

# NJCRC Technical Assistance Coffee Chat Planning Workgroup

## Annual Work Plan

January 2024

### Overview

#### Purpose Statement

- To leverage the existing NJCRC network of professionals and connect local stakeholders with practitioners from the government, non-profit, private, and academic sectors that can offer technical assistance to enhance coastal resilience.

#### Goals

- Build community capacity to address new and changing state requirements for local coastal resilience planning.
- Maintain a “living” resource list of practitioners and organizations that can provide various types of resilience-related technical assistance to local stakeholders.
- Improve future implementation of Technical Assistance Coffee Chats from target audience recommendations as resources and/or capacity allows.

#### Outcomes

- Develop and implement up to 6 Technical Assistance Coffee Chats, incorporating at least 1-2 in-person networking opportunities.
- Work with NJCRC website developers to update Technical Assistance Directory with any new Technical Assistance Directory Survey responses.
- Work closely with NJCRC Municipal Workgroup to address relevant technical assistance gaps in coffee chats.
- Review Coffee Chat survey evaluations in workgroup meetings and incorporate feedback into future Coffee Chats.

#### Members

Workgroup leads report to the NJCRC leadership committee.

Role	Name	Contact Information
NJCRC Facilitator	Laura Kerr	<a href="mailto:lkerr@stevens.edu">lkerr@stevens.edu</a>
NJCRC Facilitator	Tom Herrington	<a href="mailto:therring@monmouth.edu">therring@monmouth.edu</a>
NJCRC Facilitator	Jun Cheng	<a href="mailto:jucheng@kean.edu">jucheng@kean.edu</a>
Workgroup Lead	Amanda Archer	<a href="mailto:amanda.archer@marine.rutgers.edu">amanda.archer@marine.rutgers.edu</a>
Workgroup Co-Lead	Joseph Sutkowi	<a href="mailto:jsutkowi@waterfrontalliance.org">jsutkowi@waterfrontalliance.org</a>
Technology & Communications	Samantha Kreisler	<a href="mailto:skreisler@njseagrant.org">skreisler@njseagrant.org</a>
Workgroup Member	Devon Haines	<a href="mailto:devon.haines@dep.nj.gov">devon.haines@dep.nj.gov</a>
Workgroup Member	Rebecca Hill	<a href="mailto:rebecca.hill@dep.nj.gov">rebecca.hill@dep.nj.gov</a>

Workgroup Member	Dennis Blazak	<a href="mailto:ecommission@ptboro.com">ecommission@ptboro.com</a>
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Workgroup Member	Christopher Hilke	<a href="mailto:hilke@nwf.org">hilke@nwf.org</a>
Workgroup Member	Arthur Chew	<a href="mailto:arthur@arthurchewconsulting.com">arthur@arthurchewconsulting.com</a>

### Completed Coffee Chats to Date

Date	Participation	Topic / Format
September 2021	135 registrants 90 participants	<ul style="list-style-type: none"> <li>NJDEP Local Planning for Climate Change Toolkit</li> <li>Breakout session on community technical assistance needs</li> </ul>
December 2021	80 registrants 30 participants	<ul style="list-style-type: none"> <li>Municipal resilience work in Hoboken, Long Beach Township, Woodbridge</li> <li>Q&amp;A</li> </ul>
February 2022	100 registrants 50 participants	<ul style="list-style-type: none"> <li>Two concurrent breakout sessions: NJ MLUL climate change requirements and USACE Floodplain Management Services Program</li> </ul>
April 2022	70 registrants 30 participants	<ul style="list-style-type: none"> <li>Risk Rating 2.0</li> <li>Q&amp;A</li> </ul>
June 2022	79 registrants 30 participants	<ul style="list-style-type: none"> <li>Green Infrastructure</li> <li>Funding sources &amp; connection to resources and information</li> </ul>
September 2022	56 registrants 29 participants 5 site visitors	<ul style="list-style-type: none"> <li>Township-wide Dredging Permit and resulting beach nourishment</li> <li>Site visit to Njecho Creek &amp; Windward Beach Park</li> </ul>
February 2023	68 registrants 42 participants	<ul style="list-style-type: none"> <li>Community engagement</li> <li>Building community support for coastal resilience projects</li> </ul>
April 2023	140 registrants 78 participants	<ul style="list-style-type: none"> <li>NJDEP Blue Acres program</li> <li>Community engagement of buyouts, floodplain restoration techniques</li> </ul>
June 2023	45 registrants 29 participants 13 site visitors	<ul style="list-style-type: none"> <li>Building resilience partnerships with the Department of Defense</li> <li>Site visit to Naval Weapons Station Earle</li> </ul>
September 2023	46 registrants 27 participants	<ul style="list-style-type: none"> <li>NJDEP Inland Flood Protection Rule and climate precipitation projections for NJ</li> </ul>
November 2023	43 registrants 24 participants	<ul style="list-style-type: none"> <li>Community standards for resilient, ecological, and accessible design</li> <li>Waterfront Edge Design Guidelines (WEDG) update</li> </ul>

