STUDENT EMERGENCY ASSISTANCE GRANT

FY 26 (2025-2026) PROGRAM GUIDELINES

Student Service Department

Washington State Board for Community and Technical Colleges

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Olympia, WA 98504

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 19, 2025
Applications due	May 5, 2025
Applicants notified of approval status	June 2025
Allocations begin	July 1, 2025
Quarterly Program Reports	October 31, 2025 January 30, 2026 April 30, 2026 July 31, 2026
Year-end Expenditure Confirmation	August 31, 2026
Legislative Report	December 1, 2026

Program Contacts

Program Process & Program Policy Questions

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Overview

The Washington State Legislature established the Student Emergency Assistance Grant (SEAG) program with passage of 2SHB 1893 during the 2019 legislative session. Initial funding for the program was on a pilot basis, adopting the governor's budget proposal of $750,000 for the 2019-21 biennium. During the 2021-23 biennium, the legislature approved an additional $8 million with the passage of ESSB 5092 for the expansion of SEAG program in the community and technical college system. The program is anticipated to be funded for 2025-26 in the amount of $4,655,000. The SEAG program, administered by the State Board for Community and Technical Colleges (SBCTC), allows Washington Community and Technical Colleges to provide monetary assistance to students experiencing unforeseen emergencies or situations that affect the student's ability to attend classes.

College applicants must demonstrate need, which may include showing demographic data on student income levels, students experiencing homelessness or food insecurity, and other results from basic needs assessments. Applicants must also:

- ensure that students' access to emergency aid funds will be as low barrier as possible;

- allow flexibility in who may apply for funds and include students who may not necessarily meet the definition of "financial need" but who may be experiencing emergency situations;

- and indicate how they will prioritize the disbursement of emergency aid funds.

Colleges administering the SEAG program must not require a student to fill out the Free Application for Federal Student Aid (FAFSA) in order to receive SEAG. However, students seeking assistance must make their request(s) in writing to the SEAG program. Program funds must be used to provide monetary aid to students to assist them with, for example, purchasing food, and paying for transportation, childcare, or other goods or services needed in order for the student to continue attending classes.

The SBCTC will facilitate submission of the required annual reports to the Legislature by December 1 of each year. SEAG program colleges will comply with all reporting requirements to assist the SBCTC in this effort.

Applicant Guidelines

Who May Apply

All current 2024-25 SEAG programs and 2024-25 planning grant programs at Washington State Community and Technical Colleges are encouraged to apply for SEAG program funding through a streamlined process for the 2025-26 year. A separate SEAG Planning Grant will be made available for colleges not currently participating in the SEAG program.

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 FY 26 becomes available July 1, 2025, after the State Board

confirms FY 26 program requirements are met and funding expires June 30, 2026. Unexpended funds do not carry forward to the subsequent fiscal year.

Projected funding available for college SEAG programs for FY26 totals $4,707,500. Colleges may request up to $155,000 for FY26; district applications may request up to $155,000 for each college covered under the district application. **Actual award amounts will be dependent on available funding, and may be adjusted accordingly.** 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 available resources.

Program Period

This application is for one fiscal year of program activity; SEAG programs will be funded for FY26 from July 1, 2025 through June 30, 2026. Funds do not extend beyond the end of the fiscal year.

How Does the Provider Apply

The 2025-26 SEAG program uses a streamlined application process, which does not utilize the OGMS system.

There are three required elements which must be sent via email to the SEAG Policy Associate, Christine McMullin, cmcmullin@sbctc.edu by 11:55 PM on Monday, May 5, 2025.

1. A completed 2025-26 Student Emergency Assistance Grant Program Budget Template

2. A signed copy of the 2025-26 Student Emergency Assistance Grant Program Assurances

3. In the body of your email, you must include a brief paragraph which describes the intent to administer and disburse SEAG funds to students in need, your interest in continuing your SEAG program for the 2025-26 academic year, and how you will prioritize disbursement of funds.

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.

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.

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Applicants will be notified via email regarding proposal status in mid-June 2024.

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.

- FY26 budget must not exceed $155,000 for an individual college and not exceed $155,000 per college for district applications.

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

- 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.

- As you develop your budget which represents your program approach, it may be useful to consider the following SEAG 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 budget projections?

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

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

  - Are you implementing any changes to your approach to improve the timeliness of emergency assistance?

  - 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 –All applicants must submit an email describing the applicant's intent to administer the SEAG grant, plans to serve student basic needs and priority distribution of SEAG funds.

Reporting Requirements

The colleges participating in SEAG 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 emergency assistance funds needed to remain enrolled in classes.

Student Coding

Student coding was implemented to better track eligible students that were assisted by SEAG programs. Students should be coded as an SEAG student if they received SEAG funding during the quarter. SEAG students are identified with the Student Group Code "SEAP" in PeopleSoft ctcLink only for the quarter in which they received an SEAG award.

