



Supporting Documents

ND Forest Service

Community Forestry Grants



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--Revised January 2023--



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Tips for Successful Grant Writing

Keep in mind that a successful grant is based on two things - the quality of the project and the ability of the applicant to successfully carry out the project. A few helpful tips to keep in mind:

1. **Do your homework.** Read the guidelines thoroughly before you begin writing. Be certain that you are applying to the right program. Contact the ND Forest Service well in advance to coordinate project planning efforts during the process of completing the application.
2. **Prepare a timeline** backwards from the April 30 deadline that will allow you enough time to think through the project, draft, revise, and edit your proposal. You are also encouraged to contact ND Forest Service well in advance of the April 30 deadline to receive assistance with the review of the application and opportunity for corrections/changes.
3. **Fill out a practice application.** Make blank copies of the application form.
4. **Draft your application narrative and budgets.**
 - o Be concise and specific in your narrative.
 - o Maintain a positive tone; write in an active voice.
 - o Answer all questions. Write "not applicable" rather than leaving the question blank.
 - o Make sure your budget supports the goals of your project.
 - o Itemize where asked.
 - o Check your math.
 - o Specific information will give the review committee a clearer picture of your project.
5. **Put yourself in the reviewer's position.** Don't overload the reader with too much unnecessary information or verbose language. Simple, everyday language will best convey your ideas. Plan and organize your application with a well-structured outline. Each part should provide necessary information about your organization or project. Have someone not directly involved with your organization read the application. Having read only the application, ask their opinion about what your needs are, what you are requesting, and your ability to conduct the project.
6. **Submit a draft or discuss your proposal with ND Forest Service staff for review and feedback.** This doesn't guarantee funding, but staff can help you strengthen your proposals. Build this into your timeline. **Provide documentation of your visit with staff on page 1 of the application.**
7. **Revise according to feedback.** Incorporate outside comments into your proposal, double-check spelling, grammar, readability, and math.
8. **Is your application complete?** Follow the application instructions carefully. A checklist is part of the application. Use it to make sure nothing has been overlooked. Has everything been signed by the correct people? **The ORIGINAL application ONLY (no copies) is required. Color photographs, maps, and design plans are recommended.**

Do you have the appropriate number of support materials, etc.? Retain a copy for your records.
9. **Submit the complete application by 11:59 PM on April 28. Electronic submissions are preferred. If you choose to mail your application, it must be postmarked by April 28.** Faxed applications will not be accepted. Original signatures are a must.
10. Utilize the **ND TIP Tool.** "CTAP/TIP" communities are encouraged to use the TIP Tool to plan their grant projects. **Extra points will be awarded to communities that successfully implement TIP Tool usage into their applications.**

Adapted from: ND Council on the Arts, 2011

Applicants should contact ND Forest Service staff with any questions.

CULTURAL RESOURCES FACT SHEET

What are Cultural Resources?

Cultural Resources are evidence of past human activity. This might include pioneer homes, buildings or old roads; structures with unique architecture; prehistoric village sites; historic or prehistoric artifacts or objects; rock inscriptions; human burial sites; earthworks, such as battlefield entrenchment, prehistoric canals, or mounds.

People have lived in North America for at least 12,000 years. Archaeologists and historians have divided this time span into prehistoric and historic periods. The prehistoric period extends from the earliest arrival of humans in North America to the coming of the European explorers. The historic period begins with the arrival of these explorers and continues up to the present.

These nonrenewable resources often yield unique information about past societies and environments, and provide answers for modern day social and conservation problems. Although many have been discovered and protected, there are numerous forgotten, undiscovered, or unprotected cultural resources in rural America.

Several Federal, state, and local laws have been enacted to preserve cultural resources. The most important of these is the National Historic Preservation Act of 1966. Under this and other legislation, Federal agencies, including the U.S. Department of Agriculture, are required to protect cultural resources.

SOME BENEFITS OF CULTURAL RESOURCES

Cultural resources provide many useful benefits to people today. They:

- Expand our knowledge and understanding of history.
- Provide scientific data. Archeological sites for example, can provide information not available from historic records on droughts, floods, and erosion over thousands of years.
- Provide jobs during the renovation process. Preserving cultural resources may also stimulate other community improvements.
- Attract tourists, who bring money into the community.
- Provide information that will help solve conservation and natural resource problems. Some modern irrigation techniques, for example, are actually based on prehistoric methods.

