Donation and Reuse Award Program

2023 Request for Applications (RFA)

Chesapeake Bay Trust
108 Severn Avenue, Annapolis, MD 21403
(410) 974 – 2941 ♦ www.cbtrust.org
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, December 8, 2022, 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 $15,000

Submit Your Application:
Follow the instructions online at https://www.grantrequest.com/SID_15207SA=SNA&FID=35694

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Introduction to the Chesapeake Bay Trust

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. Since 1985, the Trust has awarded over $130 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

The Chesapeake Bay Trust is partnering with the District of Columbia Department of Energy and Environment (DOEE) on the District Donation and Reuse Award Program. 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.

Program Goals

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 Donation and Reuse Program represents an increased 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. This term is often used synonymously with "waste reduction.") and reuse, which is prioritized above all else in the District’s Waste Hierarchy.
The purpose of the Donation and Reuse Award Program is to provide funding for donation and reuse 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 and reuse 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 and reuse 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

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.

If located outside of the District, the applicant must clearly show how the proposal serves District residents, businesses, and/or other entities. 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 applicants must also include 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. Clean Hands Certificate can be obtained for free at https://otr.cfo.dc.gov/page/certificate-clean-hands.
Applicants, if selected, must have insurance coverage listed in XXXXXX. If needed, insurance costs can be included in project budget.

*Please review Eligible Project Types section for more information on ineligible applicants

Priority points will be awarded to entities (see Narrative Section questions #5)

- Projects located in “environmental justice communities”, as defined by the Office of the People’s Counsel for the District of Columbia in its December 2021 report (see page 2 for a map of environmental justice community locations);
- 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.
- Whose primary address is located in the District;
- Who have attended the Donation and reuse Award Workshop hosted by the Trust;
- Who have attended or viewed the Grant Writing and Application Process Workshop hosted by the Trust.

If located outside of the District, the application must clearly show how the proposal serves District residents, businesses, and/or other entities.

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. Insurance requirements are detailed in the appendices linked below. Applicants can include the cost of insurance that is required in their project budget.

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.)

Applicants should provide evidence of strong existing community relationships in the prioritized project area, whether District-wide or neighborhood-specific, in the form of letters of commitment or include a plan for meaningful community engagement.

**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.

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

*is NOT eligible if:*

1. The same project 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. The applicant is an individual person, or it is an organization without a formal legal non-profit or business status. An “unincorporated association” is therefore, not eligible. (Example: a neighborhood association that has members, a bank account, and rules of organization, but no formal incorporation papers.) Exception and work-around: A sole proprietorship business IS eligible, if registered in the District. An otherwise ineligible person or group could partner with an eligible applicant (from the entities list above). If the project is selected, the Trust would award to the eligible entity as the “fiscal agent” as appropriate.
3. The project 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.
4. Donation related projects should be focused on used items, or items that would have otherwise been sent to landfill or incineration. Projects, such as a donation drive of new toys, would not be eligible for funding.

**Evaluation Criteria**

The following criteria will be used by internal and partner expert reviewers to score your proposal:

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Description of Scoring Criteria</th>
<th>Scoring</th>
</tr>
</thead>
</table>
| **Justification (Project Need)** | • Does the applicant clearly identify which of the program goals they will meet and 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 1 to 20 |
| **Likelihood of Project Success** | • 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 1 to 20 |
<table>
<thead>
<tr>
<th>Partnership and Community</th>
<th>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.)&lt;br&gt;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?&lt;br&gt;Is it clear that partners are aware of their role and does the applicant provide letter(s) of commitment from each project partner referenced?</th>
<th>Scale of 1 to 20</th>
</tr>
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<tbody>
<tr>
<td>Sustainability</td>
<td>Has the applicant addressed future project sustainability (e.g., ongoing resources)?&lt;br&gt;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?&lt;br&gt;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.</td>
<td>Scale 1 to 15</td>
</tr>
<tr>
<td>Cost Effectiveness / Budget</td>
<td>Is the budget appropriate and cost effective?&lt;br&gt;Are the line items budgeted justified in the budget narrative?</td>
<td>Scale 1 to 15</td>
</tr>
<tr>
<td>Total Points</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Priority Points: maximum 10 points available</td>
<td>Projects located in “environmental justice communities”, as defined by the Office of the People’s Counsel for the District of Columbia in its December 2021 report (see page 2 for a map of environmental justice community locations) and described in the Program Goals of this RFA.</td>
<td>0 or 6</td>
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<td></td>
<td>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</td>
<td>0 or 1</td>
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<td></td>
<td>Applicant’s primary address is located in the District.</td>
<td>0 or 1</td>
</tr>
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<td></td>
<td>Applicant attended (or viewed recording) the Donation and Reuse Award Workshop Process hosted by Chesapeake Bay Trust. The recording of the workshop will be posted here once available: <a href="https://cbtrust.org/grants/district-of-columbia-donation-reuse/">https://cbtrust.org/grants/district-of-columbia-donation-reuse/</a>.</td>
<td>0 or 1</td>
</tr>
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<td></td>
<td>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 <a href="https://cbtrust.org/grants/district-of-columbia-donation-reuse/">https://cbtrust.org/grants/district-of-columbia-donation-reuse/</a>.</td>
<td>0 or 1</td>
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<tr>
<td>Total Points</td>
<td>10</td>
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Funding Availability, and Timeline

