

# **CARS**

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## **COMMUNITY ACCOMPLISHMENTS REPORTING SYSTEM**

**FOR THE URBAN AND COMMUNITY FORESTRY PROGRAM**

### **User's Guide**

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

**Release 1.2**

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Community Accomplishments Reporting System for Urban & Community Forestry Program

You are here: [National](#) / [Pacific Southwest Region](#) / [California](#)

California FY2005 Summary		Quick Links
<b>Category Measure</b>	<b>Result</b>	<a href="#">Home</a>   <a href="#">Update</a>   <a href="#">Submit</a>   <a href="#">Reports</a>   <a href="#">Help</a>   <a href="#">Logout</a>
OUTCOMES		Fiscal Year: 2005   <a href="#">2006</a>
1.	Percent of population living in communities <b>managing</b> programs to plant, protect and maintain their urban and community trees and forests.	31.08%
2.	Percent of population living in communities <b>developing</b> programs and/or activities to plant, protect and maintain their urban and community trees and forests.	54.71%
OUTPUTS		<b>Status</b>
1.	Number of people living in communities provided educational, technical and/or financial <b>assistance</b> .	25,430,843
2.	Number of people living in communities that are <b>developing</b> programs/activities for their urban and community trees and forests.	16,217,184
3.	Number of people living in communities <b>managing</b> their urban and community trees and forests	9,213,659
4.	Number of communities with active urban & community tree and forest <b>management plans</b> developed from professionally-based resource assessments/inventories	114
5.	Number of communities that employ or retain through written agreement the services of <b>professional forestry</b> staff who have at least one of these credentials: (1) degree in forestry or related field and (2) ISA certified arborist or equivalent professional certification	276
		Approved

**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 (U&CF) Program of the USDA Forest Service.

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

### ***Before You Begin***

To use CARS, you must have a web browser (Microsoft Internet Explorer 6 or equivalent), 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:

<http://spfnic.fs.fed.us/nicportal/default.cfm>.

Instructions for requesting and activating a NIC Portal account may be found at this same address.

## Account Types

CARS has State, [Region](#) and National accounts with data-entry and read-only permissions. These account types determine the responsibilities that you have within the system. Responsibilities for each account type with data-entry permissions are outlined in the table below:

Responsibility	Account Type		
	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

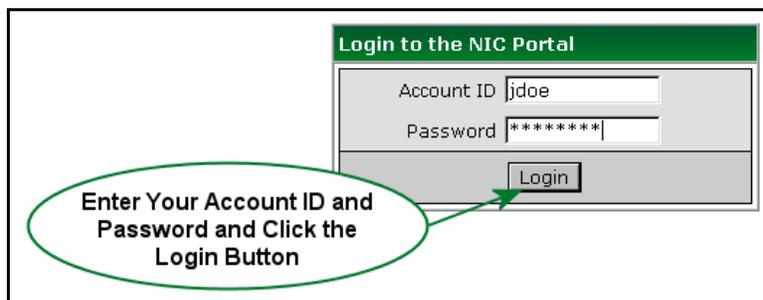
Instructions for completing these responsibilities are provided in the Update, Submit and Approve sections of this user's guide.

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:  
<http://spfnic.fs.fed.us/nicportal/default.cfm>



**Figure 2. NIC Portal Login Portlet.**

**Step 2:** Enter your NIC Portal Account ID and password into spaces provide in the login [portlet](#) (Figure 2) and click the Login button.

**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).

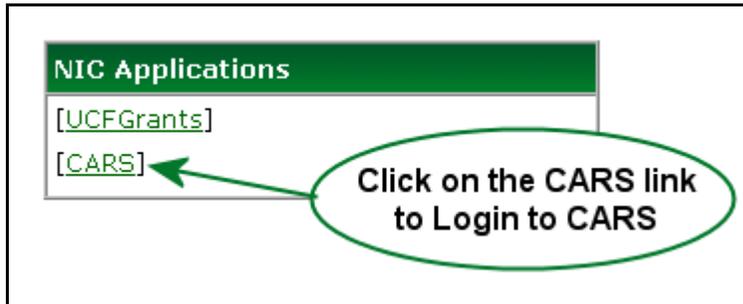


Figure 3. NIC Portal Applications Portlet.

**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:

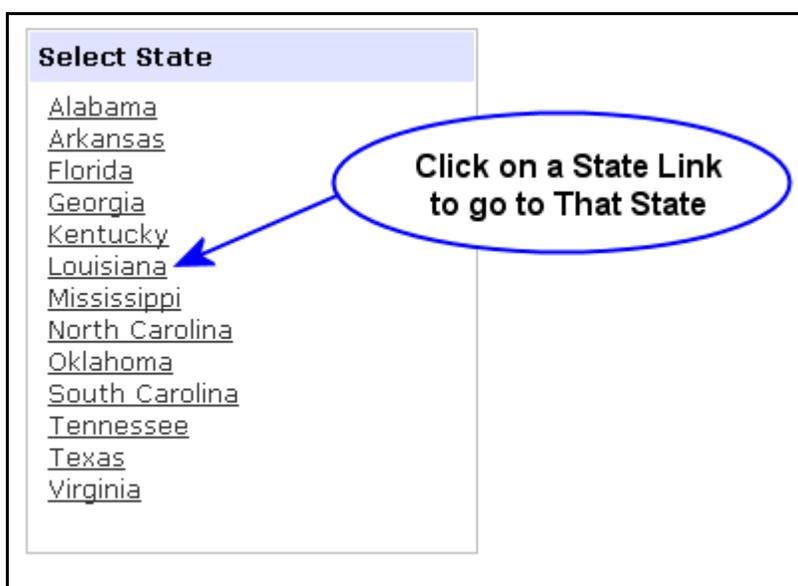
**Step 1:** Click on the National link on the Organization Breadcrumb.



**Figure 5. Select Region Portlet.**

**Step 2:** Click on the Southern Region link within the Select Region portlet (Figure 5). Please notice the change in your Organization Breadcrumb.

**Step 3:** Click on the Louisiana link within the Select State portlet (Figure 6). The Accomplishment Summary for the state of Louisiana will be displayed.



