



## Noncontiguous Cluster Planning Grant Program 2013-2014 Grant Overview

**Application Deadline: Friday, Feb. 28, 2014, 5:00 pm**

### GRANT BASICS:

Recent revisions to New Jersey's Municipal Land Use Law (P.L.2013, c. 106) enhance municipal land-use tools to direct development and enhance preservation outcomes through the use of noncontiguous clustering. Municipalities interested in pursuing the use of noncontiguous cluster in their communities are encouraged to apply for a competitive **\$5,000 planning grant** that can be used towards a noncontiguous cluster feasibility study, adoption of an ordinance or the significant improvement of an existing noncontiguous cluster ordinance.

### CLUSTERING BASICS:

Municipal authorization of noncontiguous clustering allows developers and landowners to work together to preserve land and build strong neighborhoods, giving towns more flexibility to encourage growth where it makes the most sense, while preserving land using private dollars. The noncontiguous cluster gives landowners and developers the **option** to build at a higher density on one or more sites and preserve other sites for parks, open space, historic preservation or flood control.

Setting up a noncontiguous cluster program requires municipalities to amend their master plans and development ordinances to designate areas for growth and for preservation. Noncontiguous clustering is voluntary, meaning that landowners and developers may choose whether to utilize the noncontiguous cluster option or develop under conventional zoning.

### GRANT ELIGIBILITY:

All municipalities in New Jersey are eligible to apply.

County agencies interested in pursuing a noncontiguous cluster ordinance or noncontiguous cluster feasibility study for one or more municipalities are also eligible to apply.

### MATCH REQUIREMENT:

Applicants are expected to provide a minimum match of \$5,000 (1-to-1). Applicants may provide up to half of their match through in-kind services.

### REQUIRED FOR SUBMISSION:

- 1) Application Cover Sheet
- 2) Project Narrative
- 3) Proposed Budget
- 4) Proposed Timeline
- 5) Municipal Resolution (sample attached)

### INFORMATIONAL WEBINARS:

New Jersey Future and its partners will host a two-part webinar series in December to discuss noncontiguous clustering and review the grant opportunity. The first webinar, on **Tuesday, Dec. 3**, from noon to 1:00 pm, introduces the enhanced clustering tools for a general audience. The second webinar, on **Tuesday, Dec. 10**, from noon to 1:30 pm, will examine the technical details associated with implementing a non-contiguous cluster plan, and is geared toward municipal planners and attorneys. New Jersey Future staff will be on hand to answer questions related to the grant. Both webinars are free. Register online for the webinar at New Jersey Future's noncontiguous cluster page: [www.njfuture.org/cluster](http://www.njfuture.org/cluster).

### ABOUT NEW JERSEY FUTURE:

New Jersey Future is a nonprofit, nonpartisan organization that brings together concerned citizens and leaders to promote responsible land-use policies. The organization employs original research, analysis and advocacy to build coalitions and drive land-use policies that help revitalize cities and towns, protect natural lands and farms, provide more transportation choices beyond cars, expand access to safe and affordable neighborhoods and fuel a prosperous economy.

### QUESTIONS AND MORE INFORMATION:

Please contact Nicholas Dickerson, Planning and Policy Analyst at New Jersey Future, [ndickerson@njfuture.org](mailto:ndickerson@njfuture.org) or 609.393.0008 x109.

*This grant has been made possible through the generosity of the Bunbury Company.*

# New Jersey Future Noncontiguous Cluster Planning Grant Program Additional Details

## The New Jersey Future Noncontiguous Cluster Planning Grant Program

This program provides competitive grants of up to \$5,000, with a matching-funds requirement, to New Jersey municipalities and counties to help cover the costs of developing land-use plans, ordinances, studies or document reviews that will foster more sustainable use of natural resources through the use of the noncontiguous cluster tool. Applicants can apply for up to \$5,000 towards the development of one or more of the following:

- Noncontiguous clustering\* ordinance
- Significant noncontiguous cluster ordinance revision
- Noncontiguous cluster feasibility study

*\*On Sustainable Jersey's "Actions for Sustainable Communities" list.*

*(See [www.sustainablejersey.com](http://www.sustainablejersey.com) for additional details about Sustainable Jersey's program requirements.)*

The grant and matching funds may be used to hire a consultant, and may be combined with other grants, if permitted under the terms of such other grant(s). *These grants are for new projects only. New Jersey Future will not award grants for projects that have already begun, or for which consultant services are already under contract.* Grants and matching funds may not be used for capital projects, equipment, software, engineering, surveyors or permit applications. Please do not include these items in the project budget.

### Who may apply?

To be eligible for this program, a county or municipality (or two or more municipalities applying together) must be located in New Jersey. Additional consideration will be given to towns that are registered and participating with the Sustainable Jersey program.

