

CARS Glossary (Release 1.2 - May 1, 2006)

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 Organization

Intent: Many local U&CF programs began through the efforts of local citizen's groups, and these groups often serve as a catalyst to encourage active local urban forest resource management for the long term. This measure 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: Organizations that are formalized or chartered to advise (organizations established by the local government) or advocate or act (non-governmental organizations active in the community) for the planting, protection and maintenance of urban and community trees and forests. For example:

- a) A board of citizens appointed by local elected officials to advise policy makers on needed tree ordinances, policies, and management.
- b) A voluntary citizens group such as "City ReLeaf" that is active in advocating for tree planting, preservation and management in communities.

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.census.gov).

Credibility Through Accountability – is the process used to develop the new U&CF 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 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.

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 U&CF 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.

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).

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).

Management Plans

Intent: Possessing, 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, developed from professionally-based [inventories/resource assessments](#) that outlines the future management of the community's trees and forests. The plan must be **active** (i.e., in use by the community and updated as needed to incorporate new information). Examples include:

- 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, and recommends tree maintenance policies for town/city/county properties.
- b) A "Public Tree Planting and Maintenance Plan" based on an inventory of trees and open spaces in street rights-of-way and parkland. These types of plans include information such as a prioritized list of tree pruning and removals, a prioritized list of replacement 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.

A hazard tree reduction and replanting plan based on an inventory of community trees.

Management Plan Terms

Inventories and Resource Assessments: A document, set of documents, or database containing specific, standardized information recorded on a number of individual trees or groups of trees in an identified area of the community. May also contain information on other natural features and the built environment needed for management planning. For example:

- a) Individual data recorded on each tree in community neighborhoods, for example a unique tree number, DBH, height, branch spread, condition rating, hazard rating, etc.
- 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. This includes statistically-based sample inventories that do not require inspection of all trees in all cases, but still allows for the management of the community forest resource in a manner intended to improve its condition and extent.

- d) An analysis using a standard survey or statistically-based sampling tool that quantifies the environmental services provided by a community's forest.
- e) An inventory of parkland trees. The inventory may also include the data in example (a) above, and additional information on invasive plant species impacting the health of individual trees and forest stands.

Managing Programs – have [active](#) urban & community tree and forest [management plans](#) developed from professionally-based resource [assessments/inventories](#); employ or retain through written agreement the services of [professional forestry staff](#); adopted local/statewide [ordinances or policies](#) that focus on planting, protecting, and maintaining their urban and community trees and forests; and have 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.

Master List – [communities](#) that participate or have the potential to participate in the U&CF Program.

Menu – a list of displayed options.

Ordinances/Policies

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

Definition: Statutes or regulations that direct citizens and local governments in the planting, protection and maintenance of urban and community trees and forests. For example:

- a) A town "Tree Ordinance" that dictates how trees are to be planted and maintained in the community and under what conditions trees can be removed. Depending on the jurisdiction, the ordinance may apply to just public trees, or public and private trees.
- b) A comprehensive set of community regulations and/or policies on tree preservation and landscaping that may include sections of the Zoning Ordinance, Code and Public Facilities Manual.
- c) City regulations that contain specific forest management requirements developed to be in compliance with a state "Watershed Protection Ordinance." The regulations may establish tree and natural areas preservation, buffer requirements, reforestation and building restrictions for each watershed in the community.
- d) A local ordinance established under 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.

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: Professional staff members have education, training and experience in the fields of urban forestry, arboriculture, and/or horticulture. These requirements are 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 U&CF program.

Definition: Individuals who have one or more of the following credentials, and who the community directly employs or retains through written agreement to advise and/or assist in the development or management of their urban and community forestry program: 1) a degree in urban forestry or a closely related field (e.g., forestry, horticulture, arboriculture, etc.), and/or; 2) International Society of Arboriculture Certified Arborist (ISA) or equivalent professional certification. For example:

- a) The city arborist or city urban forester who is employed full- or part-time and responsible for the planting, protection and maintenance of a city's trees and forests.
- b) A public works or parks employee who is an ISA Certified Arborist and who supervises the town's tree crews responsible for the pruning, maintenance and removal of public trees.
- c) A credentialed, locally-based resource professional that provides urban forestry and arboricultural consultation services throughout the year to the community through a

written Memorandum of Understanding. (Note: State U&CF program staff who provide advice to communities does not meet the intent of this section.)

- d) Any person that is an ISA Certified Arborist, American Society of Consulting Arborists Registered Arborist or equivalent that is retained to provide urban forestry and arboricultural consultation services by a city or town through a written agreement.

Professionally-based - [Tree inventories](#) and [resource assessments](#) developed by, or developed under the supervision of [professional staff](#) with experience in conducting inventories and/or assessments. 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.

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, Area 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 U&CF Program.

Selected County - is a [county](#) that already participates or has the potential to participate in the U&CF 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 U&CF 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 U&CF 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. For Census 2000, 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: State assistance should have a significant impact on a local community's ability to develop its own self-sustaining U&CF program.

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Definition: Technical, educational and/or financial assistance provided to a community by the state forestry agency, or provided by other program partners through a written agreement with the state forestry agency. For example:

- a) Training of community advisory/advocacy committee members or community staff involved in tree and forest program management.
- b) A state grant is provided to a community for achieving a local U&CF goal.
- c) Technical assistance includes, but is not limited to: 1) providing expertise and resources to help communities develop [inventories](#), [resource assessments](#) and/or [management plans](#); 2) assisting in the hiring of a [professional U&CF 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/advisory organization](#) or providing ongoing consultation with an existing organization to help improve its effectiveness.

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.

U&CF – Urban and Community Forestry.

Urban - For Census 2000, "urban" includes all territory, population, and housing units in [urbanized areas](#) and [urban clusters](#) (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).

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).

Volunteer Service - the number of volunteer hours involved in all phases of urban forestry program activities. (Intent of this measure is to obtain estimates of volunteer participation that can be supported by some form of written documentation and that can be linked to State and/or federal financial and technical assistance.)