Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nick Angarone

New Jersey Department of Environmental Protection

Coastal Management Program

Office of Coastal and Land Use Planning

P.O. Box 420 Mail Code 401-0420

Trenton, NJ 08625-0420

Subject: Resilient NJ Grant Program Opportunity -

Authorization and Letter of Commitment to Participate - [Municipality Name]

Dear Mr. Angarone:

Per the requirements of the Notice of Fund Availability (NOFA) published in the NJ Register on May 21, 2018, [Municipality Name] is committed to participating in the Resilient NJ Planning Grant Program to undergo a comprehensive planning approach to identify and address vulnerabilities to increased flood risk, protection of environmental resources, and promotion of sustainable/smart growth development. By way of this letter, Municipality Name] agrees to the following:

* Fulfill the requirements of the NOFA as the Prime, which is the single entity representing the region. The Prime is considered the applicant and is responsible for meeting the requirements of the grant agreement. In addition to participating in Program meetings and activities, the Prime will be responsible for:
* Coordinating regional team members, ensuring participation at meetings and events;
* Collecting and submitting documentation for reimbursement on at least a quarterly basis;
* Grant management through SIROMS;
* Distributing reimbursement funds to regional participants;
* Submitting monthly progress reports for the region;
* Maintaining the appropriate records for the Program and making them available to state and federal officials for auditing purposes;
* Provide leadership and guidance for the regional team;
* Provide data and information as requested;
* Provide meeting support, space, and resources as needed.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature & Title of Responsible Party)

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(Print name)