

# **GREEN ACRES PROGRAM**

*New Jersey Department of Environmental Protection*

## **PLANNING INCENTIVE LAND ACQUISITION APPLICATION 2021**



### ***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)**

# GREEN ACRES PROGRAM PLANNING INCENTIVE ACQUISITION 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, historic, and recreational resources statewide. We are pleased to be able to continue the tradition of partnering with local and county governments and nonprofit organizations to serve the people of our state.

**The application deadline for our next funding round is June 30, 2021.** Approvals will be made using funds available from the 2014 voter-approved referendum, which became the Preserve New Jersey Act (P.L. 2016, C 12). These funds may be supplemented with awards from federal programs such as the Land and Water Conservation Fund or other sources, if available. Projects will compete against each other, and successful applications will be approved by the Garden State Preservation Trust. The demand for funding continues to greatly exceed Green Acres' available funding. Successful applications are normally approved subject to an award cap, and often there is not sufficient funding to approve all eligible projects. **As a result, we will only consider funding requests from new applicants or from applicants who are making significant progress on previously approved projects.**

In addition, we will only approve one acquisition or park development project per applicant, except that an applicant may also submit an application for a Stewardship grant (described below.) Also, applicants who applied for the recently announced Urban Parks grants and requested that their project be rolled over into the Green Acres funding round, may also submit one Green Acres acquisition or park development project application. All interested applicants are encouraged to contact Green Acres *as early as possible* to discuss project eligibility, program priorities, and application procedures.

To support local governments with progressive open space policies, Green Acres established the Planning Incentive (PI) category, which provides matching grants to qualifying local governments for the acquisition of land for conservation and recreation purposes. To qualify for this funding, local governments must have a Green Acres-approved Open Space and Recreation Plan (OSRP), and either an open space tax *or* an alternate funding source that is stable, equivalent to an annual tax levy, and approved by Green Acres. Currently, over 230 municipalities and all 21 counties in the state have passed referenda authorizing the establishment of an open space tax.

A local government can benefit in two ways from submitting a Planning Incentive acquisition application. First, Planning Incentive applicants are eligible for 50 percent matching grant funding, as compared to 25 percent grant funding under the Green Acres Standard Acquisition category. Second, a local government may submit one Planning Incentive application to acquire any eligible property identified in its OSRP. Under the Standard Acquisition category, a local government would have to make application for each project site targeted for acquisition.

Once a project has been approved under the PI category, Green Acres will establish an account from which the local government can obtain funding for the acquisition of lands identified in its plan. Applicants will be asked to prioritize sites and will be required to sign contracts and follow the normal Green Acres land acquisition guidelines and procedures, including obtaining appraisals, surveys, preliminary site assessments, and title insurance for each parcel. After the local government expends the grant award, Green Acres will consider supplemental funding requests based on available funding and an evaluation of the local government's progress in acquiring land. Please note that local governments may request additional funding for an existing Planning Incentive project by simply submitting a letter listing anticipated acquisitions and funding needs for the upcoming year. Requests for supplemental funding will be considered if the local government has made regular and significant progress in spending previously approved funding.

Over the years, Green Acres has adapted to meet changing conservation and recreation priorities. We encourage applicants to consider projects that will address these important issues:

**Environmental Justice:** Central to our mission is making New Jersey stronger and fairer for all residents, regardless of race, ethnicity, color, national origin, or income. With the passage of Executive Order 23 on April 20, 2018, Governor Murphy directed the Department of Environmental Protection to integrate environmental justice considerations into our decision-making. We will prioritize projects that promote environmental equity, either directly or as a co-benefit, by reducing or eliminating disproportionate environmental and public health stressors or creating environmental and public health benefits in Overburdened Communities. For more information, please see [www.nj.gov/dep/ej/docs/furthering-the-promise.pdf](http://www.nj.gov/dep/ej/docs/furthering-the-promise.pdf). For a list of Overburdened Communities, please see [www.nj.gov/dep/ej/communities.html](http://www.nj.gov/dep/ej/communities.html)

