Urban & Community Forestry Program

Guidelines

November 22, 2017

State of New Jersey
Department of Environmental Protection
Forest Service

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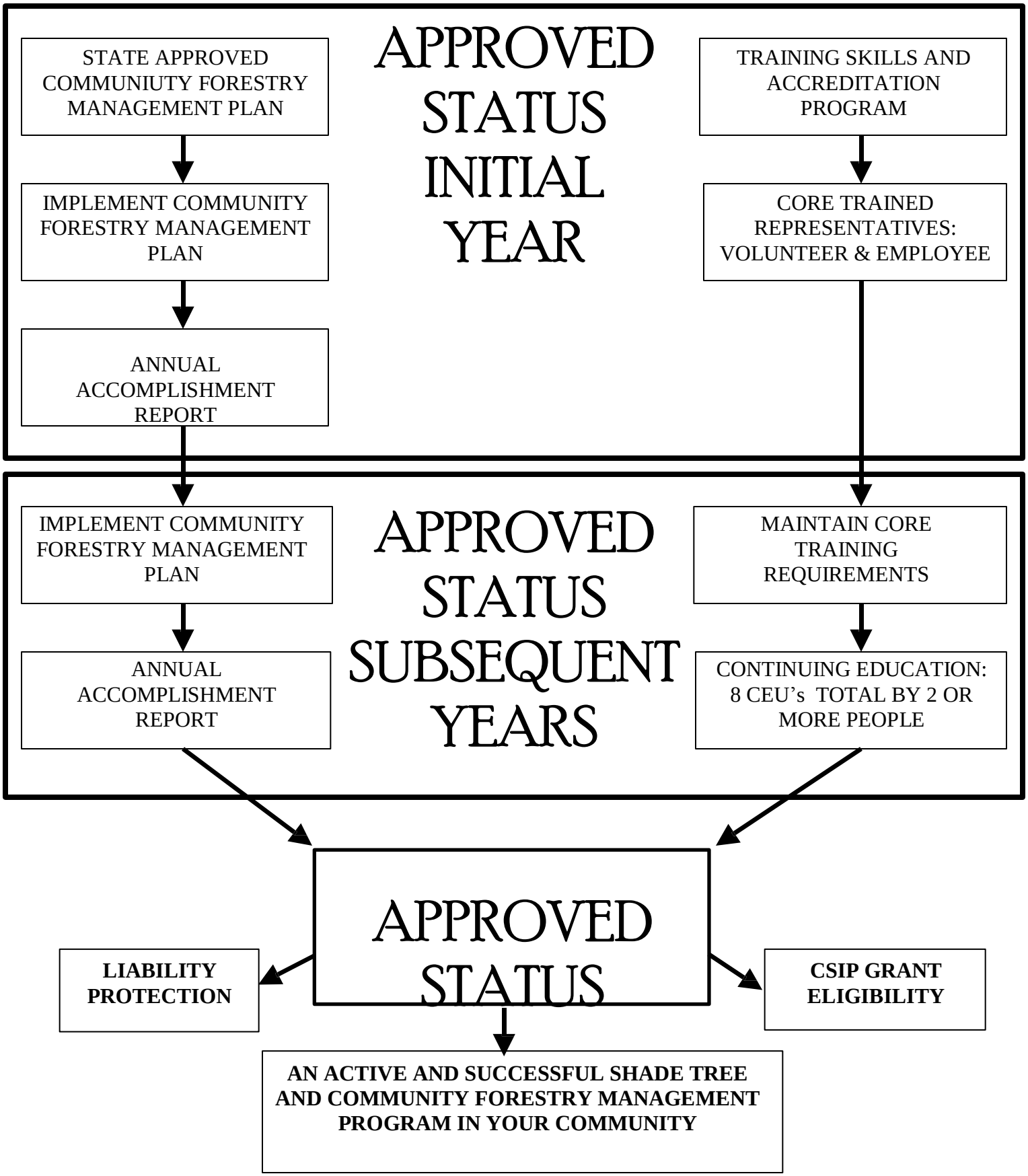
Community Forestry Program Guidelines

Approved Status


APPROVED STATUS INITIAL YEAR
STATE APPROVED COMMUNIUTY FORESTRY MANAGEMENT PLAN
IMPLEMENT COMMUNITY FORESTRY MANAGEMENT PLAN
ANNUAL ACCOMPLISHMENT REPORT
TRAINING SKILLS AND ACCREDITATION PROGRAM
CORE TRAINED REPRESENTATIVES: VOLUNTEER & EMPLOYEE
APPROVED STATUS SUBSEQUENT YEARS
IMPLEMENT COMMUNITY FORESTRY MANAGEMENT PLAN
ANNUAL ACCOMPLISHMENT REPORT
MAINTAIN CORE TRAINING REQUIREMENTS
CONTINUING EDUCATION: 8 CEU's TOTAL BY 2 OR MORE PEOPLE
APPROVED STATUS
LIABILITY PROTECTION
CSIP GRANT ELIGIBILITY
AN ACTIVE AND SUCCESSFUL SHADE TREE AND COMMUNITY FORESTRY MANAGEMENT PROGRAM IN YOUR COMMUNITY

What is Approved Status and Why Is It Necessary?

Approved Status is the reward for complete compliance with the New Jersey Shade Tree and Community Forestry Assistance Act. In order to earn Approved Status under the Act, municipalities and counties must meet the four requirements for Approved Status on a yearly basis. A municipality or county has the ability to gain or lose Approved Status each calendar year. The four requirements must be satisfied every year between January 1st and December 31st of that year without exception. A new year then brings a fresh opportunity to meet the requirements regardless of whether or not you achieved Approved Status the prior year.

Reaching and maintaining Approved Status offers many benefits and opportunities to a municipality or county. These benefits include liability protection from hazardous tree situations for your municipality or county including its volunteers, promotion of training and tree related educational opportunities, and sets a foundation for the proper care and management your tree resource. Having Approved Status opens the door for valuable Community Stewardship Incentive Program (CSIP) Grants to assist in plan implementation.

Approved Status provides maximum liability protection under the Act for your municipality. It will ensure that if the courts seek information from the New Jersey Forestry Service concerning the status of your municipality or county under the Act that a case can be made that your municipality or county is participating in the program and in full compliance with the New Jersey Shade Tree and Community Forestry Assistance Act.

Your shade tree resource is a resource worthy of investment in time and money. Involvement in the Community Forestry Assistance Act program is a worthy investment as well. Each municipality and county in New Jersey is encouraged to get involved with this program, at whatever pace and scope possible, and work toward reaching and maintaining Approved Status under the New Jersey Shade Tree and Community Forestry Assistance Act.

Four Annual Requirements for Approved Status

- A **current approved Community Forestry Management Plan** is required for Approved Status. A Community Forestry Management Plan covers a five-year period.

- It is required under the Act that each municipality or county has at least **two CORE Trained individuals** currently participating in the program, one municipal employee and one community volunteer. An elected official will qualify as either a municipal employee or a community volunteer.

- Together, at least two individuals representing your municipality or county must accrue a total of **eight Continuing Education Units (CEUs) annually**. Any individual can attain CEUs on behalf of your municipality/county; they do not have to be CORE trained. **CORE Training does not count toward CEU credits.** The NJ Forestry Service's Community Forestry Program has partnered with the Rutgers University Urban Forestry Program to track Community Forestry Program CEUs and CORE training. If you have any questions about your training needs under the Act, if you need to request CEU credits, or if you would like to report or find a training opportunity, please contact Pam Zipse by email: Pam.Zipse@rutgers.edu

- An **Annual Accomplishment Report** records Community Forestry Management Plan implementation. A complete Annual Accomplishment Report detailing the previous year's accomplishments under the plan, with **signed Cover Sheet**, must be submitted at the end of each calendar year by February 15th.

Approved Status for your Initial Year

A municipality or county that is working under an initial Community Forestry Management Plan will be exempt from the CEU requirement during the first year of the approved plan. As an example, a municipality that has never had a Community Forestry Management Plan before has a plan approved in June of 2011. In order for this municipality to have Approved Status for 2011, they will need to meet the CORE Trained representative requirement, as well as submit a signed Annual Accomplishment Report on prior to February 15, 2012. Beginning January 1, 2012, this municipality will be held to all four requirements for Approved Status and will need to begin gathering eight CEUs divided amongst at least to two individuals every year after.

Management Plan Timeline

It is required that the Community Forestry Management Plan cover a five-year period. Make plans to prepare subsequent five-year management plans in plenty of time to allow for a smooth transition to each consecutive five-year management period. The municipality or county must be working under an approved Community Forestry Management Plan in order to comply with the Act. The five-year cycle of a Community Forestry Management Plan relates to the Calendar year. **The year in which the plan is approved is the first year under the plan, no matter what month the plan was approved. This is because the Approved Status of the plan is retroactive to the first of the year. For example, if a plan is approved in June of 2011, that plan will expire December 31, 2015. The municipality is required to have a second five-year plan approved by the end of 2016 for a seamless transition. For this example, if the municipality or county gains Approved Status for 2011, it will be retroactive to January 1, 2011.**

Training Requirements if an Individual Leaves Service

Municipalities or counties that have a CORE Trained representative leave service midyear will have a probationary period lasting until the end of the following calendar year to get another person accredited and meet the two-person accreditation requirement. The municipality or county will still be considered as having Approved Status and in compliance with the Act while under the probationary period, as long as the other three requirements are met. This means that CEU's will still need to be obtained for that year, an Annual Accomplishment Report will have to be submitted on time, and you will need to have a current Community Forestry Management Plan in place. For example, if a CORE Trained representative leaves service to a municipality or county in June of 2011 the municipality or county will have until December 31, 2012 to replace this representative by sending another to a CORE Training session

Staying on Track

The Community Forestry Program realizes that the requirements for Approved Status may be a lot to keep track of for some municipalities or counties. In an effort to reduce confusion and encourage compliance with the Act you will receive correspondence from the Community Forestry Program throughout the calendar year. In the beginning of each year, you will receive a listing of training sessions for CEU credit for the upcoming year. Around the middle of summer, you will receive a Mid-Year Status report to let you know exactly where your program stands in terms of the four Approved Status requirements while there is still time left in the year to meet them. The Community Forestry Program sends an End-Year Status report at the end of each year to report on the status of each municipality or county. Reminders start a year and a half prior to Community Forestry Management Plan expiration so your municipality or county will have time to apply for a Green Communities Challenge Grant to offset the price of a new plan. **The Community Forestry Program mails all correspondence to five people: the Mayor or County Freeholder, the Municipal Clerk, the Primary CORE Volunteer, the Primary CORE Employee, and the Management Plan Contact.**

Community Forestry Management Plan (CFMP)

Submission & Approval Procedures

To Submit a Community Forestry Management Plan You Will Need:

- **Two** complete copies of the Community Forestry Management Plan signed by the Mayor/County Freeholder

- **One** complete electronic copy of the Community Forestry Management Plan in either Microsoft Word or PDF format

SUBMISSION AND APPROVAL PROCEDURES

1. Upon request, the Community Forestry Program will provide consultation to municipalities prior to the development of the Community Forestry Management Plan or during the review and approval process of the New Jersey Community Forestry Council.

