

Monmouth County
**MUNICIPAL
OPEN SPACE
GRANT PROGRAM**

**Application Form
and
Policy and Procedures Manual**

A program of the Monmouth County Board of Chosen Freeholders

Revised 3/10

Questions and correspondence regarding the Monmouth County Municipal Open Space Grant Program should be addressed to the Monmouth County Park System, Acquisition and Design Office, Attn: Municipal Open Space Program, 805 Newman Springs Road, Lincroft, NJ 07738 or by telephone at 732-842-4000, Ext. 4472.

**Monmouth County
Municipal Open Space Grant Program**

Application Cover Page & Checklist

2010 Application Deadline: 4pm on September 22, 2010

Official Use
Date Received: _____
Application #: _____

**Monmouth County Municipal Open Space Grant Program
Application Cover Page & Checklist**

Note: This cover page & the checklist located on the reverse side must be completed and submitted for the application to be accepted.

Applicant Information

Name of Municipality: _____

Municipal Contact Person (same name and title as identified in resolution): _____

Mailing Address: _____

Telephone No.: _____

Facsimile No.: _____

Email Address: _____

Project Information

Project Name: _____

Type of Project: _____ Acquisition _____ Development

Address: _____

Block(s): _____ Lot(s): _____ Acres: _____

Funding Request (round to nearest \$1,000): _____

Total Project Cost: _____

Formatting Requirements

- The Application Cover Page should appear as the first page of the application.
- The Application Narrative must conform to the outline structure of the Application Checklist by containing the four main sections (A-D) and related subsections.
- The Application Narrative should not exceed 5 pages in length excluding attachments.
- Proposals should be submitted in an 11-point font on letter size paper.
- Binders, folders, and notebooks hinder committee review and are discouraged.
- Four (4) copies of the complete application are required. For acquisition projects, only one copy of the appraisal(s) is required.

****See the reverse side for application checklist****

Application Checklist

Complete the checklist below after the application package is assembled to ensure each required element is fulfilled. **Applications that are not complete by the deadline will not be considered for funding.** See Application Narrative/Requirements and Project Evaluation sections of Policy and Procedures Manual for greater detail (pps.7-9).

A. Project Description

- 1. Project description/scope. Development projects – concept plans & budget. (p.7)
- 2. Timetable and schedule for completion. (p.7)

B. Site Conditions & Natural Features

- 1. Describe physical conditions and known environmental hazards. (p.7)
- 2. Describe compatibility with existing land uses. Identify historic/cultural features. (p.7)
- 3. Provide maps as described in Policy and Procedures Manual. (p.7)

C. Recreation/Open Space Program

- 1. Describe project recreation objectives and attainment of grant program goals. (p.8)
- 2. Describe overall local program and accomplishments and provide park inventory. (p.8)
- 3. Describe overall local recreation/open space needs and project fulfillment of those needs. (p.8)
- 4. Explain how project compliments existing local and regional plans. (p.8)

D. Supporting Documentation

- 1. Identify other supporting factors. (p.8)
- 2. Municipal resolution with required components (must use model provided). (p.8)
- 3. Minutes from a public hearing on the project and evidence of notice. (p.8)
- 4. Letters of commitment from project partners, if applicable. (p.8)
- 5. Other letters of support - optional. (p.8)
- 6. Acquisition projects – appraisal (one copy). (p.8)
- 7. Copy of deed restrictions if applicable. (p.9)

Common Problems with Applications

- Missing information
Use the application checklist to ensure that you are submitting a complete application.
- Inconsistencies between cover page, narrative, project budget, and the authorizing resolution
Review the application components for consistency; pay particular attention to block and lot numbers and budget figures.
- Designation of a municipal contact person unable to perform the function. (see page 3 of the manual)
A contact person who works regular business hours within the municipal offices may be best for prompt and efficient communication of information.
- Application narrative does not follow prescribed outline
A well-organized application that is responsive to the application requirements and project evaluation criteria is more likely to receive funding.
- Inclusion of ineligible costs in the project budget (see pages 5-6 of manual)
Ineligible costs include operational/maintenance costs, equipment, contingencies, and soft costs such as engineering, surveys, permits, administration, and in-kind services.
- Faulty public notice or hearing process (see page 8 of manual)
A public hearing with adequate public notice must be completed prior to the filing of the application.
- Property not on or eligible for the Recreation and Open Space Inventory or ROSI
Funded properties must be used for public park, recreation, and open space purposes only. An easement restricting its use is a condition of award.
- Unrealistic budget or timetables
Awards are based on the projected budget; no increases are available where actual costs exceed the budget and the municipality is expected to complete the project as described in the grant application. All projects must be complete within two years; apply for projects that can be completed within that period.
- Authorizing resolution does not include required components
Applicants must use the form of resolution provided. Alterations will not be accepted.

**Monmouth County
Municipal Open Space Grant Program**

Policy and Procedures Manual

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Sample Development Project Budget

Municipal Resolution

Sample Grant Agreement

Sample Deed of Open Space Easement
and Sample Signature Pages

1. General Provisions

Purpose and Objectives

The purpose of the Monmouth County Municipal Open Space Program is to expand park and open space opportunities for Monmouth County residents by providing funding to assist municipalities with their local programs of park and open space acquisition and/or development/redevelopment. The program is a competitive program where municipalities submit applications for proposed projects. The Municipal Open Space Program has the following objectives:

- Acquire land for conservation and preservation,
- Acquire land for active and passive recreation, and
- Develop or redevelop land to expand recreational opportunities.

Program Goals

The goal of the program is to acquire, preserve and improve land for park, recreation and open space purposes where development pressures are the highest and thus the need for open space and recreation is significant. Emphasis of the program will be placed on land acquisition, and additional priority will be given to State-designated Urban Aid Communities.

It is expected that the volume of applications for worthwhile projects will be high. Program limits on the number of applications and the dollars awarded have been established to enable program funding to support a larger number of municipalities. The requirement of a local match and local funding of program ineligible expenses provides a tangible demonstration of local commitment to what is intended to be a cooperative project.

Background

In November 1987 and again in November 1996, the voters of Monmouth County authorized by public referendum, the use of the County Open Space Trust Fund for the acquisition of lands for County park, recreation, conservation, and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes, as provided for in P.L. 1997, Chapter 24. On November 5, 2002, voters approved expansion of the existing program including monies for cooperative projects with municipalities within Monmouth County.

On January 23, 2003 and again on January 25, 2007 and January 22, 2009, the Monmouth County Board of Chosen Freeholders passed a resolution authorizing the allocation of the Monmouth County Open Space Trust Fund. The resolution allocates two million dollars per year for cooperative projects with municipalities within Monmouth County for land acquisition for open space, recreation and conservation and for recreation and conservation development purposes.

This program has been developed in response to the wishes of the voters of Monmouth County who approved a referendum providing for the allocation of funding for a municipal open space program.

