Urban & Community Forestry (UCF) Administration Kit
Vallejo, CA: 2023

Purpose

This document intends to provide the resources to administer and manage an urban forestry program in partnership with the U.S. Forest Service. While the focus is on the administrative requirements, this resource offers additional background about the Urban and Community Forestry (UCF) Program and the U.S. Forest Service along with directories of State and Federal Urban Forestry Coordinators and resources for additional technical and financial assistance.

How to Use this Administration Kit

This Administration Kit is developed to support new hires into the program. Ideally, it should be explained by the U.S. Forest Service UCF Regional Program Manager to provide context, examples and updates.

Section 1   UCF Program Overview, Guidance, and Laws

In this section:
- A. **Authorization: Cooperative Forestry Assistance Act of 1978**
- B. **National Program Overview**
- C. **Advisory Council (NUCFAC)**
- D. **UCF Program Guidance**
- E. **Civil Rights Compliance**
- F. **U.S. Forest Service Acknowledgment and Logo Use**

A. Authorization: Cooperative Forestry Assistance Act of 1978
National legislation authorized the U.S. Secretary of Agriculture to provide cooperative forestry assistance, including through the Urban and Community Forestry Program, to States and others in the Cooperative Forestry Assistance Act of 1978, 16 USC 2105**. Key elements of the law are included in the UCF Program Guidance (See section 1D).** The full text can be found at this website:
http://www.gpo.gov/fdsys/pkg/USCODE-2011-title16/html/USCODE-2011-title16-chap41-sec2105.htm.

> **United States Code:**
> Title 16 – Conservation
> Chapter 41 – Cooperative Forestry Assistance
> Sec. 2105 - Urban and community forestry assistance

B. National Program Overview
Urban and Community Forestry (UCF) is a cooperative program of the U.S. Forest Service, state forestry agencies, and other organizations that focuses on the stewardship of urban natural resources. With over eighty percent of the nation's population in urban areas, there are strong environmental, social, and economic cases to be made for conserving green spaces to guide growth and revitalize communities. The nation's Urban and Community Forestry Program assists states, communities, non-profit organizations, and tribes to plan, plant, protect, maintain, and utilize wood from community trees and forests, and maximize the benefits they provide to society. More information can be found in the UCF Program Guidance in section 1D.

To help deliver the UCF Program, the U.S. Forest Service employs a National Program Leader (Assistant Director of Cooperative Forestry) and national Program Managers and Specialists based in the Washington DC headquarters (called the Washington Office). Additionally, each region of the U.S. Forest Service employs regional UCF Program Managers and Specialists who provide technical assistance and administer the program regionally, each reporting to their respective regional office.

In the Pacific Southwest Region, the headquarters is Vallejo, CA. Your UCF Program Manager is Miranda Hutten. See Appendix B for a staff directory and contact information.   The U.S. Forest Service works closely with State Foresters in national, regional, and local program delivery.

Opportunity:
NUCFAC grants competitive funding to states and partners. We can review projects and write recommendations.
Annual Report with project examples:
http://www.fs.fed.us/ucf/supporting_docs/accomplishments/2015NUCFACAnnualReport.pdf

Advisory Council reappointed in 2022!

C. Advisory Council (NUCFAC)

The National Urban and Community Forestry Advisory Council (NUFAC) is an appointed advisory council to the Secretary of Agriculture on urban forestry and related issues. The 1990 Farm Bill created NUCFAC to bring together the wide variety of voices raised about a common concern: the present health and future preservation of America's urban forests. The fifteen-member Council is composed of representatives from various stakeholders and geographic areas.

D. UCF Program Guidance (see next page) – IMPORTANT TO READ THOROUGHLY

Urban and Community Forestry Program Guidance
September 2014

INTRODUCTION

This document establishes direction for the USDA Forest Service Urban and Community Forestry (UCF) Program, established by Section 9, Urban and Community Forestry Assistance, of the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313), as amended by PL 101-624[1].

The CFAA recognizes the value of non-federal forest lands to the health and welfare of the country and the stewardship for working forests across the urban-rural spectrum. These programs provide a coordinated federal investment to maintain and enhance the public benefits from non-federal lands.

The UCF Program was established to improve the condition and extent of community trees and forests, and to promote and expand the social, economic, and ecological benefits they provide in cities, suburbs and towns, nationwide. It accomplishes this by providing technical, financial, and science-based educational assistance to communities so they can implement urban forestry programs and plant, protect, maintain, and utilize community trees and forests.

PROGRAM AUTHORITIES AND STATUTORY PURPOSES

The UCF Program is authorized by Section 9, Urban and Community Forestry Assistance, of the Cooperative Forestry Assistance Act of 1978 as amended [16 U.S.C. 2105]. This law authorizes the Secretary of Agriculture "to provide financial, technical, and related assistance to State Foresters or equivalent State officials for the purpose of encouraging States to provide information and technical assistance to units of local government and others that will encourage cooperative efforts to plan urban forestry programs and to plant, protect, maintain, and utilize wood from, trees in open spaces, greenbelts, roadside screens, parks, woodlands, curb areas, and residential developments in urban areas."

The law also states, "In providing such assistance the Secretary is authorized to cooperate with interested members of the public including nonprofit private organizations. The Secretary is also authorized to cooperate directly with units of local government and others in implementing this section whenever the Secretary and the affected State Forester or equivalent State official agree that direct cooperation would better achieve the purposes of this section."

The specific purposes of Urban and Community Forestry Assistance as stated in Section 9 are to:

1. improve understanding of the benefits of preserving existing tree cover in urban areas and communities;

2. encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties;

3. provide education programs and technical assistance to State and local organizations (including community associations and schools) in maintaining forested lands and individual trees in urban and community settings and identifying appropriate tree species and sites for expanding forest cover;

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[1] Food, Agriculture, Conservation, and Trade Act of 1990 (Farm Bill) and its successors

4. provide assistance through competitive matching grants awarded to local units of government, approved organizations that meet the requirements of Section 501(c)(3) of the Internal Revenue Code of 1986, or other local community tree volunteer groups, for urban and community forestry projects;

5. implement a tree planting program to complement urban and community tree maintenance and open space programs and to reduce carbon dioxide emissions, conserve energy, and improve air quality in addition to providing other environmental benefits;

6. promote the establishment of demonstration projects in selected urban and community settings to illustrate the benefits of maintaining and creating forest cover and trees;

7. enhance the technical skills and understanding of sound tree maintenance and arboricultural practices involving the cultivation of trees, shrubs and complementary ground covers, of individuals involved in the planning, development , and maintenance of urban and community forests and trees; and

8. expand existing research and educational efforts intended to improve the understanding of (A) tree growth and maintenance, tree physiology and morphology, species adaptations, and forest ecology; (B) the value of integrating trees and ground covers; (C) the economic, environmental, social and psychological benefits of tress and forest cover in urban and community environments; and (D) the role of trees in conserving energy and mitigating urban heat islands.

The National Urban and Community Forestry Advisory Council (NUCFAC) is authorized and established by Section 9 [16 U.S.C. 2105 (g) (1)] for the purpose of:

(A) Developing a national urban and community forestry action plan:
(B) Evaluating the implementation of that plan; and
(C) Developing criteria for, and submitting recommendations with respect to, the urban and community forestry challenge cost-share program under subsection (f) of this section.

PROGRAM IMPLEMENTATION

The Forest Service provides national UCF Program leadership and coordination. Program delivery primarily occurs at the regional and state level, through State Forestry agencies or equivalent State agencies (including District of Columbia, Puerto Rico, U.S. Virgin Islands and U.S. affiliated islands) and other key partners. These partnerships contribute to regional and statewide linkages of diverse groups focused on developing sustainable local UCF programs that improve the condition and extent of community trees and forests across metropolitan areas and in cities, suburbs and towns. State UCF Councils advise the State Forester on program direction and priorities and provide partnership support to expand the delivery of state programs.

Other external partners, such as academic institutions, federal agencies, non-profit and community-based organizations, as well as local and tribal governments play an important role in expanding public-private partnerships to promote the understanding and management of urban and community forests and related natural resources.

State Forestry agencies and their equivalents, (including the District of Columbia, Puerto Rico, U.S. Virgin Islands and U.S. affiliated islands) provide statewide leadership, direction, networks, program management, including technical, financial and educational assistance. Delivery of the UCF Program relies primarily on the cooperation of State Forestry agencies, local and tribal governments, the private sector, nonprofit and community-based organizations, academic institutions, and Forest Service offices.

In the event that a state cannot meet certain program requirements, a requirement may be temporarily waived or modified by mutual agreement of the Forest Service Regional Offices/Area/International Institute of Tropical Forestry (IITF) and State Forestry Agency or equivalent. The waiver or modification must be in writing, state the beginning and end of the time period, and be signed by the State Forester and the Regional Forester/Area Director/IITF Director.

In addition to state level action, the Forest Service provides financial and technical assistance to national and regional partners and research institutions. These entities leverage available agency resources and produce information and materials that strengthen overall program outcomes across a broad spectrum of partners.

ROLES AND RESPONSIBILITIES

USDA Forest Service

The Forest Service Washington Office State and Private Forestry (WO-SPF) provides national leadership and coordination among agencies and other national groups. In consultation with the Forest Service Regional Offices/Area/IITF, NUCFAC, the National Association of State Foresters (NASF), other agencies, and partners, the WO-SPF establishes policy, strategies, direction, procedures, priorities, provides management oversight, supports the exchange of information and technology transfer, and addresses emerging issues at the national level. The WO-SPF also coordinates interagency and intra-agency cooperation, facilitates partnerships with non-governmental organizations, and identifies common challenges to be addressed nationally. The WO-SPF is also responsible for annual program accomplishment reporting and staff support for the operations NUCFAC.

NUCFAC is an appointed federal advisory council to the Secretary of Agriculture on urban and community forestry and related issues. The council provides advice and guidance to the USDA regarding strategic objectives to advance urban and community forest health nationwide, and advises the Secretary on USDA's national competitive cost-share challenge grant program. NUCFAC is responsible for producing a 10-year action plan for urban and community forestry that should address at a minimum the following: the current status of urban and community forestry in the U.S., recommendations to improve the current conditions, the state of urban and community forestry research and recommendations for new and expanded research, as well as estimated resources to implement the action plan.

The Forest Service Regional/Area/IITF Offices manage implementation of the UCF Program within their jurisdictions. These field units convey regional program direction to states and partners, support technology transfer, and technical and financial assistance. They award and monitor grants and agreements, evaluate and communicate program results, identify and address emerging issues and technological and science delivery needs to ensure effective program delivery, and elevate regional priorities of national significance. They promote cooperation and foster partnerships with State Forestry agencies, tribal governments, organizations and other

agencies. UCF Program staff collaborate with researchers to identify needs, and develop and transfer resulting tools and products to advance urban and community forestry.

Forest Service Research and Development (R&D) operates urban research units and field offices across the agency's seven research stations. Critical research advances basic and applied science relating to urban trees and forestry resources, urban ecology, ecosystem services and values, watershed rehabilitation, human health and well-being, urban wood utilization, and green infrastructure. The WO-R&D coordinates research efforts, builds science capacity and partnerships, and bridges science and policy to inform science-based decision-making. The UCF Program and R&D work closely together to identify urban research needs, key partners, and opportunities for science delivery.

Forest data collection, analysis, and reporting occurs on an annual basis as part of the Forest Service's Resources Planning Act (RPA) Assessment, Forest Inventory Analysis (FIA), and the Forest Health Monitoring program, providing information needed to assess the status, trends, and sustainability of urban forests across the nation.

The Forest Service assures that the UCF Program is available to all segments of the population without restriction or limitations and that all grant recipients, direct and indirect, comply with Title VI of the Civil Rights Act and other applicable civil rights laws and regulations. State Forestry Agencies and any sub-grantees must also be compliant with relevant Office of Management & Budget (OMB) circulars for auditing purposes.

The Forest Service implements the agency's tribal consultation policy, shares information and technology, provides financial and other assistance to tribes as appropriate, and resolves disputes with tribal governments. The Forest Service will consult with Tribes on decisions regarding agency policies, plans, programs, and actions that could affect tribal rights and interests and will coordinate with other federal and state agencies and local governments during consultation.

State Forestry Agencies

State Forestry agencies, or equivalent State organizations, (including the District of Columbia, Puerto Rico, U.S. Virgin Islands and U.S. affiliated island)s, provide statewide leadership and delivery of State UCF Programs, engage in Region/Area/IITF cooperation, and participate in and advance national and strategic priorities.

State Forestry agencies, or their equivalents, deliver financial, technical and/or educational related assistance for the establishment and growth of sustainable local urban and community forestry programs, oversee the delivery of federal cost-share assistance, and report on program accomplishments. They are responsible for implementing federal program direction and authorities, consulting with the State UCF Council, and integrating urban and community forestry issues and priorities into State Forest Action Plans.

State Forestry agencies create and maintain partnerships, engaging the public, including regional and local units of government, tribal government, academic institutions, non-profits and community-based organizations to support, invest, and build capacity for urban forestry programs, practices and policies.
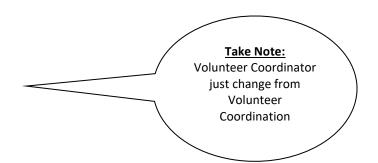
Other Key Partners

Other key partners are essential in encouraging and supporting the development and implementation of urban and community forestry programs. They assist by serving on advisory councils, committees, or boards, and they serve an important role in engaging communities to plan and implement activities. These partners implement collaborative urban and community forestry projects and strengthen and promote urban and community forestry policies, programs, and research. These organizations may receive financial, technical, and/or educational assistance for projects that align with national program authorities and State Forest Action Plan priorities. Partners include, but are not limited to: federal agencies, regional and local units of government, non-profit organizations, volunteers and community-based organizations, academic institutions, tribal governments, and professional and trade associations.

CORE PROGRAM REQUIREMENTS

The USDA Forest Service, acting for the Secretary of Agriculture, has determined that States, including the District of Columbia, Puerto Rico, U.S. Virgin Islands and U.S. affiliated islands, must meet four core program performance requirements, as described below, to receive federal funding:

1. An urban and community forestry program coordinator
2. Volunteer/partnership coordinator
3. An urban and community forestry council
4. State program strategic planning

Take Note:
Volunteer Coordinator just change from Volunteer Coordination

States may implement these core program requirements in a variety of ways to best meet their unique state legal and program needs, including the use of grants, contracts and/or agreements. However, failure to comply with these basic requirements will result in an adjustment of annual State allocations by the Region/Area/IITF until all four of the elements are satisfied. In order to receive full funding, each State shall document that it meets the program requirements in its annual grant narrative.

Best Practices:
What are different models for meeting UCF Coordinator and Volunteer Coordinator roles?

Urban and Community Forestry Program Coordinator

Each State shall establish and maintain a full-time UCF Program Coordinator position. This individual, in cooperation with other State staff, works with urban and community forestry partners to plan and deliver the State UCF program. The coordinator is the State Forester's UCF program manager and is the primary contact for the Forest Service regional counterpart. State UCF Coordinators should have competency, knowledge, experience, or certification in the urban forestry profession or a related discipline. With Region/Area/IITF approval, State Forestry agencies may contract for services to meet this requirement, however, the services must be rendered by a single, qualified, full-time principal contact and accountability for program delivery must remain with the State Forestry agency.

Volunteer/Partnership Coordination

Each state shall provide volunteer/partnership coordination in addition to the State's UCF Program Coordinator. This function is to deliver technical assistance to local governments,

communities, and volunteer based organizations and to extend external partnerships, leverage program support, and diversity stakeholder and citizen engagement in State UCF Programs. This full time equivalent function may be one staff, split across staffs, a contract/consultant, or non-profit partnership, etc. as approved by the Region/Area/IITF. Each state should determine the most effective way for the individual(s) or partners to deliver state wide coverage and work cooperatively and in coordination with the State UCF Program Coordinator.

Urban and Community Forestry Council

Each State shall have an appropriately broad-based UCF Council that consists of governmental agencies, industry, academic institutions, nonprofit and community-based organizations, and grassroots volunteers concerned with urban and community forestry, and reflects diverse public participation. States are encouraged to utilize the State Council to expand delivery of the state program, leverage external resources, grow public-private partnerships, and build a vibrant statewide constituency empowered to promote urban forestry statewide. The State Council is, at minimum, required to advise and/or assist the State Forester in the development of program emphasis, priorities and implementation, and periodic review and revision of the 5 Year State Strategic Plan/ State Forest Action Plan.

Best Practices:
How often does you forestry council meet?
What is the composition of your Forestry council?
Is it connected with your state stewardship council?

State Program Strategic Planning

States shall incorporate UCF program strategic planning in the State Forest Action Plan. Planning will be future oriented, identify action items to achieve priority goals and objectives, and be based on a current assessment of resource needs and conditions. Planning will address the following components:

- Sustaining the Statewide UCF Program
- Enhancing, protecting and conserving the state's urban and community forest resources
- Building local capacity to actively manage urban and community forests
- Identifying emerging strategic issues and priorities and how they may relate to national and/or Region/Area/IITF strategic priorities at a landscape scale.

Best Practices:
Where does your Forest Action Plan or SWARS report have an urban component?
How often are you updating your Forest Action Plan or SWARS report?

A State may develop a separate five-year state UCF Strategic Plan to address the above and incorporate it by reference into its State Forest Action Plan.

CORE FUNDING

Funding is distributed according to the Performance-Based Methodology for Allocating Urban and Community Forestry Program Funds. Each Region/Area/IITF office will distribute funds in consultation with State Forestry agencies in compliance with the performance-based allocation methodology (Appendix A on page 12 of this guidance document).

Regions/Area/IITF offices may dedicate up to 10% of the regional allocation for regional strategic priorities in addition to the percentage of UCF Program funds allocated to competitive resource allocation grants.

Forest Service funding for State and local programs is not intended to substitute for State and local urban and community forestry funds. The federal share of program or project support to any direct recipient shall not exceed 50 percent.

> **Remember:**
> The difference in management of funding holdbacks vs pass -through

By agreement of the State Forester(s) and Region(s)/Area/IITF, UCF funds may be provided to other key partners for delivery of UCF Program assistance. These funds must be used for activities identified in the 5 Year State Strategic Plan and/or the State Forest Action Plan and be consistent with UCF program direction.

STATE SUB-GRANTS

States are encouraged to offer competitive grants for developing and managing sustainable urban and community forestry programs. If state sub-grants are provided, sub-grants shall:

> **Best Practices:**
> What is currently be done to create sub-grants? What do we mean by competitive?

1. Establish matching criteria for funds and comply with UCF Program authorities, appropriate Office of Management and Budget (OMB) Circulars, and applicable Federal and State regulations.

2. Have a work plan and a defined product or measurable outcomes consistent with the program purposes.

3. Meet the American Standards for Nursery Stock (ANSI Z60.1) and ANSI A300 Part 6 for tree planting and comply with industry standards for tree care as defined by the American National Standards Institute (ANSI A300 series) and related industry best management practices.

4. Recognize the USDA-Forest Service in products and projects developed using Forest Service program funds, and include a non-discrimination statement on all printed materials.

MONITORING AND ACCOUNTABILITY

The Forest Service and States will negotiate targets for performance annually and include these in the annual grant narrative. Targets for other key partners will be established, as needed, and be included in the grant or agreement narrative. Grant narratives shall reflect compliance with the core program requirements. Direct grant recipients shall provide performance and accomplishment reports annually.

Forest Service WO/Regional/Area/IITF offices will:

1. Report accomplishments and performance annually including information on state grants, national or regional projects, competitive resource allocation grants, and grants to others as directed by congressional priorities, recommended by NUCFAC, and/or agreed to with affected State Forestry agencies.

2. Report annually the amount granted to each state for operation of its UCF Program.

3. Evaluate State UCF Program effectiveness and compliance with program authorities and direction, at least every five years, through technical assist visits.

4. Reviews will comply with Forest Service Manual Chapter 1460 requirements. When a Cooperative Forestry Management Review takes place, the UCF Program shall be included.

States will:
1. Provide accomplishment and performance reports, including information on all sub-grants, program highlights, and innovative state products or technologies, to the Forest Service on an annual basis.

2. Report annually on other performance measures as agreed upon with NASF such as: hours of volunteer service, amount of state UCF funding, sub-grant awards, and amount of local match provided.

3. In order for State Forestry agencies to compete for federal funds, states must maintain records substantiating the 'Managing' or 'Developing' status of each community they report as participating in the UCF Program. For 'Developing' status, one or more of the following elements must be documented, along with records of state technical assistance provided to those developing communities. For 'Managing' status, the first four elements (a – d) must be documented:

a) **Management Plans**: Possessing, using and periodically updating a management plan demonstrates a community's commitment to the comprehensive management of its community tree and forest resources.

> **Reminder:**
> These records will be requested during a Program Review!

b) **Professional Staff:** Professional staff members have education, training and experience in the fields of urban forestry, arboriculture, forestry, natural resource management, and/or horticulture. These requirements are intended to ensure that the person with the primary responsibility for program management has the training and experience to properly and professionally manage the urban forest resource and advance the community's UCF program.

c) **Ordinances/Policies:** Ordinances and/or policies must be codified, be followed and/or routinely enforced by some mechanism within the community, and guide the community in the proper care, establishment and protection of community trees and forests. Effective public policies are not always contained in a single "Tree Ordinance," and are likely to be delivered through a variety of policies and regulations.

d) **Advocacy/Advisory Organizations:** Many local UCF programs began through the efforts of local citizens' groups, and these groups often serve as a catalyst to encourage active local urban forest resource management for the long term. This measure aims to ensure that community residents and program stakeholders are informed, educated, and provided with opportunities for active stewardship and community leadership in the development and implementation of a sound community forestry program at the local level.

e) **State Assistance:** State assistance should have a significant impact on a local community's ability to develop its own self-sustaining UCF program.

NATIONAL AND REGIONAL PRIORITIES

The Forest Service national office (WO-SPF), and Forest Service Region/Area/IITF offices, may establish program emphasis areas and deliver national and/or regional strategic initiatives, which may evolve or change from year-to-year. Such initiatives are intended to advance the UCF program and will be communicated to and coordinated with affected partners.

States will be encouraged to take advantage of national, Region/Area/IITF and strategic initiatives to advance state and local program priorities and objectives.

National and regional priorities will be transmitted through the program budget and financial direction on an annual basis.

Heads up!
These priorities are in the grant advice and need to be in your grant narrative.

Appendix A

Performance-Based Methodology for Allocating
Urban & Community Forestry Program Funds

April 2005

<u>Introduction</u>
The purpose of the Urban and Community Forestry Program is to provide technical, financial, educational, and research services to communities so they can plant, protect and maintain community trees and forests, and utilize wood from these trees, to maximize environmental, social and economic benefits. Program performance will be measured on an annual basis by tracking the percentage of U.S. population living in communities that are: 1) managing, or 2) developing programs to plant, protect, and maintain their urban and community trees and forests (as compared to total U.S. population living in communities). This performance methodology, detailed in I - IV below:

- Measures and rewards performance using nationally accepted standards;
- Ensures that no state is precluded from participating in the program;
- Includes a mechanism to fund nationally and regionally significant projects;
- Provides different areas of the country flexibility to address their unique needs;
- Supports the agency mission to sustain the health, diversity and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

<u>I. Determining funds for allocation to Regions, Northeastern Area, and International Institute of Tropical Forestry (Regions/NA/IITF)</u>
The Washington Office will reserve the following from the Appropriation received from Congress:

- Congressional priorities (earmarks)
- WO operations
- National projects/initiatives, e.g., challenge cost share grants and other initiatives developed in consultation with the National Association of State Foresters (NASF)
- Funds for the U.S. Territories & Freely Associated States of the Pacific

<u>II. Allocation of Funds to Regions/NA/IITF (national performance)</u>
Remaining funds shall be allocated to Regions/NA/IITF based upon their percentage of the total U.S. population living in communities within each unit's administrative boundary that are managing [2] or developing[3] programs to plant, protect, and maintain their urban and community trees and forests.

<u>III. Distribution of funds from Regions/NA/IITF to States (regional performance)</u>
Before distributing funds to the states, each Region/NA/IITF will reserve funds for the following:

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[2] Communities "managing" programs have received state assistance to achieve all of the following national performance measures: management plans, professional staff, ordinances/policies, and a local advisory/advocacy group (see performance measure descriptions on page 2, item IV).
[3] Communities with "developing" programs have received state assistance to achieve at least one, but less than four, of the following national performance measures: management plans, professional staff, ordinances/policies, and a local advisory/advocacy group (see performance measure descriptions on page 2, item IV).

- Operations and technical assistance.
- Funding for competitive, regionally significant projects within or among Regions/NA/IITF using up to 10% of regional allocations in consultation with the applicable State Foresters.

IV. Allocation Performance Elements: Remaining funds shall be distributed from the Region/NA/IITF to each state based upon each state's share of the FS unit's total population living in communities that are:
- Managing programs to plant, protect, and maintain their urban and community trees and forests, and
- Developing programs to plant, protect, and maintain their urban and community trees and forests. (See footnote on preceding page for definition of "managing" and "developing.")

Regions/NA/IITF will assign weights to the allocation elements with no less than 20% of the funds assigned to either the "managing" or "developing" element, in consultation with affected State Foresters.

Forest Service Regional Foresters, Northeastern Area Director and Director of IITF retain the authority to adjust funding distributions, in consultation with affected State Foresters, to maintain a basic UCF program at $200,000 for states meeting national program direction and requirements. The Deputy Chief may adjust the national distribution to ensure that all FS Regions, the Northeastern Area, and IITF have sufficient funding to support continuation of technical assistance activities and program operations.

This new performance-based methodology provides for transition to full implementation so that, if possible, no state would receive a reduction in funding greater than 10% a year, phased in over a three-year period (FY 2006 – FY 2008).

IV. National Performance Measures
The following national performance measures are quantifiable indicators of successful technical, financial, and educational assistance to communities.

A. Management Plans: Communities that have active urban and community tree and forest management plans, developed from professionally-based resource assessments/inventories.

B. Professional Staff: Communities relying on the services of individuals who have one or more of the following credentials, and who are directly employed or retained through written agreement to advise and/or assist in the planting, protection, and maintenance of urban and community trees and forests:
- Degree in forestry or related field;
- International Society of Arboriculture certified arborist or equivalent professional certification.

C. Ordinances/policies: Communities that have adopted and can present documentation of local/statewide ordinances or policies that focus on planting, protecting, and maintaining their urban and community trees and forests.

D. Advocacy/Advisory Organizations: Communities with active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise/advocate for the planting, protection and maintenance of urban and community trees and forests.

E. Inflation Reduction Act

On August 16th 2022, the Inflation Reduction Act was passed by Congress and signed by the President. This piece of legislation has broadening the program reach and scope across the US. This authority will last for ten years after passage, which means all funds must be obligated, spent, and audited by the end of the 10-year period.

