



Ditch the Disposables: Awards to Reduce Waste

2022-2023

Request for Applications (RFA)



Chesapeake Bay Trust

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Ditch the Disposables Award Program

At A Glance

Program Summary:

The goal of this RFA is to fund projects at food-serving entities in the District of Columbia that result in a long-term transition from disposable to reusable foodware for dine-in and/or takeout operations. Projects will fall into one or more of three project areas:

- A. **IN-HOUSE ON-SITE:** Dishware and dishwashing for on-site dining operations
- B. **IN-HOUSE TO-GO:** Reusable foodware for takeout, handled in-house
- C. **THIRD PARTY REUSABLES:** Either procure services of or pilot a third-party reusable foodware system

Deadline:

Thursday, December 8, 2022, at 6 PM EDT

Eligible Project Locations:

Applicants physically located in the District of Columbia that are Food service entities; Nonprofit organizations; Faith-based organizations; Government agencies; Universities/educational institutions; or Private enterprises.

Request Amounts:

Requests up to \$25,000 through December 8, 2022
Funds must be spent before August 23, 2023

Submit Your Application:

Follow the instructions online at
https://www.grantrequest.com/SID_1520?SA=SNA&FID=35693

Contact:

Kacey Wetzel, VP, Outreach & Education

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Introduction and Program Goals

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River.

The Trust was selected to work with the District of Columbia Department of Energy and Environment (DOEE) on the Ditch the Disposables Program.

DOEE is the leading authority on energy and environmental issues affecting the District of Columbia. Using a combination of regulations, outreach, education, and incentives, the agency administers programs and services to fulfill their mission.

Disposable foodware and single-use food service items – including plates, cups, bowls, clamshells, utensils, and straws – are a consistent source of waste in the District of Columbia. Even when made from recyclable or compostable materials, most items end up landfilled, incinerated, or in local and regional waterways where they are a major source of pollution and can break down into harmful microplastics.

The negative impacts of disposable foodware go beyond waste. Many entities that serve food have reported difficulties obtaining and affording these items because of global supply chain delays, increased demand, and skyrocketing costs. Suppliers will often prioritize larger entities like chain restaurants that have the purchasing power to stockpile large quantities, squeezing out the small businesses that have already been hit harder economically by these factors. Research shows that businesses owned and operated by people of color were even more impacted during the pandemic, as they experienced steeper revenue declines and had a harder time accessing capital and relief funds.

A transition to reusables (defined as items designed for repeated use and repeated washing and sanitizing) carries numerous benefits. There are many examples and case studies, including some from [ReThink Disposable](#), from across the country of cost savings for businesses after implementing such a transition, even after accounting for any labor, water, and electricity costs associated with reusable foodware. Furthermore, many food service entities and customers agree that real dishes and stronger utensils can enhance a meal into a better, cozier dining experience, and positive dining experiences build loyalty and keep customers coming back.

All these reasons have led to a movement to reduce disposable foodware, and single-use food service items. The purpose of this RFA is to fund projects in the District of Columbia that result in a decrease in foodware waste.

Grantees must participate in a project kick-off meeting and agree to occasional on-site visits for project documentation throughout its implementation. Furthermore, grantees must agree to be part of DOEE's promotion of the Ditch the Disposables program; this may include being featured in videos, webpage profiles, outreach documents, and social media posts.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented,

such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>.

Eligible Applicants

The Trust welcome applications from the following organizations under project areas A, B, and C.

- ◆ **Food Service Entities:** Full-service restaurants, limited-service restaurants, fast food restaurants, cafes, delicatessens, coffee shops, supermarkets, catering services, grocery stores, vending trucks or carts, food trucks, business or institutional/school cafeterias, including those operated by or on behalf of District departments and agencies, and other businesses selling or providing food within the District for consumption on or off premises that are locally and/or independently owned, have headquarters in the District, and have the majority of operations (measured by assets, gross receipts, or employees) in the District
- ◆ **Non-profit/Faith-based Organizations** that regularly serve food to its members and/or the public (such as houses of worship and food pantries)
- ◆ **Businesses and Private Enterprises** such as Business Improvement Districts or Main Streets applying with or on behalf of their member food service entities, or owners/managers of commercial spaces with food service entities among the tenants
- ◆ **Third-Party Foodware Providers** applying jointly with or on behalf of one or more food service entities that the foodware provider will work with for the project (such as entities with licensed commercial kitchens and/or licensed foodware sanitation facilities)

Eligible applicants will have and maintain in full force and effect during the term of the proposed project liability insurance coverage in connection with the performance or failure to perform services proposed.

