



Guide to Fill Out Your NJCCCC Statistical Report

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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)
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)

Example Budget Tracker

The screenshot displays a spreadsheet titled "Clean Communities 2025 Grant Tracker" with columns for Trans Date, PO #, Status, Description, Category, Sub-Category, If Cleanup, who picked it up?, Vendor, Trans Amount, Balance, and Notes. The first row (row 4) is highlighted in orange and labeled "Starting Funds".

Four orange callout boxes provide instructions:

- This Icon is Drop Down Menu (click for options)**: Points to the dropdown arrow in the Sub-Category column of row 5.
- Only need initial funding in first line**: Points to the Balance cell in row 4.
- Additional pages to track stat. report info**: Points to the "Budget Tracker" tab in the bottom navigation bar.
- Ignore this**: Points to the "Dropdown Options" tab in the bottom navigation bar.
- Helps calculate budget caps**: Points to the "Budget Caps" tab in the bottom navigation bar.

The bottom navigation bar includes tabs for "Budget Tracker", "Cleanup tracker", "Education Tracker", "Budget Caps", and "Dropdown Options". The status bar at the bottom indicates "Ready" and "Accessibility: Investigate".

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

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 (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 #

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

- 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
(Required)

\$

Input your total grant funding from NJ

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

\$

This field will automatically update as
you input information

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 paid from enforcement
violations (if none put 0)

Total Additional Income (Other*) (Required)

\$

Additional Income may be
from extensions, or another
NJ Clean approved source

Total

\$

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

List sources of additional
income (if none put 0)

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: [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.
Adopt-A-Highway)

Equipment (Required)

\$

Storm Drain Activites (Required)

\$

I.e. Sweepings, cleaning catch basins

Donations given for
mini-grants only

Supplies (Required)

\$

Supplies to support cleanups (gloves,
trash bags, 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 educative materials

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

\$

Ads/PSA's/Paid Outreacd to educate public

Other* (Required)

\$

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

Total

\$

Total would be the total
amount spent for all
Cleanup Expenses (total
in that section)

**Salaries & contracts for personnel ONLY
from enforcement programs**

**Other resources needed to carry out
enforcement programs, and list what they are.
i.e. vehicles, gas mileage, paper for creating
forms, etc.**

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

Salaries & contracts for administrative personnel

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

**Other related expenses. I.e. from audits,
accounting. If 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**

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

Enforcement Expenses	
Fill in with ZERO (0) if not applicable	
Salaries (Required)	\$
Contracts (Required)	\$
Other* (Required)*	\$
Total	\$
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	\$
*If you selected "Other", please provide details below	
Remember: Total Income minus Total Expenses should equal any funds left in the grant	

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)
(Required)

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

Litter picked up by Sheriff's Labor Assistance Program (SLAP)

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 volunteers

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)

How many groups obtained an Adopt A Road
MiniGrant? (Required)

How many groups obtained an Adopt A Park
MiniGrant? (Required)

How many groups obtained an Adopt A Waterway
MiniGrant? (Required)

How many groups obtained an Adopt A Beach
MiniGrant? (Required)

How many groups obtained a different type of Adopt-
A-MiniGrant? (Required)

Statistical Info (2/2) – color coded

- For each cleanup event, information must be recorded, including
 - How many cleanups were conducted by that category
 - How many participants in that category
 - How many hours each category partook in a cleanup
 - How much litter was picked up in that category (pick the unit)
 - How much of that litter was recycled (pick the unit)
 - The amount of road miles cleaned
 - Road mile == 1 mile is one mile of road cleaned on one side of the road
 - If two sides of the road are cleaned in a one mile stretch, that is 2 road miles
 - Acres of public property that were cleaned
 - Some of these categories may be empty.
 - I.e. Adopt-a-Highway services would only record road miles cleaned, not public property acres

Determine how many cleanup groups used each of these Mini Grants provided by your municipality. If none, put 0

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)

Take from attendance records

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

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)

Achievements **(Required)**

Weaknesses **(Required)**

Goals for Next Grant Period **(Required)**

Other (No more than 500 words)

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

Write n/a if no other comments or concerns on municipal program

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

May write n/a in this section. Not applicable to municipal coordinators.

Municipal Coordinators **(ONLY)**

How many coordinator meetings did you attend? **(Required)**

Must be filled out by municipal coordinators describing number of county coordinator meetings attended. MUST be truthful, County has attendance records

Coordinators

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

This is about STATE meetings and workshops attended. Should fulfill 20 NJCCC re-certification credit.

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

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