



NJ Urban & Community Forestry Program (NJUCF)

2023 NJUCF Stewardship Grant Request for Proposals (RFP)

Announcement Date: June 23rd, 2023

Application Due: 5:00 p.m.

August 25, 2023

Submit proposals via the:

Electronic Grant Application System

[NJDEP SAGE](#)



NJ Urban and Community Forestry Program
Mail Code 501-04, PO Box 420, Trenton, NJ 08625
609.292.2532 | www.communityforestry.nj.gov

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I. Purpose

Pursuant to the New Jersey Shade Tree and Community Forestry Assistance Act, N.J.S.A.13:1L-17.4(c), one purpose of the New Jersey Forest Service Urban and Community Forestry program (NJUCF) is to provide grants to local governments and shade tree commissions to assist in the implementation of an approved comprehensive Community Forestry Management Plan (CFMP) to the extent monies are appropriated or otherwise made available. The NJUCF Stewardship Grant was established to provide this financial assistance.

Grants are awarded on a competitive basis to encourage projects that strongly link the use of best management practices to achieve urban and community forestry management goals defined in the CFMP.

II. Source of Funding & Statutory Citations

Grant funding comes from the New Jersey Shade Tree and Community Forest Preservation License Plate Fund (N.J.S.A. 39:3-27.81), and the No Net Loss Compensatory Reforestation program (N.J.S.A. 13:1L-14.2(c)).

III. Eligibility (Applicants & Projects)

Applicants from local governments interested in applying for NJUCF grants must **first register and obtain a User ID and Password** via [NJDEP SAGE](#), if they have not previously done so.

Only municipal and county governments in partnership and collaboration with local shade tree departments, commissions, tree committees, tree boards, or tree councils who are legally responsible for tree and forest management are eligible to apply for a grant.

Only projects carried out on public property owned or maintained by a municipal or county government are eligible for grant funding.

Applicants MUST be NJUCF Accredited for the year 2022. To verify 2022 accreditation status click here: (www.communityforestry.nj.gov). Accreditation means that the applicant has:

- A currently approved Community Forestry Management Plan (CFMP).
- Two (2) Core trained representatives - one (1) municipal employee and one (1) volunteer.
- Satisfied the annual Continuing Education Unit (CEU) requirement - a total of eight (8) CEUs between at least two (2) individuals each calendar year (this requirement does not apply to applicants who are in the initial year of CFMP implementation).
- Met the Annual Accomplishment Reporting requirement for the previous calendaryear.

Applicants cannot have an open Community Stewardship Incentive Program (CSIP 2017, CSIP 2018) grant or NJUCF Stewardship Grant (2019, 2021, 2022) from the NJUCF Program.

Projects must provide a clear connection to the applicant's current, approved CFMP goals, objectives, and action items, and fall within the grant category detailed below to be eligible for funding consideration.

IV. Canopy Resiliency Grant Category & Funding Allocations

One (1) grant category is available for 2023 NJUCF Stewardship Grant funding: Canopy Resiliency grants.

Canopy Resiliency

Grants up to \$15,000 may be awarded. These inventory projects can include, but are not limited to:

- Tree inventories.
- Risk tree assessments.
- Post-storm inventory or assessments.
- Insect and disease surveys and mitigation planning.
- Any combination of these activities.

Emerald Ash Borer (EAB) treatments and ash tree removals are not eligible for this funding.

Canopy Resiliency grant applicants must include details and estimates on services and supplies associated with the proposed project in their application (e.g., software type such as inventory, GIS, work order development, or supplies to be less than \$5,000 for continued update and utilization of inventory and work order creation). These estimates can be obtained during the 2-month application period prior to submission. Regarding supplies, no more than \$5,000 in total can be reimbursed for electronic tablets, inventory software and licensing, or GIS.

The intent of the Canopy Resiliency grants is for communities to understand their urban and community forest composition and structure, and to amend or update existing management plans based on the gained knowledge to better inform management decisions.

Proposals will be fully funded to the extent possible. NJUCF reserves the right to reallocate the number and amount of grant awards based on the quantity and/or quality of proposals received.

V. Grant Requirements

All grant recipients must comply with the general terms and conditions as defined in the grant agreement including, but not limited to:

General:

- Grantees must maintain their NJUCF Accreditation in accordance with the NJUCF guidelines (www.communityforestry.nj.gov) throughout the entire grant work period including the payment process. Failure to do so may result in nullification of the grant agreement. NJUCF Accreditation requirements can be found [here](#).
- Grantees agree to comply with all applicable federal, state, and municipal laws, rules, regulations, and written policies.
- All projects must be completed within the defined work period in the grant agreement. If a project will not be completed during the work period, the grantee may request an extension consistent with procedures defined in the grant agreement.