Administration

The Monmouth County Municipal Open Space Program is a program of the Monmouth County Board of Chosen Freeholders and is administered with the assistance of the Monmouth County Park System.

This manual has been developed as a guiding instrument for municipalities interested in expanding open space and recreational opportunities within their communities. This document provides specific instructions to municipalities interested in submitting applications for acquisition or development/redevelopment projects. Please note, that there are times, however, when deviations from these guidelines may be needed to ensure the best interest of the public is protected.

Application Submission Requirements

All applications must be submitted with the Application Cover Page and a completed Checklist. Proposals should be submitted in 11-point font and should not exceed five (5) pages in length excluding attachments such as maps and supporting documentation. Please provide four (4) copies of the application to facilitate review of the proposal. Materials previously submitted as part of an application in a prior funding cycle cannot be referenced to complete the current application. Applicants should completely understand eligibility requirements and strictly follow the Application Requirements as described under Section 5 “Application Process.”

Only complete applications will be considered for funding. Applicants are encouraged to schedule a pre-application meeting with the Program Administrator to identify any deficiencies or issues of eligibility.

Applications for 2010 funding must be postmarked or delivered to the Acquisition and Design Office of the Monmouth County Park System at Thompson Park in Lincroft on or before 4pm on Wednesday, September 23, 2010.

2. Definitions

The terms used in this manual shall have the following meanings:

- Acquisition - the act of gaining possession of fee simple or some lesser interest in land including, but not limited to an easement restricting development, by gift, purchase, installment purchase agreement, devise, or condemnation which allows for the use of the land or structures thereon for park, recreation, conservation, and open space purposes.
- Appraisal – a certified property appraisal prepared by a New Jersey Green Acres Program approved appraiser that estimates the fair market value of land and structures.
- Development – the construction, reconstruction, conversion, structural alteration, relocation, enlargement, or demolition of a facility or structure for park, recreation and open space purposes; and any use, or change in the use, of any structure, or land, or extension of use of land for those purposes. Development shall also include redevelopment.
- Fee-simple – ownership of property that represents full ownership without any substantial restrictions or limitations in the title of the property
- Grant Agreement – written agreement between the Monmouth County Board of Chosen Freeholders and a municipality governing the municipality’s performance of the grant and the provision of grant funding by Monmouth County.

Public Access Easement – the limited right of use over property by the general public, rather than for the benefit of a specific individual.

State-designated Urban Aid communities – those communities that the New Jersey Division of Local Government Services has deemed eligible for the Municipal (Urban) Aid Program for the State fiscal year in which the application for funding is submitted or for the immediately preceding State fiscal year.

Structure – a facility for occupancy, use, or ornamentation that is installed on, above or below the surface of the ground.

3. Applicant Eligibility

Monmouth County municipalities are the only eligible applicants. Municipalities are encouraged, however, to form partnerships with other public or non-profit organizations to strengthen and enhance project proposals. The Monmouth County Board of Chosen Freeholders will enter into grant agreements with municipalities only.

Municipalities must identify and authorize a “municipal contact person” by name and title. ***All correspondence and communications will be directed to the authorized municipal contact.*** The municipal contact must be identified in the Municipal Resolution (see item #1 in the Resolution) and on the Application Cover Page & Checklist. If the individual named ceases to work for the municipality, the current person in the specified title shall be the contact person unless otherwise specified by the municipality. ***For ease of communications and continuity over the life of the project, it is recommended that a responsible full-time employee of the municipality available during regular business hours be named as the municipal contact person, rather than a consultant or appointed or elected official.*** Communication with attorneys, engineers, and other third parties shall be the responsibility of the municipal contact person.

4. Project Eligibility

A. All Projects

Funding Limit Per Project

Monmouth County will fund up to 50% of eligible project costs. In State- designated Urban Aid Communities, the county will increase its maximum share to 75%. County funding will be limited to \$250,000 per project. Matching funds must be non-county funds. In-kind services are not eligible as project match. All funding requests should be rounded to the nearest \$1000.

Number of Submissions per Municipality

Municipalities may submit one (1) project proposal per annual grant cycle.

B. Acquisition Projects

Eligible Land Acquisitions

The applicant municipality must acquire a controlling interest in the property. All land acquisition projects must be for park, recreation and open space purposes including but not limited to the following:

- Waterfront lands adjacent to the ocean, ponds, lakes, streams, rivers, or reservoirs.
- Natural areas such as forested areas or watershed areas that may be used as wildlife conservation areas, scenic vistas, or other open space purposes.
- Lands to be used as park and recreational areas such as playgrounds, athletic fields, recreation centers, or areas for passive recreation.
- Lands that have significant cultural and/or historic features.

A deed of open space easement from the applicant municipality to the County restricting the use of the project site to these purposes will be required as a condition of award.

Ineligible Land Acquisitions

- Purchase of lands that will have restricted public access unless full access is determined to be detrimental to the natural resources found on the site.
- Planned future use that will have an adverse impact to environmental, scenic, or historic resources.
- Sites that are or will be used as a public road or right-of-way such as sidewalks unless intended exclusively for walking/biking trails or used for ingress and egress for a park and recreation facility.
- Any land owned by a public agency or governmental agency having jurisdiction.
- Any land intended to satisfy the mitigation requirements of the New Jersey Green Acres Program procedural rules for disposal or diversion as set forth at N.J.A.C. 7:36-21 et. seq.

Acquisition of Structures

- Applicant must agree to either maintain or demolish any structures on site.
- Any facility to be retained must be used for public park and open space purposes only.

Acquisition of Public Access Easements

Easements must provide public access to be eligible for funding.

Appraisal Specifications

At least one appraisal less than three years old and prepared by a New Jersey Green Acres Program approved appraiser must be included with the application. It is recommended that appraisals conform to the New Jersey Green Acres Program appraisal specifications that can be found on their website <http://www.state.nj.us/dep/greenacres/>. Applicants are encouraged to confirm project eligibility before incurring appraisal costs.

Allowable Project Costs for Acquisition

For acquisition projects, the allowable grant amount will be based on the appraised value or agreed to purchase price, whichever is less, for either the title in fee-simple interest for land and structures or a public access easement for the land. Project costs will not be allowed as set forth below under the heading “Disallowable Project Costs for Acquisition.”

Disallowable Project Costs for Acquisition

The following costs will not be covered with program funds and should be excluded from the total project cost used to determine the grant request amount:

- Appraisals
- Legal fees
- Title Searches and Title Insurance
- Recording costs
- Engineering and/or surveys
- Environmental audits
- Building demolition, renovation and/or stabilization
- Administration or operation related to the project
- In-kind services including salaries or wages of employees of the applicant
- Owner/Tenant relocation
- Condemnation costs
- Contingencies
- Any costs incurred prior to the submission of the application; the issuance of a purchase order shall constitute the incurrence of costs.

