

Agenda

UBCC EDUCATION ADVISORY COMMITTEE

February 16, 2016; 1:30 p.m.

Room 402 – Fourth Floor

Heber M. Wells Building
160 East 300 South, Salt Lake City, Utah

This agenda is subject to change up to 24 hours prior to the meeting

ADMINISTRATIVE BUSINESS:

Sign attendance sheet
Approve minutes from January 19, 2016
Budget reports for FY 2016

NEW BUSINESS

1. **Application for FY 2016 (July 1, 2015 – June 30, 2016)**
Funding Grants-Budget Reviews or Revisions and Approval Requests:

Bridgerland Applied Technology College; 2014 NEC Applying Formulas and Tables in Ugly's Book;
March 11, 2016 - \$2,038.75

EERI Utah Chapter; Utah Earthquake Resiliency Workshop; April 27, 2016 - \$12,980.00

2. **Requests for Reimbursements**

Southern Utah Home Builders Association; Midnight Madness: Construction Defect Claims/Top OSHA
Citations; November 19, 2015; \$2,081.06

Home Builders Association; Code Necessities; October 14, 2015; \$4,175.16

Home Builders Association; Code Necessities; October 16, 2015; \$5,304.06

Home Builders Association; Code Necessities; October 20, 2015; \$4,380.07

Home Builders Association; Code Necessities; October 23, 2015; \$6,809.89

Home Builders Association; Code Necessities; October 26, 2015; \$6,830.95

Home Builders Association; Code Necessities; October 28, 2015; \$5,491.24

Home Builders Association; Code Necessities; November 9, 2015; \$7,026.43

Home Builders Association; Code Necessities; November 10, 2015; \$15,910.47

Note: In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify, Dave Taylor, ADA Coordinator, at least three working days prior to the meeting. Division of Occupational & Professional Licensing, 160 East 300 South, Salt Lake City, Utah 84115, 801-530-6628 or toll-free in Utah only 866-275-3675

Home Builders Association; Code Necessities; November 16, 2015; \$6,053.24

Home Builders Association; Code Necessities; November 17, 2015; \$7,518.34

Home Builders Association; Mega Class with 3.5 hours of Code Necessities; November 19, 2015; \$35,681.98

NEXT SCHEDULED MEETING:

March 15, 2016; 1:30 p.m.; Room 402 (Fourth Floor)

Note: In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify, Dave Taylor, ADA Coordinator, at least three working days prior to the meeting. Division of Occupational & Professional Licensing, 160 East 300 South, Salt Lake City, Utah 84115, 801-530-6628 or toll-free in Utah only 866-275-3675

Posted to Web

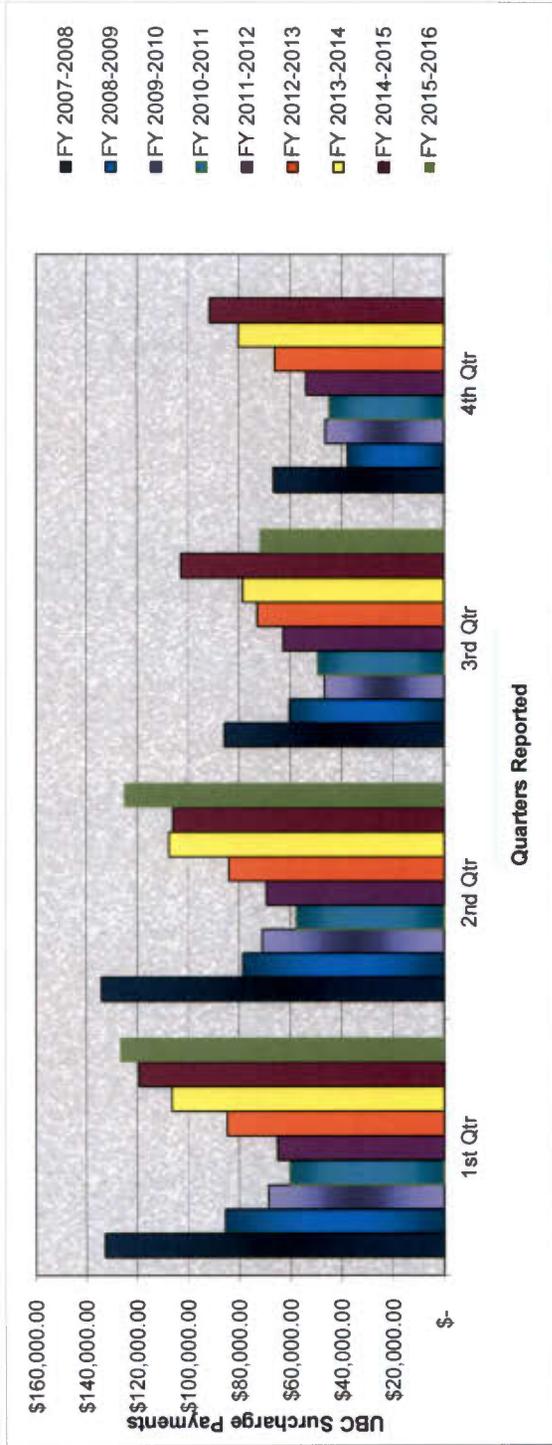
Posted to Bulletin Board:

