This year’s 2020-2021 RFP is now available and posted on the website along with additional information and last years’ technical assistance webinar. 2020-2021 Technical Assistance webinar will be held on Thursday, January 23 from 1:00-2:00 pm. The webinar will be recorded and posted on the Workforce website. Office hours for either proposal support or survey monkey assistance are by appointment. Please contact respective funding manager. Contact information may be found in the footer of this document.

Frequently Asked Questions

Q: Can I ask for courses to be funded?

A: No. Generally speaking, courses will not be funded through the RFP process. Any existing courses that are typically supported by college general or unrestricted funds (U-Fund) may not be shifted to a categorical fund. This creates an issue of supplanting. Below, please find a detailed explanation of supplanting. While a potential new course may be considered for funding (release time, collaboration, field trips, equipment, training), piloted courses should be open for enrollment, funded by general funds, and able to collect apportionment.

Q: Can I ask for release time that may put a part timer over their part time .67 assignment?

A: No. Any funded or approved release time that pushes a part time faculty member over .67 is strictly unallowable. Funding can be used to pay for a full-timer’s release time and departments can decide how best to shift instructional and non-instructional loads to effectively support project development and delivery in a way that avoids exceeding .67 assignments for part time faculty.

Q: Should I ask for professional development requests through this RFP?

A: No. Items like professional development, conferences, and any IBEST related requests should be sent directly to fund and program managers for consideration.

Q: Can I just copy and paste from my program review?

A: Program review is a departmental, data-driven self evaluation process that enables departments and the College to determine how effective programs and services are at supporting student success and meeting Collegewide strategic objectives. Resource requests tend to be more general, department specific, or tied to ongoing operational needs. Departmental requests for physical, financial, personnel, professional development and research resources should align with program and department objectives submitted through the program review process. College
leadership then determines resource allocations and prioritizes requests based on available general or unrestricted funds and strategic priorities.

The Integrated RFP provides an opportunity to provide a more in-depth explanation of a unique project that aligns with program needs submitted vis-à-vis program review. It should enable a cross-functional peer allocation committee to understand and evaluate proposals as standalone, persuasive narratives. These proposals are funded by restricted or categorical district funds (non-U funds) that are subject to statewide review, mandated reporting, prescribed uses, measures, objectives, and deliverables/outcomes in accordance with each fund.

Please review the program review guidelines for resource requests and the guidance for each categorical fund and each funds purpose, metrics, allowable and unallowable expenditures in the integrated RFP or click on additional resources for more information.


Q: What is supplanting?

A: The most comprehensive explanation of supplanting can be found here or using the link provided below. In short, supplanting is when grant or categorical (restricted/non-U-fund) dollars take the place or “supplant” rather than supplement something that should be paid for using federal, state, or local dollars as mandated by state, federal, or local law.


Q: Why is funding only for one year?

A: The District receives an annual allocation from each of the categorical funds and must report successful outcomes every year. Since the amount available can fluctuate from year to year, funding is only awarded on an annual basis. Successful projects may be renewed for funding if there is sufficient funding available; typically up to a three-year period to avoid supplanting.

Q: Can I change what I want to fund after it has been approved?

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A: We understand that sometimes plans change. However, in order to honor the decisions of the allocation subcommittees who review, score, and recommend projects for funding, significant deviations from what was proposed and approved are not allowable. For example, if you decide that instead of release time you would prefer to use that same money to purchase equipment, that request is unlikely to be approved without extenuating circumstances. Minor adjustments that address similar needs and project goals may be considered. For example, if a new version of a video editing software is introduced that was not available at the time of the original application, it may be substituted for the editing software originally requested. Please always contact a program lead or fund manager to see if your desired budget adjustment is possible.