C. Development/Redevelopment Projects

Eligible Development and Redevelopment Projects

All projects must be for park, recreation, and open space purposes. A deed of open space easement restricting the use of the project site to these purposes will be required as a condition of award. Building new facilities and improving existing facilities through demolition, renovation, and/or stabilization will be considered as eligible. All project sites must be owned by the applicant municipality or the municipality must hold a long-term lease extending at least 25 years beyond the anticipated grant award and the site must be under the control of the applicant municipality. Fees for use of funded facilities are permissible. *Applications for projects that diversify or expand recreation opportunities will be favored over applications that replace aged or substandard facilities or address issues of maintenance.*

Ineligible Development and Redevelopment Projects

The following conditions will deem projects as ineligible:

- Projects that have restricted public access, unless full access is determined to be detrimental to natural resources.
- Activities that will cause adverse impacts to environmental, scenic, historic or pre-existing park resources.
- Sites that are or will be used as a public road or right-of-way such as sidewalks unless it is intended exclusively for walking/biking trails or ingress or egress for a park and recreation facility.

Allowable Project Costs for Development and Redevelopment Projects

For development and redevelopment projects, the allowable grant amount will be based on the actual construction costs of the approved project elements. Project costs will not be allowed as set forth below under the heading “Disallowable Project Costs for Development and Redevelopment Projects.”

Disallowable Project Costs for Development and Redevelopment Projects

The following costs will not be covered with program funds and should be excluded from the total project cost used to determine the grant request amount:

- Operational and maintenance costs for facilities or projects.
- Equipment – e.g., trucks, tractors, boats, tables, chairs or other movable, expendable, or disposable items. (Fixtures will be allowed if determined to be a necessary component of the facility.)
- Soft costs – e.g., engineering, architectural, surveys, permits, environmental audits, administration or operation related to the project, in-kind services including salaries or wages of employees of the applicant.
- Contingencies
- Any costs incurred prior to the submission of the application; the issuance of a purchase order or the award of a contract shall constitute the incurrence of costs.

5. Application Process

Annual Schedule

Municipalities are encouraged to submit applications following the funding cycle outlined below. Applications will be accepted throughout the year, but applications submitted prior to the filing deadline will only be reviewed for completeness before the formal evaluation phase begins after that deadline. Applicants are reminded that projects may not be selected for funding; hence, applicants who proceed with projects between the date of filing and the time of project selection are at risk of incurring costs for which they may not be reimbursed. Applications received after the filing deadline will be considered in the next funding cycle if requested by the municipality. Evaluation and selection only occurs during the schedule below:

May – Application packages sent to Mayors, Municipal Administrators, and Municipal Clerks

September – Applications due (2010 deadline is September 22)

December – Funding recommendations to Freeholders

December/January – Freeholders announce selected projects

January – June – Grant Agreements executed

Applications for 2010 funding must be postmarked or delivered to the Acquisition and Design Office of the Monmouth County Park System at Thompson Park in Lincroft on or before 4pm on Wednesday, September 22, 2010.

Application Review

Applications will be submitted to and reviewed by Park System staff. Only complete applications will be considered for funding. Based upon the documentation submitted by the applicant and the established policy and procedures, staff will provide recommendations to the County Board of Chosen Freeholders. The Board of Chosen Freeholders will select projects for funding.

Application Selections

If an application is selected for funding, the applicant will be notified in writing with additional instructions regarding completion of the grant agreement.

If an applicant is not selected for funding, the applicant will be notified in writing.

In accordance with the provisions of N.J.S.A. 40:12-14 et seq. L. 1997 c. 24, the County Board of Chosen Freeholders will hold a public hearing on those development projects awarded \$100,000 or more in County funding and adopt a resolution authorizing the expenditure of funds for those selected projects.

6. Application Narrative/Requirements

Note: The Application Narrative should be consistent with the outline numbering used in this section (6. A.-D.) and on the Application Cover Page & Checklist. Please be reminded that a completed Cover Page & Checklist must be included with all applications. The Cover Page should appear as the first page of the application. Incomplete applications will not be considered for funding.

A. Project Description

1. Describe the scope of the project. If the funding request is for less than the entire project scope, this must be explained.
For development projects, identify all project elements and provide a copy of the concept plans and a current estimate of project costs prepared by a design professional. While the budget estimate may include ineligible costs as an indicator of the municipality's financial commitment to the project, only eligible costs should be included in determining the total construction cost which is the basis of any grant award. The concept plan must be of sufficient detail to show the location of the proposed improvements within the park property. For phased projects, each phase must be wholly distinct and the plans must articulate what is existing, what is currently being proposed for funding, and what is to be completed in future phases. A sample budget for development projects is included as an attachment in the appendix.
2. Provide a statement as to the present status of the project and a timetable for the commencement and completion of the project. The timetable should include calendar dates, not spans of time. Note: All funded projects must be completed within thirty (30) months of application selection or two (2) years of the Grant Agreement execution, whichever is first.

B. Site Conditions and Natural Features

1. Describe the physical condition of the property, both natural and man-made. Include a statement about any known environmental hazards; if none are known, state that.
2. Describe the compatibility of the project with the surrounding land use and zoning requirements. Identify any cultural or historic features to be preserved, enhanced, or removed by the project.
3. Attach an aerial image of the property, tax map with reference to block and lot, and zoning map, each setting forth the location of the property. Provide maps setting forth natural resources (floodplains, wetlands, forests, streams, etc.) man-made characteristics, cultural and historic features and indicate the source of this mapped information. The location of the project site should be indicated on all maps. Mapping tools are available on the NJDEP website:
<http://www.nj.gov/dep/gis/depsplash.htm>

C. Recreation/Open Space Program

1. Describe the specific park and recreation objectives for the project and how the objectives meet the grant program goals.
2. Describe existing park, recreation and open space properties and facilities located within the municipality, including but not limited to the project site. Provide a description of the municipality's accomplishments in regards to its overall municipal park and recreation facilities and program. Provide an inventory of existing open space identifying park name, block and lot numbers, and acreage of facility.
3. Describe the municipality's overall recreation/open space needs or deficiencies and how the project will fulfill those needs. Explain why this project was chosen over other possible municipal recreation/open space projects.
4. Describe how the project compliments existing recreation and open space as well as local and regional plans. Show the physical relationship of the project site to other municipal recreation and open space. Evidence of project inclusion in an adopted local plan should be provided.

