

Resilient NJ

Regional Planning
for a Stronger New Jersey

Grant Application

Application Checklist:

- Cover Page
- Proposal Narrative
- Resumés
- Budget
- Proof of Nonprofit Status Acceptable to the Department, such as a 501(c)3 Certificate
- Audit or Financial Statement
- Most recent 990 or 990 EZ
- Affidavit of Duplication of Benefits



Resilient NJ: Program Support Grant Application

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Resilient NJ: Program Support Grant Application

Overview

The Department of Environmental Protection (DEP) Office of Coastal and Land Use Planning (OCLUP) has worked with over 90 communities and other partners to develop tools and methods for resilience planning to address future flood conditions within New Jersey. As part of the National Disaster Resilience Competition, the United States Department of Housing and Urban Development (HUD) awarded New Jersey funds to advance these efforts within the nine counties designated Most Impacted and Distressed from Hurricane Sandy by HUD. The Resilient NJ Regional Resilience Planning Program will build on the existing efforts and capabilities within the state to create and implement creative regional planning solutions to address current and future flood-related hazards, enhance the value and integrity of the ecologic and economic resources in the region, improve public access and recreation opportunities, and reach underserved and socially vulnerable populations in both riverine and coastal communities.

In October 2018, the DEP announced grant awards for with four multi-municipal regions to participate in the Resilient NJ program. With the support of Consultant Teams, funded by the DEP, these regions will develop Regional Resilience and Adaptation Action Plans (Action Plans), by following the process outlined briefly on page 8. In addition to these regional projects, OCLUP is seeking proposals for projects that will advance resilience planning capabilities or capacity in New Jersey and provide additional support for the Resilient NJ program. There are a number of identified topic areas in which additional work could support these regional planning projects and enhance future resilience planning efforts in New Jersey. These are described on page 4. Eligible projects include, but are not limited to, providing research, guidance documents, tool development, trainings, communication materials or campaigns or other efforts that directly support regional resiliency planning in New Jersey.

Program Objectives

The overall purpose of the Resilient NJ Program is to fund collaborative regional planning projects that will:

- Identify and address gaps in flood resiliency planning within selected regions;
- Reach underserved populations, ensure representation and participation from socially vulnerable populations, and address their needs and risks;
- Develop innovative and implementable solutions that increase flood resilience in both the short- and long-term;
- Implement or advance prioritized actions that will reduce the risk of flood-related hazards to the regions;
- Enhance the value and integrity of the ecological, recreational, and economic resources in the regions;
- Ensure collaboration among a wide variety of stakeholders.

Additional information on the Resilient NJ program may be found at <https://www.nj.gov/dep/oclu/resilientnj/>.

Resilient NJ: Program Support Grant Application

What Types of Projects Are Eligible?

This funding opportunity seeks to fund projects and activities that support the program objectives and enhance regional resilience planning in New Jersey. Eligible project types include, but are not limited to, providing research, guidance documents, tool development, trainings, communication materials or campaigns or other efforts that directly support regional resiliency planning in New Jersey. Proposals may be designed to enhance existing resources, tools, or methodologies, or create new resources that expand the knowledge or capabilities for local or regional resilience planning efforts in New Jersey. Applicants are encouraged to review the OCLUP website (www.nj.gov/dep/oclup) and the NJ Coastal Management Program website (www.nj.gov/dep/cmp) for a better understanding of existing or previous projects. This opportunity is not limited to enhancing resources or tools created by or for the DEP.

Grant proposals should fit into one of the following categories:

- Engagement of Socially Vulnerable Populations
Projects in this category may provide research, tools, or guidance on engagement best practices.
- Ecological Enhancement or Restoration
Projects in this category should enhance the ability to identify, develop, manage, monitor, or otherwise understand ecological resilience projects. Note that neither the development of architectural or engineering drawings, nor the construction of ecological projects, is permitted through this funding opportunity.
- Risk Communication
Projects in this category may include the development of any materials or activities that improve the ability of decisionmakers or the public to understand and respond to the risks of flooding, and/or create materials to aid practitioners in communicating about risk.
- Adaptation and Mitigation Financing
Projects in this category should enhance the knowledge and understanding of ways that state, regional, and local governments may finance resiliency planning, programs, or projects. Although engineering and architectural drawings and construction are not directly eligible for funding as part of this program, research into methods for financing these activities is permissible.
- Innovative Resiliency Planning Program Support
Projects in this category are those that do not fit into one of the previous categories but demonstrate an ability to enhance resiliency planning at the state, regional, or local level.

