



Smart Future Planning Grants Program Guidelines Fiscal Year 2008

Application Process

The Department of Community Affairs (DCA) Office of Smart Growth is now accepting applications for the 2008 round of Smart Future Planning Grants. Applications must be completed and submitted electronically using the SAGE system by February 29, 2008.

Grant Criteria

In furtherance of the State's efforts to promote smart growth principles through the implementation of the State Plan, applications in the following categories will be accepted: [Community Visioning](#), [Agriculture Retention & Farmland Preservation](#), [Transit Oriented Design](#), [Reconnecting Your Community](#), [Urban TDR](#) or [Neighborhood Planning](#). Smart Future Grants are for planning purposes only, and cannot be used for capital improvements or general administration.

The DCA Office of Smart Growth will consider only those applications that meet the specific criteria described below. While six RFP categories are available for the Fiscal Year 2008 Smart Future Grant Round, multiple applications will not be considered. Accordingly, applicants may choose only one "program component" in SAGE that corresponds to a grant category described below.

Secondary Criteria

- Projects that demonstrate applicant commitment through funding and/or in-kind contributions, and leveraging of multiple funding sources will receive priority consideration.
- Applicants that have received Plan Endorsement or are currently engaged in the Plan Endorsement process will receive priority consideration.
- OSG will consider an applicant's successful implementation of any previous Smart Growth grants, if applicable.

Grant Execution & Monitoring

Once awarded a grant, an applicant will need to complete a grant agreement with OSG to finalize the scope, deadlines and payment schedule. Following this agreement, OSG will provide the applicant with a format and schedule for the submission of quarterly reports. Failure to submit quarterly reports and/or other documents as required by the agreement in a timely manner may result in a suspension of the grant.



Smart Future Planning Grants Grant Category Specifications

Community Visioning

Eligible Applicant: Municipal governments engaged in a *community-wide* comprehensive planning process. Only in Designated Urban Centers can the funds be utilized for neighborhood visioning, in which case Designated Urban Center municipal governments or non-profit neighborhood or community development organizations based and active in designated Urban Centers are eligible to apply. Whether a municipal government or non-profit applies for this grant, the application must demonstrate broad-based support by the city and other non-profits based and active in the neighborhood.

Timeframe for Completion of Activities: Funds must be expended within 18 months from the date of contract.

Allowable Costs: Up to \$50,000 for a Community Vision Plan, including the facilitation of public meetings that conforms to the standards set forth in the State Planning Commission Municipal Plan Endorsement Guidelines and the supplemental Community Visioning Standards document. Both documents can be found at <http://www.nj.gov/dca/osg/plan/endorsement.shtml>. Only in Designated Urban Centers may the funds be utilized for neighborhood visioning, otherwise, the applicant shall engage in a *community-wide* visioning process.

The grant may be used to fund activities related to completion of the community visioning process and plan preparation, except that Smart Future Grant funds may not be used for travel, food, facility rental or other capital expenses. Community visioning activities must be highly participatory in nature and include a diverse cross-section of stakeholders. At the conclusion of the visioning process, a report describing the public process and outlining the Community Vision Statement and Implementation Strategies shall be produced. The Vision Plan shall be incorporated into the Municipal Master Plan.

Purpose of Grant: In furtherance of the State's efforts to encourage Smart Growth Principles and community involvement in the planning process, the Office of Smart Growth is providing financial assistance in the development of a Community Vision Plan. The intent of this project is to engage local residents in a participatory process to develop a community consensus. Community Visioning is a three part participatory process that engages local residents in developing a consensus on 1) what they want their community to be, 2) where the community seems to be heading and 3) what has to be done to correct that trend to achieve the desired common vision. A well-planned and organized visioning process will ensure that your master plan and development decisions are understood and supported by the community as a whole. The Plan produced under this grant program will serve to satisfy the Visioning requirement outlined in the Plan Endorsement Guidelines.



Smart Future Planning Grants Grant Category Specifications

Community Visioning (continued)

Technical Assistance Meeting: Required to apply.

The Office of Smart Growth has pre-scheduled the technical assistance meeting for January 7, 2008 at 2PM in Room 129 of the DCA building (101 S. Broad St., Trenton). **Failure to fulfill the technical assistance meeting requirement will result in the automatic rejection of an application.**

For municipal applicants, an elected municipal official shall attend the technical assistance meeting. The member of the municipal staff responsible for completing the application and administering the grant in SAGE should also attend the meeting. While planning consultants may attend the meeting, please note that prior written approval by OSG of any subcontracted consultant is a requirement of all Smart Future Grant agreements.

For non-profit applicants, the member of the staff managing the project shall attend the technical assistance meeting. The member of the staff responsible for completing the application and administering the grant in SAGE should also attend the meeting.