**FY July 1, 2015 - June 30, 2016 UBC
COMBINED BALANCE SHEET & INCOME STATEMENT
For January 1-31, 2016 (Period 7)**

REVENUE	BUDGET	RECEIVED	ACTUAL YTD	
Surcharge Fees Projected (estimated only)	\$ 419,323.17	\$ 71,910.44	\$ 323,955.38	
Carryover Credit from Previous Years (after all payments)	\$ 1,081,524.00			
Total	\$ 1,500,847.17			
ADMINISTRATIVE ENCUMBRANCES	BUDGET	PAID	ACTUAL YTD	BALANCE
Salary and Benefits	\$63,705.86	\$ 4,703.14	\$ 33,630.12	\$30,075.74
Communication Services	\$500.00	\$ 38.06	\$ 268.05	\$231.95
Miscellaneous/Office Supplies & Printing/Library	\$50.00	\$ -	\$ -	\$50.00
Total	\$64,255.86	\$ 4,741.20	\$ 33,898.17	\$30,357.69
EDUCATIONAL GRANTS TO SCHOOLS		PAID	ACTUAL YTD	BALANCE
Bridgerland Applied Tech College	\$ 42,025.25	\$ -	\$ 3,155.88	\$ 38,869.37
Davis Applied Tech College	\$ -	\$ -	\$ -	\$ -
Dixie State College (Dixie Applied Tech College)	\$ -	\$ -	\$ -	\$ -
Salt Lake Community College	\$ 11,124.00	\$ -	\$ -	\$ 11,124.00
Southwest Applied Technology College	\$ -	\$ -	\$ -	\$ -
Uintah Basin ATC	\$ 3,800.00	\$ 2,889.62	\$ 2,889.62	\$ 910.38
Utah Electrical JATC/IBEW	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 56,949.25	\$ 2,889.62	\$ 6,045.50	\$ 50,903.75
ASSOCIATION FUNDING GRANTS		PAID	ACTUAL YTD	
ACI Intermountain Chapter	\$ 8,000.00	\$ -	\$ 50.00	\$ 7,950.00
AIA Utah Chapter	\$ -	\$ -	\$ -	\$ -
ASHRAE	\$ -	\$ -	\$ -	\$ -
Associated General Contractors - Utah / AGC-Utah	\$ -	\$ -	\$ -	\$ -
Associated Builders & Contractors of Utah	\$ -	\$ -	\$ -	\$ -
Beehive Chapter ICC	\$ 27,500.00	\$ -	\$ 18,310.14	\$ 9,189.86
Bonneville Chapter ICC	\$ 73,343.84	\$ -	\$ -	\$ 73,343.84
Construction Specifications Institute Inc / CSI	\$ -	\$ -	\$ -	\$ -
Fire Marshal's Association of Utah	\$ 7,400.00	\$ -	\$ 4,377.63	\$ 3,022.37
IEC of Utah (Independent Electrical Contractors)	\$ 13,357.69	\$ -	\$ -	\$ 13,357.69
Iron County Home Builders Association	\$ 7,600.00	\$ -	\$ 3,317.08	\$ 4,282.92
Northern Utah Building Inspectors	\$ -	\$ -	\$ -	\$ -
Park City Area Home Builders Association/PCAHBA	\$ -	\$ -	\$ -	\$ -
Rocky Mountain Gas Association	\$ 51,048.00	\$ -	\$ 3,214.83	\$ 47,833.17
Salt Lake Home Builders Association / SLHBA	\$ -	\$ -	\$ -	\$ -
SEAU (Structural Engineers Association)	\$ 38,054.00	\$ -	\$ -	\$ 38,054.00
Southern Utah Home Builders Association / SUHBA	\$ 43,985.00	\$ -	\$ -	\$ 43,985.00
Southern Utah Division IAEI	\$ 5,200.00	\$ -	\$ 2,339.00	\$ 2,861.00
UAPMO	\$ 27,600.00	\$ -	\$ 2,029.80	\$ 25,570.20
Utah Chapter IAEI	\$ 33,825.00	\$ -	\$ 2,887.00	\$ 30,938.00
Utah Chapter ICC	\$ 114,200.00	\$ -	\$ 37,675.21	\$ 76,524.79
Utah Construction Suppliers Association	\$ -	\$ -	\$ -	\$ -
Utah Plumbing & Heating Contractors Association	\$ 22,000.00	\$ -	\$ 2,699.62	\$ 19,300.38
Utah Homebuilders Association	\$ 362,250.00	\$ -	\$ -	\$ 362,250.00
Utah Division of Occupational and Professional Licensing	\$ -	\$ -	\$ -	\$ -
Utah Valley Homebuilders Association	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 835,363.53	\$ -	\$ 76,900.31	\$ 758,463.22
TOTAL ENCUMBRANCES	\$ 956,568.64	\$ 7,630.82	\$ 116,843.98	\$839,724.66
REVENUES (LESS ACTUAL EXPENDITURES)		PAID	ACTUAL YTD	
Total Revenue (Surcharges plus carryovers)			\$ 1,405,479.38	
Less Actual Expenditures			\$ 116,843.98	
SUBTOTAL (ACTUAL)			\$ 1,288,635.40	
Less Approved Unpaid Encumbrances			\$ 839,724.66	
TOTAL RESERVES			\$ 448,910.74	

