

Guide to Fill Out Your NJCCC Statistical Report

Please reach out to Michelle Chavanne at mchavanne@co.morris.nj.us for any questions



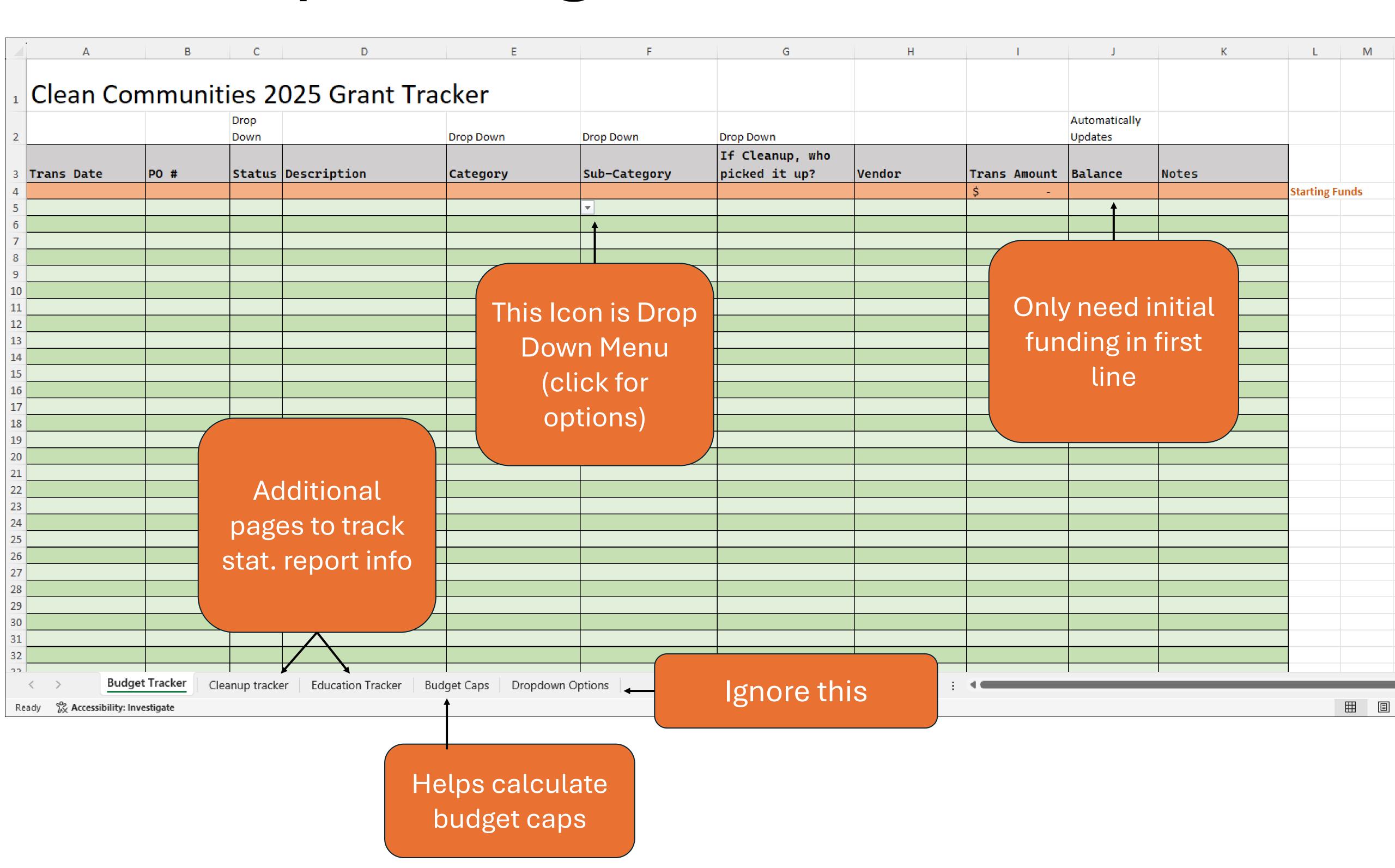
Grant Tracker

- Use an excel sheet to track and oversee your expenses and how much funding you have left (if you don't use Edmunds)
- Track transaction date, PO #, status (paid/open), description, category, vendor, trans amount, and remaining balance
- The 'Category' column easily sorts each expense into its respective category
 - Education Expenses
 - Administrative Expenses
 - Cleanup Expenses
 - Enforcement Expenses
- Each category can 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) 	
	 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)	

