



Morris County: Municipal Clean Communities Coordinator Handbook

October 2025



Table of Contents

Clean Communities Program	2
Clean Communities Act	2
Clean Communities Council	2
Clean Communities in Morris County	3
Education	4
Enforcement	5
Morris County Division of Public Health	5
State & County Regulations	6
Litter Clean Ups	7
Adopt-a-Highway & Private Cleanups	8
Sheriff's Labor Assistance Program	8
Graffiti Removal	8
Clean Communities Coordinator	9
Overview	9
Responsibilities	9
Procedure for Designating New Coordinator	10
Extension Requests	10
Certifications	11
Registration	11
Re-Certification	11
Clean Communities Coordinator – Alternate	12
Funding Guidelines	13
Grant Timeline	13
Budget Breakdown	13
Determining initial Grant Funding	14
Allowable Costs	15
Unallowable Costs	16
Statistical Report	17
Overview	17
Mandatory Submission & Details	17
Saving & Submitting Report	17
Tracking Activities	18
Section 1: Contact Information.....	18
Section 2: Financial Information	19
Income	19
Expenses Sub-Categories	19
Section 3: Statistical Information	21
Litter Pickup & Removal	21
Public outreach & Education	22
Enforcement	23
Section 4: Program Overall Performance	23
Additional Resources	24

Clean Communities Program

Clean Communities Act

The Clean Communities Act was passed in 1986, creating a statewide litter-abatement program. Funding for this program comes from a tax placed on fifteen different business categories that may create litter-generating products. This fee is assessed at the manufacturer, wholesale, and retail levels. Currently, about \$20 million of funding is distributed throughout the state of New Jersey each year to aid local litter-abatement programs. About 80% of funding goes towards municipalities, 10% to state counties, 10% to state park services, and the remainder goes to the New Jersey Clean Communities Council, Inc. There are currently 558 municipalities and 21 counties under this program in New Jersey.

The Clean Communities Act provides guidelines for how the funding should be used to support county and municipal litter abatement programs. Each program should focus on the three litter abatement components: education, enforcement, and cleanups. To track each program's expenditures and activities, a statistical report must be filed at the end of every grant funding period.

Clean Communities Council

In 1989, after the creation of the Clean Communities Act, the Clean Communities Council (NJCCC) was formed as an advisory committee to the New Jersey Department of Environmental Protection's (NJDEP) Clean Communities Program. Shortly after 1995, statewide budget cuts forced the NJCCC to separate from the NJDEP. NJCCC received nonprofit status and is currently classified as a 501(c)(3) nonprofit organization. The organization works closely with the NJDEP and the New Jersey Department of Treasury to continue to oversee the New Jersey Clean Communities program throughout the state.



The NJCCC responsibilities include overseeing and supporting the local litter abatement programs throughout New Jersey. NJCCC collects all statistical report submissions, maintains an informational database of all Clean Communities activities, and implements a statewide program aimed to inform and educate schools, Clean Communities

Coordinators, and the public. It also administers the New Jersey Adopt-A-Beach and Adopt-A-Highway programs.



State legislation in 2020 (N.J.A.C. 7:26L) designated the Clean Communities program as the lead agency to “develop and implement a statewide public information and education program,” aimed to educate the public, declare public service announcements, and distributing reusable bags. This legislation was signed into law on November 4, 2020 and contains multiple parts to reduce New Jersey’s plastic usage. Effective November 4, 2021, plastic straws should only be given to customers when requested. The NJCCC uses the slogan “Skip the Straw” to encourage residents to use reusable straws. Effective on May 4, 2022, New Jersey food and retail businesses may no longer provide customers with single-use plastic bags or polystyrene foam food service products. Ultimately, Clean Communities is tasked with supporting and educating our communities to follow these laws.

For more information, visit [Skip the Straw | New Jersey Clean Communities](#) or [Litter Free New Jersey](#).

Clean Communities in Morris County

Morris County began its Clean Communities Program between 1990 and 1991, and other municipalities joined in. The program became established in the Morris County Municipal Utilities Authority (MCMUA). The early program focused largely on surveying litter hot spots throughout county roads and leading litter cleanups with schools and students.



The Clean Streets...Clean Waterways cleanup crew with their morning loot: the shopping cart, tires, pieces of wood and a door-size painted piece of wood which had been trapped in the waterfall. Municipal coordinators from ten municipalities turned out to clean up Speedwell Lake.



Summer interns working as the Clean Communities Litter Crew empty the trucks after a day of picking up litter along County roads.

CAN THE LITTER - MAKE MORRIS COUNTY GLITTER!



Kevin Carlin, Morris Township and Dick Canon, partially hidden, from Roxbury Township, tug a rusted shopping cart up a steep slope from a creek adjoining Speedwell Lake during the first municipal Clean Communities coordinators cleanup.

