



**State of Nevada**  
**Renewable Energy and Energy Efficiency Authority**  
**EduCODE Energy Code Scholarship Grant**



**Reimbursement Rules and Procedures**

**Eligibility:**

The applicant must be currently employed by, or under contract to a Nevada jurisdiction having authority over the inspection and compliance with the adopted building and energy codes.

**Prior Approval:**

1. Due to the limited amount of funds available, scholarships will be awarded on a first-come-first served basis. Please be as accurate as possible in preparing the cost estimate portion of the scholarship application so that the maximum number of persons can take advantage of the grant.
2. Applications may be obtained by visiting the Southern Nevada Chapter of ICC website at [www.snicc.org](http://www.snicc.org) and clicking on the EduCODE icon on the home page.
3. Download the application form, fill it out completely and email it to Donna Walden at [dwalden@unr.edu](mailto:dwalden@unr.edu) or fax to (775) 689-6689.
4. Notification of scholarship award will occur within 15 days of submission.

**After Approval:**

1. Upon receipt of your acceptance of the scholarship, recipients must register for the eligible EduCODE classes on-line at [www.snicc.org](http://www.snicc.org) website. Click on the EduCODE icon on the left margin of the home page and proceed to the registration page. (If you were planning on attending the code conference anyway, you may wish to register prior to receiving word of the scholarship).
2. If you are traveling from outside Las Vegas, secure travel arrangement per the rules below.
3. Contact the hotel and make your lodging reservations. Do so as soon as possible as the special room rate is only available to January 1, 2011. (Read rules below.)

**Approved Classes:**

The scholarship may only be used for the following EduCODE classes

1. Residential and Commercial Inspection Requirements of the 2009 IECC—AM Session 46, Thursday, February 3, 2011
2. Residential and Commercial Plan Review Requirements of the 2009 IECC—PM Session 47. Thursday, February 3, 2011
3. Door and Window (Fenestration) Requirements of the 2009 IECC—AM Session 65, Friday, February 4, 2011.
4. Third Party Testing Agencies-Their Role in Energy Efficient Homes—PM Session 66, Friday, February 4, 2011.

**Scholarship attendees must sign the class role at the start of each class period.**

**Maximum Reimbursement allowance per scholarship.** The maximum **total** reimbursement allowed to eligible scholarship recipients is **\$574 per recipient.**

**Reimbursement for Classes:**

The rate for classes taken at EduCODE is \$150 per class or \$150 per day of classes (i.e., 2 half-day classes are \$150).

1. If a scholarship recipient wishes to attend both days of classes above, the total would be \$150 a day for Thursday's classes and \$150 a day for Friday's classes for a total of \$300.
2. The maximum reimbursement for classes allowed for each scholarship recipient is **\$300.**

**Meals:**

1. Continental breakfast and lunch buffet will be provided for all enrolled attendees which is included in the price of the classes for the day.
2. Dinners, snacks, etc. are **not** included in the scholarship reimbursement policy.
3. Scholarship recipients are eligible to attend all general functions provided by SNICC during EduCODE week, including after class hospitality functions.

**Travel:**

**Auto travel:**

1. Travel will only be reimbursed for scholarship attendees whose normal residence is greater than 50 miles radius from the Orleans Hotel venue.
2. Auto mileage will be reimbursed at the rate of .41 cents per mile.
3. Trips by car cannot exceed the cost of the lowest roundtrip air or bus coach fare between your home city and Las Vegas, plus related ground transportation costs (transportation to/from the airport and airport parking).

**Air Travel:**

1. Air travel must be booked for the most economical rate (economy or coach class) from common air carrier serving the largest municipality in proximity to your residence.
2. Travel arrangements must be made as soon as possible following notification of acceptance to the grant program.
3. Transportation to and from the airport may be added to the air fare in consideration for reimbursement. Cab or bus receipts must be obtained.

**Maximum travel reimbursement:** The maximum allowance provided for travel reimbursement is **\$200.**

**Lodging:** Special room rates have been negotiated at the EduCODE venue, the Orleans Hotel and Casino. The rates are \$32.00 a night during the week plus tax (about \$37.00 total.) There is a limited time to reserve lodging for the conference at this special rate so register as soon as possible

1. Lodging grant reimbursement will only be considered for the night's stay prior to to the day of the approved classes (nights of February 2 and 3). Again, attendance at the classes is mandatory for those wishing to be reimbursed for the eligible lodging.
2. The maximum a scholarship recipient can receive in reimbursement for lodging is **\$74.00** total.

**General Reimbursement Procedure:**

1. Fill out the scholarship application completely
2. Email the application to [dwalden@unr.edu](mailto:dwalden@unr.edu) or fax to (775) 689-6689.
3. Download the [PDF application form](#).
4. Fill it out completely.
5. Attach original receipts to support your claim for reimbursement.
6. Mail reimbursement form and receipts to Don White, along with a stamped self addressed envelope to the address below. Allow 15 business days to receive reimbursement.
7. For more information on the grant, please contact the appropriate party below.

**Information:**

**For grant application or eligibility contact:**

**Donna Walden**  
**University of Nevada Reno, Business Environmental Program**  
[dwalden@unr.edu](mailto:dwalden@unr.edu)  
**(775) 689-6678**

**For questions concerning the classes or for reimbursement information contact:**

**Don White**  
**SNICC Treasurer**  
**8500 Log Cabin Way**  
**Las Vegas, NV 89143-1002**  
[dowhite@lasvegasnevada.gov](mailto:dowhite@lasvegasnevada.gov)