**Climate Resilience:** On January 27, 2020, Governor Murphy signed Executive Order No. 100, directing the DEP to make sweeping regulatory reforms, collectively known as Protecting Against Climate Threats (PACT), to adapt to climate change. This includes incorporating climate change considerations into our grant programs. Green Acres will prioritize projects that contribute to resilience or mitigate climate change impacts, such as by preserving forested and flood-prone areas, enhancing chronically inundated wetlands, revegetating riparian areas, connecting wildlife corridors, expanding upstream flood attenuation potential, promoting wildlife, and including green infrastructure into your park designs. We invite you to learn more about DEP's Climate Change Efforts by visiting <https://www.nj.gov/dep/njpact/>

#### APPLICANT ELIGIBILITY

To be eligible for funding under the Planning Incentive category, a local government must have:

1. Enacted, and be **collecting** and **expending**, an open space tax pursuant to either N.J.S.A. 40:12-16, of at least **one-half cent** per \$100 of assessed value, or  
Adopted an alternate funding means **approved by the Green Acres Program** for land preservation that is stable and reasonably equivalent to an annual open space and recreation tax levy of at least 1 cent per \$100 of assessed value for a ten-year period; and
2. Prepared an Open Space and Recreation Plan (OSRP) that has been approved by the Green Acres Program within the last 10 years.

#### OPEN SPACE AND RECREATION PLAN REQUIREMENTS

Green Acres has prepared an outline entitled "Open Space and Recreation Plan Guidelines" for local governments interested in participating in the PI and preparing an OSRP. Please contact Green Acres for a copy of this guidance document, or download it from the Green Acres web site at [www.nj.gov/dep/greenacres](http://www.nj.gov/dep/greenacres).

The organization of the Open Space and Recreation Plan, planning methods employed, and level of detail are at the discretion of the local government. Green Acres requires the following components to be contained in the OSRP:

1. **Executive Summary:** A concise summary of a plan's origin, purpose, planning processes and findings, major goals it establishes, and actions it proposes.
2. **Goals and Policies:** The local government's goals should be clearly stated and relate to the applicant's philosophy of open space and recreation. Policies for effective action should be presented.
3. **Inventory:** Documentation of existing public and private open space and recreation resources and opportunities. The inventory should include the size, location, ownership, and usage of each site.
4. **Needs Analysis:** An analysis of the adequacy of the current open space and recreation system, as documented in the Inventory, to satisfy present and future needs.
5. **Resource Assessment:** The assessment of lands with open space and recreation potential and interest, and the land's ability and opportunity to meet the public's needs.
6. **Action Plan:** A program of actions to guide the orderly and coordinated execution of the plan's goals and strategies.
7. **General Open Space System Map:** A map of the open space and recreation system showing the location and

general configuration of all existing public and private open space and recreation resources and sites identified as having open space and recreation potential.

8. **Additional Parcel Data Requirements:** Data required to maintain a statewide map of existing and planned open space.
9. **Public Support:** To ensure public support in the Open Space and Recreation Plan process, local governments need to provide opportunities for public participation. The local government can use any public participation method it chooses but will be required to hold at least two public meetings on the OSRP. A discussion of the public participation process should be included in the OSRP
10. **Plan Adoption:** *The local government's Planning Board must adopt the OSRP as an element of the local master plan.* A statement of planning board adoption is to be included in the OSRP. The OSRP must be reviewed and updated as part of the master plan re-examination process.  
**Plan Updates:** The OSRP is required to be updated every ten years. Updates are to include any needed changes to the System map, goals, and other Plan sections.

Applicants should coordinate their OSRP with other planning documents and initiatives to avoid land use conflicts with affordable housing, transportation, flood control or similar projects. Green Acres encourages applicants to use existing information, such as natural resource inventories, master plan elements, and other related information to prepare the OSRP. Green Acres will also review the conservation and recreation plan element of a municipal or county master plan to see if it satisfies the plan requirement.

#### PROJECT ELIGIBILITY

Eligible projects include, but are not limited to, the purchase of natural areas, unique land types, historic sites, conservation areas, water bodies, and areas to be used for active or passive outdoor recreation purposes. The acquisition of properties predominantly covered by building improvements (except for the acquisition of historic structures) is not eligible for assistance unless the local government will remove the non-historic structures.

