![Community and Technical Colleges - Washington State Board logo]

SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS

2023-24 PROGRAM GUIDELINES

Student Services Department

Washington State Board for Community and Technical Colleges

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SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available	March 30, 2023
Applications due via email to Program Administrator	May 4, 2023
Applicants notified of approval status	Mid-Late June 2023
Allocations begin	July 1, 2023
Quarterly Reports	September 30, 2023 January 31, 2024 April 30, 2024 July 31, 2024
Final Legislative Pilot Report	December 1, 2023
Summative Evaluation Report	October 1, 2024

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Proposal Process & Program Questions

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Page 2

Washington State Board for Community and Technical Colleges
2023-24 SUPPORTING COLLEGE STUDENTS EXPERIENCING HOMELESSNESS GUIDELINES // April 2023

Table of Contents

Page 3

Washington State Board for Community and Technical Colleges
2023-24 SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS GUIDELINES //April 2023

Overview

The Supporting Students Experiencing Homelessness Pilot Program was established during the 2019 legislative session and is codified in RCW 28B.50.916. During the 2022 supplemental legislative session, a budget proviso awarded temporary funding to make the SSEH pilot available to additional Community and Technical Colleges for Fiscal Year 2023. SBCTC has confirmed that funding is available for Fiscal Year 2024 at the same funding level as fiscal year 2023.

The SSEH program serves students who are experiencing homelessness, at risk of homelessness, and/or students who were in the foster care system when they completed high school. Colleges participating in the pilot program must provide certain accommodations to students that may include, but are not limited to, the following: access to laundry facilities; access to storage; access to locker room and shower facilities; reduced-price meals or meal plans, and access to food banks; access to technology; access to short-term housing or housing assistance, especially during seasonal breaks; and case management services. Participating colleges must leverage existing community resources and inform students of resources available for individuals experiencing homelessness, including non-profit providers, the local housing authority, and the Department of Commerce's Office of Homeless Youth. Colleges may also establish plans to develop surplus property for affordable housing to accommodate the needs of eligible students.

The colleges participating in the pilot program must contribute to a joint report facilitated by the SBCTC to the appropriate committees of the Legislature by December 1, 2023. The report must address certain information on students experiencing homelessness or food insecurity, including

- the total number of program-eligible students attending during the pilot program;

- the number of program-eligible students assisted by the pilot program;

- strategies for accommodating students experiencing homelessness and former foster care students;

- and legislative recommendations for how students experiencing homelessness and former foster care students could be better served.

The current pilot program expires July 1, 2024.

Applicant Guidelines

Who May Apply

All current 2022-23 SSEH pilot programs at Washington State Community and Technical Colleges are encouraged to apply to continue their programs through a streamlined process for the 2023-24 year.

Page 4

Washington State Board for Community and Technical Colleges
2023-24 SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS GUIDELINES //April 2023

Funding

Funding for approved applications will be allocated to colleges (or district applicants) for each fiscal year through the SBCTC's Budget Operations Department. Work with your college's business office to access these funds. Funding for FY24 becomes available July 1, 2023, after the State Board confirms FY24 program requirements are met and funding expires June 30, 2024. Unexpended funds do not carry forward to the subsequent fiscal year.

Projected funding for FY24 totals $2,932,000. Colleges may request up to $130,000 for each fiscal year; districts may request up to $260,000 per fiscal year. Applicants are required to submit a budget during the application process using the budget template supplied by SBCTC. When developing proposals, colleges should consider the intent of the funding and the total amount of available resources to best demonstrate the practicality of the proposal.

The SBCTC reserves the right to scale proposals as needed. Funding is subject to the amount of available resources.

Pilot Period

This application is for a one-year pilot period. Once the applications are approved, continuing SSEH pilot sites will be funded from July 1, 2023, through June 30, 2024.

How Does the Provider Apply

The 2023-24 SSEH pilot program will use a streamlined application process, which does not utilize the OGMS system.

There are three required elements which must be sent via email to the SSEH Program Administrator, Laura Coghlan, lcoghlan@sbctc.edu by 11:55 PM on May 4th, 2023.

> 1. A completed 2023-24 Supporting Students Experiencing Homelessness Program Budget Template
>
> 2. A signed copy of the 2023-24 Supporting Students Experiencing Homelessness Pilot Program Assurances
>
> 3. In the body of your email, you must include a brief paragraph which describes the intent of your program, your interest in continuing the pilot for the 2023-24 academic year, and how you will prioritize disbursement of funds.

Disclaimer

SBCTC reserves the right to refrain from allocating funds to any or all applicants. Additionally, SBCTC reserves the right to add additional requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk of project implementation setbacks. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to allocation requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting funding.

Application Review Process

State Board staff will review application materials, follow-up with applicants if necessary to clarify the implementation plan as presented in the budget template, and forward funding recommendations to the State Board for final approval.

Applicants will be notified via email regarding proposal status in mid-June 2023.

Application Guidance

In preparing the application, please consider the following items:

A. Budget Template - Applicants must submit a budget using the provided excel budget template and submit it as an attachment with their application email.

    - FY24 budget must not exceed $130,000 for an individual college and not exceed $260,000 for district applications.

    - Administration costs may not exceed 10% of the total budget.

    - Staffing salaries and benefits are an allowable expenditure, however, the intent of this funding is to implement appropriate accommodations and provide case management support to students. Please consider how you can best use the funding in alignment with this intent.

