

To: All Retention and Recruitment Grant Recipients

Subject: Retention and Recruitment Grant Final Financial Report Clarification

Date: Friday, January 20, 2023

Good Afternoon -

Most of you know that final reporting forms for the Education Staff Retention and Recruitment Grant were opened on January 11, 2023. There are **two** unique reports – a Narrative Final Report and a Financial Final Report. Information and the forms for both reports can be found on the [program webpage](#). Both reports must be submitted by May 1, 2023.

We are posting some additional guidance to the website on how to complete the Financial Final Report, clarifying what we are looking for and providing an Example Financial Report. We hope that this email and this additional information will help clarify our intentions for this reporting.

For example, Grantees that used bonuses as one of their Strategies should be reporting these expenditures coded to the specific staff types that received the bonus (such as 1111 for elementary teachers, 1131 for high school classified staff, etc.). Sorry we didn't provide this guidance in our directions.

Bonuses:

- **Please do NOT use Function Code 2640 for bonuses.** This does not provide any information about the school level of the staff who received them.
- Use **1XXX** or **2XXX** Function Code that corresponds to specific type of staff receiving the bonus (**including** recruitment/sign on bonuses).
- Use Object Code 130 (Additional Salary).
- **Examples:** Please use 1111 for elementary teachers and instructional assistants, 1121 for middle school teachers and instructional assistants, 1131 for high school teachers and instructional assistants, 2120 for school counselors, 2130 for nurses, 2410 for principals and related staff, 2520 for fiscal staff, 2540 for custodial/maintenance staff, 2550 for bus drivers, etc.

Recruitment:

- Please use Function Code **2640** only for all expenses related to recruitment (**except** recruitment bonuses - see above guidance for coding bonuses).
- If the recruitment activities were targeted for a specific type of staff, please indicate which staff in the "Description" column.

Professional Development:

- Please use Function Code **2240** for all expenses related to professional development.
- If the professional development activities were targeted for a specific type of staff, please indicate which staff in the "Description" column.

As you prepare your final reports, please be sure to refer to your approved application to represent the Problem(s) of Practice and strategies you selected.

I've attached the Final Financial Report Form that includes a new tab - "EXAMPLE" - showing specific ideas of how we would like grantees to report. The updated version of the FAQs for this grant program, with clarification about reporting requirements, is also attached (and will be posted on the [program website](#).)

We appreciate all of your efforts on this program! Please contact me 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!