### Match Requirement:

Successful applicants are expected to provide a minimum match equal to the amount of the grant awarded.

A jurisdiction may provide up to half of its match through *in-kind services*; i.e., work performed on the grant project by municipal volunteers and staff, such as participation at meetings, information gathering, map or text development or review, publicity/public outreach activities, and preparation of progress reports. For the purposes of this program, the jurisdiction may count in-kind services at the following rates:

- Professional staff (planner, attorney, engineer, town administrator) @ \$30/hour
- Volunteers/commissioners/elected officials, office/administrative/public works staff @ \$15/hour

### Public outreach:

Each proposal must include a plan for public participation and outreach detailing specific activities, such as press releases, articles, resident surveys, website postings and public information/input meetings and exhibits.

### Project deadlines and payment of grant funds:

Grantee municipalities have until **March 31, 2015**, to complete their projects, and must submit a written midterm progress report to NEW JERSEY FUTURE by **Oct. 31, 2014**, and must be available for quarterly conference calls. Grantees will receive half of the grant award at the start of the project, with the balance available as a reimbursement at the completion of the project. To obtain reimbursement, a jurisdiction must complete all project tasks and reporting, provide a copy of the finished grant product (plan, report, study, ordinances, etc.) to NEW JERSEY FUTURE, and submit a final report that summarizes the project and documents expenditure of all funds, including in-kind services.

## Applications must include all of the following:

1. **Application Cover Sheet**
2. **Narrative/Proposal:** Describe the project, including what you will do, how you will do it, and what the final product(s) will be. Briefly explain how the jurisdiction will utilize the product(s) of the project to protect agricultural/natural/cultural resources and promote compact, walkable communities (max. 3 pages).
3. **Project Timeline/Work Plan:** A schedule of tasks, starting April 1, 2014, and ending by March 31, 2015, and who will complete them. NEW JERSEY FUTURE will use your work plan to draft a grant agreement between the jurisdiction and NEW JERSEY FUTURE. The work plan must include a kickoff meeting with the project team, consultant and a NEW JERSEY FUTURE representative.

Please use this format:

*July 1-31, 2012: Project team and consultant review /comment on NEW JERSEY FUTURE draft grant agreement; final agreement of milestones signed by mayor/freeholder and NEW JERSEY FUTURE.*

*Aug. 1-31, 2012: Project kickoff meeting with consultant and project team and NEW JERSEY FUTURE staff member; jurisdiction develops article/press release on project; consultant begins data collection.*

4. **Project Budget:** Itemize all costs and contributions, including in-kind services/activities. Consultant services and other costs should be based on actual proposals or quotes. If the jurisdiction requires an RFP (Request for Proposals) process for consultant services, include a statement in the application confirming that the town will finalize and release its RFP by May 1, 2014. NEW JERSEY FUTURE must approve the RFP before it is released.
5. **Governing Body Resolution:** Resolution must:
  - 1) Indicate an understanding of and support for the project,
  - 2) State that the grant is a *matching, reimbursement grant*, and
  - 3) Guarantee to provide matching funds (*state the amount of the match*, or a maximum "up to...") if the project is funded by NEW JERSEY FUTURE.

*Note: this item will require advance planning; please make sure to get the resolution on the governing body's agenda for a final vote before Feb. 28, 2014.*

**Application Deadline:** Applications must arrive at NEW JERSEY FUTURE by **5:00 pm, Friday, Feb. 28, 2014**. Electronic submission is preferred, and applications may be emailed to grant administrator Nick Dickerson at [ndickerson@njfuture.org](mailto:ndickerson@njfuture.org). Please call 609.393.0008 x109 after you have sent your application to ensure that it has been received.

If you need to submit your application in hard copy, **please provide two complete copies**, preferably double-sided, to:

New Jersey Future  
Attn: Grant Administrator  
137 West Hanover Street  
Trenton, NJ 08618

**Notification of grantees:** NEW JERSEY FUTURE will notify successful applicants by phone by April 1, 2014.

**Questions:** For questions about the grant program, contact Nick Dickerson, [ndickerson@njfuture.org](mailto:ndickerson@njfuture.org) or 609.393.0008 x109



## Noncontiguous Cluster Planning Grant Program 2013-2014 Application Cover Sheet

Name of jurisdiction \_\_\_\_\_ County \_\_\_\_\_

Street address (full) \_\_\_\_\_

Administrator \_\_\_\_\_ Phone \_\_\_\_\_

Administrator's e-mail \_\_\_\_\_ Mayor or freeholder \_\_\_\_\_

Jurisdiction's Sustainable Jersey status (select one from dropdown): Choose an item.

Please designate a primary local grant coordinator from the project who will be responsible to answer questions about this application and be the liaison to NEW JERSEY FUTURE. The consultant should not be the contact person/liaison.  
NEW JERSEY FUTURE may also contact the jurisdiction's administrator and other project members for background information.