In addition to providing technical assistance, the purpose of the consultation is to:

- Provide a basic understanding of the New Jersey Shade Tree and Community Forestry Assistance Act
- Help initiate the management plan development phase of the municipality or county
- Assess the resources available to the community and its capacity for tree care and the preparation and development of the Community Forestry Management Plan
- Outline the Guidelines and standards of the Community Forestry Management Plan
- Provide guidance and information enabling municipalities or counties to prepare a plan
- Identify resources, consultants, and information sources needed to create and implement the Community Forestry Management Plan

2. A Community Forestry Management Plan must be developed in accordance with the approved guidelines and standards of the New Jersey Forestry Service and the New Jersey Community Forestry Council.

3. The Community Forestry Management Plan must be recommended for adoption by the local tree commission or agency prior to submission to the Community Forestry Program.

4. The Community Forestry Management Plan must be adopted by the local municipality or county and must be accepted and signed by the mayor or freeholder director prior to submission to the Community Forestry Program.

5. **Two signed copies of the Community Forestry Management Plan and an electronic version must be submitted to the New Jersey Forestry Service Community Forestry Program for review and approval.**

Submit two (2) signed hard copies of the CFMP to:
New Jersey Department of Environmental Protection
State Forestry Service
Community Forestry Program - CFMP
Mail Code 501-04
P.O. Box 420
Trenton, NJ 08625

Submit one (1) electronic copy of the signed plan to: brian.mcdonald@dep.nj.gov

6. The Community Forestry Program, along with the Management Plan Review Sub-Committee of the New Jersey Community Forestry Council, will review and evaluate the submitted Community Forestry Management Plan. Recommendations and additional comments will be filed with the Community Forestry Management Plan.

7. The Management Plan Review Committee will then recommend for approval or disapproval by the Community Forestry Council, and the Council will then make a recommendation to the State Forester.

- Plans approved by the State Forester will be signed and dated. The municipality or county will be notified and sent a copy of the approved Community Forestry Management Plan.

- If the plan does not meet the guidelines, it will be returned to the municipality or county along with a "request for amendments" letter. The Community Forestry Program will prepare the letter incorporating the comments and recommendations of the New Jersey Community Forestry Council Management Plan Review Committee. Additional technical assistance will be available from the Community Forestry Program. If your Community Forestry Management Plan is returned with a “request for amendments” letter, you will have six months from the date of the letter to complete the required revisions and re-submit the plan.

8. If your municipality or county is completing a Community Forestry Management Plan with the assistance of a Green Communities Challenge Grant, it will be important for you to stay current with the grant deadlines.

Community Forestry Management Plan (CFMP)

Initial CFMP Guidelines

Guidelines for an Initial Community Forestry Management Plan

Acknowledging the contributions shade trees and community forests make to a community and the necessity to nurture, protect, and manage a vigorous community forest resource, the ***New Jersey Shade Tree and Community Forestry Assistance Act*** passed on December 5, 1996.

In addition to establishing an official *Community Forestry Council*, the act enables New Jersey's communities to reduce or eliminate their exposure to litigation due to the drastic decline and poor condition of the community tree resource. The basis for this protection is a properly planned municipal or county community forestry program implemented through a state approved management plan, as well as participation in the state's *Training Skills and Accreditation Program*.

A management plan is an essential guide to successfully achieving a healthy and safe community forest. By developing and implementing a management plan for your community forest, the tree program can become more proactive and efficient. A management plan can also lead to decreased tree maintenance and removal costs, shorter response time to citizen requests for work, and a decrease in hazardous tree situations.

The following ten sections are minimum guidelines needed to create an initial Community Forestry Management Plan as required under the ***New Jersey Shade Tree and Community Forestry Assistance Act***. The plans must outline management objectives for five years. Once complete with Mayor or County Freeholder signature, submit in accordance with the guidelines on submission and approval procedures above.

Sections of an Initial Community Forestry Management Plan

1. Municipal Information Form

2. Introduction
    - Mission Statement
    - Goals and Objectives
    - Liability Statement

3. Community Overview

4. Community Forestry Program Administration

5. Community Map

6. Training Plan

7. Public Education/Awareness/Outreach

8. Statement of Tree Budget

9. Statement of Plan Implementation
    - Tree Inventory/Assessment
    - Hazard Tree Identification
    - Tree Planting
    - Tree Maintenance and Care

10. Community Stewardship Incentive Program (CSIP)

For a Successful Initial Community Forestry Management Plan

- Think of this Management Plan as a whole, *not as individual sections*. The sections must all work together, and the planning will go much easier for you if you keep this in mind from the beginning. Read the entire Guidelines packet before you start to write or even plan for individual sections, and consider how the sections relate to each other. Specifically, **link the Goals and Objectives (section 2) to Plan Implementation (section 9). Everything mentioned in section 2 must be planned for in section 9.**

- One of the most important parts of the Community Forestry Management Plan is the Public Education/Awareness/Outreach section (section 7). From my experience in evaluating these Management Plans, many of the most successful programs are programs that make a serious effort to involve the public. It is important to get the residents of your municipality on your side, and to make them understand the value of what you are doing. If you have support from the residents, support from the municipal government will follow. Besides, what good is a new planting if the trees are destroyed by vandalism, neglect, or improper care? Remember that the purpose of the management plan is to increase tree activities, and to show that the resource is worthy of investment.

- Do not feel restricted in your planning by your current budget. While it is true that you should constantly work to improve your own budget, you can plan based on the hope that you will receive the CSIP grant to implement your plan. Be realistic, but hopeful. Think of the CSIP Grant program as your "wish list", if you had this money to spend, how would you spend it?

- Each municipality/county must complete the standardized information form provided.
- Information should be typed.
- All CSIP boxes should be checked to indicate that all of the Community Stewardship Incentive Program practices have been addressed in some way within the Community Forestry Management Plan.
- **Please attach the form as Section #1 of your Community Forestry Management Plan.**

An electronic version of this form is available at www.communityforestry.nj.gov

Municipal/County Information Form

Municipality _____

County _____

Address _____

_____

_____

Contact Name and Title _____

Phone # _____

Fax # and E-mail _____

Organization Name _____

Mayor/County Freeholder's Signature _____

Date of Management Plan Submission _____

Time Period Covered in Management Plan _____

Community Stewardship Incentive Program (CSIP) Practices Identified in Management Plan

- □ CSIP #1 Training
- □ CSIP #2 Community Forestry Ordinance Establishment
- □ CSIP #3 Public Education and Awareness
- □ CSIP #4 Arbor Day
- □ CSIP #5 Tree Inventory
- □ CSIP #6 Hazard Tree Assessment
- □ CSIP #7 Storm Damage Assessment
- □ CSIP #8 Tree Maintenance and Removals
- □ CSIP #9 Insect and Disease Management
- □ CSIP #10 Wildfire Protection
- □ CSIP #11 Tree Planting
- □ CSIP #12 Tree Recycling
- □ CSIP #13 Sidewalk Maintenance Program
- □ CSIP #14 Storm Water Management
- □ CSIP #15 Other

Official Use Only Certification

The above named municipality/county has made formal application to the New Jersey Forestry Service. I am pleased to advise you that after our review, the NJ Forestry Service has concluded that this plan meets the standards set forth by the State and the NJ Community Forestry Council and is approved for the period covered.

Signed_____

State Forester Approved date

Every management plan should address the protection, enhancement and safety of the local community forest, as well as the potential to reduce property loss with a well-managed tree resource. Please submit a statement explaining the following three components of your Management Plan.

A. Mission Statement

- Short statement that defines purpose, the reason for the existence of the Management Plan
- Result oriented rather than activity oriented

Example:

"To promote a sustainable and productive community forest and shade tree resource that will subsequently improve the quality of life for the residents of the municipality."

B. Goals and Objectives

- Goals are broad, general descriptions of what the organization wants to accomplish.
- Objectives are the steps taken to achieve the goal, measurable results to be achieved in a specific time.

Each goal must be supported by at least one objective.

Everything that the municipality hopes to accomplish over the five years of this management plan must be addressed here.

Link your Goals and Objectives to the Implementation Plan (Section 9). Be sure to include the four basic elements of the Management Plan: tree inventory/assessment, hazard tree identification and management, tree planting, and tree maintenance and care.

Example:

Goal-
To promote general tree awareness and stewardship among the residents of the municipality

Objectives-

- Submit three tree related articles to the local newspaper each year
- Distribute information brochures at one municipal event each year
- Publicly speak at two local club meetings each year
- Establish an annual Arbor Day celebration

C. Liability Statement

A comprehensive summary explaining how liability has been addressed or reduced and a statement of loss reduction and protection resulting from the development of this Community Forestry Management Plan. ***This statement will provide the link between the plan and the legislation*** (The New Jersey Shade Tree and Community Forestry Assistance Act).

Municipalities and counties are encouraged to use the following sample as the bulk of their Liability Statement. **It is also required, however, that the statement be expanded and personalized, to reflect the specific goals and needs of each individual municipality.**

Example Liability Statement:

"Although street trees are an asset to the community, it is inevitable that they mature and require care, maintenance and eventually replacement. Care and maintenance, in addition to planting "the right tree in the right place," can help insure that community trees not only contribute to the environmental and economic vitality of the area, but also reduce the potential hazards to public safety. Our community must work within a reasonable budget that may not be able to meet each and every need of our community forest immediately. Therefore, it is the intent of this plan to focus available resources to the greatest need and step-by-step work towards a healthy forest with commensurate reduced risks to public safety.

We feel, by taking logical steps outlined in the Management Plan, we will garner public support for plan implementation and demonstrate the long-term benefits to the environment and public safety.

We also want to become more pro-active in the management and care of our trees. Through inventory and hazard assessment, we will position our Shade Tree Commission (*or name of organization or agency*) to take corrective action prior to structural tree failure and other hazardous tree related conditions. It is acknowledged that not all hazardous conditions will be predicted. But, it is much like trying to predict which tooth might break next. Good maintenance and care will reduce the probability, but unexpected events may still occur.

Following this Management Plan will demonstrate that (*name of Municipality*/*County*) is devoting reasonable levels of resources in a planned manner to reduce the number of tree related accidents and thereby reduce its exposure to liabilities and increase public safety."