Eligible Project Types

Projects can fall into one or more of the following four project areas:

- A. **In-house on-site:** Dishware and dishwashing for on-site dining operations
- B. **In-house to-go:** Reusable foodware for takeout, handled in-house
- C. **Third-party reusables:** Either procure services of or pilot a third-party reusable foodware system

Projects will all lead to a decrease in foodware waste. Projects will include a reduction in the amount of disposable foodware and food service-related waste generated by the food service entity. Food serving entities that already use entirely reusable foodware for on-site dining are not eligible for Project Area A: In-house on-site.

A. In-house on-site

- This project area is to establish, expand, or improve in-house dishwashing capacity and/or use of reusable foodware for on-site customers
- How funding can be used:
 - to purchase or lease ENERGY STAR commercial dishwasher and/or additional three-compartment sink
 - for permitting and installation costs, including application fees if incurred during grant period
 - to purchase reusable foodware for on-site dining
 - to purchase receptacles or bins for dishes dropoff/busing of reusable foodware, as well as for storage
 - for educational and promotional materials specific to the reusable foodware transition
 - for staff training for the transition to reusables
 - Additional insurance if needed
- Additional Information: If the food service entity requests funds for a dishwasher, they must have or be able to obtain the proper **permit** from the [Department of Regulatory and Consumer Affairs](#) (DCRA) for a commercial dishwasher. Information on this process will be linked on our webpage as it is available here: <https://cbtrust.org/grants/district-of-columbia-ditch-the-disposables/>.

B. In-house to-go

- This project area is for the purchase of reusable foodware for takeout, handled in-house by the food-serving entity
- How funding can be used:
 - to purchase reusable foodware containers for takeout service
 - for proper storage for reusable foodware
 - to purchase or lease ENERGY STAR commercial dishwasher and/or additional three-compartment sink if needed for reusable takeout containers
 - for Department of Health variance request application fee (\$200)
 - for educational and promotional materials specific to reusable foodware transition, including associated incentives programs for customers
 - to purchase receptacles or bins for customer returns of reusable foodware
 - for staff training for the transition to reusables
 - Additional insurance if needed
- Additional Information: Food service entity will need to apply with the [District of Columbia Department of Health](#) for a **variance** in order to distribute and accept reusable foodware for takeout meals; this does NOT apply to customers' containers for beverages only, information on this process will be linked on our webpage as it is available here: <https://cbtrust.org/grants/district-of-columbia-ditch-the-disposables/>.

C. Third-party reusables

- Contract with third-party reusable foodware service OR pilot, establish, or expand existing third-party reusable foodware service
- How funding can be used:
 - to contract a third-party reusable foodware program
 - to purchase materials or supplies to build a third-party reusable foodware program (such as containers, receptacles, high-capacity dishwashers, transport systems)
 - for Department of Health variance request application fee (\$200)
 - for educational and promotional materials for participating entities and customers

- for staff training for the transition to reusables
- Additional insurance if needed
- Additional Information: Food service entity will need to apply with the [District of Columbia Department of Health](#) for a **variance** in order to distribute and accept reusable takeout foodware; this does NOT apply to customers' containers for beverages only information on this process will be linked on our webpage as it is available here: <https://cbtrust.org/grants/district-of-columbia-ditch-the-disposables/>.

Application Checklist

- Online Application Form
- Narrative Questions
- Budget Spreadsheet
- Letter(s) of commitment from the food service entity or entities must be included in the application if the applicant is not a food service entity itself
- DOEE Grant Promises, Certifications, Assertions, and Assurances
 - At the end of the online application a Terms and Conditions form is required. By signing this, the entity agrees to the DOEE Grant Promises, Certifications, Assertions, and Assurances.
- Certificate of Clean Hands from the [Office of Tax and Revenue](#)
- Additional documents as specified in the “Narrative Questions” section

Evaluation Criteria

The following criteria will be used by reviewers to score your application:

Scoring Criteria	Description of Scoring Criteria	Scoring
Justification (Project Relevance to RFA)	<ul style="list-style-type: none"> ● Does the applicant clearly identify which project area or combination of areas they are applying to? ● Does the proposal effectively describe how the project will result in the reduction and use of disposable and single-use foodware, resulting in waste reduction? 	Scale 1 to 20
Cost Effectiveness / Budget	<ul style="list-style-type: none"> ● Is the budget appropriate for the scale of operations and cost effective? ● Are the line items budgeted justified in the budget narrative? 	Scale 1 to 20
Partnerships and Community	<ul style="list-style-type: none"> ● Are any key partnerships required, and if so, are the selected partnerships appropriate? ● Is it clear that partners are aware of their role and does the applicant provide letter(s) of commitment from project partners? ● Does the applicant describe a plan for engaging customers and clientele in the foodware transition, such as linking reusable takeout containers to loyalty programs, etc.? 	Scale 1 to 15

