

# Airport Community Ecology (ACE) FundSmall Matching Grants Program

Applications Due

September 9, 2019 12:00 PM PT

**Contents**

[Airport Community Ecology (ACE) Fund Small Matching Grants Program 1](#_Toc534888046)

[I. ACE Fund Small Matching Program 1](#_Toc534888047)

[II. Eligibility Criteria 1](#_Toc534888048)

[III. Schedule 2](#_Toc534888049)

[IV. Additional Information 3](#_Toc534888050)

[V. Submitting Application 3](#_Toc534888051)

[VI. Grant Process 4](#_Toc534888052)

[VII. Selection Process 5](#_Toc534888053)

[VIII. Evaluation Criteria 5](#_Toc534888054)

[Attachment A: Project Scope 7](#_Toc534888055)

[Attachment B: Project Funding 10](#_Toc534888056)

## 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 $240,000 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.

## Eligibility Criteria

* 1. 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.
	1. 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.

## 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 Schedule** | **Date, Time** |
| Applications Open | July 23, 2019 |
| **Applications Due** | **September 9, 2019, 12:00 PM PT**  |
| Application Clarifications  | September 10, 2019 – October 14, 2019 |
| Request for Revised Applications | Week of October 30, 2019 |
| Revised Applications Due | Week of October 14, 2019 |
| Award Notification | Week of October 21, 2019  |
| Execute ACE Fund Agreement | Week of November 4, 2019 |

## Additional Information

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

* 1. **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** | **Date and Time** |
| Burien Library400 SW 152nd St, Burien, WA 98166 | August 14, 20194:00 PM - 7:00 PM Dates and times will be confirmed on the [ACE Fund website](https://www.portseattle.org/page/airport-community-ecology-ace-fund). Please check the website for latest updates. |

* 1. **FAQ** – For additional details about the Grants Program, please review the [ACE Fund website](https://www.portseattle.org/page/airport-community-ecology-ace-fund) “Frequently Asked Questions (FAQ)” section.
	2. **Email** – You may also contact EcologyFund@portseattle.org with specific questions. Please note new FAQs posed by end of day Wednesday will be answered the following Friday on the [ACE Fund website](https://www.portseattle.org/page/airport-community-ecology-ace-fund) “Frequently Asked Questions (FAQ)” section as well as the Port PRMS website: <https://hosting.portseattle.org/prms/>.

## Submitting Application

The deadline for the Fall 2019 ACE Fund is Monday, September 9, 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. 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 shall be submitted in 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.

## Grant Process

* + 1. Compliance with Legal Requirements:

a. The selection of these fund 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.

* + 1. Addenda and Changes – 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](https://hosting.portseattle.org/prms/) and on the [ACE Fund website](https://www.portseattle.org/page/airport-community-ecology-ace-fund).
		2. Minor Informalities and Cancellation – The Port reserves the right to waive any minor irregularity and/or reject any and all submittals and cancel this fund.
		3. Costs borne by Applicants – All costs incurred in the preparation of an application and participation in this fund selection shall be borne by the applicants.
		4. Public Disclosure – Applications 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.
		5. Agreement Terms and Conditions – If selected, the applicant will enter into a one-year contract with the Port of Seattle to implement the project. Asample of the Airport Community Ecology (ACE) Fund Agreement is included as Attachment C on the [ACE Fund website](https://www.portseattle.org/page/airport-community-ecology-ace-fund). Specific insurance requirements for this contract are contained in the attached under Section 11.
		6. 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 of SeaTac – (206) 973-4750
			[http://www.ci.seatac.wa.us/?navid=354](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.ci.seatac.wa.us%2f%3fnavid%3d354&c=E,1,aMhO0OEQ2Nb0gxDYzLZg6X0szwPSFRSzdRj1QmZl2I21hhXGObo0GQuCfkYxCRdx6WlW8NlPoXzNSabRJhtYe-GHWwZwKIYpvcxS5HpeUqiIdOtRhkeVMlZR9bGh&typo=1)

			City of Burien – (206) 988-3700
			<https://www.burienwa.gov/business/building___construction/permit_center>

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

## Selection Process

* 1. 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 applications.
		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 or have a proper fiscal sponsor, the Port may, at its discretion, undertake verification practices and/or request additional information.
1. Clarifications
2. 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.
	* + 1. Based on the information acquired during the discussion, the Port may issue a request for a revised application.
			2. 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 – Award will be made to applicants whose application provides the best value of environmental benefits to the community and meets all application requirements. Evaluation rankings are a tool used 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.

## Evaluation Criteria

The selection criteria rating reflects the degree to which the application meets or does not meet the minimum performance or capability requirements through an assessment of strengths, weaknesses, deficiencies, and risks of an application. Assessment of technical risk, which is manifested by the identification of weakness(es), considers potential for disruption of schedule, increased costs, degradation of performance, the need for increased oversight, or the likelihood of unsuccessful contract performance.

|  |  |
| --- | --- |
| **Rating** | **Description** |
| **Outstanding** | Indicates an exceptional project scope, impact, feasibility, implementation, and sustainability. Meets requirements and contains multiple strengths that far outweigh any weaknesses. Risk of unsuccessful performance is low. |
| **Good** | Indicates a thorough project scope, impact, feasibility, implementation, and sustainability. Meets requirements and contains at least one strength. Risk of unsuccessful performance is low. |
| **Acceptable** | Indicates an adequate project scope, impact, feasibility, implementation, and/or sustainability. Meets requirements and risk of unsuccessful performance is no worse than moderate. |
| **Marginal** | Has not demonstrated an adequate project scope, impact, feasibility, implementation, and/or sustainability. Does not meet one or more requirements. Risk of unsuccessful performance is high. |
| **Unacceptable** | Does not meet requirements and therefore contains one or more significant weaknesses or deficiencies. Risk of unsuccessful performance is unacceptable.  |

The evaluation criteria will be used to rate the applications, with Criteria B being of most importance, and Criteria A being more important than Criteria C. However, all criteria are important, and applicants should provide equal attention to thoroughly responding to each criterion.

