



North Dakota Forest Service



Statewide Windbreak Renovation Initiative 2.0

WRI-TAP Toolkit

The Purpose of Windbreak Renovation Initiative (WRI) Technical Assistance Partnerships are to improve, expand, and streamline the delivery of technical assistance to North Dakota windbreak landowners. This Toolkit contains outlines, templates, forms and links for WRI Technical Assistance Partner (WRI-TAP) use. If a link is broken, to request a form or template in a different format, or for any other questions, Contact:

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This Toolkit is intended to *supplement* other training opportunities and resources. North Dakota Forest Service (NDFS) invites suggestions for improving future versions of this Toolkit.

This program is made possible through funding provided by the USDA Forest Service.

USDA and NDSU are equal opportunity providers.

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Changes from v. 1.0 December 2021 to v. 1.1 March 2022:

Budget Worksheet page 14 and Certification & Reimbursement Form page 21 have been updated and will apply to all project contracts dated 1/1/2022 and after.

General Program Guidance

Financial support for WRI-TAPs comes from USDA-Forest Service through the Forest Stewardship Program. The goal of this program is to provide assistance to private forest landowners to encourage and enable active, long-term forest management to meet their individual goals and for the benefit of the forest resource. <https://www.fs.usda.gov/managing-land/private-land/forest-stewardship>

The Mission of the North Dakota Forest Service is to care for, protect and improve forest and natural resources to enhance the quality of life for present and future generations.
<https://www.ag.ndsu.edu/ndfs>

The North Dakota Forest Action Plan outlines priority forest resources, designates important issues, and identify strategies to address challenges and opportunities aligned with National priorities of conserving working forests, protecting forests from harm, and enhancing public benefits from trees and forests.
<https://www.ag.ndsu.edu/ndfs/documents/2020-north-dakota-forest-action-plan-final.pdf>

What's a Windbreak?

For WRI, we define a windbreak as **a system of multiple rows of trees and shrubs primarily designed and engineered to modify the flow of wind.**

Most Likely a Windbreak:

- L-shaped or U-shaped tree planting surrounding a rural residence or farmyard consisting of multiple rows of trees and shrubs with each row usually being the same species within the row, but most rows being different from one another.
- Long, linear tree plantings across a farm field, usually from field edge to field edge. May be a system of single rows or one multiple-row planting.
- Living snow fence parallel to a roadway.

Most Likely NOT a Windbreak:

- Block-style wildlife plantings
- Native forest
- Shade trees (yard trees)
- Privacy screens or lot line markers
- Orchards
- Timber plantations or tree farms

Non-windbreaks may still be valuable forest resources, and owners of these may still need assistance, but these are not eligible for this program.

If you need help determining if a tree planting is or is not a windbreak for the purpose of WRI-TAP, please contact NDFS.

What land is eligible?

For purposes of this program, eligible land includes rural lands with existing tree cover, or suitable for growing trees, that is owned or leased long-term by any private individual, group, association, corporation, Indian tribe or other private legal entity.

WRI-TAP technical and financial assistance are not eligible to be applied to public land including: state, county, city, parks or park boards, or any other public land. If you need help determining land eligibility, please contact NDFS.

Many public entities manage valuable forest resources, and these entities may still need assistance. For them, NDFS offers a Community Forestry program: <https://www.ag.ndsu.edu/ndfs/programs-and-services/community-forestry>

Improving WRI with WRI-TAPs

Up to this point, NDFS has been the primary facilitator of WRI working directly with landowners and has posted program documents on the NDFS website <https://www.ag.ndsu.edu/ndfs/programs-and-services/windbreak-renovation>.

Soil Conservation District (SCD) staff have been a key partner in WRI due to local credibility and long-established relationships with landowners in their districts. Some SCD staff have previously provided many of the types of assistance now covered under WRI-TAP, but in different formats.

WRI-TAPs will formalize a process to recognize SCD staff's valuable contribution to the WRI program and will streamline and improve the program for landowners with NDFS playing a supportive role to WRI-TAPs. NDFS will still continue to administer the WRI 2.0 landowner grant program "behind the scenes" and cost-share agreements will still be between the landowner and NDFS.

