



GARY R. HERBERT  
Governor

SPENCER J. COX

State of Utah  
Department of Commerce

# OFFICE OF THE PROPERTY RIGHTS OMBUDSMAN

## Request for Land Use Training Funds

<i>Please return by regular mail to:</i> PO Box 146702 Salt Lake City, UT 84114	<i>Or by fax or email to:</i> Fax: (801) 530-6338 Email: propertyrights@utah.gov
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*See the attached instructions for more information and assistance in completing this form.*

Date of Request: \_\_\_\_\_

Check this box if this organization has received training funds in the past.   
Date of previous training: \_\_\_\_\_

Requesting Organization \_\_\_\_\_ Federal ID # \_\_\_\_\_

Contact Person & Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email \_\_\_\_\_

Event Title/Subject \_\_\_\_\_

Brief Description of Event or Program \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Audience \_\_\_\_\_

Expected Speakers/Presenters \_\_\_\_\_

Date(s) of Training \_\_\_\_\_ Projected Total Hours \_\_\_\_\_ \$ \_\_\_\_\_ Projected Per Student Fee \$ \_\_\_\_\_ Estimated Total Amount of Request \_\_\_\_\_

<b>LAND USE AND EMINENT DOMAIN ADVISORY BOARD ACTION</b>	
<b>LUEDAB Recommendation:</b> ___ Favorable ___ Unfavorable	<b>Amount Recommended:</b> \$ _____
<b>Reason:</b> _____	<b>Date:</b> ___/___/___
<b>DEPARTMENT OF COMMERCE ACTION</b>	
___ Approved ___ Not Approved	<b>Amount:</b> \$ _____
<b>Fund Manager:</b> _____	<b>Date:</b> ___/___/___
<b>Ombudsman's Office Director:</b> _____	<b>Date:</b> ___/___/___
<b>Department Director:</b> _____	<b>Date:</b> ___/___/___

**\*\*IMPORTANT: You must submit this form by November 30 to be considered for funding between January 1-June 30 of the following year, and by May 31 to be considered for funding between July 1-December 31 of the following year. Late forms may not be considered.\*\***

1. Please attach a proposed budget or calculation detailing the estimated costs and expenditures that make up the total amount of your request.
2. You may also attach a draft agenda, a more detailed description of the program and training objectives, and any other documents relevant to your proposed program.
3. Please carefully review the attached instructions and provide any descriptions and information as needed.

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**Name of Authorized Representative (Print)**

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**Title**

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**Signature of Authorized Representative**

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**Date of Signature**



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# OFFICE OF THE PROPERTY RIGHTS OMBUDSMAN

## Request for Reimbursement

<i>Please return by regular mail to:</i> PO Box 146702 Salt Lake City, UT 84114	<i>Or by fax or email to:</i> Fax: (801) 530-6338 Email: propertyrights@utah.gov
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*See the attached instructions for more information and assistance in completing this form.*  
**\*\*IMPORTANT: You must submit this form no more than 60 days following completion of the program.\*\***

Date of Request: \_\_\_\_\_

Requesting Organization \_\_\_\_\_ Federal ID # \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address, City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email \_\_\_\_\_

Event Title/Subject \_\_\_\_\_

We did not hold the training as outlined but request reimbursement for allowable expenses.  
Date(s) of Training \_\_\_\_\_

**Please completely fill out the form on the next page, or attach an accounting providing the necessary information. Also, attach copies of invoices and receipts showing amounts requested for reimbursement.**

**If applicable, also attach a training announcement, agenda, and a roster of attendees.**

<b>DEPARTMENT OF COMMERCE ACTION</b>		
___ Approved ___ Not Approved Amount: \$ _____		
<b>Fund Manager:</b> _____	<b>Date:</b> ___/___/___	
<b>Ombudsman's Office Director:</b> _____	<b>Date:</b> ___/___/___	
<b>Department Director:</b> _____	<b>Date:</b> ___/___/___	

<b>Section A – Educational Expenditures</b>		
a. Instructor Fees	\$ _____	
b. Airfare	\$ _____	
c. Mileage	\$ _____	
d. Meals	\$ _____	
e. Lodging	\$ _____	
f. Other ( <i>please specify</i> )	\$ _____	
1. Total Instructor Reimbursement & Fees ( <i>not to exceed \$3,000 for an 8-hr day</i> )		\$ _____
2. Textbooks/Workbooks Title(s)		\$ _____
3. Facility Cost		\$ _____
4. Audio/Visual Equipment		\$ _____
5. Printing		\$ _____
6. Postage and Handling		\$ _____
7. Other ( <i>please detail</i> ) _____ _____		\$ _____
<b>Total of Educational Expenditures (1-7)</b>		\$ _____
<b>For Programs Charging Attendee Fees</b>		
Total amount of collected attendee fees	<i>minus</i>	\$ _____
Total amount of Sponsorship funds	<i>minus</i>	\$ _____
<b>Net Cost of Program</b>		\$ _____

If applicable, please detail and explain any additional costs for which you seek reimbursement. Please attach any additional documentation.

I hereby verify that my organization owes or has paid these expenses. 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, providing appropriate audio and/or visual aids, preparing and arranging for handouts or study guides, arranging for any needed equipment and providing 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 listed.

