



The meeting will start shortly, please put your name and organization you are representing in chat! Thanks!



2026 GRANT WORKSHOP

*OPEN SPACE ACQUISITION, PARK DEVELOPMENT, AND
HISTORIC PRESERVATION APPLICATIONS*





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OPEN SPACE ACQUISITION GRANTS

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PARK DEVELOPMENT GRANTS

03

**HISTORIC PRESERVATION
GRANTS**

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GRANT MANAGEMENT



CHANGES FOR 2026



- New grant portal coming!
- Working with consultant to set up before letter of intent deadline
- Emails with further directions and guidance will be provided



OPEN SPACE ACQUISITIONS





ELIGIBLE APPLICANTS



- Municipal governments within Passaic County
- Nonprofit organizations (a corporation or trust that has received Federal income tax exemption status under Section 501(c) of the Federal Internal Revenue Code of 1954, as amended)
- Nonprofits are required to obtain a resolution by the governing body of the municipality where the property being purchased is located approving of the acquisition
- An applicant with prior grant awards within the last 2 years with no drawdown of funds, absent an extension by the Board of County Commissioners, may be *ineligible* for funding



ELIGIBLE PROPERTIES



- Located in Passaic County
- Lands for recreation and conservation purposes, with public access, unless the Board determines that public accessibility would pose an unacceptable risk to the land or natural resources
- Parkland owned by municipalities or nonprofit entities, and which, if funded, will be required to have a deed restriction preserving the property for recreation and conservation in perpetuity
- Examples:
 - Purchase of natural area such as a wildlife preserve, forest, and/or wetland that provides opportunity for conservation, nature observation, water quality and water supply protection, camping and/or hiking
 - Land suitable for playgrounds, athletic fields, and other types of active and passive outdoor recreation facilities or opportunities.



INELIGIBLE PROPERTIES



- A site where public access is prohibited (again, unless the County determines that public accessibility would pose an unacceptable risk to the land or natural resources)
- Any site that is already preserved by the Highlands Water Protection and Planning Act (N.J.S.A. 13:20-1, et seq.)
- Any site that is, or is intended to be used as a public road right-of-way
- Any structure that will not be used in support of outdoor recreation or conservation purposes
- Any site that is already permanently preserved for recreation and conservation purposes



COST ELIGIBILITY



- Eligible: The land cost and purchase price, as determined by two separate appraisals
- Ineligible costs:
 - Administrative/operating expenses and/or wages
 - Real property taxes
 - Costs associated with the application
 - Appraisal costs
 - Land survey costs
 - Costs of a preliminary assessment
 - Costs of demolition and removal of any structure (unless to create new open space)
 - Costs of well testing
 - Remediation work
 - Costs in excess of the approved grant amount



PROVISIONS



1. A limit of **two** (2) applications per entity, regardless of application type
2. Letter of Intent, due **January 30th, 2026**
3. Grant requests for acquisitions are capped at **\$250,000** for all applicants
4. Municipalities and nonprofits are required to:
 - Advertise and host a public hearing on the grant application
 - Notify all property owners within a two hundred (200) foot radius of the property where an acquisition grant application is being submitted.
Notification must be sent via certified mail



APPLICATION REQUIREMENTS



- Completed application
- Site location map (legible street map)
- Tax map outlining the 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
- Advertising of public hearing (including certified copies of public notice)
- Minutes of public hearing (portion pertaining to application only)
- Resolution authorizing the applicant to submit
- Appraisal(s) if available (due no later than April 15th)
- Photographs of site
- For nonprofits: a copy of the current IRS determination letter, a copy of the W-9 form (showing EIN), and a copy of the NJ Business Registration Certificate



SUBMISSION REQUIREMENTS



- Please submit *one (1) paper copy* and *one (1) electronic copy* for the following materials:
 - Application Forms
 - Proposals from Professionals, Consultants, Contractors, etc.
- The following materials can be submitted as an electronic copy:
 - All photos as JPEG images
 - Prior plans, reports, and any other large documentation in PDF format
 - All other supporting documentation (preferably in PDF format)
- All Open Space Acquisition applications and required materials shall be submitted to:

Salvatore Presti, Open Space Coordinator

County of Passaic
Department of Planning & Economic Development
401 Grand Street, Room 417
Paterson, NJ 07505

PARK DEVELOPMENT





ELIGIBLE APPLICANTS



- Municipal governments within Passaic County
- Nonprofit organizations (a corporation or trust that has received Federal income tax exemption status under Section 501(c) of the Federal Internal Revenue Code of 1954, as amended)
- An applicant with prior grant awards within the last 2 years with no drawdown of funds, absent an extension by the Board of County Commissioners, may be *ineligible* for funding



ELIGIBLE APPLICANTS (CON'T.)