Pertinent Law Language: *"$1,500,000,000 to provide multiyear, programmatic, competitive grants to a State agency, a local governmental entity, an agency or governmental entity of the District of Columbia, an agency or governmental entity of an insular area (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3103)), an Indian Tribe, or a nonprofit organization through the Urban and Community Forestry Assistance program established under section 9(c) of the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. 2105(c)) for tree planting and related activities. Urban and Community Forestry (UCF) is a covered program under the Agency's Justice40 Initiative established through Executive Order 13985. To advance the mission of Justice40, proposals that deliver 40% of the benefits of IRA investments through established partnerships with local organizations working to support disadvantaged communities experiencing low tree canopy and environmental justice will receive priority consideration."*

Resources have been developed on both National and Regional scales**.**

National IRA Grant Resources

1) [USDA IRA Press Release (April 12, 2023)](#)
   - This USDA Press Release covers the Biden-Harris Administration's announcement of historic funding to expand access to trees and green spaces in disadvantaged urban communities through IRA.
   - [Para la traducción al español, haga clic aquí](#)
2) [USDA Forest Service Urban and Community Forestry (UCF) IRA Grants Page](#)
   - This national level webpage is a hub for resources and information related to the IRA Grants funding opportunity.
3) [UCF IRA Notice of Funding Opportunity (NOFO) Summary Information](#)
   - This PDF document summarizes the NOFO released on April 12, 2023.
   - [Para la traducción al español, haga clic aquí](#)
4) [UCF IRA NOFO on Grants.gov](#)
   - The 2023 Inflation Reduction Act for Urban and Community Forestry grant opportunities can be viewed on [Grants.gov](#) using the opportunity number: USDA-FS-2023-UCF-IRA-01.
5) [UCF IRA NOFO Online Grant Application Portal](#)
   - The Online Grant Application Portal covers the full text of the Funding Opportunity, FAQs, key dates, training webinar registration, and forms, templates and resources. Applicants will ultimately submit their proposals through the Portal.
6) [UCF Federal Financial Assistance Forms and Templates Page](#)
   - This page on the Online Grant Portal hosts a variety of forms, templates and resources to assist grant applicants in the application process. All files are available for download.
7) [UCF IRA NOFO Frequently Asked Questions](#)
   - This page answers questions related to funding opportunity and using the Online Application Grant Portal. Under each topic are definitions, instructions, and any related questions and answers that may be relevant to the topic.

8) [UCF IRA Funding Opportunity Briefing Recording](#)
   - On March 29, 2023, the White House Council on Environment Quality hosted a briefing on the USDA Forest Service's Urban and Community Forestry IRA Funding Opportunity, which was recorded and uploaded onto Vimeo.
9) UCF IRA NOFO General Training Webinars
   - The Urban and Community Forestry Program hosted a series of two webinars, reviewing how to use the online application portal and application requirements.
     i) Part 1 | April 18, 2023 @ 10-11:30 AM PST: [Webinar Recording](#)
     ii) Part 2 | April 25, 2023 @ 11-12:30 AM PST: [Webinar Recording](#)

Regional IRA Grant Resources

1. [Region 5 Match Waiver Support Guide](#)
   - This document has been developed by Region 5 State and Private Forestry Staff to support applicants pursuing a match waiver qualification in their IRA grant funding proposals. For each state covered under the Pacific Southwest Region, we highlight federally developed data sources, maps, and tools to reference as justification for match waiver qualification.
2. [Region 5 IRA NOFO Briefing PowerPoint](#)
   - This PowerPoint reviews the IRA Public NOFO that was released on April 12, 2023, with Region 5-specific examples and key points.

F. Civil Rights Compliance

Grant recipients of the USDA Forest Service have responsibilities to conduct their programs according to USDA's Civil Rights requirements. Below is information on how to prepare material for public information, public education, or public distribution. This is not an inclusive list of all civil rights responsibilities. See Appendix D for the listed resources.

Heads Up:
International grants to FSM, Palau, and the Marshall Islands due not require compliance with some US Civil Rights laws.

The USDA non-discrimination statement is to be posted in all agency material prepared for public information, public education or public distribution.   For very short materials, such as a bookmark or a very small brochure, the short version is acceptable.

Non-Discrimination Policy
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/ or employment activities.)

To File an Employment Complaint
If you wish to file an employment complaint, you must contact your agency's EEO Counselor within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www. ascr.usda.gov/complaint_fling_fle.html.

To File a Program Complaint
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_fling_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program. intake@usda.gov.

Persons with Disabilities
Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Short Version
USDA is an equal opportunity provider and employer.

G. U.S. Forest Service Acknowledgment and Logo Use

Acknowledgment

U.S. Forest Service grant recipients must acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of the award.

The recipient may decide how best to provide that acknowledgment. Examples are as follows:

- *Funded in part by a grant from the U.S. Forest Service.*
- *This project was made possible by the support of the U.S. Forest Service.*

Best Practices:
What kind of publications do you produce?
How could we design some blanket approvals to ease your workload and turnaround time?

Logo Use

Use of the U.S. Forest Service logo is appreciated when acknowledging support or partnership. However, permission to use U.S. Forest Service insignia on any published media, such as a webpage, printed publication, or audiovisual production, must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) before the use of the insignia.

To request permission, send an email to Regional UCF Program Manager. Include a brief description of Forest Service involvement (e.g., received a grant, supported by staff technical assistance) and a full description of how the logo will be used (e.g., on the cover of the attached publication, on a PowerPoint slide). If possible, attach an example of how it will be used. The regional Urban Forestry Coordinator will request permission and reply back to you when granted.

Graphics - Forest Service Insignia & USDA Symbol

Color Shield.jpg
Color Shield.gif
Color Shield.tiff
Color Shield.eps
Color Shield.png

Gold: #f9e24c (249, 226, 76)
Green: #024930 (2, 73, 48)

Black & White Shield.jpg
Black & White Shield.tiff
Black & White Shield.eps
Black & White Shield.png

Section 2   Budget

Our appropriation is annually developed by Congress and signed by the President.
  A. **Appropriations by Year**
  B. **Allocation Process**
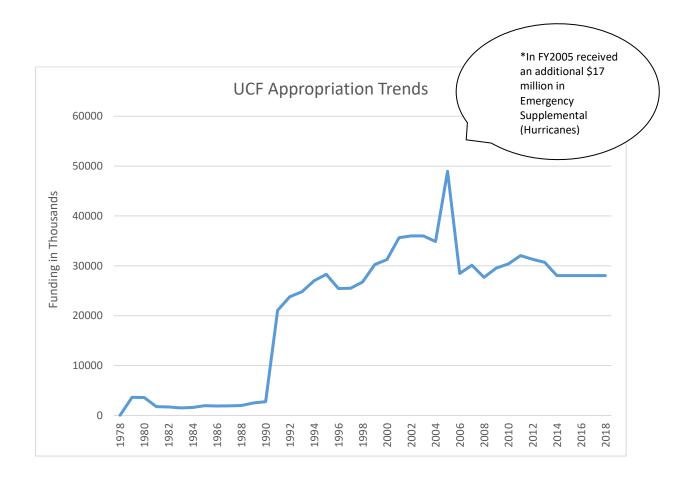
A. Appropriations by Year

Fiscal Year	Funding	Difference
1978	$ 3,500,00	-
1979	$ 3,623,000	$ 123
1980	$ 3,608,000	$ (15)
1981	$ 1,751,000	$ (1,857)
1982	$ 1,696,000	$ (55)
1983	$ 1,523,000	$ (173)
1984	$ 1,606	$ 83
1985	$ 1,956	$ 350
1986	$ 1,903	$ (53)
1987	$ 1,937	$ 34
1988	$ 1,998	$ 61
1989	$ 2,496	$ 498
1990	$ 2,767	$ 271
1991	$ 21,074	$ 18,307
1992	$ 23,812	$ 2,738
1993	$ 24,788	$ 976
1994	$ 27,000	$ 2,212
1995	$ 28,310	$ 1,310
1996	$ 25,454	$ (2,856)
1997	$ 25,505	$ 51
1998	$ 26,750	$ 1,245
1999	$ 30,243	$ 3,493
2000	$ 31,265	$ 1,022
2001	$ 35,642	$ 4,377
2002	$ 36,000	$ 358
2003	$ 35,999	$ (1)
2004	$ 34,864	$ (1,135)
2005*	$ 48,950	$ 14,086
2006	$ 28,451	$ (20,499)
2007	$ 30,130	$ 1,679
2008	$ 27,691	$ (2,439)
2009	$ 29,541	$ 1,850
2010	$ 30,377	$ 836
2011	$ 32,040	$ 1,663
2012	$ 31,327	$ (713)
2013	$ 30,701	$ (626)
2014	$ 28,040	$ (2,661)
2015	$ 28,040	$ -
2016	$ 28,040	$ -
2017	$ 28,040	
2018	$ 28,040	

Best Practices:
- What are state trends for UCF Funding?
- What are expectations for funds in the future?
- How can we write a grant narrative to leverage other activities?
- How can we remain a project focused grant?

UCF Appropriation Trends

*In FY2005 received an additional $17 million in Emergency Supplemental (Hurricanes)

UCF Funding by State

Area	FY 15	FY 16	FY 17	FY 18	FY 19	Total
Hawaii	378,600	262,312	247,850	225,303	273,628	**1,387,420**
American Samoa	89,000	87,475	78,168	72,500	78,000	**405,143**
CNMI	89,000	89,000	79,000	79,000	0	**336,000**
Guam	54,000	82,054	100,000	92,793	40,000	**368,847**
Republic of the Marshall Islands						**-**
Federated States of Micronesia	45,000	75,000	85,000	124,500	1 75,980	**505,480**
Republic of Palau						**-**
Total:	**655,600**	**595,841**	**590,018**	**593,823**	**568,608**	**3,002,890**

B. Allocation Process
The following description of the allocation methodology is adapted from Appendix A of the Program Guidance (see previous section).

Program performance will be measured on an annual basis (see reporting requirements in the next section) by tracking the percentage of the U.S. population living in communities that are: managing or developing programs to plant, protect, and maintain their urban and community trees and forests, compared to total U.S. population living in communities (see definitions of managing and developing in Appendix A of the Guidance in the previous section). The performance methodology, detailed in I - III below, accomplishes the following:
- Measures and rewards performance using nationally accepted standards;
- Ensures that no state is precluded from participating in the program;
- Includes a mechanism to fund nationally and regionally significant projects;
- Provides different areas of the country flexibility to address their unique needs;
- Supports the U.S. Forest Service mission to sustain the health, diversity and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

I.   **U.S. Forest Service Washington Office Funds**
The Washington Office will reserve the following from the Appropriation received from Congress:

> **Example:** Arbor Day Foundation Partners Conference

- Congressional priorities (earmarks)
- U.S. Forest Service UCF Program Washington Office operations
- National projects/initiatives (e.g., challenge cost-share grants and other initiatives developed in consultation with the National Association of State Foresters
- Funds for the U.S. Territories & Freely Associated States of the Pacific

II.   **Funds to Regions including the Pacific Southwest Region (performance relative to national)**
The remaining funds shall be allocated to each U.S. Forest Service region based on the percentage of the total U.S. population living in "managing" or "developing" communities.

III.   **Funds from Regions to States (state performance relative to regional total)**
Before distributing funds to the states, each region will reserve funds for the following:

> **Opportunity**: You can request additional regional funds (Level 2) for significant projects with your grant narrative.
>
> **Examples:**
> - Arborist Certification Training
> - Technology Transfer
> - Translation Services
> - Turn-key or model projects
> - Collaboration with R&D or other USFS Programs

- Operations and technical assistance.
- Funding for competitive, regionally significant projects within or among regions using up to 10% of regional allocations.

The remaining funds shall be distributed from the region to each state based on each state's share of the region's total population living in communities that are managing and developing programs.

Forest Service regional leaders (e.g., State and Private Forestry Director) retain the authority to adjust funding distributions, in consultation with affected State Foresters, to maintain a basic UCF program at $300,000 for states meeting national program direction and requirements and $200,000 to Pacific Affiliated Islands. The Deputy Chief may adjust the national distribution to ensure that all Forest Service regions have sufficient funding to support the continuation of technical assistance activities and program operations.

Section 3 UCF Program Reporting

In this section:
- A. Community Accomplishment Reporting System (CARS)
- B. Brief Report ("one-pager")
- C. Highlights for State Fact Sheets

A. Community Accomplishment Reporting System (CARS)

Overview

Accomplishment reporting for the State Urban Forestry Program is due each year in mid-October, covering activities and noting community status during the previous federal fiscal year, October 1 – September 30. States must enter annual accomplishment data in CARS, an online database for reporting and tracking performance year-round.

Information from CARS is used to allocate federal funds to the State UCF programs. All States achieving the four national standards (full-time coordinator, full-time or equivalent in volunteer/partnership coordination, active State advisory council, and current 5-year plan or Forest Resource Assessment Strategy, receive a base level of funding. The remaining funds are awarded to each state based on CARS performance measures.

The "Financial Advice to States" provided to the State Foresters each year (usually in March or April) describes what reporting information will be needed. The information below gives a general description of the current reporting requirements.

Resources

There is a number of training webinar and guidelines that should be read before entering the database and getting access. A recent sub-team of USFS employees and state coordinators updated the guidelines for clarity in 2022.
- FY 2022 CARS Training Webinar
- Clarifying CARS Introductory Video
- CARS Documentation Guidelines
- CARS Reporting FAQs
- Green Stormwater Infrastructure Assistance FAQ

State Documentation

Every State has given the U.S. Forest Service a document indicating how community status, assistance, and volunteer hours will be counted and recorded in CARS.

As stated in the UCF Program Guidance, "states must maintain records substantiating the 'Managing' or 'Developing' status of each community they report participating in the UCF Program. For 'Developing' status, one or more of the following elements must be documented, along with records of state technical assistance provided to those developing communities. For 'Managing' status, the first four elements (a – d) must be documented."

Using CARS

CARS is part of the U.S. Forest Service's National Information Center (NIC). To use CARS, you must have a web browser (Microsoft Internet Explorer 6 or equivalent), an internet connection,

and a NIC Portal user account with permission for CARS. NIC Portal account requests are made online at the NIC website (https://apps.fs.usda.gov/nicportal/home.cfm?action=display).

Instructions on how to use CARS, and CARS definitions are described in the User's Manual, which can be found in the Help section on the NIC website. Data is entered for each state on a variety of criteria, as described above under "Accomplishment Reporting".

Training for CARS is usually provided each year prior to the reporting deadline. For more information on CARS, contact Peter Bedker (651-649-5030, pbedker@fs.fed.us) or your Regional UCF Program Manager.

Reporting Community Data and Technical Assistance

States must carefully track and report on the following elements achieved in each community:

1. Management Plans/Inventories: Urban tree and forest management plans, developed from professionally-based resource assessments/inventories.
2. Professional Staffing: urban foresters/arborists employed or retained through a written agreement.
3. Ordinances/Policies: Local ordinances or policies aimed at the protection and sound management of urban trees and forests.
4. Advocacy/Advisory Organizations: Active tree commissions or non-profit organizations established to support local urban forestry activities.
5. State Assistance: Technical, financial, and educational assistance.

Communities that have the first four elements are considered 'Managing' their urban forest resources, and communities having less than four of the elements and having received State assistance in the current year are 'Developing.'   States are expected to document the elements above, including state assistance, on an ongoing basis and be prepared to make this information available on request. Ideally, a file should be kept on each community to maintain records.

Sample of FY2016 Hawaii's Community Accomplishment Report

Update Community Information for FY 2016									
Community Name	**County Name**	**LSAD**	**Type**	**Mgmt Plan**	**Staff**	**Ordinance**	**Advisory Organization**	**Assistance**	**LSR Assistance**
Ahuimanu	Honolulu	CDP	Place	☑	☑	☑	☑	☐	☐
Aiea	Honolulu	CDP	Place	☑	☑	☑	☑	☐	☐
Captain Cook	Hawaii	CDP	Place	☐	☑	☑	☑	☐	☐
East Honolulu	Honolulu	CDP	Place	☑	☑	☑	☑	☐	☐
Eleele	Kauai	CDP	Place	☐	☑	☑	☑	☐	☐
Eleele-Kalaheo	Kauai	CCD	CSD	☐	☑	☑	☑	☐	☐
Ewa	Honolulu	CCD	CSD	☑	☑	☑	☑	☐	☐
Haiku-Pauwela	Maui	CCD	CSD	☑	☑	☑	☑	☐	☐
Halawa	Honolulu	CDP	Place	☑	☑	☑	☑	☐	☐
Haleiwa	Honolulu	CDP	Place	☑	☑	☑	☑	☐	☐
Hana	Maui	CDP	Place	☑	☑	☑	☑	☐	☐
Hanalei	Kauai	CCD	CSD	☑	☑	☑	☑	☐	☐
Hanamaulu	Kauai	CDP	Place	☐	☑	☑	☑	☐	☐
Hanapepe	Kauai	CDP	Place	☐	☑	☑	☑	☐	☐

Reporting Volunteer Hours

In addition to the five CARS elements above, States should also enter the total number of hours of volunteer service contributed to their UCF Programs.

Best Practices:
Do you have a policy for tracking volunteer hours?
Do you incorporate USFS stewardship funding with urban volunteer hours if applicable?
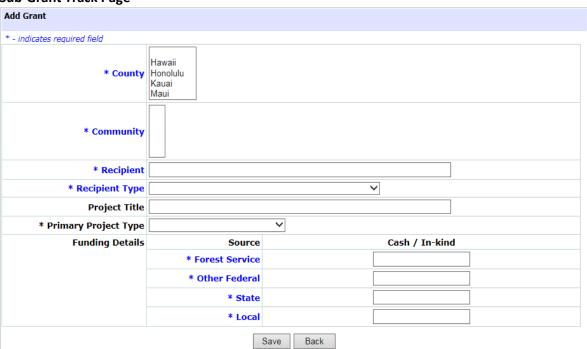
Volunteer Track Page

Edit Statewide Information for FY2016	
Number of hours of **volunteer service** logged. (An agency-wide consistent methodology to be developed to track volunteer hours)	
State offered community grant program in current fiscal year	▽
Dollars of Federal (USFS) funding to state	0
Save	

Reporting Sub-Grants

List all UCF State sub-grants awarded over the past year, including recipient name, community, purpose, and amount contributed by Federal, State, and Local entities. You can upload these from an Excel file or enter them one by one in CARS.

Sub-Grant Track Page

Add Grant		
- indicates required field		
* County	Hawaii Honolulu Kauai Maui	
* Community		
* Recipient		
* Recipient Type		
Project Title		
* Primary Project Type		
Funding Details	**Source**	**Cash / In-kind**
	* Forest Service	
	* Other Federal	
	* State	
	* Local	

Save   Back

Heads Up!
More than one person can enter in data. They can be a partner or within your organization. Every person that enters data needs to set up a profile which you can do from the website.

Accomplishment report translated in CARS viewer:

CARS

Community Accomplishments Reporting System for Urban & Community Forestry Program

You are here: National / Pacific Southwest Region / Hawaii

Hawaii FY2015 Summary

Category	Measure	Result
OUTCOMES		
1.	Percent of population living in communities **managing** programs to plant, protect and maintain their urban and community trees and forests.	87.93%
2.	Percent of population living in communities **developing** programs and/or activities to plant, protect and maintain their urban and community trees and forests.	1.84%
OUTPUTS		
1.	Number of people living in communities provided educational, technical and/or financial **assistance**.	1,185,367
2.	Number of people living in communities that are **developing** programs/activities for their urban and community trees and forests.	24,272
3.	Number of people living in communities **managing** their urban and community trees and forests	1,161,095
4.	Number of communities with active urban & community tree and forest **management plans** developed from professionally-based resource assessments/inventories	62
5.	Number of communities that employ or retain through written agreement the services of **professional forestry** staff who have at least one of these credentials: (1) degree in forestry or related field and (2) ISA certified arborist or equivalent professional certification	96
6.	Number of communities that have adopted and can present documentation of local/statewide **ordinances or policies** that focus on planting, protecting, and maintaining their urban and community trees and forests	96
7.	Number of communities with local **advocacy/ advisory organizations**, such as, active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise and/or advocate for the planting, protection, and maintenance of urban and community trees and forests	83
8.	Number of hours of **volunteer service** logged. (An agency-wide consistent methodology to be developed to track volunteer hours)	9,008
9.	State offered community grant program in current fiscal year	Yes
10.	Number of communities receiving **financial assistance** awarded during the Federal FY 2015 through a state managed community grant program	8
11.	Amount of **Federal (USFS) funding** to States	379,412
13.	Number of communities provided **state assistance** through the **Landscape Scale Restoration Program**.	0
DEMANDS		
1.	Number of people living in communities that have the **potential to develop management programs** for their trees and forests with assistance from UCF technical, financial and/or educational program services.	1,320,542
2.	Number of people living in communities **not managing, or developing** programs to manage, their urban and community trees and forests.	135,175

CARS Reports You Can Run Yourself -

CARS Summary Reports can be generated for individual states or all twenty NA states for the current and past fiscal years. A Summary Report for the NA States from 2012 is included on the next page as an example.   Examples of other reports include:

- detailed report of all accomplishments,
- summary of select accomplishments, including the number of managing and developing communities, and
- summary of financial assistance provided to communities through state managed grant programs.

To see CARS accomplishment information and reports, go to the NIC website at the link below, and click on CARS. Link: https://apps.fs.usda.gov/nicportal

Best Practices:
Instead of waiting until October to enter information, enter it over the year as information comes in to manage your work load.

Special Reporting for Federated States of Micronesia

Due the unique nature of your governmental system, the UCF Program Manager enters in your CARS information by hand. Instead, UCF program managers must submit review and confirm information on each community that is presented in a excel spreadsheet. As well as answer questions about program work.

Community Name	County	Mgmt Plan	Staff	Ordinance	Advisory	Assistance
Lelu Village	Kosrae		Yes	Yes	Yes	
Malem Village	Kosrae			Yes	Yes	
Tafunsak Village	Kosrae		Yes	Yes	Yes	
Tofol Village	Kosrae			Yes	Yes	
Utwa Village	Kosrae		Yes	Yes		
Walung Village	Kosrae		Yes	Yes	Yes	
Kitti	Pohnpei		Yes	Yes	Yes	
Kolonia	Pohnpei		Yes	Yes	Yes	
Madolenihm	Pohnpei		Yes	Yes	Yes	
Nan Madol	Pohnpei		Yes			
Nett	Pohnpei	Yes	Yes			
Sokehs	Pohnpei			Yes		

B. Brief Report ("one-pager")

A brief report is due December 31st and should describe how U.S. Forest Service funds are making a difference at the local level. Text and separate photographs (not embedded in the document) should be emailed to the Regional UCF Program Manager. The report should include the following:

- State Urban Forestry Coordinator contact: name, address, phone, e-mail address, website
- State Program Overview (one paragraph)
- Community Accomplishments/Highlights: Identify and report on exemplary community projects and outcomes that contribute substantially to meeting state and national program priorities which were described in your original program narrative.
- Digital photographs (>300 dpi) with captions highlighting significant community projects contributing to priorities established in the UCF core program narrative.

Below is written report example from NA UCF Program. For more examples check out the website at the link, and click on the desired state on the map: http://www.na.fs.fed.us/urban

Urban and Community Forestry Program
2015 Accomplishment Report – Minnesota

State Contact
Ken Holman
Urban and Community Forestry
Program Coordinator
Minnesota Department of Natural Resources
Box 44, 500 Lafayette Road
St. Paul, MN 55155
Phone: 651–259–5269
Fax: 651–296–5954
E-mail: ken.holman@dnr.state.mn.us
Web sites:
http://www.dnr.state.mn.us/forestry/urban/index.
html and http://www.mnstac.org

State Forester
Forrest Boe
Minnesota Department of Natural Resources
Division of Forestry
500 Lafayette Road
St. Paul, MN 55155
Phone: 651–259–5300
Fax: 651–296–5954
E-mail: forrest.boe@dnr.state.mn.us
Web site: http://www.dnr.state.mn.us/forestry

Volunteers receive tree identification training in the field as part of the Improving Community Forests Through Citizen Engagement grant project.

Introduction
Urban and Community Forestry in Minnesota is a statewide collaboration that unites many agencies, organizations, communities, decisionmakers, and citizens throughout the State. The challenges that we have identified are:

- Minnesota communities need better access to expertise, training, current technology, research, and technical assistance
- Heightened political awareness of and support for State funding initiatives
- Increased partnerships among communities in greater Minnesota
- Loss of forest land to urbanization, disease, and insects
- Lack of vision for sustainable community design and ecosystem approaches

Key Accomplishments
New Local Grants Funding – *Improving Community Forests Through Citizen Engagement*
This project is designed to be a model program for how Minnesota's cities and towns can mobilize citizen volunteers to conduct urban and community forestry activities that would otherwise go undone due to lack of strategic, financial, and/or manpower resources. Grants of from $30,000 to $50,000 will be awarded to up to 12 local projects in cities of varying sizes.

The projects will serve as scalable models for other cities that are beginning to plan for the arrival of the emerald ash borer. Many communities are recognizing the need to involve residents to help with public tree planting and maintenance. Through well-organized outreach efforts, volunteers will encourage their neighbors to employ these best practices on their home landscapes.

This grant funding includes matching funds for the Minnesota Department of Natural Resources (DNR) Division of Forestry to hire a full-time Project Manager to run this grant program and assist the State U&CF Coordinator with various overall program duties. This new position will be evaluated for permanent placement in the summer of 2018. Grant program details can be found online at http://www.dnr.state.mn.us/cfgrant/index.html.

A Pocket Guide to Planting Trees **and 2015 State Arbor Day Celebration**
In 2015, Minnesota's Arbor Month Advisory Committee and DNR Forestry and Creative Services staff developed this guide to provide convenient and easy-to-follow best planting practice instructions for a wide audience. Graphics and wording were carefully formatted based on the best available research, including the University of Minnesota's planting depth study of stem girdling roots.

Simple but accurate line drawing illustrations allow users to quickly grasp key best planting practices. The guide also reinforces proper siting, utility location, and the need for routine maintenance, referencing tree care details in the U.S. Forest Service *Tree Owner's Manual*. Along with the complete guide covering all four types of tree stock, separate rack cards were created for seedling, bareroot, containerized, and balled-and-burlapped trees. See the Minnesota DNR Web site for details (http://www.dnr.state.mn.us/arbormonth/guides.html).

The planting guide was released and promoted widely as part of the 2015 State Arbor Day Celebration at Stewart Park in Minneapolis (https://www.minneapolisparks.org/activities__events/events/arbor_day/). The event drew some 1,300 students, teachers, and parents together to plant 150 trees using the new guide for directions.

