

Policy and Procedure 17-1

Urban and Community Forestry Programs

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| References: | Tree City USA Information: https://www.arboday.org/programs/treecityusa/ Tree City USA Application: https://www.arboday.org/programs/treecityusa/documents/new-app.pdf Tree City USA Online Portal: https://portal.arboday.org/Login.aspx International Society of Arboriculture: http://www.isa-arbor.com/ National Urban and Community Forestry Program: http://www.fs.fed.us/ucf/ Urban Forest Strike Team: https://www.southernforests.org/urban/ufst FEMA 325 Debris Management Guide: https://www.fema.gov/pdf/government/grant/pa/demagde.pdf |
| Forms: | Form 17.1 Urban and Community Forestry Grant Program Application Form 17.2 Virginia Trees for Clean Water Grant Program Application Form 17.3 Virginia Trees for Clean Water Grant Program Inspection Form 17.4 Virginia Trees for Clean Water Grant Program Budget Worksheet Form 17.5 Urban and Community Forestry Assistance Grant Program Budget Worksheet |

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PURPOSE

To provide guidance to agency employees about the agency’s role in urban and community forestry programs and promote understanding about specific urban programs and their implementation.

POLICY

The Virginia Department of Forestry (VDOP) will be the primary state agency to help communities and their citizens in managing community forest resources. The Urban and Community Forestry Program (U&CF) is designed to help Virginians improve their quality of life by promoting community investments in our urban forest. With close to 80 percent of the Commonwealth's population living in urban areas and community forests being the most visible natural resources people see on a daily basis, there is a strong case for conserving and restoring green spaces to guide growth and act as a tool for city revitalization efforts.

The U&CF program seeks to provide technical assistance to communities and non-profit organizations as they plan for, expand, maintain and protect community trees, forests and green space in an effort to maximize the environmental, social and economic benefits they provide to society as a whole.

The program provides leadership and program management by developing strong partnerships with the program’s primary clients, which are the incorporated cities and towns of Virginia, and other units of government including counties,

local community groups and non-profit organizations. The primary goal is to develop and support these partners so they can develop sustainable, resilient, healthy, well-managed urban forests.

DEFINITIONS

“**Agency**” and “**VDOF**” means the Virginia Department of Forestry.

“**ADF**” means Arbor Day Foundation.

“**Commonwealth**” means the Commonwealth of Virginia.

“**CREP**” means Conservation Reserve Enhancement Program.

“**GI**” means Green Infrastructure.

“**ICS**” means Incident Command System.

“**ISA**” means International Society of Arboriculture.

“**PST**” means Program Support Technician.

“**RFP**” means Request for Proposals.

“**UTC**” means Urban Tree Canopy.

“**VTWC**” means Virginia Trees for Clean Water.

“**U&CF**” means Urban and Community Forestry.

“**UFST**” means Urban Forest Strike Team.

“**Urban Forest**” means all the trees in a community where people live.

PROCEDURES

Urban and Community Forestry Overview

VDOF will provide educational programs, in cooperation with localities, other agencies, institutions and private groups, to raise the level of public awareness as to the benefits of community forests. VDOF will also provide technical assistance and resource information to local governing bodies, other agencies and non-profits.

- ◆ VDOF will be a primary facilitator in education and information programs and will encourage, train and assist local municipal forestry personnel to handle urban forestry problems. The objective of VDOF is to educate local governments that forest management is necessary and in their best interest.
- ◆ VDOF will provide technical advice and limited services to local government bodies regarding public tree management; development of local tree ordinances and regulations; general education and training for government employees, and other resource information.
- ◆ VDOF will provide a list of qualified ISA Certified Arborists that can provide consulting and specialized services to citizens, developers and local governments (Found at: <http://www.isa-arbor.com/findanarborist/arboristsearch.aspx>).
- ◆ VDOF will limit agency services to both public and private sectors where qualified private businesses are unavailable.
- ◆ VDOF will not prepare written master plans for individual citizens and developers. Ideas, general resource assessments and general suggestions are permissible to educate and encourage the necessity of tree management.

