



## CITY OF MOUNTAIN VIEW

RECEIVED

2018 COMMUNITY FOR ALL GRANT  
PROGRAM APPLICATION FOR FUNDS

SEP 19 2018

CITY MANAGER

SECTION 1: ORGANIZATION INFORMATIONOrganization: Building Skills PartnershipAddress: 828 W. Washington Blvd, Los Angeles, CA 90015Phone Number: ( 213 ) 284-7744Website URL: http://www.buildingskills.org/E-mail: Isandoval@buildingskills.orgProject Lead Name: Luis SandovalProject Lead Title: Development DirectorProject Lead E-mail: Isandoval@buildingskills.orgProject Lead Phone: ( 213 ) 284-3814Federal Tax ID (if your program is fiscally sponsored, enter the tax ID of your sponsoring organization): 26-1254255

If your program is fiscally sponsored, please enter the name of the sponsoring 501(c)(3):

Organization: N/AAddress: N/AContact Person's Name: N/ATitle: N/AWebsite URL: N/AE-mail: N/APhone Number: (      ) N/AOrganizational BackgroundYear Founded: 2007Mission: See attachmentGeographic Focus: Seven major cities across California, including the City of Mountain ViewCurrent number of Paid Full-Time (30+ hours/week) Staff Members: 19Current number of Paid Part-Time (less than 30 hours) Staff Members: 33

**SECTION 2: PROJECT/PROGRAM/EVENT DESCRIPTION**

1. Name of project/program/event

Building a Welcoming Environment for Immigrants in Mountain View

2. Please provide a brief summary of the project/program/event to be funded by the grant.

Please refer to attachment.

3. What is the need or the issue that you are addressing with this grant?

Please refer to attachment.

4. Who will be served by this grant?

a) Number of individuals total: 60

b) Number of Mountain View residents: 50

c) Particular community groups: Please refer to attachment.

5. What other similar project/program/event exists to serve Mountain View residents? How is your proposed project/program/event unique from similar projects/programs/events?

Please refer to attachment.

6. Will you collaborate with other organizations to deliver the project/program/event funded by this grant? If so, which organizations and how?

Please refer to attachment.

7. This grant will fund a(n):

Existing project/program/event; established in 2015 (year)

New project/program/event

8. Date(s) and/or duration of project/program/event Please refer to attachment.

**SECTION 3: PROJECT/PROGRAM/EVENT BUDGET**

1. Amount of funds requested: \$ 10,000  
Grants are limited to no more than \$10,000 per group/organization.
2. Please provide a copy of the budget of the specific project/program/event to which this grant will be applied.
3. Indicate what percentage of the project/program/event budget will be covered by this grant and other sources of funding, if any.  
Grant will cover 4% of total program cost, 70% of direct training costs.
4. If this is an ongoing project/program/event, how will you sustain it for the long-term?  
With a diversity of funding sources, the long-term sustainability of the project is secure. BSP and MVLA's partnership continues to further expansion of programming and BSP will receive a 100% increase of unrestricted core funding from Union contracts by 2019.
5. Will you be charging any fees for this project/program/event? If yes, briefly describe.  
No.

**SECTION 4: METRICS AND OUTCOMES**

1. Briefly describe 2-3 metrics and/or outcomes that you will use to measure the success of this grant.
  - a. Outcome 1 Please refer to attachment.
  - b. Outcome 2 Please refer to attachment.
  - c. Outcome 3 Please refer to attachment.

**SECTION 5: ADDITIONAL INFORMATION TO SUBMIT**

1. IRS Determination Letter
2. Organization's budget for current fiscal year
3. Audited or Reviewed Income Statement and Balance Sheet for the last completed fiscal year
4. IRS 990

5. List of Board members and their affiliation
6. City of Mountain View business license
7. Proof of Insurance
8. If you are fiscally sponsored by a 501(c)(3), please provide a signed letter from a representative of that nonprofit. The letter should contain the following:
  - a. A statement that this organization is currently fiscally sponsoring your program and will continue to do so during the period that you would be using Community for All grant funds
  - b. City of Mountain View business license
  - c. Proof of Insurance
  - d. The organization's EIN number
  - e. The organization's contact information
  - f. The name, title, and contact information of the person authorizing the fiscal sponsorship.

## **Building a Welcoming Environment for Immigrants in Mountain View**

### **Organizational Background**

**Year Founded:** 2007

**Mission:** Building Skills Partnership (BSP) is a statewide nonprofit organization that works to improve the quality of life for low-wage property service workers and their families by increasing their skills, access to education, and opportunities for career and community advancement.

