

CITY OF PHILADELPHIA
MANAGING DIRECTOR'S OFFICE

TAKE THE CHALLENGE PACKET

VER. MD-01/08

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MICHAEL A. NUTTER
MAYOR

CAMILLE CATES BARNETT, PH.D.
MANAGING DIRECTOR

THOMAS M. CONWAY
DEPUTY MANAGING DIRECTOR
NEIGHBORHOOD SERVICES DIVISION



CITY OF PHILADELPHIA

The City of Philadelphia continues its fight against blight on a daily basis.

The City of Philadelphia Managing Director's Office (MDO) and their operating departments have taken the lead by creating several effective, efficient programs to improve the quality of life in our neighborhoods.

- ∞ The Philadelphia Police Department's Abandoned Vehicle Unit leads an aggressive all-out campaign against abandoned vehicles, removing over 260,000 of them since 2000.
- ∞ The Vacant Lot Program has cleaned over 92,000 parcels and removed over 60,000 tons of debris since the project began in 2001.
- ∞ In June of 2000, the Community Partnership Program was created to assist organizations with cleaning their neighborhoods. Since its inception, this program has processed over 5,000 supply requests for rakes, brooms, bags, etc. and loaned out 75,000 pieces of equipment.
- ∞ The MDO is partnering with the court system through the Community Service Program (CSP) to assist non-violent offenders complete their mandated community service hours. Over 21,000 clients have been processed through this program to help clean and beautify our city.
- ∞ The Graffiti Abatement Team continues its aggressive pace in eradicating graffiti from properties, removing nearly three quarters of a million instances of graffiti since 1997. In addition, the Anti-Graffiti Paint and Supply Voucher Program has processed 4,500 requests from graffiti fighters.

Please review the following descriptions of City Departments, agencies and non-profit organizations. If you think they can assist your community group, feel free to call them for further information. The only way we are going to effectively fight blight is to have the City of Philadelphia and its communities working together for a common goal: cleaner, safer neighborhoods.

Sincerely,

Thomas M. Conway,
Deputy Managing Director
Neighborhood Services Division

COMMUNITY CLEAN-UP QUICK REFERENCE

GUIDE

| ISSUE | ORGANIZATION / PROGRAM | PHONE |
|---|---|-----------------------|
| | <p>Community Partnership Program: The City of Philadelphia Managing Director's Office loans rakes, street brooms, shovels, bags etc. to community groups interested in cleaning up their neighborhood. Please call this program to receive an equipment form or to find out additional information.</p> | (215) 685-9558 |
| <p>COMMUNITY CLEAN-UPS</p> | <p>Philadelphia More Beautiful Committee (PMBC): PMBC supports citizen leadership through registered Block Captains. These captains enlist the support of their neighbors to organize volunteer block cleaning events on designated days. PMBC provides these Block Captains and volunteers with the tools and supplies necessary for cleaning their block. It also arranges for the collection of trash generated by each clean up. If you are interested in becoming a block captain in your neighborhood, please call this number for more information. A Block Captain application can also be found in this packet.</p> | (215) 685-3981 |
| | <p>Pennsylvania Horticultural Society / Philadelphia Green: Philadelphia Green provides materials, technical assistance and educational programs to support organized neighborhood groups that are involved in community greening efforts. It also acts as a community outreach program sponsored by the Pennsylvania Horticultural Society.</p> | (215) 988-8800 |
| | <p>Graffiti Abatement Team (GAT): GAT will provide homeowners, businesses and community organizations with free graffiti removal services to combat graffiti vandalism. Call this Zero Tolerance Hotline to report graffiti. To speak to someone directly about these services, please call 686-6178.</p> | (215) 686-0000 |
| <p>ANTI-GRAFFITI PROGRAMS & MURALS</p> | <p>Anti-Graffiti Paint & Supply Voucher Program: The Managing Director's Office will provide free paint and supplies to businesses, homeowners and community groups so that they can remove graffiti from painted surfaces. To obtain an application for this program, please call this number. To speak to someone directly about this program, please call 686-2024.</p> | (215) 685-9556 |
| | <p>Mural Arts Program: This program has established a partnership with communities throughout Philadelphia to create over 2,000 murals and also provides artistic opportunities to youth. Please contact the Mural Arts Program if you are interested in having a mural created in your neighborhood, or would like to volunteer your artistic talents designing murals.</p> | (215) 685-0750 |
| <p>ABANDONED VEHICLE REMOVAL</p> | <p>Abandoned Vehicle Program: The City of Philadelphia Abandoned Vehicle Program tows and disposes abandoned vehicles. The Police Department's Citywide Abandoned Vehicle Unit investigates all reported vehicles and removes those determined to be abandoned under Pennsylvania State Law.</p> | (215) 683-CARS (2277) |

