

TYPE(S) OF FUNDING – FOCUS AND SCOPE

Please familiarize yourself with the following categories, as you will be asked to indicate with funding source your proposal aligns with.

- Student Equity and Achievement (SEA) Program:** For consideration under SEA, check the box labeled “BSI, Student Equity and/or SSSP” in the CurriQunet Resource Request section. Please note that SEA funds for matriculation/SSSP, Equity projects, and Equitable Placement & Completion requests directly aligned with achievement of CCSF Equity Plan 2025-2028 goals and strategies/practices/initiatives (**seeds/roots/flowers**) listed in the plan can be considered.
- California Adult Education Program (AEP):** For consideration for funding by the Adult Education Program (AEP, aka AEBG), check “Adult Education (AEBG)”. AEP plans, budgets, and funding decisions must be reviewed and approved by the San Francisco Adult Education Consortium, of which City College is a member.
- Perkins and Strong Workforce Program (SWP):** To be considered for Perkins or SWP funding, you will need to submit a proposal through the Perkins/SWP online application process, in addition to making the request in program review. Applications will be reviewed by the Allocations Subcommittee of the CTE Steering Committee.
- For more information, contact program leads listed below.

Student Equity and Achievement (SEA) Program		California Adult Education Program (CAEP)	Perkins and SWP	
Contacts	Student Equity Tessa Brown / Mitra Sapienza , Equitable Placement & Completion Noah Lystrup	California Adult Education Program (AEP, fka AEBG) Stephanie Chenard	Perkins John Halpin	Strong Workforce Program (SWP) John Halpin
Overall Intent/ Goals	<p>The Student Equity and Achievement Program supports California Community Colleges in advancing the Vision 2030, with an emphasis on eliminating opportunity gaps for students from traditionally underrepresented groups.</p> <p>SEA emphasizes support for equity advancing strategies, practices, projects and activities of large scale and high impact, which lead to measurable progress at the district level with respect to student achievement and equity goals outlined in the Equity Plan.</p> <p>* All resource requests are required to adhere to the metrics, goals, strategies/initiatives (seeds, roots, and flowers) in the equity plan 2025-2028.</p> <p>Resources:</p> <p>Office of Student Equity</p> <p>CCSF 2025-28 Student Equity Plan</p> <p>19-20 SEA Program Updates dated 7/30/2019</p> <p>California Community Colleges Vision for Success website</p>	<p>The California Adult Education Program supports the improvement and expansion of instructional and support services to noncredit students (in the 7 program areas under CAEP) ages 18+ by supporting projects and activities which are large-scale, high impact, and lead to measurable results.</p> <p>2025-2028 CAEP Plan goals:</p> <ol style="list-style-type: none">1. Improve Adult Education student points of connection and entry to CCSF from SFUSD and from the broader community.2. Facilitate Adult Education student progress toward educational and career goals by improving academic and other support service offerings.3. Increase the number or percent of Adult Education students who transition to post-secondary education and employment.	<p>The CCSF Strong Workforce Program Strategic Plan (2024-2028) has four main goals:</p> <ol style="list-style-type: none">1. Increase CTE student enrollment, success, and completion with explicit strategies in closing historical equity/opportunity gaps.2. Support all CCSF students in realizing their career aspirations.3. Increase CTE student work-based learning opportunities and post-program job placement, retention, and earnings in students’ chosen field of study in strong partnership with regional employers.4. Align CCSF CTE programs and occupational clusters with regional workforce development supply and demand. <p>Please review the SWP Strategic Plan 2024-2028 Perkins V Application to CCCCCO</p> <p>Perkins Comprehensive Local Needs Assessment</p> <p>The SWP goals align with the overall purpose and use of Perkins funds to improve CTE programs and to increase access to CTE programs for special populations.</p>	

