



# Community Forestry Grants Program Guidelines



Ensuring more livable  
communities through care  
and management of trees



Department of Environmental Protection  
NJ Forest Service  
Community Forestry Program

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# New Jersey Community Forestry Grant Program Guidelines

## **Introduction**

The New Jersey Shade Tree and Community Forestry Assistance Act was passed on December 5, 1996. The act established the New Jersey Community Forestry Program within the Department of Environmental Protection's Division of Parks and Forestry under the direction of the State Forester. A primary goal of the program is to enhance the ability of all county and municipal governments to care for and manage their shade trees and community forests through technical and financial assistance. This act also established a Community Forestry Council to advise the State Forester on community forestry issues.

The Act directed the State Forester, with the advice and assistance of the Council, to make available to local governments a procedure for obtaining approval of Community Forestry Management Plans. The Legislature recognized that local governments had experienced recurring and damaging exposure to litigation due to the drastic decline and poor condition of the community tree resource; and that properly planned and implemented local community forestry programs could provide the necessary basis for protection from this liability. Therefore provisions were added at N.J.S.A. 59:4-10 that enabled a local government to reduce or eliminate its liability for an injury or death caused directly or indirectly by a tree or shrub if the local government implemented a properly planned local forestry program under a state approved Community Forestry Management Plan and participated in the state's community forestry training skills and accreditation program.

A Community Forestry Management Plan (CFMP) is an essential guide to successfully achieving a healthy and safe community forest. A municipality or county with a management plan in place can become more proactive and efficient with their tree care program. The goal of Community Forestry grants is to provide funds to help municipalities and counties create or renew their Community Forestry Management Plans and then carry out the practices that are priorities in their plans and accomplish their management goals. The two grants that are facilitated by the Community Forestry Grants Program are the Green Communities Grant and the Community Forestry Incentive Program Grant.

## History

The first Community Forestry Grants were established and provided in early 1991. During this period the Community Forestry Program obtained federal government seed money in the form of a grant.

As a result, a federal grant in the amount of \$14,000 was awarded to the New Jersey Community Forestry Grants Project and seven municipalities were awarded \$2,000 grants financed by the Small Business Administration (SBA).

In order to be in compliance with a SBA grant the grantee had to contract with a small forestry business capable of planting trees, providing tree maintenance, conducting tree inventories/assessments, and other forestry related services. SBA grants totaled more than \$500,000 between 1991 and 1995.

## Green Communities Grant

The Green Communities Grant was first made available to municipalities and counties in 1992 by the Community Forestry Program in the amount of \$2,000 towards the development of a CFMP with a grantee match requirement of \$1,000. The addition of the Green Communities Grant created two separate grants that could be offered under the Community Forestry Assistance Act.

Currently, the Green Communities Grant provides \$3,000 towards the development of a CFMP by a qualified forestry consultant given the grantee meets the minimum match requirement.

### Match Requirement

The match requirement (MR) for a Green Communities Grant is 33.3% of the total project amount (TPA). The \$3,000 amount awarded is referred to as the requested amount (RA). The TPA is determined by dividing 66.6% into \$3,000 equaling approximately \$4,500. Therefore the MR is determined by taking 33.3% of \$4,500 equaling \$1,500.

Equations       $RA/66.6\% = TPA$

$$\begin{array}{r} RA \\ \$3,000/66.6\% = \end{array} \begin{array}{r} TPA \\ \$4,500 \end{array}$$

$$\begin{array}{r} TPA = MR \\ 33.3\% \text{ of } \$4,500 = \end{array} \begin{array}{r} \\ \$1,500 \end{array}$$

## Eligibility

Municipalities or counties that have not yet developed a CFMP or that need to renew a CFMP are encouraged to apply for this grant. Applicants must have a history of demonstrating compliance with prior grant requirements. There should be no delinquency with the implementation of prior grants. Failure to comply with grant requirements in a timely fashion may result in the ineligibility to apply for current and future Green Communities Grants.

Municipalities or counties can apply for this grant by obtaining a copy of the grant application by mail or at the annual Shade Tree Federation meeting held at the end of October or via the Community Forestry website: [www.communityforestry.nj.gov](http://www.communityforestry.nj.gov)

Then the applicant shall complete all blanks on the application form and submit it to the address provided in the application before the deadline. The Green Communities Grant deadline is usually set sometime in the first week of December.

## Community Stewardship Incentive Program Grant

The Community Stewardship Incentive Program (CSIP) grant provides municipalities or counties with up to \$25,000 to assist them in the implementation of forestry goals and objectives as stated in their five year CFMP.

The CSIP Grant is considered the “Wish List Grant” because it allows grantees to choose from any of fifteen forestry practices. Furthermore, grantees can choose one forestry practice or a multiple of forestry practices to implement. However, if multiple CSIP practices are chosen a complete write-up shall be done for each.

### Match Requirement

The match requirement (MR) for a CSIP Grant is 25% of the Total Project Amount (TPA). The \$25,000 amount awarded is referred to as the Requested Amount (RA). The TPA is determined by dividing 75% into \$25,000 equaling approximately \$33,333.33. Therefore, the MR is determined by taking 25% of \$33,333.33 equaling \$8,333.33.

Equations       $RA/75\% = TPA$

$$\frac{RA}{75\%} = TPA$$
$$\frac{\$25,000}{75\%} = \$33,333.33$$

$$TPA = MR$$
$$25\% \text{ of } \$33,333.33 = \$8,333.33$$

## **Eligibility**

Municipalities or counties must have a history of compliance with the requirements of prior grants received from the Community Forestry Grants Program and have Approved Status under the Community Forestry Assistance Act P.L. 1996, Chapter 135.

## **Approved Status Requirements**

- Current Approved Community Forestry Management Plan
- Two CORE Trained Representatives – One Municipal Volunteer and One Municipal Employee
- Annual Continuing Education Unit credit requirement satisfied
- Submission of an Annual Accomplishment Report

# Community Stewardship Incentive Program (CSIP) Practices

## CSIP # 1 Training



There are two separate training requirements in order for a municipality or county to have Approved Status under the New Jersey Shade Tree and Community Forestry Assistance Act, but the benefits of a high-quality training program extend beyond Approved Status. The training program is the link between your shade tree program and current science and arboricultural practices. By continuing to obtain current knowledge of the latest information about managing your tree resource, you are able to provide the best service possible to the residents of your municipality or county through sound and current advice. This level of expertise will not only work to support your reasoning and justify your tree related decisions, but it will be reflected in the overall quality of your tree resource.

