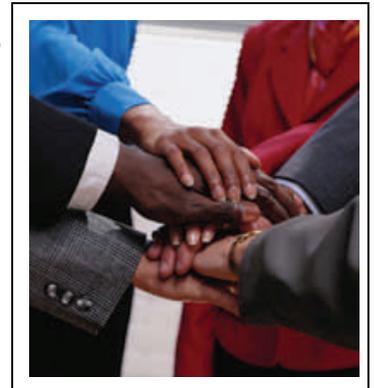


*Working  
towards a clean  
and green  
Washington,  
DC*

## Introduction

This innovative approach to beautifying our neighborhoods enables citizens to take an active role in the “clean&greenDC” Clean City Initiative. It offers an innovative project for civic-minded individuals and organizations and gives community members the satisfaction of making a notable contribution to their communities.

Over 3,000 District residents came together at the 1999 Citizen Summit, where many focused on the importance of clean communities. Citizens said that the government must do its part to keep the city clean, but recognized that government can't do everything; teamwork is key. Only by involving all residents and each community can we create a city as beautiful as we know the District can be.



To be a part of the clean&greenDC: Adopt-A-Block Program, a group:

- Adopts a *minimum* of 2 square blocks of a residential or commercial area in the District of Columbia, including the alleys within the blocks and both sides of all streets that encompass the blocks,
- Agrees to a twice-weekly litter pick up and weekly gutter sweeping within the area.
- Agrees to “clean and green” the adopted area at least once every three months for a 2-year period by conducting a clean-up day that includes the community.

## OFFICE OF THE CLEAN CITY

Executive Office of the Mayor  
Office of the City Administrator  
1350 Pennsylvania Avenue,  
Northwest  
Suite 316  
Washington, DC 20004

Phone: 202-724-8967  
Fax: 202-727-5445  
CleanCity@dc.gov  
www.CleanCity.dc.gov



Government of the  
District of Columbia

### EXAMPLE OF A TWO BLOCK ADOPTED AREA. NOTE THE DARK GREEN AREA.



“Cleaning and greening” an adopted area includes:

- ☑ Encouraging the residents and/or businesses in the adopted area to participate in clean&green efforts.
- ☑ Conducting a twice-a-week litter pickup and removal of trash and debris.
- ☑ Sweeping the sidewalks and the area 18 inches from the curb into the street. *Please note that nothing should be swept into the storm drain.*
- ☑ Distributing Clean City clean&greenDC tip sheets to all residents and businesses in the adopted area.
- ☑ Cleaning trash, debris, and litter from the tree box spaces.
- ☑ Removing posters and illegal signs from trees, poles, and posts on the street.
- ☑ Removing weeds, overgrowth, and leaves from the sidewalk, street, and public space.
- ☑ Calling the Citywide Call Center at 202-727-1000 to report bulk trash, graffiti, illegal dumping, abandoned vehicles, burned-out street or alley lights, dead trees, tree stumps, and faded or missing signs.
- ☑ Scheduling the pickup or removal of bagged waste filled at the clean&green event. This can be done by requesting support through DPW's *Helping Hand Program* three weeks prior to your cleanup. Call the Citywide Call Center to place your request.



If the adopted area contains a park, wooded area, or vacant lot, the group will beautify this area by doing one or all of the following:

- ◆ Remove litter that can **safely** be disposed of. (Please call the Citywide Call Center to request assistance with large piles of refuse or piles that have accumulated over time.)
- ◆ Rake and bag leaves and other yard debris.
- ◆ Contact the property owner and get their written permission before planting or changing the landscape on their property.



These efforts will enhance DPW and other government initiatives and will foster citizenship in the District of Columbia. The Office of the Clean City (OCC) and the Government of the District of Columbia support your efforts as follows:

- The OCC provides educational meetings to help prepare you for your clean&green activities.
- The OCC has tip sheets which you and all participants in the your cleanup are encouraged to read and be familiar with. These tip sheets are available both electronically and in paper form for you to distribute in the neighborhood you are adopting.
- After receiving advance notice, OCC will place your scheduled cleanup on the Citywide Calendar and on the OCC website. We encourage you to take “before” and “after” pictures of the cleanup site and forward the pictures with captions and a short write up about the event to the OCC.