Since then, Morris County and its municipalities have worked tirelessly to clean up litter in their communities, benefiting both the environment and the public. As this program became more established, Morris County's efforts to keep Morris County clean expanded, such as with the beginning of their Adopt-A-Road program in 1994. Since then, Morris County has established different mini-grants, contests, and cleanups, and increased its community engagement to meet the Clean Communities goal. This handbook provides guidance specific to Clean Communities Coordinators within Morris County on running effective litter abatement programs and adhering to guidelines set by the New Jersey Clean Communities Council.



Education

Education is vital to the Clean Communities Program, since effective communication reduces the amount of litter created. Educational programs change attitudes and behaviors that impact litter. In a Clean Communities Program, educating children is a top priority to make long-term changes in community attitudes. Children influence certain adult groups that Clean Communities cannot reach, such as adults not involved in businesses, government, or community groups. Clean Communities programs may target adult populations through community and work events as well.

Educational resources and tools that can be funded through the Clean Communities Grant are assembly and presentation programs, field trips, books and other media forms, curriculum and activity guides, brochures, and contests. Currently, Morris County sponsors litter-themed school art contests, cleanups, and presentations, and attends a diverse range of community events to inform the public about litter-abatement.

For more information, look at [Education | New Jersey Clean Communities](#), or visit njclean.org/wp-content/uploads/2025/03/List-Clean-Communities-Programs.pdf for educational Clean Communities Programs to use in your municipality program.



Enforcement

The New Jersey Clean Communities Council encourages each municipality and county to adopt ordinances that can be enforced to prevent litter generated by businesses and individuals. Ordinances should prioritize stationary sources of litter, such as construction sites and loading areas, as well as litter created by the public when walking or riding in a vehicle.

Clean Communities Programs can also work closely with other county and local agencies to enforce litter violations and illegal dumping activities. To do so, the coordinator should contact local and county enforcement personnel to inform them that enforcement is key to reducing litter and to explain the role of the Clean Communities Coordinator. These agencies can include the Prosecutor and Sheriff's office, State and local Police Departments, and health departments.

The program may create an environmental crimes task force, with the Sheriff's or Prosecutor's office as the lead agency. For effective enforcement, training should be provided for all relevant personnel to investigate litter violations effectively and accurately, which can be coordinated with the New Jersey Division of Criminal Justice.

Morris County Division of Public Health

The Morris County Division of Public Health (MCDPH) primarily enforces safety laws and ensuring Morris County entities comply with NJDEP state and county regulations. In doing so, they enforce solid waste laws and investigate reports of illegal dumping.



The MCMUA collaborates with the MCDPH by joining them on inspections, as part of most solid waste programs. These inspections include recycling assessments for waste generators in Morris County, inspections of solid waste regulated facilities, investigations of illegal dumping, inspections of transfer station tipping floors, inspections of solid waste containers, and evaluations of single-use plastics. This allows the MCMUA to focus on education and public out reach efforts, specifically on proper source separation techniques of mandated recycling materials and reducing illegal dumping.

Residents and county officials identify sites with potential litter violations, such as illegal dumping, and report them to the MCDPH for inspection. The MCDPH has the authority to enforce regulations, while the MCMUA provides guidance and resources. This partnership between the county entities effectively promotes and maintains litter compliance.

You may also report illegal dumping to the MCDPH or NJDEP if you notice any concerns as a county worker or resident. When reporting illegal dumping to the county or state, you have the ability to remain anonymous.

- Morris County Division of Public Health, 973-631-5484
- NJDEP Hotline, 1-877-WARN DEP

More information can also be found at [Environmental Health – Morris County, NJ](#).

State & County Regulations

The Morris County Division of Public Health enforces litter-related laws throughout Morris County, while municipalities enforce any local ordinances related to litter. The New Jersey State Litter Statute (NJSA 13:1E-99.3) can be cited if there is no county or municipal litter ordinance set in place for their municipalities or counties. Refer to the specific law to determine which agency is able to enforce the penalty. State and County legislation summaries and financial penalites are as follows:

Name	Summary	Fine
NJSA 13:1E-99.3	Determines penalty for littering and petty disorderly persons offense. This includes a person who throws, drops, discards, or places litter somewhere other than a litter receptacle.	Single Offense: \$100-\$500 \$250-\$1,000 within 6-months of previous conviction
NJSA 13:1D-9.3	Part of this legislation is enforcing environmental pollution and waste management regulations.	1 st Offense: \$2,500 2 nd Offense: \$5,000 Thereafter: \$10,000
NJAC 7:26-3.4 (b)	Failure to deposit all collected solid waste at an approved facility	Base Penalty: \$5,000

For the full State Litter Statue, information can be found at [4 STATE LITTER STATUTE](#).