For security purposes, we must know the name, title and affiliation of all attendees prior to the meeting. Please RSVP to Dawn Starling at (609) 292-7155 or DStarling@dca.state.nj.us.

Other Information: The DCA Office of Smart Growth (OSG) will consider only those applications that meet the specific criteria described in this RFP.

This project will be administered by the OSG. The applicant may select their own consultant with the approval of the OSG, but must agree to work under the direction of the OSG staff.

Contact Information: **John Reiser**
(609) 633-7729
JReiser@dca.state.nj.us



Smart Future Planning Grants Grant Category Specifications

Agriculture Retention & Farmland Preservation Plan

Eligible Applicant: Municipal governments with a substantial agricultural land base.

Timeframe for Completion of Activities: Funds must be expended within 18 months from the date of contract.

Allowable Costs: Up to \$50,000 for an Agriculture Retention and Farmland Preservation Plan (“Plan”) that conforms with the standards set forth in the State Agriculture Development Committee’s (SADC) Guidelines for Municipal Comprehensive Management Plans and the State Planning Commission Municipal Plan Endorsement Guidelines. The guidelines can be found at <http://www.state.nj.us/agriculture/sadc/pigmunicipalplanguidelines.pdf> and <http://www.nj.gov/dca/osg/plan/endorsement.shtml>, respectively. Particular emphasis shall be given to the land use planning context, whereby the Plan will establish the basis for land use practices that preserve both land and landowner equity through a balanced growth approach.

Purpose of Grant: In furtherance of the State Plan goals to preserve rural lands and the agricultural industry, the Office of Smart Growth (OSG) is providing technical and financial assistance in the production of Agriculture Retention and Farmland Preservation Plans. Agriculture is an industry in which land is the primary instrument of production and a farmer’s primary asset. Therefore, it is imperative to retain the land base by identifying and prioritizing key areas for preservation. Accordingly, the Plan produced under this grant program will serve to satisfy the Agriculture requirement outlined in the Plan Endorsement Guidelines, as well as the requirements to seek a Planning Incentive Grant from the SADC.

The Plan shall include, but not be limited to, an inventory of farm properties, a map illustrating significant areas of agricultural land, and measures to ensure the sustainable economic vitality of agriculture in New Jersey. The Plan shall include implementation tools that support and promote agriculture as a business. In addition, it shall include implementation strategies that strengthen and promote the use of existing alternative planning tools and create new tools that facilitate the accommodation of growth in ways that consume less land and allow for the preservation of the most productive soils, including techniques that transfer development potential of the agricultural lands to mixed-use compact developments. The Plan shall contain a coordination component with neighboring municipalities and the County Farmland Preservation Plan, as well as a statement of consistency with State Plan Goals and Policies related to agriculture.

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Smart Future Planning Grants Grant Category Specifications

Agriculture Retention & Farmland Preservation Plan (continued)

Technical Assistance Meeting: Required to apply.

The Office of Smart Growth has pre-scheduled the technical assistance meeting for January 7, 2008 at 9:00AM in Room 129 of the DCA building (101 S. Broad St., Trenton). **Failure to fulfill the technical assistance meeting requirement will result in the automatic rejection of an application.**

An elected municipal official shall attend the technical assistance meeting. The member of the municipal staff responsible for completing the application and administering the grant in SAGE should also attend the meeting. While planning consultants may attend the meeting, please note that prior written approval by OSG of any subcontracted consultant is a requirement of all Smart Future Grant agreements.

For security purposes, we must know the name, title and affiliation of all attendees prior to the meeting. Please RSVP to Dawn Starling at (609) 292-7155 or DStarling@dca.state.nj.us.

Other Information: The DCA Office of Smart Growth will consider only those applications that meet the specific criteria described in this RFP.

This project will be administered by the Office of Smart Growth. The applicant may select their own consultant with the approval of the OSG, but must agree to work under the direction of the OSG staff in collaboration with the New Jersey Department of Agriculture.

Contact Information: **Corey Piasecki**
(609) 633-6344
Corey.Piasecki@dca.state.nj.us



Smart Future Planning Grants Grant Category Specifications

Transit Oriented Design Plan

Eligible Applicant: Municipal governments that seek to plan for transit-oriented development around an existing transit facility; and can demonstrate sufficient public support, through a completed visioning process, to adopt and implement the necessary standards for transit-oriented development

Timeframe for Completion of Activities: Funds must be expended within 18 months from the date of contract.

Allowable Costs: Up to \$50,000 for the creation and implementation of a Transit Oriented Design Plan, that includes a public outreach and education component.