The work period commences on the date the grant award announcement is distributed via the NJDEP SAGE system and ends two (2) years from the start of the work period.

- Grantees are required to comply with all progress reporting requirements, including submitting annual reports through the NJDEP SAGE system.

Financial:

- NJUCF Stewardship grants are reimbursement grants. All invoices must be paid in full by the grantee to be considered for reimbursement; **advance payments will not be made.**
- Grant funds can only be used to reimburse expenses incurred within the work period as defined in the grant agreement. Grantees are only reimbursed for expenses which are part of the approved grant project.
- All grantees are required to provide a matching contribution that equals 25% of the grant award. Matching contributions can come from in-kind services (volunteer work) and/or cash (including employee salaries) in support of activities included in the approved grant agreement. Volunteer and employee time toward the match must be documented in detail and reported with payment requests.
- Payments to grantees will only be made upon submission of a properly completed financial report in NJDEP SAGE and includes invoices, bills, and other documents necessary to justify the payment.
- Grantees will use their own procurement procedures that reflect applicable state and local laws and regulations. Applicable state requirements shall be incorporated into any subcontracts awarded by the grantee under the grant agreement.
- Grantees must maintain records that adequately identify the source and application of funds

provided from all sources for projects. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract, and sub-grant award documents, etc.

- **Salaries or wages of an employee of the grantee are NOT eligible for reimbursement from grant funding.** Work performed by grantee employees may count as grantee match only. (Appendix 3). **Only the cost of services provided by vendor(s)/contractor(s) hired by the grantee to develop and carry out the workplan may be reimbursed.** This includes the cost of the services of both the contractor’s forestry professional and any contractor support staff aiding the professional in the conduct of the work. The contractor’s forestry professional should be a(n) [NJ Approved Forester](#), [Society of American Foresters’ Certified Forester](#), [International Society of Arboriculture Certified Arborist](#), [NJ Licensed Tree Expert \(LTE\)](#), or other professional who abides by the current forestry best management practices and arboricultural industry standards.

Canopy Resiliency Project Specifics

All Canopy Resiliency projects must comply with the following terms and conditions:

- Grant funded inventories must be uploaded to and submitted through NJDEP SAGE with the final progress report in Excel (.xls) format.
- Grantees MUST request an assessment report from the qualified forester or arborist contractor reflecting the urban forest composition and structure report as part of the deliverable items for the grant agreement. See Appendix 2 for details on the required components of this report.
- Grant funded inventories must collect and/or format data using standards and definitions as defined by the USDA Forest Service [iTree ECO Guide to Importing an Existing Inventory](#).
- Grant funded inventories must use the full scientific name (*Genus species*) and/or the [USDA Forest Service i-Tree ECO species code](#) assigned for each tree genus and species.
- The Inventory and Assessment Project Planning Worksheet must be uploaded to the attachments with the application in SAGE. **No Canopy Resiliency activities shall begin until the Inventory and Assessment Project Planning Worksheet is approved by the NJUCF Program.**
- Canopy Resiliency grants support the hiring of a professional to conduct a professional and scientifically rigorous urban forest inventory and analysis. **These grants can NOT be used toward a volunteer-led inventory or data collection.**

VI. Reporting and Accountability

Inventory and Assessment Project Planning Worksheet

- The Inventory and Assessment Project Planning Worksheet must be uploaded to the attachments with the application in SAGE. **No Canopy Resiliency grant activities shall begin until the Inventory and Assessment Project Planning Worksheet is approved by the NJUCF Program.** (See Appendix 4)

Grantees must comply with financial and progress reporting requirements and all required submissions and deadlines for accountability as defined in the grant agreement.

- Annual progress reports. The first progress report is due one (1) year after the start of the work period. Progress reports are due each year thereafter until the work period ends, including extensions of the work period.
- Final progress report. This report is due at the end of the work period or end of the extended work period, if applicable.

Financial Report

- All Grantees are required to provide a matching contribution that will equal twenty-five percent (25%) of the grant award. Volunteer hours and employee time toward the match must be documented in detail and submitted with financial reports in SAGE.
- All invoices must be paid in full to be considered for reimbursement; advanced payments will NOT be made. The Grantee must maintain records that adequately identify the materials purchased and payments made for this project. These documents will be uploaded into the SAGE financial report.

