

# STATE OF MINNESOTA

## GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of the Department of Labor and Industry ("STATE") and the City of Shakopee, 485 Gorman Street, Shakopee, MN 55379 ("GRANTEE").

### Recitals

1. Under Minn. Stat. § 326B.148, subd. 1, the State is empowered to enter into this grant contract agreement.
2. The State is in need of partnerships with municipalities that will provide safe and meaningful education, work experience and competency-based skills training that prepares trainees, 18 years of age and older, to become building officials.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

### Grant Contract Agreement

## 1 Term of Grant Contract Agreement

### 1.1 *Effective date:*

October 1, 2020 or the date the contract is fully executed. Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

### 1.2 *Expiration date:*

December 31, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

### 1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

## 2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1).

2.1 The grantee is a qualified municipality. A qualified municipality is a municipality as defined by Minn. Stat. § 326B.103, Subd. 9 and that has adopted the Minnesota State Building Code in compliance with Minn. Stat. § 326B.121, Subd 2. The qualified municipality must administer and enforce the Minnesota State Building Code and be able to provide education and training to the trainee under the direct supervision of Minnesota Certified Building Officials.

2.2 The grantee, a qualified municipality, must provide education and training in the enforcement of the Minnesota Residential Code during the 12-month Track 1 period, which includes legal aspects of building code administration, building department administration and management, and performance of plan reviews and field inspection for residential buildings, as specified in Training Requirements Track 1, Attachment A, which is attached and incorporated into this grant agreement by reference and

available on the Building Official Training Grant website: <http://www.dli.mn.gov/bot>. By the end of the first year of training, the trainee is to obtain a Minnesota Limited Building Official certification. All activities for Track 1 training will be completed by October 31, 2021 and final invoices submitted by December 15, 2021.

2.3 The grantee that is awarded funding for an additional 12-month Track 2 period must provide education and training in the enforcement of the Minnesota Building during the second 12-month period. This training must include performing plan reviews and conducting field inspections of commercial buildings, as specified in Training Requirements Track 2, Attachment B, which is attached and incorporated into this grant agreement by reference and available on the Building Official Training Grant website: <http://www.dli.mn.gov/bot>. By the end of the second year of training, the trainee is to pursue a Minnesota Building Official certification. All activities for Track 2 training must be completed by December 31, 2022 and final invoices submitted by February 15, 2023.

2.4. The grantee will allow grant monitoring site visits by State staff as per Minn. Stat. §16B.97. The grant program monitoring visits will be scheduled at the municipality or via electronic meeting i.e.: Skype or WebEx and will be attended by DLI staff and the related municipal staff. The trainee program will be reviewed to ensure training and instruction requirements are being achieved. Progress will be gauged in relation to overall program requirements.

2.5. The grantee will submit quarterly progress reports that will include training and instruction requirements the trainee has achieved and with a supporting narrative summarizing each aspect achieved.

2.6. The State will conduct financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

2.7 The Grantee must fully cooperate with the State, in any grant audits conducted during or after the grant period.

### **3 Time**

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

### **4 Consideration and Payment**

#### **4.1 Consideration.**

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

#### **(a) Compensation**

The Grantee will be reimbursed quarterly for training expenses. The total of all approved quarterly reimbursements cannot exceed the total obligations defined in sec. 4.1(c) of this contract. Expenditures eligible for reimbursement are trainee wages; trainee insurance, benefits and related taxes; trainee travel reimbursements; and support services. Grantee reimbursement for support services is limited to no more than ten percent of the granted amount. Support services includes, but is not limited to, costs for certification tests, books, personal protection equipment, and other equipment, supplies, and vehicle.

**(b) Travel Expenses**

The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Trainee travel reimbursement is limited to training and education provided within the State of Minnesota including, but not limited to, training at the Department of Labor and Industry and other ICC Upper Great Plains Region III Educational Institute, University of Minnesota Annual Institute for Building Officials, and OSHA 10. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

**(c) Total Obligation.**

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$130,000 total for the Grant Program. \$65,000 is available for Track 1 from contract signing to October 31, 2021. Grantee must successfully complete Track 1 to obtain access to Track 2 funds. \$65,000 is then made available for Track 2, funds are available until December 31, 2022.

**4.2 Payment**

**(a) Invoices**

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

The invoices must be submitted quarterly no later than the following dates for Track 1 Training: January 31, 2021; April 30, 2021; July 31, 2021; and December 15, 2021. For Track 2, invoices must be submitted on the following dates: January 31, 2022; April 30, 2022, July 31, 2022, and February 15, 2023.

The grantee must provide documentation with the invoice to support requests for reimbursement. Documentation to support requests for reimbursement includes, but is not limited to, payroll records, time sheets, and receipts.

