

CBOAC Grant Program

About Us:

The County Building Officials Association of California (CBOAC) was established in 1963 to provide Building Officials within California's 58 counties an effective way to communicate and share relevant information pertaining to the counties and communities they serve.

CBOAC offers active email user groups, engaging forums, and training relevant to County Building Departments. This includes sharing information and local interpretations, and centers on forming valuable partnerships to elevate the professionalism, expertise and value of the Building Official and other Building Department staff. Most of these events and activities are held during the CBOAC Annual Business Meeting and Conference (ABM).

In addition, CBOAC focuses on education to address the needs of our principal County members and includes vital networking opportunities with other government officials and stakeholders such as California State Association of Counties (CSAC), California Building Officials (CALBO), California County Planning Directors Association (CCPDA), California State Fire Marshal, International Code Council (ICC), California Conference of Directors of Environmental Health (CCDEH) and professional consultants throughout the state.

Program Goal:

The goal of this grant program is to provide opportunities for Building Officials in County jurisdictions in California by offering financial support for attendance and participation at the CBOAC ABM. Jurisdictions with a population not exceeding 100,000 will be given priority, but grants will be awarded primarily based on the jurisdiction's financial need. The level of support offered each year shall be determined by the CBOAC Board and granted to selected jurisdictions who may otherwise be unable to attend the ABM due to financial constraints.

Value to our Communities:

This grant program adds value to our communities by assisting selected Building Officials from small jurisdictions who normally would not attend the ABM due to lack of funding. Grants under this program will encourage greater participation by small Counties and bring to the Building Official the benefits of increased knowledge, deeper insight into the reasoning behind construction safety standards, and improved perspective of code issues and challenges. These benefits are realized through active participation, training, informative updates, and networking opportunities available at the events and activities of the ABM.

Building our knowledge from the ground up:

As individuals in responsible charge of administering the codes and standards for the safety of the buildings and structures used and occupied in our communities, we share the responsibility for maintaining the fairness, professionalism, knowledge, and technical abilities needed for carrying out these duties effectively in our industry. An organization like CBOAC is a tremendous resource that can help us stay informed, and get better at what we do, by providing resources for

professional development, and creating a forum for networking and meeting others in our profession and industry who share these interests and responsibilities.

The CBOAC Board understands the value of granting a limited amount of funds from its reserve account to make it possible for selected small jurisdictions in California to attend the ABM. Building Officials from small Counties can experience the benefits of training, networking, and receiving industry and State agency updates firsthand at this event. The Board feels that increased attendance at the ABM by Building Officials from small jurisdictions would benefit their communities. The unique perspective and experience of participating Building Officials from small jurisdictions will, in turn, also benefit other CBOAC members and ABM participants.

Program Eligibility:

Smaller County jurisdictions with populations of up to 100,000 shall be given priority as these jurisdictions have operational budgets often lacking funds for Building Officials to attend these events. County population figures shall be used as published in the latest US Census, or by a more current official population figure published by the County. Jurisdictions applying must have a current membership with CBOAC to be considered. The CBOAC Board may select a jurisdiction with larger populations where deemed appropriate and for good cause.

Jurisdictions shall be selected by the CBOAC Board based on recommendation by the designated CBOAC Board Committee. The Committee shall be established by the Board in accordance with the CBOAC Bylaws. One or more grants may be made available in a calendar year for deserving jurisdictions, subject to the state of the CBOAC budget, and as approved by the CBOAC Board.

Jurisdictions may apply for and receive not more than one grant per calendar year, and not more than two grants during any five-year period.

Jurisdictions shall apply for the grant on a form provided by CBOAC. When no grant applications are received for an upcoming ABM, the Board may award the grant to a deserving jurisdiction without an application, if a reasonable determination of need can be established by the CBOAC Board.

Grant award information:

Grants shall be awarded to pay for ABM registration and related travel expenses for the designated representative of the selected jurisdiction.

The designated attendee must be an employee of the jurisdiction as the appointed Building Official or Acting Building Official in responsible charge of the activities of the Building Department.

The amount of the grant awarded per recipient shall not exceed the amount approved by the CBOAC Board. Covered expenses for ABM registration and lodging will be covered up front by CBOAC. Other covered travel expenses shall be paid by the grant recipient and submitted to the CBOAC Board for reimbursement after attending the ABM. Requests for reimbursement shall be made to CBOAC no later than six months following the date of attendance at the ABM. Requests for reimbursement shall include expense receipts and a copy of the CBOAC grant award letter. The reimbursement request shall be submitted on an approved CBOAC reimbursement claim form approved by the Board. Reimbursements shall be processed and transmitted to the recipients in a timely manner by the CBOAC Treasurer-within 60 days of receipt of the reimbursement claim.

Covered expenses:

The following travel expenses are eligible for reimbursement for the grant recipient under this grant program:

- Mileage reimbursement for automobile travel to the ABM (using the most current IRS mileage expense rate), from the individual's home or place of employment at the jurisdiction, whichever is the shortest distance to the ABM venue...and reasonable incidental travel miles
- Travel by air, on coach or economy class, including baggage fees, if any.
- Shuttle to and from the airport to the hotel.
- Food/meal expenses during the stay and during travel, where not already included by the ABM registration

The following lodging and ABM Registration expenses will be covered and paid up front by CBOAC:

- Registration fee for the CBOAC Annual Conference, for one attendee, on the year of the grant award
- Hotel accommodations on a standard room at the hotel hosting the ABM, or equivalent lodging, to include the room charge, taxes, and related parking fees, if any.

Award Notifications:

Notification of grant awards shall be made in writing to the recipients no later than is convenient to attend the most proximate ABM event. In cases where a grant is awarded, but subsequently denied by the intended recipient due to scheduling conflicts or other reasons, the Board may re-award the grant to another deserving jurisdiction, or forgo the award altogether for that ABM year, as deemed appropriate by the CBOAC Board.

Notifications and coordination of information with grant applicants and recipients shall be the responsibility of the CBOAC Board Secretary.