

## FOLLOW THESE STEPS TO FILE THE NJCCC STATISTICAL REPORT

Before completing your NJCCC statistical report form, you will need to:

- ✓ Know the amount of grant funding received for the reporting period  
<https://www.njclean.org/coordinators/grant-funding>
- ✓ Gather financial records outlining expenditures over the reporting period
- ✓ Collect data on hours spent and amount of litter picked up (if available.)

When you are ready to begin your statistical report get the report form at:

<https://www.njclean.org/coordinators/statistical-report>.

*NOTE before you begin – **do not use the backspace or enter keys** while in your report, both will close/delete your report information without saving. Use tab or arrows to navigate.*

### TIPS TO REMEMBER:

- If you do not complete your report, press save and you will be issued a report number which you will need to enter on the report form.
  - Do not use the backspace or enter keys while in your report, both will delete your report information without saving. Use tab or arrows.
  - Enter Report Year, not calendar year (report year begins in January and ends the following year (18 months\*)) so make sure you are using grant year and not calendar year!
- Input the grant amount received (from the grant funding link above)
  - Do not add left over grants to the beginning of your report \*If you add any expenditures from prior year grants to the financial section of the report your report will not submit!
  - Negative numbers are not permitted
  - If you spent left-over grants from prior years, they must be reported in the TEXT BOX at the end. Indicate the grant year, the amount, and how it was used.  
(note: the 25% cap still applies to large purchases using prior-year grant funds).
  - If you have filed a report before, the contact information will auto-populate; edit these fields as necessary.
  - Add expenses in each category. As you add expenses the report will auto-subtract from the starting amount.  
Important: **Do NOT exceed** the starting grant amount in expenses

- Fill in all **required fields** with at least a zero - do not leave them blank.
- Do not add decimal points - round up or down.
- Remember - equipment and stormwater expenditures are capped at 25% of your annual grant amount. Any exceedance will prevent your report from being submitted.
- Negative numbers are not permitted. If there is a negative number go to your expenses and subtract the difference. You may not exceed the grant for the year in the Financial section.
- You may carry a balance for the year's grant.

**REMEMBER: Write down the report number issued if you do not complete your report and wish to go back to it later.**

#### **FINALIZING AND SUBMITTING YOUR REPORT**

If you feel your report is complete, press SUBMIT .....

- **Did your report remain on the screen when you pressed Submit? If so, error messages will be indicated in red at the bottom of the report.**
- **Correct all errors and press Submit again. Repeat this procedure until you receive the confirmation that your report has been successfully submitted.**
- **You will ALWAYS receive an auto-generated message upon submittal of your report. If you do not receive a message, the report WAS NOT SUBMITTED into the system.**

#### **EXTENSIONS:**

Must be on the town's letterhead and signed. May be attached to an email and sent to [NJCCC@NJclean.org](mailto:NJCCC@NJclean.org)

If you have excess grants remaining from prior years, file a request for extension

If you wish to save for a large purchase in the future, file a request for extension.

- Extensions are good for six months at a time
- Granted for spending only, does not extend the reporting period
- If funds are not used within the six-months after an approved extension, a new request will be required
- Indicate what you will be purchasing in your request