



## ***Annual Conference***

***Executive to Executive Briefings, Legislative Day  
& Annual Repair Symposium***

*arsa.org/conference*

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# **ARSA Workshop**

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# Overview

- Agency On-Ramps
- Taking Workforce for Granted
- Manual Stimulation
- Remote Control
- Making ARSA Work for You

# Agency On-Ramps

# Overview

- ARSA stakeholder body participation
- Purposes of the various committees
- Recent activities

# FAA Aviation Rulemaking Advisory Committee (ARAC)

- Created in the late 1980's
- ARSA has been a member since its founding
- Has provided hundreds of recommendations
- Latest development – Part 145 Working Group
  - Review all laws, regulations and advisory material
  - Historical review with [preliminary report and recommendations](#)
  - Development of “acceptable means of compliance” and final report/recommendations by December 2021

# EASA Engineering & Maintenance Technical Committee (EM.TEC)

- An EASA technical committee comprised of about 30 members.
- Reports annually to EASA's Stakeholder Advisory Body (SAB) which functions much like the FAA's Aviation Rulemaking Advisory Committee (ARAC)
- The EM.TEC meets twice yearly in Cologne, Germany (pre-pandemic, since then remotely)
- Focuses on continuing airworthiness issues impacting EASA regulations, acceptable means of compliance (AMC), guidance material (GM) and Frequently Asked Questions.
- Does not directly consider issues arising under bilateral agreements.

## Certification and Maintenance Management Teams (CMT/MMT)

- The CMT and MMT comprised of the most prominent CAAs (ANAC, EASA, FAA, TCCA).
- The purpose of these *ad hoc* bodies is to address common issues (e.g., validation of design approvals, mutual recognition of component MROs) in bilateral agreements.
- CMT and MMT meet annually – authority only meetings followed by an Industry Day.
- ARSA plays a leading role in the priorities for MMT and a supporting role in CMT.
- Meetings rotate among the four CMT/MMT members – next meetings in Ottawa (or remotely) this year.
- CMT and MMT employ charters, collaboration strategies and road maps establishing key milestones toward a shared objective.

# TSA Aviation Security Advisory Committee (ASAC)

- Established in 1989 after Pan Am 103 bombing
- Congress mandated maintenance industry participation
- ARSA joined in 2015 after promulgation of TSA repair station security rules
- Quarterly closed meetings and one public meeting per year
- ARSA participates on Insider Threat subcommittee
- Repair station security ranks low versus other threats
- ARSA repair station security resources: <https://arsa.org/security/>



# DOT Youth Access to American Jobs in Aviation Task Force

- Established (with ARSA support) by FAA Reauthorization Law of 2018
- ARSA representative appointed in July 2020; other representatives for academic, manufacturing, operations and other interests.
- Task Force to recommend methods to facilitate and encourage American students to enter aviation career pathways.
- Information available via <http://arsa.org/youthtaskforce> and <http://arsa.org/workforce>.

# Taking Workforce For Granted

# Technician Grant Program – Overview

- Background on aviation maintenance workforce grant program
- Application process and deadlines
- Eligibility
- FAA judging criteria
- Resources

# Technician Grant Program – Background

- Conceived by ARSA in 2017
- ARSA led 40+ organizations (support from all sectors)
- Key Hill allies: Sens. Jim Inhofe (R-Okla.), Maria Cantwell (D-Wash.), Richard Blumenthal (D-Conn.), Jerry Moran (R-Ks.) and Reps. Sam Graves (R-Mo.), Dan Lipinski (D-Ill.), Brenda Lawrence (D-Mich.) and Markwayne Mullen (R-Okla.)
- Sec. 625 of 2018 FAA Reauthorization Law
- Authorizes \$5 million for FYs 2019-2023
- Fully funded by Congress for FYs 2020 and 2021

# Technician Grant Program – Application

- Notice of Funding Opportunity (NOFO) [20-FAA-AWD-AM-1](#)
- Published on Jan. 19, 2021
- Applications due March 22, 2021

