

Grant Application for the 2023 grant cycle

Coversheet

Building Official Training (BOT) Grant Program

For office use only	
The applicant meets all the “ <i>Minimum Requirements</i> ” as defined on page 4 of the RFP.	Choose an item.
Date and time that application was received	Click or tap here to enter text.

Applicant information

Legal name of applicant/municipality:

Saint Paul XXXXXXXX1

Full-time or half-time grant:

Full-Time

Total Grant Request as listed on the budget form on page 4: (maximum \$65,000 for full-time; \$30,000 for half-time):

\$65,000

Official with authority to sign

Name of official: **Stephen Ubl**
Title: **Building Official**
Address: **375 Jackson St**
City, state and ZIP: **Saint Paul, MN 55101**
Phone number: **651-266-9021**
Email: **stephen.ubl@ci.stpaul.mn.us**

Signature and date

I certify I have read the BOT Grant RFP, training requirements, sample contract and addendum and verify the validity of all information provided herein to the best of my ability and will comply with the state, local, federal regulations and policies that apply to my municipality.

PERFORMANCE PERIOD: Funds will be granted for a 12-month performance period from the date the contract is executed to no later than December 31, 2023.

Primary program contact (The person we will contact for all correspondence during the program.)

Name of program contact: **Stephen Ubl**
Title: **Building Official**
Address: **375 Jackson St.**
City, state and ZIP: **Saint Paul, MN 55101**
Phone number: **651-266-9021**
Email: **stephen.ubl@ci.stpaul.mn.us**

Program financial department contact (The person filling in and submitting the reimbursement forms.)

Name of program contact: **Vicki Plaistow**
Title: **Finance Manager**
Address: **375 Jackson St**
City, state and ZIP: **Saint Paul, MN 55101**
Phone number: **651-266-9113**
Email: **vicki.plaistow@ci.stpaul.mn.us**

Instructions for completing your proposal application:

The information required for your proposal can be found on the following pages in the format of a worksheet. Fully complete all sections. Your narrative responses do not need to be limited to the number of lines after each information request.

Additional documents are required in addition to those included in this application/proposal. See the application checklist on the last page to verify that you have included all required documents.

Refer to the Request for Proposal (RFP) for essential information to properly complete this application/proposal.

☐	Check here if collaborating with another Municipality to accomplish the program requirements
Collaborating Municipalities: Attach a Joint Powers Agreement for each	Click or tap here to enter text.

Proposal

The Grant Program Application is your formal Proposal.

1. Qualifications (20 points):

- a. Previous year's total permits valuation listed by permit type.

\$926,904,871 Total valuation

- b. List of certified building officials on staff and their roles in providing the training during the Grant Program.

James Williamette – Plans Examiner supervisor
John Skradski – Plan Review Examiner III
Dori Dufresne – Plan Review Examiner II
Steve Grandstrand – Plan Review Examiner II
Kari Hilleson – Plan Review Examiner II
Angie Wiese – Director
Brian Karpen – Structural Engineer
Ann Blaser – Fire Protection Engineer
Clint Zane – Building Inspector
Gary Reinsberg – Senior Warm Air Inspector
David Hoban – Deputy Director

Stephen Ubl – Building Official
Nathan Bruhn – Senior Building Inspector
David Tank – Building Inspector
Isaac Stensland – Building Inspector
Steve Maki – Building Inspector
John Caldwell – Building Inspector
Todd Sutter – Building Inspector
Don Wilken – Building Inspector
Jason Brash – Building Inspector

- c. Trainer(s') certifications, experience and collaboration with the construction industry (inspectors, plans examiners, permit techs, administrative staff.)

Ubl – 10 years building official City of Saint Paul
Building Official Certification
AMBO/10K member
ICC member
Collaborate with League of Cities working with legislators on proposed bills
12 years Building Inspector

Williamette - ICC Building Official Certification
6 years teaching BIT @ INHC/NHCC
13 years as a Building Official
26 years in public service/regulatory service
ICC member – ICC Board member
AMBO/10K member
7 ICC certifications

We have two/three professional engineers on staff (Fire Protection and Structural) that the Trainee will be working with.

Other staff have a plethora of experience and knowledge with 37 trade inspections and 7 plan examiners.

