



# **RUNNING START ELEMENTARY & SECONDARY SCHOOLS EMERGENCY RELIEF FUNDS (ESSER) PROGRAM**

## ***2022-23 GRANT GUIDELINES***

Education Services Division

Washington State Board for Community and Technical Colleges

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[SBCTC.edu](http://SBCTC.edu)

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## Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	May 5, 2022
Technical Assistance Webinar	May 3, 2022
Question & Answer period closes	May 16, 2022
Applications due in OGMS	May 19, 2022
Applicants notified of approval status	June 2022
Grants begin	July 2022
Grants end	June 30, 2023
End of FY23 Program and Fiscal Report due to SBCTC	July 28, 2023

## Grant Contacts

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# Program Overview

The Office of Superintendent of Public Instruction (OSPI) is partnering with the State Board for Community and Technical Colleges (SBCTC) to offset learning loss for students that qualify for the Running Start Program by providing additional funding to colleges to equitably provide:

- Support for students pursuing career and technical education (CTE) opportunities, including professional technical courses, that support the completion of a CTE Sequence Graduation Pathway and progress toward certificate or degree completion.
- Support for students to complete the required college success preparatory course in the summer to ensure they gain an understanding of the skills and attitude needed to succeed in college environment as a Running Start student.
- Support for students to use the summer quarter for credit recovery to ensure on-time completion of a high school diploma.

## Applicant Guidelines

### Who May Apply

Public community and technical colleges as defined under RCW [28B.50.030](#) may apply for the 2022-23 Running Start ESSER Funds Program Grant.

### Application Process

Eligible colleges may access the 2022-23 Running Start ESSER Funds Program Application through the Online Grant Management System ([OGMS](#)). These funds will be awarded based on successful completion the 2022-23 Running Start ESSER Funds Program Application.

If you do not have an account, contact your organization's [Security Contact](#) for access.

Submit completed applications through OGMS no later than May 19, 2022, at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on the due date.

A technical assistance webinar will be held on May 3, 2022 after the application has been released. Information on the time and log-in instructions will be provided in the announcement sent to the system.

## ESSER Running Start Program Requirements

Colleges must commit to the following activities when using ESSER funds for Running Start:

1. Prioritize funding first for underserved and underrepresented students not currently accessing dual credit programs.
2. Support and fund Running Start students pursuing career and technical education opportunities, including colleges' professional technical programs, that were severely limited during the peak of the pandemic.
3. Support and fund students in completing the required college success preparatory course in the summer to ensure they gain an understanding of the skills and attitude needed to succeed

in the Running Start program.

4. Support and fund students to use the summer quarter for credit recovery to help ensure high school diploma completion.
5. Partner with school districts and high schools to ensure the above activities support secondary learning loss and high school completion.

## Summary of Required Attachments

The following required attachments must be submitted via OGMS, in the Attachments section of the application:

- Signed Assurances
- Signed commitment to partner with local school districts

Applications will only be considered complete if all required attachments are uploaded into the college's application in OGMS by the grant application deadline.

## Funding

It is expected that approximately \$18,000,000 will be awarded through one round of application submissions for the 2022-23 academic year, including summer quarter. Successful college applicants may receive grants ranging from \$500,000 - \$1,000,000 per college. Colleges should calculate their 2022-23 budget by assessing students' needs through evaluation of the below allowable expenses, including past enrollment, fee waivers, program material costs, etc. Funding will be granted based on successful completion the 2022-23 Running Start ESSER Funds Program Application through the Online Grant Management System ([OGMS](#)). The review panel and SBCTC reserve the right to scale proposals as needed. Funding is subject to the amount of available resources.

## Allowable Expenses

As summarized in the Program Overview, allowable expenses include:

- Tuition and fee costs to cover summer quarter credits in the areas of college success preparatory courses and credit recovery courses that meet needed high school graduation requirements, either through course completion or in alignment with a district's mastery-based learning policy.
- Tuition and fee cost to cover expenses over the 1.2 FTE limitation and/or over 15 quarter credits, for students pursuing professional technical programs for fall, winter, spring, and summer.
- Outreach and recruitment materials to communicate this funding opportunity to students, families, communities, and schools.
- Programming costs to run courses that are deemed necessary to ensure students have the courses they need to support high school graduation and degree requirements, including

support to run an existing low enrolled course.

- Funding to cover program related costs to students (i.e. materials to participate in prof tech lab work).

Tuition, fees, books, tools, and testing costs can only be provided to an eligible student to the extent that it is needed to address barriers to the individual's successful completion of one of the following:

- Completion of a CTE Sequence Graduation Pathway and progress toward certificate or degree completion.
- Completion of the required college success preparatory course in the summer to ensure they gain an understanding of the skills and attitude needed to succeed in college environment as a Running Start student.
- Completion of credit recovery in summer quarter to ensure on-time completion of a high school diploma.

See the Fiscal Guidelines for details on unallowable expenses.

## Review Process

### Application Review

For each program to be supported with ESSER funding, the following topics and questions must be addressed:

1. Describe the college's commitment to increase access and participation for Running Start students to enroll in and complete professional technical programs. Examples may include but are not limited to:
  - A. College catalog information of all professional technical programs offered for the 2022-2023 academic year.
  - B. Percentage of current Running Start students who enrolled in a professional technical course for Fall 2021 and Winter 2022.
  - C. Outreach efforts to high schools and the community that inform students and families of professional technical program opportunities
  - D. Collaboration with high schools to revise equivalency guides to support both high school graduation and credential completion via CTE and professional technical program opportunities.
  - E. Funding to offset the 1.2 limitation and increase access to professional technical programs and program material costs
2. Describe the college's commitment to support and fund students in completing the required college success preparatory course in the summer to ensure they gain an understanding of the

skills and attitude needed to succeed in the Running Start program. Examples may include but are not limited to:

A. College catalog information of current college success preparatory courses

3. Describe the college's commitment to support and fund students to use the summer quarter for credit recovery to help ensure high school diploma completion.

4. Describe your commitment to partner with school districts and high schools to ensure the above activities support secondary learning loss and high school completion.

Complete proposals that meet minimum eligibility requirements and are submitted by the deadline described above will be funded subject to the amount of available resources. SBCTC reserves the right to scale proposals as needed.

## Disclaimer

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

## Program and Fiscal Reporting

Colleges are required to report to SBCTC as early as practicable any intent to end a program funded under this grant as well as any action that terminates a program funded under this grant. This requirement remains in place until the end of the funding period.

Funded colleges must commit to submitting a quarterly report as directed by the SBCTC. Report templates will be supplied by the SBCTC and will be submitted by the colleges via email. SBCTC will work with colleges to fulfill reporting requirements to the Office of Superintendent of Public Instruction (OSPI).

Colleges will be required to meet the following requirements on Running Start students:

1. Report on students enrolled in professional technical programs, credit recovery courses, and college success courses for summer, fall, winter, and spring of the 2022-2023 academic year.
  - A. Number of students enrolled
  - B. Number of students that completed courses
  - C. Quarterly grades for all participating students
  - D. Number of students that graduated high school during the academic year (in collaboration with high schools)
  - E. Number of students that completed a degree or certificate during the academic year

- F. Number of students continuing in the Running Start the following year
- 2. Report on demographic data of RS students accessing program funding (including those who are considered underrepresented or traditionally have had limited access to dual credit opportunities).





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Washington State Board for Community and Technical Colleges