	Student Equity and Achievement (SEA)	California Adult Education Program (AEP)	Perkins	Strong Workforce Program (SWP)
Activity Focus	<p>Commitments:</p> <ul style="list-style-type: none">• We commit to advancing equity with humility, compassion, and a focus on student success, especially for historically minoritized communities.• Grounded in data and ongoing accountability, we recognize that true equity requires continuous self-reflection, and collective action to dismantle systemic barriers.• By fostering an empathetic commitment to change and amplifying student voices, we can transform our institution into one that embraces equity and racial justice for all. <p>SEA supports:</p> <ul style="list-style-type: none">• Providing student services that foster community and sense of belonging• Creating inclusive classrooms, race conscious curriculum and culturally responsive teaching and learning• Explicit and intentional equity advancing systems, strategies, policies and promising practices (seeds, roots, and flowers) that address our highest disproportionately impacted equity populations as specified in the equity plan 2025-28.• Evidence-based and data informed decisions• Integration of College Plans, Vision 2030, Vision Aligned Reporting, Student Equity & Achievement (SEA), and Implementation of Equitable Placement and Completion efforts.• Efforts to reduce the opportunity gap identified by College research in 5 areas:<ol style="list-style-type: none">1. Successful Enrollment2. Completed Transfer-level Math & English in 1st yr3. Persistence4. Completion (degree or certificate)5. Transfer to a four-year institution• Providing core matriculation services including orientation, counseling and advising, referral to	<p>Adult Education Program funds support:</p> <ol style="list-style-type: none">1. Maintain and Expand Adult Education services in the region.2. Provide clear pathways from Adult Education programs to post-secondary education and career.3. Provide equitable access to instructional support services.4. Bridge the digital inclusion gap for Adult Education students.5. Address students’ basic needs to remove barriers to achieving educational and career goals.	<p>The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) funds support the advancement and improvement of career and technical education (CTE) at CCSF in support of CTE student outcomes.</p> <p>Perkins Core Indicators:</p> <ul style="list-style-type: none">• Postsecondary Placement• Earned Recognized Postsecondary Credential• Non-traditional Program Concentration	<p>Strong Workforce Program funds support strategic efforts and investment focused on student success in career pathways, i.e. increasing the number of students benefiting from career education (enrollments, persistence, certificate and degree completion, transfer, and salary gain) and quality CTE programs that prepare students for the educational qualifications of high-wage, high skill, high demand local and regional career opportunities.</p>

	specialized student support services, and other education planning services needed to assist students in making informed decisions about their educational goal, course of study and in developing an educational plan.			
Students Served	<p>Particular focus populations:</p> <ul style="list-style-type: none"> • Incoming students. • Students intending to complete a degree or certificate, or transfer • Identified Equity Focus Populations/Racially Minoritized Students: *Black/African American, *Latino/a/x, Pacific Islander, American Indian/Alaskan Native, Filipino, DSPS students, Former Foster Youth students, LGBTQ+ , and students experiencing homelessness. <p>* The SEA Program prioritizes the highest disproportionately impacted equity populations as identified in the equity plan 2025-2028</p>	<p>Direct services to adults over 18 in one or more of the following program areas:</p> <ul style="list-style-type: none"> • Adult Basic Education/Adult Secondary Education/GED or High School Equivalency • English as a Second Language & Citizenship • Workforce entry or reentry programs for adults <p>Career Technical Education (short term non-credit CTE, job preparation)</p> <ul style="list-style-type: none"> • Programs for adults with disabilities • Parent training for K12 child school success • Pre-apprenticeship training programs 	<ul style="list-style-type: none"> • Individuals from economically disadvantaged families • Individuals preparing for nontraditional fields • Single parents • Out-of-workforce individuals • Homeless individuals • Youth who are in, or have aged out of, the foster care system • Youth with a parent who is a member of the armed forces and is on active duty • Individuals with other barriers to educational achievement, including individuals with limited English proficiency 	<ul style="list-style-type: none"> • Enrolled in a CTE program • Progressing in a program considered career preparation (2 or more sequential courses in same 4-digit TOP code) • Taking a course/ combination of courses within a 2-digit TOP code which teach skills directly related to an occupational opportunity • Students completing a program seeking employment and/or transfer to university; • Students seeking work experience • Dislocated workers seeking to re-enter the workforce • K-12 Dual Enrollment students enrolled in a career education course or career pathway

RESOURCE REQUEST PROMPTS – GUIDELINES TO CONSIDER

PROMPT	Student Equity and Achievement (SEA)	California Adult Education Program (AEP)	Perkins	Strong Workforce Program (SWP)
Request Overview	<p>Briefly describe your request including:</p> <ul style="list-style-type: none"> • What do you plan to do • What metric, goal, and strategy/initiative (seeds, roots, and flowers) does your request align with in the 2025-2028 Equity Plan • What disproportionately impacted equity focus population(s) will you serve • How you will: <ul style="list-style-type: none"> ○ improve services for racially minoritized students, or enhance programs ○ reduce an identified opportunity gap if applicable • Describe the scale and impact • Projected budget & timeline 	<p>For instructional or counseling dept requests, briefly describe your request including:</p> <ul style="list-style-type: none"> • Describe the need or gap that exists and how you plan to address it. Provide data or evidence of the need. • Who is on your team/roles • How it will improve or expand services and success for adult education students. Provide data or evidence that supports the efficacy of your proposed project • Projected budget & timeline <p>For service unit or center requests, briefly describe your request including:</p> <ul style="list-style-type: none"> • What you plan to do • Who is on your team/roles • What systemic need or problem it addresses that will affect services to or outcomes for 	<p>Briefly describe your request including:</p> <ul style="list-style-type: none"> • A statement of need for what you are requesting. • A brief description of the project. • Your anticipated outcomes and metrics. • How you will measure your outcomes and metrics. 	<p>Identify the Request Category:</p> <ul style="list-style-type: none"> • Program design improvements and pathways mapped to a student’s end goal of certificate, degree, transfer, and employment; • Projects that help achieve the system-wide goals of the new funding formula with particular focus on student equity and achievement and enhanced enrollment; • Projects that respond to emerging needs and priorities and that broaden and enhance work-based learning opportunities for students.

