



LET'S CHAT ABOUT STATS!

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NJ Clean Communities Council



**Guide to
Completing Your
NJCCC Statistical
Report**

MANDATORY



Statistical Reporting is a Requirement of the Clean Communities Act

“By Law, every eligible municipality and county shall submit an annual report summarizing the uses and expenditure of funds received for its program of litter pickup and removal..”

Data is used for annual Report to the Governor and Legislature

***NJDEP & NJCCC are Working Together to Prioritize Rate of
Statistical Report Submissions***

BEFORE YOU BEGIN.....



- ✓ **Print a blank copy of the statistical report (pdf on njclean.org)**

Statistical Report

The Clean Communities Act requires municipalities and counties receiving Clean Communities grant funds to file statistical reports by June 30 of each year.

The Clean Communities Council is authorized by the state to collect reports and maintain a record of data submitted. Data submissions are used to generate our Annual Report to the Governor. The Clean Communities Council is also authorized by the state to address questions from constituents about the proper use of grant funds.

Statistical Reports must be submitted in electronic format by using the link below. Hand-written copies are not accepted.

- **[Click Here to File Your Statistical Report](#)**
- **[Click here for the Statistical Report Guidance Document](#)**
- **[Click Here for Blank Statistical Report Form](#)**

CONFIRM GRANT YEAR/AMOUNT



FINANCIAL INFORMATION

Grant disbursements listed on our web page.

Grants are listed in order by year, county, municipality.

<https://www.njclean.org/coordinators/grant-funding>

Clean Communities Annual Grant Allocations by Municipality and County

Clean Communities Grant Guidelines – revised August 2021

[Grants – Frequently Asked Questions](#) – revised August 2021

2026 Final Clean Communities Grants

[2025 Final Clean Communities Grants](#)

[2024 Final Clean Communities Grants](#)

[2023 Final Clean Communities Grants](#)

[2022 Final Clean Communities Grants](#)

[2021 Final Clean Communities Grants](#)

[2020 Final Clean Communities Grants](#)

[2019 Final Clean Communities Grants](#)

[2018 Final Clean Communities Grants](#)

[2017 Final Clean Communities Grants](#)

[2016 Final Clean Communities Grants](#)

[2015 Final Grant Amounts](#)

GATHER FINANCIAL INFO.....



- ✓ **Print out Financial Report from Edmunds**
 - Grant Cycle is 18 months
 - Begins January 1 and ends June 30 of the following year.

- ✓ **DO NOT mix grant funding from multiple years!!**

- ✓ **No Edmunds? Create Your Own Grant Tracker in Excel**

Grant Expenditure Tracker

Use an excel sheet to track expenses & funding balance (Edmunds does automatically)

Track transaction date, PO #, status (paid/open), description, category, vendor, & amount

‘Category’ columns easily sorts expenses into respective spending category

- Education Expenses
- Administrative Expenses
- Cleanup Expenses
- Enforcement Expenses

Each category may also have a subcategory to break it down further

Sub Categories

Cleanup

- **Salaries** (municipal employees hired for cleanup)
- **Contracts** (External hires, i.e. Adopt-a-Highway, mural artist)
- **Equipment** (vehicles, trailers, trucks)
- **Storm Drain Activities** (street sweepings, basin cleanouts)
- **Supplies** (gloves, trash bags, safety gear, graffiti supplies, etc)
- **Mini Grants** (contributions to volunteer events)
- **Other** (fees to dispose trash)

Education

- **Salaries** (Education specialist)
- **Contracts** (education specialist)
- **Promotional Items** (Educational materials / supplies)
- **Publicity** (Ads, billboards, newsletters, etc)
- **Other** (CCC Certification)

Enforcement

- **Salaries** (Litter enforcement personnel)
- **Contracts** (Litter enforcement personnel)
- **Other** (supplies and materials, equipment, publishing ordinances)

Administrative

- **Salaries** (Personnel focused solely on administrative tasks)
- **Contracts** (Auditing, accounting, etc.)
- **Supplies / Postage** (stationary, postage, etc.)
- **Other** (Travel, etc.)

