



# 2019 North Dakota Forest Service Community Family Forest (CFF) Grant Program

**Application Deadline: April 30, 2019**

Entity: \_\_\_\_\_

Community: \_\_\_\_\_

**Primary Contact Person:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_

**Secondary Contact Person:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_

Is the primary contact person the individual who will manage this project? Yes If no, please list the name and title of the individual managing this project. \_\_\_\_\_

|  |
|--|
| <p><b>Applicant MUST contact NDFS personnel to coordinate project planning efforts during the process of completing this application.</b> See personnel contact information at <a href="http://www.ndsu.edu/ndfs/">www.ndsu.edu/ndfs/</a>.</p> |
| <p>Name of NDFS Community Forestry Staff: _____</p>  |
| <p>Date(s) of Contact: _____</p>   |

| <p>Provide the legal land description of the project location. We will use this information to conduct Class I cultural resource reviews. To assist with your legal land descriptions: <a href="http://mapservice.swc.state.nd.us/">http://mapservice.swc.state.nd.us/</a>.</p> |                 |              |                |                           |
|---|-----------------|--------------|----------------|---------------------------|
| County Name   | Township Number | Range Number | Section Number | Quarter<br>NE, NW, SE, SW |
|   |                 |              |                |                           |

Maximum grant award is \$1500; ND Tree City USA communities may apply for a maximum award of \$2000.

Projects must be on public owned or public controlled property.

To assist in the successful completion of this application reference Supporting Documents:  
<https://www.ag.ndsu.edu/ndfs/documents/2018-supporting-documents.pdf>

Did you use the ND TIP Tool in planning this project?      YES      NO      If YES, explain briefly how it was used.

Please provide thorough information for the review committee to understand your project. Projects will be ranked according to the quality of the application as a whole and how well the specified scoring criteria are addressed. Refer to the Grant Scoring Guidelines at <https://www.ag.ndsu.edu/ndfs/programs-and-services/america-the-beautiful-grant-opportunities>.

Describe the type of project and clearly outline its purpose and goals. Include a planting plan or design (reference Supporting Documents) which contains existing trees, proposed trees, all utilities, infrastructure, waterways, etc.

Did you do a soil test at the planting site?      YES      NO      If yes, please include the results.

How many trees are you planting? \_\_\_\_\_

If you are also planting shrubs, how many shrubs? \_\_\_\_\_

*Add additional pages as needed for any of the questions*

How did you choose your tree species?

If any of the trees are not 1-2" caliper for hardwoods or 3' tall for conifers, please explain.

How are you preparing your site? This can include tree removal, stump grinding, and similar activities. Do not include digging the holes for trees. That comes next.

Are you digging the holes by hand?      Yes      No

If not, please explain how you will dig the holes:

If not planting by hand, please explain how you will prevent the trees from being planted too deeply.

*Add additional pages as needed for any of the questions*

Where will the project be located?

Include maps of the community showing the location of the project and a detailed map of the project site (reference Supporting Documents). Remember to consider the location of above ground and below ground utilities.

Is the project on public property?      Yes      No      If no, the project is not eligible.

What entity owns the property?

If a board or council is responsible, name the board or council.

Are overhead lines in the area where trees are to be planted?      Yes      No

Will 811 be contacted prior to planting day?      YES      NO

Why is the project important to the community?

*Add additional pages as needed for any of the questions*

Please identify by name and/or title the individuals who will be involved with the project and explain what they will do.

How are volunteers involved with the project?

What is your plan of work and project schedule?

*Add additional pages as needed for any of the questions*

Describe your plans to maintain the project for long-term success.

Who is responsible for watering the trees?

What is the frequency the trees will be watered?

Will trees be staked?    Yes        No

If trees will be staked, when will the support ties be removed?

How will you mulch your trees and how often will you re-mulch?

Describe the steps you will take to prevent damaging trees during mowing and string trimming:

What additional information would you like to share with the review committee to help them understand the project?

*Add additional pages as needed for any of the questions*

## Project Cost In-Kind Contributions

### 2. Community's In-Kind Contribution

Donated items must be used for the project; no peripheral expenses can be used as match, such as food, refreshments, or other items outside the scope of the project.