**Geographic Focus:** BSP has expanded to seven major cities across California, including the City of Mountain View.

### **SECTION 2: PROJECT/PROGRAM/EVENT DESCRIPTION**

#### **1. Name of project/program/event**

Building a Welcoming Environment for Immigrants in Mountain View

#### **2. Please provide a brief summary of the project/program/event to be funded by the grant.**

Building Skills Partnership (BSP) would like to help build an inclusive community for all immigrants by continuing to offer comprehensive programming and access to information and resources to immigrant families from the City of Mountain View. With support from this grant, BSP proposes to serve 60 immigrant workers and families through its Mountain View training center within a year.

Since 2015, BSP has served as a trusted source of information and referrals for residents and immigrant workers and their families in particular, from the City of Mountain View. BSP was founded in 2007 to create an equitable playing field for the low-wage immigrant janitorial workforce and their families by increasing their skills, education and opportunities for career and community advancement. Our core strategies include workforce development, immigrant integration, and community advancement. BSP works closely with employers, building owners, and labor to design workforce development initiatives that upskill and prepare low-wage workers for the jobs of today and tomorrow. By facilitating conversations with labor and management, BSP's vocational services upskill and retrain workers to meet the current and projected industry and workforce needs. Simultaneously, BSP's comprehensive model can transform the quality of life of workers and their families by engaging both the parent worker and their children in programming geared towards social, civic and economic inclusion. Our goal is to provide effective and culturally relevant programming enabling workers and their families to work towards their immediate and long-term goals. Given its longstanding partnership with Mountain Los Altos Adult School, BSP has expanded its target population scope beyond service workers in the area to Mountain View residents more broadly. BSP's unique and effective model has provided an unmatched framework and tailored programming to best serve the Mountain View community.

## **Building a Welcoming Environment for Immigrants in Mountain View**

The Mountain View training center's programming includes English language acquisition, digital literacy, and citizenship preparation classes that provide skills training to advance professionally and be more engaged in their communities. In partnership with the Mountain View Los Altos Adult School, BSP provides English as a Second Language (ESL) courses designed for adult learners that experience multiple barriers to professional development opportunities due to multiple jobs, caretaking responsibilities, and lack of access to traditional educational institutions and service providers, among other examples. BSP's blended learning approach maximizes ESL classroom time to also address the wide digital skills gap in the region and increasing need of digital literacy skills needed to navigate and engage in the community. BSP's ESL classes integrate online digital media with traditional classroom methods, exposing students to online learning tools that promote learning anytime anywhere. Class content is learner-centered, exposing students to training around every-day online tools and resources including email, G-suite, online banking, and communication applications. Such an approach achieves full participant engagement by providing applied training that equip students with the necessary skills to better navigate day to day situations and further engage in their communities.

Furthermore, BSP often serves as a trusted source of information on a wide range of issues that impact the immigrant community. BSP offers comprehensive citizenship preparation courses that include components such as civics content learning, N-400 interview preparation, online practice tools, consultations and application assistance. Referrals to trusted partners that can provide special legal assistance are also provided. Aside from legal services, BSP also provides information and education on financial capability services that include obtaining an ITIN and free tax preparation and other services that help immigrant families access asset building opportunities and avoid becoming victims of predatory practices.

Through this grant, BSP proposes to continue to offer comprehensive programming that facilitates access to information, serves as a referral to resources, and helps build an inclusive community for all immigrants.

### **3. What is the need or the issue that you are addressing with this grant?**

Over the past few years, the City of Mountain View's role in the prospering tech industry has continued to develop and strengthen. Despite cleaning some of the Silicon Valley's richest corporate campuses and universities, on average, janitors only earn a total of \$24,000/year—an amount that can hardly provide for subsistence, especially for those with families. As they struggle to make ends meet, many of the members served by BSP are driven to hold additional jobs on top of their full-time janitorial positions in order to provide for their families and themselves. Many of BSP's clients reside primarily in low-income immigrant enclaves of Silicon Valley, such as East San Jose, Sunnyvale, East Palo Alto, Redwood City, Mountain View, and South San Francisco. With little to no access to the financial mainstream or traditional services, BSP clients often become victims of predatory lenders or tax preparers who aggressively advertise to low-income Latinos. In order to

## **Building a Welcoming Environment for Immigrants in Mountain View**

maintain a healthy socioeconomic and cultural diversity in Mountain View, it is of important to address barriers and challenges that marginalize immigrant communities.

