



August 26, 2022

Mr. Luis Sandoval, Executive Director
Building Skills Partnership
828 West Washington Boulevard
Los Angeles, CA 90015

Dear Mr. Sandoval,

WOKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUBGRANT AGREEMENT AA211066

Enclosed is a copy of modification number one of your WIOA Subgrant Agreement. The purpose of this modification is to incorporate WIOA 15% Governor's Discretionary funding for the Workforce Accelerator Fund (WAF) 10.0 PY 21-22 project into grant code 1252 and incorporate Youth Participant Only grant code 2077. The term of these funds is June 1, 2022, through December 31, 2023. This modification also incorporates original exhibits to the High Road Training Partnership 3.0 PY 21-22 project in Grant Code 1248.

If you have any questions, please contact your Project Manager.

Sincerely,

/s/Maria McNamara
Manager
Financial Management Unit

Enclosure

cc: Sanae Takigawa, Financial Management Unit

WIOA SUBGRANT AGREEMENT

Building Skills Partnership

SUBGRANT NO: [REDACTED]
 MODIFICATION NO: 1
 SUBRECIPIENT CODE: BSP
 UNIQUE ENTITY NO: [REDACTED]
 INDIRECT COST RATE: DeMin

PASS-THROUGH ENTITY:
 State of California
 Employment Development Dept.
 Central Office Workforce
 Services Division
 P.O.Box 826880, MIC 69
 Sacramento, CA 94280-0001

SUBRECIPIENT: Building Skills Partnership
 828 West Washington Boulevard
 Los Angeles, CA 90015

GOVERNMENTAL
 ENTITY: No

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Pass-through Entity, and the **Building Skills Partnership**, hereinafter the Subrecipient. The Subrecipient agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Workforce Innovation and Opportunity Act (WIOA) Plan for the above named Pass-through Entity filed with the Pass-through Entity pursuant to the WIOA. This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

- Funding Detail Chart
- WAF 10.0 PY 21-22 Youth Participant
- Workforce Accelerator Fund (WAF) 10.0 PY 21-22
- High Road Training Partnership (HRTF) 3.0 PY 21-22
- 1248 Project Narrative Exhibit A, 15 pages
- 1248 Participant Plan - Youth Exhibit B, 3 pages
- 1248 Expenditure Plan Exhibit E, 1 pages
- 1248 Budget Summary Plan Exhibit F, 2 pages
- 1248 Line Item Budget Exhibit F2, 4 pages
- 1248 Supplemental Budget Form Exhibit G, 2 pages
- 1248 Project Workplan Exhibit I, 2 pages
- 1248 Partner Roles and Responsibilities Exhibit J, 1 pages

ALLOCATION(s) The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'	PRIOR AMOUNT INCREASE/DECREASE: TOTAL:	\$497,266.36 \$358,318.61 \$855,584.97
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TERM OF AGREEMENT From:4/1/2022 To: 3/31/2024	Terms of Exhibits are as designated on each exhibit
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PURPOSE: The purpose of this modification is to incorporate WIOA 15% Governor's Discretionary funding for the Workforce Accelerator Fund (WAF) 10.0 PY 21-22 project into grant code 1252 and incorporate Youth Participant Only grant code 2077. The term of these funds is June 1, 2022, through December 31, 2023. This modification also incorporates original exhibits to the High Road Training Partnership 3.0 PY 21-22 project in Grant Code 1248.

APPROVED FOR PASS-THROUGH ENTITY(EDD) (By Signature) <i>Maria McNamara for</i>	APPROVED FOR SUBRECIPIENT (By Signature) Unilateral modification. Subrecipient Signature not required
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Name and Title KIMBERLEE MEYER CHIEF CENTRAL OFFICE WORKFORCE SERVICES DIVISION	Name and Title
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I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein

This agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance

Signature of EDD Accounting Officer

Budget item: 7100

Fund: 0869

Budgetary Attachment: Yes

Chapter: 021

Statute: 2021

FY: 21/22

SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

SUBGRANT NO:AA211066
MODIFICATION NO:1

Building Skills Partnership

I. Allocation

Funding Source	Prior Amount	Increase	Decrease	Adjusted Allocation
WIA/WIOA 15% - Governor's Discretionary				
90762 1248 High Road Training Partnership (HRTP) 3.0 PY 21-22 04/01/2022 to 03/31/2024 Prog/Element 61/40 Ref 001 Fed Catlg 17.258	\$497,266.36	\$0.00	\$0.00	\$497,266.36
98622 1252 Workforce Accelerator Fund (WAF) 10.0 PY 21-22 06/01/2022 to 12/31/2023 Prog/Element 61/40 Ref 001 Fed Catlg 17.258	\$0.00	\$358,318.61	\$0.00	\$358,318.61
*** 2070 HRTP 3.0 Youth Participant 04/01/2022 to 03/31/2024 Prog/Element **/** Ref *** Fed Catlg 17.259	\$0.00	\$0.00	\$0.00	\$0.00
*** 2077 WAF 10.0 PY 21-22 Youth Participant 06/01/2022 to 12/31/2023 Prog/Element **/** Ref *** Fed Catlg 17.259	\$0.00	\$0.00	\$0.00	\$0.00
Total WIA/WIOA 15% - Governor's Discretionary	\$497,266.36	\$358,318.61	\$0.00	\$855,584.97
Grand Total:	\$497,266.36	\$358,318.61	\$0.00	\$855,584.97

NARRATIVE

SUBGRANT NO: [REDACTED]
MODIFICATION: [REDACTED]

SUBRECIPIENT: Building Skills Partnership

FAIN NO: [REDACTED]

FEDERAL AWARD DATE:

FUNDING SOURCE: Workforce Accelerator Fund (WAF) 10.0 PY 21-22 - 1252

TERM OF THESE FUNDS: 06/01/2022 - 12/31/2023

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

The purpose of this modification is to incorporate \$358,318.61 of WIOA Governor's Discretionary funding for the Workforce Accelerator Fund (WAF) 10.0 PY 21-22 project into grant code 1252. The term of these funds is from June 1, 2022 through December 31, 2023. The project funds available are limited to 10 percent of the total award until the department receives and approves the completed required subgrant exhibits within 60 days of the project's initiation.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

SUBGRANT [REDACTED]
MODIFICATION NO: [REDACTED]

SUBRECIPIENT: Building Skills Partnership
FAIN NO: *****
FEDERAL AWARD DATE:
FUNDING SOURCE: WAF 10.0 PY 21-22 Youth Participant - 2077

TERM OF THESE FUNDS: 06/01/2022 - 12/31/2023

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

The purpose of this modification is to incorporate Youth Participant Only grant code 2077 to Workforce Accelerator Fund (WAF) 10.0 PY 21-22 project. The term of this grant code is June 1, 2022 to December 31, 2023.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

SUBGRANT NO [REDACTED]
MODIFICATION [REDACTED]

SUBRECIPIENT: Building Skills Partnership

FAIN NO: [REDACTED]

FEDERAL AWARD DATE:

FUNDING SOURCE: High Road Training Partnership (H RTP) 3.0 PY 21-22 - 1248

TERM OF THESE FUNDS: 04/01/2022 - 03/31/2024

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

The purpose of this modification is to incorporate original exhibits to the High Road Training Partnership 3.0 PY 21-22 project in Grant Code 1248.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)



H RTP: WIOA 3.0

Exhibit A – Project Narrative

Organization: Building Skills Partnership

Project Name: A Just Recovery for Airport Workers: Expanding Aviation Industry Certification Opportunities towards Good Jobs

Section I. Project Framework

1. Describe how this additional funding will improve, expand, and/or scale your existing or previously funded High Road project?