Up to eight proposals will be selected based on the application criteria outlined on page 10 below. It is not guaranteed that a proposal from each category will be selected.

Resilient NJ: Program Support Grant Application

Amount of Money in the Grant Program

The U.S. Department of Housing and Urban Development (HUD) awarded the State Community Development Block Grant Disaster Recovery funds through the National Disaster Resilience Competition to facilitate regional resiliency planning. Of that award, \$250,000 has been approved to provide grants to non-governmental organizations to provide program support for the Program.

The minimum award will be no less than \$20,000 and the maximum award no greater than \$100,000. Up to eight awardees will be selected based on the selection criteria and the funds available. The DEP will review the submitted budget and proposed costs and recommend an award amount, which may differ from the requested amount.

Who is Eligible?

Eligible entities are nonprofit and tax-exempt organizations.

Entities that are receiving funds to participate in the Resilient NJ program through another grant or contract are not excluded from this funding opportunity, provided that the work being proposed does not represent a duplication of benefits or a conflict of interest. Entities may submit more than one proposal.

What Types of Expenses Qualify for Funding?

The grants awarded to successful applicants may cover personnel (salaries/fringe benefits), other direct costs (e.g., supplies, printing, mailings, public notice publication, travel), and indirect costs. Indirect, fringe benefits, or administrative costs should be estimated using an approved negotiated cost agreement. Entities that do not have such an agreement can elect to charge a de minimis rate at 10% of modified total direct costs. If available, please attach a copy of the agreement to the application submission.

Projects must comply with HUD requirements for “Planning-Only Activities”, which include data gathering, studies, analysis, and preparation of plans. Funds cannot be used for creating engineering or architectural drawings in support of construction. At no point will construction occur as part of this program. However, these funds can be used to advance analysis for long-range planning and solutions.

Costs incurred during the grant award period are eligible. Costs associated with drafting proposals are not eligible for reimbursement. Costs associated with grant-required activities (i.e. kickoff meeting) that occur prior to the execution date of the grant agreement, but after the applicant receives written confirmation of grant award, may be eligible with approval from the DEP.

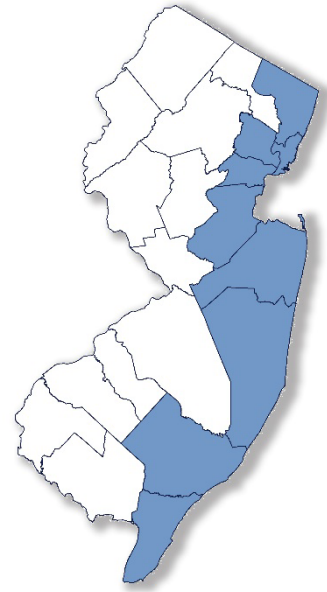
Resilient NJ: Program Support Grant Application

Where Will the Work Take Place?

This grant opportunity does not require applicants select a specific geographic area for a project. Applicants are encouraged to submit proposals for projects that will benefit any resilience planning efforts in New Jersey. However, the funds awarded by HUD are expected to inform regional resilience planning throughout the nine counties designated Most Impacted and Distressed from Superstorm Sandy by HUD (Bergen, Hudson, Essex, Union, Middlesex, Monmouth, Ocean, Atlantic, and Cape May Counties). Projects designed to benefit a specific geographic region outside of this area, may be ineligible for this opportunity.

Each of the four multi-municipal regions that have been funded through the Resilience NJ fall within the shaded region. The four regions are:

- Jersey City Team – Jersey City, Newark, Hoboken, Bayonne, the HOPES Community Action Partnership and the Ironbound Community Corporation;
- Middlesex County Team – Middlesex County Office of Planning, Old Bridge, Perth Amboy, Sayreville, South River, Woodbridge and the Lower Raritan Watershed Partnership;
- Long Beach Island Team – Long Beach Township, Barnegat Light, Beach Haven, Harvey Cedars, Ship Bottom, Surf City and the Long Beach Island Community Center; and
- Ventnor Team – Brigantine, Atlantic City, Ventnor, Margate, Longport, Northfield, Pleasantville, Atlantic County and the American Red Cross.



