

**STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL & LAND USE PLANNING**

Request for Proposals

**Municipal Public Access Planning & Municipal Coastal Vulnerability Assessment
Grant Program**

April 7, 2014

The New Jersey Department of Environmental Protection (Department), Division of Coastal and Land Use Planning (DCLUP) is seeking proposals for the 2014 funding cycle of the Municipal Public Access Planning and Municipal Coastal Vulnerability Assessment Grant Program. The purposes of this grant program are to incentivize development of Municipal Public Access Plans that enhance public access, consistent with the Coastal Zone Management rules and incentivize coastal communities to assess their vulnerability to coastal hazards by preparing a Coastal Vulnerability Assessment Report.

This grant program will provide grant awards of up to \$25,000 to New Jersey coastal communities. Total anticipated funding for the 2014 Grant Program is \$200,000. The Department recognizes that the limited amount of the grant awards may not cover the full costs of development of a compliant Municipal Public Access Plan (MPAP) or Coastal Vulnerability Assessment (CVA) Report. However, the Department expects that these awards will offset the costs to a sufficient level. The grant awards will be supplemented by direct and substantial technical support from Department planning staff.

This Grant Program is funded through a grant awarded by the National Oceanic and Atmospheric Administration (NOAA), of the U.S. Department of Commerce, that funds the continued implementation of New Jersey's Coastal Zone Management Program.

FUNDING OPPORTUNITIES

This funding cycle will support proposals to develop Municipal Public Access Plans (MPAP) consistent with the Coastal Zone Management (CZM) rules, found at N.J.A.C. 7:7E-8.11, as well as proposals to prepare a Coastal Vulnerability Assessment (CVA) Report that assesses a municipality's vulnerability to coastal hazards. Note that all grantees are required to develop a MPAP under this grant program; development of a CVA Report is optional. Applicants may submit a proposal pursuant to the two categories below.

A. Municipal Public Access Plan

Proposals to develop and submit a MPAP shall include the following minimum elements, consistent with the CZM rules. Please see Appendix C for more information.

1. MPAP Goal & Administrative Mechanisms
2. Municipal Master Plan Consistency
3. Public Access Needs Assessment
4. Digital Map and Inventory
5. Implementation Strategy

Proposals that result in development of only a MPAP are eligible for grants of up to \$15,000.

B. Municipal Public Access Plan and Coastal Vulnerability Assessment Report.

In addition to development and submittal of a MPAP, as outlined in A above, proposals under this category shall also develop a report assessing a community's vulnerability to coastal hazards.

Municipalities will perform a coastal hazards assessment that shall include the following minimum elements consistent with the Department's Coastal Community Vulnerability Assessment and Mapping Protocol (CCVAMP) and produce a CVA Report. Please see Appendix D for more information.

1. Coastal Vulnerability Index
2. Getting to Resilience – Policy and Plan Assessment
3. Coastal Vulnerability Assessment
4. Findings/Recommendations

The Department will produce the Coastal Vulnerability Index and provide technical assistance in its use to assess a community's vulnerability to coastal hazards. Municipalities are responsible for the remaining tasks of the CCVAMP. The Department will assist as necessary and appropriate.

Proposals that result in development of a MPAP *and* a CVA Report are eligible for grants of up to \$25,000 total. Up to \$15,000 may be allocated for development of the MPAP or up to \$15,000 may be allocated for development of the CVA Report, but the total may not exceed \$25,000.

APPLICANT ELIGIBILITY

New Jersey municipalities which contain lands and tidal waters subject to public trust rights are eligible. The CZM rules, at N.J.A.C. 7:7E-3.50(a), define such lands as follows:

“Lands and waters subject to public trust rights are tidal waterways and their shores, including both lands now or formerly below the mean high water line, and shores above the mean high water line. Tidal waterways and their shores are subject to the Public Trust Doctrine and are held in trust by the State for the benefit of all the people, allowing the public to fully enjoy these lands and waters for a variety of public uses. Public trust rights include public access which is the ability of the public to pass physically and visually to, from and along the ocean shore and other waterfronts subject to public trust rights and to use these lands and waters for activities such as navigation, fishing and recreational activities including, but not limited to, swimming, sunbathing, surfing, sport diving, bird watching, walking, and boating. Public trust rights also include the right to perpendicular and linear access.”