VII. Proposal Requirements

- Local governments interested in applying for NJUCF grants must **first register and obtain a User ID and Password** via [NJDEP SAGE](#), if they have not previously done so.
- Only one proposal may be submitted by a local government unit. Register your municipality or county as the organization seeking this grant. Use your municipal or county address and telephone number.
- The grant request cannot exceed the funding allocations described in this RFP.
- Proposals must be accompanied by:
 - resumes, work histories, and/or qualifications of all project participants as defined in Sections VIII and IX of this RFP;
 - letters of support as defined in Section VIII and IX of this RFP; and
 - proof of insurance coverage for the current calendar year (ACORD certificates of

insurance preferred), including coverage for commercial general liability, automobile liability, employers' liability and workers' compensation.

- Proposals must identify:
 - a Project Manager who acts as the primary contact for the NJ Urban and Community Forestry Program regarding project work and coordinates the project for the municipality within the work period of the grant agreement, providing timely reports on implementation and performance; and
 - a Grant Manager who is a municipal or county employee and acts as the primary contact for execution and administration of the grant agreement, reporting, and payment transactions.

- Matching funds are required and can be met through in-kind volunteer contributions and cash from local, state, federal government, or other entities (See Appendix 3).

All contacts and information associated with grant roles in NJDEP SAGE MUST be filled out completely and accurately for eligibility for the grants.

VIII. Grant Proposal Sections and Scoring Criteria

A Project Overview is required as part of a complete grant proposal application but will not be scored or used as part of the selection criteria. The Project Overview is an important part of your grant application. It helps NJUCF (and you) get a big picture view of your grant proposal in terms of goals and objectives, schedules, budgets, etc. Writing one helps you to highlight the most important components of the proposal and organize what needs to be done.

Applicants must provide comprehensive information for each scored section of the grant application making sure to enter all required information in its appropriate place. For example, even if you describe the local government's unique strengths and past demonstrated commitment to managing the urban and community forest resource in the Project Overview, you must still include it under Community Capacity to receive full points. Information provided in the wrong section of the application will result in lower scores.

1. Community Forestry Management Plan (CFMP) Implementation (35 points)

Scoring will be based on the degree to which the proposed grant project directly supports the goals and objectives in the current approved CFMP. There should be a direct link between the proposed project and the goals, objectives, statement of plan implementation, and CSIP practices in the CFMP. The information you provide in this section should be specific to each section of *your municipality's or your county's* CFMP.

- Demonstrate a focus on a specific goal or goals in the CFMP that will be addressed and how the proposed project will bring the community toward realizing that goal.
 - CFMP Section 2, Goals and Objectives

- Identify the objective(s) from the plan that will be carried out through the proposed project and how the proposed project is a step taken toward achieving the identified objective(s).
 - CFMP Section 2, Goals and Objectives
- Address how the proposed project coincides with the CFMP’s Statement of Plan Implementation. Explain how the proposed project is a priority action item as identified in the plan.
 - CFMP Section 9, Statement of Plan Implementation
- Clearly articulate the CSIP practices that the proposed project will address and how they relate to the goal(s), objective(s), and implementation plan addressed through this project.
 - CFMP Section 10, Community Stewardship Incentive Program (CSIP)
- Indicate whether the proposed project is in an overburdened community as defined by the [Environmental Justice Law](#), N.J.S.A. 13:1D-157. Use the [NJDEP Environmental Justice Mapping Tool](#) to find out if your municipality or county contains overburdened communities.

2. Workplan (25 points)

Proposed projects should include a clearly articulated plan covering the scope of the work and how it will be carried out as described below.

Canopy Resiliency

Project Location, Existing Conditions, and Need:

- Describe the project location and existing conditions of the urban and community forest. If the forest condition is *unknown*, state that and describe the need to carry out this work and to acquire this information. If the forest condition is *known*, describe the need to carry out this work and to acquire new information. Describe how this information will be applied to urban and community forest management as outlined in your CFMP (Section 9, Statement of Plan Implementation)

Methods and Deliverables:

- Explain the methods to be employed (for example, note whether this will be a sample-based, partial, or complete inventory; tree risk assessment to update current inventory; or rapid count and measurement of ash trees). For tree inventories, see Appendix 1 for a list of available software programs, basics on the types of inventories and definitions.
- Identify the deliverable(s) that will be produced as a result of this grant (for example - tree inventory report, amended management plan, risk assessment report, risk mitigation plan). These are deliverables that will be provided to NJUCF in accordance with the grant agreement. At a minimum, the raw inventory data in Excel format and the Urban Forest Composition and Structure report are required for submission. Additional deliverables are outlined in Appendix 7.