Resilient NJ: NGO Program Support Grant Application

Resilient NJ Program Timeline

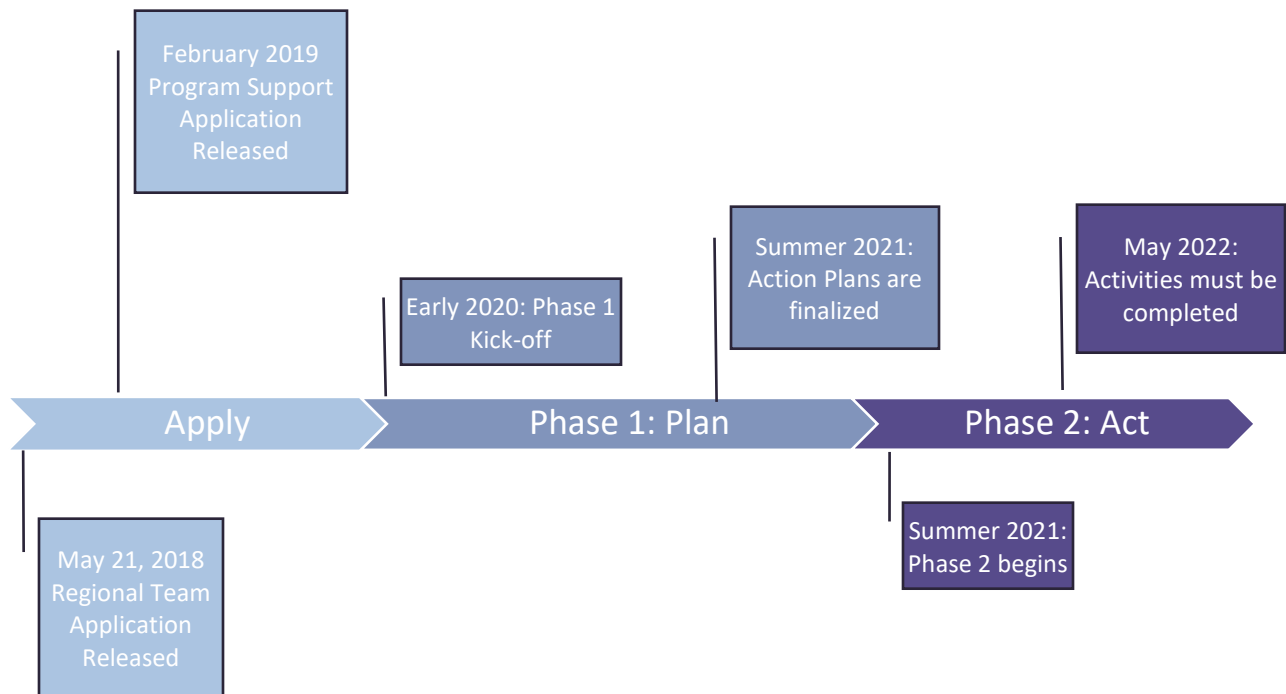
Grant application in response to this funding opportunity must be received by May 31st, 2019.

The Resilient NJ program has two phases: the planning phase and the implementation phase. The activities of each phase are described on page 8 of this application. All activities in the Resilient NJ program must be completed by May of 2022. No extensions will be possible.

How do potential projects fit into the Resilient NJ program timeline?

NGOs conducting program support for Resilient NJ will not directly support the development of Action Plans. However, products and resources developed by NGO grantees should be completed in time to be utilized by the Consultant and Regional Teams at appropriate stages of the program. For example, research on strategies that might be incorporated into Action Plans must be complete before the Consultant Teams begin developing scenarios for the regions.

The general timeline for the program is illustrated below.



Resilient NJ: Program Support Grant Application

Resilient NJ Regional Planning Process

Below is a brief overview of the process for development of the four Action Plans under the Resilient NJ program. This information is included as background to understand the existing framework for resilience planning in New Jersey. It is not expected that proposals specifically respond to supporting the development of the Action Plans directly. It is preferred that proposals seek to increase understanding or capacity to further enhance the effectiveness of resilience planning in NJ.

Phase 1

Phase 1 of the program is the Planning Phase. During this Phase, Consultant Teams will work with Regional Teams to develop Action Plans. This phase includes the following steps:

Community Outreach

Regional Teams will help the Consultant Teams identify local stakeholders and appropriate outreach methods for community engagement. Feedback and engagement with the communities will be expected at every stage of the project including, but not limited to, identifying community assets.

Asset Identification and Risk Assessment

Regional Teams will work with the Consultant Teams and OCLUP to map community assets, identify socially vulnerable populations, as well as existing planning and policy gaps. The Resilient NJ program will provide data and specific modeling to assess the risks posed by future flood conditions under both various increases in sea level rise, as well as both coastal storm and precipitation events.

