

Office of the Property Rights Ombudsman Land Use Training Forms Checklist

General Information	
	Request has been completed on the required form(s):
	1. Request for Land Use Training Funds
	Must be submitted before the established deadlines and will be reviewed by the Land Use and Eminent Domain Advisory Board, the Fund Manager, the Director for the Office of the Property Rights Ombudsman, and the Executive Director of the Department of Commerce.
	2. Request for Reimbursement
	Must complete the "Request for Land Use Training Funds" application and obtain prior approval from the Fund Manager, the Director for the Office of the Property Rights Ombudsman, and the Executive Director of the Department of Commerce.
	3. Request for Funding Above General Limits
	Must complete the "Request for Land Use Training Funds" application and/or the "Request for Reimbursement" application for expenses incurred over the approved funds.

"Request for Land Use Training Funds" Checklist	
	Will the Request for Land Use Training Funds be submitted prior to the proposed training program?
	Will the Request be submitted prior to the established Guidelines? November 30 th and May 31 st . Funds will only be available to use during the concurrent fiscal year.
	Does the request for Land Use Training Funds address Utah land use law, drafting and application of land use laws and regulations, and/or land use dispute resolution?
	Complete the "Request for Land Use Training Funds" application to the Ombudsman on a form provided for that purpose by the Ombudsman.
	Estimate expenditures for the proposed training program (page 2)
	Estimate the maximum grant Request (page 3)
	Include the following with your request:
	1. Description of the proposed training session(s).
	2. Date of the proposed training sessions(s), if known. Proposed training sessions may be submitted on the same form as long as they are the same training program (just different dates).
	3. Program objectives
	4. Instructors (estimated costs)
	5. Target audience
	6. Estimated budget (If there is more than one training session, included an estimated cost per training session.)
	7. Other criteria as listed on the general instructions included with this form. (Page 6, #7)
	Submit the Form to the Office of the Property Rights Ombudsman via the Ombudsman's website or via email: propertyrights@utah.gov

“Request for Reimbursement” Checklist	
	Have training funds been approved by the Fund Manager, the Director for the Office of the Property Rights Ombudsman, and the Executive Director of the Department of Commerce? If NO , do not proceed.
	Will the Request for Reimbursement be submitted within 60 days after the training as been held?
	Complete the “Request for Reimbursement” application to the Ombudsman on a form provided for that purpose by the Ombudsman.
	Include the following with your request:
	1. Date of the training session. (If more than one training session, submit a separate request for reimbursement for each training session.)
	2. Itemized invoice – on organization's letterhead.
	3. Supporting Documentation **Note the invoice MUST show that the expenses have been paid in order to obtain reimbursement for those expenses. If not, a receipt for payment of the invoice must be included.
	4. Instructor(s) Fees.
	a. Instructor Fees are limited to \$150 per hour per instructor. Not to exceed \$3,000 total for all instructors per day, including lodging travel, and meals. If there are any instructor fees over these limits, complete the “Request for Funds Above General Limits” application.
	b. Lodging – Does not exceed State of Utah per diem rates.
	c. Meals – Does not exceed State of Utah per diem rates.
	d. Mileage – Does not exceed State of Utah per diem rate. <i>Include a copy of the estimate mileage from either Google maps or MapQuest.</i>
	5. Expenses related to the following items. <i>Include copy of the receipts and proof of payment.</i>
	a. Workbooks, study guides, or textbooks
	b. Meeting rooms or facilities (if needed)
	c. Audio/visual equipment (rental costs if needed)
	d. Printing costs. (Including copies for workbooks, study guides, or textbooks, if needed)
	e. Advertising and publication costs (if needed)
	f. Mailing postage and handling costs (if needed)
	6. Copy of Announcement and agenda <i>*Note: Advertising and agenda must include the statement: "The Office of the Property Rights Ombudsman has provided funding for this training program from the 1% surcharge on all building permits in the State of Utah."</i>
	7. Cost per student (\$15 per student hour of training). If there is a cost, follow instructions as listed on the “Request for Reimbursement” application. If seeking funding in excess of \$15 per student hour of training, complete the “Request for Funding Above General Limits” application.
	8. Roster of attendees
	9. Additional items. These expenses are subject to further review and approval by the Ombudsman’s Office and the Department Director. (General instructions as listed on the “Request for Land Use Training Funds” application, page 7, #10.) <i>Include copy of receipts and proof of payment for each item.</i>
	10. Application must be signed by an authorized representative, including their Title and a date of signature.

“Request for Funding Above General Limits” Checklist

This form must accompany Requests for Land Use Training Funds seeking funding in excess of \$15 per student hour, or instructor fees in excess of \$150 per hour of training, or total instructor fees in excess of \$3,000 per day of training. You do not need to fill out this form if you are not seeking funding in excess of these limits

	Complete the “Request for Funding Above General Limits” application to the Ombudsman on a form provided for that purpose by the Ombudsman. <i>In an attached, typewritten statement, please provide justification for exceeding any of the amounts described below. Include any efforts to attempt to complete the training within set limits. E.g, training is in rural Utah and will not have very many participants.</i>
	1. Funding in excess of \$15 per student hour of training. Include the following:
	a. Total hours of training
	b. Estimated Attendance
	c. Anticipated cost per hour of student training
	2. Funding for instructor compensation in excess of \$150 per hour of training.
	a. Proposed instructor compensation per hour of training.
	b. Name of instructor (s) receiving more than \$150 per hour of training.
	3. Funding for instructor fees (including airfare, mileage, meals, and lodging) in excess of \$3,000 per day.
	a. Number of days anticipated to exceed \$3,000 per day.
	b. Total cost anticipated per day.
	4. Attach a typewritten statement with justification for exceeding the general limits.
	5. Application must be signed by an authorized representative, including their Title and a date of signature.