



Progress Report Form 2011-13

Community
Litter Cleanup
Program

Recipient Name	Contract Number	Year	Quarter//Month
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013	<input type="checkbox"/> July Aug Sept <input type="checkbox"/> Jan Feb Mar <input type="checkbox"/> Oct Nov Dec <input type="checkbox"/> Apr May June

1. Please include information in every box. Use additional sheets if needed.

The sum of the two boxes below must equal line 13 on the payment request Form A-19.

Litter Pickup:

Illegal-Dump Cleanup:

Locations Cleaned this reporting period: See 4. and 5. on Daily Worksheet

2.	3. Litter Information Only											4. Illegal-Dump Information Only						5. Recycled Debris					
Supervisor Hours	Litter Crew Hours			Road Miles Cleaned*		Acres Cleaned			Litter Collected (exclude recycling)			Illegal-Dump Crew Hours	Illegal Dumps Cleaned (exclude recycling)			Illegal-Dump Debris Collected			Recycled Litter and Illegal-Dump Debris				
	corr.	vol.	other	state	local	state	local	private	lbs	tons	cu ft		corr.	vol.	other	state	local	private	lbs	tons	cu ft	lbs	tons

*A road mile is defined as an area one mile in length extending 30 feet from the fog line. Cleaning one mile of both shoulders of a two-lane road equals two road miles cleaned. Along a divided highway, cleaning both shoulders and the median for one mile equals four miles cleaned. A football field without the end-zones is approximately one acre.

Be sure not to double count – Separate volumes of recycled debris from volumes of litter and illegal-dump debris disposed of.

INSTRUCTIONS

1. Expenditures / Reporting

Amount of Money Spent on Each Activity: Estimate how much money you spent for each activity. For example, if litter pickup is the only activity for the reporting period, the amount you write in that box should equal line 13 on the payment request Form A-19.

Location Narrative: List all types of areas cleaned—including roadways, parks, beaches, and illegal dumpsites.

2. Supervisor Hours: Identify the total hours a supervisor spent on supervising litter and illegal-dump crews. Also identify the time spent on setting up, on scouting sites, education, and so on, as eligible and identified in the contract's scope of work.

3. Litter Information

Litter Crew Hours: Separately list the total correction, volunteer, and non-correction crew hours spent on litter pickup. Litter pickup includes collecting litter along road right-of-ways, shoulders, medians, or other roadways. Be sure to list total hours and not just one crew person's hours (number of hours worked multiplied by number in crew).

Road Miles Cleaned: Separately list the number of state and local roadway miles cleaned. A road mile is an area one mile in length extending 30 feet from the fog line. Cleaning one mile of both shoulders of a two-lane highway equals two road miles cleaned. Along a divided highway, cleaning both shoulders and a median for one mile equals four road miles cleaned. **Miles driven does not represent miles cleaned.**

Acres Cleaned: Separately list the estimated number of acres cleaned on state, local, and private properties—not counting roadway shoulders and medians. This includes areas such as parks, recreation areas, and beaches.

Litter Collected: List the quantity of litter collected in pounds, tons, **or** cubic feet. For example, a road crew collects 10 bags, each weighing 15 pounds and measuring two cubic feet; report this either as 150 pounds **or** as 20 cubic feet, but not as both. You may use either unit of measurement, or you may use one and then the other at different places in the report. (Do not use both units of measurement to report the same bags of debris.)

4. Illegal-Dump Information: You should consider a site an illegal dump if it is over one cubic yard of material or if you can easily distinguish it from litter by the type of debris present and by presuming how it got there (that is, by the truckload as opposed to being thrown out the window).

Illegal-Dump Crew Hours: Separately list the total correction, volunteer, and non-correction crew hours spent cleaning up illegal dumps. Be sure to list total hours and not just one crew person's hours (number of hours worked multiplied by number in crew).

Illegal Dumps Cleaned: Identify the number of illegal dumpsites cleaned and indicate them by location: state, local, and private properties.

Illegal-Dump Debris Collected: List the total quantity of debris collected from illegal dumpsites in pounds, tons, **or** cubic feet. You may use all columns, provided you do not identify the same debris twice. For example, a road crew may collect 10 bags, each weighing 15 pounds and measuring 2 cubic feet. To report this, list either 150 pounds **or** 20 cubic feet for these 10 bags.

5. Recycled Debris: List the volumes of debris recycled in pounds, tons **or** cubic feet. Remember not to include volumes of debris already reported in Sections 3 or 4 above.