

Greater DC Diaper Bank

Emergency Diaper Hub Application 2021



General Information

Organization Name: City of Hyattsville

Organization Headquarters Address: 4310 Gallatin Street Hyattsville MD 20781

Website: www.hyattsville.org

Organization Executive Director (ED) Name: Tracey Douglas

ED Email: tdouglas@hyattsville.org

ED Phone: 301.985-5000

Organization Primary Point of Contact (POC) Name: Colleen Aistis

POC Email: caistis@hyattsville.org

POC Phone: 301.985.5057

Organization Secondary Point of Contact (POC 2) Name: Cheri Everhart

POC 2 Email: ceverhart@hyattsville.org

POC 2 Phone: 301.985.5021

Number of Staff: 110

Geographic Areas Served

For DC Organizations (please separate areas by a comma. Example: 4, 5, 7)

Ward(s)	Neighborhood(s)	Zip Codes
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

For MD Organizations (please separate areas by a comma. Example: 4, 5, 7)

Counties	Cities	Zip Codes	Other
Prince Georges County	Hyattsville, Mt. Rainer, Brentwood, Colmar Manor, Riverdale Park, Adelphi, College Park, Bladensburg, Langley Park	20710, 20712, 20722, 20737, 20738, 20740, 2074, 20781, 20782, 20783, 20784, 20785, 20787, 20788	Click or tap here to enter text.

For VA Organizations (please separate areas by a comma. Example: 4, 5, 7)

Counties	Cities	Zip Codes	Other
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Distribution Sites and Methods for Food/Other Items

How many distribution sites will you distribute diapers from? One

Please provide the addresses for all of the distribution sites that you will distribute from including hours of operation and distribution method (walk in, appointments, drive up, other – describe)

Site One

Address: Magruder Park, 3911 Hamilton Street Hyattsville, MD 20781

Click or tap here to enter text.

Distribution Method: Other

If Other, please describe: Combination of Drive Thru and Walk Up

Hours of Operation: 9am ~ 2pm

Site Two

Address:

Click or tap here to enter text.

Distribution Method: Choose an item.

If Other, please describe: Click or tap here to enter text.

Hours of Operation: Click or tap here to enter text.

Site Three

Address:

Click or tap here to enter text.

Distribution Method: Choose an item.

If Other, please describe: Click or tap here to enter text.

Hours of Operation: Click or tap here to enter text.

If you have additional sites please list them on a separate page and attach to this application

Distribution Details

1. Please provide an overview of your organization's work and the populations you serve.

Since March of 2020 City of Hyattsville (COH) staff has provided resources to fill gaps in the greater Route One Corridor. Our faith-based and school communities have re-stocked and distributed items from their pantries as requested. Currently, we are working with five churches and three schools while hosting three food distribution. The populations served are throughout our region. We do not exclude nor turn away recipients. We are currently serving the greater Hyattsville areas, Mt. Rainer, Brentwood, Colmar Manor, Riverdale Park, Adelphi, College Park, Bladensburg, Langley Park and the District of Columbia.

2. Please describe how you are distributing food at your site (appointment based, drive up hours, walk up, delivery, etc.)

Currently the COH is distributing food boxes with a combination of drive up hours, walk up and delivery to our faith based and school communities.

3. Do you currently provide diapers? No

4. Description of how diapers are distributed including how many diapers are distributed per baby, and how often:

Since March of 2020 we have received three donations of diapers. These have been donated on a sporadic schedule. It is not consistent nor are there a variety of sizes available.

5. If not providing diapers, please explain how you plan to distribute diapers?

We plan to add the diaper distribution to our weekly food distributions. On Tuesday, the COH receives and distributes 999 boxes of non-perishable food items. We have just renewed our agreement to continue our Tuesday distribution beginning again in January through March of 2021. On Saturday, the COH distributes 1,032 boxes of perishable food items. We anticipate that this distribution will continue into 2012. Both distributions are held at a centrally located city park, we accommodate walk-ups and vehicles. In addition, the COH partners with our faith-based community to re-stock their pantries. Currently, we are working with 5 churches. Our food distributions are regional, we do not exclude recipients.

Data and Tracking

6. Accurate tracking is vital for Greater DC Diaper Bank inventory planning. Emergency Diaper Hubs must track diapers received and distributed from Greater DC Diaper Bank each week using the online reporting forms. In order to place your next month's order you must provide up to date tracking data including the number of new and returning babies receiving diapers by zip code. We don't require identifying information on the families who receive diapers.