BSP's classes not only serve as a resource to residents but provide a safe space year-round where participants can learn at their pace surrounded by others in the community who share similar challenges and identities. Overall, the combination of skills that participants acquire through English learning, by increasing their digital literacy skills, and by taking a step closer towards becoming naturalized citizens, help uplift the quality of life of immigrant workers and their families. By focusing on low-wage immigrant workers, BSP is uplifting a vulnerable population that is highly impacted by the Silicon Valley's shift as a tech industry hub. Given the City of Mountain View's crucial location in the context of the tech industry's growth, it is critical to continue to ensure the integration, success, and access to opportunity of all members of the community as an urgent measure to prevent further inequality within the community.

#### **4. Who will be served by this grant?**

- a. **Number of individuals total:** 60
- b. **Number of Mountain View residents:** 50
- c. **Particular community groups:** Latino community, Russian community, Seniors, Janitorial Union Members, low-income workers, immigrant community

#### **5. What other similar project/program/event exists to serve Mountain View residents?**

**How is your proposed project/program/event unique from similar projects/programs/events?**

BSP is proud to be one of the many community resources available in the Mountain View area but one of few that provides a comprehensive set of services that are culturally appropriate and designed to accommodate the immigrant community's needs. For instance, citizenship classes include a holistic approach that goes beyond interview preparation. Organizations such as the New American Workforce (NAW) have been instrumental partners in supporting students pursuing naturalization. Through the citizenship preparation course, NAW in partnership with organizations such as the International Rescue Committee provide BSP participants with an overview of the naturalization application process, consultations, and application assistance as well as connecting students to case management support services when needed. Similarly, in partnership with Mission Asset Fund, BSP has established a strong referral system for participants who seek legal and/or financial assistance when preparing to submit their naturalization application. BSP acknowledges the multifaceted needs of the immigrant population and develops curriculum and programming in partnership with participants to ensure its relevance to the interests reflected in the needs assessments conducted with the students attending classes in Mountain View. Moreover, BSP is one of the very few organizations that offers ESL, citizenship, and computer classes on Saturdays in the Mountain View area. By taking into account the work schedule and family responsibilities that come with day-to-day

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life of many low-wage immigrants, BSP is able to offer classes that allow participants to feel more integrated into the community at a time that compliments their schedule.

### **6. Will you collaborate with other organizations to deliver the project/program/event funded by this grant? If so, which organizations and how?**

BSP exemplifies a unique partnership between over 75 janitorial companies, more than 40 building owners, the Service Employees International Union–United Service Workers West (SEIU-USWW), and the broader community to train over 5,000 low-wage workers a year throughout California. Each year, BSP receives over \$600,000 of in-kind support from statewide and regional partners who understand the significant contribution BSP makes in improving the quality of life of immigrant workers. AmeriCorps VISTA provide funding and full-time volunteers, respectively, to increase BSP's training capacity across the state including in Mountain View. Corporate partners such as Google, Microsoft, Facebook, LinkedIn, and VMware as well as universities including Stanford University and Santa Clara University provide volunteers to assist with instruction whether as Teaching Aides or as one-on-one tutors in the classes. And, local partners like Google provide Building Skills Partnership with access to a training facility at Google's headquarters in Mountain View as an in-kind donation.

Through the Mountain View training center, BSP spearheads three key programming areas critical in effectively helping immigrants integrate, access resources, and work towards full social, civic and economic inclusion: English language acquisition, digital literacy, and citizenship preparation classes. These three key programming areas are critical in effectively helping immigrants integrate, access resources, and work towards full social, civic and economic inclusion. For instance, in partnership with the Mountain View Los Altos Adult School, BSP provides ESL courses tailored to immigrant adult learners outside of the traditional adult school course schedule, making them accessible to immigrant residents. Once students have achieved a level of mastery and comfort with English and in the classroom, BSP encourages students to continue their education at the MVLA Adult School or even at the local community college, Foothill Community College. These partnerships provide an opportunity for immigrant workers to advance their careers, achieve economic mobility and further integrate in the local community.

The array of partnerships BSP has with other organizations add considerable value to our programs. Through this grant, BSP plans to continue to establish partnerships and grow its referral system. For example, in 2017, BSP collaborated with the Mountain View Public Library to lead students on a tour of this local resource. BSP hopes to continue to bolster this relationship bring students to the library in order to fully understand the wealth of resources available to them. Another example would be BSP's growing relationship with the Computer History Museum in Mountain View. BSP hopes to build this relationship in order to take Computer students to the museum to better understand the role of computers in society and the importance to further their digital education.



## Building a Welcoming Environment for Immigrants in Mountain View

7. **This grant will fund a(n):**

- Existing project/program/event; established in \_\_2015\_\_ (year)  
 New project/program/event

8. **Date(s) and/or duration of project/program/event**

BSP's citizenship, ESL, and digital literacy classes meet once a week for two hours and are offered in sessions that mirror the academic year. Fall and Spring sessions provide 12-14 weeks of instruction and include exposure to local community resources through guest speakers and field trips. The summer session is a shorter 10 week session that provides an additional standardized term of instruction. This year it will begin to incorporate additional opportunities to connect with local community resources as a response to growing interest.

