



File Code: 1350/3260  
Route To:

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Subject: Call for Nominations: National Urban and Community Forestry Advisory Council  
To: Cooperators

**REPLY DUE - OPEN**

The Forest Service Urban and Community Forestry Program announce an open call for nominations for all of its Non-Forest Service positions on the National Urban and Community Forestry Advisory Council (Council). Those nominees that apply by April for the positions whose term will be expiring in the current year will be included in the nomination pool. Those nominees that apply for positions whose terms expire in the following years will automatically be added to the pool of candidates when those positions become available. Applicants are encouraged to check all positions they are eligible to serve. All positions are reviewed for geographical and demographical areas that have low representation on the Council. Positions 1/16-12/18 and 1/17-12/19 are pending the Secretary’s approval. Positions 1/18-12/20 will be filled with eligible candidates from this Call for Nominations. The cut-off date to include new nominations for 1/18-12/20 package is **March 21, 2018**.

<b>Position</b>	<b>Term</b>
1: National Non-Profit Forestry and Conservation Citizen Organization (first of two positions)	1/16-12/18
2: National Non-Profit Forestry and Conservation Citizen Organization (second of two positions)	1/17-12/19
3: Member Representing State Government	1/17-12/19
4: Member Representing County Government	1/17-12/19
5: Member Representing City and Town Government	1/16-12/18
6: Forest Products, Nursery, or Related Industries	1/18-12/20
7: Urban Forestry, Landscape, and Design Consultants	1/17-12/19
8: Academic Institutions with an Expertise in Urban and Community Forestry activities (first of two positions)	1/18-12/20
9: Academic Institutions with an Expertise in Urban and Community Forestry activities (second of two positions)	1/16-12/18
10: Member Representing State Forestry Agencies	1/18-12/20
11: Member Representing a Professional Renewable Natural Resource or Arboriculture Society	1/17-12/19
12: USDA Extension Service	1/18-12/20
13: USDA Forest Service. - Not Available	N/A
14: Member from a Community with a Population less than 50,000 and is active in urban and community forestry. They may not be an officer or employee of any government body.	1/16-12/
15: Member from a Community with a Population greater than 50,000 and is active in urban and community forestry.	1/18-12/20



They may not be an officer or employee of any government body.

The Forest Service is seeking nominations to fill positions on the National Urban and Community Forestry Advisory Council (Council). The Council serves in an advisory capacity to the Secretary of Agriculture and the Forest Service's Urban and Community Forestry Program and related natural resources.

The Council was established in 1990 through an amendment to the Cooperative Forestry Assistance Act of 1978, (16 U.S.C. 2105). The purpose of the Council is to: 1) develop a national urban and community forestry action plan; 2) evaluate the implementation of the plan; and 3) develop criteria and annually make recommendations on the Forest Service's Urban and Community Forestry Challenge Cost-share Grant Program.

Please designate which categories would most appropriately describe your recommended nominee(s) on the enclosed nomination cover sheet. One may make nominations for as many positions as the nominee is eligible. An individual may also nominate him/herself. Letters of support are accepted, and are required from those national organizations the nominee is to represent.

Individuals currently serving on other U.S. Department of Agriculture advisory councils or commissions are ineligible to serve on this Council.

Please email applications to the Forest Service Executive Staff to the Council, Nancy Stremple, Email: [nucfac\\_ucf\\_proposals@usda.gov](mailto:nucfac_ucf_proposals@usda.gov), **Subject Line: Nomination Application to (NUCFAC), (your name and position number(s))**

Facsimiles will not be accepted as official nominations. Courier service is accepted. Regular mail submissions must be screened by the agency and may delay the receipt of the application. All current and future nominations must include:

- The enclosed Nomination Application,
- A completed AD-755 form, Advisory Committee Membership, and
- A completed Background Information Form that has been signed by the nominee.

