SBCTC considers answers in the forthcoming Questions and Answers document to be the only official source for answers related to this funding opportunity.

1. **How do we track students with this funding? How do we do that when they are all going to be SRSR or SRSL? Do we need to create a new student group? Or are these funds moving through our FA offices?**
   Funding does not go through the financial aid office. We are currently working with ctcLink support team to confirm to provide guidance regarding tracking students with this funding. We communicate this information out before July 1, 2022.

2. **Is this funding just for enrollment support or are we able to use it to help students directly like we do with our other CARES funds?**
   Funds are for tuition, fees, books, and tools for students. Funds can't be directly given to students.

3. **Will the Grant Program and Fiscal Guidelines be available before the grant opens in OGMS on Friday?** This Grant and Fiscal Guidelines will be available in OGMS when the grant opens. Click the "Grant Info" link under the "Feedback" tab.

4. **Will students need Enrollment Verification Forms if they are going to be taken classes over the summer?**
   A traditional verification form will not be used. We will follow up with any additional guidance before July 1, 2022.

5. **Are we able to use this funding to cover tuition for students that exceed the 1.2 FTE limitation? And where does that go into the budget narrative?**
   Yes, this funding is designed to pay for summer tuition and all tuition that exceeds the 1.2 FTE during fall, winter, spring for RS students pursuing professional technical programs during the 2022-2023 academic year.

   There is a category for "tuition" which is where the college will indicate how much they want to budget for student tuition.

6. **Can tuition be covered for undocumented students?**
   Yes.

7. **Does this include e-books and access codes?**
   Yes, these funds can cover e-books and access codes

8. **Since these students are not FA eligible, do awards need to be processed through financial aid? Will there be SBCTC global item types set up?**
   These funds will not go through the financial aid office. We are currently working with the ctcLink team to provide guidance on tracking these students. Colleges will have this information no later than July 1, 2022.

9. **Can funding be used for tuition for courses below 100 level?**
   No, all courses must be 100 and above.

10. **Is this funding just apply to the free reduced lunch students only?**
    No, any student that falls under the eligibility criteria can access these funds.

11. **Do students need to return books to the college once the course is completed?**
    Yes.

12. **Is there a pot of funding to ensure that all students who want to engage with Running Start in the summer can?**
    All funds must be applied for. In order for students to access these funds, the college they are attending must have applied and received grant funds.

13. **Can the funding also cover College in the High School students that need one or two summer classes to graduate with their degree the following spring? or is this specifically for RS students?**
    College in the High School students can enroll for Running Start funding for summer quarter.

14. **I'd appreciate a clearer list of which students are eligible for this funding.**
    Please refer to pages 4 & 5 in the program guidelines document.

15. **App closes on May 19; when would we be notified if we are successful (as the grant doesn't begin until July)? If we're enrolling students for summer classes/summer credit recovery based on this grant, and then don't receive the grant, I'm concerned about what the impact will be there.**
    Our hope is to notify colleges of funding amounts ASAP after the grant closes. Colleges will hear in June 2022.

16. **Are universities with Running Start eligible, and who will be the Security Contact for WSU in OGMS?**
    Washington's community and technical colleges are the only ones participating in this grant program.

17. **Do classes paid for by this grant count against the 1.2 FTE?**
    No, these funds do not count against the 1.2 FTE. Therefore, students can exceed the 1.2 for the 2022-2023 academic year.

18. **How will funds be received?**
    Funds will be received as a grant. Please refer to page 6 in the Fiscal Guidelines document.

19. **Do students need to return tools to the college after the course is complete? What about things like steel-toed boots which are required tools in some prof-tech programs?**
    Please follow your local Small and Attractive Asset Policy.

20. **Can students attend this summer who will be a Junior in the Fall?**
    Yes, all incoming juniors and seniors can participate.

21. **Who determines eligibility for either of these funds?**
    Colleges use the program guidelines to determine student eligibility.

22. **Is this funding only available during this fiscal year?**
    Funds are only available for FY23 (2022-2023) - summer, fall, winter, spring.

23. My understanding is that Seattle Public Schools doesn't allow for classes taken during summer quarter to be used to satisfy high school graduation requirements unless the students go through some sort of appeal process; do you know if OSPI will be working with their high schools directly negate these types of appeal processes?
OPSI will be following up with a bulletin. Please also contact OSPI

24. Does a student have to be approved for Running Start participation through their high school?
No, students do not need permission but are highly encouraged to communicate with their high school counselor on the classes they will be taking at the college.

25. Will the grant cover all juniors to take COLL 101 in the summer?
It can, depending on the amount of funding your college requests and receives.

26. The funding covers all and any courses needed for the AA or HS diploma up to 15 credits of tuition and fees for Summer and for Fall/Winter/Spring it only covers the cost of prof/tech programs correct?
Yes

27. Can funds be used to provide some sort of meal voucher to students for food via the college campus?
Unfortunately, no the funds cannot be used for this purpose.