    - Indirect costs are not an allowable expenditure with these allocated state funds.

    - When completing your budget template, use the description column to provide rationale for your projected expenses. For salary/benefit items, indicate the position and the percent of FTE that will be supported by SSEH funds. For accommodation categories, include the estimated number of students and dollar amount per accommodation that you used to build your budget projection.

    - As you develop your budget which represents your program approach, it may be useful to consider the following SSEH program attributes and your experience working with your student population and campus and community partners:

        - What capacity does your college have to leverage existing student support services, programs, and facilities? Has there been any change in that capacity?

        - What trends are you noting in student requests and how might that affect how you allocate your accommodation budget projections? If you plan adjustments to improve equity of access or new approaches to triage, how might that affect your budget projections?

        - How are you ensuring that access to SSEH support remains as low-barrier as possible?

        - Are you planning to adapt your approach based on student feedback or ongoing assessment that might affect your budget?

- Are you implementing any changes to your approach to improve the timeliness of emergency assistance, such as offering a new type of accommodation?

- What community-based providers and programs are available to offer further support referred students?

B. Assurances – Be sure to review the Assurances, identify a Project Manager and Project Champion (VP, President, or Chancellor), and obtain signatures. Attach a signed copy of the Assurances to your application email.

C. Brief descriptive paragraph –address the intent of your program (for example, who is being served, why is this program needed, what does it provide), your interest in continuing your pilot program for 2023-24, and how you will prioritize disbursement of funds.

Reporting Requirements

The colleges participating in the SSEH Pilot will utilize a combination of student coding, financial aid award coding, allocation expenditure tracking, and manual reporting processes to satisfy legislative reporting requirements, document use of state appropriations, and gather additional student information intended to identify student basic needs gaps or barriers to students receiving the housing and other related supports needed to remain enrolled in classes.

Student Coding

Student coding was implemented to better track eligible students that were assisted by SSEH Pilot colleges. Students should be coded as an SSEH Pilot student if they received direct accommodations/support or any other form of services including case management referral to college and community resources. SSEH Pilot students are identified with the Student Group Code "SSEH" in PeopleSoft ctcLink.

 SBCTC staff will rely on Student Group Codes to analyze SSEH student demographics, enrollment persistence, and credential completion on behalf of the SSEH program.

Colleges should have a process established to verify their student coding before the SBCTC collects the student data. Student Group Codes must be up to date by the Data Warehouse quarterly snapshot deadlines, which will be communicated to college staff and published on the SSEH Canvas module as soon as they are published for academic year 23-24.

Financial Aid Coding

The following Financial Aid Global Item types have been developed for use by colleges to process SSEH funds as disbursable or non-disbursable awards to students. Colleges are not permitted to use other item types for the disbursement of SSEH funds to students.

Peoplesoft ctcLink FA Global Item Types

Item Type	DESCR
912000001020	SSEH Disbursable
912000001030	SSEH Non Disb

SBCTC staff rely on Global item type coding to track and report program-specific financial aid awards to students.

Expenditures Reporting

Instead of collecting self-reported expenditures via the quarterly report, effective FY24, SBCTC program staff will rely on Year-to-Date Expenditure Reports for the SSEH program from SBCTC Finance to review quarterly expenditures. This change is intended to reduce administrative burden on college SSEH program staff and improve consistency of expenditure data by utilizing another available method and reduce potentially duplicative effort.

The report relies on chart string accuracy, so it is necessary that college budget and finance offices set up the chart string for SSEH expenditures to be attached to the SSEH allocation.

Manual Reporting Processes

SBCTC will supply a quarterly report form to gather other applicable data points needed to describe the program in legislative reports. The elements collected in quarterly reports for FY24 will include the following:

- the number of students receiving each type of accommodation,

- referrals to additional resources,

- and a funding survey for colleges to request changes to their grant allocation (to be included in the summer, fall, and winter quarterly reports).

Quarterly Report due dates are as follows:

FY24 Quarterly Reports Due Dates
• 1. Summer Quarter - September 30, 2023
• 2. Fall Quarter - January 31, 2024
• 3. Winter Quarter - April 30, 2024
• 4. Spring Quarter - July 31, 2024

Summative Evaluation and Sharing Practices

Page 8

Washington State Board for Community and Technical Colleges
2023-24 SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS GUIDELINES //April 2023

Findings from a summative evaluation of your program for FY24 are due to the SBCTC by October 1, 2024. The minimum items to address in the evaluation to fulfill reporting requirements to the legislature are the following:

- Prevalence of housing and/or food insecurity among students: the number of students attending your college who report experiencing homelessness, housing insecurity, and/or food insecurity within specified timeframes;

- Strategies for accommodating students experiencing homelessness and former foster care students;

- and Legislative recommendations for how students experiencing homelessness and former foster care students could be better served.

SBCTC staff will collaborate with college staff to coordinate joint legislative reports and may identify additional summative evaluation elements to support program recommendations to better serve students.

Colleges will work with SBCTC to share lessons learned and promising practices with the college system via printed materials, sharing examples of applications and approaches, and participation in practice-sharing convenings. Colleges will also participate in information sessions with the legislature and by providing testimony during legislative hearings as appropriate. Colleges not participating in the pilot are invited to collect and share data with SBCTC to better inform and enhance recommendations made to the legislature to support students' basic needs.

Open Licensing Policy Requirement

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Page 9

Washington State Board for Community and Technical Colleges
2023-24 SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS GUIDELINES //April 2023