Training sessions bring people together who have a common interest and mission of managing the tree resource in New Jersey. Training opportunities are an important tool in building and strengthening relationships both within your own program as well as outside your program, whether it is with a neighboring municipality or someone who has shared a similar tree related experience throughout New Jersey. A training session may have many different formats depending on the targeted audience, topic, and resources available. No matter what form the training session takes, it should be looked at as an opportunity to bring people together. For instance, a municipality may hire a New Jersey Certified Tree Expert to come to their municipality to demonstrate proper pruning techniques. This is a great opportunity to invite members of the Shade Tree Commission, the Department of Public Works, and even an elected official or two that are interested in the municipalities tree resource. The opportunity to build and improve relationships between the different groups responsible for the municipalities' trees should not be missed. This particular training may also be an opportunity to reach out to a neighboring municipality and invite them to participate as well. Not only will you both meet your continuing education requirements for the year, but you will also reduce the cost of the training and build relationships with a neighbor that you can turn to for advice or assistance later on.

Training allows grantees to set aside funds in advance to continually educate members who have been assigned the task of maintaining shade trees in their municipalities. This allows shade tree members to continue their mission even in light of budget constraints in their municipalities' and counties'.

The following are individuals and groups to consider for training opportunities:

- Shade tree volunteers and commissioners

- Public employees responsible for tree maintenance
- The person or group identified in your management plan as having oversight responsibility
- The two or more CORE trained representatives

Goals and objectives in your Community Forestry Management Plan relating to this CSIP practice should lay the foundation of a training program that strives to meet the requirements for Approved Status and maintain them over the 5-year period of the management plan.

Grants applied for under this CSIP practice will be utilized to fulfill the municipalities or counties yearly training and education requirements under the New Jersey Shade Tree and Community Forestry Assistance Act as identified in their Community Forestry Management Plan.

These yearly requirements are broken down into CORE Training requirements and Continuing Education Unit or CEU requirements.

### **Core Training**

#### **CORE TRAINING DOES NOT RECEIVE CEU CREDIT**

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 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 15<sup>th</sup>. **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
- Model ordinances for municipal Shade Tree Commissions
- Model 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

### ***CONTINUING EDUCATION UNIT (CEU) REQUIREMENTS AND PLAN PREPARATION AND IMPLEMENTATION ASSISTANCE***

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

## **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 gained 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.**

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 Forest Service 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 he/she has attended should be eligible for Continuing Education**

**Units, they should contact the Training Coordinator following the procedure for requesting CEU credits.**

**Consultants or contracted firms may only represent one municipality or county at a CEU course.**

### **CEU Categories**

***SOME TOPICS THAT WOULD QUALIFY FOR CONTINUING EDUCATION UNIT (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 should receive Community Forestry Continuing Education Unit (CEU) credits, you can submit a request for credit.

### **Send:**

- 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

### **TO:**

Todd Wyckoff  
Community Forestry Program  
501 East State Street  
P.O. Box 404  
Trenton, NJ  
08625

## **CSIP # 2 Community Forestry Ordinance Establishment**

An ordinance refers to an authoritative law or decree made by a county, municipality, or local authority. A Community Forestry Ordinance provides developers with a framework for preserving and restoring as many trees as possible on a site with particular attention to large mature trees. The state of New Jersey is densely populated and without a tree protection ordinance in place, your municipality's or county's tree resource can be diminished and ultimately lost.



There are various steps that should be taken prior to drafting your ordinance 1) assemble an ordinance working group (consider these sources: political champion, realtor, developer/builder, garden club/master gardener, arborist, urban forester, environmentalist, landscape architect, homeowner's association, business owner, interested residents, DPW official, CTE, attorney, media, and planners), 2) compile all pertinent reference materials, 3) inventory your municipal or county tree resource, 4) determine the specific tree related needs (biological needs, management needs, or community needs), and 5) determine community's goals and objectives .

Communities interested in participating in the Tree City USA Program are required to establish a tree protection ordinance.

## **CSIP # 3 Public Education & Awareness**



A well-implemented public education and awareness program allows local governments to convey forestry concepts and ideals to their public through workshops, brochures, mailings, signage, and the media. Grants applied for under this practice should implement objectives from your Community Forestry Management Plan to improve or develop programs designed to encourage awareness and educate the public in regards to your community forest.

By having an informed and educated public, you are able to generate support for your management objectives because residents have a better understanding of the science and logic behind the actions. Residents have many common misconceptions and fears relating to the tree resource that can be overcome with proper information from a reliable source. For example, a resident who better understands the importance of the right tree in the right place is more likely to want a tree planted in front of their home especially if they are also educated about the benefits trees provide relating to utility costs and property value.

Goals and objectives in your Community Forestry Management Plan relating to this CSIP practice should outline a strategy on how community involvement, the use of

volunteers, and the media will be used to help implement the Community Forestry Management Plan.

Grants applied for under this CSIP practice will be utilized to create or improve programs and strategies to build communication and relationships between those that implement the plan and the residents of the municipality or county in accordance with goals and objectives from their Community Forestry Management 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
- Informational segments on local television

### **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 Forest Service, County Soil Conservation District Offices, Rutgers Cooperative Extension Services, etc.
- Local Businesses and Chamber of Commerce

### **CSIP # 4 Arbor Day**

Arbor Day is a nationally celebrated observance that encourages tree planting and care. National Arbor Day was founded by J. Sterling Morton, an avid nature lover, in 1872, and is celebrated on the last Friday in April. The first Arbor Day event was held in Nebraska on April 10, 1872, and it was estimated that over one million trees were planted that day.



In 1949, the New Jersey legislature designated the last Friday of April as Arbor Day to promote the planting of trees and to encourage the protection of the state's forests.

Currently, Arbor Day is celebrated by countless groups and individuals throughout the United States.

A CSIP funded Arbor Day event shall be held by municipal or county groups. A group celebration shall consist of a ceremony, and the planting of at least one or more trees. All trees shall be planted in accordance with the Community Forestry Program's Tree Planting Specifications.

### **Group Celebration Example**

**Planting or Dedication:** An Arbor Day planting project shall incorporate proper planning, tree species selection, numbers of trees, and site location.

If planting is not desired, dedicate a forest or trees in a park, and make it an occasion to talk about stewardship. Other unique ways to have an Arbor Day event could be to get a local nursery or garden center to hold an open house or field day or organize a fair.