#### A. In-Kind Labor – Volunteers

Estimate the community's "In-Kind Labor Contribution" to complete this project.  
*Suggested Volunteer Labor Value: \$18.00 per hour .*

| ACTIVITY  | VOLUNTEER GROUP'S NAME (IF APPLICABLE) | # OF PEOPLE | # OF HOURS | TOTAL HOURS | VALUE PER/HR. | GRAND TOTAL |
|---|--|-------------|------------|-------------|---------------|-------------|
|   |  |             |            |             |               |             |
|   |  |             |            |             |               |             |
|   |  |             |            |             |               |             |
|   |  |             |            |             |               |             |
|   |  |             |            |             |               |             |
|   |  |             |            |             |               |             |
|   |  |             |            |             |               |             |
| Copy amount to In-Kind Labor on Project Budget Estimate - <b>TOTAL VALUE OF IN-KIND LABOR</b> |  |             |            |             |               |             |

#### B. In-Kind Equipment

What donated equipment will be used to complete this project? See *Equipment Values in Supporting Documents.*

| ACTIVITY   | EQUIPMENT USED | # OF HOURS | VALUE PER HR. | TOTAL VALUE |
|--|----------------|------------|---------------|-------------|
|  |                |            |               |             |
|  |                |            |               |             |
|  |                |            |               |             |
|  |                |            |               |             |
|  |                |            |               |             |
|  |                |            |               |             |
|  |                |            |               |             |
| Copy amount to In-Kind Equipment on Project Budget Estimate - <b>TOTAL VALUE IN-KIND EQUIPMENT</b> |                |            |               |             |

#### C. In-Kind Supplies

What supplies or other donated items of value will be used to complete your project?  
 (Food and refreshments are not eligible.)

| SUPPLIES   | VALUE |
|--|-------|
|  |       |
|  |       |
|  |       |
| Place the value of the in-kind item in the appropriate category on Budget Estimate<br><b>TOTAL VALUE OTHER IN-KIND CONTRIBUTIONS</b> |       |

**3. Project Cost Cash Expenses** – grant funds and applicant cash-match expenditures.

**A. Site Preparation** - What is the estimated cost of preparing the site for the project?

| ACTIVITY  | TOTAL |
|---|-------|
|   |       |
|   |       |
|   |       |
|   |       |
|   |       |
|   |       |
| <b>TOTAL ESTIMATED COST OF SITE PREPARATION</b> |       |

**B. Supplies** - What is the estimated cost of non-plant materials needed for completing this project?

| ITEM PURCHASED                          | QTY | X COST PER | = TOTAL COST |
|---|-----|------------|--------------|
|   |     |            |              |
|   |     |            |              |
|   |     |            |              |
|   |     |            |              |
|   |     |            |              |
| <b>TOTAL ESTIMATED COST OF SUPPLIES</b> |     |            |              |

**C. List the plant materials to be used** - Estimate the cost of plant materials to complete your project.

*Size examples – 6' Bare Root (BR), 1½" (BR), #5 container, 1½" Balled and Burlapped (B&B)*

| SPECIES                              | SIZE | QTY | X COST PER | = TOTAL COST |
|--------------------------------------|------|-----|------------|--------------|
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
|                                      |      |     |            |              |
| <b>TOTAL COST OF PLANT MATERIALS</b> |      |     |            |              |

**Community must follow a three-year maintenance requirement. Reference Supporting Documents.**

*No person may engage in the business nor act in the capacity of a contractor within the State of North Dakota when the cost, value, or price per job exceeds the sum of four thousand dollars without first having a license. (NDCC 43-07-02).*

**D. Contracted Planting Services.**

Estimated Labor Cost for planting services: \_\_\_\_\_



# PROJECT BUDGET ESTIMATES

At least 20% of the total cost of the project must be contributed by the applicant in the form of cash, services, and/or in-kind contributions.

| PROJECT EXPENSES               | APPLICANT IN-KIND MATCH<br>A | APPLICANT CASH MATCH<br>B | GRANT FUNDS<br>C | TOTAL<br>D             |
|--------------------------------|------------------------------|---------------------------|------------------|------------------------|
| Labor 1                        | Question-2A                  |                           | NOT ALLOWED      | A+B=D                  |
| Equipment 2                    | Question-2B                  |                           | NOT ALLOWED      | A+B=D                  |
| Site Preparation 3             |                              | Question-3A               | Question-3A      | A+B+C=D                |
| Supplies 4                     | Question-2C                  | Question-3B               | Question-3B      | A+B+C=D                |
| Plant Materials 5              |                              | Question-3C               | Question-3C      | A+B+C=D                |
| Contracted Planting Services 6 |                              | Question-3D               | Question-3D      | A+B+C=D                |
| Other (please specify) 7       |                              |                           | NOT ALLOWED      | A+B=D                  |
| <b>TOTAL 8</b>                 | Sum A1-A7                    | Sum B1-B7                 | Sum C3-C7        | Sum D1-D7=Sum A8+B8+C8 |