The Borough of Fair Lawn and Bergen County ordinances serve as statewide model ordinances that can be adapted to a county or municipal level. For example, Bergen County

prohibits sweeping litter into gutters and throwing litter out of vehicles and specifies fines based on the littered area.

It is important for Clean Communities Coordinators to read and become familiar with their local ordinances. To better understand what should be included in an ordinance, refer to [Enforcement | New Jersey Clean Communities](#).

Litter Clean-Ups

The Clean Communities Grant requires all counties and municipalities to incorporate a litter cleanup or stewardship component into their programs to encourage communities to reduce their litter. This can include events such as an “Adopt-A-” program, a mini-grant program, a litter volunteer cleanup event, or alternate labor.

For each event, it is essential to ensure volunteer and worker safety through safety measures, which can include, but is not limited to:

- Safety training, including poison ivy and tick prevention
- Wearing the appropriate attire, such as safety vests, protective gloves, and sturdy shoes
- Contacting local law enforcement before the event
- Being notified of any allergies or health conditions beforehand
- Walking towards oncoming traffic
- Avoiding peak traffic hours
- Parking cars in one designated area

Morris County works towards reducing litter on county roads and properties through multiple stewardship activities. Through mini-grant programs, Morris County supports communities and schools in organizing local, single-day clean-up events on their municipal and school properties.

For roads deemed too dangerous for volunteer groups, Morris County contracts with the Adopt-A-Highway Litter Removal Service of America to conduct road cleanups of county roadways. Morris County is also working to strengthen and support its partnership with the Sheriff’s Labor Assistance Program (SLAP) to increase the number of litter removal activities throughout the county. Consider reaching out to the County Coordinator if you have any county roads that may need a cleanup.

For NJ Clean safety tips you can use in your cleanup, visit [Safety Tips | New Jersey Clean Communities](#). For an online safety training video, visit [Online Safety Training Video | New Jersey Clean Communities](#).

Adopt-a-Highway & Private Cleanups

Hiring private companies, such as Adopt-A-Highway, can help clean areas deemed dangerous for volunteer groups. Adopt-A-Highway is fully insured and can employ its professional cleanup crews to clean one mile (on one side of the road) at a time.

For more information, look at [Markets We Serve - Adopt-A-Highway | Adopt-A-Highway](#).



Sheriff's Labor Assistance Program

The Sheriff's Labor Assistance Program (SLAP) removes litter on county and municipal roads. This is a community-based corrections program for county-sentenced people. Typically, people are supervised by two officers from the sheriff's or Corrections department, which gives them an opportunity to give back to their communities and reduce their sentences. You may reach out to the County Coordinator to assist in accessing this to recommend locations for local road cleanups.

Graffiti Removal

The Clean Communities Grant allows some of the funding for graffiti removal. Working with the Department of Public Works can quickly remove graffiti, deterring future graffiti occurrences by creating murals on top of graffiti hotspots.

Some Coordinators across the state use grant funds to create street murals to highlight storm drains to encourage keeping litter off our streets. This is a great opportunity to contract local artists or involve school children to learn about litter abatement through art.

For more information, look at [Cleanups | New Jersey Clean Communities](#).

Clean Communities Coordinator

Overview

As specified in the Clean Communities Act, each municipality and county must designate a Clean Communities coordinator, tasked with implementing and executing the municipal and county Clean Communities Program. Each coordinator must track all expenses associated with their Clean Communities program and accurately fill out the statistical report at the end of each grant period to inform the state of their Clean Communities costs and activities. Additionally, all coordinators must attend statewide NJCCC-sponsored meetings and workshops.

The county coordinator is specifically tasked with overseeing and supporting each municipal coordinator, acting as a point of contact between the state and municipalities. They will hold at least one Clean Communities Coordinator meeting in each grant period, and each municipal coordinator is required to attend at least one county-led Clean Communities Coordinator meeting, as specified in the Act.

To view the Clean Communities Coordinator job description, visit [Job Description](#).

Responsibilities

The overall goal of the coordinator is to successfully run their Clean Communities Program while working to improve litter education, enforcement, and cleanup activities. Throughout the year, expenses related to the program must be closely tracked. Specific responsibilities are as follows:

Coordinator Duties	Frequency
Obtain Clean Communities Certification	Only need to take course once (typically in fall)
Attend statewide meetings & workshops	Until you obtain at least 20 NJCCC Credits (every two years)
Attend county CCC meeting	Must attend at least one
Track all data & expenses	Continuously
Conduct education & outreach	Continuously
Adopt & enforce anti-littering ordinances	Continuously

Plan volunteer cleanups	If your funding is less than \$25,000, at least 1 cleanup If your funding is more than \$25,000, at least 2 cleanups
All grant funds must be used up	June 30
Request 6 month extensions (if needed) for unspent funding	<i>BEFORE</i> July 30
Submit Statistical Report	<i>BY</i> July 31
Review the 'Best Practices Guide' <i>(optional)</i>	Annually
Keep records for grant expenses	Kept 6 years after grant period ends

Procedure for Designating New Coordinator

When a new municipal Clean Communities Coordinator or Clean Communities Alternate is designated, the NJCCC and county Clean Communities Coordinator must be provided with their contact information, including name, address, phone number, and email address.