**Figure 6. Select State Portlet.**



**Figure 7. Quick Links Menu.**

## Quick Links Menu

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

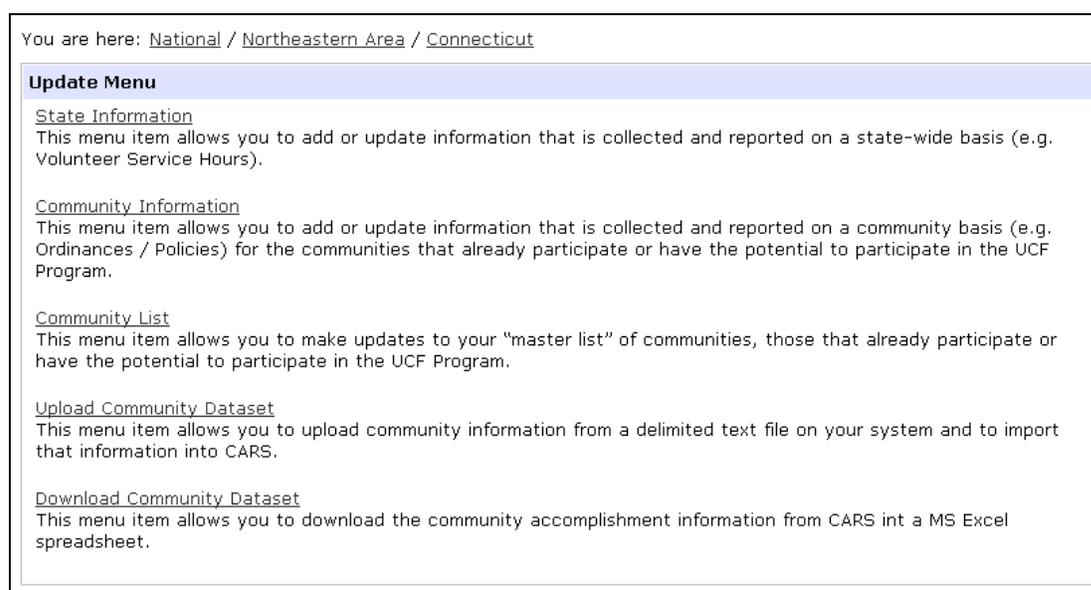
Link	Task Description
Home	Returns you to your CARS Home page.
Update	Displays the State or Regional Update Menu when clicked while you are at the state or regional levels, respectively. This link is not displayed at the national level.
Submit	Displays the Submit Accomplishments portlet for a particular 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.
Reports	Displays the report menu. The report menu pertains to the organization displayed by the Organization Breadcrumb.
Logout	Logs you out of CARS and returns you to the NIC Portal.
Fiscal Year	Fiscal Year links allows you to change the scope of your view from the current <a href="#">fiscal year</a> to a previous year or back again to the current 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 8) 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 20) will be displayed when you click on the Update link within the Quick Links menu when you are at the region level.

## State Update Menu

From the State Update Menu (Figure 8), 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.



The screenshot shows a web interface for the State Update Menu. At the top, it indicates the user's location: "You are here: [National](#) / [Northeastern Area](#) / [Connecticut](#)". Below this is a blue header bar labeled "Update Menu". The main content area lists five menu items, each with a brief description:

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

**Figure 8. State User's Update Menu.**

## 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 8). This menu is only displayed to state users. The Edit Statewide Information portlet will be displayed (Figure 9).

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

**Enter Volunteer Hours and Click the Save Button**

**Edit Statewide Information for FY2005**

Number of hours of volunteer service logged. (An agency-wide consistent methodology to be developed to track volunteer hours) 35267

Dollars of Federal (USFS) funding to state

Save

**Federal Funding Cannot be Updated by State Users**

**Figure 9. Edit Statewide Information Portlet.**

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

## 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 U&CF 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 8). This menu is only displayed to state users. The Update Community Information portlet will be displayed (Figure 10).
- Step 3:** Click on the check boxes to add or remove checks. A check in the Mgmt Plan column indicates that the identified community has an [active](#) urban and community tree and forest [management plan](#). A check in the Staff column indicates that the community has a [professional forestry staff](#). A check in the Ordinance column indicates that the community has [ordinances or policies](#) that focus on planting, protecting and maintaining their urban and community trees and forests. A check in the Advisory Organization column indicates that there are organizations that [advocate](#) or [advise](#) on urban forestry related issues within the community. Finally,

a check in the Assistance column indicates that [state assistance](#) was provided to the community within the current reporting year.

Update Community Information for FY 2006								
Community Name	County Name	LSAD	Type	Mgmt Plan	Staff	Ordinance	Organization	Assistance
Apple Valley	San Bernardino	Town	Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aptos	Santa Cruz	CDP	Place	<input type="checkbox"/>				
Arcadia	Los Angeles	City	Place	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arcata	Humboldt	City	Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arden-Arcade	Sacramento	CDP	Place	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arroyo Grande	San Luis Obispo	City	Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Artesia	Los Angeles	City	Place	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arvin	Kern	City	Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashland	Alameda	CDP	Place	<input type="checkbox"/>				
Atascadero	San Luis Obispo	City	Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Atherton	San Mateo	Town	Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Atwater	Merced	City	Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Auburn	Placer	City	Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Avenal	Kings	City	Place	<input type="checkbox"/>				
Avocado Heights	Los Angeles	CDP	Place	<input type="checkbox"/>				

Records 16 through 30 of 500

Figure 10. 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:



**Figure 11. Search Communities Portlet.**

- 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 8). Update Community Information portlet will be displayed (Figure 10)
- Step 3:** Enter the character or characters that you would like to find within the input box (Figure 11).
- Step 5:** 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 **Palm** Springs but it will also find South Dos **Palos**. The more characters you specify the more restrictive the search will be.

**CARS**  
Community Accomplishments Reporting System for Urban & Community Forestry Program

You are here: [National](#) / [Pacific Southwest Region](#) / [California](#)

**Select List**  
Your "master list" of communities is composed of places or county subdivisions that already participate or have the potential to participate. You may to choose both places and county subdivisions. CARS will automatically subtract the population selected places from selected county subdivisions when they overlap. Click on the links below to view or update your "master list."

[County Subdivisions](#)  
County Subdivisions are a legal or statistical division of a county recognized by the Census Bureau and States for data presentation purposes.

[Places](#)  
Places are a concentration of population either legally bounded as an incorporated place or delineated for statistical presentation purposes as a census place.

**Search Communities:**  
Search County Subdivisions  
  
Search

Search Places  
  
Search

[View all County Subdivisions](#)  
[View all Places](#)

**Quick Links:**  
[Home](#) | [Reports](#) | [Logout](#)  
Fiscal Year: 2005

**You may Search for Communities by Name**

**Select a List Type to View All Communities of That Type**

**Figure 12. Select Community List Menu.**

## 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 U&CF 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 8). This menu is only displayed to state users. The Select List menu will be displayed (Figure 12).
- 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 13) will be displayed depending on your selection.
- Step 4:** Click the Next button until the community that you wish to add is displayed.

