



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: \$ _____

Fund Manager: _____ Date: ___/___/___

Ombudsman's Office Director: _____ 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. In addition, a checklist is provided with this application 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 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. Note that a written request for any upfront funding must be included in your application to be considered.

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.
- n. Upfront funding. An applicant may request upfront funding for specific activities or costs identified in their application. Such costs must be identified within the application, and may not exceed the current limitations in dollar amount or percentage that are in place at the time of application submission. Current upfront funding limitations may be obtained by contacting the ombudsman's office. Limitations are subject to change from cycle to cycle at the discretion of the executive director or designee.

As part of the Land Use Training Fund Grant Application, please provide the following information. Leave inapplicable sections blank and/or add additional pages as needed. Note that there is a separate application for creating training videos.

Land Use Training Fund Application Checklist

This checklist is a courtesy item to provide a basic framework for organizing key pieces of an application. Please note that an applicant is solely responsible for ensuring that all items required within an application are prepared and submitted appropriately. Staff overseeing the Land Use Training Fund process maintain no responsibility for an applicant's pre-application, submittal activities, or failure to provide any required information associated with an application.

Pre-application Activities	
<input type="checkbox"/>	<p>Start by reviewing the Land Use Training Fund materials located at https://propertyrights.utah.gov/land-use-training-funds/, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overview of the Land Use Training Fund (webpage text) <input type="checkbox"/> Land Use Training Fund Application Checklist (this checklist) <input type="checkbox"/> Land Use Training Fund Application Deadlines <input type="checkbox"/> Rules and Procedures (R151-5) <input type="checkbox"/> Land Use Training Fund Grant Application <input type="checkbox"/> Request Form for Funding Above General Limits <input type="checkbox"/> Reimbursement Request Form <input type="checkbox"/> Upfront Funding Request Form
<input type="checkbox"/>	<p>Contact the Ombudsman's Office at (801) 530-6391 or propertyrights@utah.gov with any questions about the program, submission criteria, or other details</p>

Application Preparation and Submission Activities	
<input type="checkbox"/>	<p>Is the Applicant Information noted on Page 1 current, accurate, and complete?</p> <p><i>The details provided in the Proposed Training Information section should be consistent with those in the attached outline (detailed in the "Proposed Training Description" section on Page 2) but presented in summary form.</i></p>
<input type="checkbox"/>	<p>Is the Proposed Training Information noted on Page 1 consistent with the outline attached to the application?</p> <p><i>See Page 2, "Proposed Training Description," for additional direction. Note that an outline is required to be attached.</i></p>
<input type="checkbox"/>	<p>Are the Estimated Expenditures noted on Pages 4 through 6 in line with the Financial Considerations criteria of the program?</p> <p><i>See Page 2, "Financial Considerations," for specific details.</i></p>
<input type="checkbox"/>	<p>Does your application include any estimated expenditures for video production associated with the proposed training activity?</p> <p><i>If you answered YES to the above question, ensure the "Estimated Expenditures Training Video" section is completed.</i></p>

<input type="checkbox"/>	<p>Does your application include a request for either:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Funding Above General Limits, or <input type="checkbox"/> Upfront Funding <p><i>If you answered YES to either item, ensure that the “Request for Funding Above General Limits or Upfront Funding” section has the relevant items selected and required information included. Note that an explanation statement detailing the request is required for any item indicated with this section, which must be attached to the application. These details may be included within the Proposed Training Description Outline, but should be specifically notated to ensure clarity for each specific request.</i></p> <p><i>In addition, upfront funding limits are subject to change from cycle to cycle. As such, contact the Ombudsman’s Office to ensure that current limits for upfront funding requests are understood before submitting any request. Failure to do so may result in the request being deemed ineligible.</i></p>
<input type="checkbox"/>	<p>Has the application been signed by a party with signing authority for your organization? Signatures are required on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Page 7 – Grant Application Main Signature <input type="checkbox"/> Page 8 – Request for Funding Above General Limits or Upfront Funding (if applicable)
<input type="checkbox"/>	<p>Submit the complete and signed application, plus all required attachments and other documentation, to propertyrights@utah.gov no later than 5 p.m. local (Mountain Time) on the Land Use Training Fund Application Deadline chart for the desired Board meeting.</p> <p><i>Following submission, staff from the Ombudsman’s Office will be in contact to confirm application receipt, and to discuss follow-up actions and next steps.</i></p>

