



SPENCER J. COX  
Governor

DIEDRE HENDERSON  
Lieutenant Governor

State of Utah  
Department of Commerce

# OFFICE OF THE PROPERTY RIGHTS OMBUDSMAN

## Land Use Training Fund Grant Application

### APPLICANT INFORMATION

Today's Date

Federal ID#

Requesting Organization

Contact Person

Mailing Address

Email

Office Number

Cell Number

### PROPOSED TRAINING INFORMATION

Estimated date(s) of proposed training

Proposed Event Title

Brief description of proposed event or program

Expected Speakers/Presenters

Target Audience

Number of expected attendees?

\$

Will training be available online?

Training length (in hours)

Estimated funding requested

### LAND USE AND EMINENT DOMAIN ADVISORY BOARD ACTION

LUEDAB Recommendation: \_\_\_Favorable \_\_\_Unfavorable Amount Recommended: \$\_\_\_\_\_

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

### DEPARTMENT OF COMMERCE ACTION

\_\_\_Approved \_\_\_Not Approved Amount: \$\_\_\_\_\_

Ombudsman Office Fund Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Commerce Fund Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Commerce Administration: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSED TRAINING APPLICATION INFORMATION REQUIREMENTS

The proposed training will be evaluated based on the eligibility criteria outlined in R151 Administration of the Office of the Property Rights Ombudsman's Land Use Fund.

### PROPOSED TRAINING DESCRIPTION

Please attach an outline of the proposed Land Use Training. The outline should include:

1. Proposed Agenda: a draft agenda which lists the proposed participants (instructors, panelists, etc.) Please include previous experience in providing training by the participants and/or organizers.
2. Objectives: a description of the program and training objectives, including what aspect of Utah land use law it will cover, and whether the training will focus on the drafting and/or application of land use laws and regulations and/or land use dispute resolution.
3. Training method: details on the proposed training method (live or prerecorded seminars, lectures, panel discussions, video production, online resources, will include handouts or distribution of slide presentation, etc.).
4. Target Audience: describe the target audience, for example, whether the education is targeted for land use officials, council members, planning commissions, planning and zoning staff, the public, or public or private land use attorneys, etc. Include the expected number of participants, and the location or region of the state anticipated to be served. If the resource will be available online, will a link to the training be made available to the Office of the Property Rights Ombudsman?
5. Other information: any other additional information relevant to the proposed program that you would like considered. Additionally, the Advisory Board, the Ombudsman, and/or the Department of Commerce may request additional information.

### FINANCIAL CONSIDERATIONS

The proposed training expenditures will be evaluated based on the reimbursement criteria outlined in R151 Administration of the Office of the Property Rights Ombudsman's Land Use Fund. Please completely fill out and attach the Estimated Expenditures table (see below). For your information, a sample filled-out Land Use Training Fund Grant Application, including an Estimated Expenditures table, is available upon request.

Note that the following regulations will apply:

1. Deadlines: Applications for funding will be considered on a rolling basis. Consult the Office of the Property Rights Ombudsman website for current deadlines.
2. Funding parameters:
  - a. Instructor Fees. The reimbursement rate for instructor fees shall generally be limited to \$150 per instructor per instruction hour. Reimbursement for preparation time by an instructor will be limited to \$150 per hour, with a maximum of three hours of preparation per instructor per hour of instruction time produced.
  - b. Panelist Fees. The reimbursement rate for panelist fees shall generally be limited to \$75 per hour per panelist. Reimbursement for preparation time by a panelist will be limited to \$75 per hour, with a maximum of one hour of preparation per hour of panel participation.
  - c. Staff fees. The reimbursement rate and total hours for staff time to assist in the training preparation or presentation shall require justification, review, and approval. Requests should clearly detail the time spent,

describe the tasks, and how they were necessary to assist in the training. The billable rate for requested staff fees must be appropriate to the task. For example, administrative staff time should not exceed \$50 per hour.