- ◆ VDOF may help organize local community forestry advisory groups in localities where needed or appropriate. These groups could be used to identify opportunity areas, community needs, agency and organization roles in a community forestry program, and promote local awareness of the benefits of good community forestry.
- ◆ VDOF will establish membership with allied associations having specific community forestry expertise to expand VDOF understanding of these specialists, open lines of communication, and maintain a cooperative spirit between government and the private sector.
- ◆ Fire prevention plans may be developed for woodland home communities within the wildland/urban interface primarily through the Firewise Program administered by the Fire and Emergency Operations Branch.
- ◆ The agency supports responding to requests for technical assistance regarding trees in privately owned land or yards provided that such response (i) does not detract from the agency's ability to meet our primary obligations, or (ii) does not create an unnecessary burden on other staff and does not unfairly compete with private service providers.

The VDOF can best serve the citizens, localities and the Commonwealth by providing encouragement, education and information that will enable communities to conserve and expand the community forest.

The following programs covered under the U&CF Program include:

- ◆ Tree City USA Program
- ◆ Grant Programs
- ◆ ISA Certified Arborist Program
- ◆ Urban Forest Strike Team

Tree City USA Program

Background

Tree City USA is a national recognition program that began in 1976 and is sponsored by the Arbor Day Foundation in partnership with the USDA Forest Service and the National Association of State Foresters. It has since expanded to Tree Line USA for utilities and Tree Campus USA for college campuses. Each state has a program, which is maintained and promoted by the U&CF Program of their forestry department.

New Designation and Outreach

Requirements

Localities wishing to earn Tree City USA status must meet the following four criteria in order to receive the designation.

- ◆ **Standard 1** – A tree board or department
- ◆ **Standard 2** – A tree care ordinance
- ◆ **Standard 3** – A community forestry program with an annual budget of at least \$2 per capita
- ◆ **Standard 4** – A public Arbor Day proclamation and observance

The locality must also submit documentation of the four standards and an application (Found at: <https://www.arborday.org/programs/treecityusa/documents/new-app.pdf>):

- ◆ Apply through the online portal (<https://portal.arborday.org/Login.aspx>), or
- ◆ Mail a hard copy to the U&CF coordinator at VDOF Headquarters

Communities are also encouraged to apply for an annual Growth Award when they have programs or projects that go above the standard requirements. The Growth Award was revised by the Arbor Day Foundation in 2015 to encourage continued growth toward sustainable urban forestry programs.

Area Field Staff Support

Foresters and forest technicians are encouraged to reach out to towns and cities within their work area about the program and designation if those localities do not already have the designation. The U&CF staff, in conjunction with local VDOF field staff, will provide support through facilitating meetings with locality staff and provide information to the locality about the benefits of the program.

Reporting Time and Accomplishments

Time and accomplishments for assisting a community with receiving the Tree City USA designation should be logged in IFRIS as follows:

Time

- ◆ Prof Services – Urban Forestry
 - All other U&CF Projects, Plans and Services

Accomplishments

- ◆ Urban – Tree Ordinance/Policy

Please note that when a locality first receives Tree City USA designation based on the four standards described above, they will have a new or updated tree ordinance/policy. The tree ordinance may be updated after this as the community determines the need and any update to the ordinance can be recorded as an accomplishment.

Arbor Day Celebrations

Application Review and Materials

U&CF staff along with the Arbor Day Foundation review applications and awards recognition status between January and February of each year. Award materials for Tree City USA Arbor Day celebrations are mailed to VDOF Headquarters and the VDOF Warrenton Office about March 5th of each year. Materials should be received by March 10th.

U&CF staff will distribute the award materials to each of the field offices where Arbor Day Observations will take place. If an Arbor Day celebration is held before March 10th, we can request a special mailing of those award materials from ADF if we are informed of the need in a timely manner.

Events

Tree City USA and Tree Campus USA Arbor Day Events

U&CF staff maintains a database of all Tree City USA and Tree Campus USA communities and will contact each of the awardees to request details about the location and time of their annual Arbor Day Event. Once U&CF staff receives word, they will reach out to each of the individual foresters or forest technicians with the information. However, area field staff should feel free to be part of the organization of the localities' celebration as it can be an avenue to meet and interface with the urban contingents within the locality. We want to encourage participation in the planning and organization as much as is appropriate. It is appropriate for the foresters or forest technicians to contact the community directly to find out the date, time and location of the upcoming events and to offer assistance.

Attendance at Tree City Arbor Day celebrations by the foresters or forest technicians to present the award is highly encouraged and if they are not able to attend, they should make arrangements to do the presentation at another public venue such as a Board of Supervisors or Town Council meeting.

Non-Tree City USA Arbor Day Events

Attendance for non-Tree City USA Arbor Day events is also highly encouraged. This is an opportunity to encourage the community to become a Tree City USA community but also to provide support and encourage good urban forest management.