**Funding Availability:** The funding partners anticipate funds available in FY23 as follows:

- Approximately $57,000

**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

**Project Timeline:** Projects must be completed by August 23, 2023. Requests to extend the deadline to meet the mini grant award objectives will NOT be considered.

**Deadline**

Applicants must submit applications in the Chesapeake Bay Trust Online System by 6:00 PM EDT on Thursday, December 8th, 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.

**Application Review Process**

All submitted applications are scored by technical experts in the field supported by this RFA and discussed by a review committee. Reviewers score all applications based on the evaluation criteria listed in the “Evaluation Criteria” section above.

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

The 2023 Donation and Reuse awards will be announced March 2023.

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, 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 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.

Contact

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

Application Checklist

- Online Application Form
- Narrative Questions
- Financial Management Spreadsheet
- 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. Clean Hands Certificate can be obtained for free at https://otr.cfo.dc.gov/page/certificate-clean-hands.

Narrative Questions

You will upload a MS Word or PDF file not to exceed (6) 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.

Project Goal, Scope, Background and History:

1. Please describe your project.
2. What is the background of the project?
3. What is your experience in this work and why is this project needed?
4. How does the project support the meet the goals of this RFA?
5. Does your organization meet any of the priority points criteria listed under Evaluation Criteria? And if so, how?

**Project Goal:**

**Definitions:**

a. **Output:** the immediate results of the work which is being completed (e.g.: the number of people that attend an event)

b. **Outcomes:** the change that is prompted as a result of the output listed above (e.g.: increased participation in donation and reuse as a form of waste diversion).

6. What are the project outputs?
7. What are the project outcomes?

**Partnerships and Community:** Applicants are encouraged to consider the Trust and DOEE’s commitment to the advancement of diversity in its award-making in their responses.

8. What is the demographic information about the community or population involved in or served by the project? How is your target population and/or the community involved in the planning, development, and implementation of the proposed project, and in the development of this application?

9. How will the community be able to carry the work forward?

10. What is your organization’s experience working within the specific communities that you will be prioritizing/engaging? If you have not had significant experience working with or as part of your prioritized demographic, explain how you intend to address this issue.

The Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the prioritized demographic(s). Cultural competence involves understanding and appropriately responding to the unique combination of cultural variables which entails the integrated patterns of human behavior such as language, thoughts, actions, customs, beliefs and institutions of racial, ethnic, social or religious groups that the community or population bring to interactions.

11. What are your key partnerships and why were they selected for this project?

12. **Answer only if applicable**-

   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.

   a. Has/will a consultant be hired and has a contractor been selected?
   b. What is your consultant/contractor selection process? Include a justification and background of the selected consultant/contractor. If using a bid process, describe the process.

**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: change in public interest in an effort; change in waste stream; change in consumer behavior due to COVID-19; change in land use; and more.

13. What is the future you see for the work for which you are requesting funds?

14. If the project or program will need ongoing financial resources in order to maintain its value, provide a plan describing how the project will be sustained beyond the term of the proposed funding request?
15. If a project is time-bound, how will the project be a model of success or could be replicated by others in the future?

Administrative

16. 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.

17. Has the applicant thoroughly reviewed the DOEE Grant Promises, Certifications, Assertions, and Assurances document included in this Request for Applications, and is able to meet the terms outlined? (Yes/No)

18. Has the applicant reviewed the insurance requirements in the appendices, and if needed, incorporated costs into your project budget? (Yes/No)

Budget Instructions

Financial Management Spreadsheet – Application Budget Upload

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 also watch a video with instructions on how to complete the FMS.

Financial Management Spreadsheet – Application Budget Information

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.

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

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.

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.

### 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/](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.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by 6:00 pm EDT on Thursday, **December 8th, 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/](https://cbtrust.org/grants/).

### 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.

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

You may access all necessary Appendices [here](https://cbtrust.org/grants/).