**Ceremony:** Raise the flag; give a speech, strike up the band, and hold a time of reflection.

**Arbor Day Activities:** Various activities may be chosen when planning your municipal or county Arbor Day event and creativity is encouraged. Activities chosen should emulate the importance and value of protecting trees and plant life. Certain activities may require advance preparation for your Arbor Day Event. (See asterisk items listed under the Arbor Day Activity List)

### **Arbor Day Activity List**

- **\*Paper drive:** Ask a civic or service group to promote a paper drive to gather paper to be recycled and save a tree. Use the proceeds to buy a special tree to plant in a park or other special public place.
- **\*Poster or Poetry Contest:** This activity will have to be planned in advance to your Arbor Day Event to allow enough time for poster or poem submissions. Schedule a day to judge posters and poems and announce the top three winners at Arbor Day.
- **Child or teen pageant:** Register contestants by age providing each with a sash that represents a native tree species (Ex. Miss Scarlet Oak). The top three winners will be awarded seedlings of the tree they were named to plant in their community.
- **\*Children's play:** Create a short play where the actors portray forest trees and wildlife. Try to convey a message that captures the essence of Arbor Day.
- **Trivia Contest:** Winners receive trees or forestry related item.

- Tree Search: Ask people to find large, unusual or historic trees in your community. Once the results are in, publish a map that highlights the winners, or hold a walk showcasing them.
- Group Hike: Conduct a tree identification hike and have girl scouts or boy scouts act as guides.
- Adopt –A-Tree: Have a block party and encourage community members to adopt and care for street trees in front of their homes and pass out trees or other forestry related novelties.

### **CSIP # 5 Tree Inventory**

This practice allows municipalities and counties to quantify their timber resources. A qualified forestry consultant should be utilized to perform this practice. Volunteers can be trained by the consultant to aid in the inventory.



When conducting the tree inventory, a good GPS unit can be very useful in logging information about each tree as well as their locations allowing the consultant to create a nice map once back in the office. If the consultant does not have a GPS unit then paper tally sheets can be used. What information gets logged about each tree? Each tree's total height, dbh (diameter at breast height), age, mortality, snags, regeneration, deadwood, cull, and crown width

There are four main types of tree inventory. They are 1) specific problem inventory 2) partial inventory, 3) complete inventory and 4) cover type inventory. A specific problem inventory gathers data on one particular problem such as looking at the effects of Hemlock Woolly Adelgid or Dutch elm disease. A partial inventory uses sampling where only a subset of the trees in the community is observed to draw inferences on the whole forest. A complete inventory collects data from all trees in the population, and a cover type survey is a survey where some of the information gathered is usually done through aerial photography and GIS systems.

### **CSIP # 6 Hazard Tree Assessment**

A hazard tree is defined as a tree with a defect located near a target. Hazard trees are trees with structural defects and a location that increases the chance of failing and hitting a target. The combination of a defect and target can result in property damage or personal injury. In order to determine the hazard trees in your municipality or county, a hazard assessment must be conducted.



When conducting a hazard tree assessment, a qualified forestry consultant is faced with making the decisions on where to start and the wise use of limited funds. When assessing hazard trees, trees should be categorized by highest priority to lowest.

Good hazard tree hazard assessments should incorporate three steps: 1) Identification, 2) documentation, and 3) corrective action. Hazard tree assessments evaluate tree species, potential targets, and defects present. Corrective measures will always be the decision of the qualified forestry consultant. If volunteers are utilized, they should be trained properly before conducting a hazard tree

assessment. Anyone conducting an assessment should be provided with the appropriate hazard tree assessment forms.

Once the hazard tree assessment is complete, all data should then be used in the development of a hazard tree remediation plan. This plan will describe all hazard trees from highest priority to lowest, species identification, locations, and the expected dates of removal. The incorporation of pictures, maps, and a clear and concise budget shall be included.

### **CSIP # 7 Storm Damage Assessment**

In the event that your municipality or county experiences severe storm damage a widespread storm damage assessment should be conducted. This assessment method is adaptable to various community types and sizes, and it provides information on the time and funds needed to mitigate storm damage. A great way to conduct this survey is with the use of i-Tree Storm Damage Assessment Protocol Utility. i-Tree storm establishes a standard method to assess widespread damage immediately after a severe storm in a simple, credible, and efficient manner utilizing GPS technology.



Using the i-Tree Sample Inventory Generator, sample street segments are randomly chosen in a community, a survey is performed, and time and cost estimates are made. Data collection applications for use on personal digital assistants (PDAs) facilitate data collection and entry. Paper forms are available for those choosing or needing to do this work manually.

The protocol includes an optional pre-storm stage that evaluates a community's street-side and adjacent trees, and estimates the amount of cleanup that might be needed after a severe storm. The advantages of this pre-storm work are to create the critical random sample before an emergency, and to provide reliable cleanup numbers that are useful in persuading community officials of the seriousness of the potential event.

Once a storm has passed with community-wide damage, the same sample plots are re-surveyed; if pre-storm work was not done, random sample plots are created and surveyed. A qualified damage assessor evaluates the amount of debris and tree damage in each plot.

A template developed in Microsoft's Excel allows all computations to be carried out automatically as soon as the field data are uploaded or manually entered. It estimates the initial resources necessary for hazard mitigation and debris cleanup for the entire community.

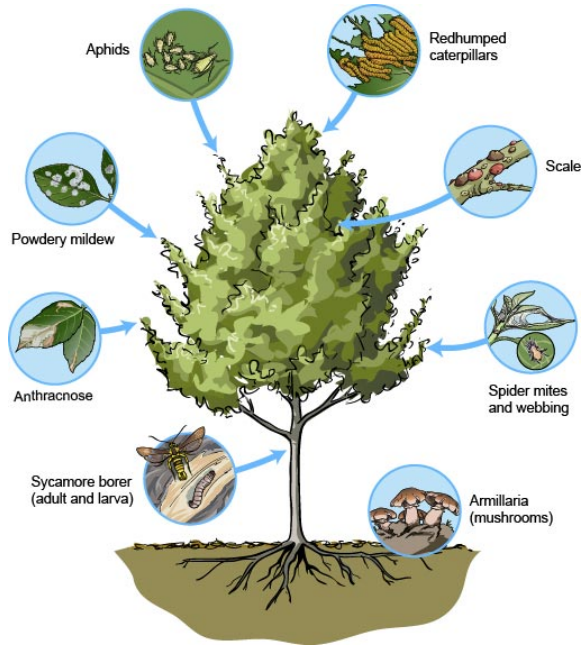
### **CSIP # 8 Tree Maintenance and Removals**

Tree Maintenance is defined as all practices that occur between planting and removal for reasonable plant health, vigor, and viability. Maintenance practices include watering, mulching, staking, fertilizing, insect and disease control, damage repair, root collar excavations, and pruning. Tree maintenance helps to ensure adequate street, sidewalk, and building clearances. It also reduces tree hazards by eliminating deadwood and helps to train small trees to develop branching habits that ensure structural strength and lower maintenance requirements as the tree matures. Municipalities and counties should address their tree maintenance needs from highest priority to lowest while following their CFMP.