YOUR ROLE

Every American has a stake in the protection of cultural resources. All of the protected and restored cultural resources that we enjoy today have one thing in common: some individual, group, or organization went to work to protect and preserve for future generations to come.

If you know of an undeveloped cultural resource, do your part to preserve our country's heritage. Contact a local historical society, museum, archeological society, university archeology (sociology, anthropology) department, or your local natural resources conservation service office.

<http://www.nrcs.usda.gov/cultural-resources>



Tree Inventory and Planning Tool

ND Community Forestry Program Inventories

Trees are a valuable part of a community's green infrastructure and provide benefits throughout their entire lifetime. The North Dakota Community Forestry program offers a Tree Inventory/Planning Tool (ND TIP Tool) that provides cities the opportunity to identify and manage publicly-owned trees to support healthy and diverse community forests. To date, inventories have been completed in more than 100 communities. Inventory updates are encouraged following tree removals, planting projects and after damaging weather events.

Listed by year of completion with notation of updates: 2020*, 2021^, 2022#. Census 2020 Population in ().

2012	Arthur (328) *	Beulah (3,058)	Buffalo (195) *	Granville (240)	Hatton (712)	Hazen (2,281) #
	Hope (272)	Lincoln (4,257)	Lisbon (2,204) ^	Mapleton (1,320) *	Milnor (624) *	Oakes (1,798)
	Towner (479) ^	Velva (1,086)	Walhalla (893)	Washburn (1,300) ^	Wilton (718)	
2013	Bottineau (2,194) ^	Bowbells (301)	Burlington (1,291)	Cando (1,115)	Cassleton (2,329) *	Crosby (1,070)
	Ellendale (1,125)	Harvey (1,650)	Hettinger (1,074)	Hunter (261) *	Kenmare (1,096)	Langdon (1,878)
	McVille (392)	New Rockford (1,361)	Pekin (75)	Rugby (2,876)	Stanley (1,458)	Tioga (1,230)
	Watford City (6,207) #					
2014	Abercrombie (244)	Ashley (613)	Beach (981)	Bowman (1,470)	Carson (254)	Cavalier (1,246)
	Cooperstown (983) *	Drayton (757) ^	Forman (509)	Gwinner (924) *	Hebron (794) *	Hillsboro (1,649) ^
	Kindred (889) *	Lakota (683)	LaMoure (764) ^	Lankin (102) ^	Marion (125)	Mayville (1,854) *
	Mohall (694)	Nече (344)	New England (683)	New Town (2,764)	Portland (578) *	Rolla (1,223)
	Steele (665)	Turtle Lake (542)	Wyndmere (454) *			
2015	Anamoose (230) #	Carrington (2,080)	Center (588) ^	Flaxton (60)	Glen Ullin (732) ^	Lansford (238)
	Larimore (1,260) ^	Leeds (442)	Lidgerwood (600) *	McClusky (322)	Medora (121)	Michigan (263)
	Minto (616) ^	Northwood (982) *	Park River (1,424)	Pembina (512) ^	Rolette (484)	Tuttle (60)
	United Tribes TC #	Wimbledon (178)	Wishek (864) *			
2016	Riverside Park - Beulah (3,058)	Fairmount (343) *	Grafton (4,170)	Tower City (268) ^		
2017	Souris (37)					
2018	Garrison (1,462)	Horace (3,085)	Linton (1,071)	Rutland (163)		
2019	Dakota College – Bottineau (2,194)	Mott (653)	South Heart (394)	Surrey (1,357)	Verona (59)	
2020	* UPDATES (18)	NDSU Absaraka Research Arboretum				
2021	^ UPDATES (14)	Dickinson State Univ	Flasher (217)	Jamestown (15,849)	Makoti (148)	ND Capitol Arboretum
	Underwood (784)	Walhalla (893)				
2022	# UPDATES (4)	Lehr Park – Gackle (281)	See community data at: ndcitytrees.org/NorthDakota/ The ND TIP Tool is a project of the ND Forest Service and ND Urban & Community Forestry Association made possible through a grant from the USDA Forest Service. These institutions are equal opportunity providers.			

