



Airport Community Ecology (ACE) Fund Small Matching Grants Program Submittal Requirements

INVITATION FOR GRANT REQUEST

Deadline for Submission:

12:00 Noon, Monday, March 26, 2018

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I. ACE FUND SMALL MATCHING GRANTS PROGRAM

The Port is inviting community organizations, chambers of commerce, service organizations, community, youth or athletic associations or other similar associations to submit grant requests.

On Nov. 22, 2016, the Port of Seattle Commission created the Airport Community Ecology (ACE) Fund to support projects and programs that make ecological and environmental improvements in the cities immediate to Seattle-Tacoma International Airport, SeaTac, Burien, and Des Moines. The creation of the ACE Fund aligns with the Port's Century Agenda commitment to steward our environment responsibly, partner with surrounding communities, and promote social responsibility.

The "ACE Fund Small Matching Grants Program" will distribute a total of \$460,349 in small grants over the course of three years (2017-2020). Individual award amounts will not exceed \$10,000 per distribution cycle. Subsequent phases will be conducted in Spring 2018 and Fall 2018.

II. ELIGIBILITY CRITERIA:

A. According to state law:

1. Community organizations, chambers of commerce, service organizations, youth or athletic associations or other similar associations located and providing services in SeaTac, Burien, and Des Moines may apply. A fiscal sponsor identifying as one of these types of organizations may support an application.
2. Public agencies and municipalities are not eligible for funding.
3. All projects must take place on public property with appropriate jurisdiction approval or permit.
4. Projects on private property are not eligible.
5. All projects must demonstrate a 3:1 match as described below.
6. Amount requested may not exceed \$10,000.
7. All projects must be completed by June 30, 2019.

B. The Port of Seattle is limited in its ability to utilize public resources for specific community projects. In accordance with state law RCW 35.21.278 each project must demonstrate a 3 (project) to 1 (Port) match for Port funds awarded (3:1 match). For every dollar requested through the grant fund, three dollars of value must be identified by the applicant. Applicant contributions are typically volunteer hours, donated materials, supplies, and/or professional services. Your project may incorporate any of the following match items (see Attachment A: Application Form-Submittal Requirements for more details):

1. Match option 1: Volunteer hours contributed
2. Match option 2: Attendees of public education events or project related activities.
3. Match option 3: Contact hours - Amount of time project "makes contact" with a target audience through connecting with the community to show depth of engagement.
4. Match option 4: Tree benefits calculation

5. Match option 5: Greenhouse gas reductions and social cost of carbon
6. Match option 6: In-kind donated items or services from organizations or individuals that are not associated or benefit them from project
7. Match option 7: Project partners' in-kind contributions
8. Match option 8: Cash donations or other grants secured in support of this project

III. ACE FUND PRE-SUBMITTAL CONFERENCE

To ensure transparency and fairness, there are three ways to get additional information about the application and grants program:

- A. Applicants are encouraged to attend a pre-submittal information session. This will be an opportunity to network with other potential applicants and discuss the submittal process with Port of Seattle staff.

SeaTac	For exact locations, please check back on the ACE Fund website for updates.	January 23, 2018 5:30 p.m. – 7:00 p.m.
Burien		February 7, 2018 5:30 p.m. – 7:00 p.m.
Des Moines		TBA 5:30 p.m. – 7:00 p.m.
SeaTac		March 19, 2018 5:30 p.m. – 7:00 p.m.

B. FAQ

For additional details about the Grants Program, please visit the [ACE Fund webpage](#) Frequently Asked Questions (FAQ) page.

C. EMAIL

If your questions are not answered on the FAQ, you may contact EcologyFund@portseattle.org. Please note that questions posed by end of day Wednesday will be answered the following Friday on the [ACE Fund webpage](#) frequently Asked Questions (FAQ) section as well as the Port PRMS website: <https://hosting.portseattle.org/prms/>.

