



Dear Applicant,

Thank you for your interest in the Camden County **2024 Adopt-A-Road Mini Grant Program** and in applying for a \$500.00 Adopt-A-Road Mini-Grant.

The ELIGIBILITY requirements for the Mini-Grant program are outlined in the enclosed application.

- APPLICATION DEADLINE: **Must be post marked by SEPTEMBER 30, 2024.** No applications will be accepted after that date.
- PROOF OF NON-PROFIT STATUS must be provided (tax-exempt number) – on pg 8 and W-9 on pg 10.
- Minimum of **20 Participants** required.
- Completed **agreement, application & W-9 Form** (pages 1 to 10), and a copy of your organizations' **Certificate of Insurance**, if available at that time, should be sent to:

CAMDEN COUNTY
DIVISION OF ENVIRONMENTAL AFFAIRS
1301 Park Blvd.
Cherry Hill, NJ 08002

- PROOF of INSURANCE COVERAGE **must be submitted prior to approved clean up date.** The dates of coverage on your "**Certificate of Insurance**" **MUST** correspond to the date of your Mini-Grant Clean-up. **No clean-ups will be performed without a Certificate of Insurance.**
- "Grantees" must agree to adopt their clean-up site for a one-year period and clean a total of three (3) times within that one-year period. All initial clean-ups must be held between **APRIL 1st and JUNE 30, 2024,** or between **SEPTEMBER 1st and OCTOBER 31, 2024.**
- **Forms D and E** should be filled out **AFTER** your initial clean-up has been completed, and returned to the address above, as well as a one page narrative describing your experience.

Submission of a completed application **does NOT** obligate Camden County to award a Mini-Grant to your organization. We desire to assist as many organizations as possible, however, geographic location, ability to satisfy eligibility requirements and availability of funds will be considered in all cases.

Those organizations that have been approved for a Mini-Grant will receive confirmation from this office. **Confirmation must be received before any clean-ups can be done through this program, as no organization will be awarded \$500.00 without prior approval.**

Once a Mini-Grant has been awarded and the **initial clean-up has been completed**, **Forms D and E** should be submitted, as well as a brief narrative, (which describes your experience).

Please contact me at (856) 858-5241 should you have any questions.

Sincerely,

Brian Costantino, Director
Div. of Environmental Affairs



ADOPT-A-ROAD MINI GRANT

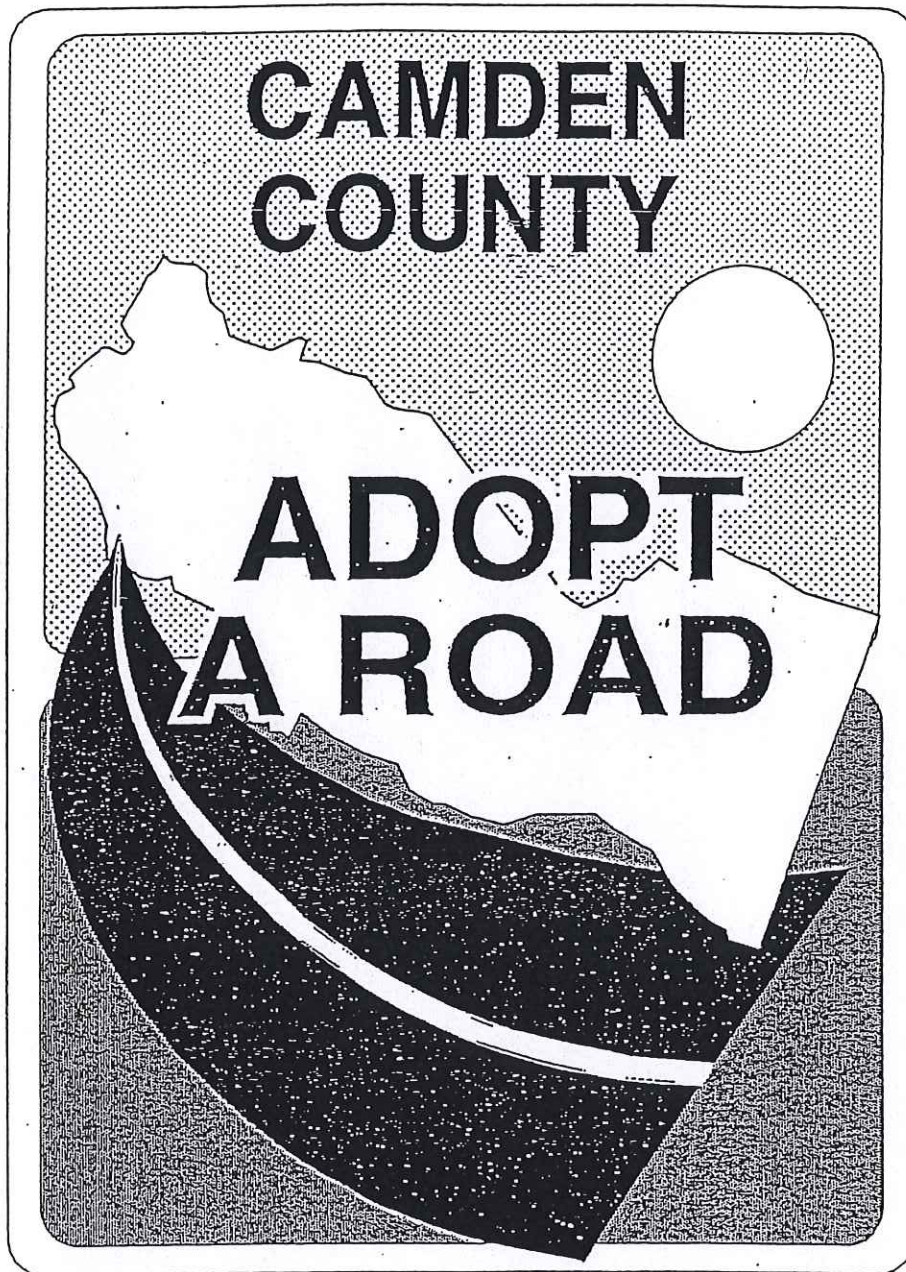
SOME SUGGESTIONS FOR A SUCCESSFUL PROGRAM.....

