ -	\$ -	
Utah Division of Occupational and Professional Licensing		\$ -	\$ -	
Utah Valley Homebuilders Association		\$ -	\$ 5,240.00	
	\$ 331,465.00	\$ 5,240.00		
<b>TOTAL ENCUMBRANCES</b>	<b>\$ 410,203.58</b>	<b>\$ 11,556.81</b>	<b>\$ 20,054.20</b>	
REVENUES (LESS ACTUAL EXPENDITURES)		PAID	ACTUAL YTD	
Total Revenue (Surcharges plus carryovers)			\$ 1,095,110.09	
Less Actual Expenditures			\$ 20,054.20	
Less Approved Unpaid Encumbrances			\$ 390,149.38	
<b>TOTAL RESERVES</b>			<b>\$ 684,906.51</b>	

**COMPARISON OF  
1% UBC SURCHARGE COLLECTIONS  
FY 2006-2015**

Fiscal Year	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-2013	2013-2014	2014-2015
June Qtr	\$ 135,710.61	\$ 132,637.33	\$ 85,378.72	\$ 68,570.26	\$ 60,238.80	\$ 64,988.48	\$ 84,695.49	\$ 106,262.49	\$ 119,201.09
Sept. Qtr	\$ 133,527.80	\$ 134,091.44	\$ 78,464.64	\$ 70,983.02	\$ 57,735.96	\$ 69,482.84	\$ 84,004.48	\$ 107,454.12	\$ 42,007.27
Dec. Qtr	\$ 106,137.29	\$ 85,720.69	\$ 60,315.33	\$ 46,730.96	\$ 49,352.78	\$ 62,816.00	\$ 72,946.39	\$ 78,524.12	
March Qtr	\$ 99,860.01	\$ 66,497.04	\$ 37,660.88	\$ 46,339.44	\$ 44,810.88	\$ 53,879.52	\$ 66,074.50	\$ 80,243.77	
<b>TOTAL</b>	<b>\$ 475,235.71</b>	<b>\$ 418,946.50</b>	<b>\$ 261,819.57</b>	<b>\$ 232,623.68</b>	<b>\$ 212,138.42</b>	<b>\$ 251,166.84</b>	<b>\$ 307,720.86</b>	<b>\$ 372,484.50</b>	<b>161,208.36</b>



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) 530-6078



## APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

(Submit prior to training program)

Request Date: OCTOBER 2, 2014

New Request: \$ \_\_\_\_\_  
 Additional Funding Request: \$ \_\_\_\_\_

Total Grant Amount Requested: \$ 10,380.00  
 Total Instructors Fees (estimated): \$ 4,380.00  
 Instructor Fees: \$ 3,000.00  
 Instructor Expenses (travel/meals): \$ 1,380.00

We understand and acknowledge that even if this application is approved the maximum amount that will be reimbursed will be the lowest of items 1-4 below. If appropriate, may be reduced under items 5 and 6:

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).
5. Funding grants will be reimbursed only for expenditures which have been negotiated in good faith to ensure the best reasonable value.
6. 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 5 above.)

Requesting Organization: DIXIE APPLIED TECHNOLOGY COLLEGE Federal I.D. #: [REDACTED]

Street Address: 1506 SOUTH SELTON WAY

City: ST. GEORGE

State: UTAH Zip: 84770

Contact Person: CURT CROFTS

Email Address: CCROFTS@dxatc.edu

Phone: 435-674-8624

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

Event Title: FALL CONTRACTOR EDUCATION CLASSES

Date(s) of Training: NOVEMBER 19, 20, 21 - 2014 Location(s): DIXIE APPLIED TECHNOLOGY COLLEGE

Training Objectives: LOAD CALCULATIONS, DUCT DESIGN, EQUIPMENT SELECTION

Projected Number of Students: 20

Projected Number of Hours of Instruction: 30

Name of Authorized Representative (Print): CURT CROFTS

Title: DIRECTOR OF CONSTRUCTION TECHNOLOGY

Signature of Authorized Representative: [Signature]

