

**WABO TECHNICAL CODE DEVELOPMENT SCHOLARSHIP PROGRAM**  
**Policies and Procedures**  
**Revised May 30, 2018**

- I.** The purpose of WABO Technical Code Development (TCD) Scholarship Program is to:
- Give WABO a voice in influencing the model code by encouraging and enabling code officials from WABO to participate in the ICC code development process, and
  - To provide code officials with an understanding of the background and intent of code requirements that are created through the code development process. This should lead to more technically correct code solutions, increased flexibility in interpreting gray areas of the code, and increased comfort in considering code alternates and code modifications on the part of code officials, as well as giving them the understanding to participate in the Washington State Building Code Council code development process.
  - To encourage participation in the code development process and provide code officials with an understanding of online voting procedures through cdpACCESS.
- II.** Eligible applicants must be:
- A WABO member in good standing or an employee of a jurisdiction who are members of WABO.
  - A WABO Voting Member as defined in the WABO Bylaws, Article III, Section II, or the Voting Member's designee(s) (item 10 on the application form);
  - An active participant in the business of WABO, as demonstrated by participation in the WABO committees (preferably, the Technical Code Development Committee), or regular attendance at the WABO business meetings (items 11 & 12 on the application form);
  - A Governmental Member Voting Representative (GMVR) for the jurisdiction via the appropriate form filed with ICC (item 13 on the application form); and
  - Planning to be at the hearings for a reasonable length of time, but not less than 2 full days (items 17 & 18 on the application form). Other applicants may receive scholarships, subject to approval of the WABO President on recommendation of the Technical Code Development Committee Chair.
- III.** Scholarship funds shall be used to defray travel expenses to attend the ICC Committee Action Hearings or the ICC Public Comment Hearings. They shall not be used to attend the ICC Annual Business Meeting. The funds are permitted to be used to pay for reasonable transportation expenses, food and non-alcoholic beverages, and lodging. The total food reimbursement shall be based on the Federal per diem rate for the location of the hearings while traveling to and from the hearings and while attending the hearings.
- IV.** The amount of the scholarship awards shall be at the discretion of the TCD Committee Chair, but may be subject to reallocation by the WABO Executive Board. The following factors shall be taken into account:
- Total available budget and cost of travel. Generally, the maximum award is \$1000, but greater amounts may be awarded, depending on special circumstances (such as location of the hearings and the cost to attend) and need.
  - Active TCD Committee members may receive a larger award than other WABO members but shall not exceed \$1,500.
  - Funding preference goes to active TCD Committee members and WABO voting members.
- V.** Process:
- A complete, signed application form must be received by the WABO office no later than 6 weeks prior to the 1<sup>st</sup> day of the hearings.

- An electronic copy of the application form must be e-mailed to the TCD Committee Chair prior to the deadline.
  - To accommodate special circumstances the Chair may accept an application after the deadline, but no later than 24 hours prior to the 1<sup>st</sup> day of the hearings. The decision to accept a late application may be subject to reconsideration by the WABO Executive Board.
- The TCD Committee Chair will notify the applicant(s) and the WABO office within one week after the deadline of approval/disapproval of the application. If the application is approved, the Chair shall include the maximum amount of the award. If the application is disapproved, the Chair shall include the reason for the disapproval.
- The WABO office will send the reimbursement form(s) to the award recipients.
  - The WABO office will issue the reimbursement after travel is complete. Recipients shall be reimbursed for meals based on the Federal per diem rates. Reasonable travel expenses shall be reimbursed based on the cost paid by the recipient.
  - The total reimbursement to recipients shall not exceed the amount of the Scholarship award (see Section III above).

Note: The WABO office may reimburse for airfare prior to actual travel, upon receipt of a reimbursement form and a copy of the receipt. The WABO office may deny reimbursement for non-allowable expenses (see Section III above).

- Prior to reimbursement, the recipient shall provide the WABO office with the following documentation:
  - Copies of the attached reimbursement form,
  - Copies of the receipts for travel expenses, and
  - A short report of the recipient's experience at the hearings, and how it met the scholarship program's goals. The WABO office will forward the report to the TCD Committee Chair and may include it in the next WABO newsletter. The report may include information about what the recipient learned about the code development process, some examples of specific code changes they found to be interesting and how the experience will apply to their everyday work. If they testified during the Hearings the recipient could indicate what it was like and if they were successful.

## WABO TECHNICAL CODE DEVELOPMENT SCHOLARSHIP PROGRAM APPLICATION FORM

(Type in text boxes, or click on check boxes. Ctrl+Click to follow hyperlinks for information or forms.)

### Applicant Information (to be completed by applicant)

1. Name:	
2. Job title:	
3. Jurisdiction:	4. Department:
5. Address:	
6. City/State:	7. Zip code:
8. Phone:	9. E-mail:

10. WABO Voting Member: Yes <input type="checkbox"/> No <input type="checkbox"/>	11. Active participant in WABO: Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Active member of following WABO Committee(s):	
13. Designated ICC Governmental Member Voting Representative for the jurisdiction: Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Code Hearing Information (to be completed by applicant)

14. ICC Committee Action Hearings (Committees): <input type="checkbox"/> , OR ICC Public Comment Hearings: <input type="checkbox"/> (check one)	
15. Code hearing location:	
16. List of sessions planning to attend:	
17. Anticipated travel start date:	18. Anticipated travel end date:

Applicant's signature constitutes agreement: <ul style="list-style-type: none"> <li>With the applicant and event information provided above, and</li> <li>To abide by WABO Technical Code Development Scholarship Program policies.</li> </ul>
19. Applicant Signature and Date:

### WABO Voting Member Approval (to be completed by the WABO Voting Member if Item 10 is "No")

WABO Voting Member signature constitutes agreement: <ul style="list-style-type: none"> <li>With the applicant and event information provided above,</li> <li>The applicant is my WABO Voting Member designee, and</li> <li>The applicant has been designated as <u>a Governmental Member Voting Representative</u> for the jurisdiction via the appropriate form filed with ICC.</li> </ul>
20. WABO Voting Member Name (please print):
21. WABO Voting Member Signature and Date:

### WABO Approval/Disapproval (to be completed by WABO TCD Committee Chair)

22. Approved <input type="checkbox"/>	23. Scholarship amount: \$
23. Disapproved <input type="checkbox"/> Reason:	