1. To facilitate payment, establish a bank account in the name of your organization, if you have not already done so. All Mini-Grant checks will be issued in the organization's name and will be disbursed AFTER the successful completion of your clean-up program.
2. Designate a contact person , email address and daytime telephone number.
3. Select two (2) alternate dates at the time you schedule your first clean-up date.
4. Designate an individual who is available during the day to pick up all items needed for the clean-up.
5. Pick-up & return of supplies must be coordinated through the Division of Environmental Affairs personnel - (856) 858-5241.
 - T-shirts, bags, tools, etc., are to be picked up at:

**CAMDEN COUNTY
DIVISION OF ENVIRONMENTAL AFFAIRS
1301 Park Blvd.
Cherry Hill, NJ 08002**

6. Before beginning your clean-up, instruct all participants NOT TO PICKUP anything which may be POTENTIALLY HAZARDOUS. (i.e. medical waste, unknown liquid chemical substances, etc.). Should you encounter such items, please alert your Municipal Public Works Department.
7. Contact the Public Works Department in the town where your clean-up is taking place and notify them that a recycling/trash pickup will be needed in that area. *(Numbers for Public Works Departments can be obtained through the Division of Environmental Affairs office.)*
8. Designate an individual to serve as photographer on the day of your clean-up. We would appreciate copies of any pictures you take. *(before and/or after clean-up picture, or group picture).* These pictures may be used in our 'Recycler' Newsletter, publications that goes out to all County residents and businesses.
9. You may want to contact your local newspaper for media coverage, as weekly newspapers are always looking for local interest stories.

Please contact us at (856) 858-5241 with any questions.

