



SPENCER J. COX  
Governor

DIEDRE  
HENDERSON  
Lieutenant Governor

State of Utah  
Department of Commerce

# OFFICE OF THE PROPERTY RIGHTS OMBUDSMAN

## Land Use Training Fund Reimbursement Request

### APPLICANT INFORMATION

Today's date

Federal ID#

Requesting Organization

Contact Person

Mailing Address

Email

Office Number

Cell Number

### TRAINING INFORMATION

Date(s) of training provided

Event Title

Description of event or program

\$

Requested Reimbursement Amount

Date Grant was approved

### DEPARTMENT OF COMMERCE ACTION

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

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

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

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

## REQUEST FOR REIMBURSEMENT APPLICATION INFORMATION REQUIREMENTS:

The requested 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. In addition, a checklist is provided with this reimbursement request form to assist with timely and complete submission. The Advisory Board, the Ombudsman, and/or the Department of Commerce may still request additional information.

### PROPOSED TRAINING DESCRIPTION

Please completely fill out the Request for Reimbursement form and attach supporting documentation. Include the following information:

1. Date of Training: The date(s) the training was held.
2. Information about the training:
  - a. Title the program including the name and location of the training.
  - b. Description of the program including method of training, target audience and what aspect of Utah land use law it will cover.
3. Other information: Any other additional information relevant to the reimbursement request that you would like considered. Additionally, the Ombudsman's Office, and/or the Department of Commerce may request additional information.

### FINANCIAL CONSIDERATIONS

The Ombudsman's Office and the Executive Director for the Department of Commerce, or their designees, shall consider the following factors in determining whether to approve a Land Use Training Request for Reimbursement.

1. Land Use Training Fund Approved Grant: The reimbursement request must match the previously approved grant including whether or not the training met the purpose and objective as proposed. An amount up to 20% over budget *may* be approved if reasonable and appropriate justification for the difference is provided.
2. Required information provided: The reimbursement request must include information in sufficient detail to establish how all requested funds were spent.
3. Deadlines: Requests for reimbursement must be received no later than 60 days after the training has been held.
4. Funding parameters:
  - a. Instructor Fees. The reimbursement rate for instructor fees shall generally be limited to \$150 per instruction hour per instructor. 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, including food and food service provided to training participants, 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. Reimbursement requests in excess of \$15 per student hour must have had a Request for Funding Above General Limits form approved.
- 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 excess of these general parameters require further justification, review, and approval.

# Land Use Training Fund Reimbursement Request Checklist

*This checklist is a courtesy item to provide a basic framework for organizing key pieces of a Reimbursement Application. Please note that an applicant is solely responsible for ensuring that all items required for reimbursement are collected, prepared, and submitted appropriately. Staff overseeing the Land Use Training Fund process maintain no responsibility for an applicant's activities or failure to provide any required information associated with an application. All items must be submitted in PDF file format.*

<b>Reimbursement Application Overview</b>	
<input type="checkbox"/>	<p>Start by reviewing the Land Use Training Fund Reimbursement Application Form located at <a href="https://propertyrights.utah.gov/land-use-training-funds/">https://propertyrights.utah.gov/land-use-training-funds/</a></p> <p><i>Note: If you are submitting for an Upfront Funding disbursement, <u>do not</u> complete a Reimbursement Application Form. An Upfront Funding Form can be found at <a href="https://propertyrights.utah.gov/land-use-training-funds/">https://propertyrights.utah.gov/land-use-training-funds/</a>.</i></p>
<input type="checkbox"/>	<p>Reimbursement Requests must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be associated with only one grant agreement. If you maintain multiple agreements (i.e., have been approved for multiple training grants through separate Board actions and associated grant agreements), a separate reimbursement request submission for each grant should be submitted.</li> <li><input type="checkbox"/> Be submitted in a separate email/submission package.</li> <li><input type="checkbox"/> Include supporting documentation relevant to the request and matching the expenses/funding for which reimbursement is sought. Items/files submitted should be descriptive and organized.</li> </ul>
<input type="checkbox"/>	<p>Contact the Ombudsman's Office at (801) 530-6391 or <a href="mailto:propertyrights@utah.gov">propertyrights@utah.gov</a> with any questions about the reimbursement application process or timing.</p>

