

EDUCATION STAFF RETENTION AND RECRUITMENT GRANT FREQUENTLY ASKED QUESTIONS (FAQs)

Table of Contents

Navigate directly to each section or question by clicking on it in the list below.

General

Q: Are the administrative rules (OARs) posted somewhere?

Q: Are grantees required to bargain these funds with unions?

Application

Q: Which entities are eligible to apply for the grants?

Q: When is the application period?

Q: Where can I find the application?

Q: What happens to the allocations for ESDs, districts, and charter schools that do not apply?

Q: If an ESD, district or charter school is applying as a consortium, do individual members also need to submit an application?

Q: Is a grant application required to access the funds that are allocated to the entity?

Program Timeline

Q: When can grantees spend the funds for the Education Staff Grants?

Q: What is the overall grant timeline?

Eligible Uses of Funds

Q: Is there a full list of eligible expenses?

Q: Can grantees use funds to support _____?

Examples include:

Q: I hope to see these funds used on more than just a "one-time" retention bonus. What are some suggestions to avoid this?

Q: Is there anything to prevent neighboring districts from offering a one-time bonus which could cause staff in our district to leave?

Disbursement of Funds

Q: How do grantees request funds?

Q: How soon after the initial approval will grantees receive grant money?

Q: How do ESDs, districts, and charter schools that apply as a consortium submit a disbursement request?

Q: Will grantees have to report on these funds separately from other funds?

Q: What fund code do I use to track HB 4030 grant expenditures?

Q: When is the last day that a grantee can spend funds?

Q: When is the last day that a grantee can request funds from ODE?

Reporting

Q: What final reporting requirements will grantees have?

Q: How will grantees report this?

Q: How will ESDs, districts, and charter schools that apply as a consortium report?

General

Q: Are the administrative rules (OARs) posted somewhere?

A: The rules should be posted on the State Board's website on the Board's timeline.

Q: Are grantees required to bargain these funds with unions?

A: HB 4030 does not require districts to bargain these funds with district unions. It only requires that school district personnel be significantly involved with the application.

- Please note that HB 4030 doesn't waive any bargaining provisions either, so if the strategy arrived at requires bargaining, then that would still need to happen. However, that could happen later after the application is submitted because it would be part of the work of the grant.

Application

Q: Which entities are eligible to apply for the grants?

A: School districts, charter schools, and education service districts (ESDs) are eligible to apply. School districts are strongly encouraged to apply on behalf of their charter schools. Should a district opt to not participate or is unable to apply on behalf of a charter school, then the charter school may apply separately. ESDs may apply on their own, on behalf of a school district, or on behalf of a consortia of districts. Similarly, multiple districts or charter schools may apply as a consortium.

Q: When is the application period?

A: The application period opens on **May 6, 2022** and closes on **May 31, 2022 at 5:00PM**.

Q: Where can I find the application?

A: The application is posted on the [HB 4030 Education Staff Grants webpage](#).

Q: What happens to the allocations for ESDs, districts, and charter schools that do not apply?

A: If an ESD, district, or charter school chooses not to participate in this grant program, their allocated funding will be reallocated to the recipients that did apply at the end of the application period. Updated allocation amounts will be posted in mid- to late-June.

Q: If an ESD, district or charter school is applying as a consortium, do individual members also need to submit an application?

A: No, only the entity applying on behalf of the consortium needs to complete the application.

Q: Is a grant application required to access the funds that are allocated to the entity?

A: Yes, an application approved by ODE is required in order to access funds.

Program Timeline

Q: When can grantees spend the funds for the Education Staff Grants?

A: Grant funding is available for any eligible use of funding incurred between **April 15, 2022** and **June 30, 2023**.

Q: What is the overall grant timeline?

A: ODE's planned timeline is as follows, but this timeline is subject to change:

- **May 6, 2022:** Application period opens.
- **May 19, 2022:** State Board of Education presented with temporary rules for this program.
- **May 31, 2022:** Application period closes.
- **June 15, 2022:** Recipients determined, and any reallocation calculated and distributed.
- **July 1, 2022:** Final report templates and requirements posted.
- **April 1, 2023:** Reminders sent about final reports.
- **May 1, 2023:** Final reports due to ODE.
- **May 1 - June 15, 2023:** Final reports reviewed and approved by ODE and recipients make final claims of remaining funds once final report reviewed.
- **June 30, 2023:** Last day to expend funds.
- **July 15, 2023:** Last day to claim funds from ODE.