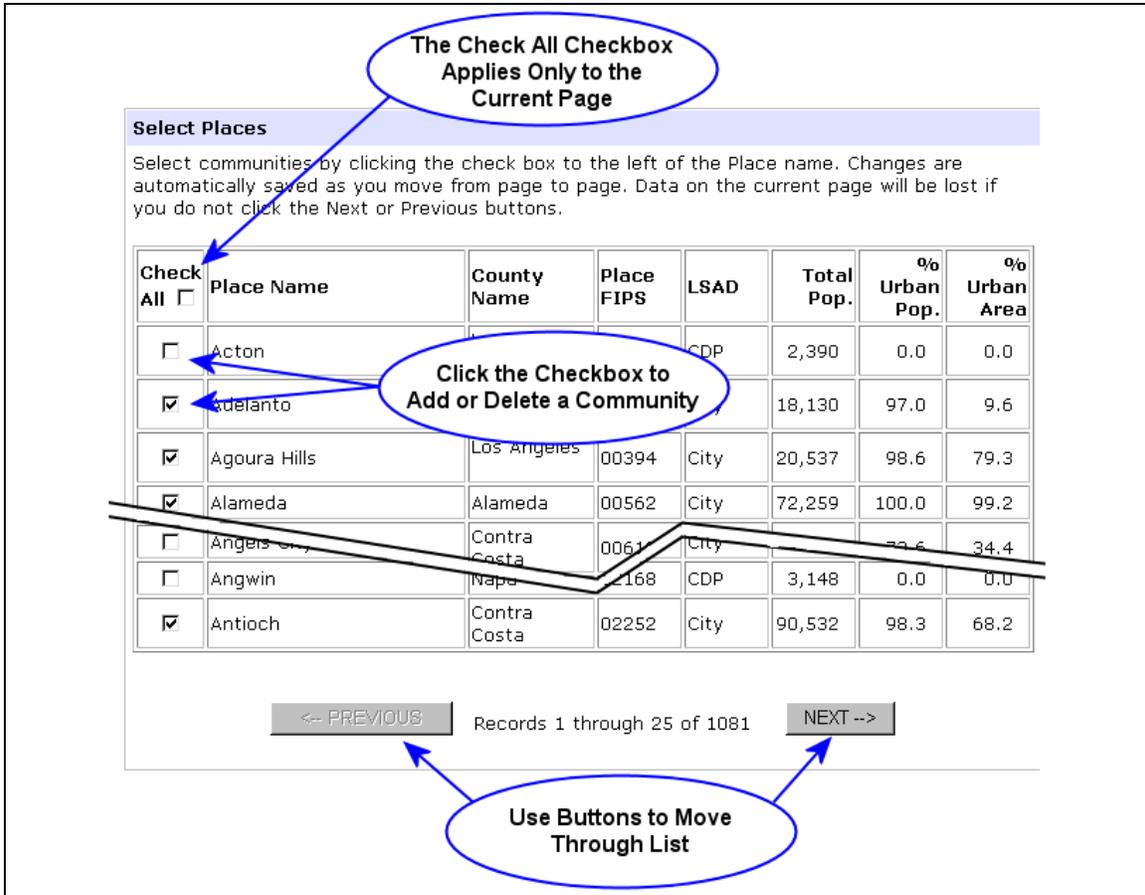


Figure 13. Select Places Portlet.

**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 8). This menu is only displayed to state users. The Select List menu will be displayed (Figure 12).
- 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 13) 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.

**Note:** Changes made to the current page 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 deletions to make. When you have only a few deletions, 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 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 8). The Select List menu will be displayed (Figure 12).

**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 14).

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



**Figure 14. Search Communities Portlet.**

**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 **Palm** Springs but it will also find South Dos **Palos**. The more characters you specify the more restrictive the search will be.

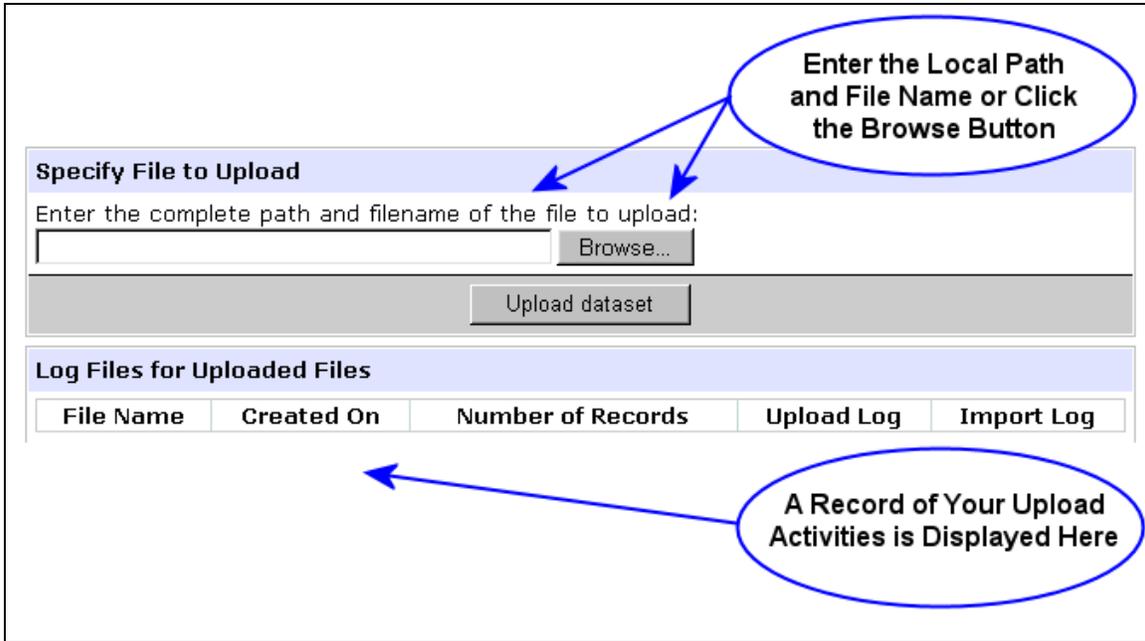
## Upload Community Dataset

The Upload Community Dataset menu item allows users take a delimited text file that contains community 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 A.