3. Community Overview - Past, Present, and Future…

Provide a brief summary of your municipality's history, culture and community values as it relates to your community tree resource.

Include:

- A description and best estimate of the existing tree resource, including species composition, condition, numbers and any known problems. **A complete tree inventory is not needed to complete this section.** All that is required is that you provide your best estimate. If you do not have an inventory, it could be planned for as part of your Goals and Objectives and Plan Implementation, and may possibly be funded through a CSIP grant.

- An explanation of how (or if) this Community Forestry Management Plan will link into the conservation or land use components of your Municipal/County Master Plan.

- A copy of any tree ordinance or municipal land use law that relating to the implementation of this Community Forestry Management Plan.

- An explanation of how (or if) this Community Forestry Management Plan fits in with the municipal/county open space plan, for example, Green Acres Property. If no open space plan exists, please state that fact.

4. Community Forestry Program Administration

- Identify the person or group responsible or accountable for overseeing the management of the municipality's trees. This could be a municipal or county department or an appointed volunteer group, and should be the same group that is listed under "Organization Name" on the Municipal/County Information Form. This is the group responsible for carrying out this Community Forestry Management Plan.

- Include a list of the names and titles of the members of this group.

- Identify the designation of the local tree commission or comparable organization:
  - Shade Tree Commission
  - Shade Tree Committee
  - Shade Tree Advisory Board
  - Environmental Commission

  Is this organization the same group that is identified above and on the Municipal/County Information Form?

- Identify all appropriate departments, agencies or community representatives that are involved in the management of the tree resource. Explain the working relationship between these groups and the above-mentioned group that is responsible for the implementation of this Community Forestry Management Plan.

- Provide an organizational chart that shows the above information in graphical form. Include the Mayor and Council (or comparable county officials), the municipal residents, and all the steps in-between in regards to the management of the tree resource.

- **Submit a statement explaining how the municipality or county processes and responds to resident and municipal tree service requests. A statement, if applicable, must also be submitted if private tree care firms are contracted to do tree pruning, removals or planting activities.**

5. Community Map

Submit a community map identifying the municipality's streets and roadways. Do not submit maps larger than 11" x 17". Copies of such maps may be found within the municipal master plan. The map needs to be of sufficient detail to convey the layout of the municipality or county.

In addition, you may choose to include additional maps that help to represent the tree resource in your municipality, such as a map generated as the result of a completed inventory project, or aerial photos showing tree cover or land use cover.

6. Training Plan

What training will be needed over the five years of this Management Plan in order to carry out its successful implementation? Submit a statement addressing **specific** municipal or county training needs, including the New Jersey Community Forestry Council's training requirements under the State's Training Skills and Accreditation Program.

- The following are individuals and groups that should be considered for training opportunities:

  - Shade Tree Volunteers and Commissioners
  - Public Employees responsible for tree maintenance
  - The person or group identified in section 4 as having oversight responsibility
  - The two or more CORE trained individuals

- Address your municipality's annual appropriated funding for participation in the CORE and Continuing Education Unit (CEU) training.

- Training opportunities could include, but are not limited to the following:

  - Outreach Training
  - Volunteer Recruitment
  - Budgeting / Money Concerns
  - Legal Rights and Responsibilities of Shade Tree Commissions
  - Technical Training

    - Planting
    - Pruning
    - Urban Soils
    - Hazard Tree Identification
    - Tree Care Disaster Planning
    - Sidewalk / Tree Conflicts
    - Recreational Use of Woodlands
    - Watershed Management Practices
    - Writing Specifications for Bidding Proposals
    - Tree Selection

7. Public Education/Awareness/Outreach

Submit a statement outlining how community involvement, the use of volunteers, and the media have previously been and how they will be used to help implement this Community Forestry Management Plan. ***How will you involve the residents in the implementation of this plan?***

Some examples of programs that have been successful in many communities:

Programs

- Tree City USA Program
- Adopt-A-Tree Programs
- Arbor Day Celebrations
- Memorial Tree Planting Programs
- Guest Speakers at Schools, Clubs, and Civic Organizations
- Educational Booths at Community Events

Media Communications

- Writing a horticultural column in the local newspaper
- Inviting the local news media to events for coverage
- Advertising events in local newspapers and on local radio and television stations

Outreach to Groups

- Boy Scouts / Girl Scouts
- School Clubs and Organizations
- Church Groups
- Local Chapters of Service Groups, such as Rotary and Lions Clubs
- Community Organizations such as Garden Clubs, Little League, etc.
- Government Groups such as the New Jersey Forestry Service, County Soil Conservation District Offices, Rutgers Cooperative Extension Services, etc.
- Local Businesses and Chamber of Commerce

8. Statement of Tree Budget

Submit an **itemized** budget table identifying all available resources, including financial, volunteer, and any other in-kind services that may be used to implement this Community Forestry Management Plan. Provide a description of these resources. Use a previous year's budget and anticipate changes. Quantify volunteer time. Be as specific and as detailed as possible.

This section should include:

- Budget funds
- Product contributions
- Volunteer in-kind hours
- Municipal Department in-kind services, including both equipment and hours (DPW, Parks and Recreation, Borough Staff, etc.)

The implementation section is where you address the *action statements*, the specific things that you will do, step by step, to carry out your goals and objectives. HOW will you accomplish all the things you have planned?

This section must contain the action plan for the four basic elements of the Community Forestry Management Plan, which are:

- **Tree Inventory/Assessment**
- **Hazard Tree Identification and Management**
- **Tree Planting**
- **Tree Maintenance and Care**

This section must also address all of the Goals and Objectives mentioned in section 2 of this Community Forestry Management Plan. Explain in detail HOW you will go about realizing each of your Goals, and organize all of this on a timeline. All of these *action statements* must be written on a timeline that spans the five-year period covered by this Community Forestry Management Plan. The timeline should help you to prioritize the order of importance of your management projects, and will be used to help identify the community's need for grant money.

Example:

Year 1, 2011

What is your first priority? Decide this, and plan how you will accomplish it in the first year of your plan. Set specific but reasonable goals. You may need more than one year to accomplish this inventory, hazard maintenance project, etc., and that is ok, but plan how far along you hope to be by the end of this year. In addition, include other, perhaps smaller projects that you will be working on as well as the big project for the year. Maybe you will submit two articles to the local newspaper highlighting shade tree activities in your town, or maybe you will create and distribute an information bulletin about a relevant topic such as mulching or topping. Be sure to explain who will be responsible for writing/distributing these articles, and when, over the course of the year, you want to publish them. Finally, include the things that you do every year, such as Tree City USA applications or an Arbor Day celebration.

Year 2, 2012

This year you should build on your accomplishments from last year. Perhaps you are now ready to do your tree inventory, or maybe you are moving on to a second section of town to inventory. Perhaps you were able to get the whole inventory done last year and you are now ready to include it in your daily maintenance responsibilities. Whatever your next task is, explain in detail how you will accomplish it, and who will be responsible. This section should read like an

instruction manual for the five years of this management plan. It should be a tool for your organization to use, to structure your meetings and keep you on track with your goals. Keep in mind that you may have people leaving, and new people joining, your organization over the next five years. The more detail there is in this section, the easier it will be for a new member to follow.

Year 3, 2013

Continue down your list of priorities, what is the main goal for this year? Remember that everything in this section must reflect your goals and objectives from section 2, as well as address the four basic elements of the Management Plan. Perhaps it is now time to start on a town-wide maintenance project, like organizing a ten-year pruning cycle. You could spend this year dividing the town into maintenance zones, prioritizing these work areas and completing work in the first zone. This may require cooperation with other town agencies as well as private contractors, and these meetings should be planned for on the timeline. Remember to keep including the smaller projects (such as the newspaper articles) that you will complete over the course of the year, as well as the every-year projects. Keep these on the timeline so they are not forgotten or overlooked.

Year 4, 2014

Again, check your goals and objectives, and decide on your next priority. Perhaps you will simply continue the ongoing project. Plan the maintenance schedule for zone two. You may also need to make sure that all of the maintenance activities are being added to the inventory so that it remains up to date. Plans should be made for who will be responsible for this. All of the activities that go along with the implementation of your Community Forestry Management Plan will cost money, and you should be including CSIP grant applications in your planning for each year. You must also remember to include planning for keeping current with CORE and Continuing Education Unit (CEU) training responsibilities, so that you remain in compliance with the Act and eligible for grant money.

Year 5, 2015

It is the last year of this plan, time to make sure all of your goals and objectives have been met. It should not be a problem for you to be on schedule with your plan, as any adjustments or changes that had to be made will have been taken care of through the Annual Accomplishment Report that you send to the State each year. Continue your ongoing projects, such as zone three of your maintenance plan, as well as your every-year activities. You should also plan to draft and submit your next five-year plan in plenty of time for a smooth transition to your next five-year management program.

Goals and Objectives Checklist

It is a very good idea to include a checklist of yearly goals and objectives at the end of section 9 to tie all five years of the Community Forestry Management Plan together in a format that is easy to implement. Think of it as a checklist for the year were you can review what has been and what still needs to be completed in order to satisfy the goals and objectives for the year.

The above suggestions are, of course, just suggestions. Each municipality will have different goals and needs, and a different period in which they can be accomplished. What we want from this section is simply that you be thorough and easy to understand. This section is by far the most cumbersome and difficult to accomplish. However, if you put the time in and do it well, the next five years will be much easier, because you will have a well-defined and structured program to follow.

Section 10 should be viewed as an index of where each of the 15 CSIP practices are located in the plan along with a brief summary of the goals and objectives relating to each practice. If CSIP funding was provided to your municipality or county how would it be utilized for each practice. Each community is encouraged to implement all of the practices within their management plan in addition to the four required elements of section 9. However, recognizing that each community is unique, programs should be developed according to the community's individual needs and priorities. The practices identified may also evolve as the needs of a community change or progress.

All the items listed below **must be identified** in section 10 the Community Forestry Management Plan, **but not all items need to be implemented immediately or at all**. A community should briefly describe why any items left out are not seen as a priority at this time. Most items, however, will be mentioned in your Management Plan. These should simply be referenced, like an index, as to where the discussion of each CSIP practice can be found (section, page number, etc.). Make sure to address each of the 15 CSIP practices, and remember to check them all on the Municipal/County Information Form at the beginning of the plan.

The following is a listing of the 15 CSIP Practices and a brief outline of work that relates to each practice. For a more detailed look at what is possible under each practice please refer to the "New Jersey Community Forestry Grant Program Guidelines".

