



# **SUPPORTING COLLEGE STUDENTS EXPERIENCING HOMELESSNESS**

## ***2021-23 PROGRAM GUIDELINES***

Workforce Education Department  
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## Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	April 1, 2021
Applications due in OGMS	May 6, 2021
Applicants notified of approval status	Mid-June 2021
Allocations begin	July 1, 2021
Quarterly Reports	October 30, 2021 January 31, 2022 April 30, 2022 July 31, 2022 October 30, 2022 January 31, 2023 April 30, 2023 July 31, 2023
Year-end Reports	July 31, 2022 July 31, 2023
Summative Findings Report	October 1, 2023

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## Overview

The Supporting Students Experiencing Homelessness Pilot was first established during the 2019 legislative session when Washington State Legislature passed Second Substitute Senate Bill (2SSB) 5800 concerning homeless college students. At the time these guidelines are being released, Substitute House Bill (SHB) 1166 to expand access to the homeless and foster care college students pilot program is being considered by the legislature. If SHB 1166 is signed into law, the State Board for Community and Technical Colleges must select eight college districts with no less than four located outside of the Puget Sound region to participate in a pilot program to assist students experiencing homelessness and students who were in the foster care system when they graduated high school (program-eligible students). Accordingly, the Washington Student Achievement Council must select four public baccalaureate institutions to participate in a corresponding pilot program.

The colleges chosen to participate in the pilot program must provide certain accommodations to students that may include, but are not limited to: 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. Colleges may also establish plans to develop surplus property for affordable housing to accommodate the needs of students experiencing homelessness and students who were in the foster care system when they graduated high school.

Colleges participating in the pilot program must provide information to students on existing community resources for individuals experiencing homelessness, including nonprofit organizations, the local housing authority, and the Department of Commerce's Office of Homeless Youth.

Colleges not selected for the pilot program are encouraged to implement accommodations for students experiencing homelessness, participate in learning communities facilitated by the SBCTC and WSAC, and submit data required of the pilot program participants to enhance efforts to highlight student needs throughout our system.

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 pilot program expires July 1, 2024.

## Applicant Guidelines

## Who May Apply

All Washington State Community and Technical Colleges, as defined under [RCW 28B.50.030](#), are encouraged to apply. Applicants must demonstrate a need to implement accommodations for students experiencing homelessness, the ability to track and report required program data and outcomes, and a commitment to participate in a learning community with other pilot colleges and the State Board. Four colleges, two from each side of the state will be selected to participate in this pilot program. Consortium applications will not be considered.

## Funding

Funding for approved applications will be allocated to colleges for each fiscal year. For FY22, funding becomes available July 1, 2021 and expires June 30, 2022. Funds do not extend beyond the end of the fiscal year (June 30, 2022). Work with your college's business office to access these funds. Funding for FY23 becomes available July 1, 2022 after the State Board confirms FY22 program requirements are met and expires June 30, 2023.

Projected funding for FY22 totals \$1,122,000 and FY23 totals \$1,122,000. Colleges may request up to \$108,000 for each fiscal year and \$216,000 total for 2-year funding cycle. Colleges are required to submit a two-year budget during the application process. 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 two-year pilot period. Pilot sites selected to participate for the next two years will be funded from July 1, 2021 through June 30, 2023. This means there will not be a fiscal year 2023 competition; applicants chosen to receive an award in FY22 will be renewed for an additional allocation in FY23 as long as program requirements are met.

## How Does the Provider Apply

Access the 2021-23 Supporting College Students Experiencing Homelessness funding application through the [Online Grant Management System](#) (OGMS).

If you do not have an account, contact your organization's [Security Contact](#) for access. If you already have an account, you will need your Security Contact to give your permission to access the application.

Submit completed [applications](#) to SBCTC through OGMS no later than Thursday, May 6, 2021, at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on May 6, 2021.

## 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

The State Board will provide a review committee with applications meeting the minimum criteria. The review committee will make recommendations to the State Board based on the evaluation criteria established.

Recommendations will be forwarded to the State Board for final approval. Colleges will be notified via OGMS regarding proposal status in mid-June 2021.