Instructions for uploading a community dataset are as follows:

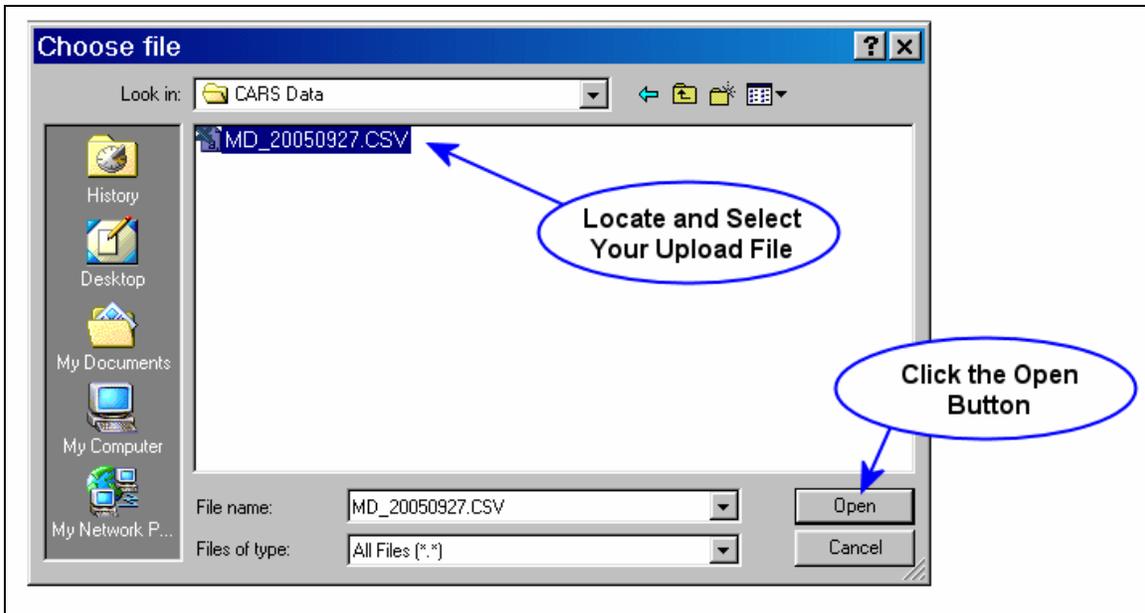
**Step 1:** Click on the Update menu item on the Quick Links menu (Figure 7).

**Step 2:** Click on the Update Community Dataset menu item (Figure 8). This menu is only displayed to users with data-entry permission. The Upload Dataset portlet will be displayed (Figure 15).

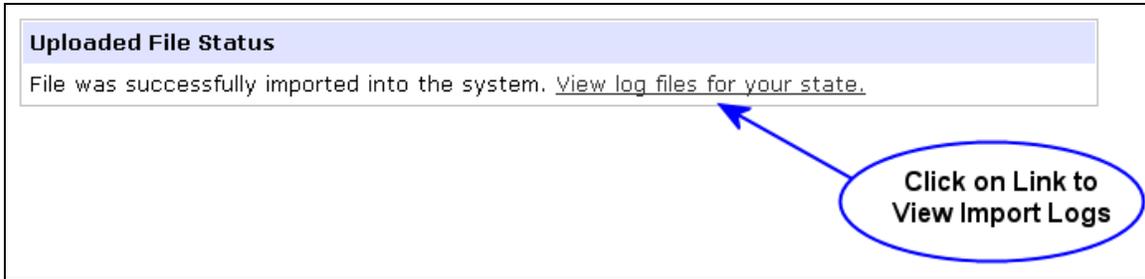


**Figure 15. Upload Dataset Portlet.**

**Step 3:** Enter the complete path and file name in the text box or alternatively click on the Browse button to use your file browser (Figure 16) to locate and specify your upload file.



**Figure 16. The File Browser May be Used to Locate Your Dataset for Upload.**



**Figure 17. Upload Acknowledgement.**

**Step 4:** Click the Upload Button. The upload acknowledgement (Figure 17) will be displayed upon completion of the upload process. Please be patient the may take a 10 to 60 seconds.

**Note:** *The upload dataset process is complete with the display of the Upload Acknowledgement. Complete steps 5 through 8 below, to review the upload process.*

**Step 5:** Click on the “View log files ...” link to review the upload process. The Upload History portlet (Figure 18) will be displayed. This portlet contains a row for each file you have uploaded. The file name is a system generated name that insures that each file name is unique. This portlet displays the date and time that the file was uploaded as well as the number of records processed.

The upload process is divided into two distinct steps and log files are produced for each step. In the upload step, records are simply read one at a time, checked to make sure that you may upload records for that state and then written to a temporary database table if you have the needed permissions.

**Step 6:** Click on the View Log link in the Upload Log column. The Upload log will be displayed (Figure 19).

Log Files for Uploaded Files				
File Name	Created On	Number of Records	Upload Log	Import Log
MD_20050927150152.csv	09/27/2005 15:01:52 PM	368	<a href="#">View Log</a>	<a href="#">View Log</a>

**Figure 18. Upload History Portlet.**

State	Record Id	Message	Create Date
MD	1	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.737
MD	2	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.787
MD	3	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.807
MD	4	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.827
MD	5	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.877
MD	6	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.917
MD	7	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.957
MD	8	RECORD PASSED. MD - - The value was added to MD_20050927150152.csv for the DTS insert process.	2005-09-27 15:01:54.997

**Figure 19. Portion of the Upload Log.**

**Step 7:** Click your browser's Back button to return to the Upload History portlet (Figure 18).

**Step 8:** Click on the View Log link in the Import Log column. The import log will be displayed (Figure 20).

The import step of the upload process involves reading each uploaded record, comparing it to the information already contained within CARS, and then updating the CARS information as needed.