IV. GRANT SCHEDULE:

TIMELINE – SPRING 2018 GRANTS PERIOD	
Invitation for Grant Request	January 16, 2018
Submittal Due	March 26, 2018 12:00 Noon
Submittal Clarifications Phone or In-Person Meetings	April 16 - May 7, 2018
Issue Addendum for Revised Submittals	May 7, 2018
Revised Grant Submittals Due	May 14, 2018
Notification Award	May 21, 2018
Execute Agreement	Week of June 01, 2018

V. SUBMISSION REQUIREMENTS:

Deadline for Spring 2018 Grants Period is 12:00 Noon, Monday, March 26, 2018. Late Submittals will not be considered eligible for funding.

- A. The Port is requiring electronic submittals for this grant. Hard copy submittals will not be accepted.
- B. Submittals must be delivered through e-mail to e-submittals-sa@portseattle.org. It is the responsibility of the Applicant to ensure timely delivery of submittals.
 - 1. The e-mail submittal subject line shall include the ACE Fund Project title and the Applicant Organization Name.
 - 2. The Port's e-mail server will not accept files larger than 10MB or compressed zip files. If a file is larger than 10 MB, a Submittal must be sent in multiple emails. Each email must clearly label: email 1 of 3, email 2 of 3, email 3 of 3.
 - 3. The Port will use the time stamp on the submittal e-mail to determine timeliness. You will receive a confirmation email from the Port, if you do not receive an email confirmation, please contact (206) 787-3110 to inquire about your submittal.
 - 4. Applicants are responsible for ensuring timely delivery of submittals.
 - 5. The Port is not responsible for applicant's technical difficulties in submitting electronically.
 - 6. **Late submittals will not be evaluated.**

VI. OVERVIEW OF GRANT AWARD PROCESS

A. General Information

- 1. Compliance with Legal Requirements.
 - a. The selection of these grant awards will be in accordance with applicable federal, state, and local laws, and Port policies and procedures. The Port of Seattle reserves the right to reject any and all submittals.
 - b. The Port of Seattle will evaluate the submittals in accordance with the provisions set forth herein. If the Port makes a selection, it will select the Applicant it determines to be the most highly qualified on the basis of its evaluation.
- 2. Addenda. All changes shall be documented via addenda. Applicants are advised to not rely on verbal information or direction. All addenda will be publicly posted in <https://hosting.portseattle.org/prms/>
- 3. Minor Informalities & Cancellation. The Port reserves the right to waive any minor irregularity and/or reject any and all submittals and cancel this grant.
- 4. Costs borne by Applicants. All costs incurred in the preparation of a submittal and participation in this grant fund selection by the applicants.
- 5. Public Disclosure. Submittals shall become property of the Port and considered public documents under applicable Washington State laws. All documentation provided to the Port may be subject to disclosure in accordance with Washington State public disclosure laws.

6. Contract Terms & Insurance. If selected, applicant will enter a one year contract with the Port of Seattle to implement the project. A copy of the Airport Community Ecology (ACE) Fund Agreement is contained in Attachment C.
7. City or School District Consultation. City governments and school districts must be engaged in any project located on city or school district property, or requiring permitting or approval from a city council or school board. Permits are usually required for any kind of work in the Right-of-Way, Parks or any City owned property. Each city has a permit center. Before you submit:
 1. It is strongly encouraged you inform relevant staff about your proposal and learn about any permit, costs, and time that may be required for your project.
 2. Please inform any relevant staff representatives about your project proposal (such as parks departments, capital development, etc.) . It is encouraged to consider including their endorsements as part of your application submittal.

City	Website / E-Mail	Or Call
SeaTac*	http://www.ci.seatac.wa.us/?navid=354	(206) 973-4750
Burien	http://burienwa.gov/index.aspx?NID=145	(206) 248-5510
Des Moines	scezar@desmoineswa.gov	Susan Cezar (206) 870-6725

*SeaTac Permit Center is open for drop-ins Monday through Friday, 8:30am – 5:00pm.

VII. SELECTION PROCESS

A. Submittal Evaluation

1. Submittals will be evaluated in accordance with the criteria established in this solicitation. The result of the evaluation will be a comparative ranking of applicants. The evaluation will be given the following relative weights:
 - a. Proposal 100 Points
 - b. Total 100 Points
2. The Port may seek clarifications and/or ask for additional information or revised submittals. Responses to such requests may be considered in evaluating the submittals.