D. Supporting Documentation

1. Provide a description of other factors, if any, that support the proposal such as, but not limited to, acquisition opportunity, funding partnerships, municipal commitment, development pressure, etc.
2. Complete and submit a certified resolution of the governing body using the format provided in the appendix and available on the Park System website www.monmouthcountyparks.com (applicants may not modify the language in the municipal resolution and must identify the project by name, street address, and tax block and lot). This resolution memorializes the governing body's approval of the project, authorizes the municipality's financial participation in the project, authorizes the signing and execution of all required documents, and indicates its readiness to proceed with project in terms of matching funds.
3. ***Provide a certified copy of the minutes from a public hearing on the grant application and an affidavit of notice; these must be included in the application for it to be considered complete and eligible for funding. The hearing must be held prior to submission of the application, but no more than twelve (12) months prior. The hearing may be held in conjunction with a regularly scheduled municipal meeting, but this is not mandatory. The notice of the hearing must be published as a legal notice or display advertisement at least ten (10) days prior to the hearing date in a local newspaper providing a local circulation in the municipality in which the project is located. The notice must state the purpose of the hearing and identify the project by name, street address, and block and lot. The minutes must reflect that a project scope summary was presented at the hearing.***
4. Include letters of commitment from any identified project partners.
5. Provide letters of support, if any, from neighbors, community associations, local watershed groups, etc. (optional)
6. For acquisition projects, provide one (1) appraisal less than three (3) years old and prepared by a New Jersey Green Acres Program approved appraiser (see specifications at page 5). Please note that while the County will accept an appraisal three (3) years old, the values of a three (3) year old appraisal would normally be considered stale and the municipality is encouraged to obtain an appraisal within one (1) year of the date of application. Nevertheless, the County's obligation is based on the appraisal submitted and is capped at the amount initially authorized. If only a portion of a property is being acquired, the appraisal must provide a value specific to that portion of the property. The grant request should be based on the appraised value or the agreed to purchase price, whichever is less.

7. Provide a copy of any known deed restrictions. This applies to both acquisition and development applications. If it is determined that the restriction has the potential to preclude the property being used for the intent and purpose described in the application, as a condition of award, the municipality may be asked to have the holder of the easement consent to making such easement subordinate to the County's Deed of Open Space Easement.

7. Project Evaluation

Please be reminded that this is a competitive grant program. A complete, well-written and well-organized application that is responsive to the project evaluation criteria and application requirements will be more likely to receive funding. Applications determined to be incomplete will not be considered for funding.

Project Evaluation Criteria

Each project will be evaluated against the criteria listed below. The Application Narrative prepared to satisfy the application requirements outlined in Section 6 should demonstrate how the project meets the evaluation criteria.

- Project Viability – the presence of factors indicating that the municipality is committed to the project and that it is viable. Examples include high level of municipal financial participation in the project, a readiness to proceed with the project in terms of the funding match and active project status, and reasonable project costs and timetable. Past performance in the successful completion of projects under this or other programs and the care and management of existing facilities may also be considered in evaluating viability.
- Development Pressure –the presence of an immediate threat to natural resources or severe constraints on the municipality's ability to meet open space and recreation needs due to development pressures and/or the degree of existing development.
- Strength of Local Program – evidence of a pattern of municipal investment in and commitment to the local parks, recreation, and open space program.
- Relationship to Other Planning Efforts and Community Needs – applications for projects that are included as part of an officially adopted local plan and address documented local needs will be favored over those that are not. All projects should be consistent with local plans and other plans such as the County Open Space Plan and the State Plan.
- Community Support – expression of public support through testimony at the public hearing or letters, participation of partners and outside funding support.
- Program Priorities – Generally land acquisition projects will be favored over development projects. Applications for projects that diversify or expand recreation opportunities will be favored over applications that replace aged or substandard facilities or address maintenance issues. Additional priority will be given to State-designated Urban Aid Communities.
- Design – sensitivity to and enhancement of special natural, cultural, and historic features on the site and compatibility with adjacent land uses.

8. Award Procedures

Grant Agreement Process

There shall be a written grant agreement between the County and the municipality. A sample grant agreement is enclosed; please note that the form and content of the grant agreement as it appears in the Manual is subject to change by the County. Grant agreement language is non-negotiable.

- The municipality must engage the services of an environmental consultant who shall provide a Preliminary Assessment and Site Inspection (PASI) of the property prior to the execution of the grant agreement. It shall be the obligation of the municipal applicant to remediate any areas of concern that would preclude the property from being used for the intent and purpose as set forth in the grant agreement prior to program funds being disbursed.
- Grant execution must occur within six (6) months of the application selection date.
- Closing on the acquisition or reimbursement for the project must occur within thirty (30) months of the application selection or two (2) years of the execution date of the Grant Agreement, whichever is first.

Time Extensions

- Once a project is selected for funding, applicants will have six (6) months to execute the Grant Agreement. If more than six (6) months are needed to execute the Grant Agreement, the municipal governing body may submit a written request for a time extension for consideration within the six (6) month window. The request must include an explanation for the delay and proposed schedule for completion and describe due diligence and any unforeseen difficulties.
- Applicants will have thirty (30) months from the application selection or two (2) years from the date of the Grant Agreement, whichever is first, to complete the project. If more time than this is needed to complete the project, the municipal governing body may submit a written request for a time extension for consideration. The request must include an explanation of the untoward circumstances causing the delay and the municipality's justification for failure to complete the project within the allotted period. The request should also set forth the municipality's due diligence in pursuing the project, an explanation for the unforeseen difficulties encountered by the municipality in completing the project within the allotted period, and a proposed schedule for completion. Requests for extension must be submitted prior to the expiration of the allotted period following execution of the Grant Agreement.
- If no timely request for extension is received or if a request is denied, the funding award will be cancelled.

Disbursement of Grant

No grant funds will be disbursed prior to the execution of the grant agreement between the County and the municipality. Grant funds will be disbursed only after all required documentation has been submitted to the County and found to be acceptable.

- Acquisitions
 1. Payment will cover up to 50% of either appraised value or agreed to purchase price whichever is less. For Urban Aid Communities the County share will not exceed 75%. In no case shall payment exceed the amount originally approved and authorized by the Grant Agreement based on the application submission.

