

# **GREEN ACRES PROGRAM**

*New Jersey Department of Environmental Protection*



## **LOCAL GOVERNMENT STEWARDSHIP APPLICATION 2017**

### ***Green Acres Mission Statement***

*To achieve, in partnership with others, a system of interconnected open spaces  
the protection of which will preserve and enhance New Jersey's natural environment  
and its historic, scenic, and recreational resources  
for public use and enjoyment.*

### **GREEN ACRES PROGRAM**

**Mail Code 501-01**

**501 EAST STATE STREET, 1<sup>ST</sup> FLOOR**

**P.O. BOX 420**

**TRENTON, NJ 08625-0420**

**TEL: (609) 984-0500; FAX: (609) 984-0608**

**[www.NJGreenAcres.org](http://www.NJGreenAcres.org)**

**NJDEP GREEN ACRES PROGRAM  
LOCAL GOVERNMENT STEWARDSHIP APPLICATION**

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# NJDEP GREEN ACRES PROGRAM LOCAL GOVERNMENT STEWARDSHIP APPLICATION

## GENERAL INFORMATION AND GUIDELINES

Since 1961, the Green Acres Program has funded the acquisition of open space for recreation and conservation purposes, and the development of outdoor recreational facilities. The Green Acres Program remains committed to preserving New Jersey's natural resources statewide. We are pleased to be able to continue the tradition of partnering with municipal and county governments and nonprofit organizations to serve the people of our state.

The Preserve New Jersey Act (P.L. 2016, C12) provides funding for stewardship activities by local governments on lands held for public recreation and conservation purposes. The Act defines stewardship as "an activity, which is beyond routine operations and maintenance, undertaken by the State, a local government or qualifying tax exempt nonprofit organization to repair or restore lands acquired for recreation and conservation purposes for the purpose of enhancing or protecting those lands for recreation and conservation purposes."

**The application deadline for our next funding round is February 15, 2017.** Projects will compete against each other, and successful applications will be approved by the Garden State Preservation Trust. Only one request will be considered from each local government. All interested applicants are encouraged to contact Green Acres *as early as possible* to discuss project eligibility and application procedures.

In developing this new funding program, Green Acres solicited input from local governments, nonprofits, and natural resource professionals. Based on these discussions, Green Acres has decided to focus our limited Stewardship funds on natural resource and conservation projects and not active recreation facilities. Local governments seeking to make improvements to recreation facilities (such as ballfields) may apply for Green Acres park development funding under the Green Acres Local Government Assistance Program. The application for those projects, also due on February 15, 2017, is available on our website at [www.nj.gov/dep/greenacres](http://www.nj.gov/dep/greenacres). A local government can submit one application for Stewardship funding and, if desired, an application under the regular Green Acres Local Assistance Program for land acquisition or park development funding. Green Acres staff is available to discuss the various funding programs/options.

We anticipate approximately \$700,000 in stewardship funds will be available this round. Stewardship awards will be in the form of a 50% matching grant, or a 75% matching grant for a project in an Urban Aid municipality. Minimum funding awards will be \$50,000. Only projects with more than \$100,000 in eligible costs will be considered. Applications can include proposed stewardship activities on up to 3 properties.

### PROJECT ELIGIBILITY

Funding is available for stewardship projects such as, but not limited to:

- Landscape restoration, including historic landscapes;
- Invasive species removal/control;
- Wildlife habitat restoration/enhancement;
- Freshwater/tidal wetlands restoration/enhancement;
- Dam removal as an element of a river/waterway restoration project (approved by NJDEP's Dam Safety Program);
- Forest/woodland restoration/enhancement;
- Stream corridor restoration/enhancement;
- Rain garden;
- Shoreline restoration/enhancement;
- Trails, boardwalks, bird blinds, lighting, and interpretive signage; or
- Facilities that provide or enhance public environmental education.

The preparation of stewardship plans will not be considered for this limited funding.