Purpose of Grant: In furtherance of the goals and policies of the State Plan to encourage growth around transit infrastructure, the Office of Smart Growth is providing financial and technical assistance to municipalities seeking to plan appropriately around their transit facility. A growing interest by municipalities in obtaining New Jersey Transit Village designation has created a need to better plan, design and implement “transit-friendly” land uses around these very visible transportation facilities for commuters and local residents alike. A Transit Oriented Design Plan encourages sufficient residential density in a mixed-use configuration for a viable and thriving transit-oriented development that incorporates connectivity, pedestrian safety, streetscape improvements, parking and appropriately scaled design.

By incorporating a Transit Oriented Design Plan into the municipal standards for development and/or redevelopment, the community will ensure proper land uses in the station area that will generate economic growth, a vibrant, active and sustainable community center, increased transit ridership, incorporate mixed-uses, improve the design quality of the area and allow for multi-modal transport by improving circulation.

Smart Future Grant awardees under this category are expected to utilize the recommended density and designs outlined in the NJ TRANSIT publication, “Planning for Transit-Friendly Land Use: A Handbook for New Jersey Communities” (June 1994). (A CD containing the handbook can be supplied by request to interested applicants) While grantees are not required to seek New Jersey Transit Village designation, the Transit Oriented Design Plan shall comply with the Transit Village Criteria and meet the standards necessary for Transit Village designation. More information about the Transit Village Program can be found at <http://www.nj.gov/transportation/community/village/index.shtml>

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Smart Future Planning Grants Grant Category Specifications

Transit Oriented Design Plan (continued)

The Transit Oriented Design Plan shall be adopted as an integrated part of municipal Master Plan, and implemented through local land use regulations. The Plan shall include, but not be limited to, the following:

- Opportunities for active pedestrian-generating land uses encouraged to concentrate in activity centers within walking distance of transit facilities;
- A mix of land uses, especially residential (including affordable), commercial, and retail, within activity centers within walking distance of transit facilities;
- Land use strategies that allow and encourage convenience retail and service uses on lower levels of buildings near transit facilities;
- Land use strategies that allow and encourage higher densities supportive of the transit facility;
- Site planning and design strategies that promote pedestrian activity, including traffic calming measures, continuous sidewalks, the siting of buildings at the street line, walkable block patterns and other relevant streetscape improvements;
- Site planning and design strategies that allow and encourage architectural variety and continuity;
- Site planning and design strategies that create and/or enhance pedestrian and vehicular connections;
- Strategies for on-street, shared and/or structured parking, as appropriate, incorporating appropriate reductions in parking requirements for properties near transit facilities; ;
- Incentive mechanisms that encourage transit oriented development; and
- A strategy for the implementation of the Plan through local land use regulations, including zoning and/or redevelopment plans. The intent of this project is to provide a model of planning techniques that recognize the inter-relation of community form (land uses) to mobility (including pedestrian, bicycling, transit, automobile movement and parking). Accordingly, the implementation strategy should include the creation and adoption of form-based code.

The Plan will assist municipalities in pursuing and fulfilling obligations outlined in the Municipal Plan Endorsement Guidelines, and shall contain a statement of consistency with State Plan goals and policies.

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Smart Future Planning Grants Grant Category Specifications

Transit Oriented Design Plan (continued)

Technical Assistance Meeting: Required to apply.

The Office of Smart Growth has pre-scheduled the technical assistance meeting for January 8, 2008 at 1PM in Room 129 of the DCA building (101 S. Broad St., Trenton). **Failure to fulfill the technical assistance meeting requirement will result in the automatic rejection of an application.**

An elected municipal official shall attend the technical assistance meeting. The member of the municipal staff responsible for completing the application and administering the grant in SAGE should also attend the meeting. While planning consultants may attend the meeting, please note that prior written approval by OSG of any subcontracted consultant is a requirement of all Smart Future Grant agreements.

For security purposes, we must know the name, title and affiliation of all attendees prior to the meeting. Please RSVP to Dawn Starling at (609) 292-7155 or DStarling@dca.state.nj.us.

Other Information: The DCA Office of Smart Growth will consider only those applications that meet the specific criteria described in this RFP.

This project will be administered by the Office of Smart Growth. The applicant may select their own consultant with the approval of the Office of Smart Growth, but must agree to work under the direction of the Office of Smart Growth, NJ TRANSIT and Department of Transportation staff.

Contact Information: **Barry Ableman**
(609) 292-3228
BAbleman@dca.state.nj.us



Smart Future Planning Grants Grant Category Specifications

Reconnecting Your Community

Eligible Applicant: Municipal governments. Non-profits and institutions of higher education and research whose mission is dedicated to sustainable transportation may also apply, if the proposed work is directly applicable to New Jersey municipalities.

