



Nevada State Office of Energy 2012 EduCode Energy Code Scholarship Grant For State of Nevada Residents

Eligibility, Reimbursement Rules and Procedures

Purpose: The purpose of this grant is to promote and encourage building code officials within the state of Nevada to gain a better understanding of the requirements and intent of the latest adopted state energy code, the 2009 IECC. In addition, design professionals and industry contractors who are Nevada residents will be eligible under a special allotment of the grant this year, to encourage their participation in compliance with this code.

We have changed the entire way we are processing the grant this year, in order to eliminate the delays in issuance of reimbursement checks. Instead of waiting for checks to be issued from Washington DC, all money for the grant will be held and disbursed from northern Nevada.

NOTE: This year we have a very brief time period from the end of EduCode to the date when the grant terminates. Therefore, all reimbursement requests must be filled out correctly and in to the address below no later than Saturday, March 10, 2012. This only gives the grant recipient a week to get all paperwork filled out and in to Don White. Packets received later than this date may be denied. Because of this very short time frame, we are encouraging grant recipients to submit grant reimbursement request packets to Don White in person prior to leaving EduCode (please read more below).

Eligibility: The applicant must be a permanent resident of the State of Nevada

Government Employee: The applicant must be currently employed by, or under contract to a Nevada governmental jurisdiction having authority over the inspection of and compliance with the state adopted building and energy codes.

Design Professional: The applicant must be a building design professional that currently holds a license with state of Nevada, or is currently under the employment and direct supervision of a state licensed design professional

Building Contractor: The applicant must hold a construction contractor's license from state of Nevada or be employed directly by and under the supervision of a principal holding a Nevada state contractor's license.

Grant Categories: For 2012 EduCode, application has been divided into two different categories as follows:

Category 1 applicants: Those code and industry professionals that reside in the state of Nevada **outside the boundaries of Clark County or the Township of Pahrump**. The applicants are eligible for a scholarship that will cover the cost of up to two days worth of approved classes plus an amount of additional travel support, for a maximum total of **\$426**.

Category 2 applicants: Those applicants that reside **within the boundaries of Clark County or the Township of Pahrump**. They are eligible for reimbursement for up to two days worth of approved energy code classes for a maximum total of **\$300**.

Prior Approval:

1. Please review the grant rules document and application thoroughly (see #4 below). Note that there are two types of applications, one for code officials and one for design and industry professionals. Insure that you download the correct application and fill it in completely. If there are any questions, please feel free to contact Don White per the information provided below.
2. Due to the limited amount of funds available, scholarships will be awarded on a first-come-first served basis. Please be as accurate as possible in preparing the cost estimate portion of the scholarship application so that the maximum number of persons can take advantage of the grant.
3. If your jurisdiction or company is paying for your registration, travel, etc., and is to be the recipient of the reimbursement, be sure to fill in their information completely on both the application and reimbursement form.
4. Applications, grant rules and reimbursement forms may be obtained by visiting the EduCode website at www.educode.us and clicking on the highlighted energy code grant button under the main heading.
5. Download the correct application form, fill it out completely and send it to Don White at the address below. (Mail it, fax it or email it). **NOTE:** On line applications may be downloaded, typed in and emailed without paper forms.
6. Notification of scholarship award will occur within 15 days of submission.

After Approval:

1. Upon receipt of your acceptance of the scholarship, recipients must register for the eligible EduCode classes on-line via the EduCode website at www.educode.us or you may register through ICC at <http://www.iccsafe.org/Education/Courses/Pages/EduCode.aspx> . (If you were planning on attending the code conference anyway, you may wish to register prior to receiving word of the scholarship).
2. If you are traveling from outside Las Vegas as a **Category 1** recipient, secure travel arrangement per the rules below.
3. Contact the hotel and make your lodging reservations. Do so as soon as possible as the special room rate is only available to January 1, 2012. (Read rules below.)