2. County funds will be provided at closing if all pre-disbursement conditions of the award have been satisfied and notice of closing is provided to the Program Administrator at least thirty (30) days prior to the closing date. Otherwise, funds will be disbursed on a reimbursement basis after all conditions are satisfied.
3. The following submittals are required prior to disbursement of funds and are subject to review and acceptance by County legal counsel:
 - Contract for Sale of Real Estate.
 - Survey of the property certified to the Municipality and the County that shows the boundaries, provides the acreage to the nearest thousandth of an acre, and shows all easements and exceptions to title.
 - Title report listing all exceptions to title and referring to the County as a party in interest in the property. None of the title exceptions shall interfere with the intended use of the property. Upon closing, a title policy based on the title report shall be issued to the County showing the County as an insured. The title policy shall provide coverage up to the extent of the project costs.
 - Deed from the property owner to the Municipality (a recorded copy shall be submitted upon its recording) and an Affidavit of Title.
 - Deed of open space easement from the Municipality to the County consistent with language to be provided by the County. The deed shall include as an attachment a raised seal copy of the legal metes and bounds description and shall provide for acreage to the thousandth of an acre. The deed of easement shall be forwarded to the Program Administrator for recording in the Monmouth County Clerk's Office by the County.
 - A signed County voucher for payment (form to be provided)
- Development/Redevelopment
 1. All grant funding for development/redevelopment projects will be dispersed on a reimbursement basis after completion of the project. It is the responsibility of the applicant municipality to have sufficient funding available to complete the project. The applicant must provide copies of all contracts at the time the applicant is seeking reimbursement from the County. The applicant must demonstrate that it has completed the project in substantial conformance to the project scope as described in the application and the grant agreement. The applicant must submit the entire final development cost and demonstrate that the municipality has spent its share of the development cost. If the project cost is less than the estimate contained in the application, the County shall only be obligated to pay fifty (50%) percent of the actual cost expended for the development, but in no case more than the grant amount originally authorized in the grant agreement.
 2. Payment will cover up to 50% of eligible actual project costs. For Urban Aid Communities the County share will not exceed 75%. In no case shall payment exceed the amount originally approved and authorized by the Grant Agreement based on the application submission.
 3. The following submittals are required prior to disbursement of funds and are subject to review and acceptance by County legal counsel.
 - A copy of the fully executed construction contract documents including the detailed bid proposal and any change orders. Should be accompanied by a certified copy of resolutions of the governing body authorizing the initial contract and any change order.

- A certified copy of the resolution of the governing body determining that the project is finally complete and a closing statement or “Final Change Order” adopted by the governing body.
 - A “Record” or “As-built Drawing” showing the project as completed. If work was completed as shown on pre-development construction drawings, these may be submitted with the label “As Built” and a current date.
 - Post-construction Engineer’s certification (form to be provided)
 - Chief Financial Officer’s certification (form to be provided)
 - Copy of the deed or deeds by which the municipality acquired title to the project site and an Affidavit of Title.
 - Deed of Open Space Easement consistent with language to be provided by the County signed by municipal officials for recording by the County.
 - A signed County voucher for payment (form to be provided)
- Reimbursement for expenses incurred prior to Grant Agreement execution
Applicants may be reimbursed for expenses incurred before execution of the Grant Agreement *only* if a complete application has been filed in advance of the incurrence of those expenses. Written notice must be sent to the Program Administrator prior to the incurrence of expenses. Applicants proceed at their own risk and will not be reimbursed if the project is not selected for funding.

Prohibited Uses of Funding

Funding is for the project as specified in the Grant Agreement. Transferring funds from one project to another is prohibited.

Changes in Project Scope and Funding

It is the philosophy of the program that the grant is funding a portion of a total project, whose scope is described in the Grant Agreement based on plans, cost estimates, and other statements included in the grant application.

- Proposed changes to the project must be submitted in writing through an amendment process.
- Requests for amendments must fully describe the project change and funding implications.
- Changes to a project deemed “Major” by the County will not be permitted. Major changes may include, but are not limited to, selection of new project location, deletion of key project elements, substantial budget changes, and loss of municipal commitment.
- Amendments involving changes to a project not deemed “Major” may be referred by staff to the County Board of Chosen Freeholders for approval or denial.
- Changes that negatively impact the fundamental merits of the project that resulted in its selection for funding will not be approved.
- Unauthorized changes in project scope may result in the withholding of all or some of the County funding.

Conditions

- The facility/property must be open to the general public.
- A sign to be provided by the County will be posted acknowledging funding from the County of Monmouth.

- A Deed restriction must be attached to the property stating that the property must be held in perpetuity for park, recreation and open space purposes and requiring reimbursement to the County or replacement with land of no less or greater utility, acreage and value if property is diverted from park and recreation use. If some portion of the property is used for a non open space public purpose, subdivision of the property may be required prior to the recording of the deed restriction. Deed of Easement language will be provided by the County.

Accounting and Record Keeping

- Development and Redevelopment Projects
Applicant must provide copies of all contracts and certification of monies spent on project.
- The County will keep on file copies of the information set forth above from the applicant.

Total Grant Limit/Grant Discretion

- In no event shall the County award grants to municipalities in excess of monies in the Monmouth County Open Space Trust Fund for this purpose.
- The award of trust monies to municipalities shall be in the sole discretion of the County.

**Monmouth County
Municipal Open Space Grant Program**

**Sample Development Project
Budget**

SAMPLE DEVELOPMENT PROJECT BUDGET

PROJECT ELEMENT	QUANTITIES	ESTIMATED COST
Site clearing, earthwork, soil erosion control		\$90,000.00
Lighting	5 poles and fixtures	\$25,000.00
Walkways/trails	2000 lf	\$121,000.00
Fencing	1000 lf split rail	\$18,000.00
Soccer field	1	\$120,000.00
Basketball courts	2	\$45,000.00
Parking	40 cars	\$200,000.00
Landscaping	20 shade trees	\$8,000.00
Benches	8	\$6,400.00
TOTAL CONSTRUCTION COST		\$633,400.00

Instructions to applicants: The project budget should be organized according to project elements with the quantities that served as the basis for the estimates provided. While you may show ineligible costs as an indicator of the municipality's financial commitment to the project, only eligible costs should be included in determining the total construction cost which is the basis for the grant award. See page 6 of the Policy and Procedures Manual for information on eligible and ineligible costs.

**Monmouth County
Municipal Open Space Grant Program**

Municipal Resolution

Note: The language contained in the Municipal Resolution must be used as it appears in this document. Modifications to the language are unacceptable.

MUNICIPAL RESOLUTION LANGUAGE

WHEREAS, the Monmouth County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

WHEREAS, the Governing Body of _____(name of municipality) desires to obtain County Open Space Trust Funds in the amount of \$ _____ to fund _____(name of project, address, lot, & block); and

WHEREAS, the total cost of the project including all matching funds is \$ _____; and

(Use this clause for Acquisition projects) **WHEREAS**, the _____(name of municipality) will be holder of any interest acquired with County Open Space Trust Funds.

(Use this clause for Development projects) **WHEREAS**, the _____(name of municipality) is the owner of and controls the project site.

NOW, THEREFORE, BE IT RESOLVED BY _____(name of the governing body) **THAT**:

1. _____(name and title of authorized official) is authorized to (a) make an application to the County of Monmouth for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Open Space Grants Program and (c) act as the municipal contact person and correspondent of the above named municipality; and
2. The _____(name of municipality) is committed to this project and will provide the balance of funding necessary to complete the project in the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and
3. If the County of Monmouth determines that the application is complete and in conformance with the Monmouth County Municipal Open Space Program and the Policy and Procedures Manual for the Municipal Grants Program adopted thereto, the municipality is willing to use the approved Open Space Trust Funds in accordance with such policies and procedures, and applicable federal, state, and local government rules, regulations and statutes thereto; and
4. _____(name and title of authorized official) is hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the County of Monmouth for the approved Open Space Trust Funds; and
5. This resolution shall take effect immediately.