- The DPW Helping Hand Program has loaner tools and trash bags that can be acquired by calling the Citywide Call Center.
- The OCC contacts the appropriate District government agency to erect recognition signs within the adopted area that will identify the group doing the litter pickup and beautification.
- City Services available at the Citywide Call Center:

Abandoned Auto	Illegal Dumping	Sidewalk Repair	Traffic Signals
Autumn Leaf Collection	Litter Cans (Service)	Street/Alley Cleaning	Trash Collection
Bulk Trash Collection	Parking Enforcement	Street/Alley Light Repair	Tree Related
Dead Animal Removal	Rat Abatement	Street/Alley Repair	Yard Waste
Graffiti Removal	Recycling Services	Street Sign	
Grass & Weed Mowing	Sanitation Enforcement	Supercan Repairs	

## Program Benefits

- Adopting a block helps to reinforce the importance of litter control. This program targets litter and illegal dumping throughout all neighborhoods.
- Litter-free, more attractive communities which help deter unwelcome illegal activity.
- An enhanced quality of life. The appearance of our community contributes to the quality of life we all share.
- Recognition signs for the group. Your commitment will show the community that you care and will be an example to be followed by observers.
- Increased economic development. An attractive, clean community is a great asset in attracting new businesses, jobs, and customers.

## The clean&greenDC: Adopt-A-Block Kit



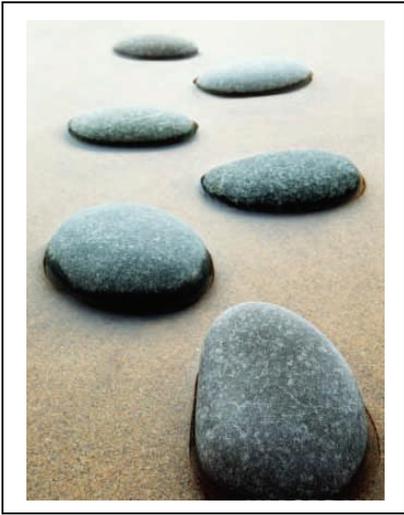
1. clean&greenDC: Adopt-A-Block procedures
2. Recognition sign policy
3. A sample Letter of Intent between the Office of the Clean City and an adopting group.
4. A blank Letter of Intent between the Office of the Clean City and the adopting group.
5. An Adopt-A-Block Application that can be completed and returned by a group representative to the Office of the Clean City.
6. An Adopt-A-Block Participant Registration Form that can be completed and returned by a group representative to the
7. Copies of the Clean City clean&greenDC tip sheets.

If further information is required, please do not hesitate to contact the Office of the Clean City or the Citywide Call Center.

### OFFICE OF THE CLEAN CITY

Phone: 202-724-8967 Fax: 202-727-5445 CleanCity@dc.gov www.CleanCity.dc.gov

## Program Procedures



**STEP 1:** The Office of the Clean City will review the potential location(s) the group proposes to adopt. The review will include a joint walk through of the proposed area and an agreement on the boundaries of the location. Once a location is agreed upon, an Adopt-A-Block Letter of Intent must be completed by the Office of the Clean City (OCC) and group representatives. At that time, the OCC will schedule a safety orientation for the group.

**STEP 2:** After the Letter of Intent is signed, the OCC will order recognition signs identifying the group's name and arrange to install the signs within approximately a month.

**STEP 3:** Before the first event, the OCC will hold an initial safety orientation for the group. Use of safety equipment will be reviewed. This equipment will consist of reflective vests and gloves. The adopting volunteer group is responsible for supplying these items.

**STEP 4:** Three weeks before each community cleanup, the group will notify both the OCC and the Department of Public Works (DPW) Helping Hand Program (727-1000) to schedule the cleanup.

**STEP 5:** The OCC and/or a DPW SWEEP Inspector will attend the first cleanup, to make sure all procedures are followed and to set the pace for future events.

**STEP 6:** Volunteer groups are responsible for providing first-aid kits.

**STEP 7:** Groups are encouraged to take before and after pictures of the cleanup site and provide the pictures, captions, and a brief write up about the event to the OCC.

**STEP 8:** When the group terminates the Letter of Intent or defaults on its obligations for six months, the OCC will have the recognition sign removed. That street or block will then be available to other adopting volunteer groups.

**STEP 9:** The OCC will host an annual gathering where volunteers from all groups will be welcome to attend. We will share results and accomplishments with others.

An annual follow-up meeting will be held to review safety measures and compliance with the Adopt-a-Block Agreement.