Personnel:

- Identify the municipal staff, shade tree commission volunteers, contractors, consultants and/or contracted nongovernmental organizations or partners. Name and provide the formal titles for each individual that will be managing the grant as well as those who will be carrying out the proposed project.
 - It is not sufficient to just enter “Shade Tree Commission” or “DPW” or “Green Team.” Clearly identify the roles and responsibilities of specific individuals and organizations, in relation to the management of the grant and/or implementation of the grant project for all partners and supporting organizations.
- Provide resumes and consultant qualifications for all parties as identified above who are included in managing and/or implementing the grant or grant project.
- Include letters of support from each project partner clearly identifying their role(s) and responsibility(ies) in the management of the grant or execution of the project. For example: if the DPW is going to be taking care of the trees post-planting, a letter from the DPW Director recognizing their role and detailing their responsibility should be provided. If a local volunteer group is going to be informing residents about the upcoming inventory in their neighborhood, the organization’s letter must acknowledge this role and provide details of their responsibilities.

Project Timeline

- Provide a project timeline either narratively or via a diagram that clearly illustrates when project tasks and milestones are going to be carried out/completed within the defined work period for this grant category: two (2) years from notification of award.
- Significant project milestones must be indicated. Milestones can include but may not be limited to:
 - Submit Application (by August 25, 2023)
 - Receive Notification of Award (Late October 2023)
 - Resolution and risk assessment for grant agreement (November 2023 – 60 days from notification of award)
 - Execution of grant agreement (January 2024)
 - Submit Inventory and Assessment Project Plan (if not already done in application) as soon as possible – within six (6) months from notification of award.
 - Issuing an RFP for work (based on plan approvals)
 - Awarding a contract
 - Start of work period
 - Annual progress reports (starting 1 year from start of work period)
 - Submit final progress report
 - Deliverables: inventory data in Excel format, Urban Forest Structure & Composition Report
 - Upon approval of deliverables, provide matching documentation, paid invoices, and canceled checks for invoices as relevant to project.
 - Close of grant

***If at any point you fall over 6 months behind in implementation of your project based on your project timeline, you must notify the NJUCF Program.**

3. Community Capacity (20 points)

Describe the local government’s unique strengths and past demonstrated commitment to managing the urban and community forest resource. Evidence of sustained participation in Tree City USA; successful completion of grant funded tree planting programs and studies; certification in the Sustainable Jersey program; evidence of long-term partnerships with tree-focused groups including statewide or regional nonprofits, universities, or state associations; and an active and engaged shade tree commission or committee should be clearly described. Refer to your CFMP and Annual Accomplishment Reports to showcase the goals and objectives your municipality has accomplished.

Provide current supporting documentation of Tree City USA certification and/or Sustainable Jersey certification in the attachments section. Expired certifications will not be considered.

4. Measurable Outcomes (10 points)

Based on the goals, objectives, and CSIP practices described in the Community Forestry Management Plan (CFMP) Implementation section of the application, identify the specific, significant, and measurable outcomes that this project will provide the community.

- Primary Goals and Objectives must be consistent with CFMP section 2: Introduction (Goals & Objectives).
- You may add secondary goals and objectives as they relate to the Community Forestry Management Plan (CFMP) Implementation section of the application.
- Specific CSIP practices from section 10 of your CFMP. **CSIP Practices MUST be from your CFMP; other CSIP practices will not be considered.**
- Measurable outcomes – see Appendix 7 for examples/suggestions.
- Monitoring and Evaluation: Provide an explanation of the monitoring and evaluation plan naming the persons responsible for ensuring that the implementation of this grant stays on time and on-task. What actions will be taken to ensure that the above measurable outcomes are realized? For example, who will communicate with the contractor, and/or monitor contractor data collection timeline and expectations?

5. Employee and Volunteer Match Worksheet (10 points)

Twenty five percent (25%) of the requested total grant amount is the required match for this round of grants. See Appendix 3 for more information about calculating match and meeting the requirements.

Your match can be earned by municipal/county employee time spent on the project, volunteer in-kind services for the project, cash paid to the contractor that is above and beyond the grant request for the project, or a combination of the three.

Enter the names and titles of the local government employees who will work on the project. Estimate and enter the number of hours each person will contribute. Use either a percentage of their salaries or their hourly compensation to indicate the monetary value of their time. When you save the page, these columns will be calculated, and the totals will be automatically transferred to the Budget page.