As you consider potential projects for Green Acres funding, please keep in mind that all proposals must demonstrate the following: consistency with established needs and planning objectives in local and state planning documents, such as the municipal/county Master Plan, New Jersey's 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (a summary of which is available at [http://www.nj.gov/dep/greenacres/pdf/scorp\\_2013.pdf](http://www.nj.gov/dep/greenacres/pdf/scorp_2013.pdf)); an ability and commitment to maintain the proposed stewardship project; and public input in the project planning process. Successful applications will reflect comprehensive natural resource protection, effectively meet conservation and recreation needs, demonstrate cost effectiveness, and provide meaningful public access.

To ensure that proposals selected for Green Acres funding are those that best represent stewardship priorities, we encourage you to discuss your proposal with land-use planning officials, environmental commissions, and other appropriate interest groups.

Each local government unit should review and consider the applicable Landscape Project maps and reports, developed by the NJDEP's Division of Fish and Wildlife, during the formulation of its Green Acres stewardship application. Information about the Landscape Project can be found at [www.nj.gov/dep/fgw/ensp/landscape](http://www.nj.gov/dep/fgw/ensp/landscape).

Local government units should carefully analyze site suitability early in the stewardship project planning process and prior to submitting applications to Green Acres. Applicants are urged to seek assistance from Green Acres or another source to ascertain whether special approvals and permits may be required. Early awareness of possible site limitations can minimize delays. Permit identification is required as part of all Green Acres stewardship applications.

#### **ELIGIBLE COSTS**

Costs eligible for funding include the cost of plants, soil, and related materials, boardwalk/trails materials, interpretive signage, invasive species removal, fencing, etc. The cost to demolish buildings on a site is eligible for reimbursement as part of a broader project. Professional services (e.g., design, engineering, and supervision) up to 13% of the cost of the project (construction), and preliminary assessment costs associated with the project site are eligible. Other incidental costs, individually itemized, related to the stewardship project, including legal, advertising, permit fees, and preliminary planning and engineering necessary for the preparation of the application, are eligible up to an established cap.

Administrative and operating costs and salaries and/or wages of any employee of the local government are not eligible for funding, nor is remediation work done to address any areas of concern that are identified in the required preliminary assessment (described below) or by other means.

#### **PROJECT RANKING**

Applications for Green Acres funding are subject to a competitive ranking system. The Stewardship Project Priority System measures the extent to which each proposal addresses specific local stewardship needs, the amount of public input and support during the planning process, consistency of the proposal with existing state and local planning objectives, and project quality. The narrative portion of the Green Acres application is critical to the project ranking process. Therefore, it is important for the narrative to clearly address, *in order*, each factor listed in the Priority System.

#### **APPLICATION REQUIREMENTS**

All applicants must advertise and hold a public hearing for the purpose of discussing the proposed project *before* submitting an application to Green Acres. The applicant must publish a notice of the public hearing in the official newspaper of the municipality in which the proposed project is located, and, if the local government unit is a county, also in a newspaper of general interest and circulation. **The hearing must be advertised as a display ad at least 15 days before the hearing.** The advertisements must specifically mention the proposed Green Acres application. The public hearing must be held in the evening and must be conducted by the elected governing body of the local government unit.

If the proposed project is located in the Highlands, the Meadowlands, or the Pinelands, the local government unit must meet with the Highlands Council, Meadowlands Commission, or Pinelands Commission staff, as applicable, to discuss the proposed project prior to applying to Green Acres. Green Acres requires a letter stating that such a pre-application conference was held, accompanied by a copy of the Commission's/Council's comments on the proposed project, if any.

#### **MATCHING SHARE**

Stewardship awards will be in the form of a 50% matching grant or, for projects in Urban Aid municipalities, 75% matching grants. The local government may use as its matching share its own funds or grants, contributions, donations, or reimbursements from State or Federal programs or from other public or private sources, except for the following:

- Any funding provided from or through Green Acres; or
- The value of any donated goods and services that have not been obtained in conformance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

#### **PROJECT SCHEDULE**

It is important to adequately plan for each project so that it is completed in a reasonable amount of time. Once approved, Green Acres establishes a project period of no more than two years, during which time the local government unit must meet all procedural requirements, complete the stewardship project, and request payment. In addition, significant progress must be made throughout the project period to remain eligible. A proposed project schedule is required as part of each application to assist you in project planning and to allow Green Acres to evaluate your proposal. Please talk to your Green Acres contact regarding your expected project schedule. After approval, projects that are not making significant progress or cannot be completed by the end of the project period will be cancelled.

