

## 2024 Building Official Training (BOT) Municipal Grants Program

### Definitions

**Applicant:** Individuals or entities completing and submitting a grant application form or proposal.

**Application:** An application may be any written or electronic document that applicants complete to apply for funds. At times, "application" and "proposal" may be used interchangeably.

**Authorized representative:** The individual authorized by the municipality to enter into contractual agreements.

**Budget:** A grant budget is a plan for all income and expenses for the grant project and is based on the grant work plan. Grant budgets typically include line items for salaries and benefits, training, travel and transportation, equipment, education expenses, and program expenses.

**Budget narrative:** A required part of a grant application/proposal that justifies each grant budget line item. It is a detailed description of how each budget item will be used to achieve the anticipated outcomes of your funded program. It uses explanations and/or mathematics.

**Collaboration:** Collaboration is generally defined as: Working jointly with others or together especially in an intellectual endeavor or the action of working with someone to produce or create something.

**Competitive grant:** A competitive grant is a grant that is awarded through an application process in which multiple grant applications are solicited through a notice of grant opportunity or RFP and reviewed by the state agency. In a competitive grants process, grants are awarded to those applicants that most closely meet the selection criteria identified by the granting agency, based on the availability of grant funds.

**Conflicts of interest:** A conflict of interest (actual, perceived or potential) occurs when a person or organization has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions that are averse to one or both parties.

**Cost reimbursement payment:** A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from the grantor.

**Department of Labor and Industry (DLI):** A branch of state government enforcing Minnesota's Labor and Industry rules and regulations.

**Direct costs (related expenses):** Eligible grant expenses that can be itemized and tracked with receipts and other documentation.

**Diverse populations:** Racial and ethnic communities including Native Americans, LGBTQI communities, disabled communities, veterans, geographical diversity within and across Minnesota – including greater MN., urban/metro.

**Eligibility:** Describes the parameters that must be met to apply for the grant. These parameters are specified within the RFP. See RFP section 4, “Eligible applicants”.

**Eligible expenses:** Expenses that are allowable and reimbursable under a particular grant-funded program.

**Encumbrance:** A valid obligation authorized or incurred in the state's accounting system and eligible for payment.

**Financial reconciliation:** A financial reconciliation involves reconciling a grantee’s request for payment for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records and occurs before payment is made.

**Grant:** A grant is the transfer of cash or something of value to a recipient to support a public purpose authorized by law.

**Grant contract agreement:** A written instrument or electronic document defining a legal relationship between a DLI and a grantee, for the purpose of transferring cash or something of value to the grantee to support a public purpose authorized by law.

**Grant amendment:** An addition, deletion, or change to a grant agreement that is fully executed. Amendments must detail why the amendment is necessary and must be fully executed to be enforceable.

**Grant award notification:** For the purposes of this policy, this refers to the state agency’s official notice of a grant award that takes place after the corresponding grant application process has been completed.

**Grantee:** Municipality that applies for and is awarded a grant.

**Grantor:** A person or institution that makes a grant or conveyance.

**Grant monitoring visit:** A grant monitoring visit involves both state granting agency staff and the grantee’s relevant staff and occurs before final payment is made. It will be conducted by MS Teams.

**Grant program:** The Department of Labor and Industry’s Building Official Training Municipal Grant Program.

**Grant outcomes:** Grant outcomes are the measurable results that are expected from the grant.

**Grant reviewer:** A grant reviewer is a person that evaluates competitive grant proposals. Grant reviewers include state employees, appointed members serving on an executive branch board, committee, authority, task force, and council and community members.

**Half-time employment:** A full-time employee working half-time in another department or position.

**Incurred expenses:** Charges incurred by the grantee requiring the provision of funds. Expenses can only be incurred once the Contract Agreement is executed.

**In-kind / leveraged funds:** A grant-related service or item that is paid for by grantee but is not submitted for reimbursement. These funds should relate to the implementing of the grant.

**Outcomes:** Observable and measurable results that are expected from the grant.

**OGM:** Minnesota's Office of Grants Management.

**Part-time employment:** an employee working 32 hours or less per week.

**Period of performance (POP):** The total amount of time for which a grantor promises to fund a grant and authorizes a grantee to conduct a project. The time from the date a contract is fully executed, until the date a contract expires.

**Progress narrative reports:** A grant progress report summarizes grant activities and outcomes for a given period. A progress report may have narrative, statistical and/or financial elements. Information requested in a grant progress report may include, but is not limited to, goals and objectives, activities, outcomes, challenges, lessons learned and financial information.

**Public notice:** A defined process that ensures a fair and equitable distribution of grant opportunities. At a minimum, opportunities must be posted on DLI's website. Staff should also pursue additional methods, including culturally specific or community newspapers, community meetings, and other outreach.

**Qualifying municipality:** To be considered eligible, all applicants must be a qualifying municipality. For the BOT grant, "municipality" is defined in Minnesota Rule 1300.0070 subp. 17 and Minnesota Statute 326B.103 subd. 9 as a city, county, or town. Applicants must meet these requirements:

- A municipality must administer and enforce the Minnesota State Building Code by having adopted the code by ordinance in compliance with Minnesota Statute 326B.121 subd. 2(a)(b).
- Education and training must be under the direct supervision of a Minnesota Certified Building Official certified in accordance with Minnesota Rules 1301.0300 p. C (1).
- Meet the application deadline.

**Reimbursement payment:** A type of grant payment in which an agency releases payment to the grantee only after the grantee both incurs and pays its expense. Expenses must be supported by adequate documentation. This is the preferred method of payment.

**Responder:** The applicant

**RFP (Request for Proposal):** Data outlining the responsibilities the granting agency wants the grantee to assume.

**RPR invoice (Reimbursement Payment Request):** The title of the state's invoicing form. This is used to submit grantee expenses for reimbursement. This a required DLI document that must be submitted with

the required supporting documents before payment reimbursement can be considered.

**RPR expense summary:** The document that accompanies the RPR invoice and justifies each line item on the RPR with details.

**SWIFT (Statewide integrated financial tools):** The online financial, procurement and reporting system used by the state of Minnesota. Grantees need to be a part of this system to receive payments.

**Trainee:** Person undergoing training for a job or profession

**Trainer:** Person who guides, trains, or instructs someone

**Work plan:** A written project or management tool that identifies desired activities (including diversity and inclusion for traditionally marginalized communities), timelines, performance measurements, and outcomes.