## Standard Protocol for the Coffee Chat Workgroup

Coffee Chats will be held on the first Wednesday morning, every odd month, starting in May 2024. Workgroup meetings will be held on the first Wednesday morning, every even month. If a Coffee Chat or workgroup meeting falls on a holiday or other circumstance that will affect attendance, it may be rescheduled for an agreed upon date by the workgroup.

### Tentative 2024 Calendar

Coffee Chats	Workgroup Meetings
January 23, 2024 (CONFIRMED - Model CCRHVA)	February 7, 2024
March 12-14, 2024 (NJCRC Conference session)	April 3, 2024
May 1, 2024 Potential topic: Grant writing	June 5, 2024
July 3, 2024 Reschedule due to holiday	August 7, 2024
September 4, 2024	October 2, 2024
November 6, 2024	December 4, 2024 Annual Planning Meeting

### Topics and Speakers

Coffee Chats are for an intended audience such as local governments, organizations, stakeholders, and interested parties in coastal resilience across all sectors. They must address technical needs for local communities. Based on the topic selected, the workgroup lead may assign a topic organizer to help coordinate a coffee chat. Required information from speakers include confirmed availability for a previously set coffee chat date. **NOTE:** The date may be rescheduled with an agreed upon date by the workgroup.

Task	Responsibility	Recommended Timing
Topic and Speakers identified	Workgroup	80 days out
Speaker Inquiry Sent	Topic Organizer(s), cc Workgroup Leads	80 days out
Speaker Confirmation	Topic Organizer(s), cc Workgroup Leads	65 days out

Email Template:

My name is XXX, and I participate in a workgroup with the NJ Coastal Resilience Collaborative (NJCRC) to provide technical assistance that can increase stakeholder capacity for resilience planning and implementation through information sharing, collaboration, and networking opportunities. For more information on the NJCRC: [New Jersey Coastal Resilience Collaborative \(NJCRC\) \(nj-crc.org\)](http://nj-crc.org).

Our workgroup recently came across XXX and thought you would be a great speaker for a technical assistance discussion we are putting together on DATE. Is this something you are available for and may be interested in? If so, I am looking forward to speaking with you further.

### Communications and Promotion

Required information for releasing Coffee Chat flyers and promotion includes a registration link (virtual: zoom, in-person: google forms), date and time, Coffee Chat title, a two-sentence topic description. Speaker/organization identification and speaker bio are not required before promotion of the coffee chat, but are recommended.

- Post Coffee Chat announcements to NJCRC Basecamp and News & Updates website page.
- Continue to leverage NJCRC partner networks to promote Coffee Chats (e.g. NJDEP distribution lists, NJ Office of Planning Advocacy, & other NJCRC partner’s networks.).
- Continue to promote Coffee Chats at external stakeholder meetings (e.g. CRS User Groups, New Jersey Coastal Coalition, etc.).

Task	Responsibility	Recommended Timing
Topic and text approval	NJCRC Facilitators	46 days out
Registration Link and Flyer Creation	Amanda	46 days out
Communications released	Samantha	45 days out
Share to other networks	Workgroup	45 days out

### Survey and Post-Event Communications

Task	Responsibility	Recommended Timing
Adjust & update relevant survey questions	Topic organizer(s), or Workgroup Leads	46 days out
Write post-event email with survey and next Coffee Chat save the date	Topic organizer(s), or Workgroup Leads	5-10 days out

Send Email	Samantha	Afternoon of Coffee Chat date
Video recording & NJCRC Blog post to Karl	Amanda and/or Samantha	Afternoon of Coffee Chat date
Compile survey responses and report out to workgroup	Devon	By next workgroup meeting

Post-Event email template:

Thank you for participating in the NJCRC Technical Assistance Coffee Chat: XXX where presenter(s) XXX, event topic description. The recording of this Coffee Chat is now available on the NJCRC website. We ask that all participants please share your feedback HERE for us to improve future Coffee Chats.