Statistical Highlights

Managing Communities:	109
Developing Communities:	74
Population of Participating Communities:	3,532,523
Volunteer Assistance Generated (hours):	56,356

C. Highlights for State Fact Sheets

Each year the U.S. Forest Service compiles "State Fact Sheets" that the Washington Office uses for budget hearings and executive briefings. A two to three sentence highlight from each program, including the Urban and Community Forestry Program, is included. The full fact sheets can be viewed at the bottom of this web page: http://wflccenter.org/state-private-forestry/state-fact-sheets/

Each year, state UCF Coordinators are invited to write about their programs in the state fact sheets. You need to write a short narrative (less than 100- words) and submit it to the state fact sheet reporting system on National Information System Portal (NIC) found here: http://apps.fs.fed.us/NICPortal/default.cfm?action=Login.

State Fact Sheets are to be completed and approved by January 31 in the National Information System Portal.

State and Private Forestry Fact Sheet
Hawaii 2016

Investment in State's Cooperative Programs

Program	FY 2015 Final
Community Forestry and Open Space	$0
Cooperative Lands - Forest Health Management	$825,500
Forest Legacy	$30,000
Forest Stewardship	$106,000
Landscape Scale Restoration	$75,000
State Fire Assistance	$722,138
Urban and Community Forestry	$406,079
Volunteer Fire Assistance	$81,000
Total	**$2,245,717**

NOTE: This funding is for all entities within the state, not just the State Forester's office.

The mission of the Division of Forestry and Wildlife (DOFAW) of the Hawaii Department of Land and Natural Resources (DLNR) is to responsibly manage and protect watersheds, native ecosystems, and cultural resources and provide outdoor recreation and sustainable forest products opportunities, while facilitating partnerships, community involvement, and education. Cooperative forestry programs, administered and implemented through a partnership between the State of Hawaii, U.S. Forest Service, and many other private and government entities help to fulfill DOFAW's mission. DOFAW and its partners work to protect and restore forests to enhance watershed functions, provide habitat for threatened and endangered species, mitigate wildfire threats, and support many other benefits for current and future generations. Additionally, Hawaii's Forest Action Plan (FAP) provides nine priority issues, including: 1) Water Quality and Quantity; 2) Forest Health: Invasive Species, Insects, and Disease; 3) Wildfire; 4) Urban and Community Forestry; 5) Climate Change/Sea Level Rise; 6) Conservation of Native Biodiversity; 7) Hunting, Nature Based Recreation and Tourism; 8) Forest Products and Carbon Sequestration; and 9) Multi-State Issues. Consistent with Hawaii's FAP, reversing the trend of natural resource loss by increasing watershed protection, invasive species prevention and control, and restoration of native species has been identified as a target to be achieved by 2030 in the Aloha+ Challenge, a statewide commitment crossing jurisdictions, agencies, sectors, and communities to sustain resources. DOFAW, which manages a quarter of the land in Hawaii, continues to work with partners to enhance the resilience of the State's wildland and urban forests so they are capable of providing the public benefits and ecosystem services upon which our islands depend. Ultimately, forests play a large role in the health of Hawaii's economy, residents, and visitors -"Healthy Forests, Healthy People".

Program Goals

- Protect and maintain forested watersheds for water recharge and other ecosystem services.
- Promote sustainable forest management to generate a variety of forest products and jobs.
- Preserve, enhance, and restore habitat necessary to sustain native species and ecosystems.
- Maintain public trails and access roads used for fishing, hiking, camping, and hunting.
- Enhance awareness of threats posed by invasive species and continue to collaborate with partners throughout the State and the Pacific islands region to prevent the spread of invasive species.
- Improve the health and viability of urban forests through educational programs, technical and financial assistance, and public/private partnerships.
- Train teachers in environmental education, offer youth internships, provide volunteer opportunities, and support green jobs.
- Purchase land and develop conservation easements to preserve and restore forested areas that are threatened by development or fragmentation.
- Provide technical and financial assistance to landowners and long-term leaseholders of privately managed forests.
- Reduce the negative impacts of wildfires on native ecosystems, forests, and watersheds as well as communities and the threatened rare habitats near them.

Key Issues

- Climate change poses current and long-term threats to the State's forests. According to the 2012 Pacific Islands Regional Climate Assessment, warmer and drier conditions will contribute to declining freshwater supplies and increase the risk of extinctions. Nearly a third of the nation's listed species are found in Hawaii.
- The sustainable yield of freshwater depends on the protection of forested watersheds throughout the State and continues to be a priority for forestry.
- Fire-tolerant invasive grasses, periods of drought, and land use and population growth trends continue to be a concern for the Fire Management Program. Hawaii is on par with the western states for percentage of land area burned. Enhancing DOFAW's capacity to restore and maintain landscapes, support fire adapted communities, and respond to wildfires will depend largely on its ability to secure funds and strengthen collaborative partnerships across areas of expertise and jurisdictional boundaries.
- Preventing and responding to new invasive species that threaten forests in Hawaii, while effectively managing widely established pest species through Integrated Pest Management remains an important issue.
- Efforts to develop environmental literacy are more strategic at the statewide level and in coordination with the national environmental literacy movement. This does not diminish the need for funding to support gaps and increases in cross-sector partnerships. The Hawaii Environmental Education Alliance has facilitated a number of these partnerships and is growing stronger because of the unified strategy developed in the Hawaii Environmental Literacy Plan (HELP).

Forest Facts and Accomplishments

Selected Facts	Value
Population	1,360,301
Acres of Forest Land	1,340,000
Acres of Nonindustrial Private Forest Land	1,155,000
Number of NIPF Landowners	25,000
Acres of Federal Land Under State Fire Protection	0
Acres of Private Land Under State Fire Protection	2,300,000
Number of Rural Fire Departments	4
Cities and Towns	5
Forest Based Employment	926
Economic Impact of Forestry (by rank)	19
State Forestry Budget (All Sources)	53,865,282

FY 2015 Accomplishments	Value
Landowners Receiving Educational or Technical Assistance	391
Acres Covered by New or Revised Forest Stewardship Plans	529
Acres in Important Forest Resource Areas Covered by New or Revised Stewardship Plans	420
Volunteer Fire Departments Assisted	9
State Fire Communities Assisted	135
Coop Forest Health Acres Protected	214
Forest Legacy Project Acquisitions	1,000
Communities Provided Urban Forestry Program Assistance	66
Population Living in Communities Provided Urban Forestry Program Assistance	1,185,367
Urban Forestry Volunteer Assistance	9,008

Program Highlights

Conservation Education

HELP was completed in January of 2012 with funding from the U.S. Forest Service. Across the nation, literacy plans are in various stages of completion and adoption and are a way to connect with the bipartisan reform of the Elementary and Secondary Education Act. HELP serves as a strategic plan for conservation educators throughout Hawaii. A critical 2013 update connects the document to the FAP meeting funding eligibility requirements for State & Private Competitive grants.

DOFAW's Conservation Education Program continues to yield participation highs in the following areas: student visits to the Children's Forest at Moanalua on the island of Oahu, educator workshops through Project Learning Tree, and intern service hours completed during internships hosted by the State of Hawaii Youth Conservation Corps Program directed by DOFAW.

Cooperative Fire Protection

The 2015 fire season, which began early was cut short by record-high summer precipitation from nearby tropical storms generated by the strong El Niño event. Primary accomplishments included providing technical assistance to the county and the volunteer fire departments, conducting interagency fire training courses (basic wildland fire course, basic ICS, fire leadership, and strategy and tactics), maintaining remote area weather stations statewide, and providing outreach to communities at risk from wildfires. Funding was provided by the state legislature to update DOFAW's aging firefighting equipment statewide. DOFAW is preparing for anticipated El Niño drought in 2016. Post-fire restoration and reforestation efforts to address the impacts of the 2012 wildfires in the Kokee area on Kauai continue.

Forest Health Protection

The Hawaii Department of Agriculture's coconut rhinoceros beetle eradication program on Oahu continued with beetle trap numbers declining and no detections on other islands. Populations of little fire ant, an arboreal stinging ant species that is established on Hawaii Island, continue to be controlled on Oahu and Maui. Rapid dieback of ohia forest continued to spread on Hawaii Island (see Other Special Initiative). Ongoing monitoring continued for priority forest pests, including Myoporum thrips, lobate lac scale, Erythrina gall wasp, halea scale, and myrtle (ohia) rust. Suppression of invasive plants, such as miconia and albizia continued, led by island-based invasive species committees and watershed partnerships.

Forest Legacy

DOFAW closed on the Kaawaloa Forest conservation easement project on January 22, 2015, protecting 1,000 acres of native forest in the South Kona District of Hawaii Island. Kaawaloa Forest protects important native forest resources in one of the highest priority regions for conservation in Hawaii and connects to an existing 9,000 acre Forest Legacy conservation easement at Kealakekua Heritage Ranch. DOFAW is also working with three additional conservation acquisition projects that have been submitted to the Forest Legacy Program for funding consideration in fiscal year 2017. The Helemano Wilderness Area has been identified as one of the top priority projects for DOFAW in order to protect threatened forest lands from housing development on Hawaii's most populous island, Oahu. The Hoomau Forest conservation easement project will protect 12 of the last 13 endangered forest palms and represents another strategic project in the South Kona Conservation Area on Hawaii Island. The Haloa Aina conservation easement project is Hawaii's rarest ecosystem type, tropical dry forest, and is home to an internationally significant forest product, Hawaiian sandalwood.

Forest Stewardship

More than 66% of Hawaii's forested areas are privately managed, and the Forest Stewardship Program is increasingly being used to provide technical assistance and support to these forested lands. Approximately 70% of all Forest Stewardship projects fall in priority forest lands and address six out of the nine issues identified in Hawaii's Forest Action Plan (Water Quality and Quantity; Forest Health; Wildfire; Conservation of Native Biodiversity; Nature-based Recreation; and Forest Products). Cost-share assistance provided by the State remains important for Forest Stewardship projects as the majority of participants would not have been able to pursue their innovative and sustainable land-use objectives without the technical and financial assistance made available in conjunction with the program. DOFAW also provides training to natural resource professionals and consultants on developing comprehensive management plans and Forest Stewardship management plans. This training ensures that private forest landowners and land managers are receiving quality guidance that accounts for the unique natural resources of the islands and recommends actions for addressing the significant threats facing them. Additionally, DOFAW in conjunction with partners develops and provides information on opportunities for forest landowners in Hawaii, including local Christmas tree market report, carbon market feasibility and evaluation, and native forest product conferences.

Other Special Initiative: Rapid Ohia Death

The endemic ohia tree is Hawaii's most important forest species covering much of the State's watersheds and providing habitat to Hawaii's unique flora and fauna. The dieback of thousands of acres of ohia forest on the island of Hawaii was diagnosed at the end of 2014 as Ceratocystis wilt (Ceratocystis fimbriata). Molecular genetic analyses and inoculation tests suggest this disease is different from previous strains of C. fimbriata detected in Hawaii and may even be a new species to science. It is still not known what is spreading the disease, which typically requires a wound in the tree's vascular system to infect it, but the pathogen has been detected in soil and insect frass. Ceratocystis diseases are not wind dispersed like rust diseases. Disease detections greatly expanded the infected area in 2015 with detections occurring on the western and southern parts of the island. So far the disease has not been detected on other islands. The Hawaii Department of Agriculture issued an emergency quarantine rule restricting the movement of ohia plant material and soil from Hawaii Island except by permit. USDA, the University of Hawaii, and DLNR continue to work together to determine what can be done about this alarming new disease.

Urban and Community Forestry

The Hamakua Marsh Green Infrastructure Bio-remediation project is finally near completion with water quality testing slated to begin in January 2016. This is a first of its kind project in Hawaii to implement urban stormwater forestry practices and measure the water quality benefits using innovative experimental techniques, including rain gardens. Storms in Hawaii continue to be a threat, and the University led coastal project, "Deflecting the Wave: Using Coastal Vegetation to Mitigate Tsunami and Storm Surge", at Bellows Air Force Base Waimanalo Beach, by Dr. Andy Kaufman has been completed. Another storm project, the Urban Forestry Incident Command Engagement Model has been completed. This project received input from subject matter experts from municipalities, utilities, emergency managers, and urban foresters from across the country. This model can be an effective tool for establishing collaboration among persons with tree related responsibilities and emergency managers (including fire, law enforcement, and other related stakeholder entities) that will improve the "culture of preparedness" in the whole community. A Pilot Urban Tree Inventory Project is slated to begin in January 2016. The project includes a systematic inventory of trees, for example, along streets, in parks, along the marshes and streams, and potentially surrounding schools and residential properties. This project will serve as a companion project to the Hamakua Marsh Water Quality Project and the earlier Urban Tree Canopy Assessment Project and will closely involve the City and County of Honolulu Department of Urban Forestry and other stakeholders. A "Cool Your School" campaign will be kicked off in January 2016. The purpose of this campaign is to work with schools on tree planting projects designed to help cool classrooms. Arbor Day celebrations in November continue to be an excellent urban forestry outreach activity supported by the urban forestry program and partners across the State.

Contact Information

Hawaii Division Forestry & Wildlife	US Forest Service Pacific Southwest Region
Sheri S Mann	Kathleen Stearns Friday
State Forester	Forest Legacy/Stewardship Program Manager
1151 Punchbowl Str... 325	USDA Forest Service
Honolulu, HI 96813	1323 Club Drive
808-587-4172	Vallejo, CA 94592
Sheri.S.Mann@hawaii...	808-854-2620
	kfriday@fs.fed.us

Heads Up: Information submitted highlights activities from the previous fiscal year.

Section 4 Grants

In this section:
- A. **Pacific Southwest Region Grants and Agreements Website**
- B. **Grant Rules and Regulations**
- C. **UCF Funding Advice**
- D. **UCF Grant Narrative and Budget Template**
- E. **Grants Application Process**
- F. **Key Contacts**
- G. **Grant Management**
- H. **Grants Frequently Asked Questions**

A. Pacific Southwest Region Grants and Agreements Website

The Pacific Southwest Region Grants and Agreements website can be found here:
http://www.fs.usda.gov/detailfull/r5/communityforests/?cid=stelprdb5346830&width=full

It includes useful information about managing grants, such as:
- o Federal Forms and Report Templates
- o Grant Narrative Templates
- o USDA Non-Discrimination Statement
- o Financial Advice to States and Program Direction

B. Grant Rules and Regulations

Catalog of Federal Domestic Assistance (CFDA)
The Catalog of Federal Domestic Assistance (CFDA) is a government-wide compendium of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the Federal government.

The CFDA number for the Urban and Community Forestry Program is 10.675. The CDFA number for the Cooperative Forestry Assistance in Consolidated grants is 10.644. For additional grant opportunities, please see Section 11 Related Programs and Initiatives.

OmniCircular
The OmniCircular is a collection the federal regulations that guide grants management.   Most rules pertaining to UCF grants management can be found in the OmniCircular under General Provisions, Pre-Federal Award Requirements, Post-Federal Award Requirements, Cost Principles and Audit Requirements.

Heads Up!
Omnicircular website:
2CRF200

C. UCF Funding Advice

UCF Grants

Once funding is received in the Pacific Southwest Region and the allocation formula has been applied, State Foresters are notified through a grant advice letter regarding the level of UCF funding available. The grant advice letter also outlines strategic information to aid in developing the UCF grant narratives. It is the job of the UCF Coordinator to develop a grant narrative that outlines a plan of work for the level of funds identified in the grant advice letter.

Preliminary vs. Final Grant Advice

In order to provide timely service on grant processing, your UCF grant advice is either labeled as *preliminary* or *final*. When the grant advice letter is sent, federal funding may not have been finalized. However, State and Private Forestry sends out *preliminary* advice based on an estimate in order to allow UCF Coordinators time to develop a grant narrative. Funding levels for *preliminary* advice may be changed once a federal budget is passed.

Grant Advice Timing

Grant advice is sent to the State Foresters in the late summer (August/September). Grant narratives need to be submitted sometime in early October. The Regional UCF Program Manager will review the narrative and provide comments back. Final grant narratives and associated forms (see grant narrative instructions) are due in early November; the exact dates will be in the funding advice. All grants will be processed prior to June 1st, provided a federal budget is passed.

Consolidated Grant

Some UCF grants are under a consolidated grant. A consolidated grant covers two or more related programs (e.g., UCF, Stewardship, and/or Forest Health). In general, consolidated grant funds are used to improve teaching and learning by encouraging greater cross-program coordination, planning, and service delivery, while enhancing the integration of programs with educational activities carried out with State and local funds.

Under a consolidated grant, you have two options on how to submit your grant narrative:
1. You can write one grant proposal and budget that combines the work of all three program areas (Forest Health/Invasive Plants, Forest Stewardship, and Urban & Community Forestry) that demonstrates projects to further Forest Action Plan (SWARS) priorities. Your USFS key contact would collaborate with you to settle on different program dollar allocations. Total funding is not to exceed the amount shown on the Funding Summary Chart.
2. You can continue to develop separate grant proposals and budgets for each of the three program areas, as has been done in the past.
3.

Appendix F shows an example of UCF grant advice for FY2019 year.

D. UCF Grant Narrative and Budget Template

The UCF grant narrative and budget template is below and online at
http://www.fs.usda.gov/detailfull/r5/communityforests/?cid=stelprdb5346830&width=full

This document provides the format for describing S&PF program/project grants and supports the Application for Federal Assistance, SF-424, and Budget Information, SF-424A. Where multiple S&PF programs or projects are included in a single grant application, this format should be used to describe each individual program or project. Please note that you are not required to use this template but must ensure your version has all this information.

1. S&PF PROGRAM or PROJECT – Federal program under which funding is being requested, e.g., Urban & Community Forestry, Forest Stewardship.

2. GRANTEE NAME – including agency

3. PROJECT COORDINATOR(S) – Provide name and contact information (address, phone number, fax number, email address) for the Program/Project Coordinator and financial contact for activities described in this narrative. Also, provide the name and contact information for the individual responsible for progress and financial reporting if different from above.

4. STATEMENT OF NEED/PROBLEM – Describe the existing situation and why the work or project is a priority. Use facts or statistics to briefly describe the problem, need, or opportunity to be addressed. Information from the Forest Action Plan (FAP=SWARS) should be utilized and referenced to help describe the existing situation and need for the program/project. You may provide a concise reference to issues or maps in the State's FAP (for example, page number, issue number). Do not copy and paste long sections of text from the FAP.

5. GOALS – Describe the goals this work will help to achieve. Goals must be consistent with program authorities and guidelines. Identify and briefly summarize the long-term strategies working toward this goal being implemented in this grant narrative. Provide concise reference to strategies in the State's Forest Action Plan (page number, strategy number). Do not copy and paste long sections of text.

6. OBJECTIVES/OUTPUTS –List the objectives to be met in order to address the goals/strategies. Objectives are specific actions this program/project is intended to achieve during the time period of this grant to meet or work towards achieving the goals that are listed. Objectives are "SMART" – Specific, Measureable, Accountable, Realistic, and Timely. Also include objectives to meet any specific targets or direction for use of program funds, as highlighted in the funding advice. Provide specific details to clearly quantify the deliverables (outputs), such as number and names of communities

> **Best Practice:** Incorporate objectives and activities in your progress reports.

assisted, location and number of acres surveyed or treated, number of trees grown in the nursery/planted, description and dollar value of equipment purchased, and number of personnel trained. Consider using measures that are consistent with those you report on annually in the NIC (National Information Center) database, including CARS, SMART, and NICE.

7. SPECIFIC ACTIVITIES – Describe in detail <u>what</u> work will be done to achieve the objectives. Include <u>who</u> will lead and perform the activity, the responsibility others have (including partners), the geographic area <u>where</u> the work will be done, and timeframes <u>when</u> the work will be done. For example, I will conduct one program

Include a brief description of competitive processes that will be used to procure services or make resources available to the public.

8. KEY PERSONNEL – Describe the qualifications of key personnel or organizations involved in accomplishing the objectives other than the Project Coordinator.

9. RESPONSIBILITIES – Describe any special responsibilities of the Forest Service or others.

10. MONITORING & EVALUATION – Describe how activity progress and achievement of objectives will be monitored and reported, including the person responsible for conducting the monitoring and reporting. Include a statement on the frequency and method of federal reporting.

Describe how project evaluation will occur to determine whether goals are being met and Forest Action Plans are being fulfilled.

11. BUDGET – Outline the federal grant amount and match the amount based on the specific work activities. Identify the source of non-federal resources. Provide sufficient detail so the Regional UCF Program Manager can determine the allowability of the expense: describe or display how the costs were derived for the activities described above (e.g., # hours at $ per hour; # acres at $ per acre, equipment costs, # and type of supplies at $ each, etc) and the basis for cost estimates (e.g., historical costs, phone estimates, catalog price). Personnel/salary costs must be adequately supported and documented in your records (e.g., time sheets, personnel activity reports).

A suggested table format is provided below for inserting detailed budget information by each federal Object Class Category summarized in the SF-424A. Delete or add lines as needed to reflect work in this narrative. Following the suggested table format is an example of a completed table.

==Appendix G shows a sample FY2017 grant narrative.==

GRANT PROGRAM - Urban and Community Forestry (UCF)

BUDGET SUMMARY

Program/project and Cost Items	Object Class Category	Proposed Federal $	State Matching $	Other Matching $	Non-Match Leverage $	Source of Matching $
			FY 2017 UCF Budget Proposal			
Level 1 Base Funding						
1. Administrative Activities						
Program Manager Salary @ $20,000/yr (100% time)	Salary	20,000				
Volunteer coordinator @ $10,000/yr (100% time)	Salary		10,000			Applicant (State)
Technician Salary at $10,000/yr (100% time)	Salary		10,000			Applicant (State)
Transportation for meetings with committee	Travel	500				
Per diem (4 days)	Travel	500				
Site visits by Volunteer Coordinator	Travel	500				
Nursery Training tuition	Other	200				

Best Practices:
Develop it in Excel and keep a local object class for local government

Urban Forestry Training for non-profits	Other		300			Applicant (State)
1. Sub-total		**21,700**	**20,300**	**-**		**42,000**

Program/project and Cost Items	Object Class Category	Proposed Federal $	State Matching $	Other Matching $	Non-Match Leverage $	Source of Matching $
2. Communication						
Meeting room for Urban Forestry Workshop	Other	100				
Informational materials	Supplies	100				
Newsletter mock-up	Other	100				
Printing contract for 500 newsletters	Contract	200				
Printing contract for 500 brochures	Contract	1,500				
Mailing costs for newsletters and brochures	Other	300				
2. Sub-total:		**2,300**	**-**	**-**		**2,300**
Program/project and Cost Items	Object Class Category	Proposed Federal $	State Matching $	Other Matching $	Non-Match Leverage $	Source of Matching $
3. Strategic Direction						
Transportation for 10 people to attend 4 meetings/year	Travel			2,000		In-kind donation by participants
Meeting room (4 times at $50 each)	Other	200				
Per diem at $50/day for 10 people 4 times/year	Travel	2,000				
3. Sub-total:		**2,200**	**-**	**2,000**		**4,200**

Program/project and Cost Items	Object Class Category	Proposed Federal $	State Matching $	Other Matching $	Non-Match Leverage $	Source of Matching $
4. Youth Planting Project						
Personnel costs (stipend) for 20 youth at $3.50/hr (40 hr/week for 10 weeks)	Salary	17,700	14,500			Applicant (State)
Tree care trainers (2 at $250/day for 14 days)	Salary			7,000		In-kind donation by Tree Care Co.
Mileage/gasoline for van	Travel	100				
Planting materials	Supplies			100		In-kind donation by local businesses
Training materials (reprint course from local print shop)	Other			100		In-kind donation by local businesses
4. Sub-total:		**15,600**	**14,500**	**7,200**		
Total I:		**44,000**	**34,800**	**9,200**		**88,000**

E. Grants Application Process

Application Packet

- Once the Regional UCF Program Manager has approved the UCF grant narrative, an application packet must be completed.
- The UCF Coordinator must submit an application packet that includes a grant proposal narrative (with a detailed budget) and the forms below. The grant narrative can be based on the sample template provided in this kit.
- *While the UCF Coordinator may not be in charge of developing all these documents to submit, it is your job to review and understand their purpose.*
- The application packet should include a completed and signed copy of the forms sent in the grant advice letter:
    1. Application for Federal Assistance (SF-424).
    2. Budget Information – Non-Construction Programs (SF-424A).
    3. Disclosure of Lobbying Activities (SF-LLL) – FOR GRANTS 100K OR MORE.
    4. USDA Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions form (AD-1047).
    6. USDA Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Lower Tier Covered Transactions--For Sub-Recipients. (AD-1048).
    5. USDA Certification Regarding Drug-Free Workplace Requirements Form (AD-1049).
    6. Financial Capability Questionnaire (FS-1500-22) –RECIPIENTS WHO DO NOT CURRENTLY HAVE AN OPEN GRANT FROM THE U.S. FOREST SERVICE.
       Financial Capability Checklist (FS-1500-22B) – STATE AGENCIES
       Financial Capability Checklist (FS-1500-22A) – ALL OTHER
    7. Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (AD-3030) – INCORPORATED ORGANIZATIONS ONLY (NON- AND FOR- PROFIT)
    8. Negotiated Indirect Cost Rate Agreement – NICRA – RECIPIENTS LISTING INDIRECT COST ON SF-424A
    9. Request for match waiver if applicable

> **Heads Up:**
> International Partners--FSM, Palau and Marshall Islands only submit SF 424, 424A and Narrative.

- Send all completed grant applications and countersignatures to Beverly Smith at beverly.smith@usda.gov and Miranda Hutten at miranda.l.hutten@usda.gov.
- To receive federal funds, grantees must have a DUNS# and be registered in SAM.gov. As a UCF Coordinator, you need to be aware of when your SAM registration expires to ensure timely reimbursement.

Equal Opportunity/Civil Rights Compliance

Once the application packet is submitted, the Forest Service has to certify that the recipient complies with USDA's Equal Opportunity Program. Someone from the Forest Service will interview the grant recipient and fill out the required form that certifies compliance before the award. Please see the brochure here http://www.fs.fed.us/cr/poster/grants-greenhigh.pdf for details regarding requirements as a Forest Service partner in complying with Civil Rights policy.

Award

Once your application has been approved and Equal Opportunity/Civil Rights Compliance has been verified, you will receive an award letter. You will need to sign and return this before the U.S. Forest Service can award your grant. Please read and save a copy of the award letter as it outlines important information about your grant, such as payment methods, reporting requirements, and Forest Service contact information.

F. Key Contacts

Region 5 State & Private Forestry Director:
        Sherry Hazelhurst, Director
        State & Private Forestry
        1323 Club Drive
        Vallejo, CA 94590
      Email: shery.hazelhurst@usda.gov   Telephone: (707) 562-8920

For general assistance with grant application forms, administration or financial issues, contact the Beverly Smith, Grants Program Manager.   Email: beverly.smith@usda.gov   Telephone: (707) 562-8912

For questions about your narrative, technical project assistance and progress reporting, contact the Regional UCF Program Manager.