- d. Mileage and per diem reimbursement. Reimbursement for instructor, panelist, or staff meals, mileage, and lodging may not exceed current State of Utah rates for mileage and daily travel per diem.
- e. Travel time fees. In addition to fees above, if an instructor, panelist, or staff is required to travel to or from a remote or rural Utah location, the instructor may be compensated up to \$50 an hour for time traveling to and from the event venue in addition to mileage. Reimbursement for travel time is only available if the instructor, panelist, or staff travels 100 or more miles round trip.
- f. Reimbursement limit. The reimbursement rate for instructors or panelist fees shall be limited to \$3,000 total for each instructor or panelist per day, including airfare, vehicle mileage, and meals.
- g. Other reimbursable expenses. Reimbursement for other actual expenses such as workbooks, study guides, textbooks used in the education course, meeting rooms or facilities, audio/visual equipment rental costs, if needed, actual printing costs, reasonable cost of advertising materials, and mailing and postage costs, may be approved as needed.
- h. Non-reimbursable expenses. Gift cards, door prizes, and the cost of food and food services provided to training participants may not be paid or reimbursed from the Ombudsman's Land Use Fund. Any items that do not qualify for state funding shall be paid for by the participant or sponsor of the program.
- i. Sponsorship. Programs that receive sponsorships or grants from other sources are eligible for reimbursement on a net cost basis after subtracting sponsorships or grants from other sources.
- j. Double-dipping prohibited. Instructor or panelist fees, including preparation time, may not be paid to State or local government employees if the instructor is also being paid wages for the same time period.
- k. Total reimbursement cap. Total reimbursement shall generally be the lesser of \$15 per student hour or the cost of all approved actual expenditures, with a minimum reimbursement limit of \$150 multiplied by the number of hours of instruction provided. Grant requests in excess of \$15 per student hour must include the Request for Funding Above General Limits form.
- l. Electronic training resources: The cost to produce a training video or similar electronic training resource or module accessible by internet or other remote means may generally be reimbursed up to \$7,500 in total actual costs to produce the training resource or module. The \$7,500 maximum shall include instructor, panelist fees, staff fees, travel fees, equipment or facility rental, etc.
- m. Grant requests in outside these general parameters require further justification, review, and approval.



TRAVEL FEES	DETAILS	TOTALS
MILES		
MEALS		
LODGING		
AIRFARE		
TOTAL ESTIMATED PER DIEM EXPENSES		\$
<b>TRAVEL TIME FEES</b>		
<i>WILL INSTRUCTORS, PANELISTS, OR STAFF BE TRAVELLING MORE THAN 100 MILES ROUND TRIP? INCLUDE AN ESTIMATE OF ANTICIPATED TRAVEL TIME. INCLUDE STARTING AND ENDING POINTS, AS WELL AS ESTIMATED TIME AND METHOD OF TRAVEL.</i>		
TOTAL TRAVEL TIME FEES		\$
OTHER EXPENSES (IF APPLICABLE)	DETAILS	TOTALS
WORKBOOKS		
AUDIO/VISUAL FEE		
FACILITY RENTAL FEE		
POSTAGE		
OTHER		
OTHER		
TOTAL ESTIMATED OTHER EXPENSES FEES		\$
TOTAL ESTIMATE OF EDUCATIONAL EXPENDITURES		\$
<i>ADD ALL INSTRUCTOR, PANELIST, STAFF FEES, PER DIEM EXPENSES, TRAVEL FEES, AND OTHER EXPENSES</i>		

<b>ADDITIONAL FUNDING SOURCES</b>		
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<i>PLEASE TELL US ABOUT ANY FUNDING EXPECTED FROM SOURCES OTHER THAN THE LAND USE TRAINING FUND.</i>		
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	DETAILS	TOTAL
COST TO BE PAID BY STUDENTS		
SPONSORSHIP OR GRANTS FROM OTHER SOURCES		
TOTAL ADDITIONAL FUNDING		\$
NET COST OF FUNDING		
<i>SUBTRACT "TOTAL ADDITIONAL FUNDING" FROM "TOTAL ESTIMATE OF EDUCATIONAL EXPENDITURES"</i>		\$