For a complete listing of all 231 eligible municipalities, please see the Department's Public Access website at <http://www.state.nj.us/dep/cmp/access/mpamunis.htm>.

Applicants that were awarded grants in the previous funding cycles are eligible for tasks not funded in previous grant awards.

GUIDELINES FOR GRANTS

A. Grant Awards

Proposals that result in development of a MPAP alone are eligible for grants of up to \$15,000. Proposals that result in development of a MPAP *and* a CVA Report are eligible for grants of up to \$25,000. The Department reserves the right to award grants totaling less than requested in the submitted proposal due to funding limitations and/or based on the evaluation of the proposal.

B. Project/Award Period

The grant award period for proposals that result in development of a MPAP is twelve (12) months from the execution date of the grant agreement. The grant award period for proposals that result in development of a MPAP and a CVA Report is eighteen (18) months from the execution date of the grant agreement.

C. Eligible Costs

Costs associated with the development of the MPAP or CVA Report:

- Personnel (Salaries/Fringe Benefits)
- Contractual Services (Consultants and Subcontractors)
- Other Direct Costs (e.g., equipment & supplies, printing, mailings, public notice publication).

Costs incurred during the grant award period are eligible. Costs associated with grant-required activities (i.e. kickoff meeting) that occurs prior to the execution date of the grant agreement, but after the applicant receives written confirmation of grant award, may be eligible with Department approval.

Grant funds may not be used for land acquisition, construction, or maintenance projects. Grant funds may not be used for costs associated with development of a grant proposal. Grant funds may not be used for implementation of the plan or development and construction of projects.

D. Anticipated Schedule

The following table provides a timeline of events to occur within the 2014 funding cycle.

Action	Responsible Party	Deadline
Request for Proposals	Department	4/7/2014
Proposal Submission Deadline	Applicant	6/06/2014
Final Funding Decisions	Department	8/1/2014
Final Grant Package	Grantees	11/1/2014

E. Grant Agreement

Grantees selected for funding shall be required to enter into a Grant Agreement with the Department (DEP-069G) and comply with all applicable federal, state, and local laws, rules, regulations and policies set forth therein. A copy of the Department's Standard Grant Agreement will be provided upon request.

F. Geographic Information System Data

Any projects that require the use of GIS data or mapping must follow the Department's Mapping and Digital Data Standards (2006): <http://www.state.nj.us/dep/gis/njdepstandards06.pdf>.

G. Limitation of Liability

In no event will the Department be responsible for proposal preparation costs if this program is cancelled, or if proposals are not awarded a grant. Publication of this announcement does not obligate the Department to award a grant to or fund any specific project.

PROPOSAL REQUIREMENTS

A. Proposal Deadline

In order for the grant application to be considered complete, and thus move forward within the funding determination process, the items outlined below must be submitted to the following address no later than 5:00 PM on June 6, 2014 (postmarked, or stamped "received" if hand delivered) in order to be considered for the 2014 Grant Program. Any project proposal that does not meet this deadline shall not be eligible for funding during the 2014 Grant Program.

Proposals shall be submitted to the following address:

New Jersey Department of Environmental Protection
Division of Coastal and Land Use Planning
401 East State Street, 7th Floor
PO Box 420, Mail Code 401-07C
Trenton, New Jersey 08625-0420
Attn: Time Sensitive 2014 MPAP Grant Proposal

B. Submission and Format

Three (3) hard copies and one (1) electronic copy of the complete proposal for grant projects must be submitted. The electronic copy should be provided on a CD and submitted along with the hard copies of the proposal. DCLUP requests, but does not require, that the electronic copy also be submitted via email (MPAP@dep.state.nj.us).

