USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE

Community Accomplishments Reporting System
For the Urban and Community Forestry Program

CARS

User's Guide

**National Information Center
For State and Private Forestry
USDA Forest Service**

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Figure 1. State users home page within the Community Accomplishments Reporting System (CARS).

Getting Started

The Community Accomplishment Reporting System (CARS) is a web-based, easy to use tool for the collection, storage and reporting of state and community information. It is used to report annual accomplishments for the Urban and Community Forestry (UCF) Program of the USDA Forest Service.

This user's guide presents information needed to effectively use this system to report your UCF Program information.

Before You Begin

To use CARS, you must have a web browser, an internet connection and a NIC Portal user account with permission for CARS. NIC Portal account requests are made on-line from the following Internet address:

> https://apps.fs.usda.gov/nicportal

Instructions for requesting and activating a NIC Portal account may be found at:

> https://apps.fs.usda.gov/nicportal/lib/requestaccount.pdf

For access to the Community Accomplishments Reporting System simply request a National, Regional or State User Role for this application (see Step 4) with or without data-entry permissions and then complete the request as instructed.

Account Type

CARS has State, Region and National user roles with data-entry (read/write) and read-only permissions. These user roles determine the responsibilities that you have within the system. Responsibilities for each role with data-entry permissions are outlined in the table below:

Responsibility	State	Region	National
Add / Update State Information	Yes		
Add / Update Federal Funding to State		Yes	
Add / Update Community Information	Yes		
Add / Update Selected Communities	Yes		
Submit State Accomplishments	Yes		
Review and Approve State Submissions		Yes	
Review and Approve Region Submissions			Yes

Instructions for completing these responsibilities are provided in the Update, Submit and Approve sections of this user's guide.

Accounts with read-only permissions enter CARS at the State, Region or National level but may only view information. Read-only accounts do not allow users to add or update information.

Logging In

You must have a NIC Portal account to log into CARS. To log into CARS, complete the following:

Step 1:   Open your web browser and go to the following web address:
https://apps.fs.usda.gov/nicportal

The USDA eAuthentication Login Page will be displayed.
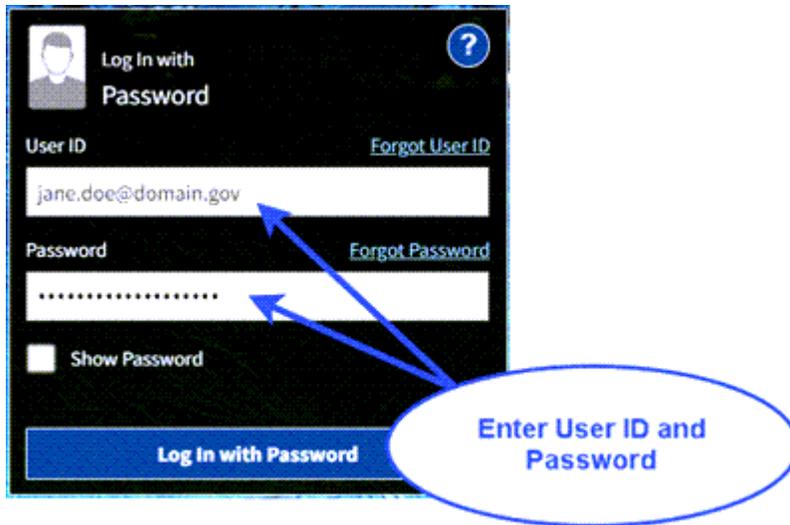
Figure 2. USDA eAuthentication Login Page.

Step 2:   Enter your USDA eAuthentication User ID and password into spaces provide on the USDA eAuthentication Login page (Figure 2) and click the Log In with Password button. Your NIC Portal Home page will be displayed.

Step 3:   Click on the CARS link within your NIC Applications portlet on the right hand side of the screen (Figure 3). Your CARS Home page will be displayed (Figure 1).
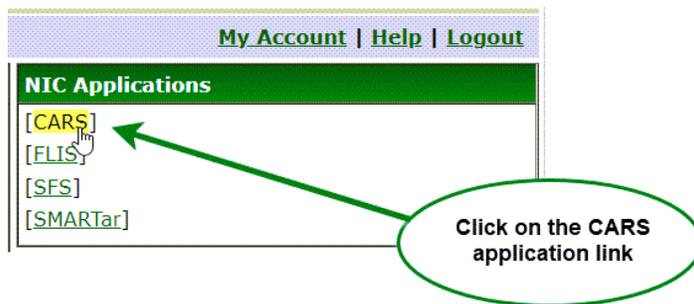
Figure 3. NIC Portal Applications Portlet.

Note: If the CARS link does not appear in the application portlet, you may request access simply by clicking on the My Account link and selecting the Edit My Account Details menu option.

Navigation

The Organization Breadcrumb and the Quick Links menu are used to navigate through the system and to complete desired tasks.

Organization Breadcrumb

The Organization Breadcrumb is displayed just below the CARS header on the left side of the page (Figure 4). This breadcrumb identifies where you are organizationally within the system

and enables you to view information for other states, regions as well as to view national summaries.
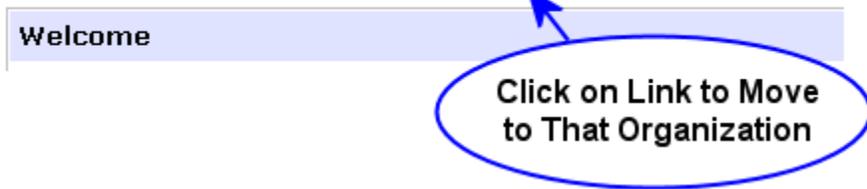
Figure 4. CARS Organization Breadcrumb.

You may use the Organization Breadcrumb to navigate to another region and state as follows:

Step 1:   Click on the National link on the Organization Breadcrumb.

Step 2:   Click on the Southern Region link within the Select Region portlet (Figure 5). Please notice the change in your Organization Breadcrumb. Click on the Louisiana link within the Select State portlet (Figure 6). The Accomplishment Summary for the state of Louisiana will be displayed.
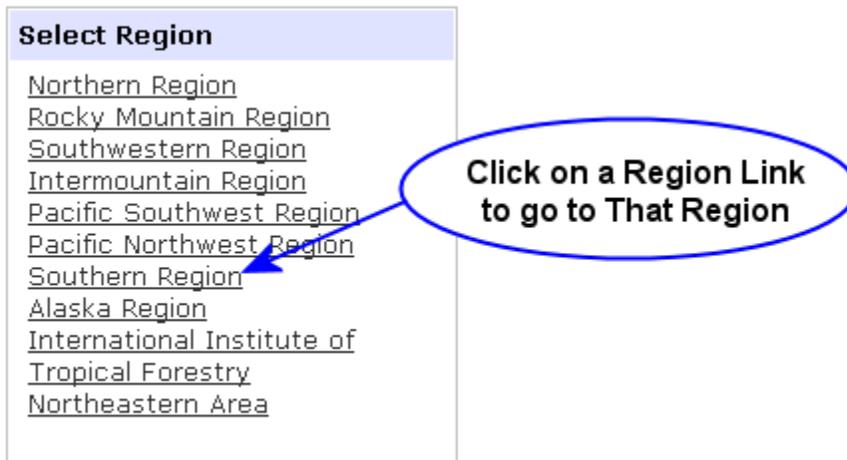
Figure 5. Select Region Portlet.

Figure 6. Select State Portlet.

Quick Links Menu

Figure 7. Quick Links Menu.

The Quick Links menu (Figure 7) allows you to complete the specific tasks outlined in the table below:

Link	Task Description
Home	Returns you to your CARS Home page.
Update	Displays the State or Regional Update Menu when clicked while you are at the state or regional levels, respectively. This link is not displayed at the national level.
Submit	Displays the Submit Accomplishments portlet for a particular state. This link is only displayed at the state level.
Approve	Displays the Approve Submissions portlet at the region and national levels. This link is not displayed at the state level.

Link	Task Description
Reports	Displays the report menu. The report menu pertains to the organization displayed by the Organization Breadcrumb.
Help	Opens the CARS help system in a new browser tab.
Logout	Logs you out of CARS and returns you to the NIC Portal.
CARS Viewer	Opens the ArcGIS Online CARS Data Viewer (CARS Viewer) in a new browser tab.
Fiscal Year	Fiscal Year widget allows you to change the scope of your view from the current fiscal year to any previous year and back again.

Information in CARS is organized and displayed by fiscal year. The fiscal year widget in the CARS Quick Links menu (Figure 8) allows you to change the fiscal year for the displayed page. Information displayed on all subsequent pages will be for the selected fiscal year until you change the year again using the fiscal year widget.
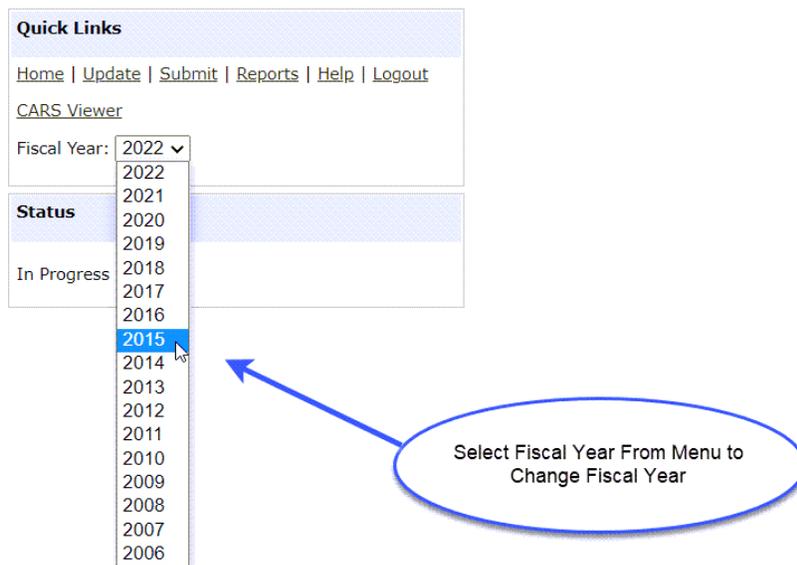
Figure 8. Use Fiscal Year widget to system fiscal year.

Update

The Update link is displayed at the state and region level within the system. This link allows users to view or modify (add, edit or delete) information contained within CARS depending on your permissions. The State Update Menu (Figure 9) will be displayed when you click on the Update link within the Quick Links menu when you are at the state level. In contrast, the

Regional Update Menu (Figure 28) will be displayed when you click on the Update link within the Quick Links menu when you are at the region level.

Update Menu

State Information
This menu item allows you to add or update information that is collected and reported on a state-wide basis (e.g. Volunteer Service Hours).

Notes
This menu item allows you to add or update notes that are appended to the end of your annual accomplishment report. You are limited to about one page of text (i.e. 4,000 characters including spaces).

Community Information
This menu item allows you to add or update information that is collected and reported on a community basis (e.g. Ordinances / Policies) for the communities that already participate or have the potential to participate in the UCF Program.

Community Financial Assistance Information
This menu item allows you to add or update information regarding financial assistance provided to communities through a state managed community grant program and awarded during Federal FY 2007.

Community List
This menu item allows you to make updates to your "master list" of communities, those that already participate or have the potential to participate in the UCF Program.

Download Community Dataset
This menu item allows you to download the community accomplishment information from CARS into a MS Excel spreadsheet.

Upload Community Dataset
This menu item allows you to upload community information from a delimited text file on your system and to import that information into CARS.

Upload Community Finacial Assistance Dataset
This menu item allows you to upload community financial assistance information from a delimited text file from your system and import the information into CARS.

Figure 9. State Update Menu.

State Update Menu

From the State Update Menu (Figure 9), users may update or view state information, community information, manage their community list as well as upload and download community datasets. Instructions for completing these tasks are presented in following sections of this user's guide. These instructions assume you are at the state level.

Community List

The Community List menu item allows you to add or delete communities from your "master list" (i.e. those communities that participate or have the potential to participate in the UCF program). You may use the Community List menu to add Places and County Subdivisions or Places and Counties, depending on your election to use County Subdivision or Counties, respectively (see Election of Counties or County Subdivisions).

Adding a Community

Instructions for adding a community are as follows:

Step 1:   Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2:   Click on the Community List menu item on the Update menu (Figure 9). This menu is only displayed to state users. The Select List menu will be displayed (Figure 10).

Figure 10. Select Community List Menu.

Step 3:   Select the list type (i.e. Places, County Subdivisions or County) to which the community belongs. The Select Places, County Subdivisions or Counties portlet (Figure 11) will be displayed depending on your selection.

Figure 11. Select Places Portlet.

Step 4:   Click the Next button until the community that you wish to add is displayed.

Step 5:   Click the checkbox to the left of the community name and confirm that it is checked (i.e. a check mark indicates that a community is selected).

Step 6:   Click the Next or Previous buttons to save addition.