15 Community Stewardship Incentive Program Practices

CSIP #1: Training

- CORE Training
- CEU Training
- Other Elective Training above and beyond the minimum required Training

CSIP #2: Community Forestry Ordinance Establishment

- Establishing Ordinance
  - Establishes Shade Tree Commission
- Supplemental Ordinance
  - Defines Shade Tree Commissions powers
- Tree Preservation Ordinance

CSIP #3: Public Education and Awareness

- Outreach Events
- Outreach Materials

CSIP #4 Arbor Day

- Establishes or Expands an Arbor Day Celebration

CSIP #5 Tree Inventory

- Comprehensive Inventory of Street Trees

CSIP #6 Hazard Tree Assessment

- Assessment of Hazard Trees

CSIP #7 Storm Damage Assessment

- Pre-Storm Assessment of potential damage to the tree resource after a severe storm

CSIP #8 Tree Maintenance and Removals

- Pruning Trees
- Removing Trees
- Root Collar Excavations
- Fertilization
- Watering
- Mulching

CSIP #9 Insect and Disease Management

- Managing Insect and Disease Problems
  - *Community Forest Health*

CSIP #10 Wildfire Protection

- Wildfire Protection Plans
- Firewise Communities
- Species Selection and Fuel Reduction Programs
- Fire Protection Related Outreach

CSIP #11: Tree Planting

- Planting Trees
  - *Must remove wire baskets*
  - *Quality Planting Stock*
  - *Species Selection: Right Tree in the Right Place*

CSIP #12: Tree Recycling

- Establish programs to recycle trees
  - *Free Mulch from removed tree debris*
  - *Christmas Tree Recycling Program*
  - *Tree Removal Utilization Programs*

CSIP #13: Sidewalk Maintenance Program

- Promotes the establishment of a sidewalk maintenance program that encourages alternatives to tree removal through curving and replacing sidewalks where appropriate

CSIP #14: Storm Water Management

- Storm Water Management as it relates to Community Forestry.
  - *Leaf Pick Up Program*

CSIP #15: Other

- A Community Forestry practice that does not fit easily into one of the above practices but that can be justified as a valid community forestry practice

Community Forestry Management Plan (CFMP)

Subsequent CFMP Guidelines

Guidelines for a Subsequent Community Forestry Management Plan

Acknowledging the contributions shade trees and community forests make to a community and the necessity to nurture, protect and manage a vigorous community forest resource, the ***New Jersey Shade Tree and Community Forestry Assistance Act*** passed on December 5, 1996.

In addition to establishing an official *Community Forestry Council*, the act enables New Jersey's communities to reduce or eliminate their exposure to litigation due to the drastic decline and poor condition of the community tree resource. The basis for this protection is a properly planned local community forestry program implemented through a state approved management plan, as well as municipal or county participation in the state's *Training Skills and Accreditation Program*.

A management plan is an essential guide to successfully achieving a healthy and safe community forest. By developing and implementing a management plan for your town's shade trees, the tree program can become more proactive and efficient. A management plan can also lead to decreased tree maintenance and removal costs, shorter response time to citizen requests for work and a decrease in hazardous tree situations.

The following ten sections are minimum guidelines needed to create a Community Forestry Management Plan as required under the ***New Jersey Shade Tree and Community Forestry Assistance Act***. The plans must outline management objectives for five years. Once complete with Mayor or County Freeholder signature, submit the plan in accordance with the submission and approval procedures above.

Sections of a Subsequent Community Forestry Management Plan

1. Municipal Information Form

2. Introduction
    - Mission Statement
    - Goals and Objectives
    - Liability Statement

3. Community Overview

4. Community Forestry Program Administration

5. Community Map

6. Training Plan

7. Public Education/Awareness/Outreach

8. Statement of Tree Budget

9. Statement of Plan Implementation
    - Tree Inventory/Assessment
    - Hazard Tree Identification
    - Tree Planting
    - Tree Maintenance and Care

10. Community Stewardship Incentive Program (CSIP)

Tips for a Successful Subsequent Community Forestry Management Plan

Congratulations! Five years of following an approved Community Forestry Management Plan is a great accomplishment, and you should be very proud of what you have achieved! What is even better is that you have seen the value in planning and managing your municipal tree resource and that you are taking on a subsequent Community Forestry Management Plan to continue your efforts. Thank you for all the work you do, your efforts do not go unrecognized! That being said, the Guidelines for your next Community Forestry Management Plan are very much the same as the Guidelines for the first. You will need to resubmit a Municipal/County Information Form with updated contact information and Mayor or Freeholder signature. **Sections 3, 4, 5, and 10 are somewhat different from the Guidelines for an Initial Community Forestry Management Plan. Please look at those sections carefully.** Other than that, the requirements are the same. You will need to include five years of new goals and objectives with implementation plans and timeline for each. You will also have to address five more years of training needs, expanded community outreach and education, and all other requirements from the Initial plan Guidelines. **All sections are important, and should reflect five years of growth in your program.**

- Think of this management plan as a whole, *not as individual sections*. The sections must all work together, and the planning will go much easier for you if you keep this in mind from the beginning. Read the entire Guidelines packet before you start to write or even plan for individual sections, and consider how the sections relate to each other. Specifically, link the Goals and Objectives (section 2) to Plan Implementation (section 9). **Everything mentioned in section 2 must be planned for in section 9.**

- One of the most important parts of the Community Forestry Management Plan is the Public Education/Awareness/Outreach Section. From my experience in evaluating these Management Plans, many of the most successful programs are programs that make a serious effort to involve the public. It is important to get the residents of your municipality on your side, and to make them understand the value of what you are doing. If you have support from the residents, support from the municipal government will follow. Besides, what good is a new planting if the trees are destroyed by vandalism, neglect, or improper care? Remember that the purpose of the management plan is to increase tree activities, and to show that the resource is worthy of investment.

- Do not feel restricted in your planning by your current budget. While it is true that you should constantly work to improve your own budget, you can plan based on the hope that you will receive the CSIP grant to implement your plan. Be realistic, but hopeful. Think of the CSIP program as your "wish list", if you had this money to spend, how would it be spent?

1. Municipal/County Information Form

- Each municipality/county must complete the standardized information form provided.
- Information should be typed.
- All CSIP boxes should be checked to indicate that all of the Community Stewardship Incentive Program practices have been addressed in some way within the Community Forestry Management Plan.
- **Please attach the form as Section #1 of your Community Forestry Management Plan.**

An electronic version of this form is available upon request or at www.CommunityForestry.NJ.gov

Municipal/County Information Form

Municipality _____

County _____

Address _____

_____

_____

Contact Name and Title _____

Phone # _____

Fax # and E-mail _____

Organization Name _____

Mayor/County Freeholder's Signature _____

Date of Management Plan Submission _____

Time Period Covered in Management Plan _____

Community Stewardship Incentive Program (CSIP) Practices Identified in Management Plan

- □ CSIP #1 Training
- □ CSIP #2 Community Forestry Ordinance Establishment
- □ CSIP #3 Public Education and Awareness
- □ CSIP #4 Arbor Day
- □ CSIP #5 Tree Inventory
- □ CSIP #6 Hazard Tree Assessment
- □ CSIP #7 Storm Damage Assessment
- □ CSIP #8 Tree Maintenance and Removals
- □ CSIP #9 Insect and Disease Management
- □ CSIP #10 Wildfire Protection
- □ CSIP #11 Tree Planting
- □ CSIP #12 Tree Recycling
- □ CSIP #13 Sidewalk Maintenance Program
- □ CSIP #14 Storm Water Management
- □ CSIP #15 Other

Official Use Only Certification

The above named municipality/county has made formal application to the New Jersey Forestry Service. I am pleased to advise you that after our review, the NJ Forestry Service has concluded that this plan meets the standards set forth by the State and the NJ Community Forestry Council and is approved for the period covered.

Signed_____

State Forester Approved date

Every management plan should address the protection, enhancement and safety of the local community forest, as well as the potential to reduce property loss with a well-managed tree resource. Please submit a statement explaining the following three components of your Management Plan.

Mission Statement

- Short statement that defines purpose, the reason for the existence of the management plan

- Result oriented rather than activity oriented

Example:

"To promote a sustainable and productive community forest and shade tree resource that will subsequently improve the quality of life for the residents of the municipality."

Goals and Objectives

- Goals are broad, general descriptions of what the organization wants to accomplish.

- Objectives are the steps taken to achieve the goal, measurable results to be achieved in a specific time.

Each goal must be supported by at least one objective.

Everything that the municipality hopes to accomplish over the five years of this Management Plan must be addressed here.

Link your Goals and Objectives to the Implementation Plan (Section 9). Be sure to include the four basic elements of the Management Plan: tree inventory/assessment, hazard tree identification and management, tree planting, and tree maintenance and care.

Example:

Goal-
To promote general tree awareness and stewardship among the residents of the municipality

Objectives-

- Submit three tree related articles to the local newspaper each year
- Distribute information brochures at one municipal event each year
- Publicly speak at two local club meetings each year
- Establish an annual Arbor Day celebration

C. Liability Statement

A comprehensive summary explaining how liability has been addressed or reduced and a statement of loss reduction and protection resulting from the development of this Community Forestry Management Plan. ***This statement will provide the link between the plan and the legislation*** (The New Jersey Shade Tree and Community Forestry Assistance Act).

Municipalities and counties are encouraged to use the following sample as the bulk of their Liability Statement. **It is also required, however, that the statement be expanded and personalized, to reflect the specific goals and needs of each individual municipality.**

Example Liability Statement:

"Although street trees are an asset to the community, it is inevitable that they mature and require care, maintenance and eventually replacement. Care and maintenance, in addition to planting "the right tree in the right place," can help insure that community trees not only contribute to the environmental and economic vitality of the area, but also reduce the potential hazards to public safety. Our community must work within a reasonable budget that may not be able to meet each and every need of our community forest immediately. Therefore, it is the intent of this plan to focus available resources to the greatest need and step-by-step work towards a healthy forest with commensurate reduced risks to public safety.

We feel, by taking logical steps outlined in the Management Plan, we will garner public support for plan implementation and demonstrate the long-term benefits to the environment and public safety.

We also want to become more pro-active in the management and care of our trees. Through inventory and hazard assessment, we will position our Shade Tree Commission (*or name of organization or agency*) to take corrective action prior to structural tree failure and other hazardous tree related conditions. It is acknowledged that not all hazardous conditions will be predicted. But, it is much like trying to predict which tooth might break next. Good maintenance and care will reduce the probability, but unexpected events may still occur.

Following this Management Plan will demonstrate that (*name of Municipality*/*County*) is devoting reasonable levels of resources in a planned manner to reduce the number of tree related accidents and thereby reduce its exposure to liabilities and increase public safety."

Tell the story of your municipality's progress following your previous 5-year Community Forestry Management Plan.