Applicant's In-Kind Match Contribution (A8) \_\_\_\_\_

Applicant's Cash Match Contribution (B8) \_\_\_\_\_

Grant Funds Requested (may not be more than maximum allowable grant award) (C8) \_\_\_\_\_

Total Project Cost (D8) \_\_\_\_\_

## CHECK LIST - Please check appropriate boxes

Please indicate here if you are a **Tree City USA**.

### Proposed Projects

**Mail the ORIGINAL application and seven (7) copies (8 TOTAL) of the following:**

Completed application.

Photographs of proposed project site.

Vicinity maps indicating location of project;

- A map identifying project location within the city; and
- A map of the project location identifying highways, streets, and properties surrounding the project (residential, business, education, etc. Examples in Supporting documents.)

Project design plan. (Examples in Supporting Documents.)

Project grant funds are distributed on a reimbursement basis. Reimbursement requests must be submitted for payment at the completion of the project and only upon passing inspection by NDFS Community Forestry Staff. Proof of payment in the form of cleared checks or receipts showing payment by a credit card are required to be submitted with reimbursement documents. All reimbursement documents must be received by NDFS no later than October 31, 2020.

**Project expenses for which you seek reimbursement  
must be incurred AFTER a contract is signed by the State Forester.**

**AUTHORIZING SIGNATURE**

*By signing below, I certify that to the best of my knowledge the information is true. I acknowledge that I am authorized to commit funding and accept Community Family Forest Grant Funds for this project if approved by ND Community Forestry Council and the State Forester.*

\* Our community does not have a tree ordinance; we pledge to develop one and present it for approval to the appropriate local government officials. Once approved, a copy of the ordinance will be sent to the ND Forest Service. This must be done before reimbursement will be made to the community.



Print Name

Print Title

Authorized Signature

Date

**Mail the ORIGINAL application and seven (7) copies (8 TOTAL) of each of the following:**

1. Completed application
2. Photographs of proposed project site
3. Vicinity maps indicating location of project
4. Project design plan

**Application must be postmarked no later than Tuesday, April 30, 2019**

**Mail to:**

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

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This publication is available in alternative formats upon request by calling (701) 328-9944.

# PROJECT TREE LIST

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\*Prairie Expedition elm – Height: 55'. NDSU selection, fast growth, moderate maintenance during formative years.

\*'Triumph' elm – Height: 60'. Very fast growth, moderate maintenance during formative years.

Freeman Hybrid Maples (Silver x Red maple parentage)

'Autumn Blaze' – Height: 50'-60'. Ascending growth form, red fall color.

Bur oak – Height: 60'-80'. Drought tolerant native oak of the white oak family.

Hackberry – Height: 50'-75'. Tall, spreading, native tree, look for northern hardy seed origin plants.

Ohio Buckeye 'Autumn Splendor' – Height: 35'. Hybrid selection with good leaf scorch resistance, orange to red fall color. U of MN selection.

Ohio Buckeye 'Prairie Torch' – Height: 30'. NDSU selection with brilliant orange to red fall color.

'Prairie Stature' Oak – Height: 30'-40'. Outstanding NDSU selection- English x White oak

'Northern Acclaim' Honeylocust – Height: 35'-45'. Thornless, NDSU selection for hardiness, seedless. Drought tolerant.

'Spring Snow' Crabapple – Height: 20-25'. White flowers, fruitless variety, Hardy.

'Prairie Fire Crabapple – Height: 15-20'. First, prolific, pinkish-red blooms. Next comes new purple-maroon foliage, that matures to reddish green. Tolerates a fairly wide range of soil conditions. Persistent fruit.

'Purple Prince' Crabapple – Height: 20'. Red flowers, purple foliage in spring.

'Hot Wings' Tatarian maple – Height: 20'-25'. Scarlet red samaras and strong branch structure.

'Ivory Silk' Japanese tree lilac – Height: 25'. Large creamy white flower panicles. Soils and pH adaptable.

