

2019-21 Student Emergency Assistance Grant (SEAG) Program Questions and Answers

SBCTC considers answers in the forthcoming Questions and Answers document to be the only official source for answers related to this grant.

Q1) What kinds of attachments are allowed?

A1) The Assurances document must be attached. A completed copy of the 2019-21 SEAG Program Two-Year Budget Form must also be attached.

Q2) I need to upload an updated version of a document to my grant application in OGMS. How can I delete the old, no longer relevant version of my attachment?

A2) You cannot delete attachments from OGMS. Simply upload your updated document and indicate that the file is new by including “updated” or “revised” in the filename.

Q3) Can college foundations apply for and administer these funds?

A3) No, the CTC’s (and the CTC’s only) are specifically named in RCW 28B.50.295 concerning the Emergency Assistance Grant Program.

Q4) When will the webinar be held for the 2019-21 SEAG Program funding opportunity?

A4) Student Emergency Assistance Grant (SEAG) Program Technical Assistance Webinar
Wednesday, Sep 25, 2019 2:00 pm | 1 hour | (UTC-08:00) Pacific Time (US & Canada)
Meeting number: 925 516 384
Password: WorkforceFY20
[Meeting Link](#)

Join by phone

+1-415-655-0002 US Toll

Access code: 925 516 384

Q5) Why are tuition and fees excluded for eligible expenses?

A5) In an effort to: *“Ensure that students’ access to emergency aid funds will be as low barrier as possible and will not require the student to have to fill out the free application for federal student aid to receive emergency funds.”* tuition and fees are not included as eligible expenses for the 2019-21 SEAG Program funding opportunity.

Q6) The grant guidelines indicate that funds may be disbursed to students by gift card/pre-paid credit card. If awarded, will the SBCTC provide guidance/assistance with setting up institutional processes to ensure compliance with state regulations, including regulations that prohibit the gifting of state resources?

A6) Yes, SBCTC will provide guidance to colleges concerning the distribution of student emergency assistance grants including the use of gift cards and other “low barrier” methods.

Q7) If awarded, will colleges receive advance payment from SBCTC or will it be on a reimbursement basis?

A7) Per the Funding section of the application guidelines, “Funding for approved applications will be allocated to colleges for each fiscal year. For FY20, funding becomes available December 1, 2019 and expires June 30, 2020... Funding for FY21 becomes available July 1, 2020 after the State Board confirms program requirements are met for FY20.”

Q8) Can you clarify what is considered Administration costs that are allowable at no more than 10% of project cost? Does Case Management fall in to administration costs?

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- A8) Administrative costs may include staff time for program oversight, administration of funding requirements (i.e. completing application materials and reports), monitoring budgets, supervision of staff and faculty involved in the SEAG Program and other associated expenses. Case Management would fall under “Direct Services” and be accounted for in the “Program Supports” section of the budget.
- Q9) To meet a 4 day turn around submitting a check request to the business office doesn't see practical. So, my idea is – I'm going to find a way to disburse the funds out of our department BUT I'm still working the details out. Pretty sure that may take longer than 10/17. Can I answer these based on the plan?
- A9) We expect that some of the planned activities for implementing your SEAG Program may take some time to work out internally. Funds will be allocated December 1st. Please submit a plan for disbursement that your college will be able to implement by then and indicate if there are other forms of disbursement that your college will need time to implement.
- Q10) I'm working with a group for our college to put this grant together and I just saw there was a Technical Assistance webinar yesterday. Will a recording of that be made available or will there be another one?
- A10) Yes, the recording of the SEAG Program Technical Assistance webinar will be made available within 3-5 business days. You'll be able to find the recording and other resources on the funding opportunity webpage: <https://www.sbctc.edu/colleges-staff/grants/student-emergency-assistance-grant-program.aspx>.
- Q11) If it is not a gift, does that mean it is an award and thus Financial Aid would be notified and it would be counted as part of their need (reducing their unmet need)?
- A11) This is a space in which we are hopeful you can discuss bring a team together at your college to discuss possible options at your college. We're excited to see what kind of creativity you can develop around how you're going to disperse funds. You do need to consider the impacts to financial aid and unmet need. There are other programs in which it is not counted toward unmet need, for example, gas cards would not count toward unmet need.
- As an idea – you could consider if you are able to track the disbursement of these funds in a way that you could then identify which students are receiving Basic Food Education and Training at your college, your college would then be able to bill for a 50% reimbursement, which then could be funds used to support other students.
- Bring together a group of individuals at your college that have expertise within financial aid, student support and possibly members of your community that are providing supportive services to come up with ideas about how you can disperse funds. Be creative with how you can do this.
- Q12) We understand that colleges must be the applicant for SEAG. What role can college foundations play in the administration of the program and disbursement of funds?

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A12) The legislation authorizes community and technical colleges to apply for the funds and administer the program. There is potential for colleges to seek help, however, we hope to see proposals committed to reviewing and modifying college processes and behaviors to meet the level of equitable and low barrier access this legislation intends. This is an opportunity for colleges to do a review and think about new ways to do this work to meet student needs. Proposals that integrate partnerships with foundations, for example, will be considered, but the intent is for colleges to change the way they do business to meet student needs. See question 3 above for more information.

Q13) Are there suggested maximums for student requests?

