



## State of New Jersey

Highlands Water Protection and Planning Council  
100 North Road (Route 513)  
Chester, New Jersey 07930-2322  
(908) 879-6737  
(908) 879-4205 (fax)  
[www.nj.gov/njhighlands](http://www.nj.gov/njhighlands)



**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**CARL J. RICHKO**  
*Chairperson*

**LISA J. PLEVIN**  
*Executive Director*

# Environmental and Economic Sustainability Grant Awards Program

The Highlands Council is pleased to announce a supplement to its Regional Master Plan (RMP) implementation grant program: the Environmental and Economic Sustainability Grant Awards Program. Applications for innovative proposals that will implement the goals, policies, and objectives of the Highlands RMP are now being accepted.

The focus of this program is on the specialized interests of the commissions, subcommittees, and related non-governmental organizations (NGOs), which are organized to manage and enhance resources within Highlands localities. The program will provide planning grants designed to protect/enhance any RMP-related resource in the community, including but not limited to environmental, historic/cultural, farmland, open space, shade tree, green building/energy, and/or pedestrian trail resources. Grants will also apply to sustainable economic development (including downtown revitalization), tourism planning, Highlands environmental education, agricultural business retention/enhancement, and any other RMP-compatible initiatives. Refer to the attached "New Jersey Highlands Council Municipal and County Grant Funding" for suggested project topic areas.

**Eligible Applicants:** All applications must be submitted by a New Jersey Highlands county or municipality that has a petition for plan conformance in good standing. Applications for projects are not limited to the conforming portion of the municipality or county. Applicants are encouraged to work in partnership with the organizations referenced above, who may facilitate the completion of the proposed projects.

**Criteria:** Grant funding will only be awarded for projects that further, assist, and/or implement a goal, policy, and/or objective of the Highlands RMP. Grant awards cannot be provided for projects that propose activities other than planning initiatives. Reimbursements are contingent upon submission and approval of completed tasks. All funding is reimbursement-based, as per new and/or existing grant agreements between the Highlands Council and the municipal or county governing body. All applications are subject to review by the Highlands Council Plan Conformance Committee and may require an authorizing resolution by the Highlands Council at a regularly scheduled monthly meeting before an award is issued. No work on the proposed project should begin prior to the approval of an award. The only invoices eligible for reimbursement will be those that are dated after the grant award date.

**Maximum Award:** \$50,000 per applicant.

**Application Package:** The application package shall include the following items to be considered complete:

1. **Application Form**, a municipal official must completely fill out, sign the form and attach any applicable information.
2. **Scope of Work**, provide a scope of work for the project listing objectives, tasks, deliverables, timelines, costs and personnel.
3. **Letter of Support** from project partners (if applicable), describing the partners' identified goals for the project and expected results for the locality.
4. **Governing Body Resolution** (not required), if necessary, demonstrating the body's support of the grant application and providing authority for the municipality to enter into a grant agreement with the Highlands Council.
5. **Additional Information**, as appropriate.

**Deadline:** The Environmental and Economic Sustainability Grant Awards Program is an open-ended grant program with limited funding. Applications will be reviewed as they are received and qualifying projects will be awarded grants pending availability of funds.

**Attachments:**

1. Environmental and Economic Sustainability Grant Awards Program Application Form
2. Grant Financial and Performance Reporting Guidance
3. New Jersey Highlands Council Municipal and County Grant Funding

**For more information:**

You may contact the Highlands Council at (908) 879-6737 or via email [highlands@highlands.nj.gov](mailto:highlands@highlands.nj.gov) with questions regarding the grant application, required submittal materials or for additional information about the Environmental and Economic Sustainability Grant Awards Program.

# Environmental and Economic Sustainability Grant Application

## Applicant Information

Applicant (municipality/county): \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Conformance Status

Conformance Petition:    Preservation Area     Planning Area     Both

Date of Plan Conformance Petition Approval by Highlands Council (if applicable): \_\_\_\_\_

## Project Details

Project Name (attach Scope of Work): \_\_\_\_\_

Project partners, if applicable (Applicant may partner with entities that manage, enhance or have an interest in resources of the Highlands Region.): \_\_\_\_\_

RMP Goals, Policies and/or Objectives project will address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicable Highlands Council Guidance materials used: \_\_\_\_\_

Anticipated Deliverables (from Scope of Work):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Timeline for completion (start and completion dates): \_\_\_\_\_

Funding Requested (maximum award \$50,000): \_\_\_\_\_

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

*Attach all additional information to this application form.*

## **GRANT FINANCIAL AND PERFORMANCE REPORTING GUIDANCE**

In accordance with the Highlands Council Plan Conformance Grant Contract Section XIX for conforming municipalities and counties, the following grant conditions are required.

- A. The Grantee is required to submit a final deliverable at the conclusion of the completed project.
- B. The Grantee shall submit interim performance quarterly reports as prescribed by the Highlands Council; however, the reporting time frame may be modified with approval from the Highlands Council and shall not be required less frequently than annually.
- C. Extensions to reporting and deliverable due dates may be granted upon written request to the Highlands Council.
- D. If reports are not submitted as required, the Highlands Council may, at its discretion, suspend payments on this grant. The State of New Jersey may, at its discretion, take such action to withhold payments to the Grantee on this or any grant with other State agencies until the required reports/deliverables have been submitted.