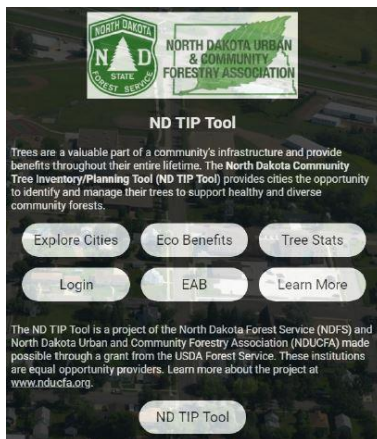
ND TIP Tool

(ND Tree Inventory and Planning Tool)

The ND TIP Tool is a free app or portal through which communities view and manage their own municipal tree inventories. All ND Community Threat Assessment Protocol (CTAP) and TIP Tool inventories completed since 2012 are accessible on the TIP Tool. The tool supports community forestry planning, enabling ND communities to make well-informed tree care decisions based on current inventory information.

If your community has a CTAP inventory, that information is available via the ND TIP Tool website:

ndcitytrees.org



This is the homepage for the ND TIP Tool.

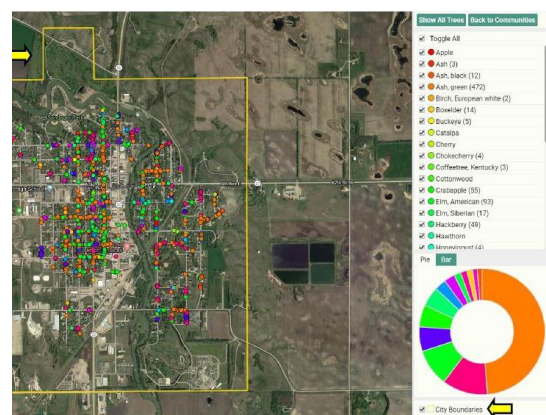
From this page, every CTAP community can access its tree inventory information and view details about any particular tree included in the inventory – such as species, size, and the annual eco-benefits provided by that tree.

To access the full details of each tree and to make updates or changes to the online inventory, a designated community representative (city forester or tree board member) must participate in a one-hour [recorded training webinar](#) to learn the basics of the ND TIP Tool.

The ND TIP Tool is accessible from any web-enabled device, including desktop computer, laptop, tablet or smartphone. A detailed [ND TIP Tool User's Guide](#) prepared by the NDFS provides step-by-step instructions for using this resource.

The **ND TIP Tool** provides:

- Online access to your original CTAP tree inventory completed by NDFS, plus the ability to add and remove trees to update your inventory
- Tree stats with colorful reports on species, health and size of public trees
- Cost-share (NDFS Community Forestry grants) project planning and maps that allow you to add planting spaces and identify poor condition trees for removal
- Ability to use advanced filtering to display trees identified with disease or insect infestation and their locations in town



Use of the ND TIP Tool during planning and implementation of NDFS Community Forestry grant projects earns extra points during the application review and scoring process. Contact NDFS Community Forestry Staff for more information.

North Dakota Forest Service

Planting and Three-Year Maintenance Plan

Community Tree Planting Projects

January 2023

NOTICE

Successful projects have great tree selection, planting, and care techniques in common. Follow this plan so that your trees will thrive. Failure to select and plant trees according to these instructions may result in replanting recommendations. Replanting is costly and reduces survival, so direct your efforts to select and plant your trees according to the following techniques the first time!

YEAR ONE

Tree Selection:

- See [Recommended Species for ND](#) to assist in selecting diverse yet appropriate species for your tree planting project.
- Trees and shrubs shall be nursery-grown and shall meet American Standard of Nursery Stock standards. Businesses that sell nursery stock must have a valid nursery license.
- Trees must be of good vigor with normal well-developed branches and vigorous root systems; and must be free from injury, pests, disease, nutritional disorders, or root defects.
- Deciduous trees must be a minimum of 1.0 inch caliper (measured 6 inches above ground line). Coniferous trees must be at least 3 feet in height.
- Conservation stock is acceptable only for conservation plantings.
- Understand the terms of the nursery's guarantee.