If your match includes cash paid to the contractor that is above and beyond the grant request, enter this amount on the Budget page that follows this worksheet in the application.

Documentation of all volunteer and employee hours toward the match will be required with all financial reporting to release grant payments.

6. Budget (10 points)

Complete the budget table in the grant proposal application.

Grant Request: Enter the amount requested through the grant. The maximum amount available for 2023 grants is \$15,000. **Note that grantee employee salary and wages are not eligible for reimbursement; however, they can be used as a cash match.**

- **Other category:** Supplies. No more than \$5,000 can be spent for electronic tablets, inventory software, and licensing.

Match: If you are including Fringe Benefits as part of your employee match, calculate the total amount and enter it into the proper section of the Budget.

If you are entering cash paid to the contractor that is over and above the grant request as part of your match, enter this amount on the row for Consultants and Subcontractors under the Cash Match column.

If your application involves matching contributions from federal or state government, private foundations, or non-profits, please DESCRIBE THIS CLEARLY in the Budget Narrative and enter the amount of the match in the column for Cash Match on the row for Consultants and Subcontractors.

Total Match: This is the sum of the Cash and In-kind (volunteer) amounts for the Match.

Total Project Cost: This is the sum of requested funds plus the required matching funds (25% of the grant request) stated for each line item (Total Project Cost = Request + Match).

Total: Total values should be the sum of all the values in each column for each funding source. The sum of the Total Project Cost column should reflect the total amount for the entire project.

Budget Narrative: Describe how the grant funds will be spent. Relate these costs to the methods and deliverables in your Workplan. Describe the source of funds for your required match. Explain how the grant will supplement your existing local and community forestry program budget and how the funds will help to accomplish the goals and objectives of your CFMP.

IX. Project Submission and Selection

All proposals are due by 5:00 p.m. on Friday, August 25, 2023.

ALL NJUCF STEWARDSHIP GRANT PROPOSALS MUST BE SUBMITTED ELECTRONICALLY USING THE [NJDEP SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY \(SAGE\)](#).

Local governments interested in applying for NJUCF grants must **first register and obtain a User ID and Password** via [NJDEP SAGE](#), if they have not previously done so.

[NJDEP SAGE](#) registered users can identify the grants NJUCF has available, submit grant applications, monitor applications under consideration, communicate with the NJUCF grant team, as well as request changes and manage grants via the [NJDEP SAGE](#) system.

All submissions must include complete grant proposal application forms and all supporting documentation. This includes:

- **Grant Proposal Application Forms** – available online after registering in [NJDEP SAGE](#).
- **A Certificate of Insurance (ACORD) form** for the municipal or county applicant for the current year. The State of New Jersey, NJDEP, PO Box 420, 428 E. State Street, 4th Floor, Trenton NJ 08625-0420 should be listed as the certificate holder. Coverage should include commercial general liability, automobile liability, employers' liability, and workers' compensation.
- **Resumes and consultant qualifications** – Provide resumes and documentation of qualification (for example, copy of Certified Forester, NJ Certified Tree Expert, or ISA Certified Arborist credential) for all parties involved in implementing the grant.
- **Letters of Support** - Include letters of support from ALL project partners clearly identifying their role in the project.
- **Proof of Current Certification** - Tree City USA, Sustainable Jersey

NJ Forest Service staff and the NJ Community Forestry Council will review, evaluate, and score project proposals. Eligible applicants who have submitted complete applications will be scored according to the criteria defined in this RFP.

X. Helpful Links:

NJ Forest Service, [Urban & Community Forestry Program](#)

NJDEP System for Administering Grants Electronically ([NJDEP SAGE](#))

[ANSI 300 Standards \(Parts 1-9\)](#). Available from the Tree Care Industry Association

[ANSI Z60.1 American Standard for Nursery Stock](#) (2014). American Nursery and Landscape Association.

[Independent Sector Volunteer Rate](#). Click on “Download State-by-State Data” to find the rate specific for NJ, as it is higher than the national average.

[Vibrant Cities Lab](#)

For more information, contact:

Levon Bigelow, Forester

NJ Forest Service, Urban & Community Forestry

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Appendix 1

Tree Inventories: Introduction & Available Software

An urban forest inventory locates, documents, and characterizes individual trees or groups of trees in a given community, typically noting attributes such as species, size, condition, and location. Some communities conduct an inventory for safety and maintenance planning purposes, for example, by identifying individual trees that require pruning, watering, or removal. Sites for potential tree plantings can also be identified. Inventories can also note characteristics of local infrastructure, such as sidewalk condition or overhead utility line presence.