Estimated Expenditures Standard Grant

INSTRUCTOR(S) FEES		
<p><i>DESCRIBE EXPECTED INSTRUCTOR FEES, IF ANY. DESCRIPTION SHOULD INCLUDE AN ESTIMATE OF INSTRUCTION HOURS, PREPARATION TIME, HOURLY WAGE (NOT TO EXCEED \$150.00 PER HOUR) AND A BRIEF DESCRIPTION OF EXPECTED TASKS. **FEES MUST FALL WITHIN FUNDING PARAMETERS.</i></p>		
TOTAL ESTIMATED INSTRUCTOR FEES		\$
PANELIST(S) FEES		
<p><i>DESCRIBE EXPECTED PANELIST FEES, IF ANY. DESCRIPTION SHOULD INCLUDE AN ESTIMATE OF PANELIST PRESENTATION HOURS, PREPARATION TIME, HOURLY WAGE (NOT TO EXCEED \$75.00 PER HOUR) AND A BRIEF DESCRIPTION OF EXPECTED TASKS. **FEES MUST FALL WITHIN FUNDING PARAMETERS.</i></p>		
TOTAL ESTIMATED PANELIST FEES		\$
STAFF FEES		
<p><i>DESCRIBE EXPECTED STAFF FEES, IF ANY. DESCRIPTION SHOULD INCLUDE A DESCRIPTION OF EXPECTED TASKS, TIME ESTIMATE, AND PROPOSED HOURLY WAGE (NOT TO EXCEED \$50.00 PER HOUR.) **FEES MUST FALL WITHIN FUNDING PARAMETERS.</i></p>		
TOTAL ESTIMATED STAFF FEES		\$
TRAVEL FEES	DETAILS	TOTALS
AIRFARE		

MILES		
LODGING		
MEALS		
TOTAL ESTIMATED PER DIEM EXPENSES		\$

TRAVEL TIME FEES

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.

TOTAL TRAVEL TIME FEES		\$
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OTHER EXPENSES (IF APPLICABLE)	DETAIL OF EXPENSE	COST	TOTALS
WORKBOOKS			
AUDIO/VISUAL FEE			
FACILITY RENTAL FEE			
POSTAGE			
OTHER			
OTHER			

TOTAL ESTIMATED OTHER EXPENSES FEES		\$
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TOTAL ESTIMATE OF EDUCATIONAL EXPENDITURES <i>ADD ALL INSTRUCTOR, PANELIST, STAFF FEES, PER DIEM EXPENSES, TRAVEL FEES, AND OTHER EXPENSES</i>		\$
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ADDITIONAL FUNDING SOURCES

PLEASE TELL US ABOUT ANY FUNDING EXPECTED FROM SOURCES OTHER THAN THE LAND USE TRAINING FUND.

HAVE YOU SECURED OR ARE YOU CURRENTLY SEEKING ANY ADDITIONAL STATE FUNDING SOURCES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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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>					\$
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 ABOVE AMOUNT, PLEASE FILL OUT THE NEXT SECTION, REQUEST FOR FUNDING ABOVE GENERAL LIMITS SECTION ON THE FOLLOWING PAGE.</i>					\$

Estimated Expenditures Training Video

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

ESTIMATED EXPENDITURES TO CREATE A TRAINING VIDEO	
<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	\$
TOTAL ESTIMATE OF EDUCATIONAL EXPENDITURES	\$

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

Name of Authorized Representative (Print)

Title

Signature

Date

Request for Funding Above General Limits or Upfront Funding

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

<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>The organization is seeking upfront funding for project-specific deliverables or activities.</p> <p><i>The total amount proposed is: \$_____</i></p>
<input type="checkbox"/>	<p>Other, include explanation in attached statement.</p>

Explanation: In an attached statement, provide justification for exceeding general funding limits or upfront funding 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, pre-payment of certain items is required and limits the applicant's ability to provide training activity without initial funding support, etc.). Include any efforts made to attempt to complete the training within established limits.

Name of Authorized Representative (Print)

Title

Signature

Date