CERTIFICATION

I, _____ do hereby certify that the foregoing is a true copy of a resolution adopted by the Governing Body of _____(name of municipality) at a meeting held on the _____ day of _____, 20__.

In Witness Whereof, I have hereunder set my hand and official seal of the municipality this ____ day of _____, 20__.

**Monmouth County
Municipal Open Space Grant Program**

Sample Grant Agreement

Note: The County will provide a grant agreement for signing to each municipality awarded funding. Grant agreement language is non-negotiable.

**The County of Monmouth
Municipal Open Space Program
Sample Grant Agreement**

BETWEEN (municipality) having its office at (address) hereinafter “Grantee,” and the Monmouth County Board of Chosen Freeholders, Hall of Records Annex, One East Main Street, P.O. Box 1255, Freehold, New Jersey 07728, hereinafter “County.”

This Agreement was entered into by the Monmouth County Board of Chosen Freeholders on:

Date: _____

WITNESSETH:

WHEREAS, Grantee has made application to the County for financial assistance under the Municipal Open Space Program hereinafter “Program”; and

WHEREAS, the County has reviewed said application and has found it to be in conformance with the scope and intent of the Program and has approved Grantee’s request for funding;

NOW, THEREFORE, in consideration of the award of funding, and in accordance with the application heretofore filed, the County and Grantee agree to perform in accordance with the terms and conditions set forth in this agreement.

1. The Grantee agrees to perform (Project Name) in the manner set forth in this agreement and Exhibit 1 – Approved Project Description for the consideration stated herein.
2. The period of performance under this Agreement is specified as thirty months from the project selection or two years from the date of execution on the part of the County, whichever is first, for which period, funds are available and allotted. There shall be no obligation on the part of the County to renew or extend this time period.
3. The amount of the award to be provided by the County under this subcontract is (amount). The County award is based upon the Grantee’s application # (number) to the County for financial assistance dated (application date) and as supplemented. In the event that the anticipated purchase price and/or the amount of the Grantee’s contribution as provided for in the Program Grant Application decreases, then the County’s obligation to provide the award set forth in this paragraph shall be void by the County and at the County’s option.
4. The Grantee agrees to provide all funds necessary for completion of the Approved Project (Exhibit 1) and to complete the Approved Project in accordance with this Agreement and the conditions, specifications, plans, estimates, project proposals and maps submitted to the County and incorporated herein by reference.
5. (Acquisition Project) Program funds shall be dispersed at closing provided all conditions have been satisfied; otherwise, disbursement shall be on a reimbursement basis.

(Development Project) Program funds shall be dispersed on a reimbursement basis after the satisfactory completion of the project.
6. Grantee agrees that any Program funds received from the County shall be used only for the purposes described herein.

7. Costs eligible for assistance shall be limited to those eligible costs listed in the Policy and Procedures Manual for the Program. The County award of funding specifically does not include financial assistance for any soft costs, including but not limited to, any costs for title searches, title insurance, surveys, attorney fees, recording fees, and real estate taxes.
8. The Grantee shall furnish and deliver all necessary documentation within the timeframe and in the manner requested by the County and shall grant County personnel and any authorized representatives of the County reasonable access to all records related to the Approved Project.
9. Grantee shall maintain and preserve all land and improvements described herein and provide such police protection as may be necessary.
10. Grantee shall cause to be included the following language in all deeds of land for property on which the Approved Project is located.
 - a. The lands described herein have been (acquired/developed) by (municipality) in part with funds from the Monmouth County Open Space Trust Fund. These lands shall be held in trust by (municipality) in perpetuity and used exclusively for the purposes authorized by the Open Space and Farmland Preservation, Recreation and Conservation and Historic Preservation Act, as may be amended from time to time (N.J.S.A. 40:12-15.6b).
 - b. (Municipality) agrees to make and keep the open space accessible to the public, unless the municipality and County determines that public accessibility would be detrimental to the lands, waters or improvements thereon, or to any natural resources associated therewith (N.J.S.A. 40:12-15.6d(3)).
 - c. (Municipality) agrees not to lease, sell, exchange or donate the property described herein which is being (acquired/developed) except upon approval of the Monmouth County Board of Chosen Freeholders and upon such conditions as the Monmouth County Board of Chosen Freeholders may establish (N.J.S.A. 40:12-15.6d(4)), including but not limited to replacement with land of no less or greater utility , acreage, and value.
 - d. (Municipality) agrees to execute a deed of easement and donate to the County of Monmouth at no charge a Conservation Restriction, Historic Preservation Restriction, or Public Access as the case may be, pursuant to P.L. 1979, c.378 (C) 13:8B-1 et seq. on any land to be acquired/developed) using funds received from the Monmouth County Open Space and Farmland Preservation, Recreation and Conservation and Historic Preservation Trust Fund (N.J.S.A. 40:14-19(d)(5)).
 - e. (Municipality) agrees that the lands are being (acquired/developed) with funds from the Monmouth County Municipal Open Space Program and the lands have restrictions against disposal or diversion to a use other than public recreation or conservation purposes.

11. Grantee shall provide a copy of the deed of record to the Program Administrator in care of the Monmouth County Park System for recordkeeping purposes.
12. Grantee shall display a sign on the property reflecting the use of County Open Space funds for purchase of or improvement to the property, which sign shall be provided by the Program Administrator.
13. Grantee shall cause the funded property to be listed on the Municipal Recreation and Open Space Inventory, a copy of which shall be filed with the New Jersey Green Acres Program or its successor.
14. Grantee shall provide access to the facility/property for County staff to conduct an annual inspection.
15. No official or employee of the Grantee who is authorized in his/her official capacity to negotiate, make, accept or approve, or take part in such decisions regarding a contract or subcontract in connection with the Approved Project shall have any financial or other personal interest in any such contract or subcontract.
16. In the event Grantee does not perform any of the services, obligations, or responsibilities provided for under this Agreement, or in the event that the services do not attain the objectives set forth in the initial application or this agreement to the sole satisfaction of the County, then the County may withhold all, or a portion of, any payment to be made under this agreement, and in addition, may declare this subcontract null and void. In the event of termination, the County shall have no further liability to the Grantee and in no event will the County be liable to pay for services not actually rendered.
17. The County will provide a Program Administrator for the program that will advise the Grantee in performance of the required services. Contact:

Monmouth County Park System
Attn: Acquisition & Design Department
805 Newman Springs Road
Lincroft, NJ 07728-1695
732-842-4000
18. The Grantee, at the request of the County, may be required to prepare a progress report and submit to the County within 30 calendar days after the date requested. The report shall include a narrative description of the status of the Approved Project and the date on which the Approved Project will be completed.
19. The Grantee now complies with all applicable State and Federal Laws in connection with its business and activities related to the services to be provided including, without limitation, any applicable Federal or State Civil Rights Law, order or regulation.
20. The execution of this Agreement has been authorized by the Grantee's governing body and the Monmouth County Board of Chosen Freeholders.
21. The Grantee shall indemnify and hold the County of Monmouth harmless from any and all loss, damages, suits, penalties, expenses, including but not limited to reasonable investigation and legal expenses, arising out of the operation of the program, or arising

out of, or under this Agreement. The Grantee further agrees to indemnify the County of Monmouth from suits or actions of every nature or description brought against it, or damages received or sustained by any party or parties, by or from any of the acts of the Grantee or of the Grantee's, Director's employees, agents or volunteers.