State	Record Id	Message	Create Date
MD	1	MD00125, 2 - MgmtPlan Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.46
MD	2	MD00175, 2 - MgmtPlan Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.49
MD	3	MD00225, No Action Taken	2005-09-27 15:02:02.5
MD	4	MD00250, 2 - MgmtPlan Added, 3 - Staff Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.5
MD	5	MD00400, 2 - MgmtPlan Added, 3 - Staff Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.51
MD	6	MD00712, 4 - Ordinance Added	2005-09-27 15:02:02.51
MD	7	MD01450, 2 - MgmtPlan Added, 3 - Staff Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.52
MD	8	MD01600, 2 - MgmtPlan Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.52
MD	9	MD01975, 4 - Ordinance Added	2005-09-27 15:02:02.53
MD	10	MD02025, 4 - Ordinance Added	2005-09-27 15:02:02.53
MD	11	MD02275, 4 - Ordinance Added	2005-09-27 15:02:02.54
MD	12	MD02762, 2 - MgmtPlan Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.55
MD	13	MD02825, 2 - MgmtPlan Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.55
MD	14	MD03800, 4 - Ordinance Added	2005-09-27 15:02:02.56
MD	15	MD04000, 2 - MgmtPlan Added, 3 - Staff Added, 4 - Ordinance Added, 5 - Advisory Organization Added	2005-09-27 15:02:02.56

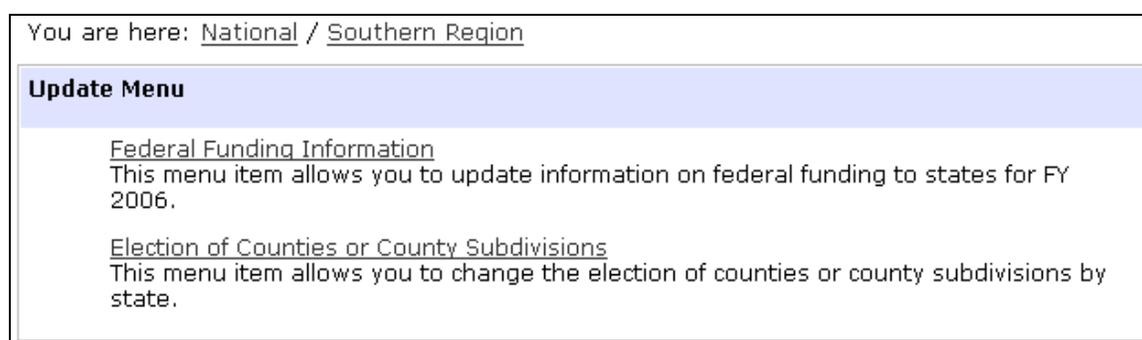
**Figure 20. Portion of the Import Log.**

### ***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 down loading 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 8). This menu is only displayed to state users. The File Download dialog box will be displayed.
- Step 3:** Click the Save button. The Save As dialog box will be displayed.
- Step 4:** Specify the filename and location where you would like to save the downloaded file.
- Step 5:** Click the Save button.



**Figure 21. Region Update Menu.**

## ***Region Update Menu***

From the Region Update Menu (Figure 21), 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.

### ***Federal Funding Information***

Regional U&CF 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 Quick Links menu (Figure 7). The Region Update Menu will be displayed (Figure 21).
- Step 2:** Click on the Federal Funding Information menu item. The Federal Funding to States portlet will be displayed (Figure 22).

FY2005 Federal Funding (USFS) to States	
State	Federal Funding (\$)
Colorado	357800
Kansas	215100
Nebraska	<input type="text"/>
South Dakota	0
Wyoming	0

**Figure 22. 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 U&CF 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 7). The Region Update Menu will be displayed (Figure 21).

**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 23).

**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	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Arkansas	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Florida	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Georgia	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Kentucky	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Louisiana	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Mississippi	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
North Carolina	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Oklahoma	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
South Carolina	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Tennessee	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Texas	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
Virginia	<input type="radio"/> Counties	<input type="radio"/> County Subdivisions
<input type="button" value="Save"/>		

Figure 23. Election of County or County Subdivision 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 U&CF 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 insure 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 24).

**Step 3:** Click the Submit button.

**Note:** *The update of information is prevented during the review process. Contact your regional U&CF program manager, in the event that it is necessary to make updates during the review.*



**Figure 24. Submit Accomplishment Report Portlet.**

## Approve

The submission of a state accomplishment report initiates review by regional and national U&CF 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.

### ***Regional Review and Approval***

Instructions for regional review and approval are as follows:

**Step 1:** Click on the Approve link within the Quick Links menu. The Approve Submissions Portlet will be displayed (Figure 25).

**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 26) will be displayed.

**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.

Approve FY2005 Submissions			
Region	State	Status	Submission Log
Pacific Southwest Region			
	California	Under Regional Review	<a href="#">View Log</a>
	Federated States of	In Progress	<a href="#">View Log</a>
	Guam	In Progress	<a href="#">View Log</a>
	Hawaii	In Progress	<a href="#">View Log</a>
	Marshall Islands	In Progress	<a href="#">View Log</a>
	Northern Mariana Isl	In Progress	<a href="#">View Log</a>
	Palau	In Progress	<a href="#">View Log</a>

Figure 25. Approve Submissions Portlet for Regional Users.

### National Review and Approval

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:** Click on the Approve link within the Quick Links menu. The Approve Submissions Portlet (Figure 27) 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

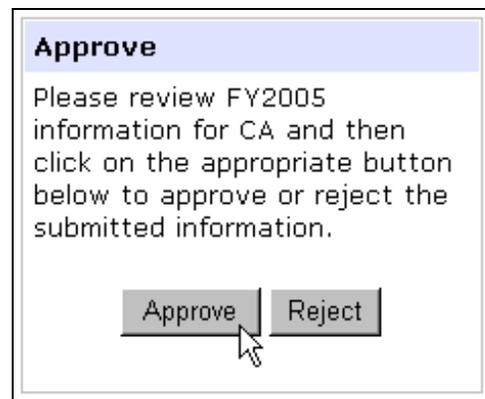


Figure 26. Approve Portlet for Regional Users.

the Approve Submissions Portlet.