28. Do we have a template as an example for the commitment to partner with local school districts?
There is not a template. A description of commitment in the application will suffice, along with the signed assurances that the college will work closely with the high schools.

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29. If Running Start Summer State Funded and Running Start ESSER Funded students needed to be coded differently for tracking purposes or is it all the same?
State funding for summer RS and federal RS ESSER funds are two different sources. Colleges will want to identify which students they are charging through the state funding process, outlined in OSPI Bulletin No. 027-22. Colleges will also want to identify the students for whom they are eligible to be reimbursed through federal RS ESSER funds.

30. There are two funding models for summer. We were not an institution that was selected as a Summer Running Start Pilot program. Does this mean, that my institution is only allowed to go with the ESSER Funding model or could we do both funding models?

Community and technical colleges will be able to access both sources of funds. State funding for Summer Running Start is open to all community and technical colleges as outlined in the OSPI Bulletin No. 027-22. Federal ESSER Funding for 2022-2023 Running Start is open to all community and technical colleges through the SBCTC application process.

31. The program overview includes: "Support for students pursuing career and technical education (CTE) opportunities...that support the completion of a CTE Sequence Graduation Pathway and progress towards certificate or degree completion". What is meant by "CTE Sequence Graduation Pathway"? Is this specific to CTE classes that are required for a student to satisfy a CTE high school graduation requirement? If a student takes a CTE class as an elective and it's not a requirement for their high school graduation could we consider them eligible for resources from this grant funding?
A CTE Sequence Graduation Pathway is a designated HS graduation pathway recognized by OSPI. Students are required to earn a minimum of two high school CTE credits in the same program area. Students may also be working toward a professional technical certificate or degree.

32. If a student takes a CTE class as an elective and it's not a requirement for their high school graduation could we consider them eligible for resources from this grant funding?
Yes. All CTE classes taken can be eligible for resources from this grant.

33. Regarding support for students to complete "the required college success preparatory course in the summer": our college doesn't require RS students to take a college success preparatory class, would the grant cover students who take an optional college success course during the summer or does it have to be a requirement for student to qualify?

Optional college success classes are permissible to be covered by this funding.

34. If a new student only enrolls in a summer class for the purpose of credit recovery does this student need to be Running Start eligible for 22 – 23 academic year?

No. if the student is a rising junior or senior, they may take up to 15 credits in the summer to count toward their high school diploma. They are encouraged but not required to continue as a Running Start student in the 2022-2023 academic year.

35. How are SBCTC and OSPI going to be promoting this opportunity to high schools?

OSPI has shared Bulletin B027-22 with all school districts. Information about both the state summer funding and the RS ESSER grant are included in this bulletin.

36. Can we use grant funds to cover all tuition of running start students so we do not need to report them on the P223? This would allow high schools to maintain their full 1.0 FTE funding for these students?
No. The grant is meant to provide additional support to students that can include tuition/fees for RS students enrolled in professional technical programs who take in excess of 1.2 FTE and/or more than 15 credits during fall, winter, and spring. Summer enrollment will not count toward the annual 1.2 annual FTE.

37. Can the money be used for transportation? Our most in need students live in rural areas far from the campus. If so, what category should it go in?

No. Transportation is not an allowable cost under this grant.

38. Will students be able to utilize a fee waiver as they are during Fall, Winter and Spring Running Start?

Yes. Students who are eligible to use a fee waiver should continue to be allowed to do so.

39. Assuming we do not receive the full $1million we ask for, will you cut line items, or we will have the opportunity to refine our budget based on the number we are granted?

If SBCTC needs to scale the amount of a college's request, the college will have an opportunity to refine their budget line items.

40. What is the definition of "prof/tech programs" for fall/winter/spring?

Professional technical programs are degrees or certificates determined as professional technical on the college's approved list of programs.

41. Can ESSER funding cover any course that is included in a prof/tech program, such as ENGL&101?

ESSER funding can be used for any required class for a Running Start student who is pursuing a professional technical certificate or degree.

42. Can the funds be used to support salary and wages of RS program staff who are assisting with the project, or can it only be used for faculty who are teaching low-enrollment courses?

Yes. Salaries and benefits for staff and faculty who work with Running Start ESSER funds program activities can be funded by the grant. Support for staff who are working with Running Start ESSER funds program activities should generally be applied under administrative costs. The intent of the funding is to provide access and financial support to Running Start students. Details must be provided in the budget narrative.

43. We have a question on the Running Start ESSER' s allowable costs. The fiscal guidelines say both "Salaries and benefits for staff and faculty who work with Running Start ESSER Funds Program activities" and "General Salary, Wages and Benefits are only for faculty positions that may need to be funded by the grant to keep low enrolled courses running to accommodate the needs of the Running Start population you will be serving."
Support for faculty salaries to keep low enrolled courses running is allowable under general salary, wages and benefits. Support for staff who are working with Running Start ESSER funds program activities should generally be applied under administrative costs. The intent of the funding is to provide access and financial support to Running Start students. Details must be provided in the budget narrative.

