

# SUBSTITUTE TRAINING REIMBURSEMENT GRANT

## FREQUENTLY ASKED QUESTIONS (FAQs)

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## Definitions

The following definitions apply to all questions:

“**Direct Relationship**” means a relationship where the ESD or District directly employs a Substitute Teacher or Instructional Assistant, **or** contracts with a third-party provider for the Substitute Teacher’s or Instructional Assistant’s services.

“**Instructional Assistant**” means any staff employed by a district, education service district, public charter school, or private third party who assists with preparation of curriculum, assessment, and direction of learning in class, in small groups, in individual situations, online, in the library, and in guidance and counseling. The terms “substitute instructional assistant,” “educational assistant,” and “substitute educational assistant” have the same meaning as “Instructional Assistant”.

“**Substitute Teacher**” or “**Substitute**” means any staff employed by a school district, education service district, public charter school, or private third party who is employed to take the place of a probationary or contract teacher who is temporarily absent.

“**Required Training**” means any training required by the state to maintain a credential or any training required by school district policy.

## General

**Q: Are the administrative rules (OARs) for the Substitute Reimbursement grant posted somewhere?**

A: Yes. The rules are posted on the [State Board’s website](#) on the Board’s timeline.

## Application

### Q: Which entities are eligible to apply for the Substitute Reimbursement grant?

A: School districts and education service districts (ESDs) are eligible to apply.

### Q: When is the application period?

A: The application period opens on **November 10, 2022** and closes on **December 1, 2022**.

**Note:** The application closing deadline has been extended to **December 15, 2022**.

### Q: Where can I find the application?

A: The application is posted on the [ODE Substitute Teacher and Instructional Assistant Training Reimbursement Grant website](#).

### Q: What happens to the allocations for ESDs or districts that do not apply?

A: If an ESD or school district chooses not to participate in this grant program, the funding will be allocated to the recipients that did apply at the end of the application period. 5% of the funds will be held in reserve to cover unexpected situations and other uses of funds will be examined on a case by case basis.

## Program Timeline

### Q: When can grantees spend the funds for the Substitute Reimbursement grant?

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

### Q: What is the last day to submit reimbursement claims for payment?

A: **July 31, 2023** is the last day to submit reimbursement claims.

### Q: What is the overall grant timeline?

A: The Oregon Department of Education's (ODE's) timeline is as follows:

- **April 15, 2022:** HB 4030 signed into law
- **June - August, 2022:** ODE will collaborate with stakeholders to further clarify the program and ensure it is meeting stakeholder expectations
- **August 15, 2022:** Rules completed for September - October State Board of Education adoption
- **September 1, 2022:** Information about grant distributed to the state
- **September 22, 2022:** First read of rules by State Board of Education.
- **October 20, 2022:** Adoption of rules by State Board of Education.
- **November 10, 2022:** ODE will initiate an application process to allow recipients to apply to the program.
- **December 1, 2022:** Application period will close. **Extended to December 15, 2022.**
- **December 15, 2022:** ODE will release final allocations based on the applications submitted.
- **January 2, 2023:** ODE will begin executing Grant Agreements to grant recipients.
- **June 30, 2023:** Last day to pay for and receive Required Training.
- **July 31, 2023:** Last day to submit reimbursement claim to ODE.

## Eligible Uses of Funds

### **Q: Is there a full list of eligible expenses?**

A: Districts and ESDs may use grant funds to reimburse Substitute Teachers and Instructional Assistants for incurred expenses related to Required Trainings. Eligible expenses include tuition costs of training, travel expenses related to training hosted outside of the district where a Substitute Teacher or Instructional Assistant normally works, reimbursement for time spent to complete the trainings, and conference fees or other professional development expenses incurred by Substitute Teachers or Instructional Assistants.

### **Q: May grantees use Substitute Reimbursement funds for administrative and indirect costs?**

A: No. Districts and ESDs may not keep any funds from this grant for their indirect costs. Those entities will pass through all available funds to the individual Substitute Teachers or Instructional Assistants.

### **Q: May grantees use Substitute Reimbursement funds to repay their districts or ESDs for direct payments previously made to Substitute Teachers or Instructional Assistants?**

A: Yes! Districts and ESDs may use grant funds to reimburse themselves for direct payments previously made to Substitute Teachers or Instructional Assistants for eligible expenses related to Required Trainings incurred between April 15, 2022 and June 30, 2023. Districts may not keep any of the funds for administrative costs.

## Reimbursement

### **Q: How will grantees submit reimbursement requests?**

A: Grantees will provide a list of expenditures on a template Reimbursement Request Form provided by ODE. The reimbursement request form will be submitted to the [Substitute Reimbursement Grant inbox](#) and a corresponding EGMS claim will be made. The grant agreement must be signed by the District or ESD prior to submitting any reimbursement claims.

### **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](#).

## Reporting

### **Q: What final reporting requirements will grantees have?**

A: All reporting for this grant will be completed through the reimbursement process. There will not be a separate final report submitted.

### **Q: How will grantees report this?**

A: Grantees will submit reports to the [Substitute Reimbursement Grant inbox](#) using ODE provided templates. All reports will need to be submitted electronically to ODE in the form required to ease data collection.