

# CLEAN COMMUNITIES PROGRAM GUIDELINES

## BACKGROUND

The Clean Communities Program was created in 1986 with funding from taxes levied on the sale of litter generating products. In 2002, the Clean Communities Fund was reauthorized. Twenty-one counties and five hundred fifty-nine municipalities are eligible to receive funding.

## I. PROGRAM REQUIREMENTS

- A. As included in the program's legislation, funds are to be used for programs of litter pickup and removal, litter-related education, and enforcement of litter related ordinances. Funds may also be used to abate graffiti. Up to 25% of annual grant funds can be used for litter clean up related equipment purchases and up to 25% of annual grant funds can be used for storm drain management activities. The use of funds for non-programmatic purposes is strictly prohibited.
- B. Funds are disbursed as State aid. An application or DEP approval is not required.
- C. Funds received for a calendar year must be utilized during the 18-month period beginning January 1 and ending June 30 of the following year. Extensions, if needed, must be requested in writing. The request should include a brief justification, indicate the amount of remaining funds, and be submitted to the Clean Communities Council. All extensions will be granted on a 6-month basis; additional extensions should be requested every six months.
- D. Acceptance of the grants should be recognized by inclusion in a County/Municipal annual budget. Acceptance requires recipients to maintain program efforts and to utilize funds for the following purposes:
  1. Cleanup and Removal of litter on public lands including Sponsorship of the "Adopt a Beach" or "Adopt a Highway" Program
  2. Education Programs to Promote Clean Communities and Bag Up NJ
  3. Graffiti Abatement
  4. Enforcement of Local Anti-littering Laws
- E. The following additional requirements apply:
  5. Municipalities receiving less than \$25,000 must sponsor and publicize at least one community litter cleanup each year on public lands. Municipalities receiving more than \$25,000 a year must sponsor and publicize at least two community litter cleanups on public lands each year.
  6. All Counties are encouraged to implement cleanup, enforcement and education programs and/activities and meet with their municipal coordinators annually.
  7. In aggregate, no more than 25% of the annual grant can be used for the purchase of various pieces of equipment for litter clean up, graffiti abatement and enforcement. An additional 25% may be used to defray costs associated with storm drain management activities. (In aggregate, no more than 25% of the annual grant can be used for the purchase of litter cleanup, graffiti abatement and/or enforcement related equipment.)

8. Statistical Reports summarizing program expenditures and activities during the calendar year must be submitted online to the NJ Clean Communities Council annually at [www.njclean.org](http://www.njclean.org). Funds should be expended by June 30<sup>th</sup> and statistical reports must be submitted by July 31<sup>st</sup> each year.
  9. A Clean Communities Coordinator must be designated and notification provided to the NJ Clean Communities Council. A resolution is encouraged but not required.
    - Municipalities and counties are encouraged to permit coordinators to attend Clean Communities Coordinator Certification (CCCC) training offered by Rutgers Office of Continuing and Professional Education and the NJ Clean Communities Council. Clean Communities funds may be used to pay for classes. CCCC is not required by law.
    - Clean Communities Coordinators are encouraged to enlist the services of volunteer groups, community service and court run alternate sentencing programs to assist in locally sponsored cleanup programs.
- F. All grant expenditures are subject to Single Audit Act guidelines.
10. Recipients which expend \$500,000 or more in State and/or Federal financial assistance within their fiscal year must have organization-wide audits performed in accordance with the revised Single Audit Act (OMB Circular No. A-133).
  11. Recipients which expend less than \$500,000 but \$100,000 or more in State and/or Federal financial assistance within their fiscal year must have a financial audit performed in accordance with the Government Auditing Standards or a program specific audit performed in accordance with the revised Single Audit Act.

## II. ALLOWABLE COSTS

Entitlements may be used to defray expenses directly related to your Clean Communities program:

- A. Litter Cleanup and Removal, including:
12. Salaries and fringe benefits for persons hired to cleanup and remove litter and for persons directly supervising them.
  13. Contributions to volunteer groups for community cleanup days or other authorized cleanups.
    - a. Contributions are limited to \$500 per volunteer group per event, location, acre or roadway mile. A road mile is defined as one side of the road. If a volunteer group cleans both sides of the road, the volunteer group cleans two miles. Discretion is allowed for larger groups.

