

The 2008 Smart Growth Planning Grant Program

ANJEC will award 1-to-1 matching reimbursement grants of up to \$20,000 each to municipalities or counties for local or regional plans, ordinances, studies or document reviews that protect natural resources and establish the land use patterns envisioned in the *State Plan*. Suitable projects include, but are not limited to, the following:

- natural/environmental resource inventories (NRI/ERI)
- open space and farmland preservation plans
- master plan conservation elements
- capacity studies, such as build-out analysis, or septic capacity and groundwater supply analysis
- land use ordinances for LEED/green building, renewable energy or energy efficiency
- brownfields or revitalization plans that include new open space
- bicycle/pedestrian network or trails plans
- master plan and zoning ordinance revisions that incorporate smart growth concepts and open space preservation such as cluster development, conservation design or downzoning. *Grants are not intended to fund routine master plan tasks required by state law.*
- ordinances that protect critical areas, including steep slopes, stream corridors and wellhead areas
- intermunicipal or regional plans to protect common or connected resources (greenways, open space, etc.)

Note that many of these projects can contribute to obtaining Plan Endorsement from the State Planning Commission.

The grant and matching funds may be used to hire a consultant to carry out project tasks, and may be combined with other grants, if permitted under the terms of such other grant(s). *These grants are for new projects only.* ANJEC will not award grants for projects that have already begun, or for which consultant services have already been contracted by the town. Grant and matching funds *may not* be used for capital projects, or for equipment or software. Do not include these items in the project budget.

Who may apply?

To be eligible for this program, a municipality (or two or more municipalities applying together) must be in New Jersey and have a functioning environmental commission, established by ordinance. For open space projects, towns that do not have an environmental commission but do have an established open space committee may also apply.

In-kind contributions by the municipality:

A municipality may provide up to half of its 50% match through *in-kind services*, work performed on the grant project by municipal volunteers and staff, such as participation at meetings, information gathering, map or text development or review, publicity/public outreach activities, and preparation of progress reports. For the purposes of this program, the municipality may count in-kind services at the following rates:

- > professional staff (planner, attorney, engineer, town administrator) @ \$30/hour
- > volunteers/commissioners/elected officials, office/administrative/public works staff @ \$15/hour

Environmental commission participation :

Environmental commission participation is required in both the planning and execution phases of the grant project. Projects directly related to open space should include similar participation by the open space committee, if one exists.

Public outreach:

To help assure community awareness and support for the plans and initiatives financed by the grant program, each proposal must include specific activities for public participation and outreach, such as press releases, articles, resident surveys, and public information/input meetings and exhibits. Environmental commissions are well-suited to carrying out outreach tasks, and usually take responsibility for outreach on the grant projects.

Payment of grant funds to the municipality:

Grantee municipalities have until June 30, 2009, to complete their projects, and must submit quarterly progress reports to ANJEC. To obtain reimbursement, a town must complete all project tasks, provide a copy of the finished grant product (plan, report, study, ordinances, etc.) to ANJEC, and submit a final report that summarizes the project and documents expenditure of all funds, including in-kind services.

APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING (1-8):

- 1. Application Cover Sheet** (attached, opposite - also available on www.anjec.org).
- 2. Narrative/Proposal:** Describe the project - what you will do, how you will do it, and what the final product(s) will be. Briefly explain how the municipality will utilize the product(s) of the project to protect natural resources and work toward the goals of the *State Plan* (max. 3 pages).
- 3. Project Team:** Identify the individuals who will carry out the project. Specify who will act as team leader. Include titles and contact information (max. 1 page). (See FAQs, below.)
- 4. Work Plan:** A one-year schedule of tasks, starting July 1st, and who will complete them. ANJEC will use your work plan to draft a grant agreement between the municipality and ANJEC. Work plan must include a kickoff meeting (see FAQs, below) with the project team, consultant and ANJEC representative. Please use this format:
July 1-31, 2008: Project team leader and consultant review and comment on ANJEC draft grant agreement; final agreement signed by Mayor and ANJEC.
Aug. 1-31, 2008: Project "kickoff meeting" with consultant and project team; invite ANJEC staff member; Env. Comm. develops newspaper article on project; consultant begins data collection; etc.
- 5. Environmental Commission Letter of Support:** The commission (and/or open space committee) should describe why it supports the project, and what its involvement will be. List members, with phone #s and e-mails.
- 6. Public Outreach:** Describe the specific public participation and public education activities for the project and who will do them. Explain how you will build community support for its use or implementation (max. 1/2 page).
- 7. Project Budget:** Itemize all costs and contributions, including in-kind services/activities. Consultant services and other costs should be based on actual proposals or quotes. If the town requires an RFP (Request for Proposals) process, ANJEC must approve the RFP before its release. (See FAQ, below.)
- 8. Governing Body Resolution:** Resolution should indicate an understanding of and support for the project, an understanding that the grant is a matching, reimbursement grant, and a guarantee to provide matching funds (state the amount of the match, or a maximum /"up to...") to the project. Note: this will require advance planning; make sure to get the resolution on the governing body's agenda for a vote before March 31.

