

## 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. In addition to annual PMAS reports, performance will be tracked over-time through Forest Service Resource Protection Act assessments of urban canopy cover.
2. **Inner city component:** list specific activities the program plans to accomplish that are targeted to inner city communities. For our purposes "inner city" refers to the usually older and more densely populated residential section of a city (more than 1,000 persons per square mile) in which low income and minority groups predominate. Performance of the Inner City component will be measured in PMAS "Assistance to underserved and nontraditional communities," and described in narrative fashion in the accomplishment report.
3. **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."
4. **Methodology/Timeline:** Describe milestones and when accomplishments will be reported. Note the National program requirement for PMAS and National Information Center data (list of subgrant recipients, location and purpose) and Northeastern Area requirement for submittal of two-page State program accomplishment, **all by October 29, 2004.**
  - o Example
  - o 10/29/04 - PMAS report, narrative and subgrant info due to Forest Service
  - o 01/05 and 07/05 - Council Board Meetings
  - o 03/15/05 - Grant Applications Due
  - o 03/31/05 - Federal Narrative Due
  - o 05/12/05 – NAUFCO meeting
  - o 05/15/05 - Grants Awarded
  - o 09/16/05 - Annual Conference
5. **Accomplishments/Targets** (based on PMAS): Utilize the 2004 PMAS form (attached) to list final accomplishments from 2002 and 2003 and planned targets for 2004. Performance targets will be negotiated with Field Specialists. Diminishing targets should be explained in this section.
6. **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	2002 Final	2003 Final	2004 Target	Instructions
# Communities with Project Level Programs				Project level communities are those where assistance to do projects such as Arbor Day, tree planting, grants or one-time events are taking place. These communities have not expanded from projects to program with infrastructure for conserving, establishing, or managing trees, forests, greenspace, and related natural resources within their environments.
# Communities with Formative Level Program				Formative level communities have recognized that trees, forests, and green space are assets to their community and are initiating community based natural resource programs with the help of the UCF program technical or financial assistance. Technical assistance activities under this stage include the establishment of citizen organizations and structures with interest in trees, forests and related natural resources in their community, discussions with community leaders, basic or more comprehensive assessments of natural resources and/or conditions, Arbor Day celebrations, organized community meetings, networking and coordination.
# Communities in Developmental Level Programs				Developmental communities have initiated community-based forestry and natural resource related programs and are pursuing additional activities to improve and enhance these resources. Technical assistance activities include assisting citizen organizations and advisory or governing organizations in planning, policy and budget development, meetings, workshops, urban natural resource inventories and ecological assessments, management plan and/or ordinance development, review of policies related to land use and development, and engaging in partnership development.
# Communities with Sustained Level Programs				Sustained level communities have a community-based forestry or natural resource program organized well enough such that community based organizations or municipal agencies are functioning on their own with appropriate support from multiple levels. Annual planning, community leadership and systematic approach to conservation and management of trees, forests, and related natural resources characterize these communities. Technical assistance enhances existing programs but is more infrequent than previous levels.
# Volunteer Days involved in all phases of urban forestry program				Report the number of volunteer days for volunteers involved in all phases of urban forestry program activities. A day is chosen because most events require an investment of at least 6 hours of time and additional travel or training, if hours or dollars are used at the local level please make the conversions to days.
# Projects in culturally and/or economically diverse communities				Number of projects that occurred in culturally/economically diverse areas or neighborhoods, or that support organizations that serve these constituencies.

	State/Region:		Date:
Baseline Information	2003 Final	2004 Target	Instructions
Communities with Project Level Programs (27)			Project level communities are those where assistance to do projects such as Arbor Day, tree planting, grants or one-time events are taking place. These communities have not expanded from projects to program with infrastructure for conserving, establishing, or managing trees, forests, greenspace, and related natural resources within their environments.
Communities with Formative Level Program (28)			Formative level communities have recognized that trees, forests, and green space are assets to their community and are initiating community based natural resource programs with the help of the UCF program technical or financial assistance. Technical assistance activities under this stage include the establishment of citizen organizations and structures with interest in trees, forests and related natural resources in their community, discussions with community leaders, basic or more comprehensive assessments of natural resources and/or conditions, Arbor Day celebrations, organized community meetings, networking and coordination.
Communities in Developmental Level Programs (29)			Developmental communities have initiated community-based forestry and natural resource related programs and are pursuing additional activities to improve and enhance these resources. Technical assistance activities include assisting citizen organizations and advisory or governing organizations in planning, policy and budget development, meetings, workshops, urban natural resource inventories and ecological assessments, management plan and/or ordinance development, review of policies related to land use and development, and engaging in partnership development.
Communities with Sustained Level Programs (30)			Sustained level communities have a community-based forestry or natural resource program organized well enough such that community based organizations or municipal agencies are functioning on their own with appropriate support from multiple levels. Annual planning, community leadership and systematic approach to conservation and management of trees, forests, and related natural resources characterize these communities. Technical assistance enhances existing programs but is more infrequent than previous levels.
Volunteers involved in all phases of urban forestry programs. (31)			Report the number of volunteer days for volunteers involved in all phases of urban forestry program activities. A day is chosen because most events require an investment of at least 6 hours of time and additional travel or training, if hours or dollars are used at the local level please make the conversions to days
Projects and Outreach to culturally and/or economically diverse communities.(32)			Projects and activities for culturally/economically diverse areas or neighborhoods or those that may be identified through census or other means or that occur in culturally or ethnically diverse communities, or by underserved or economically challenged or those organizations that identify themselves as social justice/equity organizations of place or interests or to organizations that serve these constituencies.
State financial support			State matching and in-kind support for programs. This figure is the amount of state and other funds dedicated to the urban forestry program in the current year and can include salaries and benefits, travel, appropriated dollars for grants programs, contracts and other matching funds that are used for Urban and Community Forestry.