



## **KEEP CINCINNATI BEAUTIFUL'S HELP-A-LOT INITIATIVE**

### **OVERVIEW**

As part of the Mayor's Private Lot Abatement Program (PLAP), the Department of Public Services (DPS) and the Department of Buildings and Inspections (B&I) is working aggressively to clean up our city's overgrown and littered properties. In simplest terms, negligent property owners are being cited for tall grass/weeds, excessive litter, or both, and they have ten (10) days to come into compliance for a reduced fine. Properties that are not cleaned up in time will be entered into a database for abatement and additional fines may be issued to the owner.

Keep Cincinnati Beautiful (KCB) is working in partnership with DPS and B&I to recruit volunteers and not-for-profit organizations to assist with the remediation of littered and overgrown vacant properties in the database. This piece of the PLAP has been coined the "Help-A-Lot Initiative".

Local organizations have the opportunity to participate in the Help-A-Lot Initiative and raise funds for their organization by cleaning and mowing designated private property in the city. KCB will provide tools and equipment, B&I will provide the properties, and DPS will provide garbage and yard waste collection.

Organizations that complete the work will receive \$150.00 per property for the initial abatement, and \$100.00 per property for maintenance, after approval from KCB.

Please note: Due to so many variables, this is a non-negotiable flat rate *per property* regardless of hours worked.

Additional questions?

Please call (513) 352-4505 or [Alistair@KeepCincinnatiBeautiful.org](mailto:Alistair@KeepCincinnatiBeautiful.org).

**ELIGIBILITY**

**A Community Partner (“CP”) must be a community organization such as:**

- A not-for-profit, charitable, or tax exempt organization
- A school or PTA/PTO
- A neighborhood association
- A faith-based group
- A civic organization

**Proof of your organization’s not-for-profit status is required.** Only one (1) form of documentation is required. Keep Cincinnati Beautiful staff reserves the right to request additional documentation. Examples of acceptable documentation are listed below. A 501(c)(3) determination letter is not a requirement.

<b>Type of Organization</b>	<b>Acceptable Documentation</b>
Nonprofit/Charitable/Tax Exempt	<ul style="list-style-type: none"> <li>• Tax exempt determination letter</li> </ul>
Neighborhood Association Civic Organization PTA/PTO	<ul style="list-style-type: none"> <li>• Organization charter</li> <li>• Brochure</li> <li>• Meeting minutes</li> <li>• List of officers</li> <li>• Registration with local government</li> </ul>
Faith-Based Group	<ul style="list-style-type: none"> <li>• Worship schedule</li> <li>• Tax exempt determination letter</li> </ul>
School	<ul style="list-style-type: none"> <li>• Letter briefly outlining the purpose of the school or agency (on school or department letterhead)</li> </ul>

**MEMORANDUM OF UNDERSTANDING**

**Between**

\_\_\_\_\_ (organization)

**And**

**KEEP CINCINNATI BEAUTIFUL**

**THIS AGREEMENT**, made and entered into by and between \_\_\_\_\_, the community partner, hereinafter referred to as “CP”, and Keep Cincinnati Beautiful, hereinafter referred to as “KCB”

**WHEREAS**, CP, a not-for-profit organization \_\_\_\_\_

\_\_\_\_\_ (mission statement or explanation of organization)

**WHEREAS**, KCB operates the Help-A-Lot Initiative, the objectives of which are to control blight and encourage safe neighborhoods by cleaning and mowing properties that have been declared a nuisance by the City of Cincinnati and have been placed into the Private Lot Abatement Program

**BE IT AGREED** that CP and KCB desire to enter into an agreement. This agreement shall be governed by the following conditions:

