



Donation and Reuse Award Program FY24 Request for Applications



CHESAPEAKE BAY TRUST

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, supported in large part by Maryland's Chesapeake Bay License Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region.

[District of Columbia Department of Energy and Environment](#) (DOEE) funds the Chesapeake Bay Trust to implement the District Donation and Reuse Award Program, within the [Small and Accessible Sustainability \(SAS\) Grant Program](#). The SAS grant program emphasizes the support of small, new, and/or historically-excluded (SNHE) entities.

DOEE is the leading authority on energy and environmental issues affecting the District of Columbia. [The Zero Waste Omnibus Amendment Act of 2020](#) established a [Donation and Reuse Program](#). [The Urban Sustainability Administration](#), housed under DOEE, aims to develop policies and programs that address sustainability, green building, climate change, equity, and sustainable materials management in D.C.

The source of funds for this award program is the Government of the District of Columbia.

The goal of the District's Donation and Reuse Award Program is to fund projects that reduce needless waste and increase diversion of reusable material, including edible food, from landfills and incineration through donation or reuse (Reuse is defined as: the use of a product or material again, either by another entity or after repair).

The Trust recognizes that application processes can be complicated and time-consuming; the Trust continues to work to simplify our application processes where possible. New applicants, younger organizations, small organizations, or any group that is experiencing capacity challenges or other barriers to applying, is eligible to receive guidance on the application process. Please contact Program Coordinator Amber Cameron at acameron@cbtrust.org.

Applicants are strongly encouraged to contact Trust staff to discuss applications *at least* two weeks prior to the deadline. The Trust cannot guarantee availability of site visits or project development assistance within two weeks of the deadline.

At A Glance

Program Summary:

The Donation and Reuse Award Program is designed to increase diversion of reusable material to landfills and incinerators, through programs, services, outreach, and education.

Deadline:

Thursday, November 9, 2023, at 6:00 PM EDT **Eligible**

Project Locations:

This program funds programs and services physically located in the District of Columbia.

Eligible Applicants:

Nonprofit organizations; Faith-based organizations; Government agencies; Universities/educational institutions; or Private Enterprises.

Request Amounts:

Requests up to \$10,000

Submit Your Application:

Follow the instructions online at https://www.grantrequest.com/SID_1520?SA=SNA&FID=35694

Contact:

Amber Cameron, Program Coordinator, 410-974-ext. 124, acameron@cbtrust.org

This Request for Proposals was released on 9/14/2023

Reuse DC, the District’s Donation and Reuse Program, represents an investment of resources towards source reduction (source reduction is defined as the practice of reducing the number of materials used through redesigning products, changing manufacturing processes, changing purchasing habits), and reusing materials, to minimize the quantity and/or toxicity of waste produced from a product or process. The District has adopted the [Zero Waste International Alliance’s waste hierarchy, which prioritizes waste reduction and reuse above other forms of waste diversion](#). Beyond waste diversion, DOEE recognizes previously owned household items are still valuable and can service our community and create green economic opportunities in the District through the local circular economy.



The purpose of the Donation and Reuse Award Program is to provide funding for donation, reuse, and repair projects, programs, and services for increased donation and reuse opportunities of materials otherwise headed to the waste stream in the District. This program will support community-oriented projects that are designed to meet the needs of the community and/or encourage behavior change around donation, reuse, and repair of household items and food recovery. The awards may also fund education and engagement efforts to increase the public’s understanding of the importance of donation and reuse and increase awareness of current donation and reuse opportunities and best practices.

The District’s Donation and Reuse Award Program aims to fund projects that will reach District residents, businesses, and other entities that are not currently engaging in donation, reuse, and repair of materials, or projects that would not continue without the support of the award.

DOEE and the Trust are committed to the advancement of diversity and inclusion in award-making and environmental work. 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/>. DOEE upholds an intimate relationship between the natural environment and the built environment of Washington, DC, and acknowledges the complex history of the land upon which it sits. We strive to align our present and future work with the envisioned, yet not fully realized for all, aspirations of the nation’s capital by serving as a regional, national, and international leader in climate action, resilience, and environmental health. We prioritize equity, environmental sustainability, public health, and economic opportunity for the District’s communities. Learn more about DOEE’s Equity framework at <https://doee.dc.gov/node/19312>.