## Recognition Sign Policy

The signs installed for the volunteer groups participating in the program will conform to the following rules:

- For non-profit groups, only the full names of the groups will be placed on the signs.
- For commercial businesses, only the full name of the companies will be placed on the signs.
- For political groups, only the full names of the groups will be placed on the signs.
- The services provided by a group will not be placed on the signs.
- The OCC will not list specific locations, addresses or phone numbers of the business or group.
- The OCC will not allow any political or other statements that can be considered controversial to be placed on the signs.

For additional program information, contact the Office of the Clean City.

## Tips for Keeping Your Adopted Area “Clean and Green”

- Keep storm-water drains free of trash and debris and report clogged storm drains to DC WASA at 202-612-3400, or on line at [www.dcwasa.com](http://www.dcwasa.com).
- Inspect fire hydrants and report broken, leaning, or leaking fire hydrants to DC WASA at 202-612-3400, or on line at [www.dcwasa.com](http://www.dcwasa.com).
- Place mulch around the trees. Contact Casey Trees at (202)833-4010 or [friends@caseytrees.org](mailto:friends@caseytrees.org)

For additional tips, refer to any one of the following OCC clean&greenDC educational material. Electronic versions are available upon request.

- Clean Neighborhoods (English and Spanish versions)
- Clean Business Communities (English and Spanish versions)
- Prevent Graffiti (English and Spanish versions)
- *Trash Talk!* - Fall 2005 newsletter
- *One Person's Trash...* - Fall 2005 newsletter



## DPW's Helping Hand Program

The *Helping Hand Program* provides tools and trash bags to community groups organizing neighborhood cleanup projects. DPW will even send trucks to pick up the bagged trash collected by tired volunteers!

Your group can borrow tool kits from DPW to assist your cleanup efforts. Each tool kit contains: 5 rakes, 5 brooms, 2 shovels, plus 20 trash bags. A \$20 refundable deposit is required for all tool kits loaned under the *Helping Hand Program*. Checks or money orders should be made payable to the D.C. Treasurer. Refunds will be made after all tools (minus trash bags) are returned in good condition.

*Helping Hand* is usually the most active on weekends between March and October. To meet demand, groups are asked to apply at least two weeks in advance of a scheduled cleanup event to ensure the availability of tools. When the cleanup date is confirmed by a Helping Hand Coordinator, a control number will be assigned for tracking purposes and the event will be added to the Helping Hand calendar. The Helping Hand Coordinator will also help you get bagged trash collected following your neighborhood cleanup. DPW can only service an event for which a date has been confirmed and a control number assigned. Call the Citywide Call Center to request a *Helping Hand* application form or if you have any questions. DPW is open from 8:15 am - 4:45 pm, Monday through Friday and is closed on all government holidays.

## Frequently Asked Questions about Trees



### Q. How can I prevent storm damage to my trees?

- A. Recent severe storms have caused many tree limbs to break and trees to fall. Here are a few steps you can take to minimize this risk to your trees:
- Keep your trees healthy with regular mulching and periodic deep watering during dry periods (refer to the third question, below).
  - Provide plenty of space and protection for the roots.
  - Avoid injuries to the trunk, such as scrapes from the lawn mower.
  - Remove dead branches using proper pruning methods, but use caution since excessive pruning weakens trees.
  - Call in an expert to assess large trees for risk. This will save you the expense and disappointment of removing a healthy tree, and prevent the property damage and personal injury caused by the fall of a weak or unhealthy tree.

### Q. Why is Casey Trees focusing so much on street trees?

- A. Street trees, which make up about 15 percent of the city's trees, are among our most important trees. As the main buffer between the green spaces in our yards and parks and the harsh conditions presented by traffic, paved streets, and parking lots, healthy street trees are vital to maintaining healthy neighborhoods. The street trees of Washington are also an important part of the identity and legacy of our nation's capital city.

### Q. Some of the new trees on my street are not doing so well. What can be done?

- A. There are many more trees being planted right now than can be maintained by city staff. You and your neighbors can help by "adopting" the new, young trees by caring for them as follows:
- During dry periods, when there is little or no rain in a week, slowly water the trees with 5 to 10 gallons of water per week.
  - Remove the weeds from around your trees.
  - Apply 2 to 3 inches of mulch around the base of each tree, but do not let the mulch touch the trunk.
  - When there are more serious problems that need attention from city foresters, contact the Citywide Call Center. Information about the city's tree program can be found on the DC government web site at: <http://ddot.dc.gov/ufa/index.shtm>.

