



## Airport Community Ecology (ACE) Fund Small Matching Grants Program

Applications Due  
March 25, 2019 12:00 PM PT

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### I. ACE Fund Small Matching Program

In 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 \$550,000 in small grants over the course of three years (2017-2020). To date, nearly \$170,000 has been awarded to community projects. The Port invites community organizations, chambers of commerce, service organizations, community, youth or athletic associations or other similar associations to submit grant requests.

## II. Eligibility Criteria

- A. RCW 35.21.278 provides the Port opportunity to contract with community service organizations for public improvements. A community service organization is defined as:

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.

Fall 2019 ACE Fund applications shall meet the following requirements:

1. Applicant meets the definition of service organization as defined in RCW 35.21.278. A fiscal sponsor identifying as one of these types of organizations may support an application.
2. Project provides public improvements as defined in RCW 35.21.278 in the cities of SeaTac, Burien, and/or Des Moines.
3. Projects are on public property with appropriate jurisdiction approval or permit. Improvements on private property are not eligible.
4. Projects demonstrate a 3:1 match as described below.
5. Amount requested shall not exceed \$10,000 per applicant.
6. All projects must be completed within one year of contract execution.

- B. The Port is limited by state law to utilize public resources for community projects. In accordance with RCW 35.21.278:

The consideration to be received by the public entity through the value of the improvements, artworks, equipment, or maintenance shall have a value at least equal to three times that of the payment to the contracting association.

In other words, for every dollar requested, three dollars of value must be identified by the applicant (3:1 match). The Port identifies eight match options for applicants to demonstrate this 3:1 match:

1. Volunteer hours contributed.
2. Attendees of public education events or project related activities.
3. Amount of time project "makes contact" with a target audience through connecting with the community to show depth of engagement.
4. Tree benefits calculation.
5. Greenhouse gas reductions and social cost of carbon.
6. In-kind donated items or services from organizations or individuals that are not associated or benefit them from project.
7. Project partners' in-kind contributions.
8. Cash donations or other grants secured in support of this project.

Projects may incorporate any combination of match values to meet the 3:1 match requirement. Refer to Attachment D for more information.

### III. Schedule

The application schedule is outlined below. The Port intends to maintain this schedule and requests the same of applicants interested in submitting an application. The Port does, however, reserve the right to modify the schedule as circumstances warrant.

Fall 2019 ACE Fund Period	Date, Time
Applications Open	January 16, 2019
<b>Applications Due</b>	<b>March 25, 2019, 12:00 PM PT</b>
Application Clarifications	April 15, 2019 – May 6, 2019
Request for Revised Applications	Week of May 6, 2019
Revised Applications Due	Week of May 14, 2019
Award Notification	Week of May 20, 2019
Execute ACE Fund Agreement	Week of June 14, 2019

### IV. Additional Information

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

- A. **Information Sessions** – Applicants are encouraged to attend information sessions. These will be an opportunity to network with other potential applicants and discuss the application process with Port of Seattle staff.

Location	
Online Webinar – Log in and ask your questions to Port staff. The webinar will be recorded and available on the ACE Fund website.	5:30 PM - 7:00 PM  Dates and times will be confirmed on the <a href="#">ACE Fund website</a> . Please check the website for latest updates.
Burien Library – TBD 400 SW 152nd St, Burien, WA 98166	
Des Moines Library – January 30 21620 11th Ave S, Des Moines, WA 98198	
SeaTac/Valley View Library – TBD 17850 Military Rd S, SeaTac, WA 98188	

- B. **FAQ** – For additional details about the Grants Program, please see the [ACE Fund website](#) “Frequently Asked Questions (FAQ)” section.
- C. **Email** – You may also contact [EcologyFund@portseattle.org](mailto:EcologyFund@portseattle.org) with specific questions. Please note that questions posed by end of day Wednesday will be answered the following Friday on the [ACE Fund website](#) “Frequently Asked Questions (FAQ)” section as well as the Port PRMS website: <https://hosting.portseattle.org/prms/>.

## V. Submitting Application

The deadline for Fall 2019 Grants is Monday, March 25, 2019, 12:00 PM PT (Noon). The Port requires electronic submittals. Hard copy submittals will not be accepted.

