

**North Dakota Forest Service (NDFS)  
Community Forestry Grant Program**  
ATB (America the Beautiful) and CFF (Community Family Forest) Grants

## Frequently Asked Questions

### Planning the Project

**Q: WHAT IS A PROJECT DESIGN PLAN?** (Examples in [Supporting Documents](#))

A project design plan includes detailed maps showing the area where the project will be taking place and identifies approximate locations where trees and or shrubs will be planted, managed, pruned, or where trees will be removed.

**Q: WHAT ARE ELIGIBLE EXPENSES FOR GRANT AND MATCH?**

Eligible expenses for grant projects include site preparation, tree removals, cost of trees, mulch, stakes and ties, watering bags, contractor fees, rental of equipment to complete the project.

**Q: HOW DO WE CHOOSE APPROPRIATE TREE SPECIES FOR A SITE?**

Select trees that are northern hardy and are a good fit for the project site. Work with a ND Department of Agriculture licensed and reputable nursery that offers proven plants for North Dakota's cold climate and alkaline/high pH soils. Look for selections of the NDSU Woody Plant Improvement Program. Refer to your community's street tree inventory (CTAP – Community Threat Assessment Protocol) to help guide your choices. Diversity is important, please choose tree species that aren't already taking up large percentages of your community's forest.

**Q: WHAT TYPE AND SIZE OF TREES SHOULD BE USED FOR A PROJECT?**

The type and size of trees will vary depending on the goal of the project and available budget.

See [NDSU Extension Publication F1785](#), "Tree Planting in North Dakota" to determine if bare-root, container-grown, or balled and burlapped trees are best for your project.

**Q: CAN WE USE CONSERVATION SEEDLINGS FOR GRANT PROJECTS?**

Conservation stock is intended for conservation plantings, such as a community windbreak surrounding an athletic field. Ornamental trees purchased from a licensed nursery are appropriate for most community forestry grant projects.

**Q: WHERE DO I FIND PRICES FOR TREES?**

Call or visit a nursery to determine approximate costs for trees. Costs will vary for different types and sizes of trees.

**Q: WHAT SHOULD I INCLUDE IN MY PHOTOS?**

Photos should portray a good example of the proposed project site including above-ground utilities, current ground cover and topography. Photos enable the grant review committee to get a clear visual of the project location.

**Q: What is a CTAP?**

CTAP, or Community Threat Assessment Protocol, is a community's public tree inventory. CTAP inventories have been completed by NDFS staff in communities across the state. These communities are encouraged to use the North Dakota Tree Inventory/Planning Tool (ND TIP Tool).

**Q: What is the ND TIP Tool?**

The ND TIP Tool is an editable, web-based tree inventory tool. The TIP Tool provides CTAP cities the opportunity to identify and manage their trees to support healthy and diverse community forests.

## Writing & Submitting the Application

### Q: WHO IS ELIGIBLE TO APPLY FOR GRANTS?

Grants may be awarded to public entities including counties, townships, cities, park districts, school districts and tribal equivalents. All tree planting projects must be located on publicly owned property.

### Q: WHAT ARE THE CRITERIA USED TO EVALUATE GRANT PROPOSALS?

Grant proposals are scored using guidelines posted on the NDFS Community Forestry Grants webpage. Scoring guidelines are specific for each of the three different grants. Applications that score highly are well written with thoughtful planning, provide multiple community benefits, involve volunteers, feature species diversity, and show knowledge of proper tree planting as well as post-planting tree care. CTAP communities that utilize the ND TIP Tool with their grant project will receive extra points.

**Q: WHY DO I NEED TO CONTACT A CF STAFF MEMBER TO OBTAIN THE GRANT APPLICATION?** Community Forestry staff are here to help you coordinate planning efforts, match your project with the right grant application, assess the project site and assist you with species choices.

### Q: WHO REVIEWS THE GRANT APPLICATIONS?

A sub-committee of the North Dakota Community Forestry Council reviews applications. Recommendations are presented to the full council and State Forester for final review and approval.