Example Budget Tracker



Tracker Example Cases

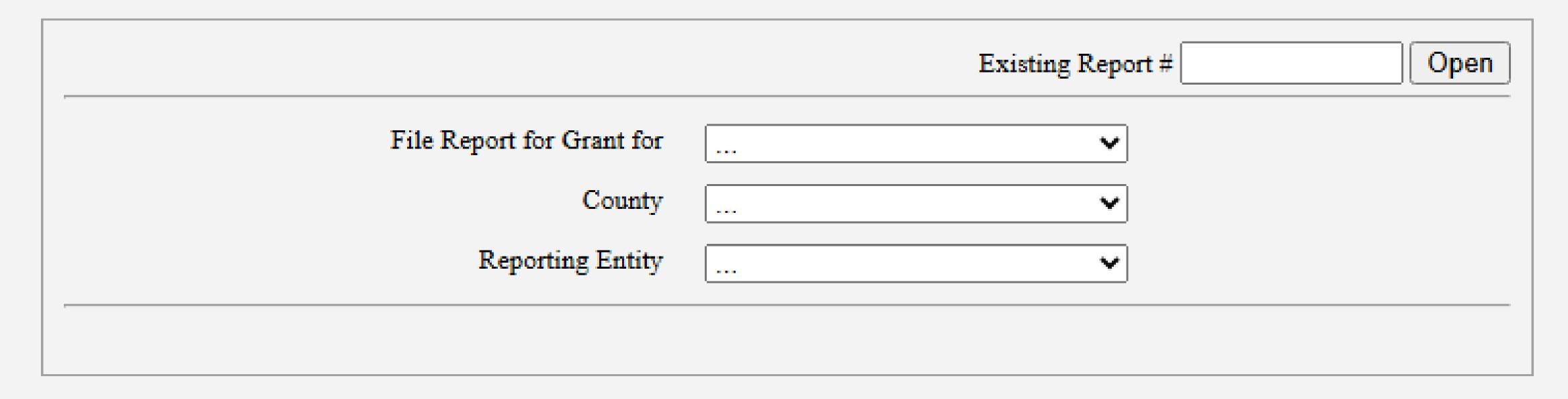
- Case 1: Sponsor litter themed art contest in schools
 - Educational expense, Other
- Case 2: Hire artist to paint mural over graffiti
 - Cleanup, salaries / contract
 - Cleanup, supplies
- Case 3: Buy office supplies to support administrative tasks
 - Administrative, supplies

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

Tips to Fill Out Report

- 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 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 field is filled out put 0.00 or n/a when needed

New Jersey Clean Communities



Creating the Statistical Report

- Select the grant period you are creating the report for under "File Report for Grant for"
- Select your county (Morris 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 # Open			
File Report for Grant for	~			
County	~			
Reporting Entity	~			
Con	tact 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? \(\text{Yes} \end{aligned} \text{No} \)				