To inform the state, notification must be sent to njccc@njclean.org. To notify the county, locate the current county Clean Communities Coordinator on the Morris County MUA website, and notify via email or telephone.

Extension Requests

If any funds remain at the end of a Clean Communities Grant period, Coordinators may request a grant extension. Extensions are granted on a 6-month basis, meaning they must be filed every 6 months to keep the funding. They may be requested as early as possible in the grant period, and will go into effect immediately after the end of the spending period in July. These extensions will be valid through December 31st. If the funding is not used up in this period, a new extension must be requested every six months until funding is used up.

To request an extension, a letter that includes the letterhead of your organization should be sent to njccc@njclean.org, which explains how much funding you're request and what you intend to use it for.

Extensions will only be approved if the statistical report for the previous year was submitted. Otherwise, they will be denied.

A common example of when an extension may be necessary is if you plan to accumulate money to buy vehicles or large equipment purchases.

Certifications

When a new Clean Community Coordinator is designated, they should obtain a Clean Communities Coordinator certification—although it is not required. To obtain the certification, a three-day training course and final assignment must be completed. This course is held for two days virtually and one day in person, and typically runs in autumn.

To become certified, 20 credits are needed. Completing the course provides 18 course credits, and two additional credits must be obtained 90 days after completion. The two additional credits can be obtained by participating in a designated NJCCC workshop or meeting, where the NJCCC credits are pre-approved.

Additional ways the two credits can be obtained is by:

- Attending approved public works workshops, the New Jersey League of Municipalities conference, or county / municipal coordinator meetings
- Completion of a certified safety course
- Completion of all six stormwater management webinar series
- Organizing & participating in a public lands or International Coastal Cleanup (only for initial certification)
- Passage of a municipal resolution designating May as Litter Free NJ month

Registration

Registration for the Clean Communities Coordinator course can be found on the NJ Clean website under Certification Training Schedule, or [Certification Training Schedule | New Jersey Clean Communities](#).

Typically, Rutgers University will host the certification courses with an associated fee per person. Clean Communities grants may be used to cover this cost.

Re-Certification

The Clean Communities Coordinator certification expires roughly two years later. To be recertified, 20 hours of continuing education (or 20 NJCCC credits) must be accumulated BEFORE the two-year mark. For example, if a certification was obtained in 2024, participants will have until December 31, 2026, to acquire 20 NJCCC credits to be qualified for recertification.

The NJ Clean website offers a re-certification tracking form for you to use to keep track of your credits throughout the year. This can be found on their website [here](#).

Completion of an NJCCC-approved safety training course is also required for recertification. This training course can be found in the same location as the certification registration, hosted by Rutgers University. Typically, participants can participate in one or two virtual training days to obtain this recertification.

Within 30 days after the expiration of the coordinator's certification, documentation of recertification efforts must be submitted to the Rutgers Continuing Education Program. This re-certification form can be found on the NJ Clean webpage at [Coordinator Re-certification Form | New Jersey Clean Communities](#). Late submissions will be accepted with the approval of the NJCCC, although documentation will be required to explain with the filing is late.

After submitting the re-certification, the participant should receive documentation that their certification has been renewed for an additional two years. The process must be repeated every two years.

Clean Communities Coordinator - Alternate

Morris County requires each municipality to designate a Clean Communities Alternate contact. The alternate's role and responsibility differ from those of the main Clean Communities Coordinator.

The alternate is encouraged to stay informed on state, county, and municipal Clean Communities activities. They are meant to be an additional point of contact between the county and municipal, and to support the Clean Communities Coordinator in conducting the municipal Clean Communities Program if needed. Should the Clean Communities Coordinator not be available, the alternate will temporarily become the municipality's primary point of contact. Should the designated Clean Communities Coordinator contact change for any reason (i.e. primary contact retires), the Alternate will be able to assist the new coordinator during this transition period, and will be the temporary point of contact until the position is filled.

While it is highly encouraged for the Alternate to obtain their Clean Communities Certification and to attend county and state meetings to stay informed of all county and state activities, it is not required. Should the Alternate obtain their Clean Communities Certification, the Clean Communities grant may cover the cost.