Tips to Fill Out Report

- Make Sure You **Enter the Correct Report Year** (very common mistake as grant time frame is 18 months and report is usually done the year after grant was issued)
- **SAVE THE REPORT NUMBER!** That is the only way to access it later!
- **Don't use backspace or enter keys (may close report). Use Tab or Arrow keys instead**
- **DO NOT** click submit until report is fully completed
- Suggest having word document with all information that you included in the statistical report or screenshot for your own records
- Do not go above 25% cap for equipment and stormwater (form will not accept number above 25%)
- Make sure every **Required Field** is filled out – put 0.00 or n/a when needed



CLEAN COMMUNITIES
FUNDING CAPS

EQUIPMENT PURCHASES



- **CAPPED AT 25% (Hard Coded Into The Report)**
- **May Be Used To Offset The Purchase Of Single-items Of Equipment Or Parts**
- **25% Of Each Grant May Be Held For Up To 3 Years For A Future Purchase**

MUST REQUEST AN EXTENSION!!

STORMWATER MANAGEMENT



BASIN CLEANUPS

- A 25% cap on basin cleanup activity is hard coded into the report
- May be used to retro-fit a grate
- May not be used to repair a basin

ADMINISTRATION



Program Administration Costs Limited To 5%

- Personnel for time documented as spent solely on Clean Communities Program administration.
- Indirect costs such as accounting, auditing, budgeting, travel, telephone, stationary, postage and insurance
- **Time spent planning/participating in cleanup activities, enforcement or education are not administrative costs but rather should be accounted for in their respective cost categories.**

BE IN THE KNOW



SINGLE YEAR REPORT SYSTEM – EXPENSES

- Total Expenses entered in the Financial section of the report may be equal to or less than annual grant award for the year.
- Reported expenses may never exceed the grant for the year.
- Going over the capped lines (25% for basin cleanups and 25% for large equipment purchases) will bounce your report.
- Expenses made using balances from previous grants must be reported in text box at end of report.
- Never add prior year grant funds into the *Financial Portion* of the report.

Reported Expenses May Never Exceed The Grant Amount For The Year

REMINDER



The Statistical Report Form has been programmed to automatically subtract reported expenses from the grant received field

If your expenses exceed the grant amount you will see this message:

“Grant Expenses May Not Exceed Amount of the Grant for the Year”

New Jersey Clean Communities

Existing Report #

File Report for Grant for ▼

County ▼

Reporting Entity ▼

Creating the Statistical Report

- Select the grant period you are creating the report for under “File Report for Grant for”
- Select your county under “County”
- Select your municipality for “reporting Entity”

Retrieving Old Report

- When a Statistical Report has been saved, you will be given an “Existing Report Number” **SAVE IT**
- Put the given “Existing Report Number” in the field box in the top right corner and click “Open”

New Jersey Clean Communities

Existing Report #

File Report for Grant for

County

Reporting Entity

Contact Information

Street Number **(Required)**

Street Direction

Street Name **(Required)**

Street Type **(Required)**

Address Line 2

City **(Required)**

Other City

State

Zip **(Required)**

Clean Communities Coordinator

Contact Person (If different from Clean Communities Coordinator)

Contact Phone

Contact Fax

Email Address

Population (Whole Numbers Only)

Municipalities and counties are required to appoint a Clean Communities coordinator. No resolution is required.

Do you want to receive updates at www.njclean.org? Yes No

Contact Information

- **Required fields in red** MUST be completed to submit the report
- For **Clean Communities Coordinator**, put the designated coordinator (Name of last person to submit will be automatically listed)
- Update coordinator contact information if necessary
- For **Population**, put the total population of your municipality.
- Decide if you'd like to receive NJ Clean updates (should sign up for monthly newsletter at www.njclean.org)

Financial Information

Income

Fill in with ZERO (0) if not applicable

Total Clean Communities Grant for Current Period
(Required)

\$

Input your total grant funding for the year

Total Funds Remaining in Grant as of Date of this
Report (Required)

\$

This field will automatically update as
you input info

Total Additional Income from in-kind donations
(Required)

\$

Separate donations given from outside
organizations (if none put 0)

Total Additional Income from Enforcement Actions
(Required)

\$

Input any fees from enforcement
violations (if none put 0)

Total Additional Income (Other*) (Required)

\$

Additional Income
(if none put 0)

Total

\$

Should be total funding for that grant
period (everything added up)

Financial Info – Income

- Describes overall funding for the grant period and what additional income if any
- You can find the total funding for your municipality: [Grant Funding | New Jersey Clean Communities](#)

Cleanup Expenses

Fill in with ZERO (0) if not applicable

* 25% of your grant may be used for equipment. An additional 25% may be used for storm drain and/or leaf collection activities.

