

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. Funds may also be used to abate graffiti. 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. They should include a brief justification, indicate the amount of time needed, and be submitted to the Clean Communities Council.
- 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. Litter Cleanup and Removal including the Sponsorship of the "Adopt a Beach" or "Adopt a Highway" Program
 2. Education Programs to Promote Clean Communities
 3. Graffiti Abatement
 4. Enforcement of Local Anti-littering Laws
- E. The following additional requirements apply:
 1. Municipalities receiving less than \$25,000 must sponsor and publicize at least one community cleanup each year. Municipalities receiving more than \$25,000 a year must sponsor and publicize at least two community cleanups each year.
 2. All Counties are encouraged to implement cleanup, enforcement and education programs and/activities.
 3. 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.

4. Annual Statistical Reports summarizing program expenditures and activities during the calendar year must be submitted online to the NJ Clean Communities Council at www.njclean.org. Date for the final expenditure of funds is June 30th. Reports must be submitted to the NJ Clean Communities Council by July 31st.
 5. A Clean Communities coordinator must be designated, and notification provided to the NJ Clean Communities Council. A resolution is not required.
 6. 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.
 7. Municipalities and Counties 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.
1. 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).
 2. 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:
1. Salaries and fringe benefits for persons hired to cleanup and remove litter and for persons directly supervising them.
 2. Contributions to volunteer groups for community cleanup days or other authorized cleanups
 - a. Contributions are limited to \$500 per volunteer group per event, location 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.

- b. Volunteer groups are defined as: the Cub Scouts, Boy and/or Girl Scouts, church, school or civic groups and other similar organized groups.
 3. The purchase of equipment used solely for litter cleanup and removal.
 - a. No more than 25% of the annual funding can be used for/toward the purchase of single items of equipment such as trucks, other vehicles, trailers, and similar items.
 4. 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.
 5. The rental of equipment used solely for litter cleanup and removal.
 6. Materials and supplies used solely for a program of litter cleanup and removal, including trash bags, gloves, and protective clothing.
 7. Fees for the proper disposal of litter at the applicable solid waste facility, including costs related to tire disposal if tire disposal is not part of an ongoing recycling program.
 8. Costs associated with a Municipal or County Adopt a Beach, Adopt a Highway program or Operation Clean Shores program, including the reimbursement of Municipal/County related expenses associated with disposal costs.
 9. 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:
1. The employment of an education specialist or other employee for time documented as spent on the Clean Communities education program.
 2. Educational materials and supplies for a litter/graffiti abatement educational program (materials should be of recycled content). May include the cost of painting of murals to prevent graffiti.
 3. Storm drain labeling.
 4. 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.

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

C. Graffiti Abatement, including:

1. 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.
2. 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.
3. The purchase of equipment used solely for graffiti abatement.
4. Other abatement programs or expenses as may be approved by the NJ Clean Communities Council.

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

1. 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.
2. The cost of publicizing the litter-related laws and ordinances.
3. The purchase of equipment or vehicles used solely for the enforcement of litter-related laws and ordinances.
4. Materials and supplies used by Municipal/County personnel who enforce the litter-related laws and ordinances.

5. 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:
1. Personnel for time documented as spent solely on the Clean Communities Program administration.
 2. Indirect costs such as accounting, auditing, budgeting, conferences, 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 such services are being performed in conjunction with an organized litter pickup event
- F. Household or curbside pickup

V. CONTACT:

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