



**N.C. Forest Service Urban & Community Forestry Financial Assistance Program
Eligible Practices and Activities Fact Sheet**

The following table lists urban and community forestry (U&CF) practices and activities that are eligible for financial assistance. Requirements and prerequisites are also listed. To apply for assistance, you will need to develop a project plan that is ready for implementation. In addition to this document, you will need the following tools to help you complete your project planning and application.

- FAP Guidance and Instructions for U&CF Project and Application Development
- FAP Objective Builder
- FAP Project Planner
- RFA Work Plan
- RFA Budget Form -- Cost Share or
- RFA Budget Form -- Match Share or
- RFA Budget Form -- No Cost Share

The goal of a project is to address the project needs through the completion of one or several practices and activities. An objective is a milestone accomplishment of a project and includes the completion of one or several complementing practices and activities. The scope and complexity of the project dictates the number of objectives required to achieve the goal. Completion of a practice or activity is a **documentable product, a deliverable of your work.**

<p>Universal Practices and Activities -- Practices and activities common to implement and manage with any U&CF project.</p>		
<p>Practices and Activities</p>		<p>Requirements/ Prerequisites</p>
<p>Event Registration</p>	<ul style="list-style-type: none"> • Development of process and tools to register/select and document participants in a project event that limits participation to participants that must meet specific program selection criteria. • Development and documenting landowner agreements that must be signed by the landowner as may be required to complete an FAP project on private property. 	



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Indirect Administration	<p>Grant contract administrative time and materials costs including management of required documentation, reimbursement requests and interim project reports.</p> <ul style="list-style-type: none"> • Cannot exceed 20% of the project cost. • A flat rate 15% de minimis of the project cost can be selected which does not require itemization of expenses. • Reimbursement of expenses greater than 15% and <= 20% must be itemized unless your organization has a federally approved indirect rate within this range. • Can be a third-party professional services provider 	Required for all projects. Must be assigned to a project team member.
Professional U&CF Staff	Fund the salary of U&CF staff.	A copy of a draft job description will be required as well as objectives/deliverables that will be accomplished over the grant contract term
Professional U&CF Consulting Services	Find a contract for consulting services with a qualified U&CF consultant.	A draft copy of a consulting services contract will be required as well as objectives/deliverables that will be accomplished over the grant contract term
Urban and Community Forestry Practices and Activities		
Category	Practices and Activities	Requirements/ Prerequisites
Advocacy Group Development	Strategic planning assistance to help the organization develop a long-range strategic plan.	501c3 not-for-profit organization. Should include an outreach objective



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	Organization Strategic Plan	Fees for professional planning firm to facilitate, develop and publish a strategic plan.	
Education and Training	Development and delivery of educational and training programs, products and events.		Delivery of products and events will require completion outreach activities.
Programs	Educational or training program plan. The process of determining the program needs, develop a program plan and deliver the program curriculum, products and events. Each of these will include the development/delivery of all or select Education and Training Practices and Activities.		
	Education/Training Program	Development of long-term and/or large-scale education or training program including target audience, curriculum, agendas, education/training product needs, and education/training event schedules.	Event registration
	Volunteer Stewardship Program	Development of a long-term, sustainable community volunteer U&CF stewardship program including education/training product needs, education/training event schedules, and work assignment planning and assignments.	Event registration
	Workforce Development Program	Development of a long-term, sustainable urban and community forestry job training program including target audience, curriculum, agendas, education/training product needs and education/training Event schedules.	Event registration
Practices and Activities			
	Education/Training Products	Training and educational publications and media products for standalone use or as part of an education/training program or events.	
	Education/Training Event	Development and delivery of educational or training events including agenda, speakers, venue and schedule for standalone events or as part of an education/training program.	Event registration
	Professional Certifications	Attend training and acquire a U&CF professional credential.	
	Education/Training Tools	Not Practice or Activity, but PPE and tools required to complete the program or education/training event are eligible for funding assistance.	



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Inventories and Assessments	Resource inventories, assessments, program reviews and surveys.		
	Tree Canopy Cover Assessment	A tree canopy cover assessment uses aerial photographs and other types of remote sensing data to quantify the area of a community covered by tree canopy, vegetation, hardscape, and other land cover features for planning purposes. The assessment also quantifies the ecosystem services provided by the tree canopy.	
	Urban Heat Island Assessment	Assessment and analysis using remote sensing data and ground surveys will identify urban heat island areas from which mitigation strategies such as tree planting can be developed.	
	Program Assessment/Review	A formal review of organization or program policies and practices to identify opportunities for organizational design improvement.	
	Complete Tree Inventory	An inventory of all trees and planting sites located on community street rights of way and/or community properties.	Managing Community, tree inventory software, tree inventory specifications
	Partial Tree Inventory	A partial tree inventory records trees or sites that meet a specific management objective. Examples include a risk tree inventory, tree-planting site inventory or an inventory of trees with forest health problems.	Tree inventory specifications
	Project Tree Inventory	An inventory of all trees located within a project area.	Tree inventory specifications



