

**STATEWIDE FIRE
and
BUILDING SAFETY
EDUCATION FUND**



**Funding Guidance Manual
for
675 IAC 12-11**

Indiana Department of Homeland Security

Division of Fire and Building Safety

Overview

The Indiana Department of Homeland Security (IDHS), through the Division of Fire and Building Safety has been tasked to provide education to local and state Code Officials with the most effective, efficient and economical approach to building and fire safety rules throughout the state. IDHS believes that a building and fire safety rules funding guidance manual should be a common sense approach to ensure that Statewide Fire and Building Safety Education Fund goals. The Statewide Fire and Building Safety Fund guidance manual serves as a means to accomplish these goals while incorporating any guidance provided by the state government.

At the time of this writing, for each design release issued release issued by IDHS, Plan Review Division, twelve dollars (\$12) of the filing fee is designated for deposit in the Statewide Fire and Building Safety Education Fund. The IDHS believes that the Funding Guidance Manual should use a common sense approach to ensure the Statewide Fire and Building Safety Fund accomplishes its intended purpose. It is the function of the IDHS to ensure that these funds are used appropriately for the delivery of approved education throughout the state. In addition, it is the responsibility of the IDHS to ensure that all recipients of state funding comply with all applicable state requirements.

Fund Authority

675 IAC 12-11

All building and fire safety rules education courses designed and conducted with the financial support of the IDHS, using Rule 11 funds, are subject to the approval of the IDHS, Division of Fire and Building Safety, who is currently assigned the responsibility to administer is fund.

675 IAC 12-11:

Section 2.(a) The fund is established to pay all or part of the enrollment fees charged for educational training courses, seminars, or other programs of the department on behalf of state or local government inspectors whose applications for financial assistance are approved.

(b) Enrollment fees may include the following:

- (1) Tuition or course fees.
- (2) Registration fees.
- (3) Lab fees.
- (4) Cost of individual course materials, such as books or equipment.
- (5) A pro rata share of instructor honoraria, if applicable.

(c) Enrollment fees may not include the following:

- (1) Inspector travel expenses.
- (2) Lodging costs.
- (3) Cost of meals.
- (4) Parking fees.

Section 3. (a) The eligibility requirements to qualify for payment of enrollment fees from the fund are as follows:

(1) The applicant is any of the following:

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- (A) A full-time or part-time:
 - (i) inspector in an approved building department; or
 - (ii) paid or volunteer fire inspector in an established fire department of political subdivision.
 - (B) A full-time employee of the division.
- (2) The applicant has obtained approval from:
- (A) a building or fire official;
 - (B) the state fire marshal; or
 - (C) the building law compliance officer;

as appropriate, including a statement, where applicable, that completion of a specified course or program of the department is an element of a local building or fire department education plan on file with the division, as appropriate.

(b) Meeting the eligibility requirements of itself does not assure that an application for assistance will be approved. The fund may not be adequate to finance all applications for specific programs.

Section 4. (a) Applications for payment of enrollment fees may be made by eligible inspectors on forms provided by the division.

(b) Applications must be received by the department on or before the submission date printed on the application form.

(c) The department shall evaluate all applications for completeness, timeliness, and conformance with published instructions. Each application shall be further evaluated with consideration of the local building or fire department education plan. Applications may be ranked in order of:

- (1) perceived need;
- (2) merit;
- (3) benefit to the local community;
- (4) amount of previous assistance; or
- (5) other factors; deemed to produce a distribution of available funds for the greatest good.

(d) The department shall maintain a list of the following:

- (1) Applicants selected for payment of enrollment fees.
- (2) The amount of each payment.
- (3) The name of the provider to whom payment is to be made.

(e) The order granting or denying an application for financial assistance shall be issued following the requirements of IC 4-21.5-3-4. If a petition for review is subsequently granted under IC 4-21.5-3-7, the commission shall conduct the resulting administrative proceeding.

Section 5. (a) The department may withhold all or part of any payment from the fund on behalf of any inspector who fails to meet the attendance standards of the provider for a particular course or program.

(b) The order revoking an authorization for payment shall be issued under the requirements of IC 4-21.5-3-6. If the petition for review is subsequently granted under IC 4-21.5-3-7, the resulting administrative proceeding shall be conducted by the commission.