2. Inclusion and diversity (20 points):

- a. Describe your municipality's inclusion, diversity and equity policies and practices.

The City's values inform its policies and practices in diversity, inclusion, and equity, from the 2040 Comprehensive Plan to the current Administration's vision and values statements, including its commitment to help eliminate structural

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barriers to city services, resources, and support. These values also are represented in the Office of Human Resources Services, which handles city-wide recruitment while promoting a diverse employee workforce. The city has a strong city-wide Racial Equity Change Team, which regularly offers meaningful programming open to all city employees and highlights language use and style resources. Staff are encouraged to take work time to participate in all trainings and discussions. Departments, including DSI, also have active Racial Equity committees to guide and support department leadership in recruitment and retention initiatives that the Trainee may participate in.

- b. Describe how you will reach, engage, and recruit individuals to become your trainee using inclusive practices.

The Departments of Safety and Inspections and Human Resources work collaboratively to engage with all groups throughout our city, state, and region to expose our opportunities to everyone. Connecting with our neighborhoods, post-secondary education institutions, non-profits, industry stakeholders, government officials and other government agencies, helps us grow in understanding the resources available to build a stronger, more inclusive, and diverse workforce for the city of Saint Paul.

- c. Explain the diversity of the population your building codes department serves.

DSI and Construction Services serves all the City of Saint Paul. DSI works on behalf of all residents, supporting health and safety in every neighborhood in the city. The most recent decennial Census figures, released in 2021, show a majority “non-white” population in the City of Saint Paul. Saint Paul’s population is 48.8% White non- Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino. More than 80 languages are spoken in Saint Paul public schools.

- d. Indicate whether your municipality has received a BOT Grant Program grant before.

We have not had the opportunity to participate in the BOT program to date.

3. Goals and Work Plan (20 points):

- a. Statement detailing the Municipality’s need for this Grant.

We have worked collaboratively with D.L.I. over the years to be a strong partner in supporting the department’s vision and understanding of the codes. Our consistency working together provides a strong platform for builders and designers to use for their projects with an expectation that we are part of their team and assisting in minimizing costs for their projects. Our departments must work together to provide the highest level of public service to the consumer and this grant program will help Saint Paul create a professional code official at a very high level with a broad range of exposure to the codes and municipal operations, strengthen both of our department’s abilities to train future employees, and fill a void in our organization.

- b. Goals for participating in this BOT Grant Program:

The department will work on developing an employee for future full-time employment. We expect to build a stronger relationship with D.L.I. and use the knowledge we gain in improving our services in the department as well as other departments in the city. This grant supports our goals in developing a path for success in the construction regulatory industry that will encourage people to entertain a rewarding career in Saint Paul.

- c. Detailed Work Plan:

- i. Review the training requirements of the BOT Grant Program detailed in Exhibits A and B (Attachment 1) and **agree by authorized signature** on that document.
- ii. Provide details of the roles that Grantee (city) staff members will play in achieving the training

The Trainee will be working with plan examiners, zoning officers, field inspectors, and administrators to develop a well-rounded, educated, and experienced future code official. Learning about permit applications, licensing, site plan, storm water management, and zoning will be the first steps while gaining an understanding of our organization and city policies. As the Trainee develops knowledge and skills, we will move into reviewing plans for building, mechanical and plumbing codes. We will then expose the Trainee to our code enforcement and fire inspections of existing buildings. During this time, we will continue to work through the various building codes to develop and gain an understanding of the importance of being knowledgeable of all the codes. Training outside of the city will be ongoing with the 10K, Regions III, state, and national training programs offered throughout the year. Field inspections for permitted work will be the next step towards developing our Trainee as the individual works with field staff to be better prepared to take the Building Official Limited or Building Official Certification. Our Site Plan Review program is very inclusive so when our Trainee participating in that program, they will be working with each division in our department as well as other departments such as Public Works, Parks and Recreation and Water. We will also be exposing our Trainee to Saint Paul Legislative Code changes as the department strives to improve our service for the industry and the community. During the drafting of new proposals, the Trainee will participate in language proposals, meeting council members and sitting in city council meeting to better understand Saint Paul's city code adoption process. Finally, our department has an annual budget to develop, present, and submit to city council for approval. Our Trainee will be involved in each step, through the final signature of the city council and our mayor.