#### ELIGIBLE COSTS

Costs eligible for funding include the cost of acquiring the land as well as other costs if they are included in the initial request and there are sufficient funds. These include survey, appraisal, title, and preliminary assessment costs associated with an acquisition, provided these reports are prepared in accordance with Green Acres guidelines. The cost to demolish *non-historic* structures on a site being acquired is eligible for funding up to an established cap. Relocation costs and costs of well testing done in compliance with the Private Well Testing Act (P.L. 2001, c. 40; N.J.S.A. 58:12A-26 et seq.) also are eligible for funding, if applicable. Incidental costs, individually itemized, associated with the implementation of the acquisition project, including legal, engineering, financial, geological, hydrological, inspection, and other professional services are eligible for reimbursement up to an established cap.

#### PLANNING CONSIDERATIONS

Local governments proposing to acquire property for future park development should carefully analyze site suitability early in the open space/recreation planning process. Site attributes, such as wetlands, dunes, endangered species, mature forested areas, or other significant natural resources, may define, limit or, in some instances, preclude development. Applicants are urged to seek assistance from Green Acres or another source to ascertain whether special approvals and permits may be associated with sites proposed for recreational development. Early awareness of possible site development limitations is integral to sound planning practices and often minimizes subsequent construction delays and constraints. Green Acres staff is available to discuss the various funding programs/options.

#### HISTORIC PROPERTIES

Projects that involve a historic property shall meet the Secretary of the Interior's Standards for the Treatment of Historic Properties (found [here](#)). Projects involving a historic or cultural landscape shall meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and follow the Secretary of the Interior's Guidelines for the Treatment of Cultural Landscapes (found [here](#)).

## NJ MAP / CONSERVATION BLUEPRINT

Open space and recreation planners now have a tool available to aid them in protecting natural, recreational, and historic resources in their communities. The NJ Map / Conservation Blueprint is an interactive map-based system that provides access to data for land preservation planning in New Jersey. Visit [www.NJMAP2.com](http://www.NJMAP2.com) for a wide array of map data on natural resources that is essential for open space and recreation planning.

## SPECIAL PLANNING AREAS REVIEW

For development and stewardship projects, if the proposed project is located in the Highlands, the Meadowlands, or the Pinelands, the local government must meet with the Highlands Council, Meadowlands Commission, or Pinelands Commission, as applicable, to discuss the proposed project prior to applying for Green Acres funding. 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 development or stewardship project, if any, must be submitted with the application.

## **FUNDING AMOUNTS**

Please note that, while projects may be eligible for funding up to a certain percentage of the total project cost, the actual amount awarded to individual projects is determined by weighing total demand against available resources. While we cannot predict award levels before we know the total demand, for perspective, approvals in the last funding round ranged from up to \$500,000 for non-urban municipalities to \$1,000,000 for Urban Aid municipalities. Similarly, awards to non-urban counties were up to \$1,000,000 while the most densely populated counties received \$1,500,000. If your project cost is substantially larger than this range of potential funding amounts, please reach out to your Green Acres representative to discuss. (The list of Green Acres staff contacts is on the last page of this application package.)

Please note that grants and loans obtained through the Green Acres Program are not subject to local government CAP laws. Upon loan approval, the local government will be required to pass a capital spending ordinance authorizing two semi-annual repayments to the state. Interest on the loan begins accruing on the date of the first disbursement, with a twenty year (for development projects) or thirty year (for acquisition projects) maximum repayment period.

## **APPLICATION REQUIREMENTS**

### PUBLIC REVIEW AND COMMENT

All applicants must advertise and hold a public hearing for the purpose of discussing the proposed project *before* submitting an application to Green Acres. Green Acres regulations set out the following public hearing application requirements:

- The applicant must publish a notice of the public hearing on its website and in the official newspaper of the municipality in which the proposed project is located, and, if the local government is a county, also in a newspaper of general interest and circulation.
- The hearing must be advertised as a display ad.
- The hearing advertisement(s) must be published at least 15 days before the hearing.
- The advertisement(s) must specifically mention the proposed Green Acres application.
- The public hearing must be held in the evening.
- The public hearing must be conducted/attended by the elected governing body of the local government. Due to the restrictions necessitated by COVID-19, remote public meeting guidelines may be followed. (See [www.nj.gov/dca/divisions/dlgs/lfns/20/2020-21.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-21.pdf) for more information.)

Failure to conform with these requirements regarding the pre-application public hearing may disqualify an application.

In addition, in order to increase transparency, Green Acres will post on its website, information on every application we receive. While we will direct the public to provide their input to the applicant, we will ask applicants to address any substantive comments that are brought to our attention during our review period.