> ***Note:*** *Changes you make are only saved when you click on the Next or Previous buttons.*

> ***Tip:*** *The above instructions are for circumstances where you have a large number of additions to make. When you have only a few additions, use the Search function to find communities. It will be much faster. For instructions, see Searching for a Community later in this section.*

Deleting a Community

Instructions for deleting a community are as follows:

Step 1:   Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2:   Click on the Community List menu item on the Update menu (Figure 9). This menu is only displayed to state users. The Select List menu will be displayed (Figure 10).

Step 3:   Select the list type (i.e. Places, County Subdivisions or Counties) to which the community belongs. The Select Places, County Subdivisions or Counties portlet (Figure 11) will be displayed depending on your selection.

Step 4:   Click the Next button until the community that you wish to delete is displayed.

Step 5:   Click the checkbox to the left of the community name and confirm that it is unchecked (i.e. a check mark indicates that a community is selected).

Step 6:   Click the Next or Previous buttons to save deletion.

Searching for a Community

The community search function is presented as an alternative to paging through your list of Places, County Subdivisions, or Counties to find a specific community. This search feature simply attempts to find a specified character or characters within the Place, County Subdivision or County name. The following are detailed instructions for using this search function:

Step 1:   Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2:   Click on the Community List menu item on the Update menu (Figure 9). The Select List menu will be displayed (Figure 10).

Step 3:   Decide if you want to search for a Place, County Subdivision or County.

Step 4:   Enter the character or characters that you would like to find within the Place, County Subdivision, or County name into the appropriate input box (Figure 12).

Figure 12. Search Communities Portlet.

Step 5: Click the appropriate Search button. A list of Places County Subdivisions or Counties that contain the specified character(s) will be displayed.

> **Tip:** *Community search simply attempts to find Place, County Subdivision or County names that contain the specified characters. So, a search for "pal" will find **Pal**m Springs but it will also find South Dos **Pal**os. The more characters you specify the more restrictive the search will be.*

Community Information

The Community Information menu item allows users to add or update information that is collected and reported on at the community level and for each community that already participates or has the potential to participate in the UCF Program.

Updating Information

Instructions for updating community information are as follows:

Step 1: Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2: Click on the Community Information menu item on the Update menu (Figure 9). This menu is only displayed to state users. The Update Community Information portlet will be displayed (Figure 13).

Step 3: Review and update community information as needed. Checked checkboxes in the Management (Mgmt) Plan, Staff, Ordinance or Advisory columns indicate that the community has a management plan, ordinances or policies, professional forestry staff and advisory / advocacy organization, respectively. In contrast, checked checkboxes in the Assistance, LSR Assistance and GSI Assistance columns indicate that State Assistance, Landscape Scape Restoration assistance

or green stormwater infrastructure assistance was provided within the identified reporting fiscal year.

Figure 13. The Update Community Information Portlet.

Step 4:   Save your changes by clicking on the Save, Next or Previous buttons.

Note: The changes you make are only saved when you click on the Save, Next or Previous buttons.

Refer to the instructions in the next section to add or delete communities listed on the Update Community Information portlet.

Tip: The above instructions are for circumstances where you have a large number of updates to make. When you have only a few updates, use the Search function to find communities. It will be much faster. For instructions, see Searching for a Community below.

Searching for a Community

The community search function is presented as an alternative to paging through your list of selected communities. This search feature simply attempts to find a specified character or characters within the Place, County Subdivision or County name. The following are detailed instructions for using this search function:

Step 1:   Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2:   Click on the Community Information menu item on the Update menu (Figure 9). Update Community Information portlet will be displayed (Figure 13).

Step 3:   Enter the character or characters that you would like to find within the input box (Figure 14).

Search Communities:

| pal |
| Search |

View all

Figure 14. The Search Communities Portlet.

Step 4:   Click the Search button. A list of communities that contain the specified character(s) will be displayed.

> *Tip: Community search simply attempts to find Place, County Subdivision or County names that contain the specified characters. So, a search for "pal" will find **Pal**m Springs but it will also find South Dos **Pal**os. The more characters you specify the more restrictive the search will be.*

Community Financial Assistance Information

The Community Financial Assistance Information menu item allows users to add or update financial assistance information that is administered by the State's UCF Program. It allows states to report information about awarded projects as well as to identify communities that receive direct financial assistance. States should report information for community financial assistance grants awarded and administered through the State UCF Program during the reporting year (i.e. from October 1 to September 30)

Adding a Grant

Instructions for adding a grant are as follows:

Step 1: Click on the Community Financial Assistance link on the Update menu (Figure 9). The Update Community Financial Assistance Information portlet will be displayed (Figure 15).

Figure 15. Community Financial Assistance Information Portlet.

Step 2: Click on the Add New Grant link within the Financial Assistance Toolbar portlet on the right. The Add Grant form will be displayed (Figure 16). Required fields are identified with an Asterix.

Figure 16. Add Grant Form.

Step 3:   In the County drop-down menu select the county for the grant recipient. Multiple counties may be selected, simply press the Ctrl or Shift key while left clicking on the county name.

Step 4:   In the Community drop-down menu select the community for the grant recipient. Again, multiple communities may be selected by pressing the Ctrl or Shift keys while clicking on the community name. When selecting multiple communities, select only those that are receiving direct financial benefit from the grant.

Step 5: Enter the name of the recipient in the Recipient text box. Recipient names are limited to 150 characters, including spaces. For display/presentation purposes, please use proper case and avoid non-standard acronyms.

Step 6: Select the most appropriate recipient type from the Recipient Type drop-down menu.

Step 7: Enter a title for the project in the Project Title text box. Project titles are limited to 255 characters including spaces. Again, please use proper case and avoid non-standard abbreviations for display/presentation purposes.

Step 8: Select the primary project type from the Primary Project Type drop-down menu. Projects may have only one primary project type. Simply select the type that best identifies the purpose of the project.

Step 9: Enter the funding amounts by source. Cash and in-kind contributions should be aggregated and reported as a single total. Simply enter a zero when a source did not contribute funds to the project. The entered funding amounts should sum to the total cost of the project.

Step 10: Click the Save button. The entered grant information will be saved, and the Update Community Financial Assistance Information portlet will be displayed.

Editing a Grant

Instructions for editing a grant are as follows:

Step 1: From the State Update menu (Figure 9), click on the Community Financial Assistance link.

Step 2: Identify the grant to be edited within the Update Community Assistance Information portlet and click on the Recipient link (Figure 15). The Edit Grant form with the information for the selected grant will be displayed (Figure 17).

Figure 17. Edit Grant Form.

Step 3: Edit or update the displayed information as needed.

Step 4: Click the Save button. The updated grant information will be saved, and the Update Community Financial Assistance Information portlet will be displayed.

Deleting a Grant

Instructions for deleting a grant are as follows:

Step 1: From the State Update menu (Figure 9), click on the Community Financial Assistance link.

Step 2: Identify the grant to be deleted within the Update Community Assistance Information portlet and click on the Recipient link (Figure 15). The Edit Grant form with the information for the selected grant will be displayed (Figure 17).

Step 3: Click the Delete button. The selected grant will be deleted, and the Update Community Financial Assistance Information portlet will be displayed.

State Information

The State Information menu item allows users to add or update information that is collected and reported on a state-wide basis (e.g. Volunteer Service Hours). Instructions for updating state information are as follows:

Step 1:   Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2:   Click on the State Information menu item on the Update menu (Figure 9). This menu is only displayed to state users. The Edit Statewide Information portlet will be displayed (Figure 18).

Figure 18. Edit Statewide Information Portlet.

Step 3:   Enter or update the number of volunteer service hours logged and click the Save button.

> **Note:** *The Federal funding to state is displayed on the Edit Statewide Information portlet for information only. It is the responsibility of regional users to enter this information.*

Download Community Dataset

The Download Community Dataset menu item allows users download a Microsoft Excel file that contains community information for their state. This file may be used to upload and import updated information into CARS. Specifications for this file as well as sample data are presented in Appendix A.

Instructions for downloading a community dataset file are as follows:

Step 1:   Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2:   Click on the Download Community Dataset menu item (Figure 9). This menu is only displayed to state users.

Step 3:   Depending on your browser behavior, the File Download dialog box may be displayed. If so, click the Save button.

Step 4:   The Save As dialog box will be displayed. Specify the filename and location where you would like to save the downloaded file.

Step 5:   Click the Save button.

Step 6:   Alternatively, the file will simply download to your Downloads directory.

Upload Community Dataset

The Upload Community Dataset menu item allows users take a delimited text file that contains community information from their system and import the information into CARS. Specifications for this file as well as sample data are presented in Appendix A.

Upload and Import Dataset

Instructions for uploading a community dataset are as follows:

Step 1:   Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2:   Click on the Update Community Dataset menu item (Figure 9). This menu is only displayed to users with data-entry permission. The Upload Dataset portlet will be displayed (Figure 19).

Figure 19. Community Information Upload Portlet.

Step 3:   Click the Choose File button and use your file browser (Figure 20) to locate and specify the delimited-text file you wish to upload.
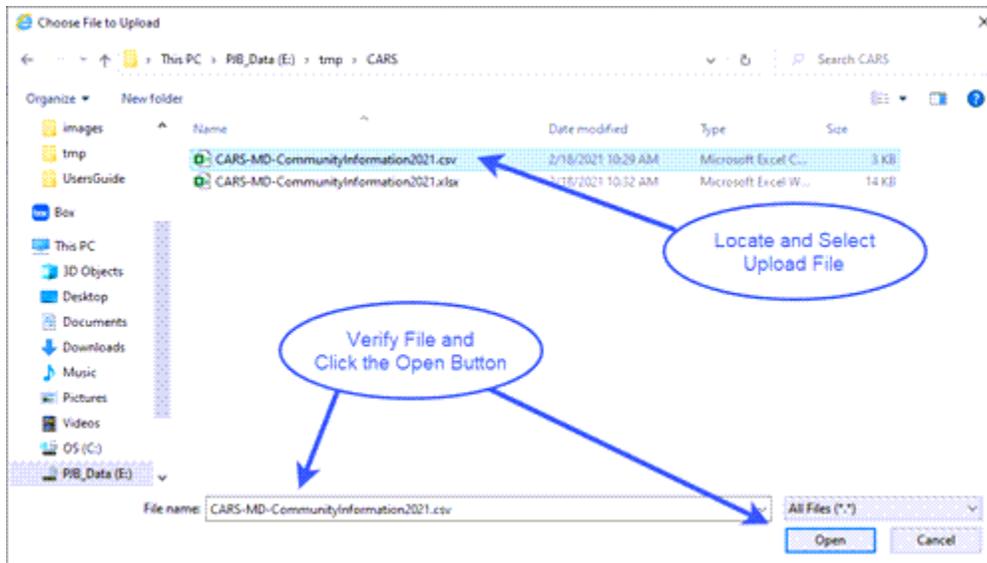
Figure 20. Use File Browser to Locate and Select Upload File.

Step 4: Click to Open button to attach your identified file for upload into CARS.

Step 5: Select appropriate dataset options when your dataset includes optional LSR Assistance or GSI Assistance columns.

Step 6: Click the Upload Button.

The upload process usually takes between 10 and 60 seconds to complete. On completion, a record of the upload will be added to the History of Uploaded Files (Figure 21).

> **Note:** After file upload it is important to carefully review both the Upload and the Import logs to verify that CARS was updated successfully (see

Figure 21. Community Information History of Uploaded Files Portlet

Review Upload and Import Log Files

Two log files are produced during the import of community information into CARS. The Upload log documents the validity of each record (or row) with the community information dataset specification. In contrast, the Import log documents the changes made to CARS because of the import. It is important for you to carefully review both files to ensure import success.

Review instructions are provided below.

Step 1: Click on the View Log link in the Upload Log column. The Upload log will be displayed (Figure 22).

State	Record Id	Message	Create Date
CA	1	RECORD SKIPPED. 1 - Appears to be column headers.	2022-03-28 10:22:12.21
CA	2	RECORD PASSED. 2 CA00212 - Record queued for import.	2022-03-28 10:22:12.21
CA	3	RECORD PASSED. 3 CA00296 - Record queued for import.	2022-03-28 10:22:12.213
CA	4	RECORD PASSED. 4 CA00394 - Record queued for import.	2022-03-28 10:22:12.213
CA	5	RECORD PASSED. 5 CA00562 - Record queued for import.	2022-03-28 10:22:12.213
CA	6	RECORD PASSED. 6 CA00618 - Record queued for import.	2022-03-28 10:22:12.213
CA	7	RECORD PASSED. 7 CA00674 - Record queued for import.	2022-03-28 10:22:12.217
CA	8	RECORD PASSED. 8 CA00884 - Record queued for import.	2022-03-28 10:22:12.217
CA	9	RECORD PASSED. 9 CA00947 - Record queued for import.	2022-03-28 10:22:12.22
CA	10	RECORD PASSED. 10 CA01150 - Record queued for import.	2022-03-28 10:22:12.22
CA	11	RECORD PASSED. 11 CA01192 - Record queued for import.	2022-03-28 10:22:12.22
CA	12	RECORD PASSED. 12 CA01360 - Record queued for import.	2022-03-28 10:22:12.22
CA	777	RECORD PASSED. 777 CA86944 - Record queued for import.	2022-03-28 10:22:12.793
CA	778	RECORD PASSED. 778 CA86972 - Record queued for import.	2022-03-28 10:22:12.793
CA	779	RECORD PASSED. 779 CA87042 - Record queued for import.	2022-03-28 10:22:12.793
CA	780	RECORD PASSED. 780 CA87056 - Record queued for import.	2022-03-28 10:22:12.793

Figure 22. Portion of Upload Log.

