

To: All Retention and Recruitment Grant Recipients

Subject: Retention and Recruitment Grant Final Report Templates

Date: Wednesday, October 5, 2022

Good Afternoon -

I was recently hired as the administrator for this grant program and expect to begin taking over all of the great work Michael, Savannah, and Leanna have been doing to stand up this program.

Apologies for the delay, but the Retention and Recruitment Grant Final Report templates are now available. **There are two parts to the Final Report: a Narrative Report submitted via Microsoft Forms and a Financial Report submitted as an Excel file.** I have attached the list of questions in the Narrative Report Form in Word and PDF, and the Financial Report Template in Excel. These documents are also posted to the [Retention and Recruitment Grants webpage](#).

Reviewing these will allow you to see the kind of data we will be asking for in your final reporting. For the answers on the narrative section, we are only expecting answers that summarize your efforts.

Also:

- Recipients can begin submitting reports on **January 2, 2023**.
- Both parts of the report will be **due by May 1, 2023**.

As a reminder, if you have an executed grant agreement, you are able to submit a claim for up to 85% of your total grant amount.

Please let me know if you have any questions.

Thank you,

- Sarah

Sarah Hackett

Education Staff Retention Grants Administrator

Office of School Facilities | Office of Finance and Information Technology

OREGON DEPARTMENT OF EDUCATION

MOBILE 971-208-0093

EMAIL Sarah.Hackettt@ode.state.or.us | www.oregon.gov/ode



Oregon achieves . . . together!