As the WRI-TAP program gets up and running, some documents and guidelines on the NDFS WRI website will become obsolete. However, WRI-TAPs will likely be emerging at different rates from SCD to SCD across the state, so NDFS will leave "old" documents up on the website as long as possible.

WRI-TAPs should contact NDFS directly if they find instructions or forms on the NDFS website or other places that seem to contradict information found in this Toolkit.

How WRI Works (with WRI-TAPs)

Step 1: WRI-TAP receives inquiry about windbreak management or about the WRI program. Or, NDFS refers landowner to WRI-TAP.

Step 2: WRI-TAP contacts landowner and obtains information to determine basic eligibility.

Step 3: WRI-TAP conducts windbreak assessment and prepares a Windbreak Assessment Site Visit Report.

- WRI-TAP is compensated for completed Windbreak Assessment Site Visit Report.

Note: A WRI-TAP Windbreak Assessment Site Visit Report and the recommendations contained within are essential in empowering landowners to undertake active management of their windbreak.

Many landowners may not pursue a WRI Grant, and this is OK!

Step 4: WRI-TAP works with landowner to determine which recommendations will be included in the WRI Grant Application and assists with completing and submitting the WRI Grant Application Package.

- WRI-TAP is compensated for completed WRI Grant Application Package.

Step 5: NDFS reviews applications and makes recommendations for funding.

Step 6: Landowners with funded renovation projects sign a cost-share agreement with NDFS and have two years to complete their renovation. WRI-TAPs assist the landowner as needed. Occasionally additional technical assistance requiring another site visit is requested by the landowner.

- WRI-TAP is compensated for completing one Renovation In-Progress Site Visit Report, if requested.

Step 7: Before the two-year deadline, landowner notifies WRI-TAP that renovation is complete and requests final inspection.

- WRI-TAP is compensated for completing Final Inspection Report.

Step 8: WRI-TAP assists landowner with gathering necessary documents, certifying completed project, and submitting reimbursement request.

- WRI-TAP is compensated for completed Reimbursement Package.

Windbreak Assessment Pre Site Visit Checklist

- This checklist is not all-inclusive, but gives some basic guidance for things to go over prior to the site visit.
- Please feel free to customize.

- Confirm that the windbreak is actually a windbreak as defined on page 3 of the Toolkit.
- Confirm that the site meets land eligibility on page 3-4 of the Toolkit.
- Confirm landowner goals for the windbreak are consistent with the overall goals for the program.

*Please consult with NDFS if any of the above criteria are in question *prior* to completing the site visit.

- Review aerial imagery of the windbreak. The ND Water Commission hosts a free map service that is user-friendly and available online at <https://mapservice.dwr.nd.gov>. Imagery is available from 2003-present.

- Use Web Soil Survey to review soil map report.
 - NDFS recommends the following map settings:
AOI -> Soil Data Explorer -> Soil Reports ->
Land Classifications -> Conservation Tree and Shrub Suitability Groups (CTSGs)
(expand) >>>
Select "Include minor soils" -> View Soil Report

 - Soil report and aerial imagery can be very helpful in determining the causes of windbreak decline and are important tools for making management recommendations.