<b>Reimbursement Application Organization and Submission</b>	
<input type="checkbox"/>	<p>Reimbursement Request package files should be organized and named as listed below. <i>Additional details for each item are listed further below in the Checklist.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) Reimbursement Request Form</li> <li><input type="checkbox"/> (b) Billing Invoice(s)</li> <li><input type="checkbox"/> (c) Hotel Invoice(s)</li> <li><input type="checkbox"/> (d) Staff Time Record(s)</li> <li><input type="checkbox"/> (e) Example of Resource(s) Completed/Delivered</li> </ul>
<input type="checkbox"/>	<p>(a) Reimbursement Request Form.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is the Applicant Information noted current, accurate, and complete?</li> </ul> <p><i>The details provided in the Training Information section should be consistent with those required within the Application Information Requirements section, the amounts listed in the expenditure sections, and the details of the proposed training activities listed within the approved grant agreement and attachments.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you have proper documentation for the expenses listed within the Educational and Electronic Resource</li> </ul>

	<p>sections?</p> <p><i>Check instructions for the various record and documentation types listed below to ensure the details needed and organization of said documentation are in line.</i></p>
<input type="checkbox"/>	<p>(b) Billing Invoice(s). Each invoice should be submitted as a single file, including all pages and supporting items for said invoice, and given an identifiable file name. Invoices are required to contain the following information, at a minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Printed on the charging entity’s letterhead or company header</li> <li><input type="checkbox"/> Date of Invoice</li> <li><input type="checkbox"/> Description of the task(s) charged relevant to the training activity/resource</li> <li><input type="checkbox"/> Cost of task(s)</li> <li><input type="checkbox"/> Total amount of invoice</li> <li><input type="checkbox"/> Notation showing payment of invoice, including (1) proof of payment, (2) method of payment, and (3) date paid</li> <li><input type="checkbox"/> Balance due showing as “0”</li> </ul>
<input type="checkbox"/>	<p>(c) Hotel Invoice(s). A separate invoice for each individual occupant must be submitted. Each invoice should be submitted as a single file, including all pages and supporting items for said invoice, and given an identifiable file name. Invoices are required to contain the following information, at a minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Printed on the hotel’s letterhead or company header</li> <li><input type="checkbox"/> Hotel address</li> <li><input type="checkbox"/> Date(s) of stay</li> <li><input type="checkbox"/> Total cost of stay</li> <li><input type="checkbox"/> Notation showing payment of invoice, including (1) proof of payment, (2) method of payment, and (3) date paid</li> <li><input type="checkbox"/> Balance due showing as “0”</li> </ul>
<input type="checkbox"/>	<p>(d) Staff Time Record(s). Records for each employee must be included. All records should be submitted as a single file, with separate details for each employee, and given an identifiable file name. Records are required to contain the following information, at a minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Task(s) performed, including (1) a brief description of the task(s), (2) how the task is associated with the approved training/activity, and (3) the amount of time each staffer spent on said task</li> <li><input type="checkbox"/> Proof that staff was paid</li> </ul>
<input type="checkbox"/>	<p>(e) Example of Resource(s) Completed/Delivered. Each example should be submitted as a single file, including all pages and supporting items for said item, and given an identifiable file name. Examples include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of the agenda and/or attendee list for the training</li> <li><input type="checkbox"/> Advertising graphics and documents for the resource, activity, or deliverable. These materials must visibly indicate the training/resources are sponsored by, and/or funded via, the “<i>Office of the Property Rights Ombudsman Land Use Training Fund</i>”.</li> <li><input type="checkbox"/> Copies of the presentation given</li> </ul>

# Standard Grant

## Educational Expenditures

Please completely fill out the applicable sections on the application below. Leave inapplicable sections blank and/or add additional pages as needed. Attach the following required documentation. If any of the documentation is not available, please provide an explanation in a separate attachment.

1. Training announcement,
2. Training Agenda,
3. Roster of attendees,
4. Copies of all invoices and receipts showing amounts requested for reimbursement. Items for which no invoice or receipt is provided may not be reimbursed, and
5. Mileage: Attach a copy of the map from Google Maps or MapQuest that shows the number of miles traveled and the estimated travel time (round trip).