An important objective of any community should be to maximize the benefits of their trees. Urban forest inventories enable communities to engage in proactive management of their urban forest by providing the information necessary to do so and identifying patterns that may not have been noticed otherwise.

Items to consider when preparing to conduct an inventory include the following:

- What information needs to be collected?
- Who will collect the data?
- How will the data be collected?
- What materials will be needed for the inventory?
- How will the data from the inventory be used?

Communities have options for conducting the inventory: a simple assessment of the number of trees and the type of tree in the right-of-way or a more in-depth survey determining the health and risk associated with the trees.

NJUCF-funded tree inventories must be conducted by professionals, including but not limited to, certified arborists and NJ Licensed Tree Experts. Volunteer-based data collection will not be funded under these grants.

As the amount of information desired from the tree inventory increases, the level of expertise required for the professionals conducting the inventory will also increase. It is recommended that risk assessments be conducted by an ISA TRAQ trained NJ Licensed Tree Expert. Verify that your professional is adequately qualified to collect the data you need in your tree inventory. See Appendices 2, 4, and 6 for additional information.

[Software programs](#) should be used to manage inventory data. The price of urban tree inventory software varies. The initial purchase of a software program can be funded by this grant, which includes a single or multi-year bundle software package from a vendor. NJUCF does not fund the renewal of a software program.

Grant funded inventories must be submitted electronically as a final deliverable to NJUCF in Excel (.xls) format.

Appendix 2

Setting up for Canopy Resiliency Projects

It is strongly recommended that the grantee research software packages and costs associated with the inventory data they intend to collect. Discuss internally with other departments and organizations that may use the inventory data in their day-to-day job duties to determine the most useful data for your municipality/county.

Departments or other organizations to consider may include:

- Department of Public Works
- Shade Tree Commission (Committee, Advisory Board etc.)
- Green Team
- Environmental Commission (Committee, Advisory Board etc.)
- Mayor and Council
- Planning or Engineering Department
- Office of Sustainability
- Other

Data Collection Fields:

****At a minimum**, the following data must be collected in an NJUCF-funded Canopy Resiliency grant:

- Species – Common and Scientific name
- DBH – 2-inch increments
- Current Height – Small (less than 25 feet), Medium (25-50 feet), and Large (greater than 50 feet)
- Potential Height (expected at maturity).
- Condition (5-1) – The rating scale: 5 = Good, 4 = Fair, 3 = Poor, 2 = Very Poor, and 1 = Dying/Dead.
 - Good condition constitutes: <10% dieback, missing crown, visible structural damage, and injury from diseases and pests
 - Fair: 10% -25%
 - Poor: 25-50%
 - Very poor: 50-75%
 - Dying/dead: >75%
- Location – GPS Coordinates and/or closest street address

Additional data fields that can be collected include:

- Risk Assessment
- Maintenance Recommendation
- Canopy Width
- Photo
- Insect or Disease

Canopy Resiliency Grant Reporting Requirements

All inventory grants should include at minimum, an urban forest structure and composition (UFSC) report.

Minimum REQUIRED:

The report must include methodologies of how the inventory was conducted and any explanations of data sets collected. For example, was a risk assessment conducted? If so, briefly describe the methodology employed. This report should also include, but is not limited to, the following:

- Genus composition
- Species composition
- Size class distribution
- Tree condition distribution

Additional Reports (depending on collection fields):

If maintenance recommendations are collected, these can be combined into the UFSC Report or submitted separately and should incorporate the following:

- Recommended maintenance / priority list for the inventoried area(s)
- Recommended timeline for addressing maintenance issues
- Breakdown of overall maintenance needs by collected category such as clean crown, remove stump, raise crown, etc.

If planting locations and vacancies are recorded, the UFSC Report should also include:

- Planting recommendations based on the composition of inventoried trees and the local environment, which may include species or characteristics of species to be planted (e.g., size at maturity, drought tolerance, etc.)
- Recommended planting priority areas
- Stocking levels (planted, vacant, and stumps)
- A planting plan which includes a timeline of roughly how many trees should be planted yearly to maintain, increase, or replace removed canopy

If an Eco Benefit analysis is part of the software package, or a need of the community, the following values should be included with the UFSC report (Note: the analysis will vary depending on the software used; certain ecological functions may or may not be included):

- Carbon storage
- Carbon sequestration
- Stormwater reduction
- Pollutant removal
- Other

Cash Match

The employee's standard hourly rate of compensation should be used to establish the value of the cash match. Fringe benefits can be counted but should be calculated separately. Here are some examples of employee time that could count toward your match:

- Managing the grant: record keeping, reporting, communicating with NJUCF, and preparing financial documents for payment
- Selecting, hiring, and paying the project contractor
- Meeting with the contractor and assisting the contractor on the project
- Preparing annual grant progress reports to NJUCF
- Reviewing drafts and approving the final grant project report

Expenditures

- Cash payments for the project made to the contractor that were over and above the grant award could count toward the match.

