COMMUNITY BASED ORGANIZATION LETTERHEAD

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

Nick Angarone

New Jersey Department of Environmental Protection

Coastal Management Program

Office of Coastal and Land Use Planning

P.O. Box 420 Mail Code 401-0420

Trenton, NJ 08625-0420

Subject: Resilient NJ Planning Grant Program Opportunity -

Authorization and Letter of Commitment to Participate - [Organization Name]

Dear Mr. Angarone:

Per the requirements of the Notice of Fund Availability (NOFA) published in the NJ Register on May 21, 2018, the Organization Name, is committed to participating in the Resilient NJ Planning Grants Program to undergo a comprehensive planning approach to identify and address vulnerabilities to increased flood risk, protection of environmental resources, and promotion of sustainable/smart growth development. By way of this letter, the Organization Name, agrees to the following:

* Assist in the identification and engagement of underrepresented community members or socially vulnerable population(s) who may not typically participate in a planning process;
* Help these community members understand the process, the importance of their participation, and how decisions emanating from the process may impact them;
* Fulfill the requirements of the NOFA as Community Based Organization (CBO) and team member by:
  1. Supporting the Regional Team Prime in their role as the single entity representing the region and who is responsible for coordinating the activities of each team member to complete the regional action plan;
  2. Actively participating in Program meetings and activities;
  3. Providing review and feedback on draft products and final deliverables;
  4. Submitting to the Regional Team Prime timesheets, receipts, and other documents necessary to support requests for reimbursement when requested, on a monthly basis;
  5. Providing review and feedback on interim and final deliverables;
* Attend all meetings;
* Provide data and information as requested;
* Identify potential resilience projects and initiatives;
* Coordinate and communicate with the Regional Team Prime and other team members.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature & Title of Responsible Party)

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(Print name)