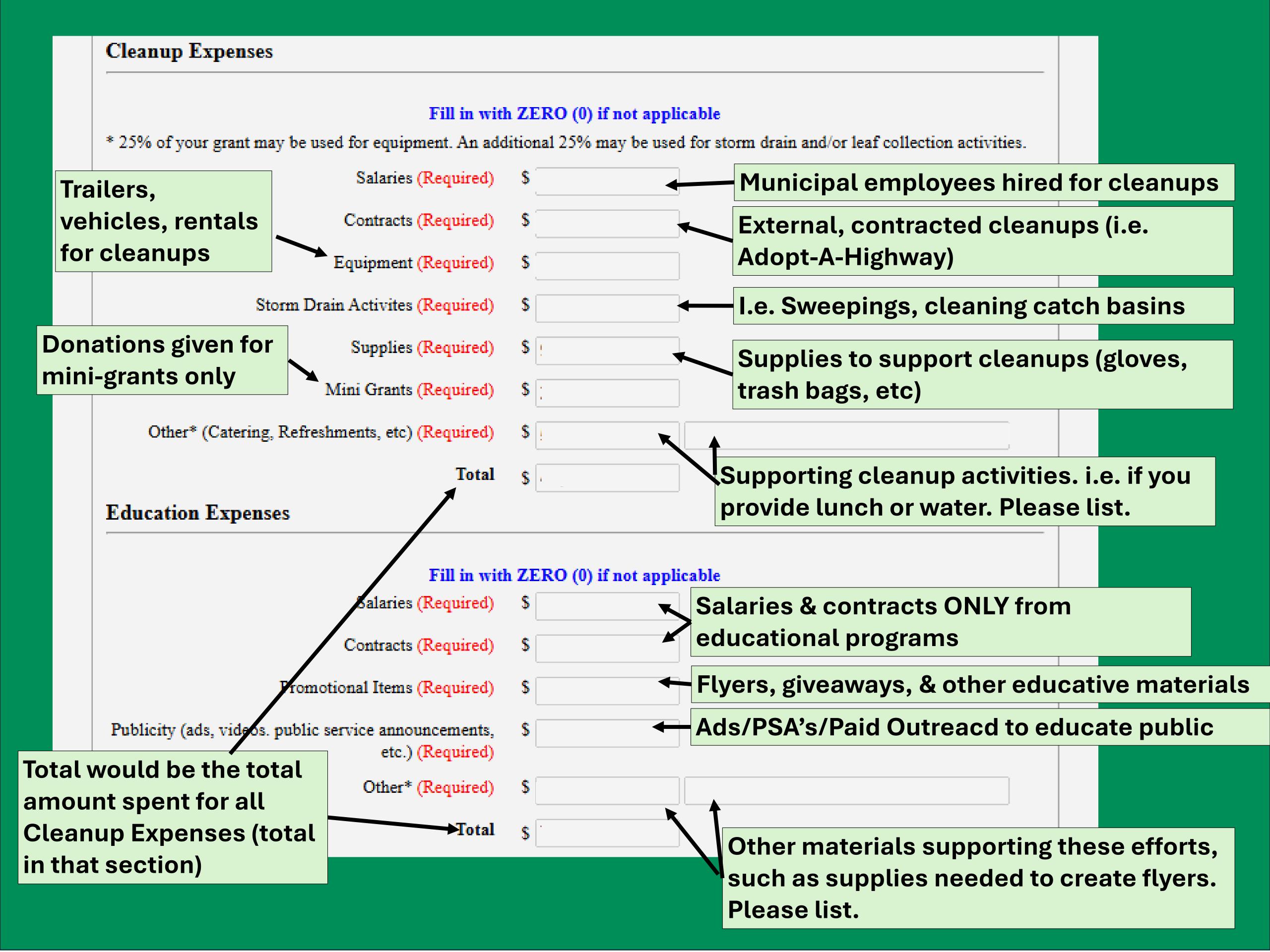
Contact Information

- Include all required and optional fields regarding office location of your municipality
- For Clean Communities
 Coordinator, put the designated coordinator
- Include the contact information for the coordinator, or a different point of contact.
 - i.e. New employees may not be adjusted to their role yet
- 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 Communitites Grant for Current Period Input your total grant funding from NJ (Required) This field will automatically update as Total Funds Remaining in Grant as of Date of this you input information Report (Required) Separate donations given from outside Total Additional Income from in-kind donations organizations (if none put 0) (Required) Input any fees paid from enforcement Total Additional Income from Enforcement Actions (Required) violations (if none put 0) Total Additional Income (Other*) (Required) List sources of additional Additional Income may be income (if none put 0) from extensions, or another Should be total funding for NJ Clean approved source that grant period (everything added up)