Step 2: Scroll through the log file and confirm that there is a "RECORD PASSED…" message for each row or record in your uploaded file, with the exception of the first row in the event that your dataset included a header row.

Step 3: Click your browser's Back button to return to the Upload Community Information form and the History of Uploaded Files portlet (Figure 21).

Step 4: Click on the View Log link in the Import Log column. The import log will be displayed (Figure 23).

State	Record Id	Message	Create Date
CA	1	CA25296, No Action Taken	2022-03-28 17:36:18.0
CA	2	CA54274, No Action Taken	2022-03-28 17:36:18.0
CA	3	CA85880, No Action Taken	2022-03-28 17:36:18.0
CA	4	CA00212, 3 - Staff Added, 6 - Asssistance Added, 8 - GSI Asssistance Added	2022-03-28 17:36:18.0
CA	5	CA00296, No Action Taken	2022-03-28 17:36:18.0
CA	6	CA00394, 6 - Asssistance Added, 7 - LSR Asssistance Added	2022-03-28 17:36:18.0
CA	7	CA00562, No Action Taken	2022-03-28 17:36:18.0
CA	8	CA00618, 5 - Advisory Organization Added	2022-03-28 17:36:18.0
CA	9	CA00674, No Action Taken	2022-03-28 17:36:18.0
CA	10	CA00884, No Action Taken	2022-03-28 17:36:18.003
CA	11	CA00947, 6 - Asssistance Added	2022-03-28 17:36:18.003
CA	12	CA01150, No Action Taken	2022-03-28 17:36:18.003
CA	13	CA01192, No Action Taken	2022-03-28 17:36:18.003
CA	14	CA01360, 6 - Asssistance Added, 8 - GSI Asssistance Added	2022-03-28 17:36:18.003
CA	15	CA01290, No Action Taken	2022-03-28 17:36:18.003
CA	16	CA01444, No Action Taken	2022-03-28 17:36:18.003
CA	17	CA01458, No Action Taken	2022-03-28 17:36:18.003
CA	763	CA85600, No Action Taken	2022-03-28 17:36:18.263
CA	764	CA85614, No Action Taken	2022-03-28 17:36:18.267
CA	765	CA85684, No Action Taken	2022-03-28 17:36:18.267

Figure 23. Portion of the Import Log

Step 5: Scroll through the Import Log and verify that updates to community information were made in CARS.

Upload Community Financial Assistance Dataset

The Upload Community Financial Assistance Dataset menu item allows users take a delimited text file that contains community financial assistance information from their system and to upload and import the information into CARS. Specifications for this file as well as sample data are presented in Appendix C.

Instructions for uploading a community financial assistance dataset are as follows:

Step 1: Click on the Update menu item on the Quick Links menu (Figure 7).

Step 2: Click on the Upload Community Financial Assistance Dataset link on the Update Menu (Figure 9). The Specify Upload File page will be displayed (Figure 24).

Figure 24. Community Financial Assistance Information File Upload Page.

Step 3: Click the Choose File button. Your file browser or finder will be display (Figure 25).
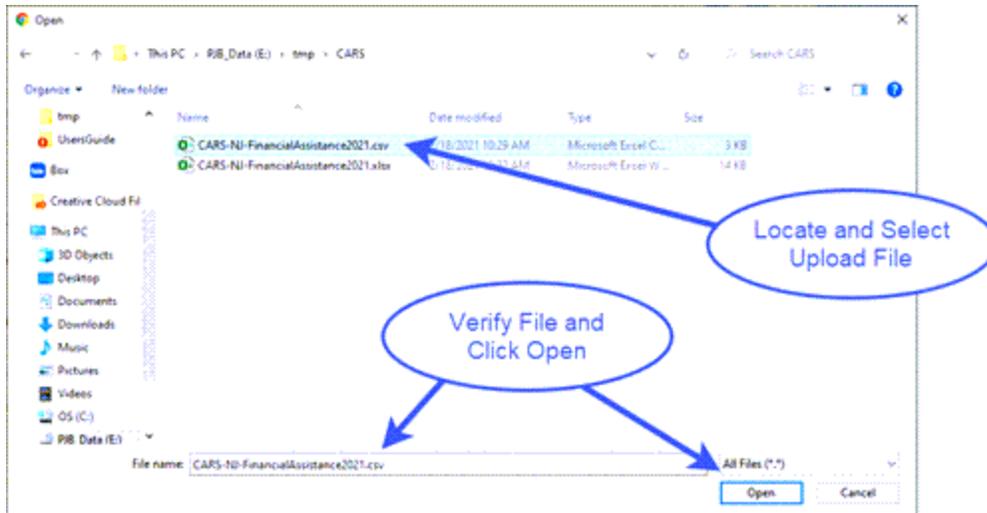
Figure 25. Use File Browser to Locate, Select and Verify Upload File.

Step 4:   Use the file browser to locate and select the file you wish to upload.

Step 5:   Verify that the correct file is selected and then click the Open button.

Step 6:   Click the Upload dataset button. The label of the Upload button will change to
                "Uploading…" as the file is uploaded and imported into CARS. When the upload
                and import process has completed, the page will refresh, and upload details will
                be displayed in the Imported Recordsets table (Figure 26).

Figure 26. Upload Community Assistance Information page with import details displayed in the Imported
Recordsets Table.

Step 7:   Click on the View Log link for the file you just uploaded. The Community
                Financial Assistance Import Details portlet will be displayed (Figure 27).

Community Financial Assistance Import Details

Record ID	Details
1	RECORD SKIPPED. Column header row.
2	Community assistance grant added, NJ00981200 - Community Assistance CSD added
3	Community assistance grant added, NJ00714260 - Community Assistance CSD added
4	Community assistance grant added, NJ00362940 - Community Assistance CSD added
5	Community assistance grant added, NJ02959910 - Community Assistance CSD added
6	Community assistance grant added, NJ03971430 - Community Assistance CSD added
29	Community assistance grant added, 02129... ...unty AS... ...e CSD ...ded
30	Community assistance grant added, NJ01582120 - Community Assistance CSD added
31	Community assistance grant added, NJ02541310 - Community Assistance CSD added
32	Community assistance grant added, NJ03113690 - Community Assistance CSD added
33	Community assistance grant added, NJ02748480 - Community Assistance CSD added
34	Community assistance grant added, NJ00125560 - Community Assistance CSD added
35	Community assistance grant added, NJ02959910 - Community Assistance CSD added

Figure 27. Community Financial Assistance Import Details Page.

Step 8:   Carefully review the displayed Community Financial Assistance Import Details. There will be one record for each row in the upload file, including the header row if one was included. If the record was skipped, it will be clearly indicated. A normal result should identify that the community assistance grant was added as well as one or more community assistance County, CSD or Place was added. The number of communities identify should correspond to the number of communities identified in the uploaded record set as receiving direct financial assistance for the grant. Skipped records should be correct and then uploaded again.

Region Update Menu

From the Region Update Menu (Figure 28), you may update or view federal funding information to states, and state's election of counties or county subdivisions. Instructions for completing these tasks are presented in following sections of this user's guide. These instructions assume you are at the region level.

You are here: National / Southern Region

Update Menu

Federal Funding Information
This menu item allows you to update information on federal funding to states for FY 2006.

Election of Counties or County Subdivisions
This menu item allows you to change the election of counties or county subdivisions by state.

Figure 28. Region Update Menu.

Federal Funding Information

Regional UCF Program managers are responsible for entering the information on Federal Funding to states. Specific instructions for entering Federal funding to states are as follows:

Step 1:   Click the Update menu item on the Region Quick Links menu (Figure 29). The Region Update Menu will be displayed (Figure 28).

Figure 29. Region Quick Links Menu.

Step 2:   Click on the Federal Funding Information menu item. The Federal Funding to States portlet will be displayed (Figure 30).
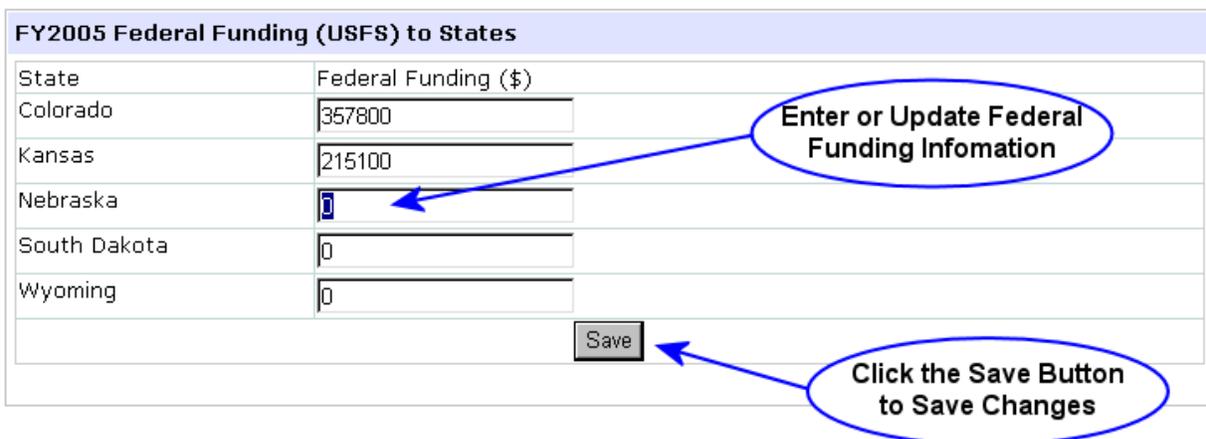
Figure 30. Federal Funding to States Portlet.

Step 3:   Enter or update funding amount(s) for one or more of the listed states.

Step 4:   Click the Save button to save your changes.

Election of Counties or County Subdivisions

Regional UCF Program managers are responsible for changing a state's election to use county subdivisions or counties to define communities. Specific instructions for changing a state's election are as follows:

Step 1:   Click the Update menu item on the Quick Links menu (Figure 29). The Region Update Menu will be displayed (Figure 28).

Step 2:   Click on the Election of Counties or County Subdivisions menu item. The Election of Counties or County Subdivisions portlet will be displayed (Figure 31).

Step 3:   Select either county or county subdivision for one or more of the listed states.

Step 4:   Click the Save button to save your changes.

You are here: National / Southern Region

County / County Subdivision Election

State	Election	
Alabama	○ Counties	◉ County Subdivisions
Arkansas	○ Counties	◉ County Subdivisions
Florida	○ Counties	◉ County Subdivisions
Georgia	○ Counties	◉ County Subdivisions
Kentucky	○ Counties	◉ County Subdivisions
Louisiana	○ Counties	◉ County Subdivisions
Mississippi	○ Counties	◉ County Subdivisions
North Carolina	○ Counties	◉ County Subdivisions
Oklahoma	○ Counties	◉ County Subdivisions
South Carolina	○ Counties	◉ County Subdivisions
Tennessee	○ Counties	◉ County Subdivisions
Texas	○ Counties	◉ County Subdivisions
Virginia	○ Counties	◉ County Subdivisions
	Save	

Figure 31. County or County Subdivision Election Portlet.

Submit

CARS is designed to collect accomplishment information throughout the year and then allow the submission of a final report of program accomplishments at the end of the fiscal year. State users are responsible for the submitting this accomplishment report.

Report submission initiates regional and national review of the state accomplishment report. The update of information is prevented during review. Contact your regional UCF Program manager, in the event that it is necessary to make updates during the review process.

You should carefully review your accomplishment summary report before you submit it for regional review and approval. This may be done by clicking on the Home menu item on the Quick Links menu or by clicking on the Accomplishment Summary Report link on the Reports menu for your state.

Instructions for submitting your accomplishment report are as follows:

Step 1:   Review the Accomplishment Summary Report for the current fiscal year to ensure that it is complete. If your Accomplish Summary Report is not displayed, simply click on the Home link on the Quick Links menu.

Step 2:   Click the Submit menu item on the Quick Links menu (Figure 7). The Submit Accomplishment Report portlet will be displayed (Figure 32).

Step 3:   Click the Submit button.

Submit FY2005 Accomplishments
Click on the Submit button below to submit your state and community information for review and approval. Please note that will not be able to update your information during the review. Upon approval you will be able to freely update your community information.

Submit

Click the Submit Button to Submit Your Report for Regional Review

Figure 32. Submit Accomplishment Report Portlet.

> ***Note:*** *Following submission, updating accomplishment information is prevented to facilitate the review. Contact your regional UCF program manager, if it is necessary to make updates to your submitted information.*

Approve

The submission of a state accomplishment report initiates review by regional and national UCF Program managers. State users are prevented from updating information during the review and approval process. The regional and national review processes are outlined in the following sections.'