Through its High Road Training Partnership (H RTP) model, Building Skills Partnership (BSP) seeks to advance job quality and equity by convening key industry stakeholders to link sector-based workforce training with economic mobility for property service workers across California. Two of BSP's existing H RTP projects (H RTP CCI Cohort A: Green, Safe, and Healthy Jobs and H RTP CCI Cohort B: Safely Reopening CA through Career Pathway Innovation- Linking the Environmental Movement & COVID 19) continue to develop and strengthen key industry partnerships. Both projects upskill workers through training, while exploring career pathway innovation to ensure a just and equitable recovery from COVID-19 for an often overlooked workforce of frontline janitorial and airport passenger service workers. BSP seeks additional funding to replicate, expand, and scale the impact of its successful H RTP strategies within the janitorial industry to a new sector: the airport passenger service industry at LAX. This project will facilitate the growth of an airport labor-management partnership that can collaborate to implement industry-driven solutions to explore replication to other airports across California under the same collective bargaining agreement.

Funding will provide BSP the necessary staff capacity to focus on expanding its relationships with employers, key industry stakeholders, and external workforce and adult educational providers to create and bridge career opportunities for airport passenger service workers at LAX. BSP's role as the convener through its Labor-Management Committees (LMC) enabled LAX to determine the type of quality training needed to safely reopen the airport while protecting workers and the public from COVID-19 and future infectious disease outbreaks. It was through BSP's high-road practice of convening the LMCs that employers, the airport, and SEIU-USWW agreed on training solutions as the path forward to reduce the spread of the virus while prioritizing the creation of career ladders for airport passenger service workers. H RTP WIOA 3.0 funding will support BSP in expanding its industry relationships by giving it the necessary capacity to engage with additional union employers at LAX and new employers in other

airports. This H RTP project will enable BSP to drive LMC convenings centered in paving career and educational pathways for airport passenger service workers all with the intent towards quality job creation.

Secondly, after an initial workforce survey conducted in the spring, BSP found that 50% of airport passenger service workers had some college credit, only 10% of those workers successfully completing a 2-year degree, and 40% reporting successful graduation from high school with no college experience. Additional funding will provide BSP the necessary capacity to work with community colleges to leverage existing workforce and credential programs to support career pathway development strategies for airport passenger service workers at LAX. BSP would like to explore continued education training for airport workers in partnership with community colleges with a special focus on college aviation career certification opportunities. BSP will use H RTP WIOA 3.0 to conduct research on how to design a certification track for airport passenger workers with the overarching goal of improving workers' access to continued education and access to better jobs in the airport or aviation industry.

Lastly, continued support for BSP's H RTP projects will help improve its relationship with America's Job Center of California (AJCCs) or local one-stops. This funding will be the opportunity to renew a relationship with AJCCs and discover how they could be integrated into BSP's high-road practice especially when it comes to matching employees with companies that provide good quality jobs, training on specified certifications, and worker assistance.

Additional funding will allow BSP to continue building on the existing successes of both H RTP 3.0 and H RTP CCI. The support will be crucial in preparing airport passenger service workers for good quality jobs and preventing them and their families from being kept at low-wage work. The creation of career pathways will prepare the industry with a strong and able workforce that can sustain during economic changes, prevent disasters, and improve the quality of life of its workers.

2. Outline H RTP: WIOA 3.0 project goals and objectives:

a. Outline project goals specific to this funding:

Partnership Development: One of BSP's top priorities and goals is to develop and expand the labor-management partnership at LAX through targeted partnership development and a focus on establishing labor-management committees as a mechanism to raise industry standards and collaboration. BSP will leverage its experience and relationships through previous H RTP projects to increase its outreach and engagement with additional employers at LAX and potential new partners from other airports across California. To this end, BSP will

develop, implement, and analyze industry needs assessments with workers and key partners. As BSP increases partnerships and convenes industry stakeholders through LMCs, it is committed to following a worker-centered approach to identify industry needs and develop workforce training solutions that further upward mobility and job quality for airport passenger service workers. Specifically, BSP aims to convene industry stakeholders at least twice throughout the grant term.

American Job Centers (AJCCs): Reestablish a relationship with local one-stops or AJCCs. One of BSP's goals is to find out how it can help AJCCs engage productively with the airport passenger service industry, specifically bridging needs and strategies with high-road employers in the airline or aviation industry. BSP will leverage its database and worker profiles to identify AJCCs that share service areas with workers and establish relationships with business services specialists and case managers. BSP will explore how AJCCs and their workforce services can be integrated in the high-road vision for airport passenger workers.

Bridging Aviation Career Pathways: Through this project, BSP will begin the stages of researching and developing an introductory course centered on career aviation certification opportunities to expose workers to careers and educational opportunities within the broader airport and airline industry. BSP's goal is to establish a formalized high-road pathway opportunity that onramps airport passenger service workers into career or certification tracks offered by the community college system. BSP sees an opportunity with existing workers who already have some college credit to onramp them back to earn college credit through a joint career aviation pathway curriculum. BSP will work with industry and adult education experts to bridge existing BSP training, recognize existing skills of airport passenger service workers through micro-credentialing, and develop curriculum for an introductory course customized for incumbent service workers at LAX. The research and development of this pilot will provide BSP an analysis of existing certificate programs and opportunities to develop its current Emergency Preparedness Training (EPT) as a potential certification track for airport workers. Through this pilot, BSP will seek to evaluate the effectiveness of exposing workers to aviation career opportunities through this model and potential outcomes such as earning additional certifications, pursuing an associate degree or transferring to a 4-year university.

As part of this project component, BSP will include a case management component to support workers in their process of returning to college. This will include making sure the courses offered will match worker schedules as well as

providing support and resources for training participants on educational supplies (text books, tech tools, etc.), transportation, and childcare.

Industry Needs Assessments: BSP will partner with an organization to create an industry-wide needs assessment and evaluation tool. In order to know the needs of trainees and keep worker voice at the foundation of every training, BSP needs to utilize needs assessments on a more consistent basis and make updates when necessary. Because the industry is constantly changing, BSP will always need a deep understanding of the workforce in order to prepare for the changes happening. BSP will work collaboratively with either a community college or an organization who specializes in creating evaluation tools for workforce development training when creating the needs assessment.

Labor-Management Collaboration on Emergency Preparedness Training (EPT):

Through its H RTP approach, BSP will continue to support employers' training needs through its existing Emergency Preparedness Training (EPT) designed for airport passenger service workers at LAX. BSP's EPT program trains airport passenger workers to respond to emergencies and incidents that occur at airports. Curriculum and training modules include: (1) understanding airport agencies and layout, (2) incident management system overview, (2) active shooter protocols, and (4) evacuation and repopulation control. BSP will focus on partnership development, specifically employer outreach leveraging the EPT training. Furthermore, industry assessments and stakeholder feedback will inform curriculum development and implementation for the EPT program and other industry-led initiatives.