The application shall be no more than ten (10) pages, for proposals that result in development of a MPAP alone, and no more than fifteen (15) pages for proposals that result in development of a MPAP and a CVA Report. All proposals should be single-spaced, using twelve (12)-point Times New Roman font. The only appendices or supplemental information that will be considered include letters of support from project partners, detailed descriptions of the qualifications of any known sub-awardee or contractor, and required maps.

The submitted proposal must include the Proposal Requirements Checklist Form found at Appendix E of this RFP.

Please note: if the proposal package is not prepared by the applicant, the package must include a letter from the applicant stating approval of the package and intent to become the grantee.

C. Interim and Final Products

Each funded proposal will be required to develop Interim and Final Products (see Proposal Requirements).

Interim Progress Report

As a method to ensure that the project is proceeding toward completion and submittal of a MPAP and CVA Report, an Interim Progress Report (Appendix A) shall be submitted to the Department upon completion of, and along with, the applicable Interim Products. The Interim Progress Report shall provide an update and explanation of the project status including certification by the municipal Chief Financial Officer that all grant funds, to date, have been expended solely on eligible costs. This report must follow the format outlined in Appendix A.

Interim Products

The required Interim Product is dependent on the Project Type. Following are the Interim Product requirements for each Project Type:

Municipal Public Access Plan

Interim MPAP consisting of completed sections 1-4 of Appendix C. The Interim MPAP and Report shall be submitted at such time when sections 1-4 have been completed.

Municipal Public Access Plan and Coastal Vulnerability Assessment Report

Interim MPAP consisting of completed sections 1-4 of Appendix C and an Interim CVA Report consisting of completed sections 1-2 of Appendix D. The Interim Products and Report shall be submitted at such time when both sections 1-4 of an Interim MPAP and sections 1-2 of an Interim CVA Report have been completed.

Upon submittal of the Interim Product and Interim Progress Report, the Department shall process payment for 50% of the total grant amount.

Grant Summary Final Report

The Grant Summary Final Report shall provide an explanation of the major grant events, grant expenditures, and products. The Grant Summary Final Report shall also include certification from the municipal Chief Financial Officer that all grant funds have been expended solely on eligible costs, and accrued prior to the end of the Grand Award Period. This report must follow the format outlined in Appendix B. Costs will not be reimbursed until the Draft MPAP, Application form, and CVA Report (as applicable) have been received.

Final Products

The municipality shall submit to the Department the following items, in accordance with the schedule identified in the grant agreement:

1. A Grant Summary Final Report (Appendix B).
2. A complete MPAP consistent with the requirements at Appendix C;
3. Application forms (<http://www.state.nj.us/dep/cmp/access/>) and all associated documentation;
4. A complete CVA Report (as applicable) as outlined in Appendix D;

The Grant Summary Final Report, Draft MPAP, MPAP Application Form, and CVA Report (as applicable) shall be submitted to the Department in accordance with the approved grant agreement. Upon submittal of these products, the Department shall process payment for the remainder of the grant award.

D. Required Information

The following information is required as part of each proposal.

Proposal/Applicant Information

- Project Title
- Applicant organization's name, address, and phone number
- Contact person's name, address, phone number, and e-mail address
- Names, addresses, phone numbers, and e-mail addresses of all contact persons and organizations serving as project partners
- County
- Total project cost, including any match contributed by the applicant
- Project Type: MPAP only or MPAP and CVA Report
- Grant amount requested
- Date of proposal

Goal(s) Statements

Identify the goal(s) of the proposed project. i.e., prepare full MPAP consistent with CZM rule; assess where the municipality is most vulnerable to coastal storms. Proposals seeking to develop both a MPAP and a CVA Report must provide separate Goal Statements for the MPAP and CVA Report portions of the proposal.

Tasks

Identify the specific tasks required to complete the proposed project and meet the Project Goal Statement(s). This section must detail how each task will be achieved, and which tasks will be taken to achieve each of the goal(s). Proposals seeking to develop both a MPAP and a CVA Report must provide separate Tasks for the MPAP and CVA Report portions of the proposal.

Tasks are concise statements of the activities that must take place to achieve the desired goal(s). Tasks should:

- Provide concrete steps that will be taken to achieve the project goals;
- Identify who will be responsible for each task (including project partners);

- Identify the applicant's and project partner's roles in achieving the objective; and
- Demonstrate how each will achieve completion of or progress toward a MPAP.