1. Application must be delivered through email to [e-submittals-sa@portseattle.org](mailto:e-submittals-sa@portseattle.org). Please note this email address is different from the Ecology Fund email address.
2. The Port's e-mail server will not accept files larger than 10 MB or compressed zip files. All files should be saved as Word or PDF format. If a file is larger than 10 MB, an application must be sent in multiple emails before the deadline.
3. The email application subject line should include the ACE Fund project and organization name.
4. It is the responsibility of the applicant to ensure timely delivery of applications.
5. The Port will use the time stamp on the submittal email to determine timeliness. You should receive a confirmation email from the Port. If you do not receive an email confirmation, please contact (206) 787-3110 to inquire about your application.
6. The Port is not responsible for applicant's technical difficulties in submitting electronically.
7. The Port reserves the right to reject any and all late applications.

## VI. Grant Process

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 applications.
  - b. The Port of Seattle will evaluate the applications 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 [PRMS](#) and on the [ACE Fund website](#).
3. Minor Informalities and 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 an application and participation in this grant fund selection shall be borne 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. Agreement Terms and Conditions – If selected, applicant will enter into a one-year contract with the Port of Seattle to implement the project. A sample of the Airport Community Ecology (ACE) Fund Agreement is included as Attachment C on the [ACE Fund website](#).
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:
  - a. 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.

- b. 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 of SeaTac – (206) 973-4750  
<http://www.ci.seatac.wa.us/?navid=354>

City of Burien – (206) 988-3700  
[https://www.burienwa.gov/business/building\\_\\_\\_construction/permit\\_center](https://www.burienwa.gov/business/building___construction/permit_center)

City of Des Moines – (206) 870-7576  
<http://www.desmoineswa.gov/172/Planning-Building>

## VII. Selection Process

### A. Application Evaluation

1. Applications will be evaluated in accordance with the criteria established in Section VIII. The result of the evaluation will be a comparative ranking of applicants.
2. The Port may seek clarifications and/or ask for additional information or revised applications. Responses to such requests may be considered in evaluating the submittals.
3. In order to verify that applicants are community service organizations, the Port may, at its discretion, undertake verification practices and/or request additional information.

### B. Clarifications

1. The Port, at its option, may elect to conduct discussions regarding the applications. During discussions, the Port will have an opportunity to ask questions about the applications. 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 a request for a revised application.
  - b. The applicant may have the opportunity to revise its application in response to the additional information provided by the Port. The applicant shall submit the information detailed in the revised application and by the date specified.

- C. Selection – Awards will be made to the applicants whose application provides the best value of environmental benefits. Evaluation points are a tool to use in making a best value determination, but not an exclusive analysis.

- D. Notice of Award – The Port will issue a Notice of Award to the applicants selected for the award.

## VIII. Evaluation Criteria

The evaluation criteria will be used to score the applications and are listed in relative order of importance. All criteria are important, and applicants should provide equal attention to thoroughly responding to each criterion. In responding to the evaluation criteria, applications should be organized so that the applicant's qualifications are clearly illustrated for each criterion.

Applications will be scored out of a total of 100 points.

**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 the environment in the cities of 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.

Continued on the following page.

# Attachment A

## Project Scope

**Instructions**

Complete information about your project wherever there are field boxes ( ) throughout this document. Describe your project and describe outcomes and strategies concisely. Follow stated instructions closely.

**Applicant Information**

Organization Name	
Project Contact	
Address	
Phone	
Email	

**Fiscal Sponsor – If Applicable**

Fiscal Sponsor Name	
Federal Tax I.D. Number	
Fiscal Sponsor Contact	
Address	
Phone	
Email	

**Project Overview**

Project Name	
Project Area	<input type="checkbox"/> SeaTac <input type="checkbox"/> Burien <input type="checkbox"/> Des Moines
Amount Requested	\$
Mission – In a short paragraph, describe the overall goal of the project.	
Outcomes - In list format, describe the tangible results this project will accomplish.	