Timeframe for Completion of Activities: Funds must be expended within 18 months from the date of contract.

Allowable Costs: Up to \$50,000 to a municipality for an individual Circulation Plan ("Plan") that is consistent with the Municipal Plan Endorsement Guidelines. Up to \$50,000 to a non-profit or institution of higher education and research to coordinate the project with the chosen municipalities and create a Reconnecting Your Community technical guidance report based on said case-studies, including a public education component.

Purpose of Grant: The form of a community's circulation system is important because it directly influences travel patterns, land development patterns and many other aspects of community life. Despite this, many of New Jersey's local networks are designed in a manner that isolates people from destinations within the community thereby presupposing travel by auto and discouraging walking, biking and public transit.

In furtherance of the state's policy to encourage center-based development and provide adequate public facilities at a reasonable cost, the Office of Smart Growth is providing financial assistance to municipalities seeking to improve local connectivity through the creation of, or update to, the Circulation Plan Element of the Master Plan. The Plan shall enumerate strategies to create direct and logical access throughout the municipality. It shall contain an existing conditions assessment, a public education and visioning component, and a complete circulation plan that considers all modes of travel, including an analysis of transit opportunities. The Plan will retrofit the existing built environment into a well-connected network of streets and paths through the provision of linkages for all modes of travel including, but not limited to, connector streets, bicycle lanes, sidewalks, and greenways. The resulting Plan shall provide for a complete and efficient circulation network throughout the community that increases residents' mobility. The Plan shall clearly delineate land use code revisions and capital improvements programming necessary for plan implementation. The Plan will assist municipalities in pursuing and fulfilling obligations outlined in the Municipal Plan Endorsement Guidelines, and shall contain a statement of consistency with State Plan goals and policies.

The intent of this project is to provide demonstrate sound circulation planning techniques. Accordingly, the OSG is also accepting applications from non-profits or institutions of higher education and research for a *Reconnecting Your Community Technical Guidance Report* ("Report"). The Report grantee will be expected to coordinate and guide each of the individual Circulation Plan grantees. The experiences and products of these individual projects will serve as the basis for the Report.

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Smart Future Planning Grants Grant Category Specifications

Reconnecting Your Community (continued)

Technical Assistance Meeting: Required to apply.

The Office of Smart Growth has pre-scheduled the technical assistance meeting for January 8, 2008 at 3PM in Room 129 of the DCA building (101 S. Broad St., Trenton). **Failure to fulfill the technical assistance meeting requirement will result in the automatic rejection of an application.**

For municipal applicants, an elected municipal official shall attend the technical assistance meeting. The member of the municipal staff responsible for completing the application and administering the grant in SAGE should also attend the meeting. While planning consultants may attend the meeting, please note that prior written approval by OSG of any subcontracted consultant is a requirement of all Smart Future Grant agreements.

For non-profit or institution of higher education and research applicants, the member of the staff managing the project shall attend the technical assistance meeting. The member of the staff responsible for completing the application and administering the grant in SAGE should also attend the meeting.

For security purposes, we must know the name, title and affiliation of all attendees prior to the meeting. Please RSVP to Dawn Starling at (609) 292-7155 or DStarling@dca.state.nj.us.

Other Information: The DCA Office of Smart Growth will consider only those applications that meet the specific criteria described in this RFP.

This project will be administered by the Office of Smart Growth. The applicant may select their own consultant with the approval of the Office of Smart Growth, but must agree to work under the direction of the Office of Smart Growth and Department of Transportation staff, and in collaboration with other grantees under this demonstration project.

Contact Information: **Kate Meade**
(609) 633-8573
KMeade@dca.state.nj.us



Smart Future Planning Grants Grant Category Specifications

Urban Transfer of Development Rights

Eligible Applicant: Designated Urban Center municipal governments, or governments of urban municipalities that have significant historical and cultural resources and opportunities for redevelopment and/or infill.

Timeframe for Completion of Activities: Funds must be expended within 18 months from the date of contract.

Allowable Costs: Up to \$50,000 for a Transfer of Development Rights (TDR) Study focusing on transferring development rights from historic or cultural resources, waterfront areas, recreation and/or parkland areas to redevelopment or infill areas within the municipality.

Purpose of Grant: In furtherance of the state's policy to encourage center-based development and preserve the State's critical resources, the Office of Smart Growth is providing financial assistance to municipalities seeking to develop a TDR study that will preserve historic or cultural resources, waterfront areas, recreation and/or parkland areas and target that development to redevelopment or infill areas within the municipality. TDR is a powerful planning mechanism that uses private dollars to preserve critical resources by transferring development potential to an area appropriate for growth or an area in need of redevelopment. Public tax dollars alone cannot protect all of the State's critical resources. TDR is also an alternative planning tool that eliminates the "windfalls and wipeouts" in property values associated with zoning changes.

