

PROCEDURE FOR DUMPSTER/TRUCK REQUESTS

You must be 51% low moderate-income level to use Community Development Block Grant funds (CDBG). The dumpster procedure has been written for the NIA's, but I have been told by Steve Ernst that the dumpster monies can be used by organizations that have 51% low moderate-income persons in the service area being used.

1. The NIA **must** vote at a NIA meeting to approve a neighborhood clean up and request dumpsters/trash truck(s). Date, time and place must be voted upon also.
2. A NIA **must** publish the location, date and time of the dumpster through newsletters, fliers or other publication for the neighborhoods benefit of cleanup.
3. A permission slip **must** be signed by the individual, organization or company where the dumpster will be placed on their property in the area.
4. A copy of the NIA minutes **must** accompany the following sheets, **two weeks** prior to the cleanup:
 - a. Permission Slip
 - b. Dumpster/Truck request form
 - c. Copy of notification to members
5. **All** completed information **must** be submitted to:

Roseanna Haugen
620 SE Madison, 1st Floor
Topeka, KS 66607
(785) 368-3663