



# **SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS**

## ***2022-23 PROGRAM GUIDELINES***

Student Services Department

Washington State Board for Community and Technical Colleges

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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 in OGMS	April 21, 2022
Applications due in OGMS	May 26, 2022
Applicants notified of approval status	Mid-Late June 2022
Allocations begin	July 1, 2022
Quarterly Reports	September 30, 2022 January 31, 2023 April 30, 2023 July 31, 2023
Year-end Reports	July 31, 2023
Summative Findings Report	October 1, 2023
Final Legislative Report	December 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 and expanded by the passage of Substitute House Bill (SHB) 1166 in 2021. Subsequently, the State Board for Community and Technical Colleges held a competitive application process and selected 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). The Washington Student Achievement Council must select four public baccalaureate institutions to participate in a corresponding pilot program.

During the 2022 supplemental legislative session, funding was appropriated to expand the SSEH Pilot to all 34 Community and Technical Colleges in Washington state for Fiscal Year 2023. The colleges participating 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 also 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 participating in 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 the college 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. Due to pilot requirements consortium applications will not be considered. However, colleges are strongly encouraged to collaborate with other colleges and local community based organizations and may contract/sub-contract when appropriate to provide accommodations.

## Funding

Funding for approved applications will be allocated to colleges for each fiscal year. Work with your college's business office to access these funds. Funding for FY23 becomes available July 1, 2022 after the State Board confirms FY23 program requirements are met and expires June 30, 2023.

Projected expanded funding for FY23 totals \$2,932,000. Colleges may request up to \$130,000 for each fiscal year. Colleges are required to submit a budget during the application process using the budget format 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. Pilot sites selected to participate will be funded from July 1, 2022 through June 30, 2023.

## How Does the Provider Apply

Access the 2022-23 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 26, 2022, at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on May 26, 2022.

## 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 2022.

## 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 details 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

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 your student population during the most recent full year of data available to you and 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.
  - i. What processes has your college used to gather data about students' unmet basic needs and what were the results? Some recent examples include The Hope Center's #RealCollege Survey and other institutionally designed needs assessment tools developed in response to the COVID-19 pandemic.
  - ii. How does your college plan to collect prevalence data regarding homelessness, housing insecurity and food insecurity during the upcoming academic year: A) participate in the Statewide Postsecondary Students' Basic Needs Assessment planned for Fall 2022, B) implement institutional measures, C) other - please explain?
- B. 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.

### 2. Coordination with Existing Resources

- A. What housing resources are available in the communities within your service district and describe your current relationship with each provider?
- B. 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?
- C. How many students and what percentage of the total student population are enrolled in existing student support programs and services? 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

- 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

- i. On-campus food bank
- 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 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 budget using the provided spreadsheet and attach it to the application in OGMS.
  - FY23 budget must not exceed \$130,000
  - 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

The colleges participating in the SSEH Pilot will utilize a combination of student coding and manual reporting processes to satisfy legislative reporting requirements and additional student demographic information intended to identify any gaps or barriers to students receiving the housing and other related supports needed to remain enrolled in classes:

- 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

## 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 in the Legacy system through the Unusual Action code "H!" or with the Student Group Code "SSEH" in PeopleSoft.

The following FAPC's and Item types have been developed to assist colleges in processing SSEH funds as disburseable or non-disburseable to students:

## Legacy System FAPC's

Award Code	FAPC Code	Award Code Title (26 Characters)	Award Code Short Name (8 Characters)	FAPC Acronym (5 Characters)	FAPC Title (14 Characters)
2G	02G	Supt Stu Exp Homeless N-D	SSEH-ND	SSEHN	ST EXP HL-NDISB
2H	02H	Supt Studnts Exp Homeless	SSEH	SUP ST EXP HL	SSEH

## Peoplesoft ctclink FA Item Types

Item Type	DESCR
912000001020	SSEH Disburseable
912000001030	SSEH Non Disb

## Manual Reporting Processes

SBCTC will supply a quarterly report survey link to gather all other applicable data points related to the number of eligible students, the types of accommodations students received, connections to additional resources, program expenditures and evaluation findings.

Report due dates are as follows:

FY23 Quarterly Reports Due Dates
<ul style="list-style-type: none"><li>• 1. Summer Quarter - September 30, 2022</li><li>• 2. Fall Quarter - January 31, 2023</li><li>• 3. Winter Quarter - April 30, 2023</li><li>• 4. Spring Quarter &amp; Year-end Reports - July 31, 2023</li></ul>

## Summative Evaluation and Sharing Practices

Findings from a summative evaluation of the project for 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 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' unmet basic needs.

## 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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