- b. How does this align with, expand, scale, and/or replicate past or existing H RTP work:

LAX service workers support the third busiest airport in the world, but without career advancement opportunities, most PSW struggle to make ends meet. PSW at LAX are 47% African American and 40% Latinx, and these two racial/ethnic groups have been the most disproportionately affected by COVID-19. In addition to being at increased risk of infection, PSW have been economically devastated by the pandemic, with nearly 70% of airport workers losing their jobs through the COVID-19 pandemic. Furthermore, from a workforce survey conducted in the spring, 50% of workers held some college credit, and a total of 90% held at least a high school diploma, demonstrating the notable opportunity to bridge training and educational opportunities for this workforce through community college collaboration. This project seeks to leverage BSP's successful H RTP model to

build the infrastructure that can support a collaborative labor-management partner to address industry needs and increase economic opportunity for airport passenger service workers.

This project will build off BSP's Workforce Accelerator 9.0 project and H RTP CCI Cohort B project to replicate and expand BSP's successful H RTP model to the airport passenger service industry within LAX. Given BSP's early-stage partnership and emerging training presence at LAX, this project will provide the necessary investments to develop key partnerships and establish industry buy-in for a multi-employer labor-management partnership that can collaborate on improving job quality, creating income security, and supporting upward mobility for a primarily African American and Latinx airport service worker population. With its proven ability to advance job equity through sector-based workforce training, BSP will work with LAX Project Team members to survey industry needs and identify strategies to support re-employment, worker retention, and career pathway development. Through a worker-centered, labor-management approach, industry and workforce analysis surveys will be used to develop and implement industry standards around training while creating career pathways and supportive services to help low-wage workers achieve income security and economic mobility. BSP will work with employer and labor partners to identify and work with American Job Centers and traditional adult education workforce partners such as community colleges to map and leverage existing workforce and credential programs to support employment career pathway development strategies.

- c. What will be accomplished by the end of the grant term (3/31/2024):
By the end of the grant term, BSP will engage new partners to join its high-road network of stakeholders in the industry. Specifically, BSP will outreach to 5 employers and invite them to join at least the two LMC convenings that will happen during the grant term. BSP will accomplish this by creating a marketing plan targeted at the union companies operating at LAX by telling the story of workforce development training successes born out of the LMCs and high-road partnerships. BSP's partnership expansion will be spearheaded by its industry-recognized Emergency Preparedness Training where BSP will collaborate with employers to meet their training needs, impacting at least 600 workers at LAX through training. Furthermore, BSP will partner with employers to provide continued training for airport badged workers to meet LAWA: Los Angeles World Airports (LAWA) compliance requirements and site regulations which is a high priority for employers to retain a workforce that knows the operations and strict systems of the airport.

Additional project components accomplished by the end of the grant term:

Conduct convenings with key stakeholders.	Convene at least two labor-management committee meetings with industry stakeholders. BSP will also convene an additional four meetings with union partners in the airport industry within California.
Utilize needs assessment to structure programming within LAX.	Worked with a data analyst to create a needs assessment and conduct needs assessment at least once a year to reflect the changing needs within the industry and its workers.
Create a career pathway map to upscale the industry and provide career advancement opportunities for PSW.	Create a career pathway map and present during an LMC to initiate conversations on how the industry can be more competitive and provide opportunities for workers wanting to grow within the industry.
Pilot an aviation certification program in partnership with a community college.	2 cohorts of workers (at least 25 workers total) will participate in an aviation certification pilot program designed specifically for LAX’s PSW in hopes of providing career advancement opportunities for workers.
Expand worker leadership development programs.	Leadership opportunities for workers will be created through the Workers’ Advisory Committee where 5-10 worker leaders representing the diverse demographics of LAX PSW will be given the opportunity to voice the opinions regarding work and any potential opportunities they currently see.

3. Describe how COVID has impacted the industry and how this funding will support industry and employer needs.

Passenger volume and air traffic at LAX plummeted 95% because of the coronavirus pandemic by the summer of 2020 according to an article by L.A. Biz, leading to major hits to revenue and subsequent budget cuts. Many airports such as LAX squeezed airport service contractors for cost savings, including through layoffs. LAX was particularly hit hard by the COVID-19 outbreak. In May of 2020, an article by Forbes reported “700 workers at the bottom rungs of the airline industry lost jobs at Los Angeles International Airport and San Francisco International Airport within four days.” As airport employers rehire furloughed and laid off workers during the reopening, BSP is working closely with them to retain workers by offering essential training and certifications to workers. By embedding the IDC program to BSP’s current H RTP on

Safely Reopening CA through Career Pathway Innovation, trust and confidence amongst employers, intermediaries, and partners at LAX has increased. As a result, BSP has been able to train more workers at LAX. If capacity is increased and employer collaboration for training continues, BSP will be in a strong position to expand its H RTP model by developing partnerships with new employers and other key industry stakeholders at the airport to support workers at LAX and potentially other airports throughout the state.

Given the seasonal yet high demanding EPT training needs at LAX, BSP does not currently have the year-round capacity to effectively build out key components of the H RTP model that BSP has identified as outlined in this project proposal. Funding will secure BSP's ability to not only maintain its current level of operational capacity at LAX to meet employer and industry needs but also provide the necessary increase in staff capacity to further partnership development and convene key industry stakeholders through the LMC model. Partnership development with employers, labor, airport entities, workforce providers, and other airport stakeholders will set the foundation for increased collaboration to identify industry needs and support the implementation of industry-led solutions. BSP has leveraged its H RTP model to rapidly develop an Infectious Disease Certification program to upskill workers and protect their health as they support commercial facilities, businesses, and the airport during COVID-19. Additionally, BSP has leveraged COVID-19 relief funding (including a grant from United Way Greater Los Angeles) to encourage workers who are in need of COVID-19 related assistance to maximize their benefits through further participation in BSP programs.

This grant will also enable BSP to develop and implement an online version of EPT to support employers' training needs in the ongoing COVID-19 recovery, impacting at least 600 workers. Furthermore, BSP will develop a peer-to-peer (P2P) training module to enable PSWs to provide ETP to their coworkers. In addition to ETP training, the P2P module will advance workers' leadership skills and will enhance BSP's culturally competent service model. This cultural competence factors cultural variables including linguistic background, national origin, religion, sexual orientation, gender, gender identity, age, and socioeconomic status. Overall, this funding will support BSP and its employer partners to have a prepared workforce to face future disasters and meet compliance with airport requirements.

Section II. Subrecipient & Partnerships

1. Subrecipient (organization applying for funding): H RTP: WIOA 3.0 is a Workforce Innovation Opportunity Act (WIOA) funded grant program and all awarded organizations must meet and comply with WIOA Title 1 and the Code of Federal

Regulations, Title 2 (Uniform Guidance) to responsibly manage the grant program. Describe your experience and capacity in managing WIOA funds:

- a. Describe direct experience and success in managing WIOA funded grant programs:
 BSP has had success managing and implementing WIOA funded grants through H RTP 1.0, H RTP 2.0, and the Workforce Accelerator Fund 9.0. Through these past projects, BSP has invested in its infrastructure and internal operating procedures for contract management and project implementation. BSP is well positioned to responsibly manage WIOA funds due to staff experience in reporting and complying with WIOA regulations specific to its target population of workers.
- b. If no experience managing WIOA funded grant programs, describe how organization will operate this grant program and become familiar with WIOA requirements to responsibly manage funds and comply:
 NA

- 2. Identify organizations (continuing and new) who will convene the partnership, including their role and contribution to this continuation/expansion of high road work:
 - a. Continuing partnerships