Figure 33. Region Approve Submissions Portlet.

Regional Review and Approval

Instructions for regional review and approval are as follows:

Step 1: From your Region home page, click on the Approve link within the Quick Links menu. The Approve Submissions Portlet will be displayed (Figure 33).

Step 2: Click on the state name to review state submission. Only states that are under regional or national review will have an active link. The state Accomplishment Summary as well as the Approval Portlet (Figure 34) will be displayed.
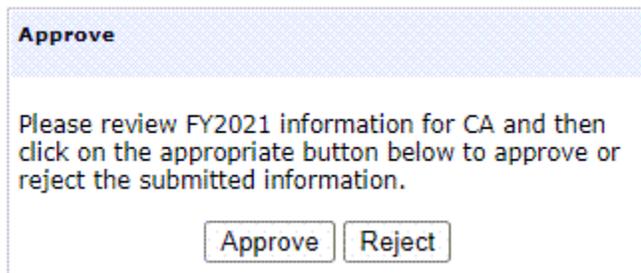
Figure 34. Region Approve Portlet.

Step 3: Review state Accomplishment Report.

Step 4: Click the Approve or Reject buttons as appropriate.

The Approve button will submit the report for national review and approval. The Reject button changes the status back to "In Progress" and state users may update the information as needed.

National Review and Approval

The purpose of the national review and approval is to 1) approve (and lock) accomplishments for the now previous fiscal year and 2) enable reporting for the new year. National Approval may not occur until all state reports are approved regionally and are "Under National Review."

Instructions for national review and approval are as follows:

Step 1:   From the National Home Page, click on the Approve link in the Quick Links menu. The Approve Submissions Portlet (Figure 35) along with the Approve Portlet will be displayed.

Step 2:   Click on the state abbreviation to review state submission. Only states that are under national review will have an active link. The state accomplishment summary will be displayed.

Step 3:   Review state accomplishment summary.

Step 4:   Click on the Approve link within the Quick Links menu to return to the Approve Submissions Portlet.

Repeat steps 2 through 4, as needed, until all state Accomplishment Reports have been reviewed.

Figure 35. National Approve Submissions Page.

Step 5:   Click the Approve button to simultaneously approve all state submissions (i.e. Approval is done in batch and is all or nothing).

Status

CARS assigns a status to the Annual Accomplishment Report based on users actions. A status report is presented on each organization home page. Sample national and state Status portlets are presented in Figure 36. The state report is on the right. At the state level the portlet simply displays the current status, in contrast at the National and Regional levels a summary report is presented.

Status	Number
In Progress	19
Under Regional Review	23
Under National Review	17
Approved	0

Status
Under National Review

Figure 36. Sample National and State Status Portlets.

A summary of user actions and resulting status are presented below:

Action	Status
Initial status.	In Progress
Submitted by state user for regional review	Under Regional Review
Rejected by regional user	In Progress
Approved by regional user	Under National Review
Approved by national user	Approved

Submission/Approval Log

All submission and review actions are recorded in CARS and may be viewed at the national and region level. Instructions for viewing the Submission Log are as follows:

Step 1:   Click on the Approve link within the Region Quick Links menu (Figure 37). The Approve Submissions Portlet along with the Approve Portlet will be displayed (Figure 38).
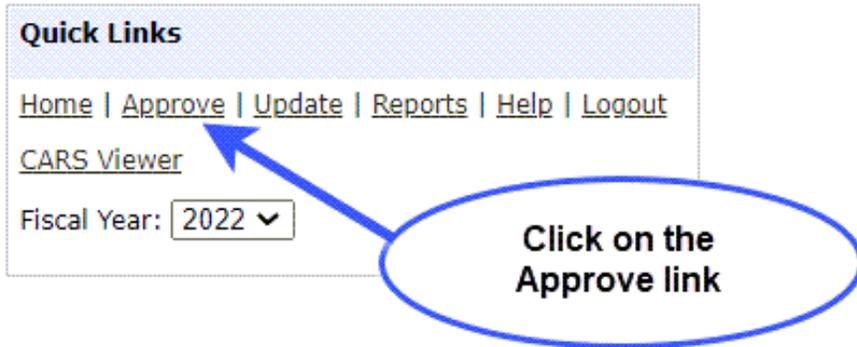
Figure 37. Region Quick Links Menu.
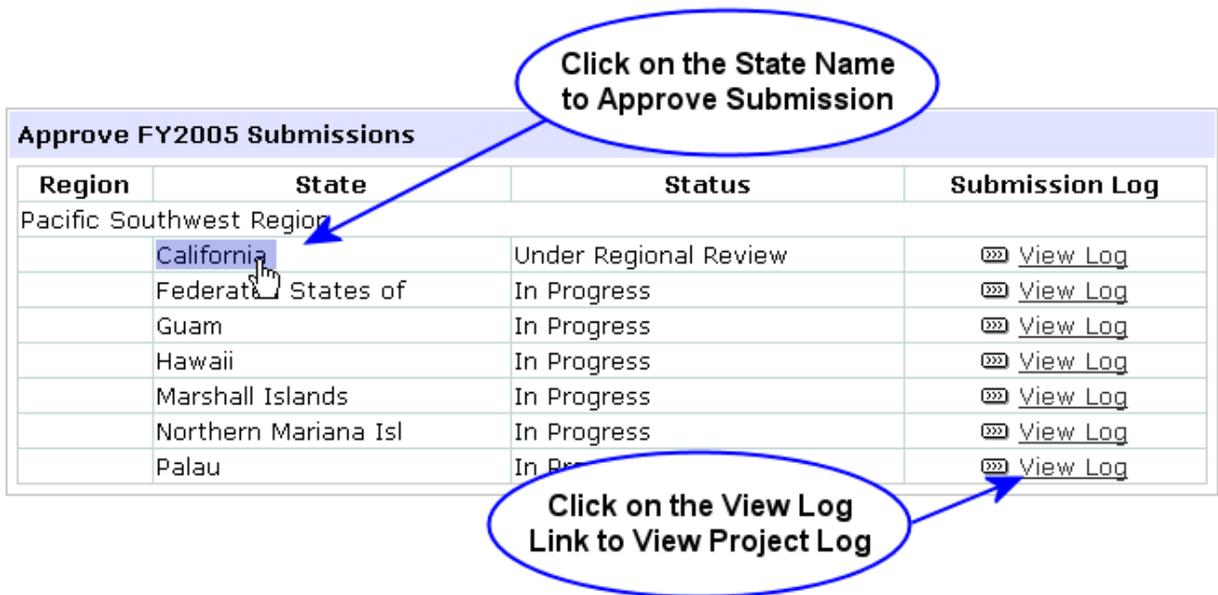
Figure 38. Region Approve Submissions Portlet.

Step 2: Click on the View Log link for a specific state. The Submission Log will be displayed (Figure 39).

Figure 39. Sample log of Submission and Review Actions.

Reports

CARS contains a variety of state, regional and national reports that may be viewed by all users. As a CARS user, you are encouraged to explore the reports available to you. Reports are accessed through the Reports link on the Quick Links menu (Figure 7) in combination with the Organization Breadcrumb (Figure 4), the Select Region (Figure 5) and Select State (Figure 6) portlets.

State

To access state reports you must first navigate to the state that you would like to view reports for. Specific instructions for navigating to a state can be found in the Navigation section of this guide.

Instructions for viewing state reports are as follows:

Step 1:   Click on the Reports menu link within the Quick Links menu (Figure 7). The State Reports menu will be displayed (Figure 40). This menu includes a short description of each report.

Figure 40. State Report Menu.

Step 2:   Click on the report title to view a specific report in your browser or alternatively click on the Download to MS Excel link below the report description to download and export the report to MS Excel.

Region

To access region reports you must first navigate to the region that you would like to view reports for. Specific instructions for navigating to a region can be found in the Navigation section of this guide.

Instructions for viewing region reports are as follows:

Step 1:   Click on the Reports menu link within the Quick Links menu (Figure 29). The Region Reports menu will be displayed (Figure 41). This menu includes a short description of each report.
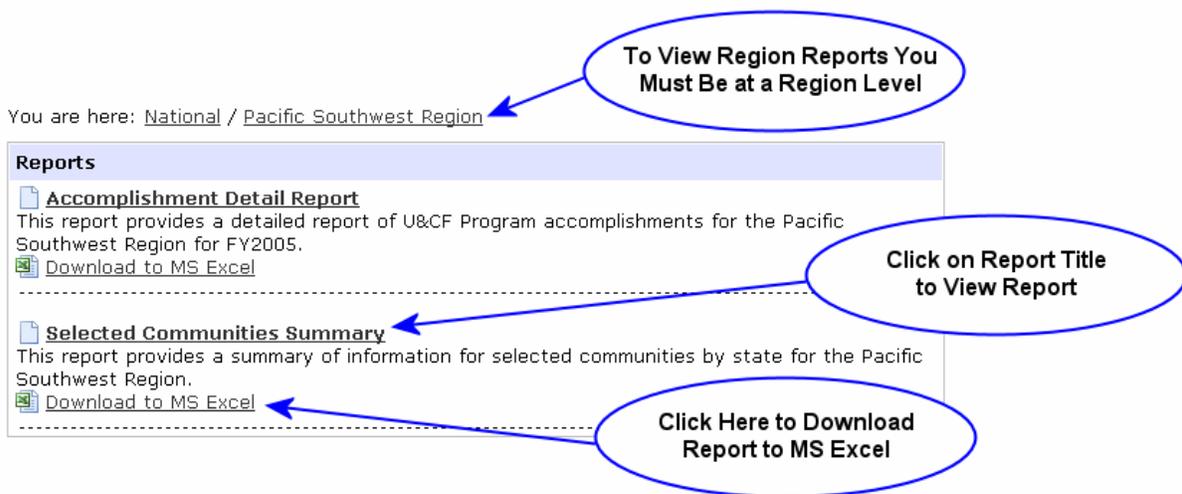
Figure 41. Region Report Menu.

Step 2:   Click on the report title to view a specific report or alternatively click on the Download to MS Excel link below the report description to download the report to MS Excel.

National

To access national reports you must first navigate to the national level. Specific instructions for navigating to national level can be found in the Navigation section of this guide.

Instructions for viewing national reports are as follows:

Step 1:   Click on the Reports menu link within the Quick Links menu. The National Reports menu will be displayed (Figure 42). This menu includes a short description of each report.
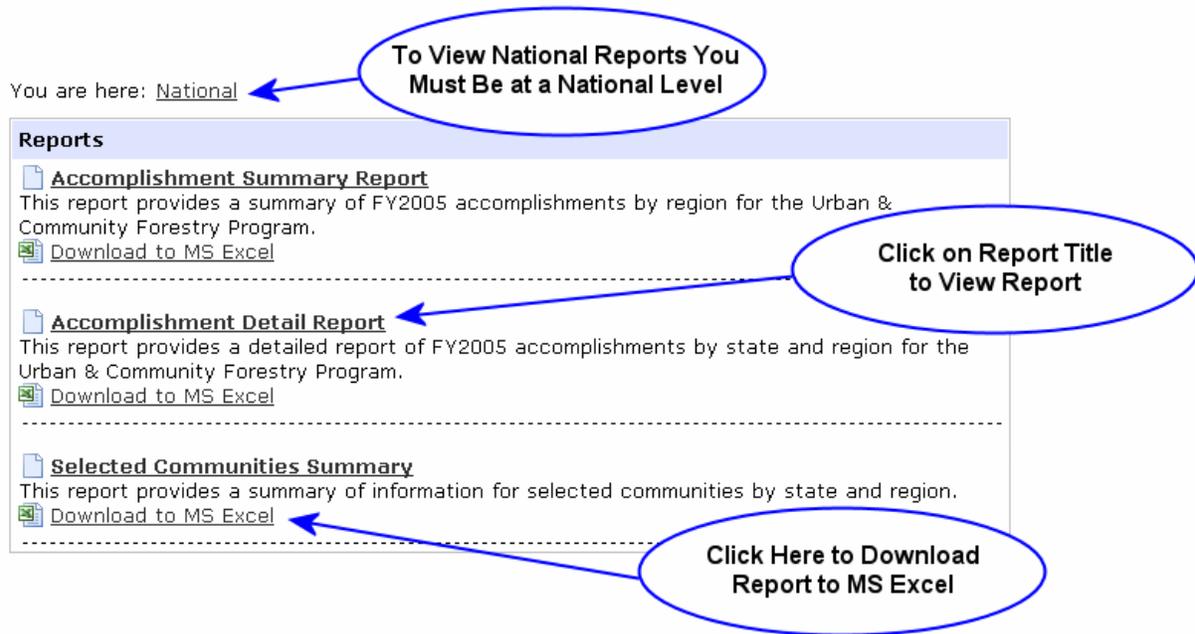
Figure 42. National Report Menu.

Step 2: Click on the report title to view a specific report or alternatively click on the Download to MS Excel link below the report description to download the report to MS Excel.

