**581-017-XXXX Educator Workforce Retention and Recruitment Grants**

(1) The following definitions apply to this rule:

(a) “ADMw” is Average Daily Membership weighted as calculated per ORS 327.013 and does not include extended ADMw per ORS 327.013(1)(c).

(b) “Charter School” is a public charter school organized and operated per ORS Chapter 338.

(c) “Department” is the Department of Education.

(d) “District” or “School District” is a public school district organized and operated per ORS Chapter 332.

(e) “Educator Retention and Recruitment Grants” or “Grant” are the grants established by OR. Laws Chapter \_\_\_\_ Sections 7-10 (HB 4030(2022)).

(f) “Eligible Recipient” is a Charter School, School District, or ESD or a consortia thereof.

(g) “EGMS” is the Department’s Electronic Grant Management System.

(h) “ESD” or “Education Service District” is an education service district organized and operated under ORS Chapter 334.

 (2) The funds appropriated to the Grant will be distributed to ESDs, Districts, and Charter Schools as follows:

(a) Any funds to be disbursed to school personnel organizations will be subtracted from the total amount of funds allocated under Oregon Laws Ch. \_\_\_ Section 7 (HB 4030 (2022)).

(b) The remaining amount of funds will be split with 95% of the funds allocated to Districts and Charter Schools and 5% of the funds allocated to ESDs.

(c) The Districts and Charter Schools allocation shall be distributed as follows:

(A) The ADMw for Districts shall be adjusted such that no district receives less than 91 ADMw for purposes of this formula.

(B) The ADMw for Charter Schools shall be adjusted such that no Charter School receives less than 91 ADMw.

(C) The adjusted ADMw for Districts and Charter Schools shall be totaled.

(D) The allocation for Districts and Charter Schools shall be divided by the total adjusted ADMw to obtain a Funding Per ADMw amount.

(E) The Funding Per ADMw amount shall be multiplied by the individual organization’s adjusted ADMw to determine the total allocation for that organization.

(d) The ESD allocation shall be distributed as follows:

(A) The ADMw for ESDs shall be adjusted such that no ESD receives less than 1,737;

(B) The adjusted ADMw for ESDs shall be totaled;

(C) The allocation for ESDs shall be divided by the total adjusted ADMw to obtain a Funding Per ADMw amount; and

(D) The Funding Per ADMw amount shall be multiplied by the individual ESD’s adjusted ADMw to determine the total allocation for that ESD.

(3) The application process for the Educator Retention and Recruitment Grants shall be as follows:

(a) The Department shall post an application form on its website available to all Eligible Recipients.

(b) The Department shall open the application period at a date to be determined by the Department.

(c) Eligible Recipients shall submit an application no later than May 31, 2022.

(d) The application form shall include the following:

(A) Name of applicant;

(B) Department’s institution identification number of applicant;

(C) Name and contact information of the person who will be the grant manager;

(D) Name and contact information of the person authorized to sign the grant agreement;

(E) A description of how the Eligible Recipient’s personnel had significant participation in developing the Eligible Recipient’s proposed plan;

(F) A brief description of the Eligible Recipient’s proposed plan;

(G) A brief description of how the Eligible Recipient’s proposed plan aligns with guidance published by the Department; and

(H) Signature of person authorized to sign applications agreeing to the terms of the grant.

(e) If the Department determines that an application is incomplete or insufficient, the Department shall notify the Eligible Recipient.

(f) The Eligible Recipient shall have until a date to be determined by the Department to complete the application or correct any deficiencies.

(g) If the Eligible Recipient does not submit the revised application the required date, the Eligible Recipient may not receive any grant funds.

(h) The Department shall review and approve all applications.

(i) If there are Eligible Recipients that do not submit an approved application, any funds allocated to those Eligible Recipients, will be redistributed on a pro-rated basis to Eligible Recipients that submitted an approved application.

(4) Eligible Recipients shall execute a Grant Agreement with the Department before receiving any grant funds.

(5) Once the grant agreement is executed, the Department shall distribute through the Departments EGMS system 85% of the grant funds.

(6) Grant funds shall be expended in accordance with the Eligible Recipient’s plan as submitted and approved in their application.

(7) By May 31, 2023, Eligible Recipients shall submit a report to the Department that:

(a) Provides a description of how the Eligible Recipient used the funds to:

(A) Implement the plan proposed in the application; or

(B) Implement a plan that was not in the application and an explanation of why the Eligible Recipient had to change the plan that was submitted in the application.

(b) Provides how many and what types of school personnel were directly impacted through the grant funding; and

(c) Provides measurable impacts of the grant funding as determined by the Eligible Recipient.

(8) By May 31, 2023, Eligible Recipients shall submit necessary financial reporting to track the expenditure of funds received by the Eligible Recipient to provide details on specific expenses and ensure that all expenditures comply with (7)(a)(A) and (B) above.

(9) The Department shall review all reports submitted by Eligible Recipients.

(10) If an Eligible Recipient’s financial reporting indicates expenditures are outside of the approved plan or any changes described in (7)(a)(B) above, the Department may:

(a) Require additional documentation and explanation for the expense;

(b) Disallow the expense to be reimbursed using grant funds and require the Eligible Recipient to provide additional eligible expenses; or

(c) Reduce the remaining grant funds to be disbursed to the Eligible Recipient by the amount of the disallowed expense.

11’s determinations of eligible expenses shall be final.

 (12) If the Department approves all expenses in the expense report, the Eligible Recipient may request the remaining 15% of funds to be provided through EGMS.

(13) Eligible Recipients shall expend all grant funds by June 30, 2023.

(14) Eligible Recipients shall submit claims for all remaining funds in EGMS by July 31, 2023.

(15) Eligible Recipients shall submit financial reports in compliance with (8) above for all remaining expenditures by July 31, 2023.

(16) All reports shall be submitted electronically to the Department using templates and means established by the Department.

(17) If an Eligible Recipient fails to provide any required reports, the Department may require the Eligible Recipient to repay all grant funds.

(18) These rules are repealed on January 1, 2024.

**Statutory/Other Authority:**  OR Laws 2022 Ch. \_\_\_ Sec. 7 (HB 4030 (2022)),
**History:**
ODE 30-2022, f. & cert. ef. 5-19-2022