For consolidated grants the US Forest Service has assigned Key Contacts to facilitate grants administration coordination. They should be copied on all general assistance questions.
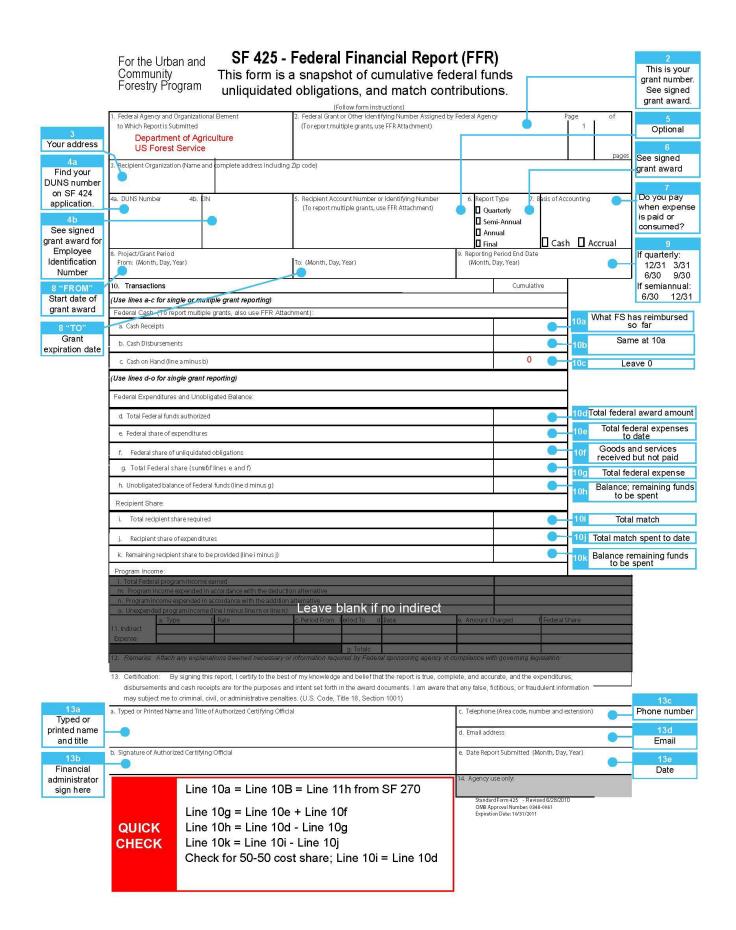
Partner	Key Contact	Contact
American Samoa	Miranda Hutten	miranda.l.hutten@usda.gov
CNMI	Stacey Clark	stacey.clark@usda.gov
FSM	Katie Friday	kathleen.friday@usda.gov
FSM- Pohnpei	Miranda Hutten	miranda.l.hutten@usda.gov
FSM-Chuuk	Katie Friday	kathleen.friday@usda.gov
FSM-Kosrae	Katie Friday	kathleen.friday@usda.gov
FSM-Yap	Phil Cannon	phil.cannon@usda.gov
Guam	Phil Cannon	phil.cannon@usda.gov
Marshall Islands	Katie Friday	kathleen.friday@usda.gov
Palau	Katie Friday	kathleen.friday@usda.gov

G. Grants Management

Federal Financial Reports (SF-425)
Federal Financial Reports (SF-425) are a snapshot in time documenting what you have spent for both federal and match funds. It further breaks out federal and match funds into what has been charged and reimbursed. The SF-425 is due semi-annually unless you have speciality funding. In addition, you are also required to submit a final SF-425 after your final reimbursement has been processed.

See simplified sample on next page.

For the Urban and Community Forestry Program

SF 425 - Federal Financial Report (FFR)
This form is a snapshot of cumulative federal funds unliquidated obligations, and match contributions.

2 This is your grant number. See signed grant award.

5 Optional

6 See signed grant award

7 Do you pay when expense is paid or consumed?

9 If quarterly: 12/31 3/31 6/30 9/30 If semiannual: 6/30 12/31

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted **Department of Agriculture** **US Forest Service**	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of pages

3 Your address

4a Find your DUNS number on SF 424 application.

4b See signed grant award for Employee Identification Number

3. Recipient Organization (Name and complete address including Zip code)

4a. DUNS Number 4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☐ Accrual

8 "FROM" Start date of grant award

8 "TO" Grant expiration date

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	0
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	

10a What FS has reimbursed so far

10b Same at 10a

10c Leave 0

10d Total federal award amount

10e Total federal expenses to date

10f Goods and services received but not paid

10g Total federal expense

10h Balance; remaining funds to be spent

10i Total match

10j Total match spent to date

10k Balance remaining funds to be spent

Leave blank if no indirect

l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
					g. Totals:		

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

13a Typed or printed name and title

13b Financial administrator sign here

13c Phone number

13d Email

13e Date

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
	14. Agency use only:

Standard Form 425 - Revised 6/28/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

QUICK CHECK

Line 10a = Line 10B = Line 11h from SF 270

Line 10g = Line 10e + Line 10f
Line 10h = Line 10d - Line 10g
Line 10k = Line 10i - Line 10j
Check for 50-50 cost share; Line 10i = Line 10d

Progress Reports

Performance or Progress reports are written reports that provide information demonstrating how federal funds were utilized. They are a tool to:

- Monitor progress
- Demonstrate accountability for the use of federal funds
- Summarize the status of:
  - o Work projects
  - o Federal and non-federal share of expenditures
- Quantify accomplishments such as:
  - o Number of trees planted
  - o Number of workshops held and number of people attending
  - o Number of brochures printed
  - o Number of educational outreach activities completed
- Explain problems encountered, such as delays, adverse conditions, or changed costs that significantly impact the ability to meet grant objectives.
- Share favorable developments, such as conditions that allow faster completion or greater benefits derived.

Best Practice:
Reports that communicate successes as well as concerns allows us to work together to support your efforts through information sharing and use program funds to accomplish your goals. For example, if a project is running into issues, your Regional UCF Program Manager may secure technical assistance or additional funding from other sources to help you succeed.

Progress Reports are due semi-annually. See grant award for exact reporting periods. See section H for how to write up and develop a progress report.

When your grant expires please submit a final progress report that includes accomplishments for the grant period with a budget table covering expenses for the grant period. Be sure to include in the the title "Final Report", statements indicating that the grant is complete, and summarize a few of the significant accomplishments.

Best Practice:
Think of the Final Progress Report as "Telling the Story" of all the great things you accomplished with the grant.

Final progress reports are due 90 days after the grant end date.

A template Progress Report is below. See Appendix <mark>G</mark> for a sample Progress report. You are not required to use these templates, but you provide all the information below in some format.

PROGRESS REPORT

GRANTEE:
GRANT YEAR:
FEDERAL GRANT NUMBER:
EXPIRATION DATE:
GRANT PROGRAM:

DATES COVERED BY THIS REPORT (Beginning):
                                                        (Ending):

For each project in the original or reprogrammed grant narrative, please report on the following:

STATUS (Completed, ongoing, or not yet begun):

WHAT HAS BEEN ACCOMPLISHED:

This should be an in-depth description of all your activities related to the grant.

PROBLEMS ENCOUNTERED

(Explain delays, adverse conditions or changed costs that significantly impair the ability to meet grant objectives. If necessary, prepare a separate formal request for an extension of the grant period):

CHANGES PLANNED
If the scope of the objectives would change, or if more that 10% of the total budget would change object class categories, or if more funding is desired for computers, or if funding is to be shifted from "personnel" to "contractual", or if the lead person has or will change, communicate with the Regional UCF Program Manager about a separate formal request to amend the grant:

OTHER COMMENTS

EXPENDITURES TO DATE		
OVERALL SUMMARY	GRANT FUNDS	MATCHING FUNDS
Original grant budget (this program):	$	$
Less what was spent (or obligated) prior to this reporting period:	- $	- $
Less what was spent during this reporting period:	- $	- $
Less what was obligated during this reporting period:	- $	- $
Balance of funds remaining:	= $	=$

BREAKDOWN OF GRANT EXPENDITURES DURING THIS REPORTING PERIOD:

Major item or category	Federal $ obligated (but not spent)	Federal $ Spent	Non-federal Match accumulated ($ or in-kind)
Total			

Heads Up:
You do not need a separate table if you submit your Subsidiary Ledger

Reimbursement Request

A request for reimbursement (SF 270) needs to be filled out in order to be reimbursed for federal grant expenses. The Regional UCF Program Manager will review the reimbursement request and either approve or return the request with corrections. A SF 270 cannot be approved if the approved progress reports are not up to date. An SF-270 cannot be submitted more than monthly (in otherwords, we can only reimburse you once a month.)

It is ok to use any version of the SF 270.

See the simplified sample on the next page.

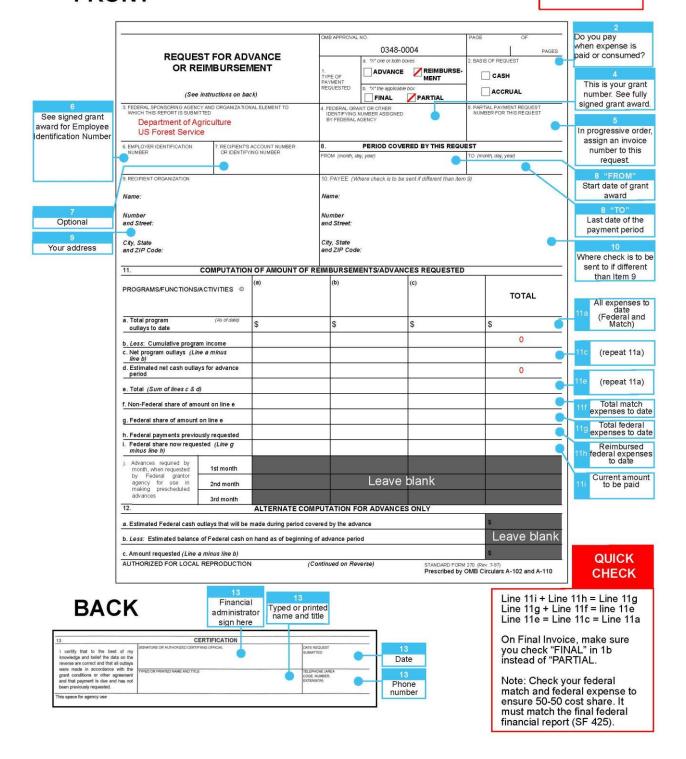# SF 270 - Request for Advance or Reimbursement
The purpose of this form is to request reimbursement

For the Urban and Community Forestry Program

Red = Mark unless noted in "QUICK CHECK" below.

FRONT

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO. 0348-0004

PAGE OF PAGES

1. TYPE OF PAYMENT REQUESTED

a. "X" one or both boxes
- [ ] ADVANCE
- [X] REIMBURSE-MENT

b. "X" the applicable box
- [ ] FINAL
- [X] PARTIAL

2. BASIS OF REQUEST
- [ ] CASH
- [ ] ACCRUAL

2 Do you pay when expense is paid or consumed?

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

Department of Agriculture
US Forest Service

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

4 This is your grant number. See fully signed grant award.

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

5 In progressive order, assign an invoice number to this request.

6. EMPLOYER IDENTIFICATION NUMBER

6 See signed grant award for Employee Identification Number

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

7 Optional

8. PERIOD COVERED BY THIS REQUEST

FROM *(month, day, year)*

TO *(month, day, year)*

8 "FROM" Start date of grant award

8 "TO" Last date of the payment period

9. RECIPIENT ORGANIZATION

Name:

Number and Street:

City, State and ZIP Code:

9 Your address

10. PAYEE *(Where check is to be sent if different than Item 9)*

Name:

Number and Street:

City, State and ZIP Code:

10 Where check is to be sent to if different than Item 9

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES ©	(a)	(b)	(c)	TOTAL
a. Total program outlays to date *(As of date)*	$	$	$	$
b. Less: Cumulative program income				0
c. Net program outlays *(Line a minus line b)*				
d. Estimated net cash outlays for advance period				0
e. Total *(Sum of lines c & d)*				
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested *(Line g minus line h)*				
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			
	2nd month	Leave blank		
	3rd month			

11a All expenses to date (Federal and Match)

11c (repeat 11a)

11e (repeat 11a)

11f Total match expenses to date

11g Total federal expenses to date

11h Reimbursed federal expenses to date

11i Current amount to be paid

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	Leave blank
c. Amount requested *(Line a minus line b)*	$

AUTHORIZED FOR LOCAL REPRODUCTION

(Continued on Reverse)

STANDARD FORM 270 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

BACK

13 Financial administrator sign here

13 Typed or printed name and title

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL

DATE REQUEST SUBMITTED

13 Date

TYPED OR PRINTED NAME AND TITLE

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

13 Phone number

This space for agency use

QUICK CHECK

Line 11i + Line 11h = Line 11g
Line 11g + Line 11f = line 11e
Line 11e = Line 11c = Line 11a

On Final Invoice, make sure you check "FINAL" in 1b instead of "PARTIAL."

Note: Check your federal match and federal expense to ensure 50-50 cost share. It must match the final federal financial report (SF 425).

Extension Requests
A request to extend the time of your grant can be given if there are issues with completing the projects in the grant. Justification for the extension needs to be submitted to your Regional UCF Program Manager for approval outlining a time extension, either with modifications or just as a "no-cost time extension," and explain why an extension is needed. Once it has been approved by the Regional UCF Program Manager, a revised SF-424 along also needs to be submitted at least 30 days prior to the grant end date.

Best Practice:
For extensions and modifications use your Key Contact for help!

Grant Modification
There are several types of modification requests: budget modification, change of scope, and change in key personnel, to name a few. The most common grant modification is a budget modification. It occurs when there are significant changes between cost categories of either match or direct cost categories. A request to your Regional UCF Program Manager for approval must be made **before** cumulative changes exceed 10% for a grant of over $100,000. For any of these changes, a request needs to be submitted and approved in advance by your Regional UCF Program Manager.

Modifications Examples:
- Change in scope or objective
- Change in a key person specified in the award.
- Disengagement from the project more than 3 months or 25% reduction in time devoted to project.
- Transfer of costs among direct costs categories and the cumulative amount is greater than 10% of the total award. This requires prior approval.
- The inclusion of costs that require prior approval (like entertainment costs, travel, and participant support costs).
- If not included in the original application, sub-awarding or contracting out work.
- Changes in the amount of approved match

To request a change to the budget, a revised SF-424 and SF-424A must be submitted along with a letter addressed to the State and Private Forestry Director explaining why the modification is needed. To request a change of scope, the recipient should provide a revised SF-424, letter to the Area Director explaining why the modification is needed, and an addendum or revised proposal narrative.

Recordkeeping
It is essential that a recordkeeping system be created and used to track the work in your grant. It is important for all individuals responsible for grant administration also to have a copy of the record for their working file. Your Regional UCF Program Manager can help you design a complete file.

Federal grants must be maintained at least three years after grant closeout. Check to see if your State requirements are longer.

H. Grants Frequently Asked Questions
NOTE: These answers apply specifically to federal requirements. Your State may have different rules:

What is an expenditure, match, and non-match leverage?

An **expenditure** is a charge made to the program or project.

Match is a required contribution to supplement federal funds. Match can come in the form of cash contributions or in the form of in-kind. The cost match is 50/50 unless you have a waiver.

Local matching funds for the first $200,000 of each grant will be waived for:
- Units of the Governments of the Territories of Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.
- Land Grant colleges in those islands, specifically American Samoa Community College, University of Guam, and Northern Marianas College.
- Units in the Governments of the Freely Associated States of the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands.

Note that this waiver must be invoked when grant proposal is submitted.

Examples of expenditures and match are:
- Cash disbursements for direct charges for salary, travel, supplies and services;
- The amount of indirect expense charged;
- Goods and other property received

Where match is waived, it is highly encouraged to document **non-match leverage** to show what resources are available to support the successful implementation of the project, and to justify the expenses that are requested under the grant. Non-match leverage does not require same documentation as match.   Leverage does not have to be shown in the SF-424 or SF-424A and it does not have to be documented and reported. Ongoing costs for facilities, vehicles for general agency use, equipment for general agency use, and a significant commitment to permanent salaries can be used as leverage.

There are some factors that you should consider for federal funds reimbursement and match:
> Is it (the cost) _Allowable_?
- Does the 2CFR200 regulations allow for such a cost?
- NOT included as a cost or used as match on another federal grant.
- Keep copies of receipts!

- Apply the red face test- would a prudent person in the same situation use UCF funds for this purchase?
- Are the expense necessary to carry out the UCF program?
- You must practice sound business practice, arm's length bargaining and all applicable Federal/state/local laws. (If you state doesn't allow this, don't do it with federal UCF funds)
- Follows your organizations policies and procedures for incurring costs.

Is it Allocable?
- Goods and services must be chargeable and assignable to UCF activities and benefits.
- Is this a reasonably priced expense?
- Is it necessary for the overall UCF activities?

Some things are NEVER Allowable:
- Alcoholic beverages
- ·Bad debts
- Contingencies
- Contributions and donations
- Fines and penalties
- Compensation for property destroyed or damaged
- Fundraising
- Interest and other financing costs
- Loan for promised work not yet completed

(callout) Don't charge expenses to the grant that weren't used for the purpose of the grant.

Can I use my federal grant to pay for…

… **tree planting on private land**?
Yes, as long as the planting falls within the description provided in the UCF Program Authorities, shows public benefit, and some way to ensure the longevity of the project beyond initial work:

…**supplies**?
Yes, costs incurred for materials, supplies, and fabricated parts necessary to carry out a projects and programs in the grant.
Example: materials for tree plantings

… **equipment?**
Legal? Yes, with prior approval. Advised? No.
Equipment is a property having a useful life of more than one year and exceeds $5,000 in cost. These can be complicated due to tracking forms that must be completed beyond the grant period.
Example: Truck

…**hosting meetings and conferences?**
This is a grey area and you must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs. A conference is defined as a meeting, retreat,

seminar, symposium, workshop or event whose primary purpose is to disseminate technical information beyond the grantee and is necessary and reasonable for successful performance.

Allowable costs paid by the grantee as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences.

… food?
It depends for what event and purpose.

This is a grey area and you must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs.   Alcoholic beverages are never allowed. It is good rule of thumb is to ask how essential it is to provide food for your program or project. For example, if you are at a tree planting in the woods, where there is no food truck or restaurant close, it is reasonable to provide lunch to participants.

…entertainment?
The answer is almost always no.

The regulations funds cannot be used towards "amusement, diversion, and social activities" unless it has a programmatic purpose. If you have any questions, contact your Regional UCF Program Manager. Prior written approval is required.

For Example: Can I have dancers at a tree planting?

..construction?
The answer is almost always no. We have a guiding document drafted in 2016 that draws the line between construction and site improvement. This is a gray area that requires prudent judgement on a case-by-case basis. Some examples of site improvement include:

- Tree planting, curb cuts to direct water into planted beds with trees and shrubs, installation of pervious pavers or grates to allow water and oxygen to infiltrate into tree planting sites, and removal of small sections of pavement when creating or expanding tree planting sites including rain gardens or bioswales.
- Fencing that is necessary for the protection of the natural resources installed or improved with Federal resources.
- On-site water and irrigation systems to the extent that the costs are reasonable within the scope of the project and are necessary to sustain installed trees and other related vegetation.
- Temporary shade/grow structures when reasonable and necessary to sustain trees and associated plant materials and within scope of project.
- Reasonable costs associated with cleaning up debris in preparation for a larger project to develop or protect trees, forests and related natural resources.
- Composting as part of an overall program of urban wood utilization

What is an acceptable dollar value for volunteer time?

The value should be consistent with what your organization would pay for that service. If you have a lawyer volunteering to plant a tree, you do not use the lawyer's hourly rate, you use the rate for a volunteer. Simply put, use the rate of the skill used.

If you do not have that information, you may use the Independent Sector's value for your state, found at the website below.

Document the source for the value you choose.
http://www.independentsector.org/volunteer_time?s=volunteer%20time

When do I have to request prior approval for activities?
- Prior written approval does not override general law.
- Pre-award costs (starting the work before a signed agreement is in place).
- Revision in budget and program plans.
- Extend the duration of the grant.
- Cost sharing and match changes.
- Advances for reimbursement
- entertainment costs or food costs

This is not the complete list, see 2CFR200.407 for more.

Section 5   Calendar/Schedule for Program Administration

Month	Day	Activity	Details
October		CARS Reporting Due	**Enter CARS data, including volunteer hours and sub-grants**
		UCF Core Program Narrative	Submit to Regional UCF Program Manager
November		National UCF Meeting	Held in conjunction with Arbor Day Foundation Conference.
December		UCF Program Written Report	**Write and send report with color photographs and captions**
	31	Quarterly Progress Report Semiannual Progress Report	**DEADLINE: Semiannual progress reports for reporting period July 1 through Dec. 31, due Jan 30**
January	31	State Forest Sheet	**Consult with State Forester to enter one paragraph for UCF key highlights (1 paragraph, <100 words)**
March	31	Quarterly Progress Report	**DEADLINE: Quarterly progress grant reports for reporting period Jan. 1 through March 31, due April 30**
		Western UCF Network Meeting	Occurs every year
April		PIFC Meeting	Occurs every other year
May			
June	31	Quarterly Progress Report Semiannual Progress Report	**DEADLINE: Quarterly progress reports for reporting period April 1 through June 30, due July 30** **DEADLINE: Semiannual progress reports for reporting period Jan. 1 through June 30, due July 30**
July		CARS and Accomplishment Reporting	Begin assembling CARS data, sub-grant list, and accomplishment report.
August		Final Grant Report?	CHECK: Many Core Program grants expire June 30th which means final reports are due Sept 28th.
September		Grant Advice Issued	Begin preparation of UCF Program Narrative based on financial advice. Either new grant or modification of existing grant
	30	Quarterly Progress Report	**DEADLINE: Quarterly progress reports for reporting period July 1 through September 30, due October 30**

Section 6   Program Reviews

In this section:
  Operating Guidelines for the Cooperative Program Review Process

A. Operating Guidelines for the Cooperative Program Review Process

It is the responsibility of the US Forest Service to conduct and document program reviews of State forestry organizations called Cooperative Forest Reviews. These reviews generally take a broader look at the State Forestry Agency, and may include several different programs including Urban and Community Forestry.

Program Reviews typically occur every five years. However, reviews may be conducted on an "as-needed" basis due to:
- Change in state leadership or program staff
- Failure to close out old grants/expend funds
- Third party complaints about program delivery
- Results of prior reviews
- Results of other internal evaluations, such as annual accomplishment reports and assistance visits
- Availability of resources to conduct the review

The following documents should be available for review:
- Contracts & Sub-grants
- Correspondence related to Forest Service grants and any sub-grantees
- Payments related to sub-grants
- Random sample of grant case file
- Random sample of program manager working files
- Random sample of payment documents
- Copies of any audit reports
- Policies related to grant administration; a written copy would be best
- Detailed costs/expenditure reports and how they tie into the narrative progress reports

The following documents should be available for the UCF program:
- U&CF 5 Year Strategic Plan should be incorporated into Forest Action Plan
- Membership List of U&CF Advisory Council/Committee
- Copy of Advisory Council/Committee Bylaws/charter
- Meeting notes from Advisory meetings
- Example copies of request for U&CF proposals/projects, brochures, publications, newsletters, training documents
- Mailing lists for outreach items
- Process for approving U&CF community projects and funding decisions (request forms, guidelines etc.).
- Location of files, records, including program manager working files
- Examples of approved proposals/projects
- Workshops/training conducted in the last 3 years
- CARS supporting documentation

In addition, the status of payments and progress reports for current grants will be reviewed.

Tips to be ready:
- Report on progress by grant on time.
- Submit reports before the deadline.
- Only pay for allowable expenses.
- Include the USDA Non-Discrimination Statement and credit the Forest Service.
- Get advance approval to use the Forest Service logo.
- Keep records for at least 3 years from closeout

Reporting
The US Forest Service will ensure cooperative program review final reports are issued in a timely manner.

Follow-up
Review findings and any needed corrective actions shall be given serious and careful attention by the responsible line and staff officers who shall ensure that corrective actions are accomplished.

Program leads for conducting individual program reviews should emphasize strong line and staff officer involvement, an interdisciplinary team approach wherever practicable, and mutual identification of management issues, problems, and solutions to improve accomplishment of the program goals and objectives. In general, reviews should focus on:
- specific strategic and/or operational issues raised by the State;
- issues identified in the Forest Service Manual or that have emerged through ongoing monitoring or analysis of trend data regarding program accomplishments
- emerging issues

Heads Up:
You should have a copy of the last program review. If not, request it from the UCF Program Manager

Section 7   Western UCF Network

In this section:
- A. State Foresters Organizations
- B. Western UCF Network
- C. Annual Work Plan
- D. Rotation Schedule
- E. Leadership Team
- F. Meetings

A. State Foresters Organizations
National Association of State Foresters (NASF)
http://www.stateforesters.org

Council of Western State Foresters
http://www.westernforesters.org/about

B. Western UCF Network
The Network formed with the permission and support of the Council of Western State Foresters to serve as a forum to share information, cooperate on program delivery, and advance urban and community forestry in the West. It provides a structure for ongoing communication between western states and between states and partners. The Network creates opportunities to leverage and share resources, expand technical transfer, and cooperate on common goals and other efforts such as multi-state competitive grant applications.

A well-informed network is prepared to address emerging and ongoing UCF issues at the state and national levels and to serve as a source of information and support for the CWSF and NASF. Bringing together the skills, talents, experience, and passion of Western UCF professionals strengthens every state and helps them better serve the public

Western UCF Network Framework
http://wflccenter.org/documents/2014/11/western-ucf-network-framework.pdf

Western UCF Network Listerv
UCF-WSTATECOORD@LISTSERV.UNL.EDU

Opportunity:
Join the listerv! Great opportunity to ask questions to other UCF Coordinators.

C. Annual Work Plan
Each year, the Network drafts an annual work plan.   The current work plan and budget can be found in Appendix C.

D. Rotation Schedule

Members will begin their role on the leadership team as the Vice Chair and serve a one-year term in each of the three leadership team positions. This rotation attempts to encourage diverse regional participation on the leadership team at all times.

Beginning in 2030, the same rotation will repeat unless otherwise approved.
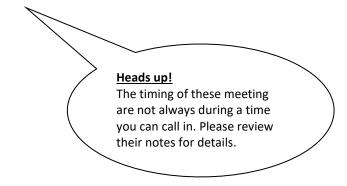
Western U&CF Coordinator Network – Leadership Team Rotation			
Start Year	Past Chair	Chair	Vice-Chair
2012	Utah	California	Montana
2013	California	Montana	Alaska
2014	Montana	Alaska	Arizona
2015	Alaska	Arizona	North Dakota
2016	Arizona	North Dakota	South Dakota
2017	North Dakota	South Dakota	Colorado
2018	South Dakota	Colorado	Washington
2019	Colorado	Washington	Hawaii
2020	Washington	Hawaii	Nevada
2021	Hawaii	Nevada	Kansas
2022	Nevada	Kansas	New Mexico
2023	Kansas	New Mexico	Idaho
2024	New Mexico	Idaho	Wyoming
2025	Idaho	Wyoming	Oregon
2026	Wyoming	Oregon	Utah
2027	Oregon	Utah	Nebraska
2028	Utah	Nebraska	California
2029	Nebraska	California	Montana

E. Meetings

A face-to-face annual meeting is hosted by a different state each year, following the same rotation schedule as for leadership.