CARS Viewer
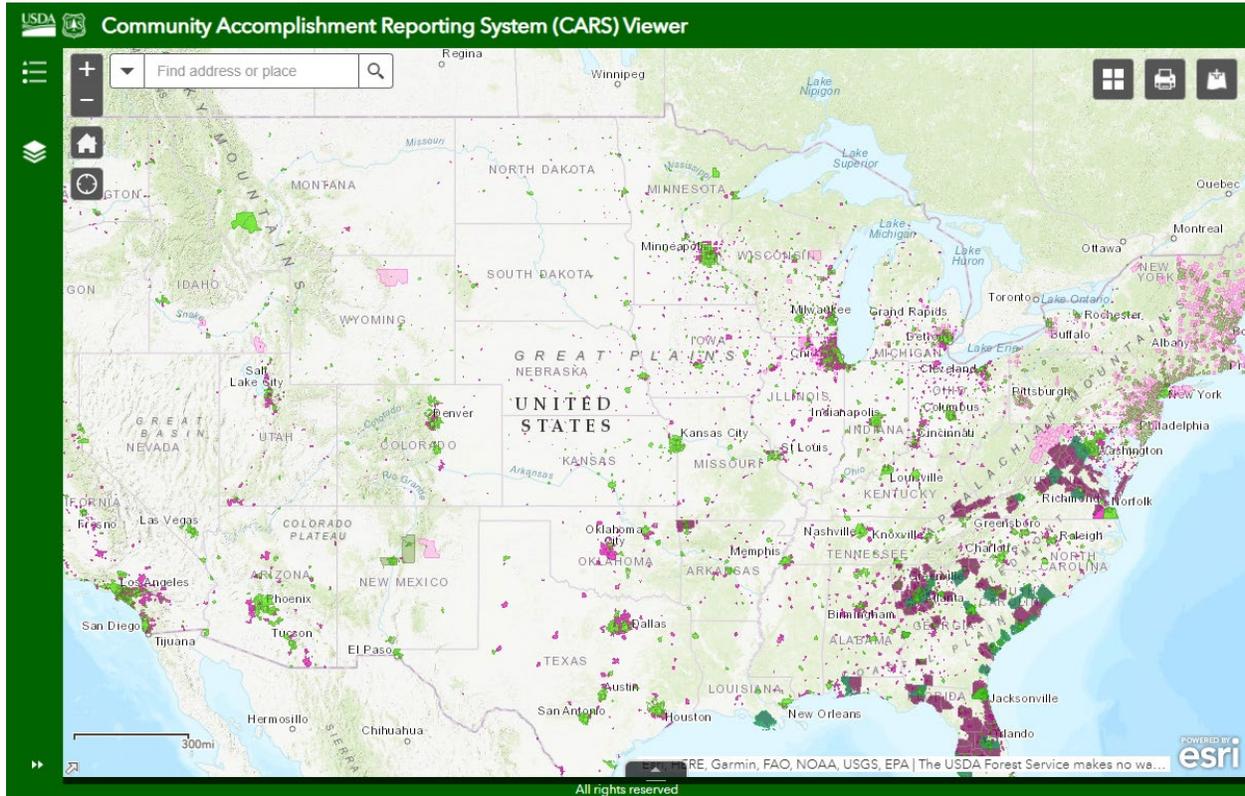
Figure 43. ArcGIS Online CARS Viewer.

The CARS Viewer is an ArcGIS Online spatial data viewer that allows you to explore your CARS data. You may access it simply by clicking on the CARS Viewer link in the Quick Links Menu (Figure 7).

The CARS Viewer is a simple and intuitive tool. The following are some simple instructions intended to get you started:

- Click on a community's map symbol to view a popup with associated data for that place, county or county subdivision.
- Use the controls in the upper left to explore the data.
    - Use +/- keys to zoom in and out.
    - Click symbol legend for full legend of visible layers.
    - Click on layers for ability to turn layers on/off.
- Hold the mouse button down while moving the mouse to pan the map around.
- Hold down the Shift key and mouse button to draw a rectangular area to zoom to immediately.
- To access associated data tables, click on the small arrow in the bottom center of the map.
- Use the icons in the upper right corner of the web map to:

- o   Select a custom base map.
- o   Print the current map.
- o   Add your own data layers.
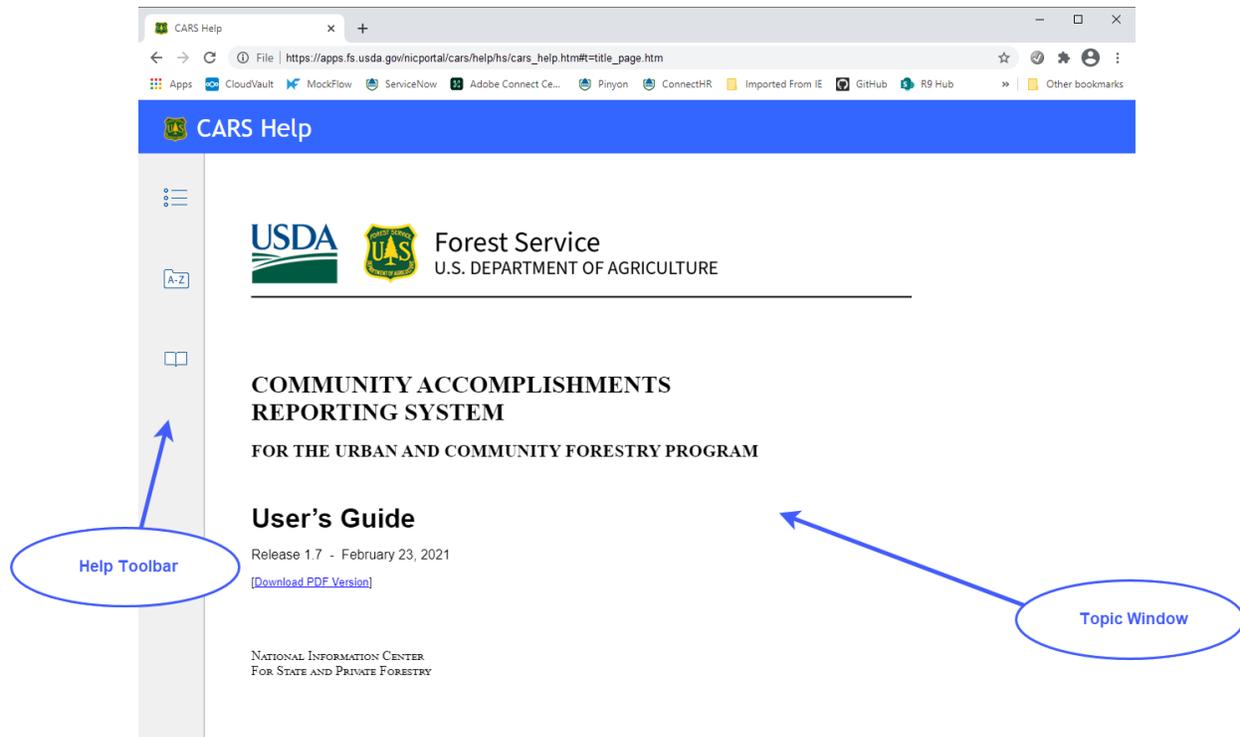
Figure 44. CARS Help System.

Help

Help is available through a comprehensive help system, a User's Guide or by contacting the NIC Portal Help Desk.

Help System

CARS includes an on-line help system that may accessed by clicking on the Help menu item within the Quick Links menu (Figure 7). The CARS Help System opens in a new browser window (Figure 44). This allows you to have CARS and the help system open at the same time.

The CARS Help System consists of a toolbar, content side-bar, and main topic window. The arrangement of these items may vary depending on your device and/or browser. When you first open the help system, the toolbar and main topic window will be displayed. Further, the help system title page will be displayed in the main content window.

Help Toolbar

The Help Toolbar has a Table of Contents, Index and Glossary tools (Figure 45). The content of the tool is displayed in a sidebar to the right of the toolbar.
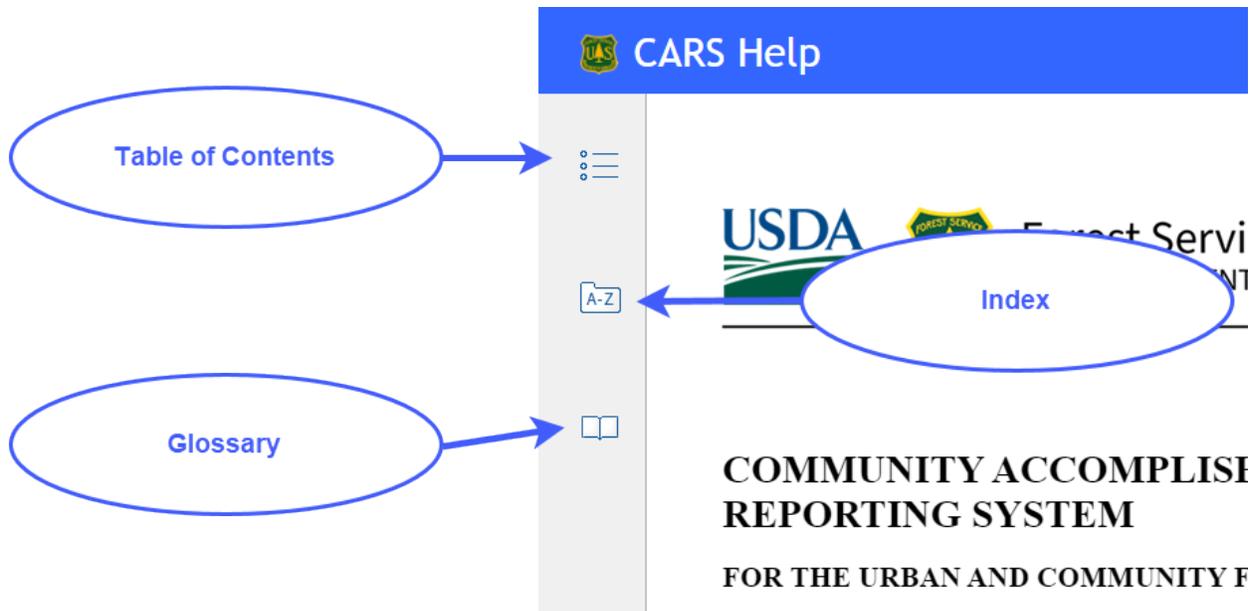
Figure 45. Help System Toolbar.

The following sections provide specific instructions for using the Help System Tools.

Table of Contents Tool

The Table of Contents tool allows you to browse or explore help information as organized by topics. The following are step-by-step instructions for using the help system table of contents.

Step 1: Click on the Table of Contents toolbar icon (Figure 45) to activate the tool and display the table of contents in the tool bar sidebar. The sidebar will slide open and the table of contents will be displayed (Figure 46).

The CARS User's Guide and Help System are organized into several primary topics. When you first open the Table of Contents, these topics are displayed.
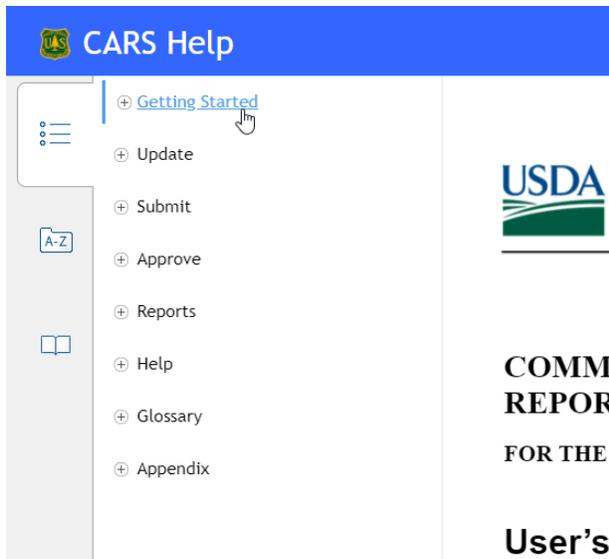
Figure 46. Primary Help System Topics in the Table of Contents Sidebar.