B. Discussion

1. The Port, at its option, may elect to conduct discussions regarding the submittals. During discussions, the Port will have an opportunity to ask questions about the submittals. The parties may discuss the rationale for various budget items and gain further understanding of the applicant's submittal. This will be an informal conversation and will not be scored.
 - a. Based on the information acquired during the discussion, the Port may issue an addendum requesting a Revised Submittal.

- b. The applicant may have the opportunity to revise its submittal in response to the additional information provided by the Port. The applicant shall submit the information detailed in the addendum and by the date specified.

C. Selection

1. Grant awards will be made to the applicants whose submittal provides the best value of ecological and environmental benefits. Evaluation points are a tool to use in making a best value determination, but not an exclusive analysis.

D. Notice of Selection

1. The Port shall issue a Notice of Grant Award to the applicants selected for the award

VIII. EVALUATION CRITERIA

All criteria are important, however, and applicants should provide equal attention to thoroughly responding to each criterion. In responding to the evaluation criteria, submittals should be organized so that the applicant's qualifications are clearly illustrated for each criterion:

A. Project Scope and Impact – 30 Points

The ACE Evaluation team will evaluate the project's community impact, objectives, and deliverables. Greater consideration will be given to projects that demonstrate the highest potential impact on environmental and ecological attributes in SeaTac, Burien, and or Des Moines.

B. Project Feasibility and Implementation – 50 Points

The ACE Evaluation team will evaluate the project's feasibility, capacity, and ability to provide the scope of work. Applicants shall demonstrate approaches to community collaboration with diverse stakeholders.

C. Project Sustainability – 20 Points

The ACE Evaluation team will evaluate how the applicant considers the long-term effectiveness of the project.

IX. SUBMITTAL CHECKLIST

Required Documents

- Grant Submittal Application
- Fiscal Sponsor Letter if applicable
- Evidence of non-profit (501c3) status

Optional Documents

- Letters of Support — up to 2 permitted
- Additional project documentation— up to 2 permitted

ATTACHMENT A

APPLICATION FORM — SUBMITTAL REQUIREMENTS

ACE FUND – Small Matching Grants Program – Spring 2018 Cycle

Fill in information about your project wherever there is *ITALIC GREY* text throughout this document. Where possible, use bulleted lists to describe your project and describe outcomes and strategies concisely. Follow stated instructions closely for correct formatting guidelines.

A. Applicant Information

Organization Name	
Project Contact Person	
Contact Person Address	
City, State, Zip	
Phone Number	
Email Address	

B. Fiscal Sponsor Information (only fill out if applicable)

Federal Tax I.D. Number	
Fiscal Sponsor Organization Name	
Organization/Contact Email Address	
Fiscal Sponsor Address	
City, State, Zip	
Fiscal Sponsor Contact Name/Title	
Fiscal Sponsor Signer's Name	
Fiscal Sponsor Signer's Title	
Project Sponsor Signer's Name	
Project Sponsor Signer's Title	

C. Project Overview

Project Name:

Project Area:

Goal:

Outcomes: List no more than 5 project outcomes.

- 1.
- 2.
- 3.
- 4.
- 5.

Objectives: List no more than 5 overall project objectives (ie: What strategies will you use to achieve the outcome?)

- 1.
- 2.
- 3.
- 4.
- 5.