EDUCATIONAL EXPENDITURES				
INSTRUCTOR FEES	DESCRIBE WORK DONE	TIME ON TASK	HOURLY WAGE	TOTALS
INSTRUCTOR 1				
PREP TIME				
INSTRUCTION TIME				
INSTRUCTOR 2				
PREP TIME				
INSTRUCTION TIME				
INSTRUCTOR 3				
PREP TIME				
INSTRUCTION TIME				
INSTRUCTOR FEES TOTALS				\$

PANELIST FEES	DESCRIBE WORK DONE	TIME ON TASK	HOURLY WAGE	TOTALS
PANELIST 1				
PREP TIME				
PRESENTATION TIME				
PANELIST 2				
PREP TIME				
PRESENTATION TIME				
PANELIST 3				
PREP TIME				
PRESENTATION TIME				
PANELIST 4				
PREP TIME				
PRESENTATION TIME				
TOTAL PANELIST FEES				\$
STAFF FEES	DESCRIBE WORK DONE	TIME ON TASK	HOURLY WAGE	TOTALS
SPECIFIC STAFF TASK				
SPECIFIC STAFF TASK				
SPECIFIC STAFF TASK				
SPECIFIC STAFF TASK				
TOTAL STAFF FEES				\$

TRAVEL FEES	DETAILS (MILES TRAVELED, METHOD OF TRANSPORT, ETC.)	QUANTITY	COST PER UNIT	TOTALS
INSTRUCTOR 1				
MILES				
MEALS				
LODGING				
AIRFARE				
INSTRUCTOR 2				
MILES				
MEALS				
LODGING				
AIRFARE				
TOTAL PER DIEM EXPENSES				\$

TRAVEL TIME FEES	DETAILS (MILES TRAVELED, METHOD TRANSPORT, ETC.)	HOURS IN TRANSIT	HOURLY TRAVEL WAGE	TOTALS
TRAVELER 1				
TRAVELER 2				
TRAVELER 3				
TOTAL TRAVEL TIME FEES				\$



OTHER EXPENSES	DETAIL OF EXPENSE	QUANTITY	COST PER UNIT	TOTALS
WORKBOOKS				
AUDIO/VISUAL FEE				
FACILITY RENTAL FEE				
POSTAGE				
OTHER SPECIFIC EXPENSE				
OTHER SPECIFIC EXPENSE				
TOTAL OTHER EXPENSES FEES				\$
TOTAL EDUCATIONAL EXPENDITURES				
<i>Add together all the Instructor, Panelist, Staff Fees, Per Diem Expenses, Travel Fees, and Other Expenses</i>				\$

ESTIMATE PER STUDENT FUNDING REQUEST				
<i>NOTE THAT FUNDING REQUESTS ARE GENERALLY LIMITED TO A MAXIMUM OF \$15.00 PER STUDENT HOUR.</i>				
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)				\$

ESTIMATED MAXIMUM GRANT REQUEST ALLOWED	
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 OTHER THAN THIS AMOUNT, COMPLETE THE REQUEST FOR FUNDING ABOVE GENERAL LIMITS FORM.</i>	\$

# Training Video Grant

## Educational Expenditures

EXPENDITURES TO CREATE ELECTRONIC RESOURCE				
INSTRUCTOR/STAFF TIME	DESCRIBE WORK DONE	TIME ON TASK	HOURLY WAGE	TOTALS
TOTAL INSTRUCTOR AND STAFF FEES				\$
OTHER EXPENSES Equipment, facility rental, etc.	DESCRIBE	QUANTITY	COST PER UNIT	TOTALS
TOTAL OTHER EXPENSES				\$
TOTAL EDUCATIONAL EXPENDITURES FOR TRAINING VIDEO CREATION				\$

ADDITIONAL DETAIL: (ATTACH ADDITIONAL PAGES IF NEEDED.)

I hereby verify that my organization owes or has paid these expenses which are directly connected to providing an approved Land Use Training. I further verify that the training was conducted as proposed in the approved Land Use Training Fund Grant Application, unless otherwise explained and provided for above or in attached document. I further verify that the Land Use Training was adequately and professionally prepared for and delivered. I also verify that our organization engaged in good faith negotiations to obtain the best reasonable value for the costs listed.

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date