**(b) Unexpended Funds**

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

**4.3 Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

**(a)** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

**(b)** The grantee must not contract with vendors who are suspended or debarred in MN:  
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

**5 Conditions of Payment**

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not

receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## **6 Authorized Representative**

The State's Authorized Representative is Terence Olson, Grants Administrator, 443 Lafayette Rd. N., 651-284-5627, [terence.olson@state.mn.us](mailto:terence.olson@state.mn.us) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is William Reynolds, City Administer, 485 Gorman Street, MN 55379, (952) 233-9300, [breyolds@shakopeemn.gov](mailto:breyolds@shakopeemn.gov). If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

## **7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete**

### **7.1 Assignment**

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

### **7.2 Amendments**

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

### **7.3 Waiver**

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

### **7.4 Grant Contract Agreement Complete**

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## **8 Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

## **9 State Audits**

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **10 Government Data Practices and Intellectual Property Rights**

### **10.1 Government Data Practices**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant

contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

## **10.2 *Intellectual Property Rights***

- (a) Intellectual property rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this Contract. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Contract. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Contractor upon completion or cancellation of this Contract. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Contractor assigns all right, title, and interest it may have in the works and the documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.
- (b) *Obligations*
  - (1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this Contract, the Contractor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.
  - (2) Representation. The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Contractor represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor's or the State's opinion is likely to arise, the Contractor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## **11 Workers Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these

employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **12 Publicity and Endorsement**

### **12.1 *Publicity***

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable. 12.2

### ***Endorsement***

The Grantee must not claim that the State endorses its products or services.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement.

Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **14 Termination**

### **14.1 *Termination by the State***

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

### **14.2 *Termination for Cause***

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

### **14.3 *Termination for Insufficient Funding***

The State may immediately terminate this grant contract agreement if:

- (a)** It does not obtain funding from the Department of Labor and Industry's Building Official Training Grant Funds.
- (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

***14.4 Additional alternate termination language may be negotiated on a case by case basis after the state agency has consulted with their legal and finance teams.***

## **15 Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**1. STATE ENCUMBRANCE VERIFICATION    3. STATE AGENCY**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15*    By: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract/PO No(s). \_\_\_\_\_

(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Agency    Grantee

Distribution:

State's Authorized Representative

## Training Requirements – Exhibit A

### Track 1

**Plan Review and Inspection of Structures Regulated by the MN Residential Building Code**

| <b>1<sup>st</sup> Quarter Instruction and Training<br/>October 1, 2020 – December 31, 2020</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------|
| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PROVIDER<br>AND<br>LOCATION                      | HOURS         |
| <b>1. Safety Training (OHSA 10)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>MN Safety<br/>Council/Summit<br/>Training</b> | <b>10</b>     |
| <b><u>Monday October 26, 2020 – Friday October 30, 2020</u></b><br><b>2. Building Official Limited &amp; Accessibility Specialist Training Program</b> <ul style="list-style-type: none"> <li>a. MN. Statute 326B</li> <li>b. MR Ch. 1300 and 1303</li> <li>c. MR Ch. 4714 Plumbing Code</li> <li>d. MR Ch. 1350 Manufactured Structures</li> <li>e. MR Ch. 1346 Mechanical Code</li> <li>f. MR Ch. 1309 Res. Plan Review &amp; Inspections</li> <li>g. MR Ch. 1341 Accessibility</li> <li>h. MR Ch. 1305 Commercial Plan Review</li> <li>i. MR Ch. 1322 Residential Energy Code</li> </ul>                                                                                                                                                               | CCLD STAFF<br><br>AT<br><br>Dept. of Labor       | 40            |
| This would help substitute if BOL is not accomplished until the Dec. classes<br><b>3. Introduction to the MN State Building Code (MSBC)</b> <ul style="list-style-type: none"> <li>a. Review MN Building Code Statutes 326B</li> <li>b. Review MN Building Code Rules</li> <li>c. Content of the MSBC</li> <li>d. Contractor Licensing Law</li> <li>e. Applicability of Other State Agencies Laws and Rules</li> </ul> <b>4. Introduction to the MN. Residential Code MSBC Ch. 1309</b> <ul style="list-style-type: none"> <li>a. Contents of the MN. Residential Code</li> <li>b. Best Use of the MN. Residential Code</li> <li>c. Numbering Structure and Tables</li> </ul> <b>5. Overview of Code Administration Manual and MN Code Adoption Guide</b> | CCLD STAFF<br>AT<br>Dept. of Labor               | 7<br>Optional |

| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROVIDER AND LOCATION                      | HOURS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------|
| <b>Classroom instruction of:</b><br>7) MSBC Ch. 1309 – MN. Residential Building Code <ul style="list-style-type: none"> <li>a) Residential Blueprint Reading</li> <li>b) R301 what is “light frame const.”</li> <li>c) Submittal Documents               <ul style="list-style-type: none"> <li>i) MSBC Ch. 1300.0130 const. docs.</li> </ul> </li> <li>d) Understanding Site Plans and Surveys</li> <li>e) Non-Structural Residential Plan Review               <ul style="list-style-type: none"> <li>i) MSBC Ch. 1322, R303 Energy, Light, Ventilation, Heating</li> <li>ii) 4714, R306, R307 Plumbing in Res. Plan review</li> <li>iii) 1300.2400-2403 Radon Mitigation</li> <li>iv) R302 Fire Resistant Construction</li> <li>v) R308 Glazing</li> <li>vi) R310, R311, R312 Egress, openings, guards</li> <li>vii) R313 Res. Sprinklers</li> <li>viii) R314 R315 Smokes &amp; Carbons</li> <li>ix) R318, R319 Protection against decay, insects</li> </ul> </li> <li>f) Structural Plan Review               <ul style="list-style-type: none"> <li>i) Footings</li> <li>ii) Foundations Sec. 4</li> <li>iii) Floors Sec. 5</li> <li>iv) Walls Sec. 6 &amp; 7</li> <li>v) Live loads, dead loads, load paths</li> <li>vi) Simplified wall bracing</li> <li>vii) Roofs Sec. 8 &amp; 9</li> </ul> </li> <li>g) Decks, Porches and Accessory Buildings</li> <li>h) Moved Structures</li> <li>i) Manufactured Home Installations Ch. 1350</li> <li>j) Prefabricated and Industrialized Modular Building Installations</li> <li>k) Understanding 3<sup>rd</sup> Party Inspection Agency Reports.               <ul style="list-style-type: none"> <li>i) Truss Drawings</li> <li>ii) Concrete Design Certifications</li> <li>iii) Special Inspection Soils Reports</li> <li>iv) Concrete Break Reports</li> </ul> </li> </ul> | CCLD STAFF<br><br>AT<br><br>Dept. of Labor | 50    |

The above hours represent E-learning instruction. Actual hours required to deliver the content may vary.

This will be broken out into class modules that are dispersed throughout the Track year.

| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | PROVIDER AND LOCATION                                                | HOURS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------|
| <p>8) Legal Aspects of Building Code Administration</p> <ul style="list-style-type: none"> <li>a) Overview of Municipal Inspection Policies (with Building Official and appropriate Municipal Admin. Staff) <ul style="list-style-type: none"> <li>i) Ordinance Adoption</li> <li>ii) Permit Fees, valuations</li> <li>iii) Correction Orders</li> <li>iv) Stop Work Orders</li> <li>v) Certificate of Occupancy <ul style="list-style-type: none"> <li>(1) TCO vs. C of O</li> </ul> </li> <li>vi) Rights of Entry</li> <li>vii) Hazardous Buildings MSBC Ch. 1300.0180, MS. 463.15-26</li> <li>viii) Records Retention</li> </ul> </li> <li>b) Zoning Ordinance Review</li> </ul>                                                                                                                                                                                                                                                                                                         | <p>ON-THE-JOB<br/>TRAINING<br/>AT<br/>Trainee's<br/>Municipality</p> | 16    |
| <p>9) Building Department Administration and Management</p> <ul style="list-style-type: none"> <li>a) Municipality's Building Permitting Policies</li> <li>b) Receiving and Processing Building Permit Applications</li> <li>c) Customer Service – communicating City policies</li> <li>d) Understanding Land Use or Flood Plain Requirements</li> <li>e) Issuing Permits</li> <li>f) Understanding Municipal Inspection Policies</li> <li>g) Scheduling Inspections</li> <li>h) Maintaining Municipal Records</li> <li>i) State reports</li> <li>j) Understanding an Itemized Building Department Budget</li> <li>k) Understanding How State Agencies Laws and Rules Impact Municipal Administration and Enforcement <ul style="list-style-type: none"> <li>i) Wetland Conservation</li> <li>ii) Stormwater Management</li> <li>iii) Demolition of Existing Structures</li> <li>iv) Lead Paint and Existing Structures</li> <li>v) Asbestos and Existing Structures</li> </ul> </li> </ul> | <p>ON-THE-JOB<br/>TRAINING<br/>AT<br/>Trainee's<br/>Municipality</p> | 286   |

| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | PROVIDER AND LOCATION                                                            | HOURS      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------|
| <b>2<sup>nd</sup> Quarter Building Official Program Instruction and Training<br/>January 1, 2021 – March 31, 2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                  |            |
| <b>Attend the CCLD Spring Seminar</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CCLD</b>                                                                      | <b>8</b>   |
| <b>Attend the Annual Institute for Building Officials and AMBO Region III Institute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>U of MN<br/>Continuing<br/>Education<br/>College and ICC<br/>Respectively</b> | <b>80</b>  |
| <b>Performing Residential Plan Reviews and Field Inspections of:</b><br>10) Decks<br>11) Re-Roofs<br>12) Re-Siding, Exterior Finishes (veneers, stucco, etc.)<br>13) Retaining Walls<br>14) Window, Door, and/or Replacements<br>15) Accessory Structures<br>16) 3 – Season and 4 – Season Porches (Mn. Porch)<br>17) Re-modeling, Alterations, Basement Finishes, and Additions<br>18) HVAC Equipment Replacements<br>19) Gas Meters, Gas Piping, Gas Line Air Tests,<br>20) Water Heater Replacement.<br>21) Water Softening/Filtration systems<br>22) Ventilation requirements in Remodels<br>23) Additions to Existing Plumbing Systems | <b>ON-THE-JOB<br/>TRAINING<br/>AT<br/>Trainee's<br/>Municipality</b>             | <b>344</b> |

| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROVIDER AND LOCATION                                              | HOURS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------|
| <b>3<sup>rd</sup> Quarter Building Official Program Instruction and Training<br/>April 1, 2021 – June 30, 2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                    |       |
| <b>Performing Residential Plan Reviews and Field Inspections of:</b><br><br>24) New One and Two-Family Dwellings<br>25) New Townhouse Structures <ul style="list-style-type: none"> <li>a) Certificate of Survey, Setbacks, Elevations, Property Lines, Erosion Control</li> <li>b) Footings, Foundations and Reinforcing</li> <li>c) Framing               <ul style="list-style-type: none"> <li>i) Floor Assemblies</li> <li>ii) Wall Assemblies</li> <li>iii) Roof Assemblies</li> <li>iv) Inspecting Truss Systems</li> </ul> </li> <li>d) Exterior Finishes</li> <li>e) Residential HVAC Systems               <ul style="list-style-type: none"> <li>(1) Heating and Cooling Calcs.</li> <li>(2) Gas Lines</li> <li>(3) Ducts, insulation and sealing</li> </ul> </li> <li>f) Radon Systems</li> <li>g) Residential Plumbing Inspections including Site Utilities</li> <li>h) Residential Energy Plan Review and Inspection</li> <li>i) Residential Fire Resistive Assemblies</li> <li>j) Final Inspections</li> <li>k) Energy Certificate, C of O vs. TCO</li> </ul> 26) Manufactured Home Installations MSBC Ch. 1350 <ul style="list-style-type: none"> <li>a) Municipality's Requirements</li> <li>b) State's Jurisdiction</li> </ul> 27) Prefabricated and Industrialized Modular Buildings MSBC Ch. 1360<br>28) Moved Buildings<br>29) Storm Shelters | ON-THE-JOB<br><br>TRAINING<br><br>AT<br><br>Trainee's Municipality | 432   |

## BUILDING OFFICIAL TRAINING

### Grant Program

| TRAINING DESCRIPTION                                                                                                                                            | PROVIDER AND LOCATION                                     | HOURS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------|
| <b>4<sup>th</sup> Quarter Building Official Program Instruction and Training<br/>July 1, 2021 – Sept. 30, 2021</b>                                              |                                                           |       |
| <b>Performing Residential Plan Reviews and Field Inspections of:</b><br>29) A continuation of all training in the 2 <sup>nd</sup> and 3 <sup>rd</sup> Quarters. | ON-THE-JOB<br>TRAINING<br>AT<br>Trainee's<br>Municipality | 432   |

The training listed below is not required but is suggested for more thorough comprehension.

| Training Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Provider and Location                                     | HOURS           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------|
| 1) Legal Issues of Building Code Administration and Enforcement <ul style="list-style-type: none"> <li>a) CUPs and Development Agreements</li> <li>b) Housing Inspection</li> <li>c) Attend a Legal Proceeding—Property Issues Related</li> <li>d) Review of Trainee’s Municipality Code</li> <li>e) Municipal “Development and Utilities” (BO and City Engineer) Specification Review</li> <li>f) Understanding How Municipalities are Funded and Financed</li> <li>g) Shoreland Overlay Districts</li> <li>h) On-site Sewage Disposal Systems</li> <li>i) Private Well Systems</li> </ul> | ON-THE-JOB<br>TRAINING<br>AT<br>Trainee’s<br>Municipality | Not<br>Required |

## Training Requirements – Exhibit B

### Track 2

**Plan Review and Inspection of structures regulated by the:  
Minnesota Building Code Ch. 1305, MN. Mechanical Code Ch. 1346, MN. Energy Code Ch.  
1323, MN. Accessibility Code Ch. 1341, NFPA, ACI, ASTM, ASCE**

The Final Report of **Track 1** must be approved confirming that **ALL** training and instruction of **Track 1** has been achieved before moving onto **Track 2**.