Step 2:   Click on icon (plus symbol within circle) to the left of a topic link to explore the content of that topic (Figure 47). Subject links for the topic will be displayed.
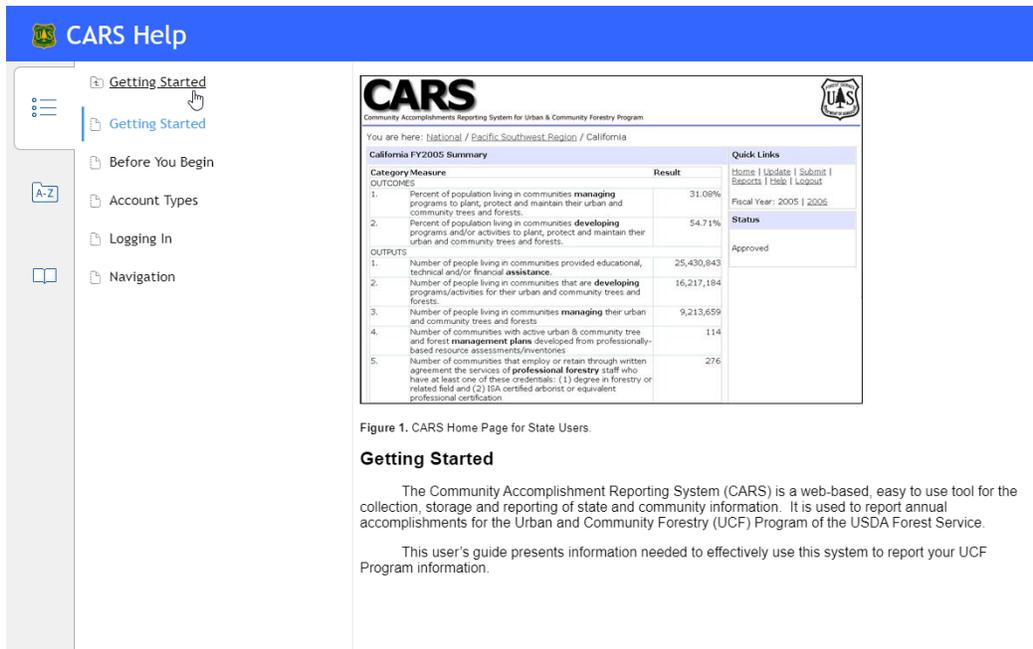
Figure 47. CARS Help System with the Getting Started Topic Displayed.

Step 3:   Click on a subject link and the subject details will be displayed in the main topic window.

Step 4:   Click on the topic link at the top of the Table of Contents sidebar to return to the list of primary topics.

> ***Note:*** *The Table of Contents sidebar can be opened and closed at will, simply by clicking on the Table of Contents toolbar icon.*

Index Tool

The Index tool allows you to explore help system information based on an index of keywords or keyword phrases. The following are instructions for using the help system Index tool:

Step 1:   Click on the Index toolbar icon to activate the tool and display the index in the tool bar sidebar (Figure 48). The sidebar will slide open and display the index of keywords and phrases.

Figure 48. Help System Index Tool Sidebar.

Step 2:   Click on keyword or phrase and either a topic containing the keyword will be displayed in the main topic window or a list of topics will be displayed below (Figure 49).

Figure 49. Help System Displaying the Community List Topic as Accessed from the Keyword Tool.

Step 3: If a list of topics is displayed, click on a topic to display it in the main topic window.

The list of keywords and phrases may be filtered by entering a filter string (i.e. group of characters) into the Keyword Filter textbox at the top of the Index sidebar (Figure 50).
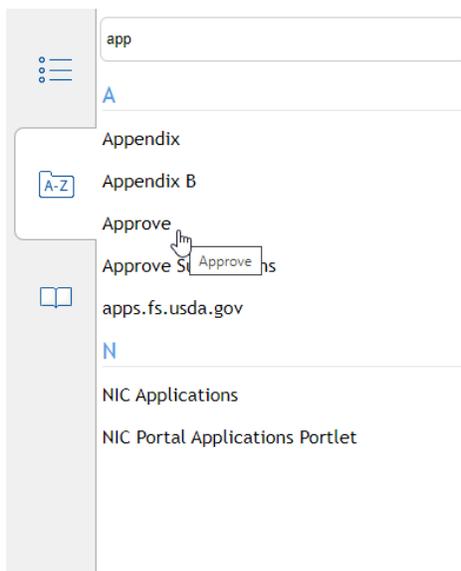
Figure 50. Filtering Index Keywords and Phrases.

Glossary Tool

Terms and definitions from the CARS User's Guide Glossary have been also entered into the Help System Glossary Tool. The primary advantage of the Help System Glossary Tool is that it allows you to access terms and definitions as you browse help topics. The following are step-by-step instructions for using the Glossary Tool:

Step 1:   Click on the Glossary toolbar icon to activate the tool and display a list of terms in the tool bar sidebar (Figure 45). The sidebar will slide open and display the list of glossary terms.

Step 2:   Click on a term and the definition will be displayed directly below the term (Figure 51).
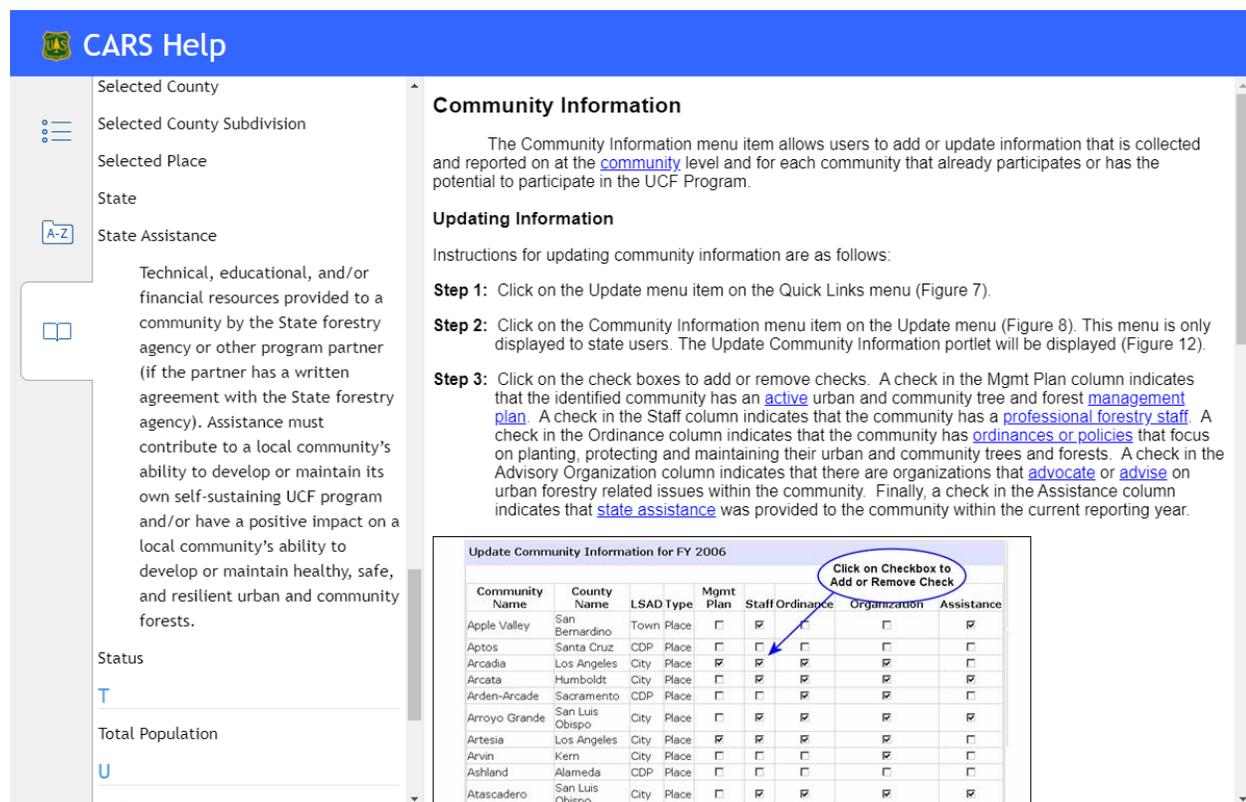
Figure 51. Help System with Glossary Sidebar Displayed.

> **Note:** The Help System Glossary Tool displays only term definitions. For key terms, that include intent statements and examples, go to the CARS User's Guide *Glossary* or the Help System Glossary topic.

CARS User's Guide

The CARS User's Guide maybe downloaded from the following address: https://apps.fs.usda.gov/nicportal/cars/help/CARSUsersGuide.pdf

Or from the link provided on the title page of the CARS Help System.

Getting Technical Assistance

Technical assistance for CARS may be obtained from the National Information Center for State and Private Forestry Help Desk. Requests for assistance may be made by e-mail (sm.fs.spfnic@usda.gov) or by telephone (651-649-5262). The Help Desk is staffed during the hours of 8:00 AM to 4:30 PM Central Time.

Glossary

Adjusted Population: is the remainder of the number of people living within a county subdivision that are not living within selected places or county that are not living within incorporated places (see Appendix B).

Advocacy/Advisory Group:

Intent

Many local UCF programs began through the efforts of local community groups, and these groups often serve as a catalyst to encourage active local urban forest resource management for the long term. This performance element aims to ensure that community residents and program stakeholders are informed, educated, and engaged in the development and implementation of a sound community forestry program at the local level.

Definition

Advisory Groups: Organizations that are formalized or chartered (i.e., organizations established by the local government) to advise (during the reporting year) on the establishment, conservation, protection, and maintenance of urban and community trees and forests.

Advocacy Groups: Non-governmental organizations active in the community that advocate or act for the establishment, conservation, protection, and maintenance of urban and community trees and forests during the year.

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.):

a) A board of community members appointed by local elected officials to advise policy makers on tree ordinances, policies, and management.
b) A volunteer group such as "City ReLeaf" that is active in advocating for tree planting, preservation, and management in communities.
c) A local Conservation or Environmental Commission that has an urban forestry sub-group or has urban and community forestry included in the organization's

action plan or charter and organizes at least one tree- or urban forestry-related activity during the year.

d) A non-profit organization that advocates for community trees in multiple communities, as long as citizens in each community are engaged in the organization's urban and community forestry advocacy or activities during the reporting year.

e) An advocacy group that focuses on a public park, greenway, or neighborhood if the group organized at least one tree- or urban forestry-related activity during the reporting year.

Assistance: see State Assistance.

Community: see Place, County Subdivision and County.

County: The primary legal division of every state except Alaska and Louisiana. A number of geographic entities are not legally designated as a county, but are recognized by the Census Bureau as equivalent to a county for data presentation purposes. These include the boroughs, city and boroughs, municipality, and census areas in Alaska; parishes in Louisiana; and cities that are independent of any county (independent cities) in Maryland, Missouri, Nevada, and Virginia. Because it contains no primary legal divisions, the Census Bureau treats the District of Columbia as equivalent to a county (as well as equivalent to a state) for data presentation purposes (www.census.gov).

County Subdivision: A legal or statistical division of a county recognized by the Census Bureau and States for data presentation purposes. Related terms: borough, census county division, census subarea, city, legal entity, minor civil division, statistical entity, town, township, unorganized territory, and village (www.cenus.gov).

Credibility Through Accountability: is the process used to develop the new UCF performance measures.

CSD: see County Subdivision.

CTA: see Credibility Through Accountability.

Demand: The units of service or product expected to be requested or required by customers, or the customer base eligible for services. These units must be expressed as a number (CTA Business Plan Terminology).

Developing Community: see Developing Programs

Developing Programs: have between one and three of the following: 1. active urban & community tree and forest management plans developed from professionally-based resource assessments/inventories; 2. employ or retain through written agreement the services of professional forestry staff; 3. local/statewide ordinances or policies that focus on planting, protecting, and maintaining their urban and community trees and

forests; or 4. 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; and was provided state assistance in the reporting fiscal year.

Documentation: A state's records documenting state assistance and a community's attainment of performance measures must be understandable and accessible when requested for state or regional program reviews. Each state will work with their federal Regional Program Manager to ensure that their documentation meets program review requirements.

Efficiency: The cost or expenditure per unit of output. Expressed as dollar ($) cost per output ([CTA](#) Business Plan Terminology).

Family of Measures: The program performance measures used to describe annual accomplishments and provide long-term trends for decision making; these include program specific [Outcome](#), [Output](#), [Demand](#) and [Efficiency](#) measures and, also, describe the program's direct and indirect ties to the agency's national strategic plan measures.

Federal Funding: see [Federal (USFS) Funding to States](#).

Federal (USFS) Funding to States: is the dollar ($) amount of federal funding distributed to each state for their [UCF Program](#) as part of their state grant for the current fiscal year. This amount does not include supplemental funding for projects or carryover funding from previous fiscal years added to the state grant.

Fiscal Year: U.S. government's fiscal year that begins on October 1 of the previous calendar year and ends on September 30 of the year with which it is numbered (en.wikipedia.org).

FIPS: Federal Information Processing Standard(s) - A set of numeric and/or alphabetic codes issued by the National Institute of Standards and Technology to ensure uniform identification of geographic entities (and other electronic data) throughout all federal government agencies. FIPS codes exist for states, counties, metropolitan areas, Congressional districts, named populated and other locational entities (such as places, county subdivisions, and American Indian and Alaska Native areas), and geopolitical entities of the world.

Green Stormwater Infrastructure Assistance:

Intent

People are safer in communities where stormwater runoff is mitigated. Communities with significant impervious area have higher rates of stormwater runoff which can threaten human health and safety. Unmitigated stormwater runoff can result in polluted streams, increased flooding, and costly expenditures on conventional

infrastructure. Green Stormwater Infrastructure (GSI) helps communities to protect, restore, or mimic the natural water cycle by allowing more water to infiltrate into the ground and less stormwater to runoff.

State Forestry Agencies strategically deliver technical assistance to communities through U.S. Forest Service State and Private Forestry (S&PF) investments to implement GSI mitigation strategies, so that communities that most need it build the capacity to protect water quality, water supply, reduce flooding, and reduce public expenditures.