Financial Info - Income

- Describes overall funding for the grant period and what sources it came from
- Here is where you can find the total funding for your municipality: <u>Grant Funding | New Jersey Clean</u>
 <u>Communities</u>



Salaries & contracts for personnel ONLY from enforcement programs **Enforcement Expenses** Other resources needed to carry out Fill in with ZERO (0) if pot applicable enforcement programs, and list what they are. Salaries (Required) Contracts (Required) i.e. vehicles, gas mileage, paper for creating Other* (Required)* forms, etc. Administrative Expenses Fill in with ZERO (0) if not applicable Salaries & contracts for administrative personnel Salaries (Required) **Total represents** Supplies related only to administrative tasks, i.e. Contracts (Required) the sum spent for Supplies/Postage (Required) envelopes, paper, stamps all Enforcement or Other* (Required) \$ Other related expenses. I.e. from audits, Administrative Total S accounting. If none, put 0 Expenses. TOTAL INCOME \$ Total amount of grant funding for period (from above) TOTAL EXPENSES \$ TOTAL GRANT REMAINING Total amount of grant funding used (should be equal *If you selected "Other", please provide details below to income unless requesting extension) Should be zero unless Remember: Total Income minus Total Expenses should equal any funds left in the grant requesting an extension **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) Number of participants (Required) Number of man-hours (volunteers times hours) (Required) Amount of litter picked up (Required) Amount of litter recycled (Required) Road miles cleaned (Required) Acres of public property cleaned (Required) Litter picked up by contractors Number of cleanups (Required) Number of participants (Required) Number of man-hours (volunteers times hours) (Required) Amount of litter picked up (Required) Amount of litter recycled (Required) Road miles cleaned (Required) Acres of public property cleaned (Required) Litter picked up by community service workers Number of cleanups (Required) Number of participants (Required) Number of man-hours (volunteers times hours) Amount of litter picked up (Required) Amount of litter recycled (Required) Road miles cleaned (Required) Acres of public property cleaned (Required)

Statistical Info (1/2)

