USDA **Forest Service**
U.S. DEPARTMENT OF AGRICULTURE

Urban and Community Forestry Program
Interim Accomplishment Reporting Tool Guide

This is a quick overview of the ArcGIS Survey 123 application that will serve as the UCF IRA Interim Accomplishment Reporting Tool.

The survey tool will allow you to quickly enter all the metrics needed to fulfill the UCF IRA accomplishment reporting requirements.

NAME OF ORGANIZATION

This first page collects your project identification information.

Please fill in the name of **your** organization. This is the name of the organization as it appeared on the grant agreement. You can either scroll through the options or start typing the name of your organization. It will auto populate for you to select your organization's name. If you can't find your organization's name, please select *other*.

FOREST SERVICE AWARDEE TYPE

Please select which type of awardee you are – direct awardee or sub awardee through a national pass-through partner, state forestry agency, or another organization.

PASSTHROUGH FUNDER

If you are a sub awardee, please select the organization or state that is your passthrough funder. If the funder is not listed, please select "other" and enter the name of your passthrough funder in the next text box.

DIRECT AWARDEE CONTRACT NUMBER

If you are a direct awardee, please enter the last three digits of your federal grant agreement number. The full number will auto populate. If you do not know your number or it is not listed, please select "can't find my number".

CONTACT NAME

Please enter the best contact for the project activities you are reporting.

CONTACT EMAIL

Please enter the email address for the contact.

REPORTING PERIOD

These reports are unique based on the reporting period. For the first reporting period that is due August 15, please select January - June 2024.

APPLICABLE ACCOMPLISHMENTS

There are three themes under Applicable Accomplishments:
- Community Forest Conservation Accomplishments: Planting, Pruning, Removal, and Treatment of Trees
- Community Forest Planning Accomplishments: Inventory, Canopy Assessment, Plans and Policies
- Workforce Development: Career Pathway Training and Credentials Earned Please select the activity that applies.

Not everyone will have to select all activities under all three themes, but if so, they will have to be entered individually.

PROJECT LOCATION

The activity address is important. Projects may not have an address if it is a vacant lot, but as long as you can geolocate on the map to your city and census tract level, that will be sufficient.

After you enter your address, a point will appear on the map showing the address location you entered. Orange colored areas on the map are disadvantaged census blocks and census tracts provided by the Environmental Protection Agency. That layer will appear in orange. The dark gray outline is the census tract. The white outline is the census block.

Note: If you determine you need to adjust the point location to more accurately reflect where the work was completed, please confirm that the city name and census tract ID shown below the map instructions is correct . If you accidentally put it in the wrong state or the wrong city, you'll have to reenter the address again.

PRIMARY PROJECT ACTIVITY LOCATION

Please select whether the primary project activity location reported is public or private property. Whichever you select, you will get a list of prompts about the type of property.

If you accidently hit private and it should be public, please go back and select public.

ADDING MULTIPLE ACTIVITIES IN DIFFERENT LOCATIONS

If you conducted an activity in more than one census block group or census tract, complete these questions and click the plus (+) sign above to add a second location. You may add multiple activities and multiple locations to this report.

*To add another activity, go to the top of the page and select the plus sign before selecting next.

- The plus sign to add a new activity persists throughout the page as a floating banner on the top of the page. You can use this banner to add accomplishments and toggle between activities.
- You can click the header in that floating banner to jump back to the top of the screen.
- From the top of the screen, you can click the green header to condense the whole survey to have quick access to the back and next buttons.

Once all activities are entered, hit next at the bottom of the page.
ACTIVITY SUMMARY

Please provide a very brief description of the activity and the positive impact it's going to have in the community. Under details, you will see an example of what we're looking for.
This is supposed to capture the importance of the work you're doing for the community itself.

PHOTOS

You can submit up to five high resolution photos via a file upload or by using the camera feature on a phone/tablet. Please name your photo files after your organization name or number.

The photos you submit may be selected for an ArcGIS Story Map, which will be published and available online to promote the great work occurring across the country. If your photo is selected to be featured on the story map, we will contact you to submit a photo release form. Please, have the photographer's contact information on hand, as they will be the ones to sign off on the release.

PHOTO RELEASE FORMS

The USDA Forest Service requires signed consent from the photographer and parents of any pictured and identifiable minor (children under the age of 18). Please have the photographer fill out and sign a **Photo Release Form** and provide this form to anyone taking photos at an event.

For photos containing minors, a **Minor Release Form** must be signed by the Parent/Guardian for identifiable minor in a photo. An identifiable minor is described as any recognizable child under the age of 18.

PHOTO CREDIT

Please identify what is happening in your photos by using the photo credit text box. If you submit multiple photos, please specify what captions belongs to which photo.

END OF SURVEY VERIFICATION

Once you have submitted your responses, Survey 123 will automatically generate an email notification stating that you have successfully completed the survey. In that email, you will receive a short summary of the activities you entered.

TECHNICAL ASSISTANCE

If you have any questions or need technical assistance, please either contact your grant monitor or the USDA Forest Service Urban and Community Forestry Program staff at sm.fs.ucf_ira@usda.gov.