



MIKE PERRY
PUBLIC WORKS DIRECTOR
mperry@hopkinsvilleky.us

715 SOUTH VIRGINIA STREET
270/890-0600
FAX - 270/632-2072
www.hopkinsvilleky.us

City of Hopkinsville Non-Profit Organization

Dear Sir or Madam,

Thank you so much for your interest in our Trash for Cash program! In order to participate, your group must be a legitimate, federally recognized non-profit organization located within the boundaries of Hopkinsville, Kentucky. All Trash for Cash roadway cleanup work must be performed in Hopkinsville. Enclosed is the Trash for Cash Litter Pickup Agreement and the W-9 Tax form for completion by your organization. Your organization will be notified if the group has been approved for a Trash for Cash project. Upon receipt of litter cleanup supplies, the group will also receive a Trash for Cash Two-Minute Survey, Release of Liability and a Release of Payment form to be completed and returned to our office following clean up.

Please read the guidelines and agreement carefully. Some important highlights of the program include (but are not limited to) the following:

- Non-profit groups are able to clean roadways in the city and make \$75 per mile for their efforts. The city will guarantee one mile of cleanup for the group.
- The City will provide gloves, and bags for the cleanup. Once the cleanup is concluded the City will remove the filled bags from the roadway.
- Mandatory Educational Component: Once the cleanup is complete, the group (or assigned members of the group) must then submit a "letter to the Editor" relative to the experience of picking up litter. The purpose is to educate the public about the group's efforts and provoke dialogue among the group participants. It provides an excellent way for the public to understand the magnitude of the litter issue and that their fellow citizens care about their community. A copy of the letter to the Editor must be forwarded to the City of Hopkinsville Public Works.

Litter Cleanup Events: From time to time the City will host city-wide litter cleanup events (such as the **April/Spring Clean-Up and/or August-September/Fall Cleanup**). A group may participate in established cleanup events or hold their own separate event.

Please review the enclosed information carefully. **The Litter Agreement and W-9 tax form must be submitted to the City of Hopkinsville Public Works prior to any Trash for Cash litter cleanup event.** Also, in the interest of keeping updated records, we ask that you complete the enclosed paperwork **even if you participated in a Trash for Cash cleanup last year.** If you have any questions, please feel free to call our office at 890-0700 or email Heather Braun, Heather.Braun@hopkinsvilleky.us Mike Perry, mperry@hopkinsvilleky.us Kerri Stewart KStewart@hopkinsvilleky.us

Thank you for being an important part of the City of Hopkinsville Litter Abatement Program!

Sincerely,

Mike Perry, Public Works Director
Heather Braun, Beautification Coordinator
Kerri Stewart, Executive Secretary

Enclosures: Litter Agreement and W-9 Tax Form



Hopkinsville enhances the lives of its citizens and encourages opportunities through service, development and education.

How to Protect Yourself & Others

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**

- Remember that some people without symptoms may be able to spread virus.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.

- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.



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Trash for Cash Litter Pickup Agreement

BY SIGNATURE BELOW, THE GROUP AGREES TO THE FOLLOWING TERMS AND CONDITIONS

A. GENERAL TERMS

1. By signature of this Agreement, the Group agrees to retain all liability for, including but not limited to accidents, injuries, and damage caused by the Trash for Cash cleanup, and to indemnify and hold harmless the City of Hopkinsville.
2. Group will submit a completed W-9 tax form along with signed Litter Agreement.
3. The Group agrees to obtain and return required supplies and materials from the City of Hopkinsville during the hours of 8:00 a.m. to 4:00 p.m. These items must be returned to the City of Hopkinsville within a week after litter cleanup.
4. Participants must be at least 8 years of age. When participants are under the age of 18 the Group must furnish adult supervision, at least one adult for every four minors, but in no event, shall anyone less than 8 years of age participate in the event.
5. The Group leader must meet with the City/Heather Braun or representative prior to the cleanup event to collect materials supplied by the City for the event, be given safety information to be passed on to the entire group prior to work starting and receive the Two-Minute Survey and Release for Payment forms.
6. Group leader will show all Group participants the drug equipment photographs supplied by the City of Hopkinsville and inform them that if they see anything they feel could be related to these items they immediately notify the Group leader who will get in contact with the City/PAL Director to report the location of the materials. The leader must instruct the Group not to touch anything that appears to be drug related paraphernalia.
7. The Group must secure written permission slips from the participants' parents before allowing them to participate in the clean up event.
8. Term of Program: Budgetary constraints dictate that a non-profit organization may participate in Trash for Cash from (May 1 – October 31). The City of Hopkinsville/ Heather Braun reserves the right to halt the program at any time due to budget constraints. If a non-profit organization is notified by the City/Heather Braun that their road cleanup project has been approved, the project will be funded.
9. If in the sole judgment of the City/Heather Braun it is found that the adopting Group is not meeting the terms and conditions of this Agreement, the City may terminate the adoption agreement with 15 days notice given.