Date of Signature: 9-2-2014

EDUCATION COMMITTEE ACTION	
Advisory Committee Recommendation: <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	
Date: <u>  /  /  </u>	Amount Recommended: \$ <u>  </u>
Reason: _____	
DEPARTMENT OF COMMERCE ACTION	
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved
Bureau Manager: _____	Amount: \$ _____
Division Director: _____	Date: <u>  /  /  </u>
Department Director: _____	Date: <u>  /  /  </u>

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) 530-6078



## APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

*(Submit prior to training program)*

Request Date: 09/23/2014

New Request: \$ 6,500.85  
 Additional Funding Request: \$ \_\_\_\_\_

Total Grant Amount Requested:	\$ <u>6,500.85</u>
Total Instructors Fees (estimated):	\$ <u>0.00</u>
Instructor Fees:	\$ <u>0.00</u>
Instructor Expenses (travel/meals):	\$ <u>0.00</u>

We understand and acknowledge that even if this application is approved the maximum amount that will be reimbursed will be the lowest of items 1-4 below. If appropriate, may be reduced under items 5 and 6:

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*).
5. Funding grants will be reimbursed only for expenditures which have been negotiated in good faith to ensure the best reasonable value.
6. 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 5 above.*)

Requesting Organization: Bonneville Chapter of ICC Federal I.D. #: \_\_\_\_\_

Street Address: P.O. Box 672

City: Farmington State: UT Zip: 84025

Contact Person: Chris Kimball Email Address: chris@kimballeng.com

Phone: 801-547-8133 Fax: 801-820-9089

Event Title: 2012 IRC/IBC Training

Date(s) of Training: 10/06/2014 - 06/29/2015 Location(s): Farmington City Offices

Training Objectives: To help individuals to become certified as IRC and IBC combination inspectors.

Projected Number of Students: 40 Projected Number of Hours of Instruction: 64

Michael Bosch Treasurer  
 Name of Authorized Representative (Print) Title

Michael Bosch 9/24/14  
 Signature of Authorized Representative Date of Signature

EDUCATION COMMITTEE ACTION	
Advisory Committee Recommendation: <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	
Date: <u>  /  /  </u>	Amount Recommended: \$ <u>          </u>
Reason: _____	
DEPARTMENT OF COMMERCE ACTION	
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved      Amount: \$ <u>          </u>
Bureau Manager: _____	Date: <u>  /  /  </u>
Division Director: _____	Date: <u>  /  /  </u>
Department Director: _____	Date: <u>  /  /  </u>



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) 530-6078



## APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

*(Submit prior to training program)*

Request Date: 10/15/2014

New Request: \$ 31,500  
 Additional Funding Request: \$ \_\_\_\_\_

Total Grant Amount Requested: \$ 31,500.00  
 Total Instructors Fees (estimated): \$ \_\_\_\_\_  
 Instructor Fees: \$ \_\_\_\_\_  
 Instructor Expenses (travel/meals): \$ \_\_\_\_\_

We understand and acknowledge that even if this application is approved the maximum amount that will be reimbursed will be the lowest of items 1-4 below. If appropriate, may be reduced under items 5 and 6:

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).
5. Funding grants will be reimbursed only for expenditures which have been negotiated in good faith to ensure the best reasonable value.
6. 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 5 above.)