22. The Grantee shall procure and maintain at its own expense, liability insurance for any personal injury or property damage to be reviewed and accepted by the County of Monmouth caused by the Grantee in its normal and usual course of business. The Grantee expressly understands and agrees that any insurance protection required by this Agreement shall in no way limit the Grantee's obligations assumed in this Agreement and shall not be construed to relieve the Grantee from liability in excess of such coverage.

IN WITNESS WHEREOF, the parties have executed this contract as of the day and year first above written.

ATTEST/SEAL

Monmouth County Board of Chosen Freeholders

BY _____

Date _____

Freeholder Director

ATTEST/SEAL

For the GRANTEE:

BY _____

Date _____

(Typed Name)

(Title)

Exhibit 1: Approved Project Description

Application #:

Grantee:

Address:

Phone:

Fax:

Contact Person:

Project Name:

Project Location:

Street Address:

Block(s)

Lot(s)

Type of Application:

Grant Award:

Project Period: Thirty months from the project selection or two years from date of execution by the Board of Chosen Freeholders, whichever is first, this date being

_____.

Project Scope:

Project Conditions:

**Monmouth County
Municipal Open Space Grant Program**

**Sample Deed of Open Space
Easement and
Sample Signature Pages**

Note: The County will provide a deed of open space easement for signing to each municipality awarded funding. Deed language is non-negotiable. See sample signature pages for proper execution.

DEED OF OPEN SPACE EASEMENT

This EASEMENT made this _____ day of _____ 20__
between the _____, located at _____
(hereinafter referred to as "MUNICIPALITY"), and the **COUNTY OF MONMOUTH**,
located in the Hall of Records, 1 East Main Street, Freehold, New Jersey, 07728
(hereinafter referred to as "COUNTY").

WITNESSETH:

WHEREAS, the MUNICIPALITY is the sole owner in fee simple of a tract of
land in _____, Monmouth County, State of New Jersey, more
particularly described as Block _____ Lot _____ on the tax map of
_____, Monmouth County, New Jersey (hereinafter referred to as the
"Property") *ACQUISITION ONLY and more particularly described in the legal
description attached as Exhibit A attached hereto and made a part hereof; and*

WHEREAS, the Property possesses park, recreation and open space values of
great importance to the people of the County of Monmouth; and

WHEREAS, the MUNICIPALITY agrees that the park, recreation and open
space values of the Property be preserved in perpetuity; and

WHEREAS, the MUNICIPALITY further agrees, as owner of the Property, to
convey to the COUNTY the open space easement herein described to preserve and
protect the park, recreation and open space values of the Property in perpetuity; and

WHEREAS, the COUNTY is a body politic and corporate of the State of New
Jersey empowered pursuant to N.J.S.A. 40:32-2.1 to acquire interests in land and hold
same for public park, public recreation and public welfare purposes; and

WHEREAS, the COUNTY has made a financial investment in the Property through the Monmouth County Municipal Open Space Grant Program by providing the MUNICIPALITY with a grant of \$_____ for the *purchase/development* of the Property.

NOW, THEREFORE, in recognition of the foregoing and in consideration of the Municipal Open Space Grant made to the MUNICIPALITY, the MUNICIPALITY does hereby grant and convey to the COUNTY an easement over, under and right in perpetuity to restrict as set forth herein the use of the real property designated as Block ____ Lot _____ on the tax map of the _____, Monmouth County, New Jersey, *ACQUISITION ONLY as more particularly described in Exhibit "A"*.

1. **PURPOSE.** It is the purpose of this Easement to guarantee that the Property will be retained forever for public park, recreation and open space uses and to prevent any use of the Property that will significantly impair or interfere with the park, recreation and open space values of the Property.

2. **TRUST.** The property shall be held in trust in perpetuity and used exclusively for the purposes authorized by the Open Space and Farmland Preservation, Recreation, Conservation and Historical Preservation Act as may be amended from time to time [NJSA 40:12-15.6b].

3. **PUBLIC ACCESS.** The MUNICIPALITY agrees to make the open space accessible to the public, unless the MUNICIPALITY and COUNTY determines that public accessibility would be detrimental to the lands, waters, or improvements thereon, or to any natural resources associated therewith [NJSA 40:12-15.6D(3)].

4. **OPEN SPACE INVENTORY.** The MUNICIPALITY shall cause the funded property to be listed in the Municipal Recreation and Open Space Inventory, a copy of which shall be filed with the New Jersey Green Acres Program or its successors.

5. **RIGHT OF COUNTY.** To accomplish the purpose of this easement, the following rights are conveyed to the COUNTY by this easement:

A. To preserve and protect the park, recreation and open space values of the Property.

B. To prevent any activity on or use of the Property that is inconsistent with the purpose of this easement and to require the restoration of such areas or features of the Property that may be damaged by an inconsistent use or activity.

C. The COUNTY and its agents, representatives, servants or assigns, shall be permitted to enter upon the Property at all reasonable times, after giving prior reasonable notice, in order to monitor compliance with and otherwise enforce the terms of the Easement, provided that COUNTY, its agents, etc. shall not unreasonably interfere with use and quiet enjoyment of the Property.

D. The MUNICIPALITY agrees not to lease, sell, exchange or donate the Property described herein which is being acquired pursuant to P.L. 1997 c. 24, N.J.S.A. 40:12-15.6(A) except upon approval of the Monmouth County Board of Chosen Freeholders and upon such conditions as the Monmouth County Board of Chosen Freeholders may establish [N.J.S.A. 40:12-15.6(d)(4)] including, but not limited to, replacement of land of no less or greater utility, acreage and value.

6. **PROHIBITED USES.** Any activity on or use of the Property inconsistent with the purpose of this easement is prohibited.

7. **GREEN ACRES RESTRICTIONS.** If the lands being conveyed herein were purchased in part with Green Acres funding, they are subject to Green Acres restrictions as provided in N.J.S.A. 13:8C-1 et seq. and N.J.A.C. 7:36.