1. Project Scope and Impact

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.

1. Project Feasibility and Implementation

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.

1. Project Sustainability

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

1. Budget – Not Rated

Although not rated, the Port will make a qualitative assessment of the proposed budget to further understand the scope of the project and ensure it meets the required 3:1 match and does not exceed $10,000.

## Definitions

The following definitions shall apply throughout this application.

* + 1. Fiscal Sponsor refers a tax-exempt organization that agrees to share its legal and tax-exempt status with the applicant for the specific project described in the application. The fiscal sponsor shall be the “Recipient” and signee under the ACE Fund Agreement.
		2. Deficiency is a material failure of an application to meet a requirement or a combination of significant weaknesses in an application that increases the risk of unsuccessful contract performance to an unacceptable level.
		3. Significant Weakness in the application is a flaw that appreciably increases the risk of unsuccessful contract performance.
		4. Strength is an aspect of an application that has merit or exceeds specified performance or capability requirements in a way that will be advantageous during contract performance.
		5. Weakness means a flaw in the application that increases the risk of unsuccessful contract performance.

# Attachment AProject Scope

**Instructions**

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

**Applicant Information**

|  |  |
| --- | --- |
| Organization Name |  Enter Text  |
| Project Contact  |  Enter Text  |
| Address |  Enter Text  |
| Phone |  Enter Text  |
| Email |  Enter Text  |

**Fiscal Sponsor – If Applicable**

|  |  |
| --- | --- |
| Fiscal Sponsor Name |  Enter Text  |
| Federal Tax I.D. Number |  Enter Text  |
| Fiscal Sponsor Contact  |  Enter Text  |
| Address |  Enter Text  |
| Phone |  Enter Text  |
| Email |  Enter Text  |

**Project Overview**

|  |  |
| --- | --- |
| Project Name |  Enter Text  |
| Project Area | [ ]  SeaTac [ ]  Burien [ ]  Des Moines  |
| Amount Requested | $ Enter Text  |
| Mission – In a short paragraph, describe the overall goal of the project.  |
|  Enter Text  |
| Outcomes - In list format, describe the tasks and deliverables this project will accomplish.  |
|  Enter Text  |

**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.

|  |
| --- |
|  Enter Text  |

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

|  |
| --- |
|  Enter Text  |

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

|  |
| --- |
|  Enter Text  |

**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.

|  |
| --- |
|  Enter Text  |

1. 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.

|  |
| --- |
|  Enter Text  |

**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.

|  |
| --- |
|  Enter Text  |

1. 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

|  |
| --- |
|  Enter Text  |

**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 |  Enter Text  |  Enter Text  |
| Title |  Enter Text  |  Enter Text  |
| Relation to Project |  Enter Text  |  Enter Text  |

**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

|  |
| --- |
|  Enter Text  |

Continued on the following page.

# Attachment BBudget and Match

**Project Budget**

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

|  |
| --- |
| **Activities, Materials, or Other Costs** |
|  Enter Text  |
| **Permitting Fees** (If Applicable) |
|  Enter Text  |
|  **Total Project Budget**  | $ Enter Text  |

**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[[1]](#footnote-1). |  xt hours committed x $31.72 | $ xt  |
| 2 | Attendees of public education events or related project activities. |  xt hours committed x $31.72 | $ xt  |
| 3 | Contact hours – made by project to a target audience demonstrating deep engagement. |  xt hours committed x $31.72 | $ xt  |
| 4 | Tree benefits calculation ([use this calculator](http://www.treebenefits.com/calculator/index.cfm) to estimate the value of trees)[[2]](#footnote-2). | Planting xt trees x tree value | $ xt  |
| 5 | Greenhouse gas reductions and social cost of carbon ($41 per ton of carbon emissions reduced)[[3]](#footnote-3). |  xt tons carbon reduced x $41 | $ xt  |
| 6 | In-kind donated items or services from organizations or individuals that are not associated or benefit from your project.  | $ xt over the course of one year | $ xt  |
| 7 | Project partners’ contributions that directly benefit from the project. | $ xt over the course of one year | $ xt  |
| 8 | Cash donations or other grants secured in support of the project. | $ xt committed funds raised | $ xt  |
| **Total Matched**  | **$ xt**  |

**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 |  Enter Text  |
| Title  |  Enter Text  |
| Date  | Click o date. |

**Checklist**

Submit application and attachments to e-submittals-sa@portseattle.org in 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

1. The 2017 value of volunteer hours in Washington State is $31.72. [Learn more here.](http://www.independentsector.org/resource/the-value-of-volunteer-time/)  [↑](#footnote-ref-1)
2. The National Tree Benefits Calculator uses data from the US Forest Service’s Center for Urban Forest Research. [Learn more here](http://www.treebenefits.com/calculator/index.cfm). [↑](#footnote-ref-2)
3. The social cost of carbon is estimated at $41 per ton of CO2 (in 2016 dollars). [Learn more here](https://www.edf.org/sites/default/files/social_cost_of_greenhouse_gases_factsheet.pdf). [↑](#footnote-ref-3)