## **HIGHLANDS COUNCIL QUARTERLY REPORTING REQUIREMENTS**

Quarterly Reports shall include the current status of each task activity; the budget details including a percent complete status; anticipated task results for the next 90 days; and comments or concerns. Please note completed task do not need to be included in the quarterly reporting details. The quarterly report shall be submitted to the Highlands Council Liaison on an agreed upon schedule and format. In some cases work deliverables, as defined in the approved scope of work, may be substituted for quarterly reports.



## State of New Jersey

Highlands Water Protection and Planning Council  
100 North Road (Route 513)  
Chester, New Jersey 07930-2322  
(908) 879-6737  
(908) 879-4205 (fax)  
[www.nj.gov/njhighlands](http://www.nj.gov/njhighlands)



## NEW JERSEY HIGHLANDS COUNCIL Municipal and County Grant Funding

The Highlands Council offers grant funding and assistance to support the development and implementation of a wide range of planning initiatives. Following are some examples of the types of efforts that can be funded for municipalities and counties interested in working with the Council to bring local planning program documents into alignment with the Highlands Act and Regional Master Plan (RMP). An *Initial Assessment Grant* is also available to review local planning program documents and assess existing alignment with the Highlands RMP. Please note that all Highlands Council grant programs are reimbursement-based, and contingent upon available funding and approved Scopes of Work.

### Land Use and Development

- **Sustainable Economic Development Planning:** Identify and promote economic initiatives that are in keeping with community character, environmental protection needs and market conditions (including market feasibility analyses, tourism, downtown revitalization planning).
- **Highlands Redevelopment Area Planning:** Identify potential areas appropriate for redevelopment. The designation of a Highlands Redevelopment Area allows certain waivers from the requirements of the RMP and the NJDEP Highlands Rules.
- **Highlands Center Planning:** Identify and provide planning for a Highlands Center Designation plan. A Highlands Center is an area that is recognized as appropriate for growth to support economic balance in the Highlands Region, while protecting critical natural and cultural resources.
- **Green Building and Environmental Sustainability Planning:** Municipal master plan element that provides for, encourages, and promotes the efficient use of natural resources including low impact development, green infrastructure and green building standards.
- **TDR Feasibility Analysis and Implementation:** Demographic/market/financial analyses to determine the feasibility of establishing a Transfer of Development Rights (TDR) program within a municipality and/or establishing a Highlands TDR Receiving Zone in a municipality. (Available for any municipality in the state)
- **Housing Element and Fair Share Plan:** Prepare and update a municipal Housing Element and Fair Share Plan (not including related legal costs).
- **Municipal Master Plan Reexamination and Updates:** Complete a comprehensive review of municipal master plan and update elements as needed.

## Highlands Council Municipal and County Grant Funding

### Infrastructure

- **Stormwater Management Planning:** Develop a municipal wide plan incorporating Highlands specific standards, including mapping through the use of an NJDEP app, mitigation and stormwater ordinance provisions.
- **Water Use and Conservation Management Planning:** Identify water usage in the community and offer strategies to reduce consumption and conserve water.
- **Alternative Wastewater Planning:** Develop a wastewater alternative treatment plan, particularly for municipalities currently not served by adequate wastewater treatment facilities or with significant public health and safety issues related to failing individual subsurface disposal systems (septic systems).
- **Wastewater Management Plans:** Develop a Wastewater Management Plan that meets all NJDEP requirements and address all Plan Conformance requirements. In addition, the Highlands Council will interact with NJDEP to expedite their approval of the WMP.
- **Septic System Management/Maintenance Planning:** Address specific water quality issues related to septic density and maintenance, as may be identified in a municipal wastewater management plan.

### Resource Management

- **Lake Management Planning:** Identify water quality/quantity issues affecting lakes and develop long- and short-term strategies to protect, restore, and enhance lake aquatic resources to support lake ecosystems, wildlife and human recreational use.
- **Stream Corridor Protection/Restoration Planning:** Identify specific streams and other water bodies that need protection and restoration and provide a plan to implement those initiatives.
- **Water Quality Monitoring:** Provides planning and implementation of water quality monitoring for streams, lakes, rivers or groundwater.
- **Habitat Conservation & Management Planning:** Develop municipal- or county-specific guidance on the protection of endangered and threatened species.
- **Forest Stewardship Planning:** Develop municipal- or county-specific plan for the stewardship and management of forests, both public and privately owned. Can include model ordinances for local adoption.
- **Scenic Resource Management Planning:** Identify and develop protections for scenic resources within the municipality.

## Highlands Council Municipal and County Grant Funding

### Recreation and Preservation

- **Land Preservation & Stewardship Plan:** Identify lands prioritized for preservation and outline strategies for acquisition and stewardship.
- **Farmland Preservation & Agriculture Retention Plan:** Develop a plan for farmland preservation and for improving the viability of the agriculture industry, including but not limited to integrated pest management, value added facilities, agritourism and marketing.
- **Historic Preservation Planning and Cultural Resource Inventory:** Develop municipal, county, or specific historic district preservation plan, archaeological identification and protection plan or cultural resource inventory.
- **Trails and Recreation Planning:** Planning for trails networks and other recreational facilities that further the goals of the RMP and the Highlands Act.
- **Open Space and Highlands Development Credit Purchase Programs:** Matching grants for land preservation projects and a Highlands Development Credit purchase program for the purchase of property development rights.

For additional information, please contact the Highlands Council at (908) 879-6737.