If maintenance can no longer be performed on some of your trees then it is most likely that they are either dead or have become hazards. If this is the case, it would be wise to have them removed. Tree removal requires a heightened level of awareness and skill by the tree care professionals performing the work. Tree care professionals should always be mindful of their surroundings such as buildings, homes, high voltage power lines, cars, and pedestrians. Once a tree is removed it should be chipped or used for firewood. Grinding of the stump is the final step in the removal of a tree.

## CSIP # 9 Insect and Disease Management



Insect and disease management refers to the forestry actions necessary to prevent, eliminate, or reduce insect and disease infiltration to tree resources and reduce the harm they cause once infiltration has already occurred.



Insect and disease management is accomplished through the use of insecticides and fungicides. It is very important that the individual(s) applying these chemicals be properly trained in the handling of these

chemicals as to avoid serious illness or death. A qualified technician should also be skilled in the monitoring of trees, plants, and shrubs spraying chemicals only as necessary.

## CSIP # 10 Wildfire Protection



Because many municipalities and counties in New Jersey are located in areas of the state that are prone to wildfires, wildfire protection has become a community forestry issue statewide. Many of these municipalities have planned in their Community Forestry Management Plan to minimize the risk associated with wildfire by participating in Firewise Communities programs, fire resistant species selection and fuel reduction programs,

and adopting a Community Wildfire Protection Plan. Municipalities and counties applying for funding under this practice will utilize funds to create or develop one of the following programs.

### Community Wildfire Protection Plan

#### **PURPOSE**

Community Wildfire Protection Plans (CWPP) present the best opportunity to address the challenges of the Wildland/Urban Interface (WUI)



in a way that brings about comprehensive and locally supported solutions. By allowing local governments to develop planning for wildfire protection, a better recognition and understanding of the issues is fostered, local solutions are developed, and a sense of ownership is instilled. The CWPP developed should integrate Firewise Community planning begun at the neighborhood level, and be incorporated into county and state mitigation planning. The long term success of these plans will require dedicated and focused leadership along with meaningful collaboration by all partners.

## **AUTHORITY**

P.L. 93-288, “Robert T. Stafford Disaster Relief and Emergency Assistance Act”

## **BACKGROUND**

The federal “Stafford Act” requires states to prepare and implement disaster preparedness plans for mitigation, warning, emergency operations, rehabilitation and recovery. The NJ State Hazard Mitigation Plan (NJ-SHMP) was submitted by the State Police, Office of Emergency Management (OEM) and has been approved by the Governor and the Federal Emergency Management Agency (FEMA). This document requires the county governments to develop all-risk disaster plans for integration into the SHMP, and lists the goal of having a CWPP for every municipality within the state.

## **POLICY**

It is the policy of the NJ Forest Fire Service to encourage the development of a Community Wildfire Preparedness Plan for all municipalities within the primary response areas of the State.

## **PROCEDURE**

Community Wildfire Protection Plans (CWPP) are generally developed by local government with assistance from state and federal agencies, as well as other interested partners. A CWPP must be collaboratively developed; local and county officials must meaningfully involve State agencies that manage land in the vicinity of the community, the Forest Fire Service, and other interested parties - particularly non-governmental stakeholders. A CWPP must identify and prioritize areas for hazard fuel reduction treatments on both public and private lands, and recommend the types and methods of treatment that, if completed, would reduce the risk to the community. Additionally, the plan must describe measures to reduce structure ignitability. This may include:

- Methods to educate and instill responsibility to homeowners to have control over the structural components of their home and the “home ignition zone”. The effectiveness of fire suppression/protection is subordinate to the individual’s responsibility for ignition resistance of their home.
- Local fire department response capabilities, mutual aid agreements, training needs, equipment, communications and limitations of each. The Countywide Wildfire Response Plan for the appropriate county.

- Regulatory frameworks for reducing structural ignitability. Zoning ordinances, development standards, building codes and fire codes are commonly used regulatory tools.
- Evacuation planning for citizens, pets and livestock
- Maps and other means to share information to partner agencies and organizations.

Several entities must mutually agree to the final contents of a CWPP; The applicable local government, the local fire department and/or Office of Emergency Management, and the state agency responsible for forest management and wildfires.

Suggested components for CWPP's include:

- Municipality wide fuel reduction projects and priorities integrated with regional plans
- Inclusion of Firewise Community plans
- Homeowner education
- Creation of defensible space
- Working with large landowners/tree farms/woodlot owners to develop a more comprehensive fuels treatment/healthy forests
- Road and bridge height and weight limitations; street signing and residence numbering; and evacuation routing and temporary housing.
- Ecological restoration of surrounding forests
- Cooperative stewardship purchasing of goods and services to achieve planned goals
- Woody biomass utilization
- Plan monitoring and evaluation

## **Firewise Communities**

### **PURPOSE**

When adequately prepared, a house can withstand a wildland fire without the intervention of the fire service. Unfortunately, most homeowners are not aware of the risks they face, nor do they recognize where and how to access information to make their homes Firewise. It is a goal of the NJ Forest Fire Service to implement the Firewise Communities/USA program, which provides residents of the wildland/urban interface with the knowledge and skill necessary to make their homes survivable.

The Firewise Communities program is designed to reach beyond the fire service by involving homeowners, community leaders, planners, developers, and others in the effort to protect people, property, and natural resources from the risk of wildland fire - before a fire starts. The Firewise Communities approach emphasizes community responsibility for planning in the design of a safe community as well as effective emergency response, and individual responsibility for safer home construction and design, landscaping, and maintenance.

The three goals of the Firewise Communities Program are to;

- Prevent and reduce losses from wildland/ urban interface fires;
- Foster community participation by increasing the awareness of Firewise principles and promoting their local application;
- Share information by providing participating communities opportunities to incorporate already existing Firewise materials and proven successful concepts.

Firewise Communities is additionally a public education program to recruit and involve neighbors to implement wildfire planning and protection. By starting at a grass root level to develop awareness and educate local citizens of the benefits of being Firewise, the program can be used as a method of motivating behavior changes among other wildland/urban interface area residents and mobilize these advocates to support Community Wildfire Protection Plans and other agency initiatives. It is only through programs like this that wildfire hazard mitigation efforts can be implemented on private home sites.