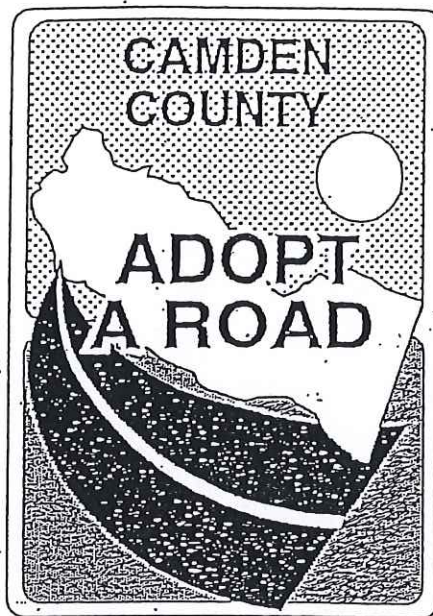


*A
Camden County
Clean Communities Program*

New Jersey State



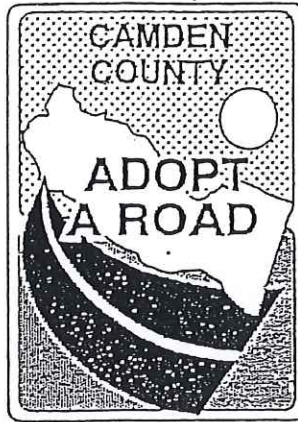
Clean Communities



POLICY & AGREEMENT MANUAL

**Camden County Clean Communities
Adopt-A-Road Coordinator
1301 Park Blvd.
Cherry Hill, NJ 08002**

Phone 858-5241



THE CAMDEN COUNTY ADOPT-A-ROAD PROGRAM

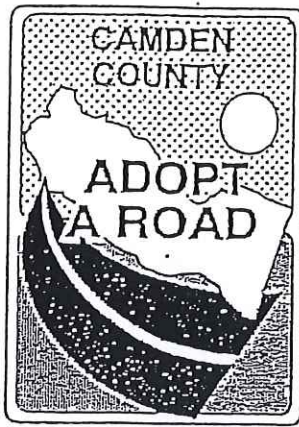
The **Camden County Adopt-A-Road Program** supports the Camden County Clean Communities and the New Jersey Adopt-A-Highway Program ongoing effort to make our county roads more attractive and at the same time to control the growing cost of litter removal on the miles of roads and bridges under the County's jurisdiction.

The problem is intensified by the fact that, while New Jersey is the third smallest state in land size, it is the most densely populated state in the nation, and has more vehicles per mile on its roads.

The most common category of litter found on Camden County roadways is paper, including fast food containers and newspapers, followed by cans and bottles. It is not unusual to find larger items such as tires, auto parts and household debris.

The Adopt-A-Road Program provides citizens with an opportunity to help the Camden County Clean Communities Program achieve their mutual goal of safe, attractive, litter-free roadways and also to raise the public's level of awareness about the alarming increase in the amount of roadside trash. The Adopt-A-Road Program promotes and establishes the stewardship of public lands by citizens and cooperation between the public and government to resolve a problem.

Camden County joins New Jersey and other states that sponsor similar Adopt-A-Road Programs.



HOW DOES IT WORK ?

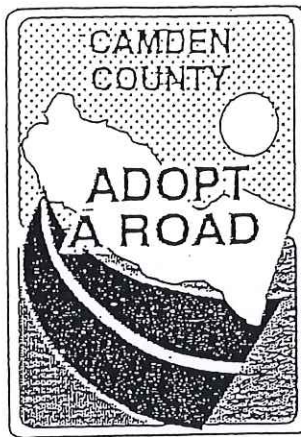
Groups “adopt” at least a ONE-MILE section of a County Road after signing a formal agreement (see page 1) with the Camden County Clean Communities Program.

The Agreement states:

- The group must consist of 20 PERSONS to actively participate in a program of litter pickup and removal (PROGRAM).
- The group must provide adult supervision for all PROGRAM participants under the age of 18 years such that the ratio of no less than one adult supervisor for each five (5) participants under the age of 18 years is assured.
- The group must do a litter pickup at least 3 times within a year.
- The PROGRAM should be scheduled for not less than 3 hours in duration.
- The group must designate a leader who ensures that safety is a priority.

e.g. that everyone; uses safety equipment, receives roadside safety instructions and follows appropriate recycling techniques.

Camden County will fabricate and erect a sign on this section that identifies the program and the organization. In addition, the County will promote public awareness through the media and other communication devices.



PARTICIPATION in the ADOPT-A-ROAD PROGRAM

The adoption of a section of roadway is a privilege that may be granted by the Camden County Clean Communities Program to groups or organizations who would assist the Adopt-A-Road Program in achieving its goals.

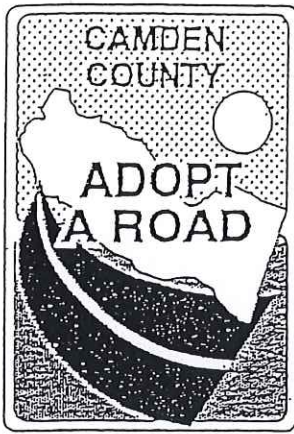
Only groups or organizations who are responsible would be permitted to adopt-a-road. Groups or organizations with a history of violent, criminal or unsavory behavior shall be prohibited from adopting a roadway.