| | | |
|----------------------------------|---|----------------|
| COMMUNITY SERVICE PROGRAM | Community Service Program (CSP): CSP provides a structured program for non-violent offenders (age 16 and up) to complete court ordered community service hours. Duties include cleaning lots and underpasses, sweeping streets and beautification projects. CSP collaborates with probation / parole departments, various courts, high schools and other facilities. | (215) 685-3071 |
|----------------------------------|---|----------------|

STREETS DEPARTMENT AND LICENSES & INSPECTIONS SERVICES

| ISSUE | STREETS DEPARTMENT | PHONE |
|----------------------------|---|----------------|
| DUMPSTER VIOLATIONS | Dumpster Code Violations Unit: The Unit will take your calls if you have questions regarding the Dumpster Code, or would like to report violations (dumpsters overflowing with garbage e.g.). | (215) 685-4275 |
| STREET REPAIR | Highway Division: This division is responsible for repairs of city streets. If you wish to report a pothole or any other type of street repair, please call this number. | (215) 686-5560 |
| RECYCLING | Recycling Unit: This office has information about recycling and coordinates the public distribution of recycling buckets and bins. | (215) 685-7329 |
| CLEAN-UP SUPPORT | Sweep: Sweep supports and enhances individual and community efforts to maintain a clean city. Specially trained sanitation officers meet with residents and individuals responsible for the operation of businesses and apartment buildings to review clean-up duties. | (215) 685-4275 |
| STREET SIGNS | Traffic Engineering: The Traffic Engineering Division is responsible for all traffic control devices on surface streets in Philadelphia. To report a missing, malfunctioning or damaged street sign, please call the Traffic Engineering Division. | (215) 686-5560 |

LICENSES & INSPECTIONS

| | | |
|-------------------------------|---|----------------|
| PROPERTY DEMOLITION | Neighborhood Services Division: This division of L & I focuses on assisting neighborhoods by sealing and demolishing troubled properties, taking enforcement action against negligent businesses and land owners and processing complaints. <i>This division also has a HEAT CRISIS UNIT to handle requests for heating assistance during the winter months (215) 686-2590.</i> | (215) 686-2463 |
| LICENSES & PERMITS | Construction Services Division: The Construction Services Division has many customer service units found in the concourse of the Municipal Services Building located at 1401 JFK Boulevard. The following is a list of the services offered through the division. | (215) 686-2471 |
| | Building Clerical: Provides information on property violations on a particular building. | (215) 686-2448 |

| | |
|---|----------------|
| Certification: Produces certification statements for real estate transactions. | (215) 686-2448 |
| License Issuance: Produces all businesses licenses for the City of Philadelphia. | (215) 686-2490 |
| Mechanical Services: Processes electrical and plumbing permits. | (215) 686-2580 |
| Zoning Unit: Handles zoning inquiries and permits. | (215) 686-2420 |

COMMUNITY DEVELOPMENT ORGANIZATIONS

| ISSUE | ORGANIZATION / PROGRAMS | PHONE |
|-----------------------------|--|----------------|
| COMMUNITY OUTREACH | MOCS Community Organization Program: This outreach program offers technical assistance to individuals, neighborhoods and community organizations. Assistance comes in the form of providing information on rent rebates, LIHEAP and other resources people may need to better manage their lives. | (215) 685-3600 |
| NEIGHBORHOODS SAFETY | Operation town Watch: This program organizes groups throughout the city and provides training to its members. Once the group receives sufficient training, they are given Town Watch equipment such as communication radios, flashlights, vests etc. | (215) 686-1459 |
| YOUTH SUPPORT | Philadelphia Department of Recreation: This is a public agency dedicated to providing recreational opportunities to city residents. Volunteers are always needed for clean-ups in both parks and recreational centers. To Find out more about park clean-ups in you area, or if you are interested in cleaning up a recreation center, please call (215) 683-3625. Supplies for these clean-ups are available through the Maintenance Division at (215) 683-3622. | (215) 683-3600 |