Approved Classes:

The scholarship may only be used for the following EduCode classes

1. **Tue. Feb. 28, Session 21: ACCA Manuals J, D and S and the 2009 IECC**
2. **Wed. Feb 29, Session 36: Compliance with the Residential Provisions of the 2009 IECC**
3. **Thurs. Mar 1, Session 50: Compliance with the Commercial Provisions of the 2009 IECC**
4. **Fri. am Mar 2, Session 68: Comparison Between 2007 ASHRAE 90.1 & the 2009 IECC and HVAC Requirements**
5. **Fri. pm Mar 2, Session 69: Commercial Lighting Requirements of the 2009 IECC**

Scholarship attendees must sign the class role at the start and end of each class period and provide a filled out class evaluation before leaving the seminar room.

The recipient must attend the entire class. The EduCode host has the discretion to determine completed attendance and eligibility for class CEU's and grant reimbursement.

Reimbursement for Classes: The cost for classes taken at EduCode is \$150 per class or \$150 per day of classes (i.e., 2 half-day classes are \$150).

1. If a scholarship recipient wishes to attend two days of approved classes above, the total would be \$150 a day for a total \$300. The maximum reimbursement for classes allowed for each scholarship recipient is **\$300**.

FOR CATEGORY 1 RECIPIENTS ONLY (below)

(Category 1 Recipients only) Reimbursement for Travel/Lodging - General Rule: The total amount of Travel/Lodging reimbursement will be provided at **50%** of cost per approved classes attended. [Example: If you are only planning on taking one approved class, then the maximum allowed reimbursement for travel/lodging is \$63 and the maximum total amount you would be eligible for would be \$213 (half of the maximum grant allowance.) To be eligible for the full Category 1 scholarship amount of \$426, you must attend a minimum of 2 approved grant classes.

Reimbursement for Travel-Auto (Category 1 recipients only eligible):

Auto travel:

1. Auto mileage will be reimbursed at the rate of 41 cents per mile.
2. Trips by car cannot exceed the cost of the lowest roundtrip air or bus coach fare between your home city and Las Vegas, plus related ground transportation costs (transportation to/from the airport).

Air Travel:

1. Air travel must be booked for the most economical rate (economy or coach class) from common air carrier serving the largest municipality in proximity to your residence.
2. Travel arrangements must be made as soon as possible following notification of acceptance to the grant program.
3. Transportation to and from the airport may be added to the air fare in consideration for reimbursement. Cab or bus receipts must be obtained.
4. Copies of all receipts must be provided to grantor.

Lodging: Special room rates have been negotiated at the EduCode venue, the Orleans Hotel and Casino. The rates are \$45.00 a night during the week plus tax (about \$54.00 total.) There is a limited time to reserve lodging for the conference at this special rate so register as soon as possible

1. Lodging grant reimbursement will only be considered for the night's stay prior to the day of the approved class(es). Again, attendance at the classes is mandatory for those wishing to be reimbursed for the eligible lodging.

Incidental reimbursement:

Meals, etc.:

1. Continental breakfast and lunch buffet will be provided for all enrolled attendees which is included in the price of the classes for the day. Water, coffee and soft drinks will be made available for breaks throughout the day.
2. Dinners, snacks, etc. are **not** included in the scholarship reimbursement policy.
3. Scholarship recipients are eligible to attend all general functions provided by SNICC during EduCode week, including after class hospitality functions.

General Reimbursement Procedure

1. Either obtain the reimbursement form at one of the approved classes or download the reimbursement form from the EduCode link on the www.snicc.org website.
2. Fill it out completely. NOTE: If your jurisdiction or company is expecting the reimbursement directly, all information must be provided in the reimbursement recipient section of the form. It is the student's responsibility to submit the reimbursement request form. **Do not wait for your employer to do it.**
3. Attach copies of the original paid receipts to support your claim for reimbursement.
4. Either submit the reimbursement request package directly to Don White at the EduCode event, who will be hosting all of the approved grant classes, or scan, email, fax or mail the complete reimbursement request package, including copies of receipts, to Don White at the address below. **Remember, you only have one week to get the reimbursement requests in, all reimbursement packets must be received by Don White no later than Saturday, March 10, 2012 to be eligible for reimbursement.**

Information:

For all information regarding the grant, please contact

Don White
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