Quarterly Conference Calls

The Network meets via conference call quarterly. Leadership team will continue quarterly conference calls with the membership. If a state program coordinator/manager cannot participate, another representative from that state should be on the call. This will enable new leadership to evolve and will maintain communication with each state. Agenda items will include updates on national and regional issues, state sharing, and reports from working groups. Chair will send out agenda and arrange for meeting technology.

Heads up!
The timing of these meeting are not always during a time you can call in. Please review their notes for details.

Section 8   Plans

A. State Forest Action Plans
The Forest Action Plans collectively represent the first-ever strategic plan for the nation's forests. The impetus for this historic effort grew out of landmark changes in the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill), when Congress tasked the states and territories to craft assessments of the forests within their boundaries and develop strategies to address threats and improve forest health. The resulting Statewide Forest Resource Assessments and Strategies, or Forest Action Plans, provide an analysis of forest conditions and trends and delineate priority forest landscape areas. They offer practical, long-term plans for investing state, federal, and other resources where they can be most effective in achieving national conservation goals.

Developing the Plans
Assessing forest resources and engaging in strategic planning for those resources are not new for many states and territories. For others, the 2008 Farm Bill presented an opportunity to revise their usual agency planning process. The approach for developing these plans varied widely among the states and territories, reflecting differences in the management styles, the number of existing resources, the priorities of states, and the differences in the challenges that face them.

Some engaged in a wide-ranging stakeholder involvement process that, in some cases, included meetings, polls, surveys, and other outreach efforts to ascertain the priorities facing both the forests and the stakeholders of the forest—including state agencies, private landowners, tribes and indigenous peoples, and other user groups. Some largely consulted existing resources and included many existing plans and assessments in their plans as appendices.

About Forest Action Plans: http://www.forestactionplans.org/
Find a State's Plan: http://www.forestactionplans.org/regional-state

Section 9   Key Partners

In this section:
- A.   **U.S. Forest Service**
- B.   **National Non-Profit Organizations**
- C.   **National Professional Associations**
- D.   **Coalitions and Cooperative Organizations**
- E.   **National Allied Professional Associations**

Best Practices:
Who are your regional and local partners? Who do you WANT to work with?

A. U.S. Forest Service

Urban and Community Forestry Program (State and Private Forestry)
- [National](#)
- [Region 5 - Pacific Southwest Region](#)

Urban Research
- [National](#)
- [Centers for Urban and Interface Forestry](#) (Southern U.S.)
- [Northern Research Station](#)
- [Northern Research Station – Baltimore Urban Field Station](#)
- [Northern Research Station – Philadelphia Urban Field Station](#)
- [Northern Research Station – New York City Urban Field Station](#)
- [Pacific Northwest Research Station](#)
- [Pacific Southwest Research Station](#)
- [Pacific Southwest Research Station – Los Angeles Center for Urban Natural Resources Sustainability](#)

National Forest System
- [Urban Connections](#) -Region 9 only

B. National Non-Profit Organizations
The following national non-profit organizations are key partners in UCF program delivery and the advancement of urban and community forestry in the United States.
- [Alliance for Community Trees](#)
- [American Forests](#)
- [Arbor Day Foundation](#)

C. National Professional Associations

American Society of Consulting Arborists (ASCA)

International Society of Arboriculture (ISA)
The International Society of Arboriculture is a member organization for all types of arborists and urban foresters.   Through research, technology, and education, the ISA promotes the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees.

ISA also has Professional Affiliates which are "member organizations that aim to supplement ISA membership with resources and networks geared specifically toward areas of practice" (SOURCE: ISA website). These have their own member dues and events and include the following:

> **Arboricultural Research and Education Academy (AREA)**
> AREA members are scientists and educators in all tree-related disciplines working toward the scientific understanding of woody plants and their care.
>
> **Society of Commercial Arboriculture (SCA)**
> SCA members are concerned with establishing and sustaining long-range programs such as management, business trends, certification, legal issues, safety standards, compliance, equipment evaluation, job costing, and tree evaluation.
>
> **Society of Municipal Arborists (SMA)**
> SMA is an organization of persons actively engaged in municipal arboriculture or in related fields and who care for community trees.
>
> **Utility Arborist Association (UAA)**
> UAA sustains long-range programs and communications regarding the technologies and methods of tree and vegetation management as they affect utilities.

ISA administers credentialing programs for individual arborists and urban foresters. For more information visit the ISA certification web page or Section 12 of this document.

Tree Care Industry Association (TCIA)
The Tree Care Industry Association is a trade association of commercial tree care firms and affiliated companies. The mission is to advance tree care businesses. TCIA develops safety and education programs, standards of tree care practice, and management information for arboriculture firms around the world.

D. National Coalitions and Cooperative Organizations

Sustainable Urban Forest Coalition (SUFC)
Under the unifying push to make our communities greener and healthier for all, the SUFC member organizations are united to:
- Increase tangible support for urban forests on a national and local level
- Educate diverse audiences (from policy makers to the public) about the value and need for healthy urban forests
- Network and leverage resources and knowledge among member organizations

(SOURCE: SUFC website)

TREE Fund
The TREE Fund is the leading non-governmental source of funding for research and education programs in the field of arboriculture (the science of cultivating and managing trees in a landscape). Our mission is to support scientific discovery and dissemination of new knowledge in the fields of arboriculture and urban forestry. The foundation has distributed more than $6 million to date, in the form of scholarships and research grants to students and professionals in the industry (SOURCE: TREE Fund website).

E. National Allied Professional Associations

The following national professional associations are important allies in UCF program delivery and advancement of urban and community forestry.

- American Planning Association

- American Public Works Association

- American Society of Landscape Architects

- AmericanHort (The Consolidation of the American Nursery and Landscape Association and the Association of Horticulture Professionals)

- International City/County Management Association

- National Association of Conservation Districts

- National Recreation and Parks Association

- Society of American Foresters

Section 10   Schedule of Events/Training Opportunities

In this section:
- A. **Annual Conferences and Training Events**
- B. **Webinars**

A. Annual Conferences and Training Events

Scholarships from the U.S. Forest Service are occasionally available for national events. Announcements are usually made via email.

Month	Event
January	New Partners for Smart Growth Conference
February	Municipal Forestry Institute
	American Society of Consulting Arborists Academy
March	**Western UCF Coordinators Meeting**
April	**Pacific Island Forestry Committee Meeting**
August	ISA International Conference and Trade Show
November	**Partners In Community Forestry Conference/50 State Coordinators Meeting**
	TCI Expo

BOLD = State Coordinator meetings

International Society of Arboriculture (ISA) Annual Conference and Trade Show
http://www.isa-arbor.com/
July /August - The ISA Annual International Conference and Trade Show provides a forum for the exchange of information and opportunities to network with others in the arboricultural profession. The Conference and Trade Show feature a lineup of educational sessions led by industry leaders from around the globe, sharing their thoughts and views about the newest trends in equipment, practice, technology and research. Highlights of the conference include:

- International Tree Climbing Championship
- Arbor Fair
- Educational Sessions
- Trade Show
- Tree Academy Workshops
- Alternative CEU Resources

Opportunity:
CEU Resources are free and can be viewed on online to maintain certification

ISA Chapters in the Pacific Southwest Region   **Annual Meeting**
Western Chapter ISA - http://www.wcisa.net/   May

Municipal Forestry Institute (MFI)
http://www.urban-forestry.com/sma-programs
February - MFI is a training opportunity to educate professionals in the leadership and managerial aspects of urban forestry. This week-long intensive educational program delivers a challenging opportunity to grow a more successful community tree program. Curriculum focuses on leadership and management tools for urban forestry program administration, coalition building, strategic thinking, program planning, and public relations.

National Partners in Community Forestry Conference – Sponsored by Arbor Day Foundation (ADF)
http://www.arborday.org/programs/
November - The Partners in Community Forestry National Conference is the only national, annual gathering for the broader urban forestry community and its many partners. The conferences offer a platform for sharing best practices in urban forest partnerships, planning and management, in addition to offering models of sustainability and innovation across all groups who serve community trees. The diverse attendee group at this event lends itself to informational sessions that incorporate unique topics, new models of partnership, interactive sharing sessions and new research findings or case studies that benefit the broader urban forestry community.

New Partners for Smart Growth Conference – Sponsored by the Local Government Commission
http://www.newpartners.org/
January/February - This event offers the opportunity to network with peers as well as professionals from many different disciplines that have the same goal — building safe, healthy, equitable and livable communities for all.

Western UCF Coordinators Meeting
http://www.northeasternforests.org/UCF/
Meeting occurs each spring (usually March).

Pacific Island Forestry Committee Meeting
http://wflccenter.org/about-us/island-forestry/
April- This event offers the opportunity to network with other island coordinators from the Republic of Palau, the four states of the Federated States of Micronesia, Guam, Commonwealth of Northern Mariana, The Marshall Islands, American Samoa, Hawaii, and the United States Forest Service's Institute of Pacific Island Forestry and the Pacific Southwest Region Five.

Society of Municipal Arborists (SMA) Conference
http://www.urban-forestry.com/conferences
November - The Society of Municipal Arboriculture is a professional affiliate of the International Society of Arboriculture. They hold an annual meeting the day before the Partners in Community Forestry Conference (see above) in the same location.

TCI Expo - Hosted by the Tree Care Industry Association (TCIA)
http://www.tcia.org/events/tci-expo
November - Tree care industry trade show and conference. This annual event combines conference education and networking opportunities with the chance to meet with top industry leaders in business, safety and arboriculture; check out live demonstrations; win prizes and giveaways; attend forums and roundtables; earn valuable CEUs, and more.

Opportunity:
You can request scholarships and registration reimbursements to any of these events if you provide justification for the training.

B. Webinars

U.S. Forest Service Webinars

These free, one-hour webinars are held on the **second Wednesday of each month at 1:00 pm Eastern**. Information about upcoming as well as recordings of past webinars can be found at http://www.fs.fed.us/research/urban-webinars/.

National Association of Conservation Districts Urban and Community Conservation Webinars

One-hour, free webinars are held on the **third Thursdays of the month at 12:00 pm Eastern** focus on topics of relevance to Soil and Water Conservation Districts. Visit the website below for a schedule as well as presentation PDFs and recordings for the past two years.
http://www.nacdnet.org/policy/urban/webinars

Urban Forestry Today

The Urban Forestry Today webcast series is sponsored by the University of Massachusetts Department of Environmental Conservation, in cooperation with the Massachusetts Tree Wardens & Foresters Association, University of Massachusetts Extension, and the Massachusetts Department of Conservation and Recreation. These free, one-hour monthly webinars are usually held on **the first Thursday of the month at 12:00 pm Eastern**. Check out upcoming and previous webcasts at https://www.facebook.com/uftoday.

ACTrees Webinars

http://actrees.org/what-we-do/training-and-conferences/webcasts
The Alliance for Community Trees hosts monthly webinars that are free to members and for a small charge for non-members. They are held on the **third Thursday of each month at 1:00pm Eastern.**

Opportunity:
These webinars are recorded and can be downloaded!

Best Practice:
What are some online resources you use?

Section 11   Related Programs and Initiatives

In this section:
- A.   UCF Related Grant Opportunities
- B.   Tree City USA, Tree Line USA, Tree Campus USA
- C.   i-Tree
- D.   Forest Inventory and Analysis
- E.   Urban Forest Strike Team

A. UCF Related Grant Opportunities
UCF Grants -Related Grant Opportunities
- •   **Landscape Scale Restoration (LSR)**

- •   **National Urban Forestry Advisory Council (NUCFAC)** – **Reactivated 2022**

- •   **Other Federal Grant Opportunities**

B. Tree City USA, Tree Line USA, Tree Campus USA

The Arbor Day Foundation works cooperatively with State Forestry Agencies to administer awards programs for communities, utility companies, and college campuses. State Urban Forestry Coordinators are asked to collect, review, and approve award Tree City USA applications and are given the option to distribute and/or present award materials to recipients each year.   For more information, visit the links below.

Tree City USA: http://www.arborday.org/programs/treecityusa/
Tree Campus USA: http://www.arborday.org/programs/treecampususa/
Tree Line USA: http://www.arborday.org/programs/treeLineUSA/

C. i-Tree

www.itreetools.org

i-Tree is a state-of-the-art, peer-reviewed software suite from the USDA Forest Service that provides urban forestry analysis and benefits assessment tools. The i-Tree Tools help communities of all sizes to strengthen their urban forest management and advocacy efforts by quantifying the structure of community trees and the environmental services that trees provide.

Since the initial release of the i-Tree Tools in August 2006, numerous communities, non-profit organizations, consultants, volunteers and students have used i-Tree to report on individual trees, parcels, neighborhoods, cities, and even entire states. By understanding the local, tangible ecosystem services that trees provide, i-Tree users can link urban forest management activities with environmental quality and community livability. Whether your interest is a single tree or an entire forest, i-Tree provides baseline data that you can use to demonstrate value and set priorities for more effective decision-making.

i-Tree Tools are in the public domain and are freely accessible. We invite you to explore this site to learn more about how i-Tree can make a difference in your community. There are online training workshops offered on a yearly basis- http://www.itreetools.org/resources/training/index.php

D. Forest Inventory and Analysis (FIA)

FIA collects, analyzes, reports, and distributes data about the Nation's forests: how much forest exists, who owns it, what condition it's in, where it's located, and how it's changed. The Pacific Northwest Forest Inventory and Analysis (PNW-FIA) program compiles data on plots in coastal Alaska, California, Hawaii, Oregon, Washington, and U.S. affiliated Pacific Islands. Most data are available in Access databases and can be downloaded by clicking one of the links below.

E. Urban Forest Strike Team

The Urban Forest Strike Team (UFST) initiative was developed by the States and U.S. Forest Service in the Southern Region (R8) in 2007, following a series of devastating hurricanes. The initiative involves recruiting, training and deploying professional Urban Foresters and Arborists (required to have certification and experience) to assess tree damage using arboriculture and FEMA standards. Two person crews work on street right of ways and on public properties to identify trees that pose a high risk to the public and the crews recommend removal and pruning needs. GPS systems are used to enter data and identify tree locations. Assessment summaries and maps are provided to the community to help them plan the work needed and document the cost of the damage. The UFST crews can help with other optional tasks such as marking trees for removal or other work, estimating ground debris, completing i-Tree Storm surveys, and assessing reforestation needs. The UFST assessment can provide increased public safety, more efficient recovery, reduced loss of the urban tree canopy, and lower disaster recovery costs.

The assessment is generally done in the weeks or months after a natural disaster. An UFST contact or Team Leader will work with the State Forester, Urban Forestry Coordinator, Municipal Staff and State/Federal Emergency Management staff to assess the need and plan for an UFST deployment. A good fit for an UFST assessment might be a disaster situation where there is significant damage to public trees, and the community finds it challenging to decide what trees need pruning and removal. The community should have the capacity and funds to follow up on the UFST recommendations (ideally in a federally declared disaster area, and eligible for financial assistance).

For more information go to www.ufst.org

> **Opportunity:**
> While located in another region there is an opportunity to use this with your own work after disasters.

Section 12   Professional Credentials and Industry Standards

In this section:
- A. Professional Credentials for Individuals
- B. Accreditation for Businesses or Municipalities
- C. Industry Standards and Best Management Practices

Opportunity:
Your UCF Program Manager is certified to administer ISA testing.

A. Professional Credentials for Individuals

Credentialing programs for individuals are administered by either the [International Society of Arboriculture (ISA)](#) or the [Tree Care Industry Association (TCIA)](#). They all require an exam. Certifications require Continuing Education Units (CEUs). Most UCF educational events offer ISA Certified Arborist CEUs. Request permission in advance from the local ISA Chapter (see Section ==10A==).

ISA Certified Arborist®
An ISA Certified Arborist® must have 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.

ISA Certified Arborist Utility Specialist™
An 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.

ISA Certified Arborist Municipal Specialist®
ISA Certified Arborist Municipal Specialists® 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.

ISA Board Certified Master Arborist® (BCMA)
The 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 their profession.

ISA Certified Tree Worker Climber Specialist®
To be an 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.

ISA Certified Tree Worker Aerial Lift Specialist®
The ISA Certified Tree Worker Aerial Lift Specialist® certification requires candidates to demonstrate their ability to perform as a competent aerial lift operator.

ISA Tree Risk Assessment Qualification (TRAQ)
TRAQ is an ISA qualification program that trains arborists in the methodologies outlined in the ISA Best Management Practices for Tree Risk Assessment. This qualification promotes the safety of people and property by providing a standardized and systematic process for assessing tree risk.

TCIA Certified Tree Care Safety Professional (CTSP)
The Certified Tree Care Safety Professional program is the only safety credentialing program in the industry.

B. Accreditation for Businesses and Municipalities

SMA Accreditation for Municipalities
The Society of Municipal Arborists has developed a peer-reviewed program that formally recognizes urban and community forestry programs for implementing excellent and comprehensive management practices. Accreditation is structured to build on the Arbor Day Foundation's successful Tree City USA designation by incorporating additional professional standards deemed important by SMA for managing municipal trees.

TCIA Accreditation for Tree Care Businesses
Accreditation is a business growth program. It gives tree care companies the tools to strengthen the business' foundation and construct a successful future.

C. Industry Standards and Best Management Practices

Industry Standards
As the voice of the U.S. standards and conformity assessment system, the American National Standards Institute (ANSI) empowers its members and constituents to strengthen the U.S. marketplace position in the global economy while helping to assure the safety and health of consumers and the protection of the environment. The Institute oversees the creation, promulgation and use of thousands of norms and guidelines that directly impact businesses in nearly every sector. (from ANSI website)

The most common ANSI standards used in UCF program-related work are the following:

American Standard for Nursery Stock
ANSI Z60.1 - 2014   (available for free from AmericanHort)

American National Standard for Arboricultural Operations--Safety Requirements
ANSI Z133.1 - 2012   (available for purchase from ISA and TCIA)

American National Standard for Tree Care Operations
ANSI A300 (Part __) – 20xx   (available for purchase from ISA and TCIA)
- Part 1 - Pruning
- Part 2 – Soil Management
- Part 3 – Supplemental Support Systems
- Part 4 – Lightning Protection Systems
- Part 5 – Management
- Part 6 – Planting and Transplanting
- Part 7 – Integrated Vegetation Management
- Part 8 - Root Management Standard
- Part 9 – Tree Risk Assessment

In draft/review:
- Part 10 - Integrated Pest Management (IPM)
- Part 11 - Urban Forest Products (UFP)

Best Management Practices
The International Society of Arboriculture has produced Best Management Practices for each of the ANSI A300 Tree Care Operations Parts. These can be purchased directly from ISA.

Section 13   Key References for Urban Foresters

In this section:
- A. Publications and Tools
- B. Newsletters and Social Media
- C. Common Acronyms - Definition, Spelling, and Pronunciation

A. Publications and Tools
Pacific Southwest Region Urban and Community Forestry Web Page
The Pacific Southwest Region Urban and Community Forestry Website has a variety of useful publications, links and other information.
- Tree Planting
- Tree Care and Protection
- Urban Forest Management
- Outreach and Marketing
- Trees and Forest Health
- Classroom Resources

Urban Forestry Index (UFind)
The Urban Forestry Index is an online, searchable database of urban forestry and arboriculture resources. www.urbanforestryindex.net

Select Resources
Benefits of Trees
- Urban & Community Forestry Appreciation Toolkit—Folder and CD
- Planting Seeds of Success: Marketing the Community Forest—Handbook & presentation
- Trees Pay Us Back—Web site

Classroom Resources
- Planting Trees in Your Community Forest - for 9 to 109-year olds
- Urban Forestry Lab Exercises for Elementary, Middle, and High School Students —Lab exercises
- LEAF Wisconsin—Urban Forest Lesson Guide—lesson guide

Inventory and Assessment
- An Inventory Manual for Volunteers
- A Guide: Completing an Inventory of Urban Park Trails
- i-Tree—Public domain software
- List of Tree Inventory Software Programs
- Urban Tree Canopy Cover Goals: Assessment, Planning, and Implementation

Management Planning
- Urban Forest Management Plan Toolkit
- Community Tree Plans: A Guide for Tree Commissions and Environmental Advisory Councils
- A Guide: Developing a Street and Park Tree Management Plan
- Planning the Urban Forest—American Planning Assn. Report

Ordinances
- [Guidelines for Developing and Evaluating Tree Ordinances](#)—Web site

Risk Management
- [Urban Tree Risk Management: A Community Guide to Program Planning and Design](#)—3-ring binder or CD*
- [How to Recognize Hazardous Defects in Trees](#)

Storm Preparedness and Response
- [Storms Over the Urban Forest: Planning, Responding, and Regreening—A Community Guide to Natural Disaster Relief](#)
- [Trees and Ice Storms: The Development of Ice-storm Resistant Urban Tree Populations 2nd Edition](#)
- [Tree Emergency Manual for Public Officials](#)
- Tree Emergency Planning Worksheet—Worksheet [MSWord](#), [PDF](#)
- [Storms Media Kit](#)—Press releases

Tree Boards and Volunteers
- [Tree Board University](#)—online training program
- [Municipal Tree Commissions](#)
- [Working with Local Government for Successful Urban Forests](#)
- [Opportunities for Volunteers](#)
- [Annual Budgets for Community Tree Programs](#)
- [Annual Work Plans for Tree Commissions](#)
- [Fundraising for Community Tree Projects](#)
- [A Guide for Municipal Tree Commissions](#)
- [Community Tree Plans: A Guide for Tree Commissions and Environmental Advisory Councils](#)

Tree Planting and Care
- [Tree Owner's Manual](#)–Booklet
- [How to Prune Trees](#) - Booklet* /available in Spanish
- [Anti-topping Campaign](#)–Brochure, folder, ad campaign
- [Planting Specifications and Details](#)
- [Stem Girdling Roots: The Underground Epidemic Killing Our Trees](#)

Tree Protection
- [A Guide to Protecting Trees in Development Projects](#)
- [Protecting Trees During Construction: A Homeowner's Guide](#)
- [Conserving Wooded Areas in Developing Communities](#)

Wood Utilization
- [Utilizing Municipal Trees: Ideas from Across the Country](#)
- [Recycling Municipal Trees](#)
- [Cost-Effective Tree Removal and Utilization Strategies to Address Invasive Species Attacks](#)
- [Urban Tree and Woody Yard Residues—Another Wood Resource](#)
- [Wood Education and Resource Center](#)—Program

Other Resources
- [Backyard Woods](#)
- [Urban Watershed Forestry Manual](#)

B. Newsletters and Social Media

The Regional UCF Program Manager will scan newsletters and websites for relevant information and distribute it via email to State UCF Coordinators. However, if you would like to receive information directly from organizations, consider subscribing to one or more of the following:

- Alliance for Community Trees – weekly newsletter
- Local Government Environmental Assistance Network (LGEAN) – bi-weekly email updates
- CityLab – daily or weekly top news stories
- Urban Forest Products Alliance - LinkedIn Group
- Urban Tree Growth & Longevity Working Group – LinkedIn Group

Best Practices:
What are the types of tools, newsletters, and social media that you use locally?

C. Common Acronyms – Definition, Spelling, and Pronunciation

There are many abbreviations used in the U.S. Forest Service's Urban Forestry Program. The following tables provide correct spelling, use of hyphens and capitalization, and pronunciation of the most common products and organizational entities.