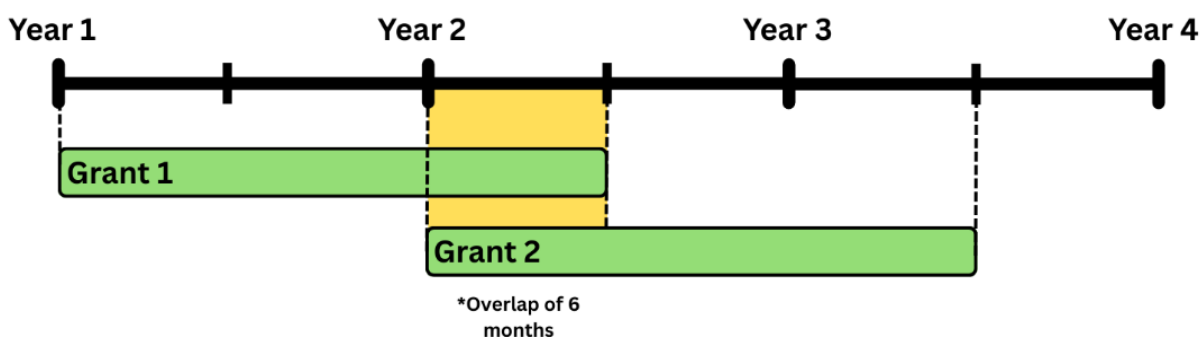
Funding Guidelines

Grant Timeline

The Clean Communities grant runs on an 18-month timeline, beginning in January and finishing in July the following year. For example, the 2025 grant period began in January 2025 and runs through July 2026.

However, the beginning of the grant period is more so for the state to determine and distribute the appropriate funds to each municipality and county. The grant funding is made public roughly in May, and each municipality can expect to receive and begin using the funding in the summertime once available to them. Because of this timeline, grant funding periods overlap.

For our purposes, you may think of the grant funding being available to you in the fiscal timeline, or you receive the new funding every summer. This does not change the due date of the statistical report, as it is due the following summer by July 31st.

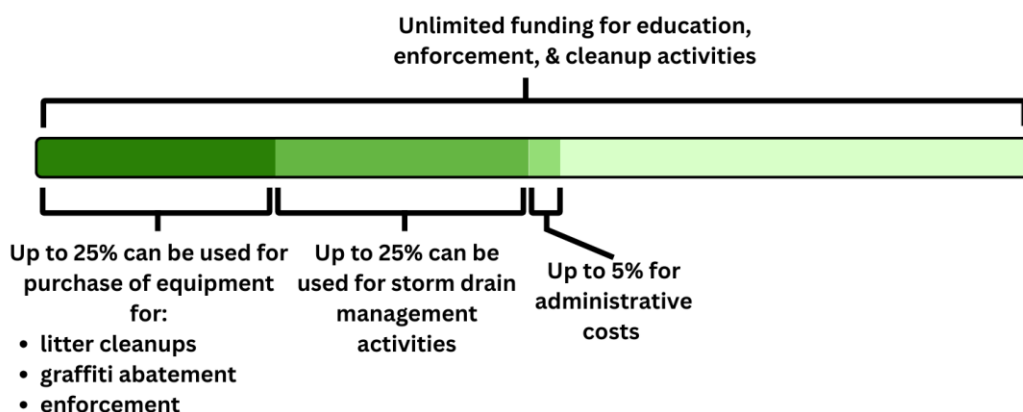


Keep in mind that the grant period year is the year the funding becomes available to you. For example, you will fill out the statistical report for the 2025 Clean Communities grant in the year 2026.

Budget Breakdown

Most of the Clean Communities budget should be used for education, enforcement, and cleanup activities throughout the county and municipality. Note that equipment (i.e. trailers, sweepers, vehicles) differs from materials and supplies (i.e. gloves, litter bins, bags, safety gear).

Large equipment purchases for litter cleanups, graffiti abatement, and enforcement should be up to 25% of the grant funding. Up to 25% can also be used for storm drain management activities. Up to 5% of the budget can be used for administrative costs and personnel salaries for those involved with administrative tasks. Administrative expenses include accounting, auditing, budgeting, travel, telephone, stationery, postage, and insurance. Should the personnel employee plan or participate in cleanup activities, enforcement, or education, they would not fall under this 5% administrative category.



Specific to cleanup events, each event should be no more than \$500 per volunteer group per event, location, acre, or roadway mile (one side of the road).

Should recipients spend less than \$500,000, but more than \$100,000, a financial audit must be performed in accordance with the Government Auditing Standards or a program specific audit following the Single Audit Act.

Determining Initial Grant Funding

To determine the initial funding for each county and municipality, visit the NJ Clean website and proceed to 'Grant Funding,' or [Grant Funding | New Jersey Clean Communities](#). The funding for each county and municipal grant period can be found here.

