

NJCRC Technical Assistance Coffee Chat Planning Workgroup

18-Month Work Plan

January 2025

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 Workgroups 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 Board of Directors.

Role	Name	Contact Information
Managing Director	Laura Kerr	lkerr@stevens.edu
Managing Director	Tom Herrington	therring@monmouth.edu
Managing Director & Workgroup Lead	Amanda Archer	amanda.archer@marine.rutgers.edu
Workgroup Co-Lead	Devon Haines	devon.haines@dep.nj.gov
Communications Workgroup Liaison	Samantha Kreisler	skreisler@njseagrant.org
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Workgroup Member	Michele Langa	legal@hackensackriverkeeper.org
Workgroup Member	Alison Miskiman	miskimanam@bv.com
Workgroup Member	Joseph Stromwall	stromwalljr@bv.com
Workgroup Member	Valery Aguilar	vaguilar@waterfrontalliance.org

Completed Coffee Chats to Date

Date	Topic / Format
September 2021	<ul style="list-style-type: none"> NJDEP Local Planning for Climate Change Toolkit Breakout session on community technical assistance needs
December 2021	<ul style="list-style-type: none"> Municipal resilience work in Hoboken, Long Beach Township, Woodbridge Q&A
February 2022	<ul style="list-style-type: none"> Two concurrent breakout sessions: NJ MLUL climate change requirements and USACE Floodplain Management Services Program
April 2022	<ul style="list-style-type: none"> Risk Rating 2.0 Q&A
June 2022	<ul style="list-style-type: none"> Green Infrastructure Funding sources & connection to resources and information
September 2022	<ul style="list-style-type: none"> Township-wide Dredging Permit and resulting beach nourishment Site visit to Njecho Creek & Windward Beach Park
February 2023	<ul style="list-style-type: none"> Community engagement Building community support for coastal resilience projects
April 2023	<ul style="list-style-type: none"> NJDEP Blue Acres program Community engagement of buyouts, floodplain restoration techniques
June 2023	<ul style="list-style-type: none"> Building resilience partnerships with the Department of Defense Site visit to Naval Weapons Station Earle

September 2023	<ul style="list-style-type: none"> • NJDEP Inland Flood Protection Rule and climate precipitation projections for NJ
November 2023	<ul style="list-style-type: none"> • Community standards for resilient, ecological, and accessible design • Waterfront Edge Design Guidelines (WEDG) update
January 2024	<ul style="list-style-type: none"> • A Model Climate Vulnerability Assessment for Municipalities • Presentations with interactive polls
March 2024	<ul style="list-style-type: none"> • Municipal Challenges to Resilience Joint Conference Session • In-person roundtable and breakout groups
May 2024	<ul style="list-style-type: none"> • Grant Writing for Local Resilience Projects • Short presentations with panel discussion and Q&A
June 2024	<ul style="list-style-type: none"> • NJ ResTorS • Short presentations with technical mapping assistance and Q&A
October 2024	<ul style="list-style-type: none"> • Two-Part series on NJ PACT REAL Rule proposal • Topical panel presentations and Q&A
January 2025	<ul style="list-style-type: none"> • Beneficial Use 101, using dredge material for community and ecological resilience with BULN and Municipal Workgroups • Topical panel presentations and Q&A

Standard Protocol for the Coffee Chat Workgroup

Coffee Chats will be held bi-monthly. Workgroup meetings will be held on the fourth Thursday of every even month from 10 – 11 AM. 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 Workgroup Calendar

Coffee Chats	Workgroup Meetings
January 13, 2025 <i>Completed</i>	10 AM – 11AM, February 27, 2025
March 2025 TBD	10 AM – 11AM, April 24, 2025
May 2025 TBD	10 AM – 11AM, June 26, 2025
July 2025 TBD	10 AM – 11AM, August 28, 2025
September 2025 TBD	10 AM – 11AM, October 23, 2025
November 2025 TBD	10 AM – 11AM, December 25, 2025 <i>To reschedule</i>
January 2026 TBD	10 AM – 11AM, February 26, 2026
March 2026 TBD	10 AM – 11AM, April 23, 2026
May 2026 TBD	10 AM – 11AM, June 25, 2026

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: <https://www.njcoastalresilience.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	Managing Directors	46 days out
Registration Link and Flyer Creation	Amanda	46 days out
Communications released	Communications Workgroup	45 days out
Share to other networks	TACC 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	Communications Workgroup	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

- Continue to update Technical Assistance Coffee Chat upcoming events page with registration links, etc. since our 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 Flyer Example



Technical Assistance Coffee Chat

FOR NEW JERSEY COASTAL COMMUNITIES

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



Your Mud Matters: Turning Dredge Material Into a Community Treasure

Connect with a panel of experts on the historic and projected value of sediment to coastal areas. Learn how their work can help you prepare for opportunities that may solve dredging challenges and promote resilience in your community through the practice of beneficial use.

Register Here:
go.rutgers.edu/o9a3mbly



 **Monday,
January 13**  **10:00 - 11:30 AM**

Questions?  Laura Kerr, NJCRC@NJSeaGrant.org  njcoastalresilience.org