#### **PRELIMINARY SITE ASSESSMENT**

Green Acres requires careful review of all proposed project sites for evidence of past use as landfills; hazardous waste production, storage, or disposal sites; or of the adverse effects resulting from such sites in close proximity to proposed project site. This is intended to minimize public liability for site cleanup costs and allows the state and local unit to be reasonably assured that lands stewarded with public funds can be used for recreation or conservation purposes without risk to public health.

For this reason, if your application is approved, you will be required to conduct a preliminary site assessment of the project site. Green Acres will provide guidance documents that require adherence to the criteria established by the NJDEP's Technical Requirements for Site Remediation (N.J.A.C. 7:26E-3). Costs normally associated with this professional service are reimbursable as part of an approved and completed Green Acres project, as long as the preliminary assessment is done in accordance with our guidelines.

Green Acres encourages municipalities and counties to reclaim and restore former brownfields sites and transform them into public spaces, such as recreational and natural areas. The NJDEP's Office of Brownfields Reuse has experienced NJDEP case managers who can oversee remediation and revitalization efforts in your community. If you believe your project site qualifies as a brownfield, please discuss this with your Green Acres representative.

#### **GARDEN STATE GREENWAYS (GSG) AND NJMAP2.COM**

Open space and recreation planners have two tools available to aid them in protecting natural, recreational, and historic resources in their communities. Garden State Greenways and NJMAP2 are interactive map-based systems that provide access to data for land preservation planning in New Jersey. GSG and NJMAP2 (the latter which is under development but available for public use and feedback) provide a wide array of map data on natural resources that is essential for open space and recreation planning. Visit [www.gardenstategreenways.org](http://www.gardenstategreenways.org) and [www.NJMAP2.com](http://www.NJMAP2.com) for more information.

## **YOUR BASIC RESPONSIBILITIES**

Prospective applicants are urged to familiarize themselves with the Green Acres Program rules (N.J.A.C. 7:36-1.1 found at [www.nj.gov/dep/rules/rules/njac7\\_36.pdf](http://www.nj.gov/dep/rules/rules/njac7_36.pdf)). The rules are designed to advance Green Acres' goals of expanding New Jersey's open space resources and increasing public outdoor recreation opportunities, giving attention to natural resource preservation. Acceptance of Green Acres funds obligates the local government unit to adhere to the program's requirements, both during the funding process and after a project is complete.

Most notably, Green Acres rules state that a local government unit that receives Green Acres funding cannot convey, dispose of, or divert to a use for other than recreation and conservation purposes any lands already held by the local government unit for those purposes at the time of receipt of Green Acres funding. The local government unit is required to list such lands on the Recreation and Open Space Inventory (ROSI), which is part of an application for Green Acres funding. If the application is approved, the ROSI will become part of the project agreement between the local government unit and the State, and will be recorded by the local government unit after it receives a disbursement of Green Acres funding.

Prior to accepting our funding, local governments should familiarize themselves with the requirements for maintenance and operation of Green Acres encumbered parkland at N.J.A.C. 7:36-25, including:

1. Sites funded by Green Acres must be open to the public without discrimination or exclusion based on residency.
2. Scheduling the use of facilities at directly funded sites is allowable, provided that such programmed uses are not exclusive or discriminatory and that adequate provisions are made for daily or non-scheduled use.
3. Fees for use of directly funded sites are allowable. Differential fees for use by non-residents may also be charged but must be discussed with Green Acres to ensure equity for all New Jersey residents. All revenues derived from use or operation of directly funded sites must be employed for the operation, maintenance, or capital expenses of either that facility or the park and recreation system as a whole.
4. Structures being acquired or developed with Green Acres funding must be used exclusively in support of outdoor recreation and conservation purposes. This condition will be included in the project agreement if the project is approved. Many compliance problems result from the use of such structures for ineligible purposes. To avoid such problems, local governments must discuss proposed future uses of structures with Green Acres, both during and after the funding process, to ensure that such uses are allowable.
5. Restoration projects require a minimum of two years for monitoring the project site to help ensure success of the project.