The bolded 'Final Clean Communities Grant' is for the current grant period. County grant funding is on the first page, and municipal grant funding is on the following pages. Municipalities receiving less than \$25,000 must sponsor and publicize at least one community litter cleanup, while municipalities receiving more than \$25,000 must sponsor two cleanups.

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	
2014 Final Grant Amounts	2013 Final Grant Amounts	2012 Final Clean Communities Grants	
2011 Final Clean Communities Grants	2010 Final Clean Communities Grants	2009 Final Clean Communities Grants	

Allowable Costs

The following are allowable costs, broken down into the main categories following the Clean Communities Grant. Materials and supplies may be purchased to support each of these goals.

Litter Cleanup & Removal	• Salaries & benefits for contracted litter cleanups • Volunteer cleanups • Equipment purchases • Stormwater management activities ○ I.e., curbside & grass collection, street sweepings, storm water catch basin cleanouts • Rental of litter cleanup equipment • Litter cleanup materials & supplies ○ I.e., trash bags, gloves, safety gear • Fees for proper disposal of collected litter ○ I.e., illegally dumped tires • Costs for Adopt-A-Highway program • Cleaning graffiti on public property • Painting exposed surfaces to deter graffiti • Labor cost for painting murals or covering graffiti
Public Education	• Employment of an education specialist • Educational materials, supplies, & promotional items • Storm drain labeling • Costs associated with litter or graffiti abatement program ○ I.e., food and water filling stations • Donations to schools or youth groups for cleanup projects • Fees supporting national & state litter abatement organizations, information, and education programs ○ I.e., conferences and student programs • Registration for Clean Communities Coordinator Certification Training
Enforcement	• Employment of personnel who enforce litter-related laws and ordinances • Publicizing litter-related laws & ordinances • Equipment or vehicles related to litter enforcement

Unallowable Costs

As specified in the Clean Communities Grant guidelines, unallowable uses of grant funds include (but are not limited to):

- Purchasing trash and recycling containers for private property
- Purchasing unrelated materials, supplies, and/or equipment (i.e., park benches, playground equipment)
- Park improvement and beautification projects (unless related to litter cleanups)
- Physical inventory and/or retrofitting of storm drains, catch basins, and inlets
- Recycling services (unless in conjunction with a litter cleanup event)
- **CANNOT** be used to fund collection (dumpsters or curbside)
- **CANNOT** be used to dispose of household garbage or bulky waste (unless items are illegally dumped on public lands)
- Paper shredding events (considered recycling)

For more information on the grant funding and guidelines, visit [Grant-Guidelines.pdf](#) and [Frequently-Asked-Questions.pdf](#).

Statistical Report

Overview

The NJCCC Statistical Report is a report that summarizes all the county and municipal expenditures related to the Clean Communities Program. This report allows the state to collect and record state data to generate an Annual Report to the New Jersey Governor. The report is broken down into four categories:

- Contact Information
- Financial Information
- Statistical Information
- Program Performance

Financial information includes a breakdown of how much of the funding was used for activities. It is broken down into incomes, cleanup, educational, enforcement, and administrative expenses.

The statistical information section provides information about the activities and programs for which the grant funding was used. This section is divided into cleanup, education, and publicity activities.

To file a statistical report, go to <https://njclean.org/statistical-report/>. For help completing the statistical report, visit [MCMUA-Statistical-Report-Guidelines](#).

Mandatory Submission & Deadlines

At the end of each grant period, every county and municipal Clean Communities Coordinator must file a **statistical report** by **July 31st**, as designated by the Clean Communities Act.

The funds for each grant period **must be used by June 30th**, as designated by the Clean Communities Act. If the funding is not used up by June 30th, the municipality can request a 6-month funding extension in July. **Extensions cannot be made after July 31st**.

You may file a statistical report at <https://njclean.org/statistical-report/>.

Saving & Submitting Report

While filling out the statistical report, deleting or losing your progress is easy. To combat this, copy and paste the information from the statistical report into a separate Word document to have the info saved externally. This is also useful for your records. Additionally,

consider printing or saving a PDF of the statistical report before you submit it to ensure you have records of the information you input into it.

Additional tips are as follows:

- Do NOT use the backspace button or enter keys while filling out the report, as it may delete your progress
- Do NOT click submit until the report is fully completed, as you will not be able to edit it
- Ensure you are reporting the year pertaining to the grant period, NOT the current year
- Make sure every field is filled out, and n/a is typed into blank spaces

Once you save a statistical report, you will be given a report number. Ensure you **save this report number** to continue filing out the report later.

Tracking Activities

The key to successfully completing this report is to track all financial expenses, cleanup activities, and educational activities in detail at the beginning of the grant period. Morris County suggests keeping a detailed spreadsheet that tracks your municipal budget, cleanup activities, and education programs.