The TDR study shall examine possible receiving and sending area opportunities, and include an economic analysis that illustrates the feasibility of TDR. The TDR study shall provide the basis for the municipality to develop a Development Transfer Plan Element of the master plan and a Real Estate Market Analysis; two elements required under the State Transfer of Development Rights Act (N.J.S.A. 40:55d-137 et seq.) to establish a TDR program.

The resulting TDR study shall clearly illustrate a TDR mechanism and implementation strategy to protect the community's critical resources, as well as produce the mixed-use center-based development that will accommodate growth. The study will assist municipalities in pursuing and fulfilling obligations outlined in the Municipal Plan Endorsement Guidelines, and shall contain a statement of consistency with State Plan goals and policies.

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Smart Future Planning Grants Grant Category Specifications

Urban Transfer of Development Rights (continued)

Technical Assistance Meeting: Required to apply.

The Office of Smart Growth has pre-scheduled the technical assistance meeting for January 9, 2008 at 9AM in Room 816 of the DCA building (101 S. Broad St., Trenton). **Failure to fulfill the technical assistance meeting requirement will result in the automatic rejection of an application.**

An elected municipal official shall attend the technical assistance meeting. The member of the municipal staff responsible for completing the application and administering the grant in SAGE should also attend the meeting. While planning consultants may attend the meeting, please note that prior written approval by OSG of any subcontracted consultant is a requirement of all Smart Future Grant agreements.

For security purposes, we must know the name, title and affiliation of all attendees prior to the meeting. Please RSVP to Dawn Starling at (609) 292-7155 or DStarling@dca.state.nj.us.

Other Information: The DCA Office of Smart Growth will consider only those applications that meet the specific criteria described in this RFP.

This project will be administered by the Office of Smart Growth. The applicant may select their own consultant with the approval of the OSG, but must agree to work under the direction of the OSG staff.

Contact Information: **Lorissa Whitaker**
(609) 633-6314
LWhitaker@dca.state.nj.us



Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project

Eligible Applicant: This Request for Proposals (RFP) has two eligible components.

- 1) **Neighborhood Plan:** Designated Urban Center municipal governments or non-profit neighborhood or community development organizations based and active in designated Urban Centers. Whether a municipal government or non-profit applies for this grant, the application must demonstrate broad-based support by the city and other non-profits based and active in the neighborhood. (For the list of Designated Urban Centers please visit <http://www.nj.gov/dca/osg/plan/centerslist.shtml>)
- 2) **Neighborhood Planning Technical Guidance Report:** Non-profits or institutions of higher education and research whose mission includes neighborhood revitalization. The Report grantee will be expected to coordinate and guide each of the individual Neighborhood Plan grantees. The experiences and products from the Neighborhood plans developed from the individual projects will serve as the basis for the Report.

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Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Plan Component*

Timeframe for Completion of Activities: Funds must be expended within 18 months from the date of contract.

Allowable Costs: Up to \$75,000 for the creation of a Neighborhood Plan.

Purpose of Grant: In furtherance of the State's efforts to revitalize Urban Centers and promote a community's "sense of place", the Office of Smart Growth (OSG) is providing technical and financial assistance in the production of Neighborhood Plans.

The application shall include information about previous planning efforts in the proposed neighborhood area. If there already has been significant planning work, the application must illustrate how a new Neighborhood Plan will add value, rather than repeat existing plans. If there has not, the application must discuss how the city and the community have the capacity, or will be able to build the capacity, to create an effective Neighborhood Plan.

A Neighborhood Plan should include a comprehensive vision for the future of the neighborhood that helps define goals and strategies for achieving that vision. Neighborhood planning is a grassroots initiative that results in a plan created by community stakeholders: those who live, work and play in the neighborhood. A Neighborhood Plan should be structured in a way that it can be integrated into the city's Master Plan, and ultimately implemented through city policy and land use regulation. It is therefore critical to have participation and buy-in by the city and neighborhood organizations throughout the planning process.

