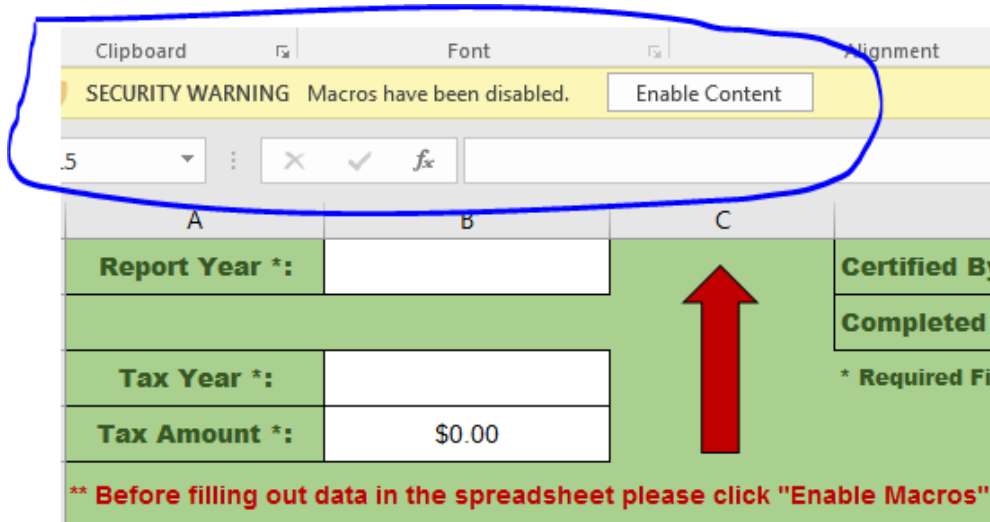


Instructions for filling out and submitting the **2018 Recycling Enhancement Act Municipal Tonnage Grant (MTG) Reporting Form.**

- Due date to submit the 2018 MTG reporting form and required supporting documents is **April 30<sup>th</sup>, 2019.**
- To ensure the form functions correctly, click the **“Enable Content”** button near the top to enable macros.



**\*\*Enabling Macros on Older Versions of Microsoft Excel\*\***

If the version of Microsoft Excel installed is from 2007 or earlier, the formatting of the Security Warnings will appear differently from the images previously portrayed. If your Microsoft Excel is from 2007 or earlier, follow these steps immediately after opening the file.

When opening the Excel Report for the first time, you may be prompted a security warning towards the top of the form. Click on the “Options...” button.



Then you may be prompted a dialog box asking if you want to enable the content of the form. Click on the button next to “Enable this Content”. Then click on the “OK” button.



Following these steps will enable Macros on your form, making the form work correctly.

➤ **The following cells must be filled out prior to submitting the form:**

- **Report Year**: This cell refers to the calendar year in which the recycling being reported on these forms occurred. Using the drop-down menu, choose 2018
- **Tax Year**: This cell refers to the calendar year in which the recycling tax was paid. Using the drop-down menu, choose 2018
- **Tax Amount**: This cell shows the amount of recycling tax a municipality paid during the calendar year for which the recycling is being reported. If a municipality elects to have their recycling tax paid compared to the calculated tonnage grant award for 2018 (with the municipality receiving the larger of the two), enter the amount of recycling tax paid in 2018.

<b>Report Year *:</b>	2018
<b>Tax Year *:</b>	2018
<b>Tax Amount *:</b>	\$0.00

**\*\* Before filling out data in the spreadsheet ple**

- **Certified By:** In this cell, enter the name of the Certified Recycling Coordinator (CRC) submitting the report to the DEP. See Grant Guide for certification language.
- **Completed By:** In the case of a CRC submitting the report who is not otherwise an employee of the municipality, also enter the name of the municipal official who completed the report. Please note that the same name can be entered in both cells, if the CRC is employed by the municipality submitting the report.

	D	E	F	G
<b>Certified By *:</b>			<b>(Certified Recycling Coordinator CR</b>	
<b>Completed By *:</b>			<b>(Authorized individual on behalf of s</b>	
<b>* Required Field</b>			<b>Please Note - The same individual ma</b>	

➤ **To enter the tonnages collected in 2018 follow these instructions:**

This section flows from left to right, starting with cell **A7**.

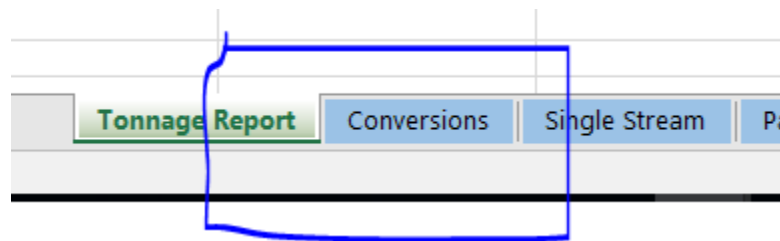
- **County:** This cell refers to the county in which the municipality reporting is located. Using the drop-down menu, choose the county in which the reporting municipality is located.
- **Municipality:** This cell refers to the municipality reporting materials recycled in 2017. Using the drop-down menu, choose the municipality. Please note that the Department is now using town codes to identify municipalities.
- **Sector:** Using the drop-down menu, choose in which sector the generator of the recycling is located. Please note that although tonnages collected from industrial sources, defined in N.J.A.C. 7:26-2.13(g) and N.J.A.C 7:26-15.5, are not eligible to be counted towards a municipality's grant award, the tonnages must be included on the report as they count towards the municipality's and the county's overall recycling rate. Note: Industrial should only be used to describe pre-consumer material from an industrial process, i.e. newspaper cutting remnants, food scraps from packaging facilities, etc. Any post-consumer products generated at the industrial facility, i.e.

bottles/cans from a lunch room, paper from an office, etc. should be designated from a commercial sector.

- **Material:** Using the drop-down menu, choose the material type that was collected.
- **Material Amount:** Enter the weight of the material collected using tons.

	County	Municipality	Sector	Material	Material Amount (tons)
6					
7	Mercer (11)	Trenton (11)	Commercial	Corrugated (01)	100.00
8					

- If the data has been supplied to municipality in units other than tons, the tab on the form labelled “Conversions” has a calculator that will convert the data into tons. Please note that the converted tons must be manually entered onto the tonnage report tab.



- For the **columns F to L** enter all information as it pertains to the end market (facility) that received the recyclable materials. If the material went out-of-state, indicate that in the End Market State column.

➤ **Instructions for submitting the 2018 MTG Reporting Form**

- Once the form has been completed by a municipal official, it must be reviewed and certified by a CRC
- The report must be submitted by the CRC signing the report. They should submit the report, and all required supporting documents, no later than April 30<sup>th</sup>, 2019.
- Save the form as an Excel file and name the file after the municipality submitting the report and the reporting year. (Example: Trenton 2018)
- Attach a completed grant expenditure report form (as an Excel document) listing how the 2015 MTG grant funds were spent.
- Attach a signed and scanned copy of the certification that the municipality complied with the requirements identified at N.J.A.C 7:26A-11 (standards for municipalities) in 2018 and will comply in 2019.

- Attach a signed and scanned copy of a Statement of intent to visit at least 1 Class A recycling facility and to attend at least 1 County-held recycling meeting.
- In the body of the email, enter the name and contact information of the MRC or municipal official who completed the report and the information for the CRC submitting the application.
- Submit the form and the two attachments (expenditure report and municipal certification) via email to: [tonnagegrant@dep.nj.gov](mailto:tonnagegrant@dep.nj.gov) no later than April 30<sup>th</sup>, 2019.