

## **NFPA Enforcer Funding Program (EFP) Program Description**

### **1.0 Introduction.**

1.1 The NFPA Enforcer Funding Program (“the Program”) will provide funding for NFPA Technical Committee (“Committee”) participation for certain public sector Committee members who have been designated by the NFPA Standards Council, for purposes of committee balance, in the category of “Enforcing Authority (E)” (“Enforcers”).

1.2 The purpose of this Program is to enhance NFPA Technical Committee balance of interests and to promote public sector participation in NFPA standards development activities by reducing financial barriers to participation entailed by public sector budget constraints.

1.3 The Program will not be able to fund all public sector employees, nor will it provide full funding. Rather, to make the most effective use of the available resources, this Program will be limited geographically and will focus on Enforcers, a category for which a need for greater participation on many NFPA Technical Committees has been identified. In addition, the Program will provide reimbursement to eligible Committee members, not for all costs, but for up to 80% of the major costs associated with attendance at NFPA Technical Committee meetings. Further details on the Program are set forth below.

### **2.0 Enforcers Eligible for the Program.**

2.1 Eligibility for the Program is limited to public sector Enforcers based in the United States and Canada. To be eligible, the Enforcer must be either:

- a full time public employee; or
- a person who is classified as an Enforcer based on his or her capacity as a member of the volunteer fire service; substantial involvement in the volunteer fire service will be required.

2.2 Eligibility may also be limited based on NFPA's review of the Enforcers' other employment and sources of income.

2.3 Eligibility is open to both Principal and Alternate Committee members; however, funding for Alternates will only be available for meetings at which the Principal is not in attendance. Nonvoting members (not including Members Emeritus) may also be eligible under the Program.

2.4 Eligibility is limited to Enforcers whose receipt of reimbursement funds under the Program violates no ethical or other policies, rules or guidelines to which the Enforcer may be subject as a public employee or official.

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2.5 In order to be eligible for and receive reimbursement under the Program, Enforcers must apply for and receive a written determination of eligibility from the Program Administrator.

**3.0 Covered Meetings & Percentage of Reimbursement.** Subject to other limitations described in this Program Description, the Program will provide reimbursement for 80% of the reasonable and necessary Covered Expenses (see 4.0, below) actually incurred in connection with attendance at the NFPA Technical Committee meetings commonly referred to as the ROP (or First Draft) meeting and the ROC (or Second Draft) meeting (“the Covered Meeting” or “Meeting.”) Funding may be available, on a case by case basis, for certain task group or other meetings in connection with Technical Committee work; however, prior written approval from the Program Administrator must be obtained in order for such meetings to be reimbursed as a Covered Meeting. Finally, only expenses for Meetings taking place after the submission of the Enforcer’s application for Program eligibility will be reimbursable under the Program.

**4.0 Covered Expenses.** Reimbursement under the Program shall be limited to the following expenses (“Covered Expenses”). As previously indicated, the reimbursement for Covered Expenses shall be limited to 80% of reasonable and necessary expenses actually incurred by the Enforcer in connection with a Covered Meeting.

**4.1 Travel Expenses.** The cost of transportation to and from the Enforcer’s home location to the Meeting location is a Covered Expense, as follows.

4.1.1 Travel should be by the most economical means available. Travel arrangements by common carrier (i.e., air and train travel) must be made through NFPA’s authorized travel agent, currently Direct Travel, which may be contacted at 1-800-795-9500 or 617-984-7313. When making reservations, the caller should be prepared to make payment at the time of the call and should inform the agent that travel is for an Enforcer-classified Committee member traveling to an NFPA Technical Committee meeting. So as to ensure the lowest available fares, travel arrangements must be made at least 21 days in advance of travel and should be booked at the lowest available economy fare.

4.1.2 The cost of one checked piece of luggage is also a Covered Expense as is the cost of public transportation or shuttle service to and from the airport or train station used to travel to and from the Enforcer’s home and Meeting locations.

4.1.3 State or local government employees who are required to utilize contract travel representatives may request a waiver from the requirement to use NFPA’s travel agent. Covered Expenses arranged through such a source, however, may not be greater than if the travel had been arranged through the NFPA travel agent.

4.1.4 Mileage expenses for personal vehicles in lieu of common carriers are a Covered Expense. Mileage rates shall be periodically determined by NFPA (typically, the currently approved IRS mileage rate). Mileage is a Covered Expense only to that extent that it does not exceed the cost of the lowest available round trip economy fare available from a common carrier.

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4.1.5 The Project Administrator shall have the authority to approve as Covered Expenses travel expenses not anticipated by this Program Description but that are reasonably consistent in cost and kind with the travel expenses described above. Approval for such expenses should be obtained prior to incurring the expenses.

4.1.6 Other Travel Expenses that are not Covered Expenses. Travel expenses, other than those described above, are not Covered Expenses. Without limitation, the cost of car rentals, car services and taxis and the costs of local travel while in attendance at the Meeting are not Covered Expenses.

**4.2 Lodging Expenses.** Expenses for lodging reasonably necessary to attend a Covered Meeting are Covered Expenses, as follows.

4.2.1 Covered Expenses for lodging shall not exceed the negotiated group rate available for Meeting attendees at the official host hotel designated by NFPA for the Meeting.

4.2.2 Lodging must be reasonably necessary to attend the Meeting and, in no event can exceed the number of days of the Meeting, plus a day on one or both ends to the extent that travel on Meeting days is not practical.

4.2.3 In order to be a Covered Expense, the lodging must be at the official NFPA host hotel. Where no host hotel has been designated, lodging should be within reasonable proximity of the Meeting site. Covered Expenses for lodging shall not exceed the negotiated group rate available for Meeting attendees at the official NFPA host hotel. Where no host hotel has been designated or where the negotiated group rate is not available, the Covered Expense for lodging shall not exceed the lesser of \$160.00 per night or the actual cost of the lodging.

**4.3 Meals and Other Expenses that are not Covered Expenses.** Expenses for meals and for any other expenses related to the Meeting, other than the travel and lodging expenses described above, are not Covered Expenses.

## **5.0 Claiming Reimbursement.**

5.1 Reimbursement from the Program shall require the timely submission of full documentation for all Covered Expenses (including receipts) on forms designated by NFPA and in accordance with NFPA policies for documenting reimbursements in effect at the time of reimbursement. Reimbursement forms and expense documentation must be submitted within 30 days of the last day of the Meeting.

5.2 Enforcers receiving reimbursement funds will be required, at a minimum, to certify to NFPA: that the receipt of funds under the Program violates no ethical or other policy, rules or guidelines to which the Enforcer may be subject as a public employee or official; and that the expenses for which the Enforcer seeks reimbursement under the Program have not and will not be reimbursed or paid for by the Enforcer's employer or any other third party.

## **6.0 Additional Program Policies**

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6.1 Participation in this Program is strictly optional and Enforcers are not required to seek eligibility for reimbursement funds under this Program.

6.2 Enforcers who participate in the Program are expected to be in attendance for the full duration of meetings for which reimbursement funds are provided.

6.3 The Program is intended as a neutral source of reimbursement funds available to all public sector Enforcers who meet the general eligibility requirements of the Program. NFPA, however, reserves the right to determine eligibility and make reimbursement decisions within its sole judgment and discretion, and the existence of the Program, this Program Description or any other documents or statements concerning the Program are not intended to create any contractual or other rights or entitlement to eligibility for or reimbursement under the Program.

6.4 NFPA reserves the right to revise or terminate this Program at any time. Any change or termination, however, will not affect the reimbursement of Covered Expenses that have already been incurred prior to revision to or elimination of the Program.

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