G2	BSP will continue to engage employers at LAX airport, specifically G2 Secure Staff, the company with the largest share of workers at the airport. BSP has an ongoing collaborative relationship with G2 and will continue to work with them to explore new workforce development opportunities to support the industry’s COVID-19 recovery.
SEIU-USWW	BSP was originally founded as the Leadership Training & Education Fund (LTEF) through the collective bargaining agreements between SEIU-USWW and janitorial employers under the provisions of the Taft-Hartley Act. BSP has been included in all 5 collective bargaining agreements across California and has 6 regional training centers housed at SEIU-USWW offices located in Los Angeles, Sacramento, Oakland, Orange County, San Diego and San Jose, with an additional center located on Google campus in Mountain View.
LAWA Emergency Management Department	BSP will continue to partner with LAWA on overseeing emergency preparedness and advocate for changes and improvements when needed.
Los Angeles Labor Federation / Other Unions at LAX	(Emerging) BSP will leverage existing partnerships with the LA Labor Federation and other labor unions representing workers at LAX to

	discuss career pathways, industry needs, and potential collaborations across unions and training funds.
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b. New partnerships

Cypress College & Other Accredited Community Colleges	BSP will strategically engage Cypress College and other accredited colleges to explore the possibility of creating an introductory aviation certification program that could lead to career advancement within the industry in the long term. Additionally, BSP would expand that partnership and determine how those working within the industry can transfer to a university to pursue other career options.
America’s Job Center of California	Focus on rebuilding the relationship with AJCC’s, most specifically, in areas where there is a predominant LAX worker population. Job Centers include: The Lancaster American Job Center, South Los Angeles Worksource Center, South Bay One Stop Business and Career Center, and Watts/Los Angeles Worksource Center.
Airline and Federal Agencies	Key partners when determining any vacant positions available for airport passenger service workers that qualify based on their skills.
LA City Council, Board of Airport Commissioners	Work with the city to make training developed a mandate.

Section III. Outcomes & Deliverables

1. Identify area(s) of focus for your project and provide details on what will be prioritized and implemented with grant funding:
 - a. Developing apprenticeship and pre-apprenticeship programs

By centering partnership development with the key industry stakeholders outlined in this project, BSP hopes to set the groundwork for conversations and collaboration down the line to map career pathways across the aviation industry and potential to develop and implement innovative apprenticeship and pre-apprenticeship opportunities within the industry.
 - b. Research and development

Aviation Certification Introductory Course: BSP will partner with accredited colleges (Cypress College) to create an introductory course for an airport passenger workers certification course. BSP will research how to formalize the onramp of airport workers into the community college system for an opportunity to further continue earning college credit with the intent to obtain a certificate that leads to a higher paying job in the aviation industry. BSP will work with accredited colleges to create career tracks that are short term with appropriate scheduling for those already working in the industry.

Industry Analysis & Evaluation: BSP would like to partner with a data and evaluation expert to learn how to develop and standardize an evaluation tool for yearly needs assessments. To expand the number of trainees, BSP needs the capacity to conduct recurring needs assessments to keep workers voice central in pandemic recovery.

H RTP Marketing & Outreach: BSP will also focus on developing marketing materials to promote the successes of high-road partnerships, allowing for more employers in the industry to take note of the work being done and create increased engagement through workforce development training.

c. Continued partnership building

BSP's primary focus for this project will be on partnership development and convening industry stakeholders through the labor-management committees and targeted outreach. BSP will also establish new partnerships with the AJCC for worker's career advancement in the airline or aviation industry. Furthermore, BSP will continue its high-road relationships with existing partners namely - G2, SEIU-USWW, LAWA, and LAX to understand the ongoing long term pandemic recovery needs of the industry understanding the needs and challenges related to LAX resuming its capacity of serving 88 million travelers annually.

d. Targeting new target populations

BSP will conduct a survey to assess worker voice on populations that need to be represented. BSP will explore partnering with AAPI and African American organizations that provide community and supportive services to offer a variety of resources to the diverse population within LAX.

e. Expanding to new region/area

Included in its needs assessment package is the need to survey the needs of workers and employers at San Jose, San Diego, San Jose, SFO, and Burbank airports. BSP's goal is to share and expand the impacts of its high-road practices

and labor-management committees statewide and implement a similar training program in other airports. These airports employ workers represented by SEIU-USWW.

f. Organizational capacity building

Funding will allow BSP to maintain current staff capacity through its Director of Airport Training and Airport Workforce Development Coordinator as well as hire one additional staff (EPT Coordinator & Worker Engagement Coordinator). Collectively, they will lead employer collaboration on training needs such as EPT and build worker capacity through its peer-to-peer leadership program. In order to adequately build out an H RTP model at LAX, BSP needs additional capacity for partnership development. This increased capacity will allow for EPT work to continue and simultaneously provide the Director of Airport Training and Airport Workforce Development Coordinator the support to leverage existing partnership and understanding of the industry to strengthen BSP’s network of industry partners across the airport as well as external partners to support industry analysis and career pathway creation through an H RTP model.

1. Identify your project goals, performance measures, and outcomes to be accomplished with grant funding and by the end of the grant term:

What will project do? List specific project outcomes and deliverables (quantitative and/or qualitative).	How will this be measured/achieved? Describe how you will know if project is successful (quantitative and/or qualitative).	When will this be achieved? Provide specific point in time within the grant term.
Explore the creation of an affiliate organization for airport passenger service workers by convening BSP’s board and industry stakeholders to build the infrastructure that can strengthen its H RTP model	<ol style="list-style-type: none"> 1. Create and make presentation to BSP board on needs assessment conducted with PSW’s 2. Identify interested parties to serve as an airport recommendation committee to BSP board 3. Research the requirements for affiliate organizations 	<ol style="list-style-type: none"> 1. Year 1 results: Q2 Year 2 results: Q6 2. Q4 3. Q3 4. Q6

	<ol style="list-style-type: none"> 4. Create and present recommendations to BSP board for affiliate committee relationship 	
<p>Create a data and evaluation partnership that allows us to conduct and analyze annual surveys and assessments that are done with both workers and employers to compare and track needs during long term pandemic recovery of the industry.</p>	<ol style="list-style-type: none"> 1. Develop a year 2 assessment. 2. Develop year 3 assessment. 3. Conduct survey/assessment collecting 200 per year. 4. Analyze year 1 surveys to create a baseline. 5. Create and disseminate findings on an annual basis to all related parties and partnerships. 	<ol style="list-style-type: none"> 1. Q1 2. Q3 3. Year 2: Q2; Year 3: Q4 4. Q1 5. Q4 & Q8
<p>Expand and train worker advisory committee to conduct annual needs assessments and prepare them to present on findings along with advocating and recruiting for BSP programs and career pathways.</p>	<ol style="list-style-type: none"> 1. Convene 6 quarterly meetings. 2. Implement committee roles and positions through voting and term limits. 3. Develop committee rules and responsibilities. 4. Recruit additional members representing all demographics and companies at the airport. 5. Work with committee members to identify challenges and identify solutions to be presented to the BSP Board. 	<ol style="list-style-type: none"> 1. Quarterly beginning in Q3 2. Q4 3. Q2 4. Ongoing starting Q2 5. Q8