The County may refuse a request to adopt a roadway if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, or create a hazard to the safety of the traveling public.

The County shall receive the right to consider other extenuating factors in determining whether or not groups or individuals may adopt sections of roadway.

Program participants agree not to hold the County responsible for any injuries that they may suffer as a result of participation in the program.

Adopting groups agree to indemnify and save harmless the County from all claims arising out of this program.



General Limiting Conditions

The program, at any time, and for any reason, may be modified in scope or altered in any other manner at the sole discretion of the County.

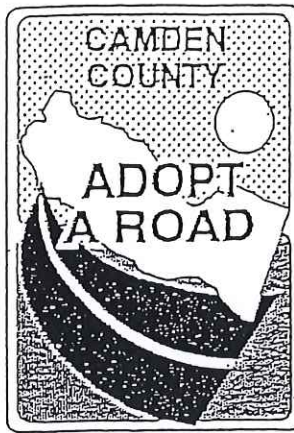
Logos, titles or any language must receive prior approval before being placed on the Adopt-A-Road signs.

Modification/Renewal/Termination of the Agreement

The Adopt-A-Road agreement may be modified in scope or altered in any other manner at the sole discretion of the County.

Termination of the Program

The Adopt-A-Road Program may at any time and for any reason be terminated at the sole discretion of the County.



Adopt-A-Road Agreement

(Adapted from the New Jersey Department of Transportation's Adopt-A-Highway Agreement)

THIS AGREEMENT, made this _____ day of _____,
20_____, between the Camden County herein called the County,
and

(Applicant's Group Name)

with its address at _____,

herein called the APPLICANT.

BACKGROUND

A. In order to rid County roads of litter and to improve the environment, Camden County has established an anti-litter program known as the "Adopt-A-Road" (the PROGRAM), in which volunteer groups adopt a County road, or portion thereof near their community, in order to pick up litter.

B. The APPLICANT desires to participate in the County's Adopt-A-Road Program and the County agrees to provide certain materials and information to the APPLICANT.

NOW THEREFORE, in consideration of the mutual benefits to be received by the County and the APPLICANT from participation in the PROGRAM, the parties agree to the following:

1. The above recitals are incorporated into the body of this Agreement.
2. Subject to the conditions set forth below and in attached exhibit(s), the APPLICANT adopts a section of the County roadway or portion thereof as set forth in *Exhibit A*, which is attached to and made part of this Agreement (the site), for a minimum period of one year beginning _____, 20_____, subject to the County's rights of termination.

3. The APPLICANT will conduct litter pickups at the site as set forth in *Exhibit A*, a minimum of THREE (3) TIMES per year, or more if desired, subject to at least one week's notice to the Program Coordinator and receipt of approval. All activities must be conducted during daylight hours, and during non-peak traffic conditions.
4. Prior to the start of the PROGRAM, the APPLICANT shall conduct at least one safety orientation session with its participants. No participant may be involved in the litter pickup unless he/she has attended at least one safety orientation session conducted by the APPLICANT and has signed a release, a copy of which is attached as *Exhibit B* and made part of this Agreement. An authorized representative of the APPLICANT must present the safety information to any potential participant. Further, the APPLICANT shall conduct an on-site safety briefing prior to each pickup.
5. The APPLICANT agrees to comply with the Safety Conditions set forth in *Exhibit C*, which is attached hereto and made part of this agreement.
6. Prior to each scheduled pickup, the County will supply the APPLICANT with adequate numbers of safety vests and plastic bags.
7. The APPLICANT must provide notification to the County of all scheduled litter pickup dates at least one week prior to each scheduled pickup.
8. (A) The County, at its expense, will provide, install and maintain two permanent signs designating the PROGRAM and the APPLICANT name at the beginning of the County site, (one sign in each direction). Further, the County will, at its expense, provide the APPLICANT with temporary signs for placement by the APPLICANT during litter pickups. The APPLICANT shall be responsible for proper use and return to the temporary signs.