# LOCAL GOVERNMENT STEWARDSHIP APPLICATION FORM

Complete and submit with **all required attachments** to:  
NJDEP Green Acres Program  
Mail Code 501-01  
P.O. Box 420  
Trenton, NJ 08625-0420  
Contact: (609) 984-0500

<b>For G.A. Use Only</b> Date Rec'd: _____ Application No. _____
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**APPLICATION MATERIALS SHOULD BE SUBMITTED ON PAPER (ONE COPY) AND ELECTRONICALLY (VIA EMAIL IF FILE SIZE IS SMALLER THAN 25 MB, OR VIA DISK, IF LARGER THAN 25 MB.)**

## PROJECT INFORMATION

**Project Title** \_\_\_\_\_

**Location of site** \_\_\_\_\_

**Municipality(ies)** \_\_\_\_\_ **County** \_\_\_\_\_

**Street(s)** \_\_\_\_\_

**Block(s) and Lot(s) (attach additional pages, if necessary)** \_\_\_\_\_

**Size of project:** \_\_\_\_\_ acres (Please provide breakdown by property if application covers multiple properties.)

**Is land owned by \_\_\_\_\_ or leased to\* \_\_\_\_\_ Local Unit?**

(\*Minimum 25-year lease must be provided upon project approval. Letter from landowner agreeing to do so must be submitted with application. Lease is subject to Green Acres' approval.)

**State Legislative District** (of project site) \_\_\_\_\_ **Congressional District** (of project site) \_\_\_\_\_

## Total Estimated Cost of Stewardship Project:

Construction	\$ _____
Professional services (up to 13% of const.)	\$ _____
Preliminary site assessment	\$ _____
Other costs (attach itemized list)	\$ _____
Demolition*	\$ _____
Total project cost	\$ _____
Total request this round	\$ _____

\* Demolition and incidental costs will be limited to established caps.

## Profile of municipality and county in which project is located:

Municipality: Area \_\_\_\_\_ (in sq. mi.) Population \_\_\_\_\_ (Year \_\_\_\_\_)

Population per square mile: \_\_\_\_\_

County: Area \_\_\_\_\_ (in sq. mi.) Population \_\_\_\_\_ (Year \_\_\_\_\_)

Population per square mile: \_\_\_\_\_





**Person having day-to-day responsibility for this application:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone ( ) \_\_\_\_\_ extension \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I, \_\_\_\_\_ (name of authorized official), hereby certify that the information provided within this Green Acres Program application form is complete and true.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of official authorized to submit application  
as per attached Governing Body Resolution**

## STEWARDSHIP APPLICATION ATTACHMENTS CHECK LIST

**APPLICATION MATERIALS SHOULD BE SUBMITTED ON PAPER (ONE COPY) AND ELECTRONICALLY  
(VIA EMAIL IF FILE SIZE IS SMALLER THAN 25 MB, OR VIA DISK, IF LARGER THAN 25 MB.)**

**NOTE:** This checklist should be returned with your completed application. If any items are not applicable, please indicate with 'N/A' next to that item.