Sustainability and Education	<ul style="list-style-type: none"> • Has the applicant addressed future project sustainability (e.g., ongoing resources) and demonstrated a commitment to a long-term foodware transition, that is financially and logistically sustainable beyond the grant period? • Has the applicant developed a process for evaluating the effectiveness of the program for future program refinement? • Has the applicant developed any resources to support future program implementation? • What is the applicant’s plan for educating their clientele/community on the transition? 	Scale 1 to 20
Likelihood of Project Success	<ul style="list-style-type: none"> • Does that applicant demonstrate an understanding of the steps required to be successful in this project? • Has the applicant presented a clear plan for producing project outputs and achieving project outcomes? • Does the applicant provide necessary supporting documents to allow successful evaluation of the application? • Will the project be completed by August 23, 2023? Does the applicant clearly provide the roles and responsibilities of key staff? 	Scale 1 to 20
Total Points		95
Priority Points	<ul style="list-style-type: none"> • Entities located in “environmental justice communities,” as defined by the Office of the People’s Counsel for the District of Columbia (see map here). • Entities regularly serving free meals to unhoused and in-need populations in the District of Columbia. • Entities who commit to purchasing locally (mid-Atlantic region for dishwashers, domestically for reusable dishes, containers, and other items). Local business purchases promote more sustainable/less carbon intensive sourcing and reduce the chance of a delayed shipment from abroad. 	3 (if applicant meets one or more criteria)

	<ul style="list-style-type: none"> Applicant attended (or viewed recording) the Ditch the Disposables Award Workshop Process hosted by Chesapeake Bay Trust. The recording of the workshop will be posted here once available: District of Columbia Ditch the Disposables Award Program - Chesapeake Bay Trust (cbtrust.org). 	0 or 1
	<ul style="list-style-type: none"> Applicant attended (or viewed recording) the Grant Writing and Application Process workshop hosted by Chesapeake Bay Trust. To learn more about date/time please see District of Columbia Ditch the Disposables Award Program - Chesapeake Bay Trust (cbtrust.org). 	0 or 1
Total Priority Points		5
Total Points		100

Funding Availability, and Timeline

Funding Availability: The funding partners anticipate funds available in FY2023 as follows:

- Up to \$202,000 from the Watershed Protection Division at DOEE for food service entities, with a \$25,000 maximum award amount per applicant.

The funding request limit is \$25,000 per application, regardless of how many project areas they apply to.

Project Timeline: Projects must be completed, and all expenses incurred by August 23, 2023. Requests to extend the deadline to meet award objectives will NOT be considered.

Date	Timeline Item	Description
October 17, 2022	Application Released	
December 8, 2022	Application Deadline	Applicants must submit applications in the Chesapeake Bay Trust Online System by 6:00 PM EDT on Thursday, December 8, 2022 . Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 6 PM EST. Applicants are strongly encouraged to submit at least a few days prior to the deadline given the potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online system on the deadline date.
March 2023	Award Notification	Further information is described under the "Awards and Notifications" section.
August 23, 2023	Award Completion	All awards must be completed, and funds spent.

Application Review Process

Each application is reviewed by a technical external peer review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFA and represent communities served by projects funded by this RFA. The Trust works to ensure that the TRC demographics represent the population and demographics of the communities served by the Award Program. If you are interested in serving as a technical reviewer for Trust programs, fill out the following form: <https://cbtrust.org/technical-review-committee-interest-form/>. The TRC ranks and scores all applications based on the criteria listed in the “Evaluation Criteria” section above, then meets to discuss the applications’ merits. The TRC then recommends a suite of applications to the Trust’s Board of Trustees.

The funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

Awards and Notifications

All applicants will receive a letter stating the funding partnership’s decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will mail the first award payment, ninety percent of the award, to the requesting organization following: satisfaction of any phase 1 payment award contingencies, including upload of the signed award agreement. Ten percent of the total award will be held until the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

When the project is complete, awardees are required to complete final reports that may include but are not limited to submission of photos, all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award).

All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

Decisions for the FY2023 Ditch the Disposables program will be announced in March 2023.

Contact

For technical assistance contact Kacey Wetzel at (410) 974-2941 x 104 or kwetzel@cbtrust.org.

Narrative Questions

You will upload a MS Word or PDF file not to exceed three (3) pages of text, excluding photos or materials such as Letter(s) of Commitment, that address the following questions. **To ensure that you address all questions, we recommend that you copy and paste the questions and use them as an outline in your narrative.**

Background and History:

1. Give a brief description of your proposed project.
2. Does your organization meet any of the priority points criteria listed under Evaluation Criteria? And if so, how?