### 5<sup>th</sup> Quarter Instruction and Training

**Oct. 1, 2021 – Dec. 31, 2021**

| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PROVIDER AND LOCATION               | HOURS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------|
| <b>Classroom instruction of:</b> <ol style="list-style-type: none"> <li>Introduction to the Minnesota Building Code (MSBC) Ch. 1305 <ol style="list-style-type: none"> <li>Contents and best use</li> <li>Other related documents</li> </ol> </li> <li>Commercial Plans and Specifications <ol style="list-style-type: none"> <li>MSBC 1300.0130; AELSLAGID 1800; MS 326.02 - .15;</li> </ol> </li> <li>Sec. 3 Use and Occupancy</li> <li>Sec. 4, 31 Special Requirements</li> <li>Sec. 5, 6 Height and Area limitations</li> <li>Sec. 7 Fire &amp; Smoke Resistant Assemblies</li> <li>Sec. 9 Fire Protection Systems</li> <li>Sec. 10 Means of Egress</li> <li>Sec. 12 Interior Environment</li> <li>Sec. 14 Exterior Walls</li> <li>Sec. 15 Roof Assemblies</li> <li>Sec. 16 Structural</li> <li>Sec. 17 Special Inspections</li> <li>Sec. 18, 19 Soils and Foundations, Concrete</li> <li>Sec. 20-26 Materials</li> <li>Sec. 29 Plumbing requirements including MR Ch. 4714</li> <li>Sec. 30 &amp; MSBC 1307 - Elevators</li> <li>Sec. 33 Safeguards during const.</li> </ol> | CCLD STAFF at the<br>Dept. of Labor | 50    |

| TRAINING DESCRIPTION                                                                                                        | PROVIDER AND LOCATION        | HOURS    |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------|----------|
| 19) MSBC Ch. 1346 - Mechanical & Fuel Gas Code<br>20) MSBC Ch. 1323 - Energy Code<br>21) MSBC Ch. 1341 - Accessibility Code | CCLD STAFF AT Dept. of Labor | -cont.   |
| <b>Attend the CCLD Fall Seminar</b>                                                                                         | <b>CCLD</b>                  | <b>8</b> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                       |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------|
| <b>Performing Commercial Plan Reviews and conducting Field Inspections of:</b><br>1) Soils Analysis', Site Plans or Certificate of Survey, Development Agreements<br>2) Land Use and Zoning, Water Quality/Environmental<br>3) Underground Utilities (Building Dept. related)<br>4) Use and Occupancy Classifications MSBC Ch. 1305 Sec. 3<br>5) Special Requirements Sec. 4<br>6) Heights and Area Separations (setbacks) Sec. 5<br>a) Area Modifications, Unlimited Areas, Accessory Occs.<br>b) Mixed Use<br>c) Incidental Uses<br>7) Types of Construction Sec. 6 | ON-THE-JOB<br>TRAINING<br><br>at the<br><br>Trainee's<br>Municipality | 344    |
| 8) Soils and Foundations, Materials of Const. Sec. 18 -26<br>9) Structural – Below Ground:<br>a. Footings,<br>b. Foundations,<br>c. Piers and Pier Pads,<br>d. Retaining Walls<br>e. Reinforcing,<br>f. Concrete Requirements                                                                                                                                                                                                                                                                                                                                         | ON-THE-JOB<br>TRAINING<br><br>at the<br><br>Trainee's<br>Municipality | -cont. |
| 10) Structural – Above Ground<br>a. Masonry Walls<br>b. Steel Framing<br>i. Light and Heavy Gauge Steel Studs<br>ii. Primary Structural: Columns, Beams, Girders, Bar Joists<br>iii. Floor Systems<br>iv. Roof Systems<br>c. Pre-cast Concrete Systems<br>d. Structural Wood Systems                                                                                                                                                                                                                                                                                  | ON-THE-JOB<br>TRAINING<br><br>at the<br><br>Trainee's<br>Municipality | -cont. |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------|
| <ul style="list-style-type: none"> <li>e. Exterior Wall Systems: Sec. 14, 16 <ul style="list-style-type: none"> <li>i. Air Barriers, also see MSBC Ch. 1323</li> <li>ii. EFIS and VENEERS</li> <li>iii. Shear Walls</li> </ul> </li> <li>f. Roof Assemblies and Rooftop Structures Sec. 15 <ul style="list-style-type: none"> <li>a. Including Commercial RE-Roofing</li> </ul> </li> <li>g. Mezzanines</li> <li>h. Stairs</li> </ul> <p>11) Special Inspections and Tests Sec. 17</p> <ul style="list-style-type: none"> <li>a. Your Municipality's Sp. Insp. Program</li> <li>b. On-site Inspections and Verifications</li> <li>c. Reading and Understanding Sp. Insp. Reports</li> </ul> |  | -cont. |
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**6<sup>th</sup> Quarter Instruction and Training**  
**Jan. 1 2022 – March 31, 2022**

| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PROVIDER AND LOCATION                                                         | HOURS     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------|
| <b>Attend the U of M Annual Institute and AMBO Region III Institute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>U of M &amp; ICC/AMBO</b>                                                  | <b>80</b> |
| <b>Attend the CCLD Spring Seminar</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>CCLD</b>                                                                   | <b>8</b>  |
| <b>Performing Commercial Plan Reviews and conducting Field Inspections of:</b><br>12) Fire Resistive Assemblies MSBC Ch. 1305 Sec. 7 <ul style="list-style-type: none"> <li>a. Fire Ratings: testing, labeling, materials, agencies, application methods</li> <li>b. Exterior walls Sec. 6 &amp; 705</li> <li>c. Fire Walls Sec. 706</li> <li>d. Fire Barriers Sec. 707</li> <li>e. Fire Partitions Sec. 708</li> <li>f. Sound Transmission Systems</li> <li>g. Smoke Compartments Sec. 709 &amp; 710 <ul style="list-style-type: none"> <li>i. Partitions</li> <li>ii. Barriers</li> </ul> </li> <li>h. Horizontal Assemblies Sec. 711</li> <li>i. Vertical Openings &amp; Shafts Sec. 712 &amp; 713</li> </ul> | <b>ON-THE-JOB<br/>TRAINING</b><br><br>at the<br><br>Trainee's<br>Municipality | 344       |

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| <ul style="list-style-type: none"> <li>j. Penetrations, Opening Protectives Sec. 714 – 716 <ul style="list-style-type: none"> <li>i. Fire Stopping Systems <ul style="list-style-type: none"> <li>1. Manufacturers, Materials, Guides</li> </ul> </li> <li>ii. Doors, Shutters, Hardware, Glazing</li> </ul> </li> <li>k. Ducts &amp; Transfer Openings Sec. 717 <ul style="list-style-type: none"> <li>i. Dampers: Fire, Smoke, Radiation, Installation Uls</li> <li>ii. Penetrations</li> </ul> </li> </ul> <p>13) Interior Finishes &amp; Interior Environment Sec. 8 &amp; Sec. 12</p> <p>14) Egress Systems Sec. 10</p> <ul style="list-style-type: none"> <li>a. General Requirements</li> <li>b. Occupant Load</li> <li>c. Means of Egress: <ul style="list-style-type: none"> <li>i. Sizing,</li> <li>ii. Illumination,</li> <li>iii. Accessibility</li> </ul> </li> <li>d. Doors</li> <li>e. Stairways &amp; Ramps <ul style="list-style-type: none"> <li>i. Interior Exit Stairways</li> <li>ii. Exit Access Stairways</li> <li>iii. Exterior Exit Stairways</li> </ul> </li> <li>f. Signage</li> <li>g. Guards and Handrails</li> <li>h. Exit Access <ul style="list-style-type: none"> <li>i. Common Path of Egress Travel</li> <li>ii. Exit Access Travel Distance</li> </ul> </li> <li>i. Exits: <ul style="list-style-type: none"> <li>i. Number of Exits</li> <li>ii. Configuration</li> </ul> </li> <li>j. Horizontal Exits</li> <li>k. Exit Passageways</li> <li>l. Exit Discharges</li> <li>m. Assembly Exits</li> <li>n. Emergency Escape and Rescue Openings <ul style="list-style-type: none"> <li>i. Window wells</li> <li>ii. Replacement Windows</li> </ul> </li> </ul> |  | -cont. |
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| <b>7<sup>th</sup> Quarter Instruction and Training<br/>April 1, 2022 – June 30, 2022</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                               |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------|
| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PROVIDER AND LOCATION                                         | HOURS |
| <b>Performing Commercial Plan Reviews and conducting Field Inspections of:</b><br>15) Fire Protection Systems MSBC Ch. 1305 Sec. 9 <ul style="list-style-type: none"> <li>a. Acceptance Tests Sec. 901.5               <ul style="list-style-type: none"> <li>i. Municipalities procedures</li> </ul> </li> <li>b. Automatic Sprinkler Systems               <ul style="list-style-type: none"> <li>i. Where Required Sec. 903.2</li> <li>ii. Installation Requirements Sec.903.3, 903.4                   <ul style="list-style-type: none"> <li>1. NFPA 13</li> <li>2. NFPA 13R</li> <li>3. NFPA 13D</li> <li>4. Supervision and Alarms</li> </ul> </li> <li>iii. Inspection and Testing                   <ul style="list-style-type: none"> <li>1. NFPA 25</li> <li>2. Municipality's Procedures</li> </ul> </li> </ul> </li> <li>c. Alternative Automatic Fire Extinguishing Systems Sec. 904 i.e.: Ansul, CaptiveAire, etc.               <ul style="list-style-type: none"> <li>i. Installation and Testing NFPA 25</li> <li>ii. Type I Commercial Hoods and Ducts                   <ul style="list-style-type: none"> <li>1. MSBC Ch. 1346 Sec. 509</li> </ul> </li> </ul> </li> <li>d. Standpipe Systems Sec. 905</li> <li>e. Portable Fire Extinguishers Sec. 906</li> <li>f. Alarms, Detection, Communications, Emergency Response Sec. 907,908, 911, 912, 914, 915, NFPA 72</li> <li>g. Smoke and Heat Control &amp; Exhaust Sec. 909, 910, 916</li> <li>h. Fire Pump and Pump Rooms Sec. 913, NFPA 20</li> </ul> 16) Building Department's interaction with Fire Plan Review, Permits and Inspections. <ul style="list-style-type: none"> <li>a) Local level</li> <li>b) State Level</li> </ul> 17) ICC 300 Bleachers, Grandstands, Folding and Telescoping Seating | ON-THE-JOB<br>TRAINING<br>at the<br>Trainee's<br>Municipality | 432   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|
| <p>18) MSBC Ch. 1346 – Mechanical Code</p> <ul style="list-style-type: none"> <li>a) General Regulations Sec. 3</li> <li>b) Ventilation Sec. 4</li> <li>c) Exhaust Systems Sec. 5 <ul style="list-style-type: none"> <li>i) Exhaust Discharge</li> <li>ii) Commercial Kitchen Hoods Including Type I Hoods and Grease Ducts Sec. 506 – 508, NFPA 96, ANSI/ASHRAE 154, <ul style="list-style-type: none"> <li>(1) Materials, Installation and Testing Requirements</li> </ul> </li> <li>iii) Make up Air</li> </ul> </li> <li>d) Duct Systems Sec. 6 <ul style="list-style-type: none"> <li>i) Installation and Construction ASHRAE Handbook, SMACNA</li> <li>ii) Smoke Detection and Control</li> <li>iii) Duct and Transfer Openings <ul style="list-style-type: none"> <li>(1) Penetrations of Fire Rated Assemblies</li> </ul> </li> </ul> </li> <li>e) Combustion Air Sec. 7 <ul style="list-style-type: none"> <li>i) Requirements and Sizing</li> </ul> </li> <li>f) Chimneys and Vents Mech. Code Sec. 8, Fuel Gas Code Sec. 5</li> <li>g) Specific Appliances Sec. 9</li> <li>h) Boilers, Water Heaters and Pressure Vessels Sec. 10</li> <li>i) Refrigeration Sec. 11</li> <li>j) Hydronic Piping Sec. 12</li> </ul> <p>19) MSBC Ch. 1346 - Fuel Gas Code</p> <ul style="list-style-type: none"> <li>a) General Regulations Sec. 3</li> <li>b) Gas Piping Installations Sec. 4</li> <li>c) Specific Appliances Sec. 6</li> </ul> |  | <p>-cont.</p> |
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**8<sup>th</sup> Quarter Instruction and Training**  
**July 1, 2022 – Sept. 30, 2022**