# Technician Grant Program – Eligibility

- Eligible entities:
  - Certificate holders under 14 CFR parts 21, 121, 135 or 145
  - A labor organization representing aviation maintenance workers
  - Accredited institution of higher education or high school or secondary school
  - A state or local governmental unit
- Law directed jointly submitted applications; FAA allowing individual applications with joint applications likely getting preference
- An entity may “lead” on one application but may participate in multiple
- Companies that have been debarred or suspended from doing federal business may not participate

# Technician Grant Program – Eligible Activities

- New educational programs for aviation-centric technical skills or to improve existing programs
- Scholarships or apprenticeships for individuals pursuing maintenance employment
- Support outreach on maintenance careers to primary, secondary or post-secondary school students or to underrepresented communities
- Support maintenance-related educational opportunities in economically disadvantaged geographic areas
- Support transition to aviation maintenance careers (including members of the Armed Forces)

# Technician Grant Program – Limitations

- Cannot offset pre-award costs or application expenses or support facility construction or research
- Administrative costs may not exceed 10 percent of the award
- Applicants can elect to accept a cap of 10 percent on *de minimis* indirect costs or negotiate an alternative rate with the government
- Grant money must be expended within 12 to 18 months of award



# Technician Grant Program – Technical Requirements

- Must be registered in the federal [System for Award Management \(SAM\)](#)
- Requires Unique Entity Identifier (UEI, also called a [DUNS Number](#)); obtained through [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)
- [Registration](#) in the Grants.gov submission system

Coordinate internally to avoid duplicate registrations (i.e., SAM, UEI/DUNS) and the resultant confusion or delay

# Grant Application: NOFO Appendix II Checklist

- SAM registration information
- Entity's UEI/DUNS number
- Documentation showing the applicant's proof of eligibility (e.g., a copy of your FAA certificate)
- Copy of the lead applicant's most recent financial audit (if available)
- Signed cover letter from the applicant (lead) and all non-lead co-applicants providing a narrative description of the project
- Contact information for the project lead
- Completed Standard Form (SF) 424 ("Application for Federal Assistance")
- Budget information, including a completed SF-424A ("Budget Information for Non-Construction Programs" and budget narrative
- SF-424B ("Assurances for Non-Construction Programs")
- Project Abstract Summary, including a completed Eligible Project Attachment form
- SF-LLL ("Disclosure of Lobbying Activities")
- Project/Performance Site Locations form
- Key Contacts/personnel attachment form
- ACH Vendor Payment Enrollment form

## Grant Application – Narrative

- 25-page limit
- Abstract briefly describing the project and why it is eligible
- Applicant (lead) information, including (as appropriate) information about non-lead partner organizations describing the role of each
- Any conflicts of interest and mitigations
- Detailed project overview, including:
  - Description of activities
  - Benefits
  - Performance goals and metrics
  - Explanation of applicant's ability to carry out project
  - Resources applicant will provide to support project
  - How activities monitored, assessed, and documented
  - Project timeline.
- Specific funding request (supported by the various budget documents)

# Grant Award – Judging Criteria

- Project plan:
  - Clear and achievable?
  - Include all required elements?
- Applicant resources—Does the applicant have necessary facilities, equipment and human resources?
- Project impact:
  - How does the proposed project support the education and recruitment of aviation maintenance technical workers and the development of the industry’s workforce?
  - Are the objectives and outcomes clearly identified?
  - Can the program be repeated by other entities?
  - What partnerships and collaborative strategies are envisioned?
- Project administration:
  - A clear and achievable plan to control expenses
  - How project activities will be monitored, assessed, and documented?

# Technician Grant Program – Resources

- NOFO and related program information:
  - <https://www.grants.gov/web/grants/view-opportunity.html?oppld=330404>
  - <http://www.grants.gov>, search for “20-FAA-AWD-AM-1” and click the “20-FAA-AWD-AM-1” link under “Matching Results.”
- General information about the application process—  
<https://grants.gov/web/grants/applicants.html>
- FAA resources:
  - FAA Aviation Workforce Development Grant Program Website:  
[www.faa.gov/go/awd](http://www.faa.gov/go/awd)
  - Aviation Workforce Development Grant Program – Maintenance Program FAQs:  
[www.faa.gov/about/office\\_org/headquarters\\_offices/ang/grants/awd/technical/faqs/](http://www.faa.gov/about/office_org/headquarters_offices/ang/grants/awd/technical/faqs/)