Implementation Schedule

A complete proposal must include a project implementation schedule listing the tasks and their associated deliverables for each project goal. The schedule should also identify the party responsible for each task and the duration of time associated with completing each task. Specific calendar months should not be specified, but instead should be listed by number (e.g., from 1 to 12 for a one-year project). Proposals seeking to develop both a MPAP and a CVA Report must provide a separate Schedule for the MPAP and CVA Report portions of the proposal.

The table below is an example of a suitable format for the required budget. This format is recommended, but not required.

Task	Responsible Party	Time Frame	Anticipated Start Month	Anticipated Completion Month	Project Deliverable
Task 1	Lead Agency or Partner's Name	# of Months	Month #	Month #	Ex. A and B maps
Task 2	Lead Agency or Partner's Name	# of Months	Month #	Month #	Ex. C and D maps
Task 3	Lead Agency or Partner's Name	# of Months	Month #	Month #	Ex. Needs Assessment

Once grants have been awarded, the Department will schedule a kick-off meeting with each grantee. The Department anticipates that a minimum of two (2) progress meetings will be scheduled during the work period to ensure any questions or concerns are met on a timely basis. Additional meetings between Department staff, local officials, and other experts will be required for development of the CVA Report (as applicable).

Budget

A complete proposal must include a budget that identifies the costs for each task and a subtotal for each deliverable (Interim and Final Products – see above). Proposals seeking to develop both a MPAP and a CVA Report must provide a separate Schedule for the MPAP and CVA Report portions of the proposal.

The budget must also address each of the following categories, as applicable:

- Personnel (Salaries/Fringe Benefits) – including in-kind services
- Contractual Services (Consultants and Subcontractors)
- Other Direct Costs (e.g., equipment & supplies, printing, mailings, public notice publication)

The table below is an example of a suitable format for the required budget. This format is recommended, but not required.

Task #	Project Deliverable	Responsible Party	Budget Category	Cost (Grant Funds)	Cost (In-kind funds)
Task 1	Map A	Consultant	Contractual	\$xxx	\$xxx
Task 2	Needs Assessment	Municipal Planner	Personnel	\$xxx	\$xxx
Task 3	Interim Product/Report	Municipal Administrator	Personnel	Total cost for Interim Products	

Please note: grant awards are provided in reimbursement for costs associated with product development. Upon submittal of the Interim Progress Report and Products (see above and Appendix A), 50% of the grant award may be awarded. Final payment will be made to awardee upon submittal of the Grant Summary Final Report and Final Products.

Letters of Resource Commitment and/or Support

DCLUP encourages all applicants to seek partners with whom they may join to achieve project goals and objectives. Letters of resource commitment, or other support, from all partners and project participants that the applicant would like considered in the Department's evaluation must be included in the grant proposal, as applicable.

Letters of resource commitment should reference any tasks for which the partner is identified as the responsible party in the project implementation schedule. These letters should describe their commitment to the project in terms of time, money, and/or effort. Such descriptions of commitment may include, but are not limited to: hours and/or cost of in-kind professional services, assistance in accessing and evaluating data, participation in project-related meetings, development and distribution of educational materials, and assistance with future implementation and maintenance of measures identified in the plan. Letters of resource commitment must be included with the grant proposal, or the DCLUP cannot guarantee that the letters will be taken into consideration.

Letters and/or resolutions of support that do not specify a resource commitment will also be considered in the proposal evaluation.

Other Project Specific Information

The following items are required to be included with the project proposal:

- Locational map identifying municipal boundary, adjacent municipalities, major roads and tidal waterbodies;
- Description of data and/or products already in hand that support completion of the proposed project. Ex. Preliminary Inventory provided by DCLUP, existing of coastal hazards assessments, or an existing MPAP draft. Please do not provide copies of such data and/or products as part of the proposal;
- Type of community (e.g. beachfront, back bay, urban, rural, developed, undeveloped). Identify all that apply;
- Size of municipality (acres, not square miles);
- Municipal population (size of both summer and year-round population served, as applicable);
- Existing Public Access Facilities (describe the current number and type of existing public access areas and/or facilities);
- Potential for new and/or enhanced public access facilities (describe the number and type of potential public access areas and/or facilities);
- Public Access Fund. Does the applicant propose to establish a Fund?