A13) There are not. It was intentionally left open to colleges to decide. We are not sure how high of a request students may make for certain situations, hence this was left open. We want to leave that up to colleges to make criteria around this; it is going to depend on how much funding you receive for the program, so you'll want to take that into consideration as well. We will look at your prioritization of disbursement looks like, if you will have a limit, how much they can request, how often they can request, will you fund students more than once, and so on. We intended to leave this open for colleges to design the program that they feel their student population needs.

Q14) In response to question 6Aii, do we need to include additional data elements other than those identified in the minimum requirements?

A14) Our intention is to ensure that as we are developing, implementing, and evaluating these programs, we have enough information to tell our story to stakeholders and the legislature. Please consider what additional data elements you may be able to collect through the implementation of your program, and the support you provide to your students, so we're able to make sure we can tell the legislature what successes we've had, what challenges students continue to have, and what gaps still remain. Also consider what other information we need to include in this story, so in the future we are able to advocate for the resources needed to serve students better.

Q15) College PCards (I was told) can't be used to purchase gift cards, do you have a suggestion on how to issue these?

A15) If you are considering gift cards, gas cards, etc. – how this process happens right now is not as important as identifying that you are considering doing so. We will work with all colleges to share best practices that are already in use across our system.

Q16) Could you re-state the part about leveraging with BFET?

A16) *Note – this question refers to question 11.*

When you're considering your plan to disperse these funds to students – how you're going to disperse, how you're going to track disbursements – there may be ways you disperse funds that are not recorded in a way that you can connect that disbursement to the student. In the example, if you can't connect the disbursement to the student, you are not able to bill for

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reimbursement for federal dollars; that was one scenario example. The broader statement is around bringing together all of the stakeholders that have a role in delivering supportive services through support programs – your financial aid folks, other stakeholders that may have insight into other opportunities, options, and impacts with disbursement decisions.

Q17) If you do tie to the student, how would emergency funding be leveragable?

A17) These are state dollars. This is a non-federal source that could be leveraged for BFET.

Q18) Will it be 4 business days or calendar days to disburse?

A18) Calendar days. When we are addressing student emergencies, the emergencies don't take a break for the weekend or holiday. Our intent is to address the emergency as quickly as possible.

Q19) SEAG – staff who would be reviewing, notifying, disbursing the grant. Is that administration, or direct?

A19) Staff time related directly to administering Student Emergency Assistance grants would be accounted for under Program Supports within the Direct costs budget category. Administration refers to costs associated with applying for, tracking and reporting activities related to this funding opportunity. Please see A8 for additional clarification.

Q20) The SEAG Program Questions and Answers, Q18/A18 indicates that colleges must disburse funds within 4 calendar days. However, page 8 of the grant guidelines indicate: "Colleges must establish a disbursement process that ensures students will receive SEAG awards within a maximum of 4 business days of the submission of the application (a shorter timeframe is preferred and could be critical to addressing the emergency)." Can you clarify if it is 4 business days or 4 calendar days?

A20) In the original "suggested" SEAG Program delivery model we wrote, "Colleges must establish a disbursement process that ensures students will receive SEAG awards within a maximum of 4 business days of the submission of the application (a shorter timeframe is preferred and could be critical to addressing the emergency)." Upon further consideration, we are recommending a disbursement timeframe of 4 calendar days as written in A18.

Q21) The guidelines provide a sample application form and a sample follow-up survey. Neither of these instruments include all of the data elements listed in Appendix B, data collection. Is the intent that we will collect this information through personal interviews or some other vehicle, or should these be added to the application form. There is some concern that asking too many questions will be a barrier.

A21) Your college will likely already have some of the data on file for students accessing the SEAG Program depending on your college application process, other programs, etc. With this in mind, we did not include those elements in the sample application. We recommend that your college design an application process that allows you to either link to existing student data or collect missing data elements. Ultimately, it will be up to the college to implement processes to collect the necessary student and program data, which will be used to report back to the legislature.

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- Q22) The sample application form lists three narrative questions for students to answer. We are trying to marry this form with our United Way Benefits Hub emergency grant form, which simply says “anything else you’d like us to know.” This statement comes after the section where students check off what type of emergency they are experiencing. Is the SBCTC wanting more narrative from students, or could we go with just this simple question. Again, we’re trying to keep our application as simple as possible and also streamline processes with our Benefits Hub emergency grants program.
- A22) Please create an application form and process that will best provide low-barrier access to emergency assistance and indicate how the college will be leveraging these two programs to meet students’ needs.
- Q23) I am working on the application in OGMS right now and it reads “Only written request may be accepted for SEAG Program Funding. Please attached written request form your college would like to use in OGMS.” Does this mean I can attach the written form we will use in addition to our online app, or is this to say we can’t use an online form?
- A23) We support making your college’s application accessible on paper AND online as long as the applications match one another and you keep a record of all requests in a printable format. “Only written requests may be accepted...” is in reference to needing a written (or typed) record of the request that can be saved by the college. Spoken requests should not be accepted unless somehow converted into a written request. Colleges may want to consult with their Accessibility Services Department about additional ways to make these forms accessible including assisting students in completing their requests in writing or online.
- Q24) I was also wondering if there was a replay link to the webinar on the Student Emergency Assistance Grant Program application.
- A24) Yes, please see the [SEAG Program application webpage](#).