Include:

- All of your municipality's achievements following the previous Community Forestry Management Plan, and how well they correspond to your Goals, Objectives, and Plan Implementation timeline from the previous management plan.

- A discussion of problems that were encountered and new issues that were discovered as a result of following your previous 5-year plan, and how they were or will be dealt with.

- Provide an overall statement of the benefits to your municipality for following a Community Forestry Management Plan.

- A description of the current municipal tree resource and how it has changed over the last 5 years.

- An explanation, if possible, of how the link between the Community Forestry Management Plan and the Municipal Master Plan has improved. Review your municipality's updated Master Plan, Master plan Conservation Elements, Natural Resource Inventory and Open Space Plan for information on how your Community Forestry Management Plan was incorporated into these documents. Are there plans to make recommendations to the Planning Board or Open Space Committee on how to improve the linkage between the Community Forestry Management Plan and these important resource-planning documents?

- Any there any new or updated ordinances that relate directly to the tree resource.

- Identify the person or group responsible or accountable for overseeing the management of the municipality's trees. This could be a municipal or county department or an appointed volunteer group, and should be the same group that is listed under "Organization Name" on the Municipal/County Information Form. This group will be responsible for carrying out this Community Forestry Management Plan.

- Include a list of the names and titles of the members of this group.

- Identify the designation of the local tree commission or comparable organization:
  - Shade Tree Commission
  - Shade Tree Committee
  - Shade Tree Advisory Board
  - Environmental Commission

  Is this organization the same group that is identified above and on the Municipal/County Information Form?

- Identify all appropriate departments, agencies, or community representatives that are involved in the management of the tree resource. Explain the working relationship between these groups and the above-mentioned group that is responsible for the implementation of this Community Forestry Management Plan.

- Provide an organizational chart that shows the above information in graphical form. Include the Mayor and Council (or comparable county officials), the municipal residents, and all the steps in-between in regards to the management of the tree resource.

- **Submit a statement explaining how the municipality or county processes and responds to resident and municipal tree service requests. A statement, if applicable, must also be submitted if private tree care firms are contracted to do tree pruning, removals or planting activities.**

In this section, you must include plans to improve your program administration, in order to better interact with your community planning and zoning boards on community forestry management issues.

Submit a community map identifying the municipality's streets and roadways. Do not submit maps larger than 11" x 17". Copies of such maps may be found within the municipal master plan.*

***Only necessary if different from previous 5-year CFMP**

In addition, you may choose to include additional maps that help to represent the tree resource in your municipality, such as a map generated as the result of a completed inventory project, or aerial photos showing tree cover or land use cover.

What training does your municipality need over the five years of this Management Plan in order to carry out its successful implementation? Submit a statement addressing **specific** municipal or county training needs, including the New Jersey Community Forestry Council's training requirements under the State's Training Skills and Accreditation Program.

- The following are individuals and groups that should be considered for training opportunities:

  - Shade Tree Volunteers and Commissioners
  - Public Employees responsible for tree maintenance
  - The person or group identified in section 4 as having oversight responsibility
  - The two or more CORE trained individuals

- Address your municipality's annual appropriated funding for participation in the CORE and Continuing Education Unit (CEU) training.

- Training opportunities could include, but are not limited to the following:

  - Outreach Training
  - Volunteer Recruitment
  - Budgeting / Money Concerns
  - Legal Rights and Responsibilities of Shade Tree Commissions
  - Technical Training

    - Planting
    - Pruning
    - Urban Soils
    - Hazard Tree Identification
    - Tree Care Disaster Planning
    - Sidewalk / Tree Conflicts
    - Recreational Use of Woodlands
    - Watershed Management Practices
    - Writing Specifications for Bidding Proposals
    - Tree Selection

Submit a statement outlining how community involvement, the use of volunteers and the media have been used in the past and how they will be used to help implement this Community Forestry Management Plan. ***How will you involve the residents in the implementation of this plan?***

Some examples of successful programs in many communities:

Programs

- Tree City USA Program
- Adopt-A-Tree Programs
- Arbor Day Celebrations
- Memorial Tree Planting Programs
- Guest Speakers at Schools, Clubs, and Civic Organizations
- Educational Booths at Community Events

Media Communications

- Writing a horticultural column in the local newspaper
- Inviting the local news media to events for coverage
- Advertising events in local newspapers and on local radio and television stations

Outreach to Groups

- Boy Scouts / Girl Scouts
- School Clubs and Organizations
- Church Groups
- Local Chapters of Service Groups, such as Rotary and Lions Clubs
- Community Organizations such as Garden Clubs, Little League, etc.
- Government Groups such as the New Jersey Forestry Service, County Soil Conservation District Offices, Rutgers Cooperative Extension Services, etc.
- Local Businesses and Chamber of Commerce

Submit an **itemized** budget identifying all available resources, including financial, volunteer and any other in-kind services that may be used to implement this Community Forestry Management Plan. Provide a description of these resources. Use a previous year's budget and anticipate changes. Quantify volunteer time. Be as specific and as detailed as possible.

This section should include:

- Budget funds
- Product contributions
- Volunteer in-kind hours
- Municipal Department in-kind services, including both equipment and hours (DPW, Parks and Recreation, Borough Staff, etc.)

The implementation plan is where you address the *action statements*, the specific things that you will do, step by step, to carry out your goals and objectives. HOW will you accomplish all the things you have planned?

This section must contain the action plan for the four basic elements of the Community Forestry Management Plan, which are:

- **Tree Inventory/Assessment**
- **Hazard Tree Identification and Management**
- **Tree Planting**
- **Tree Maintenance and Care**

This section must also address all of the Goals and Objectives mentioned in section 2 of this Community Forestry Management Plan. Explain in detail HOW you will go about realizing each of your Goals, and organize all of this on a timeline. All of these *action statements* must be written on a timeline that spans the five-year period covered by this Community Forestry Management Plan. The timeline should help you to prioritize the order of importance of your management projects, and will be used to help identify the community's need for grant money.

Example:

Year 1, 2011

What is your first priority? Decide this, and plan how you will accomplish it in the first year of your plan. Set specific but reasonable goals. You may need more than one year to accomplish this inventory, hazard maintenance project, etc., and that is ok, but plan how far along you hope to be by the end of this year. In addition, include other, perhaps smaller projects that you will be working on as well as the big project for the year. Maybe you will submit two articles to the local newspaper highlighting shade tree activities in your town, or maybe you will create and distribute an information bulletin about a relevant topic such as mulching or topping. Be sure to explain who will be responsible for writing/distributing these articles, and when, over the course of the year, you want to publish them. Finally, include the things that you do every year, such as Tree City USA applications or an Arbor Day celebration.

Year 2, 2012

This year you should build on your accomplishments from last year. Perhaps you are now ready to do your tree inventory, or maybe you are moving on to a second section of town to inventory. Perhaps you were able to get the whole inventory done last year and you are now ready to include it in your daily maintenance responsibilities. Whatever your next task is, explain in detail how you will accomplish it, and who will be responsible. This section should read like an instruction manual for the five years of this management plan. It should be a tool for your

organization to use, to structure your meetings and keep you on track with your goals. Keep in mind that you may have people leaving, and new people joining, your organization over the next five years. The more detail there is in this section, the easier it will be for a new member to follow.

Year 3, 2013

Continue down your list of priorities, what is the main goal for this year? Remember that everything in this section must reflect your goals and objectives from section 2, as well as address the four basic elements of the Management Plan. Perhaps it is now time to start on a town-wide maintenance project, like organizing a ten-year pruning cycle. You could spend this year dividing the town into maintenance zones, prioritizing these work areas and completing work in the first zone. This may require cooperation with other town agencies as well as private contractors, and these meetings should be planned for on the timeline. Remember to keep including the smaller projects (such as the newspaper articles) that you will complete over the course of the year, as well as the every-year projects. Keep these on the timeline so they are not forgotten or overlooked.

Year 4, 2014

Again, check your goals and objectives, and decide on your next priority. Perhaps you will simply continue the ongoing project. Plan the maintenance schedule for zone two. You may also need to make sure that all of the maintenance activities are being added to the inventory so that it remains up to date. Plans should be made for who will be responsible for this. All of the activities that go along with the implementation of your Community Forestry Management Plan will cost money, and you should be including CSIP grant applications in your planning for each year. You must also remember to include planning for keeping current with CORE and Continuing Education Unit (CEU) training responsibilities, so that you remain in compliance with the Act and eligible for grant money.

Year 5, 2015

It is the last year of this plan, time to make sure all of your goals and objectives have been met. It should not be a problem for you to be on schedule with your plan, as any adjustments or changes that had to be made will have been taken care of through the Annual Accomplishment Report that you send to the State each year. Continue your ongoing projects, such as zone three of your maintenance plan, as well as your every-year activities. You should also plan to draft and submit your next five-year plan in plenty of time for a smooth transition to your next five-year management program.

Goals and Objectives Checklist

It is a very good idea to include a checklist of yearly goals and objectives at the end of section 9 to tie all five years of the Community Forestry Management Plan together in a format that is easy to implement. Think of it as a checklist for the year were you can review what has been and what still needs to be completed in order to satisfy the goals and objectives for the year.

The above suggestions are, of course, just suggestions. Each municipality will have different goals and needs, and a different period in which they can be accomplished. What we want from this section is simply that you be thorough and easy to understand. This section is by far the most cumbersome, and difficult to accomplish. However, if you put the time in and do it well now, it will make the next five years much easier, because you will have a well-defined and structured program to follow.

Section 10 should be viewed as an index of where each of the 15 CSIP practices are located in the plan along with a brief summary of the goals and objectives relating to each practice. If CSIP funding was provided to your municipality or county how would it be utilized for each practice. Each community is encouraged to implement all of the practices within their management plan in addition to the four required elements of section 9. However, recognizing that each community is unique, programs should be developed according to the community's individual needs and priorities. The practices identified may also evolve as the needs of a community change or progress.

All the items listed below **must be identified** in section 10 the Community Forestry Management Plan, **but not all items need to be implemented immediately or at all**. A community should briefly describe why any items left out are not seen as a priority at this time. Most items, however, will be mentioned in your Management Plan. These should simply be referenced, like an index, as to where the discussion of each CSIP practice can be found (section, page number, etc.). Make sure to address each of the 15 CSIP practices, and remember to check them all on the Municipal/County Information Form at the beginning of the plan.

The following is a listing of the 15 CSIP Practices and a brief outline of work that relates to each practice. For a more detailed look at what is possible under each practice please refer to the "New Jersey Community Forestry Grant Program Guidelines".