Reporting Time and Accomplishments

Time (Tree City, Non-Tree City and Tree Campus Communities)

- ◆ PI-Event/Exhibit/Parade
 - All other U&CF Outreach

Accomplishments (Tree City)

- ◆ PI-Event/Exhibit/Parade
 - Tree City USA

Accomplishments (Tree Campus)

- ◆ PI-Event/Exhibit/Parade
 - Tree Campus USA

Accomplishments (Non-Tree City)

- ◆ PI-Event/Exhibit/Parade
 - Non-Tree City

Please note to fill in as appropriate with all of the community details on the accomplishments pages.

Grant Programs

Urban and Community Forestry Grant Assistance Program

Background

The Urban and Community Forestry Grant Assistance Program is designed to encourage projects that promote the protection, enhancement and planning for urban and community forest ecosystems, tree planting, the care of trees and education on tree issues in cities, towns and communities across the nation. The USDA Forest Service provides funding for these grants and use of the funds is subject to federal regulations. Grants awarded through this program require a 50 percent match and are to encourage local government and citizen involvement in creating and supporting long-term and sustained urban and community forestry projects and programs at the local level. This grant program is distributed once annually in the spring and applications are usually due in May of each year. The U&CF request for proposal (RFP) will be posted on the VDOF website. All applicants must submit form 17.1 Urban and Community Forestry Grant Program Application as part of the application package. There are six proposal categories, including:

- ◆ Support of Local Government Urban and Community Forestry Programs
- ◆ Education
- ◆ Demonstration Projects
- ◆ Non-profit Organizational Support
- ◆ Planning
- ◆ Miscellaneous

Area Field Staff Support

Senior area foresters, foresters or forest technicians may be requested by an applicant to submit a letter of support. **It is not required that a VDOF letter of support be submitted for this grant program**, however, VDOF staff can if they are involved in the project and have knowledge of it. Per the request for proposal, **support letters are required by applicants**. Forester or forest technician advice is recommended in all stages of the project and are also encouraged to assist grantees with the work. However, note that for any time a VDOF employee spends toward a project, the grantee **cannot** log their time as volunteer time toward meeting matching goals for the project.

Applicants are ranked by a committee and approved by the U&CF coordinator. Once grantees are notified, the local senior area forester, forester or forest technician, depending on the location of the grantee, will receive a copy of the application and award letter by mail.

Reporting Time and Accomplishments

Time

- ◆ Prof Services – Urban Forestry
 - All other U&CF Projects, Plans and Services

Accomplishments

- ◆ Urban Project
 - Environmental Restoration Project

Virginia Trees for Clean Water Grant Program

Background

The Virginia Trees for Clean Water Grant Program (VTCW) program was designed to improve water quality across the Commonwealth through on-the-ground efforts to plant trees where they are needed most. The goals of the program are to expand tree canopy, positively impact air and water quality, improve stormwater control, increase energy conservation practices, advance community health and grow recreation and educational opportunities among other co-benefits. Educational programs regarding workforce development and increased understanding of the benefits will increase the likelihood of funding through the program.

Grants are awarded through this program on a 50 percent matching basis and the request for proposal (RFP) is typically distributed in the winter and summer of each year over about a six-week period for spring and fall planting projects. Grant funds will be reimbursed at the conclusion of the project and funding is available on a **match what you can basis due to COVID-19**. Providing matching funds (including in-kind) is recommended, but due to the limitations of congregating volunteers for planting projects, it will not be required. Not being able to match the grant project by 50 percent will not affect your ability to receive funding under this cycle. Grants that are awarded will require a maintenance agreement for the care of the established trees.

Funding is currently provided from the Virginia Water Quality Improvement Fund, Department of Environmental Quality (DEQ) CBRapp and from the Chesapeake Bay Program. An EJScreen tool, developed by DEQ will be used to prioritize turf to trees planting projects funded by CBRapp. Eligible applicants include: local governments, SWCDs, institutions of higher education, non-profits, civic organizations and individuals. Funds cannot be used on lands that are eligible for CREP or for projects that are required by regulation and any proposal on state lands will require additional review.

The RFP will be distributed to VDOF personnel and identified partners at least once annually. The applications will be submitted to the U&CF staff and reviewed by a committee including VDOF foresters or forest technicians and other partners. Form 17.2 Virginia Trees for Clean Water Grant Program Application is required for all application submittals. See the RFP for the specific requirements of the grant.

