



Passaic County Open Space, Farmland,
& Historic Preservation Trust Fund
2018 ACQUISITION GRANT APPLICATION

ATTACHMENT CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, be sure to run through the following checklist:

- Completed Application**
- Site location map (legible street map)**
- Tax map outlining boundaries of the site and identifying adjacent land uses**
- Existing Property Survey (if available)**
- Parcel of base map showing all lands held for recreation and conservation purposes (Scale 1" = 2,000')**
- Advertising of public hearing**
- Minutes of public hearing** – portion pertaining to this application only
- Resolution** authorizing the municipality to submit the application
- Appraisal(s)** if available (**due no later than APRIL 12, 2018**)
- Photographs of Site**
- FOR NON-PROFIT ORGANIZATIONS:** Please provide a copy of the current IRS determination letter, a copy of the organization's W-9 form (showing EIN) and a copy of the NJ Business Registration Certificate (BRC) – don't have one? Apply online at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

Completed Acquisition Grant Applications and all required materials, shall be submitted by Friday, March 16, 2018, no later than 4:00PM to:

Kathleen M. Caren, Open Space Coordinator
County of Passaic
Department of Planning and Economic Development
930 Riverview Drive, Suite 250
Totowa, NJ 07512

For any questions, please contact Kathleen M. Caren, Open Space Coordinator: kcaren@passaiccountynj.org or 973-569-4049.



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Project Name: _____ Priority: _____

I. Applicant Information

Type of Organization: Local Government Unit Non-profit

Name: _____

Street Address: _____

Town/State/Zip: _____

Municipality: _____

Chief Executive Officer: _____

Contact Person: _____

Phone: _____

Fax Number: _____

E-Mail: _____

II. Property Information

Property Name: _____

Amount Requested: _____

Property Address: _____

Block: _____ Lot: _____

Total Area (Acres): _____



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Existing Use: _____

Current Owner: _____

Proposed use of property:

Describe the zoned use of the property (including permitted uses):

Appraised value of the property: \$ _____

Type of Acquisition:

Acquisition in Fee Simple

Easement

Farmland Preservation

Other: _____

III. Additional Project Information

If available, please provide any additional information on the following topics: *potential for development of non-open space uses; willingness of seller; conformity with local, county, regional and/or state master plans; any restrictions such as encumbrances, utility easements, etc.:*



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IV. Environmental Protection & Landscape Factors (Check all that apply):

Aquifer/Groundwater Recharge:

- Tier 1 Wellhead Protection Area
- Tier 2 Wellhead Protection Area
- Tier 3 Wellhead Protection Area
- None

Watershed Protection:

- Reservoir Buffer Zone
- Headwaters of Rivers and/or Streams
- None

Protection of Water Resources:

- Land contains lake, pond, river and/or stream
- Water Frontage
- Riparian Corridor
- None

Wetlands:

- Exceptional Resource Value
- Intermediate Resource Value
- Ordinary Value
- Wetlands Buffer Zone
- None

Flood Plains:

- Land within the floodway
- Land within the flood fringe
- None

Woodlands:

- Mature Forest
- Specimen Trees
- None



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Preservation of Wildlife Habitat / Vegetation:

Threatened or Endangered Species recognized by USEPA or NJDEP

Unique or exceptional ecosystem

None

Steep Slopes:

Slopes greater than 25%

Slopes greater than 15%

None

Unusual Topographical Features:

Presence of ridge lines, bluffs, caves, gorges

Not present

Scenic Views:

Contains or complements scenic views

None

Historic, Cultural, and Archeological Features:

Features listed in the Passaic County Historic Sites Survey or eligible for listing on the National or State Register of Historic Places

Presence of known, significant, historical or archeological values

None

Proximity to Existing Protected Open Space:

Adjacent to or complements existing open space

None



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V. Other Sources of Funding

Green Acres Grant/Loan: \$ _____

Passaic County Open Space Trust Fund Grant(s): \$ _____

Local Government Unit Open Space Trust Fund: \$ _____

Local Government Unit Funds: \$ _____

Other: _____ \$ _____

TOTAL: \$ _____

**VI. Unexpended Funds from previous Passaic County Open Space,
Farmland, & Historic Preservation Trust Fund Grant Awards**

Project Name	Grant Year	Amount Awarded	Amount Expended	Amount Unexpended

VII. ANTICIPATED CLOSING DATE: _____



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VIII. Certification

The applicant certifies the following:

- a. The filing of this application has been approved by the governing body of the applicant;
- b. The facts, figures, and information contained in this application, including all attachments, are true and correct;
- c. Any funds received will be expended in accordance with the grant agreement to be executed with the County of Passaic; and
- d. The individual signing has been authorized by the organization to do so on its behalf, and by his/her signature, binds the organization to the statements and representations contained in the application.

Acting as a duly authorized representative for the applicant organization, I am submitting this request for assistance from the Passaic County Open Space, Farmland, and Historic Preservation Trust Fund.

Name: _____ Title: _____

Signature: _____ Date _____



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SAMPLE RESOLUTION

A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE PASSAIC COUNTY OPEN SPACE, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND FOR THE INSERT NAME OF PROJECT BY THE INSERT NAME OF APPLICANT

WHEREAS, the Passaic County Board of Chosen Freeholders (hereafter "Board") provide grants to municipalities and qualified non-profit corporations for the assistance in acquisition, development, stewardship, and historic preservation from the Passaic County Open Space, Farmland, and Historic Preservation Trust Fund (hereafter "Trust Fund"); and

WHEREAS, the INSERT NAME OF APPLICANT desires to further the public interest by obtaining funding in the amount of INSERT DOLLAR AMOUNT from the Board for the County to fund DESCRIBE THE PROJECT at a cost of INSERT DOLLAR AMOUNT; and

WHEREAS, the Board shall determine if the application is complete and in conformance with the scope and intent of the Trust Fund program and the rules and regulations established pursuant to R20170349, and any subsequent Resolutions passed by the Board governing the administration of the Trust Fund; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF INSERT NAME AS FOLLOWS:

- 1. The INSERT NAME OF AUTHORIZED OFFICIAL is authorized to make application, provide all required information and documents as required, and correspond as necessary for a grant to the Passaic County Open Space, Farmland, and Historic Preservation Trust Fund;
2. That the INSERT NAME OF AUTHORIZED OFFICIAL is hereby authorized to execute a grant agreement and any amendment there with the County of Passaic for the INSERT NAME OF PROJECT;
3. That, if the funds provided by the County are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project; and
4. That, the applicant agrees to comply with all applicable federal, State, County, and local laws, rules, and regulations in its performance of the project; and
5. That this Resolution shall take effect immediately.

CERTIFICATION

I, _____(name and title of Secretary or equivalent) do hereby certify that the foregoing is a true copy of a resolution adopted by _____(name of legal body or board) at a meeting held on the _____ day of _____, _____.

IN WITNESS WHEREOF, I have hereunder set my hand and the official seal of this body this _____ day of _____, _____.

(name and title of Secretary or equivalent)