### **SECTION 4: METRICS AND OUTCOMES**

1. Briefly describe 2-3 metrics and/or outcomes that you will use to measure the success of this grant.
  - a. **Outcome 1:** Train a total of 60 participants through BSP's Mountain View classes that include ESL, Digital Literacy, and Citizenship Advancement.
  - b. **Outcome 2:** Lead 1 field trip per session, build 2 new partnerships, and further develop BSP's referral process to resources within the City of Mountain View.
  - c. **Outcome 3:** Develop and conduct a pre- and post-assessment to gather data around BSP students' attainment of personal goals, gains in confidence and integration into the local community.



**Title: Building A welcoming environment for immigrants in Mountain View**  
**Building Skills Partnership**

<b>INCOME / DONOR</b>	<b>Anticipated Project Support</b>	<b>Type of Support</b>
Silicon Valley Community Foundation	\$ 50,000.00	Grant Support Civic Engagement
Sobrato Family Foundation	\$ 75,000.00	Grant Award Supports Financial Lit.
Corporation for National and Community Services - 2 VISTA Members	\$ 97,400.00	VISTA Support
United Way Bay Area	\$ 2,500.00	Grant Supports Tax Preparation
Employer Contributions	\$ 10,000.00	Cash Support
SEIU-USWW	\$ 9,000.00	In-Kind Support (Space and IT)
Google	\$ 6,240.00	Training Space
City of Mountain View	\$ 10,000.00	Seeking Support
<b>Total Anticipated Revenue</b>	<b>\$ 260,140.00</b>	

<b>EXPENSES</b>		<b>City of Mountain View Grant</b>	<b>BSP/Other Funding Sources for Programming</b>
<b>PERSONEL</b>			
10% FTE	Executive Director	\$ -	\$ 14,640.00
20% FTE	Northern CA Program Coordinator	\$ -	\$ 25,000.00
20% FTE	Silicon Valley Program Coordinator	\$ 2,000.00	\$ 17,532.40
50% FTE	FT Financial Literacy Specialist	\$ -	\$ 47,662.00
50 % FTE	2 Americorps VISTA/San Jose Program Assistant -Cost Share plus Housing and Cell Stipend	\$ -	\$ 97,400.00
20% FTE	Development Manager (For Layout/Marketing/ Sustainability projects)	\$ -	\$ 25,588.40
	<b>Subtotal Salaries &amp; Benefits - Staff</b>	<b>\$ 2,000.00</b>	<b>\$ 227,822.80</b>

<b>TRAVEL</b>		<b>City of Mountain View Grant</b>	<b>BSP/Other Funding Sources for Programming</b>
	Travel ( parking, mileage and tolls)	\$ -	\$ 1,000.00
	<b>Subtotal Travel</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>

<b>OTHER: INDIRECT COST</b>		<b>City of Mountain View Grant</b>	<b>BSP/Other Funding Sources for Programming</b>
	Telephone Usage	\$ -	\$ 500.00
	Internet	\$ -	\$ 2,400.00
	IT Support	\$ -	\$ 2,760.00
	Printing & Copying (for Marketing)	\$ -	\$ 500.00
	Office Supplies	\$ -	\$ 1,000.00
	Rental Expense 20% of \$2600 per Month (\$520 per month In-Kind) x 12	\$ -	\$ 6,240.00
	Insurance and Professional Services (Legal/Accounting)	\$ -	\$ 3,777.20
	<b>Subtotal Other</b>	<b>\$ -</b>	<b>\$ 17,177.20</b>

<b>DIRECT TRAINING COST AND STIPENDS</b>		<b>City of Mountain View Grant</b>	<b>BSP/Other Funding Sources for Programming</b>
	Tablets, projector and other hardware for training use	\$ -	\$ 3,000.00
	Participants' incentives	\$ 2,000.00	\$ -
	Instructors	\$ 6,000.00	\$ -
	<b>Subtotal Training Cost</b>	<b>\$ 8,000.00</b>	<b>\$ 3,000.00</b>

<b>TOTAL DIRECT COST</b>	<b>\$ 10,000.00</b>	<b>\$ 231,822.80</b>
<b>TOTAL INDIRECT COST</b>	<b>\$ -</b>	<b>\$ 18,177.20</b>
<b>TOTAL COSTS:</b>	<b>\$ 10,000.00</b>	<b>\$ 250,000.00</b>
	<b>Total Project Cost</b>	<b>\$ 260,000.00</b>

