



Your project will include the completion of urban forestry practices and community forestry activities to address your needs. The progress and completion of a grant project will be measured by the completion of these practices and activities as well as other important deliverables. The following are the definitions of practices, activities, other important deliverables and requirements by practice and activity category.

- Inventories and assessments -- urban forest inventories and assessments
 - Requirement for all
 - NCFs tree inventory/assessment specification or approved specification
 - Inventory
 - Complete tree inventory -- an inventory of all trees and planting sites located on community street rights of way and/or community properties
 - Requirements: NCFs Managing Community, tree inventory software
 - 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.
 - Project tree inventory -- an inventory of all trees located within a project area
 - 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, health, structure, age and management needs for planning purposes.
 - Tree inventory tools -- Computer software to house, maintain and manage a tree inventory. Data collection devices and other tree inventory tools.
 - Resource assessment
 - 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.
 - Other resource assessment – other type of urban forest remote sensing analysis and assessment
 - Deliverable for all



- Inventory/Assessment report – a report that summarizes the inventory/assessment methodologies and findings
- 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
 - Requirements – community meets Tree City USA standards and employs professional urban forestry staff or a consultant
 - Historic/Legacy tree ordinance -- an ordinance that provides protection for individual trees of historical significance
 - Requirements – community meets Tree City USA standards
 - Landscaping ordinance -- an ordinance that specifies landscaping requirements for existing properties or properties under development
 - Requirements – community meets Tree City USA standards and employs professional urban forestry staff or a 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
 - Deliverable for all
 - Digital draft and final copies of the ordinance and/or urban forestry standards and specifications document
- Plans -- Urban and community forestry plans guide a community's management at the community-wide scale.
 - Requirement for all
 - An urban forest inventory or assessment that was completed within the last four years
 - Community forestry plan -- a plan that guides the development and implementation of community-wide or specific community forestry activities
 - Management plan -- a plan that establishes policies, goals, objectives and a budget for the operational management of the community's urban forest (all urban forestry practices). The primary audience is the staff and leadership of the organization.



- Practice plan -- a plan that establishes objectives, implementation, 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
- 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.
- Plan draft – a draft of a plan designating the completion of a planning process. Additional draft(s) of the plan will be completed before the completion of the final plan product.
- Deliverable for all
 - Digital draft and final copies of the plan
- Tree maintenance -- Complete a tree maintenance, i.e., pruning and removal, project. An urban forestry professional must develop or review and approve the project.
 - Requirements
 - Complete or partial tree inventory directing the tree maintenance
 - Practice plan – tree maintenance
 - Tree maintenance specifications
 - Supervision of tree maintenance work by a qualified urban forestry professional
 - Tree maintenance -- completion of a tree maintenance project, i.e., watering, pruning, removal etc.
 - Tree maintenance tools -- Pruners, saws and other arboricultural diagnostic and maintenance tools
 - Deliverables for all
 - Practice plan
 - Tree maintenance specifications
 - List of trees, location and maintenance performed
 - Work quality assurance inspection by qualified urban forestry professional
- Tree planting -- Complete a tree planting project. An urban forestry professional must develop or review and approve the project.
 - Requirements



- Complete or partial tree inventory of planting sites
- Practice plan – tree-planting and post-care plan
- Tree-planting and post-care specifications
- Supervision of tree planting work by a qualified urban forestry professional
- Tree planting -- completion of the tree-planting project, i.e., trees and installation
- 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.
- Trees – purchase and delivery of trees
- Tree-planting tools and supplies -- tools, mulch, staking supplies and watering bags
- Deliverables for all
 - Practice plan
 - Tree-planting and post-care specifications
 - Tree quality assurance inspection before or at delivery by a qualified urban forestry professional
 - A list of locations and trees to be planted
 - Work quality assurance inspection by a qualified urban forestry professional
- 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 fulfill the following objectives. Educates and engages the public in the project. Inform the residents in advance of practices and activities that are scheduled for completion in their neighborhood.
 - Outreach program plan -- development of a 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 a stakeholder survey, a media campaign, an in-person event including agenda, venue(s) and supplies for the event.
 - 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.
 - Deliverable for all
 - Digital draft and final copies of outreach plan or products



- Education and training -- educational and training programs, products and events
 - Education/Training program plan -- development of education or training program including target audience, curriculum, agendas, education/training product needs and education/training event schedules.
 - 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
 - Deliverable for all
 - Digital draft and final copies of education plan or products