## **DEFINITIONS**

**Firewise Construction:** The use of materials and systems in the design and construction of a building or structure to safeguard against the spread of fire within a building or structure and the spread of fire to or from buildings or structures to the wildland/urban interface area.

**Firewise Landscaping:** Vegetative management that removes flammable fuels from around a structure to reduce exposure to radiant heat. The flammable fuels may be replaced with green lawn, gardens, certain individually spaced green, ornamental shrubs, individually spaced and pruned trees, decorative stone or other non-flammable or flame-resistant materials.

**Greenbelt:** A fuel break designated for use other than fire protection.

**Home Ignition Zone:** This area includes a house and its immediate surroundings within 100 to 150 feet. The condition of the home ignition zone principally determines the potential for home ignitions during a wildfire. A house burns because of its interrelationship with everything in its surrounding home ignition zone. To avoid a home ignition, the homeowner must eliminate a wildfire's potential relationship with his/her house. This can be accomplished by interrupting the natural path a fire takes---a relatively simple task. Flammable items such as dead vegetation must be removed from the area immediately around the house to prevent flames from contacting it. Also, reducing the volume of live vegetation will affect the intensity of the wildfire as it enters the home ignition zone.

**Wildland/urban interface (WUI):** The zone where structures and other human development meet and intermingle with undeveloped wildland or vegetative fuels. This WUI zone possesses tremendous risks to lives, property, and infrastructure in associated communities and is one of the most dangerous and complicated situations firefighters face.

## PROCEDURE

The recommended size for a participating Firewise Community approximates that of a homeowners association. The size of a Firewise Community is not governed by an arbitrary, fixed rule but rather by the limit of its effectiveness. Successful Firewise Community participation requires homeowner commitment.

The following checklist can help you determine if a community is a good size to undertake the Firewise Community process:

- Does the community function effectively as a unit?
- Are neighbors able to work together on a wildfire mitigation project?
- Are most neighbors willing to take part in a Firewise Communities action plan?
- Is the community small enough that it can organize effectively without depending on municipal/agency guidance?

Communities beyond the traditional neighborhood size generally have difficulty meeting the effectiveness and individual engagement criteria required for a long-term commitment to wildfire mitigation. Successful, long-term, participating communities are those where homeowners are engaged in reducing their home ignition potential.

To assist a neighborhood in becoming a Firewise Community, the following steps are provided;

- I. *Assemble a Firewise Committee***; bring together residents that represent a broad cross section of the community and may be able to offer varied expertise. The Firewise Committee will be responsible for interacting with the municipal government, recommend ordinances, apply for available grant funding and overall administration of the Firewise Community projects.
- II. *Develop a plan***;
  - a. *Discuss Wildfire History***; Provide a brief overview and historical perspective of wildfire occurrence and historic patterns of incidents within the immediate and surrounding area as it pertains to the neighborhood or development.
  - b. *Conduct a Wildfire Assessment***; Assess the accumulation of untreated wildland fuels, the existence of firebreaks and fuelbreaks, the efficiency of the wildfire response by local emergency services, and the sources of ignition of wildfires.
  - c. *Identify Wildfire Risks***; Assess the issues that relate directly to wildfire protection including the relationship of structures in the wildland; the use of Firewise construction principles; Firewise landscaping: the level of defensible space and/or greenbelts that exists and that amount of defensible space needed; and the number and location of escape routes available. Additionally, individual structures can be rated on their survivability to wildfire and mapped. This helps firefighters and community planner set priorities.

- d. ***Prioritize an Action plan;*** Prioritize wildfire risks and layout steps to correct problems. Assign responsible persons/parties within the community to define and carryout various solutions such as improving conditions within the home ignition zone of all houses within the community. Consider other issues that may be part of the action plan such as the need for an emergency notification network, an evacuation location or meeting place, and how to accommodate pets and residents with disabilities during emergencies.
- e. ***Create Useful Tools;*** Develop community maps that depict high risk structures and historic wildfire patterns. Develop home ignition zone brochures and Firewise landscaping guidelines and make available to homeowners. Create an information center or clearinghouse for important information such as current wildfire danger. Do cooperative buying of materials and services to attain Firewise goals.

**III. *Conduct Community Outreach Events;*** Host a Firewise Community Day annually with the goal of increasing participation and awareness among residents. Cooperatively purchase equipment or services and create defensible space in areas needed, as identified in the WUI Community Hazard Assessment. Ensure all house numbers are visible from the road entrance. Provide reflective number and markers, and fix street name signs that are improperly located. Create access to remotely located homes, and rural areas. Host a brush clean-up and refuse disposal day annually to reduce ignition points and hazard areas. Focus firewise landscaping and creation of defensible space on high hazard

**IV. *Seek Recognition;***

The national Firewise Communities/USA Designation program is intended as a resource for agencies, organizations, fire departments, and communities across the U.S. who are working toward a common goal: reduce loss of lives, property, and resources to wildland fire by building and maintaining communities in a way that is compatible with our natural surroundings. Apply for Firewise Communities/USA recognition by completing a form found on-line at [www.firewise.org/usa](http://www.firewise.org/usa). Entities seeking Firewise Communities/USA recognition should submit the application through the NJ Forest Fire Service Firewise representative. Recognized communities are eligible and favored for the NJ Forest Fire sponsored grant funding.

**V. *Seek Funding Opportunities;***

Through the Community Wildfire Hazard Mitigation Assistance Program the NJ Forest Fire Service offers eligible organizations the opportunity to apply for cost-share reimbursement to offset wildfire mitigation efforts. This is a grant program that delivers National Fire Plan funding directly to organizations on a local level. The National Fire Plan was initiated by Congress in 2000 in order to develop a coherent strategy to protect Americans from wildfire by:

- Improving wildfire protection and preparedness capabilities
- Increasing community wildfire awareness and education
- Providing assistance to local fire agencies
- Reestablishing ecosystems after wildfires
- Reducing excessive fuel accumulations in and around communities

- Providing economic development opportunities

**The goals of New Jersey’s program are to:**

- Reduce the vulnerability of communities across the state to damage from wildfire.
- Identify at-risk wildland-urban interface areas
- Reduce excessive wildland fuel accumulations in and around areas of human development
- Increase community awareness of wildfire issues in New Jersey and promote opportunities to educate the public concerning the same
- Develop a cohesive interagency wildfire risk reduction strategy
- Develop partnerships to reduce the wildfire hazards

The New Jersey Forest Fire Service will provide reimbursement of up to \$5,000 spent by a qualifying organization on projects associated with the goals stated above. The Forest Fire Service will consider applications from any organized group that has a Federal Taxpayer ID number, and involves itself in qualifying activities. These may include, but are not necessarily limited to: local and county governments, local homeowner associations, volunteer fire departments, service organizations, and other interested civic groups.