Eligible Applicants

DOEE and the Trust welcome requests from the following organizations:

- Nonprofit organizations/Faith-based Organizations including:
 - Incorporated Neighborhood Organizations;
 - Community Based Organizations;
- Government agencies;
- Universities/educational institutions, including: ○ K-12 public, private, or charter schools; ○ Public or private institutions for higher education;
- Businesses and Private Enterprises.

Priority points are available to applicants meeting certain qualifications as defined in the Priority Points section of the scoring rubric and the associated narrative questions.

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.

All applicants must provide a Clean Hands Certificate of Compliance, or a copy of Certificate of NonCompliance with a brief explanation of how the applicant will come into compliance by January 2024. Clean Hands Certificate can be obtained for free at <https://otr.cfo.dc.gov/page/certificate-clean-hands>. A Certificate of Clean Hands will be a contingency of funding for all awarded entities who did not provide one in their initial application.

Applicants, if selected, must have insurance coverage listed in **Appendix B** or an insurance waiver request approved by DOEE. If needed, insurance costs may be included in the applicant’s project budget. Insurance waiver requests may be submitted to DOEE once awards are made.

An “unincorporated association” is not eligible. (Example: a neighborhood association that has members, a bank account, and rules of organization, but no formal incorporation papers.)

An otherwise ineligible person or group could partner with an eligible applicant (from the eligible entities listed above). If the project is selected, the Trust would award the eligible entity as the “fiscal agent” as appropriate.

Please review the Eligible Project Types section below for more information on ineligible project types.

Eligible Project Locations and Funding Availability

This program funds programs and services physically located in the District of Columbia. If located outside of the District, the applicant must clearly show how the proposal serves District residents, businesses, and/or other entities.

Funding Availability: The funding partners anticipate approximately \$63,000 in available funding; applicants can request up to \$10,000. **Typical allowable costs are:**

- Indirect costs such as: Rental of office space, equipment, accounting, and bookkeeping services, and telephone services;
- Employee salaries and benefits;
- Contractor labor, including professional services;
- Accounting and bookkeeping services;
- Communications, including telephone and data services;
- Printing, reproduction, including signage;
- Materials and supplies;

- Computers and printers;
- Small tools;
- Some field equipment, typically below \$5,000 in value;
- Postage and shipping;
- Necessary travel, meals and lodging; and
- Insurance.

Funding Restrictions:

This award program can NOT fund the following:

- Most major equipment, like vehicles;
- Lobbying, including salaries and overheads and out-of-pocket expenses;
- Entertainment;
- Interest payments on loans;
- Most food; and
- Land purchases

Eligible Project Types

Projects should do one or more of the following:

1. Support new, expanded, or continuing donation and reuse programs and services in the District of Columbia, such as through site drop-offs, pick-up services, events, or repair services.
2. Support entities that are not currently engaging in donation and reuse of materials or innovative projects that could not be piloted without the support of the award.
3. Perform education on the importance of donation and reuse, and outreach to increase public awareness of donation and reuse opportunities.
4. Support new, expanded, or continuing programs engaged in preparing and responding to emergency situations that result in surge of unsolicited donations.
5. Support new or expanded repair services to community members currently experiencing barriers to receiving necessities, such as bicycle and electronics repair.

Priority points will be awarded to projects that have a primary focus on repairing household items.

Examples of fundable projects include:

- Donation pick-up service
- Establishing and/or maintaining donation sites
- One-day or reoccurring clothing swap events
- One-day or reoccurring fix-it events
- Repair services
- Public campaign for sharing donation and reuse best practices
- Awareness campaign on existing donation and reuse opportunities
- Food rescue programs/edible food recovery

A Project is NOT eligible if:

1. It is already being funded by another grant or contract from DOEE. An exception is if the proposed project is adding a new scope that requires additional funding.
2. It is physically located outside of the District of Columbia. Entities located outside of the District may submit projects if their projects service District residents, businesses, or other entities. For example, non-District entities could propose a donation pick-up service in the District or events located in the District. Proposals that include outreach and educational campaigns shall ensure the intended audience is District residents, businesses, and other entities. But depending on the medium utilized, non-District residents, businesses and other entities may be an indirect audience of the outreach and education.
3. It focuses on new items. For example a project such as a donation drive of new toys would not be eligible for funding.
4. It focuses on the composting, anaerobic digestion, or other processing of non-edible food waste.