Consider downloading the MCMUA's tracking template, found here <https://news.mcmua.com/wp-content/uploads/2025/09/Budget-Tracker-TEMPLATE.xlsx>, or formatting your own tracker with the necessary information found in the Statistical Report.

Section 1: Contact Information

The contact information section on the statistical report is relatively straightforward. This section includes the main location of your municipal office and the contact information for the Clean Communities Coordinator. Ensure that the contact person's information is different in cases where the Clean Communities Coordinator is unavailable or a new person is transitioning to the role.

Section 2: Financial Information

The financial information is the designated section to track the budget expenses of your Clean Communities program in the current grant period only. This section is broken down into four main categories:

- Income
- Cleanup expenses
- Education expenses
- Enforcement expenses
- Administrative expenses

Income

The income section determines your overall starting funds at the beginning of the grant period. In addition to your funding provided by the state, you must record additional funds from in-kind donations, enforcement violations, or other categories. In-kind donations refer to private contributions towards the program, such as a private company donating bags for a cleanup or a gift card to award for cleanups. Other categories can include 6-month extensions granted to you by the Clean Communities Council.

Financial Information	
Income	
Fill in with ZERO (0) if not applicable	
Total Clean Communities Grant for Current Period (Required)	\$
Total Funds Remaining in Grant as of Date of this Report (Required)	\$
Total Additional Income from in-kind donations (Required)	\$
Total Additional Income from Enforcement Actions (Required)	\$
Total Additional Income (Other*) (Required)	\$
Total	\$

Expenses Sub-Categories

Each of the 'Expense' categories is further broken down into sub-categories to track your expenses in more detail. It is suggested that you track each expense as a category and a sub-category to easily complete your statistical report at the end of the grant period.

These categories are as follows:

Cleanup Expenses	Education Expenses	Enforcement Expenses	Administrative Expenses
Salaries Contracts Equipment Storm Drain Activities Supplies Mini Grants Other	Salaries Contracts Promotional Items Publicity Other	Salaries Contracts Other	Salaries Contracts Supplies/Postage Other

When sub-categorizing each expense, ensure that it pertains only to the main category. For example, hiring Adopt-A-Highway would fall under a contract for cleanup expenses, NOT contracts for Administrative expenses.

Salaries refer to paid employees under the county or municipality who conduct an educational or cleanup program.

Contracts refer to outside parties contracted for educational or cleanup programs, such as Adopt-A-Highway or mural artists.

Equipment refers to heavy or large machinery, vehicles, or storage items, such as trailers or cleanup equipment. This includes equipment related to litter cleanup, graffiti abatement, and enforcement activities.

Storm drain activities are related explicitly to storm drainage, such as sweeping or cleaning catch basins.

Supplies refer to supplies needed to support the cleanup, education, or administrative expenses.

- For cleanups, includes gloves, trash bags, safety equipment, etc.
- For education, supplies would fall under 'other,' unless it is supplies to create promotional items (i.e., paper for pamphlets).
- For administrative, supplies refer ONLY to supplies supporting administrative tasks. Oftentimes, this refers to office supplies, such as postage.

Mini grants refer to grants your municipality has set aside for cleanup activities and programs.

Promotional items include those used to promote your program and activities, such as brochures and pamphlets.

Publicity refers to announcements and advertisements promoting litter activities, such as billboards.

Other refers to any expense that does not fit a specific category specified above.

- For cleanups, it includes refreshments, catering served during cleanups, and other expenses to support cleanups.
- For education, includes contest awards and supplies for creating flyers.
- For enforcement, includes equipment to conduct enforcement activities.
- Administrative duties include conducting an audit or accounting fees.

Section 3: Statistical Information

The 'Statistical Information' section is intended to track specific activities conducted by your Clean Communities Program with concrete statistics. This section is further divided into 'Litter Pickup & Removal', 'Public Outreach & Education', and 'Enforcement' sections.

Litter Pickup & Removal

This section is intended to track your cleanup activities. Ensure you track your cleanup activities in detail and include information from this section to easily complete the statistical report at the end of the grant period. This section asks for more information about cleanups conducted by the following groups:

- **Employees or Paid Workers:** County or municipal employees hired to partake in cleanup activities
- **Contractors:** Individuals or organizations hired outside of the municipality, such as Adopt-A-Highway.
- **Community Service Workers:** Community members who are mandated to partake in community service events in their sentence.
- **Sheriff's Labor Assistance Program (SLAP):** A community-based corrections program for persons sentenced by the county
- **Volunteers:** Organizations and civic groups that organize single-day volunteer cleanups include Boy / Girl Scouts, church groups, school groups, and others.

