

FINANCIAL AID APPLICATION

Personal Information		(Middle Initial)	Home Telephone
Name (Last)	(First)	() -	() -
Address (Mailing Address)		(Zip)	Other Telephone
		() -	() -



Secretary of State
Washington State Library

House Bill 1835 Grant Report

November 2023

Prepared by

Joyce Abbott
Sara White

SUMMARY OF GRANT PROGRAM

“Subject to appropriation, the State Library must administer a pilot program to distribute grants to local, public libraries to conduct community outreach to increase FAFSA and WASFA completion rates. The State Library must administer grants to public libraries located within educational service districts that are in the bottom two for FAFSA completion rates when combining their respective school districts' FAFSA completion rates over the past three academic years prior to the effective date of the act. The public libraries are required to partner with community-based organizations that are embedded in their communities, have a strong foundation of trust among the community, and are committed to working directly with individuals to assist with one-on-one FAFSA and WASFA completion and will provide information on how to access private scholarships. The State Library must report annually to the Legislature beginning December 1, 2023, on the progress of the pilot project to boost FAFSA and WASFA completion rates, including data on the specific number of students assisted.” -House Bill 1835

As detailed in House Bill 1835, the Washington State Library received funds to create a grant program for public libraries in partnership with community-based organizations (CBOs) with the goal of increasing FAFSA and WASFA completion rates. Public and tribal libraries in ESD 114 and ESD 123 (the two educational service districts with the lowest FAFSA completion rates) were eligible to apply for the non-competitive grant. Funds allotted were based on population, with a \$5,000 minimum. Full grant resources provided as a resource to grantees can be found on the [project LibGuide](#).

Grant applications were due on August 31st, 2022, and 12 out of the 17 eligible public and tribal libraries submitted applications and were awarded grant funds. Libraries were required to partner with a qualifying CBO in order to be eligible for the grant, and were able to pass grant funds on to their partner CBO as an allowable expense. The grant program was run on a reimbursement model – libraries spent the funds and/or passed them through to their partner community-based organizations, then submitted receipts and proof of payment to be reimbursed by the Washington State Library. One library requested the funds be received up-front, and we were able to accommodate their request.

For a summary of grant funds spent and grant-funded activities, see the chart on the next page. For a full report of grant-funded activities, see appendix.

FAFSA data can be found in the HB 1835 Legislative Report created by the Washington State Board for Community and Technical Colleges (SBCTC).

Throughout the grant process, Washington State Library staff Sara White (Youth Services Consultant) and Joyce Abbott (Workforce Development Librarian) met regularly with SBCTC and the Washington Student Achievement Council (WSAC) to coordinate efforts and keep lines of communication open about all aspects of House Bill 1835. They were also available to act as guides and consultants for grantees – answering questions and providing guidance about the best ways to connect with partners and use grant funds for [allowable expenses](#).

Most libraries involved in the project were just getting started in project implementation using grant funds in spring/summer 2023 when we were informed that funds had not been appropriated to continue the grant program beyond June 2023. Grantees unexpectedly had to make sure all their funds were spent by the end of the fiscal year, and many plans and activities were cut short. By the end of June 2023, a total of \$281,774.12 out of the \$425,000 allotted grant funds had been spent by libraries on grant-related projects. Out of the twelve grant applicants, four did not spend any of their allotted funds, while eight were able to use some or all of their allotted funds.

ESD 114

PARTICIPATING LIBRARIES	PARTICIPATING CBOS	GRANT FUNDS USED
<ul style="list-style-type: none"> • <u>Jamestown S'Klallam Tribe</u> • <u>Jefferson County Library District</u> • <u>Kitsap Regional Library</u> • <u>Makah Tribe</u> (declined award) • <u>North Olympic Library System</u> • <u>Port Townsend Public Library</u> 	<ul style="list-style-type: none"> • <u>Jefferson County Immigrant Rights Advocates</u> • <u>United Way of Clallam County</u> • <u>West Sound Stem</u> • <u>Graduate Strong</u> 	<ul style="list-style-type: none"> • \$206,500 awarded • \$121,335.07 utilized before 6/30/23 deadline • 58.75% funding utilized