### Q: CAN AN APPLICANT APPLY FOR MORE THAN ONE GRANT?

Yes. Eligible applicants can apply for all three grants (ATB Tree Planting, ATB Program Development, and Community Family Forest) and potentially be awarded funds for all three.

### Q: WHERE CAN I FIND A MAP OF MY CITY? (Examples in [Supporting Documents](#))

City maps are easily obtainable from Google maps or Mapquest. These maps are user-friendly and enable you to mark project locations and planting sites on the map. CTAP communities can easily access maps of their community at <https://ndcitytrees.org/NorthDakota/>

### Q: HOW DO I DETERMINE THE LEGAL LAND DESCRIPTION OF THE PROJECT SITE?

The State Water Commission has an online map at <http://mapservice.swc.state.nd.us/>. Each time you click on this online North Dakota map, the screen will zoom in closer to the location you choose. Continue to zoom in on the map until the Township, Range and Section numbers appear on the map.

### Q: WHERE DO I SEND MY COMPLETED APPLICATION?

Please send **ORIGINAL application AND seven (7) copies (8 TOTAL)** to:  
Community Forestry Grants  
North Dakota Forest Service  
916 East Interstate Avenue, Suite 4  
Bismarck, ND 58503-1227

### Q: WHEN WILL I FIND OUT IF MY GRANT APPLICATION HAS BEEN AWARDED?

The Community Forestry Grant Program Timeline is posted on the NDFS Community Forestry grants webpage at <https://www.ag.ndsu.edu/ndfs/documents/timeline.pdf>. Applicants will be notified by mail of approval status.

## Completing Additional Forms & Signing Contract

### Q. WHY ARE WE REQUIRED TO COMPLETE THE W-9, AD1047 AND FEDERAL AUDIT REQUIREMENT?

These forms are a requirement of the federal government. NDFS is mandated to have them completed and signed before issuing grant reimbursement funds.

### Q. HOW DO I COMPLETE THE FEDERAL AUDIT REQUIREMENT FORM?

A public entity such as county, township, city, park district, school district, tribal equivalent or non-profit organization that expends LESS THAN \$750,000 can select:

Our organization expended less than \$750,000 as described in Federal Uniform Guidance 2 CFR Part 200 in Federal funds AND also enclose an Audited Financial Statement; an Independent Auditor's Management Letter; or, some other reviewed financial statement or report with the completed form.

OR

If MORE THAN \$750,000 is expended, a Single Audit by an independent certified public accountant must be completed and filed with the Federal Audit Clearinghouse.

### Q. WHY DO WE HAVE TO WAIT TO BEGIN OUR PROJECT UNTIL AFTER THE CONTRACT IS SIGNED BY THE ND STATE FORESTER?

The signature of the ND State Forester is required to make the contract legally binding.

## Completing the Reimbursement Process

### Q. HOW DO I OBTAIN REIMBURSEMENT FORMS & INSTRUCTIONS?

The reimbursement documents are included in the award packet that is mailed to you after you return the signed contract and required forms (W-9 for CFF Grants; W-9, AD-1047 & Federal Audit Requirement for ATB Grants). Electronic forms are available upon request when contacting your NDFS staff for the required inspection.

### Q. WHAT IS PROOF OF PAYMENT?

Proof of payment can be a receipt with the check number and date paid recorded on it. An alternative proof of payment is a copy of the canceled check from the bank. A copy of a canceled check can be obtained if using online banking or by requesting a copy from your bank. If the item(s) were paid with a credit card, the receipt must reflect this payment method.

### Q. WHERE DO I SEND THE COMPLETED REIMBURSEMENT?

Send the completed reimbursement forms and all corresponding documents to:

Community Forestry Grants  
North Dakota Forest Service  
916 East Interstate Avenue, Suite 4  
Bismarck, ND 58503-1227

### Q. ONCE I SEND IN THE REIMBURSEMENT PAPERWORK, HOW LONG DOES IT TAKE TO RECEIVE REIMBURSEMENT?

Once the NDFS, Bismarck Field Office has all required documents, an accounts payable voucher is completed and mailed to North Dakota State University (NDSU) to process the payment. Once NDSU receives the grant reimbursement documents and accounts payable voucher it can take up to three weeks to receive payment.