### Q. I'm not sure what's best for the trees in my yard. Where can I learn more?

- A. Go to [www.caseytrees.org](http://www.caseytrees.org) to view a number of links to related sites containing information to help you identify your trees and offering basic tree-care tips. Casey Trees also offers a series of three training courses as part of our DC Citizen Forester program. Each course combines classroom lessons and hands-on work with trees. The Citizen Forester program offers a great opportunity to learn to care for the trees in your yard and your neighborhood. The Extension Service at the University of the District of Columbia also provides tree care information to local residents.

## SAMPLE Letter of Intent

This letter will serve as a commitment of ABC Gardening Club (Group), to adopt a minimum of 2 blocks of District of Columbia streets or blocks, for litter removal on

W Street, SE (street name) from the 1500 block to the 1600 block, on

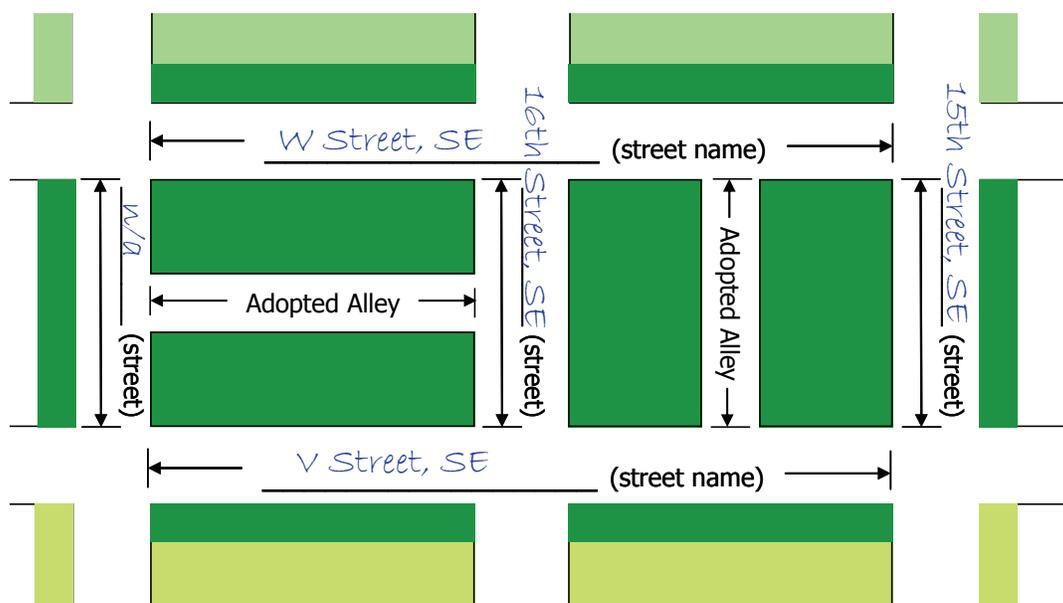
V Street, SE (street name) from the 1500 block to the 1600 block, on

15th Street, SE (street name) from the 2200 block to the 2200 block, on

16th Street, SE (street name) from the 2200 block to the 2200 block, on

w/a (street name) from the w/a block to the w/a block, and all alleys inside this area in Washington, DC.

Please label the street names and blocks below.



The Group commits to:

- Conduct a twice-a-week litter pick-up and weekly gutter sweeping all streets in the area.
- Perform community clean-up in strict accordance with Adopt-A-Block guidelines at least four times a year for a two year period.
- Designate a leader who will represent the group, who will register and brief the participants prior to each event, including safety procedures. This leader is designated the block Captain.
- Select participants under the age of 12 and require adult supervision. Participants under the age of 12 must have a parent/guardian present.

The OCC will:

- Install Adopt-A-Block signs within the adopted blocks, which identify the Group.
- Provide an annual safety meeting to the Group.

It is understood that the members of the Group participating in clean-up are providing volunteer services to the Group and not to the OCC or the Government of the District of Columbia. Either party may terminate this commitment for any reason upon 30-day written notice.

This Letter of Intent is non-transferable and non-assignable. This Letter is not intended to create any legally enforceable rights against the Group, its members, the Office of the Clean City, or the Government of the District of Columbia, nor any legally enforceable rights in favor of any person not a party to this Letter of Intent.