The Neighborhood Plan shall contain the following sections:

Vision

- Neighborhood Planning Committee: The grantee shall create a Neighborhood Planning Committee (NPC) to guide the planning process. The Committee shall include a cross-section of stakeholders; including, but not limited to, residents, business-owners, advocacy groups and City representatives (including City planning staff). The NPC shall propose a neighborhood study area that will be refined through the visioning process.
- Data & Analysis: The NPC shall conduct an analysis of relevant socioeconomic data, including recent trends as well as projections for the future. This should inform the visioning process, but it may also be the case that the visioning process highlights the need for exploration of other data.
 - Demographics
 - Business and labor (e.g. business size, startups, unemployment, labor force participation)
 - Income, poverty, educational attainment

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Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Plan Component (continued)*

- **Neighborhood Inventory:** The NPC shall conduct a Neighborhood Inventory to collect baseline information that will guide the visioning process. The assessment will identify existing conditions with regard to:
 - Land use: land use, zoning, design, redevelopment and rehabilitation areas
 - Transportation: road network, traffic congestion, transit service, pedestrian access, bicycles, parking
 - Housing: quantity, age, tenure, vacancies
 - Economic development: supply of different types of commercial space, vacancies, labor market characteristics (skills, sectors, occupations), major employers and institutions, business/entrepreneurial programs, job training and education
 - Environment: natural features, sewer and water infrastructure, stormwater management, brownfields/contaminated sites, environmental justice issues
 - Open space & recreation: neighborhood parks, sports facilities, tot lots, plazas
 - Community facilities: municipal buildings, emergency services, police, youth and elderly services, child care
 - Cultural & historic resources
- **Visioning Process:** The NPC shall facilitate a neighborhood visioning process to assess community aspirations, expectations and priorities. The visioning process must be comprehensive, transparent and inclusive. Significant efforts must be made to include all segments of the population through use of a variety of outreach and information gathering techniques. The Neighborhood Plan shall contain a description of this process including overall timeline, dates of meetings and workshops, a summary and examples of common themes arising from public input, and how the Plan has incorporated this input. The visioning process shall also define the boundaries of the neighborhood for the purposes of the Plan – an exercise that will vary in its difficulty depending on existing notions of neighborhood identity.
- **Vision Statement:** The Plan shall include a section that articulates a Vision rooted in the realities of relevant data and existing conditions and addressing future opportunities and challenges.
- **Assessment of Assets and Needs:** Based on the visioning process, the Plan will highlight positive assets in the community as well as needs that need to be addressed.

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Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Plan Component (continued)*

Plan Elements

- Goals & Objectives: Based on the Vision, the Plan shall outline a set of goals and objectives for the individual elements outlined below.
- Statement of Coordination: The Plan shall discuss the relationship of the Neighborhood Plan to the municipal master plan and other locally adopted plans, including but not limited to urban enterprise zone plans and redevelopment plans. The Plan must demonstrate consistency or justify any substantive differences from other local plans. In this regard, the Neighborhood Plan may also highlight how it will effectuate future amendments to these other plans. The statement of coordination shall also demonstrate how the Plan is consistent with the State Development and Redevelopment Plan. OSG expects that the Neighborhood Plan will serve as the central component of a neighborhood-level Plan Endorsement petition and/or as a key part of a municipal petition.
- Mobility & Community Form Element shall:
 - integrate land use and transportation strategies into a unified community design framework
 - allow and encourage a mix of uses
 - allow and encourage architectural variety and continuity
 - contain site planning and design strategies that promote pedestrian activity, including traffic calming measures, continuous sidewalks, the siting of buildings at the street line, walkable block patterns and other relevant streetscape improvements
 - consider road improvements in a manner that balances the needs of pedestrians, bicycles, transit service and car
 - links different modes of transportation to one another and to land uses around multi-modal hubs
 - include strategies for on-street, shared and/or structured parking as appropriate to serve one or more of these goals: economic development, residential amenity, commuter parking
- Housing Element shall:
 - contain strategies to rehabilitate, enhance and/or sustain housing stock that encourages variety of type and affordability
 - provide for mixed income housing, with residential design standards that blend affordable and market-rate housing
 - provide for key worker or employer-assisted housing in connection with major employers and institutions in the neighborhood
 - be consistent with and support the strategies of any citywide Housing Element & Fair Share Plan
 - provide for its fair share of affordable housing or greater per COAH standards, or justify any shortfall

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Smart Future Planning Grants

Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Plan Component (continued)*

- Economic Development Element shall:
 - develop the social and institutional infrastructure necessary to align employment opportunities and real estate development activity with workforce education and training programs
 - promote local entrepreneurship, in particular to fulfill commercial needs not being fulfilled by corporations, like grocers and farmers markets, medical services, etc.
 - link to the various infrastructure and services necessary to foster job access, including housing, public transportation, health services, childcare, etc.
 - support any key industry sectors identified in the Governor's Economic Strategy that are relevant to the neighborhood, either in terms of the businesses or the workers based there
- Environment Element shall:
 - restore or enhance the urban ecology, linking natural resources to features of other Elements in this Plan as appropriate
 - provide for the mitigation environmental hazards, including remediation of contaminated sites and addressing environmental justice issues
 - promote a range of sustainability measures, including but limited to green design, green business, access to fresh local produce
- Open Space & Recreation Element shall:
 - provide for maintenance or enhanced provision of neighborhood parks and recreation facilities
 - ensure that neighborhood parks serve as the focal points of the surrounding community, easily accessible by foot and bicycling
 - provide for public access to regional parks and waterfront areas
- Community Facilities Element shall:
 - consider key civic buildings such as the city hall, schools, public libraries, and police stations in a manner that maximizes linkages to the neighborhood through location and design
 - provide for the application of green design as facilities are renovated or rebuilt
 - take advantage of any opportunities for the sharing of facilities, such as provision of community meeting spaces and social services
 - ensure timely provision of emergency services throughout the neighborhood
- The Plan shall include other elements as relevant (e.g. historic preservation)

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Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Plan Component (continued)*

Implementation Strategies

- The Plan shall define strategies for each of the element themes that build upon existing community assets to help address community needs. These strategies shall be appropriate to the scale of revitalization necessary for the stabilization and future success of the neighborhood.
- The Plan shall identify the partners at the levels of neighborhood, municipality, county, state and federal to implement strategies. The Plan shall be clear on the role(s) of each partner and the nature of any collaboration between partners.
- The Plan shall identify funding mechanisms, in particular innovative financing techniques that leverage other sources of funds including the private sector, non-profit resources, and various levels of government.

Monitoring

- Based on the sections of the Vision and the Elements, the Neighborhood Plan shall outline baselines, targets and indicators to monitor the progress of the above implementation strategies
- This section shall also outline data sources and the agencies or organizations responsible for monitoring the indicators.
- This section shall include a turnkey template (e.g. Excel spreadsheets) that will serve as the primary tool for gathering, analyzing and reporting data.

Relationship of Neighborhood Plan to Technical Guidance Report: The intent of this project is to demonstrate sound neighborhood planning techniques. Accordingly, the OSG is also accepting applications from non-profits or institutions of higher education and research for a Neighborhood Planning Technical Guidance Report. The Neighborhood Plan grantee will be expected to work under the guidance of, and in coordination with, the Technical Guidance Report grantee. The experiences and products of the individual Neighborhood Plan projects will serve as the basis for the Technical Guidance Report.

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Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: Neighborhood Plan Component (continued)

Technical Assistance Meeting: Required to apply.

The Office of Smart Growth has pre-scheduled the technical assistance meeting for January 7, 2008 at 11:30 AM in Room 129 of the DCA building (101 S. Broad St., Trenton). **Failure to fulfill the technical assistance meeting requirement will result in the automatic rejection of an application.**

For municipal applicants, an elected municipal official shall attend the technical assistance meeting. The member of the municipal staff responsible for completing the application and administering the grant in SAGE should also attend the meeting. While planning consultants may attend the meeting, please note that prior written approval by OSG of any subcontracted consultant is a requirement of all Smart Future Grant agreements.

For non-profit applicants, the member of the staff managing the project shall attend the technical assistance meeting. The member of the staff responsible for completing the application and administering the grant in SAGE should also attend the meeting.

For security purposes, we must know the name, title and affiliation of all attendees prior to the meeting. Please RSVP to Dawn Starling at (609) 292-7155 or DStarling@dca.state.nj.us.

Other Information: The DCA Office of Smart Growth will consider only those applications that meet the specific criteria described in this RFP.

This project will be administered by the Office of Smart Growth. Grantees may select their consultant with OSG approval, but must agree to work under the direction of OSG and Office Economic Growth staff, and in collaboration with other grantees under this demonstration project.

Contact Information: Leigh Jones
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Leigh.Jones@dca.state.nj.us



Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Planning Technical Guidance Report Component*

Timeframe for Completion of Activities: Funds must be expended within 24 months from the date of contract.

Allowable Costs: Up to \$100,000 to non-profits or institutions of higher education and research, whose mission includes neighborhood revitalization for a Neighborhood Planning Technical Guidance Report (“Report”).

Purpose of Grant: In furtherance of the State’s efforts to revitalize Urban Centers and promote a community’s “sense of place”, the Office of Smart Growth is providing technical and financial assistance in the production of Neighborhood Plans. The Report grantee will be expected to coordinate and guide each of the individual Neighborhood Plan grantees. The experiences and products of these individual projects will serve as the basis for the Report. This Report will also be used as the Office of Smart Growth’s Neighborhood Plan Endorsement Guidelines.