Products

Acronym	Product Name/Description	Pronunciation	More Information
NIC	**National Information Center** Website that houses accomplishment reporting databases such as those used for the Legacy and Urban and Community Forestry programs.	*(nick)*	http://spfnic.fs.fed.us/nicportal/
CARS	**Community Accomplishment Reporting System** Online reporting system for the Urban and Community Forestry Program, including community status by state, volunteer hours, and sub-grants. The system can generate reports at the state, region, and national level.	*(cars)*	http://spfnic.fs.fed.us/nicportal/
i-Tree	**Inventory of Tree Resources – Economic and Environmental** Free suite of software from the U.S. Forest Service that provides urban forestry analysis and benefits assessment tools. i-Tree includes multiple programs that can be downloaded and used individually.	*(eye'-tree)*	www.itreetools.org
UFind	**Urban Forestry Index** The Urban Forestry Index (UFind) is an online database of current and historic urban forestry and arboriculture publications and other media that can be searched by topic, author, title, description, or keyword.	*(you'-find)*	www.urbanforestryindex.net

Organizational Entities

Acronym	Name/Description	Pronunciation	More Information
ACTrees	**A**lliance for **C**ommunity **Trees**	*(ay-see-trees)*	www.actrees.org
ADF	**A**rbor **D**ay **F**oundation	*Spell out*	www.arborday.org
AF	**A**merican **F**orests	*Spell out*	www.americanforests.org
ISA	**I**nternational **S**ociety of **A**rboriculture	*Spell out*	www.isa-arbor.org
IPIF	**I**nstitute of **P**acific **I**sland **F**orestry	*(I-piff)*	http://www.fs.fed.us/psw/programs/ipif/
NASF	**N**ational **A**ssociation of **S**tate **F**oresters NASF is a non-profit organization comprised of the directors of forestry agencies in the states, territories and the District of Columbia of the United States.	*Spell out*	www.stateforesters.org
NUCFAC	**N**ational **U**rban & **C**ommunity **F**orestry **A**dvisory **C**ouncil NUCFAC is a 15-member council established to advise the Secretary of Agriculture on Forest Service's national urban and community forestry program.	*Preferred – the council. Otherwise (nuck'-fack)*	www.fs.fed.us/ucf/nucfac.html
R5	**R**egion **5**- Pacific Southest Region	*Spell out*	http://www.fs.usda.gov/r5
PIFC	**P**acific **I**slands **F**orestry **C**ommittee	*Spell out*	http://wflccenter.org/about-us/island-forestry/
PSW	**P**acific **S**outh**w**est Research Station	*Spell out*	http://www.fs.fed.us/psw/index.shtml
S&PF	**S**tate & **P**rivate **F**orestry One of three branches of the U.S. Forest Service (the other two are Research & Development (R&D) and the National Forest System).	*(ess-and-pee-eff)*	www.fs.fed.us/spf
SUFC	**S**ustainable **U**rban **F**orests **C**oalition	*Spell out*	www.urbanforestcoalition.com/
UCF	**U**rban and **C**ommunity **F**orestry	*Spell out*	
UNRI	**U**rban **N**atural **R**esources **I**nstitute The technology transfer staff within the Northern Research Station who are working on urban natural resources stewardship issues.	*(un'-ree)*	www.unri.org
USDA	**U**nites **S**tates **D**epartment of **A**griculture The U.S. Forest Service is an agency under the U.S. Department of Agriculture.	*Spell out*	www.usda.gov
WFLC	**W**estern **F**orestry **L**eadership **C**oalition	*(Whiff-lick)*	http://wflccenter.org/

Appendix A
Directory of Urban Forestry
Coordinators in the Pacific Southwest
Region

American Samoa

>   Denis Sene Jr
>   PO Box 5319, ASCC - AHNR
>   Pago Pago, AS 96799
>   Phone: 011-684-699-1394
>   E-mail: denis_senejr@yahoo.com

California

>   Walter Passmore
>   California Dept. of Forestry and Fire Protection
>   PO Box 944246
>   Sacramento, CA 94244-2460
>   Phone: (916) 214-5420
>   E-mail: walter.passmore@fire.ca.gov

Federated States of Micronesia

FSM – Chuuk

>   Vacant
>   Department of Agriculture
>   P.O. Box 189
>   Weno, Chuuk FSM 96942

FSM – Kosrae

>   Dison Kephas
>   Kosrae Island Resource Mgmt. Program
>   Development Review Commission
>   P.O. Box DRC
>   Kosrae, FSM 96944
>   E-mail: ucfkosrae@gmail.com

FSM – Pohnpei

>   Eugene Eperiam
>   Division of Forestry and Marine Conservation
>   P.O. Box 562
>   Kolonia, Pohnpei FSM 96941
>   E-mail: eugene22eperiam@gmail.com

FSM – Yap

>   Valentino Orhitil
>   Forestry Section, Division of Agriculture
>   P.O. Box 463
>   Yap, FSM 96943
>   Phone: 691-350-2183
>   E-mail: yapucf@gmail.com

Guam

>   PJ San Nicolas
>   Forestry & Soil Resource Division
>   163 Dairy Road
>   Mangilao, GU 96913
>   Phone: 671-480-6775
>   E-mail: pjsannicolas@smarttreespacific.org

Hawaii

>   Heather McMillen
>   Hawaii Division of Forestry and Wildlife
>   1151 Punchbowl Street, Room 325
>   Honolulu, HI 96813
>   Phone Cell: (808) 721-7604
>   E-mail: heather.l.mcmillen@hawaii.gov

Marshall Islands (Republic of the)

>   Lajkit Rufus
>   Ministry of Resources & Development
>   Office of the Chief of Agriculture
>   P.O. Box 1727
>   Majuro, MH 96960
>   Phone: 011-692-625-3206
>   E-mail: lrufus@hawaii.edu

Northern Mariana Islands (Commonwealth of the)

>   Frank Ada
>   CNMI Dept. of Lands & Natural Resources
>   PO Box 10007, Lower Base
>   Saipan, MP 96950
>   Phone: 670-322-5018
>   E-mail: frankada1960@gmail.com

Palau (Republic of)

>   Vacant
>   Division of Agriculture & Mineral Resources
>   PO Box 460
>   Koror, PALAU 96940
>   Phone: 011-680-488-250

Appendix B
U.S. Forest Service Organization and Staff

In this appendix:
- A. **Overview of U.S. Forest Service**
- B. **State and Private Forestry – UCF Program Staff**
  - o **Washington Office**
  - o **Pacific Southwest Region**
  - o **Other Regions**
- C. **Research and Development - Urban Research Staff and Institute of Pacific Island Forestry**
- D. **Map of U.S. Forest Service Regions**

A. Overview of U.S. Forest Service

The U.S. Forest Service is an agency under the United States Department of Agriculture (USDA). There are three branches of the U.S. Forest Service.   The most widely known and largest (comprising most of the Forest Service staff) is the National Forest System and is focused on all aspects of managing the National Forests. Another is the Research and Development branch. The third branch is State and Private Forestry which houses Fire and Aviation, Forest Health, and Cooperative Forestry Programs. The Urban and Community Forestry program is part of Cooperative Forestry.

CHART DATE: July 2023
U.S. Department of Agriculture
Secretary Tom Vilsack
U.S. Forest Service
Chief Randy Moore

State and Private Forestry	**National Forest System**	**Research and Development**
Deputy Chief Jaelith Hall-Rivera	Deputy Chief Chris French	Deputy Chief David Lytle
---	-------------------------------------	--
Fire and Aviation		==Urban Research==
Forest Health		
Cooperative Forestry		
Stewardship		
Legacy		
==Urban and Community Forestry==		
Pacific Southwest Region:	**Pacific Southwest Region**	**Pacific Southwest Station**
Regional Forester:	Regional Forester:	Director:
Jennifer Eberlien	Jennifer Eberlien	Richard Barhydt
SPF Director:	Regional Liaison:	Program Manager:
Sherry Hazelhurst	Jodi Chew	Susan Cordell

Key Leaders Related to Urban and Community Forestry

U.S. Department of Agriculture

Tom Vilsack	Secretary of the U.S. Department of Agriculture
Homer Wilkes	Under Secretary for Natural Resources and Environment (USFS and NRCS)
Meryl Harrell	Deputy Under Secretary (U.S. Forest Service)

U.S Forest Service

Randy Moore	Chief of the U.S. Forest Service
Angela Coleman	Associate Chief
Jaelith Hall-Rivera	Deputy Chief for State and Private Forestry
David Lytle	Deputy Chief for Research and Development
Chris French	Deputy Chief for the National Forest System
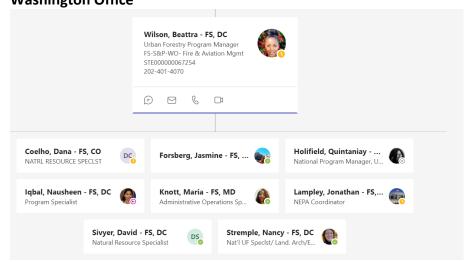
State and Private Forestry-Washington Office

Jaelith Hall-Rivera	Deputy Chief for State and Private Forestry
John Crockett	Associate Deputy Chief for State and Private Forestry
Andrea Weeks	Associate Deputy Chief for State and Private Forestry
Debbie Pressman	Associate Deputy Chief for State and Private Forestry
Steve Koehn	Director of Cooperative Forestry

B. State and Private Forestry – Urban and Community Forestry Staff
Washington Office

Wilson, Beattra - FS, DC
Urban Forestry Program Manager
FS-S&P-WO- Fire & Aviation Mgmt
STE000000067254
202-401-4070

Coelho, Dana - FS, CO
NATRL RESOURCE SPECLST

Forsberg, Jasmine - FS, ...

Holifield, Quintaniay - ...
National Program Manager, U...

Iqbal, Nausheen - FS, DC
Program Specialist

Knott, Maria - FS, MD
Administrative Operations Sp...

Lampley, Jonathan - FS,...
NEPA Coordinator

Sivyer, David - FS, DC
Natural Resource Specialist

Stremple, Nancy - FS, DC
Nat'l UF Speclst/ Land. Arch/E...

And David Sivyer!

Pacific Southwest Region

California, Hawaii and the Pacific Affiliated Islands
Our complete list of employees and responsibilities is maintained and updated here:
https://www.fs.usda.gov/detail/r5/communityforests/?cid=fseprd1045857

Other Regions

Amanda Egan	Regional Coordinator – Region 1 (Northern) and Region 4 (Intermountain)
	Idaho, Montana, North Dakota, Nevada, Utah
Sherry Fountain	Regional Coordinator – Region 2 (Rocky Mountain)
	Colorado, Kansas, Nebraska, South Dakota, Wyoming
Laura Moser	Regional Coordinator – Region 3 (Southwestern)
	Arizona, New Mexico
Vacant	Regional Coordinator – Region 9
	20 state region- from Maine to Minnesota down to Missouri and Maryland
Stephen Baker	Regional Coordinator – Region 6 (Pacific Northwest) and Region 10 (Alaska)
	Oregon, Washington, Alaska
Maya Quinones	Regional Coordinator - IITF International Institute of Tropical Forestry
	Puerto Rico and Virgin Islands
Vacant	Regional Coordinator – Region 8 (Southern Region)
	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia
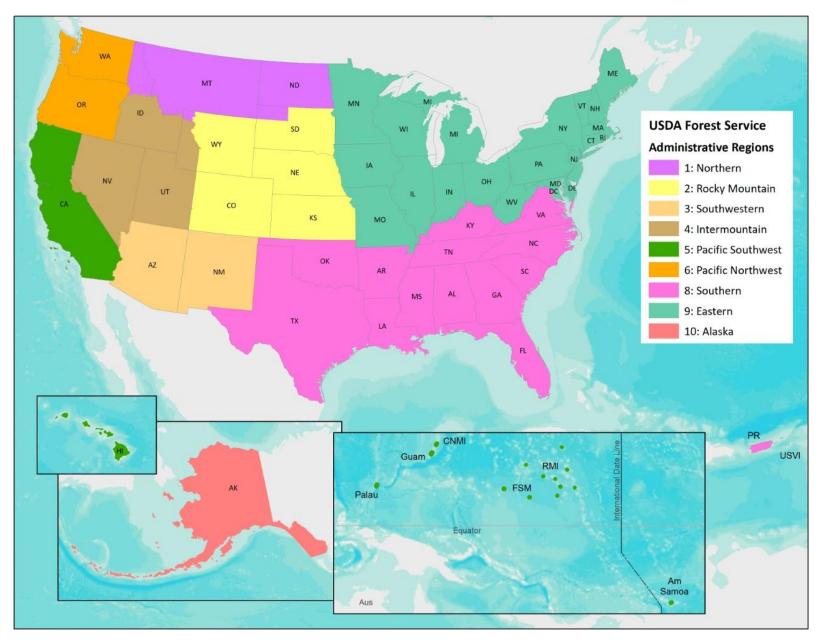
C. Research and Development - Urban Research Contacts

Washington Office

Phillip Rodbell   National Program Lead, Urban Research

Link to homepage: https://www.fs.usda.gov/research/environment/urbanforestry

D. Map of U.S. Forest Service Regions

USDA Forest Service
Administrative Regions
- 1: Northern
- 2: Rocky Mountain
- 3: Southwestern
- 4: Intermountain
- 5: Pacific Southwest
- 6: Pacific Northwest
- 8: Southern
- 9: Eastern
- 10: Alaska

Appendix C

In this appendix:
  A. 2016 Western UCF NETWORK WORK PLAN

A. 2016 Western UCF NETWORK WORK PLAN

This plan was developed in conjunction with the annual meeting held in Bismarck, ND (March 2016) and is a compilation of discussion and action items defined during that meeting. The plan is designed to be Issue-based / action-oriented; the goal is to enhance delivery of UCF program within the context of State Forest Action Plans and regional priorities. *Updates indicated in Blue.*

Priorities of the group:
- Training > enhancing technical skills
- Networking > share case studies and lessons learned
- Communication > tell stories, cultivate champions, tap into CWSF/WFLC capacity, engage SUFC, Vibrant Cities
- Awareness of emerging issues > green infrastructure, water/clean water act, invasive species
- State/fed plans and priorities
    - Build on CWSF "Across the Western Landscape"
    - NASF: Savannah meeting agenda has urban focus (My Tree Our Forest, TCUSA)

Quarterly Conference Calls

Leadership team will continue quarterly conference calls with the membership. If a state program coordinator/manager cannot participate, another representative from that state should be on the call. This will enable new leadership to evolve and will maintain communication with each state. Agenda items will include updates on national and regional issues, state sharing, and reports from working groups. Chair will send out agenda and arrange for meeting technology.

Schedule for 2016 Call Meetings: (1st Thursdays of quarterly months; 1pm MST):
- April 7, 2016
- July 7, 2016
- October 6, 2016
- January 5, 2017

ANNUAL WUCF Meeting

The 2016 Annual Meeting was held in Bismarck, ND March 8-9, 2016, hosted by NDFS. CWSF/WFLC set up on-line registration and assisted with logistics of meeting, as well as some meeting costs. Attendees included representatives from eight western states, NA representative, three federal regional coordinators, and CWSF/WFLC as well as State Forester Larry Kotchman, representing the NASF UCF Committee. A remote connection enabled participation of some speakers (including Jan Davis, USFS and Cara Boucher, NASF) and states unable to attend in person. The meeting included NDSU Plant Sciences presentation, "NDSU Tree Improvement and Selection Program"; reports from federal partners and lightning round presentations on Green Infrastructure from western states; a field trip featuring biomass utilization and Bismarck city forestry department projects; an update on Tree City USA Growth Award and 40th Anniversary of Tree City USA from ADF; and ended with a WUCF Network Action Planning Session.

History of annual meetings:

2016 – Bismarck, ND – Radisson Hotel; March 8-9
2015 – Reno, NV – Silver Legacy Resort; February 3-5
2014 - no meeting during the calendar year

2013 – Portland, OR – World Forestry Center; Oct. 22-24
2012 – Denver, CO – Marriott Courtyard; Oct. 16-18 (State/Federal Joint Strategic Planning meeting)
2010 –Albuquerque, NM – Hyatt Regency; Oct. 2-3 (Western States UCF Coordinator Meeting)

Other Meetings in 2016
When invited to NASF or Regional UCF meetings, WUCF Network will be represented by a member of the current Leadership Team or another appointed State member. WFLC has offered to provide funding to cover travel costs for the NASF meetings.
Important dates:
- PCF: November 2016 @ Indianapolis, all
- National UCF calls, 1st Wednesday @ 1 PM Mountain
- SGSF: January 2016 - Jennifer attended
- NAASF U&CF – May 10-12, 2016 – Washington, D.C. – Keith will attend
- NASF UCF Committee – June 7-8, 2016 – San Juan, PR – Gerri will attend

WORKING GROUPS

i-Tree: Dave Stephenson (current lead, but stepping down) > TBA ;   Margie Costa (retiring by July 1, 2016) > Kathy Sheehan
- Develop more cost-effective training program, online course and coursework using real data reflecting different cities (size, ecology, hydrology, etc.)
- Train the trainer component (CF Director, Steve Koehn, is interested)
    - Offering monthly webinars
- i-Tree Hydro training @ WEFTEC
- IDL has $3,500 to invest from USFS R1/4
- Consider adding in-person training to a WUCF Network annual meeting
- Capture i-Tree monthly webinars in the mega-webinar calendar
- **Next actions: Margie will set up a follow-up call**

TCUSA Growth Award: Kristin (Chair), Linden, Alix, Dana
Pete Smith, ADF, was a featured speaker during the 2016 March meeting.
- Provide feedback and input to ADF:
    - Sustainability: are awards broadly attainable - in different climates and capacities?
    - Are the right specifics included within the resource, management, and community framework categories?
    - Identify the barriers to participation and success. Use self-assessment to demonstrate capacity – could a community already be at the silver level and that is the first award they get?
    - What happens with a loss of capacity – does a community lose their status?
    - How flexible are the sustainability levels? How are communities rewarded for place-specific action?
    - What about functional value of trees? Focus more on new ideas, less on details like point value.
- **Next action: review/take a closer look at documents, schedule call with Pete on April 7 Network call, get some discussion questions from Pete and compile our questions back to Pete before call, get any updates to the documents and/or his thinking (Kristin: lead)**
- **Considerations:**
    - Watch for input from NASF in June

- o Use as framework for program development, targeting state and federal assistance to communities - "headed in the right direction"; opportunity to crosswalk with federal reporting
- o Protect and enhance TCUSA brand
- o Recognition in the form of letters from US Senators to communities. This approach was used before and proved to have value.

Update: Pete Smith revisited the TCUSA Growth Award presentation and entertained questions/discussion with the WUCF Network membership during the April 7 conference call.
- o Details of the new Growth Award continue to evolve
- o Variability among communities and between states is recognized; species and age diversity of the urban forest are important considerations
- o Assurance that the existing annual Growth Award will not go away
- o New Growth Award continuum should be used as a partnership-building platform / tool. UCF programs are often spread across multiple municipal programs – encourage collaborative management and planning.
- o Benefit of the new program will be to drive funding toward UCF programs; continue growth/sustainability.

TCUSA 40ᵗʰ Anniversary: Sara, Collective effort from WUCF Network
- Plan celebration/recognition events
- State strategies, events: compile info/photos and share
- Include 40ᵗʰ anniversary celebrations in next couple of years
- Also new Tree Campus USA tribal colleges, opportunity for celebration, recognition, communication; USFS and USDA interest (ND: May, John Shannon will attend)
- Highlight the 8 western 40 year communities in 2016, press releases, state and local celebrations

Update: WFLC produced a press release in late April highlighting the eight western communities celebrating their 40ᵗʰ year as a Tree City USA. Sara worked in partnership with the state U&CF coordinators and communication staff members. This press release is located in the Tree City USA folder in the WUCF Google Drive.
- **Next actions:** As states plan celebrations/recognition events, please notify Sara. These updates will be considered for content in the CWSF/WFLC newsletter and for social media.

Training: Jennifer (is interested in iTree if someone else wants to lead this charge), Sara
- New state coordinator manual, context of the job – draft developed by Jennifer Dann (NM) and Dale Dickens (AL)
- Provide professional development opportunity at annual WUCF Network meeting – invite speaker
- Recommend assigning a mentor, state-to-state
- **Next actions: Share draft manual with Network for revisions, post to Google Drive (Jennifer, topic for July meeting)**
- **Next action: Keep in touch with Paul Ries about Green infrastructure online course (Kristin) and Ed Macie/ Eric Kuehler (Margie)**
- **Next action: Create list of prioritized training/networking events for western UCF coordinators; useful to State Foresters, both topics and specific events, everyone share their priorities (Jennifer)**
- **(Sara) Create calendar/document of webinars, searchable Google Sheet, document indexing various sources and themes, links to past recorded webinars (all) send**

Update: Sara Goodwin is continuing to update the calendar of webinar opportunities in the WUCF Google Drive: https://drive.google.com/drive/u/0/folders/0B612ISX1KojnfmMzdHRRTkhRd0J4eGFlanUxUkhmVjUwQW ZESmRBSnllSnRDeHZpUC1kdWs. Sara encourages others to add to this document as they receive webinar opportunities. In addition, Sara is interested in learning as to whether or not folks are using the training opportunities document.

Marketing & Communications: Sara
- Quarterly communication webinars from CWSF/WFLC
- Move Google Drive over to paid CWSF space, include NASF UCF Committee notes, other regions
- Feed CWSF social media
- Engage with emerging communications network
- Continue to use WUCF Network listserv
- Develop 1-page summaries of priority issues, program areas, etc.
- Summarize western celebration of TCUSA 40th Anniversary; utilize ADF promotional materials
- Focus more on how to use products then developing them ourselves
- <mark>**Next action: green infrastructure summary from this meeting**</mark>

Update: WFLC is working with an external consultant to compile notes and presentations from the Green Infrastructure report-outs during the March WUCF meeting. These updates will be compiled into one document which will highlight what each state/island is doing around Green Infrastructure.
WFLC is currently working with the consultant to narrow down each state/island update into 1-3 paragraphs. Once this information is compiled, Sara will send it out to the WUCF Group for review. With that, each state/island will be asked to either review and approve the information produced on their state/island OR develop content if their state/island was missing from the highlighted information/March report-outs. If your state/island was missing from the March report-out, you will be asked to answer a few brief questions relating to Green Infrastructure. This will help to ensure that each state/island provides the same level of information and remains within the 1-3 paragraph update.
Once all states/islands have reviewed/approved content, WFLC will take the lead on designing a publication to highlight the compiled information.
Once the final publication is produced, WFLC will share the document with the WUCF Network and the WFLC membership.

Technology Transfer: Dana, need state co-lead
- <mark>**Next action: Jasmine's directory, research briefs, share drafts and final docs**</mark>
- <mark>**TSD liaison?**</mark>

Connecting the dots: Keith
- NUCFAC 10-year action plan, Vibrant Cities, etc. : Keith has a common themes document ☺, how LSR projects fit, relationship to USFS Strategic Plan, WFLC Across the Western Landscape, Vibrant Cities, Megaregions, Cohesive Strategy, "connecting the dots team"

Update: See Keith's document posted in the WUCF Google Drive.

Funding/Budget
- Accessing other federal, state, foundation, corporate, etc. resources
- Different business models (Louisiana, non-profit is UCF program lead)
- Cohesive Strategy connections: awareness and engagement, how do UCF authorities fit in?
  - Smoke impacts and tree canopy; role of UCF in the WUI
  - See NV: UCF organizing under the Cohesive Strategy

Urban agriculture (Kristin, Gerri)
- Share success stories / templates for projects.
  - Edible urban forests, USFS-funded and other projects, school gardens

- o Connect with NAC; AZ got a NUCFAC grant to do this kind of work
- o Urban agriculture toolkit, linking community supported agriculture and community supported forestry, agroforestry

Leadership team:
- Note that order of leadership switched CO/SD - update Bridge Document to clarify rotation
- Terms of leadership change upon calendar year, January 1 – December 31.
- Inform others of changes (NASF, CWSF, NAASF, SGSF, etc.)
- Document how to process travel through CWSF, share link
- Plan for next annual meeting:
  - o Potential sites – AZ, SD
  - o Consider Vice-chair hosting annual meeting
  - o Attempt to visit most states; consider costs/ease of travel

Updated by Leadership Team
July 1, 2016

Appendix D

In this section:
  A. Equal Opportunity Program Delivery Resources

A. Equal Opportunity Program Delivery Resources

This list of resources is intended for holders of grants and cooperative agreements with the USDA Forest Service, to assist them in complying with Federal Civil Rights laws. This listing is not inclusive of all civil rights responsibilities.

Principal Laws and Policy
  Title VI of the Civil Rights Act of 1964
    Website: http://www.justice.gov/crt/about/cor/coord/titlevi.php
  Title IX of the Education Amendment of 1972
    Website: http://www.justice.gov/crt/about/cor/coord/titleix.php
  Age Discrimination Act of 1975
    Website: http://www.dol.gov/oasam/regs/statutes/age_act.htm
  Section 504 of the Rehabilitation Act of 1973, as Amended
    Website: http://www.dol.gov/oasam/regs/statutes/sec504.htm
  Americans with Disabilities Act
    Website: http://www.ada.gov/pubs/ada.htm

Posters & Brochures
  Complying with Civil Rights Requirements – Your Responsibilities as a Partner with the USDA Forest Service (for recipients of grants and cooperative agreements)
    Brochure: http://www.fs.fed.us/cr/poster/grants-greenhigh.pdf
  "And Justice for All" (4+ MB, English & Spanish, toll-free numbers, red or green)
    Poster: http://www.fs.fed.us/cr/poster/justiceforall-redhigh.pdf
    Poster: http://www.fs.fed.us/cr/poster/justiceforall-greenhigh.pdf

Accessibility
  A Guide to the New ADA-ABA Accessibility Guidelines (7-23-04)
    Website: http://www.access-board.gov/ada-aba/summary.htm
  A Guide to Disability Rights Laws
    Website: http://www.ada.gov/cguide.htm & http://www.ada.gov/cguide.pdf
    Service Animals ADA 2010 Revised Requirements
    Website: http://www.ada.gov/service_animals_2010.pdf
  Telecommunications Relay Services
    Website: http://www.fcc.gov/cgb/consumerfacts/trs.html

Guidebooks and Templates
  Accessible Meetings: Expanding Your Market: Accessible Information Exchange
    Website: http://www.ada.gov/business/accessiblemtg.htm
  What are Alternative Formats? How Do They Apply to Programs & Services?
    Website: http://www.ncaonline.org/index.php?q=node/334

Related Websites
  US Access Board
    Website: http://www.access-board.gov/

US Department of Justice
    Website: http://www.ada.gov/
Pacific ADA & IT Center
    Website: http://www.adapacific.org/
Disability.gov
    Website: http://www.disability.gov

Guidebooks and Templates
Language Assistance Self-Assessment and Planning Tool for Recipients of Federal Financial Assistance
    Website: http://www.lep.gov/selfassesstool.htm
Limited English Proficiency: What Federal Agencies and Federally Assisted Programs should know about providing Services to LEP Individuals
    Website: http://www.lep.gov/resources/lep_aug2005.pdf
Reaching Out: A USDA Forest Service Toolkit for Equal Participation
    Website: http://www.fs.fed.us/spf/coop/library/Toolkit.pdf

Related Websites
US Government Limited English Proficiency (LEP)
    Website: http://www.lep.gov/
Census Bureau - Population Statistics
    Website: http://www.census.gov/

Appendix E

In this appendix:

    A. Glossary of Assistance Terminology

A. Glossary of Assistance Terminology

Accrued Expenditures – Charges incurred by the grantee during a given period requiring the provisions of funds for: (a) goods and other tangible property received and (b) services performed by employees, contractors, subcooperators, and other payees.

Application - A request submitted for financial assistance of a project or activity.

Audit – Evaluating and reporting on a recipient's financial and programmatic operations.

Award - The provision of funds or directed assistance based on an approved application and budget to provide financial assistance to an organization to carry out an activity, program or project.

Award Period – The time between the effective date of the award and the ending date of the award reflected in the approved Application for Federal Assistance (SF-424).

Budget Period – The interval of time into which the project period is divided for budgetary and funding purposes.

Budget Revision – A budget revision is any change within the scope of the original grant. A budget revision may be a transfer of funds within a project or among projects within an approved grant. It could also include the addition or deletion of an activity.

Catalog of Federal Regulations (CFR) – The CFR is an annually revised citification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles which represent broad areas subject to federal regulation.

Catalog of Federal Domestic Assistance (CFDA) – A compilation of federal programs of assistance available to states, localities, and other recipients. It is prepared annually by the Office of Management and Budget and updated semi-annually.

Cooperative Agreement – An award of financial assistance where "substantial involvement" is anticipated between the awarding agency and the recipient during the performance of the contemplated activity.

Date of Completion – The date when all work is completed or the date in the award document or any supplemental or amendment thereto, on which Federal assistance ends.

Debarment – An exclusion of an organization or individual for participating in government programs. See "**Suspension**," below. Debarred organizations or individuals are, in most instances, ineligible to apply grants. Debarment is to protect the government and is not a penalty in and of itself.
Direct Costs – Costs that can be specifically identified with an activity or item under a grant or cooperative agreement.

Disallowed Costs – Charges to an award in which the awarding agency or its representatives determines to be unallowable.

Equipment – Non-expendable property having a useful life of more than one year and a cost of $5,000 or more per unit.

Executive Order 12372, "Intergovernmental Review of Federal Programs," – An Executive Order which establishes a procedure for the evaluation, review, and coordination of federal and federally-assisted programs and projects to the State Single Point of Contact (SPOC).

Expenditures* - outlays

Expiration Date – The date signifying the end of the current budget period, as indicated on the grant award, after which the grantee does not have authority to obligate grant funds.

Federal Financial Assistance – Transfer of property, money, or other direct assistance to an eligible recipient to accomplish a public purpose of support or stimulation as authorized by law.

Federal Financial Report (FFR)* – Standard Form (SF)-425

Federal Funds Authorized – The total amount of Federal funds obligated by the Forest Service for use by the cooperator.