8. **RESERVED RIGHTS.** The MUNICIPALITY reserves to itself and to its personal representatives, heirs, successors and assigns, all rights accruing from its ownership of the Property, including the right to engage in or permit or invite others to engage in all uses of the Property that are not inconsistent with this easement.

9. **GRANTEE'S REMEDIES.** If the COUNTY determines that the MUNICIPALITY is in violation of the terms of this easement or that a violation is threatened, the COUNTY shall give written notice to the MUNICIPALITY of such violation and demand corrective action sufficient to cure the violation and, where the violation involves injury to the Property resulting from any use or activity inconsistent with the purpose of this easement, to restore the portion of the Property so injured. If the MUNICIPALITY or its assigns fail to correct the violation within sixty days after receipt of notice thereof from the COUNTY or under circumstances where the violation cannot be cured within the sixty day period or fails to diligently pursue curing such violation until finally cured, the COUNTY may bring an action at law or in equity in a court of competent jurisdiction to enforce the terms of this easement, to enjoin the violation ex parte as necessary, by temporary or permanent injunction, to recover any damages to which it may be entitled for violation of the term of this easement or injury to any park, recreation or open space values protected by this easement; to require the restoration of the Property to the condition that existed prior to such injury; and all costs and expenses, including reasonable attorney's fees incurred in enforcing the COUNTY's rights herein.

10. **COUNTY'S DISCRETION.** Enforcement of the terms of this easement shall be at the discretion of the COUNTY, and any forbearance by the COUNTY to exercise its rights under this easement in the event of any breach of any terms of this easement by the MUNICIPALITY shall not be deemed or construed to be a waiver by the COUNTY of such terms or any subsequent breach of the same or any other term of this easement or of any of the COUNTY'S rights under this easement. No delay or omission by the COUNTY in the exercise of any right or remedy upon any breach by the MUNICIPALITY shall impair such right or remedy or be construed as a waiver.

11. **SURVIVAL.** The terms of an Agreement between the MUNICIPALITY and the COUNTY dated _____ shall survive the delivery of this Deed of Open Space Easement and the terms of which Agreement are incorporated herein by reference.

12. **WAIVER OF CERTAIN DEFENSES.** The MUNICIPALITY hereby waives any defense of laches, estoppel or prescription.

13. **ACTS BEYOND CONTROL.** Nothing contained in this easement shall be construed to entitle the COUNTY to bring any action against the MUNICIPALITY for any injury or change in the Property resulting from causes beyond the MUNICIPALITY'S control including, without limitation, fire, flood storm and earth movement, or from any prudent action taken by the MUNICIPALITY under emergency conditions to prevent, abate or mitigate injury to the Property resulting from said causes.

14. **COSTS AND LIABILITIES.** The MUNICIPALITY shall retain all responsibilities and shall bear all cost and liabilities of any kind related to the ownership, operation, upkeep and maintenance of the Property, including the maintenance of adequate comprehensive general liability insurance coverage. The MUNICIPALITY shall keep the Property free of any liens arising out of any work performed, for material furnished to or obligations incurred by the MUNICIPALITY.

15. **RISK OF LOSS.** Risk of loss or damage to the Property by fire or other casualty shall be, and is assumed, by the MUNICIPALITY. The MUNICIPALITY is required to advise the COUNTY of any occurrence which results in loss of or damage to any improvements funded by the COUNTY or which results in the impairment of the Property's park, recreation and open space use.

16. **COVENANTS.** The MUNICIPALITY covenants with the COUNTY as follows:

- (a) The MUNICIPALITY is seized of said easement and has good right and title to convey same;

- (b) The COUNTY shall quietly enjoy the said easement;
- (c) The MUNICIPALITY shall have quiet possession of the easement free from all encumbrances;

17. **SUCCESSOR.** The covenants, terms, conditions and restrictions of this easement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and assigns, and shall continue as a servitude running in perpetuity with the Property.

This Deed of Easement is signed and attested to by _____ the proper corporate officers as of the date at the top of the first page. Its corporate seal is affixed.

ATTESTED BY:

BY: _____

STATE OF NEW JERSEY:

: SS.

COUNTY OF MONMOUTH:

I CERTIFY that on _____, 20__ _____ personally came before me, and this person acknowledged under oath, to my satisfaction, that:

- (a) this person is the _____ of _____, the municipality named in this document;
- (b) this person is the attesting witness to the signing of this Deed by the proper corporate officer, who is the _____ of the municipality;
- (c) this Deed was signed and delivered by the municipality as its voluntary act duly authorized by a proper resolution of its governing body;
- (d) this person knows the proper seal of the municipality which was affixed to this Deed;
- (e) this person signed this proof to attest to the truth of these facts; and
- (f) the full and actual consideration paid or to be paid for the transfer of title is \$1.00 (such consideration is defined in N.J.S.A. 46:15-5).

Sworn to and subscribed before
me this _____ day of _____,
20__.

**SAMPLE SIGNATURE PAGES
FOR
DEED OF OPEN SPACE EASEMENT**

This Deed of Easement is signed and attested to by **(Municipal Clerk and Mayor insert their names and titles here. Example: Betsy Ross, Municipal Clerk and John Adams, Mayor)** the proper corporate officers as of the date at the top of the first page. Its corporate seal is affixed.

ATTESTED BY:

Municipal Clerk Signs Here
Municipal Clerk prints his or
her name here.
Example: *Betsy Ross, Municipal Clerk*

BY: **Mayor signs here**
Mayor prints his or her name here
Example: *John Adams, Mayor*

(Note: If your form of municipal government permits, the Administrator/Manager may sign in place of the Mayor. In this case, the Administrator/Manager will sign wherever the Mayor is indicated.)

STATE OF NEW JERSEY:

: SS.

COUNTY OF MONMOUTH:

I CERTIFY that on (insert date here) , 20__ (insert name of Municipal Clerk here) personally came before me, and this person acknowledged under oath, to my satisfaction, that:

- (a) this person is the (Municipal Clerk) of (insert name of Municipality here), the municipality named in this document;
- (b) this person is the attesting witness to the signing of this Deed by the proper corporate officer, who is the (Mayor) of the municipality;
- (c) this Deed was signed and delivered by the municipality as its voluntary act duly authorized by a proper resolution of its governing body;
- (d) this person knows the proper seal of the municipality which was affixed to this Deed;
- (e) this person signed this proof to attest to the truth of these facts; and
- (f) the full and actual consideration paid or to be paid for the transfer of title is \$1.00 (such consideration is defined in N.J.S.A. 46:15-5).

(Municipal Clerk Sign Here)

Municipal Clerk prints his or her name here

Example: *Betsy Ross, Municipal Clerk*

Sworn to and subscribed before
me this _____ day of _____,
20__.

Notary Public Signs Here

Notary Public completes date, stamps and seals signature.

(Note: The Notary cannot be the Mayor or the Clerk)