There are six (6) proposal categories including:

- ◆ **Riparian tree plantings** in non-Conservation Reserve Enhancement Program (CREP) areas, including urban areas and private lands waterways plantings that are 35 feet wider or greater.
- ◆ **Community tree plantings** projects include any tree plantings on any public lands.
- ◆ **Street tree planting** projects including medians, planting strips and cutouts along roadways and green space adjacent to streets.
- ◆ **Neighborhood tree plantings** located on common ground may be organized by the local civic association, home owners association or by the community government.
- ◆ **NeighborWoods tree plantings** where citizens in a neighborhood organize themselves for a volunteer focused community tree planting.

- ◆ **Turf to Trees (T2T) Projects** includes conversion of regularly-mowed lawns greater than 0.10 acres to trees, usually using tree seedlings or small saplings.

Area Field Staff Support

This program is unique in that planting projects may be seedlings or large caliper trees depending on the site conditions and goals of the project. The U&CF coordinator and U&CF partnership coordinator review all applications thoroughly and provide recommendations on species, spacing, etc. before an award is granted. Forester or forest technician advice is recommended in all stages of the project and are also encouraged to assist grantees with the work. However, note that for any time a VDOF employee spends toward a project, the grantee **cannot** log their time as volunteer time toward meeting matching goals for the project.

Site Visits

Per the RFP, local VDOF staff is required to visit the site and review the project prior to proposal approval. The local VDOF forester or forest technician should provide a letter of recommendation or non-recommendation for the project, to be submitted **with** the proposal. Once applicants are ranked by a committee and approved by the U&CF coordinator, the local forester or forest technician will receive a copy of the application and award letter by email.

My Trees Count Application

The “My Trees Count” application (<https://arcg.is/WryDG>) is a tool for communities and grant recipients to better record their urban tree planting data. The application is built to accommodate individual tree and multi-tree planting projects. With additional requirements of the Phase III Watershed Implementation Plan (WIP) goals and other efforts to improve water quality throughout Virginia there is more need to record and verify new urban tree planting best management practices (BMPs). These practices fall into three broad categories described below:

- ◆ **Urban tree canopy** occurs on developed land and is not intended to produce forest-like conditions. These trees do not need to be planted in a contiguous area and can be street trees, residential tree plantings or other small-scale community tree plantings.
- ◆ **Urban forest plantings** are designed to grow into an urban forest ecosystem. Trees are planted in a contiguous area to meet state density and management standards, including no fertilization and minimal mowing to aid understory establishment.
- ◆ **Urban forest buffers** are reported separately and can also be used for pollution reduction. An urban forest buffer is an area of trees at least 35 feet wide on one side of a stream, usually accompanied by trees, shrubs and other vegetation. The riparian area is managed to maintain the integrity of stream channels and shorelines, to reduce the impacts of upland sources of pollution by trapping, filtering, and converting sediments, nutrients, and other chemicals.

VDOF wants to ensure we are capturing as many successful urban tree planting BMP efforts as possible. The purpose of this app is to account for community planting projects not captured in IFRIS. Foresters do not need to use this app as a replacement for IFRIS accomplishment recording.

- ◆ For example, you attended a planting project and can verify the trees were planted properly please record it as an accomplishment in IFRIS. By submitting an accomplishment (Tree Planting – Urban) you are verifying that you were present for the tree planting and saw that the trees were installed properly.

Conversely, if you hear of a partner doing a tree planting project then please ask them to record the project in the application. U&CF staff may reach out to complete a project inspection through the application (<https://arcg.is/nPX4z>) but will also be relying heavily on volunteers to inspect these projects. U&CF staff will consolidated IFRIS accomplishments and data recorded in the application in August of each year. Only verified projects will be submitted to meet Virginia WIP goals.

Target Audiences for Application

- ◆ Community Planting Projects via VTCW grant recipients
- ◆ Tree Stewards, Master Naturalists, and/or Master Gardeners

- ◆ Non-profit efforts
- ◆ Individual homeowners
- ◆ School Plantings

Planting Survival Inspection

Projects completed under the program must have follow-up site visits to assess planting quality and survival. Each grantee must document the completed planting project in VDOF's "My Trees Count" data collection and reporting application available on the [VDOF website](#) or directly at this link (<https://arcg.is/WryDG>).

