Washington State Department of Transportation
Aviation Division

Sustainable Aviation Grant Application Form

During the 2022 Legislature, Governor Inslee subsequently signed into law Substitute Senate Bill 5975 directing the Department of Transportation to establish a sustainable aviation grant program for airports.

The purpose of the grant program is to support the adoption of energy efficient and clean energy airport infrastructure to reduce harmful aviation-related emissions, and transition airports to more environmentally sustainable operations. The department must select projects, which may include planning, to propose to the legislature for funding. Sustainable aviation projects may include, but are not limited to: (1) Sustainable aviation fuel storage; (2) electrification of ground support equipment; (3) electric aircraft charging infrastructure; (4) airport clean power production; or (5) electric vehicle charging stations whose infrastructure also supports ground support equipment and electric aircraft charging.

Projects will be evaluated on their ability to reduce greenhouse gas emissions through the modification of airport infrastructure to adopt clean forms of transportation, adoption of on airport clean power generation, and/or modification of existing infrastructure resulting in less dependence on fossil fuels.

How to apply for a Sustainable Aviation Grant:

- Complete this Sustainable Aviation Grant Application (Rev. 9/2022) including a Project Data Sheet and Supplemental Application form for each project seeking funding
- Refer to the Airport Aid Application Checklist (Rev. 3/2019) for potential supporting documentation to submit with your application
- Sign and submit Airport Aid Grant Assurances

The airport sponsor's authorized representative shall Email the above documents and any other supporting documentation (i.e. project schedule, detailed cost information, monthly spending plan, project plans and specifications, etc.) to: eric.johnson@wsdot.wa.gov

Note: Do not edit or alter the application forms in any way (i.e. deleting pages, combining documents into single documents, etc.)

For questions, please contact:
WSDOT Aviation Division
Eric Johnson, Construction & Grants Program Manager
eric.johnson@wsdot.wa.gov
(360) 708-8970

Sustainable Aviation Grant Application

Washington State Department of Transportation
Aviation Division

"A Steward for Washington's Aviation System"
7702 Terminal Street SW
Tumwater, Washington 98501-7264

Date of Request

1 Applicant:

Applicant's Authorized Representative:
Name:
Title:
Address:
Address 2:
City: State: Zip:
Phone: Cell:
Email:

2 Project to be Managed by:
Company:
Name:
Address:
Address 2:
City: State: Zip:
Phone: Cell:
Email:

Find your legislative and congressional district at:
http://app.leg.wa.gov/districtfinder/

3 Airport: FAA Classification: Legislative District:

   NPIAS   Non-NPIAS   State Classification: Congressional District:

4 No.	Project Name and Description (list in order of priority)	Total Project Cost	Local Funds	Sustainable Aviation Grant Funds	Federal Funds	Other Funds (Name Source)
Totals						

5 Does the airport have an up-to-date Master Plan or ALP Narrative Report?   Yes   No   Date:

Does the airport have an approved Airport Layout Plan (ALP)?   Yes   No   Date:

Was annual requirement to review and update Airport Information System (AIS) data met for the preceeding calendar year?   Yes   No

Does the airport sponsor have policies to reduce greenhouse gas emissions?   Yes   No
   - If yes, submit a copy of the policies.   *Submitting copy via*:

Submit signed acceptance of Airport Aid Grant Assurances.   *Submitting signed grant assurances via*:

6 *Signature of Applicant's Authorized Representative*
   *A signed application is not required when the airport's authorized representative submits the completed application (fillable form .pdf document) by email.

Revised 9/2022

Instructions for Sustainable Aviation Grant Application Form

1. **Applicant**

   The name of the municipality or person who legally owns and is responsible for managing the airport "airport sponsor".

   The Applicant's Authorized Representative is that individual who may be duly authorized by the public entity to act on its' behalf in the performance of duties overseeing the airport. Typically this is a mayor, city manager, county commissioner, city councilperson, port director, or tribal council member. The authorized representative should be the same individual who will sign the Sustainable Aviation Grant agreement if awarded funding. The airport manager should only be listed if he or she has the authority to negotiate contracts on behalf of the applicant.