Trailers, vehicles, rentals for cleanups

Salaries (Required) \$

Municipal employees hired for cleanups

Contracts (Required) \$

External, contracted cleanups (i.e. Sponsor-A-Highway)

Equipment (Required) \$

Storm Drain Activities (Required) \$

I.e. Sweepings, cleaning catch basins

Supplies (Required) \$

Supplies to support cleanups (gloves, trash bags, grabbers etc.)

Mini Grants (Required) \$

Other* (Catering, Refreshments, etc) (Required) \$

Supporting cleanup activities. i.e. if you provide lunch or water. Please list.

Total \$

Education Expenses

Fill in with ZERO (0) if not applicable

Salaries (Required) \$

Salaries & contracts ONLY from educational programs

Contracts (Required) \$

Promotional Items (Required) \$

Flyers, giveaways & other education materials

Publicity (ads, videos, public service announcements, etc.) (Required) \$

Ads/PSA's/Paid Outreach to educate public

Other* (Required) \$

Other materials supporting these efforts, such as supplies needed to create flyers.

Total would be the total amount spent for all Cleanup Expenses

Total \$

Salaries & contracts for personnel ONLY from enforcement programs

Other resources needed to carry out enforcement programs (list specifics). i.e. vehicles, gas mileage etc.

Enforcement Expenses

Fill in with ZERO (0) if not applicable

Salaries (Required) \$

Contracts (Required) \$

Other* (Required)* \$

Total \$

Salaries & contracts for administrative personnel

Supplies related only to administrative tasks, i.e. envelopes, paper, stamps

Other related expenses, i.e. from audits, accounting ; none put 0

Total amount of grant funding for period (from above)

Total amount of grant funding used (should be equal to income unless requesting extension)

Should be zero unless requesting an extension

Administrative Expenses

Fill in with ZERO (0) if not applicable

Salaries (Required) \$

Contracts (Required) \$

Supplies/Postage (Required) \$

Other* (Required) \$

Total \$

TOTAL INCOME \$

TOTAL EXPENSES \$

TOTAL GRANT REMAINING \$

Total represents the sum spent for all Enforcement or Administrative Expenses.

*If you selected "Other", please provide details below

Remember: Total Income minus Total Expenses should equal any funds left in the grant

Explain why there are remaining grant funds and intended uses of balance

Statistical Information

Litter Pickup and Removal

Litter picked up by employees or paid workers

Number of cleanups (Required)	<input type="text"/>
Number of participants (Required)	<input type="text"/>
Number of man-hours (volunteers times hours) (Required)	<input type="text"/>
Amount of litter picked up (Required)	<input type="text"/> <input type="text"/>
Amount of litter recycled (Required)	<input type="text"/> <input type="text"/>
Road miles cleaned (Required)	<input type="text"/>
Acres of public property cleaned (Required)	<input type="text"/>

Litter picked up by contractors

Number of cleanups (Required)	<input type="text"/>
Number of participants (Required)	<input type="text"/>
Number of man-hours (volunteers times hours) (Required)	<input type="text"/>
Amount of litter picked up (Required)	<input type="text"/> <input type="text"/>
Amount of litter recycled (Required)	<input type="text"/> <input type="text"/>
Road miles cleaned (Required)	<input type="text"/>
Acres of public property cleaned (Required)	<input type="text"/>

Litter picked up by community service workers

Number of cleanups (Required)	<input type="text"/>
Number of participants (Required)	<input type="text"/>
Number of man-hours (volunteers times hours) (Required)	<input type="text"/>
Amount of litter picked up (Required)	<input type="text"/> <input type="text"/>
Amount of litter recycled (Required)	<input type="text"/> <input type="text"/>
Road miles cleaned (Required)	<input type="text"/>
Acres of public property cleaned (Required)	<input type="text"/>

STATISTICAL INFO

- The requested information is the same for every section, and is broken down into categories based off who did the litter cleanups
 - Categories:
 - **Employees or paid workers**
 - Employees hired to partake in cleanup activities
 - **Contractors**
 - Hired outside of the municipality
 - I.e. Sponsor-a-Highway
 - **Community service workers**
 - Court mandated community service events
 - **SLAP program**
 - County or municipal Sherriff's Labor Assistance Program,
- Volunteers**
- Boy/Girls scouts/School

All REQUIRED fields must be completed!!

