



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

**INSTRUCTIONS & APPLICATION FORM**

**for  
YEAR 2023  
FLOODPLAIN PROTECTION PROJECTS  
in the  
TRUST FUND COUNTY PROGRAM  
by  
Bergen County Municipalities**

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**APPLICATION DEADLINE: FRIDAY, MAY 12<sup>th</sup>, 2023**

# NOTICE

**Please contact Kenneth Aloisio, Executive Director, Bergen County Open Space Trust Fund, if interested in submitting an application.**

**Call 201-336-6454 or email at: [kaloisio@co.bergen.nj.us](mailto:kaloisio@co.bergen.nj.us).**

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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 2023.

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 2023 funding round.

The deadline to submit the completed application, including all required attachments, is **FRIDAY, MAY 12<sup>th</sup>, 2023**.

Staff from the Division of Land Management and the Trust Fund Public Advisory Committee will begin its reviews and conduct site visits during the late spring and early summer. It is anticipated that final funding approval by the Board of County Commissioners would occur in December 2023.

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**APPLICATION DEADLINE: FRIDAY, MAY 12<sup>th</sup>, 2023**

## **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?
- **NJDEP Green Acres Program** – Has an application been submitted to NJ DEP Blue Acres?
- **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 (2022) 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.

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### **SUBMISSION INSTRUCTIONS**

Assemble all of the application forms and all required attachments. This packet constitutes your entire application. **Complete applications must be received by 4:30 PM on **FRIDAY, MAY 12<sup>th</sup>, 2023.****

Submit it to:

Kenneth Aloisio, Trust Fund Executive Director Dept. of Parks, Division of Land Management One Bergen County Plaza, 4 <sup>th</sup> Floor Hackensack, New Jersey 07601-7076
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# 2023 Bergen County Floodplain Protection Program "Locally Funded Project" Application



Complete and submit with all required attachments  
to: Kenneth Aloisio, Trust Fund Executive Director  
Dept. of Parks, Division of Land Management  
One Bergen County Plaza  
Hackensack, NJ 07601  
Phone: 201-336-6454  
E-mail: [kaloisio@co.bergen.nj.us](mailto:kaloisio@co.bergen.nj.us)

<p><u>For Bergen County Use Only:</u></p> <p>Date Rec'd: _____</p> <p>Reviewer: _____</p>
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**Application Deadline: Friday, May 12<sup>th</sup> 2023**

**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)

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**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 \_\_\_\_\_.