**COMPARISON OF
1% UBC SURCHARGE COLLECTIONS
FY 2008-2016**

Fiscal Year	2008	2009	2010	2011	2012	2013	2014	2015	2016
1st Qtr	\$ 132,637.33	\$ 85,378.72	\$ 68,570.26	\$ 60,238.80	\$ 64,988.48	\$ 84,695.49	\$106,262.49	\$119,201.09	\$126,847.10
2nd Qtr	\$ 134,091.44	\$ 78,464.64	\$ 70,983.02	\$ 57,735.96	\$ 69,482.84	\$ 84,004.48	\$107,454.12	\$105,856.59	\$125,197.84
3rd Qtr	\$ 85,720.69	\$ 60,315.33	\$ 46,730.96	\$ 49,352.78	\$ 62,816.00	\$ 72,946.39	\$78,524.12	\$102,723.68	\$71,910.44
4th Qtr	\$ 66,497.04	\$ 37,660.88	\$ 46,339.44	\$ 44,810.88	\$ 53,879.52	\$ 66,074.50	\$80,243.77	\$91,541.81	
TOTAL	\$ 418,946.50	\$ 261,819.57	\$ 232,623.68	\$ 212,138.42	\$ 251,166.84	\$ 307,720.86	\$372,484.50	\$419,323.17	323,955.38



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: January 25, 2015 Total Estimated Instructors Fees (total a & b below): \$ 1215

New Request: a. Instructor Fees: \$ 1200
 b. Instructor Expense (travel/meals): \$ 15

Additional Funding Request: Code Books (if requesting): \$ 398.75

*Total Grant Amount Requested: \$ 2038.75

* 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: Bridgerland Applied Technology College Federal I.D. #: [REDACTED]

Street Address: 1301 North 600 West

City: Logan State: Utah Zip: 84321

Contact Person: Paul James Email Address: pjames@batc.edu

Phone: 435-750-3255 (Office) 435-770-9904 (Cell) Fax: 435-750-3255

Event Title: 2014 NEC Applying Formulas and Tables in Ugly's Book

Date(s) of Training: March 11, 2016 Location(s): BATC Brigham City Campus, Brigham City, Utah

Training Objectives: Train Electricians, and contractors on the current 2014 NEC regulations

Projected Number of Students: 25 Projected Number of Hours of Instruction: 8

Paul James Apprenticeship Director
 Name of Authorized Representative (Print) Title

[Signature] January 25, 2016
 Signature of Authorized Representative Date of Signature

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

The following standard will be furnished to each student:

Ugly's Electrical References 2014 \$15.95

Total Cost Estimate

\$1215.00 (Instructor)

\$200.00 (Facility Costs)

\$25.00 (Miscellaneous Copies)

\$398.75 (2014 NEC Ugly's Book)

\$200.00 (CEU Upload Fee)

\$2038.75 Estimated Total

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: Jan. 8, 2016 Total Estimated Instructors Fees (total a & b below): \$ 9000

New Request: a. Instructor Fees: \$ 6000

b. Instructor Expense (travel/meals): \$ 3000

Additional Funding Request: Code Books (if requesting): \$ 0

Additional Projected Costs (explain on pg 2) \$ 3980

*Total Grant Amount Requested: \$ 12980

* 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: EERI Utah Chapter Federal I.D. #: [REDACTED]

Street Address: 499 14th Street, Suite 220

City: Oakland State: CA Zip: 94612-1934

Contact Person: Brent Maxfield Email Address: Utah@eeri.org

Phone: 801-240-1529 Fax: _____

Event Title: Utah Earthquake Resiliency Workshop

Date(s) of Training: April 27, 2016 Location(s): Veridian Event Center in West Jordan, UT

Training Objectives: IBC safety objectives, Raise awareness, Understand interdependency, Prepare, Plan

Projected Number of Students: 100-150 Projected Number of Hours of Instruction: 8

Brent Maxfield Past President EERI Utah Chapter
 Name of Authorized Representative (Print) Title

Brent Maxfield 8 Jan. 2016
 Signature of Authorized Representative Date of Signature

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

A major Wasatch Front earthquake will affect individuals, communities, cities, and counties in the entire state, not just for a few weeks following the event, but for years following. The International Building Code provides an acceptable level of life safety protection, but will not prevent expensive damage to buildings and the economy. Understanding the objectives of the building code is essential to understanding the speed of recovery following the event. The speed of recovery will depend largely on steps we take now.

This all-day workshop will bring together experts from engineering, community, government and the private sector to share ideas, share current efforts, and collaborate on future steps that must be taken to protect our state's vital economy and speed up the process of recovery. The workshop will feature a keynote address by Chris Poland, P.E., one of the nation's foremost experts on seismic resiliency and an address by Kent Yu, P.E., the chair of the Oregon Resilience Plan. In addition, there will be six panel discussions with experts discussing topics such as: building codes and earthquakes, public perceptions about earthquakes, jobs, housing, schools, economic resiliency, healthcare, utilities, transportation, and the role of government and the private sector. Each panel will discuss the The panel discussions will include ample time for questions from the moderator and from the audience.

The workshop is sponsored by the Earthquake Engineering Research Institute (EERI) Utah Chapter with assistance from the Utah Seismic Safety Commission. Additional sponsors from professional societies will also be added.

We are still working on adding experts for our panel discussions. We have included instructor fees and travel expenses for Chris Poland, Kent Yu, and up to three additional experts.