Public Outreach and Education

Education

Number of educational programs (schools, community groups) conducted by paid employees
(Required)

← Programs by municipal employees

Number of people reached **(Required)**

← Attendance records or estimate for large crowds

Number of educational programs (schools, community groups) conducted by contractors
(Required)

← Programs by external, contracted instructors

Number of people reached **(Required)**

← Take from attendance records

Number of special events conducted by paid employees or volunteers (conferences, workshops, fairs, trade shows, etc) **(Required)**

← Special events include conferences, workshops, fairs, trade shows, etc. NOT school or library presentations

Number of people reached **(Required)**

← Take from attendance records. May be more difficult to track, so allowed to estimate if no formal records exist

Publicity

Did you or your administration distribute press releases to the media?

Yes No

Grant Announcement, Cleanup, Skip the Stuff, Stormwater Education

Number of articles or ads placed (newspaper, television/cable, radio, billboards, brochures/flier, websites)

← Formal and informal ads bought by municipality

Number of people reached

← May be difficult to track, allowed to estimate to the best of your abilities

Enforcement

Number of violations **(Required)**

Number of citations **(Required)**

Describe your enforcement program **(Required)**

Public Outreach and Education

- This section determines how effective your education and outreach efforts are

Program Overall Performance

Description of the Program (including goals, objectives, description of program)

Description of overall municipal program, its weaknesses, achievements, and future goals. Please be as detailed as possible.

Achievements (Required)

Weaknesses (Required)

**Achievements Weaknesses Goals
REQUIRED**

Goals for Next Grant Period (Required)

Other (No more than 500 words)

This is where you add expenditures from previous years!

County Coordinators are encouraged to work closely with Municipal Coordinators who manage programs in their counties. County Coordinators are asked to organize at least two meeting per year with their municipal coordinators. Attendance at workshops and conferences hosted by the Clean Communities Council are considered meetings.

County Coordinators (ONLY)

How many municipal coordinator meetings did you host?

Number of attendees

Municipal Coordinators (ONLY)

How many coordinator meetings did you attend?

Must be filled out by municipal coordinators describing number of county coordinator meetings attended.

Coordinators

How many workshops and/conferences did you attend? (Required)

This is about STATE meetings and workshops attended. Both should add up to 20 NJCCC re-certification credits.

Please review the data you entered. Once you save the data, you will receive a confirmation number for your files. You can use it to access your report at any time and make updates. Once you submit the report, you may not make revisions. You can access your report at any time in "read only" format.

SAVE

SUBMIT



SUBMITTING YOUR REPORT

DON'T FORGET:

- ✓ **Press SAVE or SUBMIT and Wait for Confirmation**
- ✓ **Write down the Report number as soon as you hit Save or Submit.**
- ✓ **Keep the report number for your records and print out a copy of the report**
- ✓ **Save a copy of the report as a PDF for your record**
- ✓ **Send the report to your County Clean Communities Coordinator**



IMPORTANT



If your report remains on the screen OR if you are able to edit the report after you press Submit, the report ***DID NOT GO IN.***

Errors will be marked in red at the bottom of the report.

GUIDANCE AND HELP

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

- Report form
- Grant Guidelines
- FAQ'S
- Grant Awards by Year

Report Questions: njccc@njclean.org

Saving For a Future Purchase? Unexpended Funds?



Request an Extension

- ✓ Required in order to spend \$\$ past June 30th Deadline
- ✓ Must be on letterhead
- ✓ Send to njccc@njclean.org

- Extensions are granted for six months at a time
- A new request letter is required after six months
- Don't wait until end of June

Before Requesting an Extension:

Check that all statistical report are in Submitted status

- * Required for an Extension Approval



Please send any questions to
njccc@njclean.org
or
abonannolynch@njclean.org

JoAnn Gemenden
jgemenden@njclean.org

njclean.org
litterfreenj.com

BEFORE YOU BEGIN.....



- ✓ **Print a blank copy of the statistical report (pdf on njclean.org)**
- ✓ **Know Grant Year/Amount**
- ✓ **Print out Financial Report from Edmunds**
- ✓ **Or Create Your Own Grant Tracker in Excel**

Example Cases

Case 1: Sponsor litter-themed art contest in schools

- Educational expense, Other

Case 2: Hire artist to paint mural over graffiti

- Cleanup, salaries / contract
- Cleanup, supplies

Case 3: Buy office supplies to support administrative tasks

- Administrative, supplies

Categories may overlap, so for smaller expenses like supplies, try your best to categorize and make sure it is all taken into account