Appendix 4

Inventory and Assessment Project Planning Worksheet

Please complete the following document in addition to your NJUCF Stewardship Grant application for your Canopy Resiliency project.

Software Programs:

In this section, identify information regarding inventory software program usage and any associated costs.

1. A. Does the grantee intend to use a software program?

Yes No

B. If yes, which program?

2. A. Does the grantee intend to purchase a software program with grant funds?

Yes No

B. If yes, which one?

3. A. Does this software purchase include access for a single year or multi-year (also known as a bundle package)?

Single Year Multi-Year/Bundle

B. If multi-year, how many years are offered in the subscription?

4. How much does the estimated software purchase cost for investment? Indicate a single year and bundle if possible.

Inventory Methodology and Data Field Collection:

In this section, identify the inventory methods and data fields you have selected for the project.

1. What data fields are being collected? Refer to Appendix 2 of the 2023 RFP if needed.

- Species (REQUIRED)
- DBH (REQUIRED)
- Current Height (REQUIRED)
- Expected Mature Height (REQUIRED)
- Condition (REQUIRED)
- Location (preferably GPS) (REQUIRED)
- Maintenance Recommendation
- Risk Assessment
- Canopy Width
- Photo
- Insect or Disease
- Vacant planting space
- Other(s) PLEASE SPECIFY _____

2. A. What methodologies are being employed to conduct the inventory?
 - B. If Risk Assessment is selected above, please identify if the TRAQ system will be implemented or an alternative. If an alternative is being used, outline the methodology of the risk assessment.
3. What is the area(s) of concentration for the inventory?
4. What type of inventory is being conducted? For example, note whether this will be a sample-based, partial, or complete inventory.

Consultant and Costs:

In this section you will identify a consultant/contractor or potential consultant/contractor and the associated costs.

1. A. Has a contractor or consultant been selected?

Yes No

- B. If yes, who is the contractor or consultant?

2. Estimated cost of the inventory for this project. Please break down software package vs. consultant fees for project completion. Note the cost of the project can next exceed the requested/awarded amount by the NJUCF Program.

3. Matching Update:

Provide the NJUCF Program with a matching update to your activities, please use the in-kind tracker excel spreadsheet to complete the matching update.

Urban Forest Structure and Composition Report:

In this section you will identify the information that will be in the Urban Forest Structure and Composition Report. The following are **required components**:

- Description of inventory and other relevant data collection methodologies (REQUIRED)
- Genus composition (REQUIRED)
- Species composition (REQUIRED)
- Size class distribution (REQUIRED)
- Tree condition distribution (REQUIRED)

If maintenance recommendations are collected, the UFSC Report may include the following:

- Recommended maintenance / priority list for the inventoried area(s)
- Recommended timeline for addressing maintenance issues
- Breakdown of overall maintenance needs by collected category

If planting locations/vacancies are recorded, the UFSC Report may include:

- Planting recommendations
- Recommended planting priority areas
- Recommended planting timeline to maintain, increase, or replace removed canopy
- Breakdown of stocking levels (planted, vacant, and stumps)

If an Eco Benefit analysis is part of software package or a need of the community, the following values may be included with the UFSC report:

- Carbon storage
- Carbon sequestration
- Stormwater reduction
- Pollutant removal
- Other(s) PLEASE SPECIFY _____