## Application Guidance

In preparing the application please consider the following items:

- Review committee members come from a variety of professional backgrounds. Please do not assume committee members are familiar with Washington State Community & Technical College initiatives, resources, policies, processes, funding or acronyms.
- Consider the amount of detail needed to provide a compelling reason for the committee to recommend funding your program. Ideal proposals provide the detail needed to understand how you will design and implement your program, while not distracting committee members with non-related information.
- While there may be some questions that appear duplicative the questions are built in such a way to allow for information to build upon previous detail. Copy and pasting from earlier answers is not recommended.

## Minimum Criteria

This is a competitive funding process. Applications must meet the following minimum criteria to be considered:

- Basic Needs Assessment - identifies and quantifies the unmet needs of college students experiencing homelessness or facing housing insecurity and/or were in foster care at the time of graduation from high school.
- Coordination with existing resources - establishes an inventory of and leverages existing college and community resources
- Proposed accommodations - provides a detailed proposal for accommodating needs not met by current programs and services
- Leadership commitment - demonstrates a commitment from executive leadership to participate in the pilot and dedicates a staff lead toward program implementation

- Evaluation process - describes methods of formative and summative evaluation that will be employed at various stages throughout implementation of the pilot - see Reporting Requirements
- Complies with fiscal guidelines
- Provides a complete application is submitted in OGMS

## OGMS Requirements

The following items are required for the application to be considered completed in OGMS.

### 1. Needs Assessment

- A. Describe the processes your college has used to gather data about students' unmet basic needs and any additional efforts planned to better understand students' unmet basic needs. Some recent examples of basic needs assessments utilized within the CTC system include the Hope Center's #RealCollege Survey and other institutionally designed needs assessment tools developed in response to the COVID-19 pandemic.
- B. Describe your student population during the most recent full year of data available to you. At minimum, include both the total number of students and the proportion of students that are experiencing homelessness, housing insecurity, food insecurity and who were in foster care at the time of graduation from high school.
- C. Describe the demographics of the communities within your college service area. At a minimum, include data about those experiencing homelessness, housing insecurity, and food insecurity.
- D. How many students and what percentage of the total student population are enrolled in existing student support programs and services? Please specify which of the following programs/services are offered at your college and describe the student population being served in your answer.

#### Programs

- i. Passport Program
- ii. Worker Retraining
- iii. Basic Food Employment and Training
- iv. WorkFirst
- v. Opportunity Grant
- vi. Other Student Support Program (please specify program)

#### Services

- vii. On-campus food bank
- viii. Emergency assistance funds
- ix. Other basic needs service (please specify service)

## 2. Coordination with Existing Resources

- A. What accommodations are already offered by your college to specifically support students experiencing homelessness, housing insecurity or students that were in foster care at the time of graduating from high school?
- B. What housing resources are available in the communities within your service district and describe your current relationship with each provider?
- C. How will you align your efforts with programs and services already provided by your college? Please explain your plans for each that applies or indicate N/A when appropriate.

### Programs

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### Services

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- ii. Emergency assistance funds
- iii. Other basic needs services (please specify service)

## 3. Project Proposal - Accommodations and Connecting to Resources

- A. Describe the specific accommodations students experiencing homelessness, housing insecurity or who were in foster care when they graduated from high school will be provided (excluding plans to develop housing - addressed below).

Accommodations may include, but are not limited to, the following:

- access to laundry facilities, storage, locker rooms 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 breaks
- case management

- B. Describe project objectives and intended outcomes, including number of students projected to be served through each accommodation and how partnerships with



community resource providers will be leveraged to ensure students are informed about resources and are connected to resource providers by referrals and warm hand-offs