REQUIRED DELIVERABLES

A. Draft MPAP

Three (3) hard copies and one (1) electronic version of the Draft MPAP must be submitted to the Department upon completion of the project. The Department must deem the Draft MPAP acceptable prior to the release of final payment to the grantee. A Draft MPAP will be deemed acceptable if it meets the requirements of the CZM rule (7:7E-8.11e), as summarized in Appendix C.

B. MPAP Application Forms

Required complete application forms, and all associated documentation. Application forms can be found at <http://www.state.nj.us/dep/cmp/access/>.

C. CVA Report

If applicable, three (3) hard copies and one (1) electronic version of the CVA Report must be submitted to the Department upon completion of the project. The Department must deem the CVA Report acceptable prior to the release of final payment to the grantee. The CVA Report will be deemed acceptable if it meets the requirements outlined in Appendix D.

EVALUATION CRITERIA

Projects will be assessed based on the following:

A. Other Objectives

The Department is seeking to evaluate the Municipal Public Access Planning Program and will seek to provide grant awards across a wide spectrum of municipalities as Pilots. Beyond the Department's evaluation of the submitted proposals, the Department will also consider awarding grants based on, but not limited to, the following criteria:

- Existing products (preliminary public access inventory, *Getting to Resilience* Report, an existing draft MPAP) that will help support completion of the proposed project
- Municipal location within the State
- Type of community (e.g., beachfront, back bay, urban, rural, developed, undeveloped)
- Size of municipality (number of acres; population size served)
- Existing public access facilities (current number of public access points/facilities)
- Potential for new and/or enhanced public access facilities
- Proposed establishment of a Public Access Fund
- Types of coastal hazards assessments previously conducted (if applicable)
- Impacts on tidal flooding or flooding from storm events (if applicable)
- Status of municipality's General Permit for Beach and Dune Maintenance

The specific criteria utilized will be dependent on the number and type of grant applications submitted in response to this RfP.

B. Project Design

Consideration will be given to the description, nature, and extent of the planning activities, as well as how the activities will address the goals and tasks outlined in the proposal.

C. Project Viability

Projects will be assessed based on their ability to develop a MPAP compliant with the CZM rule (7:7E-8.11e) and a CVA Report, as applicable and as summarized in Appendix C and D.

D. Cost Effectiveness

Project costs will be evaluated for overall cost effectiveness (i.e., the maximum product output per dollar spent), as well as the average costs of products and services proposed.

E. Applicant Resources, Ability, and Past Performance

The applicant's demonstration that they possess the resources and ability necessary to perform the proposed project and the capability and authority to implement the plan developed as a result of the project. If the applicant has previously received grant funding from the OCLUP, or its predecessor(s), regardless of funding source, past and current performance under the applicable grant agreement(s) will be taken into consideration. Timeliness, cooperation with Department staff and partners, and goal achievement will all factor into this evaluation.

F. Other Funding/In-Kind Services

Although a match is not required for projects to be funded, in-kind services demonstrate a long-term commitment to overall project success.

AVAILABLE TOOLS

DCLUP and associated partners have created tools to assist municipalities develop MPAPs and perform analyses of, and responses to, coastal hazards. If requested, DCLUP will provide assistance and guidance on these tools. A description of those tools follows.

MPAP Development

NJ Department of Environmental Protection Public Access Website: This website provides a wealth of information on the MPAP process, but also on public access in general <http://www.state.nj.us/dep/cmp/access/>.

MPAP Template: DCLUP has developed a template that municipalities are encouraged to use to develop a MPAP. This template addresses all minimum requirements of a MPAP. Use of this template is optional, but recommended.

