

2012 SUSTAINABLE LAND USE PLANNING GRANTS FOR MUNICIPALITIES

**MATCHING GRANTS OF UP TO \$15,000
FOR NEW JERSEY COMMUNITIES**



*Application deadline
Friday, March 30, 2012*

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

anjec

**association of new jersey
environmental commissions**

PO Box 157, Mendham, NJ 07945

www.anjec.org

About ANJEC's Sustainable Land Use 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.

Since 2002, with funding from the Geraldine R. Dodge Foundation, ANJEC has administered a matching grants program for municipalities and counties with environmental commissions, to help cover the cost of developing capacity-based, sustainable land use plans and ordinances. The grants also strengthen municipal environmental commissions by providing opportunities for them to participate in the local land use planning process. Over the past ten years, ANJEC has awarded over \$1.5 million in planning grants for 222 local projects involving 200 municipalities and counties. Most projects that are eligible for funding under this program will also help a town obtain points through the Sustainable Jersey Program.



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The 2012 Sustainable Land Use Planning Grant Program

This program provides 50% (1-to-1) matching reimbursement grants to NJ municipalities and counties to help cover the costs of developing land use plans, ordinances, studies or document reviews that will foster more sustainable use of natural resources. The maximum grant is \$15,000. However, most individual town grants range from \$5000 to \$10,000. Collaboration and multi-town/regional projects are encouraged, and may qualify for larger grants. Suitable projects include, but are not limited to:

- *Environmental Resource Inventory or Update**
- *Conservation Easement Inventory/Tracking**
- *Master Plan Conservation Element*
- *Master Plan Sustainability Element**
- *Community Visioning to Inform Master Planning**
- *Environmental Justice Planning & Zoning**
- *Green Design/Site Plan Standards for Commercial and Residential Buildings**
- *Master Plan Environmental Analysis**
- *Natural Resource or Habitat Protection Ordinances**
- *Open Space & Recreation Plan or Update**
- *Clustering* or Conservation Design Ordinance*
- *Construction/Demolition Recycling Ordinance**
- *Groundwater, Septic Capacity or Buildout Study*
- *Bicycle/Pedestrian or Complete Streets* Plan*
- *Farmland Preservation Plan**

Items with an asterisk (*) are on Sustainable Jersey's "Actions for Sustainable Communities" list.

(See www.sustainablejersey.com for additional details about SJ Program requirements.)

The grant and matching funds may be used to hire a consultant, 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 are already under contract.* Grant and matching funds may not be used for capital projects, equipment, software, engineering, surveyors or permit applications. 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. However, preference will be given to towns with environmental commissions; additional preference will be given to towns (with commissions) that are registered and participating with the Sustainable Jersey program.

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:

The environmental commission must participate in both the planning and execution phases of the grant project. (See item #5 on the list of application submissions.)

Public outreach:

Each proposal must include specific activities for public participation and outreach, such as press releases, articles, resident surveys, website postings and public information/input meetings and exhibits. Environmental commissions are well-suited to carrying out outreach tasks, and usually take responsibility for outreach on ANJEC grant projects.

Payment of grant funds to the municipality:

Grantee municipalities have until **June 30, 2013**, to complete their projects, and must submit written quarterly progress reports to ANJEC. To obtain reimbursement, a town must complete all project tasks and reporting, 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; application and "writable" cover sheet 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 sustainability goals (max. 3 pages).
3. **Project Team:** Identify the individuals who will carry out the project. Specify who will act as team leader. Include titles, day phone and e-mail for each person (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, 2012: Project team and consultant review /comment on ANJEC draft grant agreement; final agreement signed by Mayor and ANJEC.
Aug. 1-31, 2012: Project "kickoff meeting" with consultant and project team; invite ANJEC staff member;
Environmental Commission develops article/press release on project; consultant begins data collection; etc.*
5. **Environmental Commission Letter of Support:** The commission should explain, *in its own words*, why it supports the project and what its specific roles and tasks will be in the project. List EC members, with phone numbers and e-mails.
6. **Public Outreach:** Describe specific public participation and public education activities for the project and who will do them. Explain how you will build community support for its adoption and/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. (See FAQs, below.) If the town requires an RFP (Request for Proposals) process for consultant services, include a statement in the application confirming that the town will finalize and release the RFP by August 15, 2012. ANJEC must approve the RFP before it is released.
8. **Governing Body Resolution:** Resolution must 1) indicate an understanding of and support for the project, 2) state that the grant is a *matching, reimbursement grant*, and 3) guarantee to provide matching funds (*state the amount of the match*, or a maximum "up to...") if the project is funded by ANJEC. Note: this item will require advance planning; make sure to get the resolution on the governing body's agenda for a vote before March 29th.

Application Deadline: Applications must arrive at ANJEC by **5pm, Friday, March 30, 2012**. Submit two complete paper copies, preferably double-sided. Please do not use plastic folders or other presentation devices.

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 31st, 2012.

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/ public input, and reporting to ANJEC. Must include representation from the environmental commission, and may include the entire environmental commission. May include other board representatives (green team, planning bd., OS/trails comm., etc.), volunteers, and town staff.

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

A: After the mayor and ANJEC sign the grant agreement, the consultant, project team and an ANJEC representative meet to discuss the schedule and tasks in detail, to 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.



SUSTAINABLE LAND USE PLANNING GRANT PROGRAM
2012 APPLICATION COVER SHEET

Name of municipality _____ County _____

Municipal address (full) _____

Administrator _____ Phone _____

Administrator's e-mail _____ Mayor _____

Year environmental commission was established by ordinance _____ Member of ANJEC? yes / no

Name of environmental commission chair _____

Day phone _____ e-mail _____

Municipality's Sustainable Jersey status (circle one) Registered / Certified / Not participating

Date open space committee was established, if applicable _____

Please designate a primary contact person from the project team who will be responsible to answer questions about this application and be the liaison to ANJEC. The consultant should not be the contact person/liaison. ANJEC may also contact the environmental commission and other project team members for background on the project.

Name _____ Title _____

Mailing address _____

Day phone _____ e-mail _____

Title of project _____

25-word description of project: _____

Who developed this application? Name(s) _____

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 3 years:

List all environmental or land use grants applied for/pending by the municipality or environmental commission:

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

Date of last master plan review by planning board _____

NOTE: A writable/printable version of this page is available at www.anjec.org.