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

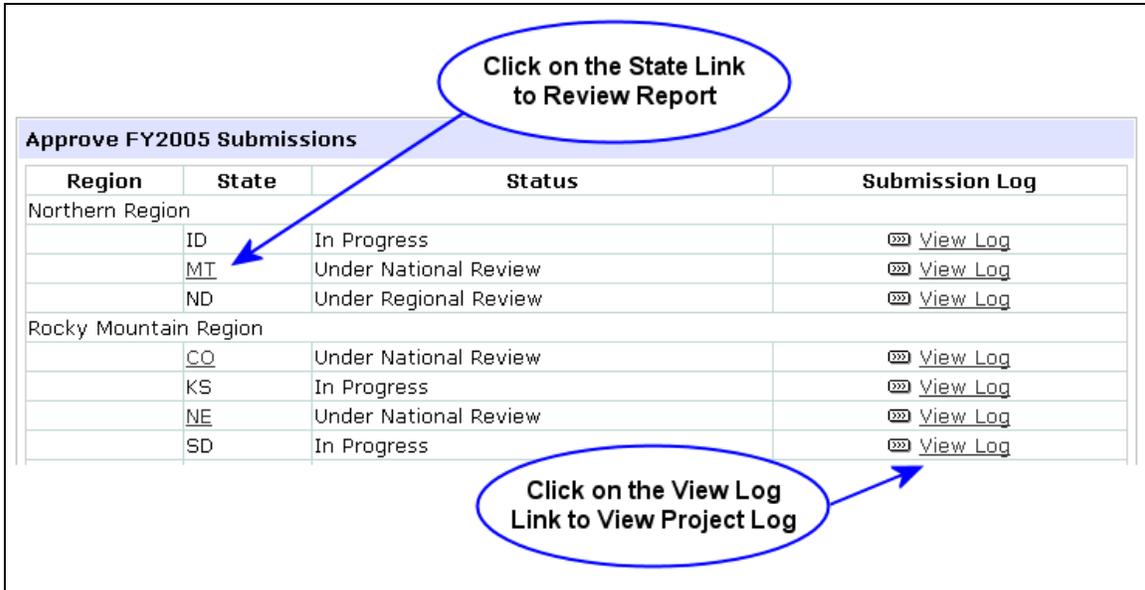


Figure 27. Approve Submissions Portlet for National Users.

**Step 5:** Click the Approve button to simultaneously approve all state submissions.

**Status**

CARS assigns a status to the Annual Accomplishment Report based on users actions. The current status is presented for a state in the Status Portlet (Figure 28) or alternatively a status summary is provided at national or regional levels (Figure 29). A summary of user actions and resulting status are presented in the table 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

Status
Under Regional Review

**Figure 28. State Status Portlet.**

Status	
Status	Number
In Progress	56
Under Regional Review	1
Under National Review	1
Approved	0

**Figure 29. National Status Portlet.**

### **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 Quick Links menu. The Approve Submissions Portlet along with the Approve Portlet will be displayed (Figures 25 or 27).
- Step 2:** Click on the View Log link for a specific state. The Submission Log will be displayed (Figure 30).

Status Log for MT for FY2005		
Date/Time	Status	User
08/12/05 11:18 AM	In Progress	Jane Doe
10/02/05 15:57 PM	Under Regional Review	Fred Smith
10/02/05 16:00 PM	Under National Review	Jane Doe

**Figure 30. Log of Submission and Review Actions.**

## **Reports**

CARS contains a variety of state, regional and national reports that may be viewed by all users. Reports are accessed through the Reports link on the Quick Links menu (Figure 7) in combination with the Organizational 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. The State Reports menu will be displayed (Figure 31). This menu includes a short description of each report.
- 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.

The screenshot shows a web interface for state reports. At the top, a breadcrumb trail reads: "You are here: [National](#) / [Pacific Southwest Region](#) / [California](#)". Below this is a section titled "Reports" containing five report entries, each with a description and a "Download to MS Excel" link. Annotations with blue arrows and ovals provide instructions: "To View State Reports You Must Be at a State Level" points to the breadcrumb trail; "Click on Report Title to View Report" points to the "Places Report" title; and "Click Here to Download Report to MS Excel" points to the "Download to MS Excel" link for the "County Subdivisions Report".

You are here: [National](#) / [Pacific Southwest Region](#) / [California](#)

**Reports**

[Accomplishment Summary Report](#)  
This report provides a summary of FY2005 accomplishments for California.  
[Download to MS Excel](#)

-----

[Selected Communities Summary](#)  
This report provides a summary of the number and population of selected communities for California.  
[Download to MS Excel](#)

-----

[Places Report](#)  
This report provides a list of places for California.  
[Download to MS Excel](#)

-----

[County Subdivisions Report](#)  
This report provides a list of County Subdivisions for California.  
[Download to MS Excel](#)

-----

[Selected Communities Report](#)  
This report provides a list of selected communities for California.  
[Download to MS Excel](#)

-----

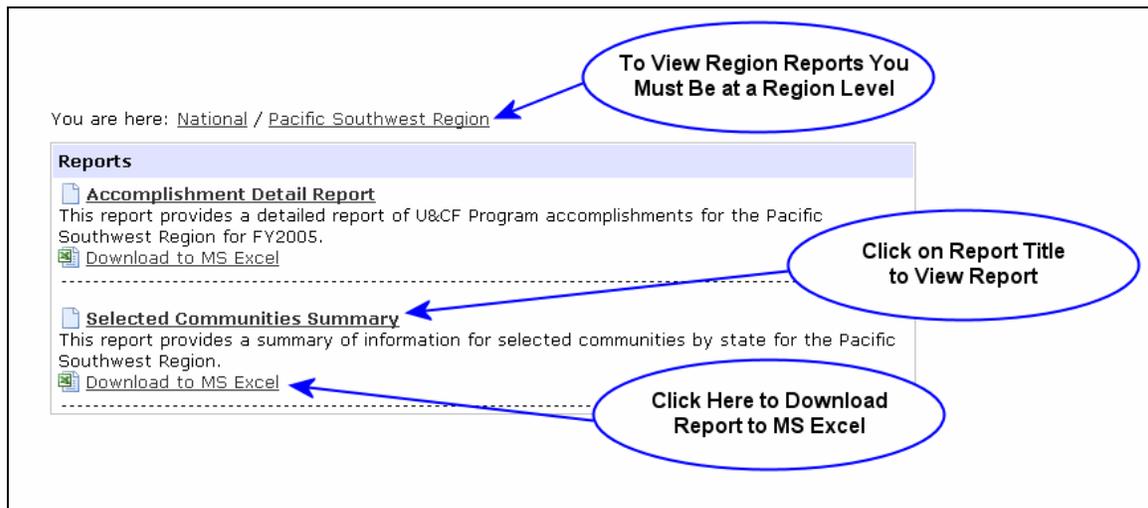
Figure 31. State Report Menu.

## 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. The Region Reports menu will be displayed (Figure 32). This menu includes a short description of each report.
- 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.



**Figure 32. Region Report Menu.**

## ***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 33). This menu includes a short description of each report.
- 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.