MPAP Preliminary Inventory: DCLUP is in the process of developing a GIS-based Preliminary Inventory of all public access points for each of the 231 municipalities subject to the Public Trust Doctrine, pursuant to the CZM rules, and thus eligible for this grant program. This Preliminary Inventory is intended to act as a starting point for municipal review of existing public access points and facilities.

Coastal Hazards Assessment

Coastal Community Vulnerability Assessment and Mapping Protocol: The Department developed the *Coastal Community Vulnerability Assessment and Mapping Protocol* (CCVAMP) to help coastal decision-makers understand and address the full spectrum of factors that influence community resilience. The CCVAMP is intended to provide coastal communities with the information needed to assess their vulnerability and resilience to coastal hazards (i.e. storm surge and sea level rise). The CCVAMP guide is available at <http://www.state.nj.us/dep/cmp/docs/ccvamp-final.pdf>.

DCLUP will provide the municipality with the mapping information (the Coastal Vulnerability Index, or CVI) that is required in the first portion of the CCVAMP. The CVI provides a visual assessment (a map) of the areas that are at risk to coastal hazards within a municipality. DCLUP can help facilitate completion of the remaining portions of the CCVAMP which include using the CVI to assess local social, built, and environmental factors.

Getting to Resilience: Getting to Resilience is a questionnaire designed by the Department to assist an interdisciplinary group of municipal staff and elected officials to consider their risk analysis with existing planning documents. The Jacques Cousteau National Estuarine Research Reserve (JC NERR) has created an online *Getting to Resilience* tool (<http://prepareyourcommunitynj.org>) based on the Department's original document. Depending on the answers provided to the online questionnaire, the tool will provide recommendations for future action, as well as show how these actions correlate to "points" through programs such as FEMA's Community Rating System, Hazard Mitigation Plan Rewriting, and the Sustainable Jersey® program. This process will require several meetings among DCLUP staff, local officials, and other experts.

For additional information, please contact Rebecca Foster in the Division of Coastal and Land Use Planning at (609) 984-6888 or MPAP@dep.state.nj.us.

Appendix A

Interim Progress Report

For municipalities granted awards for the development and submittal of *only* a MPAP, an Interim Progress Report shall be submitted at such time when an Interim MPAP (Interim Products) have been completed.

For municipalities granted awards for the development and submittal of a MPAP and a CVA Report, an Interim Progress Report shall be submitted at such time when both an Interim MPAP and the Interim CVA Report have been completed.

Upon submittal of the Interim Progress Report and Products, 50% of the grant award may be awarded.

Interim Progress Report Requirements

Title Page/Cover

Project Title

Project Identification Number

Contact person or project manager, address/telephone number of grantee

Reporting Period

Summary of Progress to Date

The summary must include major project activities implemented, progress in attainment of project objectives, timelines, percentage of task complete, etc.

Slippage Report

The slippage report must describe any deviation from the project timeline or budget, along with an explanation and revised timetable, budget, and completion schedule. This report must describe any problems encountered in project implementation, such as unanticipated events and their consequences, along with a description of the solutions applied (which should cross-reference the slippage report, as applicable).

Expenditure Report

An expenditure report, also known as Attachment C in the executed grant agreement, must be submitted with the Interim Progress Report. If there are no expenditures for the work period, the expenditure report must be submitted indicating \$0 in the total. Fiscal information should include time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project. This information must be certified by the municipality's Chief Financial Officer.

Additional Information

Additional information to be submitted with the Interim Progress Report includes, but is not limited to:

- Summary of activities planned in next project period;
- Attendance sheets, if applicable.

Appendix B

Grant Summary Final Report

For municipalities granted awards for the development and submittal of *only* a MPAP, a Grant Summary Final Report shall be submitted at such time when a MPAP and application forms (Final Products) have been completed.

For municipalities granted awards for the development and submittal of a MPAP and a CVA Report, a Grant Summary Final Report shall be submitted at such time when a MPAP with application forms and a CVA Report (Final Products) have been completed.

Upon submittal of the Grant Summary Final Report and Products, remaining costs of the grant award may be awarded.