Section 6. Each approved building department or fire department that desires to enroll inspectors with financial assistance from the fund must have on file with the department an education plan. The plan should identify all eligible inspectors and their:

- (1) duties;
- (2) records of prior training; and
- (3) educational backgrounds;

and other information that the building or fire official deems appropriate.

Indiana Department of Homeland Security Administrative Policies

Overview

The Statewide Fire and Building Education Fund shall be administrated on a reimbursement base, not on a prorated base on cost of providing education or training. All applicants shall be required to upfront the cost associated with education or training activities. All recipients of the Statewide Fire and Building Education Fund are required to provide receipts of their expenditures, with IDHS revising the right to ask for canceled checks.

A minimum of twenty (20) students are required to be eligible for reimbursement, unless obtaining prior approval from the Division of Fire and Building Safety. These policies are subject to change at the discretion of IDHS. All funding is subject to availability.

REQUEST FOR REIMBURSEMENT SUBMISSION

1. Parties interested in applying for the “Statewide Fire and Building Safety Fund” shall submit a completed request for Grant Funding Application form, (see Appendix A) along with all available supporting documentation to:

***Attn: Division of Fire and Building Safety
Indiana Department of Homeland Security
302 West Washington Street, Room E-241
Indianapolis, IN 46204***

2. The funding for code official education shall be provided on a reimbursement bases to any and all applicants.

3. A completed draft of the proposed curriculum shall be submitted for review and evaluation for compliance with the current rules of the Fire and Building Safety Commission.

- i. Qualifications or resume of instructors,
- ii. A copy of the proposed agenda
- iii. List of education courses to be delivered and number of offerings for each course

4. A completed draft of the proposed budget for the class/classes, Annual Business Meeting, conference, education or training shall be submitted to the Division of Fire and Building Safety a minimum of 60 day before class/classes, Annual Business Meeting, conference, education or training are scheduled to take place. Supporting documentation shall include but not limited to:

- a. A copy of advertising or mailing/ mailings
- b. Projected course delivery locations
- c. Projected number of students to be educated and/or trained in each course

- d. An explanation of the proposed expenses shall accompany the detailed budget worksheet in order to ensure that the expenses comply with 675 IAC 12-11
5. The applicant shall be notified of the results of the reimbursement amount, or either granting or denying an application for financial assistance. The denying of an application maybe appealed in accordance with 675 IAC 12-11-5.

REQUEST FOR DISBURSEMENT OF FUNDS

1. Requests for reimbursement shall be mailed to:
***Attn: Division of Fire and Building Safety
Indiana Department of Homeland Security
302 West Washington Street, Room E-241
Indianapolis, IN 46204***
2. Upon completion of class/classes, Annual Business Meeting, conference, education and/or training; applicant recipients shall submit all appropriate documents and including but not limited to:
 - a. Copies of any invoices and/or receipts for the class
 - b. Copies of any invoices and/or receipts for equipment rental
 - c. Copies of any invoices and/or receipts for advertising and /or mailing/ mailings
 - d. Any invoices and/or receipts for all expenditures
 - e. Copies of sign-in and sign-out sheet for each class
 - f. Copies of any student evaluations forms for each class
4. These policies are subject to change at the discretion of IDHS.
5. All funding is subject to availability of resources in the Statewide Fire and Building Safety Fund.



APPENDIX A

**FIRE AND BUILDING SAFETY EDUCATION FUND (675 IAC 12-11)
 REQUEST for REIMBURSEMENT APPLICATION
 DIVISION OF FIRE and BUILDING SAFETY**

DATE of SUBMITTAL: _____

Name Organization Requesting Educational Reimbursement:
Address:
Telephone Number:
Name of course:
Description of course:
Date of course:
Location of course:
Instructor's name:
Instructor's credentials (briefly or attach resume):

COST OF ELIGIBLE TRAINING BREAKDOWN

Student registration/course fee:	
Instructor fee:	
Facility rental:	
Equipment Expenses:	
Workbooks:	
Printing:	
Mailing/mailings:	
Other: (please list and itemize each item)	
Total cost of class:	
Cost of class per student: (based on number of number of anticipated students attending)	

DATE RECEIVED by IDHS, DIVISION OF FIRE & BUILDING SAFETY: _____