Federal Register – The Federal Register, published every federal working day, provides a uniform system for making available to the public regulations and legal notices issued by federal agencies and the President. These include Presidential proclamations and Executive orders and federal agency documents having a general applicability and legal affect, documents required to be published by an Act of Congress, and other federal agency documents of public interest.

For-Profit Organization – A corporation or other legal entity which is organized or operated for the profit or benefit of its shareholders or other owners.

Grant – An award of financial assistance where no "substantial involvement" is anticipated between the awarding agency and the recipient during performance of the contemplated activity.

Grantee – The organizational entity to which a grant (or cooperative agreement) is awarded and which is responsible and accountable both for the use of the funds provided and for the performance of the grant supported project or activities.

Grants and Agreements Specialist – Individual responsible for negotiation, award, and business management of grants.

Grant Monitor – Awarding agency official who is responsible for the technical or substantive programmatic aspects of a grant or cooperative agreement.

Hard Match –
.

Indirect Costs – Costs that are incurred for common or joint objectives, which therefore cannot be identified specifically with a particular program or project. Also called overhead. Evidence of

an indirect cost rate approved by a cognizant (or lead) federal agency must be provided before indirect costs can be charged to a federal award.

In-Kind Match –
.

Matching Share – The contribution that recipients are required to make in order to supplement the grantor's grant monies.

Monitoring – A process whereby the programmatic and administrative aspects of a grant are reviewed by means of collection and assessment of information gathered from various reports, audits, site visits, and other sources.

Non-Federal Entity – A State, local government, or non-profit organization.

Nonprofit Organization – Any corporation, trust association, cooperative, or other organization which is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, and/or expand its operations.

Obligations – The amounts of orders placed, subagreements awarded, services received, and similar transactions during a given period, which will require payment during the same or future period.

Outlays – Charges made to the program or project. They may be reported on a cash or accrual basis.

Pass-Through – A process by which a state government receives federal grants and passes the money through to sub-state jurisdictions.

Performance Report – A written report that provides information demonstrating the accountability for use of federal funds. The report should include:
(a) Progress achieved in accomplishing goals and objectives in the approved award.
(b) Quantify outputs where applicable
(c) Difficulties encountered, including reasons why goals and objectives were not met, and the resolution or corrective action planned,
(d) Other pertinent information pertaining to the activities described in the approved program narrative.

Prior Approval – Permission, generally written, from the grantor in advance of an act which would result in either an expenditure of funds or modification of a grant activity where such approval is required by the grant terms and conditions.

Program Income – Gross income received by the awardee or subawardee directly generated by an award supported activity, or earned as a result of the award agreement during the award period.

Project Period – The total time for which support of a project has been programmatically approved.

Scope – The broad purpose or objectives of a grant. A scope may encompass one or more

specific projects. A project scope is defined as the broad purpose of a particular project within a grant. There may be multiple scopes identifying each of the different projects within a grant and each scope may contain a number of activities which represent the estimate of actions needed to complete the project.

Subgrant – An award of financial assistance in the form of money or property made under a grant by a grantee to an eligible recipient, called a subgrantee.

Suspension – Action by the awarding agency which temporarily suspends Federal assistance number the award pending corrective action by the cooperator or pending a decision to terminate the award by the awarding agency.

Supplies – Tangible personal property other than equipment.

Termination – The cancellation of Federal assistance, in whole or part, under a Federal assistance award at any time.

Unobligated Balance – That portion of funds authorized by the Forest Service that has not been obligated by the cooperator. It is determined by deducting the cumulative obligations from the total funds authorized.

Unobligated Obligation – For Federal Financial Reports (SF-425s)* prepared on:
(a) Cash Basis – Represent the amount of obligations incurred by the cooperator that have not been paid.
(b) Accrued Expenditure Basis – Represent the amount of obligations incurred by the cooperator for which an outlay has not been recorded.

Appendix F

In this Appendix:
  A. Sample Grant Narrative Advice

A. Sample Grant Narrative Advice

<div align="center">FY2019 FINAL GRANT FUNDING ADVICE</div>

GRANTEE	COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
PROGRAM	Urban & Community Forestry– CFDA 10.675

FUNDING	$ XXXXXXXX	COST-SHARE	50/50

FS PROGRAM MANAGER	Miranda Hutten USDA Forest Service 1323 Club Drive Vallejo, CA 94592	Phone: Fax: E-mail:	(707) 562-9025 (707) 562-9054 miranda.hutten@usda.gov

**GUIDELINES
& DIRECTION**

Program Authorities:
Per the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, 92 Stat.365, 16 U.S.C., 2102 et seq. (As Amended Through Public Law 107-195, June 16, 2002) Section 9 (16 U.S.C. 2105) Urban and Community Forestry Assistance.

The Urban and Community Forestry Program is authorized by the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended; Food, Agriculture, Conservation, and Trade Act of 1990, as amended, Public Law 101-624. The Urban and Community Forestry (UCF) program provides financial, technical, educational and related assistance to State foresters or equivalent State officials to assist communities to plan urban forestry programs and to plant, protect, maintain and utilize wood from community trees and forests to maximize social, environmental and economic benefits.

Program Requirements:
State UCF programs must meet the four program standards:

- Employ an Urban and Community Forestry Coordinator
- Maintain Volunteer/Partnership Coordination
- Maintain Urban and Community Forestry Advisory Council
- Establish and Monitor State UCF strategic plan (five-year) incorporated into the Forest Action Plan

These four standards should be addressed in the program narrative.

Please review U.S. Executive Order 13112 dated February 3, 1999, subject "Invasive Species." In order to comply, work under this grant generally cannot support the growing, planting or distribution of invasive species. Please ensure that all partners are in compliance with this Order.

Program Goals:

Overall, program goals should focus on program delivery and assistance to identified areas and issues in the Forest Action Plans and that lead to the establishment of self-sustaining local UCF programs that improve the condition and extent of trees and forests in cities, suburbs and communities. In addition, the FS encourages States to focus federal UCF program assistance and outreach efforts on helping foster resilient, adaptive ecosystems to mitigate climate change and deliver benefits to the public. At least one of the objectives in your scope of work should tie to one of the following:

1. Advance inventory, monitoring, and assessment information across all lands.
2. Build urban forest resilience and mitigate the impacts of invasive pests and catastrophic events
3. Work across jurisdictional boundaries, including State, local government, and Tribes, to leverage ideas and additional resources to benefit the larger landscape.
4. Collaborate with planning professionals and regional planning organizations to provide data, tools, and other assistance to help communities plan development to make the most of their urban and rural forest resources for the long term.
5. Facilitate watershed-based partnerships that foster conservation and citizen stewardship.
6. Support the creation and maintenance of jobs and economic opportunities for local communities and Tribes to sustainably maintain trees, and produce and use forest products.
7. Expand opportunities for underserved and at-risk youth to have meaningful outdoor experiences that lead to stewardship attitudes and behaviors, foster educational enrichment, and provide career development opportunities in natural resources.

Program Activities:
State methodology to achieving these goals should include a list or description of activities written in the form of SMART (Specific, Measurable, Attainable, Relevant, and Time-bound) targets that contribute to the program goals in the grant narrative.

For example:
- Fund up to 5 small grants in the first year to restore community trees damaged by storms during this grant
- Provide career and job training in utility arboriculture to identified partners located Fresno, CA in the first year of this grant
- Support tree canopy data collection and analysis for the University of Guam Campus in the second year of this grant.

Include a description of how the State activities support UCF program participation (coordinator, volunteer/partnership coordination capacity, advisory council, and strategic plan.)

Please also identify any specific training you would like to accomplish or would like U.S. Forest Service assistance to develop.

The National Arbor Day Foundation (NADF) Partners Conference will be held in November. You are authorized to allocate funds in support of this event.

Monitoring:

States report annual UCF accomplishment data via the Community Accomplishment Reporting System (CARS).

The National Information Center hosts CARS via their web portal at: http://apps.fs.fed.us/NICPortal . State reporting in CARS must be completed **prior to October 46, 2019** to allow the Region time to approve their reports by **October 11, 2019**.

States must report on the total number of hours of volunteer service contributed to their UCF Programs and carefully track and report on the following elements achieved in each community:

1. Management Plans: Urban and community tree and forest management plans, developed from professionally-based resource assessments / inventories.
2. Professional Staffing: Individuals who have one or more of the following credentials and who are directly employed or retained through written agreement to advise and/or assist in planting, protection, and maintenance of urban and community trees and forests:
    • Degree in forestry or related field
    • International Society of Arboriculture certified arborist or equivalent professional certification.
3. Ordinances/Policies: Local/statewide ordinances or policies that focus on planting, protecting, and maintaining their urban and community trees and forests.
4. Advocacy/Advisory Organizations: Active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise/advocate for the planting protection and maintenance of urban and community trees and forests.
5. State Assistance: Technical, financial and/or educational assistance

Additional reporting requirement separate from CARS will include a two-page report and digital photographs (>300 dpi) with captions, highlighting a significant community success story that illustrates the results of state technical, financial, and/or educational assistance. States should answer the question: How are U.S. Forest Service dollars making a difference at the local level? Report should include the following in the order shown:

1. State Urban Forestry Coordinator contact: name, address, phone, e-mail address, and website
2. State Program Overview (1-2 paragraphs)
3. Community Success Stories (400 words each): Identify and report on exemplary community projects and long-term outcomes that illustrate the results of state assistance and contribution to achieving state and national program priorities.

A template will be provided by the Regional UCF Program Manager and will be due the Program Manager **prior to October 6, 2017.**

Data collected during local inventory and assessment projects should be retained and made available on request to the U.S. Forest Service.

CIVIL RIGHTS COMPLIANCE   See accompanying letter for direction

**DRUG FREE
WORKPLACE
REQUIREMENTS**   See accompanying letter for direction

REPORTING REQUIREMENTS

1. SF-425 Financial Status Reports	Reports on financial status are required. Upon final award please refer to award letter for due dates for your reports and develop calendar to ensure timeliness. Interim reports are due 30 days after the reporting period; final reports are due 90 days following the grant expiration date. Upon final award, please refer to award letter for due date of first report.
2. Written Grant Accomplishment Report	Reports on progress are required. Upon final award please refer to award letter for due dates for your reports and develop calendar to ensure timeliness.
3. National Reports Requirements	The State Fact Sheet, covering accomplishments during FY19 from all grants, are to be completed and approved by **January 31** in the National Information System Portal (NIC).
	Conservation Education Activities reported in the National Information on Conservation Education (NICE) reporting system by **October 31**.
	Urban and Community Forestry Program, enter performance accomplishments in the Community Accomplishment Reporting System (CARS) database by **October 4**.

**GRANT DRAFT
NARRATIVE**   Please send your draft narrative to the Forest Service Program Manager identified above in this advice guidance by **Novemberer 13, 2018**. They are available to provide guidance to develop the narrative and budget and answer questions

Appendix G

In this appendix:
B. Sample Progress Report

A. Sample Progress Report

PROGRESS REPORT
FOREST SERVICE GRANT No. 13-DG-11052021-207
For the Period ending December 31, 2015

Organization Contact & Grant Information

Organization: California ReLeaf
Address: 2115 J Street, Suite 213 Street, Sacramento, CA 95816
Contact: Cindy Blain, Executive Director
Phone: 916-497-0034
Email: cblain@californiareleaf.org
Project Title: "Cal Fire – California ReLeaf Volunteer Coordinator"
Federal Share: $735,000
Contract Date: July 17, 2013 – December 31, 2016

Project abstract as defined by the initial proposal and contract:

Project Goal
The goal of the contract entitled "Cal Fire – California ReLeaf Volunteer & Partnership Coordinator" is to act as the State of California's Volunteer Coordinator for Urban Forestry, a requirement of the USDA Forest Service grant. California ReLeaf has served in this capacity for the past 25 years, offering the following programs:
- education and outreach (Network updates, website, newsletter, call/email requests for assistance);
- coordinating the California ReLeaf Network, an expanding alliance of over 88 community-based urban forestry organizations throughout the state;
- administering grants for local tree planting, tree care, and education/outreach projects;
- monitoring state and federal legislation that pertains to urban forestry;
- building cooperative partnerships with other statewide nonprofits, the green industry, state and local officials, and urban forestry researchers.

Project Objectives
1. Act as a liaison between community-based urban forestry groups, the USDA Forest Service, the California Department of Forestry and Fire Protection (CAL FIRE), and other urban forestry interests.

   - Promote understanding and support for urban forests and involve the public in urban forest issues.

   - Maintain regular communication with California ReLeaf Network organizations through mailings, email alerts, phone assistance, and/or site visits.

   - Provide networking opportunities and technical expertise to the Network groups. Primarily this is done through the bi-annual conference and retreat as well as through regional meetings or mentoring programs. Stipends are offered to eligible network groups when funding is available.

   - Recruit and provide outreach to individuals and organizations inquiring about starting a new tree organization, with a special emphasis on unrepresented and/or under-served communities.

- Help build the capacity of new and emerging groups through site visits, educational workshops and mentoring services.

- Maintain an annual report and online database of all California ReLeaf Network members, including organizational information and program areas.

- Implement and expand an annual California Arbor Week program to market and promote Arbor Week as a statewide event, in order to garner media attention and volunteer support, expand and enhance Arbor Week activities throughout the state, and educate our state's leaders and citizens about the value of urban forestry and opportunities to be involved.

- Publish California ReLeaf's newsletter, *California Trees*, which features urban forestry issues of interest to community groups, government employees, and green industry professionals.

- Monitor and report on state and national legislation affecting urban forestry. Coordinate statewide outreach efforts on urban forestry issues with state and national organizations and agencies.

2. Administer local assistance grant programs.
    - Administer urban forestry grant programs for tree-planting and capacity-building for the purposes of enhancing the involvement of community-based nonprofit organizations, unincorporated citizen groups, and other eligible entities. Eligible projects will include tree planting, tree care, and education and outreach programs. **PLEASE NOTE** – grants awarded to local organizations for this portion of the contract will be provided through other funding.

3. US Forest Service reporting.
    - Track and report "advocacy/advisory organizations" outreach activities in accordance with the US Forest Service CARS reporting standards.
    - Through the assistance to new and emerging nonprofit organizations (see above), help to track and boost the number of "Managing Communities" within CARS.
    - Supply US Forest Service and Cal Fire annual volunteer hours for all of California ReLeaf's program areas, including grant program and Network activities.

4. Organizational Development.
    - Continue to expand the California ReLeaf Network and membership with tiered membership levels and services to the California ReLeaf Network with an end-goal of building a stronger and more responsive state-wide coalition of nonprofit organizations and grassroots partners.
    - Seek to diversify funding sources to the organization through private and public grants and individual donations.

5. Contract administration.
    - Prepare required financial status reports, written accomplishment reports, and a completion report at the end of the contract period that includes a summary of accomplishments and copies of all products, publications, and materials produced with contract funds.

Objectives met successfully to date:

1. **Urban Forest Education and Outreach.**

- **Act as a liaison between community-based urban forestry groups, the USDA Forest Service, and CAL FIRE.**

California ReLeaf continues to work closely with the USDA Forest Service and CAL FIRE on select programs and projects to share information with urban forest groups as well as the general public. In the second half of 2015, ReLeaf worked to actively educate community groups about the CAL FIRE granting opportunities, for example, by explaining various nuances of the new program such as the definition of a "disadvantaged community", carbon sequestration calculation, and what does "benefiting" a disadvantaged community entail. At the same time ReLeaf was working actively with the USDA Forest Service and CAL FIRE to provide simple clear messages to Network members to provide to the general public on how to care for trees during drought.

- **Promote understand and support for urban forests and involve the public in urban forest issues.**

With assistance from the USDA Forest Service, CAL FIRE, and Network members, California ReLeaf fostered a partnership with Save Our Water to reach the general public and the news agencies about the need to water trees during the current long term drought. Save Our Water agreed to let ReLeaf leverage their name to include "And Our Trees" for a targeted sub-campaign.

Save Our Water is a partnership by the California Department of Water Resources and the Association of California Water Agencies. Save Our Water is aimed at helping Californians to reduce everyday water use through conservation ideas, inspiration and tips. With the support of Save Our Water's publicity department, the message about drought was picked up by many local and statewide news agencies as well as the Associated Press. Save Our Water devoted a webpage to information about trees and drought. Saveourwater.com/trees

Banners, bookmarks and FAQs on tree care during drought were created and distributed at the 2015 California State Fair. Four videos on tree care during drought were created with special assistance by the USDA Forest Service Region 5. One video is on tree care for mature trees during drought and one is for young trees. These two videos were then translated into Spanish. All are available on the USDA Forest Service's YouTube station.

- **Communication and Support of the California ReLeaf Network**

Thirty-one (31) email blasts were sent to Network members during this reporting period, now that California ReLeaf is back up to full staffing levels and have settled into our new office. These emails encompassed updates on the drought messaging campaign – Save Our Water AND Our Trees – including the Spanish translations of the drought education videos, the ReLeaf Network Leadership Workshop in August 2015, grant funding opportunities, as well as legislative actions, job postings, conference and workshop information, and applicable resources and articles. California ReLeaf's social media and online presence (Facebook, Twitter, the ReLeaf website blog, and Linked In) continues to be very active due to Melissa Gutierrez' strong social media skills and more sharing of social media responsibility among the staff.

Drought education with a unified 5-point message was particularly emphasized via special emails as well as eblasts in July and August, and going beyond our Network to other concerned partners, such as the Western Chapter of the International Society of Arboriculture with a reach of 5,000 members, the California Association of Nonprofits with 10,000 members, and the Disneyland staff of 38,000 in Southern California.

In addition, ReLeaf launched our first Network Calling Campaign engaging the entire staff to contact Network members and discuss several items outlined on the campaign talking points agenda, covering a program survey, the upcoming August workshop, and drought messaging. The campaign goal was to reach every one of our 90+ members. We reached about 80 - 90% of the organizations via phone, getting updated contact information and learning that a few organizations were no longer viable members.

- **Networking Opportunities & Technical Expertise**

The August Network Leadership Workshop provided the key networking opportunity during this timeframe, with 55 attendees attending, representing 34 organizations. 24 of them were ReLeaf Network Members or 25% of our Network. Presentations included:
  - Media Training
  - Diversifying the Conservation Movement
  - Growing Community Leadership & Engagement with Trees
  - Translating Tree Talk to Great Grants

California ReLeaf was awarded two pass-through grants by CAL FIRE in July, providing almost $1 million in pass-through funds, so the grant program was discussed as well as the opportunity for new community-based organizations to apply for these grants. Working well with under-resourced communities was a major focus of the Workshop, as the CAL FIRE grant program requires that the projects be located in or benefit under-served communities.

As one long-term Network Member noted: the discussions were unique in the history of ReLeaf workshops, with much more emphasis on community building rather than technical presentations. *(See attached Workshop Agenda handout with the list of attendees).*

Videos of the presentations and the slides are available online for on-demand viewing at
http://californiareleaf.org/august-2015-releaf-network-leadership-workshop/

In addition to the August Workshop, with funding from CAL FIRE, California ReLeaf assembled a wide array of webinar recordings for small nonprofits who cannot always interrupt their day to watch a class at a specific time. Many of these webinars are targeted to help current urban forest groups work better in under-resourced neighborhoods and to help community activists who wish to become more active in planting trees in their neighborhoods. The following new webinar recordings are available on-demand at:
http://californiareleaf.org/resources/education/

  - Cultural Competency 101
  - Latino Engagement with Nature and the Outdoors (3 webinar series)
  - Solidarity in Social Justice (2-hour webinar)
  - How to Start a Nonprofit
  - How to Write a Grant
  - Photography 101: Tips & Tricks to make Good Photos GREAT!
  - Social Media Series (Social Media 101, Facebook 101, Twitter 101 and Social Media Advocacy)

New Member Recruitment & Support

With new grant funding available specifically targeting under-resourced neighborhoods, two community meetings were held in December to explain the grant opportunity – one in Stockton and one in LA. 42 community organizations attended and only 6 were current urban forest nonprofits. The purpose of the meeting was also to encourage partnerships between urban forest and community development nonprofits, so that expertise can be shared both ways: tree planting / tree care and community outreach and education specific to particular neighborhoods or constituencies.   (*See attached handout as well as the lists of attendees).*

- **Annual Report and Network Database**

The 2014 Annual Report was finished and posted on the ReLeaf website as well as mailed to over 100 donors and supporters in December 2015. The timing of the Annual Report is under consideration, given the fact that California ReLeaf is on the state's fiscal year vs the calendar year.

The ReLeaf website was updated to include easy access links to Network member websites as well as their Facebook and Twitter sites.

- **Arbor Week 2016**

The theme for 2016 was selected in the fall - *Trees & Water: Sources of Life (Árboles y Agua: Fuentes de Vida).* Funding from CAL FIRE made it possible for the Arbor Week elementary school educational activities to be updated and aligned with the new California Common Core curriculum. In addition, a specialist was contracted to develop new environmental educational activities for middle school students to complement the new Arbor Week Video Contest for 6th, 7th, and 8th graders. http://arborweek.org/for-educators/

- **Advocacy, Legislation Reporting and Outreach**

While the California Budget passed at the end of June, the Cap & Trade funding for urban forestry was still under discussion, and a decision was expected in September. Due to pressures to create a new urban greening program, there was uncertainty over the use of funds for both an urban forestry and an urban greening program, which resulted in neither being funded in September. The decision was delayed to January 2016. (***Please note that NO federal funds were used to pay for any advocacy activities.)***

2. Administer local assistance grant programs.

2015 CAL FIRE GGRF Tree Planting and Green Innovation Grants Awarded. CAL FIRE approved two grants proposals submitted by California ReLeaf totaling $1.4 million, with almost $1 million for sub-granting. Contracts for both grants were signed in October 2015. The first pass-through grant Request for Proposals for the "Green Trees for the Golden State" grant program was released in late October. For the first time, ReLeaf also released the RFP guidelines and application in Spanish as well, but so far has seen little interest in the Spanish versions. The need for Spanish translations will continue to be monitored and evaluated. Grant applications are due by late January 2016 and grant awards are expected in mid-February. The grant project period runs through June 2019.

3. US Forest Service reporting.

California ReLeaf reported 239,000 volunteer hours were donated via the ReLeaf Network members in 2014. As noted the 2014 Annual Report, these volunteer hours were in conjunction with:
- 38,537 volunteers
- 39,175 trees planted
- 368,378 trees cared for
- 2,404 outreach events
- 59,527 community members reached

4. Organizational Development.

- **Overall Organizational Management**

In October 2015, the Board of Directors approved the amendment of the ReLeaf Travel Policy and spending limits henceforth be based on the U.S. General Services Administration's Annual Per Diem Policy and Rates by location. This Travel Policy applies to both Staff and Board members.

In order to increase staff effectiveness and efficiency, a shared file server was established in August and a very cost effective online backup system was incorporated in November via DropBox, with continuous, up-to-the minute backup of files off-site. If needed, off-site backup files can be accessed -- specific to a particular day – for up to one year. New computers and printers were purchased to replace outdated hardware over the course of this reporting period for three of the four staff, with funding from a state grant.

In coordination with the recent computer and email updates, Staff computer security training regarding passwords and best practices was held in September with ReLeaf's website consultant.

- **Expand Network and Membership**

Staff continues to encourage Network members to pay annual dues and participate pro-actively in ReLeaf programs. With a renewed emphasis on personal communication via telephone and personal visits, we are focused on increased sharing and communication with our Network members, so that Network members better understand the value of ReLeaf programs. We understand that small nonprofits are very busy and may not have time to read all the emails that hit their mailbox. A friendly phone call can help clarify information. And the information flow is expected to go both ways, with Network members telling us what they value most about ReLeaf and what support they need most.

It is anticipated that expansion of the Network may also result from engaging new community development groups in the Greenhouse Gas Reduction Grant programs.

- **Diversify Funding Sources**

California ReLeaf reached out to Network members and other sectors for their counsel and feedback on pursuing private funding and received very pragmatic and useful advice and tips, which will be put into action in calendar year 2016.

4. Contract Administration.

California ReLeaf provides required reports to the USFS.

Objectives not yet met:

All of the objectives outlined in the original contract are in process and planned for over the course of 2014/15, or have been met.

Is the project on schedule? If a no-cost time extension has been requested for this project, why is (was) it needed?

The project is progressing on schedule and we do not anticipate requesting a no-cost time extension at this time.

Thank you for your on-going support!

California ReLeaf Semi-Annual Budget Tracking
13-DG-11052021-207
October 2013 - December 2015

Federal Award Budget	Object Class	Total Grant Award	Expenditures Oct 2013 - June 2015	Expenditures July 2015 - Dec 2015	Total Expenditures To Date	Balance Remaining
SALARY: Personnel & Prof Svcs	A&B&F	546,400.00	367,320.96	124,922.99	492,243.95	54,156.05
TRAVEL: Travel & Meetings	C	39,600.00	19,661.70	952.68	20,614.38	18,985.62
SUPPLIES: Supplies	E	7,000.00	6,697.10	573.23	7,270.33	(270.33)
OTHER:						
Rent		58,500.00	25,255.00	9,900.00	35,155.00	23,345.00
Dues/Subscriptions (Combined with Conferences)		-	-	-	-	-
Conferences/Dues/Other		41,500.00	37,684.46	9,252.92	46,937.38	(5,437.38)
Printing/Postage/Copying		29,000.00	10,869.32	4,385.47	15,254.79	13,745.21
Telephone		13,000.00	8,588.67	1,667.40	10,256.07	2,743.93
TOTAL OTHER	H	142,000.00	82,397.45	25,205.79	107,603.24	34,396.76
Total		735,000.00	476,077.21	151,654.69	627,731.90	107,268.10

Match Budget	Object Class	Total Committed Match	Expenditures Oct 2013 - June 2015	Expenditures July 2015 - Dec 2015	Total Expenditures To Date	Balance Remaining
SALARY: Personnel & Prof Svcs	A&B&F	534,800.00	440,868.91	52,843.90	493,712.81	41,087.19
TRAVEL: Travel & Meetings	C	70,800.00	26,144.61	-	26,144.61	44,655.39
SUPPLIES: Supplies	E	10,500.00	39,610.75	-	39,610.75	(29,110.75)
OTHER:						
Rent		13,800.00				
Dues/Subscriptions		2,000.00				
Conference		61,000.00				
Printing/Postage/Copying		34,700.00				
Telephone		7,400.00				
TOTAL OTHER	H	118,900.00	55,574.20	2,239.40	57,813.60	61,086.40
Total		735,000.00	562,198.47	55,083.30	617,281.77	117,718.23

TOTAL	Object Class		Expenditures Oct 2013 - June 2015	Expenditures July 2015 - Dec 2015	Total Expenditures To Date	Balance Remaining
SALARY: Personnel & Prof Svcs	A&B&F	1,081,200.00	808,189.87	177,766.89	985,956.76	95,243.24
TRAVEL: Travel & Meetings	C	110,400.00	45,806.31	952.68	46,758.99	63,641.01
SUPPLIES: Supplies		17,500.00	46,307.85	573.23	46,881.08	(29,381.08)
OTHER:			-	-	-	-
Rent		72,300.00	25,255.00	9,900.00	35,155.00	23,345.00
Dues/Subscriptions		2,000.00	-	-	-	-
Conference		102,500.00	37,684.46	9,252.92	46,937.38	(5,437)
Printing/Postage/Copying		63,700.00	10,869.32	4,385.47	15,254.79	13,745
Telephone		20,400.00	8,588.67	1,667.40	10,256.07	2,744
TOTAL OTHER	H	260,900.00	82,397.45	25,205.79	107,603.24	34,396.76
Total		1,470,000.00	982,701.48	204,498.59	1,187,200.07	163,899.93

Appendix G

In this appendix:
    A. Sample Grant Narrative

Grant Narrative for Urban and Community Forestry Program
Hawai`i Division of Forestry and Wildlife
FY 2016-2017
Modification of 14-DG-11052021-209

Grant Program: Region 5 State & Private Forestry

Project Title: Urban and Community Forestry

Program Manager:	Irene Sprecher State of Hawai`i Division of Forestry and Wildlife 1151 Punchbowl St., Rm. 325 Honolulu, HI 96813 Ph: 808-587-4167 Fax:808-587-0160 E-mail: Irene.m.Sprecher@hawaii.gov
Program Coordinator:	Teresa Trueman-Madriaga Division of Forestry and Wildlife 1151 Punchbowl St., Rm. 325 Honolulu, HI 96813 Ph: 808-220-0966 Fax: 808-672-6323 Email: ttm@hawaii.rr.com

GRANT PERIOD JULY 1, 2016 – JUNE 30, 2018

This grant application includes S&PF Program and project elements within Cooperative Forestry Assistance Act (CFAA) authorities (see award letter). The work outlined here supports the current Hawaii Statewide Urban and Community Forestry Forest Action Plan (November, 2015) and the following national S&PF priorities: conserve and manage working forest landscapes for multiple values and uses, protect forests from threats, and enhance public benefits from trees and forests. This narrative provides additional detail to accompany the Standard Forms (SF) 424 and 424A, including lead contacts, purpose, scope of work, methodology and timeline, accomplishment reporting, and budget information.