I certify that I have read the information contained in this document and that I possess the authority to execute this document on behalf of my organization.

**VOLUNTEER**

John B. Superclean  
Signature

John B. Superclean  
Print Name

President  
Title

ABC Garden Club  
Group Name

October 4, 2005  
Date

(202)555-1212 (day) or 722-5555 (evening)  
Phone

John.B.Superclean@ABCgardening.org  
Email Address

Sample

# Letter of Intent

This letter will serve as a commitment of \_\_\_\_\_ (Group), to adopt a minimum of 2 blocks of District of Columbia streets or blocks, for litter removal on

\_\_\_\_\_ (street name) from \_\_\_\_\_ block to the \_\_\_\_\_ block, on

\_\_\_\_\_ (street name) from \_\_\_\_\_ block to the \_\_\_\_\_ block, on

\_\_\_\_\_ (street name) from \_\_\_\_\_ block to the \_\_\_\_\_ block, on

\_\_\_\_\_ (street name) from \_\_\_\_\_ block to the \_\_\_\_\_ block, on

\_\_\_\_\_ (street name) from \_\_\_\_\_ block to the \_\_\_\_\_ block, and all alleys inside this area in Washington, DC.

**Please label the street names and blocks below.**



The Group commits to:

- Conduct a twice-a-week litter pick-up and weekly gutter sweeping on all streets in the area.
- Perform community clean-up in strict accordance with Adopt-A-Block safety guidelines at least four times a year for a two year period.
- Designate a leader who will represent the Group and who will register and brief the participants prior to each event, including safety practices. This leader will be designated the block Captain.
- Select participants at least 12 years of age and provide supervision. Participants under the age of 12 must have strict adult supervision.

The OCC will:

- Install Adopt-A-Block signs within the adopted blocks, which identify the Group.
- Provide an annual safety meeting to the Group.

It is understood that the members of the Group participating in clean-up are providing volunteer services to

the Group and not to the OCC or the Government of the District of Columbia. Either party may terminate this commitment for any reason upon 30-day written notice.

This Letter of Intent is non-transferable and non-assignable. This Letter is not intended to create any legally enforceable rights against the Group, its members, the Office of the Clean City, or the Government of the District of Columbia, nor any legally enforceable rights in favor of any person not a party to this Letter of Intent.

I certify that I have read the information contained in this document and that I possess the authority to execute this document on behalf of my organization.

## VOLUNTEER

---

Signature

---

Print Name

---

Title

---

Group Name

---

Date

---

Phone

---

Email Address

# Application Form

The Office of the Clean City will work with the adopting group to determine the specific section of street or block. Roadways and alleys with insufficient right-of way will not be considered.

**(Please print or type)**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

President/Chairperson: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact Person #1: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact Person #2: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Anticipated number of members participating in the program: \_\_\_\_\_

Street block(s) you are interested in adopting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Drop off or mail to:**

Office of the Clean City  
 The John A. Wilson Building  
 1350 Pennsylvania Avenue, NW, Suite 316-C  
 Washington, DC 20004  
 (202)724-8967 (main) (202-727-5445 (fax)

**FOR OFFICE USE ONLY**

Date Rec'd: _____	Rec'd by: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____
Date LOI Rec'd: _____	Rec'd by: _____	Date Approved: _____	
Date of Walk Through: _____	Done by: _____		

**OFFICE OF THE CLEAN CITY**

Phone: 202-724-8967 Fax: 202-727-5445 CleanCity@dc.gov www.CleanCity.dc.gov

## Participant Registration Form

Name of Group: \_\_\_\_\_

Name of Group Leader/Organizer: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Address (City, State, Zip code): \_\_\_\_\_

Phone (h): \_\_\_\_\_ (c): \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing below, I acknowledge that I have read and understood the rights, responsibilities and privileges provided in the foregoing Letter of Intent and Application Form.

I agree:

- ◆ I am participating and am under direction of my group and not the Office of the Clean City or the Government of the District of Columbia. I will abide by the terms and conditions of my Group's Letter of Intent with the Office of the Clean City and the Government of the District of Columbia.
- ◆ I understand that my Group and its members are acting as private volunteers and not as officers or employees of the Office of the Clean City or of the Government of the District of Columbia.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

	<b><u>Event</u></b>
# 1	_____
# 2	_____
# 3	_____
# 4	_____

<b><u>Date of Event</u></b>
_____
_____
_____
_____