<p>Expand the peer trainer program to include mentorship opportunities and case management.</p>	<ol style="list-style-type: none"> 1. Implement peer trainer levels with rubrics guiding the responsibilities and expectations at each level. 2. Create ambassadors peer trainers for supportive services such as FinCap, Health, and Civic Engagement. 3. Develop individualized mentorship plans for peer trainers (active peer trainers being mentored). 4. Develop and train peer trainers to coach peers in the program and within the career pathways track (peer trainers mentoring non-peer trainers or entry level peer trainers). 	<ol style="list-style-type: none"> 1. Q1 2. Q2 3. Q4 4. Q4
<p>Work with accredited colleges to bridge the workforce with certification programs that recognize industry experience leading to upward mobility within the aviation industry, training 25 workers.</p>	<ol style="list-style-type: none"> 1. Establish partnership and explore options for a certification program designed for active badged employees to pursue certifications through these institutions. 2. Research types of positions in the aviation industry and explore 	<ol style="list-style-type: none"> 1. Q1 2. Q1 3. Q4 4. Q8

H RTP: WIOA 3.0
 Exhibit A: Project Narrative

	<p>alternative position specific career pathways.</p> <ol style="list-style-type: none"> 3. Conduct an introductory pilot course for workers interested in certification programs 4. Work with accredited colleges to create fast track certification programs. 	
<p>Engage 3-4 companies and WAC representatives to participate in a Labor Management Committee.</p>	<ol style="list-style-type: none"> 1. Convene 2 meetings with Labor-Management-Workers. 2. Present career pathways plan. 3. Present findings from annual surveys. 4. Work in collaboration to address industry training needs and challenges to retention of workers (topic/goal of meeting 1). 5. Work in collaboration to identify upward mobility of the workforce (topic/goal of meeting 2). 	<ol style="list-style-type: none"> 1. Q4 & Q8 2. Q8 3. Q4 & Q8 4. Q4 5. Q8
<p>Convene and collaborate with other union represented agencies and organizations also doing business on the LAX campus.</p>	<ol style="list-style-type: none"> 1. Convene 3 meetings 2. Explore areas of collaboration with regards to training, career pathways and upward mobility of airport workers. 	<ol style="list-style-type: none"> 1. Q2; Q4; Q6; Q8 2. Q2; Q4; Q6; Q8

H RTP: WIOA 3.0

Exhibit A: Project Narrative

<p>Improve workplace training and expand supportive services workshops/trainings.</p>	<ol style="list-style-type: none">1. Create position specific modules for EPT.2. Facilitate 2 workshops per area under FinCap, Health & Wellness, and Digital Literacy for airport workers.3. Work with G2 to retrain a workforce of more than 600 workers in Emergency Preparedness Training.	<ol style="list-style-type: none">1. Q12. Q1; Q2; Q5; Q63. Q2; Q3; Q6;Q7
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H RTP: WIOA 3.0

Exhibit B: Participant Plan

Organization: Building Skills Partnership

Project: A Just Recovery for Airport Workers: Expanding Aviation Industry Certification Opportunities towards Good Jobs

Section I. Target Populations

Disclaimer: All individuals served through the H RTP: WIOA 3.0 grant program must meet WIOA eligibility requirements as an Adult, Dislocated Worker, or Youth. Determining WIOA eligibility should be the first step in enrolling/entering a participant into the H RTP: WIOA 3.0 grant program.

1. Identify target population(s) project will serve:

- English Language Learners
- Homeless and Housing Insecure
- Immigrants
- Justice-involved Individuals
- People with Disabilities
- Veterans
- Out of School Youth
- Other target population(s) in geographic location(s) disproportionately impacted by COVID-19

Section II. Participant Plan

1. According to H RTP WIOA 3.0 program requirements, all participants must be new and only enrolled in the H RTP WIOA 3.0 program (not in other/concurrent H RTP programs from other funding sources).
2. Identify your participant outcomes to be accomplished by the end of the grant term. Instructions:

H RTP: WIOA 3.0

Exhibit B: Participant Plan

- Participant numbers should be unique for Training and Placement categories – do not duplicate/double count participants.

Participant Outcome	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Enrolled in Program (CalJOBS)									
# of Participants at Start of Quarter ¹	0	0	0	0	0	0	10	25	35
# of New Participants Joined This Quarter ²	0	0	0	0	0	10	15	0	25
# of Participants Exited This Quarter ³	0	0	0	0	0	0	0	25	25
# of Participants at End of Quarter ⁴	0	0	0	0	0	10	25	0	35
Training									
Enrolled in Training	0	0	0	0	0	10	25	0	35
Completed Training	0	0	0	0	0	0	10	25	35
Attained Industry-Identified Certificate or Credential	0	0	0	0	0	0	0	0	0

¹ For example: If the previous quarter ended with 30 participants the next quarter will necessarily start with 30 participants. Enter the number of participants you have at the start of each quarter, which will necessarily be the same as the number at the end of the previous quarter.

² For example: If there were 30 participants at the start of Q1 and 6 new participants joined you would put 6 in this row for Q1.

³ For example: If there were 30 participants at the start of Q1, 6 participants joined and 4 exited the program you would put 4 in this row for Q1.

⁴ For example: If there were 30 participants at the start of Q1, 6 participants joined, 4 exited the program the number of participants at the end of the quarter would be 32. You would input 32 in this row.

Placement									
Postsecondary Education	0	0	0	0	0	0	0	15	15
State-Approved Apprenticeship	0	0	0	0	0	0	0	0	0
Career Advancement / Promotion (Incumbent Worker)	0	0	0	0	0	0	0	5	5
Employment (New Employee)	0	0	0	0	0	0	0	0	0

3. Provide details on desired placement outcomes:

a. Post-secondary Education

Through the development and implementation of its Introduction to Aviation Certification, BSP intends to partner with an adult education provider on program design and curriculum development as well as bridging the course with post-secondary certification tracks. BSP hopes to have at least 15 out of 25 workers successfully enroll in a community college certification.

b. State-Approved Apprenticeship

N/A

c. Career Advancement / Promotion for Incumbent Workers

Given its anticipated collaboration with employers and labor to pilot the Introduction to Aviation Certification course with incumbent airport service workers, BSP hopes the introduction course will lead to potential career advancement through completion for at least 5 workers.

d. Employment for New Employees

N/A



STATE USE ONLY	EXHIBIT E
Subgrant Number	██████████
Grant Code	██████████
Start Date	4/1/2022
Modification Date	5/11/2022
Subrecipient Code	████

H RTP: WIOA 3.0

Exhibit E - Funding & Expenditure Plan

Organization (Subrecipient)	Building Skills Partnership
Project Name	A Just Recovery for Airport Workers: Expanding Aviation Industry Opportunities Toward Good Jobs

I. FUNDING PLAN

A. Fund Source	Grant Funds (WIOA 15%)	Leveraged Funds (Match)	Project Total
B. YOA			
C. Total Administration - 10% Cap	\$23,692.00	\$1,500.00	\$25,192.00
D. Total Program Cost	\$473,574.36	\$201,184.46	\$674,758.82
E. Total Subgrant Amount	\$497,266.36	\$202,684.46	\$699,950.82