Project Timeline

Project Timeline: Awards are anticipated to be made in January 2024. Projects must be completed by August 23, 2024. Requests to extend the deadline to meet the mini grant award objectives will NOT be considered.

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-donation-reuse/> 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.

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.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **6:00 PM EST on Thursday, November 9, 2023**. 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.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

Eligibility Quiz: This quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.

Applicant Information Tab: Provide the organization's name, mailing address, phone number, organization type, mission, EIN number, and SAM UEI number. Provide the Executive Officer and Project Leader's name, title, address, phone, and email address.

- Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
- The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
- To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Project Information Tab: Provide a project title; project abstract; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.

Timeline Tab: Add the project start and end date. Provide a project timeline that includes major tasks and their associated start and end dates.

Deliverables Tab: Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.

Volunteers Tab: Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.

Project Partnerships: Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.

Applicants are encouraged to upload a letter of commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong letter(s) of commitment often receive higher scores. If not submitted with the application, letter(s) of commitment may be required prior to the release of any awarded funding. For guidance on this, see the [Trust's Letter of Commitment and Guidance Policy](#).

Narrative & Supporting Documents Tab: Use the links below to download the *required* narrative questions template for the track you are applying to. Complete all questions and upload the completed document as a Microsoft Word or PDF file.

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

Definitions

The Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization's applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.

The Program Leader is the individual will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

Narrative Questions

Priority Points Tab: To award priority points to organizations and projects which fall under priority categories, you will be asked to answer questions regarding the organization’s Small, New, and/or Historically-excluded statuses. You’ll also answer whether your organization has a demonstrated commitment to unhoused / inneed populations, your project focuses on repairing household items, and if you attended or viewed a recording of the Trust’s Donation and Reuse Award Workshop and Grant Writing and Application Process Workshop.

Budget Tab

1. Financial Management Spreadsheet – Application Budget Upload

- a. You will be asked to upload your budget using the “Application Budget” worksheet of the Chesapeake Bay Trust’s **Financial Management Spreadsheet (FMS)**, an excel file template. The template can be found by visiting <https://cbtrust.org/forms-policies/> where you can watch a video with instructions on how to complete the FMS.

2. Financial Management Spreadsheet – Application Budget Information

- a. This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.

3. Additional Budget Justification

- a. This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Terms and Conditions Tab: Agree to the specified terms and conditions for the program for which you are applying

Demographics Tab (optional): Provide voluntary demographic information. Provide information about your organization’s current diversity, equity, inclusion, and justice (DEIJ) efforts and future goals.

Evaluation Criteria

The following criteria will be used by technical expert reviewers to evaluate your proposal:

Scoring Criteria	Description of Scoring Criteria	Scoring
Program Goal	<ul style="list-style-type: none">• How well does the applicant’s proposal meet the goals of the program?	Scale of 0 to 5
Justification (Project Need)	<ul style="list-style-type: none">• Does the applicant clearly identify how funding is essential to advance their work?• Does the proposed project support the broader goals of the applicant organization and/or other existing community efforts?• Does the proposal effectively describe how the project reduces waste from entering a landfill or incinerator through donation or reuse?	Scale of 0 to 20