# Technician Grant Program – Conclusion

- Technician shortage is long-standing challenge
- Grant program is opportunity to address using federal resources
- Technician shortage will grow more acute as industry recovers
- Investing time to secure grant now will pay long-term dividends

# Manual Stimulation

# Manual Stimulation – Overview

- The new ARSA manual compilation
- Best practices for manual development and management



## Manual Stimulation – Overview

- Year-long process of overhauling previously available model manuals and supplements.
- New compilation incorporates all elements—
  - Template Repair Station Quality Manual with related Supplements (EASA, TCCA) and Cross-Reference Tables (C.A.S.E., 14 CFR parts 43, 65 and 145, EASA Special Conditions).
  - Template Master Forms Manual and related documents.
  - Template Training Program Manual.
  - General overview and customization instruction document, manual/form review tracking spreadsheet and base templates for creation of additional documents.

# Manual Stimulation – Development and Management

- Documents and ARSA support—
  - Basic Support
    - 90-day access to ARSA’s “Complying with Part 145: Soup to Nuts” four-hour on-demand training session.
    - One-hour introduction and overview with best practices for customization.
    - Up to four hours of customization support and assistance in the form of question and answer sessions via live video conference. Must be “consumed” within 180 days of purchase.

# Manual Stimulation – Development and Management

## – Full Customization

- Video teleconference sessions and related review of all manuals as well as maintenance, recordkeeping, training and forms for adjustment.
- Instruction for testing each element including completion of forms to ensure proper demonstration of technical capabilities and supporting paperwork.
- Availability for question and answer after completion of manual system, but no changes will be made based on FAA review if the element(s) question complies with the regulations.
- Additional support may require agreement for return assistance as described in OFM&K services below (customization support of manuals/forms is not certification management).

# Remote Control

# Remote Control – Now and the Future

- The events of 2020 have forced full use of available and ubiquitous technology
- ARSA and its allies encouraged adoption of remote technology for oversight some 18 months before the crisis hit.
- Focus on the positive
  - Forces better organization
  - Creates continued dialogue and collaboration

# Making ARSA Work for You

# Making ARSA Work for You – Overview

- Member-driven organization
- ARSA members ensure success

# Making ARSA Work for You – Surveys

- The Annual Survey
  - Provides data to support advocacy
  - Sets ARSA priorities
  - Sent only to primary contacts for data integrity
  - Final participation request (to those who haven't responded) week of March 15
  - Questions: [christian.klein@arsa.org](mailto:christian.klein@arsa.org)
- Quick Questions



# Making ARSA Work for You – Build Membership

- More members -> more resources -> more activity -> more victories
- “Members Getting Members” reduces your dues by 10 percent of dues paid by new member (e.g., referring \$1,800 member gets you \$180 reduction)
- <https://arsa.org/membership/members-getting-members/>
- Contact: [kimberly.dimmick@arsa.org](mailto:kimberly.dimmick@arsa.org)

# Making ARSA Work for You – Keep the Database Current

- Primary contact essential!
- Add everyone at eligible location(s) to receive and be current on industry news, regulatory, legislative, training, workforce development, economic data
- The more who know the better your return on investment
- Send updates to [kimberly.dimmick@arsa.org](mailto:kimberly.dimmick@arsa.org) AND RESPOND TO HER REQUESTS!

# Making ARSA Work for You – Learn from the Best

- Online library with 70+ on-demand classes
- Suitable for all experience levels
- Propose training topics to expand offerings
- Request customization, which can be conducted through OFMK to protect attorney-client privilege or can be added to library
- Get creative (see <https://arsa.org/training-resources>) and contact [brett.levanto@arsa.org](mailto:brett.levanto@arsa.org)

# Making ARSA Work for You – Be Your Own Advocate

- Raise concerns and provide policy solutions
- Communicate with Congress using [ARSA's new online action tool](#) (sponsored by Aircraft Electric Motors)
- Build (and share) personal relationships with lawmakers
- Host congressional facility visit
- Learn about [ARSA PAC](#) and give prior approval
- Contact [christian.klein@arsa.org](mailto:christian.klein@arsa.org)

**JOIN US NEXT YEAR  
ARSA Conference  
March 8 - 11, 2022**



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