

**ADOPT-A-PARK LITTER CONTROL
PROGRAM PROCEDURES**

PROGRAM YEAR FY 2022

1. Primary Activities:
 - A. Each group shall pick up litter in their respective parks at least once a week, according to the Adopt a Park Agreement.
 - B. Each group shall track the dates, hours and number of volunteers for each cleanup and submit this information to the Adopt-a-Park Manager by the 15th of the following month. If not submitted by then, a 1-point deduction will be taken from the inspection score for every 30 days after the 15th a time log is not submitted.
 - C. The Adopt-a-Park Manager will send out an end-of-the-month reminder about time logs to all participating organizations. Once the time log has been submitted, you will receive a follow-up email about your score for that month.
 - D. Each group is responsible for providing their own litter collection supplies. Litter shall be disposed of using the litter receptacles provided at the park.
 - E. Report an overflowing can, illegal dumping, or other litter concern to the correct Park Manager for your area. If your organization are unsure of your correct park manager contact, contact the Adopt-a-Park Manager.
 - F. Park Mangers:
 - a. Michael Simmons – Waterfront District, all parks east of the Railroad Tracks to the Potomac River 703.746.4645 Michael.Simmons@alexandriava.gov
 - b. Chris Watson – Parks west of the Railroad Tracks, Eisenhower Valley and Potomac Yard 703.746.4674 or Chris.Watson@alexandriava.gov
 - G. To report down trees or limbs in the park, contact the City Arborist Office 703.746.5499. For other services call 311 or visit the [311website](#).
 - H. No plantings are allowed in the adopted parks unless your organization gets approval from the City.
2. Each park is inspected by a City official, unannounced, once per month on a Monday from April 1st through November 30th for a total of eight inspections. Inspections do not occur on City Holidays. These are typically Memorial Day, Independence Day, Labor Day and Columbus Day.

3. Inspections are based on a **12-point system**.

12 points (Perfect Score): *No Paper; Cans; Bottles & Glass*

The system is broken down into 4 segments: **Paper, Cans, Bottles & Glass**, with each section receiving **up to 3 points**.

<u>Pieces of Litter:</u>	<u>Points Off:</u>
0 to 2	0
3 to 5	-1
6 to 8	-2
9 to 11	-3

Up to 3 pieces of litter in any category is sufficient to reduce the score by 1 point. There is a grace area for the first 2 pieces. A generally littered appearance in any of the 4 categories would result in a score of 0.

4. Cash awards are based on available funds. Program funding is provided by the State's Litter Prevention and Recycling Grant, which the City applies each year. The grant amount will vary each year. The grant funds will be divided by the total number of points compiled in the inspection ratings by all participating associations. Each group's point total will be multiplied by that rate to determine the dollar amount for the year.
5. The grant is applied for and received during the FY 2021-FY202 program year according to the following schedule:
- **February – May 2021:** Check distribution for work completed in FY 2021.
 - **June 1st:** 2022 Program begins.
 - **June:** City Council approves grant application. Application due by June 30th to VADEQ.
 - **September - November:** Grant Awarded to City.
 - **November 30TH:** 2021 Program ends.
 - **December 2021 - February 2022:** City allocation of funds.
 - **February – May 2022:** Check distribution for work completed in 2021.
6. Monthly scores will be communicated by email.

Contact information:

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