KEY ACTIVITIES & OUTCOMES

<ul style="list-style-type: none"> • Purchase of technology and translation services to help CBO partners provide program materials in-language. • Funded summer camps in August 2023 to assist students filling out Financial Aid applications. • FAFSA/WAFSA completion events at schools, partner organizations, and library branches across the county & district. • One-on-one FAFSA/WAFSA completion sessions. • Ads in local newspapers and radio. • Workshops held in-language (Spanish). • United Way hired 1 FTE for programming & outreach. • Community outreach beyond partner schools & CBOs. • Incentives like gas cards for presentations and focus groups. • Stipends for youth listening sessions. • Chromebooks for outreach and events. • Interpreter services for events. • Personnel hours for Financial Outreach Pilot Project marketing initiatives. <p>*One Library in ESD 114 was unable to form a CBO partnership within the abbreviated timeframe. See appendix for details.</p> <ul style="list-style-type: none"> • Approximate Total Served: <ul style="list-style-type: none"> ◦ 831 youth ◦ 79 adults

IMPACT STORY

<p>“On the Olympic Peninsula, lack of knowledge and hesitancy about FAFSA and WASFA programs are major drivers for folks not filling out the FAFSA or WASFA. There is a belief that state and federal financial aid are for four-year programs only, and we are a very trade driven area.</p> <p>Funds from this grant have given aspiring students access to free, real time, in person help with student financial aid. This has been especially important for folks who are not in a traditional school environment, and do not have access to services through their high school or future college. Funds from HB 1835 have provided the staffing power to reach “non-traditional” students. These students have included disabled folks who are looking for more independence, minors who are in the process of getting their GED while working full-time and want to go to college next, and folks who have defaulted on previous student loans. These individuals do not have access to the same amount of support that high school students have, but are some of those that can be most impacted by receiving funding to advance their education.” - North Olympic Library System</p>
--

ESD 123

PARTICIPATING LIBRARIES	PARTICIPATING CBOS	GRANT FUNDS USED
<ul style="list-style-type: none"> • Asotin County Library • Columbia County Rural Library (declined award) • Mid-Columbia Libraries • Richland Public Library • Walla Walla County Rural Library District (declined award) • Walla Walla Public Library 	<ul style="list-style-type: none"> • Blue Mountain Action Council • Communities in Schools • Quality Behavioral Health • Walla Walla Community College 	<ul style="list-style-type: none"> • \$218,500 awarded • \$146,251.81 utilized before 6/30/23 deadline • 66.9% funding utilized

KEY ACTIVITIES & OUTCOMES

- Communities in Schools of Benton-Franklin (CISBF) hosted 34 community-based outreach events between January 2023-June 2023.
 - Field trip opportunities between schools and community partners.
 - In-person one-on-one check-ins & support.
 - Hosted College & Career awareness fairs.
 - Provided gas cards to community members as incentive to attend community financial aid events.
 - Provided College-bound students with FAFSA-WAFSA materials and college readiness backpacks.
 - Creation of financial aid resource room at Walla Walla Library used for engagement, events, and financial aid appointments.
 - Funds were used to purchase laptops for use at FAFSA/WAFSA completion events and one-on-one appointments.
 - Richland library implemented HelpNow, a service that provides free, live, virtual assistance filling out FAFSA applications. The service also supports live tutoring assistance.
 - Added hours to the Job & Career Catalyst Center coach's schedule.
- *Two libraries in ESD 123 were unable to form a CBO partnership within the abbreviated timeframe, see appendix for details..
- **Approximate Total Served:**
 - **7,794 youth**
 - **628 adults**

IMPACT STORIES

“At the community wide event located at the Mid-Columbia Library Kennewick branch in June 2023, an adult new to our community with children in high school and elementary wanting to pursue postsecondary education happened to walk into our FAFSA/WASFA event and ask for support in completing their financial aid application because she saw the advertisement. Our SSC supported this individual in submitting her application and made a follow up appointment with her to help connect her to the adult program at Work Source, to DSHS for childcare, and helped her apply to beauty school. Our staff was able to provide additional community resources to this individual who otherwise would not have received support and services.” - Mid-Columbia Libraries

ADDITIONAL PILOT HIGHLIGHTS

- One library/CBO partner team is looking forward to fall 2023 events and is proud of the other events they were inspired to plan together that went beyond this grant, such as the Day of the Child event in April 2023.
- In the process of evaluating what print materials would benefit the public (for the Financial Aid Resource Room), one library discovered that their library collection was not current in those subject areas.
- Although Jamestown citizens generally don't need FAFSA help, the Tribe has a history of helping to lift up people of other tribes. People from numerous tribes live in Clallam County and the experience they gained this year will give them a good base for helping tribal folks get the education they want and need.
- One library noted that this pilot grant has great potential. They had a rocky start this time around, but learned a lot that can be used in the future.