Coordinator name \_\_\_\_\_ Coordinator title \_\_\_\_\_

Coordinator mailing address \_\_\_\_\_

Coordinator day phone \_\_\_\_\_ Coordinator e-mail \_\_\_\_\_

Title of project \_\_\_\_\_

25-word description of project:

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Do you presently have a noncontiguous cluster ordinance? (Select one from dropdown): Choose an item.

Intended use for funding (select one from dropdown): Choose an item.

Who developed this application? Name(s) \_\_\_\_\_

Amount being requested from NEW JERSEY FUTURE \$ \_\_\_\_\_ Jurisdiction cash match \$ \_\_\_\_\_

Value of jurisdiction's in-kind match \$ \_\_\_\_\_ Total value of project (add all three) \$ \_\_\_\_\_

Source(s) of jurisdiction's matching funds \_\_\_\_\_

List related land use grants applied for/pending by the jurisdiction:

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Date of last master plan revision: \_\_\_\_\_

SAMPLE RESOLUTION:

(To be placed on official letterhead)

RESOLUTION NUMBER \_\_\_\_\_

A RESOLUTION OF THE JURISDICTION OF \_\_\_\_\_, \_\_\_\_\_ COUNTY,  
NEW JERSEY, APPROVING AN APPLICATION FOR A GRANT UNDER THE NEW JERSEY FUTURE NONCONTIGUOUS  
CLUSTER PLANNING GRANT PROGRAM

WHEREAS, the State of New Jersey amended the Municipal Land Use Law in August 2013 to provide municipalities with more effective, fair and affordable tools to plan for livable neighborhoods and districts while preserving farmland, open space and historic sites, and

WHEREAS, the August 2013 amendments to the Municipal Land Use Law enhance municipalities' ability to direct development and preservation by enhancing the existing provisions for contiguous and noncontiguous clustering and lot-size averaging, and

WHEREAS, New Jersey Future promotes the development of such land use tools to strengthen communities while preserving open space, farmland, and important environmental and cultural assets, and

WHEREAS, the jurisdiction of \_\_\_\_\_, \_\_\_\_\_ County, New Jersey, understands the need to make land-use decisions that steer growth to the places where it does our economy, and our environment, the most good while preserving farmlands, open space and cultural assets from further development, and

WHEREAS, the NEW JERSEY FUTURE NONCONTIGUOUS CLUSTER PLANNING GRANT PROGRAM is offering competitive grant assistance for the development of a (noncontiguous cluster ordinance/noncontiguous cluster feasibility study/or significant noncontiguous cluster ordinance revision); and

WHEREAS, the governing body of \_\_\_\_\_, \_\_\_\_\_ County, New Jersey, desires to apply to the NEW JERSEY FUTURE NONCONTIGUOUS CLUSTER PLANNING GRANT PROGRAM for the preparation and development of a (noncontiguous cluster ordinance/noncontiguous cluster feasibility study/or significant noncontiguous cluster ordinance revision); and

WHEREAS, the governing body of \_\_\_\_\_, \_\_\_\_\_ County, New Jersey, acknowledges that competitive grants under the NEW JERSEY FUTURE NONCONTIGUOUS CLUSTER PLANNING GRANT PROGRAM require a minimum fifty percent (50%) match, and

WHEREAS, the governing body of \_\_\_\_\_, \_\_\_\_\_ County, New Jersey, acknowledges that competitive grants under the NEW JERSEY FUTURE NONCONTIGUOUS CLUSTER PLANNING GRANT PROGRAM will be awarded as a reimbursement, and

NOW THEREFORE BE IT RESOLVED by the governing body of \_\_\_\_\_, \_\_\_\_\_ County, New Jersey, as follows:

1. That the jurisdiction of \_\_\_\_\_ hereby approves the filing of an application for a grant under the NEW JERSEY FUTURE NONCONTIGUOUS CLUSTER PLANNING GRANT PROGRAM to prepare a (noncontiguous cluster ordinance/noncontiguous cluster feasibility study/or significant noncontiguous cluster ordinance revision).
2. That the anticipated grant request will be in the amount of \$ \_\_\_\_\_ for the project.
3. That if awarded a grant under the NEW JERSEY FUTURE NONCONTIGUOUS CLUSTER PLANNING GRANT PROGRAM, the jurisdiction of \_\_\_\_\_ guarantees to supply the necessary funding match required by this grant, half of which may come from in-kind staff services.

Duly presented and adopted by the Governing Body of \_\_\_\_\_  
in public meeting held this \_\_\_\_\_ day of \_\_\_\_\_.

Jurisdiction of \_\_\_\_\_, \_\_\_\_\_ County, New Jersey.

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

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
Date Governing Body Chairperson/President