A description of the Council's "Roles and Responsibilities as Members of the National Urban and Community Forestry Advisory Council" is listed below. It will provide an overview of the duties and time commitments necessary to be a Council member. For additional information on the Council, visit: [Link to NUCFAC Website \(http://www.fs.fed.us/ucf/nucfac.shtml\)](http://www.fs.fed.us/ucf/nucfac.shtml).

In making nominations, please note that the equal opportunity practices will be fully implemented in all appointments to the Council. To ensure that the membership of the Council reflects the diverse groups served by the Forest Service, nominations should include, to the extent practicable, representatives of underserved groups, including minorities, women, and persons with disabilities.

If you are using a courier or mail service submit nominations to: Nancy Stremple, Executive Staff, U.S. Forest Service, 201 14<sup>th</sup> Street, SW, Sidney Yates Building 3SC-01B, Washington D.C. 20024.

If you need further assistance, contact Nancy at cell: (202) 309-9873 or email: [nstremple@fs.fed.us](mailto:nstremple@fs.fed.us) between the hours of 8:00 a.m. – 3:00 p.m. (Eastern).



To enable us to reach as many and a diverse number of nominees as possible, please give this letter wide distribution as appropriate. Your assistance is greatly appreciated.

When the Secretary of Agriculture has made his appointments, all those nominated to be Council members, as well as those individuals who submitted a nomination for consideration will be notified of his decision.

We look forward to your response.

Sincerely,

*/S/ JANETTE K. DAVIS*

JANETTE K. DAVIS  
Assistant Director  
Cooperative Forestry

Enclosures



## 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 National Urban and Community Forestry issues and opportunities. 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 annually develop criteria for and submit recommendations for funding the US Forest Service's national 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 national Ten Year Urban Forestry Action Plan, the annual accomplishment report to the Secretary, and the challenge cost-share program grant categories. Subgroups meet via conference calls, virtual, and occasionally 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. **Members are expected to outreach and network with their representative constituencies about urban forestry matters.**



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 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.

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 are to sign Conflict of Interest forms when discussing and voting on grant proposals. Council members may also sign Forest Service volunteer forms.

## **Council Meetings**

The Council meets about three times a year. 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. One meeting may be virtual. Meetings are scheduled one year in advance. Council meetings are open to the public, however some meetings or portions of meetings may be closed when discussing sensitive grant proposals under review.

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. Travel days are the day prior to the meeting and after the meeting is adjourned on the same day or the following day.

## **Council Travel**

The Forest Service arranges for Council members travel. Members are **not** to reserve their flight, train or car reservations, but submit their schedule and preferences to the Forest Service Travel Contact. The Travel Contact will provide them with their ticket and schedule. Members may make their room reservations at the designated hotel. Hotel and per diem costs will be reimbursed once the member submits the hotel, and any mileage, parking, and taxi/shuttle costs to the Forest Service Travel Contact. Members must receive approval for traveling outside the designated travel window and to and from a different location other than their established duty station.

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

The Council defines project categories, develops grant guidelines, may review grant applications, and makes recommendations to the U.S. Forest Service for the funding of proposed projects. The process begins annually in spring of each year, with the Council developing the Request for Proposals (RFP) and can continue between next 9-12 months.

Council members may volunteer to sit on the grant working committee based on their interest and expertise. Starting in January 2017, the RFP is tentatively issued in January and proposals must be received by a specific date in the spring. The Forest Service's review panel members read and score each proposal and forward their comments and scores to the Executive Staff by late summer. The review panel has a conference call and ranks the proposals for the Council. The Council identifies what proposals will be selected to submit responses to the review comments. Responses are due by fall. The review panel members review and provide final comments on each proposal's strengths and weaknesses and forwards their comments to the full Council. The full Council votes on the successful projects to be recommended to the Forest Service for award as Federal Financial Assistance grants. The Forest Service forwards their



decision to the Secretary of Agriculture for his approval. 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 amount available is based on the annual budget appropriations for the Forest Service's Urban and Community Forestry Program.