<b>ESTIMATE PER STUDENT FUNDING REQUEST</b>		
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<i>NOTE THAT FUNDING REQUESTS ARE GENERALLY LIMITED TO A MAXIMUM OF \$15.00 PER STUDENT HOUR.</i>		
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PROJECTED NO. OF STUDENTS		TOTAL HOURS PER STUDENT		TOTAL HOURS (MULTIPLY STUDENTS BY HOURS)
TOTAL STUDENT HOUR COST				
(MULTIPLY TOTAL HOURS ABOVE BY \$15.00 MAX PER STUDENT HOUR)				\$

<b>ESTIMATED MAXIMUM GRANT REQUEST ALLOWED</b>	
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<p style="text-align: center;">ENTER THE LESSER OF ESTIMATED NET COST OF PROGRAM AND TOTAL STUDENT HOUR COST ABOVE  <i>THIS IS THE ESTIMATED MAXIMUM GRANT REQUEST ALLOWED. IF REQUESTED ABOVE AMOUNT, PLEASE FILL OUT THE NEXT SECTION, REQUEST FOR FUNDING ABOVE GENERAL LIMITS SECTION ON THE FOLLOWING PAGE.</i></p>	<b>\$</b>
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## Estimated Expenditures Training Video

If producing an electronic training resources, such as a training video, please fill out the Estimated Expenditure to Create Training Video below instead of the Estimated Expenditures Standard Grant above.

<b>ESTIMATED EXPENDITURES TO CREATE A TRAINING VIDEO</b>	
<i>DESCRIBE THE ANTICIPATED INSTRUCTOR/STAFF TIME, AS WELL AS ANY OTHER EXPENSES SUCH AS EQUIPMENT OR FACILITY RENTAL, TRAVEL, ETC. ATTACH ADDITIONAL PAGES IF NECESSARY.</i>	
TOTAL ELECTRONIC RESOURCE EXPENSES	\$

I/we request the Land Use Training Fund Grant described in this application and certify that if approved, Grant expenditures will substantially comply the information provided herein.

\_\_\_\_\_  
*Name of Authorized Representative (Print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Request for Funding Above General Limits

To request funding above the general limits, please fill out the information below. Please check all that apply and explain.

<input type="checkbox"/>	<p>The organization is seeking reimbursement in excess of \$15.00 per student hour of training?</p> <p><i>Total hours of training: _____ Estimated attendance: _____ Anticipated cost per hour of student training: \$ _____</i></p>
<input type="checkbox"/>	<p>The organization is seeking reimbursement for instructor compensation in excess of \$150 per hour of training, or for panelist compensation in excess of \$75 per hour.</p> <p><i>Proposed instructor / panelist compensation per hour of training: \$ _____</i></p> <p><i>Name of instructor(s) / panelist(s) receiving more excess compensation: _____</i></p> <p>_____</p>
<input type="checkbox"/>	<p>The organization is seeking reimbursement for instructor preparation time in excess of three hours per one hour of instruction time, and/or reimbursement for panelist preparation time in excess of one hour per one hour of panel presentation time.</p> <p><i>Proposed preparation hours per hour of instruction/presentation: _____</i></p>
<input type="checkbox"/>	<p>The organization is seeking instructor or panelist reimbursement (including airfare, mileage, meals, and lodging) in excess of \$3,000 per day.</p> <p><i>Number of days anticipated to exceed \$3,000 per day: _____</i></p> <p><i>Total cost anticipated per day: \$ _____</i></p>
<input type="checkbox"/>	<p>The organization is seeking more than the general limit of \$7,500 to create an online electronic resource. Include the amount sought and explanation of why it is justified in attached statement.</p>
<input type="checkbox"/>	<p>Other, include explanation in attached statement.</p>

**Explanation:** In an attached statement, provide justification for exceeding general funding limits requested above (e.g., the training is in rural Utah and will not have many participants, training topic is new and involves more preparation time than for typical presentations, etc.). Include any efforts made to attempt to complete the training within established limits.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date