- 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

 County or municipal employees hired to partake in cleanup activities

Contractors

- Hired outside of the municipality
- I.e. Adopt-a-Highway

Community service workers

 Community members who are court mandated to partake in community service events

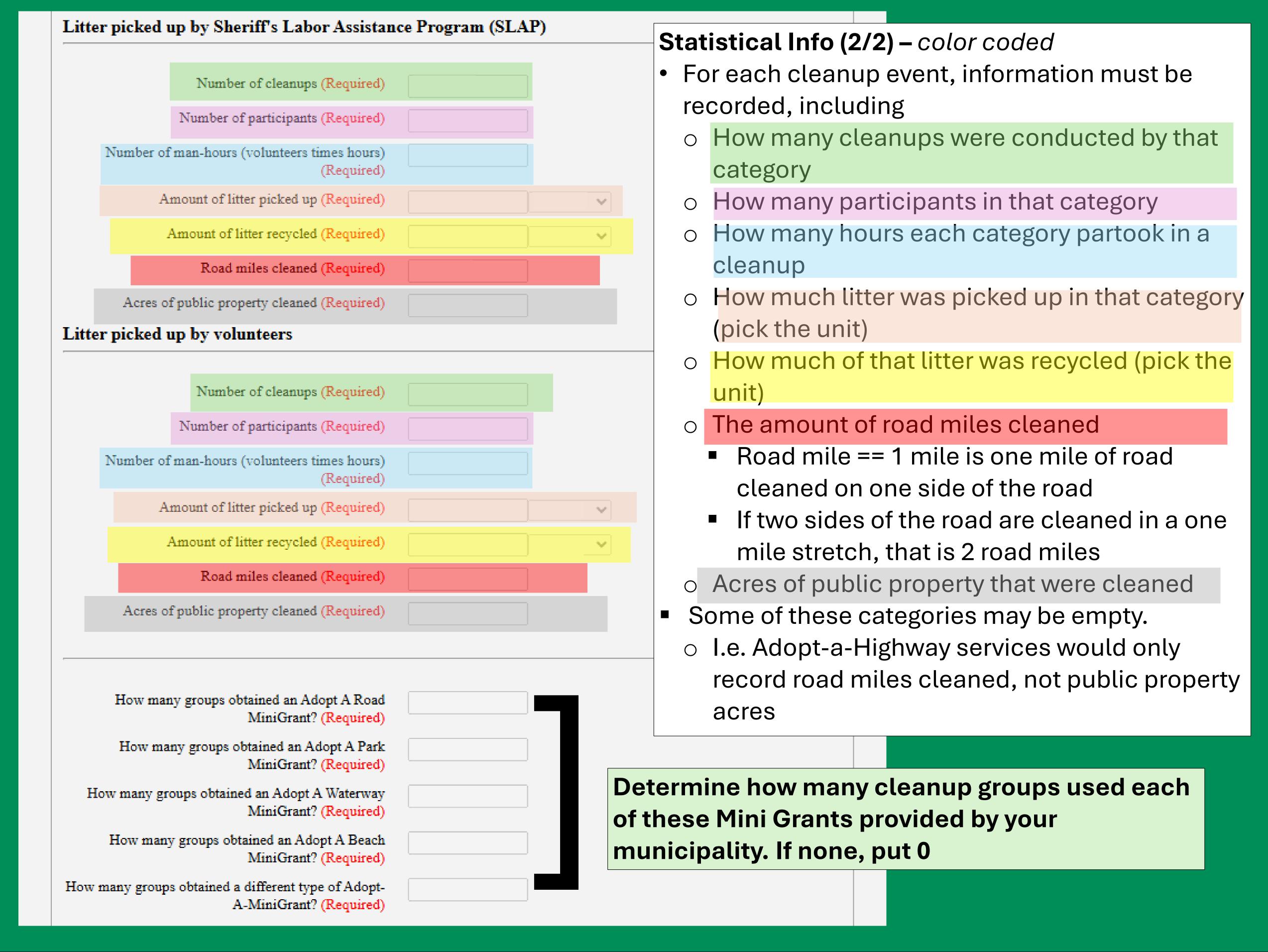
SLAP program

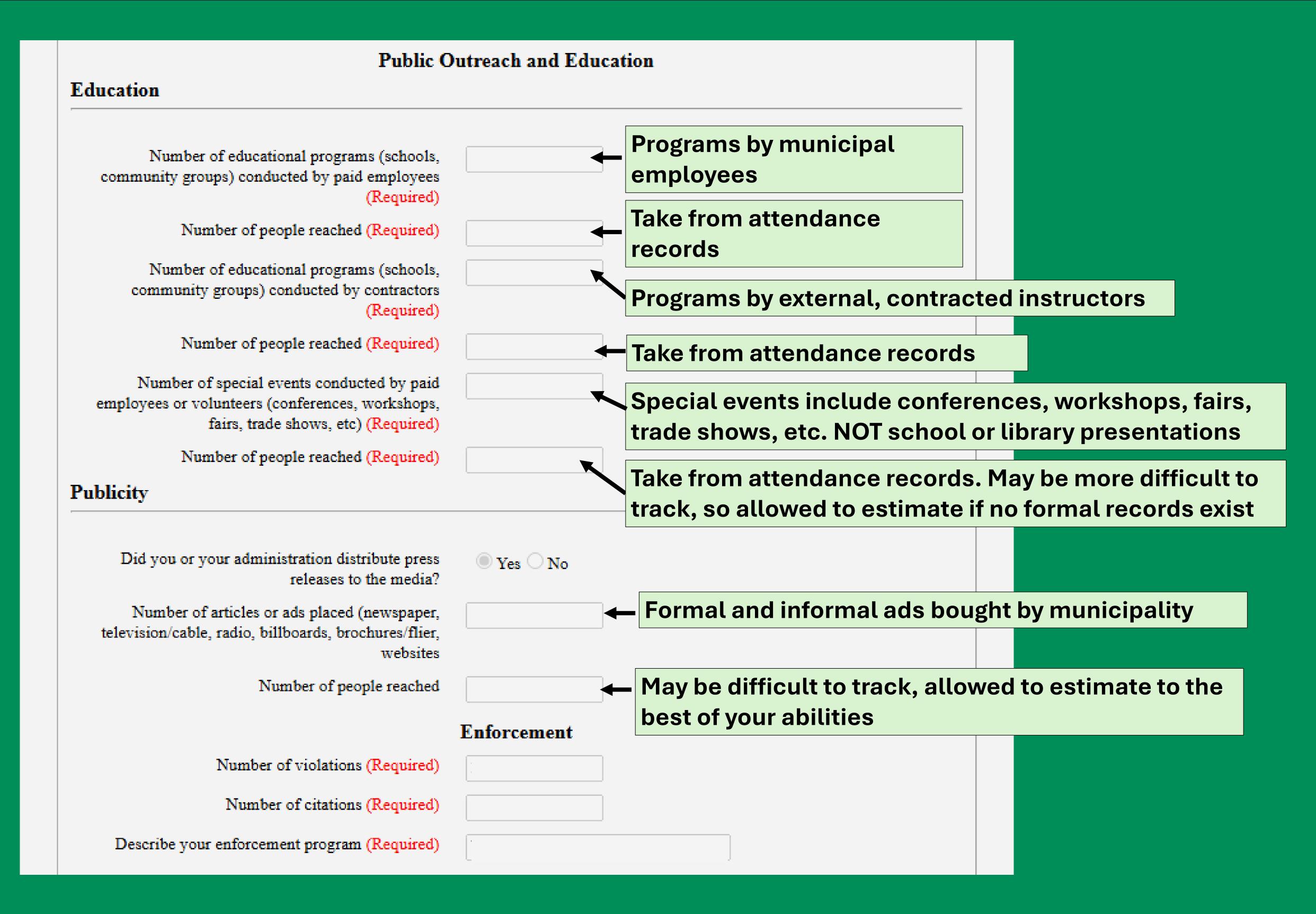
 County or municipal Sherriff's Labor Assistance Program, a community-based corrections program for persons sentenced by the county

Volunteers

- Boy/Girls scouts
- Church
- School
- Civic groups
- Other similar groups

The description on the next slide applies to these categories as well





Public Outreach and Education

This section determines how effective your education and outreach efforts are

Program Overall Perfe	ormance			
Description of the Program (including goals, objectives, description of pro	gram)			
	_			
Achievements (Required)		Description of overall municipal		
	_	program, its weaknesses,		
i		achievements, and future goals.		
Weaknesses (Required)		Please be as detailed as possible.		
Goals for Next Grant Period (Required)				
Other (No more than 500 words)				
	W	rite n/a if no other comments or		
	CC	oncerns on municipal program		
County Coordinators are encouraged to work closely with Municipal Coor				
County Coordinators are asked to organize at least two meeting per year w workshops and conferences hosted by the Clean Communities Council are	_			
County Coordinators (ONLY)				
How many municipal coordinator meetings did you host?	May write n/a in this s	section. Not applicable to municipal		
Number of attendees	coordinators.			
Municipal Coordinators (ONLY)				
How many coordinator meetings did you attend?	Must be filled out by	Must be filled out by municipal coordinators describing number		
(Required) Coordinators	of county coordinat	of county coordinator meetings attended. MUST be truthful,		
	County has attenda	nce records		
How many workshops and/conferences did you	This is shout STATE	This is about STATE meetings and workshops attended. Should		
attend? (Required) Please review the data you entered. Once you save the data, you will receive				
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" form				
	SAVE SUBMIT			

After Report Reminders

- Send the report number to the Morris County Clean Communities Coordinator
- Keep the report number for your record
- Save a copy of the report as a PDF for your record