



**THE BERGEN COUNTY OPEN SPACE,
RECREATION, FLOODPLAIN PROTECTION,
FARMLAND & HISTORIC PRESERVATION
TRUST FUND**

INSTRUCTIONS & APPLICATION FORM

**for
YEAR 2020
FLOODPLAIN PROTECTION PROJECTS
in the
TRUST FUND COUNTY PROGRAM
by
Bergen County Municipalities**

NOTICE

Please contact Adam L. Strobel, Director, Bergen County Division of Land Management, Department of Parks, if interested in submitting an application.

Call 201-336-6458 or email at: astrobel@co.bergen.nj.us.

Thank you for your interest in a [Floodplain Protection Application](#) to the County of Bergen's Open Space, Recreation, Farmland & Historic Preservation Trust Fund Program for 2020.

Enclosed please find the application form and instructions for **floodplain protection acquisition projects** to be submitted by a Bergen County municipality to the Trust Fund County Program's 2020 funding round.

The deadline to submit the completed application, including all required attachments, is **Friday, May 15, 2020**.

The Division of Open Space and the Trust Fund Public Advisory Committee will begin its reviews and conduct site visits during the fall and winter seasons. It is anticipated that final funding approvals by the Board of Chosen Freeholders would occur in December 2020.

APPLICATION INSTRUCTIONS

The following guidance is provided to assist you in the completion of your application.

- **Applicant** – Provide the name, title, telephone, and email address of the local government submitting the application and the contact person(s).
- **Letter of Intent** – Has a letter been filed with NJ State Police and/or FEMA?
- **FEMA** – Has an application been submitted to FEMA?
- **NJDEP Blue Acres Program** – Has an application been submitted to NJDEP Green Acres?
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- **Floodplain Acquisition Plan** – Has a FAP been prepared? See Bergen County Trust Fund Floodplain Protection Program Partnership Rules Document on the Trust Fund webpage.
- **Project Area Information** – Identify property address and tax listing information.
- **Project Area Description** – Describe the project area neighborhood. Describe area flooding events.
- **Funding/Cost Estimates** – How much is being from the County Trust Fund?
- **Public Hearing** – A legally-noticed public hearing is required prior to submission of the application. Include a copy of the legal advertisement announcing that public comment will be heard on the application.
- **Appropriate Endorsement** – Projects *must* have a current year (2019) resolution(s) of endorsement from the appropriate governing body(ies), which has been passed *before* submitting the application. See the sample. The minutes of that portion of the public meeting in which the public has commented on the application must be submitted.
- **Certification and Signature of Applicant** – The application must be signed and properly certified.

SUBMISSION INSTRUCTIONS

Assemble all of the application forms and all required attachments. This packet constitutes your entire application. **Complete applications must be received by 4:00 PM on Friday, May 15, 2020.**

Submit it to:

Adam L. Strobel c/o Division of Land Management One Bergen County Plaza, 4 th Floor Hackensack, New Jersey 07601-7076

2020 Bergen County Floodplain Protection Program "Locally Funded Project" Application



Complete and submit with all required attachments to:
Adam Strobel, Program Coordinator
County of Bergen, Division of Land Management
One Bergen County Plaza
Hackensack, NJ 076001
Phone: 201-336-6458
E-mail: astrobel@co.bergen.nj.us

<p>For Bergen County Use Only:</p> <p>Date Rec'd: _____</p> <p>Reviewer: _____</p>

Application Deadline: Friday, May 15, 2020

Municipality: _____

Contact Person, Title: _____

Work Phone: _____ **E-mail:** _____

Alternate Contact Person, Title: _____

Work Phone: _____ **E-mail:** _____

- Is this application the result of a nationally-declared disaster? Yes No

Disaster name and date: _____

- Has a **Letter of Intent (LOI)** been filed with the NJ State Police/FEMA?

Yes No Date: _____

Current Status: Pending Approved Rejected

- Has application been made to another funding agency?

Yes No *If Yes, please answer below.*

- **FEMA** Yes No Date: _____

Current Status: Pending Approved Rejected

- **NJ-DEP - Blue Acres** Yes No Date: _____

Current Status: Pending Approved Rejected

- **NJ-DEP - Green Acres** Yes No Date: _____

Current Status: Pending Approved Rejected

- Has a Floodplain Acquisition Plan (FAP) been developed for your municipality?