1. \_\_\_\_\_ Application Form: Are all questions answered? Is form signed?
2. \_\_\_\_\_ Governing Body Resolution (The enclosed form must be used.)
3. \_\_\_\_\_ Units and quantities cost estimate, prepared and signed by a licensed professional
4. \_\_\_\_\_ Project schedule. Please see attached *Things To Be Done* list and state when you anticipate addressing/completing each item.
5. \_\_\_\_\_ Recreation & Open Space Inventory (ROSI) submissions:
  - \_\_\_\_\_ a. ROSI form (Link found on Page 15.)
  - \_\_\_\_\_ b. Official map of local unit, keyed to ROSI
  - \_\_\_\_\_ c. Current tax maps that show each parcel of parkland listed on local unit's ROSI. Each such parcel must be clearly outlined in distinctively colored ink. (\*\*If these maps were previously submitted and remain unchanged, please contact your Green Acres representative regarding a waiver.)
6. \_\_\_\_\_ Narrative description of proposal (Must address, *in order*, each applicable factor contained in the enclosed Local Stewardship Project Priority System.)
7. \_\_\_\_\_ Site specific mapping:
  - \_\_\_\_\_ a. Site location on legible street map
  - \_\_\_\_\_ b. Tax map outlining boundaries of project site
8. \_\_\_\_\_ Environmental Assessment (instructions enclosed)
9. \_\_\_\_\_ Conceptual Site Plan. Plans should be prepared by a licensed professional and should clearly identify all site features and any areas of work.
10. \_\_\_\_\_ Copy of irrevocable property lease or use agreement for project site (if applicable). Lease term must be 25 years from anticipated date of project commencement to ensure term of public access.
11. \_\_\_\_\_ Proof of publication for the public hearing advertisement (Green Acres application must be mentioned in the advertisement.)
12. \_\_\_\_\_ Minutes from hearing
13. \_\_\_\_\_ Photographs of the site (digital images and/or prints)
14. \_\_\_\_\_ Letters of support (see Priority System Factor #2)
15. \_\_\_\_\_ Letters from municipal **and** county planning boards describing how project is specifically consistent with appropriate Master Plan (see Priority System Factor #2).
16. \_\_\_\_\_ List of all applicable permits that may be required for the project. Applicants with projects requiring permits, grants, or other approvals must contact all applicable permitting agencies to secure permit information and application materials prior to the submission of a Green Acres application. Evidence of having met this requirement must be provided with the application. Technical assistance from Green Acres is available upon request.
17. \_\_\_\_\_ Letter verifying pre-application conference with the Highlands Council, Meadowlands Commission, or Pinelands Commission, if applicable, including the Council/Commission's comments on the proposed project.
18. \_\_\_\_\_ Breakdown of annual operating/maintenance expenses after stewardship project is completed

## Things to Be Done

Please assume a May 1, 2017 project commencement date (subject to change).

1. Obtain and submit Preliminary Assessment Report \_\_\_\_\_
2. Design project \_\_\_\_\_
3. Apply for/obtain permits (if necessary) \_\_\_\_\_
4. Submit plans to Green Acres for pre-bid approval \_\_\_\_\_
5. Go out to bid or get quotes (in accordance with the Local  
Public Contracts Law) \_\_\_\_\_
6. Award project contract \_\_\_\_\_
7. Begin project work \_\_\_\_\_
8. Complete project \_\_\_\_\_
9. Submit for final payment \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GREEN ACRES ENABLING RESOLUTION

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition, development, and stewardship of lands for outdoor recreation and conservation purposes; and

WHEREAS, the \_\_\_\_\_ (*name of applicant*) desires to further the public interest by obtaining funding in the amount of \$ \_\_\_\_\_, in the form of a \$ \_\_\_\_\_ matching grant and, if available, a \$ \_\_\_\_\_ loan, from the State to fund the following project(s): (*describe the project*) \_\_\_\_\_  
\_\_\_\_\_ at a cost of \$ \_\_\_\_\_ (*project cost*);

NOW, THEREFORE, the governing body/board resolves that \_\_\_\_\_ (*name of authorized official*) or the successor to the office of \_\_\_\_\_ (*title of authorized official*) is hereby authorized to:

- (a) make application for such a loan and/or such a grant,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above named applicant; and

WHEREAS, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the State's funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above named project;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE \_\_\_\_\_ (*name of legal body or board*)