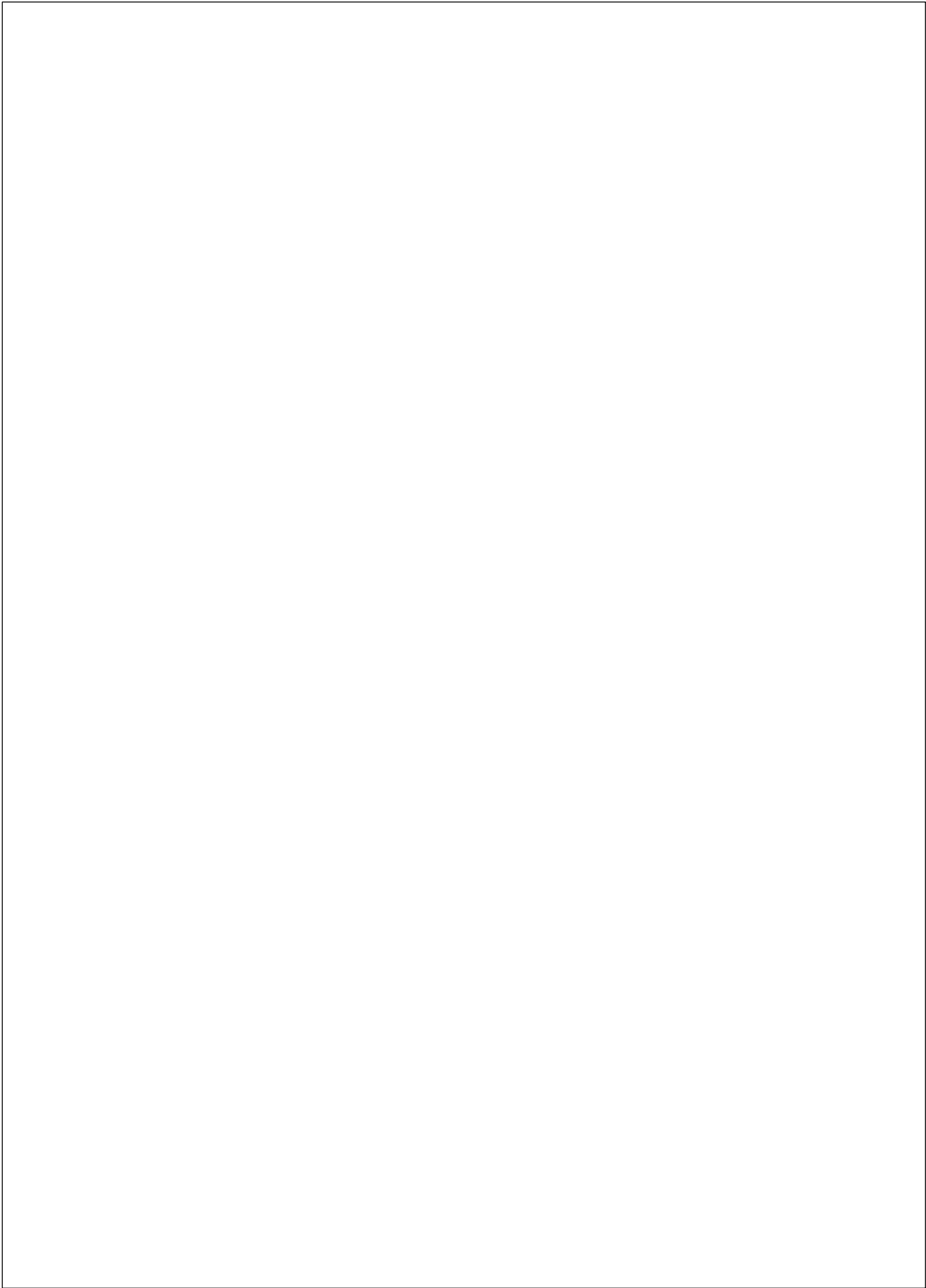
Funding Request: This application requests the following amount from the ACE Fund Small Matching Grants Program (requests must not exceed \$10,000):

Amount requested	\$
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D. Project Scope and Impact

Please answer the following questions in the box below using **up to 1500 words** using font size 11, Arial, and single spaces between sections:

- 1. How will your project positively impact environmental and or ecological attributes in SeaTac, Burien, and or Des Moines?
- 2. Please explain any short-term (within one year of completion) and long term (after project completion) benefits to the community.
- 3. Clearly state the project objectives and deliverables defining how they will be measured either quantitatively or qualitatively.



E. Project Feasibility and Implementation

Please answer the following questions in the box below **up to 750 words** using font size 11, Arial, and single spaces between sections:

1. Describe how this project will leverage collaborative partnerships to accomplish its goals.
2. How are diverse stakeholders involved or consulted in your project's planning, implementation, and evaluation? (e.g. limited English speaking populations, refugees, low income, disabled individuals, Native communities, small businesses, and or veterans).