LESSONS LEARNED

- The language of House Bill 1835 contained few specifics, which meant a lot of clarification was required throughout the grant process.
- Libraries have a lot on their plate, and sometimes aren't able to take on extra funding, projects, and partnerships when a workload is not planned for in advance.
- Early and unexpected termination of spending on June 30, 2023 halted plans for CBO partnership activities for some libraries.
- Partnerships and new projects take time, energy, and trust to establish and implement. Because of this, most libraries were planning grant-funded projects for Fall 2023, which ended up not being possible due to the discontinuation of funding.
- The change in the length of the pilot program caused disruptions to the distribution of funds to some CBO partners. It was originally communicated the program would be administered across two years, so budgets and workplans were not able to be fully executed.
- The Walla Walla Region in particular is a very small geographical area. Four other entities received the same grant, which limited the organizations to partner with and also restricted the ability to partner with some of the local colleges due to their own awarded funding.
- Due to the CBO pass-through requirement of the grant, some library ideas could not be implemented.
- Several libraries were still forming relationships with community partners in June of 2023, when WSL received notice funds could not be expended into the next fiscal year. Several of those opted to decline the funding given the shortened timeline.

RECOMMENDATIONS

- Libraries have varying funding models, which means a one-size fits all approach doesn't work. For example, passing funds through to a CBO was an immense challenge for some of our grantees.
- Because so many entities in the same small areas received funding, grantees had to be careful not to duplicate efforts. A more holistic approach to the funding rather than segmented by agency may have been beneficial.
- More clarity around funding timelines and windows of opportunity would have been useful. By the time grant funds had been disbursed, it was too late to use them for Fall 2022. By Fall 2023 the funding could no longer be expended, so all activities that had been planned for then couldn't be implemented. The timeline of the FAFSA and college application cycle did not match well with the timeline of the grant. In the future, we recommend coordinating with stakeholders so that all windows of opportunity can be better taken advantage of.
- This was a wonderful opportunity to increase FAFSA completion. Not involving the parties asked to deliver the grant earlier in the drafting process was a missed opportunity. We recommend consulting those named as receiving funding from a bill prior to the bill's passing.

Appendix

Library	Funding	CBO Partners	Activities (Library & Partner)	Individuals Served	
				18 & under	Adults 19+
City of Port Townsend Public Library -114	5,500 100% utilized	Jefferson Immigrant Rights Advocates	<ul style="list-style-type: none"> The funding has been used to purchase technology for JCIRA's new Multicultural Center and a subscription to a translation app called DeepL to help staff at both agencies translate documents to better reach immigrant populations around FAFSA/WAFSA events and beyond. 	7	7
Highlights- City of Port Townsend Public Library	<ul style="list-style-type: none"> "The grant has helped build a strong partnership between PTPL and JCIRA. The grant funds are helping to establish needed technology at JCIRA's new Multicultural Center so that they can serve as a center for immigrants to learn & apply for FAFSA/WAFSA." 				
Makah Tribe-114	\$5,000 Declined award	N/A	<ul style="list-style-type: none"> Unable to form relationship within allotted time frame. 	N/A	N/A
Jamestown S'Klallam Tribe -114	\$1,426.65 out of \$5,000 28.5% utilized	United Way of Clallam County	<ul style="list-style-type: none"> United Way conducted summer camps in August to assist students with FAFSA applications. Funds were used to purchased supplies, snacks, prizes, and gas cards to support students attending those summer programs. 	9	N/A
Highlights from Jamestown S'Klallam Tribe	<ul style="list-style-type: none"> "I think this pilot grant has great potential. We had a rocky start this time around, but we learned a lot that we can use in the future. Although Jamestown citizens generally don't need FAFSA help, the Tribe has a history of helping to lift up people of other tribes. People from numerous tribes live in Clallam County and the experience we gained this year will give us a good base for helping tribal folks get the education they want and need." 				
Jefferson County Rural Library District-114	\$1,861.13 out of \$12,000 15.5% utilized	West Sound Stem	<ul style="list-style-type: none"> WSSN staff partnered with Jefferson County school districts to offer, coordinate, and deploy FAFSA/WASFA completion events at Quilcene K-12 School and Chimacum High School during 22-23 school year. Two large workshop events, to provide completion assistance for seniors and their families, were held at the Quilcene K-12 School on 10/3/22 & 12/15/2022. Four additional 1-on-1 sessions were scheduled on-site with Quilcene students November 2022 -May 2023. A total of 10.5 hours FAFSA/WASFA completion assistance was provided by WSSN staff via family events and 1-on-1 sessions. 	17	No adult Count taken at events
North Olympic Library System- 114	\$41,000 100% utilized	United Way of Clallam County	<ul style="list-style-type: none"> UWCC hired 1 FTE for programming & outreach. NOLS hosted 11 workshops across the county. Workshops available in Spanish in Forks, WA. Incentives like gift cards used towards engagement. Outreach to: Staff, parents, students, or combinations of at: Olympic Peninsula Boys & Girls Club Wellness Fair, Olympic Peninsula B&GC Port Angeles Teen Club, 	282	65