   Name, Title, Address, Phone, Cell, and Email Address. This should be the contact information for the applicant's authorized representative.

2. **Project to be Managed by** is the individual who will be responsible for the day-to-day management of the project and will be the appropriate contact for WSDOT Aviation to communicate matters relating to the grant. This person could be an employee of the airport sponsor. If the airport sponsor would like to authorize their consultant to communicate directly with WSDOT Aviation on their behalf, than this would be the that individual.

3. **Airport** is the approved name of the airport.

   Check if the airport is included in the National Plan of Integrated Airport Systems (NPIAS) or whether it is designated as a Non-NPIAS airport.

   Select the appropriate FAA and State classifications from the drop-down lists.

   Select the appropriate Legislative and Congressional districts for the airport from the drop-down lists (If you are unsure of your districts, click on the hyperlink and enter the airport sponsor's address).

4. **Project Name and Description Listed by Priority, along with Project Funding Sources**
   Number the projects 1, 2, 3, etc. in order of the priority (high to low).

   The Project Name should be short but descriptive.

   Give a brief but accurate description of the project. You will have the opportunity to expand upon this in the Project Data Sheets to follow.

   Insert the full cost of the project, any amount the airport sponsor will contribute, amount of state funds you are requesting, and any other funds including the funding source (e.g. grant funds from another agency, private funds, etc.).

   The total of the first column must equal the total of all other columns. The totals for the columns will automatically be calculated.

   Please make these amounts as accurate as you can. Actual project bid amounts or negotiated consultant fees are preferable. If precise amounts are not yet available you are encouraged to use professional engineering estimates. If these estimates turn out to be an understatement and inadequate to cover the cost of the actual project, WSDOT Aviation may not be able to cover the additional costs which may have to be borne by the applicant. You will be asked to provide additional information supporting these costs and the source on the project data sheets.

5. **Other Questions and Required Documentation**

   Master Plan / ALP Narrative Report - Please indicate if the airport has an approved Airport Master Plan or Airport Layout Plan (ALP) Narrative Report by checking 'Yes' or 'No'. If 'Yes' insert the month and year the report is dated.

   Airport Layout Plan (ALP) - Please indicate if the airport has an approved Airport Layout Plan (ALP) by checking 'Yes' or 'No'. If 'Yes' insert the month and year the plan was approved.

   Airport Information System (AIS) - Please indicate by checking 'Yes' or 'No' if the airport sponsor met the requirement to review and update their data in the AIS for the preceding calendar year by the December 31 deadline.

   Greenhouse Gas Policy - RCW 70A.45, outlines fund distribution prerequisites for infrastructure and capital development projects, all airport sponsors should adopt a greenhouse gas emission reduction policy in accordance with this law. Please indicate by checking 'Yes' or 'No' if the airport sponsor has an adopted policy. If 'Yes' submit a copy of the policy to WSDOT Aviation and indicate how you are submitting by selecting the appropriate response from the drop-down menu.
   For more information on this law, please visit Washington State Legislature's Revised Code of Washington (RCW) at https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.45.
   Having a policy is a requirement for Sustainable Aviation Grant eligibility.

   Airport Aid Grant Assurances - The airport's signed acceptance of WSDOT Aviation's Airport Aid Program Grant Assurances (Chapter 468-260 WAC) must be submitted with each Airport Aid Application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu. Please include the the grant assurances document in its entirety.

   Adopted Resolution - Publicly owned airport sponsors must submit a resolution adopted by its elected officials. The resolution shall 1) Authorize submittal of the application to WSDOT Aviation, 2) State that the sponsor has the required matching funds available, and 3) State the elected officials support of the application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu.