We are hoping to have as many as 150 people attend, but our budget is based on 100 attendees. Meeting Room and A/V: \$1780; Printing of 100 workbooks: \$2000; Advertising: \$200 = \$3980

Robyn Barkdull
DOPL – Construction CE Manager

February 5, 2016

Supplement to the Funding Request for the:
Utah Earthquake Resiliency Workshop
Wednesday, April 27, 2016
Veridian Event Center, West Jordan, UT
Organized by the Earthquake Engineering Research Institute Utah Chapter

General Discussion of the Workshop:

Any discussion in regards to the built environment and earthquakes will have a building code element, for all of the built environment is subject to building codes. The entire focus of the Utah Earthquake Resiliency Workshop is to help engineers, scientists, government officials, private sector individuals, and the general public learn about the relationship between building codes and the after effects of a large earthquake in Utah.

We were asked to prepare a detailed agenda and description of the day's events.

Detailed Agenda and Descriptions: Each listed item will be about 45 to 50 minutes duration.

1. Key Note Address: Chris Poland, SE
 - a. Chris is a nationally recognized expert in earthquake engineering and in building for resiliency. He has played a prominent role in the development of many codes and standards that are found within the inventory of building codes. His address will focus on the community impacts of earthquakes on the built environment. He will discuss the intent and focus of the building codes and relate it to community impact following an earthquake.
2. Panel 1: Earthquakes: Public Perception vs. Reality
 - a. This panel will include engineers and seismologists. The discussion will focus on the perceptions that people have in regards to how engineers use the building code to design buildings and the performance expectations of code-designed buildings following an earthquake. The panel will also discuss the ground motions that the code requires to be used for building design and how these ground motions relate to what could happen in a magnitude 7 earthquake.
3. Panel 2: The Critical Three: Schools, Housing, and Jobs
 - a. This panel will continue the discussion of how buildings perform following earthquakes. It will discuss the intent of building codes to protect lives and then discuss the issue of building damage that could happen to a code-designed building. This will then lead to a discussion of whether specific buildings should be designed to a higher standard than required by the building code to help better protect schools, housing, and jobs (businesses). If these are damaged and cannot be occupied, then it adversely affects recovery efforts.
4. Panel 3: Utah's Economic Resilience: Getting the Wheels Rolling
 - a. This panel discussion will focus on the fragile nature of the State's economy and discuss ways to prevent an economic catastrophe following a magnitude 7 earthquake along the Wasatch fault. It will address contemporary building codes, including their strengths

and weaknesses with respect to resilience and economic loss, and then discuss the economics of recovery following a large earthquake.

5. Panel 4: State Healthcare Resiliency Efforts: What Can We Learn?
 - a. Hospitals are designed to the IBC using a Seismic Importance Factor of 1.5, but what does this mean in terms of a hospital's ability to operate following a magnitude 7 earthquake? This panel will discuss how only designing to the code may not provide the operational elements necessary to service the public. Even with relatively robust code requirements, many seismic requirements beyond structural systems are often overlooked, which can lead to major adverse effects in an earthquake. The Utah Department of Health has studied this issue and will present their findings and relate these to other government and nongovernment organizations.
6. Panel 5: Utilities and Infrastructure: Understanding the Interdependencies
 - a. This panel discussion will focus on helping participants understand the fragility of various utility and infrastructure entities and the interdependency between them. It will help participants understand the need to prepare to be without utilities for a period of time.
7. Panel 6: The Role of Government: Mitigation Efforts and Recovery Expectations
 - a. This panel will focus on bringing older buildings up to current code performance levels and the benefits that will be achieved for individual building owners and for the public. It will also discuss how codes and standards can help speed up the rate of recovery.
8. Invited Speaker: Kent Yu, SE
 - a. Kent Yu is a structural engineer from Oregon. He chaired the writing of the Oregon Resilience Plan. This plan discusses the role and methods of the building code in safeguarding the public. It then discusses essential facilities and brings to light vital services that will be essential following a large earthquake. If the buildings that house these services are not seismically resilient, the ability of the community to recover after the event will be adversely affected. Kent will assist the State of Utah in getting a vision of what we need to do to develop and promote resiliency. He will teach us the lessons he learned in Oregon so that we can accomplish the task much more quickly.
9. Final Panel Discussion
 - a. This panel will include at least one panelist from each of the day's panels. Chris Poland and Kent Yu will also participate. We also hope to have key leaders of the various engineering, architecture, and planning associations on the panel. The goal is to create action plans and next steps that can be accomplished in the next 365 days and beyond.

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



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: Southern Utah Home Builders Assoc **Instructor's Name:** Fisher/Robinson/John
Seminar Title/Subject: Midnight Madness: Construction Defect Claims/Top OSHA Citations
Date(s) of Training: November 19, 2015
Location of Training: Dixie Applied Tehcnology College, ERTC Campus, St. George

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:	\$ 450
a. Instructor Fees:	\$ 450.00
b. Instructor Travel (total I-iv):	\$ 0
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):	\$ 450

Cost Per Student	
1. Number of actual students in attendance:	<u>27</u>
2. Training duration in hours:	<u>6</u>
3. Total hours of training (line 1 x line 2)	<u>162</u>
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ 1620

Total Reimbursement Request *(Lower of Total Educational Expenditures or Maximum Cost Per Student)* : \$ 450

Section B:

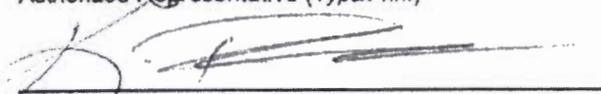
1. Code Books (No more than one/title/attendee. Application must include a roster.)		
<i>Title(s):</i> _____	Number purchased: _____	Total cost of Code Books: \$ _____
2. Advertising Materials		\$ _____
3. Printing Costs		\$ <u>768.29</u> B
4. Delivery or Mailing Costs:		\$ <u>696.77</u> C
5. DOPL Licensee Mailing List:		\$ _____
6. DOPL Continuing Education upload fee:		\$ <u>166.00</u> D
Total Section B Reimbursement (lines 1-6):		\$ <u>1631.06</u>
Total From Section A (Carried over from First Page):		\$ <u>450</u>
Total Reimbursement Request (Sections A & B):		\$ <u>2081.06</u>

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.