### **PROJECT SCHEDULE**

There are many things that must be done to successfully acquire land, develop recreational facilities, or steward natural resources. Once approved, at least one acquisition must be completed during the project period to remain eligible. Applicants must demonstrate that they have planned each step of the proposed project so that it can be completed in the time allotted. 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. That schedule will become the basis of regular status reporting during the course of the project. Please talk to your Green Acres contact if you do not believe that you can complete the project within that two-year project period. Approved 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 public land. This is intended to minimize public liability for site cleanup costs and allows the state and local governments to be reasonably assured that lands acquired 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 each project site. Green Acres will provide guidance documents that require adherence to the minimum criteria established by the NJ DEP in the 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.

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 Department's Office of Brownfield 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.

### **YOUR POST-ACQUISITION RESPONSIBILITIES**

Prospective applicants are urged to familiarize themselves with the Green Acres Program rules (N.J.A.C. 7:36, found at [www.nj.gov/dep/greenacres/regs.pdf](http://www.nj.gov/dep/greenacres/regs.pdf)). The rules are designed to advance Green Acres' statutory mission 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 to adhere to the program's requirements, both during the funding process and after a project is complete.

Most notably, the Green Acres rules state that a local government 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 for those purposes at the time of receipt of Green Acres funding. The local government is required to list such lands, known as "unfunded parkland", 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 and the State and will be recorded by the local government with its County clerk or registrar after it receives a disbursement of Green Acres funding. By statute, the acceptance of Green Acres funds imposes permanent open space restrictions on a local government's existing parkland, whether such lands are listed on the ROSI or not.

Prior to accepting our funding, local governments should be aware of the specific requirements of N.J.A.C. 7:36-25 regarding maintenance and operation of Green Acres encumbered parkland, including:

1. Green Acres encumbered parkland must be open to the public without discrimination or exclusion based on residency. N.J.A.C. 7:36-25.10 (for funded parkland) and N.J.A.C. 7:36-25.11 (for unfunded parkland)

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 non-scheduled use. N.J.A.C. 7:36-25.9. Green Acres does not regulate the scheduling of facilities on unfunded parkland. N.J.A.C. 7:36-25.11.
3. Fees for use of directly funded sites are allowable. Differential fees for use by non-residents or different categories of users may also be charged but must be discussed with Green Acres to ensure they are equitable. All revenues derived from use or operation of directly funded sites must be used for the operation, maintenance, or capital expenses of either that park facility or the local government's funded parkland or recreation system as a whole. N.J.A.C. 7:36-25.9. Green Acres does not regulate the fees for use of unfunded parkland. N.J.A.C. 7:36-25.11.
4. Structures being acquired with Green Acres funding, or constructed on funded parkland after a property is acquired by a local government, must be used exclusively in support of public 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. N.J.A.C. 7:36-25.7.
5. Leasing of Green Acres encumbered parkland for agricultural purposes is allowable as an interim parkland management tool but is not allowed as a permanent use of parkland. Farm leases on funded parkland must be approved by Green Acres and are subject to specific requirements in N.J.A.C. 7:25-13. Clearing of trees for agricultural use is not allowed on Green Acres encumbered parkland.
6. Compliance inspections of funded parkland are conducted by Green Acres every three years. If noncompliance is identified and not corrected in a timely fashion, Green Acres may suspend payments on active projects and the local government will not be eligible for future Green Acres funding. Additional information about your post-funding responsibilities can be found at <https://nj.gov/dep/greenacres/pdf/Inspection-of-funded-parklands.pdf>.



**PLANNING INCENTIVE APPLICATION FORM**

*APPLICATION MATERIALS SHOULD BE SUBMITTED ON PAPER (ONE COPY) AND ELECTRONICALLY.  
(INDIVIDUAL EMAIL CANNOT EXCEED 25 MB.)*

Complete and submit with **all required attachments** by June 30, 2021 to:

[GreenAcresApplications@dep.nj.gov](mailto:GreenAcresApplications@dep.nj.gov) and  
NJDEP Green Acres Program  
Mail Code 501-01  
P.O. Box 420  
Trenton, NJ 08625-0420  
Contact: (609)984-0500

|   |
|---|
| For G.A. Use Only<br>Date Rec'd: _____<br>Application No. _____ |
|---|