Campground Area – 9 Trees

Prairie Expedition elm – 3

Hackberry - 2

'Prairie Stature' Oak – 2

'Hot Wings' Tatarian maple – 2

Play Area – 10 Trees

'Triumph' elm – 1

'Autumn Blaze' – 2

'Prairie Stature' Oak – 2

'Northern Acclaim' Honeylocust – 2

'Spring Snow' Crabapple – 1

'Prairie Fire Crabapple – 1

'Purple Prince' Crabapple – 1

Highway Area – 13 Trees

Prairie Expedition elm – 2

'Triumph' elm – 2

'Autumn Blaze' – 3

Ohio Buckeye 'Autumn Splendor' – 2

Ohio Buckeye 'Prairie Torch' – 2

'Northern Acclaim' Honeylocust - 2

School Area – 4 Trees

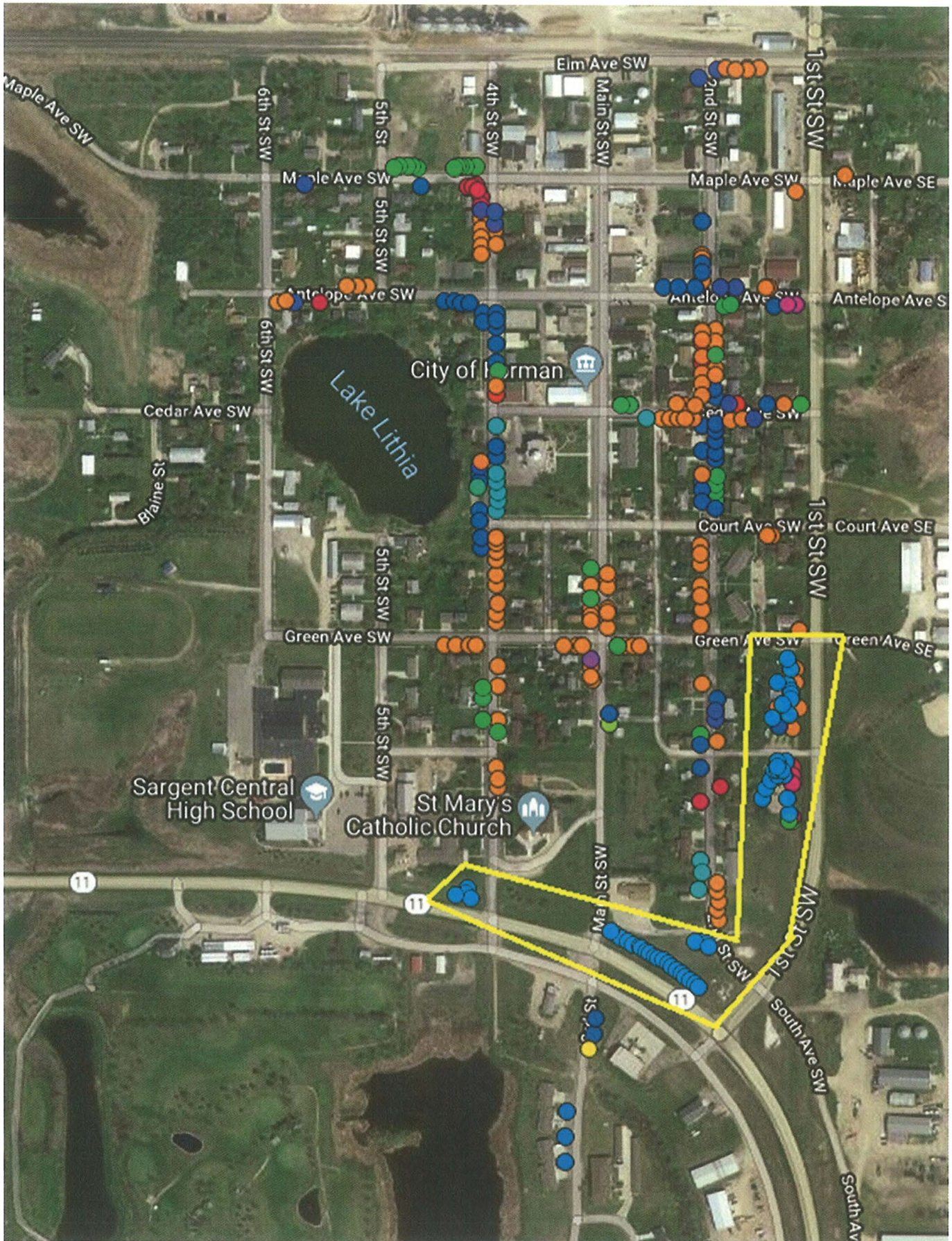
'Triumph' elm – 1

'Northern Acclaim' Honeylocust – 1

'Spring Snow' Crabapple – 1

'Prairie Fire Crabapple – 1

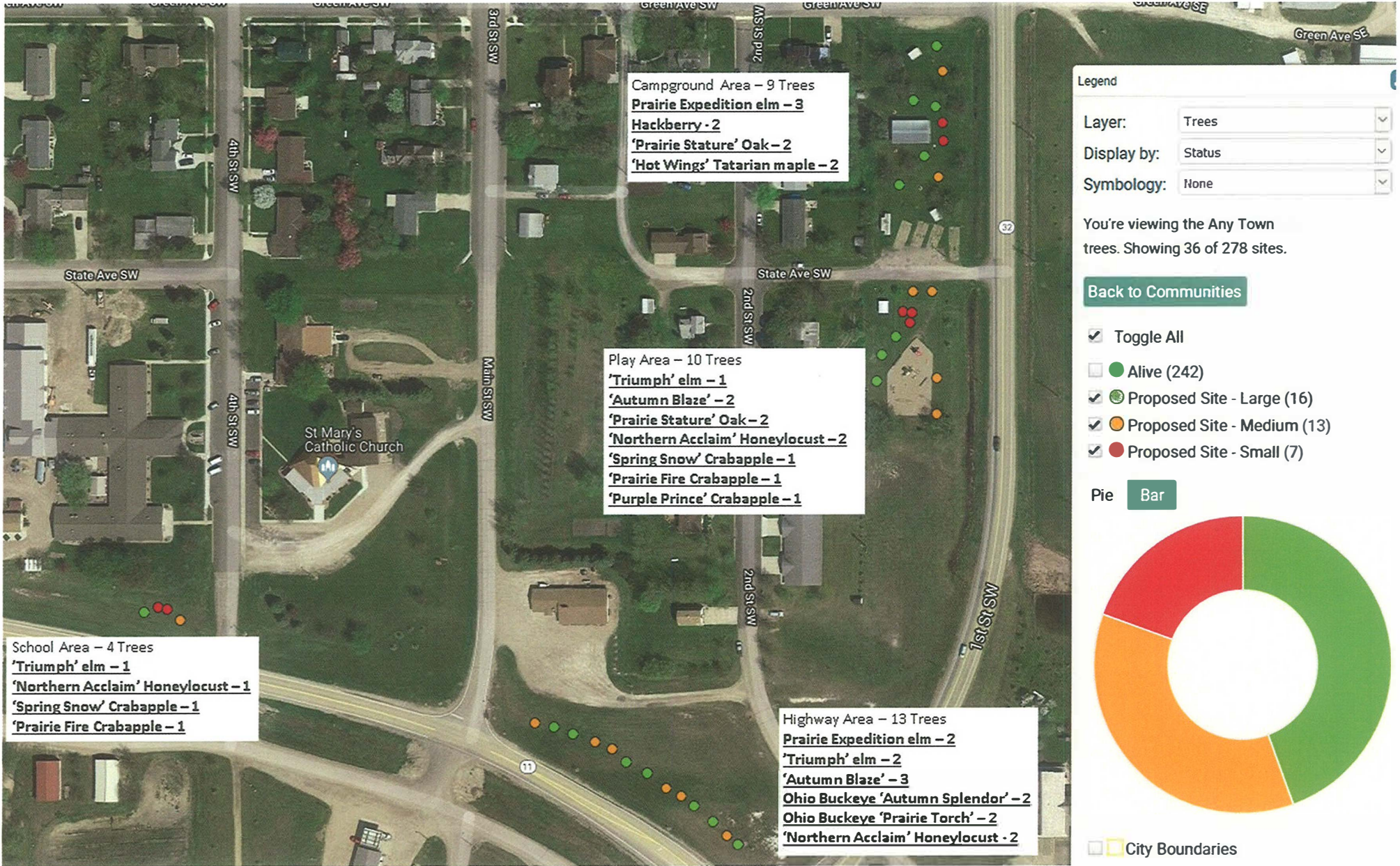
