FREE/REDUCED PRICE MEAL PILOT (2SHB 1559)

2023-26 PILOT GUIDANCE

Student Services 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	June 21, 2023
Applications due	July 14, 2023
Applicants notified of approval status	July 31, 2023
Allocations Available	August 2023

Program and Fiscal Contacts

Policy & Program Oversight

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Overview

The Washington State Legislature passed into law Second Substitute House Bill 1559 (2023). Sponsored by Representative Debra Entenman, this legislation includes a new three-year pilot to provide free and low-cost meal plans or food vouchers to eligible low-income students. Four community and technical colleges, one on each side of the Cascade mountains, will be selected to participate by the State Board for Community and Technical Colleges (SBCTC). Additionally, the bill includes two public four-year institutions, one of each side of the Cascade mountains, to be selected to participate by the Council of Presidents.

Who May Apply

This will be a competitive program application and funding process. All community and technical colleges are encouraged to apply for funding. The SBCTC will convene a committee to evaluate applications to determine, based on student need and program approach, who will be selected to receive funding.

How to Apply

Colleges interested in applying for free/reduced price meal pilot will submit their completed application and all requested documents to jdellinger@sbctc.edu by July 14th, 2023.

Application Process

Colleges applying for funding will be required to submit the following information as part of the application:

1. **Contact Information**

   a) College Name

   b) Administrator Responsible for Pilot (name, title, division, address, email, phone)

   c) Executive Administration Sponsor (name, title, division, address, email, phone)

2. **Pilot Program Overview**

   Length: 1 page maximum

   Provide a brief summary of your pilot plan, including responses to the following:

   a) Why do you want to participate in this pilot program?

   b) How will it build on current institutional efforts to address food insecurity and other basic needs insecurity?

   c) Provide a brief summary description of what you plan to do and what your project will achieve.

3. **Needs Assessment Length**

   Length: 1 page maximum

   a) Provide any currently available evidence of need among enrolled students related to food insecurity, along with any available disaggregated data for student subgroups.

   b) Highlight any subgroups of students disparately impacted by food insecurity.

4. **Current Institutional Efforts**

   Length: 1 page maximum

   a) Describe all existing institutional supports and accommodations currently available to address the food insecurity needs of enrolled and/or prospective students.

   b) Describe any additional institutional resources that will be leveraged for this project. This may include funds, staffing, in-kind supports, etc.

   c) Describe any existing relationships or partnerships that your institution has with community social services or organizations to support students' food security.

5. **Pilot Program Proposal**

   Length: 5 pages maximum

   a) Objectives, Strategies and Rationales: Describe your pilot program's objectives, strategies, and rationales in a table or similar format that shows alignment.

      i. Objectives: What do you hope to achieve in this pilot? List any objectives you have.

      ii. Strategies: For each objective, describe accommodations or services that your institution will provide to achieve the pilot objective. If your pilot strategies are intended to advance current institutional efforts, please describe how they will build upon (rather than supplant) these current efforts.

      iii. Rationales: Provide an explanation of the rationale for each strategy to reach the objectives. In other words, why do you think it will work? How did you decide that these were the most important strategies?

   b) Evaluation Plan: Each institution will offer recommendations based on the evaluation of the strategies in the pilot. Describe your plan for evaluating the outcomes of your pilot program strategies.

   c) Community Resources to Leverage toward Project Objectives: Describe your plan for engaging and leveraging any existing institutional and community resources to support your pilot. Describe how collaboration will occur toward the pilot objectives.

6. **Strategic Planning Statement**

   Length: 1 page maximum

a) How does this proposal align with your institution's broader student success plan?

b) Describe how you will address equity with intentionality throughout your pilot program. How does this pilot plan align with your institution's broader efforts to address any equity gaps?

c) How will this proposal be coordinated with other student support programs?

Application Requirements

The following is required to be considered a complete application:

Supporting Documents

1. Intent Letter - All applicants must submit a completed application describing the applicant's intent to administer the funds, plans to serve students (will you provide meal vouchers, meal cards, etc.) and overall pilot approach as noted in the above "Application Process" section.

2. Budget Form - Applicants must submit a budget using the provided budget form and attach the form to the applicant's email sent to the Policy Associate. Budget forms are required to consider your application complete.

Review Process

The SBCTC selected committee will review intent emails, assurances documents and budget forms to meet minimum application criteria. The SBCTC will make recommendations to scale budgets based on the evaluation criteria as necessary. Upon selection, the SBCTC will confirm final approvals. Colleges will be notified regarding application status by July 31st, 2023.

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.

Funding

Funding is appropriated to the SBCTC at $960,000 annually for FY24-FY26.

Colleges should calculate their budgets by assessing students' needs, evaluating existing available resources, and identifying what additional resources are required to better support students' access to food.

Funding for selected pilots will be allocated to colleges for each fiscal year. For FY24, funding becomes available the first allocation after applications are reviewed with a target date of August, 2023, and expire June 30, 2024. Funds do not extend beyond the end of the fiscal year (June 30, 2024). Allocated funds should be tracked through ctcLink using the assigned appropriate index. Colleges are expected to expend all funds by June 30, 2024. The SBCTC will use year to date

expenditure reports to determine colleges quarterly and annual expenditure for future allocation and reporting to the legislature.

For the FY24 program year, colleges may request up to $240,000. Selected colleges will have their budgets automatically renewed for FY25 without additional application. Legislation authorized the pilot through FY26. Amounts available for the third year will be based on appropriations.

Allowable expenses can include, but are not limited to:

- Free or reduced-price food vouchers, pre-paid meal cards, access to free or reduced-price food or similar

- Staffing for program design and implementation

The intent of this funding is to implement a free and/or low-cost food program for students with low incomes. Staffing salaries and benefits to design and implement these services for students in these populations are an allowable expenditure but capped at 20%.

Indirect costs will not be an allowable expenditure.

Strategic Planning

FY24 will be focused on the planning and development of the selected colleges program approach. The SBCTC will work with the cohort of colleges and universities to support their implementation of the meal pilot program.

FY25 will be focused on full implementation and access to free and/or reduced-price meals for students. The SBCTC will work with a cohort of colleges and universities to share and learn from each other in a community of practice and understand the inner workings of the pilot programs, and challenges that students may face with accessing food.

FY26 will be focused on the final year of funding and reporting. The SBCTC will work with a cohort of colleges and universities on identifying data elements, developing, and supporting recommendations for the Washington State Legislature.
grant recipients.

Washington State Board for Community and Technical Colleges