II. EXPENDITURE PLAN

Quarter/Year	Quarterly Planned Expenditures	Cumulative Planned Expenditures	Quarterly Planned Match	Cumulative Planned Match	Project Total Planned Expenditures
April - June 2022	\$23,546.54	\$23,546.54	\$20,513.95	\$20,513.95	\$44,060.49
July - September 2022	\$21,546.54	\$45,093.08	\$20,513.95	\$41,027.90	\$86,120.98
October - December 2022	\$23,546.53	\$68,639.61	\$20,513.95	\$61,541.85	\$130,181.46
January - March 2023	\$82,106.95	\$150,746.56	\$28,228.53	\$89,770.38	\$240,516.94
April - June 2023	\$87,606.95	\$238,353.51	\$28,228.52	\$117,998.90	\$356,352.41
July - September 2023	\$84,106.95	\$322,460.46	\$28,228.52	\$146,227.42	\$468,687.88
October - December 2023	\$86,106.95	\$408,567.41	\$28,228.52	\$174,455.94	\$583,023.35
January - March 2024	\$88,698.95	\$497,266.36	\$28,228.52	\$202,684.46	\$699,950.82
TOTAL	\$497,266.36	\$497,266.36	\$202,684.46	\$202,684.46	\$699,950.82



STATE USE ONLY	EXHIBIT F
Subgrant Number	██████████
Grant Code	██████████
Start Date	4/1/2022
Modification Date	5/11/2022
Subrecipient Code	██████████

H RTP: WIOA 3.0
Exhibit F - Budget Summary

Organization (Subrecipient)	Building Skills Partnership
Project Name	A Just Recovery for Airport Workers: Expanding Aviation Industry Opportunities Toward Good Jobs

Line Item	Budget Line Item	Grant Funds (WIOA 15%)	Leveraged Funds (Match)	Total Project Budget	Source of Leveraged Funds	Type of Leveraged Funds
A.	Staff Salaries					
B.	Number of full-time equivalents:					
C.	Staff Benefit Cost					
D.	Staff Benefit Rate (Percent):					
E.	Staff Travel					
F.	Operating Expenses	\$11,100.00	\$1,500.00	\$12,600.00	BSP General Funds - Employer Contributions & Service Employees International Union-United Service Workers West	<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind
G.	Furniture and Equipment					
	1 Small Purchase (unit cost of under (\$5,000)	\$7,500.00	\$3,750.00	\$11,250.00	BSP General Funds - Employer Contributions, Private Foundation Support	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind
	2 Equipment Purchase (See Exhibit G)			\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
	3 Leased Equipment (See Exhibit G)			\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
H.	Consumable Testing and Instructional Materials			\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
I.	Training Tuition Payments/Vouchers	\$38,000.00	\$12,000.00	\$50,000.00	Private Foundation Support	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind
J.	On-The-Job Training			\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
K.	Participant Wages and Fringe Benefits			\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
L.	Participant Support Services		\$70,000.00	\$70,000.00	BSP General Funds - Employer Contributions, SEIU-USWW, Private Foundation Support	<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind
M.	**Contractual Services (must complete Exhibit G)	\$22,000.00		\$22,000.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
N.	**Subrecipient (must complete Exhibit G)			\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
O.	*Indirect costs (complete items 1 and 2 below)	\$12,592.00	\$30,172.91	\$42,764.91	BSP General Funds - Employer Contributions, SEIU-USWW, Private Foundation Support	<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind
P.	Other (must describe on Exhibit F2)			\$0.00		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
Q.	Total Funding	\$497,266.36	\$202,684.46	\$699,950.82		

Total Grant Funds	\$497,266.36
***Administrative Costs	\$23,692.00
Program Costs	\$473,574.36

** See Exhibit G for definitions for Subrecipient vs Contractors

[DD Directive - Subrecipient vs Contractor Distinction](#)

*Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance 2CFRPart200.

[EDD Directive - Indirect Cost Rates](#)

[2CFRPart200 Appendix III](#)

[2CFRPart200 Appendix IV](#)

1	Indirect cost Rate (Percent):	8.60%
2	Name of cognizant Agency:	Do not hold a cognizant agency.

***A maximum of 10% of the total project budget will be allowed for administrative costs.
The definition of administrative costs is provided in Appendix A of the RFA.



STATE USE ONLY	EXHIBIT F2
Subgrant Number	██████████
Grant Code	██████████
Start Date	4/1/2022
Modification Date	5/11/2022
Subrecipient Code	████

HRTTP: WIOA 3.0
Exhibit F2 - Budget Narrative

Organization (Subrecipient)	Building Skills Partnership
Project Name	A Just Recovery for Airport Workers: Expanding Aviation Industry Opportunities Toward Good Jobs

Staff Salaries & Benefits							
Job Titles of Staff & Roles and Responsibilities	FTE	Monthly Salary	Months	Total Salary	Benefits	Benefit %	Total Staff Salaries + Benefits
<i>Example:</i> Case Manager - Coordinates services and supports for WAF participants linking them to training and appropriate placement	████	██████████	████	██████████	██████████	██████	██████████
Director, Airport Training (1 FTE @ \$84,872 Annual Salary X 15 months) - Director's primary responsibility is to oversight for BSP's operations in regards to training & partnership development with industry stakeholders at LAX. *Note: Will only be paid out of this grant for last 15 months.	1	██████████	15	██████████	██████████	██████	██████████
Airport Workforce Development Coordinator (1 FTE @ \$70,000 Annual salary x 15 months) - Lead day to day contract oversight, employer communication in regards to training, partnership development, and coordination among industry stakeholder convenings. *Note: Will only be paid out of this grant for last 15 months.	1	██████████	15	██████████	██████████	██████	██████████
EPT and Worker Engagement Coordinator (1 FTE @ \$62,500 Annual Salary x 24 months) Lead employer collaboration on training needs such as EPT and build worker capacity through its peer-to-peer leadership program.	1	██████████	24	██████████	██████████	██████	██████████
				████		████	████
				████		████	████
				████		████	████
Totals				██████████	██████████	██████████	██████████

<p>Staff Travel</p> <p>List staff traveling, destination/event, and of transportation*</p> <p>Note: Staff Travel is for employees of the subrecipient entity only. Anyone else listed under Staff Travel would be an unallowable cost. Contractors should budget their own travel into their contracts and cannot be included under subrecipient entity travel costs.</p> <p>CFR 200.474 - Travel Costs</p>
--

Travel costs related to Building Skills Partnership (BSP) staff members traveling between different office sites and training sites, specifically Los Angeles National Airport (LAX) which is a 32 mile round trip from BSP's Los Angeles office to LAX. That trip is made multiple times a week by the project staff to engage with employer partners and LAX workers and will be necessary to meet the project outcomes to build partnerships, conduct training, and engage workers at their place of work. Additionally, travel costs consist of BSP staff driving to stores to purchase equipment to provide the services and visits to partners whose offices are not at LAX. Travel is reimbursed through a controlled mileage reimbursement rate determined by the Federal Government. Travel includes any business requiring travel by airplane		\$2,000.00
Operating Expenses <i>Provide breakdown of operating expenses in each of the major line items below (if applicable)</i> <i>*Based on FTE for Program Staff</i>		\$11,100.00
Rent*	6% of total organizational costs (\$36,000) reflecting airport operations at LAX based on 3 FTE staff	\$2,000.00
Insurance		
Accounting (Payroll Services) and Audits	14% of total organizational costs (\$65,000), reflecting operational costs by program and office	\$9,100.00
Consumable Office Supplies*		
Printing		
Communications (phones, web services, etc.)*		
Mailing and Delivery		
Dues and Memberships*		
Outreach		
Furniture and Equipment		\$7,500.00
Small Amount of Equipment and Furniture <i>Pooled items less than \$5,000 per unit, include cost allocation - list name of item, cost, and quantity</i>	10 Laptops (Dell i5 processor) @ \$750 each (7,500) for Introductory Course to Aviation Certification. As a digital equity strategy, purchased laptops will be made available for participants through BSP's lending library to ensure participants have the adequate tech access to fully participate in the course and any continued learning.	\$7,500.00
Equipment and Furniture <i>Greater than \$5000: List name of item, cost, and quantity to be purchased - prior approval required and added to Exhibit G: Supplemental Budget</i>		
Leased Equipment <i>Provide a description of what is being leased, length of time and costs See Exhibit G for leasing information</i>		
Consumable Testing and Instructional Materials <i>Explain purpose and planned use along with breakdown of individual costs totaling to total line item allocation</i>		
Training Tuition, Payments, Vouchers <i>Detail costs for programs and sector-specific training and certificate programs (include name of organization), as well as training costs for outside training providers (organization/location)</i>		
For all training (and OJTs below), read Training Services:		CFR 690.200 - Training Services