6. **Signing and submitting the Grant Application**

   WSDOT Aviation requests that airport sponsors submit the grant application and all supporting documentation electronically. The Sustainable Aviation Grant Application, Project Data Sheet(s), and Supplemental Justification Sheet(s) will need to be emailed from the Applicant's Authorized Representative as the saved fillable form .pdf file (do not edit or alter the form in any way). The email being sent directly from the Applicant's Authorized Representative will serve in lieu of an actual signature on a printed document.
   All application forms and supporting documentation must be received by WSDOT Aviation by the published deadline. WSDOT will reply to the email acknowledging receipt of the application.

Washington State Department of Transportation
Aviation Division

"A Steward for Washington's Aviation System"

Sustainable Aviation Grant Application
Project Data Sheet

Complete a separate Project Data Sheet for each project listed from the Sustainable Aviation Grant Application Form

-	- Project No. -	

1 Detailed Project Description:

2 Approach to Accomplishing Project:

3 Project Justification:

4 Cost Estimate Details: *Source of Project Cost Estimate -*

5 Project Schedule:

Expected Start of Project: Expected Completion of Project:

Start of Work Covered by Grant: Completion of Work Covered by Grant:

Submit a detailed project schedule (to include project milestones).   *Submitting project schedule via*:

6 Other Supporting project documentation (*Required*):

Submit a spending plan identifying anticipated grant expenditures by month.   *Submitting via*:

Submit job creation data using the Aviation Economic Impact Calculator.   *Submitting via*:

7 Other Supporting project documentation (*As Applicable*):

Submit documentation supporting your consultant selection process.   *Submitting via*:

Submit a copy of your consultant's Scope of Work.   *Submitting via*:

Have project plans and specifications been prepared?   Yes   No

Other supporting documentation?

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Project Data Sheet

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Have project plans and specifications been prepared?   Yes   No

Other supporting documentation?

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6 Other Supporting project documentation (*Required*):

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Submit job creation data using the Aviation Economic Impact Calculator.   *Submitting via*:

7 Other Supporting project documentation (*As Applicable*):

Submit documentation supporting your consultant selection process.   *Submitting via*:

Submit a copy of your consultant's Scope of Work.   *Submitting via*:

Have project plans and specifications been prepared?   Yes   No

Other supporting documentation?

Revised 9/2022

Instructions for Project Data Sheet

Complete a separate Project Data Sheet for each project listed from the Sustainable Aviation Grant Application Form. Three individual sheets have been created and have automatically populated data for Airport Sponsor, Airport Name, Project No. and Title. If there are more than three projects, you will need to complete an additional application packet.

1. **Detailed Project Description -** Provide a brief but descriptive narrative of the project to thoroughly explain what will be accomplished by the project. Please be as clear and specific as possible.

    Example: Runway 7/25 (3200' x 60') rehabilitation to include grinding top 1/2-inch of asphalt and overlaying with 2 inches of Class B hot mix asphalt (HMA). The project will also include markings and displacing Runway 7 by 100 feet.

2. **Approach to Accomplishing Project** - Provide a detailed narrative of how you plan to accomplish your project.

3. **Project Justification** - Provide a brief narrative to justify why the project should receive state funding.

4. **Cost Estimate Details** - Provide specific information as to how the project costs shown on the first page of the application were arrived at including the source (i.e. bid tab, engineer's estimate, vendor quote, etc.). Be sure to include a detailed itemization of the specific costs (i.e. labor and overhead costs not just construction costs in your estimate (i.e. design engineering, environmental, project bidding, construction, construction observation, etc.)

5. **Project Schedule** - Indicate the expected start and completion of the project as well as the dates for when the work that would be included in the grant is beginning and ending. Note that these two sets of dates can be different based on the date advertised in which project work will be eligible. For example, WSDOT Aviation's grant cycle may be the first in the state's biennium and can only fund work that would take place after July 1st, but the airport is a NPIAS airport and has received a grant from the FAA and opted to begin the work in May as to not delay the project. In this example, only the work taking place after July 1 would be eligible for grant funds.

    Also submit a detailed project schedule that includes major milestones, key deliverables, specific actions, etc.