Grant Summary Final Report Requirements

Title Page or Cover

Grant Identification Number

Project Title

Reporting Period Covered

Principal Contact Person: name, address, and phone number

Date of project completion

Date of final report

Grant source: 2013 Municipal Public Access Planning Grant Program

Executive Summary

A brief summary of the final report, including major findings, must be provided.

Expenditure Report

An expenditure report, also known as Attachment C in the executed grant agreement, must be submitted with the Final Report. Fiscal information should include time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project. This information must be certified by the municipality's Chief Financial Officer.

Grantee's Signature

The signature of the grantee must be provided, attesting to completion and accuracy of the final report and authorizing its publication and submission/release to the Department for the Department's use.

Appendices

The report is to include any and all products (e.g. reports, documents, maps) developed as a result of the grant.

Additional Information

Address any Problems/Issues discussed in the Interim Progress Report and how they were dealt with and/or resolved.

Information gathered here will be used to inform to improve future funding cycles and the productiveness of this program.

Appendix C

Municipal Public Access Plan Requirements

A MPAP shall include the following minimum requirements, consistent with the CZM Rules:

1. A statement describing the overall goal of the MPAP and the administrative mechanisms that either are already in place, or that shall be put in place, to ensure that the municipality will meet their public access goals (for example, conservation restrictions, easements, ordinances).
2. A statement of consistency with any applicable provisions of the municipal Master Plan.
3. A public access needs assessment that evaluates:
 - existing public access locations and facilities;
 - practical limitations (especially parking and restrooms) to public access locations and facilities;
 - analysis of alternatives to address any limitations determined to exist; and
 - the need for additional public access locations and facilities.
4. Digital Map and Inventory identifying:
 - tidal waterways within the municipality and adjacent lands held by the municipality;
 - existing and proposed public access locations;
 - proposed public access facilities; and
 - facilities compliant with all requirements of the Americans with Disabilities Act.
5. Implementation strategy that:
 - Describes the forms of public access proposed in response to the public access needs assessment;
 - A comprehensive list of specific public access projects and initiatives with implementation schedule;
 - Identifies proposed tools to implement the municipal public access plan measures, including, but not limited to, the adoption or amendment of municipal ordinances, and the creation of a Public Access Fund established in accordance with the rule
 - Specify the location and/or type (residential, commercial, industrial, homeland security, and/or public highways) of use for which a monetary contribution shall be required in lieu of onsite public access;
 - Identify proposed modifications to existing plans, ordinances & programs needed to implement the plan;
 - Identify how access points are proposed to achieve compliance with the Army Corp of Engineers requirements for shore protection projects (if applicable);
 - Provide an estimate of the cost of implementing, constructing and maintaining the access facilities proposed in the plan and specifies how this cost will be funded;
 - Provide a schedule for implementing the plan;
 - Identify ordinances in place or to be adopted requiring appropriate signage and placement of signage for public access areas;
 - Identify measures to permanently protect public access identified in the plan through the required recording of conservation easements/ restrictions, or, for municipally owned properties, through placement of the property on the municipal Recreation and Open space Inventory;
 - Provide examples and/or models of existing and proposed conservation easements/restrictions that preserve all public access identified in the plan in perpetuity; and
 - Include a draft resolution for incorporating the Department-approved plan into a municipal Master Plan element.

Appendix D

Coastal Vulnerability Assessment Report

A Coastal Vulnerability Assessment (CVA) Report is intended to provide coastal municipalities with the opportunity to assess their vulnerability to coastal hazards and identify opportunities to address those issues.

The CVA Report shall include the following sections, at a minimum:

1. Community Description

2. Vulnerability Assessment

Policy and planning should be guided by an awareness of what community assets are located in areas of high risk to coastal hazards. The Division of Coastal and Land Use Planning (DCLUP) will provide the municipality with a Coastal Vulnerability Index (CVI) and additional information on which to base a Vulnerability Assessment. The municipality, DCLUP and other partners will work cooperatively to develop a Vulnerability Assessment that identifies key assets and analysis of how they have been, and potentially will be, impacted by coastal hazards. Inundation scenario mapping, local planning documents, and local experiences will all be used in this process.