1. That the \_\_\_\_\_ (*title of authorized official*) of the above named body or board is hereby authorized to execute an agreement and any amendment thereto with the State known as \_\_\_\_\_ (*project name*);
2. That the applicant has its matching share of the project, if a match is required, in the amount of \$ \_\_\_\_\_;
3. That, in the event the State's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

**CERTIFICATION**

I, \_\_\_\_\_ (*name and title of Secretary or equivalent*) do hereby certify that the foregoing is a true copy of a resolution adopted by \_\_\_\_\_ (*name of legal body or board*) at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunder set my hand and the official seal of this body this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(*Name and title of Secretary or equivalent*)

## LOCAL GOVERNMENT PROJECT PRIORITY SYSTEM STEWARDSHIP PROJECTS

This Priority System is used to evaluate the relative merits of a proposed stewardship project and its conservation and recreation features.

**NOTE: EACH APPLICABLE FACTOR SHOULD BE ADDRESSED, IN ORDER, IN NARRATIVE FORM.**

**FACTOR #1 NATURAL RESOURCE PROTECTION** Up to 3 pts. each  
This factor is used to determine to what extent a proposed project meets key conservation and environmental protection goals.

- a) Enhance or restore a site identified in the State Plan, New Jersey Meadowlands Master Plan, the Pinelands Comprehensive Management Plan, and Highlands Regional Master Plan, as applicable, and or another unique natural area or land type (for example, steep slopes, dunes, beach, wetlands, forest lands);
- b) Provide link between existing public recreation and/or open space areas;
- c) Support a regional open space and/or conservation initiatives (for example, shore protection or the preservation of landscape ecology, biodiversity, wildlife corridors and/or greenways; and
- d) Protect, enhance, or restore documented endangered and/or threatened species habitat.
- e) Facilitate water resource protection efforts;
- f) Provide significant natural flood protection;
- g) Site is a physical or visual buffer between a significant natural resource and development, or provide visual or physical access to the water;
- h) Protect, restore, or enhance headwaters, tributaries, or corridors of any waterbodies classified as "Category One Waters," pursuant to N.J.A.C. 7:9B, and associated special water resource protection areas established pursuant to N.J.A.C. 7:8, as well as other streams or rivers; and
- i) Enhance or restore a historic landscape.

**FACTOR #2 PUBLIC PARTICIPATION/SUPPORT/PLANNING**  
This factor evaluates public involvement and support in the planning process beyond the minimum requirement of a public hearing.

- a) **Support** Up to 5 pts.  
Public support for a project is encouraged and should be demonstrated through letters from the municipal and county planning boards, park agencies, recreation departments, environmental commissions, user groups and the general public.
- b) **Planning** Up to 5 pts.  
Applicants should demonstrate consistency with the New Jersey State Development and Redevelopment Plan (State Plan), New Jersey Meadowlands Master Plan, Pinelands Comprehensive Management Plan, or Highlands Regional Master Plan, as applicable; the New Jersey Statewide Comprehensive Outdoor Recreation Plan; and local and county land use plans, as demonstrated in excerpts from or specific references to such plans in the project application.

**FACTOR #3 PROJECT QUALITY**  
This factor evaluates project elements and features.

- a) **Accessibility** 1 pt. each  
The site location:
  - 1. Is close to population centers;
  - 2. Is accessible by public transportation;

3. Is accessible by walking and bicycling; or
4. Creates public access where none exists or where existing access is undeveloped or restricted.

b) **Site Suitability** Up to 2 pts. each  
The site:

1. Is suitable for water dependent recreation activities or facilities;
2. Provides environmental and/or historic interpretive opportunities; or
3. Improves management of conservation lands.

d) **Project Quality** Up to 2 pts. each  
The proposed project:

1. Includes multiple recreation and conservation purposes;
2. Uses effective landscaping with native species;
3. Provides opportunities for passive recreation;
4. Includes significant plantings of native tree species; and
5. Removes impervious surfaces.

e) **Cost Effectiveness** Up to 2 pts. each  
This subfactor evaluates the quality of conservation opportunities provided by a project in comparison to the anticipated cost. Considerations include:

1. Partnerships or donation of labor, equipment, or materials; and
2. Cost of future operation and maintenance.

**FACTOR #4 PROJECT PRIORITIES** 1 pt. each

The following project elements are encouraged:

- a) Private investment and/or ecotourism potential or public/private sector venture;
- b) Trails or greenways;
- c) Historic or archeological resource enhancement or preservation;
- d) Wildlife habitat protection, restoration, or enhancement;
- e) Provides passive recreation opportunities;
- f) Project site is a prior Green Acres-funded acquisition or development project;
- g) Private donation of land, equipment, labor, or cash, etc.;
- h) Reclamation of a former brownfields site; and
- i) Retaining, enhancing, or establishing vegetative buffers, or incorporating other site-sensitive techniques, to minimize impacts on sensitive areas such as shellfish beds, beach/dune systems, forests, wetlands, steep slopes, endangered or threatened species habitat, and aquifer recharge areas.

**FACTOR #5 FIRST TIME APPLICANT** 5 pts.

Applies to a project sponsored by a municipality that previously has **not** received Green Acres funding.

**NJDEP GREEN ACRES LOCAL ASSISTANCE PROGRAM  
STEWARDSHIP APPLICATIONS**

**ENVIRONMENTAL ASSESSMENT INSTRUCTIONS**

As part of the Green Acres funding proposal, each applicant must collect, evaluate and present pertinent environmental information necessary to ascertain the suitability of the site for the activities proposed.

**OUTLINE**

**1. DESCRIPTION OF THE PROPOSED ACTION**

- a. Briefly describe the project
- b. State objectives of the project, need for project
- c. Fully describe multi-phase projects

**2. DESCRIPTION OF THE ENVIRONMENT**

Describe existing environmental features:

- vegetation
- wildlife
- geology / topography / soils
- water resources / hydrology / wetlands
- historic / archeological resources
- transportation / access to site
- adjacent land uses/description of the surrounding area

**3. ENVIRONMENTAL IMPACT ANALYSIS OF PROPOSED ACTION**

Impacts are defined as direct or indirect changes in the existing environment, whether beneficial or adverse, that are anticipated as a result of the proposed action or related future actions and uses. Any off-site impacts, such as increased traffic on neighborhood roads or increased noise levels in surrounding areas, should be described. Whenever possible, environmental impacts should be quantified (i.e., area to be restored, cubic yards of soil, etc.).

- a. Discuss all affected resources and the significance of each impact
- b. Discuss short-term and long-term project impacts
- c. Discuss anticipated increase in overall use of site over time
- d. Identify adjacent environmental features that may be affected by the proposal
- e. List any permits required for project and brief status (i.e., freshwater wetlands)

**4. MITIGATING MEASURES**

- a. Describe the measures that will be undertaken to mitigate any adverse impacts

**5. MONITORING, EVALUATION AND LONG-TERM MAINTENANCE FOR RESTORATION/ENHANCEMENT PROJECTS**

- a. Identify specific and measurable on-the-ground outcomes;
- b. The applicant must monitor the project site for a minimum of two years ensure project viability and success. For example, if the project includes tree planting, the applicant must be able to replace any lost trees or take other measures to ensure project success. Briefly describe the applicant's monitoring plan, including long-term maintenance of the project site.

