

1-10-2024

Angie Wiese – Director DSI  
Steve Ubl - Building Official  
Vicki Plaistow – Finance Manager  
375 Jackson St. St. Paul Mn. 55101

RE: Execution of the Contract Agreement for the 2024 Building Official Training (BOT) Grant

Angie, Steve, Vicki,

The Department of Labor and Industry (DLI) Construction Codes and Licensing Division (CCLD) is hereby notifying you that your 2024 Building Official Training (BOT) Grant Contract Agreement has been signed by all parties and is executed during the following time period:

**Grant Contract Agreement Period of Performance: January 8, 2024 – December 31<sup>st</sup>, 2024**

You can begin expending funds for expenses related to training and education as agreed to in the contract agreement beginning on the execution date of January 8, 2024. You cannot request reimbursements for any expenses prior to that date. See section 1.1 of the contract agreement.

Your performance in the last grant cycle was exemplary and an orientation meeting for the 2024 grant is optional. If you like to schedule an orientation meeting where the training requirements and reporting/invoicing procedures will be explained the following personnel would attend: Director DSI, Building Official, Finance Manager. If you do need a meeting, we can arrange an MS TEAMS invitation.

Contact me with any questions,

## **Terence Olson**

Municipal BOT Grants Administrator

### **Minnesota Department of Labor and Industry**

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