**RESPONSIBILITIES OF KEEP CINCINNATI BEAUTIFUL (KCB)**

- KCB will work with the Department of Public Services’ Litter Control Unit to maintain a database of blighted private properties available for CP to abate. Available properties are subject to change, and KCB is not obligated to provide CP with a certain number of properties to abate. The number of lots available to CP will be determined on a case-by-case basis depending on group size, allotted time, and available resources.
- KCB will provide all necessary tools, equipment, and safety gear.
- KCB will provide detailed instructions for how to safely clean assigned properties along with maps and a Field Log sheet for record-keeping.
- KCB will compensate CP at a rate of \$150.00 per property for initial abatements, and \$100.00 per property for maintenance. A completed Field Log, and accurate time and date stamped before and after photos must be submitted to KCB in order for CP to receive payment. Each property must pass a final inspection by KCB before payment is made to the CP. Payment will be issued within 30 days of notifying KCB of work completion and submitting required documentation.

**RESPONSIBILITIES OF COMMUNITY PARTNER (CP)**

- CP will carefully follow all of KCB’s instructions and clean each site according to KCB’s maintenance specifications. [ATTACHMENT A]
- CP will provide on-site supervision for all participants and will operate in a safe manner consistent with OSHA standards. [ATTACHMENT B]
- CP will schedule and attend an equipment demo at KCB.

- CP will keep track of all tools and equipment borrowed and return to KCB clean and in working order. A fee may be deducted from payment for lost or damaged tools or equipment. [ATTACHMENT C]
- CP will be responsible for any and all injuries sustained while at worksites and is liable for any substantial damage to personal property. KCB is not responsible for any injuries sustained by CP participants.
- CP will submit a completed Field Log to KCB including all sites completed, as well as accurate time and date stamped before and after photos, and any special circumstances noted. This Field Log will state the number of participants and hours worked for each assigned property.

**DURATION OF AGREEMENT, TERM, AND MODIFICATION:**

This Agreement shall remain in effect until the 2022-2023 fiscal year, ending 6/30/2023. Either party may terminate the Agreement and renewal thereof, with or without cause by written notice to the other party at least 30 days prior to the date of termination.

KCB reserves the right to make changes to work sites and schedules in accordance with changing needs of the City of Cincinnati.

Employees or staff of CP may not be deemed as employees of KCB, nor shall employees or staff of KCB be deemed to be employees of CP for purposes of compensation, or the withholding of income and/or social security.

**ATTEST:**

**KEEP CINCINNATI BEAUTIFUL**

**COMMUNITY PARTNER:**

**By:** \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Name, Title)

**Date:** \_\_\_\_\_

\_\_\_\_\_

(Organization)

**By:** \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Name, Title)

**Date:** \_\_\_\_\_

**Reimbursement Entity**

Please indicate the organization name or the designated person within the organization to which KCB will make reimbursement payments. Payment will only be made to the entity listed here; distribution of funds within organizations is their sole responsibility.

**Organization (name on account):** \_\_\_\_\_

**EIN #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**-OR-**

**Designated Individual:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

## ATTACHMENT A

### MAINTENANCE SPECIFICATIONS FOR VACANT LOTS

*Please note: Every lot is unique. Some properties will require every single step below, others may only require some.*

During each abatement CP will:

**1. Take a “before” photo of the site.**

Photos *must* be *accurately* “time stamped” to show the date and time of arrival, and be taken from the same perspective as the photo(s) taken by Litter Control (provided by KCB).

**2. Pick up litter and remove all loose debris and trash.**

Litter should be placed into bags which should not exceed 20 pounds each and placed along the sidewalk. Bigger debris (like furniture) should be moved as close to the sidewalk as possible but must not impede pedestrian traffic. An estimate of the amount of debris/litter collected for each site must be recorded on the Field Log.

Tires are to be counted and stacked separately from other debris.

Use metal rakes to find and remove debris within thick vegetation.

**3. Cut grass to a height of 4”.\***

Very tall grass and small woody brush (2” diameter or less) should be cut with a brush mower and then a final cut performed with a push mower.

**4. Weed whip around base of tree rings.\***

Care must be taken not to damage trees with trimmer string.