Application deadline: Applications must arrive at ANJEC by **5pm, Monday, March 31, 2008.**

Submit **two** complete copies of the application. Please do not use plastic folders or other presentation devices -- simply staple the pages of each application together. We encourage double-sided copying to save paper.

**NOTE THAT ANJEC'S MAILING AND STREET DELIVERY ADDRESSES ARE DIFFERENT:*

For US Mail delivery, use: **PO Box 157, Mendham, NJ 07945**

For FedEx, UPS, etc., use: **Morris Co. Cultural Ctr., 2nd flr., 300 Mendham Rd., Morristown, NJ 07960**

Notification of grantees: ANJEC will notify successful applicants by phone by May 30th, 2008.

For questions about the grant program, contact Kerry Miller - kmiller@anjec.org 973-539-7547

Frequently Asked Questions:

Q: *What is the project team?*

A: It includes the town representatives who will work with the consultant and guide the project through completion by reviewing and commenting on drafts, arranging public outreach and opportunities for public input, and reporting to ANJEC. Must include representation from the environmental commission, and may include the entire environmental commission. May include town staff, other board representatives, volunteers.

Q: *What is the purpose of the kickoff meeting?*

A: After the grant agreement is signed by the mayor and ANJEC, the consultant, project team and an ANJEC representative meet to discuss the schedule and tasks in detail, and make sure everyone is "on the same page." Can occur at an environmental commission meeting or can be a separate, informal meeting.

Q: *Our town requires a formal RFP process to hire a consultant. How can we estimate our costs?*

A: To have a reliable idea of the cost of the project for use on the application, obtain an estimate from at least one consultant, even if you will use the RFP process later to actually select the consultant. Not all towns use the RFP process for planning consultants, particularly if they fall under a stated cost threshold.



SMART GROWTH PLANNING ASSISTANCE GRANT PROGRAM
2008 APPLICATION COVER SHEET

Name of municipality _____ County _____

Municipal address _____

Administrator _____ Phone _____

Administrator's e-mail _____ Clerk's phone _____

Mayor _____ Mayor's day phone _____

Date environmental commission was established by ordinance _____

Name of environmental commission chair _____

Day phone _____ e-mail _____

Is the commission a member of ANJEC? yes / no

Date open space committee was established, if applicable _____

Please designate a **contact person** from the project team who is overseeing this application and will be generating quarterly reports on the project, if funded, throughout the coming year. This person will be the liaison between the municipality and ANJEC. *The consultant should not be the contact person.*

Name _____ Title _____

Mailing address _____

Day phone _____ e-mail _____

Title of project _____

25-word description of project: _____

Amount being requested from ANJEC \$ _____ Amount of town's cash match \$ _____

Value of town's in-kind match \$ _____ Total value of project (add all three) \$ _____

Source(s) of municipal matching funds _____

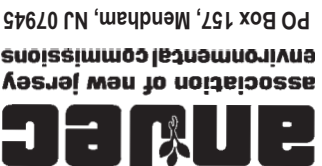
List all grants obtained or administered by the environmental commission in the previous 5 years:

List all environmental commission pending grants (grants applied for):

Does your town have an environmental/natural resource inventory? yes / no Year completed _____

Date of last master plan review by planning board _____

NOTE: This form is available as a download on the ANJEC website, www.anjec.org



2008

SMART GROWTH PLANNING GRANTS FOR MUNICIPALITIES

About the Smart Growth Planning Grants Program

The Association of NJ Environmental Commissions (ANJEC) is a statewide non-profit organization that informs and supports environmental commissions and other local boards and officials in their efforts to protect the environment and preserve quality of life in their towns.

MATCHING GRANTS OF UP TO \$20,000
FOR NEW JERSEY COMMUNITIES

Application deadline
Monday, March 31, 2008

*Grants made possible through the generosity
of the Geraldine R. Dodge Foundation
Morristown, NJ*

Since 2002, with generous funding from the Geraldine R. Dodge Foundation, ANJEC has been providing matching grants to New Jersey municipalities through its Smart Growth Planning Grant Program. The goal of the grant program is to promote local land use planning that reduces sprawl, creates efficient, walkable communities with sufficient open space and green infrastructure, and protects rural and environmentally sensitive areas so they can continue to perform their critical ecological functions. Over the past six years, the program has awarded over \$1 million in grants for 136 local planning projects involving 128 New Jersey municipalities and counties.

Towns that determine their own futures understand the necessity for good land use planning. Whether they want to promote or discourage growth, municipalities need to examine their vision for the future, assess their natural resources and open space, and amend their land use plans, zoning and ordinances accordingly. The Smart Growth Planning Grant Program provides grants to help towns plan for livable, environmentally sustainable communities.



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