| LOCATION | CONTACT ORGANIZATION | PHONE NUMBER |
|----------------------------------|-----------------------------------|----------------|
| Street signs and traffic signals | Streets Department | (215) 686-5560 |
| Parking Meters and Signs | Philadelphia Parking Authority | (215) 683-9612 |
| Newsstands | Newsstand Association | (215) 557-7611 |
| PGW Property | PGW | (215) 684-6288 |
| PECO Property | PECO | (215) 731-3001 |
| Newspaper Vending boxes | Philadelphia Inquirer/ Daily News | (610) 292-6312 |
| City Buildings and Properties | Managing Director's Office | (215) 686-2024 |
| Mailboxes | U.S. Postal Service | (215) 895-8610 |
| Verizon Phones | Verizon | 1-800-572-1442 |
| Verizon Buildings | Verizon | 1-800-685-1608 |
| Non Verizon Phones | Central Atlantic Payphone Assoc. | (717) 790-9533 |
| Septa Bridges | Septa | (215) 580-8280 |

POLICE DISTRICT PHONE NUMBERS

| <u>DISTRICT</u> | <u>PHONE</u> | <u>DISTRICT</u> | <u>PHONE</u> | <u>DISTRICT</u> | <u>PHONE</u> |
|-----------------|--------------|-----------------|--------------|-----------------|--------------|
| 1 | 686-3010 | 9 | 686-3090 | 22 | 686-3220 |
| 2 | 686-3020 | 12 | 686-3120 | 23 | 686-3230 |
| 3 | 686-3030 | 14 | 686-3140 | 24 | 686-3240 |
| 4 | 686-3040 | 15 | 686-3150 | 25 | 686-3250 |
| 5 | 686-3050 | 16 | 686-3160 | 26 | 686-3260 |
| 6 | 686-3060 | 17 | 686-3170 | 35 | 686-3350 |
| 7 | 686-3070 | 18 | 686-3180 | 39 | 686-3390 |
| 8 | 686-3080 | 19 | 686-3190 | | |

IMPORTANT PHONE NUMBERS

CITY GOVERNMENT SERVICES

| | |
|-------------------------------------|----------|
| Abandoned Houses & Vacant Lots | 686-2463 |
| Human Relations Commission | 686-4670 |
| Mayor's Action Center | 686-3000 |
| Philadelphia Corp. for Aging | 765-9000 |
| PMBC | 685-3981 |
| Recreation Department | 683-3600 |
| Records Dept. (Deeds, Fire, Police) | 686-2260 |
| Voter's Registration | 686-1500 |

CHILDREN & YOUTH SERVICES

| | |
|------------------------------------|----------|
| Big Brother/Big Sister Association | 790-9200 |
| Boys and Girls Club | 735-8818 |
| Department of Human Services | 683-4347 |
| Job Corporation | 985-3650 |
| Philadelphia Futures | 790-1666 |
| Youth Study Center | 686-4845 |
| Youth Works (Summer Employment) | 685-2730 |

EMERGENCY SERVICES

| | |
|--|----------------|
| American Red Cross | 299-4000 |
| Child Abuse Hotline | 683-6100 |
| Office of Emergency Shelter & Services | 686-5671 |
| Salvation Army | 787-2800 |
| United Way | 568-3750 |
| Philadelphia Domestic Abuse Hotline | 1-866-SAFE-014 |

FEDERAL GOVERNMENT

| | |
|----------------------------|----------------|
| Federal Information | 1-800-688-9889 |
| Postal Service Information | 1-800-275-8777 |
| Social Security | 1-800-772-1213 |

HEALTH DEPARTMENT

| | |
|---------------------------|----------|
| Philadelphia Health Dept. | 686-5000 |
| Poison Control | 386-2100 |
| Air & Noise Pollution | 685-7580 |
| Food Protection | 685-7495 |
| Insect Control | 685-9027 |
| Rat Control | 685-9000 |
| Lead Poisoning | 685-2797 |
| Maternal & Child Health | 985-3301 |

HOUSING

| | |
|-------------------------------------|----------------|
| Fair Housing | 686-3237 |
| Philadelphia Housing Authority | 684-4000 |
| Redevelopment Authority | 854-6500 |
| Office of Housing Development Corp. | 448-3000 |
| Housing & Urban Development | 1 800 225 5342 |

LEGAL ASSISTANCE

| | |
|-------------------------------|----------|
| Community Legal Assistance | 981-3700 |
| District Attorney | 686-8000 |
| Lawyer Referral (Bar Assoc.) | 238-1701 |
| Public Defenders Association | 568-3190 |
| Victim Services (DA's Office) | 686-8027 |

POLICE

| | |
|-----------------------------------|----------|
| Police, Fire, Medical Emergencies | 911 |
| Abandoned Cars | 683-2277 |
| Community Relations | 686-3380 |
| Police General Information | 686-3149 |