		adult education students. Provide data/evidence of need. <ul style="list-style-type: none">• Are there other funds available?• Projected budget & timeline		List the 4-digit TOP Code for the affected/proposed program.
Clear Plan for Evaluation	Provide clear, measurable outcomes and a plan for how you will evaluate the results after implementation. Include plans for assessments to identify measurable improvements.			
Request Components	Refer to the next section for allowable and not allowable expenditure			
Extent of Benefit	Describe the expected benefits of your request. <i>Data to include:</i> <ul style="list-style-type: none">• Total number of students served• % that are in Student Equity focus population(s)/racially minoritized student groups• Opportunity gap (in % terms) this request addresses, if applicable• Other data supporting high impact.	Describe the expected benefits of your request. <i>Data to include:</i> Total number of students served that meet the AEP criteria Current outcomes for those students (enrollment, retention, persistence, completion, educational functional level or skills gains, transition to credit instruction or work)	Briefly describe program improvement issues concerning the TOP code(s), and how those issues will be addressed by your project. Identify which Perkins core indicators your proposed project will address.	Provide job titles and evidence of Labor Market Demand, salary gains and job placement rates. Use Cal-PASS Plus to find evidence of workforce demand to include labor market demand for San Francisco, projected job openings, gap for unfilled jobs, colleges in the region that offer same/similar program (if not in region, list CCs statewide), salary earnings for completers, job titles for which program prepares students. List source of data. List associated industry certifications, and specialized accreditation as appropriate. Provide anticipated enrollment projections (including sources of student recruitment), involved industry partners, and top needs for improving job placement rates.

ALLOWABLE EXPENDITURES AND THOSE NOT ALLOWED

	Student Equity and Achievement (SEA)	California Adult Education Program (AEP)	Perkins	SWP
Allowable Expenditures	<p>In support of the Student Equity and Achievement Program, all expenditures must be reasonable and justifiable.</p> <p>“Reasonable” means expenditures are prudent and every effort is made to utilize funds efficiently.</p> <p>“Justifiable” means expenditures are consistent with goals and activities related to the SEA program.</p> <p>See the Student Equity and Achievement (SEA) Program Expenditure Guidelines.</p>	<p>In support of the AEP Plan:</p> <ol style="list-style-type: none">1. Program coordination and staff or instructor time if above and beyond regular faculty duties and it relates to a major college project2. Staff or instructor stipends3. Program or curriculum planning and development if above and beyond regular faculty duties4. Student assessment5. Articulation6. Instructional materials and equipment7. Supplemental instruction and tutoring8. Counseling, advising, other student educational planning services9. Follow-up services for students (software or faculty/staff time)10. Publication and outreach materials11. Office and meeting supplies12. Travel (must follow pre-approval guidelines)13. Computers (hardware/software)14. Research and contracted services15. Professional development16. Food/non-alcoholic beverages for meetings	<p>In support of Perkins Plan:</p> <ol style="list-style-type: none">2. Professional Development3. Instructional Equipment Purchase/ Replacement4. Curriculum Development5. Program Marketing and Outreach6. Instructional Materials Purchase/Replacement (including software)7. Programs/Services for Special Populations8. Consultants or Other Contracted Services	<p>In support of State SWP Guidelines:</p> <ol style="list-style-type: none">1. Personnel2. Instruction3. Job Placement Services4. Equipment5. Facilities6. Professional Development7. Curriculum Development8. Marketing and Outreach9. Professional Experts10. Program expenses
Not Allowed	<ol style="list-style-type: none">1. Gifts2. Stipends for students3. Political contributions4. Courses that generate FTES5. Supplanting <p>See the Student Equity and Achievement (SEA) Program Expenditure Guidelines.</p>	<ol style="list-style-type: none">1. Supplanting2. Direct services to students under 183. Direct services to students not in one of the seven designated program areas4. Construction5. Political or professional dues, memberships, contributions6. Unrelated travel costs7. Vehicles, clothing, entertainment, fines & penalties8. International travel	<ol style="list-style-type: none">1. Supplanting2. Construction3. Facilities and Furniture4. Goods and Services for Personal Use5. Entertaining6. Alcohol7. Lobbying8. Fundraising9. Donations	<ol style="list-style-type: none">1. Supplanting2. Goods and Services for Personal Use3. Entertaining4. Alcohol5. Lobbying6. Fundraising7. Donations