## Recommendations

Note that this is a “wish list.” These recommendations should be considered for future implementation as resources and/or capacity allow.

### *Format*

- Future Coffee Chats should aim to be less “webinar style” and focus more on providing networking opportunities to foster technical assistance connections.
- Consider decreasing meeting frequency to a quarterly schedule to maximize NJCRC staff’s capacity to provide meaningful networking / sharing / small group discussions. This recommendation is supported by participant feedback.

### *Website*

- Add a Technical Assistance Coffee Chat upcoming events page with registration links, etc since our target audience isn’t necessarily an NJCRC Partner.

## Technical Assistance Directory Survey

This survey is hosted and maintained by Jacques Cousteau NERR via survey monkey. See current survey template below.

### **Survey to Develop NJCRC Technical Assistance Directory**

The information you submit will be added to the Technical Assistance Directory hosted on the NJ Coastal Resilience Collaborative (NJCRC) website. The Directory is a resource for local communities to find and connect with professionals offering technical assistance around coastal resilience. This assistance could range from free to contracted services, and be as simple as pointing a community toward resources or as complex as partnering to construct a project.

Depending on the range of technical assistance areas/topics offered by your organization, you may choose to complete just one survey for your organization, or multiple surveys to represent different areas/topics of technical assistance offered by various divisions/teams/etc.

**1. Your name:**

**2. Organization / company name:**

**3. Your email:**

**4. My organization / company plans to submit:**

- Just this one survey to represent all areas/topics of technical assistance we provide
- Multiple surveys to represent different areas/topics of technical assistance provided by various divisions/teams/etc.

**Information to Be Included in the Technical Assistance Directory**

***CONTACT INFORMATION FOR DIRECTORY***

**5. Name of contact person (if different than you):**

**6. Email of contact person (if different than yours):**

**7. Phone of contact person (optional):**

**8. URL of organization's website (optional):**

***TECHNICAL ASSISTANCE DETAILS FOR DIRECTORY***

**9. In a few bullet points, describe the technical assistance that you can provide. Think of this as your “pitch” to communities!**

**10. In what region(s) of New Jersey do you offer technical assistance?**

- All of NJ
- Other (please specify regions or counties where you work)

**11. Select your technical assistance area(s)/topic(s) (choose all that apply):**

- Community & Land Use Planning
- Hazard Preparedness & Mitigation
- Floodplain & Stormwater Management
- Grants & Funding
- Policy & Legal
- Permitting
- Outreach & Education

- Physical & Ecological Modeling
- Ecological Design & Techniques
- Engineering Design & Techniques
- Construction
- Monitoring

**RESOURCE LINKS FOR DIRECTORY**

**12. Provide the name(s) and URL(s) for any resources (e.g. reports, tools, websites, etc.) to be linked to your listing in the Directory.**

Coffee Chat Logo



**TECHNICAL ASSISTANCE COFFEE CHAT  
FOR COASTAL COMMUNITIES**

Coffee Chat Flyer Example



**TECHNICAL ASSISTANCE COFFEE CHAT  
FOR NEW JERSEY COASTAL COMMUNITIES**

**SEPT 17 | 9-10 AM | ZOOM**

The NJ Coastal Resilience Collaborative (NJCRC) is a network of professionals that can help communities take resilience action.

 <p>Hear from the NJDEP about their Local Planning for Climate Change Toolkit</p>	 <p>Voice your community's resilience needs and concerns</p>	 <p>Learn about technical assistance offered by the NJCRC network</p>
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**Registration is required:**  
[bit.ly/NJCRCoffeeChat](https://bit.ly/NJCRCoffeeChat)

Questions? Contact Vanessa Tropiano at [tropiano@marine.rutgers.edu](mailto:tropiano@marine.rutgers.edu)