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	Sample Tree Inventory	A statistically valid sample inventory of trees in a community or defined area in the community. The resulting data will provide estimates of numbers of trees, tree species, condition, age and management needs for planning purposes.	Sample tree inventory specifications
	Stakeholder Survey	Surveys of stakeholders to solicit comment and/or identify issues and needs for strategic U&CF planning and implementation.	
	Tree Inventory Tools	Not Practice or Activity, but these tools are eligible for funding assistance. Computer software to house, maintain and manage a tree inventory. Data collection devices and other tree inventory tools.	
Outreach	Development and delivery of outreach products and events to inform and engage the community in urban and community forestry.		Required for all projects. Must be developed by a communications professional and fulfills the following objectives. <ul style="list-style-type: none"> • Educates and engages the public in the project. • Informs the residents in advance of practices and activities that are scheduled for completion in their neighborhood.
	Outreach Program	Development of a comprehensive project outreach program. This is a plan that details the audience, outreach events, outreach or education/training product needs and schedule.	
	Outreach Event	Development and delivery of an in-person event including audience, agenda, venue(s) as a standalone event, at partner events or as part of an outreach program. Delivery of a media campaign to inform the public about the project.	



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	Outreach Products	Development of outreach publications and media products, such as news releases, social media content and digital media including display, programmatic video and traditional advertising, for standalone use or as part of an outreach program	
	Final Report	A professionally published two-to-four-page infographic-style report summarizing and illustrating the project need, goal, objectives and accomplishments.	Required for all projects
Ordinances, Policy, Standards and Specifications	Development of local ordinances defining local government’s role, policy and standards and specifications for managing the urban forest.		
	Conservation Development Ordinance	An ordinance that directs tree resource conservation during development.	Tree City USA and professional urban forestry staff or consultant
	Historic/Legacy Tree Ordinance	An ordinance that provides protection for individual trees of historical significance.	Tree City USA
	Landscaping Ordinance	An ordinance that specifies landscaping requirements for existing properties or properties under development.	Tree City USA and professional urban forestry staff or consultant
	Public Tree Ordinance	An ordinance that establishes municipal authority over the management of public trees and sets management policy and standards. All Tree City USA communities or communities working toward Tree City USA status must have a public tree ordinance.	
	Urban Forestry Standards and Specifications Document	Policy, standards and specifications document to guide the planting, maintenance, removal and protection of trees in the community or to complete an FAP project.	



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Plans	Urban and community forestry plans guide a community's management at the communitywide scale.		
	Community Forestry Plan	A plan that guides the development and implementation of communitywide or specific community forestry activities.	
	Practice Plans	A plan that establishes objectives, specifications, policy and a budget that addresses a single urban forestry practice in the management of the community's urban forest. The primary audience is the staff and leadership of the organization. Examples: food forest plan, risk tree mitigation plan, tree maintenance plan, invasives mitigation plan, tree-planting and post-care plan, urban wood utilization plan.	An inventory/assessment completed within the last two years that is relative to the respective practice plan to be developed.
	Management Plan	A comprehensive plan that establishes policies, goals, objectives and a budget for the operational management of the community's urban forest. The primary audience is the staff and leadership of the organization.	Municipality or college/university that has a canopy cover assessment, sample or complete tree inventory that was completed within the last two years
	U&CF Comprehensive Plan	A comprehensive plan that establishes policies, goals and objectives for all U&CF activities for the management of the community's urban forest. The audience is the public, staff and leadership of the community.	NCFS Managing Communities only.
Tree Maintenance	Develop and complete a tree maintenance project.		An urban forestry professional must develop or review and approve the project. Requires a partial tree inventory, practice plan and Urban Forestry Standards and Specifications document to identify and complete the work.



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	Tree Maintenance	Completion of a tree maintenance project; watering, pruning, removal etc.	Event registration will be required for tree maintenance projects located on private property.
	Tree Maintenance Tools	Not Practice or Activity, but these tools are eligible for funding assistance. Pruners, saws and other arboricultural diagnostic and maintenance tools, and equipment.	
Tree Planting	Develop and complete a tree planting project.		An urban forestry professional must develop or review and approve the project. Requires a partial tree inventory (tree planting sites), practice plan (Tree Planting & Post Care Plan) and Urban Forestry Standards and Specifications document to identify and complete the work.
	Tree Planting	Completion of the tree planting project; trees and installation.	Event registration will be required for tree planting projects located on private property.
	Tree Planting Site Preparation	For sites with major rehabilitation needs. Removal of poor soil, asphalt or concrete to establish suitable growing conditions for the species of tree to be planted.	
	Tree Planting Tools and Supplies	Not Practice or Activity, but these tools are eligible for funding assistance. Tools, mulch, staking supplies and watering bags.	