| TRAINING DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROVIDER AND LOCATION                                                              | HOURS      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------|
| <p><b>Performing Commercial Plan Reviews and conducting Field Inspections of:</b></p> <p>20) MSBC Ch. 4714 - Plumbing Code</p> <ul style="list-style-type: none"> <li>a) Minimum Number of Fixtures MSBC Ch. 1305 Sec. 29,</li> <li>b) State Plan Reviews and Municipality interaction <ul style="list-style-type: none"> <li>i) Minor Remodels Applicability</li> </ul> </li> <li>c) Plumber Licensing and Registration MR 4716</li> <li>d) IAPMO Installation Standards MSBC Ch. 4714 appendix I</li> <li>e) Fixtures and Fittings Sec. 4</li> <li>f) Water Heaters Sec. 5</li> <li>g) Water Supply and Distribution Sec. 6 <ul style="list-style-type: none"> <li>i) Including Backflow Prevention</li> <li>ii) Piping Materials &amp; Sizing,</li> </ul> </li> <li>h) Sanitary Drainage Sec. 7 <ul style="list-style-type: none"> <li>i) Piping Materials</li> <li>ii) Sizing</li> <li>iii) Joints and Connections</li> <li>iv) Cleanouts</li> </ul> </li> <li>i) Testing Sec. 712 <ul style="list-style-type: none"> <li>i) All sections that refer to 712 for Testing.</li> </ul> </li> <li>j) Indirect Wastes</li> <li>k) Vents</li> <li>l) Traps and Interceptors</li> <li>m) Storm Drainage</li> </ul> <p>21) MN. Accessibility Code</p> <ul style="list-style-type: none"> <li>a) Amended IBC Ch. 11</li> <li>b) MSBC Ch. 1341 <ul style="list-style-type: none"> <li>i) Building Blocks Sec. 3</li> <li>ii) Accessible Routes Sec. 4</li> <li>iii) General Site and Building Elements Sec. 5</li> </ul> </li> </ul> | <p>ON-THE-JOB<br/>TRAINING<br/><br/>at the<br/><br/>Trainee's<br/>Municipality</p> | <p>432</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|
| <ul style="list-style-type: none"> <li>iv) Plumbing Elements and Facilities Sec. 6</li> <li>v) Communications Elements Sec. 7</li> <li>vi) Special Spaces, Furnishings and Equipment Sec. 8 &amp; 9</li> <li>vii) Dwelling and Sleeping Units Sec. 10</li> <li>viii) Recreational Facilities Sec. 11</li> </ul> <p>22) MSBC Ch. 1323 - Energy Code</p> <ul style="list-style-type: none"> <li>a) Commercial Compliance Options <ul style="list-style-type: none"> <li>i) ASHRAE 90.1</li> <li>ii) Prescriptive or Performance</li> </ul> </li> <li>b) Building Envelope Requirements</li> <li>c) Mechanical Systems Design Requirements <ul style="list-style-type: none"> <li>i) The Municipality's Design Data</li> <li>ii) Heating and Cooling Loads</li> <li>iii) Ventilation <ul style="list-style-type: none"> <li>(1) Demand Control</li> </ul> </li> <li>iv) ERVs</li> <li>v) Duct Construction and Sealing</li> <li>vi) Insulation – Duct and Piping</li> <li>vii)</li> </ul> </li> <li>d) Service Water Heating</li> <li>e) Power and Lighting</li> <li>f) Systems Commissioning C408</li> </ul> <p>23) MN. Guide to Health Care Facilities</p> <ul style="list-style-type: none"> <li>a) <a href="https://dps.mn.gov/divisions/sfm/fire-code/Documents/Fire-Code-Information-Sheets/2015-MSFC-quick-reference-guide-for-care-facilities.pdf">https://dps.mn.gov/divisions/sfm/fire-code/Documents/Fire-Code-Information-Sheets/2015-MSFC-quick-reference-guide-for-care-facilities.pdf</a></li> </ul> <p>24) Public Buildings and State Licensed Facilities MR. Ch. 1302</p> <ul style="list-style-type: none"> <li>a) Definitions Ch. 1302.0400, 1300.0070</li> <li>b) Permitting Procedures, Submittal Documents and Inspections <ul style="list-style-type: none"> <li>i) Municipality's role</li> <li>ii) State's role</li> </ul> </li> </ul> <p>25) Solar Systems</p> <ul style="list-style-type: none"> <li>a) Solar Photovoltaic 1305 Sec. 3111 &amp; 3113</li> <li>b) Solar Heating/Cooling 1346 Sec. 14</li> </ul> |  | <p>-cont.</p> |
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### Addendum