Some examples of activities eligible for reimbursement under this grant:

- A homeowners association holding a brush clean-up day around their community. Any costs associated with bona-fide planning, or logistic support, (such as gas, or food and drinks for the volunteers)
- The town supplying the loader, garbage truck, and town employees to the above organization.
- The local scout troop helping to collect brush.
- The local union who generated volunteers to assist. The volunteer time may be billed as in-kind service. (As of 1/1/08, the going rate for volunteers was \$20.88/hr.)
- Any program designed to meet Firewise Communities USA recognition.
- Sponsoring and developing a local Firewise Task Force
- Conducting wildland/urban interface assessments in accordance with NFPA #299- Standards for protection of life and property from wildfire.
- Mapping of WUI hazard areas
- Developing community Firewise Plans
- Purchasing educational materials for public distribution
- Projects that promote and develop defensible space
- Hazardous fuel reduction using prescribed fire or mechanical treatments
- Implementing Firewise or Prescribed burning awareness/educational programs
- Purchase and installation of Firewise and/or Prevention roadside signs

**VI. *Re-evaluate Success***; Generally, it’s not a matter of if, but when a wildfire will occur. Experts agree that adequate planning significantly reduces the loss from

wildfire. Each year planned activities should be implemented and an evaluation of the Firewise Community Plan be completed to assess the productivity and value the document. Firewise Communities/USA status is renewable annually upon completion of that year's action item/Firewise Day.

## **RESPONSIBILITY**

The goal of encouraging the formation of at least one Firewise Communities/USA recognized neighborhood by each Section Fire Warden has been established.

The Firewise representative is responsible for providing guidance to, and approval of Firewise Communities planning documents. The representative is also responsible for obtaining national Firewise Communities/USA recognition for communities that apply.

It is the responsibility of the Firewise Community to submit and renew annually the Firewise Communities/USA recognition Program application through the Forest Fire Service Firewise representative.

### **Fuel Reduction Program**

A fuel reduction program funded by this practice reduces the risk from wildfires by selectively managing vegetation in the Wildland Urban Interface to reduce the severity and intensity of a wildfire.

### **Fire Resistant Species Selection**

Species selection and maintenance practices are important to consider when developing a firewise landscape. Although all plants are flammable under the right conditions, the following practices may decrease their flammability and reduce their accessibility to fire:

#### **Select species and varieties that are fire resistant:**

- Plants that are well-adapted to the local climate, microclimate, aspect, slope and local environmental conditions
- Plants with low fuel volumes: low growing, limited spread, and “clean”
- Plants that are deep-rooted and proficient at water uptake
- Plants with relatively fire resistant foliage:
  - deciduous trees and shrubs.
  - trees and shrubs with large, fleshy leaves
  - trees and shrubs lacking volatile chemicals, oils, waxes, etc.



### Increase fuel moisture:

- Place trees and shrubs near natural water sources, e.g., moist soils, seeps, springs, ponds, streams, seasonal or ephemeral drainages, etc.
- Cultivate, amend and mulch the soil surface surrounding plants to enhance water penetration, retention/storage, reduce evaporation and to prevent compaction. Use permeable materials for drives, walks and patios.
- Place trees and shrubs in or adjacent to areas that are currently irrigated.
- Deep irrigate trees and shrubs every 20 to 30 days during the fire season.
- Maintain plant health and vigor:
- Avoid crowding and over-competition for available soil, water and nutrients.
- Remove unhealthy, dying or dead plants, and prune out dead branches and foliage.
- Treat pests and diseases promptly and monitor for recurrence.
- Fertilize and irrigate plants as needed to maintain vigor.

### Fire Protection Awareness Outreach

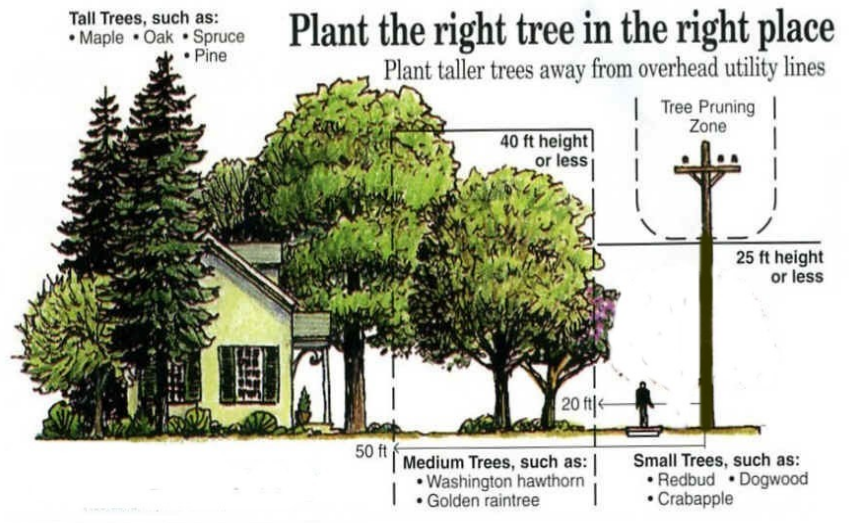


- Provides fire protection information and education.
- Administers a statewide fire awareness and intervention program
- Maintains the Fire Incident Reporting System (FIRS).
- Manages a Public Protection Classification (PPC) fire suppression rating system.

### CSIP # 11 Tree Planting

#### Tree Planting Requirements:

- 1) All planting proposals and supporting documents will be submitted on 8 1/2 x 11 paper
- 2) Grantee agrees to utilize a qualified professional consultant to oversee the purchasing and planting of trees
- 3) The nursery utilized by



the planting contractor shall be no more than 300 miles away from the planting site(s).

- 4) Trees selected for planting will be of good quality planting stock.
- 5) Grantee agrees to provide and follow a three year maintenance plan insuring that the trees planted will be watered, and cared for properly. Proper care of the trees shall include the minimizing of damage due to mowers and trimmers.
- 6) Tree Planting Agreement Form.
- 7) Grantee will comply with all criteria listed in the New Jersey Community Forestry Program's CSIP Tree Planting Specifications with an emphasis on wire basket removal.