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

**County** \_\_\_\_\_ **State Legislative District** \_\_\_\_\_ **Congressional District** \_\_\_\_\_

**Applicant's federal identification number as assigned by IRS** \_\_\_\_\_

**Project Sponsor / Name of Local Government** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** NJ **Zip** \_\_\_\_\_

**Chief Executive Officer** \_\_\_\_\_

**Telephone Number** (\_\_\_\_) \_\_\_\_\_

**Total Estimated Cost of Acquisition Project**

|                             |    |       |
|-----------------------------|----|-------|
| Land                        | \$ | _____ |
| Survey                      | \$ | _____ |
| Appraisal                   | \$ | _____ |
| Preliminary site assessment | \$ | _____ |
| Title                       | \$ | _____ |
| Demolition*                 | \$ | _____ |
| Other related costs*        | \$ | _____ |
| Total project cost          | \$ | _____ |
| Total request this round    | \$ | _____ |

**Please submit itemized list of incidental costs.**

**Please only request what can be spent in two years.**

\* Demolition and incidental costs are limited to established caps.

**Current Community Profile**

Area \_\_\_\_\_ (square miles)

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

For municipal projects, has the municipality achieved an **approved petition for plan endorsement** or, for a municipality in the Pinelands, received certification from the Pinelands Commission that its master plan and land use ordinances or regulations are consistent with the minimum standards of the Pinelands Comprehensive Management

Plan, pursuant to N.J.A.C. 7:50-3 Part II or IV, as applicable?  Yes  No If yes, please submit verification.

**Project description** (Please describe the scope of the project, the local government's recreation and conservation goals, background on the local government's open space preservation efforts, including the open space tax or equivalent, and any information about the types of land the funds will be used to acquire, including specific sites, if known. (Please note that information contained in this application may be used for press releases.)

---

---

---

---

---

---

---

**Are any properties being considered for acquisition listed on the New Jersey Register of Historic Places?**

Yes  No

(If yes, additional coordination with the NJDEP's Office of Historic Preservation will be required, depending on the potential impact to the listed property. Please see [www.nj.gov/dep/hpo/2protection/njrreview.htm](http://www.nj.gov/dep/hpo/2protection/njrreview.htm) for more details.)

**Have any parcels intended for acquisition been identified by a municipality or otherwise designated for use in meeting municipal fair share low and moderate income housing obligations under the Fair Housing Act of 1985 (N.J.S.A. 52:27D-301)?**

Yes  No If yes, please describe the alternative to meeting such obligations:

---

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Email address \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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



Planning Incentive Application  
ATTACHMENTS CHECKLIST

***APPLICATION MATERIALS SHOULD BE SUBMITTED ON PAPER (ONE COPY) AND ELECTRONICALLY.  
(INDIVIDUAL EMAIL CANNOT EXCEED 25 MB.)***

1. \_\_\_\_\_ Application Form: Are all questions answered? Is form signed?
2. \_\_\_\_\_ Governing Body Resolution (the enclosed form must be used)
3. \_\_\_\_\_ Recreation & Open Space Inventory (ROSI) submissions:
  - \_\_\_\_\_ a. ROSI form (Link found on Page 11.)
  - \_\_\_\_\_ b. Official map of local government, keyed to ROSI
  - \_\_\_\_\_ c. Current tax maps that show each parcel of parkland listed on local government'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.)
4. \_\_\_\_\_ Proof of publication of Public Hearing advertisement **and** minutes of hearing  
(Green Acres application must be mentioned in the advertisement of the special hearing.)
5. \_\_\_\_\_ Open Space and Recreation Plan
6. \_\_\_\_\_ Project schedule. Please see attached *Things To Be Done* list and state when you anticipate addressing/completing each item.
7. \_\_\_\_\_ Letter from local government's Planning Board stating that the OSRP has been, or will be (give date) adopted as part of the Master Plan
8. \_\_\_\_\_ Letters in support of the project from the general public, civic groups and agencies, park commissions, recreation departments, environmental commissions, user groups, or other organizations

**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.

## Schedule of Things to Be Done

The project period will be **two years**. In estimating a project schedule, please assume a hypothetical January 1, 2022 project commencement date. If approved, project schedule will be based on this schedule, from actual start date. Regular updates will be required to ensure continuous progress.