44. Would a Running Start ESSER navigator/recruiter/outreach coordinator be considered administration? Just want to make sure that position is allowable and not considered administration.
Is a full-time Enrollment & Success Coach an allowable expense in this grant?
Is a full-time Program Assistant an allowable expense in this grant?
Support for staff who are working with Running Start ESSER funds program activities should generally be applied under administrative costs. The intent of the funding is to provide access and financial support to Running Start students. Details must be provided in the budget narrative.
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45. In the grant guidelines, it says we need to attach a signed commitment to partner with local school districts as well as the signed assurance form. Can you give more guidance re: what the signed commitment attachment should include/what form it should take?

There is not a template for the signed commitment. A description of commitment in the application will suffice, along with the signed assurances that the college will work closely with the high schools.

46. Can ESSER funds be used to pay for Running Start student books, materials, placement tests, or certification exams for Prof Tech RS students in Fall, Winter, and Spring? For example Running Start students enrolled in welding classes could use ESSER funding support for welding jackets and hoods.
    ESSER funds can be used to provide Running Start students required tools/equipment (such as welding jackets and hoods) if pursuing a professional technical program or completing a CTE Sequence Graduation Pathway.

47. Also, can funds be used to support Transfer Running Start students in fall, winter, and spring?
    No. ESSER funds are limited to covering tuition and fee cost over the 1.2 FTE limitation and/or over 15 quarter credits, for students pursuing professional technical programs for fall, winter, and spring.

48. What happens if we do not use all the funds requested next year? Is there a penalty, or would we be able to extend to next summer?
    ESSER funds must be used in FY 23. They are one time funding that expires June 30, 2023 and cannot be carried forward. There is no penalty for unspent funds.

49. As I understand it, the ESSER funds are specifically for the following:

    a. Tuition/fees for credits required for HS graduation when a student needs to make up credits (e.g., they failed a history class last year and need to retake it). It is NOT to make up credits for an AA degree or to help students stay in sequence for an AA degree, correct? For example, if they need to take phys& 114 this summer to get into the physics 221-223 sequence for next year....that would not be an allowable expense, correct?
    Correct. Eligible tuition/fees is for credit retrieval for HS graduation. Making up credits or prerequisites needed for a transfer degree does not count. They can be used for prerequisites needed for a professional/technical degree or certificate.

    b. Tuition/fees and supplies/materials for CTE programs
    Yes. ESSER funds were specifically targeted to assist RS students to complete a professional technical credential or CTE Graduation Sequence for High School.

50. I know the guidelines tell us we can include funding for low-enrolled courses to run. That may be tough to determine at this point. Can we including funding to offer additional sections of the college success course? At this point, there are only two sections on the Summer schedule. We will need at least 20 sections to cover new Running Start students. Can we request funding to offer the additional sections?
    You may make the local decision to increase the number of class sections to accommodate summer students who may be taking part in this funding. Support for these classes should be based on the tuition revenue and not from direct funding for the grant to pay faculty salaries. The only faculty salaries that are allowable to be charged to the grant are those for low enrolled, critical courses.

51. I have reached out to the high school counselors in our service area to let them know we will highly encourage all new students to take COLL 110. They are asking if they need to provide an RSEVF. I know from the FAQs that a "traditional RSEVF will not be required" with further information provided by July 1. However, high school counselors in our area are off after June 22. Is this something that can be done after the fact?
    ESSER funds do not require an RSEVF. You should coordinate with your local schools to communicate who the eligible students are.

52. For the required attachment where we provide a signed commitment to partner with local school districts - does this need to be signed by any one district partner, or could it be a statement that I, the director of RS, could sign agreeing to continue to partner with districts, specifically with an eye toward effectively using these funds?
    The assurances document needs to be signed by the president or designee. For the commitment to partner, you can briefly describe them in the grant application and then have your president sign on the assurances. If you wish to upload a separate document detailing the nature of your partnerships, you can sign as the director of RS. (But still have your president or designee sign the overall assurances)

53. We need to address funding a required college success course. GRC does not require students to take a study skills/college success course. They are offered and we encourage students to take the course, but it's not a degree requirement. Could we request funding for students to take such a course over the summer, even though it's not a required course?
    Yes. We are encouraging of student success courses that can perhaps count toward the degree as elective credit (100 level and above).

54. Is ESSER limited to HS diploma credit recovery for Summer or can it also cover credits only being taken for college degrees?
    Eligible RS students may take up to 15 credits in summer 2022 and have tuition and fees covered, regardless of program of study. For fall, winter and spring, tuition funding is limited to professional technical students who have exceeded the 1.2 FTE level and to support fees, books and supplies for these students.