Southern Utah Home Builders Association	
Organization Name	Federal I.D. Number
<u>Kathy Tolleson</u>	<u>Member Services Director</u>
Authorized Representative (Type/Print)	Title
	<u>2-1-2016</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: / /	
Division Director: _____	Date: / /	
Department Director: _____	Date: / /	

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Oct. 14, 2015
 Location of Training: Conservation Garden Park, 8275 S 1300 W., West Jordan, UT

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hr day) Total a and b below:	\$ 540
a. Instructor Fees:	\$ 540
b. Instructor Travel (total i-iv):	\$ 0
i. Airfare	\$ _____
ii. Mileage	\$ _____
iii. Meals	\$ _____
iv. Other (please specify)	\$ _____
2. Textbooks, Workbooks, Code Update 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):	\$ 540

Cost Per Student	
1. Number of actual students in attendance:	<u>9</u>
2. Training duration in hours:	<u>6</u>
3. Total hours of training (line 1 x line 2)	<u>54</u>
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ 540

Total Reimbursement Request (Lower of Total Educational Expenditures or Maximum Cost Per Student): \$ 540.00

Section B:

1. Code Books (No more than one/title/attendee. Application must include a roster.)		
Title(s):	<u>Code Books & Ammendments - See Attached</u>	
	Number purchased: _____	Total cost of Code Books: \$ <u>1720.73</u> B
2. Advertising Materials		\$ _____
3. Printing Costs		\$ <u>459.45</u> C
4. Delivery or Mailing Costs:		\$ <u>1400.98</u> D
5. DOPL Licensee Mailing List:		\$ _____
6. DOPL Continuing Education upload fee:		\$ <u>54</u> E
Total Section B Reimbursement (lines 1-6):		\$ <u>3635.16</u>
Total From Section A (Carried over from First Page):		\$ <u>540</u>
Total Reimbursement Request (Sections A & B):		\$ <u>4175.16</u>

<p>Section B: Committee Action</p> <p>Amount: \$ _____</p> <p>Date: / /</p>
--

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>12/30/15</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: _____	
Division Director: _____	Date: _____	
Department Director: _____	Date: _____	

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Oct. 16, 2015
 Location of Training: NWHBA Office 5728 S 1475 E, Suite 100, South Ogden, UT

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:	\$ <u>900</u>
a. Instructor Fees: \$ <u>900</u>	
b. Instructor Travel (total I-iv): \$ <u>0</u>	
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):	\$ <u>900</u>

Cost Per Student	
1. Number of actual students in attendance: <u>16</u>	
2. Training duration in hours: <u>6</u>	
3. Total hours of training (line 1 x line 2) <u>96</u>	
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>960</u>

Total Reimbursement Request *(Lower of Total Educational Expenditures or Maximum Cost Per Student)*: \$ 900

Section B:

1. Code Books (No more than one/title/attendee. Application must include a roster.)		
Title(s):	<u>Code Books - See Attached</u>	
Number purchased:	_____	Total cost of Code Books: \$ <u>2447.63</u> B
2. Advertising Materials		\$ _____
3. Printing Costs		\$ <u>459.45</u> C
4. Delivery or Mailing Costs:		\$ <u>1400.98</u> D
5. DOPL Licensee Mailing List:		\$ _____
6. DOPL Continuing Education upload fee:		\$ <u>96</u> E
Total Section B Reimbursement (lines 1-6):		\$ <u>4404.06</u>
Total From Section A (Carried over from First Page):		\$ <u>900</u>
Total Reimbursement Request (Sections A & B):		\$ <u>5304.06</u>

<p>Section B: Committee Action</p> <p>Amount: \$ _____</p> <p>Date: / /</p>
--

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: _____	
Division Director: _____	Date: _____	
Department Director: _____	Date: _____	

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



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: Utah Home Builders Instructor's Name: KenAdams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Oct. 20, 2015
 Location of Training: UVHBA Office 1443 W 800 N, Suite 206, Orem, UT

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hr day) Total a and b below:	\$ <u>720</u>
a. Instructor Fees: \$ <u>720</u>	
b. Instructor Travel (total I-iv): \$ <u>0</u>	
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):	\$ <u>720</u>

Cost Per Student	
1. Number of actual students in attendance: <u>12</u>	
2. Training duration in hours: <u>6</u>	
3. Total hours of training (line 1 x line 2) <u>72</u>	
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>720</u>

Total Reimbursement Request (Lower of Total Educational Expenditures or Maximum Cost Per Student) : \$ 720.00

Section B:

1. Code Books (No more than one/title/attendee. Application must include a roster.)		
Title(s):	<u>Code Books - See Attached</u>	
	Number purchased: _____	Total cost of Code Books: \$ <u>1727.64</u> B
2. Advertising Materials		\$ _____
3. Printing Costs		\$ <u>459.45</u> C
4. Delivery or Mailing Costs:		\$ <u>1400.98</u> D
5. DOPL Licensee Mailing List:		\$ _____
6. DOPL Continuing Education upload fee:		\$ <u>72</u> E
Total Section B Reimbursement (lines 1-6):		\$ <u>3660.07</u>
Total From Section A (Carried over from First Page):		\$ <u>720</u>
Total Reimbursement Request (Sections A & B):		\$ <u>4380.07</u>