Yes No

Property Information (make copies of this page, as necessary)

Properties (in order of priority):

Project Area*	Priority #	Address	Owner	Block	Lot	Value Estimate (assessed value)

* As identified in the municipal Floodplain Acquisition Plan (FAP)

Description (general location, flood events, project area)

Funding / Cost Estimates

TOTAL PROJECT COST: \$ _____

Amount requested from Bergen County (up to 75%): \$ _____

Municipal Match: \$ _____

Source of Municipal Match: _____

Please note that Bergen County's acquisition cost share and reimbursement of soft costs will not exceed 75%.

APPLICATION - Check List

Note: This checklist should be returned with your completed application.

- 1. _____ **Application Form**
- 2. _____ **Public Hearing Certification** (*template – page 4*)
- 3. _____ **Official Affidavit of Publication** from newspaper showing date of publication of advertisement (Bergen County application must be mentioned in the advertisement)
- 4. _____ **Minutes from the Public Hearing** (portion pertaining to application only)
- 5. _____ **Municipal Resolution of Support** – authorizing submittal of this application (*template – page 5*)

I, _____ (name of authorized official), hereby certify to the best of my knowledge that the information provided within this Bergen County Application Form is complete and true.

_____ Signature of Mayor	_____ Attest
Mayor of _____	_____ Title of Attestor
_____ Date	_____ Date

PUBLIC HEARING CERTIFICATION

In accordance with the rules and regulations of the Bergen County Open Space, Recreation, Floodplain Protection, and Farmland and Historic Preservation Trust Fund. (Trust Fund), the

Governing Body of _____ conducted a public hearing on
(Municipality)
this Floodplain Protection Program application on _____.
(date: mm/dd/yyyy)

Clerk's Signature

Notes:

1. The public hearing for this application may occur during the normally scheduled municipal governing body meeting, but the hearing must be advertised independently of the normal meeting schedule. (Bergen County Floodplain Protection Program application must be mentioned in the advertisement) **Failure to meet this requirement will necessitate re-advertisement and repetition of the public hearing.**
2. The public hearing legal advertisement (Public Notice) must be published at least 10 calendar days prior to the date of the hearing. In addition to the legal advertisement, a display advertisement must be published at least fifteen (15) days prior to the meeting and specify a public hearing on the Trust Fund application. The size of advertisement must not be smaller than 1/8 page - Vertical or Horizontal. The text for the legal advertisement and display advertisement should be identical. **Failure to meet either of these requirements will necessitate re-advertisement and repetition of the public hearing.**
3. A formal governing body resolution authorizing submittal of the application must be submitted to fulfill application requirements.

(Name of Municipality)

**MUNICIPAL RESOLUTION OF SUPPORT
Bergen County Floodplain Protection Program Application**

WHEREAS, the Borough/City/Township/Village of _____
 (“Borough/City/Township/Village”) desires to acquire properties for the purpose of floodplain protection; and

WHEREAS the acquisitions consist of a total of (number in written form) (#) properties as follows in order of priority:

PROJECT AREA: _____

Priority Properties

- # 1 – (address) - Block _____, Lot _____
- # 2 – (address) - Block _____, Lot _____
- # 3 – (address) - Block _____, Lot _____
- # 4 – (address) - Block _____, Lot _____

WHEREAS the (Name of Municipality) desires to apply for a grant through the Bergen County Floodplain Protection Program for the funding of the acquisition of the listed properties with this application; and

WHEREAS the (Name of Municipality) desires to authorize the execution and submission of said application to the Bergen County Floodplain Protection Program and the acceptance of said funds in the event the (Name of Municipality) is awarded the grant.

NOW, THEREFORE BE IT RESOLVED by the Governing body of the (Name of Municipality), County of Bergen, State of New Jersey as follows:

1. The (Name of Municipality) hereby authorizes and endorses the application for a Bergen County Floodplain Protection Grant for the acquisition of properties in the _____ Project Area; and
2. The Municipal Council hereby authorizes and directs the Business Administrator and/or Mayor to execute said application and together with all other appropriate officers, employees, and professionals of the (Name of Municipality) are hereby authorized and directed to take any and all necessary steps to effectuate the purposes of this resolution;
3. The (Name of Municipality) hereby authorizes the acceptance of said grant funds in the event the same is awarded; and
4. This resolution shall take effect immediately.

I, _____, Municipal Clerk of the (Name of Municipality), do hereby certify the above to be a true and exact copy of a Resolution adopted by the Governing Body of the (Name of Municipality) at their regular meeting held on _____.