- Nonprofits working on municipal property must submit a resolution authorizing work to be done from the municipality
- Nonprofits who do not own the land the park development project is located on must:
 - Obtain an irrevocable lease for at least twenty-five (25) years and present a copy to the County, or;
 - Provide an executed Memorandum of Agreement outlining the roles and responsibilities of the nonprofit and owner for the construction of the proposed project



ELIGIBLE PROJECTS



- Park development improvements to outdoor recreation, including but not limited to:
 - Construction of a facility that supports outdoor recreation
 - Lighting for an existing recreational or conservation facility
 - Playground equipment and surfacing



INELIGIBLE PROJECTS



- A site where public access is prohibited
- Properties owned and operated by a Board of Education
- A professional sports facility
- Any facility that will significantly impair the land's natural resources, as determined by the County
- Any development project that will use tropical hardwood
- A structure that entirely encloses an outdoor recreation facility on a temporary or permanent basis



COST ELIGIBILITY



- Eligible costs:
 - Construction costs
 - Cost of any equipment or materials necessary to carry out the construction and make the facility operational
 - Note: All construction costs, for both municipal and nonprofit park development projects, shall be bid in accordance with Local Public Contracts Law
- Ineligible costs:
 - Engineering or other consultant fees
 - Permit fees
 - Administrative/operating expenses and/or wages
 - Costs associated with the application
 - Remediation work
 - Costs in excess of the approved grant amount



PROVISIONS



1. A limit of **two** (2) applications per entity, regardless of application type
2. Letter of Intent, due **January 30th, 2026**
3. Grant requests for park development projects are capped at **\$250,000** for municipalities and **\$100,000** for nonprofits
4. Municipalities and nonprofits are required to:
 - Advertise and host a public hearing on the grant application
 - Notify all property owners within a two hundred (200) foot radius of the property where the grant application is being submitted. Notification must be sent via certified mail.



APPLICATION REQUIREMENTS



- Completed application
- Site location map (legible street map)
- Tax map outlining the boundaries of the site and identifying adjacent land uses
- Conceptual Site Plan (prepared by an authorized, licensed professional)
- Cost Estimate (units and quantities, prepared and signed by an authorized, licensed professional)
- Projected timeline for completion, including phasing if applicable
- Breakdown of annual operating expenses after development of the site
- Permit inquiries
- Advertising of public hearing (including certified copies of public notice)
- Minutes of public hearing (portion pertaining to application only)
- Resolution authorizing the applicant to submit
- Photographs of site (Electronic only please, no physical copies)
- For nonprofits: a copy of the current IRS determination letter, a copy of the W-9 form (showing EIN), and a copy of the NJ Business Registration Certificate, and executed Memorandum of Agreement if developing on municipal land



SUBMISSION REQUIREMENTS



- Please submit one (1) paper copy and one (1) electronic copy for the following materials:
 - Application Forms
 - Proposals from Professionals, Consultants, Contractors, etc.
- The following materials can be submitted as an electronic copy:
 - All photos as JPEG or PNG images (three (3) to five (5) please)
 - Prior plans, reports, and any other large documentation in PDF format
 - All other supporting documentation (preferably in PDF format)
- All Park Development applications and required materials shall be submitted to:

Salvatore Presti, Open Space Coordinator

salvatorep@passaiccountynj.org

County of Passaic

Department of Planning & Economic Development

401 Grand Street, Room 417

Paterson, NJ 07505

Questions before the
Historic Preservation
portion?





HISTORIC PRESERVATION





ELIGIBLE APPLICANTS



- Municipal governments within Passaic County
- Nonprofit organizations (a corporation or trust that has received Federal income tax exemption status under Section 501(c) of the Federal Internal Revenue Code of 1954, as amended)
 - whose purpose includes historic preservation of historic properties, structures, facilities, sites, areas or objects, or the acquisition of such properties, structures, facilities, sites, areas or objects for historic preservation purposes.
- Nonprofits are required to obtain a resolution by the governing body of the municipality where the property being purchased is located approving of the acquisition



FOR NON-PROFIT APPLICANTS



If you do not own the historic site or property, the non-profit must obtain:

- Lease showing a period of at least 25 years or an executed Memorandum of Agreement (MOA); and
- Resolution of support from the governing body of the local government unit approving the grant application and project



INELIGIBLE APPLICANTS



- Nonprofit applicants managing historic sites on property owned by the State of New Jersey;
- Any school board, education institution or similar public agency without primary recreation and conservation responsibilities.