Project Goal:

Definitions:

- i. Output: the immediate results of the work which is being completed (e.g.: amount of foodware and food service-related waste reduced).
 - ii. Outcome: the change that is prompted as a result of the output listed above (e.g.: a viable and long- term transition from disposable to reusable foodware, number of people with increased knowledge and/or self-efficacy).
3. List the outputs and describe how they will lead to the proposed outcomes as it relates to the goals of this RFA (long-term transition from disposable to reusable foodware for dine-in and/or takeout).

Priority Audience: Think about the types and groups of people most relevant to your goal. Consider the Trust's commitment to the advancement of diversity in its award-making in your responses

4. What is the basic demographic profile of the community or population involved in or served by the project? How will this group be involved in the completion of this project?

Message and Methodology:

5. In your own words, what is the intended message of the project? (e.g., We encourage you to use reusable foodware as often as possible in the District).
6. What are the methods/tactics that will be used to deliver the message to the priority audience (e.g. - signage, social media, emails to regular consumers)?

Maintenance:

7. How will your project be self-sustaining after the award period? Describe how it will be logistically and financially viable in the long term.

Sustainability: The Trust aims to invest in projects that have the longest potential longevity, after the award period has ended. Several threats exist that may result in loss of project value like a change in public interest in an effort. Projects will be ranked on the likelihood that the proposed project has the potential for lasting impact, can serve as a model that could be replicated elsewhere, and outlines a plan to be sustained or have an impact beyond the term of the award.

8. How will the project seek to educate community members about plastics pollution and waste reduction?

Eligibility

9. Has the applicant attached a copy of a Clean Hands Certificate of Compliance, or a copy of Certificate of Non-Compliance with a brief explanation on how the applicant will come into compliance by March 2023. A Clean Hands Certificate can be obtained for free at <https://otr.cfo.dc.gov/page/certificate-clean-hands>.
10. Has the applicant thoroughly reviewed the DOEE Grant Promises, Certifications, Assertions, and Assurances linked on page 12 of this document in this Request for Applications, and is able to meet the terms outlined? (Yes/No)

11. Has the applicant reviewed the insurance requirements in the appendices, and if needed, incorporated costs into your project budget? (Yes/No)
12. **Answer only if applicable –**
- i. **Consultants:** For projects involving the hiring a consultant, applicants should either (a) have already obtained cost estimates, quotes, or bids from at least three service providers prior to completing the application, or (b) indicate in the proposal that at least three estimates, quotes, or bids will be obtained. If neither route is indicated, the proposal will be deemed ineligible.
 - i. Has/will a consultant be hired and has a contractor been selected?
 - ii. Describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. If using a bid process, describe the process.
13. **Additional Documents to be added at the end of the narrative (see appendices below for a link to relevant documents):**
- i. **Required:** Basic Business License with the District of Columbia
 - ii. **Required:** DOEE Grant General Terms and Conditions
 - i. At the end of the online application a Terms and Conditions form is required. By signing this, the entity agrees to the DOEE Grant Promises, Certifications, Assertions, and Assurances.
 - iii. **Required:** Certificate of Clean Hands from the [Office of Tax and Revenue](#)
 - iv. Appropriate Food Service Licenses
 - v. Appropriate Commercial Dishwashing Permit from the [Department of Consumer and Regulatory Affairs*](#)
 - i. This permit is only required if the entity is requesting funds to install or upgrade a new dishwasher.
 - vi. Approved variance request application with the [Department of Health*](#)
 - vii. Letters of Commitment from food service entities, if applicant organization is not a food service entity.

*The Trust will accept submissions of the permit and variance applications, evidence of the request, or a statement committing to obtaining the permit. Final proof of permit must be submitted prior to the release of payment for the award.

Budget Instructions

Application Budget Upload

You will be asked to upload your application budget. You may use the simple application budget spreadsheet found under the “Grant Application Budget Form” section [here](#).

Matching/leveraged resources are not required; however, if matching or leverage resources are in-hand or being pursued, indicate so in your application budget spreadsheet.

Online Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will reflect the totals in your application budget spreadsheet, so you will only need to copy and paste the values from the application budget spreadsheet to the Online Application.

Budget Narrative for additional project component(s)

This online application component will ask you to provide a descriptive and itemized budget narrative to justify costs requested.

For any personnel cost requests, list the percentage of overall time devoted to the project by each individual in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to <https://cbtrust.org/grants/district-of-columbia-ditch-the-disposables/> and click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System by 6:00 PM EDT on Thursday, December 8, 2022**. Late applications will not be accepted, and the online funding opportunity will close promptly at 6:00 pm. By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

Online Application Form

- You will be asked to provide or respond to the following information on the online application form: Applicant and Project Information, Work Plan, Narrative Questions, Budget Information, Additional Attachments and Term and Conditions.

Appendices: DOEE Grant Promises, Certifications, Assertions, Assurances and DOEE Grant General Terms and Conditions

You may access necessary Appendices [here](#).