Appendix

			<p>WorkSource Youth Staff, and Sequim Parent Night & local businesses.</p> <ul style="list-style-type: none"> • UWCC took ads in local newspaper and radio about the total programs & events. • UWCC also gave presentations at local high schools, both by themselves and with our local community college. 		
Highlights-North Olympic Library System			<ul style="list-style-type: none"> • “On the Olympic Peninsula, lack of knowledge and hesitancy about FAFSA and WASFA programs are major drivers for folks not filling out the FAFSA or WASFA. There is a belief that state and federal financial aid are for four-year programs only, and we are a very trade driven area.” • “Funds from this grant have given aspiring students access to free, real time, in person help with student financial aid. This has been especially important for folks who are not in a traditional school environment, and do not have access to services through their high school or future college. Funds from HB 1835 have provided the staffing power to reach “non-traditional” students. These students have included disabled folks who are looking for more independence, minors who are in the process of getting their GED while working full-time and want to go to college next, and folks who have defaulted on previous student loans. These individuals do not have access to the same amount of support that high school students have, but are some of those that can be most impacted by receiving funding to advance their education.” 		
Kitsap Regional Library- 114	\$71,547.29 out of \$138,000 51.8% utilized	Graduate Strong	<p>We have been using these resources to fund the following:</p> <ul style="list-style-type: none"> • Incentives for presentations and focus groups. • Stipends for youth listening sessions. • Chromebooks for outreach and events. • Interpreter services for events . • Personnel Hours for Financial Outreach Pilot Project Marketing initiatives. 	516	7
Asotin County Library -123	\$12,000 Declined award	Quality Behavioral Health	<ul style="list-style-type: none"> • Added hours to our Job & Career Catalyst Center coach's schedule. • Coach prepared a FAFSA and WASFA info sheet containing important links and other pertinent information & loaded it onto flash drives. • The flash drives, along with stress balls, pens, sticky note pads/page flags were packed into sling backpacks. • The backpacks were distributed to local agencies including WorkSource, Rural Resources, YWCA, Health Department, CHAS, probation/parole office, among others. • Community partners provide the kits to their clients who are considering some form of higher education or job training for which the FAFSA and WASFA programs might apply. • We also purchased 2 laptops that are dedicated for the use of anyone who comes to the library to fill out the FAFSA or WASFA. • We will be attending a Job Fair at Walla Walla Community College in Clarkston in September and will take the laptops with us so we can show any interested folks how to get started. 	4	3