15 Community Stewardship Incentive Program Practices

CSIP #1: Training

- CORE Training
- CEU Training
- Other Elective Training above and beyond the minimum required Training

CSIP #2: Ordinance Establishment

- Establishing Ordinance
  - Establishes Shade Tree Commission
- Supplemental Ordinance
  - Defines Shade Tree Commissions powers
- Tree Preservation Ordinance

CSIP #3: Public Education and Awareness

- Outreach Events
- Outreach Materials

CSIP #4 Arbor Day

- Establishes or Expands an Arbor Day Celebration

CSIP #5 Tree Inventory

- Comprehensive Inventory of Street Trees

CSIP #6 Hazard Tree Assessment

- Assessment of Hazard Trees

CSIP #7 Storm Damage Assessment

- Pre-Storm Assessment of potential damage to the tree resource after a severe storm

CSIP #8 Tree Maintenance and Removal

- Pruning Trees
- Removing Trees
- Root Collar Excavations
- Fertilization
- Watering
- Mulching

CSIP #9 Insect and Disease Management

- Managing Insect and Disease Problems
  - *Community Forest Health*

CSIP #10 Wildfire Protection

- Wildfire Protection Plans
- Firewise Communities
- Species Selection and Fuel Reduction Programs
- Fire Protection Related Outreach

CSIP #11: Tree Planting

- Planting Trees
  - *Must remove wire baskets*
  - *Quality Planting Stock*
  - *Species Selection: Right Tree in the Right Place*

- Establish programs to recycle trees
  - *Free Mulch from removed tree debris*
  - *Christmas Tree Recycling Program*
  - *Tree Removal Utilization Programs*

CSIP #13: Sidewalk Maintenance Program

- Promotes the establishment of a sidewalk maintenance program that encourages alternatives to tree removal through curving and replacing sidewalks where appropriate

CSIP #14: Storm Water Management

- Storm Water Management as it relates to Community Forestry.
  - *Leaf Pick Up Program*

CSIP #15: Other

- A Community Forestry practice that does not fit easily into one of the above practices but that can be justified as a valid community forestry practice

Community Forestry Program

Training Skills & Accreditation Program Requirement

The Training Skills and Accreditation Program was established under the New Jersey Shade Tree and Community Forestry Assistance Act, which was passed on December 5, 1996.

In addition to establishing an official Community Forestry Council, the Act enables New Jersey's communities to reduce or eliminate their exposure to litigation due to the drastic decline and poor condition of the community tree resource. The basis for this protection is municipal or county participation in the state's Training Skills and Accreditation Program, and a state-approved Community Forestry Management Plan.

CORE Training

CORE Training is designed to familiarize individuals with the background of Community Forestry and Shade Tree Commissions, the legal aspects of managing trees and the recognition of hazardous tree situations. CORE Training is a requirement for municipalities and counties to gain Approved Status under the New Jersey Shade Tree and Community Forestry Assistance Act. **CORE TRAINING DOES NOT RECEIVE CEU CREDIT**

CORE Training programs will accredit the individuals attending the program. If an individual moves out of a municipality or county, the accreditation status goes with them and a replacement will need to be trained.

CORE TRAINING IS FOR:

- Persons participating in local tree boards, commissions, or groups designated by the Mayor as the responsible party for community trees
- Any municipal or county representative or employee charged with the mission of providing maintenance or stewardship to community trees

REQUIREMENTS:

A minimum of two persons per municipality or county seeking accreditation under the Act must attend CORE Training.

- One person must be a local municipal employee or elected official.
- One person must be a commission member, board member, volunteer from the community, or elected official.

Completion of the CORE Training program will satisfy one of the three requirements of municipalities and counties seeking approved status for the **initial year** under the requirements of the New Jersey Shade Tree and Community Forestry Assistance Act. The other two initial requirements are an approved Community Forestry Management Plan, and the submission of an Annual Accomplishment Report prior to the deadline of February 15th**. After the initial year, municipalities are expected to meet all four requirements for Approved Status. These requirements are an approved Community Forestry Management Plan, a CORE trained municipal Volunteer, a CORE trained municipal Employee, submission of an Annual Accomplishment Report, and compiling a total of eight (8) CEU's by a minimum of two (2) people. No person or profession is exempt from CORE Training.**

Core Training Topics

BACKGROUND OF COMMUNITY FORESTRY AND SHADE TREE COMMISSIONS IN NEW JERSEY

- History and development in New Jersey
- Programs
- Technical resources available
- Local, state, and national organizations
- Community Forestry Program grant opportunities

LEGAL ASPECTS

- Tort Claims/New Jersey Shade Tree and Community Forestry Assistance Act
- Commissions vs. Advisory Boards
- State Statute governing municipal Shade Tree Commissions
- Sample ordinances for municipal Shade Tree Commissions
- Sample resolutions and regulations for County Commissions or County Boards
- Right of way issues

HAZARDOUS TREE SITUATIONS

- Understanding target areas
- Recognizing common tree defects
- Recognizing tree species that are prone to problems
- Prioritizing problem trees for maintenance or removal
- Recognizing sight line problems

APPROVED STATUS UNDER THE ACT

- Community Forestry Management Plans
    - The Municipality-Consulting Forester relationship
    - Guidelines
    - Submission and Approval Procedures
    - Reaching and Maintaining Approved Status
- Continuing Education Units (CEUs)
    - Fulfilling CEU requirements
    - CEU training opportunities
- CORE Training
    - Fulfilling CORE requirements
- Annual Accomplishment Report

Continuing Education Units

Municipal or county Approved Status will continue past the initial year when individuals attend programs that offer Continuing Education Units (CEUs). CEU credits are acquired for the municipality or county, not the individual. If an individual who has acquired CEUs for a municipality or county moves out of that municipality or county in the same year, the CEU credits stay with the municipality or county.

CEUs ARE FOR:

- Any individual representing the municipality or county who is in some way involved with or responsible for the Shade Tree resource in that municipality or county.

- **CORE Training is not a prerequisite for acquiring Continuing Education Unit (CEU) credits.**

REQUIREMENTS:

- **Each municipality/county must accrue a minimum total of eight (8) Continuing Education Unit (CEU) credits annually to maintain approved status.**

- **No less than two (2) individuals representing the municipality/county each year must acquire these eight (8) CEUs.**

The NJ Forestry Service's Community Forestry Program has partnered with the Rutgers University Urban Forestry Program to track Community Forestry Program CEUs and CORE training. The procedures will remain the same. You can still submit for credits from training programs you have attended or for upcoming events where you would like to secure Community Forestry CEUs in advance.

If you have any questions about your training needs under the Act, if you need to request CEU credits, or if you would like to report or find a training opportunity, please contact Pam Zipse by e-mail at: Pam.Zipse@rutgers.edu

Continuing Education Unit credits will be offered to municipal representatives by a variety of organizations throughout the year. The accredited representatives of the municipality or county will receive notifications in the mail from the New Jersey Forestry Service and/or the Rutgers Urban Forestry Program identifying some seminars, courses or conferences that offer CEU credits. Other programs pertaining to tree care may also be eligible to award CEU credits, including training put on “In-House” by a Consulting Forester or a CTE. **If an individual believes that a program they have attended may be eligible for Continuing Education Units, they should following the procedure below for requesting CEU credits.**

Individuals, consultants, or contracted firms may only represent one municipality or county at a CEU course.

CEU Categories

SOME TOPICS THAT WOULD QUALIFY FOR CEU CREDITS:

- Tree Selection
- Proper Tree Pruning
- Tree Planting Techniques
- Soils
- Insect and Disease Identification
- Tree Biology
- Tree Identification
- Beneficial Insects / Biological Controls
- Municipal Tree Budgets
- Tree Inventories
- Tree Maintenance
- Storm / Emergency Tree Management Plans
- Tree / Sidewalk Conflicts
- Wood Recycling / Leaf Composting
- Public Relations / Community Involvement
- Proper Use of Pesticides
- Trees and Utilities
- Integrated Pest Management
- Hazardous Tree Conditions
- Root Barriers
- Other Tree Related Topics

PROCEDURE FOR REQUESTING CEU CREDITS FOR TRAINING COURSES

If you have attended a course that you believe you should receive Community Forestry Continuing Education Unit (CEU) credits for, you can submit a request for credit.

Email:

- A copy of the agenda for the course,
  - Including topics discussed and actual class time
- A brief description of the content of the course
- A list of speakers and their titles/credentials
- A copy of the attendance list or proof of registration for the course, showing your name
  - Sign-in Sheet – Please See Example on Page #61
  - Certificate
  - Purchase Oder
  - Cancelled Check

If you would like the program to be listed with the NJUCF Continuing education opportunities online, you must also submit contact information to be posted for registration purposes.

To:
Pam Zipse
Outreach Coordinator
Rutgers Urban Forestry Program of NJAES
Pam.Zipse@rutgers.edu

Community Forestry Program

Annual Accomplishment Report

To receive and maintain accreditation (Approved Status) by the NJ Urban and Community Forestry Program (NJUCF), a local urban and community forestry program must submit an Annual Accomplishment Report to the New Jersey Forestry Service after the end of each calendar year addressed in their approved Community Forestry Management Plan.

The NJUCF has created a fillable electronic form to facilitate reporting provided in the subsequent pages of this document and available online at www.communityforestry.nj.gov. The purpose of this report is to:

- Assist NJUCF accredited local urban and community forestry programs to measure their success in the implementation of their approved Community Forestry Management Plans, and promote their work.

- Assist the NJUCF in collecting data on local urban and community forestry programs necessary for its annual reporting requirements to the USDA Forest Service Urban and Community Forestry Program. This data is used to support the NJUCF's federal funding allocation each year. This funding is what is used to provide technical, educational, and financial urban and community forestry assistance to local programs. The amount of federal funding the NJUCF receives is contingent upon the number and the performance of local programs the NJUCF assists.

- Assist local urban and community forestry programs to gather the data necessary to complete their Tree City USA applications. The annual accomplishment report:

    - Refers communities directly to the Arbor Day Foundation's website to apply for Tree City USA certification directly.

    - Indicates the four (4) required standards for Tree City USA certification within the annual accomplishment report, and guides applicants on how to use the annual accomplishment report to support their Tree City USA application and provide the Arbor Day Foundation with the documentation needed for each standard.

    - Generates the budget numbers required to input directly into the Tree City USA application.

- Assist in gathering information to include with the NJ Community Forestry Council's annual report to the Governor as required under the New Jersey Shade Tree and Community Forestry Assistance Act.

- Assist the NJUCF to assess the needs of the state's local urban and community forestry program in order to provide the most needed and relevant assistance possible.

