

Urban and Community Forestry

The State Urban Forestry Program Narrative outline is as follows:

1. **State Program Description** (tie to goals and objectives from State strategic plan): list specific activities the program plans to accomplish in the coming year. Include a description of how the state addresses the USDA Forest Service standards for program participation. The standards are as follows: Urban and Community forestry program coordinator, Volunteer/partnership coordination, advisory council, and strategic plan. Address the State capacity to provide technical assistance.
2. **Federal Role:** “The USDA Forest Service Urban and Community Forestry Program was authorized by the Cooperative Assistance Act of 1978 (PL95-313) and revised by the 1990 Farm Bill (PL101-624) to promote natural resource management in populated areas and improve quality of life. UCF goals of awareness, outreach and environmental equity, partnerships, and comprehensive natural resource management focus on achieving healthy sustainable forests, sustainable economic development, and information management.”
3. **Methodology/Timeline:** Describe milestones and when accomplishments will be reported. Note the National program requirement for PMAS data and Northeastern Area requirement for submittal of two-page State program accomplishment, both by November 1.
 - Example
 - 11/01/00 - PMAS Report Due to Feds.
 - 11/01/00 – State Program Accomplishment Sheet Due to Feds. (Two page status sheet).
 - 01/01 and 07/01 - Council Board Meetings
 - 03/15/01 - Grant Applications Due
 - 03/31/01 - Federal Narrative Due
 - 05/15/01 - Grants Awarded
 - 04/29/01 - Annual Arbor Day Program
 - 9/30/01 - Grant project Deadline for 2000 Projects
 - 10/16/01 - Annual Conference
4. **Accomplishments/Targets** (based on PMAS): Utilize the 2001 PMAS form (attached) to list final accomplishments from 1999 and 2000 and planned targets for 2001. Diminishing targets should be explained in this section.
5. **Budget:** Include a breakout of anticipated program expenditures for personnel, fringe, grants/contracts, supplies, travel, and indirect costs. Include source of matching funds.

Urban and Community Forestry PMAS Target Form

	State:			Date:
Baseline Information	1999 Final	2000 Final	2001 Target	Instructions
Communities in the State (14109)				The number of communities in the state as defined by US Census, Rand McNally or other state identified method such as League of Municipalities or State Demographic Office maps. The baseline number may increase slightly in response to establishment of subdivision "communities" or other places with quasi- governmental entities. Each State will research, interpret and determine the number of communities to be reported.
Communities with Project Level Programs (14111)				Number of "Project" level communities (local governments or community based organizations) that are requesting or receiving urban forestry program technical or financial assistance for project(s) over the past year but do not qualify as formative, developmental or sustained.
Communities with Formative Level Program (14112)				Number of "Formative" level communities that are requesting or receiving or have received past urban forestry program assistance and are achieving or re-certifying their Tree City USA or equivalent status over the past year but do not qualify as developmental or sustained.
Communities in Developmental Level Programs (14113)				Number of "Developmental" level communities that are requesting or receiving or have received past urban forestry program assistance and are achieving Tree City USA Growth Award or similar advanced activities (ordinance, inventory, management plan, tree board development, or outreach activities) in any given year but do not qualify as sustained.
Communities with Sustained Level Programs (14114)				Number of "Sustained" communities that meet three criteria: <ol style="list-style-type: none"> 1. Demonstrate broad-based citizen support for their urban forestry programs, 2. Have developed a comprehensive urban forest management plan with long-term as well as annual goals and objectives, and 3. Actively fund and implement that plan on an annual basis. The communities you report as sustained may or may not have received direct urban forestry program technical or financial assistance.
Total number of involved Communities (14116)				Sum of 14111 through 14114. (Should be equal to or less than number of communities in the State.
Technical Assistance to "Project" Communities (14133)				Number of communities at "Project" level having received technical assistance in the past year.
Technical Assistance to "Formative" Communities (14134)				Number of communities at "Formative" level having received technical assistance in the past year.
Technical Assistance to "Developmental" Communities (14135)				Number of communities at "Developmental" level having received technical assistance in the past year.
Technical Assistance to "Sustained" Level Communities (14136)				Number of communities at "Sustained" level having received technical assistance in the past year.
Volunteer Hours involved in all phases of urban forestry program (14144)				The number of volunteer hours contributed to urban forestry program activities. If partners provide information on dollar value of volunteers, please convert to volunteer hours and report here as well as below as in-kind match.
Projects in under-served or nontraditional communities (14142)				Number of projects occurring in under-served or nontraditional or low-income communities, or that support organizations that serve these constituencies.