The CVA Report shall include, at a minimum:

- a. Identification of Vulnerabilities: examples are erosion, storm events, tides, winds, etc.
- b. CVI: By combining potential inundation scenarios and natural features of the landscape with historic flooding and erosion, a baseline of risk is determined.
- c. Vulnerability of the Built Environment: examples are infrastructure, community facilities, recreational destinations, evacuation routes, etc.
- d. Vulnerability of the Natural Environment: examples are habitat and species, scenic and recreation resources, hazardous waste sites, sewage treatment plants, agriculture sites, etc.
- e. Social Vulnerability: examples are population density, low-income families, nursing homes, etc.

3. Getting to Resilience

This on-line tool works in conjunction with the vulnerability assessment and will assist communities to assess their planning documents for, and provide recommendations, to reduce the community's vulnerability to coastal hazards.

The CVA Report shall include, at a minimum:

- a. Summary of the online process
- b. Recommendations based on the municipalities level of preparedness and linked to FEMA's Community Rating System and Sustainable Jersey.

4. Findings and Recommendations

Discuss the findings of the vulnerability assessment and Getting to Resilience. Discuss what actions have already been taken to alleviate the municipality's impact to coastal hazards and how these actions have or have not worked. Determine what planning goals, strategies, and priority actions are most urgent to alleviate a municipalities risk to coastal hazards. Discuss alternatives to address current and potential problems that impact a municipality.

Appendix E
Proposal Requirements Check-List Form (REQUIRED)

This document is intended to ensure that all of the information required in the RfP is included in the submitted proposal. All proposal requirements can be found in the full text of the RfP. Provide applicable information and check-off all that apply. This document must be submitted with the proposal.

Project Title:

Applicant: Municipality
Street Address
Town, State, Zip Code
Phone

Contact(s): Contact Person, Title
Partner Organization
Street Address
Town, State, Zip Code
Phone
Email

Project Partner(s): Partner Organization
Contact Person, Title
Street Address
Town, State, Zip Code
Phone
Email

County:

Total Project Cost:

Grant Amount Requested:

Date of Proposal:

Project Type:

- ☐ Project Type Indicated in Proposal
 - ☐ Municipal Public Access Plan
 - ☐ Municipal Public Access Plan and Coastal Vulnerability Assessment Report

Submittal Requirements:

- ☐ Three (3) hard copies submitted
- ☐ One (1) electronic copy submitted via CD and/or through email

Proposal Requirements:

- ☐ For a proposal that will result in development of a MPAP
 - ☐ Project Goal(s) Statements
 - ☐ Tasks Statements that include a detailed description of the need and outcome of each task and how that task will help achieve the project goal(s).

- ☐ Project Implementation Schedule that identifies the party responsible for each task, the duration of time associated with completing each task (Month 1, Month 2, etc. Not the month of the year) and the outcome of each task.
- ☐ Letters of Resource Commitment and/or Project Support.
- ☐ Budget that identifies the costs for the interim and final products and a subtotal for each deliverable.
- ☐ Additional items for a proposal that will result in development of a MPAP and a CVA Report
 - ☐ Project Goal(s) Statements for a CVA Report.
 - ☐ Tasks Statements CVA Report that include a detailed description of the need and outcome of each task and how that task will help achieve the project goal(s).
 - ☐ Project Implementation Schedule for a CVA Report that identifies the party responsible for each task, the duration of time associated with completing each task (Month 1, Month 2, etc. Not the month of the year) and the outcome of each task.
 - ☐ Letters of Resource Commitment and/or Project Support for a CVA Report.
 - ☐ Budget for a CVA Report that identifies the costs for the interim and final products and a subtotal for each deliverable.

Information pertaining to the Grant Objectives:

- ☐ Location map
- ☐ Description of existing data and/or products relating to a MPA or CVA Report.
- ☐ Type of Community
- ☐ Size of Municipality
- ☐ Existing Public Access Facilities
- ☐ Potential for Public Access Facilities
- ☐ Public Access Fund
- ☐ Impacts on tidal flooding or flooding from storm events