Eligible Uses of Funds

Q: Is there a full list of eligible expenses?

A: Yes. The list of eligible expenses can be found in the [Grant Parameters document](#).

Q: Can grantees use funds to support _____?

Examples include:

- Hiring and retention of transportation personnel that are a contract service (offering a higher starting rate)
- Providing overarching bonus for all staff
- Developing a teacher residency program with post-secondary partner
- Establish a tuition reimbursement plan/fund
- Extend insurance to student teachers to relieve their non-earned financial burdens
- Support for Administration and other non-union staff members
- Pay student interns within the district (for teaching AND other positions)
- Adding an additional contract day for workload relief
- Retain staff that might be lost due to declining enrollment

A: Grants funds should be used to support strategies which **lay a foundation for longer-term solutions to persisting recruitment and retention issues for districts, especially in hard to fill positions.**

The grant provides eligible participants with significant flexibility, but **requires working with their personnel to identify a clear problem related to root causes of workforce retention and recruitment challenges.** Once the problem is identified, then strategies and key action steps can be selected. Problems and strategies must be connected to the categories outlined in the [Grant Parameters document](#).

The [Equity and Innovation Menu in the Grant Guidance](#) has suggested strategies. If selecting a strategy not on the menu, particularly one that is responding to a short-term need (one-time bonus, one-time increase in pay, etc.), it is critical to **consider:**

- How could this strategy be adjusted to help address the problem in the long-term?
- How can the strategy be maintained when these funds are no longer available?

Q: I hope to see these funds used on more than just a "one-time" retention bonus. What are some suggestions to avoid this?

A: See the [Equity and Innovation Menu in the Grant Guidance](#) document for suggested strategies.

Q: Is there anything to prevent neighboring districts from offering a one-time bonus which could cause staff in our district to leave?

A: Not specifically, no. Any district that applies for the funds will need to state in their application what persistent problem of practice they are attempting to solve and what strategies they will use to solve that problem. If a district ties a one-time bonus to a problem of practice, that is permitted.

Disbursement of Funds

Q: How do grantees request funds?

A: Once a grantee has an executed grant agreement with ODE, the grantee can request 85% of the funds through ODE's Electronic Grant Management System (EGMS).

Q: How soon after the initial approval will grantees receive grant money?

A: This depends on how soon the grant agreement is executed after the application is approved. Grantees can expect their applications to be reviewed and approved no later than June 15. Grant agreements will be executed as quickly as possible upon approval of applications.

Q: How do ESDs, districts, and charter schools that apply as a consortium submit a disbursement request?

A: Grantees that apply as a consortium will be required to identify a lead entity to act as the fiscal agent for the consortium. The EGMS subgrant will be in the lead entity's name and the lead entity will be responsible for submitting the Request Forms and EGMS claims for the consortium's combined expenses.

Q: Will grantees have to report on these funds separately from other funds?

A: Yes. Grantees will need to track these funds separately and follow the requirements in Appendix G of the [Program Budget and Accounting Manual](#).

Q: What fund code do I use to track HB 4030 grant expenditures?

A: Districts have the flexibility to use the fund code that works best for them. There is no required fund code for districts to use, unlike other state grants. However, creating a new special revenue fund in the 200 series is recommended.

Q: When is the last day that a grantee can spend funds?

A: Grantees have until June 30, 2023 to spend the funds. This means that grantees must have received all goods and services bought with grant funds by June 30, 2023.

Q: When is the last day that a grantee can request funds from ODE?

A: Grantees must submit all claims to ODE by July 15, 2023.

Reporting

Q: What final reporting requirements will grantees have?

A: Final report requirements will be posted by July 1, 2022. The final report will consist of a narrative portion where grantees explain how they used funds in support of their identified strategies. The report will also require some quantitative data from the district, including how many and what types of school personnel were directly impacted through the grant funding and any measurable impacts of the grant funding, such as improved retention rates for certain personnel groups, reduced substitute shortages, or increased job satisfaction among personnel.

Q: How will grantees report this?

A: ODE will provide templates for the submission of final reporting. All reports will need to be submitted electronically to ODE in the form required to ease data collection.

Q: How will ESDs, districts, and charter schools that apply as a consortium report?

A: Grantees that apply as a consortium will be required to provide a single final report for the combined activities.