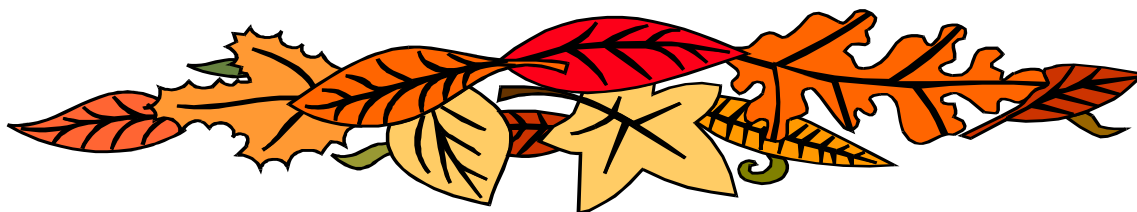


# The New Jersey Community Forestry Program



## Community Forestry Management Plan Annual Accomplishment Report

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As required under the New Jersey Shade Tree  
and Community Forestry Assistance Act.  
P.L. 1996, Chapter 135



# The New Jersey Community Forestry Program

## Contact Information

**Todd Wyckoff**

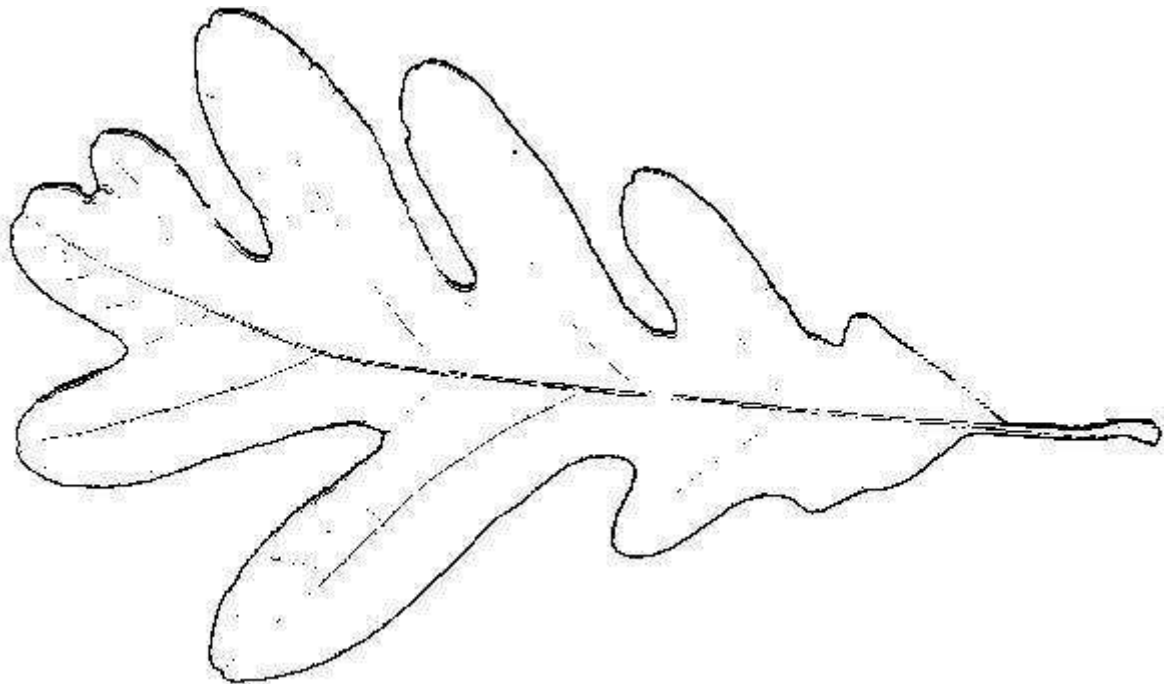
**Forester**

**Community Forestry Program**

**Phone: 609-292-2532**

**[todd.wyckoff@dep.state.nj.us](mailto:todd.wyckoff@dep.state.nj.us)**

**Fax: 609-984-0378**



# **New Jersey Shade Tree and Community Forestry Assistance Act Annual Accomplishment Report**

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## **ANNUAL ACCOMPLISHMENT REPORT**

An Annual Accomplishment Report must be submitted to the New Jersey Forest Service after the end of **EACH CALENDAR YEAR**. The report will contain an **INFORMATION FORM**, as well as a one to two page summary of the accomplishments of the municipality or county for that year in regards to the goals of their Community Forestry Management Plan. This report will enable the Forest Service and the Community Forestry Council to monitor the accomplishments and implementation status outlined in the approved Community Forestry Management Plan. It will also help fulfill the Council's obligation, as required under the New Jersey Shade Tree and Community Forestry Assistance Act, to submit an annual report to the Governor.

The Annual Accomplishment Report is a requirement to achieve and maintain Approved Status under the Act, thereby reducing exposure to litigation.

A request for the Annual Accomplishment Report will be sent to each applicable municipality at the end of each calendar year. **Annual Accomplishment Reports are due by February 15<sup>th</sup> of each year.**

# Community Forestry Management Plan

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## ANNUAL ACCOMPLISHMENT REPORT FORM

Municipality

County

Address

Contact Name and Title

Phone #

Fax # and E-mail

Organization Name

Mayor/County  
Freeholder's Signature

Date of Management  
Plan Approval

Time Period Covered in  
Management Plan

Date of Annual  
Accomplishment Report  
Submission

Accomplishment Report  
for Calendar Year

**\*PLEASE INCLUDE THIS FORM AS THE COVER PAGE TO  
YOUR ANNUAL ACCOMPLISHMENT REPORT**

Submit Report To:  
**Community Forestry Program**  
**501 East State Street**  
**PO Box 404**  
**Trenton, NJ 08625**  
**Attn: Todd Wyckoff**

# **New Jersey Shade Tree and Community Forestry Assistance Act Annual Accomplishment Report**

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## **REPORT NARRATIVE OUTLINE**

### **COMMUNITY FORESTRY PROGRAM ADMINISTRATION**

- Note any changes in the program administration or in the Shade Tree Volunteers. Who are the responsible parties when it comes to the tree resource in your municipality?

### **TRAINING and PROFESSIONAL DEVELOPMENT**

- Have you maintained CORE and CEU requirements? What training has your municipality received this year?

### **PUBLIC EDUCATION / AWARENESS / OUTREACH**

- Describe the programs you have implemented to involve the public in shade tree education / awareness / outreach this year.
- Who was involved?

### **STATEMENT of TREE BUDGET**

- Outline this year's budget (your best estimate of budget and in-kind services).
- Note any significant changes or problems in your budget this year.

### **PLAN IMPLEMENTATION**

- List this year's accomplishments.
- Compare this year's accomplishments with meeting the time line objectives of the Plan Implementation section of your Management Plan; what adjustments were made or need to be made within your five-year Management Plan?

### **COMMUNITY STEWARDSHIP INCENTIVE PROGRAM**

- What CSIP grants have you applied for?
- Which were awarded and at what dollar amounts?
- Describe your CSIP Projects.

**\* REMEMBER, THE REPORT NARRATIVE ONLY NEEDS TO BE 1-2 PAGES!**