<p>Workers Stipends for Introductory Course to Aviation Certification (pilot program): \$800 stipend per worker for 32 hour course (4 days), 25 workers directly served (\$20,000 total). BSP will collaborate with labor and employer partners to provide release time for workers to complete the 32 hour course in order to overcome traditional barriers (time, transportation, childcare etc.) that prevent low-wage workers from accessing external career training opportunities. Stipends will compensate workers for their time and completion of the program.</p> <p>Peer Trainer/Mentorship Training Stipends (15 months): \$600 stipend for each worker per month. As BSP grows its pool of worker leaders through this project, BSP will work with employers and labor to provide release time for prospective worker leaders to participate in leadership development, peer-to-peer mentorship training, and advisory roles. BSP projects engaging an average of 2 worker leaders per month @ 3 days per month, providing a \$600 stipend per worker. BSP will continue this project component for a duration of 15 months until the end of the grant term (total \$1,200 /month, \$18,000 total for 15 months).</p>	<p>\$38,000.00</p>
<p>On-The-Job Training <i>List employers and industries partnering in the OJTs. Employer reimbursements for training by an employer that is provided to a paid participant while engaged in productive work in a job that:</i></p> <p><i>a) provides knowledge or skills essential to the full and adequate performance of the job;</i></p> <p><i>b) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H) of the WIOA Final Rule, for the extraordinary costs of providing the training and additional supervision related to the training; and</i></p> <p><i>c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.</i></p>	
<p>CFR 680.700 - OJT Requirements</p>	
<p>Participant Wages and Fringe Benefits <i>State planned number of participants to receive wages and benefits and give detail of Work Experience or Transitional Jobs along with breakdown of individual costs totaling to total line item allocation.</i></p>	
<p>CFR 680.190 - Transitional Jobs</p>	<p>CFR 680.180 - Internships and Work Experience</p>
<p>Supportive Services <i>Examples of Supportive Services can include gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Describe the specific services you will provide along with the breakdown of individual costs totaling to total line item allocation. Must include number of participants for each service/cost.</i></p>	
<p>CFR 680.900 - Supportive Services</p>	
<p>Contractual Services: Providing Goods or Services that are required to conduct a federal program <i>Describe services provided by each contractor, cost of individual contract, and name of organization/individual service provider. If the contract needs to be procured, list type of procurement and the estimated date the contract will be awarded. Upon award, updated information must be submitted to CWDB/EDD in a revised Exhibit G, Supplemental Budget.</i></p>	
<p>To determine if an agency is a contractor or subrecipient (below): WSD 18-06 - Subrecipient and Contractor Distinctions</p>	
<p>(\$10,000 total) Data & Evaluation Contractor, TBD (services procurement): Industry survey creation and analysis support. Estimated date of contract awarded - May 2022.</p>	<p>\$22,000.00</p>
<p>(\$12,000 total) Education & Aviation Certification Expert(s), TBD (services procurement): Curriculum development and guidance on bridging industry training with adult education certifications and requirements. Estimated date of contract awarded - April 2023.</p>	

<p>Subrecipient: Carries out a portion of the federal program and is required to meet all programmatic compliance requirements. <i>Describe program services provided by each subrecipient, amount of agreement, and name of program service provider. If procurement needs to occur, list type of procurement and the estimated date the agreement will be awarded. Upon award, updated information must be submitted to CWDB/EDD in a revised Exhibit G, Supplemental Budget.</i></p>	
<p>Indirect Costs <i>Must have approval of Cognizant Agency.</i> WSD 18-15 Indirect Cost Rates 8.6% (\$42,764.91), \$12,592 covered by grant funds, \$30,172.91 covered by leveraged funds.</p>	\$12,592.00
<p>Other <i>Describe costs in detail, which do not fit into the specific line item categories above.</i></p>	
Grant Award Total	\$497,266.36



STATE USE ONLY	EXHIBIT G
Subgrant Number	██████████
Grant Code	██████████
Start Date	4/1/2022
Modification Date	5/11/2022
Subrecipient Code	██████████

H RTP: WIOA 3.0
Exhibit G - Supplemental Budget

Organization (Subrecipient)	Building Skills Partnership
Project Name	A Just Recovery for Airport Workers: Expanding Aviation Industry Opportunities Toward Good Jobs

I. Equipment

List equipment items with a useful life of more than one year and/or with a unit acquisition cost of \$5,000 or more charged to the project. Reference WSD 16-16, WSD 16-10, and WSD 17-08 for equipment purchases. The approval of the budget plan contained in the subgrant does not constitute approval of the purchase of equipment or request. A separate request to purchase equipment must be submitted to the state for prior approval. If leasing equipment is being considered, it must be include in the procurement analysis. See Leasing Info link below.

[Allowable Costs & Prior Written Approval WSD 16-16](#) [Property - Purchasing, Inventory, and Disposal WSD 16-10](#) [Procurement of Equipment and Related Services WSD 17-08](#) [Leasing Info FAR 7.400](#)

Item Description	Cost Per Item	Quantity	Total Cost	% Charged to Project	Total Cost Charged to Project
Laptops (Dell i5 processor)	\$ 750.00	10	\$ 7,500.00	100.00%	\$ 7,500.00
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
TOTAL	\$ 750.00		\$ 7,500.00		\$ 7,500.00

Subrecipients and Contractors - Prior to completing Section II and III, review WSD 18-06 to distinguish between the two.

[Subrecipient and Contractor Distinctions WSD 18-06](#)

II. Contractual Services - Providing Goods or Services that are required to conduct a federal program. *If procurement needs to occur and TBD, provide selection timeframe.***

All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies. See Procurement Standards (Sect. 200.318) in the Federal Uniform guidance, 2CFR200.

[CFR 200.318](#) [WSD 17-08](#)

Description - Type of Service	Cost	**Service Provider	Type of Procurement
Data & Evaluation Contractor, TBD (services procurement): Industry survey creation and analysis support. Estimated date of contract awarded - May 2022.	\$ 10,000.00	TBD, estimated date of contract awarded - May 2022	Noncompetitive Proposals
Education & Aviation Certification Expert(s): Curriculum development and guidance on bridging industry training with adult education certifications and requirements.	\$ 12,000.00	TBD, estimated date of contract awarded - April 2023	Noncompetitive Proposals

	\$ -		
	\$ -		
TOTAL	\$ 22,000.00		

III. Subrecipient - Carries out a portion of the federal program and is required to meet all programmatic compliance requirements.

