

## EXHIBIT A

### A. Program Administration

Determine whether the Department of Public Works will administer the program in partnership with any nonprofit organizations, including the “Pastors United” organization.

### B. Participation Eligibility

1. Determine whether participation is limited to particular entities such as businesses, schools or universities (including school groups), churches, faith-based groups, nonprofit organizations, neighborhood associations, or any other social or community organizations.
2. Decide whether participation is limited to entities and/or residents of the city of Milwaukee.
3. For all participants under the age of 18, determine an adult-to-minor ratio for the purpose of adult supervision.
4. Identify the scope and limits of outreach assistance, information about available social services and other information and services, including grass cutting and snow removal through youth job programs, that may be offered by participating groups to residents through the Adopt-a-Block program.

### C. Application Procedure

Develop an application procedure for collecting group information, determining eligibility, identifying groups that intend to purchase and rehabilitate City-owned properties, and providing information regarding program guidelines and the adopters’ and administrators’ respective responsibilities.

### D. Adoption Site, Size and Period

1. Develop a method for assigning blocks to groups that takes into primary consideration a group’s choice of block and any intent expressed by the group to acquire City-owned property on an adopted block for rehabilitation.
2. Identify a minimum period of time that groups must participate in the program, and determine guidelines for annual renewal.

#### E. Adopters' Responsibilities

1. Groups must organize and host litter collection days at their adopted sites at least once per month for nine consecutive months.
2. Develop safety guidelines that groups must abide by, and determine how groups will be provided with this information.
3. Develop a process by which groups are required to report and address issues and violations beyond litter collection, such as graffiti, dead animals, high weeds, broken street signs and lights, sidewalk damage, abandoned vehicles, buildings with code violations, and hazardous materials.
4. Identify requirements, including at least one week's advance notice, for groups to report cleanup days and the status of their adopted sites so that supplies can be delivered if necessary, progress can be monitored, and filled bags can be disposed of if needed.

#### F. Program Administrator's Responsibilities

1. Identify a method for which the administrator will provide litter collection supplies and tools to groups, and determine which supplies will be distributed one time and which will be provided as needed.
2. Determine a procedure for addressing issues and violations reported by groups at their sites.
3. Identify requirements for the installation of signage to recognize participating groups.
4. Determine a method for the collection and disposal of litter-filled trash bags upon the completion of group-organized cleanup days.
5. Choose a method to supervise and monitor groups to ensure group compliance with program guidelines and site cleanliness.
6. Choose a method to identify and keep records of Adopt-a-Block activities carried out groups that have indicated a desire to acquire City-owned property on their adopted block for rehabilitation.

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