**Project Scope and Impact**

Answer the following questions in the fields provided. Each response shall not exceed **500 words** (about one single-spaced page) per question.

1. Explain how the project will positively impact the community and environment in SeaTac, Burien, and/or Des Moines.

[Redacted]

2. Describe the short-term (within one year of completion) and long-term (after project completion) benefits to the community and the environment.

[Redacted]

3. Explain the project's outcomes resulting from this project. How will they will be measured quantitatively or qualitatively?

[Redacted]

### **Project Feasibility and Implementation**

Answer the following questions in the fields provided. Each response shall not exceed **500 words** (about one single-spaced page) per question.

1. Describe how this project will leverage collaborative partnerships to accomplish its goals.

[Redacted]

2. Explain how diverse stakeholders (e.g. limited English speaking populations, refugees, low income individuals, disabled individuals, Native communities, small businesses, veterans) will be involved in your project's planning, implementation, or evaluation.

[Redacted]

### **Project Sustainability**

Answer the following questions in the fields provided. Each response shall not exceed **500 words** (about one single-spaced page) per question.

1. Identify how you will ensure the project's long-term sustainability and benefit to the community.

[Redacted]

2. The ACE Fund supports one year of funding. Please describe how stakeholders are involved in providing maintenance or next steps for the project after the grant expires

[Redacted]



**Letters of Recommendation**

In the submittal email, include two letters of recommendations from project stakeholders. It is important to the Port of Seattle that your project demonstrates widespread community support and aligns with city efforts to improve the environment. You may include a letter from many types of stakeholders, such as: city staff or local elected official, a partner organization, a representative of another public agency, a local institution or school, a community leader, a business or corporate partner, a school administrator, and others.

Information	Letter 1	Letter 2
Name	██████████	██████████
Title	██████████	██████████
Relation to Project	██████████	██████████

**Schedule**

Provide a high-level schedule of events or outcomes in the field provided. Work on the project may not begin until an agreement with the Port has been executed (June 2019), and must be completed within one year.

Example: August 2019 – Host Community Event

██████████
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Continued on the following page.

## Attachment B Project Funding

### Project Budget

Use the provided fields to describe the costs associated with your project. Use detail to describe all activities and material costs.

Activities or Materials and Cost	
Example: Gardening Tools - \$200	
Example: Bus Rental - \$1,000	
█	
Permitting Fees (If Applicable)	
█	
<b>Total Project Cost</b>	\$ █

### Match Commitments

Your project may incorporate any combination of the following match options. Please see Attachment E for examples. Use the provided fields to list how your project will satisfy 3:1 match requirement.

	Match Option	Value	Match
1	Volunteer hours <sup>1</sup> .	█ hours committed x \$30.46	\$ █
2	Attendees of public education events or related project activities.	█ hours committed x \$30.46	\$ █
3	Contact hours – made by project to a target audience demonstrating deep engagement.	█ hours committed x \$30.46	\$ █
4	Tree benefits calculation ( <a href="#">use this calculator</a> to estimate the value of trees) <sup>2</sup> .	Planting █ trees x tree value	\$ █
5	Greenhouse gas reductions and social cost of carbon (\$41 per ton of carbon emissions reduced) <sup>3</sup> .	█ tons carbon reduced x \$41	\$ █
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	\$ █
7	Project partners' contributions that directly benefit from the project.	\$ █ over the course of one year	\$ █
8	Cash donations or other grants secured in support of the project.	\$ █ committed funds raised	\$ █
<b>Total Matched</b>			<b>\$ █</b>

<sup>1</sup> The 2017 value of volunteer hours in Washington State is \$30.46. [Learn more here.](#)

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

<sup>3</sup> The social cost of carbon is estimated at \$41 per ton of CO<sub>2</sub> (in 2016 dollars). [Learn more here.](#)

**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.

Name	██████████
Title	██████████
Date	██████████

**Checklist**

Submit application and attachments to [e-submittals-sa@portseattle.org](mailto:e-submittals-sa@portseattle.org) in Word or PDF format. Please check the following boxes to confirm you have included the following documents in your email.

- Completed Application
- 2 Letters of Recommendation
- Fiscal Sponsor Letter – If Applicable