



Oregon

Kate Brown, Governor

Oregon Department of Human Services

Office of Developmental Disabilities Services

ODDSARPA.Funding@dhsosha.state.or.us

GRANT APPLICATION: ODDS DSA AND EMPLOYMENT PROVIDERS

In response to the workforce crisis and staffing shortages faced by Office of Developmental Disabilities Services (ODDS) provider agencies due to the COVID-19 pandemic, Oregon Department of Human Services (ODHS) is making additional one-time grant funding available to eligible ODDS day support activities (DSA) and employment credentialed ODDS providers. The total funding for these grants is \$5 million.

- Eligible ODDS provider agencies are defined as having provided ODDS DSA or employment services for one or more individuals during the time period 7/1/2019-6/30/2021.
- Only those ODDS provider agencies intending to continue to provide DSA and employment services in 2022 are eligible to apply.
- In order to ensure all funding is allocated, ODDS will determine the final amount of the grant awards by the number of Employment and DSA agencies that apply. Once all applications are received, ODDS will allocate funding based on the size of the agency's Employment and DSA programs. Size will be determined based on average monthly revenue between the period of 7/1/2019 and 6/30/2021. For smaller agencies, no less than \$5,000 will be awarded.
- To apply, eligible provider agencies must complete and sign this application and submit it to ODDSARPA.funding@dhsosha.state.or.us no later than 5 p.m. on December 9, 2021. Due to the funding structure, late submissions will not be accepted.
- ODDS will **NOT** require provider agencies to identify the expense categories the grant funding will cover prior to funds being approved and disbursed. Each provider agency may select item(s) from the following Eligible Expense Category List (below) based on provider agency needs. The grant funds may be spent on staff employed by DSA and employment provider agencies including direct care staff, employment providers, administrative and managerial positions. The grants may be spent on operational costs due to service limitations, retention, recruitment and COVID-19 related expenses.

"Safety, health and independence for all Oregonians"

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- These grant funds may not be used on direct payments or bonuses to contracted staff. This one-time funding is not intended to fund ongoing wage increases or new positions that the provider agency is not able to sustain on a long-term basis. Care should be taken to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment. Use of grant funds to cover operating deficits caused by COVID-19 should be considered temporary.
- If your provider agency chooses to participate in this grant and is awarded funds, your agency will be required to:
 - Maintain records for audits;
 - Spend project funds by June 30, 2022;
 - Return to ODHS any unspent grant funds at the time of final reporting;
 - Submit a report of the outcomes and a financial accounting for this project;
 - Final reporting to ODDS will be due no later than September 30, 2022 and will be submitted to ODDSARPA.funding@dhsosha.state.or.us.
 - If final reporting is not submitted by September 30, 2022, ODDS reserves the right to recover all funding awarded to the provider agency for this grant.

Eligible Expense Category List for Grant Funding:

1. Operational Costs Due to COVID-19 Service Limitations. Funding may be utilized for operational costs for the period 8/1/2021 to 6/30/2022.
2. Recruitment and Retention
 - Hiring bonuses for new staff
 - Retention bonuses for new staff
 - Referral bonuses for current staff
 - Retention referral bonuses for current staff
 - Retention bonuses for current staff
3. Marketing
 - Social media campaign costs such as, but not limited to, Indeed, Facebook, Google and job search websites
 - Website development services
 - Social Media consultant services and/or subscription
 - Cost to create targeted social media ads, videos and other content for recruitment
 - Online recruiting services

- Marketing consultation services
4. COVID-19 Relief Funding
 - Vaccination bonuses for current and new staff
 - Personal Protective Equipment (PPE) supplies for staff due to COVID-19
 - Resources for staff who have an approved medical or religious exemption to the COVID-19 vaccination requirement
 - Incentives for DSPs working in an outbreak setting
 - COVID-19 test kit expenses
 5. Training
 - Reimbursement for staff to attend Association of People Supporting Employment (APSE) and Association of Community Rehabilitation Educators (ACRE) credentialed courses.
 - Other specialized training courses that staff will attend. Topics could include, but are not limited to, self-care, workforce engagement, teamwork, dual diagnosis, disability related topics, positive behavior support strategies, subscriptions to platforms such as Open Future Learning or other similar employment related training platforms.
 6. Job Development Bonuses for Vocational Rehabilitation (VR) Track Three Customers
 - Up to a \$2,500 one-time bonus payable to staff for all VR Track Three ODDS eligible individuals placed and retained in 2021 at agency discretion. This includes each customer that the job developer/agency received a retention payment through VR.
 7. Transportation expenses
 - Bus passes for staff
 8. Childcare subsidies for staff
 - Amount to be determined by provider agency

DSA AND EMPLOYMENT PROVIDER GRANT APPLICATION

1. Name of provider agency: _____
2. Name of person at provider agency responsible for grant outcomes and accounting:

3. Job title of responsible person: _____
4. Mailing address of agency: _____
5. Email address of responsible person: _____
6. Phone number of responsible person: _____
7. All grant applications must be submitted no later than 5pm on **December 9, 2021**. No late submissions will not be accepted.
8. Submit grant applications to: ODDSARPA.funding@dhsoha.state.or.us
Submission by email is the sole method of applying for this grant.
9. Grant project funds must be spent no later than **June 30, 2022** (project activities may continue beyond this date).
10. Grant outcomes and accounting records must be submitted no later than **September 30, 2022** to: ODDSARPA.funding@dhsoha.or.state.us
11. If you have unexpended funds, please indicate in your outcome reporting, so that Oregon Department of Human Services (ODHS) can submit an Accounts Receivable (AR) for payment.

I, _____, representing the provider agency stated above, make the following statement: This agency is a licensed Medicaid agency in the State of Oregon with a current endorsement for day support activities (DSA) and/or employment services with the Office of Developmental Disabilities Services (ODDS). This agency is applying for a grant due to the workforce crisis and service limitations caused by the COVID-19 pandemic. I understand that the amount of the grant the agency receives will be determined by the number of eligible ODDS provider agencies that apply and each

agency's revenue for DSA and employment services during the time period 7/1/2019-6/30/2021 as determined by ODDS.

I further understand that although I am not required to identify how this agency will spend the grant funds prior to receiving funds, that I will be required to only expend funds for the eligible expense categories as outlined above.

Furthermore, I acknowledge that the money received for the grant initiatives/projects must be spent no later than June 30, 2022 (project activities may continue beyond this date). Grant outcomes and accounting records must be submitted by September 30, 2022 to ODDSARPA.funding@dhsosha.state.or.us and any unspent funds must be returned to ODHS by September 30, 2022.

Signature: _____ Date: _____

ODDS will accept scanned or authenticated digital signatures.

If you have questions regarding this grant, including agency eligibility, eligible expenses or deadline concerns please contact the ODDS Special Projects Unit at ODDSARPA.funding@dhsosha.state.or.us.