New Jersey Urban and Community Forestry Program Annual Accomplishment Report

NJ URBAN & COMMUNITY FORESTRY

Municipal Information

1. Reporting on year:

2. Date of Report Submission

3. Municipality:

4. County

5. CFMP 5-year Period

2013-2017

6. Contact Name

7. Title

8. Organization name

9. Phone number

10. Email

11. Address

NJUCF AAR

General Information

12. Does your community have a tree care professional on staff (employed or retained) e.g. Licensed Tree Expert, Cert. Arborist, Forester

- Yes, Employed
- Yes, Retained
- No
- Other (please specify)

13. Does your community have a tree inventory?

- Complete
- Partial
- No

14. Have you submitted your Tree City USA Application?

Visit Tree City USA Page: https://www.arborday.org/programs/treecityusa/

(Most of the information you supply in this report can be used for your Tree City USA application)

- Yes
- No

NJUCF AAR

Urban and Community Forestry Program Administration

This section has to do with the groups that are responsible for urban and community forestry in your community

15. Municipal/County Department responsible for tree management

16. Dept. Manager

17. Phone

18. Email

19. Name of Tree Advocacy Board (committee/commission/board) TCUSA Standard 1

20. Commission/Committee Chair name

21. Phone

22. Email

NJUCF AAR

Community Tree Ordinance

23. Do you have an ordinance related to: TREE CITY USA
(this is TC Standard 2: please upload copy of ordinance to their website)

	Yes	No
Tree Planting		
Tree Protection		
Establishing a Committee or Commission		
Enabling Ordinance		
Tree replacement/no net loss		
Tree Removal		
Tree Pruning		

Other

Other

Other

NJ URBAN & COMMUNITY FORESTRY

Statement of Tree Budget

		CFMP Budget (this should be what your estimated budget for this reporting year is in your CFMP)	Reporting Year Actual (this should be the expenditures for this reporting year)
Administration	Municipal Salaries		
	Fringe		
	Indirect Costs		
	Volunteer Contribution (Rate can be found at www.independentsector.org)		
	Other		
Subtotal		$ 0.00	$ 0.00
UCF Stewardship	Planting		
	Pruning		
	Removal		
	Stump Removal		
	Leaf Collection		
	Insect/Disease Management		
	Emerald Ash Borer Management		
	Other	$ 0.00	$ 0.00
Subtotal		$ 0.00	$ 0.00
Education and Outreach	Training And Education (Mun. + County Employee)		
	Training and education (Volunteer)		
	Public Outreach		
	Other		
Subtotal		$ 0.00	$ 0.00
Total		$ 0.00	$ 0.00

TREE CITY USA

For your Tree City USA Application Budget:
(enter the totals provided here, as Standard 3, into your Tree City USA Online Application: https://www.arborday.org/programs/treecityusa/)

Tree Planting and Initial Care	$ 0.00
Tree Maintenance	$ 0.00
Removals	$ 0.00
Management	$ 0.00

NJUCF AAR

Arbor Day

25. Did you celebrate arbor day in 2017?

(This is TCUSA Standard 4: Please upload your proclamation and evidence of celebration directly to the website: https://www.arborday.org/programs/treecityusa/

- Yes
- No

26. Date of arbor day celebration

27. Type of arbor day celebration (please upload any photos directly to the arbor day foundation)

NJUCF AAR

Training and Education

28. Were your community's urban and community forestry training and education needs adequately addressed for both employees and volunteers?

- Yes
- No

29. Describe the best class or program for your municipal employee or volunteer in the last year:

30. Provide any feedback or suggestions for improvement for the NJUCF training and education program:

31. Describe the programs you have implemented to educate and involve the public in Urban and Community Forestry this year and list participants:

NJUCF AAR

Plan Implementation

Please compare CFMP section 9-Statement of Plan Implementation objectives for 2017 and your actual accomplishments for 2017.

Examples: **CFMP Timeline Objective**-***Conduct Street Tree Inventory***
Accomplished this Year-***Inventory started, but not yet complete***

32. CFMP Timeline vs This year actual

CFMP Timeline Objective

Accomplished this Year:

* 33. CFMP Timeline vs This year actual

CFMP Timeline Objective

Accomplished this Year:

34. CFMP Timeline vs This year actual

CFMP Timeline Objective

Accomplished this Year:

35. CFMP Timeline vs This year actual

CFMP Timeline Objective

Accomplished this Year:

36. Which of the following urban wood products has your community produced?

- [ ] Wood chips or mulch
- [ ] Firewood
- [ ] Lumber
- [ ] Art or Jewelry
- [ ] Whole logs
- [ ] Compost
- [ ] Other
- [ ] None

NJUCF AAR

Highlights and Comments

37. Please provide one local urban and community forestry program highlight from the past year:
Attach any pictures to this report (any photos submitted can be used by NJUCF for promotional purposes)

38. Please provide any comments or suggestions for the NJUCF program:

Electronic submissions are preferred to: brian.mcdonald@dep.nj.gov

Or via traditional post to: NJ Department of Environmental Protection
State Forestry Service - Community Forestry Program
Mail Code 501-04
PO Box 420
Trenton, NJ 08625

Mayor/County Freeholder Signature

Community Forestry Program

New Jersey Shade Tree and Community Forestry Assistance Act

CHAPTER 135

AN ACT establishing a New Jersey Shade Tree and Community Forestry Program, providing for the issuance of certain license plates dedicated to the support and funding of the program, supplementing Title 13 and chapter 3 of Title 39 of the Revised Statutes and chapter 4 of Title 59 of the New Jersey Statutes, and amending R.S.40:64-14 and P.L.1958, c.41.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

C. 3:1L-17.1 Short title.

1. Sections 1 through 9 of this act shall be known and may be cited as the "New Jersey Shade Tree and Community Forestry Assistance Act."

C.13:1L-17.2 Findings, declarations relative to shade trees, forests in communities.

2. The Legislature finds and declares that shade trees and forests are a necessary and important part of community and urban environments, and are critical to the environmental, social and economic welfare of the State; that the ability of all county and municipal governments to care for and manage their shade trees could be enhanced through technical and financial assistance from a State community forestry program; that local governments have experienced recurring and damaging exposure to litigation due to the drastic decline and poor condition of the State's community tree resource; that properly planned and implemented local community forestry programs can provide the necessary basis for local governments to reduce or eliminate liability associated with local tree care programs and shade tree commissions; and that the viability of county and municipal shade tree commissions is essential to the preservation and enhancement of the State's community tree resource.

The Legislature therefore determines that it is appropriate for the State to encourage, promote and assist in the establishment, retention and enhancement of shade tree and community forestry programs by local governments; and that it is altogether fitting and proper to establish a shade tree and community forest preservation license plate, the revenues from which would be dedicated to the support of a State community forestry program.

C.13:1L-17.3 Definitions relative to community forestry.

3. As used in sections 1 through 9 of this act:

"Commissioner" means the Commissioner of Environmental Protection;

"Community forestry" means the planting, protection, care and management of trees and other related natural resources within a municipality or county;

"Department" means the Department of Environmental Protection;

"Local government" means a municipality, county or other political subdivision of the State, or any agency thereof;

"Shade tree commission" means a municipal body created pursuant to R.S.40:64-1 et seq. or a county body created pursuant to R.S.40:37-1 et seq.; and

"State Forester" means the State Forester designated pursuant to section 17 of P.L.1983, c.324 (C.13:1L-17).

C.13:1L-17.4 "New Jersey Shade Tree and Community Forestry Program" established.

4. There is established in the Division of Parks and Forestry in the Department of Environmental Protection, under the supervision of the State Forester, the "New Jersey Shade Tree and Community Forestry Program," the purposes of which shall be to:

a. Assist local governments and shade tree commissions in establishing and maintaining community forestry programs and in encouraging persons to engage in appropriate and approved practices with respect to tree management and care;

b. Advise local governments and shade tree commissions in the development and coordination of policies, programs and activities for the promotion of community forestry;

c. Provide grants to local governments and shade tree commissions applying for assistance in the development and implementation of a comprehensive community forestry plan approved pursuant to section 7 of P.L.1996, c.135 (C. 13:1L-17.7), to the extent monies are appropriated or otherwise made available therefor;

d. Educate citizens on the importance of trees and forests and their role in the maintenance of a clean and healthy environment;

e. Provide technical assistance, planning and analysis for projects related to community forestry;

f. Provide training assistance to local governments and shade tree commissions regarding community forestry issues such as tree diseases, insect programs and tree planting and maintenance; and

g. Provide volunteer opportunities for the State's citizens and organizations interested in community forestry activities.

C.13:1L-17.5 Community Forestry Council, establishment, membership, powers.

5. a. There is established in the department a Community Forestry Council, which shall consist of 20 members, appointed by the State Forester, all of whom shall be citizens with expertise or interest in trees, forestry, or tree or forest management, maintenance or care. Each of the members appointed shall serve for a term of three years and until a successor is appointed and qualified, except that of the members first appointed, seven shall serve terms of one year and seven shall serve terms of two years. All vacancies, except those created through the expiration of term, shall be filled for the unexpired term only, and in the same manner as the original appointment. Each member shall be eligible for reappointment, but may be removed by the commissioner or the State Forester for cause.

b. A majority of the membership of the council shall constitute a quorum for the transaction of council business. Action may be taken and motions and resolutions adopted by the council at any meeting thereof by the affirmative vote of a majority of the full membership of the council.

c. Members of the council shall serve without compensation, but may be reimbursed for expenses necessarily incurred in the discharge of their official duties.

d. The State Forester shall appoint a chairperson and vice-chairperson and the council may elect such other officers as may be necessary. The council may appoint such staff or hire such experts as it may require within the limits of appropriations made for these purposes.

e. The council may call to its assistance such employees as are necessary and made available to it from any agency or department of the State or its political subdivisions.

f. The council may adopt, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), and in consultation with the department, any rules and regulations necessary to carry out its responsibilities pursuant to P.L.1996, c.135 (C.13:1L-17.1 et al.).

g. The council shall advise the State Forester, the Division of Parks and Forestry and the department on issues concerning community forestry and assist with such other functions as may be authorized pursuant to P.L.1996, c.135 (C.13:1L-17.1 et al.) or any other law.

C.13:1L-17.6 Duties of State Forester.

6. The State Forester, with the advice and assistance of the council, shall establish minimum standards, and provide a training skills and accreditation program, for representatives of local governments and shade tree commissions, the content of which shall be the appropriate and approved methods for the planting, protection, care and management of trees and other related natural resources under their control.

C.13:1L-17.7 Development, distribution of comprehensive community forestry plan, approval.