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: ___/___/___	
Division Director: _____	Date: ___/___/___	
Department Director: _____	Date: ___/___/___	

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Oct. 23, 2015
 Location of Training: Logan Country Club 710 N 1500 E, Logan, UT

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hr day) Total a and b below:	\$ <u>900</u>
a. Instructor Fees: \$ <u>900</u>	
b. Instructor Travel (total I-iv): \$ <u>0</u>	
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):	\$ <u>900</u>

Cost Per Student	
1. Number of actual students in attendance: <u>27</u>	
2. Training duration in hours: <u>6</u>	
3. Total hours of training (line 1 x line 2) <u>162</u>	
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>1620</u>

Total Reimbursement Request (Lower of Total Educational Expenditures or Maximum Cost Per Student) : \$ 900.00

Section B:

- | | | |
|---|---|-------------------|
| 1. Code Books (No more than one/title/attendee. Application must include a roster.)
Title(s): <u>Code Books - See Attached</u> | Number purchased: _____ Total cost of Code Books: \$ <u>3887.46</u> | <u>B</u> |
| 2. Advertising Materials | \$ _____ | |
| 3. Printing Costs | \$ <u>459.45</u> | <u>C</u> |
| 4. Delivery or Mailing Costs: | \$ <u>1400.98</u> | <u>D</u> |
| 5. DOPL Licensee Mailing List: | \$ _____ | |
| 6. DOPL Continuing Education upload fee: | \$ <u>162</u> | <u>E</u> |
| Total Section B Reimbursement (lines 1-6): | | \$ <u>5909.89</u> |
| Total From Section A (Carried over from First Page): | | \$ <u>900</u> |
| Total Reimbursement Request (Sections A & B): | | \$ <u>6809.89</u> |

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2190</u>	Amount: \$ _____
Bureau Manager: _____	Date: ____/____/____	
Division Director: _____	Date: ____/____/____	
Department Director: _____	Date: ____/____/____	

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Oct. 26, 2015
 Location of Training: UHBA 9069 S 1300 W, West Jordan, UT

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:	\$ <u>900</u>
a. Instructor Fees:	\$ <u>900</u>
b. Instructor Travel (total I-iv):	\$ <u>0</u>
i. Airfare	\$ _____
ii. Mileage	\$ _____
iii. Meals	\$ _____
iv. Other (please specify)	\$ _____
2. Textbooks, Workbooks, Code Update 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):	\$ <u>900</u>

Cost Per Student	
1. Number of actual students in attendance:	<u>27</u>
2. Training duration in hours:	<u>6</u>
3. Total hours of training (line 1 x line 2)	<u>162</u>
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>1620</u>

Total Reimbursement Request *(Lower of Total Educational Expenditures or Maximum Cost Per Student)* : \$ 900.00

Section B:

1. Code Books (No more than one/title/attendee. Application must include a roster.)		
Title(s):	<u>Code Books - See Attached</u>	
	Number purchased: _____	Total cost of Code Books: \$ <u>3895.11</u> B
2. Advertising Materials		\$ _____
3. Printing Costs		\$ <u>459.45</u> C
4. Delivery or Mailing Costs:		\$ <u>1408.39</u> D
5. DOPL Licensee Mailing List:		\$ _____
6. DOPL Continuing Education upload fee:		\$ <u>168</u> E
Total Section B Reimbursement (lines 1-6):		\$ <u>5930.95</u>
Total From Section A (Carried over from First Page):		\$ <u>900</u>
Total Reimbursement Request (Sections A & B):		\$ <u>6830.95</u>

<p align="center">Section B: Committee Action</p> <p>Amount: \$ _____</p> <p>Date: / /</p>

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: _____	
Division Director: _____	Date: _____	
Department Director: _____	Date: _____	

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Oct. 28, 2015
 Location of Training: NWHBA 5728 S 1475 E, South Ogden, UT

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hr day) Total a and b below:	\$ 900
a. Instructor Fees: \$ 900	
b. Instructor Travel (total I-iv): \$ 0	
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):	\$ 900

Cost Per Student	
1. Number of actual students in attendance: <u>25</u>	
2. Training duration in hours: <u>6</u>	
3. Total hours of training (line 1 x line 2) <u>150</u>	
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ 1500

Total Reimbursement Request (Lower of Total Educational Expenditures or Maximum Cost Per Student) : \$ 900.00

Section B:

- | | | |
|---|--|--|
| 1. Code Books (No more than one/title/attendee. Application must include a roster.) | | |
| Title(s): | <u>Code Books & Ammendments - See Attached</u> | |
| | Number purchased: _____ | Total cost of Code Books: \$ <u>3198.96</u> B |
| 2. Advertising Materials | | \$ _____ |
| 3. Printing Costs | | \$ <u>396.26</u> C |
| 4. Delivery or Mailing Costs: | | \$ <u>852.02</u> D |
| 5. DOPL Licensee Mailing List: | | \$ _____ E |
| 6. DOPL Continuing Education upload fee: | | \$ <u>144</u> E |
| Total Section B Reimbursement (lines 1-6): | | \$ <u>4591.24</u> |
| Total From Section A (Carried over from First Page): | | \$ <u>900</u> |
| Total Reimbursement Request (Sections A & B): | | \$ <u>5491.24</u> |