(B) The APPLICANT shall not use or display any business logo or advertising at the road site.
9. After each litter pickup, the APPLICANT shall complete Forms D & E, (pgs 11-13) which includes the date of the pickup, the number of participants involved, the number of bags of litter picked up, and the estimated weight of each bag. The APPLICANT shall be responsible for submitting said form to the County within two weeks of the litter pickup.
10. The APPLICANT shall indemnify, save harmless and, if requested, defend the State of New Jersey, County of Camden, its elected officials, agents, servants and employees from and against all claims, suits or actions for injury, death or alleged to arise out of the APPLICANT'S performance, whether negligent or not, under this Agreement, and for all costs and expenses incurred by the County of Camden in the defense, settlement or satisfaction of any such claims, including attorney's fees and costs of suit. Further, the APPLICANT shall name the County as an additional insured on any liability policies providing coverage for litter pickup performed pursuant to this Agreement.

11. The County shall have the right at its sole discretion and at its convenience to terminate this Agreement at any time by providing written notice to the APPLICANT.

12. The APPLICANT shall, at no cost to the County of Camden, be responsible for repair of, or compensation for, any damage to any real or personal property, whether publicly or privately owned.

13. Any notice to or communication with the County by the APPLICANT shall be with the Program Coordinator. Any notice to or communication with the APPLICANT shall be to the authorized signatory of this Agreement at the address shown above.

14. The APPLICANT, by entering into this Agreement, certifies that it does not represent an elected official or candidate for public office.

15. The APPLICANT has been provided with County criteria for eligibility to participate in the PROGRAM and, by signing this Agreement, certifies that it meets all such criteria.

16. The County encourages the APPLICANT to separate and recycle appropriate materials. Where required by law or ordinance, the APPLICANT shall separate and recycle appropriate materials.

17. The Agreement constitutes the entire understanding between the parties

In WITNESS WHEREOF, the parties have executed this Agreement, effective on the date on page one (1).

ATTEST:

CAMDEN COUNTY
CLEAN COMMUNITIES

ORGANIZATION:

SPONSOR'S NAME:

(Print Name)

(Coordinator's Signature)

(Applicant's Signature)

Date: _____

Date: _____

Exhibit A

(Drawing Optional)

Camden County Road Adopted _____

Route # (if applicable) _____

Municipality _____

Description of road perimeters (starting point to ending point)

Group Release

**IF SIGNATORY IS LESS THAN 18 YEARS OF AGE, THIS MUST ALSO
BE SIGNED BY A PARENT OR GUARDIAN**

[illegible]

Exhibit C

SAFETY REQUIREMENTS

Participants in the Adopt-A-Road Program shall be required to comply with the following requirements:

- Pick up litter on one side of the road at a time. All vehicles shall remain on the same side of the roadway as the participants.
- Never cross over or pick up litter on the traveled pavement.
- Upon arriving at the site, immediately display the County's official TEMPORARY safety sign along your adopted road.
- Wear safety vest provided by Camden County Adopt-A-Road Program.
- Conduct at least one safety orientation session prior to each clean-up.
- Provide appropriate and adequate adult supervision when youth groups are involved in litter pickups: **that is one adult per FIVE (5) participants under the age of 18.**
- Do not possess or drink alcoholic beverages.
- Avoid peak traffic hours and inclement weather conditions.
- Stay clear of all construction areas.
- Avoid all horseplay or demonstrations of any nature on the right of way.
- Avoid hazardous materials such as car batteries or any unidentified questionable items and animal carcasses.
- Notify, APPLICANT of all known allergies and any physical infirmities prior to participation.

OFFICE USE ONLY

DATE RECV: _____

CLEAN-UP DATE: _____

INSURANCE: Y or N

**ADOPT-A-ROAD APPLICATION FORM**

Today's Date: _____, 20____

Group Name: _____
(as it appears on your bank account)

Tax Exempt #: _____

Address: _____

Contact Person: _____

Email: _____ Day Phone #: _____

COUNTY ROAD(S) TO ADOPT

Road Name: _____ Route # if Known: _____

Municipality: _____

Directions: _____

All Clean-ups must be completed during the months below. Please use the calendar below to select your FIRST clean-up and rain dates

April 1st to June 30, 2024 or September 1st to October 31, 2024

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st Clean-up Date: _____, 20____ Rain Dates: _____ & _____(Every effort will be made to accommodate your first choice. However, due to potential scheduling conflicts we ask that you select two alternative dates for your clean-up)

Signature _____ Application Date: _____

TO BE COMPLETED AND SUBMITTED PRIOR TO CLEAN-UP:

Please fill out this page. Submit this along with the signed agreement, the application & the W-9 Form (pages 1 to 10), and a copy of your Certificate of Insurance.

