



Local Building Department Virtual Training Support May 2020

About

Due to the Governor's orders of social distancing and gathering limits, the VA Building Code Academy is now providing certification and continuing education classes online. Recognizing that in order for localities to participate in training through virtual means many localities may be in need of equipment necessary to attend online training. DHCD is making funding available through the Virginia Code Academy for jurisdictional building departments to purchase equipment needed to attend required virtual certification training and continuing education.

Use of Funds

Eligible purchases include laptops, headsets, tablets, webcams, electronic subscriptions for codebooks or other equipment necessary to participate in remote training for Virginia required certification or continuing education. As a condition of the funding, the locality must adhere to the approved use of the funds and the identified deadlines. If unable to comply, the locality will be required to return the funds to DHCD.

Funding

Individual locality awards up to \$2000

Eligibility

Jurisdictions with established building departments who participate in the collection and conveyance of the levy surcharge to DHCD on all building permits are eligible to apply for funding.

How to apply

Complete the application form below and the state W-9 form (and return it to DHCD at vbca@dhcd.virginia.gov no later than close of business June 5, 2020.

VA w-9 form for download: https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf

Awards procedure

Notification of awards will be made no later than June 19, 2020 for distribution in FY 2020

Money required to be spent by September 1, 2020 with proof of expenditures received by DHCD by September 30, 2020.

For more information or questions, contact Kelly Duggins at (804) 371-7180 or email kelly.duggins@dhcd.virginia.gov.



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Virtual Training Support
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APPLICATION

1) **Locality Name:**

2) **Contact Name:**

Address:

Email:

Phone:

3) **Amount of Funding request:**

4) **Describe how your locality intends to use the funding to support required certification or continuing education training virtual training classes. What types of equipment or hardware to you anticipate needing to support staff attending virtual or online training? (attach additional sheets if necessary)**

By signature below indicate the locality's agreement to and understanding that failure to comply with the funding requirements, restrictions, or deadlines will result in the return of the funds to DHCD.

Signature:
Building Official

Date:

Signature:
Town/City/County Administrator

Date:

Return your application and the completed [state W-9](#) to DHCD at ybca@dhcd.virginia.gov no later than close of business on **June 5, 2020**.

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