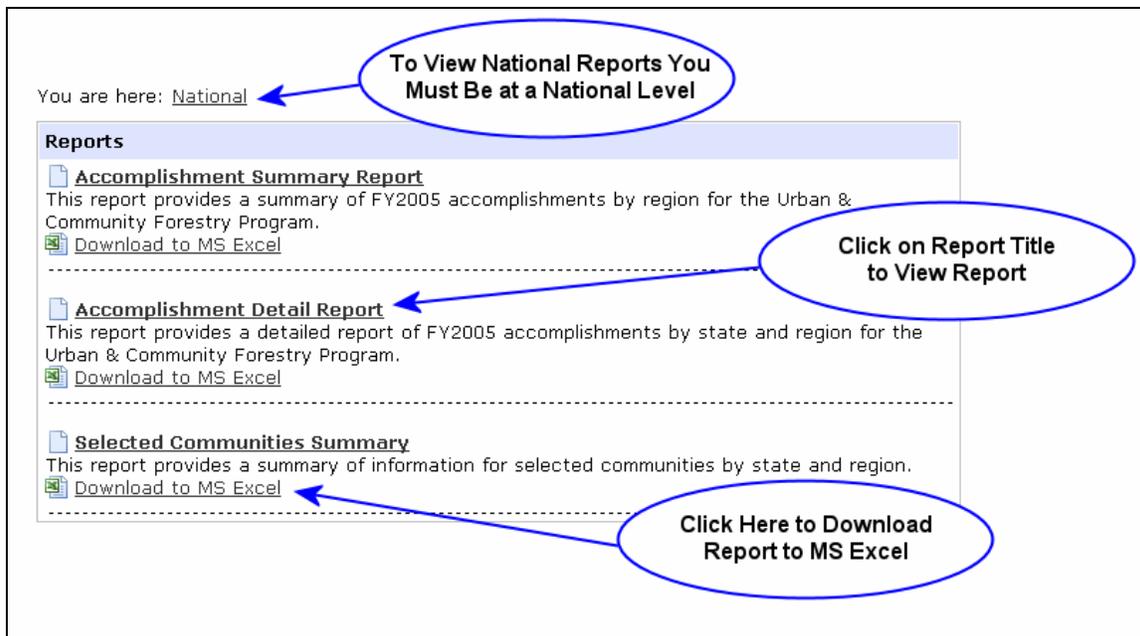


Figure 33. National Report Menu.

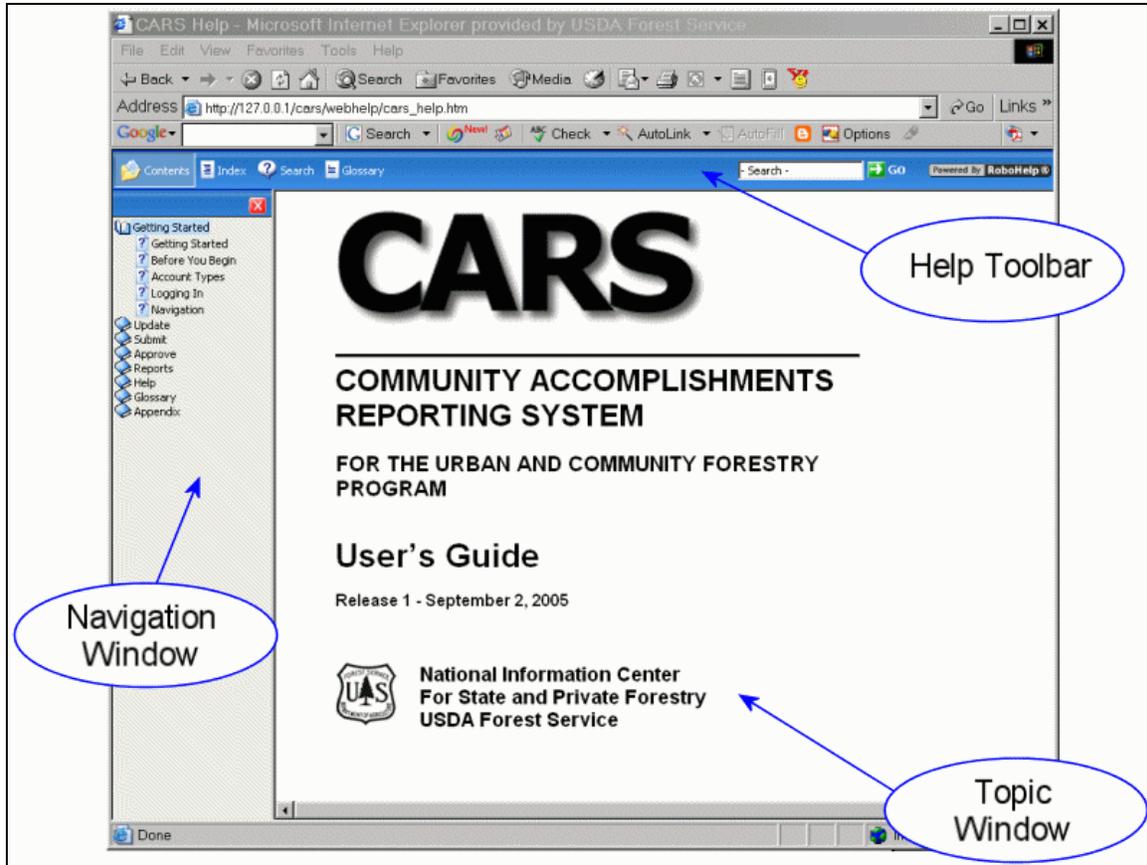


Figure 34. CARS Help System.

## Help

CARS includes an on-line help system that may be 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 34). This allows you to have CARS and the help system open at the same time.

The CARS Help System consists of a toolbar, navigation window, and topic window. When you first open the help system, the Table of Contents is displayed in the Navigation Window and the title page for the user's guide is displayed in the Topic Window. The toolbar is used to change the information displayed in the Navigation Window and the Navigation Window is used to change the information displayed in the Topic Window.