A Neighborhood Plan is a comprehensive vision for the future of the neighborhood that includes detailed goals and strategies for reaching that vision. Neighborhood planning is a grassroots initiative that results in a plan created by community stakeholders—those who live, work and play in the neighborhood. A Neighborhood Plan provides the baseline data, goals and implementation strategies for a particular neighborhood that can then be integrated into the City’s Comprehensive Plan, and ultimately implemented through City policy and land use regulation. It is, therefore, critical to have participation and buy-in by both the neighborhood organization and the City throughout the planning process.

The Report shall provide guidance in the creation and implementation of Neighborhood Plans, and shall include:

- A thorough review of the Neighborhood Plans created under this RFP
- A thorough review of neighborhood plans from around the United States
- An assessment of the effectiveness of various neighborhood planning techniques
- Best management practices for neighborhood visioning
- A marketing strategy to promote dense growth in urban neighborhoods
- Best management practices for building and redeveloping in the urban centers
- Best management practices for implementation
- Recommended strategies and examples of smart growth planning principles, including the following:
 - Strategies for the preservation of historic and cultural resources;
 - Strategies to restore or enhance natural resources, and to mitigate environmental hazards;
 - Strategies to increase public amenities, including park and recreational opportunities;
 - Strategies to fix or enhance infrastructure;



Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Planning Technical Guidance Report Component (continued)*

- Strategies to rehabilitate, enhance and/or sustain housing stock that encourages variety of type and affordability;
- Strategies for economic development; specifically to provide employment opportunities in the neighborhood that fit the skill set of current residents
- Land use strategies that allow and encourage opportunities for active pedestrian-generating land uses concentrated in neighborhoods;
- Land use strategies that allow and encourage a mix of land uses, especially residential (including affordable), commercial, and retail, within neighborhoods;
- Land use strategies that allow and encourage convenience retail and service uses on lower levels of buildings;
- Site planning and design strategies that promote pedestrian activity, including traffic calming measures, continuous sidewalks, the siting of buildings at the street line, walkable block patterns and other relevant streetscape improvements;
- Site planning and design strategies that allow and encourage architectural variety and continuity;
- Site planning and design strategies that create and/or enhance vehicular connections; and
- Strategies for on-street, shared and/or structured parking as appropriate.

This Neighborhood Plan Endorsement Process will be a voluntary review process for neighborhoods in urban areas. This process will be applicable to all neighborhoods in all of the Designated Urban Centers. Once neighborhood plans have been endorsed, they should have completed actions necessary to obtain state agency funding and implement their plan. State Agency's should be satisfied that their respective requirements and regulations will be met through the endorsement process.

The Report shall include a process by which to review Neighborhood Plans for Plan Endorsement, including:

- A list of deliverables that will be provided at the to OSG upon completion of the Neighborhood endorsement process
- Requirements for state agency funding and benefits
- A review process for OSG planners determining consistency with the following:
 - State Development and Redevelopment Plan
 - New Jersey Municipal Land Use Law
 - State Planning Commission Rules
 - State Agency Constraints
 - State Agency Comments
 - Capacity Based Planning
 - Recreation and Open Space Inventory (ROSI)

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Smart Future Planning Grants Grant Category Specifications

Neighborhood Planning Demonstration Project: *Neighborhood Planning Technical Guidance Report Component (continued)*

- Redevelopment and/or rehabilitation plan(s) adopted pursuant to the Local Redevelopment and Housing Law (LRHL)
- Resource protection ordinances
- The municipal master plan, other locally adopted plans (including, but not limited to urban enterprise zone plans, and redevelopment plans), and any other relevant county, regional or state plan

Relationship of Technical Guidance Report to Neighborhood Plans: The intent of this project is to demonstrate sound neighborhood planning techniques. The Neighborhood Planning Technical Guidance Report grantee will be expected to coordinate and guide each of the individual Neighborhood Plan grantees. The experiences and products of these individual projects will serve as the basis for the Report.

Technical Assistance Meeting: Required to apply.

The Office of Smart Growth has pre-scheduled the technical assistance meeting for January 7, 2008 at 11:30 AM in Room 129 of the DCA building (101 S. Broad St., Trenton). **Failure to fulfill the technical assistance meeting requirement will result in the automatic rejection of an application.**

The member of the non-profit or institution of higher education and research staff managing the project shall attend the technical assistance meeting. The member of the staff responsible for completing the application and administering the grant in SAGE should also attend the meeting.

For security purposes, we must know the name, title and affiliation of all attendees prior to the meeting. Please RSVP to Dawn Starling at (609) 292-7155 or DStarling@dca.state.nj.us.

Other Information: The DCA Office of Smart Growth will consider only those applications that meet the specific criteria described in this RFP.

This project will be administered by the Office of Smart Growth. Grantees may select their own consultant with the approval of the OSG, but must agree to work under the direction of the OSG and Office of Economic Growth staff, and in collaboration with other grantees under this demonstration project.

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