- C. Provide a project timeline identifying major milestones/activities for FY22 and FY23, including formative and summative evaluations, when accommodations will be available and when college and community stakeholders will be engaged.
  - D. If you are planning to establish plans to develop surplus property for affordable housing to accommodate the needs of students experiencing homelessness and students who were in the foster care system when they graduated high school, identify: the property to be used, number of intended housing units that would be dedicated to this population, an expected timeframe for development and your housing management plan.
4. Leadership Commitment
- A. Identify the project manager for this pilot program and a brief description of their qualifications and experience related to the efforts of this project.
  - B. Identify a project champion for this pilot program and describe their commitment to this effort. Champions should be a Vice President, President or Chancellor.
5. Formative and Summative Evaluation Plans
- A. Describe the formative evaluation methods you will employ and your plans to ensure formative evaluations are conducted throughout the pilot years.
  - B. Identify resources you have to support your efforts to collect data and measure outcomes for your summative evaluation.
  - C. What metrics will you use to evaluate the effectiveness of the accommodations you employ?
7. Supporting Documents - Please attach the following documents in OGMS
- A. Letters of Support -At least one letter of support from the local housing authority and at least one additional not-for-profit organization serving your community that demonstrates a commitment to partner in connecting students to housing resources is required. Additional letters of support from community partners are highly encouraged.
  - B. Assurances - All sections of the assurances document must be initialed and the completed document signed and attached in OGMS. Additionally, the college agrees to make any new staff aware of the Assurances.
  - C. Budget & Budget Narrative - Applicants must submit a two-year budget using the provided spreadsheet and attach it to the application in OGMS.
    - FY22 budget must not exceed \$108,000
    - FY23 budget must not exceed \$108,000
    - 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
- Indirect costs are not an allowable expenditure with these allocated state funds

## Reporting Requirements

### Expenditures Report

Using the Expenditures Report template supplied by SBCTC, funded colleges will track and use the same categories submitted within the application budget to track actual expenditures for quarterly and year-end reporting periods.

### Students Served Report

Using the Students Served Report template provided by SBCTC, funded colleges will report at minimum the following details for quarterly and year-end reporting periods:

- D. Total number of students attending your college during the pilot program and are:
- experiencing homelessness or housing insecurity
  - experiencing food insecurity
  - who were in the foster care system when they graduated high school
- E. Number of students assisted by the program:
- by receiving housing supports and other accommodations
  - by being connected to a housing resource/partner
- F. Number of eligible students not assisted by the program and the reason
- G. Update on implementation and outcomes of housing supports and accommodations

### Formative Evaluation

Using the Formative Evaluation template supplied by SBCTC, funded colleges will share course corrections, technical assistance needs, key findings, and institutional learnings. Additionally, funded colleges must commit to conducting formative evaluation processes throughout the implementation process and report shifts in pilot design during learning community convenings, reporting processes and directly to the SBCTC when necessary.

### Summative Evaluation and Sharing Practices

Findings from a summative evaluation of the project for FY22 and FY23 are due to the SBCTC by October 1, 2023. The SBCTC will work with colleges to identify the minimum items to address in the evaluation to fulfill reporting requirements to the legislature and effectively present recommendations to better serve students.

Colleges will work with SBCTC to share lessons learned and promising practices with the college

system via printed materials, learning community meetings and other regular communication channels. Colleges will also participate in information sessions with the legislature and by providing testimony during legislative hearings as appropriate. Colleges not selected for the pilot program funding will have the opportunity to participate in data collection and reporting to the legislature to increase information and enhance the recommendations to support students.

## Required Quarterly Reports and Timeline

Funded colleges will submit Expenditure and Students Served Reports on a quarterly basis by the last day of the month following the last day of the previous quarter. Each report will be cumulative and include both the most recent quarter's data in addition to the previous quarters' data, which means that Expenditure and Students Served Reports submitted for Spring Quarter should contain data for the entire fiscal year and can serve as the college's year-end reports. The following is a timeline of report due dates:

FY22 Quarterly Reports Due Dates	FY23 Quarterly Reports Due Dates
1. Summer Quarter - October 30, 2021	1. Summer Quarter - October 30, 2022
2. Fall Quarter - January 31, 2022	2. Fall Quarter - January 31, 2023
3. Winter Quarter - April 30, 2022	3. Winter Quarter - April 30, 2023
4. Spring Quarter - July 31, 2022	4. Spring Quarter - July 31, 2023

## Required Year-end Reports and Timeline

Spring quarter reports will serve as your Expenditure and Students Served Year-end Reports. Funded colleges will also be required to submit Year-end Formative Evaluation Reports. All Year-end Reports are due July 31 following the end of the previous fiscal year.

## Required Final Summative Report and Timeline

Funded colleges are also required to submit a Summative Evaluation Report by October 31, 2023 and collaborate with SBCTC and other pilot sites to report final findings and recommendations to the legislature by December 1, 2023.

## 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.

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