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**Name of Authorized Representative (Print)**

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**Title**

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**Signature of Authorized Representative**

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**Date of Signature**

# Request for Land Use Training Funds

## General Instructions

1. Awards of building code funds for land use training will occur in accordance with these instructions, rules promulgated by the State of Utah and Utah Department of Commerce, and the conditions and provisions of application approval.
2. Prior to the proposed training program, the organization must submit a Request for Land Use Training application. Following approval of the program for funding, the organization may submit one or more Request for Reimbursement forms. Approved land use training programs will receive funds on a reimbursement basis only.
3. A completed Request for Land Use Training Funds application must be submitted by November 30 to be considered for funding between January 1-June 30 of the following year, and by May 31 to be considered for funding between July 1-December 31 of the following year. Late forms may not be considered. Submission and acceptance of an application does not guarantee approval.
4. Following submission of a completed Request for Land Use Training Funds form to the Office of the Property Rights Ombudsman (“Ombudsman’s Office”), the Land Use and Eminent Domain Advisory Board (“LUEDAB”) reviews the application and makes a recommendation to approve or deny the application. If the LUEDAB recommends the reviewed application for approval, the request is then reviewed by the Fund Manager, the Director of the Ombudsman’s Office and the Executive Director of the Department of Commerce.
5. An application is not officially approved until the Fund Manager, the Director for the Ombudsman’s Office, and the Executive Director for the Department of Commerce (or their designees) have signed the application. A letter of approval will be sent to the email address provided on the form after all signatures have been obtained.
6. Programs eligible for reimbursement will primarily provide training on Utah land use law, in particular the drafting and application of land use laws and regulations, and land use dispute resolution. Training may take the form of live or prerecorded seminars or lectures, continuing education programs, video production, and development and distribution of training materials and written information.
7. The LUEDAB, the Ombudsman’s Office and the Director of the Department of Commerce may consider the following factors in determining whether to approve a Request for Land Use Training application.
  - a. Previous experience in providing training.
  - b. Cost estimates, including cost per-attendee estimates.
  - c. How well the education fits in with the fund’s land use education and training objectives. *See* UTAH CODE §13-43-203(1)(h)(i).
  - d. Whether the training addresses current Utah land use law, issues and best practices.
  - e. How well the text relates to the course objectives.
  - f. The target audience.
  - g. The expected number of students, hours of instruction, and the ratio of students per dollar spent.
  - h. The location or region of the state targeted by the education.
  - i. The percentage of training costs paid for by the student.
  - j. Any other considerations deemed important by the LUEDAB, the Ombudsman’s Office and the Department of Commerce.
  - k. Available funds.
8. Completed Request for Reimbursement forms must be submitted no more than 60 days following completion of the proposed training program in order to receive funding, unless an extenuating circumstance occurs. Written notice must be given to the Ombudsman’s Office of such an extenuating circumstance. Failure to submit a Request for Reimbursement within 60 days shall result in non-payment of approved funds, unless the Ombudsman’s Office has received and accepted an explanation of the extenuating circumstance.

9. To receive reimbursement, the sponsoring organization must submit with the completed Request for Reimbursement form an itemized invoice on the organization's letterhead with attached receipts and documentation to support the requested reimbursement. If available, the sponsoring organization should also attach a roster of attendees, a copy of the advertising announcement and agenda, and any training materials provided.
10. The following items may be considered for reimbursement.
  - a. **Instructor fees.** Reimbursement for instructor fees will be limited to \$150 per hour per instructor and to \$3,000 total for all instructors per day, including travel, lodging, and meals. Any instructor fees in excess thereof, including honoraria for keynote speakers, will require further justification, review, and approval. State or local government employees are not eligible to receive instructor fees if the instructor also receives wages for the same time period.
  - b. **Instructor lodging, travel and meals.** Reimbursement for instructor meals, mileage, and lodging must not exceed current State of Utah per diem rates.
  - c. **Workbooks, study guides, or textbooks** used in the education course.
  - d. **Meeting rooms or facilities**, if needed.
  - e. **Audio/visual equipment** rental costs, if needed.
  - f. **Printing costs**, including copies for workbooks, study guides, or textbooks, if needed.
  - g. **Advertising and publication** costs, if needed.
  - h. **Mailing, postage & handling** costs, if needed.
  - i. **Additional items** subject to further review and approval by the Ombudsman's Office and the Department Director.
11. Training such as continuing education programs or other programs that charge a fee to attendees are eligible for reimbursement on a net cost basis after subtracting collected student fees and sponsorships. The participant or sponsor of the program must pay for any items that do not qualify for state funding.
12. Reimbursement may not be approved if the training event does not occur. Additional explanation may be required to establish eligibility for reimbursement.
13. Applicants will receive written notification if the application has been approved or denied at the email address provided.
14. Advertising and agenda or training material for the training program shall include the following 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.”*
15. The sponsoring organization must ensure that the training is provided by instructors who are qualified to teach the program. Furthermore, the sponsoring organization must ensure that instructors are adequately prepared to teach the class, including making an appropriate outline of the program as well as audio and/or visual aids, preparing or arranging for handouts or study guides as well as any needed equipment, and ensuring that the training is held within the time constraints specified in your request for funding. Reimbursements are based upon the sponsoring organizations' assurance that a quality training program will be provided. If the training is deficient in quality of presentation or preparation as outlined above, it could jeopardize your present or future requests for reimbursement.
16. The sponsoring organization must ensure the best reasonable value for eligible reimbursement costs. Failure to do so could jeopardize your present or future requests for reimbursement.

*The Land Use and Eminent Domain Advisory Board, the Department of Commerce Director and/or the Ombudsman reserve the right to deny individual reimbursements even if the program has received approval.*