Appendix 5

Glossary of Terms

Term	Definition
DBH	Diameter at Breast Height
Forest inventory	A set of objective sampling methods designed to quantify the spatial distribution, composition, and rates of change of forest parameters within specified levels of precision for the purposes of management.
Risk	The relative probability of any of several alternative outcomes as determined or estimated by a decision maker when the actual outcome of an event or series of events is not known.
Risk-rating system	A prediction of the probability that a tree will die within a specified period of time.
Risk Assessment (1998 Hazard tree inspection)	Close observation of trees that have been identified as a potential risk, for failure that would cause injury to a person or damage to property.
Hazard	Likely source of harm
Site Preparation	Hand or mechanized manipulation of a site, designed to enhance the success of regeneration.
Reforestation	The reestablishment of forest cover either naturally (by natural seeding, coppice, or root suckers) or artificially (by direct seeding or planting)
Afforestation	The establishment of a forest or stand in an area where the preceding vegetation or land use was not forest.
Sample	A part of a population consisting of one or more sampling units selected and examined as representative of the whole.
Species	The species is the basic unit of taxonomy on which the binomial system has been established; the lower taxonomic hierarchy is species, subspecies, variety, and forma.
Cultivar	A clone, race, or product of breeding selected from a population of plants because it has desirable characteristics and is generally more or less genetically uniform. Non-Latin name and designated cultivar.
Variety	An assemblage of cultivated individuals distinguished by any useful, reproducible character(s), usually termed a cultivar.

Appendix 6

Qualifications of Professionals

NJ Approved Forester List	Pursuant to N.J.A.C. 7:3-2, the Department of Environmental Protection (DEP), New Jersey Forest Service, maintains a list of foresters approved to annually attest that a landowner is in compliance with the woodland management plan or <i>forest stewardship plan and respective programs</i> . https://www.nj.gov/dep/parksandforests/forest/docs/ACF.pdf
NJ Licensed Tree Expert	A Licensed Tree Expert (LTE) is a person who has been examined and proven to be competent in the science and art of diagnosing, treating and preventing tree injuries. These professionals demonstrate high ethical and moral standards in management techniques required in the science of tree care. Licensed Tree Experts must obtain continuing educational credits over their licensing period, thereby ensuring LTEs are up to date on new information, skills and techniques in the tree care profession. https://www.njbte.org/
SAF certified forester	Society of American Foresters https://www.eforester.org/Main/Certification/Find_a_Certified_Professional.aspx
ISA Licensed Arborist	Trained and knowledgeable in all aspects of arboriculture. Have met all requirements to be eligible for the exam, which includes three or more years of full-time, eligible, practical work experience in arboriculture and/or a degree in the field of arboriculture, horticulture, landscape architecture, or forestry from a regionally accredited educational institute. This certification covers many topics giving the candidates flexibility in the arboricultural profession. https://www.isa-arbor.com/certification/index
ISA Certified Arborist Utility Specialist	Has a minimum of 2000 hours experience over two years in electric utility vegetation management or has served as a consultant to a utility, with a minimum of 4,000 hours over a maximum 10-year period. The candidate must work in utility vegetation management. They have been tested on topics such as electric utility pruning, program management, integrated vegetation management, electrical knowledge, customer relations, and storm response.
ISA Certified Arborist Municipal Specialist	Credential holders are current ISA Certified Arborists® who have chosen municipal arboriculture or urban forestry as a career path. They have obtained a minimum of three additional years of work experience managing the establishment and maintenance of urban trees. Experience requirements include communication skills, public relations, administration, risk management, arboricultural practices,

	and policy planning in a municipal setting.
ISA Certified Tree Worker Climber Specialist	Candidates must have the skill and endurance to climb trees, demonstrate high regard for safety, and be able to get the job done off the ground. This credential is different from the other certifications because you are tested in both a classroom setting and a field setting. Candidates must have training in aerial rescue, CPR, and First Aid to obtain this certification.
ISA Certified Tree Worker Aerial Lift Specialist	Certification requires candidates to demonstrate their ability to perform as a competent aerial lift operator. The knowledge gained with this certification can improve the productivity, quality of care, and safety practices of those who earn the credential. Along with proven knowledge of CPR and first aid, candidates have been tested on safety procedures, and must be able to complete thorough truck and tree inspection.
ISA Board Certified Master Arborist	Credential is the highest level of certification offered by ISA. This credential recognizes ISA Certified Arborists® who have reached the pinnacle of their profession. In addition to passing an extensive scenario-based exam, candidates must abide by a Code of Ethics, which ensures quality of work. Fewer than two percent of all ISA Certified Arborists® currently hold this certification.
TRAQ	ISA Tree Risk Assessment Qualification

Appendix 7

Measurable Outcomes

Canopy Resiliency:

For the Canopy Resiliency grants there are two required outcomes for NJUCF reporting purposes. Additional reports may be requested depending on the data that is collected during the inventory process.

Required:

1. Raw Inventory in Excel Format
2. Urban Forest Composition and Structure Report

Additional Outcomes (not required):

1. Maintenance Recommendations (Plan/List/Report)
2. Planting Palette Recommendations
3. Ecological Benefit Report