MOTOR VEHICLE & PARKING

| | |
|--------------------------------|----------------|
| Department of Motor Vehicles | 1-800-932-4600 |
| Handicap Parking (PPA) | 683-9736 |
| Moving Violations | 686-1675 |
| Parking Violations | 561-3636 |
| Philadelphia Parking Authority | 683-9600 |

STATE GOVERNMENT SERVICES

| | |
|--|----------------|
| Commonwealth Information Center | 1-800-932-0784 |
| Liquor Control Board | 1-800-932-0602 |
| Vital Records (Birth / Death Certificates) | 560-3054 |

STREETS DEPARTMENT

| | |
|--------------------------|----------|
| Sanitation | 686-5560 |
| Recycling | 685-7329 |
| Street Repair | 686-5560 |
| Street Lighting | 934-5030 |
| Signs (Repair / Replace) | 686-5560 |
| Alley Lights | 686-5516 |

TRANSPORTATION

| | |
|----------------------------|----------------|
| Amtrak | 1-800-872-7245 |
| Greyhound | 1-800-231-2222 |
| Paratransit | 1-800-956-6776 |
| Philadelphia Int'l Airport | 1-800 PHL-GATE |
| SEPTA | 580-7852 |

UTILITY COMPANIES

| | |
|--------------------------------------|----------|
| Philadelphia Electric Company (PECO) | 841-4000 |
| PECO Emergency | 841-4141 |
| Philadelphia Gas Works (PGW) | 235-1000 |
| PGW Emergency | 235-1212 |
| Philadelphia Water Department | 685-6300 |
| Water Revenue Bureau | 686-6880 |

UTILITY GRANTS

| | |
|----------------|----------|
| LIHEAP | 560-2970 |
| Heater Hotline | 568-7190 |



CITY OF PHILADELPHIA
MANAGING DIRECTOR'S OFFICE

COMMUNITY PARTNERSHIP PROGRAM
A partnership to clean vacant lots, playgrounds, parks & streets.

Instructions: Fill out all of the information correctly. Be sure to fill in the number of each item requested. Fax or mail the application to our address below. This form must be received at least one week prior to the pick up date. Supplies are to be picked up at our warehouse located at 4000 N. American Street (entrance on Luzerne St.). All equipment must be returned no later than the following Wednesday after the pick up date. Pick up and drop off times are Wednesday – Friday between 9:00 a.m. and 1:00 p.m. A photo ID must be presented before the supplies can be taken from the warehouse. If you have any questions, please call (215) 685-9558.

A. ORGANIZATION INFORMATION *(Please Print)*

Organization Name _____ Contact Person _____
 Address _____ Zip Code _____ # of Volunteers for Clean-up _____
 Phone Number (Home) _____ (Work) _____ Fax _____
 Date of Clean-Up _____ Pick Up Date _____ Return Date _____

B. LIST OF SUPPLIES & EQUIPMENT REQUESTED

| | Loaned Out | Returned | Not Returned |
|-----------------|-------------------|-----------------|---------------------|
| Bow Rakes | _____ | _____ | _____ |
| Leaf Rakes | _____ | _____ | _____ |
| Square Shovels | _____ | _____ | _____ |
| Digging Shovels | _____ | _____ | _____ |
| Brooms: | _____ | _____ | _____ |
| Bags: | _____ | _____ | _____ |

C. SANITATION PICK UP SITE/S (Trash must be dropped off at the nearest corner to the clean-up site/s which should be completed by 1:00 pm. Separate arrangements need to be made for bulk items, concrete and hazardous waste)

1. _____ Zip Code _____ 2. _____ Zip Code _____
 3. _____ Zip Code _____ 4. _____ Zip Code _____

I understand that the above equipment and supplies are only a loan and I agree to return the above mentioned in the same condition as I received them. If this equipment is lost or stolen, I (or my organization) will immediately provide the Community Partnership Program with the same new equipment to replace what is missing.

| | |
|-------------------------|-------------------------|
| Pick Up Date: | Return Date: |
| Received By: | Received By: |
| Warehouse Staff: | Warehouse Staff: |

Please mail or fax this form to: **1401 John F. Kennedy Blvd., Room 930,**
Philadelphia, PA 19102
Attention: Manuel Ramos
Phone: (215) 685-9558
Fax: (215) 685-9557



CITY OF PHILADELPHIA
 PHILADELPHIA ANTI-GRAFFITI NETWORK
 1401 JOHN F. KENNEDY BLVD., ROOM 930
 PHILADELPHIA, PA 19102

Phone: (215) 686-6178 Fax: (215) 686-9919

Graffiti Removal Release Form

(Circle One)

I _____, am the owner of the property / business
 (print name here)

located at the following address:

(number and street)

(city, state, zip code)

As the owner of the property I do not need anyone else's permission to allow work to be done or to sign this form. I give permission for the City of Philadelphia and their agents and contractors to come on my property to remove or cover the graffiti using methods they decide on. ("Graffiti Work") I release the City of Philadelphia and their agents and contractors from any claim or damages related to the Graffiti Work on my property.