6. **Other Supporting Project Documentation (Required)** - 1) Submit a spending plan showing anticipated grant reimbursement amounts by month over the duration of the project, and 2) Submit information on jobs created by the project (WSDOT's Aviation Economic Impact Calculator is a good tool for this).

7. **Other supporting Project Documentation (As Applicable)** - Provide any additional information as applicable that will help WSDOT Aviation fully understand your project.

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Sustainable Aviation Grant
Supplemental Application

Complete a separate Supplemental Application for each Sustainable Aviation Grant project listed from the Sustainable Aviation Grant Application

Applicant:	Airport:	Date of Request:

Project No.: 1   Project Name:

1. How will the project help the airport become more environmentally sustainable? (0 to 15 points)

2. What is the demonstrated need for this project? (0 to 10 points)

3. Will the project reduce or offset greenhouse gas emissions? If yes, please elaborate on how the project will contribute to the reduction of greenhouse gas emissions. (0 to 10 points)   Yes   No

4. Can the reduction in greenhouse gas emissions resulting from the project be quantified? If yes, please elaborate.   Yes   No

5. Will the project reduce dependence on fossil fuels? If yes, please explain how and quantify if possible. (0 o 15 points)   Yes   No

6. Will this project support future sustainable aviation technologies and/or Advanced Air Mobility?If so, please elaborate. (0 to 15 points)   Yes   No

7. Will the project increase the airport's ability to produce sustainable energy or reduce reliance on grid infrastructure?If yes, please elaborate. (0 to 15 points)   Yes   No

8. Is this a planning project? If yes, how will the planning lead to an airport transformation or sustainable aviation project? Please elaborate.   Yes   No

Sustainable Aviation Grant Supplemental Application

Complete a separate Supplemental Application for each Sustainable Aviation Grant project listed from the Sustainable Aviation Grant Application

Applicant:	Airport:	Date of Request:

Project No.: 2	Project Name:

1. How will the project help the airport become more environmentally sustainable? (0 to 15 points)

2. What is the demonstrated need for this project? (0 to 10 points)

3. Will the project reduce or offset greenhouse gas emissions? If yes, please elaborate on how the project will contribute to the reduction of greenhouse gas emissions. (0 to 10 points)   Yes   No

4. Can the reduction in greenhouse gas emissions resulting from the project be quantified? If yes, please elaborate.   Yes   No

5. Will the project reduce dependence on fossil fuels? If yes, please explain how and quantify if possible. (0 o 15 points)   Yes   No

6. Will this project support future sustainable aviation technologies and/or Advanced Air Mobility?If so, please elaborate. (0 to 15 points)   Yes   No

7. Will the project increase the airport's ability to produce sustainable energy or reduce reliance on grid infrastructure?If yes, please elaborate. (0 to 15 points)   Yes   No

8. Is this a planning project? If yes, how will the planning lead to an airport transformation or sustainable aviation project? Please elaborate.   Yes   No

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Sustainable Aviation Grant
Supplemental Application

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Applicant:	Airport:	Date of Request:

Project No.: 3   Project Name:

1. How will the project help the airport become more environmentally sustainable? (0 to 15 points)

2. What is the demonstrated need for this project? (0 to 10 points)

3. Will the project reduce or offset greenhouse gas emissions? If yes, please elaborate on how the project will contribute to the reduction of greenhouse gas emissions. (0 to 10 points)   Yes   No

4. Can the reduction in greenhouse gas emissions resulting from the project be quantified? If yes, please elaborate.   Yes   No

5. Will the project reduce dependence on fossil fuels? If yes, please explain how and quantify if possible. (0 o 15 points)   Yes   No

6. Will this project support future sustainable aviation technologies and/or Advanced Air Mobility?If so, please elaborate. (0 to 15 points)   Yes   No

7. Will the project increase the airport's ability to produce sustainable energy or reduce reliance on grid infrastructure?If yes, please elaborate. (0 to 15 points)   Yes   No

8. Is this a planning project? If yes, how will the planning lead to an airport transformation or sustainable aviation project? Please elaborate.   Yes   No