**5. Weed whip around base of fence.\***

**6. Weed whip around buildings.\***

**7. Remove all weeds from surrounding sidewalks and curbsides.**

**8. Take an “after” photo of the site.**

Photos *must* be *accurately* “time stamped” to show the date and time of departure.

This is to be done from approximately the same location as the “before” photo(s).

**9. Notify KCB of garbage/debris in need of removal and/or pickup**

This should be done immediately following your event for timely removal.

Email: [Alistair@KeepCincinnatiBeautiful.org](mailto:Alistair@KeepCincinnatiBeautiful.org); Phone: 513.352.4505

**10. Send abatement information to KCB the same day as the abatement.**

All photos should be emailed to [Alistair@KeepCincinnatiBeautiful.org](mailto:Alistair@KeepCincinnatiBeautiful.org) along with debris statistics. Type the site address in the subject line. This will allow us to verify site completion and arrange for debris collection.

\*Exercise caution when operating equipment—ensure other workers are several feet away from work area to avoid injury.

**ATTACHMENT B****OSHA STANDARDS & OTHER SAFETY GUIDELINES****OSHA safety stands for mowing and trimming:**

[https://www.osha.gov/dte/grant\\_materials/fy09/sh-19503-09/mowing-trimming\\_safety\\_manual.pdf](https://www.osha.gov/dte/grant_materials/fy09/sh-19503-09/mowing-trimming_safety_manual.pdf)

**KCB Guidelines:**

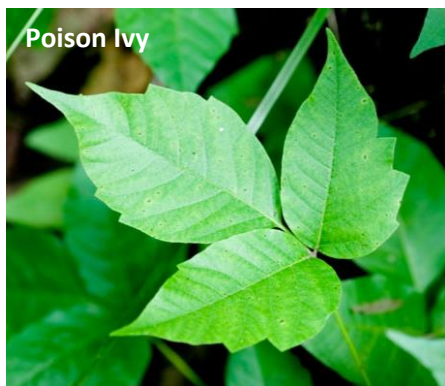
Only adults (age 18 and older), who have read and understood the safety guidelines outlined in this attachment may operate powered equipment (string trimmers, lawn mowers, and brush mowers).

Gloves, safety glasses, and hearing protection will be provided and must be worn by anyone using powered equipment.

Sites may contain debris which could include broken glass, boards with rusty nails, and other hazards. Use caution when walking through tall grass. Use a litter stick to collect sharp objects and place them in a sharps container (plastic bucket or plastic jug) – do not place them in a trash bag. Debris must be removed before mowing to prevent injuries and equipment damage.

Do not mow, trim, or attempt to remove poison ivy or poison hemlock (even if an individual is not sensitive, the equipment will become contaminated and pose a risk for others). If contact has been made with any of the plant parts of poison ivy, all exposed skin should be washed with soap and water, or Tecnu Poison Ivy Scrub as soon as possible. Exposed clothing and tools should also be washed before they are used or worn again. If there has been exposure to poison hemlock contact a Poison Control Center immediately.

National Poison Help Line: 1-800-222-1222



## ATTACHMENT C

### RETURNING TOOLS & EQUIPMENT

**KCB will provide the following equipment for the Help-A-Lot Initiative:**

#### **Powered Equipment**

- Lawn Mower
- Brush Mower
- String Trimmer

#### **Hand Tools**

- Loppers
- Metal Rake
- Broom and Scoop Shovel
- Sharps container
- Litter sticks

#### **Safety Gear and Misc.**

- Safety Glasses
- Ear Plugs
- Gloves
- Trash Bags
- Gas cans

#### **CP will:**

- Accept all tools and equipment in “as is” condition
- Ensure only appropriate fuel is loaded into equipment and gas cans (string trimmers require oil-mix in yellow cans, mowers require regular gas in red cans)
- Return the *all* tools and equipment (including safety gear) to KCB at or before the return time and date agreed upon at pickup

**KCB may deduct up to 50% of total payment for damaged or missing equipment (as determined by KCB in KCB's sole discretion).**