

CFMP Guidelines Checklist

0. Cover page (use Appendix 1)

- Municipality, County, Address.
- Contact name and title.
- Phone number, email address, fax number.
- Organization name (Shade Tree Commission, DPW., etc.)
- Signature of Mayor/County Commissioner.
- Time period covered.
- Leave box at bottom of page blank for NJFS State Forester signature and date.

1. Introduction and Background

- 1a. Mission statement: purpose of CFMP creation. Address protection and enhancement of urban forest and the associated benefits.
- 1b. Liability statement (use Appendix 2 sample and fill-in relevant sections).
- 1c.i Community overview describing local tree resource, local geography, land use, engagement between local government, residents, and professional consultant.
- 1c.ii Maps including, at minimum: community extent and boundary, canopy cover, land use/land cover, extent of overburdened/EJ communities.
- 1c.iii Provide a brief description of program's history, accomplishments, and barriers to success regarding UCF management. Include planting, pruning and removals.
- 1d. Description of forest structure, composition, and trends. This must be based on an inventory and should include species composition/taxonomic diversity, size/age class distribution, species suitability, and general tree condition.
- 1e. Overall program goals, which should be broad and general, that support desired future conditions of your community and program.
- 1f. Describe plan connections, such as links to Master Plan, Stormwater Management Plan, Open Space Plan, Emergency Response/Storm Readiness, Wildfire Protection Plan, etc., and wood utilization.

2. Program Capacity

- 2a. Identify program administration and provide an organizational chart of individuals and groups responsible for overseeing management of the urban forest. This includes work done for maintenance (pruning, watering, mulching), assessment/inventory, removals, planting, etc. It may also include Commissions, Committees, Boards, Green Team, DPW, and/or Consultant Forester.
- 2b. Identify partners (NGO's, Non-profits, interdepartmental, professional consultants) that collaborate with and increase capacity and support for the program.
- 2c. Include training obtained and needed for the improvement of the maintenance of the tree resource, including CORE training, annual CEU requirements, and others.
- 2d. Budget table for 5-year plan period. Identify all available resources such as local government, volunteers, other in-kind services, and grant funding.
- 2e. Equipment description, including trucks, chainsaws, etc. and equipment needs.

3. Community Engagement and Well-being

3a. Describe past, present and desired future community involvement in management, including volunteers, staff, media, education, outreach and community engagement initiatives or events (e.g. Arbor Day).

3b. Describe and consider urban forest benefits such as heat mitigation, stormwater reduction, and aesthetic value and relate the distribution of canopy and management in your community. Include notable patterns that may overlap with resident characteristics.

4. Plan Implementation

4a. Describe elements, objectives, and action items that help your community achieve your overall program goals. Refer to the Community Forest Management Plan Elements in Appendix 4 and ensure each of the main numbered categories are captured and addressed in the CFMP.

4b. Activity schedule, should provide the timeline for plan implementation. Include all 5 years of management and include all action items mentioned in section 4a.