**URBAN AID MUNICIPALITIES  
FY 2016**

<u>Municipality</u>	<u>County</u>	<u>Municipality</u>	<u>County</u>
Asbury Park City*	Monmouth	New Brunswick City*	Middlesex
Atlantic City	Atlantic	Newark City	Essex
Bayonne City	Hudson	North Bergen Township	Hudson
Belleville Township	Essex	Old Bridge Township*	Middlesex
Bloomfield Township	Essex	Orange City	Essex
Brick Township*	Ocean	Passaic City	Passaic
Bridgeton City	Cumberland	Paterson City	Passaic
Camden City	Camden	Pemberton Township*	Burlington
Carteret Borough*	Middlesex	Penns Grove Borough*	Salem
Clifton City	Passaic	Pennsauken Township*	Camden
East Orange City	Essex	Perth Amboy City	Middlesex
Elizabeth City	Union	Phillipsburg Town*	Warren
Garfield City	Bergen	Plainfield City	Union
Glassboro Borough*	Gloucester	Pleasantville City	Atlantic
Gloucester City*	Camden	Rahway City*	Union
Gloucester Township*	Camden	Roselle Borough	Union
Hackensack City	Bergen	Salem City*	Salem
Hillside Township	Union	Trenton City	Mercer
Hoboken City*	Hudson	Union City	Hudson
Irvington Township	Essex	Vineland City*	Cumberland
Jersey City	Hudson	Weehawken Township*	Hudson
Kearny Town*	Hudson	West New York Town	Hudson
Lakewood Township*	Ocean	Willingboro Township*	Burlington
Lindenwold Borough*	Camden	Winslow Township	Camden
Lodi Borough	Bergen	Woodbridge Township*	Middlesex
Long Branch City*	Monmouth	Woodbury City*	Gloucester
Millville City*	Cumberland		
Monroe Township*	Gloucester		
Montclair Township*	Essex		
Mount Holly Township*	Burlington		
Neptune City Borough*	Monmouth		
Neptune Township*	Monmouth		

\*- Meet criteria by budget language



## RECREATION AND OPEN SPACE INVENTORY

A local government that receives Green Acres funding is not allowed to convey, dispose of, or divert to a use for other than recreation and conservation purposes (1) any lands (including facilities) funded by Green Acres and/or (2) any lands held by the local government for recreation and conservation purposes at the time of receipt of Green Acres funding. The Recreation and Open Space Inventory (ROSI) is a document compiled by a local government as a master list of those funded and unfunded properties. For purposes of the ROSI, these lands include leasehold interests in parkland and conservation restrictions held by a local government.

The local government is required to submit a ROSI as part of its Green Acres funding application. The ROSI will be reviewed by the Green Acres Project Manager. If the local government has previously received Green Acres funding, the ROSI will be compared against the prior ROSI(s) to make sure there are no errors or omissions. The Project Manager may also have questions about the ROSI based on other available information (tax records, local planning documents, etc.)

If the application is approved, the final version of the ROSI will become part of the Project Agreement between the local government and the State. In addition, a Declaration of Encumbrance, including the ROSI, will be recorded by the local government with the County Clerk/Registrar after it receives its first disbursement of Green Acres funding. The recording of the Declaration of Encumbrance is intended to provide notice of the Green Acres restrictions on the ROSI lands to title searchers and the general public.

It is extremely important that applicants take the time to produce an accurate ROSI as part of the Green Acres funding application. While our Project Managers will review the draft ROSI, and may have questions or suggestions, the ROSI is an official document of the local government that must be approved by your governing body and signed by two qualified local officials. The submission of an incomplete or inaccurate ROSI can delay the approval of your funding application and/or your receipt of Green Acres funding.

The listing of a property on a ROSI is intended to impose a perpetual restriction on the listed properties. Once a property is listed on the ROSI, we can only agree to remove it in the future if you apply for a ROSI amendment, conduct a public hearing and prove that the listing was a “bona fide” error.

The ROSI template is now an Excel Macro Enabled Workbook that may be downloaded from the Green Acres website at <http://www.state.nj.us/dep/greenacres/xls/DeclarationOfEncumbrance.xltm> All pages are set to print in landscape on legal size paper except the Certification page.

### *Legislative References*

*N.J.S.A. 13:8A-1 et seq.; N.J.S.A. 13:8A-19 et seq.; N.J.S.A. 8:A-35 et seq., N.J.S.A. 13:8C-1 et seq.; Green Acres Rules: N.J.A.C. 7:36; Federal Land and Water Conservation Fund Act, 16 U.S.C. s. 460; and New Jersey Conservation Restriction and Historic Preservation Restriction Act N.J.S.A. 13:8B-1 et seq.*