Likelihood of Project Success	<ul style="list-style-type: none"> • What is the likelihood of success if this project were to be funded? • Success should be defined as the accomplishment of outcomes proposed. • Has the applicant presented a clear plan for producing project outputs and achieving project outcomes? • Are methodologies sound and consistent with best practices? • Are all required application components included for effective evaluation of the application? • Does the applicant demonstrate adequate knowledge or familiarity with donation and reuse work? 	Scale of 0 to 20
Partnership and Community	<ul style="list-style-type: none"> • Are any key partnerships needed for project success, and if so, are the selected partnerships appropriate? (e.g. previous experience with work proposed, clear community connections, etc.) • Does the applicant describe the ways in which community members were involved in the development of the project and how the community needs and desires were assessed? • Is it clear that partners are aware of their role and does the applicant provide letter(s) of commitment from each project partner referenced? 	Scale of 0 to 20
Sustainability	<ul style="list-style-type: none"> • Has the applicant addressed future project sustainability (e.g., ongoing resources)? • If the application is for a knowledge-building or behavior change project, will the impacts of the work be felt after the award period has ended? • If a project is time-bound, explain how the project will be a model of success or could be replicated by others in the future. 	Scale of 0 to 10
Cost Effectiveness/ Budget	<ul style="list-style-type: none"> • Is the budget appropriate and cost effective? • Are the line items budgeted justified in the budget narrative? 	Scale of 0 to 10
Project and Budget Total Points		85
Priority Points	SNHE (small, new, historically-excluded) Entities categories:	0 for meets no SNHE categories 4 for meets one SNHE category 5 for meets two SNHE categories 6 for meets three SNHE categories

	<ul style="list-style-type: none"> • <i>Small</i>¹: Applicant employs 10 or fewer Full Time Equivalent (FTE) employees in calendar year 2022, AND Applicant’s primary address is located in the District. • <i>New</i>: Applicant was founded in 2018 or later, AND Applicant’s primary address is located in the District. • <i>Historically-excluded</i>: Applicant’s primary address is located in “disadvantaged communities” in the District of Columbia as defined by the Climate and Economic Justice Screening Tool 	
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	(CEJST). Applicants are instructed to utilize the CEJST map to locate project areas here at https://screeningtool.geoplatform.gov/en/ .	
	<ul style="list-style-type: none"> • Applicant’s demonstrated commitment to serving unhoused and in-need populations in the organization’s mission statement. This includes participation in the mutual aid network(s), non-profit collaborative, pop-up event/drives and community centers). 	0 or 3
	<ul style="list-style-type: none"> • Projects that have a primary focus on repairing household items. 	0 or 4
	<ul style="list-style-type: none"> • Applicant attended (or viewed recording) of the Donation and Reuse Award Workshop Process and the Grant Writing and Application Process workshop hosted by Chesapeake Bay Trust. The recording of the workshop will be posted here once available: https://cbtrust.org/grants/district-of-columbiadonation-reuse/. 	0 or 2
	Priority Total Points	15
Total Points	100	

Application Review Process

Each application is reviewed by a Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFP and represent communities served by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria listed in the “Evaluation Criteria” section above, then meets to discuss the application merits.

¹ Add up the total hours of service for which the employer pays wages to all employees during the year (but not more than 2,080 hours for any individual employee) and divide that amount by 2,080. The resulting number must be 10 or less for an organization to qualify as small.

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

To allow applicants to set expectations prior to investing time in application, the Trust provides historical application approval rates for the same or similar programs. The average approval rate from the last two rounds in this grant program is 55%, including both fully and partially funded applications.

Awards and Notifications

The FY24 District of Columbia Donation and Reuse awards will be announced in January 2024. 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 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, final report, or other requirement 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 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.

Appendix A: Application Components Checklist

Complete all fields in the online application:

- Eligibility quiz
- Applicant Information tab
- Project Information tab
- Timeline tab
- Deliverables tab
- Volunteers tab
- Project Partnerships tab ○ Upload letters of commitment if applicable
- Narrative and Supporting Documents tab ○ Upload a Project Narrative:
 - Use the downloadable Narrative Template
 - Complete all questions ○ Upload supporting documents
- Priority Points tab
- Budget Tab ○ Upload a completed Financial Management Spreadsheet (FMS) ○ Complete the Application Budget in the online system (should match totals from the FMS) ○ Complete the additional budget justification narrative

Appendix B: DOEE Grant Promises, Certifications, Assertions, and Assurances

The DOEE Grant Promises, Certifications, Assertions, Assurances and DOEE Grant General Terms and Conditions can be accessed [here](#).