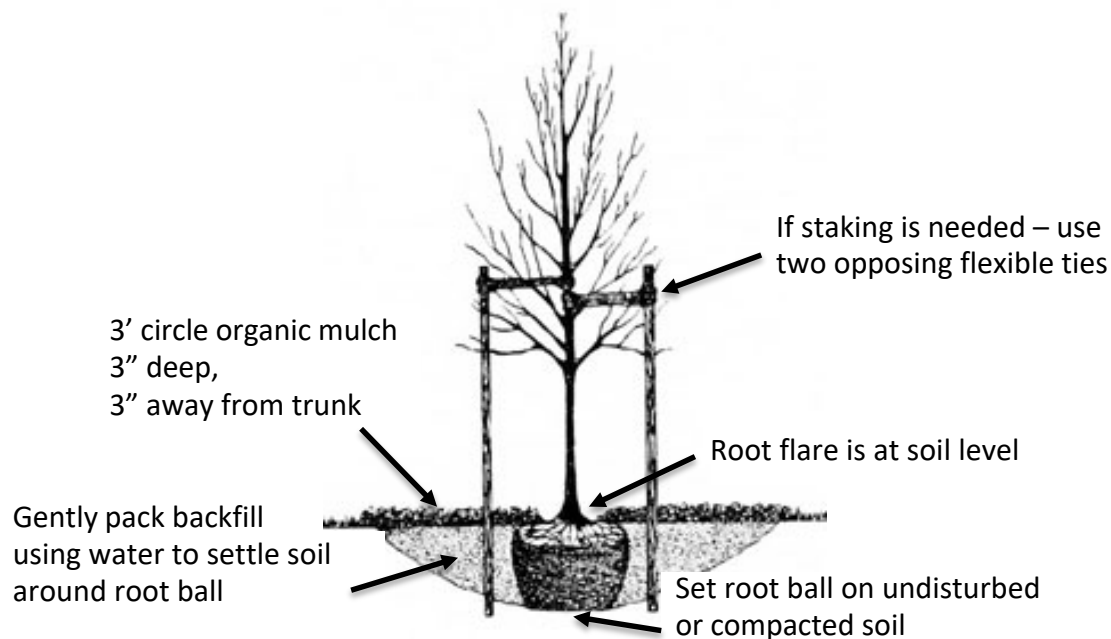
Pre-Planting:

- Locate underground and above utility lines – ND One Call **811** or **800-795-0555**
<http://www.ndonecall.com/>

Tree Planting:

- See diagram following this section.
- Keep roots moist; this is especially critical for bare-root trees.
- Remove turf from planting area.
- Dig planting hole wide and shallow. The hole should be at least 3 times wider than the root spread.
- Remove all twine or rope from trunk and branches.
- Remove planting container and burlap or any other material such as wire or plastic that would constrict root growth.
- If containerized material is to be planted, cut circling roots by slicing the root ball vertically from top to bottom with a sharp knife in 3 or 4 well-spaced lines around the root ball.

- Use the soil that came from the planting hole to backfill, less any rocks or debris.
- Do not use amendments in the planting hole. This discourages roots from expanding outside the planting hole, which can lead to girdling roots.
- Make SURE that root flare is at soil level. Many trees arrive from the nursery with soil on top of the root flare and stem tissues. This extra soil **must** be removed from the top of the root ball in order to expose the root flare. **Planting too deeply is one of the most common reasons for unsuccessful tree planting projects.**
- Water tree at planting to remove large air pockets. After backfilling, gently firm soil –do not pack soil. Heavy packing will remove air spaces and can potentially damage fine roots.
- Do not mound soil against trunk of tree.
- Apply organic mulch such as wood chips or shredded bark 3 inches deep in a 3-foot diameter circle around the trees, keeping the mulch 3 inches away from the trunk.
- Staking is optional and may not be necessary unless the site is extremely windy, the tree has an unusually small root system or an unusually large canopy, or the tree is vulnerable to vandalism.
- Prune dead and broken branches, and remove double leaders.
- Fertilizer is not recommended for newly planted trees.
- **Any tree planted with the top of the root flare below natural ground level shall not meet the requirements for tree planting projects until it is replanted at the proper depth.**



Inspection:

- Contact NDFS Community Forestry Staff:
 - Gerri Makay - Carrington Office 701-652-2951 Gerri.Makay@ndsu.edu
 - Joel Allen - Bismarck Office 701-328-9941 Joel.Allen@ndsu.edu
 - Beth Peske - Bismarck Office 701-389-7503 Beth.Peske@ndsu.edu

After Planting:

- Water tree as needed, especially during dry periods. Deep watering is better than shallow watering. Continue watering until the ground freezes.
- Inspect trees for disease or insect problems.
- Monitor health and vigor of trees.
- In fall, wrap thin-barked trees with tree wrap. Remove the wrap in spring.
 - Thin-barked trees include lindens, mountain-ash, and silver maple. Fruit trees may also benefit from wrapping in fall to prevent rodent damage.