3. Please use the chart below to provide information of any key organizations, institutions or individuals within the community that have endorsed this project.

Name	Title	Date of Endorsement	Email	Phone

4. Use the chart below to outline the timeline for your project

Month	Activity	Task needed to be completed
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

5. Please use the chart below to demonstrate how your project's plan for 3:1 match is achievable.

Project Budget	Dollar amount requested	Total Match Value Needed
Activity:	\$	= \$
Materials Costs (food, supplies, transportation)	\$	= \$
Permitting Fees (if applicable)	\$	= \$
TOTAL	\$	= \$

Applicant Match Commitments	Match Amount	Total Match Amount
Match option 1: Volunteer hours ¹	___ hours committed x \$30.04	\$
Match option 2: Attendees of public education events or related project activities	___ hours committed x \$30.04	\$
Match option 3: Contact hours - Amount of time project “makes contact” with a target audience through connecting with the community to show depth of engagement	___ hours committed x \$30.04	\$
Match option 4: Tree benefits calculation (use this calculator to estimate the value of trees) ²	Planting ___ trees = \$___ overall benefit per year	\$
Match option 5: Greenhouse gas reductions and social cost of carbon (\$41 per ton of carbon emissions reduced) ³	___ tons carbon reduced x \$41	\$
Match option 6: In kind donated items or services from organizations or individuals that are not associated or benefit from your project.	\$___ over the course of one year	\$
Match option 7: Project partners’ contributions that directly benefit from the project	\$___ over the course of one year	\$
Match option 8: Cash donations or other grants secured in support of the project	\$___ committed funds raised	\$
TOTAL MATCHED		\$

¹ The 2016 value of volunteer hours in Washington State is \$30.04. [Learn more here.](#)

² The National Tree Benefits Calculator uses data from the US Forest Service’s Center for Urban Forest Research. [Learn more here.](#)

³ The social cost of carbon is estimated at \$41 per ton of CO2 (in 2016 dollars). [Learn more here.](#)

F. Project Sustainability

Please answer the following question in the box below **up to 500 words** using font size 11, Arial, and single spaces between sections:

1. Describe what ways are you ensuring the project’s long-term sustainability and benefit to community.
2. How are you bringing in other responsible parties to provide maintenance or next steps?

Declaration: I hereby certify that the information given in this application to the Port of Seattle is true and correct to the best of my knowledge.

Signature	
Print or type name and title	
Date	

ATTACHMENT B

KEY DEFINITIONS AND ADDITIONAL RESOURCES

I. KEY DEFINITIONS

Environmental and ecological benefits: Environmental and ecological benefits may include programs and projects that make improvements to the quality of life and livability of a community. Livability is the sum of the factors that add up to a community's quality of life—including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities. Ecological benefits include direct improvements to the natural world such as air and water and quality, wildlife and wildlands conservation, and greenhouse gas reductions.

<http://www.livable.org/index.php>

Green jobs: Green Jobs are defined as jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources or jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources. <https://www.bls.gov/green/>

Healthy lifestyle: Programs and projects that promote and or educate community members about healthy lifestyle choices such as good nutrition and diet, fitness and recreation, safety and public health, and civic engagement. <https://healthyforgood.heart.org/> and <http://civic-health-index.seattlecityclub.org/>

Examples of projects may include, but not be limited to: habitat restoration work parties, environmental education events, public amenity improvements (interpretive signage, public art), neighborhood clean-ups, landscape and stormwater infrastructure, community gardens, renewable energy investments, greenhouse gas reduction awareness campaigns, environmental improvements to a public building, or strategic planning for environmental stewardship, or others.