Once the project is submitted through the My Trees Count Application the grantee, U&CF coordinator or U&CF partnership coordinator will reach out to coordinate a planting inspection. A VDOF forester, forest technician or volunteer will complete a site visit and a planting inspection. This visit must be conducted **before** the grantee is fully reimbursed. Staff can use either Form 17.3 Virginia Trees for Clean Water Grant Program Inspection and submit to the U&CF coordinator by email or use this public link (<https://arcg.is/nPX4z>) and fill out the form electronically.

If the site fails the planting quality inspection, a second follow-up visit may be required once the grantee is notified and steps have been taken to fix problems identified in the inspection. The U&CF coordinator or U&CF partnership coordinator will notify and provide more information.

Reporting Time and Accomplishments

Time

Turf to Trees (T2T) Projects

- ◆ Grant/Funds-Dedicated
 - T2T- CBRAP

Accomplishments

- ◆ Tree Planting – Urban
 - No IP: No Incentive Program (for non-incentive program projects)
- ◆ Tree Planting – Urban
 - Incentive Program – VTCW: VA Trees for Clean Water (for VTCW funded projects).

Please note that accomplishments can only be logged once the project is complete and the planting quality inspection has been submitted to the U&CF staff. Also, when recording a project in IFRIS, please provide as much information as possible, especially for mapping purposes.

ISA Certified Arborist Program

Requesting Certification

With prior approval from their supervisor and their Budget Manager, foresters and forest technicians may request and take the ISA Certified Arborist® exam. Please note that before requesting to become an ISA Certified Arborist, the U&CF Program has criteria and expectations in receiving certification. Expectations of VDOF ISA Certified Arborist are as follows:

- ◆ Attendance of local Tree City USA and Arbor Day celebrations and targeted Tree Campus USA celebrations.
- ◆ Develop contacts and conduct outreach for potential new Tree City and Tree Campus communities.
- ◆ Be a professional resource for local communities through attendance of Tree Board meetings, participating in urban forestry related activities within your locality, providing assistance and advice when localities are applying for U&CF grant programs (described above), etc.

The VDOF U&CF Program will determine eligibility in conjunction with Regional Foresters and pay for study materials, training and testing fees **on a limited basis annually** (one to three) as necessitated by work area and proximity to urbanized areas. In order to request ISA certification, the forester or forest technician must:

- ◆ Request to be put on the waiting list for the certification and training class by seeking permission from his/her supervisor and budget manager, who will notify the U&CF coordinator that permission has been granted for that individual to be placed on the list.
- ◆ The full list of VDOF employees requesting certification will be reviewed by the U&CF coordinator, regional foresters and chief of operations in August of each year. Approval will be based on proximity to urban areas, expectations of our local partners, agency needs, etc.
- ◆ Decisions will be made during the first week of September and foresters or forest technicians will be notified as to whether they have been selected to take the exam that year.
- ◆ The U&CF Program support technician will mail out all study manuals once those selected have been notified of approval to take the exam.
- ◆ The U&CF Program support technician will work with approved foresters and forest technicians to get registered for the training class (if needed) and exam. Copies of the application packet must be mailed or scanned and emailed to the U&CF Program support technician.
- ◆ Those selected from the list will be registered for the exam held in early December at VDOF Headquarters in Charlottesville.
- ◆ In the event that the selected individual does not pass the exam it is expected that they notify the U&CF coordinator directly. The U&CF coordinator will work with the individual on a plan to retake the exam within a year of the original exam date.

Reporting Time and Accomplishments

Time

- ◆ Training/testing/Qualification
 - Received – U&CF

Accomplishments

- ◆ Training Received
 - Remarks – ISA Certification

Maintaining Certification

Once certified arborist status is attained, the person certified must maintain that status by earning 30 continuing education credits (CEUs) over a three-year period. One CEU is equivalent to one contact hour at an ISA-approved conference or seminar.

The VDOF will pay for attendance at seminars and workshops if attendance is approved in advance by the U&CF coordinator and the employee's direct supervisor. Please email approvals in advance to the U&CF coordinator and the U&CF Program support technician will register you for the seminar or workshop. Funding is limited and generally only covers registration. There are also webinars available from the USDA Forest Service that provide CEUs at no cost. (<http://www.fs.fed.us/research/urban-webinars/>).

Periodic self-reporting will be requested of all ISA Certified Arborist to evaluate the individual's use of the certification within a VDOF Work Areas. The U&CF coordinator will send out a survey/questionnaire to be filled out and emailed back once complete. The self-reporting will help the U&CF Program staff justify certification of field staff and evaluate the effectiveness of limited U&CF funds that pay for certification & maintenance of the program.