Initial Windbreak Site Visit Outline

Windbreak Assessment – Questions & Considerations

- The *purpose* of the windbreak assessment is to gather information that will be used to make management recommendations that help the landowner meet their windbreak goals.
1. Landowner Goals- Ask the landowner what their goals are for the windbreak. Are their goals realistic? Are they aligned with the Program Guidance on pages 2-3 of the Toolkit?
 2. Function – What was the original purpose of the windbreak? Is the windbreak still needed for this purpose? How well is the windbreak performing?
 3. Appearance – Do the trees and shrubs appear healthy? Is the condition variable from row to row? Are the dead trees and/or shrubs distributed throughout or localized to one spot in the windbreak?
 4. Species Diversity – What species are present and what is their condition?
 5. Age Class Diversity – When was the windbreak planted? Is there natural regeneration occurring? What species are regenerating?
 6. Cultural Practices – Is there evidence that cattle or other livestock have been in the windbreak? Are the trees appropriately spaced? Has the weed barrier fabric been managed properly? Is the windbreak adjacent to a field in annual crop production?
 7. Damaging events –Has the windbreak been subject to an extreme event such as a flood, fire or high wind event?
 8. Site Limitations- What are the characteristics of the site that might limit windbreak potential?
 9. Landowner - What experience does the landowner have with windbreak renovation? What resources do they have available (friends, family, equipment, time?) Are they open to suggestions or do they have a renovation plan firmly in mind?
 10. If the landowner has a renovation plan in mind, what additional considerations should they be aware of? Are there alternatives they should consider?
 11. Sketch the windbreak, noting:
 - a. Species and condition
 - b. Locations of snow drifts
 - c. Site limitations (soil change, slope, standing water)
 - d. Buildings, roads, other structures. Locations of planned future installations.
 - e. Ownership and land use on adjacent property
 - f. Locations of overhead power lines, underground utilities, easements, setbacks

Windbreak Assessment Site Visit Report Outline

Please Note:

- Windbreak assessments are provided free of charge to the landowner.
- Landowners are not obligated to follow any of the management recommendations provided.
- A windbreak assessment must be requested by the landowner or on behalf of the landowner by the land manager if the landowner is not actively involved in the day-to-day management of the property.
- Landowner or landowner representative should be present at site visit or otherwise actively engaged in the process.
- Report should reflect the landowner’s goals for their windbreak AND sustainable forest management.
- All of the windbreaks should be combined into one report. Not all windbreaks on the property must be included.
- A copy of the report must be delivered (via mail, email or in person) to the landowner once it is complete.

Report Outline:

Logos & Header

At the top of the first page, you must include the NDFS & Forest Stewardship Program logos. You may also include your SCD logo.

Report Title

Windbreak Assessment Site Visit Report

Landowner Name

- Include the name of the actual landowner. Also include the name of the cooperating party who requested the windbreak assessment site visit (ie. son/daughter, renter) if different than the landowner.

Landowner Contact Information

- Mailing Address
- Phone (s)
- Email
 - Include cooperating party’s contact information if applicable.

Site Information

- Quarter, Section, Township, Range, County
 - Use the PLSS system (S-T-R numbers) not the civil township. Include the site street address if it has one and it is different than the landowner/cooperator contact address.

Person Completing Windbreak Assessment Site Visit Report

- Name, Title, Contact Information
 - Include names and titles of other professionals that participated in the site visit, if applicable.

Date of Site Visit

Size of area and brief description of windbreak

Examples:

- This is a farmstead windbreak. The farmstead is approximately 5 acres in size.
- These are 3 single-rows of Siberian elm across a quarter-section crop field.
- This is a living snow fence along a quarter-mile driveway.

Aerial Map/image with Subject Area(s) delineated

- NAIP imagery from 2003-present is available on the ND GIS HUB.
- The ND Water Commission hosts a map service that is user-friendly and available online at: <https://mapservice.dwr.nd.gov>.

Use the most recent imagery available.

Observations

Use the information gathered during the windbreak assessment to note:

- Functionality of the windbreak
- Appearance/Condition
- Species & Age(s)
- Cultural practices, damaging events
- Site limitations

Discussion

- Statement of landowner's goals for their windbreak
- Expected future condition with no interventions
- Management recommendations – this can be general recommendations and can include practices not eligible for cost share, such as opening the holes in the weed barrier.
- If the landowner has stated a preferred management or renovation strategy, discuss this, including additional considerations and alternatives

Representative Photo(s)

Cultural Resources

If you make any recommendations that might include any dirt disturbances, include the following statement:

“Consult appropriate authorities, such as the ND State Historic Preservation Office, prior to undertaking soil-disturbing activities including tree planting.”