> **Goal:** Provide statewide support to communities engaged in the comprehensive management of urban and community forestry resources.

Statement of Need:
Kaulunani provides the community with a wide range of urban forestry programs. While other organizations/partners promote tree planting and beautification, none devote as much time and resources to further local knowledge about trees in urban settings as Kaulunani. Through in-kind contributions in the grant program (educational programs, technical training, Arbor Day activities, and partnerships) Kaulunani maximizes Federal funding while simultaneously broadening community support.

In the November 2009 *Tropical Urban Forestry Summit* participants from across the State and the Pacific shared insights on key tropical urban forestry issues and priorities. The findings (the Forest Action Plan) reflect the importance of tropical urban forests to island communities and recognize the need to link urban programs with natural resource programs as the two are intricately linked.

The goals and strategies from the Summit continue to guide the Council projects, outreach, and technology enhancements.

Hawai`i's Urban and Community Forestry Program (U&CF) Rewrites their Forest Action Plan (FAP)
On *October 14, 2015* the Kaulunani Council met at the Honolulu Zoo to identify goals and strategies for the next five years resulting in an entire rewrite of the U&CF chapter in Hawaii's Forest Action Plan.

Samples of key concerns are included here:

Kaulunani staff and council members October 2015.

Climate Change
- There is little or no recognition about how to us trees and vegetation to mitigate sea level rise.
- Increased risk to urban forests associated with an increase in frequency and severity of storms
- Increase in temperature and consequent changes to tree line in coastal areas
- Lack of projects aimed to reduce runoff and coastal erosion associated with sea level rise

Education
Need for a broad marketing campaign regarding the benefits of urban forestry geared towards policy makers, state agencies and decision makers, as well as homeowners and others in the community.

Need to strengthen partnerships to increase public interest in the urban forest and to leverage possible marketing efforts.

Urban Forestry and Storms

Integrate UTC and ICS and storm preparedness. For example identifying risk from Albizia trees impacting roadways and utilities.

Seek additional funding to create opportunities for emergency managers, policy makers, nonprofits, and urban foresters to discuss how urban foresters can provide expertise to emergency managers.

Human Health and Well Being

Strategic planting of urban trees could help improve health and wellbeing in our communities by: addressing social inequalities and planting more trees in low income neighborhoods, increasing access to fruit trees, reducing heat islands and cooling urban schools, creating more tree lined urban trails, and helping slow down storm water runoff.

Ordinances and Legislation
- Identify gaps and strategies relating to urban forestry issues
- Compile information about existing ordinances, rules and laws and make it available to the public and industry.
- Establish Tree Canopy goals.

Invasive Species
- Mitigate impacts of invasive species from the urban forest on native ecosystems by supporting educational outreach.
- Support Forest Health efforts to mitigate and reduce invasive species in the urban forest.

Current Forest Action Plan: Ongoing projects
Applied Stormwater Practices at Hamakua Marsh, Kailua, HI Demonstration Project:
Kaulunani with the Friends of Hawaii's Urban Forest continues to work on the Stormwater project in Kailua. Installation of a rain garden which will capture runoff and improve the water quality in the marsh and ultimately the runoff into the ocean. The goal is to remove the contaminants, while reducing the speed and volume in which the water runs into the marsh. Water quality testing is estimated to begin in January 2016.

Climate Change: Incorporate messages about the role of trees in mitigating climate change and improving resilience of coastal watersheds into outreach efforts, whenever possible.

Pilot Tree Inventory Project in Windward Oahu: An urban tree inventory was identified as one of the top strategies in the Urban Forestry Section of Hawaii's Forest Action Plan. There are no formal inventories of trees being used in Hawai`i currently. This provides an opportunity to demonstrate the benefits of an inventory.

Objective One: **Fund contract to manage program.**
Support the contract for the management of the Kaulunani program that includes the program coordinator, volunteer coordinators, Council activities, grant program, Federal and State reporting, Hawai`i FAP projects and securing additional funding for the program where needed.

Activity	Obj Code	Cost	Match
Contracted (2 personnel)	Contractual	$115,960	
Supplies	Supplies	$1,500	
Travel*	Travel	$3,644	
Marketing & Website	Contractual	$2,000	
Subtotal		$123,104	
Overhead @ 10%		$12,310	
Total		**$135,414**	

*Conduct site visits to assess Kaulunani projects, travel for Council meetings, and attend the Western State Coordinators Meeting.

Travel: *Scope of Work:* Conduct two neighbor island trips to inspect projects – both ongoing, recently completed and older projects, travel to Council meetings, attend Western State Coordinators meeting in 2017.

• **Travel Activity**	COST	MATCH
Airfare @ $226/trip x 2 trips	$452	
Hotel @ $85/night for hotel and food x 2 nights per trip	$340	
Excess Lodging $50 x 4 nights	$200	
Car for 2 days @ $100/trip x 2 trips	$200	
2 staff to attend one neighbor island Council meetings @$226/trip each	$452	
Western State Coordinators meeting 2017	$2,000	
Total	**$3,644**	

Used the State's rate of $85/night for hotel and food + excess lodging costs (if needed) plus car and airfare.

Objective Two: **Fund the Kaulunani Urban and Community Forestry Council participation at quarterly meetings.**

Support Council member travel to Council meetings. This consists of, generally, two meetings on Oahu and one on a neighbor island and one by phone to: approve grant

proposals, identify and discuss urban forestry concerns, gain Council support of initiatives and projects, and engage the Council with U&CF FAP strategies.

Meetings are generally held in January, April, July and October.

Scope of Work: Award urban and community forestry grants, discuss issues, follow up on large scale projects, strengthen UCF programs on all islands, and discuss and identify areas of concern or consideration to the Council.

Activity	OBJ CODE	COST	MATCH
2 Meetings on Oahu **3 Council members' travel @ $215 each x 2 meetings**	TRAVEL	$1,935	
Per Diem at $20/day x 3 members x 2 days		$120	
1 neighbor island meetings travel @ $215/person x 9 members		$1.935	
Per Diem at $20/day x 9 members x 1 days		$180	
Off island transportation (2 vans)		$200	
Match from Council members			$12,000
Total	TRAVEL	**$4,370**	**$12,000**

Objective Three: Participate in the National Arbor Day Foundation's Partners Conference in November 2016 to share Hawaii's experiences and issues.
Support one person's travel to the National Arbor Day Foundation (NADF) Partners Conference on November 16-17, 2016 in Indianapolis, Indiana, as authorized in the FY 2016 Preliminary Hawai`i UCF Funding Advice.

Activity	COST	MATCH
Travel, hotel, registration, per diem	$2,500	
Total	**$2,500**	

Objective Four: Support Arbor Day activities across the State.
Kaulunani has successfully supported Arbor Day activities on all islands as it has the greatest impact on the community in terms of sheer numbers of people reached, educational and tree care outreach. These are highly successful events.

Activity	COST	MATCH
Fund Arbor Day on all islands	$28,000	$158,000 ($30,000 IN CASH)

Objective Five: Support Kaulunani Grants.
Support 4-5 smaller tree planting/education projects. The Kaulunani grants are announced with 4 due dates per year.
http://dlnr.hawaii.gov/forestry/lap/kaulunani/grants/   Grant due dates are February 15, May 15, August 15 and November 15. The grants are reviewed by a Council grant

review committee at least 4-6 weeks prior to the Council meeting. If there are changes and/or modifications requested by the committee notifications are sent to the grantee. The final grant documents are then reviewed by the entire Council and voted on. This upcoming year's grants will focus on "Cool Your School" and may expand into areas with an environmental justice focus.

Activity	COST	MATCH
Fund U&CF Grants	$40,000	$60,000

Objective Six: Fund Conservation Education Opportunities for the Public.
Encourage Hawaii's youth to discover the natural forest and for school groups and youth programs to incorporate natural resources examples into the teaching curriculum.

Activity	OBJ CODE	COST	MATCH
Conservation Education Information and Education Coordinator (0.25 FTE)	CONTRACTUAL PERSONNEL (SALARY AND FRINGE)	$9,500	$10,000
Supplies	SUPPLIES	$500	
Total		**$10,000**	**$10,000**

Objective Seven: Learning @ Lunch Series.
Continue with the "Learning at Lunch" mini programs and gatherings for partners and community. Add an evening event for industry professionals during summer or winter.
No Additional Cost.

Objective Eight: Enhancements to the website, newsletter, outreach.
Continue to expand the public profile of Kaulunani through enhancing the website, creating downloadable examples of exceptional Kaulunani projects; continue email newsletters, and participating in other outreach events.
No Additional Cost.

Objective Nine: Work in partnership with the Friends of Hawaii's Urban Forest to complete the water quality phase of the rain garden in Kailua, Oahu.
Applied Stormwater Practices at Hamakua Marsh, Kailua, HI Demonstration Project:
Kaulunani with the Friends of Hawaii's Urban Forest continues to work on the Stormwater project in Kailua. The remaining piece is the water quality testing for one year.
No Additional Cost.

Objective Ten: Support outreach and education about invasive species in the urban forest.
No Additional Costs.

Summary

Objective:	Activities
Objective 1:	**Fund a contract for the management of the Kaulunani program Included are site visits and assessment of projects. Visually document projects and record observations.**
Objective 2:	**Support Council travel to Council meetings.**
Objective 3:	**Support travel to the National Arbor Day 2016 Conference in Indiana for one person.**
Objectives 4 and 5:	**Support Arbor Day and other U&CF grant activities across the State.**
Objective 6 :	**Fund Conservation Education.**
Objective 7:	**Continue with the "Learning at Lunch" mini programs and gatherings for partners and community. Add an evening event for industry professionals and the community.**
Objective 8:	**Enhancements to the website, newsletter, and outreach.**
Objective 9:	**Support completion of the USFS- funded *Urban Stormwater Forestry Water Quality* demonstration project. (Water quality testing will be near completion.)**
Objective 10:	**Support invasive species outreach and education in the urban forest.**

Level II Projects

Objective 11:	**Support the project *Education and Outreach/Marketing Campaign.***
Objective 12:	**Support the mapping of Kaulunani projects.**
Objective 13:	**Support the project *Cutting Edge Computer Generated (Rule Based) Tree Inventory using Accessible Remote Sensing Data.***

Summary: Methodology and Timeline:

Multiple objectives will be addressed through the following activities:

- Fund the U&CF Program Coordinator and Volunteer Coordinator positions.
- Conduct four Kaulunani Council meetings during the fiscal year.
- Complete quarterly and semi-annual reports.
- Achieve additional FAP goals.
- Promote the Kaulunani grant program with new groups that share same vision. Create a network of synergistic partners whose work overlaps with Kaulunani.
- Complete the Water Quality demonstration project, complete the education/outreach and water quality testing portion of the grant.
- Continue with Arbor Day as our signature event to improve visibility for Kaulunani.
- Continue with promoting the Tree City USA and/or Tree Campus USA programs.
- Involve the Kaulunani Council with all program components. Enhance public awareness of the UCF program by seeking out new members and increasing our diversity of members.

This timeline reflects July 2016 – June 2017; however actual projects may take longer than projected.

2016 – 2017 by month

Jul	Aug	Sep	Oct	Nov	Dec – mid year	Jan	Feb	Mar	Apr	May	Jun			
Fund Contract														
Grant Program promoted														
Technical assistance, site visits, and assessment of projects.														
Support the Water Quality project in Kailua with Friends of Hawaii's Urban Forest, local community groups and partners, and the State.														
Support Arbor Day activites across the State as signature event and assess effectiveness.														
Tree City and Tree Campus USA communities promotion														
Marketing Campaign (if approved)														
Learning at Lunch				Learning at Lunch					Learning at Lunch					
Council Conference Call		Council Meeting				Council Meeting			Council Meeting					
Newsletter		Newsletter				Newsletter			Newsletter					
	Quarterly report	CARS		Semi-annual report			Quarterly Report			Semi Annual Report				
Provide technical assistance to local communities (ongoing).														

ACCOMPLISHMENT REPORTING:

The following accomplishment measures will be reported annually. Grant targets for this grant period have been established and are reflected below. Accomplishments will be reported according to agency guidance for the Performance Progress Report (SF-PPR).

Accomplishment/Performance Measure	Measure Type*	2015 CARS
Number of "Managing" Communities+	National	87.93%
Number of "Developing" Communities++	National	1.84%
Number of volunteer hours contributed to Urban & Community Forestry Programs	National	9,008

+Managing communities have all of the following: management plan; professional staff/contract; ordinance; tree board/advocacy organization.
++Developing communities received State assistance in the current year and have at least one of the following: management plan; professional staff/contract; ordinance; tree board/advocacy organization.

An annual program accomplishment report and CARS data will be completed by the 2015 deadline. To determine the number of managing and developing communities, the following will be reported in CARS: number of communities with (1) a management plan, (2) professional forestry staff/contracted services; (3) UCF related ordinance(s), and (4) tree advocacy groups/advisory organizations. These data, sub grant information, and two-page State accomplishment report and photos will be submitted the regional S&PF office.

BUDGET:
This Spreadsheet provides additional budget information to complement the SF 424A.

Item	Award Year	Object Class	Federal $	State Match $	Other Match $	Source of Other Match
DOFAW Personnel	2016	Salary				
		Fringe				
UCF Council Travel	2016	Travel	$4,370			
Council Members	2016				$12,000	Council Members Time
National Conference	2016	Travel	$2,500			
Program Management: Friends of Hawaii's Urban Forest	2016	Contractual	$135,414			
Fund Grant Programs: Arbor Day,	2016	Contractual	$28,000		$158,000	Sub-recipient grants. At least $40K in cash
Fund Grant Programs: Tree Planting and Education	2016	Contractual	$40,000		$60,000	
Conservation Education	2016	Contractual	$9,500	$10,000		0.25 FTE Covered by federal and state funding
Conservation Education Supplies	2016	Supplies	$500			
Subtotal			$220,284			
*DOFAW Indirect Cost at 10%		Indirect	$22,028			
Total 2016			**$242,312**	**$10,000**	**$230,000**	

*Indirect Rate includes a portion of the accountant's salary, facility charges and part of Irene Sprecher's salary.

See SF425A for more details

Budget narrative 2016: The State will be providing $10,000 in match with the balance in "Other matching" based on a third party match (Project and Council match is $230,000, with at least $40,000 in cash)

The U&CF Advisory Committee is comprised of 12 members - 11 are non-Federally paid citizens working one day (8 hours) four times a year and are involved in various sub-committee phone calls and/or gatherings that constitute substantial match. State equipment & staff are non-Federally paid employees and equipment used for U&CF administration and educational material development purposes.

C. EVALUATION, MONITORING AND REPORTING

Semiannual and final reports, CARS annual accomplishment report, NIC annual accomplishment report, minutes of the U&CF Advisory Committee will be submitted to Region Five.

UCF Coordinator will develop a sheet separate from CARS that will include a two-page report and digital photographs (>300 dpi) with captions, highlighting a significant community success story, that illustrates the results of state technical, financial, and/or educational assistance.

KEY PERSONNEL
Irene Sprecher, Cooperative Resource Management Forester
Teresa Trueman-Madriaga, U&CF Program Coordinator
Jolie Wanger, U&CF Volunteer Coordinator
Colleen Carroll, U&CF Education and Outreach
The U&CF Advisory Committee – 12 members

Priority One: Urban and Community Forestry Outreach and Education Marketing Proposal to Increase the Public Perception in Hawai`i on the Value and Importance of Trees.

Background

At the recent Kaulunani Meeting in October of 2015, there was a consensus that the urban forest in Hawaii is severely lacking in appreciation, not only by local residents, but also by policy makers. This echoes similar concerns from the meetings held in 2009 for the initial Forest Action Plan (SWARS) process.

Goal

The profile of urban forests and their many benefits needs to be raised among the public, public officials, planners, and developers. While professionals in urban forestry have the knowledge of the value of the forest — crafting an exciting and engaging marketing campaign requires the help of experts. The campaign will find creative ways to increase the visibility of our urban forest resources and spark interest and conversations in a public forum. It could be a series of highly visible events and/or public outreach campaigns.

Plan

Develop and implement marketing and outreach campaign on the value of urban trees with a goal of increasing public perception on the benefits of urban trees.

A marketing company would be hired to successfully create, launch, and implement a statewide urban forestry campaign on the value of trees and the importance of their care to educate, motivate and inspire positive change.

The project will also integrate surveys or other tools to gather metrics on public perceptions of trees and changes in attitude.

We have consulted with the Marketing Company, CEL (preliminary proposal attached) as they are becoming the leader in Urban Forestry Messaging and Marketing.

Timeline: One Year
Quarter One:
Kaulunani Staff and CEL work with Ad hoc Advisory Committee of Stakeholders invested in the Urban Forest – This Ad hoc committee is essential as they drive the messaging and audience selection. Tasks: Identify Target Audience; Key Messages; Champions; New and Unlikely Audiences; Sponsors and Best Statewide Marketing Strategy (ies) that take into consideration the cultural diversity of the island community. Strategies could include for example bus banners, youth developed PSA's, school radio spots and

plantings, to name a few). Clear deliverables from this stage: Buy-in from stakeholders, urban forestry champions, stronger partnerships with stakeholders.

Who is target market? What is our message? Who are the local champions?   This is the goal of the Ad Hoc committee and stakeholders to determine.

Quarter Two:
Based on Consensus from the Ad Hoc Committee a specific, replicable strategy and concrete, measurable deliverables, tailored to the project, will be developed. A survey will be used to capture changes in attitude and perceptions towards trees as well as methods to record data on participants.

Quarters Three and Four:
Implement marketing strategies, surveys; collect data and develop replicable process and products. Identify next steps with champions and Ad Hoc committee.

Progress Tracking to include--clear records of numbers of people, demographics, numbers of people planting trees; anecdotal changes in attitude from social media; hard data related to changes in canopy or numbers of people engaged.

Match: The match will be generated through the participation of the Ad Hoc Advisory Committee and even more substantially thought the donation of in-kind services and or cash. For example PSA, Bus time or a local sponsorship. CEL has an excellent track record in developing matching sources.

Possible Secondary Impacts: This process could provide value for other Pacific Island and other areas across the country as well**.**

Staffing Time: The largest percentage of staff time will be allocated during the first quarter, with all staff engaged, and one person assigned to monitor and coordinate the program overall during the first quarter and for the remainder of the project.

Partners:
Friends of Hawaii's Urban Forest; Kaulunani Council; Division of Forestry and Wildlife; CEL Marketing, PR and Design; City and County of Honolulu; and an Ad-Hoc of at least 15 stakeholders.

Target Audiences
The goal is to engage an audience that has not been approached in the past, and is definitely not the choir. Selection is based on the Ad Hoc committee recommendations, CEL recommendations and the ability of target audiences to be engaged and become champions for urban forestry.

Marketing Firm
CEL would be hired to successfully create, launch, and implement a statewide urban forestry campaign on the value of trees and the importance of their care to educate, motivate and inspire positive change.

Metrics
The project will integrate surveys or other tools to gather metrics on public perceptions of trees and changes in attitude.

Costs: $90,200

Item	Award Year	Object Class	Federal $	FHUF Match $	Other Match $	Source of Other Match
Staffing	2016					
Committee donation of time	2016				$16,876	Ad hoc Committee *
Travel	2016	Travel	$2,000			
Supplies	2016	Supplies	$5,000		$2,000	
Marketing Firm	2016	Contractual	$65,000		$72,000	See comments below
Project Manager	2016	Contractual	$10,000			
Subtotal			**$82,000**			
Indirect	2016		$8,200			
Total			**$90,200**		**$90,876**	

Comments
- *Ad Hoc Committee match
  - 15 Ad hoc committee professionals @ 15 hours each = 225 x an average of $75/hour = $16,876
- CEL partner development donations at $30,000
- Media donation of services estimated at $20,000
- Sponsor support estimated at $25,000
- Donation of meeting space, computers, etc. for 8 meetings $2,000

Correlating Strategy - Education and Outreach Efforts

Long term strategy
- Increase the public perception of the value and benefits of urban trees
- Develop and coordinate outreach opportunities and a marketing campaign designed to increase the public perception of the benefits of the urban forest.

Secondary issues
- Forge stronger partnerships to increase public interest in the urban forest; build urban forest resilience by investing community in a greater appreciation of its value.

Priority Two: Fund the Mapping of Kaulunani Projects

Project description: Create an interactive map of Kaulunani projects including pop-up information with pictures when available. This is a low cost/ high value project that would involve compiling available information from Kaulunani-funded projects such as photos, project details and dates, and making them accessible to the public through a simple web map. Such a map would elevate the visibility and accessibility of our program and projects and show the geographic extent of our reach. A secondary benefit is to allow program staff to visualize gaps in our program impact.
The primary audience for this product is the general public, and federal, state and private partners.

Project cost: $5000 without ArcGIS Online Services may need ArcGIS online credit to do this. If we only provide maps from our web server, it is free.

	FS FUNDS	MATCHING
Level II project		
Contractual	$5,000	$5,000

Priority Three: Fund the Cutting Edge Computer Generated (rule-based) Tree Inventory Using accessible Remote Sensing Data.

Purpose: Computer software is trained to identify the tree species and location of the trees. Unmanned aerial system (UAS) are sent out to record the images of street trees. Most current aerial images are collected each time. Expert system rule sets are used to determine the tree location and species not people.
Scope: UH Manoa, Kailua and couple other areas on Oahu (TBD when funding is approved).

Problem statement:
A large scale tree inventory is very expensive because it requires sending trained personnel to identify the tree in the field and mark them on a GPS enabled tree inventory software package. Often there is little to no audit trail built into the collected data for quality control. There is a limit of how many trees a person can inventory in an eight hour day before fatigue and error begins. The high cost of an inventory is primarily due to the many, expert man-hours necessary to complete the inventory. In a large city like Honolulu, just the data collection could take several work years.

Goal - To develop a software tool that can automatically generate tree inventories by analyzing street tree images captured by low flying Unmanned Aerial Systems (UAS) for species identification.

Hypothesis:
If we can remotely captured images of trees at a low cost then train an Expert System* (eCognition) that specializes in image processing to identify the species based on the canopy shape, the leaves, the flowers and the trunk, very similar to what an arborist

would do. By using sets of rules or rulesets** created by an expert arborist and reference tree images, a computer with certain level of confidence can perform the species identification and location mapping process. Once the Expert System is trained for a tree growth region, the cost to identify the species of the tree and the location will be much lower per tree. A trained inventory taker or an arborist can quality control (QC) the computer generated results by sampling the tree images without going to the field.

Proposal:

Working in cooperation with Dr. Qi Chen and his students from University Hawaii at Manoa Geography Department, student teams will be sent out to collect street tree images with programmable Unmanned Aerial Systems to perform survey flights. Dr. Chen's graduate students working with an expert arborist will develop the expert system instruction sets or rule sets to examine the street tree images for the purpose of species identification and location mapping. A master Arborist will be hired to help train the system in species identification. The inventory will be in a standard format, such as Shape files that can be incorporated into tree inventory products. The procedure and rulesets will be published for non-commercial use free of charge.

Deliverables: an arborist knowledge based tree species identification rulesets and the procedures in collecting remote sensing data for the rulesets (like having an expert cook and the recipe in creating a tree inventory), a tree inventory for two or three neighborhoods on Oahu.

Summary:

This project intends to teach a computer Expert System to mimic an expert arborist in identifying the species of a tree based on its image. The project will collect the street tree images using Unmanned Aerial Systems (UAS) instead of manned aircraft or satellite.

*Expert System - is a computer system that emulates the decision-making ability of a human expert.[1]

**Ruleset - Information such as size, shape, leaf structure allows the computer to recognize a specific species characteristics, then the computer can then populate the inventory with the various tree species and their location.

Product: an Expert system rulesets for tropical trees species identification, Oahu basic street tree inventory, process and procedure for collecting street tree images and using the rule sets.

Project duration: 12 months
Personnel: Dr. Qi Chen, Wai Lee (Staff liaison Jolie Wanger)

1. Jackson, Peter (1998), *Introduction To Expert Systems* (3 ed.), Addison Wesley, p. 2, ISBN 978-0-201-87686-4

Budget

Item	Award Year	Object Class	Federal $	FHUF Match $	Other Match $	Source of Other Match
Staffing	2016			$16,000		FHUF Staff Time
Travel	2016	Travel	$4,000			
Supplies	2016	Supplies	$10,000			
Contractual	2016	Contractual	$90,000		$90,000	See **Comments** Below
Marketing	2016	Contractual	$2,000			
Subtotal	2016		$106,000			
Indirect	2016		$10,600			
Total	2016		**$116,600**	$16,000	$90,000	

Comments:
Matching funds:
1. UH Dept. of Geography - $50,000 in computer time, software, and image acquisition
2. City and County of Honolulu - $10,000
3. Community Grants - $20,000