Focused GSI assistance should lead cities to stormwater reduction efforts that make a measurable and meaningful impact to reducing stormwater, especially in areas within cities where the need is greatest.

Definition

GSI assistance can be financial or technical, including funds distributed through S&PF grants to communities for projects that have GSI benefits, S&PF funded technical assistance to communities where GSI is discussed as a management option, S&PF funded coordination with other organizations involved in GSI, and S&PF funded planning activities in communities that assess canopy cover or impervious surfaces and propose/design solutions.

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.)

    a) GSI education/training for installation and maintenance of porous pavement
    b) Erosion control
    c) Flood management plans
    d) Mapping the GSI network
    e) Removing invasive species
    f) Assess infiltration rates
    g) Creating rain gardens, filtration strips
    h) Tree rooting space, suspended pavement, and/or structural soil use
    i) Resource inventory with prioritized areas for GSI
    j) Tree planting initiatives that specifically deal with stormwater control potential
    k) Irrigation management
    l) Using GSI for retention areas
    m) Writing low impact manual, training, expertise
    n) River and stream stabilization projects
    o) Green roof and/or wall development/planning
    p) Retaining/Expanding green space
    q) Other assistance leading to positive impacts on stormwater runoff mitigation
    r) Ordinance development / review leading to long-term stormwater runoff mitigation impacts

Context

The USFS Urban & Community Forestry program defines Green Stormwater Infrastructure (GSI) as strategically planned and managed networks of natural lands, working landscapes and other open spaces that conserve ecosystem values and functions and provide associated benefits to human populations. The US Environmental Protection Agency defines GSI through Section 502 of the Clean Water Act as "...the range of measures that use plant or soil systems, permeable pavement or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspirate stormwater and reduce flows to sewer systems or to surface waters."

GSI is a cost-effective, resilient approach to managing wet weather impacts that provides many community benefits. While single-purpose gray stormwater infrastructure—conventional piped drainage and water treatment systems—is designed to move urban stormwater away from the built environment, GSI reduces and treats stormwater at its source while delivering environmental, social, and economic benefits.

Stormwater runoff is a major cause of water pollution in urban areas. When rain falls on our roofs, streets, and parking lots in cities and their suburbs, the water cannot soak into the ground as it should. Stormwater drains through gutters, storm sewers, and other engineered collection systems and is discharged into nearby water bodies. The stormwater runoff carries trash, bacteria, heavy metals, and other pollutants from the urban landscape. Higher flows resulting from heavy rains also can cause erosion and flooding in urban streams, damaging habitat, property, and infrastructure.

When rain falls in natural, undeveloped areas, the water is absorbed and filtered by soil and plants. Stormwater runoff is cleaner and less of a problem. GSI uses vegetation, soils, and other elements and practices to restore some of the natural processes required to manage water and create healthier urban environments. At the city or county scale, GSI is a patchwork of natural areas that provides habitat, flood protection, cleaner air, and cleaner water. At the neighborhood or site scale, stormwater management systems that mimic nature soak up and store water.

GSI: Green Stormwater Infrastructure

GSI Assistance: see Green Stormwater Infrastructure Assistance

Hypertext: is a special type of database system where objects (e.g. text, pictures, music and programs) may be linked together. You may use the links to navigate from object to object (www.webopedia.com).

Landscape Scale Restoration Program Assistance (LSR Assistance): is State Assistance given in support of a USDA Forest Service, competitively funded, Landscape Scale Restoration project.

Link: is a reference to another document in hypertext systems like the World Wide Web. They allow you to navigate to new documents by clicking on them (www.webopedia.com).

LSAD: Legal/Statistical Area Description (www.census.gov).

LSR: Landscape Scape Restoration Program

LSR Assistance: see Landscape Scale Restoration Program Assistance

Management Plans:

Intent

Developing, using, and periodically updating a management plan demonstrates a community's commitment to the comprehensive management of its community tree and forest resources.

Definition

A detailed document or set of documents that identify and prioritize action items based on professionally-based, relevant inventories and/or resource assessments, that outline the future management of the community's trees and forests. At a minimum, the plan must address public trees. The plan must be current and actively used within the past five years by the community to guide management decisions and/or resource allocation and updated as needed to incorporate new information.

A plan for trees in a portion of the community, as long as it includes a written explanation of why there is a focus on that area (i.e., the importance of that space to the community) and action items regarding the establishment, protection, conservation, and maintenance of public trees.

Management plans for forested tracts may be counted if they meet the above and the forest meets all the following criteria:

- located in or near a town/municipal/community population center, business district, or residential area,
- primarily managed for benefits of the residents and to keep the land forested,
- and owned by the local government (i.e., in public ownership).

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.)

a) An Urban Forest Master Plan, based on satellite imagery/GIS or other inventories and assessments, that sets goals for tree canopy cover, recommends areas for reforestation, recommends areas for preservation, promotes community education and outreach efforts, recommends tree maintenance policies for town/city/county properties and provides action items for the management of trees and forests (such as establishment, protection, and maintenance).

b) A Public Tree Planting and Maintenance Plan based on an inventory of trees and open spaces in street rights-of-way and parklands. These plans include information such as a prioritized list of tree pruning and removals, a prioritized list of replacements and new tree plantings, a recommended yearly budget, and a recommended list of tree species for replanting.

c) A community's comprehensive Land Use Plan that incorporates specific management recommendations for the community's trees and forest resources.

d) A Tree Risk Reduction and Replanting Plan based on an inventory of community trees.

e) A tree inventory with recommended action items for managing public trees and forests (i.e., establishment, conservation, protection, and maintenance) that is actively being used.

f) Other plans, such as those below, as long as they address the required elements in the definition:
   - Urban Canopy Master Plan
   - Open Space Plan
   - Long-Term Tree Planting Plan that addresses planting and care
   - Pest, Storm, or Disaster Preparedness Plan that addresses trees
   - Town Forest Management Plan
   - Urban Forest Management Plan for a downtown business district
   - Community Wildfire Protection Plan
   - Community Development Plan that has an urban forest management component

Management Plan Terms

Inventories and/or Resource Assessments: A document, set of documents, or database containing specific, standardized information recorded for individual trees or groups of trees in an identified area of the community. Data must be useful to inform management decisions and be able to be compared over time. Data may also contain information on other natural features and the built environment needed for tree management and planning. Sample size must be statistically appropriate to draw accurate conclusions for management recommendations.

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.)

a) Individual data recorded on each tree in community neighborhoods, for example a unique tree number, species, DBH, height, branch spread, condition rating, and risk rating.

b) A study based on remotely-sensed data (GIS, aerial photography, etc.) that documents community tree cover and identifies current vegetative cover types and land uses. The study may include an analysis of the change in tree cover over time.

c) Inventories conducted by in-house professional staff, trained volunteers, a consulting arborist, or any combination of these. These inventories may include statistically-based samples that do not require inspection of all trees in all cases, but still enable and/or enhance the management of the community forest resource in a manner intended to improve its condition and extent.

d) An inventory of parkland trees. The inventory may include the data in example (a) above, and additional information on invasive species impacting the health of individual trees and forest stands.

Professionally-based: Tree inventories and/or resource assessments developed by, or developed and conducted under the guidance of, professional staff (as defined herein) with experience in conducting inventories and/or assessments. No written agreement is required between the community and professional staff for this purpose. The inventories and assessments must be conducted using industry-standard data collection, data analysis, and data presentation techniques and protocols. Volunteers involved in the inventories and assessments must be trained and proficient in the industry- standard protocols and techniques.

Relevant: Applicable within the current local conditions, circumstances, and forest population dynamics, ideally within five years if there has been no major disturbance (under the discretion of the State Coordinator).

Managing Community: see Managing Programs

Managing Programs: have 1) active urban and community tree and forest management plans developed from professionally-based resource assessments/inventories; 2) employ or retain through written agreement the services of professional forestry staff; 3) adopted local/statewide ordinances or policies that focus on planting, protecting, and maintaining their urban and community trees and forests; and 4) have local advocacy/ advisory groups, 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. State assistance in the reporting fiscal year is not required for a community to have a managing program.

Master List: communities that participate or have the potential to participate in the UCF Program. Also referred to as "selected" communities.

Menu: a list of displayed options.

Ordinances/Policies:

Intent:

Tree ordinances guide the community in the proper care, establishment, conservation, and protection of community trees and forests. These ordinances must be codified, followed, and routinely enforced by some mechanism within the community. The definition and examples below recognize the fact that effective public policies are not always contained in a single "Tree Ordinance."

Definition:

Local, community-wide laws that identify who has the responsibility for oversight of urban and community forestry activities and that direct the use of best management practices for establishment, conservation, protection, and/or maintenance of urban and community trees and forests. At a minimum, ordinance clauses must address public trees.

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.):

a) A municipal ordinance that specifies how trees are to be selected, planted, and maintained in the community and under what conditions trees can be removed. Depending on the jurisdiction, the ordinance may apply to public trees only, or to both public and private trees.

b) A comprehensive collection of community statutes pertaining to tree preservation and landscaping that may include sections of Municipal Codes for Zoning, Development, Land Use and/or Conservation (or similar sections).

c) Local ordinances developed to comply with a State resource protection law such as for watershed protection that contain specific urban and community forest management requirements regarding public and private trees. The ordinances may establish tree and natural areas preservation and buffer requirements, reforestation guidelines, and/or building restrictions for each watershed in the community.

d) A local ordinance established to fulfill a State mandate that requires each local jurisdiction to adopt tree protection standards and employ a "Tree Warden," or equivalent, with specific statutory responsibilities to oversee the planting, protection, and maintenance of trees and forests in the community.

e) A community-wide fire preparedness ordinance that directs tree establishment, maintenance, conservation, and/or protection of trees near buildings to protect public safety, infrastructure, and ecological or cultural resources

Organization: The hierarchical structure of states, regions and national office responsible for the implementation and oversight of the USDA Forest Service Urban and Community Forestry Program.

Organization Breadcrumb: is a series of hypertext links that are displayed below the CARS header that identifies the active organization (i.e. that which the displayed information pertains to) and allows you to navigate higher levels in the organizational hierarchy.

Outcome: The benefit or impact that the customer experiences as a consequence of receiving the services or products. An outcome is expressed as a percentage (%), rate or ratio (CTA Business Plan Terminology).

Output: The units of service or product delivered to customers, or the number of customers served. An output is expressed as a number (CTA Business Plan Terminology).

Percent Urban Area: is the percentage of the geographic area that falls within an urbanized area (UA) or urban cluster (UC). A Census place or county subdivision may contain both urban and rural territory.

Percent Urban Population: is the percentage of the Census place or county subdivision population living within an urbanized area (UA) or urban cluster (UC).

Place: a concentration of population either legally bounded as an incorporated place or delineated for statistical presentation purposes as a census designated place (www.census.gov).

Portlet: is one of the smaller windows that are displayed within the CARS graphical user interface that contains a particular theme of information. Portlets always contains a header that describes their content.

Professional Forestry Staff: see Professional Staff.

Professional Staff:

Intent:

Communities employ knowledgeable, skilled professionals who can effectively inform UCF management decisions. Professional staff members have education, training, and experience in the fields of urban forestry, forestry, arboriculture, and/or horticulture. This performance element is 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.

Definition:

Individuals who have one or more of the following credentials, and who the community directly employs or retains through a written agreement to advise and/or assist in the

comprehensive development or management of their urban and community forestry program (not just a project or for one aspect like tree removal): 1) a degree in urban forestry or a closely related field (e.g., forestry, arboriculture, horticulture), 2) International Society of Arboriculture (ISA) Certified Arborist, American Society of Consulting Arborists Registered Arborist, Society of American Foresters Certified Forester, or equivalent State or professional credential, and/or 3) at least 3 years of experience practicing arboriculture or urban forestry according to industry standards and urban forestry best management practices.

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.):

a) The City/County Arborist, City Forester, or Tree Warden who is employed full- or part-time or retained through a written agreement and responsible for the establishment, conservation, protection, and maintenance of a community's trees and forests.

b) A public works, planning, or parks employee who is an ISA Certified Arborist and who supervises the town's tree crews responsible for the planting, pruning, maintenance, and removal of public trees.

c) A natural resource professional who provides urban forestry and arboricultural consultation services regarding the program (not just a project) throughout the year to the community through a written agreement.

d) At the State Coordinator's discretion, a community staff member or contractor (e.g., Landscape Architect) who is qualified due to regular attendance for three or more years at urban forestry/arboriculture training and workshops, even if the staff member does not possess an urban forestry-related degree or certification.

e) At the State Coordinator's discretion, high-quality, experienced City Foresters who have let their professional certification lapse but continue to apply UCF best management practices.

f) State staff, contractor, or sub-grantee paid with UCF Program funds who provides regular program management advice to communities under a written agreement between the State/contractor/sub-grantee and the community.

g) If a professional staff person moves from one community to another during a fiscal year, both communities are counted as having professional staff for that year.

Quick Links Menu: is a portlet that is usually displayed at the top of the right column that allows users to quickly accomplish specific tasks or to navigate to certain menus.

Region: is the organization level that comprises a collection of states and is a subdivision of agency. This includes Region, and Institute.