Threatened and Endangered Species

Include the following statement:

“North Dakota is a large state with vast and varied land-use practices. Most of the state was once native prairie and comparatively little of it remains. If possible, avoid converting native rangeland habitat to other uses.”

And, if any recommendations include thinning or removal of large trees, include the following:

“Generally forest thinning and windbreak renovation practices that are conducted to restore forested landscapes can be conducted with little overall impact to forest-dependent species populations. In fact, these practices are conducted to preserve and enhance these forest stands and keep essential habitat on the landscape into the future. However, the northern long-eared bat population is currently declining rapidly nation-wide due to white-nose syndrome. If planned practices include any tree removals, whether the trees are alive or dead, they should be done outside the bat pup season of June 1 to July 31.”

Acknowledgement & Civil Rights Requirement

At the bottom of the last page you **must** include the following:

“This program is provided with funding from the USDA-Forest Service.

“In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English.”

WRI 2.0 Cost-Share Eligible Practices

Eligible Practices	In-Kind Value
<u>1.1 In-row thinning</u> Removal of individual trees in a row to reduce windbreak density, correct in-row spacing and/or manage snow distribution.	\$0.55 /foot
<u>2.1 Complete removal</u> Complete removal and disposal of standing trees. Roots pulled or treated to prevent regrowth. Hand felling, machine felling, bulldozing or a combination of methods may be used.	\$2.34 /foot
<u>3.1 Coppicing</u> Coppicing treatment of certain shrubs < 6" DBH where roots and above-ground material is left intact, generally with hand tools.	\$0.81 /foot
<u>3.2 Regenerative treatment</u> Regenerative treatment of certain tree species > 6" DBH with roots and above-ground material left intact. Hand felling or machine felling may be used.	\$1.00 /foot
<u>4.1 Site preparation</u> Use of chemical or mechanical means to control undesirable vegetation, remove slash and debris, or alter site to provide optimum conditions for planting.	\$155.00 /acre
<u>5.1 Machine tree or shrub planting</u> Bare-root conservation-grade stock, machine planted	\$0.31 / foot
<u>6.1 Hand planting</u> Bare-root conservation-grade stock or plugs, hand planted	\$2.20 /each
<u>7.1 Fabric – continuous row application</u> Fabric weed barrier, applied	\$0.93 /foot
<u>8.1 Removal of downed material</u> Complete removal and disposal of downed material, especially following wind event. Roots pulled or treated to prevent regrowth. Hand tools, light machinery or heavy machinery may be used.	\$2.34 /foot

Supplemental Practice - No "In-Kind" value	Eligible Cash Expense
<u>Grass Buffer</u> - The installation of a 30' wide grass buffer between the windbreak and the field in annual crop production, to protect the windbreak from herbicide drift. Approved seed mixes only- requires copy of Seed Tag	Up to \$100 per acre for Grass Seed



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Grant Application

To fill out this Application you will need:

1. Renovation Practices Map
2. ND-CPA-4 Planting Plan or Handplant Plan (if there will be any replanting)
3. Cost estimates for practices that will be cash expenses.
4. Completed Budget Worksheet

Applicant (Landowner) Information

Landowner Name _____ Best Phone Number _____
 Landowner Mailing Address _____ City _____
 State _____ Zip _____ Landowner Email _____

Secondary contact person—if there is another person we should include in communications about this project. This may be a local natural resources technician or a family member who will help manage the project.

Name _____ Title or Relationship to Landowner _____
 Best Phone Number _____ Email _____

Project Location

County _____ Section _____ Township _____ Range _____

Windbreak Type (check one) Farmyard/Residence Field Living Snow Fence (Roadway)

Estimated Forest Restoration Acres (from Renovation Practices Map) _____

Financial Information (must match amounts on Budget Worksheet)

Estimated Value of In- Kind	\$ _____
Estimated Cash Expenses	\$ _____
Estimated Forest Restoration Credit	\$ _____
Estimated Reimbursement	\$ _____

Required Attachments:

- Renovation Practices Map
- ND-CPA-4 Planting Plan or Handplant Plan (if there will be any replanting)
- Completed Budget Worksheet

Incomplete Applications or those missing Attachments will be returned for correction.