II. ADDITIONAL RESOURCES

Volunteer hours contributed:

<http://www.independentsector.org/resource/the-value-of-volunteer-time/>

Tree benefits calculation:

<http://www.treebenefits.com/calculator/index.cfm>

Greenhouse gas reductions and social cost of carbon:

https://www.edf.org/sites/default/files/social_cost_of_greenhouse_gases_factsheet.pdf



ATTACHMENT C

AIRPORT COMMUNITY ECOLOGY (ACE) FUND AGREEMENT

THIS AGREEMENT, between the Port of Seattle, a municipal corporation and port district, hereinafter referred to as the "Port," and, hereinafter referred to as "Recipient."

WHEREAS, the Port created the Airport Community Ecology (ACE) Fund to support projects and programs that improve ecological and environmental attributes in airport-area communities of Sea-Tac, Burien and Des Moines to support Des Moines Memorial Way, tree planting in communities, cooperation with environmental education programs in local schools, joint efforts with local non-profit organizations, and other community outreach activities; and

WHEREAS, the ecological and environmental improvements will occur in public land owned by the City of Sea-Tac, City of Burien, and City of Des Moines; and,

WHEREAS, RCW 35.21.278 permits public entities to reimburse a chamber of commerce, a service organization, a community, youth or athletic association, or other similar association located and providing service in the immediate neighborhood for drawing design plans, making improvements to a park, school playground, public square, or port habitat site, installing equipment or artworks, or providing maintenance services for a facility or facilities as a community or neighborhood project or environmental stewardship project, without regard to competitive bidding laws; and

WHEREAS, RCW 35.21.278 provides that the consideration to be received by the public entity through the value of the improvements, artworks, equipment, or maintenance shall have a minimum value of three times that of the payment by the public entity to the contracting organization; and

WHEREAS, the Recipient agrees to coordinate all things necessary to complete the Work (defined below) according to the terms and conditions outlined in this Agreement;

NOW, THEREFORE, in consideration of the mutual benefits set forth herein, the parties agree as follows:

1. **SCOPE OF WORK.** The Recipient shall perform the "Work" as outlined in Recipient's application, Attachment "A", incorporated herein by reference.
2. **COORDINATION WITH THE PORT.** Recipient shall coordinate with the Port before beginning the Work and throughout, to ensure that the Work to be performed meets all Port requirements. Grant funding is expressly contingent on such coordination.
3. **GRANT FUNDING.** Recipient funding is provided to reimburse those expenses proposed in Recipient's application that are approved and outlined in Attachment "B",

incorporated herein by reference. The parties agree that, upon completion, the Work will have a value of _____ (\$_____) Dollars, equal to at least three (3) times the total Grant funds approved for reimbursement by the Port to Recipient and documented in Attachment B.

4. DISBURSEMENT OF GRANT FUNDS. Recipient shall present receipts and other documentation that clearly shows the amount spent by and the purpose of the expense, accompanied by a completed Grant Expense Form, as provided in Attachment "B".

Grant funds shall be used only for the Work approved in this Agreement for the Term of the Agreement. No grant funds shall be diverted to any other person or used for any other purpose.

5. COMPLETION OF WORK. The Work shall be completed on or before the expiration of the Term of Agreement.
6. PROGRESS REPORTS TO PORT. The Recipient will submit any information requested by the Port regarding the Work to be accomplished under this Agreement by the 30th of each month; and a final report demonstrating completion of the Work.
7. EQUAL OPPORTUNITY TO PARTICIPATE IN VOLUNTEER ACTIVITIES. In all activities related to this Agreement, there shall be no unlawful discrimination by Recipient against any person based on any status protected by law, except where a disability prevents or substantially limits the performance of essential functions required to accomplish the work.
8. AGREEMENT REPRESENTATIVE/NOTICES: All communication and notices under this Agreement shall be addressed and delivered to:

Recipient	
Organization	
Address	
Telephone Number	
E-Mail	
Port Contact	
Project title	
Address	
E-Mail	

9. **RECORDS.** Recipient agrees to maintain in good condition all records related to its activities under this Agreement and shall make such records available to the Port upon request. Recipient shall retain such records for a period of not less than three (3) years after the expiration or termination of this Agreement; provided, however, if any litigation, claim, or audit arising out of, in connection with, or related to this Agreement is initiated, such records shall be retained until the later of (a) resolution or completion of litigation, claim or audit; or (b) six (6) years after the date of expiration or termination of this Agreement.