B. SAFETY REQUIREMENTS & PROCEDURES

1. GENERAL

Group will retain all liability for accidents, injuries, including but not limited to, and damage caused and related to the Trash for Cash cleanup. Each participant of the Group must attend a safety meeting given by the Group leader prior to participating in the event and adhere to the safety measures discussed at the meeting. The following safety requirements, at a minimum, must be discussed by the Group leader.

- a. The Group will car pool to the clean up site as much as possible, and park all vehicles clearly off the road surface, preferably in a business parking lot or a driveway if possible.
- b. The Group will remove trash from both sides of a roadway designated by the City (also known as a centerline mile).
- c. The Group will stay out of the roadway and will work exclusively from the shoulder of the road up to twenty feet off the side of the road.
- d. Each Group participant will work closely with at least one other person and won't cross roadways during pickups. The Group will concentrate on cleaning one side of the road at a time or have separate teams working both sides of the roadway at the same time.
- e. The Group will face oncoming traffic while working and be prepared to move out of the way of vehicles in emergency situations.
- f. The Group will avoid overexertion and drink plenty of water, especially if the weather is warm and muggy.
- g. Each Group participant will make the Group aware of any special health needs and the Group will have a first aid kit available for emergencies.
- h. The Group will be aware of surroundings, watching out for snakes, bees, poison ivy and oak, noxious weeds, etc.
- i. The Group will not open or remove lids from any containers.
- j. The Group will fill bags one half to three quarters full and knot the bags for closure. The Group will not overfill the bags or squeeze/compact the bags, as injuries can occur with glass, sharps or other objects in the bags.
- k. The Group will leave the filled bags several feet from the roadway, in a central location and on a straight stretch of the road rather than on curves or bridges.
- l. THE GROUP WILL NOT PICK UP** hazardous items including but not limited to hypodermic needles/syringes, broken glass, or dead animals, items that resemble the "meth lab" items described in the Group leader safety packet and large, heavy items such as vehicle tires appliances or barrels which are to be left and reported to the City of Hopkinsville Public Works.

2. RECOMMENDED CLOTHING

- a. Each Group participant must wear the bright colored clothes (or other safety gear) and gloves.
- b. Each Group participant will dress appropriately for the weather, and wear a hat, long sleeves or sunscreens to avoid sunburn in the summer time and wear closed toe shoes to avoid foot injuries.
- c. Each group participant will not wear headphones or costumes.

C. POST EVENT REQUIREMENTS

Before funds are released all the following must be completed and returned within one week of cleanup.

1. The Group will return all supplies and materials to the City of Hopkinsville Public Works, 705 North Main Street between the hours of 8:00 am and 4:00 pm Monday through Friday (excluding holidays).
2. The Group agrees that Group participants will write and forward one (1) letter to the Editor; the letter is to describe the members experience in cleaning litter and the feelings of the entire Group relevant to the cleaning up of the litter.
3. The Group acknowledges that the City of Hopkinsville Trash for Cash Director will perform an inspection of the roadside after the event to verify the quality of the clean up. If there are areas that need additional cleaning, they must be completed before funds will be released.
4. All Supplies and material, the Trash for Cash Two-Minute Survey, copy of the Letter to the Editor, and Release of Payment form shall be submitted to City of Hopkinsville Public Works at the following address: 705 N Main St, or mail to City of Hopkinsville, Public Works, 715 S Virginia St, Hopkinsville, KY 42240 or fax to 270-890-0734. Forms can also be sent to Heather Braun at Heather.Braun@hopkinsvilleky.us

RETURN WITH W-9 TO
SCHEDULE CLEAN UP DATE

Trash for Cash Litter Pickup Agreement

City of Hopkinsville Public Works. hereinafter called the "City" and

_____ hereinafter called the "Group" recognizing the need and the desirability of litter free roads are entering into this Agreement to permit the Group to contribute toward the effort of maintaining litter free roads within Christian County.

By signature below, I _____, Group representative, have read and fully understand the guidelines of the Christian County Trash for Cash Litter Program and agree to adhere to the conditions and terms of this agreement.

GROUP

_____ Group Name

_____ Address

_____ City, State, Zip

_____ Group Coordinator (please print)

_____ Group Coordinator Signature

_____ Contact Telephone Number (s)

/ _____ Contact Email

CITY

_____ Heather Braun, Beautification Coordinator

_____ Date Approved