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Renovation Practices Map

Landowner _____ County _____ Date _____

Section ____ Township ____ Range ____ Forest Restoration Acres _____

Aerial map image with all renovation practices indicated. Enter practice amounts in the table below the map. *if biomass will be piled/burned/buried, indicate location(s)

1.1 In-row thinning		feet	5.1 Machine tree or shrub planting		feet
2.1 Complete removal		feet	6.1 Hand planting		each
3.1 Coppicing		feet	7.1 Fabric – continuous row		feet
3.2 Regenerative treatment		feet	8.1 Removal of downed material		feet
4.1 Site preparation		acre	Supplemental Grass Buffer		acre

Budget Worksheet

- Use most recent North Dakota County Rents & Prices Annual Survey – 5 year average rental rate for non-irrigated cropland to determine Forest Restoration Credit (FRC) Value
<https://www.land.nd.gov/resources/north-dakota-county-rents-prices-annual-survey>
- FRC acres are determined by measuring the renovated area(s.)

Partial acres should be rounded to the nearest 10th (one decimal place.)

Feet can be rounded to the whole foot.

Dollar amounts can include cents.

Converting Acres to Feet

For many renovation practices, quantities are measured in feet. However, footage can be difficult to determine in naturalized windbreaks where the rows are no longer visible.

NDFS uses the following formulas to determine footage in naturalized windbreaks:

1- Measure the area in square feet. Acres can be converted to square feet by multiplying by 43,560 = A

2- Calculate the square root of the area = R

3- (R divided by 20) times R = length in feet

$$\sqrt{A} = R$$

$$(R/20) \times R = \text{Length}$$

**WRI 2.0 Grant Estimated Budget
Worksheet**

Practices Performed by the Landowner (in-kind)				Cash Expenses *	
	Value per unit	X Estimated Units	Value	Practice	Estimated COST*
1.1 In-row thinning	\$0.55		ft	1.1 In-row thinning	
2.1 Complete removal	\$2.34		ft	2.1 Complete removal	
3.1 Coppicing	\$0.81		ft	3.1 Coppicing	
3.2 Regenerative treatment	\$1.00		ft	3.2 Regenerative treatment	
4.1 Site preparation	\$155.00		ac	4.1 Site preparation	
5.1 Machine tree or shrub planting	\$0.31		ft	5.1 Machine tree or shrub planting	
6.1 Hand planting	\$2.20		ea	6.1 Hand planting	
7.1 Fabric – continuous row application	\$0.93		ft	7.1 Fabric – continuous row application	
8.1 Removal of downed material	\$2.34		ft	8.1 Removal of downed material	
EXTRA LINE -PARTIAL IN KIND (Describe below)					
Estimated Total Value of In-Kind A				Seed for Grass Buffer	
				Estimated Total Cash Expenses	B
Forest Restoration Credit		<u>Acres</u>	<u>Rental Rate</u>	*Upon completion of the project submission of copies of paid receipts, invoices showing zero balance due or canceled checks showing the actual costs of project implementation and evidence that you have paid all costs associated with the project.	
Acres X Rental Rate X 10 =			C		
Estimated Reimbursement					
Total of A + B + C			Line1		
Line 1 multiplied by 0.50			Line 2		
Total of B			Line 3		
Line 2 MINUS Line 3			Line 4		
If Line 4 is NEGATIVE, enter amount from Line 2			Estimated Reimbursement:		
If Line 4 is POSITIVE, enter amount from Line 3					