4. Sustainability (10 points):

- a. potential for continuing the employment of the Trainee after the initial BOT Grant Program funding.

It is our intention to have the Trainee continue on as an employee of the city after the program is completed. We are committed to invest in our employees to be the best they can be as a public servant and as a highly trained professional code official. The city of Saint Paul and the construction industry is best served with programs such as this and we will continue to support opportunities presented to us that help develop full-time employees for future.

5. Program outcome expectations (10 points):

- a What are the Municipality's outcome expectations for:
 - i The Grant Program Trainee

We will be mentoring and exposing the Trainee to all the various duties within the department as well as other departments and city offices to develop a well-rounded, highly trained employee for the city. Saint Paul has always and will continue to participate in the development of codes and ordinances to improve service, protect the consumer and support first-responders. We also engage in rule making with the state and engage in discussions for new laws with the League of Cities, legislators, and other municipalities. With that said, we will work with our Trainee to develop communication skills, networking platforms, and connection with many stakeholders. Developing professionals for public service is paramount for Saint Paul and we strive to provide the highest level of public service to the community and the construction industry. Creating skills from all facets of Saint Paul during the year will offer the Trainee tools to succeed in their career as a public official. We will also be exposing our Trainee to Saint Paul Legislative Code changes as the department strives to improve our service for the industry and the community. During the drafting of new proposals, the Trainee will participate in language proposals, meeting council members and sitting in city council meeting to better understand Saint Paul's city code adoption process. Finally, our department has an annual budget to develop, present, and submit to city council for approval. Our Trainee will be involved in each step, through the final

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signature of city council and the mayor.

ii The Building Department

The trainee will be exposed to a significant number of administrative duties surrounding permit applications, plan review and field inspections. Additionally, our goal is to expose the trainee to our zoning code, fire certificate of occupancies, code enforcement, licensing, and many other departments throughout the city (Public Works, Parks and Recreation, City Council, etc.) With these expectations in mind, one of our goals would be to mentor, train, and develop an individual to be a well-rounded, professional code officer for any municipality, especially Saint Paul. We do expect productivity and performance as the individual's knowledge develops as this will help the Trainee become comfortable being in a code official role.

iii The Municipality

The City of Saint Paul has always and will continue to participate in the development of codes and ordinances to improve service, protect the consumer and support first-responders. We also engage in rule making with the state and engage in discussions for new laws with the League of Cities, legislators, and other municipalities. We will be working with the trainee along with these groups to develop communication skills, networking platforms, in addition to many other stakeholders. Developing professionals for public service is paramount for Saint Paul and we strive to provide the highest level of public service to the community and the construction industry. Developing skills from all facets of Saint Paul during the year will offer the trainee tools to succeed in their career as public official and hopefully encourage others to become public servants for the community.

6. Budget request form and budget narrative (20 points):

b. Complete pages 4 & 5 of the Application.

Budget Request Form

BOT Grant Program

Dollar amount requested: \$65,000

Projected budget

See page 9 of the RFP for examples of allowable expenditures and ineligible expenses.

Item	Amount
Trainee Payroll Expenses	
Trainee wages	\$ 36,341
Trainee Insurance, benefits and taxes	\$ 27,109
Trainee travel reimbursements	\$ 750

Trainee education and training	<u>\$ 800</u>
Support Services	
limited to 10% of granted amount	<u>\$ 0</u>
Total Projected Budget	<u>\$ \$65,000</u>

The requested amount cannot exceed those listed on page one of this application.

Budget narrative

Complete the Budget Narrative by explaining each line item on the Budget Request. Include calculations to justify the results.

1. Trainee Payroll Expenses
- Trainee wages and benefits for the Grant Program.
- a. Trainee wages

\$17.48 x 2080 = \$36,341
- b. Trainee insurance, benefits and related taxes

\$27,109
- c. Trainee travel reimbursements

\$750
2. Trainee education and training
- \$800
3. Support Services – limited to 10% of granted amount
- a. Certification tests costs

\$250
- b. Personal Protection Equipment PPE

\$250
- c. Equipment, supplies, vehicle

\$1,500
- d. other related expenses

\$500

Training requirements

Agree to the Training Requirements by authorized signature on page 7.