Requesting Organization: Utah Chapter ICC Federal I.D. #: [REDACTED]  
 Street Address: P.O. Box 588 45 E. State St.  
 City: Farmington State: UT Zip: 84025  
 Contact Person: Carey Maedgen Email Address: cmaedgen@dmail.net  
 Phone: 801.402.5124 Fax: 801.402.5295

Event Title: 1 Year (2015) Subscription for MADCAD

Date(s) of Training: Jan 1 2015 - Dec 31, 2015 Location(s): online

Training Objectives: A construction reference database online, accessible to building departments and contractors in Utah

Projected Number of Students: \_\_\_\_\_ Projected Number of Hours of Instruction: \_\_\_\_\_

Carey Maedgen Education Coordinator  
 Name of Authorized Representative (Print) Title

[Signature] OCTOBER 15, 2014  
 Signature of Authorized Representative Date of Signature

EDUCATION COMMITTEE ACTION	
Advisory Committee Recommendation: <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	
Date: <u>  /  /  </u>	Amount Recommended: \$ <u>          </u>
Reason: _____	
DEPARTMENT OF COMMERCE ACTION	
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved
Amount: \$ <u>          </u>	
Bureau Manager: _____	Date: <u>  /  /  </u>
Division Director: _____	Date: <u>  /  /  </u>
Department Director: _____	Date: <u>  /  /  </u>

RECEIVED

OCT 20 2014

DIVISION OF OCCUPATIONAL  
PROFESSIONAL LICENSING



## APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT

*(Submit prior to training program)*

Request Date: \_\_\_\_\_  
 New Request: \$ \_\_\_\_\_  
 Additional Funding Request: \$ \_\_\_\_\_

\*Total Grant Amount Requested: \$ \_\_\_\_\_  
 Total Instructors Fees (estimated): \$ \_\_\_\_\_  
 Instructor Fees: \$ \_\_\_\_\_  
 Instructor Expenses (travel/meals): \$ \_\_\_\_\_

We understand and acknowledge that even if this application is approved the maximum amount that will be reimbursed will be the lowest of items 1-4 below. If appropriate, 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 # 4 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 5 above.*)

**\*(If total amount requested is MORE than the lowest of items 1-3 above, include a brief explanation. Attach page 2 of this form.)**

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount Recommended: \$ \_\_\_\_\_

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

### DEPARTMENT OF COMMERCE ACTION

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

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

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

Department Director: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





## 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.

\_\_\_\_\_ We provided the training program as outlined in our original application. (Fill out 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. (Fill out Sections A, B & C.)

\_\_\_\_\_ We did not hold the training as outlined in the original application but are requesting reimbursement for allowable expenses. (Fill out Section B & C)

### Section A:

1. Instructor's Name(s): \_\_\_\_\_
2. Seminar Title/Subject: \_\_\_\_\_
3. Date(s) of Training: \_\_\_\_\_
4. Location of Training: \_\_\_\_\_
5. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hour day) \$ \_\_\_\_\_
  - a. Instructor Fees: \$ \_\_\_\_\_
  - b. Instructor Travel (total i-iv): \$ \_\_\_\_\_
    - i. Airfare \$ \_\_\_\_\_
    - ii. Mileage \$ \_\_\_\_\_
    - iii. Meals \$ \_\_\_\_\_
    - iv. Other (please specify) \$ \_\_\_\_\_
6. Textbooks, Workbooks, Code Update Books (Use Section C for Code 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)): \$ \_\_\_\_\_

**Section B:**

1. Code Books

Title(s): \_\_\_\_\_

Number of books purchased \_\_\_\_\_ (No more than one/title/attendee. Must include roster.)

Total cost of Code books: \$ \_\_\_\_\_

2. Advertising Materials: \$ \_\_\_\_\_

3. Printing Costs: \$ \_\_\_\_\_

4. Delivery or Mailing Costs: \$ \_\_\_\_\_

5. DOPL Licensee Mailing List: \$ \_\_\_\_\_  
(Not to exceed one list per provider/renewal period.)

6. DOPL Continuing Education upload fee: \$ \_\_\_\_\_

**Total Section B Reimbursement** \$ \_\_\_\_\_

**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: ____/____/____

**STATE OF UTAH**  
**DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**APPLICATION FOR BUILDING CODE TRAINING FUNDS GRANT**  
**Application/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 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. 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](http://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 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. 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.

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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