SBCTC staff will rely on Student Group Codes to analyze the official count of students served, SEAG student demographics, enrollment persistence, and credential completion on behalf of the SEAG 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 2025-26 deadlines, which will be published on the SBCTC website, and will be updated in the SSEH module and these guidelines once they available. As an example of typical snapshot dates, the MIS Enrollment snapshot dates for current year 25-26 were as follows:

- Summer 2024   9/3/24
- Fall 2024   12/17/24
- Winter 2025   4/1/25
- Spring 2025   7/1/25

Financial Aid Coding

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

Peoplesoft ctcLink FA Global Item Types

Item Type	DESCR
912000001001	SEAG Books Non Disb
912000001002	SEAG Books
912000001003	SEAG Childcare Non Disb
912000001004	SEAG Childcare
912000001005	SEAG Fees Non Disb
912000001006	SEAG Fees
912000001007	SEAG Food Non Disb
912000001008	SEAG Food

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912000001009	SEAG Healthcare Non Disb
912000001010	SEAG Healthcare
912000001011	SEAG Housing Non Disb
912000001012	SEAG Housing
912000001017	SEAG Technology Non Disb
912000001018	SEAG Technology
912000001013	SEAG Transportation Non Disb
912000001014	SEAG Transportation
912000001015	SEAG Utilities Non Disb
912000001016	SEAG Utilities

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 FY26, SBCTC program staff will rely on Year-to-Date Expenditure Reports for the SEAG program from SBCTC Finance to review quarterly expenditures. This change is intended to reduce administrative burden on college SEAG program staff and improve consistency of expenditure data by utilizing another available method and reduce potentially duplicative effort. SBCTC program staff may also ask for a college to share total year-to-date SEAG expenditures by running the General Ledger Account Analysis query (QFS_GL_ACCOUNT_ANALYSIS) if needed to inform a program check-in meeting.

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

Schedule of Expenditures

SEAG Program colleges are expected to expend SEAG Program funds by the following timeline and corresponding percentages. Colleges will be encouraged to voluntarily return any unspent funds outside of the allowable range for redistribution to meet system needs. The following percentages are applied to the original funding awards and not applied to additional funds received from funding survey requests.

1. By the end of December, SEAG Program colleges are expected to have expended 33 percent of their annual SEAG Program budget. If the college has not met this target, the college must identify a plan for meeting the expenditure target for the end of March and/or will be encouraged to return funds to be utilized by other SEAG Program colleges that have met targets and have requested funds.

2. By the end of March, SEAG Program colleges are expected to have expended 66 percent of their annual SEAG Program budget. If the college has not met this target, the college must identify a plan for meeting the expenditure target for the end of June and/or will be encouraged to return funds to be utilized by other SEAG Program colleges that have met targets and have requested funds.

3. By the end of June, SEAG Program colleges are expected to have expended 100 percent of SEAG Program funds.

Budget Revisions

The SEAG program budget is not recorded in OBIS, thus mid-year budget revisions are tracked locally at the college and by the SBCTC Program Administrator. This process applies to shifts between budget categories that do not affect the total grant amount. If a program wants to adjust anticipated spending from one budget category to another, they request that adjustment via email to the SBCTC Program Administrator. The Program Administrator will confirm the shift of funding and update the active budget template to reflect the revision.

Manual Quarterly 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 FY25 will include the data elements outlined in Appendix B and the following:

- the number of students requesting and receiving SEAG funding,

- referrals to additional resources,

- timeline for disbursement and follow-up,

- and a funding survey for colleges to request changes to their grant allocation (to be included in the summer and fall quarterly reports, and maybe the winter quarterly report if there are anticipated funds available for redistribution).

Quarterly Report due dates are as follows:

FY25 Quarterly Reports Due Dates
1. Summer Quarter - October 31, 2025
2. Fall Quarter - January 30, 2026
3. Winter Quarter - April 30, 2026
4. Spring Quarter - July 31, 2026

Annual Legislative Report

SBCTC will request information to assist in compiling the annual legislative report. Findings from a summative evaluation of your program for FY25 are due to the SBCTC by August 31, 2026. At minimum, year-end reports will include a summary of institutional learnings and year-end expenditure information. Colleges will also be asked to include student and staff testimonials concerning program access and effectiveness. The SBCTC will work with colleges to fulfill annual reporting requirements to the legislature by December 1 of each year and present recommendations to better serve students.

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 also participate in information sessions with the legislature and by providing testimony during legislative hearings as appropriate.

Practice Sharing and Collaboration

SEAG program meetings will serve as a space for all SEAG Program colleges to learn from one another. Additional efforts were explored to develop a broader learning environment to work through challenges, solutions, and best practices for providing emergency assistance funding to students and now have provided College Collaboration Hub where the focus is on college's best practices and open dialog on program improvements. SEAG program colleges will continue to help guide the formation of this larger collaboration group.