7. a. The State Forester, with the advice and assistance of the council, shall develop and make available to local governments and shade tree commissions a list of guideline elements found within a comprehensive community forestry plan. These guidelines shall establish but not limit the basic framework of an approved plan. The State Forester, with the advice and assistance of

the council, shall develop and make available to local governments and shade tree commissions a procedure for submitting for approval a comprehensive community forestry plan.

b. A local government may develop and submit to the State Forester for approval a comprehensive community forestry plan according to procedures established by the department.

c. The State Forester, after review and comment by the council, shall approve a comprehensive community forestry plan if all required parts of the plan adequately address the needs of the community and the tree resource.

C.13:1L-17.8 Annual report on status of New Jersey Shade Tree and Community Forestry Program.

8. The commissioner, with advice from the State Forester, shall prepare an annual report on the status of the New Jersey Shade Tree and Community Forestry Program established pursuant to section 4 of P.L.1996, c.135 (C.13:1L-17.4), which shall also include any recommendations for legislative or administrative action to improve implementation of that act, and transmit that report to the Governor, the President of the Senate, the Speaker of the General Assembly, and the chairpersons of the Senate Natural Resources and Economic Development Committee, the Senate Budget and Appropriations Committee, the Assembly Environment, Science and Technology Committee, and the Assembly Appropriations Committee, or the successors of those committees as designated respectively by the President of the Senate and the Speaker of the General Assembly.

C.13:1L-17.9 Rules, regulations.

9. The department shall adopt, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), such rules and regulations as may be necessary to implement P.L.1996, c.135 (C.13:1L-17.1 et al.), including establishment of:

a. Guidelines for development of a comprehensive community forestry plan;

b. Criteria for proper selection, planting and care of trees;

c. Procedures to accept and evaluate submitted comprehensive community forestry plans;

d. Procedures for the review and approval of training skills and accreditation programs in tree care and management for local officials;

e. Guidelines for the provision of technical assistance under the program to local governments and shade tree commissions in the formation of comprehensive community forestry plans; and

f. Criteria for ranking grant applications received from local governments and shade tree commissions applying for assistance in the development and implementation of comprehensive community forestry plans.

C.39:3-27.79 Issuance of shade tree, community forest preservation license plates.

10. The Director of the Division of Motor Vehicles in the Department of Transportation shall, upon proper application therefor, issue shade tree and community forest preservation license plates for any motor vehicle owned or leased and registered in the State. In addition to the registration number and other markings or identification otherwise prescribed by law, a shade tree and community forest preservation license plate shall display words or a slogan and an emblem indicating support for, or an interest in, shade tree and community forest preservation. The words or slogan and emblem shall be chosen by the director; however, the director shall solicit, in conjunction with the Legislature, input from the general public on the design of the plate and shall review the submissions prior to choosing the design. Issuance of shade tree and community forest preservation license plates in accordance with this section shall be subject to the provisions of chapter 3 of Title 39 of the Revised Statutes, except as hereinafter otherwise specifically provided.

C.39:3-27.80 Application, fee for shade tree, community forest preservation license plate.

11. a. Application for issuance of a shade tree and community forest preservation license plate shall be made to the Division of Motor Vehicles on forms and in a manner as may be prescribed by the director. In order to be deemed complete, an application shall be accompanied by a fee of $50 payable to the Division of Motor Vehicles, which fee shall be in addition to all fees otherwise required by law for the registration of the motor vehicle.

b. The annual fee for the registration certificate of a motor vehicle that has been issued a shade tree and community forest preservation license plate pursuant to the provisions of P.L.1996, c.135 (C.39:3-27.79 et al.) shall include in each year subsequent to the year of issuance a fee in the amount of $10, which fee shall be in addition to all fees otherwise required by law for the renewal of the registration of the motor vehicle and shall be collected by the Division of Motor Vehicles and deposited in the Shade Tree and Community Forest Preservation License Plate Fund created pursuant to section 12 of P.L.1996, c.135 (C.39:3-27.81).

C.39:3-27.81 Creation of "Shade Tree and Community Forest Preservation License Plate Fund."

12. a. There is created in the Department of Environmental Protection a special non-lapsing fund to be known as the "Shade Tree and Community Forest Preservation License Plate Fund." There shall be deposited in the fund the amount collected from all license plate fees collected pursuant to section 11 of P.L.1996, c.135 (C.39:3-27.80), less the amounts necessary to reimburse the Division of Motor Vehicles for all costs authorized pursuant to section 13 of P.L.1996, c.135 (C.39:3-27.82). Monies deposited in the fund shall be dedicated for support and funding of projects and programs concerned with shade tree and community forest preservation, including but not limited to the awarding of grants for such purposes to municipal shade tree commissions created pursuant to R.S.40:64-1 et seq., county shade tree commissions created pursuant to R.S.40:37-1 et seq., municipalities, and counties. Monies in the fund may also be awarded as grants to local governments and shade tree commissions pursuant to subsection c. of section 4 of P.L.1996, c.135 (C.13:1L-17.4). Monies deposited in the fund shall be held in interest-bearing accounts in public depositories as defined pursuant to section 1 of P.L.1970, c.236 (C.17:9-41), and may be invested or reinvested in such securities as are approved by the

State Treasurer. Interest or other income earned on monies deposited in the fund, and any monies which may be appropriated or otherwise become available for the purposes of the fund, shall be credited to and deposited in the fund for use as set forth in P.L.1996, c.135 (C.13:1L-17.1 et al.).

b. The Division of Parks and Forestry in the Department of Environmental Protection shall administer the fund and the distribution of grants pursuant to this section. The Division of Parks and Forestry shall, by rule or regulation adopted pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), establish qualifications for determining grant eligibility, criteria for ranking grant applications, and standards and authorized purposes for the use of such grants.

C.39:3-27.82 Reimbursement to Division of Motor Vehicles.

13. a. Prior to the deposit of license plate fees collected pursuant to section 11 of P.L.1996, c.135 (C.39:3-27.80) into the fund, amounts thereof as are necessary shall be used to reimburse the Division of Motor Vehicles for all costs reasonably and actually incurred, as stipulated by the director, for:

(1) producing, issuing, renewing, and publicizing the availability of shade tree and community forest preservation license plates; and

(2) any initial computer programming changes that may be necessary to implement the shade tree and community forest preservation license plate program established by P.L.1996, c.135 (C.39:3-27.79 et al.).

b. The Director of the Division of Motor Vehicles shall annually certify to the Commissioner of Environmental Protection the average cost per license plate incurred in the immediately preceding year by the Division of Motor Vehicles in producing, issuing, renewing, and publicizing the availability of shade tree and community forest preservation license plates. The annual certification of the average cost per license plate shall be approved by the Joint Budget Oversight Committee, or its successor.

c. In the event that the average cost per license plate as certified by the director and approved by the Joint Budget Oversight Committee, or its successor, is greater than the $50 application fee established in subsection a. of section 11 of P.L.1996, c.135 (C.39:3-27.80) in two consecutive fiscal years, the director may discontinue the issuance of shade tree and community forest preservation license plates.

C.39:3-27.83 Notification of availability of shade tree, community forest preservation plates.

14. The Director of the Division of Motor Vehicles shall notify eligible motorists of the opportunity to obtain shade tree and community forest preservation license plates by including a notice with all motor vehicle registration renewals, and by posting appropriate posters or signs in all facilities and offices of the Division of Motor Vehicles. The notices, posters, and signs shall be designed by the Commissioner of Environmental Protection. The designs shall be subject to the approval of the director, and the Commissioner of Environmental Protection shall supply the

Division of Motor Vehicles with the notices, posters, and signs to be circulated or posted by that division.

C.39:3-27.84 Interagency memorandum of agreement.

15. The Commissioner of Environmental Protection, the Director of the Division of Motor Vehicles, and the State Treasurer shall develop and enter into an interagency memorandum of agreement setting forth the procedures to be followed by the departments and the Division of Motor Vehicles in carrying out their respective responsibilities under P.L.1996, c.135 (C.13:1L-17.1 et al.).

C.59:4-10 Immunity from liability relative to community forestry.

16. a. Except as provided pursuant to N.J.S. 59:3-14, a shade tree commission, or a member of a shade tree commission, or a volunteer participating in a community forestry program as provided for by P.L.1996, c.135 (C.13:1L-17.1 et al.), is not liable for an injury or death caused directly or indirectly by a tree or shrub, or any part thereof, if:

(1) the tree or shrub, or pertinent part thereof, is on public property or on a public easement or right-of-way, or the tree or shrub, regardless of its location, is regulated, planted, cared for, controlled, or maintained by the shade tree commission; and

(2) the local government or the shade tree commission has participated in and successfully completed a training skills and accreditation program established pursuant to section 6 of P.L.1996, c.135 (C.13:1L-17.6) and has a comprehensive community forestry plan approved pursuant to section 7 of that act.

b. The existence of a municipal shade tree commission established pursuant to R.S.40:64-1 et seq. or a county shade tree commission established pursuant to R.S.40:37-1 et seq., or the fact that a municipality or county has otherwise provided for the regulation, planting, care, control, or maintenance of trees or shrubs within its jurisdiction, shall not be cause to immunize a private person from liability for an injury caused directly or indirectly by a tree or shrub, or any part thereof, who otherwise would be liable for that injury.

17. R.S.40:64-14 is amended to read as follows:

No liability for death or injury.

40:64-14. No liability for death or injury. Nothing in this chapter contained shall be construed to make any shade tree commission or any member thereof ,or any volunteer participating in a community forestry program as provided for by section 4 of P.L.1996, c.135 (C.13:1L-17.4), responsible for the death or injury of any person, or for an injury to any property or highway tree or shrub. Liability for any such death or injury shall be governed by the provisions of section 16

of P.L.1996, c.135 (C.59:4-10) and any other relevant provisions of the "New Jersey Tort Claims Act," N.J.S.59:1-1 et seq.

18. Section 7 of P.L.1958, c.41 (C.40:37-10.2) is amended to read as follows:

C.40:37-10.2 Immunity from liability for death, injury.

7. Nothing in this article contained shall be construed to make any shade tree commission or a member thereof, or any volunteer participating in a community forestry program as provided for by section 4 of P.L.1996, c.135 (C.13:1L-17.4), responsible for the death or injury of any person, or for an injury to any property or highway tree or shrub. Liability for any such death or injury shall be governed by the provisions of section 16 of P.L.1996, c.135 (C.59:4-10) and any other relevant provisions of the "New Jersey Tort Claims Act," N.J.S.59:1-1 et seq.

19. Sections 1 through 9 and sections 15 through 18 shall take effect immediately. Sections 10 through 14 shall take effect on the 180th day after enactment, but the Commissioner of Environmental Protection, the State Treasurer, and the Director of the Division of Motor Vehicles may take such anticipatory acts in advance of that date as may be necessary for the timely implementation of the provisions of those sections of this act upon the effective date thereof.

Approved December 5, 1996.