Rural: all territory, population, and housing units located outside of urbanized areas and urban clusters. Because "urban" and "rural" are delineated independent of any geographic entity except census block, these classifications may cut across all other geographic entities; for example, there is generally both urban and rural territory within both metropolitan and non metropolitan areas.

Selected Community: is a place, county subdivision or county that already participates or has the potential to participate in the UCF Program.

Selected County: is a county that already participates or has the potential to participate in the UCF Program. Within CARS, this represents all of the people that are living within the county that do not live within incorporated places or within selected, unincorporated places (see Appendix B).

Selected County Subdivision: is a county subdivision that already participates or has the potential to participate in the UCF Program. Within CARS, this represents all of the people that are living within the county subdivision that do not live within selected places (see Appendix B).

Selected Place: is a place that already participates or has the potential to participate in the UCF Program.

State: States are the primary governmental divisions of the United States. The District of Columbia is treated as a statistical equivalent of a state for data presentation purposes. The U.S. Census Bureau also treats a number of entities that are not legal divisions of the United States as statistically equivalent to a state: American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, and the Virgin Islands of the United States.

State Assistance:

Intent:

This measure aims to track which communities have been helped by States to improve their local urban and community forestry programs.

Definition:

Technical, educational, and/or financial resources provided to a community by the State forestry agency or other program partner (if the partner has a written agreement with the State forestry agency). Assistance must contribute to a local community's ability to develop or maintain its own self-sustaining UCF program and/or have a positive impact on a local community's ability to develop or maintain healthy, safe, and resilient urban and community forests.

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.):

Assistance includes, but is not limited to: 1) providing expertise and resources to help communities develop and/or implement inventories, resource assessments, and/or management plans; 2) assisting in the hiring/contracting of a professional UCF staff position in a community; 3) providing expertise and guidance in ordinance development and review; and/or 4) assisting with the establishment of an advocacy or advisory group or providing ongoing consultation with an existing organization to improve its effectiveness. Additional examples include:

a) Training for community advisory or advocacy group members or community staff involved in tree and forest program management.

b) A State grant provided to a community to achieve a local UCF goal.

c) A workshop or course designed to engage residents in their community's UCF activities (e.g., tree planting class, Tree Steward training).

d) Assisting communities on achieving and maintaining Tree City USA status (e.g., advising a community about how their current activities constitute an urban and community forestry program and fulfill Tree City USA requirements).

e) Assistance provided to communities by a State partner who is given office space by the State through a written agreement.

f) Assistance provided through Council initiatives that are conducted in collaboration with the State through a written document that outlines those initiatives.

g) Providing a targeted training event/session to address a UCF need identified for a community or group of communities (e.g., holding a tree pruning class in a community).

h) Providing a scholarship for UCF conference attendance.

i) Training provided as a result of someone attending a State-supported train-the-trainer workshop, unless by a private consultant who financially profits from providing the training.

j) Multiple communities received assistance from one organization that received a UCF Program grant. In this case each community that benefits is counted as receiving assistance.

k) UCF-related K-12 education or grant funding for UCF-related K-12 education that helps maintain forested lands and individual trees in urban and community settings or identifies appropriate tree species and sites for expanding forest cover (per UCF Program authorities).

Status: identifies the stage of the annual accomplishment report. Status is system assigned based on user actions. The following is a list of possible statuses: In Progress, Under Regional Review, Under National Review, and Approved.

Total Population: is the number of people living within an identified geographic area.

UCF: Urban and Community Forestry.

Urban: "Urban" includes all territory, population, and housing units in urbanized areas and urban clusters (www.census.gov).

Urban and Community Forestry (UCF) Activities: The establishment, conservation, protection, and maintenance of trees and forests in communities and urban areas.

Urban and Community Forestry Program (capital "P"): A cooperative program of the U.S. Forest Service, State forestry agencies, and other organizations that focuses on the stewardship of trees and forests in communities and urban areas.

Urbanized Area: is a densely settled area with at least 500 people per square mile that has a census population of at least 50,000 (www.census.gov).

Urban Cluster: is a densely settled area with at least 500 people per square mile that has a census population of 2,500 to 49,999 (www.census.gov).

Volunteer Service:

Intent:

This measure aims to estimate volunteer participation that can be supported by some form of written documentation and is linked to State and/or Federal assistance (financial, technical, and/or educational).

Definition:

The number of hours volunteers spent leading, assisting with, or otherwise participating in an activity or educational event supported by the Urban and Community Forestry Program. A volunteer is someone who did not receive financial compensation explicitly for participating in the activity or event.

Examples (Examples include but are not limited to items on this list. Anything counted must meet the definition above.):

   a) Time that State UCF Council members spend preparing for and participating in Council meetings and activities.
   b) Volunteer hours for UCF events reported by a non-profit organization that received UCF program funding for volunteer/partnership coordination.
   c) In-kind match reported through community grants that are provided by volunteers completing UCF activities.
   d) Time contributed by volunteers while they are receiving UCF assistance or training from State UCF staff.
   e) All hours reported on Tree City USA applications as long as they are not counted elsewhere and are consistent with the definition.

f) Time spent by volunteers in the following activities as long as those activities were supported, at least in part, by UCF Program resources:

- Planting, protecting, managing, and/or caring for urban and/or community trees or forests.
- Planning and/or helping with a UCF outreach/education event (e.g., an Arbor Day event).
- Participating in tree board meetings and related activities. Estimate hours as follows, if not specifically known: 5 tree board members x 3 hours/month x 7 months = about 100 hours/tree board/year.
- Attending a UCF-related training provided by UCF Program staff.
- Working on a public UCF-related project benefiting the community.
- Engaging in a corporate UCF-related service-day event.

Appendix A - Upload File Specification

The upload file must be a delimited text file. In this type of file, each piece of data is separated by a designated character and each record is a new row within the file. This type of file is also commonly called a flat file. Common delimiters include the tab and comma. For simplicity, we recommend that you use a comma as a delimiter and that the "csv" be used as a file name extension.

The data file uploaded to CARS should have the following columns:

Item	Name	Description	Required
1	STATEABBR	Federal Information Processing Standard (FIPS) State Alpha Code, commonly used as the two-character state abbreviation by the US Postal Service (e.g. MN for Minnesota). Data type: Character. Length: 2. Allow null values: No.	Yes
2	PLACEFIPS	FIPS numeric code that uniquely identifies each census place within a state or territory. Data type: Character. Length: 5. Allow null values: Yes.	Yes
3	COUNTYFIPS	FIPS numeric code that uniquely identifies each county within a state or territory. Data type: Character. Length: 3. Allow null values: Yes.	Yes
4	CSDFIPS	FIPS numeric code that identifies each county subdivision with a county. Data type: Character. Length: 5. Allow null values: Yes.	Yes
5	NAME	Name used to identify a place or county subdivision. Data type: Character. Length: 100. Allow null values: No.	Yes
6	MGMT_PLAN	Identifies if a community has a management plan (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.	Yes
7	STAFF	Identifies if a community has a professional forestry staff (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.	Yes
8	ORDINANCE	Identifies if a community has existing ordinances or policies that focus on planting, protecting and maintaining community trees and forests (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.	Yes

Item	Name	Description	Required
9	ADVOCACY	Identifies if a community has organizations that advocate or advise on urban forestry related issues (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.	Yes
10	ASSISTANCE	Identifies if the community has been provided state assistance within the reporting fiscal year (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.	Yes
11	LSRASSISTANCE	Identifies if the community has been provided LSR assistance within the reporting fiscal year (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.	No
12	GSIASSISTANCE	Identifies if the community has been provided GSI assistance within the reporting fiscal year (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.	No

The upload data file shall have one row for each place or county subdivision. The following is a sample dataset that does not include the two optional columns (i.e. LSR and GSI Assistance):

MD,00125,,,Aberdeen,1,0,1,1,1

MD,00175,,,Aberdeen Proving Ground,1,0,1,1,1

MD,15400,,,Charlestown,0,0,1,0,0

MD,15475,,,Charlotte Hall,0,0,1,0,0

MD,15925,,,Chesapeake Beach,0,0,1,0,1

MD,,039,91084,District 12, Asbury,0,0,0,0,1

MD,,001,91197,District 14, Cumberland,0,0,0,0,0

MD,,043,91460,District 16, Beaver Creek,0,0,0,0,0

Appendix B – Population Adjustment

Because places overlap with county subdivisions and counties, it is necessary to adjust populations to prevent the double counting of people when reporting accomplishments for the UCF Program. The population adjustments for county subdivisions and counties are outlined below:

County Subdivisions

The formula used to adjust the population of county subdivisions is as follows:

$$CSD_A = CSD_T - P_S$$

Where:

CSD_A is the adjusted county subdivision population,

CSD_T is the total county subdivision population, and

P_S is the sum of the population of selected places that lie within the county subdivision.

Counties

The formula used to adjust the population of counties is as follows:

$$C_A = C_T - P_I - P_{SU}$$

Where:

C_A is the adjusted county population,

C_T is the total county population from the 2000 Census, and

P_I is the sum of the population of incorporated places that lie within the county (i.e. not LSADC equal to 55 or not LSADC equal to 57 or not LSADC equal to 62).

P_{SU} is the sum of the population of selected unincorporated places that lie within the county (i.e. LSADC equal to 55 or LSADC equal to 57 or LSADC equal to 62).

Appendix C - Community Grant Upload File Specification

The community grant upload file must be a delimited text file. In this type of file, each piece of data is separated by a designated character and each record is a new row within the file. This type of file is also commonly called a flat file.

Common delimiters include the tab and comma. For simplicity, we recommend that you use a comma as a delimiter and that the "csv" be used as a file name extension. In this format, fields that contain the delimiter (i.e. comma) must be enclosed in double-quotes.

The data file uploaded to CARS should have the following columns:

Item	Name	Description
1	STATEABBR	Federal Information Processing Standard (FIPS) State Alpha Code, commonly used as the two-character state abbreviation by the US Postal Service (e.g. MN for Minnesota). Data type: Character. Length: 2. Allow null values: No.
2	COMMUNITYLIST	A delimited list of FIPS numeric codes that uniquely identifies each community within a state or territory receiving assistance through this community assistance grant. May be a list of Place, County Subdivision or County FIPS Codes that are delimited by a comma. In this event, the entire list must be enclosed in double-quotes. Place FIPS are each 5 characters long, County Subdivision FIPS are 8 characters long and County FIPS are 3 characters long. Unique County Subdivision FIPS for a state are produced by concatenating the County FIPS with the County Subdivision FIPS. Data type: Character. Length: 4000. Allow null values: No.
3	RECIPIENT	Name of entity that will undertake the activity funded under by the community assistance grant. If the name contains a comma, the entire name must be enclosed double quotes. Data type: Character. Length: 150. Allow null values: No.

Item	Name	Description
4	RECIPIENTCODE	B - Business/For-profit entity C - Local Government (County, City, Borough, Town, Village) E - Educational/Research Institution N - Nonprofit Organization/Association O – Other S - State Government/Agency T – Tribal Government Data type: Character. Length: 1. Allow null values: No.
5	PROJECTTITLE	Distinguishing name given to project that conveys the project purpose. If the title contains a comma, the entire field must be enclosed in double quotes. Data type: Character. Length: 255. Allow null values: Yes.
6	PROJECTTYPEID	Code that identifies the primary project type as follows: 1 – Management Plan Development 2 - Professional Staff Development 3 - Ordinance Development 4 - Advocacy Group Development 5 - Education / Training 6 - Inventory / Assessment 7 – Maintenance 8 - Planting Data type: Integer. Allow null values: No.
7	FSAMT	Amount of the total project costs (in whole dollars) funded by USDA Forest Service grant that is passed through to the recipient. Data type: Integer. Allow null values: No.

Item	Name	Description
8	OTHERFEDAMT	Amount of the total project costs (cash or in-kind, in whole dollars) funded by other Federal agencies.
		Data type: Integer. Allow null values: No.
9	STATEAMT	Amount of the total project costs (cash or in-kind, in whole dollars) funded by the state.
		Data type: Integer. Allow null values: No.
10	LOCALAMT	Amount of the total project costs (cash or in-kind, in whole dollars) funded by the local sources.
		Data type: Integer. Allow null values: No.

The upload data file shall have one row for each community grant. The following is a sample dataset:

```
STATEABBR, COMMUNITYLIST, RECIPIENT, RECIPIENTCODE, PROJECT+ TITLE,+
PROJECTTYPEID, FSAMT, OTHERFEDAMT, STATEAMT,LOCALAMT
TX,"3500","African American Chamber of Commerce of Greater Houston",+
N,"Acreage Homes Greenspace Education Program",5,10000,0,0,10000
TX,"22660","City of Edinburg",C,"City Forester",2,30000,0,0,30000
TX," 07432,76240,28068,59336,78136","Houston-Galveston Area Council",+
C,"Urban Forestry Program",2,10000,0,0,10000
```

Note: The plus sign (+) is used above as a line continuation character. It is used to identify that the record continues on the next line. It is for presentation purposes only. No line continuation characters should be used in the actual data set.