



UNOE Dumpster Administration Program & Policy

- I. Availability of Funds
 - a. A separate line item will be listed in the UNOE finance report for grants received for dumpsters.
 - b. When dumpster grants are received, all neighborhoods will be notified by the office through an email blast.
 - c. Dumpster funds will be distributed to eligible neighborhoods on a first come first serve basis.

- II. Determination of Eligibility.
 - a. Neighborhoods must be a member of UNOE
 - b. Neighborhoods must apply for a dumpster at least 30 days prior to the cleanup date of interest.
 - c. The date of eligibility is determined by the date that the Reviewer (see The Reviewer below) signs off on the Eligibility review.
 - d. A neighborhood may apply for more than one dumpster in their application.
 - e. A neighborhood may only apply once a year.

- III. The Application
 - a. The application will include the neighborhood name.
 - b. The location of the clean up
 - c. The scope of the clean up
 - d. The date(s) and times of the clean up
 - e. And at least two people from that neighborhood who will be named as primary and secondary contacts on the application.
 - f. All applications that are approved for dumpsters will expire after 12 months from the approval date.

- IV. The Reviewer
 - a. In this order, the Regional President, the Vice-President, OR the President will be immediately assigned to review the neighborhood application.
 - b. The reviewer will check the application for errors or omissions.
 - c. The reviewer needs to understand the scope and depth of the work being done and will check for complete comprehension of what is being cleaned up.
 - d. Cleanup locations should fall within the boundaries of the neighborhood applying.
 - e. The reviewer will visit the physical location(s) of the cleanup(s) in advance.
 - f. The reviewer will take pictures of the area that is to be cleaned/cleared.
 - g. The reviewer will gauge the amount of trash and debris that is to be removed.
 - h. The reviewer will perform this review within 2 weeks after the application is submitted.
 - i. The reviewer will report their decision to the neighborhood in question as soon as possible.
 - j. The reviewer will report their findings to the UNOE office and to the board.

V. UNOE staff responsibilities

- a. The UNOE staff will keep and maintain the applications that have been submitted for dumpsters.
- b. The UNOE staff will keep a sorted list of neighborhoods who have qualified for a dumpster grant. The list will be sorted by their date of eligibility.
- c. The UNOE staff will schedule the dumpster delivery to the neighborhood with the contractor of choice.
- d. The UNOE staff will make payment arrangements for said contractor. Payments for dumpsters will come from a UNOE account to the contractors.
- e. The UNOE staff will keep a list of the annual dumpster recipients, the status of the dumpster funds, and any neighborhoods seeking dumpsters.
- f. The UNOE staff will keep a digital copy of the before and after pictures produced by the Reviewer.

VI. Closure Procedures

- a. At the end of the cleanup job, the Reviewer will revisit the location to take more pictures and to validate that the dumpsters were used.
- b. The reviewer will deliver their data and report to the UNOE office and board.
- c. The UNOE staff will notify sponsors when their dumpsters grants are used.

VII. Sponsors

- a. Sponsors will receive a courtesy thank you letter from UNOE.
- b. Sponsors will learn what neighborhood benefitted from their generosity.