GROUP: _____ **TODAY'S DATE:** _____, 20 ____

CONTACT NAME: _____ **DAY PHONE#:** _____

CLEAN-UP DATE: _____, 20 ____

CLEAN-UP?: 1, 2 or 3 (circle one)

CLEAN-UP SITE: _____

NUMBER OF ITEMS NEEDED:

T-Shirts (maximum 30) Adult Sizes: S _____ M _____ L _____ XL _____
(How many in each size ????)

Bags (maximum 30) _____

NUMBER OF ITEMS BORROWED:

BANNER	(Y) (N) _____	RETURNED _____
BROOMS (maximum 5)	_____	RETURNED _____
GRABBERS (maximum 15)	_____	RETURNED _____
SHOVELS (maximum 8)	_____	RETURNED _____
RAKES (maximum 10)	_____	RETURNED _____
PITCHFORKS (maximum 5)	_____	RETURNED _____
VESTS (maximum 25)	_____	RETURNED _____
GLOVES (maximum 25)	_____	RETURNED _____
SIGNS	_____	RETURNED _____
CONES	_____	RETURNED _____

----- We ask that you NOTIFY this office (858-5241), PRIOR to your scheduled clean-up date so that we might schedule an equipment pick-up time.

----- All borrowed tools and unneeded Ts and bags must be returned to us on the WEDNESDAY or THURSDAY following your clean-up

The cost for unreturned tools will be DEDUCTED FROM THE \$500.00 MINI-GRANT at the rate of \$ 10.00 / per tool.

EQUIPMENT Signed OUT

Signature

Date

EQUIPMENT RETURNED

Signature

Date

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



TO BE COMPLETED & SUBMITTED AFTER CLEAN-UP : FORM D

GROUP: _____ **CLEAN-UP DATE:** _____, 20 ____

NUMBER of PARTICIPANTS: _____ **CLEAN-UP? 1, 2 or 3 (circle one)**

CLEAN-UP SITE: _____

CONTACT NAME: _____ **DAY PHONE#:** _____

***** *Please ESTIMATE the following (to the best of your ability)* *****

- 1) Total area from which litter was picked up at roadside/rail-side clean-ups
(estimate in miles, all others use acres):

MILES _____ *or* *ACRES* _____

- 2) **RECYCLABLE LITTER COLLECTED:** Total number of bags (based on a 30-gallon bag), times the estimated wt. per bag collected = **Total weight recycled.**

Note -- **LEAVES** are **NOT LITTER** and should **NOT** be factored in the Recyclable bag count.

-- Indicate "NOT APPLICABLE" categories with the designated **N/A**

	<u>TOTAL #</u> <u>of BAGS</u>	<u>Estimated</u> <u>WEIGHT (lbs)</u> <u>per bag</u>	<u>TOTAL</u> <u>WEIGHT (lbs.)</u>	<u>MATERIAL WAS:</u> (circle one)
<u>TRASH</u>	_____	x _____	= _____ lbs.	
<u>GLASS/ALUMINUM</u>	_____	x _____	= _____ lbs.	<u>RECYCLED//TRASH</u>
<u>SCRAP METAL</u>	_____	x _____	= _____ lbs.	<u>RECYCLED//TRASH</u>
<u>PLASTIC</u>	_____	x _____	= _____ lbs.	<u>RECYCLED//TRASH</u>
<u>WOOD</u>	_____	x _____	= _____ lbs.	<u>RECYCLED//TRASH</u>
<u>OTHER (PLEASE SPECIFY)</u>	_____	_____	= _____ lbs.	<u>RECYCLED//TRASH</u>
_____	_____	_____	= _____ lbs.	<u>RECYCLED//TRASH</u>
_____	_____	_____	= _____ lbs.	<u>RECYCLED//TRASH</u>

PLEASE SUBMIT THIS FORM WITHIN TWO WEEKS OF CLEAN-UP

**PAYMENT OF GRANT FUNDS CANNOT BE MADE UNTIL THIS FORM (D),
AND FORM "E" ARE RECEIVED** by the DIVISION OF ENVIRONMENTAL AFFAIRS

PARTICIPANTS

NAME _____

ADDRESS

AGE

PLEASE SUBMIT THIS FORM WITHIN TWO WEEKS OF CLEAN-UP

***PAYMENT OF GRANT FUNDS CANNOT BE MADE UNTIL THIS FORM (E),
AND FORM "D" ARE RECEIVED BY THE DIVISION OF ENVIRONMENTAL AFFAIRS***