Planting Plan

- For machine plantings use the NRCS ND-CPA-4 Tree and Shrub Planting Plan and Record found at <https://efotg.sc.egov.usda.gov/#/state/ND>
- If hand plants will be used (such as for inter-planting) create a Handplant Plan by noting species to be used and locations they will be planted on a map or drawing.
- Site evaluation should be used to determine design and CTSG(s) suitability.
- Species for replanting should be suitable for CTSG(s) as described in ND-NRCS Expected 20-year Tree Heights https://efotg.sc.egov.usda.gov/references/public/ND/Expected_20-Year_Tree_Heights.pdf and/or relevant ND-NRCS Soil Technical Notes.
 - Species listed for review on the New Trees for ND Windbreaks may be used <https://www.ag.ndsu.edu/ndfs/documents/new-species-2-page.pdf>
 - Consult NDFS *prior to including in a planting plan* if other species are desired.
 - Use the comment box or attach additional documentation if “NR” appears anywhere on the planting plan.

ONLY conservation-grade woody plant material should be used.
Bareroot stock should be used for machine plantings.
Bareroot *or* container plugs may be used for hand planting.

Renovation In-Progress Site Visit Report Outline

Please Note:

- A WRI In-Progress site visit may be requested when resource conditions change significantly or renovation plan cannot proceed as originally intended, requiring a change to the **Renovation Practices Map** or **Planting Plan**. Commonly this is due to a tree damaging wind event or obstacles not originally identified.
- The purpose of this report is to provide information that will be used for NDFS to determine if a Project Modification is warranted and to provide documents necessary for this purpose.
- WRI-TAPs should request NDFS approval if a Renovation In-Progress Site Visit Report is requested for another purpose.

Report Outline:

Logos & Header

At the top of the first page, you must include the NDFS & Forest Stewardship Program logos. You may also include your SCD logo.

Report Title

Renovation In-Progress Site Visit Report

Landowner Name & WRI Agreement Number

Person Completing Renovation In-Progress Site Visit Report

Name, Title, Contact Information

- Include names and titles of other professionals that participated in the site visit, if applicable.

Date of Site Visit

Reason for Visit

Examples:

- Landowner has an opportunity to move three bins to the north side of the shop and would like to move three of the five supplemental rows to the north instead of having all five rows to the south of the existing windbreak.
- Straight line winds on August 21st damaged many more trees so the landowner would like to remove all 4 rows instead of the two rows originally planned.

Representative Photo(s)

Updated Documents

Include updated Renovation Practices Map, updated Planting Plan, and updated Budget Worksheet as applicable.

Acknowledgement & Civil Rights Requirement

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“In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

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Final Inspection Report

Landowner _____ WRI Agreement Number _____

Aerial map image with all renovation practices indicated.

Enter practice amounts in the table below the map.

1.1 In-row thinning		feet	5.1 Machine tree or shrub planting		feet
2.1 Complete removal		feet	6.1 Hand planting		each
3.1 Coppicing		feet	7.1 Fabric – continuous row		feet
3.2 Regenerative treatment		feet	8.1 Removal of downed material		feet
4.1 Site preparation		acre	Supplemental Grass Buffer		acre

Photos of Completed Practices

Include Copy of ND-CPA-4 with “As Planted” Information filled in

Contact Information for person completing this Final Inspection Report

I hereby certify that the windbreak renovation project has been completed as described in the NDFS Renovation Practices Map on page 1 of this report and the attached planting plan and photos.

Signature

Date



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Certification & Reimbursement Form