YEAR TWO

- Continue to monitor tree health and vigor. Inspect for disease and insect problems. Inspect evergreen trees for winter injury and fruit trees for rodent damage.
- Notify nursery or contractor to replace any trees that have died. Refer to planting contract for guarantee.
- Remove tree wraps in spring.
- Remove stakes after one year.
- Refresh and extend mulch as needed.
- Begin pruning to train trees for correct form one year after planting. Remove no more than ¼ of the foliage in one season. Retain lower branches on trees to help increase trunk taper more quickly.
- Continue deep watering as needed, until ground freezes.
- Wrap trees as needed for winter protection.

YEAR THREE

- Continue to monitor tree health and vigor. Inspect for disease and insect problems. Inspect evergreen trees for winter injury and fruit trees for rodent damage.
- Replace any trees that have died.
- Remove tree wraps in spring.
- Refresh and extend mulch as needed.
- Continue corrective pruning. Remove no more than ¼ of the foliage in one season. Remove lower branches on trees once they begin to interfere with foot traffic or maintenance equipment.
- Continue deep watering as needed, until ground freezes. Do not over-water.
- If necessary, a fertilizing schedule may begin during third or fourth year.
- Protect trees from mechanical, herbicide, and salt damage.
- Wrap trees as needed for winter protection.

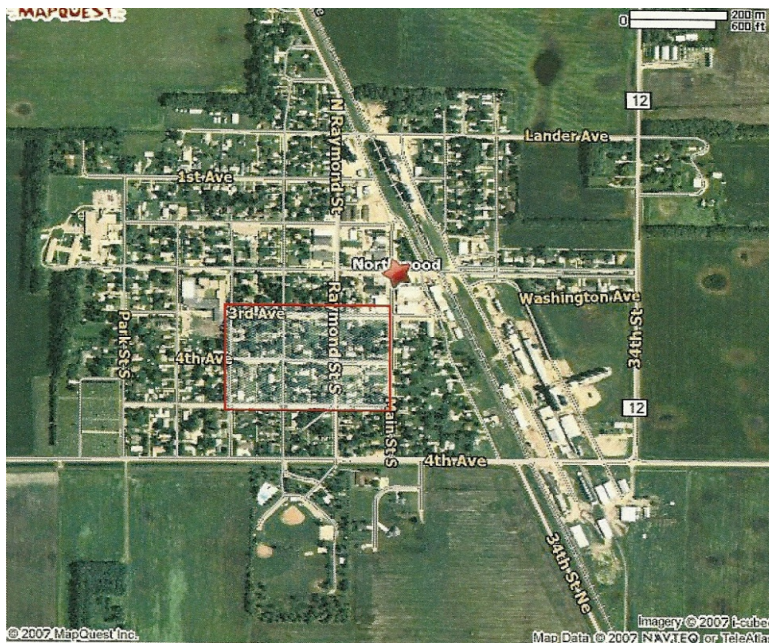
References:

- American Association of Nurserymen. ANSI Z60.1-1990. American Standard for Nursery Stock. 1250 I Street, N.W., Suite 500, Washington, DC 20005
- http://www.treesaregood.com/treecare/resources/New_TreePlanting.pdf
- <http://www.ag.ndsu.edu/pubs/plantsci/trees/h531.pdf>
- Shigo, Alex L. 1991. *Modern Arboriculture*, New Hampshire, Shigo and Trees, Associates, 424 pp.
- Watson, Gary W., and E.B. Himelick. 2005. *Best Management Practices: Tree Planting*. International Society of Arboriculture, Champaign, Il. 41 pp.

Examples of Vicinity Maps

If your community has a CTAP Inventory, use the ND TIP Tool to create a vicinity map and project design map. Information is available via the ND TIP Tool website: <https://ndcitytrees.org/>.