### Comprehensive Planting Plan

A comprehensive planting plan must be provided and shall include the following components:

1. ***Landscape Plan:*** Provide a map or plan showing the specific locations of all proposed plantings on the project site. These illustrative materials may be of any scale that will show the detail necessary to describe the proposed project and provide a tree planting diagram illustrating the method to be used for planting each tree.
2. ***Photographs showing the project site:*** These photographs must allow the grant reviewer to visualize the area and proposed tree locations. Location and view of photograph should be noted on the landscape plan.
3. ***Plant Schedule:*** Include a plant schedule indicating the quantity of trees, scientific name of trees, common name of trees, the caliper size (diameter measured 6 inches above ground level) of the trees, and any comments specific to tree selection. The plant schedule will not be accepted if it is only on the application's landscape plan. A separate document must be included. Please be aware of Fall dig hazards when selecting trees to plant.
4. ***Long-Term Maintenance Plan:*** Each project must have a 3-year maintenance schedule that outlines the work to be performed, the frequency of the work and the department or person who will carry it out, and the cost associated with it for personnel (See Appendix H).
5. ***Professional to oversee the purchase and planting:*** This professional may be a Certified Tree Expert, Landscape Architect, landscape contractor, master gardener, or any other professional in the field of horticulture or arboriculture whose education or experience includes proper tree planting techniques. The person's qualifications **must be** included in the project narrative.

Oversight will consist of three areas of the project:

- Approving the quality & handling of the plant material delivered to the project site
- Approving the size and location of the planting hole
- Approving the method of tree installation.

The selected qualified professional will be required to sign a form attesting that the quality of plant material and planting was done according to the New Jersey Community Forestry Program's CSIP Tree Planting Specifications. The form shall be returned by the grantee as part of the final expenditure report documentation. Payment of the balance of the grant shall be disbursed to the grantee when proper project cost documentation and the project approval form has been submitted and approved.

Tree Planting Inspections:

If CSIP practice #11, tree planting, is chosen, the grantee will be subject to an initial tree planting inspection. This inspection should be scheduled with New Jersey Forest Service's Grants Coordinator/Forester for the date that the planting project begins. If this is not possible, then the initial inspection should be scheduled two weeks to a month after the planting takes place.

In order to receive a passing inspection, a grantee needs to receive a survival rating of 90% or higher and have adhered to the New Jersey Community Forestry Program's CSIP Tree Planting Specifications.

Documents to Bring to Tree Planting Inspection:

- All invoices for purchases and services rendered
- An updated tree species and location list in table format on 8 1/2 by 11 paper
- In-kind, cash, or a combination of in-kind and cash match justification and breakdown

Passing a Tree Planting Inspection:

Given that the grantee passes the initial tree planting inspection and submits the necessary paperwork, then payment processing will commence and 85% of the grantees requested grant amount will be reimbursed.

After a year's worth of quality tree maintenance, a final tree planting inspection will be conducted. Upon completion of the final tree planting inspection the remaining 15% of the grantees monies will be reimbursed given that the tree planting inspection meets the same criteria as for an initial inspection.

#### Failure of a Tree Planting Inspection:

Non-compliance with any of the criteria listed in the New Jersey Community Forestry Program's CSIP Tree Planting Specifications is grounds for failure of an inspection. If a municipality fails their tree planting inspection, then all tree planting problems or issues must be corrected and reassessed on a follow-up tree planting inspection prior to receiving reimbursement of monies. A letter will be sent by the New Jersey Forest Service describing the reasons for failure as well as the corrective measures in which to follow to pass the follow-up tree planting inspection.

**Tree Planting Agreement Form**

As an official representative of the above community or county where the proposed project will be implemented, I hereby support the project submitted for this <Year> CSIP Tree Planting Grant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor or County Administrator

Title: \_\_\_\_\_

**(The organization submitting this application must also sign the agreement on the following page.)**

As a designated representative of the above organization, I hereby agree that this project shall be implemented according to the attached project proposal and proposed budget. I certify that the planting stock conforms to American Association of Nurserymen standards and the planting procedures conform to the <Year> CSIP Tree Planting Grant Specifications.

The grant award money shall only be used for the purchasing and planting of trees on non-federal public lands. The matching contributions to the project shall be from non-state sources. The value of the land on which the trees are to be planted can not be used as part of the project match requirement. No part of the grant shall be used to purchase land or land changes. The organization shall accommodate any periodic inspections and post-audits requested by the New Jersey Forest Service.

Within 30 days of the completion of the proposed project, the organization shall submit an expenditure report to the New Jersey Forest Service. This report shall include documentation for all grants and matching funds spent on the project, including both the grant dollars and the grantee's matching contribution, as well as a signed certification form.

It is acknowledged that failure to complete the project within the grant period or to submit necessary information on a timely basis may be cause for termination of this grant and jeopardize future Forest Service grant eligibility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Person submitting application

Title: \_\_\_\_\_

## **CSIP # 12 Tree Recycling**

Recycling is one of the easiest ways you can help slow climate change and global warming. Municipal and County recycling helps significantly lower carbon emissions associated with extracting virgin materials, manufacturing products and waste disposal.



Tree recycling refers to the reutilization of timber resources after they have been cut from the stump. For example, Christmas trees that have been thrown out to the curb after the Christmas season being brought to the municipal or county landfill to be chipped and later used as mulch. Another example for tree recycling would be to have dead and diseased hardwoods cut and delivered to a mill where the logs can be quarter-sawn and the wood later used for furniture.

## **CSIP # 13 Sidewalk Maintenance Program**

All facilities, including sidewalks, require regular maintenance to reduce the damage caused over time by the effects of weather and use. However, many maintenance issues can be reduced if properly addressed in the planning and designing phases before construction even begins. Proper maintenance is essential to promote user safety, to ensure ease of access, and Sidewalk Maintenance and Construction Site Safety to encourage the use of a designated route. The implementing regulations under Title II of the Americans with Disabilities Act require all features and equipment that are required to be accessible to be maintained in operable working condition for use by individuals with disabilities (U.S. Department of Justice, 1991a).



Accessible designs are useless if maintenance is neglected and sidewalks are allowed to degrade to a state where they cannot be used or must be avoided during travel. Frequently identified roadway safety and sidewalk design problems include:

- Sidewalk surfaces in poor repair, such as uneven or broken concrete and slabs uplifted by tree roots; and
- Lack of regular sidewalk maintenance, including overhanging trees and excessive snow on sidewalks.