- b. Volunteer groups are defined as: Boy and/or Girl Scouts, church, school or civic groups and other similar organized groups.
  - 14. The purchase of equipment used solely for litter cleanup and removal.
    - a. No more than 25% of annual funding can be used for/toward the purchase of single items of equipment such as trucks, other vehicles, trailers, and similar items.
  - 15. Storm water management activities as they relate to curbside leaf and grass collection, street sweeping and storm water catch basin cleanouts.
    - a. No more than 25% of the annual funding can be used to offset these costs, including the purchase of single items of equipment such as leaf vacuums.
  - 16. The rental of equipment used solely for litter cleanup and removal.
  - 17. Materials and supplies used solely for a program of litter cleanup and removal, including trash bags, gloves, protective clothing and safety supplies.
  - 18. Fees for the proper disposal of litter at an applicable solid waste facility, including costs related to tire disposal if tires were illegally dumped on public lands. Funds cannot be used to support an ongoing tire collection/recycling program.
  - 19. Costs associated with a Municipal or County Adopt a Beach, Adopt a Highway or Operation Clean Shores program, including reimbursement of disposal costs.
  - 20. Other cleanup programs or expenses as may be approved by the NJ Clean Communities Council.
- B. Public Education and Information regarding Litter/Graffiti Abatement, including:
- 21. The employment of an education specialist or other employee for time documented as spent on a Clean Communities education program including *Bag Up NJ*.
  - 22. Educational materials, supplies and promotional items for any Clean Communities related educational program, including reusable grocery bags in support of New Jersey's "*Bag Up NJ*" campaign (materials made from recycled content are encouraged).
  - 23. Storm drain labeling.
  - 24. Costs associated with the implementation of a public lands cleanup day or other litter/graffiti abatement program such as food and promotional items for volunteers.

25. Donations to school groups or youth groups for an ongoing cleanup project.
26. Production costs for litter/graffiti abatement educational materials.
27. Percentage of costs of producing newsletters/publications or other municipal events only to the extent that litter/graffiti abatement information is included.
28. Fees and other costs associated with the establishment and support of national and state litter abatement organizations.
29. Fees associated with Clean Communities Coordinator Certification Training.
30. Support of state public information and education programs including conferences and student programs.
31. Other educational programs as may be developed or approved by the Clean Communities Council.

C. Graffiti Abatement, including:

32. The cost of cleaning any inscription drawn, painted or otherwise made on bridges; buildings; public transportation vehicles; rocks; walls; sidewalks; streets; other exposed surfaces on public property.
33. The cost of painting exposed surfaces after the surfaces have been cleaned; including the cost of labor. Labor costs may be a contract, hourly wage or stipend; may include the painting of murals as a way to prevent graffiti.
34. The purchase of equipment used solely for graffiti abatement.
35. Other abatement programs or expenses as may be approved by the NJ Clean Communities Council.

D. Enforcement of litter-related laws and ordinances, including:

36. The employment of a Clean Communities Coordinator or other Municipal/County personnel for time documented as spent on the enforcement of litter-related laws and ordinances.
37. The cost of publicizing litter-related laws and ordinances.
38. Purchase of equipment or vehicles used solely for the enforcement of litter-related laws and ordinances (equipment limited to 25% of annual grant).
39. Materials and supplies used by Municipal/County personnel who enforce the litter-related laws and ordinances.
40. Other enforcement programs as may be approved by the NJ Clean Communities Council.

- E. Clean Communities program administrative costs, not to exceed 5% of the entitlement amount, including:
  - 41. Personnel for time documented as spent solely on Clean Communities Program administration. 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.
  - 42. Indirect costs such as accounting, auditing, budgeting, travel, telephone, stationary, postage and insurance.

### III. UNALLOWABLE COSTS

Examples of unallowable uses of the funds include, but are not limited to the following:

- A. Purchase of trash and recycling receptacles for private property.
- B. Purchase of unrelated materials, supplies and/or equipment, such as park benches and playground equipment.
- C. Park improvements and beautification projects.
- D. Physical inventory and/or retrofitting of storm drains, catch basins, inlets.
- E. Recycling services unless services are in conjunction with a litter cleanup event.
- F. Funds may not be used to pay for collection (dumpsters or curbside) or disposal of any household garbage or bulky waste, except if items are illegally dumped on public lands.
- G. Paper shredding events are a recycling program and are thus considered an unallowable expense.

### IV. CONTACT:

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