In each section, specific information is required for each cleanup conducted. The required information needed by each of the above groups includes:

- The total number of cleanups conducted
- The total number of participants involved
- The total number of man-hours completed
- The total amount of litter picked up

- The total amount of litter that was recycled
- The total road miles cleaned
- Acres of public property cleaned

While tracking your activities throughout the year, ensure that the units for ‘litter picked up’ and ‘recycled litter’ are the same for each group. For example, volunteer groups usually track their litter in units of bags, while contractors use tons.

Additionally, depending on the cleanup activity, there may be zero road miles or acres cleaned. For example, volunteer groups oftentimes report acres cleaned, as roads are a safety concern.

This section also includes information on mini-grants used in your municipality. This includes Adopt-A-Road, Adopt-A-Park, Adopt-A-Waterway, Adopt-A-Beach, and a separate option. These Adopt-A-Mini Grants are mini-grant programs run by the municipality.

Public Outreach & Education

The ‘Public Education & Outreach’ section provides statistical information regarding educational programs and publicity efforts, focusing on the public reach your program has.

Education

In the ‘Education’ section, information on the number of educational programs conducted by paid employees and contractors is needed. Educational programs refer to programs and presentations conducted at schools and for community groups. The total number of people reached is needed separately for programs run by paid employees and contractors.

Additionally, information is needed on the number of special events conducted, including conferences, workshops, fairs, trade shows, etc., and the total number of people reached to complete this section.

Publicity

This section refers to the amount of articles or ads created to reach the public. This includes newspapers, television and radios, billboards, brochures, fliers, websites, etc. The total number of people reached is needed to complete this section. Since it is difficult to gauge the outreach effect these methods had, estimations can be made based off of how much reach each of these platforms have.

Enforcement

The ‘Enforcement’ section informs the state of the enforcement activities occurring within your municipality. The information needed for this category is the total violations and citations throughout the grant period. A brief description explaining the enforcement program specific to your municipality is also needed.

Section 4: Program Overall Performance

The “Program Overall Performance” section assesses the effectiveness of your program for the given grant period in a narrative overview of your Clean Communities Program. The goal is to determine what changes should be made in the following grant period to make the program more effective in reaching its education, cleanup, and enforcement goals.

The requirements for this section include:

- **Program Description:** A concise yet comprehensive summary of your local Clean Communities initiatives, including key activities, scope, and structure.
- **Achievements:** Describe significant accomplishments during the grant period.
- **Challenges or Weaknesses:** Identify areas where the program faced obstacles or underperformed.
- **Goals for the Upcoming Grant Period:** Highlight plans and objectives for the next cycle.

Should there be any additional information that does not fall under any of these categories, it can be listed under ‘Other.’ Examples of what to include here are anticipated challenges in the upcoming grant period or concerns you would like to note.

Finally, Municipal Coordinators should note how many County Coordinator meetings they attended under ‘Municipal Coordinators (ONLY)’ and the total state workshops attended under ‘Coordinators.’

The screenshot shows a web form with the following sections:

- County Coordinators (ONLY)**
 - How many municipal coordinator meetings did you host?
 - Number of attendees
- Municipal Coordinators (ONLY)**
 - How many coordinator meetings did you attend? (Required)
- Coordinators**
 - How many workshops and/conferences did you attend? (Required)

Below the form fields, there is a paragraph of instructions: "Please review the data you entered. Once you save the data, you will receive a confirmation number. Keep the 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."

At the bottom right of the form, there are two buttons: "SAVE" and "SUBMIT".

Additional Resources

NJ Clean Webpage: [New Jersey Clean Communities | NJCCC](#)

Clean Communities Coordinator Job description: [Job Description](#)

Education Resources

- [Education | New Jersey Clean Communities](#)
- [List-Clean-Communities-Programs.pdf](#)
- [Skip the Straw | New Jersey Clean Communities](#)
- [Litter Free New Jersey](#)

Cleanup Resources

- [Cleanups | New Jersey Clean Communities](#)
- [Safety Tips | New Jersey Clean Communities](#)
- [Online Safety Training Video | New Jersey Clean Communities](#)
- [Markets We Serve - Adopt-A-Highway | Adopt-A-Highway](#)

Enforcement Resources

- [Enforcement | New Jersey Clean Communities](#)
- [Environmental Health – Morris County, NJ](#)
- [4 STATE LITTER STATUTE](#)

Clean Communities Certification

- [Certification Training Schedule | New Jersey Clean Communities](#)
- [Coordinator Re-certification Form | New Jersey Clean Communities](#)

Grant Funding Resources

- [Grant Funding | New Jersey Clean Communities](#)
- [Grant-Guidelines.pdf](#)
- [Frequently-Asked-Questions.pdf](#)

Statistical Report

- <https://njclean.org/statistical-report/>
- [MCMUA-Statistical-Report-Guidelines](#)