Resiliency Scenarios

The flood risks faced by most New Jersey communities are multi-faceted and cannot be addressed through a single action. To address this, Regional Teams, in coordination with the Consultant Teams, will propose multiple “scenarios”, each of which will include a number of projects, mitigation and planning actions to address the specific risks and unique vulnerabilities of the region while meeting local priorities.

Creating the Plan

The Consultant Teams will present scenarios to the Regionals Team and provide a detailed evaluation on each scenario. The methodology for the evaluation has been established for the Resilient NJ program. The scenarios will be reviewed and prioritized by the Regional Teams, with input from the community and stakeholders. After the scenario is finalized by the Regional Teams, the Consultant Teams will prepare the Action Plans for review by the Regional Teams and OCLUP.

Phase 2

Implementation of Projects and Actions

As part of the budget for the Consultant Teams there will be funds set aside for implementing activities included and prioritized through the Action Plan. The selected activities must comply with HUD rules and regulations, which require that these funds be used for “planning only” activities as described on page 4.

Resilient NJ: Program Support Grant Application

Application Requirements

To be considered for funding, applicants must include all of the following:

Cover page

Each application must include a cover page that includes:

- Name of the project
- Project category (see page 4)
- Proposed total budget
- Applicant organization (Lead applicant if a team proposal)
- Principal Investigator name and contact information (mailing address, email, phone)
- Partner Applicant organizations (if a team proposal)

Proposal Narrative

Each application must include a narrative that includes:

- Description of the project
- Timeline
- Qualifications of Personnel
- Demonstration of experience/capacity

Resumés of Key Personnel

Budget Proposal

(Please use Appendix B: Budget Template)

Proof of Nonprofit status acceptable to the Department, such as a 501(c)3 certificate

Audit or Financial Statement

- Copy of the NGO's most recent independent audit. If an applicant expends over \$100,000 but less than \$750,000 in federal or state grants in a fiscal year, it must submit the most recent Financial Statement Audit or Program Specific Audit (if there were expenditures from only one program). If the applicant expends less than \$100,000 in federal or state grants in a fiscal year, it is exempt from Federal and State audit requirements. In this case, a financial statement signed by a Certified Public Accountant must be submitted instead. The guidelines of Circular Letter 15-18 OMB must be followed; they can be found at https://www.state.nj.us/infobank/circular/cir1508_omb.pdf.

Most recent 990 or 990 EZ

Duplication of Benefits Affidavit

- Signed Duplication of Benefits form signed by an authorized representative of each participating entity that may receive funds from the Program. *(Please use Appendix A: Duplication of Benefits Affidavit)*

Any additional information should be submitted as appendices. Appendices should be limited to materials that directly support the main body of the proposal (e.g., detailed budget information, resumes, references, lists of relevant work products or reports, data sources, detailed budget information, letters of collaboration, letters of support, lists of data sources, and maps).

Resilient NJ: Program Support Grant Application

How to Put Together a Winning Application

Resilient NJ is seeking applications that demonstrate a commitment to the project objectives and that advance resiliency planning in New Jersey. Applications will be scored and ranked based on the criteria below. The maximum score is 100 points. Proposals will be evaluated and selected based on the likelihood that project outcomes will improve regional resilience planning in New Jersey through use in the Resilient NJ Program and the planning efforts through OCLUP.

Relevance of project proposal (40 points)

- Describe how the project meets the overall objectives of the Resilient NJ program and supports or enhances resiliency planning in New Jersey.

Feasibility of project proposal (30 points)

- Describe the steps that will be taken to implement the project proposal.
- Identify challenges that may hinder completion of the project and how the NGO will address those challenges.
- Describe how the proposal aligns with the timeline of the Resilient NJ program. Actions and deliverables should be completed in time to be relevant to Regional Teams (see Resilient NJ Program Steps above).
- Provide a budget justification that shows how the project will be completed with the amount of funds requested.

Demonstration of capacity (30 points)

- Describe the experience of the NGO in completing projects of a similar size and scope to what is being proposed.
- Highlight any experience completing contracts with the State of NJ and/or with working under Community Development Block Grant guidelines.
- Describe the experience of identified team members.