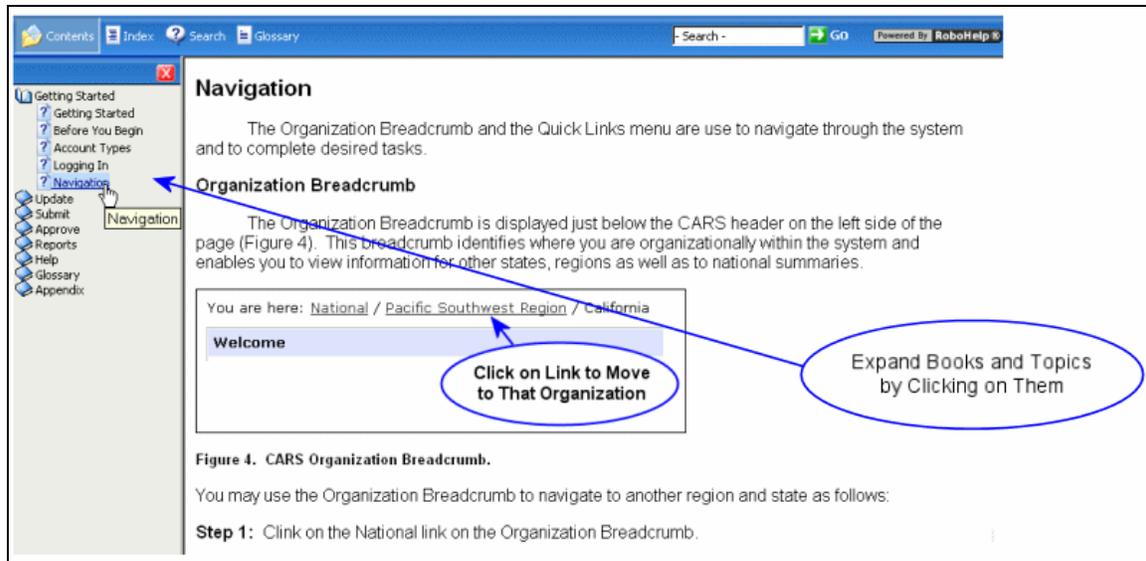
### Table of Contents

To display a new topic from the Table of Contents, follow the steps below:

**Step 1:** Click on the Contents button on the left end of the Help Toolbar to display the Table of Contents in the Navigation Window.

**Step 2:** Click on a book to open it and display a list of topics within (Figure 35).

**Step 3:** Click on a topic of interest within a book to display the topic in the Topic Window.



**Figure 35. Navigating the CARS Help System using the Table of Contents.**

## Index

Follow the instructions below to display a topic that contains a word or phrase in the index:

**Step 1:** Click on the Index button on the Help Toolbar to display the Index in the Navigation Window (Figure 36).

**Step 2:** Begin typing a word or phrase you wish to locate within the text box at the top of the Navigation. The first word beginning with the letters typed will be displayed in the index below.

**Step 3:** Click on a keyword or keyword phrase within the index to display a topic in the Topic Window that contains it. You can use the browser search function (Ctrl+F) to find the keyword or keyword phrase within the topic.

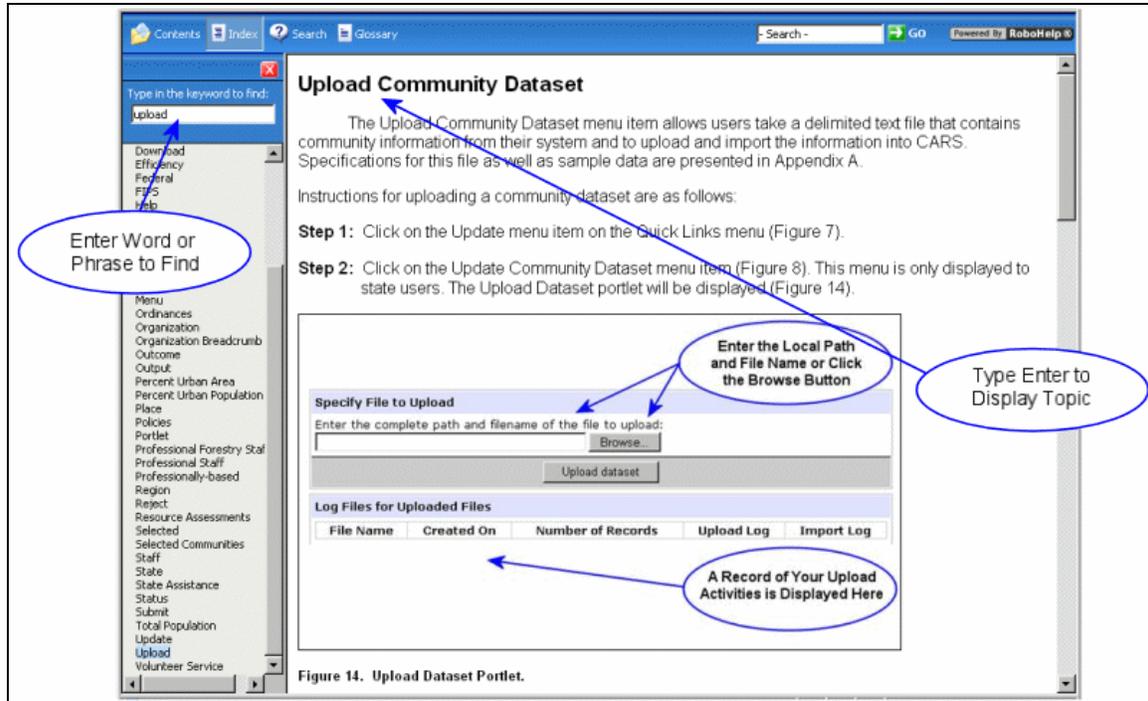


Figure 14. Upload Dataset Portlet.

Figure 36. Navigating the CARS Help System using the Index.

## Search

Follow the instructions below to display a topic that contains a word or phrase:

- Step 1:** Click on the Search button on the Help Toolbar to display the Search utility in the Navigation Window (Figure 34).
- Step 2:** Type the word or phrase you wish to locate within the text box at the top of the Navigation.
- Step 3:** Click the Go button to display the search results in the bottom part of the Navigation Window.
- Step 4:** Click on a topic to display it in the Topic Window.

## 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 ([spfnic@fs.fed.us](mailto:spfnic@fs.fed.us)) or by telephone (651-649-5243). The Help Desk is staffed during the hours of 8:00 AM to 4:30 PM Central Time.

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## 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 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](http://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](http://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](http://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](http://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](http://www.webopedia.com)).

**LSAD** – Legal/Statistical Area Description ([www.census.gov](http://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](http://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.

*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](http://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](http://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](http://www.census.gov)).

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**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.)

## 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
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	PLACEFIPS	FIPS numeric code that uniquely identifies each census place within a state or territory. Data type: Character. Length: 5. Allow null values: 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.
4	CSDFIPS	FIPS numeric code that identifies each county subdivision with a county. Data type: Character. Length: 5. Allow null values: Yes.
5	NAME	Name used to identify a place or county subdivision. Data type: Character. Length: 100. Allow null values: No.
6	MGMT_PLAN	Identifies if a community has a management plan (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.
7	STAFF	Identifies if a community has a professional forestry staff (0 indicates no, 1 indicates yes). Data type: Boolean. Allow null values: No.
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.

Item	Name	Description
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.
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.

The upload data file shall have one row for each place or county subdivision. The following is a sample dataset:

```

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
    
```

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## 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 U&CF 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).