



## ***Roles and Responsibilities as Members of The National Urban and Community Forestry Advisory Council***

The National Urban and Community Forestry Advisory Council (Council) was established to advise the Secretary of Agriculture on the Forest Service's National Urban and Community Forestry Program. The purpose of the Council is to develop a comprehensive national urban and community forestry action plan, evaluate the implementation of that plan, and to develop criteria for and submit recommendations for funding the US Forest Service's urban and community challenge cost-share program.

Members of the Council serve without compensation and can expect to dedicate approximately 125 hours on Council business per calendar year. Council members are reimbursed for authorized travel and per diem expenses that are incurred in carrying out their duties and responsibilities in accordance with USDA travel regulations.

Several subgroups have been established over the history of the Council. Subgroups have been appointed to assist in drafting the national strategic plan, the action plan, the annual report to Congress, and the challenge cost-share program. Subgroups meet via phone, fax, and in person.

### ***Council Membership***

The Council is composed of 15 members appointed by the Secretary, as follows:

- two members representing national nonprofit forestry and conservation citizen organizations;
- one member representing State government;
- one member representing county government;
- one member representing city/town government;
- one member representing the forest products, nursery, or related industries;
- one member representing urban forestry, landscape, or design consultants;
- two members representing academic institutions with an expertise in urban and community forestry activities;
- one member representing State forestry agencies or equivalent State agencies;
- one member representing a professional renewable natural resource or arboricultural society;
- one member representing the Extension Service;
- one member representing the Forest Service;
- a member representing a community with a population greater than 50,000, as of the most recent census and has expertise and has been active in urban and community forestry. They may not be officers or employees of any government body; and
- a member representing a community with a population less than 50,000, as of the most recent census and has expertise and has been active in urban and community forestry. They may not be officers or employees of any government body

Members of the Council are appointed for three-year terms and no member may serve for more than two consecutive terms. Each Council member is the voice of the constituency represented by the position they hold on the Council. Therefore, if one is appointed to the Council in the city/town government position, they are the voice of all of city/town governments nationally.

Eight members of the Council shall constitute a quorum. The operation of the Council shall not be impaired by membership vacancies as long as a quorum has been attained. Vacancies are filled through





## National Urban and Community Forestry Advisory Council Call for Nominations



the nomination process. A nominee that fills a vacancy with a partial term left will be considered as serving a full term. The member is then eligible for renomination to serve a second term. The Chair of the Council is selected by the Secretary of Agriculture and must be a member who is not an officer or employee of the United States nor any State, county, city, or town government.

### ***Council Meetings***

The Council meets typically three times annually in January or February, June, and October or November. The meetings are typically one and a half days or until Council business is completed. On some occasions a half-day tour of local urban and community forestry sites are incorporated into the meeting. Meetings are scheduled one year in advance. Travel days are the day prior to the meeting and after the meeting is adjourned on the same day or the following day. Council meetings are open to the public. The Forest Service covers the Council's travel and per diem on a reimbursable basis. Travel arrangements are made through the agency's designated travel contact.

Meeting attendance is critical to the work of the Council. Only appointed members may serve on the Council. If a member is unable to attend a meeting, the member may not send a representative to act in his/her place.

Each member upon appointment is required to participate in annual ethics training and sign a copy of the Council's Code of Ethics. Council members also sign Forest Service volunteer forms.

### ***U.S. Forest Service Urban and Community Forestry Challenge Cost-Share Grant Program***

NUCFAC does not have a grant program because they are strictly advisory but make recommendations to the Forest Service's National Urban and Community Forestry Challenge Cost Share Grant Program. The Council defines the grant category(ies), based on the National Ten Year Urban and Community Forest Action Plan (Action Plan). The national grant program assists in the implementation of the Action Plan's goals and strategies. The Council develops grant guidelines, may review grant applications, and makes recommendations to the U.S. Forest Service on which proposals to fund when making their decision. The process begins annually in June with the Council developing the Request for Proposals (RFP)/ Notice of Funding Availability (NFA) and continues for the next 12 months.

Council members may volunteer to sit on the grant category working committee based on their interest and expertise. The RFP/NFA is ideally advertised in August/September and proposals are to be received by a specific date in early fall. The Forest Service's review panel members review and score each pre-proposal and forward their scores to the Executive Staff by early winter. The review panel has a conference call and ranks the proposals for the Council.

[(Optional step if applicable) The Council identifies what pre-proposals will be selected to submit full proposals. Full Proposals are due by mid-winter. The review panel member then reads and provides comments on each proposal's strengths and weaknesses and forwards their comments to the full Council.] The full Council has a subsequent conference call and votes on the successful projects to be recommended to the Forest Service for award as Federal Financial Assistance grants. Grants are typically awarded between June and September. The Forest Service awards and manages the grants.

### ***U.S. Forest Service Support***

The U.S. Forest Service has primary responsibility for overall operations of the Council. These responsibilities include administrative support for the nomination process, the Forest Service Urban and Community Forestry Challenge Cost-Share Grant program, annual reporting, Council communications, and meeting coordination. Federal funding for the Council's activities may vary from year to year. The





National Urban and Community Forestry Advisory Council  
Call for Nominations



amount available is based on the annual budget appropriations for the Forest Service's Urban and Community Forestry Program.