Again, the ISA arborist certification is a component of the VDOF training program and is especially recommended for foresters and forest technicians servicing urbanizing areas. **Membership in ISA or the local Chapter MAC-ISA is the responsibility of the individual, not VDOF.**

Reporting Time and Accomplishments

Time

- ◆ Training/Testing/Qualification
 - Received – U&CF

Accomplishments

- ◆ Training Received
 - Remarks – ISA CEUs

Urban Forest Strike Team

Background

The Urban Forest Strike Teams (UFSTs) are comprised of specially-trained ISA certified arborists who assist communities with the classification of damaged urban trees based on FEMA 325 guidelines for the purpose of reimbursement under Public Assistance during the recovery phase of a federally-declared disaster. At the same time, they provide on-site rapid individual evaluation of trees damaged during a natural disaster that pose a risk to the community. UFSTs are stand-alone resources that use an ICS structure with a UFST team leader and UFST team leader assistant directly supervising UFST task specialists. Certified Arborists that are UFST members can provide disaster-planning assistance, risk assessment and FEMA Public Assistance (PA) information to communities following natural disasters. The goal is to develop in-state and regional capacity to respond to disasters by providing effective, practical and comprehensive urban tree assessment training to state agency arborists.

Training

Training for UFST is not conducted on an annual basis at VDOF but UFST members can receive training at other events sponsored by the other states that also have UFSTs. It is a requirement of the position that the personnel maintain their ISA certification, consequently attending training to receive ISA CEUs is essential for strike team members. For training opportunities, U&CF staff will notify all ISA certified arborists within the agency. Personnel with ISA certification must have approval from their direct supervisor to be included in any training opportunity.

With prior approval from their supervisor and their budget manager, foresters and forest technicians may request to take UFST training. Please note that before requesting to become an UFST task specialist or team leader, the U&CF Program has criteria and expectations. Expectations of VDOF UFST members are as follows:

- ◆ Maintain ISA certification
- ◆ Be available for ongoing training as needed to maintain current with UFST processes
- ◆ Be available as necessary and as time allows for in-state or out-of-state deployments

The VDOF U&CF Program will determine eligibility in conjunction with regional foresters on a limited basis when opportunities become available. Trainings will be advertised when offered and only already Certified Arborists will be considered. In order to request UFST training, the forester or forest technician must:

- ◆ Request to be put on the waiting list for the training by seeking permission from his/her supervisor and budget manager, who will notify the U&CF coordinator that permission has been granted for that individual to be placed on the list.
- ◆ The U&CF coordinator, regional foresters and chief of operations will review the full list of VDOF employees requesting training.

- ◆ Decisions will be made and foresters or forest technicians will be notified as to whether they have been selected to attend a UFST training event.

Team leaders are also strongly encouraged to take the Tree Risk Assessment Qualification from ISA. Periodically, funding becomes available for TRAQ and the U&CF coordinator will announce the opportunity to UFST members. The process to determine who will be approved to take the TRAQ training will follow the requirements of the UFST training.

Deployment

After a natural disaster event, a community can request assistance. Usually there is a preliminary site evaluation by the U&CF coordinator. If there is significant damage to the trees, the UFST will be deployed. This may be a local in-state deployment or mutual aid response to other states through EMAC and/or VDEM. Once it is determined that a deployment will occur, the UFST team members will be contacted for availability. Before deployment, team members will receive authorization from their direct supervisor. Out-of-state deployments are generally seven to 10 days.

Reporting Time and Accomplishments

Time (Received/Given)

Training

- ◆ Training/Testing/Qualification
 - Received – UFST
- ◆ Training/Testing/Qualification
 - Given – UFST

Deployment

- ◆ Non-Fire Response & Support
 - Urban Forest Strike Team
- ◆ Extra Hours Worked
 - UFST

Accomplishments

- ◆ Training - Received
 - Remarks – Urban Forest Strike Team

Deployment

- ◆ Does not apply

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTREPRETATION

The assistant state forester and urban and community forestry program manager is responsible for the interpretation of this policy and procedure.

APPROVAL

I certify that this policy and procedure is approved and ready for publication.

Lara Johnson

Urban and Community Forestry Program Manager Name (Print)

Urban and Community Forestry Program Manager Signature

Terrance Lasher

Assistant State Forester Name (Print)

Assistant State Forester Signature