

HB 5024 Partner Onboarding: Frequently Asked Questions (FAQ)

The Social Determinants of Health Team (“SDOH”) will periodically update HB 5024 grantees, through this published FAQ document, on pertinent information regarding grant deadlines, grant language clarifications, and other issues and concerns that arise during the grant cycle. Grantees should routinely review this document for updates.

Nothing in this document changes or is intended to change the terms and conditions in any grant agreement.

Project Kick-Off

What is HB 5024?

The Oregon State Legislature, for the biennium ending June 30, 2023, appropriated \$130,000,000 (\$65 million in one-time American Rescue Plan Act funds and \$65 million General Fund), to increase statewide capacity of licensed residential and supportive housing serving people experiencing behavioral health conditions, in House Bill 5024, section 10.1. Funding is intended for capital and start-up costs to address health inequities and housing access disparities, among others. Capital projects include residential treatment homes/facilities or supportive housing projects.

What if we find a property or building we would like to purchase?

Please notify us immediately at SDOH.HB5024@odhsoha.oregon.gov so the OHA SDOH HB 5024 team is aware and can be prepared to assist quickly, if necessary. We are unable to provide proper assistance on something we do not know about. Make sure to include your organization’s name, grant agreement number (if one exists) AND associated funding project in the subject line in all email communications.

Your organization should not begin the closing process or purchase property until after your Grant Agreement and Conditional Award Letter have been signed by your organization and the SDOH Team.

Our organization has a Letter of Intent. When can we begin incurring construction or renovation related expenses?

A Letter of Intent does not guarantee grant funds to your project. You should not incur any expenses until you receive a Grant Agreement and Conditional Award and have a signed Declaration. Funding will not be dispersed until after this occurs. We cannot guarantee expenses incurred prior to the signing of your organizations grant agreement will be reimbursed.

Where should Project Milestone deliverables be sent (e.g., Certificates of Insurance)

Required documents should be sent to SDOH.HB5024@odhsoha.oregon.gov. Make sure to include your organization's name, grant agreement number (if one exists) AND associated funding project in the subject line in all email communications.

Project Funding and Reimbursement Process

How will our organization receive our initial disbursement of funds?

OHA will disburse funds directly to the Grantee via Electronic Funds Transfer. Funds may be transferred via wire for the initial disbursement as well. During the Grant Agreement execution and property purchase phases OHA and the Grantee will work together to find a payment schedule that works best for both parties.

How will our organization receive funding after the initial disbursement?

OHA will disburse funds periodically to the Grantee via Electronic Funds Transfer using the agreed upon schedule. OHA can work with Grantees to best fit their needs if payment schedules need to be updated.

Project Procedures

What if the scope of our project changes or may change including change of property or building to be purchased?

Please notify the OHA SDOH team by email immediately at SDOH.HB5024@odhsoha.oregon.gov. Make sure to include your organization's name, grant agreement number (if one exists) AND associated funding project in the subject line in all email communications.

We are ready to purchase a property or building, how many days should we give to close and do our due diligence?

When you are ready to close on a property or building, you should give OHA at least 30 days notice before the close date.

What if we won't be able to get our project started by June 30th, 2023?

If your organization can execute their Grant Agreement by June 30th, your project does not need to start immediately once the Grant Agreement is executed. Please note, your organization should confirm the full completion date and occupancy date detailed in the Conditional Award and Grant Agreement are accurate, as these dates will be used to verify your organization's compliance with your Grant Agreement.

What if we have other sources of funding that is delaying our project?

Please notify the OHA SDOH team by email immediately at SDOH.HB5024@odhsoha.oregon.gov. Make sure to include your organization's name, grant agreement number (if one exists) AND associated funding project in the subject line in all email communications.

HB 5024 Partner Project Reporting

On what timeline will HB 5024 Grant Partners submit fiscal and other data reports?

Grant Partners will be required to submit both an initial performance plan and several recurring reporting templates including: monthly expenditure and performance reports, quarterly performance

reports, and annual performance reports. In the following questions we have outlined these major reporting requirements, but please note the SDOH Team will be presenting Technical Assistance Sessions to provide additional information on the completion and submission of these reports.

What should my organization include in our Performance Plan?

Partner organizations should submit a Project Performance Plan using the template and instructions found on the SDOH HB 5024 Webpage. This Plan must be submitted within 45 days of the execution of the Grant Agreement.

What should my organization include in our Monthly Reports?

Partner organizations should submit monthly compliance reports describing the grant activities and progress to OHA using the template and instructions found on the SDOH HB 5024 Webpage. Reports are due on the 15th of the month for the previous month and the first report is due 60 days after the execution of the Grant Agreement.

What should my organization include in our Quarterly Reports?

Partner organizations should submit quarterly reports to OHA using the templates and instructions found on the SDOH HB 5024 Webpage. Please refer to the Grant Agreement for the submission schedule. The following quarterly reports are required:

- **Expenditure Report:** This report should include the quarterly obligation amount, quarterly expenditure amount (with declining balances for each budget line), Projects, Primary Location of Project Performance, Detailed Expenditures (categories to be provided by OHA).
- **Project Status Update:** This report should include the status of project (not started, completed less than 50 percent, completed 50 percent or more, completed), progress since last update, identification of barriers/risks to outcomes and describe actions taken to mitigate delays/risk to overall project goal. You are also encouraged to share community outreach/engagement or other positive local news stories although this is optional.

What should my organization include in our Annual Reports?

Partner organizations should submit annual reports to OHA using the templates and instructions found on the SDOH HB 5024 Webpage. The purpose of these reports is to show how the project is Promoting Equitable Outcomes, if applicable, and how the project is Engaging with the Community, if applicable.

General Questions

What if we have questions not addressed in this FAQ?

Please email us at SDOH.HB5024@odhsoha.oregon.gov. Make sure to include your organization's name, grant agreement number (if one exists) AND associated funding project in the subject line in all email communications.