<p>Section B: Committee Action</p> <p>Amount: \$ _____</p> <p>Date: / /</p>
--

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: _____	
Division Director: _____	Date: _____	
Department Director: _____	Date: _____	

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Nov. 9, 2015
 Location of Training: UHBA 9069 S 1300 W, West Jordan, UT

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hr day) Total a and b below:	\$ <u>900</u>
a. Instructor Fees: \$ <u>900</u>	
b. Instructor Travel (total I-iv): \$ <u>0</u>	
i. Airfare \$ _____	
ii. Mileage \$ _____	
iii. Meals \$ _____	
iv. Other (please specify) \$ _____	
2. Textbooks, Workbooks, Code Update 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):	\$ <u>900</u>

Cost Per Student	
1. Number of actual students in attendance: <u>37</u>	
2. Training duration in hours: <u>6</u>	
3. Total hours of training (line 1 x line 2) <u>222</u>	
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>2220</u>

Total Reimbursement Request (Lower of Total Educational Expenditures or Maximum Cost Per Student) : \$ 900.00

Section B:

- | | | |
|---|--|--|
| 1. Code Books (No more than one/title/attendee. Application must include a roster.) | | |
| Title(s): | <u>Code Books & Ammendments - See Attached</u> | |
| Number purchased: | _____ | Total cost of Code Books: \$ <u>4734.15</u> B |
| 2. Advertising Materials | | \$ _____ |
| 3. Printing Costs | | \$ <u>396.26</u> C |
| 4. Delivery or Mailing Costs: | | \$ <u>852.02</u> D |
| 5. DOPL Licensee Mailing List: | | \$ _____ |
| 6. DOPL Continuing Education upload fee: | | \$ <u>144</u> E |
| Total Section B Reimbursement (lines 1-6): | | \$ <u>6126.43</u> |
| Total From Section A (Carried over from First Page): | | \$ <u>900</u> |
| Total Reimbursement Request (Sections A & B): | | \$ <u>7026.43</u> |

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>11/2/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: / /	
Division Director: _____	Date: / /	
Department Director: _____	Date: / /	

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Nov. 10, 2015
 Location of Training: Park City Library 1255 Park Ave, Park City, UT

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hr day) Total a and b below:	\$ <u>900</u>
a. Instructor Fees: \$ <u>900</u>	
b. Instructor Travel (total i-iv): \$ <u>0</u>	
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):	\$ <u>900</u>

Cost Per Student	
1. Number of actual students in attendance: <u>99</u>	
2. Training duration in hours: <u>6</u>	
3. Total hours of training (line 1 x line 2) <u>594</u>	
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>5940</u>

Total Reimbursement Request (Lower of Total Educational Expenditures or Maximum Cost Per Student): \$ 900.00

Section B:

- | | | | |
|---|----------------------------------|---------------------------|-----------------------------|
| 1. Code Books (No more than one/title/attendee. Application must include a roster.) | | | |
| Title(s): | <u>Code Books - See Attached</u> | | |
| | Number purchased: _____ | Total cost of Code Books: | \$ <u>13294.19</u> B |
| 2. Advertising Materials | | | \$ _____ |
| 3. Printing Costs | | | \$ <u>396.26</u> C |
| 4. Delivery or Mailing Costs: | | | \$ <u>852.02</u> D |
| 5. DOPL Licensee Mailing List: | | | \$ _____ |
| 6. DOPL Continuing Education upload fee: | | | \$ <u>468</u> E |
| Total Section B Reimbursement (lines 1-6): | | | \$ <u>15010.47</u> |
| Total From Section A (Carried over from First Page): | | | \$ <u>900</u> |
| Total Reimbursement Request (Sections A & B): | | | \$ <u>15910.47</u> |

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____		Date: ____ / ____ / ____
Division Director: _____		Date: ____ / ____ / ____
Department Director: _____		Date: ____ / ____ / ____

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Nov. 16, 2015
 Location of Training: UVHBA 1443 W 800 N, Orem, UT

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:	\$ <u>900</u>
a. Instructor Fees:	\$ <u>900</u>
b. Instructor Travel (total i-iv):	\$ <u>0</u>
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):	\$ <u>900</u>

Cost Per Student	
1. Number of actual students in attendance:	<u>29</u>
2. Training duration in hours:	<u>6</u>
3. Total hours of training (line 1 x line 2)	<u>174</u>
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>1740</u>

Total Reimbursement Request *(Lower of Total Educational Expenditures or Maximum Cost Per Student)* : \$ 900.00

Section B:

- | | | |
|---|-------------------------|--|
| 1. Code Books (No more than one/title/attendee. Application must include a roster.) | | |
| Title(s): <u>Code Books & Ammendments - See Attached</u> | Number purchased: _____ | Total cost of Code Books: \$ <u>3724.97</u> B |
| 2. Advertising Materials | | \$ _____ |
| 3. Printing Costs | | \$ <u>396.25</u> C |
| 4. Delivery or Mailing Costs: | | \$ <u>852.02</u> D |
| 5. DOPL Licensee Mailing List: | | \$ _____ |
| 6. DOPL Continuing Education upload fee: | | \$ <u>180</u> E |
| Total Section B Reimbursement (lines 1-6): | | \$ <u>5153.24</u> |
| Total From Section A (Carried over from First Page): | | \$ <u>900</u> |
| Total Reimbursement Request (Sections A & B): | | \$ <u>6053.24</u> |

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.