Maps also available via <https://www.google.com/earth/versions/#earth-pro>

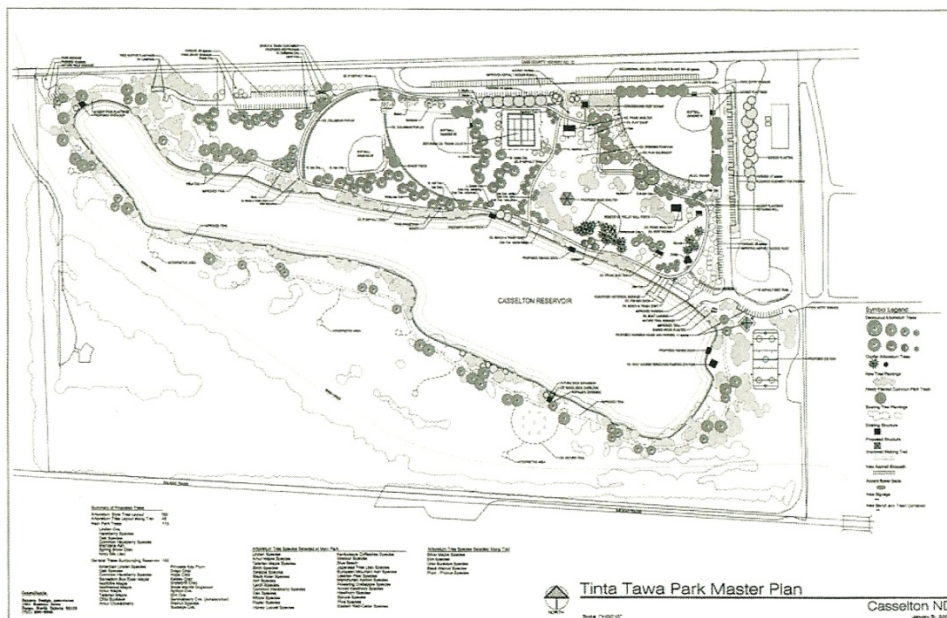
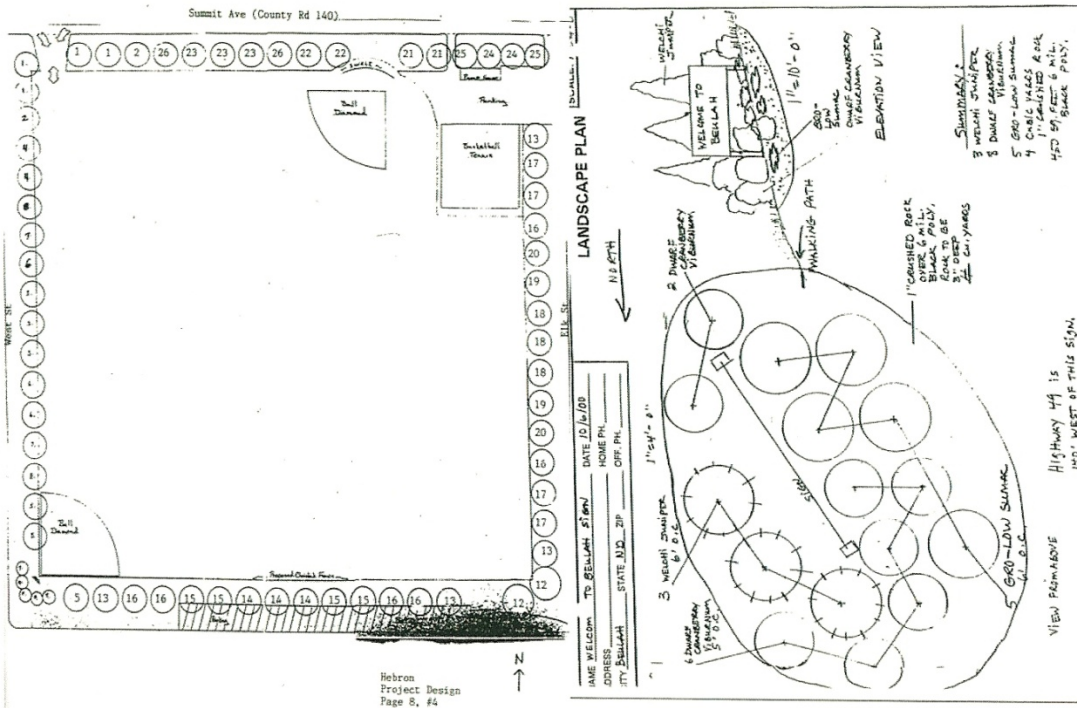