Landowner _____ WRI Agreement Number _____

WRI 2.0 Grant Reimbursement Worksheet						
<u>Practices Performed by the Landowner (in-kind)</u> MUST MATCH AMOUNTS ON INSPECTION REPORT				<u>Cash Expenses *</u>		
	Value per unit	Actual Units	Value	Practice	ACTUAL COST*	✓
1.1 In-row thinning	\$0.55			1.1 In-row thinning		
		ft				
2.1 Complete removal	\$2.34			2.1 Complete removal		
		ft				
3.1 Coppicing	\$0.81			3.1 Coppicing		
		ft				
3.2 Regenerative treatment	\$1.00			3.2 Regenerative treatment		
		ft				
4.1 Site preparation	\$155.00			4.1 Site preparation		
		ac				
5.1 Machine tree or shrub planting	\$0.31			5.1 Machine tree or shrub planting		
		ft				
6.1 Hand planting	\$2.20			6.1 Hand planting		
		ea				
7.1 Fabric – continuous row application	\$0.93			7.1 Fabric – continuous row application		
		ft				
8.1 Removal of downed material	\$2.34			8.1 Removal of downed material		
		ft				
EXTRA LINE -PARTIAL IN KIND (Describe below)						
Total value of in-kind			a)	Seed for Grass Buffer		
				Total Cash Expenses	b)	
<u>Forest Restoration Credit</u>		Acres	Rental Rate	* Required documentation and submission of copies of paid receipts, invoices showing zero balance due or canceled checks showing the actual costs of project implementation and evidence that you have paid all costs associated with the project.		
Acres X Rental Rate X 10 =			c)			
CONTINUE ON PAGE 2						

Certification & Reimbursement Form PAGE 2

Total of a) + b) + c)	Line 1	
Line 1 multiplied by .50	Line 2	
Total of b)	Line 3	
Line 2 minus Line 3	Line 4	
If Line 4 is NEGATIVE, enter amount from Line 2 OR		Reimbursement Requested:
If Line 4 is POSITIVE, enter amount from Line 3		

Landowner Certification	
<p>I certify that this form and the attached documents are a true, accurate and complete accounting of the costs to complete the Windbreak Renovation project described and referenced in my NDFS Windbreak Renovation Agreement and Final Inspection Report. I can be reached at (one contact method is required)</p> <p>Phone _____ email _____</p> <p>to answer any questions regarding this Form or attachments.</p> <p>_____</p> <p>Signature Date</p> <p>*W9 required.</p>	

NDFS USE ONLY	
<p>Amount \$</p> <p>Payee:</p> <p>Payee Address:</p> <p>Fund Number:</p> <p>Approval Signature _____</p> <p>Date _____</p>	<p>Current W-9 On File _____</p> <p>Acres Cropland _____</p> <p>Rural Residences _____</p> <p>Miles Road _____</p>

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This publication is available in alternate format upon request. Please contact the owner of the publication at 701-537-3584.

Submitting Information to NDFS

NDFS uses a simple online system called **TAP-Link** to organize technical assistance information and documents.

- Save the document as a .pdf and save it using this file name format:
County_LandownerLast_LandownerFirst_Year_Name of document
- Go to **TAP-Link** <https://arcg.is/1ef01T>
- Enter basic information:
 - Your name
 - SCD Name
 - File Name
 - Chose the Document Type
 - Draw the project boundary (Windbreak Assessment Site Visit Report Only)
 - Pin the windbreak location (All reports)
 - Submit
- Add to Summary Report

TAP-Link is not used for Reimbursement packages.

WRI-TAP Payments

- WRI-TAPs may bill NDFS monthly according to the set payment schedule in the Contracted Services Agreement.
- Submit an Invoice and Summary Report via email to:
liz.smith@ndsu.edu and CC'd to Jennifer.Dragseth@ndsu.edu
- NDFS will review technical assistance reports and issue payment upon approval.

WRI-TAP Summary Report

Contractor Name (Payee on Invoice)	Period Beginning	Period Ending
Windbreak Assessment & Report		
Landowner Name	File Name	NDFS Review
Grant Application Package		
Landowner Name	File Name	NDFS Review
Renovation In-Progress Report		
Landowner Name	File Name	NDFS Review
Completed Project Inspection Report		
Landowner Name	File Name	NDFS Review
Reports referenced above must be submitted online to TAP-Link https://arcg.is/1efO1T		
Completed Reimbursement Packet		
Landowner Name		NDFS Review
Submit Reimbursement Packet via email to: https://filetransfer.ndsu.edu/filedrop/liz.smith@ndsu.edu	ORIGINAL Landowner Certification & Reimbursement form and first page of W9 (three total pages) must be mailed hard copy to: ND Forest Service 307 1st Street East Bottineau, ND 58318-1100	