Resilient NJ: Program Support Grant Application

Application Submission

Both electronic and hard copies of the application are required. **One electronic copy** of the application and all required documents must be submitted to DEP at ResilientNJ@dep.nj.gov by **12:00 P.M. EST on May 31st, 2019** to be eligible for funding. Additionally, three hard copies of the proposal narrative, resumés, and budget proposal and one hard copy of all other required documentation **postmarked on or before 12:00 P.M. EST on May 31st, 2019** must be sent to:

Attn: Carmen Valentin
New Jersey Department of Environmental Protection
Office of Coastal and Land Use Planning
P.O. Box 420 Mail Code 401-07B
Trenton, NJ 08625-0420

A notice of receipt for both the hardcopies and electronic copies will be provided to the applicant by email. An applicant that submits an incomplete application shall be deemed ineligible.

Problems with electronic submission of the application should be directed to Carmen Valentin at ResilientNJ@dep.nj.gov, who can also be contacted at (609) 984-0058 from Monday through Friday, 9:00 am to 4:00 pm. All other inquiries regarding the application process must be submitted in writing to the email address above.

Requirements for Final Approval and Funding

The announcement and notification of all grant recipients will occur by September 30, 2019.

Successful applicants must comply with CDBG requirements. Each entity should review the CDBG-DR provisions for Subrecipients on the Resilient NJ website to ensure an understanding of the stated rules and regulations.

Prior to final approval and the award of funding, all participating entities must provide a final statement of work and budget agreed to by the applicant and the OCLUP.

What constitutes a Duplication of Benefits?

A duplication of benefits (DOB) occurs when:

- A beneficiary receives assistance, and
- The assistance is from multiple sources, and
- The assistance amount exceeds the need for a particular recovery purpose

Prior to award, each entity must certify this program does not duplicate any previously awarded funds for similar activities.

The DEP cannot provide guidance about whether any particular activity counts as a duplication of benefits. For more information, please visit:

<https://www.federalregister.gov/documents/2011/11/16/2011-29634/clarification-of-duplication-of-benefits-requirements-under-the-stafford-act-for-community>

Resilient NJ: Program Support Grant Application

Where do I go if I have more questions?

Please check out the Resilient NJ website www.nj.gov/dep/oclup/resilientnj/ for more information about the program.

There will be one in-person Question and Answer session and one webinar, dates and locations below. Unfortunately, staff at the DEP is not able to answer any questions about the grant application process over the phone; please direct questions to resilientnj@dep.nj.gov. All questions must be received in writing by 12:00 pm on April 22, 2019; responses will be posted on the program website.

March 19th, 2019

1:00 PM – 2:30 AM

NJ Civil Service Commission

44 South Clinton Ave

Trenton, NJ 08625

March 22nd, 2019

10:00 AM – 11:30 AM

Webinar

Please email resilientnj@dep.nj.gov to register for the webinar

Resilient NJ: Program Support Grant Application

Appendix A: Duplication of Benefits Affidavit

The Duplication of Benefits Affidavit can be downloaded from the Resilient NJ website at www.nj.gov/dep/oclup/resilientnj/ under Program Documents, Grant Application Documents for Program Support.

Resilient NJ: Program Support Grant Application

Appendix B: Budget Template

The budget template can be downloaded directly from the Resilient NJ website at www.nj.gov/dep/oclup/resilientnj/ under Program Documents, Grant Application Documents for Program Support.

EVALUATION CRITERIA

Resilient NJ Program Support

Organization Name _____ Project Title _____

CRITERIA	MAXIMUM POINTS	SCORE
Relevance of project proposal	40	
<ul style="list-style-type: none"> • <i>Project meets the overall objectives of the Resilient NJ program;</i> • <i>Project supports or enhances resiliency planning in New Jersey.</i> 		
<p><i>Comments:</i></p>		
Feasibility of project proposal	30	
<ul style="list-style-type: none"> • <i>Steps that will be taken to implement the project proposal;</i> • <i>Challenges that may hinder completion of the project and how the NGO will address those challenges;</i> • <i>Proposal aligns with the timeline of the Resilient NJ program (Actions and deliverables should be completed in time to be relevant to Regional Teams);</i> • <i>Budget justification shows how the project will be completed with the amount of funds requested.</i> 		
<p><i>Comments:</i></p>		
Demonstration of capacity	30	
<ul style="list-style-type: none"> • <i>Experience of the NGO in completing projects of a similar size and scope to what is being proposed;</i> • <i>Experience completing contracts with the State of NJ and/or with working under Community Development Block Grant guidelines;</i> • <i>Experience of identified team members.</i> 		
<p><i>Comments:</i></p>		
TOTAL	100	

EVALUATOR # _____ DATE: _____