Project area on map is outlined in red



Examples of Design Plans

Examples of Design Plans



SCHEDULE OF EQUIPMENT RATES by FEMA (as of September 15, 2021)

Found at: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

Equipment	Specifications	Capacity or	HP	Notes	Rate/Unit
Auger, Portable	Hole Diameter	16 In	to 6		\$1.95/hour
Auger, Portable	Hole Diameter	18 In	to 13		\$4.34/hour
Auger, Tractor Mounted	Max. Auger Diameter	36 In	to 13	Digger, boom & mounting hardware	\$3.29/hour
Auger	Horizontal Directional Boring	250 x 100	300	DD-140B YR-2003	\$241.89/hour
Auger	Horizontal Directional Boring	50 x 100			\$34.30/hour
Auger	Auger, Directional Boring				\$43.80/hour
Chainsaw	20" Bar, 3.0 cu in				\$1.94/hour
Chainsaw	20" Bar 5.0 cu in				\$3.39/hour
Chainsaw	20" Bar 6.0 cu in				\$3.60/hour
Chainsaw	Bar Length	16 In			\$2.07/hour
Chainsaw	Bar Length	25 In			\$4.54/hour
Chainsaw, Pole	Bar Size	18 In			\$2.13/hour
Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer mounted	\$9.10/hour
Chipper, Brush	Chipping Capacity	9 In	to 65	Trailer mounted	\$17.30/hour
Chipper, Brush	Chipping Capacity	12 In	to 100	Trailer mounted	\$32.26/hour
Chipper, Brush	Chipping Capacity	15 In	to 125	Trailer mounted	\$34.17/hour
Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer mounted	\$51.12/hour
Loader, Skid-Steer	Operating Capacity	1250 Lbs	to 36		\$26.04/hour
Loader, Skid-Steer	Operating Capacity	2200 Lbs	to 66		\$31.16/hour
Loader, Skid-Steer	Operating Capacity	3300 Lbs	to 81		\$36.76/hour
Stump Grinder	1988 Vermeer SC-112		102		\$49.27/hour
Stump Grinder	24" Grinding Wheel		110		\$46.96/hour
Trailer, Dump	Capacity	20 CY		Does not include prime mover	\$12.81/hour
Trailer, Dump	Capacity	30 CY		Does not include prime mover	\$13.56/hour
Trailer, Equipment	Capacity	30 Tons			\$16.99/hour
Trailer, Equipment	Capacity	40 Tons			\$18.74/hour
Trailer, Equipment	Capacity	60 Tons			\$23.01/hour
Trailer, Equipment	Capacity	120 Tons			\$34.36/hour
Trailer, Water	Tank Capacity	4000 Gal		With sump and a rear spraybar	\$15.84/hour
Trailer, Water	Tank Capacity	6000 Gal		With sump and a rear spraybar	\$19.44/hour
Trailer, Water	Tank Capacity	10000 Gal		With sump and a rear spraybar	\$22.61/hour
Trailer, Water	Tank Capacity	14000 Gal		With sump and a rear spraybar	\$28.09/hour
Trailer, Water Tank	Tank Capacity	1000 Gal	175		\$32.44/hour
Truck, Pickup				When transporting people	\$0.56 mile
Truck, Pickup	1/2 Ton	4x2 Axle	160		\$11.75/hour
Truck, Pickup	1 Ton	4x2 Axle	234		\$16.81/hour
Truck, Pickup	1 1/4 Ton	4x2 Axle	260		\$21.10/hour
Truck, Pickup	1 1/2 Ton	4x2 Axle	300		\$21.13/hour
Truck, Pickup	1 3/4 Ton	4x2 Axle	300		\$21.94/hour
Truck, Pickup	3/4 Ton	4x2 Axle	165		\$12.77/hour
Truck, Pickup	3/4 ton	4x4 Axle	285	Crew	\$19.87/hour
Truck, Pickup	1 Ton	4x4 Axle	340	Crew	\$20.57/hour
Truck, Pickup	1 1/4 Ton	4x4 Axle	360	Crew	\$25.19/hour
Truck, Pickup	1 1/2 Ton	4x4 Axle	362	Crew	\$25.53/hour
Truck, Pickup	1 3/4 Ton	4x4 Axle	362	Crew	\$26.24/hour