#### Grantee affirmatively accepts the following terms:

- ☐ Agrees to be in compliance with the Minimum Requirements to make application listed below:
  - Applicants must be a “Municipality” as defined in Minnesota State Building Code Ch. 1300.0070 subp. 17; Mn. Statute 326B.103 subd. 9
  - A municipality must administer and enforce the Minnesota State Building Code by having adopted the code by ordinance in compliance with Mn. Statute 326B.121 subd. 2
  - Education and training shall be under the direct supervision of, Minnesota Certified Building Officials certified in accordance with Mn. Admin. Rules 1301.0200.
- ☐ Agrees to submit quarterly reports which will include Training Requirements achieved and supporting narrative. In addition, grantee will submit an end-of-the-grant report by specified due dates in the table below.
- ☐ Agrees to submit quarterly invoices and provide required documentation to support requests for reimbursement by report due dates listed below.
- ☐ All activities for Track 1 will be completed by October 31, 2021 and final invoices submitted by December 15, 2021.
- ☐ All activities for Track 2 will be completed by December 31, 2022 and final invoices submitted by February 15, 2023.
- ☐ Agrees to allow site visits by Minnesota Department of Labor and Industry (DLI) staff.
- ☐ Agrees to fully cooperate with the Department of Labor and Industry (DLI) or the State, in any grant audits conducted during or after the grant period.

#### Schedule of report and invoice deadlines

| YEAR 1         |                           | YEAR 2          |                           |
|----------------|---------------------------|-----------------|---------------------------|
| End of Quarter | Reports and Invoices Due: | End of Quarter: | Reports and Invoices Due: |
| 12/31/20       | 01/31/21                  | 12/31/21        | 01/31/22                  |
| 03/31/21       | 04/30/21                  | 03/31/21        | 04/30/22                  |
| 06/30/21       | 07/31/21                  | 06/30/22        | 07/31/22                  |
| 09/30/21       | *10/31/21                 | 09/30/22        | *12/31/22                 |

\*Final invoices for the last quarter of each Track will be due on December 15<sup>th</sup> 2022 and February 15, 2023 respectively.

|                                                      |  |       |  |
|------------------------------------------------------|--|-------|--|
| PRINTED NAME<br><br><i>Authorized Representative</i> |  |       |  |
| TITLE:                                               |  |       |  |
| SIGNATURE:                                           |  | DATE: |  |

By signing, the grantee is acknowledging that it understands and agrees to the terms outlined in this addendum.