	Required Training - Exhibit A	
Sec.	Training Description - CLASSROOM Instruction	
1	OSHA 10 SAFTEY TRAINING	
2	Building Official Limited (BOL) & Accessibility Specialist Training Program	

3	AIBO U of M Seminars
4	AMBO Region III Seminars
5	CCLD Spring & Fall Seminars
6	CCLD Self-paced courses available through the CCLD continuing education courses
7	ICC Courses and Certifications
8	College Courses related to Building Code Enforcement

	Required Training - Exhibit B	
Sec.	Training Description - PLAN REVIEW & INSPECTIONS	
1	Safety Training (OHSA 10)	
2	Building Official Limited Training Program	
3	Classroom Training - Listed separately on the CLASSROOM INSTRUCTION page.	

4	Legal Aspects of Building Code Administration
4a	Overview of Municipal Inspection Policies (with Building Official and appropriate Municipal Admin. Staff)
4ai	Ordinance Adoption
4aii	Permit Fees, valuations
4aiii	Correction Orders
4aiv	Stop Work Orders
4av	Certificate of Occupancy
4avi	Rights of Entry
4avii	Hazardous Buildings MSBC Ch. 1300.0180, MS. 463.15-26 viii) Records Retention
4aviii	Records Retention
4b	Zoning Ordinance Review

5	Building Department Administration and Management
5a	Municipality's Building Permitting Policies
5b	Receiving and Processing Building Permit Applications
5c	Customer Service – communicating City policies
5d	Understanding Land Use or Flood Plain Requirements
5e	Issuing Permits
5f	Understanding Municipal Inspection Policies
5g	Scheduling Inspections
5h	Maintaining Municipal Records
5i	State reports
5j	Understanding an Itemized Building Department Budget
5k	Understanding How State Agencies Laws and Rules Impact Municipal Administration and Enforcement
5ki	Wetland Conservation
5kii	Stormwater Management
5kiii	Demolition of Existing Structures
5kiv	Lead Paint and Existing Structures
5kv	Asbestos and Existing Structures

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6	Decks
7	Re-Roofs
8	Re-Siding, Exterior Finishes (veneers, stucco, etc.)
9	Retaining Walls
10	Window, Door, and/or Replacements
12	3 – Season and 4 – Season Porches
13	Re-modeling, Alterations, Basement Finishes, and Additions
14	HVAC Equipment Replacements
15	Gas Meters, Gas Piping, Gas Line Air Tests,
16	Water Heater Replacement.
17	Water Softening/Filtration systems
18	Ventilation requirements in Remodels
19	Additions to Existing Plumbing Systems

20	One and Two-Family Dwellings IRC-1, IRC-2, Townhouses IRC-3
20a	Certificate of Survey, Setbacks, Elevations, Property Lines, Erosion Control
20b	Footings, Foundations and Reinforcing
20c	Framing
20ci	Floor Assemblies
20cii	Wall Assemblies
20ciii	Roof Assemblies
20civ	Inspecting Truss Systems
20d	Exterior Finishes
20e	Residential HVAC Systems
20f	Radon Systems
20g	Residential Plumbing Inspections including Site Utilities
20h	Residential Energy Plan Review and Inspection Ch. 1322
20i	Residential Fire-resistant construction R302
20j	Final Inspections
20k	Energy Certificate
20L	C of O vs. TCO

22	Manufactured Home Installations MSBC Ch. 1350
23	Prefabricated and Industrialized Modular Buildings MSBC Ch. 1360
25	Storm Shelters

24	
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Official with authority to sign

Sign and date to agree with the training requirements of Exhibit A and B.

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BOT Grant Proposal Checklist

- ☐ Viewed the Application power point.
- ☐ Submission and DLI receipt of the completed BOT Grant Program application by 4 p.m. Sept. 9, 2022.
- ☐ Review the sample grant contract
- ☐ Provide Proof of workers' compensation coverage
- ☐ Included a copy of effective and equal opportunity policy and any information about your municipality's inclusion and diversity programs.
- ☐ Joint powers agreement if collaborating with another Municipality
- ☐ Signed Addendum
- ☐ Signed Training Requirements document (included in this application form)
- ☐ Signed and notarized Affidavit of Non-collusion