A subrecipient does not require procurement if it aligns with the criteria in WSD 18-06. Upon review, the State may determine that a subrecipient is a contractor. If this occurs, procurement would be required.

Program Service Activities	Cost	Agency Name
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL	\$ -	

STATE USE ONLY	EXHIBIT I
Subgrant Number	██████████
Grant Code	██████████
Start Date	4/1/2022
Modification Date	5/11/2022
Subrecipient Code	████

H RTP: WIOA 3.0
Exhibit I - Workplan

Organization	Building Skills Partnership
Project Name	A Just Recovery for Airport Workers: Expanding Aviation Industry Opportunities Toward Good Jobs

Objectives/Activities	Estimated Completion Dates Date Format: M/YYYY
Quarter 1 April - June 2022	
Develop year 2 needs assessment	5/2022
Analyze year 1 needs assessment to create baseline industry analysis	5/2022
Develop Worker Advisory Committee rules, regulations and contracts	4/2022-5/2022
Design peer trainer leveling, rubric and training plan	4/2022
Identify existing colleges and educational programs serving the aviation industry	4/2022-6/2022
Create marketing and communications plan	4/2022-6/2022
Quarter 2 July - September 2022	
Estimated Completion Dates Date Format: M/YYYY	
Recruit members for the worker advisory committee	7/2022-9/2022
Research aviation industry identifying agencies and job opportunities within the industry conducive to upward mobility	7/2022-9/2022
Outreach to colleges and educational programs to develop partnerships for career pathways planning	7/2022-9/2022
Create marketing materials geared at company and partner engagement	7/2022-9/2022
Create promotional materials for participant recruitment	7/2022-9/2022
Quarter 3 October - December 2022	
Estimated Completion Dates Date Format: M/YYYY	
Develop year 3 needs assessment	12/2022
Implement year 2 assessment	10/2022-12/2022
Convene first worker advisory committee meeting	10/2022-12/2022
Develop individualized mentorship plans for peer trainer participants	10/2022-12/2022
Convene first aviation industry stakeholder meeting with unions at LAX and key industry partners	10/2022-12/2022
Complete company required retraining for employed workforce	10/2022-12/2022
Quarter 4 January - March 2023	
Estimated Completion Dates Date Format: M/YYYY	
Analyze and disseminate findings of needs assessment to partners	2/2023-3/2023
Convene second worker advisory committee meeting	1/1/2023-3/2023
Develop training designed to prepare acting peer trainers as mentors for new peer trainer participants	1/1/2023-3/2023

Work with accredited colleges to design an introductory course to certifications designed for the aviation industry	1/1/2023-3/2023
Convene first meeting of the labor management committee discussing the challenges facing the aviation industry	1/1/2023-3/2023
Highlight and promote worker leaders to high road partners	1/1/2023-3/2023
Quarter 5 April - June 2023	Estimated Completion Dates Date Format: M/YYYY
Convene third worker advisory committee meeting	4/2023-6/2023
Train peer trainers as ambassadors for supportive services programs	4/2023-6/2023
Recruit participants for the pilot introductory course to certification	4/2023-6/2023
Highlight and promote participant of the quarter	4/2023-6/2023
Convene second industry stakeholder meeting with collaborating unions and industry partners	4/2023-6/2023
Create position specific training modules for partner companies	4/2023-6/2023
Quarter 6 July - September 2023	Estimated Completion Dates Date Format: M/YYYY
Convene fourth worker advisory committee meeting	7/2023-9/2023
Train acting peer trainers to serve as coaches for entry level peer trainers	7/2023-9/2023
Conduct pilot class for cohort 1	7/2023-9/2023
Highlight and promote participant of the quarter	7/2023-9/2023
Present needs assessments findings from year 1 and year 2 to BSP board	7/2023-9/2023
Begin drafting career pathway map informed by industry feedback	7/2023-9/2023
Quarter 7 October - December 2023	Estimated Completion Dates Date Format: M/YYYY
Implement year 3 assessment	10/2023-12/2023
Convene fifth worker advisory committee meeting	10/2023-12/2023
Conduct pilot class for cohort 2	10/2023-12/2023
Highlight and promote participant of the quarter	10/2023-12/2023
Convene third union collaboration meeting	10/2023-12/2023
Finalize a draft of the career pathway map	12/2023
Quarter 8 January - March 2024	Estimated Completion Dates Date Format: M/YYYY
Analyze and disseminate findings of needs assessment to partners	2/2024-3/2024
Convene sixth worker advisory committee meeting	1/2024-3/2024
Worker advisory committee to present findings from assessment and meetings to BSP Board	1/2024-3/2024
Explore possibility of certification fast track program with accredited colleges	1/2024-3/2024
Convene second meeting of the labor management committee presenting results of the pilot program and career pathways plan	1/2024-3/2024
Highlight and promote participant of the quarter	1/2024-3/2024

STATE USE ONLY	EXHIBIT J
Subgrant Number	██████████
Grant Code	██████████
Start Date	4/1/2022
Modification Date	5/11/2022
Subrecipient Code	██████████

H RTP: WIOA 3.0
Exhibit J - Partner Roles and Responsibilities

Organization (Subrecipient)	Building Skills Partnership
Project Name	A Just Recovery for Airport Workers: Expanding Aviation Industry Opportunities Toward Good Jobs

List Partners	Roles and Responsibilities	Leveraged Funding Amount*	Leveraged Funding Type (Cash/In-Kind)
Local Workforce Development Boards		\$ -	
State Agency Partners		\$ -	
Employers/Industry Champions			
David Huerta, SEIU-USWW	Support labor-management training fund development and collective bargaining strategies	\$ ██████████	
G2 Secure Staff	Collaborate with BSP to identify training needs for incumbent and new hires as well the creation of a multi-employer training fund for PSW at LAX	\$ -	
LAX Passenger Service Employers (TBD)	Work with BSP to identify industry needs and form multi-employer training fund entity	\$ -	
Jane Martin, SEIU-USWW	Work with BSP and partners to advocate for policy change and replication of LAX model to other airports	\$ -	
Education – Universities, Community Colleges, Adult Schools			
Cypress College & TBD Accredited Community Colleges	Work with BSP in developing an introductory course to aviation certifications as well as project design to bridge career opportunities for airport service workers.	\$ -	
		\$ -	
Education – K-12		\$ -	
Other Educational Institutions (e.g. ROP, CTE, etc.)		\$ -	
Additional County Office(s)		\$ -	
Training Providers		\$ -	
Economic Development Agencies			
LA Economic & Workforce Development Department	Work with BSP to connect with American Job Centers and align training with industry needs.	\$ -	
Community Based Organizations, Faith Based Org., Other Non-Profits, etc.			
Los Angeles World Airports	Work with BSP and industry partners to ensure industry standards	\$ -	
Others: (Please list)			
Building Skills Partnership	Project lead and convener. Leverage general funds through employer contributions, foundation support, and in-kind services.	\$ ██████████	Cash / In-kind
	Total	\$ ██████████	

*Leveraged Funds on this exhibit only account for leveraged funds provided by listed partners. If partner is not contributing funds leave blank. Leveraged Funds listed on this exhibit should be included on Exhibit F: Budget Summary for Partners contributing funds (with Source of Leveraged Funds identified as the Partner organization).