Recipient understands that records submitted to the Port are subject to the Washington Public Records Act under 42.56 RCW and may be disclosed to the public upon request.

10. **INDEMNIFICATION.** The Recipient hereby agrees to indemnify, defend and hold the Port of Seattle its officers, officials, and employees, harmless from all claims, suits, actions, liability, or damage of every kind and character arising out of or in any way to the performance of, activities under or related to this Agreement or the Work by Recipient or its volunteers. The provisions of this Paragraph shall survive the expiration or termination of this Agreement.

11. **INSURANCE.** Commercial general liability insurance to protect against claims of bodily injury and property damage of at least one million dollars (\$1,000,000) is required to cover the activities, volunteers, and Work provided for in this Agreement. The Port shall be added as an additional insured by endorsement to this policy and a copy of the endorsement submitted along with a certificate of insurance prior to the Recipient's performance of any Work. It is the responsibility of the Recipient to ensure that any volunteers working for the Recipient are covered by either RCW Title 51 Industrial Insurance, or other equivalent insurance to provide coverage for medical claims incurred by volunteers working on behalf of Recipient. For any vehicles used in performing the Work, auto insurance in the minimum amount required by state law is also required.

12. **TERM OF AGREEMENT.** This Agreement shall begin on the date of the last authorizing signature affixed hereto and shall terminate one (1) year thereafter, or when terminated by the Port, whichever event occurs earlier.

13. **RECIPIENT MUST COMPLY WITH ALL LAWS/REGULATIONS.** The Recipient shall comply with all applicable laws and regulations in performing the Work. This requirement extends to Recipient's performance of the Work, which shall be performed in accordance with all applicable laws and regulations, including the required permits and/ or approvals of the applicable local jurisdiction.

14. **ACCEPTANCE OF NONPERFORMANCE NOT A WAIVER.** The parties agree that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of any other provision of the Agreement.

15. **VOLUNTEERS ARE NOT EMPLOYEES OF THE PORT.** Recipient and Recipient's volunteers understand that they are not employees of the Port and the Port is not obligated to pay employee wages, sick leave, vacation pay, or any other benefit of employment. Notwithstanding, the Port will comply with the requirements of RCW

51.12.050. Recipient will require that its volunteers complete a Port of Seattle Volunteer Agreement form, and will provide it to the Port together with a list of Recipient's volunteers engaged each day in performing the Work.

- 16. DISPUTES. All disputes or controversies that arise between the parties with respect to the performance, obligations, or rights of the parties under this Agreement, or any alleged breach, shall first be brought to the attention of the other party in writing, with a proposal for resolution. The designated representatives under Paragraph 8 shall use their best efforts to resolve disputes between the parties. If the designated representatives are unable to resolve a dispute, then the matter shall be reviewed by the managing representatives of each party. The parties agree to exhaust each of their procedural steps before seeking to resolve disputes in a court of law or other forum.
- 17. AMENDMENT. No provision of this Agreement, including this provision, may be amended or modified except by written agreement signed by an authorized representative of each party.
- 18. FULL FORCE AND EFFECT: SEVERABILITY. Any provision of this Agreement that is declared invalid or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Further, if it should appear that any provision hereof is in conflict with state law, the conflicting portion or provision shall be deemed inoperative and null and void, and shall be deemed modified to conform to legal requirements.
- 19. ASSIGNMENT. Recipient shall not transfer or assign, in whole or in part, this Agreement or any or all of its obligations and rights hereunder without the prior written consent of the Port.
- 20. TERMINATION. The Port may terminate this Agreement at any time if, in the Port's sole discretion, the Recipient fails to comply with any of the terms contained herein.
- 21. ENTIRE AGREEMENT: This Agreement, along with any attachments incorporated by reference (upon full execution), constitutes the entire agreement of the parties. No other understandings, oral or otherwise, regarding this Agreement shall bind either party, except a properly executed amendment to this Agreement.

PORT OF SEATTLE

Organization Name

Name and Title

Name and Title

Date

Date