### Acquisition Projects

### Approximate Date

- |   |       |
|---|-------|
| 1. Obtain and submit Preliminary Assessment Report  | _____ |
| (Resolution of any Areas of Concern should occur concurrent with subsequent acquisition steps.) |       |
| 2. Meet w/ Green Acres prior to starting appraisals   | _____ |
| 3. Hire appraisers  | _____ |
| (This may include meeting on-site with Green Acres and appraisers unless GA waives meeting.)    |       |
| 4. Submit appraisals to Green Acres for review  | _____ |
| (Allow 60 days for certification of market value.)  |       |
| 5. Sign purchase contract with owner  | _____ |
| 6. Obtain and submit survey   | _____ |
| 7. Obtain and submit title insurance commitment   | _____ |
| 8. Close on property  | _____ |
| 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 \$ \_\_\_\_\_ 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*)

## Application Support

Feel free to reach out to the assigned project manager with your application questions. Due to remote working, email outreach is recommended. You may email your representative directly via the links below or ask general questions through [UrbanParksApplications@dep.nj.gov](mailto:UrbanParksApplications@dep.nj.gov) or (609) 984-0570.

| County     | Contact for acquisition projects (entire county, unless noted)  | Contact for park development projects (entire county, unless noted)  |
|------------|---|--|
| Atlantic   | <a href="#">Kathleen Croes</a><br><a href="#">Bruce Bechtloff</a> (Atlantic City)   | <a href="#">Bruce Bechtloff</a>  |
| Bergen     | <a href="#">Amy Sumoski</a>   | <a href="#">Cecile Murphy</a>  |
| Burlington | <a href="#">Jessy Muttathil</a>   | <a href="#">Cecile Murphy</a>  |
| Camden     | <a href="#">Jessy Muttathil</a><br><a href="#">Cecile Murphy</a> (Camden City)  | <a href="#">Cecile Murphy</a>  |
| Cape May   | <a href="#">Courtney Wald-Wittkop</a>   | <a href="#">Bruce Bechtloff</a>  |
| Cumberland | <a href="#">Courtney Wald-Wittkop</a>   | <a href="#">Bruce Bechtloff</a>  |
| Essex      | <a href="#">Kelly Christopher</a><br><a href="#">Amy Sumoski</a> (Newark)   | <a href="#">Kelly Christopher</a><br><a href="#">Amy Sumoski</a> (Newark)  |
| Gloucester | <a href="#">Kathleen Croes</a>  | <a href="#">Bruce Bechtloff</a>  |
| Hudson     | <a href="#">Phillip Collins</a>   | <a href="#">Phillip Collins</a>  |
| Hunterdon  | <a href="#">Kerry Owen</a>  | <a href="#">Kelly Christopher</a>  |
| Mercer     | <a href="#">Renée Jones</a><br><a href="#">Phillip Collins</a> (Trenton)  | <a href="#">Phillip Collins</a>  |
| Middlesex  | <a href="#">Renée Jones</a><br><a href="#">Cecile Murphy</a> (Carteret, New Brunswick, Perth Amboy)                             | <a href="#">Cecile Murphy</a>  |
| Monmouth   | <a href="#">Kathy Minniear</a><br><a href="#">Cecile Murphy</a> (Asbury Park, Long Branch)                                      | <a href="#">Cecile Murphy</a>  |
| Morris     | <a href="#">Jamie Carpenter</a>   | <a href="#">Kelly Christopher</a>  |
| Ocean      | <a href="#">Kathleen Croes</a>  | <a href="#">Bruce Bechtloff</a>  |
| Passaic    | <a href="#">Amy Sumoski</a><br><a href="#">Kelly Christopher</a> (Clifton City)<br><a href="#">Cecile Murphy</a> (Passaic City) | <a href="#">Kelly Christopher</a><br><a href="#">Amy Sumoski</a> (Paterson City)<br><a href="#">Cecile Murphy</a> (Passaic City) |
| Salem      | <a href="#">Jessy Muttathil</a>   | <a href="#">Bruce Bechtloff</a>  |
| Somerset   | <a href="#">Kimberly Testa</a>  | <a href="#">Kelly Christopher</a>  |
| Sussex     | <a href="#">Jamie Carpenter</a>   | <a href="#">Kelly Christopher</a>  |
| Union      | <a href="#">Bruce Bechtloff</a>   | <a href="#">Bruce Bechtloff</a>  |
| Warren     | <a href="#">Kimberly Testa</a>  | <a href="#">Kelly Christopher</a>  |

## 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.*