Student Supports Canvas Community

The Student Support Programs have developed a shared space for learning about various programs and student supports. Please contact Christine McMullin, cmcmullin@sbctc.edu to receive an invitation to join the Student Services, Student Support Programs Canvas Community.

Open Licensing Policy Requirement

The SBCTC requires that all digital software, educational resources, and knowledge produced as part of this competitive funding be placed under the Attribution license from Creative Commons. This license allows others to use, distribute, and create derivative works based upon the digital works, while still allowing authors to receive credit for their efforts.

Please take the time to read the license at Creative Commons. If awarded Student Emergency Assistance Grant Program funds, you must agree to allow the SBCTC to distribute the digital software, educational resources, and knowledge created through this funding under the terms of the Creative Commons Attribution License available at the website above. Creative Commons (CC) is a nonprofit corporation dedicated to making it easier for people to share and build upon the educational and scientific work of others, consistent with the rules of copyright.

Appendix A - Sample SEAG Request Form

<div align="center">

Student Emergency Assistance Grant
Request for Funds

</div>

Name:
SID:
Phone:
Email:

Amount Requested:

Type of Need:
☐Housing/Rent ☐Automobile ☐Gas ☐Public Transportation ☐Child-related ☐Health-related
☐Groceries ☐Meal/Nutrition ☐Utilities ☐Books ☐Other:

Personal Statement:
Please describe the emergency related to this request. Include any information that can help us understand why you are requesting SEAG funds.

How does this emergency impact your ability to complete this quarter of college?

Do you foresee any factors OTHER than this emergency that may impact your ability to complete this quarter of college? Please explain.

Please circle which best describes your situation.

How likely are you to drop out or take a break from college at this point in time?

Extremely Likely   Very Likely   Likely   Not Likely   Not at all Likely

If you were to receive emergency grant funds, how likely are you to complete the current quarter?

Extremely Likely   Very Likely   Likely   Not Likely   Not at all Likely

If you were to receive SEAG funds, how likely are you to enroll in this college next quarter?

Extremely Likely   Very Likely   Likely   Not Likely   Not at all Likely

By signing this document, I commit to using the student emergency assistance grant for its intended purposes, outlined in this application. I also agree to allow college staff and/or staff from the State Board for Community and Technical Colleges to contact me to follow up on my progress after the application is submitted. I verify that all information provided in this application is true and verifiable.

Student Signature_____ **Date** _____

Note to colleges: The request form should also document the decision process and final decision.

Appendix B - Program Data Collection

Student Information

While maintaining the low-barrier intention of this program, colleges will attempt to collect the following information for evaluation of student need and development of program reports and recommendations for further resource assistance. Student Identifier (SID) numbers will be used to collect additional student demographic information available in the data warehouse.

Student Identifier (SID)

Family Status

Number of Dependents

Employment Status

Housing Security Status

Food Security Status

SNAP Recipient

Program Information

At minimum, the following data elements must be collected and included in your quarterly and year-end reporting:

Program Data:

- Number of requests

- Number of first-time and repeat requests

- Number of approved requests

- Number of denied requests

- Total amount of SEAG funds requested

- Total amount of SEAG funds awarded

- Average SEAG award amount

- Number of requests by request/need type

- Total amount of other emergency assistance funds awarded by source

- Number of students connected to other support services by program

Request and Award Data by Student:

- Student Information (noted above)

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- Amount requested

- Amount disbursed

- Request/need categories

    - Disbursement method (check, gift card, vendor payment, etc.)

    - Time Lapse between application and decision

    - Time lapse between decision and award disbursement

The SBCTC reserves the right to adjust required data elements for quarterly and year-end reporting in collaboration with SEAG Program Colleges to effectively report findings and recommendations to the legislature.

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Appendix C - Student Follow-up Survey

At a minimum, the following elements should be included in a student follow-up survey. Additional questions may be added. Results will be aggregated to provide additional information for our reporting requirements.

Before receiving Student Emergency Assistance Grant funds, how likely would you have left or taken a break from attending college?

EXTREMELY LIKELY   VERY LIKELY   LIKELY   NOT LIKELY

After receiving Student Emergency Assistance Grant funds, how likely will you leave or take a break from attending college?

EXTREMELY LIKELY   VERY LIKELY   LIKELY   NOT LIKELY

On a scale from 1 to 10, 1 being the lowest level of satisfaction and 10 being the highest, how satisfied are you with the Student Emergency Assistance Grant process?

1   2   3   4   5   6   7   8   9   10

Comments:

Which statement best reflects the current status of the emergency that you listed on your Student Emergency Assistance Grant request (circle one or more)?

My emergency is completely resolved.

My emergency is somewhat resolved.

My emergency is not resolved at all.

My emergency will never be resolved.

If your emergency is not resolved, what will it take to be resolved?

Did someone at the college help you connect with additional resources?

If yes, have you accessed or attempted to access any of the resources that you were referred to by the staff member, and what were they?

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