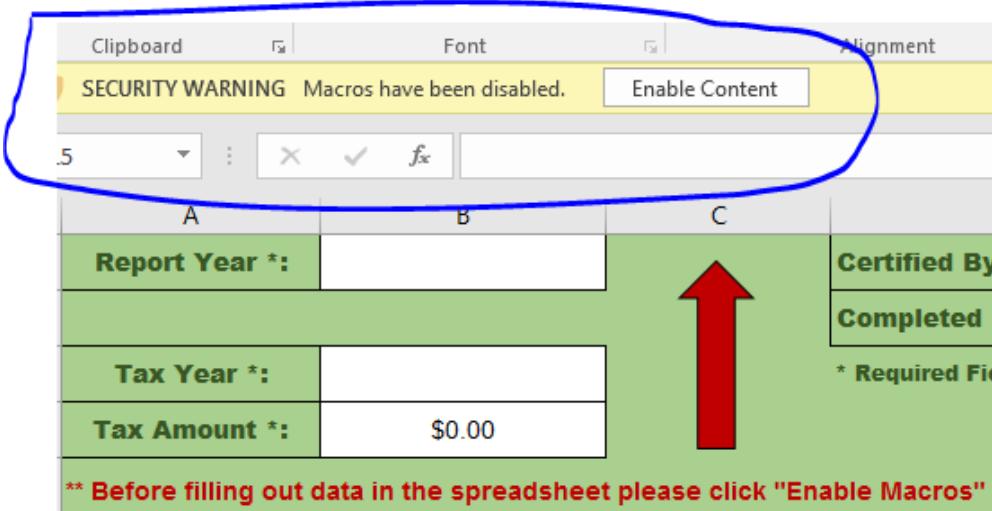


Instructions for filling out and submitting the Recycling Enhancement Act (REA) Municipal Tonnage Grant (MTG) Reporting Form

- Due date to submit the MTG application is annually by **April 30<sup>th</sup>**.
- To ensure the form functions correctly, click the “**Enable Content**” button near the top to enable macros. You may also need to Enable Editing depending on your version in Microsoft Excel. This will show up after Enabling Content



**\*\*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. In other words, the year the recycling was generated.
- **Tax Year:** This cell refers to the calendar year in which the recycling tax was paid.
- **Tax Amount:** This cell shows the amount of REA 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 (with the municipality receiving the larger of the two), enter the amount of recycling tax paid in this cell.
- **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 where the CRC submitting the report is not the Municipal Recycling Coordinator (MRC) of the Municipality reporting the tonnage (and thus collecting the recycling tonnage data), 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 MRC who filled out the report is also a CRC.

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 may</b>	

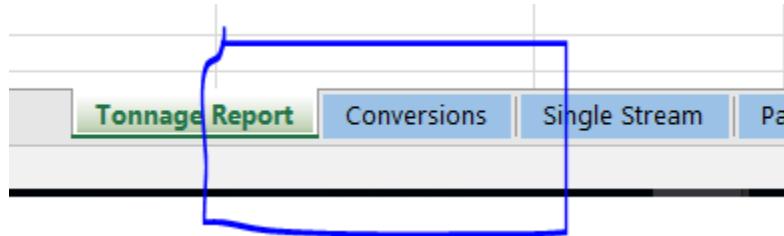
➤ **To enter the recycling tonnage generated, follow these instructions:**

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. 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 recycling was generated. 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 and 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. Please note that currently only the End Market name is **required**, however this can not be guaranteed for all future program years. All forms used by the Municipality to gather recycling tonnage data should be updated to request all End Market information.

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

- Once the reporting form has been completed by a municipal official, it must be reviewed and certified by a CRC
- The entire application must be submitted by the CRC signing the reporting form. They must submit the entire application, via email, no later than April 30<sup>th</sup> annually.
- Applications must be submitted to [Tonnagegrant@dep.nj.gov](mailto:Tonnagegrant@dep.nj.gov) by the due date.
- Applicants who submit their application on time are permitted to re-submit their reporting form by June 15 annually with any additional tonnage received since April 30. Please note: only the reporting form needs to be resubmitted, the old report will be deleted and replaced with the new version. The CRC is still required to submit the new reporting form.
- The reporting form must be saved and submitted as an Excel document and must be named **Municipality\_reporting year**.
- The Expenditure from must also be saved and submitted as an Excel document. The form should indicate how the grant funds were spent for the year noted on the Excel document provided by the Department. Please note: the year noted will be for the year the materials were generated, the grant funds for that year would have been received by the Fall, 2 years after the materials were generated. For example, materials generated in 2017 were reported to the Department in 2018 and the grant funds for the material reported were dispersed by the Department in Fall 2019.
- 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) during the reporting year and that they will do the same for the upcoming reporting year. The Certification form **must be signed by the Mayor**.

- Attach a signed and scanned copy of a Statement of Compliance/Intent to visit at least 1 Class A recycling facility and to attend at least 1 County-held recycling meeting. These requirements should be completed by the MRC of the Municipality, whether they are a CRC or not. You are not required to be a CRC to sign the Statement of Compliance/Intent.
- In the body of the application 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.