7. What is your organization's plan for tracking and reporting diaper distribution? We will follow the direction provided by the DC Diaper Bank. We will establish a registration that will include the number of new and returning babies and their zip codes. Through the pandemic, the COH has conducted simple samplings of recipients on site at our food distributions. This was done with a fillable post card while recipients were on our distribution sites. We also opened a dedicated phone line open to requests. Our goal was to inquire about the resources most needed. We have been successful at securing the most requested items. We will utilize our city communications to establish an electronic, written and phone request in English and in Spanish. We will work with our faith-based and school leaders to provide a registration for process. We have utilized this process to

secure boxes of food items throughout the pandemic, it has ensured that resources are distributed. Our staff will be responsible for the completing the online reports.

8. Would tracking this information fit within your organization's current tracking system? Yes.

9. Who will be responsible for data tracking? COH Administrative Staff

10. Who will be responsible for tracking inventory and ordering diapers? COH Administrative Staff

11. Estimated number of diapers needed each month: 5,000

12. Diapers are picked up from Greater DC Diaper Bank's warehouse in Silver Spring on a monthly basis. Does your organization have the ability to pick up 40,000 diapers and transport them to your facility for storage? This will require a dock-height truck (not Uhaul) that can accommodate 5 -6 pallets of diapers.

No

Greater DC Diaper Bank

PARTNERSHIP CONTRACT – EMERGENCY DIAPER HUBS

Greater DC Diaper Bank Distribution Partners will not engage in discrimination in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, including gender identity, unfavorable discharge from the military, or status as a protected veteran.

I [Click or tap here to enter text.](#) , [Authorized organization representative] representative of [Click or tap here to enter text.](#) [Name of partner organization] agree and affirm that [Click or tap here to enter text.](#) [Name of partner organization]

1. Holds 501(c)(3) tax exempt status with the Internal Revenue Service.
2. Will not sell or exchange Greater DC Diaper Bank items for money or services, or use Greater DC Diaper Bank items for fundraising purposes.
3. Will not use Greater DC Diaper Bank for other agency purposes, and understands that agencies that do use Greater DC Diaper Bank items for unauthorized purposes will be suspended and/or terminated.
4. Will not sell, transfer, or barter items. (Transfer includes the removal of any Greater DC Diaper Bank-delivered product from the approved site to any other location.)
5. Will provide Greater DC Diaper Bank items directly to clients in the form of ongoing support or emergency packages to those who qualify at no cost.
6. Will not ask clients for donations or request or require clients to participate in religious services to receive Greater DC Diaper Bank items.
7. Is located in the District of Columbia or Prince George's County, or Montgomery County in Maryland, Arlington County, City of Alexandria, Fairfax County, or Prince William County in Virginia.
8. Is an established social service program or distributor that has been in operation once a month for a period of at least five years.
9. Has designated hours of operation and is open at least 20 hours on a weekly basis.
10. Will serve a minimum of 50 families per week.
11. Has adequate storage, to insure the quality of the diapers and baby items are not compromised until used or distributed.
12. Maintains at least one active email address and has regular access to the Internet, either on- or off-site.
13. Will designate a primary contact for Greater DC Diaper Bank. Will respond in a timely fashion to all Greater DC Diaper Bank correspondence.
14. Will provide Greater DC Diaper Bank with necessary information regarding any change in program/administrative location, primary staffing, structure, etc. in a timely manner.

15. Will provide the Greater DC Diaper Bank with the names of individuals authorized to take full responsibility for the program's services, including board members, staff and volunteers. This includes receiving items at our Warehouse on behalf of the organization.
16. Agrees to keep required tracking information for all items and other appropriate records as required by Greater DC Diaper Bank and will submit this data when requested by Greater DC Diaper Bank.
17. Agrees to submit tracking data for diapers and other items weekly via the online tracking system.
18. Agrees to accept donated items "as is."
19. Agrees that Greater DC Diaper Bank and the original donor of the diapers and other products expressly disclaim any implied warranties of merchantability or fitness for a particular use.
20. Agrees there have been no expressed warranties in relation to this gift of diapers.
21. Agrees to release both the original donor and Greater DC Diaper Bank from any liability resulting from the condition of the products and further agrees to not hold Greater DC Diaper Bank and the original donor responsible for any liabilities, damages, claims, losses, causes of action, and/or lawsuits. Further, there will be no obligation attributed to Greater DC Diaper Bank or the original donor because of action of the Agency or any individuals acting on behalf of the Agency in connection with its storage.

I, the undersigned agency representative, have read and understood the letter of agreement.

Executive Director's Signature: _____

Print Name: _____

Date: _____

Program Director's Signature: _____

Print Name: _____

Date: _____