Utah Home Builders	
Organization Name	Federal I.D. Number
Jolene Ford	CE Coordinator
Authorized Representative (Type/Print)	Title
	1/12/10
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____		Date: / /
Division Director: _____		Date: / /
Department Director: _____		Date: / /

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



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: Utah Home Builders Instructor's Name: Ken Adams
 Seminar Title/Subject: Code Necessities
 Date(s) of Training: Nov. 17, 2015
 Location of Training: Conservation Garden Park 8275 S 1300 W, West Jordan, UT

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:	\$ <u>900</u>
a. Instructor Fees:	\$ <u>900</u>
b. Instructor Travel (total i-iv):	\$ <u>0</u>
i. Airfare	\$ _____
ii. Mileage	\$ _____
iii. Meals	\$ _____
iv. Other (please specify)	\$ _____
2. Textbooks, Workbooks, Code Update 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):	\$ <u>900</u>

Cost Per Student	
1. Number of actual students in attendance:	<u>38</u>
2. Training duration in hours:	<u>6</u>
3. Total hours of training (line 1 x line 2)	<u>228</u>
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>2280</u>

Total Reimbursement Request *(Lower of Total Educational Expenditures or Maximum Cost Per Student):* \$ 900.00

Section B:

1. Code Books (No more than one/title/attendee. Application must include a roster.)			
Title(s):	<u>Code Books - See Attached</u>		
	Number purchased: _____	Total cost of Code Books:	\$ <u>5136.08</u> B
2. Advertising Materials			\$ _____
3. Printing Costs			\$ <u>396.25</u> C
4. Delivery or Mailing Costs:			\$ <u>852.01</u> D
5. DOPL Licensee Mailing List:			\$ _____
6. DOPL Continuing Education upload fee:			\$ <u>234</u> E
Total Section B Reimbursement (lines 1-6):			\$ <u>6618.34</u>
Total From Section A (Carried over from First Page):			\$ <u>900</u>
Total Reimbursement Request (Sections A & B):			\$ <u>7518.34</u>

<p>Section B: Committee Action</p> <p>Amount: \$ _____</p> <p>Date: ____ / ____ / ____</p>

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.

<u>Utah Home Builders</u>	<u>[REDACTED]</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u>[Signature]</u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____		Date: ____ / ____ / ____
Division Director: _____		Date: ____ / ____ / ____
Department Director: _____		Date: ____ / ____ / ____

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



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: Utah Home Builders Instructor's Name: _____
 Seminar Title/Subject: Mega Class with 3.5 hours of Code Necessities
 Date(s) of Training: Nov. 19, 2015
 Location of Training: Jordan Commons Megaplex Theatre 9400 S State, Sandy, UT

Educational Expenditures	
1. Total Instructor Fees and Travel/Meals (not to exceed \$3,000 for an 8 hr day) Total a and b below:	\$ <u>0</u>
a. Instructor Fees:	\$ _____
b. Instructor Travel (total i-iv):	\$ <u>0</u>
i. Airfare	\$ _____
ii. Mileage	\$ _____
iii. Meals	\$ _____
iv. Other (please specify)	\$ _____
2. Textbooks, Workbooks, Code Update Books (Use Section C for Code books)	\$ _____
Titles: _____	
3. Facility Cost:	\$ <u>1457.82</u>
4. Audio Visual Equipment:	\$ <u>185.92</u>
5. Printing	\$ _____
6. Postage and handling	\$ _____
7. Other (please detail):	\$ _____
Total of Educational Expenditures (1-7):	\$ <u>1643.74</u>

Cost Per Student	
1. Number of actual students in attendance:	<u>267</u>
2. Training duration in hours:	<u>6</u>
3. Total hours of training (line 1 x line 2)	<u>1602</u>
Maximum Cost Per Student Hour \$10.00 (line 3 x \$10.00)	\$ <u>16020</u>

Total Reimbursement Request (Lower of Total Educational Expenditures or Maximum Cost Per Student) : \$ 1643.74

Section B:

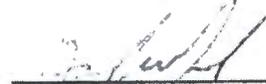
1. Code Books (No more than one/title/attendee. Application must include a roster.)
 Title(s): Code Books & Ammendments - See Attached
 Number purchased: _____ Total cost of Code Books: \$ 29923.44 **C**
2. Advertising Materials \$ _____
3. Printing Costs \$ _____
4. Delivery or Mailing Costs: \$ 2644.80 **D**
5. DOPL Licensee Mailing List: \$ _____
6. DOPL Continuing Education upload fee: \$ 1470.00 **E**
- Total Section B Reimbursement (lines 1-6): \$ 34038.24
- Total From Section A (Carried over from First Page): \$ 1643.74
- Total Reimbursement Request (Sections A & B): \$ 35681.98**

<p>Section B: Committee Action</p> <p>Amount: \$ _____</p> <p>Date: / /</p>
--

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.

<u>Utah Home Builders</u>	<u>XXXXXXXXXX</u>
Organization Name	Federal I.D. Number
<u>Jolene Ford</u>	<u>CE Coordinator</u>
Authorized Representative (Type/Print)	Title
<u></u>	<u>1/12/16</u>
Signature	Date

DEPARTMENT OF COMMERCE ACTION		
Purpose: <u>Funding Request</u>	ORG: <u>2180</u>	Amount: \$ _____
Bureau Manager: _____	Date: _____	
Division Director: _____	Date: _____	
Department Director: _____	Date: _____	