Appendix

<p>Columbia County Rural Library - 123</p>	<p>\$836.42 out of \$5,000 16.7% utilized</p>	<p>GEAR Up</p>	<ul style="list-style-type: none"> • Missing Report due to director transition. • Funds used to provide Incentives of gift cards and meals for families attending Senior FAFSA night and Financial Aid parent night on 2/28/23 	<p>Unavailable</p>	<p>Unavailable</p>
<p>Mid-Columbia Libraries- 123</p>	<p>\$140,000 100% utilized</p>	<p>Communities in School of Benton-Franklin Counties</p>	<ul style="list-style-type: none"> • Communities in Schools of Benton-Franklin (CISBF) performed community-based outreach to students at the elementary, middle school, and high school level. They also hosted community wide events to increase financial aid application completion from high school seniors and other adults pursuing postsecondary education. In total, CISBF hosted 34 community-based outreach events between January 2023-June 2023. They also provided one college field trip opportunity to Columbia Basin College as well as supported other field trip opportunities that were primarily led by their partnering schools. • CISBF school-based staff known as Student Support Coordinators (SSC's) conducted or hosted community partners to provide information on FAFSA/WASFA application process and completion via classroom presentations and provided individual students with support through in-person appointments/check-ins. • From September 2022-December 2022 CISBF staff were engaging students and parents/guardians through hosting College & Career Fairs/Awareness Events which supported an additional 4,517 students and 305 parents/guardians in Benton-Franklin counties. • Mid-Columbia Libraries provided space at their Kennewick, WA branch for CISBF to host a community-wide event & supported CISBF in obtaining five \$30.00 gas cards for families that were challenged in attending the event due to transportation costs. • Mid-Columbia Libraries also sponsored three additional community outreach events in Richland. Two FAFSA/WASFA educational booths were held during Live@5 located at the John Dam Plaza. Another was held at Richland High School in March where every high school student located within Benton-Franklin counties was invited to attend and participate to gather information on college and career awareness. • Additionally, Mid-Columbia Libraries provided 45 college bound high school seniors in our community with a FAFSA/WASFA graduation bag which included a planner, USB drive, and folder containing all necessary items and documentation needed for FAFSA/WASFA. 	<p>7,765</p>	<p>600</p>

Appendix

<p>Highlights-Mid-Columbia Libraries</p>	<ul style="list-style-type: none"> “At the community wide event located at the Mid-Columbia Library Kennewick branch in June 2023, an adult new to our community with children in high school and elementary wanting to pursue postsecondary education happened to walk into our FAFSA/WASFA event and ask for support in completing their financial aid application because she saw the advertisement. Our SSC supported this individual in submitting her application and made a follow up appointment with her to help connect her to the adult program at Work Source, to DSHS for childcare, and helped her apply to beauty school. Our staff was able to provide additional community resources to this individual who otherwise would not have received support and services.” 				
<p>Richland Public Library -123</p>	<p>\$5,400 out of \$30,000 18% utilized</p>	<p>Communities in Schools</p>	<ul style="list-style-type: none"> Unable to execute plans with CBO within allotted time frame. Library implemented HelpNow, a service that provides free, live, virtual assistance filling out FAFSA applications. The service also supports live tutoring assistance. Most efforts were planned for Fall 2023 & cancelled due to the premature cut off of funding availability. 569 possible FAFSA interactions-stats could not be disaggregated. 	<p>Accurate count unavailable</p>	<p>Accurate count unavailable</p>
<p>Walla Walla County Rural Library District -123</p>	<p>\$14,500 Declined award</p>	<p>N/A</p>	<ul style="list-style-type: none"> Unable to form relationship within allotted time frame. 	<p>N/A</p>	<p>N/A</p>
<p>Walla Walla Public Library -123</p>	<p>\$15,039.05 out of \$17,000 88.4% utilized</p>	<p>Blue Mountain Action Council & Walla Walla Community College</p>	<ul style="list-style-type: none"> Focus with CBO partner on unique approach to cover multiple engagement strategies across the funded area. Created Financial Aid Resource room at Walla Walla Public Library in partnership with CBOS. Resources include materials with a range of inclusive topics such as: current career pathways, scholarships available to Foster Youth & Native Americans; study guides, college advice & budget guides, guides for parents of Autistic college bound students, and test preparation books in English & Spanish language. Purchased 10 laptops dedicated to FAFSA/WAFSA drop-ins or scheduled 1-on-1 appointments with library or CBO support staff. Appointments available in English & Spanish. The library purchased and provided a total of 50 new backpacks complete with a new USB drive, financial aid information, grant and scholarship information, and other college resources. The information was in both Spanish and English language. Continue to partner with WWCC on events. 	<p>25</p>	<p>25</p>
<p>Highlights-Walla Walla Public Library</p>	<ul style="list-style-type: none"> “We had several adults who benefitted from the resources in the Financial Aid Resource Room.” 				