PROVISIONS



1. A limit of **two (2)** applications per entity, regardless of application type
2. Grant requests for preservation projects are capped at total of **\$100,000** for municipalities/local government units and **\$50,000** for nonprofits.
3. Municipalities and nonprofits are required to:
 - Advertise and host a public hearing on the grant application



COST & PROJECT ELIGIBILITY



Costs can only be associated with construction, under the following categories:

- Stabilization;
- Rehabilitation;
- Restoration; and
- Preservation

All proposed activities must be in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties

Left: Hamilton House (Clifton) window restoration project 2017.
Below: Court House Monument restoration project 2018





INELIGIBLE COSTS & PROJECTS



Grant funds **CANNOT** be used for the following projects and/or activities:

- Acquisition
- Planning documents, reports, studies, etc.
- Outdoor Signage
- Reconstruction
- New additions
- Interpretative activities such as displays, signs, or exhibitions
- Fundraising
- Administrative or operation costs
- Relocation
- Artifacts & Conservation



APPLICATION & SUBMISSION REQUIREMENTS



- Completed Application
- Maps
- Photographs
- Reports (if any)
- Specifications (if any)
- Permit Inquiries (if any)
- Cost Estimate
- Resolution
- Advertising of public hearing
- Minutes of public hearing
- Letters of Support

Passaic County Open Space, Farmland, & Historic Preservation Trust Fund
2019 ACQUISITION GRANT APPLICATION

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: _____
Acreage Requested: _____
Property Address: _____
Block: _____ Lot: _____
Total Area (Acres): _____

Passaic County Open Space, Farmland, & Historic Preservation Trust Fund
2019 PARK DEVELOPMENT GRANT APPLICATION

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: _____

Relationship of applicant to subject property:
 Owner
 Lessee (Please include copy of the lease with your application)
If lessee, owner's name: _____
 Management Agreement (If you are a non-profit developing municipal parkland, include a copy of Resolution approving the project application from the governing body)
 Other: _____



PLEASE NOTE



We are grateful for your interest in our grant program!

If you are applying for two grants, please indicate which project is your priority as we cannot guarantee funding for every project submitted for consideration.



Passaic County Open Space, Farmland,
& Historic Preservation Trust Fund
HISTORIC PRESERVATION GRANT APPLICATION

Project Name: _____ Priority: _____

I. Applicant Information

Type of Organization: Local Government Unit Non-profit

Name: _____



GRANT MANAGEMENT





GRANT MANAGEMENT



- Once a grant is awarded and the project agreement is executed, the two (2) year award period begins.
- All grantees shall submit a project status reporting form on a bi-annual basis throughout the duration of the award period.
 - July 1st
 - December 31st

Passaic COUNTY NEW JERSEY Passaic County Open Space, Farmland, & Historic Preservation Trust Fund REPORTING FORM

Please discuss key activities for the reporting period:

Is an extension to the grant required? If so, please explain the completion of the project:

If the contact person for the project has changed, please provide the new contact number (or N/A):

REIMBURSEMENT STATUS

A. Total Grant Amount
B. Funds Received to Date
C. Grant Award Balance [A-B]

GRANTEE CERTIFICATION

Acting as a duly authorized representative, I certify that the information provided is correct.

Name: _____
Original Signature: _____

Passaic COUNTY NEW JERSEY Passaic County Open Space, Farmland, & Historic Preservation Trust Fund REPORTING FORM

PROJECT INFORMATION

Project Name: _____
Project Number: _____

GRANT INFORMATION

Grantee: _____
Grant Agreement Begins _____ Ends _____
Date of Report: _____

PROJECT STATUS

Please give a short description of progress made on the project thus far:

Please discuss any delays or setbacks this reporting period:



GRANT MANAGEMENT



- The grant is disbursed as reimbursement requests are submitted, which includes:
 - Cover letter and Reimbursement Request Form
 - Itemized list of the costs incurred, proof of paid invoices
 - Certification by the entity's Chief Financial Officer
- Forms can be found on the County website under **Grantee Resources** at www.passaiccountynj.org/openspace

Passaic County Open Space, Farmland,
& Historic Preservation Trust Fund
REIMBURSEMENT REQUEST FORM

PROJECT INFORMATION

Project Name: _____
Project Number: _____
** Project Number can be found in the grant agreement.*

GRANT INFORMATION

Grantee: _____
Grant Agreement Begins _____ Ends _____

PAYMENT INFORMATION

Reimbursement Number: _____
Description: _____
Reimbursement Amount: \$ _____

Please include a cover letter with an itemized list of the costs incurred, certified (approved) invoices from each vendor and/or entity purchase order showing the corresponding vendor and amount requested, along with a cancelled check showing payment.

A. Total Grant Amount \$ _____
B. Funds Received to Date \$ _____
C. Amount of this Reimbursement Request \$ _____
D. Grant Award Balance [A-(B+C)] \$ _____

GRANTEE CERTIFICATION

I certify that the information entered on this reimbursement request form is accurate, and that the grantee is maintaining an accurate record of accounts for the project.

Typed Name of CFO/Treasurer _____ Original Signature _____ Date _____

QUESTIONS & ANSWERS



Thank you!

For questions or comments, please contact:

Salvatore Presti, Open Space Coordinator
Dept. of Planning & Economic Development
salvatorep@passaiccountynj.org
973-569-4052

Kelly C. Ruffel, Director
Dept. of Cultural & Historic Affairs
kellyr@passaiccountynj.org
973-706-6640

www.passaiccountynj.org/openspace

Letters of Intent
will be due by end
of day on January
30th!

Further
information about
the grant portal
will be sent out.