Maintenance strategies should be included in the preliminary planning stages of new construction and alterations. Maintenance plans should also address existing facilities. The extent and frequency of maintenance schedules will vary greatly depending on the location, amount of use, and resources available. It is recommended that a plan be developed that clearly specifies the frequency of maintenance activities and how reported maintenance concerns will be addressed.

### **CSIP # 14 Storm Water Management**

**Storm water** is a term used to describe water that originates during precipitation events. It may also be used to apply to water that originates with snowmelt or runoff water from overwatering that enters the storm water system. Storm water that does not soak into the ground becomes surface runoff, which either flows directly into surface waterways or is channeled into storm sewers, which eventually discharge to surface waters. The inability to effectively deal with storm water, results in flooded homes and streets, more pollutants entering our waterways, and serious erosion problems.



Storm water is of concern for two main issues: one related to the volume and timing of runoff water (flood control and water supplies) and the other related to potential contaminants that the water is carrying, i.e. water pollution.

One way to manage storm water in your municipality or county is to create a storm water management plan. This plan should describe all the ways of managing and reducing storm water runoff over a period of five years. Once the plan is created, future storm water management could also be paid for through a CSIP grant.

A good way to reduce storm water runoff is to create Green Streets. Creating green streets involves removing impervious surfaces like sidewalks and pathways and replacing them with trees, shrubs, and grasses. These newly created green spaces capture storm water runoff and let water soak into the ground as plants and soil filter pollutants. Green spaces also create attractive streetscapes and urban spaces providing natural habitat while connecting neighborhoods, schools, parks, and business districts.

**CSIP # 15 Other**

If a forestry objective cannot be fulfilled by choosing any of the preceding twelve practices, then you may justify your forestry objective under CSIP practice # 15.

When writing your proposal, be sure to clearly identify the alternate forestry practice that you will be conducting or the equipment item(s) you will be purchasing.



## **Writing a CSIP Proposal**

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**When writing a CSIP proposal, follow the format listed in the CSIP application and make sure to satisfy the requirements of each. The more specific you are the better your score will be. The CSIP writing proposal format that should be followed is as such: (Please note that if multiple CSIP practices will be addressed in your CSIP proposal then this format should be used for each. However, one budget can be used to describe the costs and match justifications of all practices chosen.)**

- **Project Title**
- **CSIP Practice:**
- **Proposal Summary:**
- **Introduction:**
- **Problem Statement:**
- **Project Goals and Objectives:**
- **Timeline:**
- **Project Method:**
- **Conclusion:**
- **Budget & Match Contribution:**

**Your title will be placed at the top of the page while the above headings will be listed in order with your description for each. On the next page you will find a CSIP score card. The CSIP score card illustrates the total number of points that can be attained for each section of your practice write-up(s).**

# Community Stewardship Incentive Program (CSIP) Score Card

**Applicant:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- 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 \_\_\_\_\_

RA  
**Requested Amt.: \$ <Amt.>** \_\_\_\_\_

MR  
**Match: \$ <Matching Amt.>** \_\_\_\_\_

**Project Narrative: (15 pts)**

	<u>CSIP #</u>	<u>CSIP #</u>	<u>CSIP #</u>	<u>CSIP #</u>	<u>CSIP #</u>
Project Title: (1 pt.)	_____	_____	_____	_____	_____
CSIP Practice(s): (1 pt.)	_____	_____	_____	_____	_____

**Proposal Summary:**

- Project Purpose (1 pt.)	_____	_____	_____	_____	_____
- Scope of Work (1 pt.)	_____	_____	_____	_____	_____
- Project Costs (1 pt.)	_____	_____	_____	_____	_____

Introduction: (1 pt.) \_\_\_\_\_

Problem Statement: (2 pts.) \_\_\_\_\_

**Project Goals & Objectives:**

- Clearly describes forestry objectives (1 pt.)	_____	_____	_____	_____	_____
- Relates to Mgmt. Plan (1 pt.)	_____	_____	_____	_____	_____

Timeline: (1 pt.) \_\_\_\_\_

**Project Method:**

- Scope of Work (1 pt.)	_____	_____	_____	_____	_____
- Methods (1 pt.)	_____	_____	_____	_____	_____
- Personnel Used (1 pt.)	_____	_____	_____	_____	_____

Evaluation Plan: (1 pt.) \_\_\_\_\_

**Project Budget: (5 pts.)**

Clarity, consistency, and cost effectiveness: (3 pts.) \_\_\_\_\_

Match contribution: (2 pts.) \_\_\_\_\_

**Penalties:** \_\_\_\_\_

**Total: (20 pts)** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

# Business Stimulus Fund Evaluation Form

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Municipality: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_

County: \_\_\_\_\_  
Contact: \_\_\_\_\_

	Complete	Incomplete
<b>Eligibility:</b>	—	—
<b>Project Title:</b>	—	—
<b>CSIP Practice:</b>	—	—
<b>Proposal Summary:</b>	—	—
<b>Introduction:</b>	—	—
<b>Problem Statement:</b>	—	—
<b>Project Goals and Objectives:</b>	—	—
<b>Timeline:</b>	—	—
<b>Project Method:</b>	—	—
<b>Project Conclusion:</b>	—	—
<b>Project Budget:</b>	—	—

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Community Stewardship Incentive Program (CSIP) Grant <Year> Application Form

(All blanks must be filled in order to be eligible)

Amount Requested: \_\_\_\_\_

Municipality<sup>1</sup>: \_\_\_\_\_

County: \_\_\_\_\_

Total Project Amount: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Applicant Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Contact Telephone Numbers: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of Accounting Records of Applicant Organization (County or Municipality):

Cash Basis       Modified Accrual       Accrual Basis       Other: \_\_\_\_\_

Applicant Organization's Fiscal Year End Date: \_\_\_\_\_

Financial Officer Name and Title: \_\_\_\_\_

## CSIP Practices

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

(describe)

As designated representative of the above organization, I hereby agree that this project shall be implemented within the agreed upon time frame. I pledge that within 30 days after completion of the proposed project, the organization shall submit a report documenting the project's costs to the New Jersey Forest Service for review and approval. I understand that reimbursement by the New Jersey Forest Service will be initiated after the report is received and approved.

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

Person Submitting Application

As official representative of the above municipality or county under whose auspices the project is being completed, I hereby authorize the project submitted for this proposed BSF forestry project.

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

Mayor or County Administrator Signature, Title

<sup>1</sup> This blank needs to be filled only if the applicant is a municipality.