I understand that only the area covered by graffiti will be cleaned and not the entire building. I understand that there are no promises being made to me about the quality of the services or materials used in doing this Graffiti Work. I also understand that by signing this form I give the City and its agents and contractors permission to remove the graffiti from my property but that they are not obligated to do so. I also understand that if graffiti returns to my property during the time period checked below, the City and its agents and contractors may also remove this graffiti but has no obligation to do so.

 (Property Owner/signature)

 Date Signed

() _____
 Day Telephone Number

Duration of Consent:
 6 months [] 1 year []

Type of Structure (Circle): house, building, apartment, fence, garage / door

Other: _____

Type of Surface (Circle): stucco wall, unpainted brick wall, unpainted cinderblock wall, security grate

Other: _____

Location of Graffiti (Circle): front, back, side, driveway, alleyway, 2nd level

Other: _____



CITY OF PHILADELPHIA
MANAGING DIRECTOR'S OFFICE

ANTI-GRAFFITI: PAINT & SUPPLY VOUCHER APPLICATION

Instructions: Fill out all of the information on the application completely and correctly. Be sure to include addresses of all properties that will be cleaned of graffiti. Write the number of gallons of each color requested as well as the number of supplies if needed. Fax or mail the application to our office (address below). Once the application is received, you will be contacted by our office to verify that all the information is correct. After verification is made, the turn around time to receive your voucher is approximately one week. If you have any questions, please call (215) 686-2024.

A. ORGANIZATION INFORMATION (Please Print)

Organization Name _____ Contact Person _____

Address _____ Zip Code _____ Date _____

Phone Number (Home) _____ (Work) _____ Fax _____

Date of Clean-Up _____ Council District _____ Police District _____

B. GALLONS OF PAINT REQUESTED (Quantity)

Red _____ Gray _____ Buff _____ Cement _____ Black _____ White _____ Brown _____ Green _____

SUPPLIES REQUESTED (Quantity)

Roller Handles _____ Roller Covers _____ Paint Pans _____ Paint Pan Inserts _____

Extension Poles _____ Drop Cloths _____ Brushes _____

D. PROPERTIES TO BE CLEANED (Please write exact addresses for verification purposes.)

Table with 4 columns: Address, Paint/Color, Power Wash (Y/N), Release Form (Y/N). Rows 1-5.

Official Use Only

PAINT _____ (Gal.) SUPPLIES \$ _____ BRUSHES \$ _____

Approved By _____ Date _____

Please mail or fax to: 1401 John F. Kennedy Blvd., Room 930, Philadelphia, PA 19102
Attn: John Tucci, Assistant Managing Director
Phone: (215) 686-2024
Fax: (215) 686-9919

Philadelphia More Beautiful Committee

2601 W. Glenwood Ave. -2nd floor

Philadelphia, PA 19121

Phone: (215) 685-3981

Police District: _____

Date: _____

Registration#: _____

PLEASE CHECK ONE:
New Block Captain _____
Block Captain Change _____

Dear PMBC Officer:

We, the residents of _____, wish to register and organize as a Philadelphia More Beautiful Committee Clean Block.

The attached petition indicates residents' agreement. We understand that upon receipt and review of this agreement, the PMBC Officer will contact the residents to discuss guidelines and to present the Block Captain's Card.

Respectfully yours,

BLOCK CAPTAIN

Name: _____

Telephone: _____

Address: _____ Zip Code: _____

CO-CAPTAIN

Name: _____

Telephone: _____

Address: _____ Zip Code: _____

PMBC Officer: _____

Below are signatures of at least fifty-one (51%) of the residents on our block who do hereby consent to this request. ONLY ONE SIGNATURE PER HOUSEHOLD.

NAME

ADDRESS

PHONE#

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

NAME

ADDRESS

PHONE#

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____

32. _____

33. _____

34. _____

35. _____

PLEASE USE ADDITIONAL SHEETS IF NECESSARY