# City Overview – Project Site



# Trees for Removal



# Proposed Tree Species by Location



Any Town City Campground



# Any Town City Park

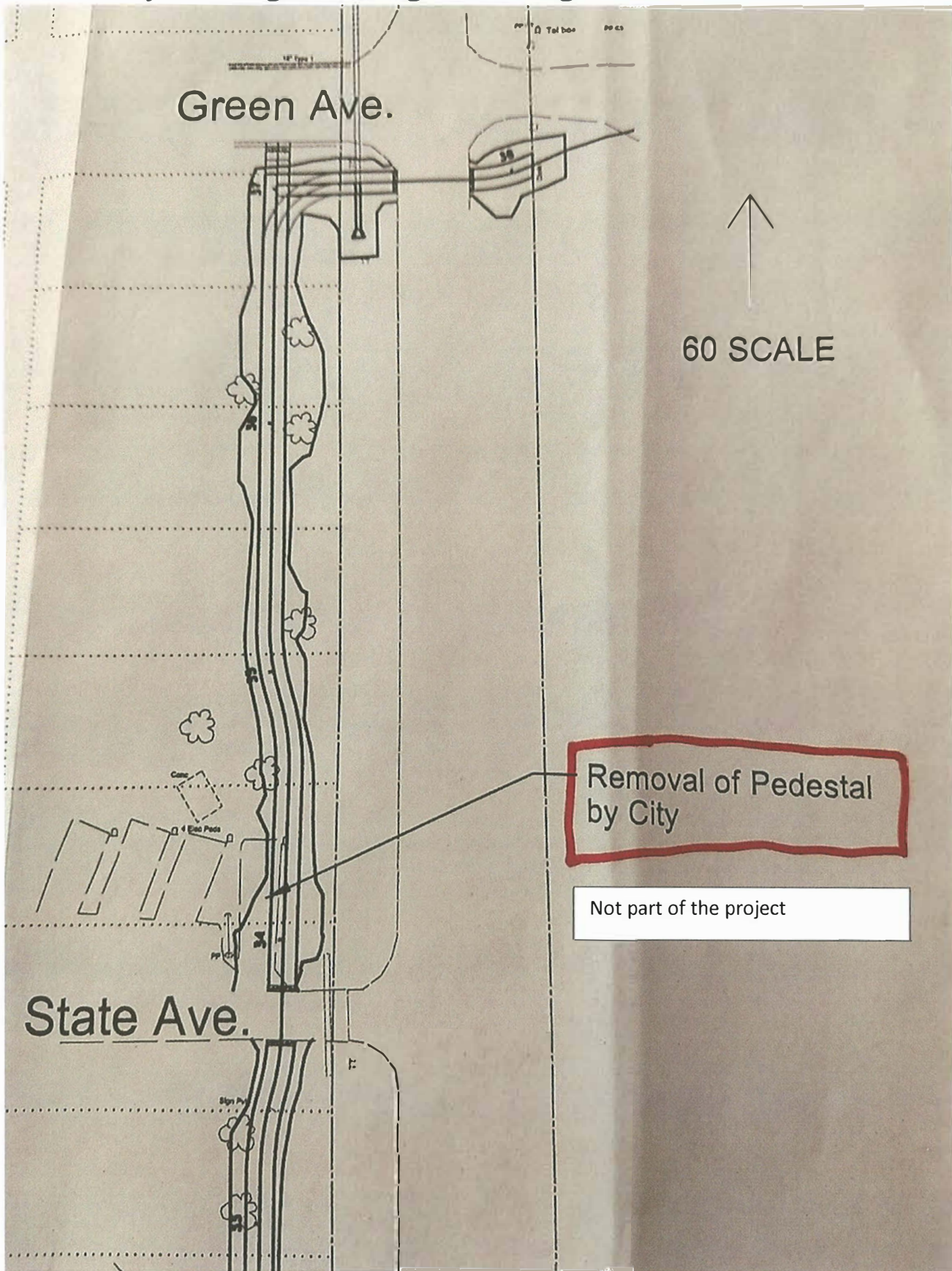




Any Town: Highway 32 Looking West



# Trail Project Engineering Drawings



Green Ave.

60 SCALE

Removal of Pedestal  
by City

Not part of the project

State Ave.

Removal of Pedestal  
by City

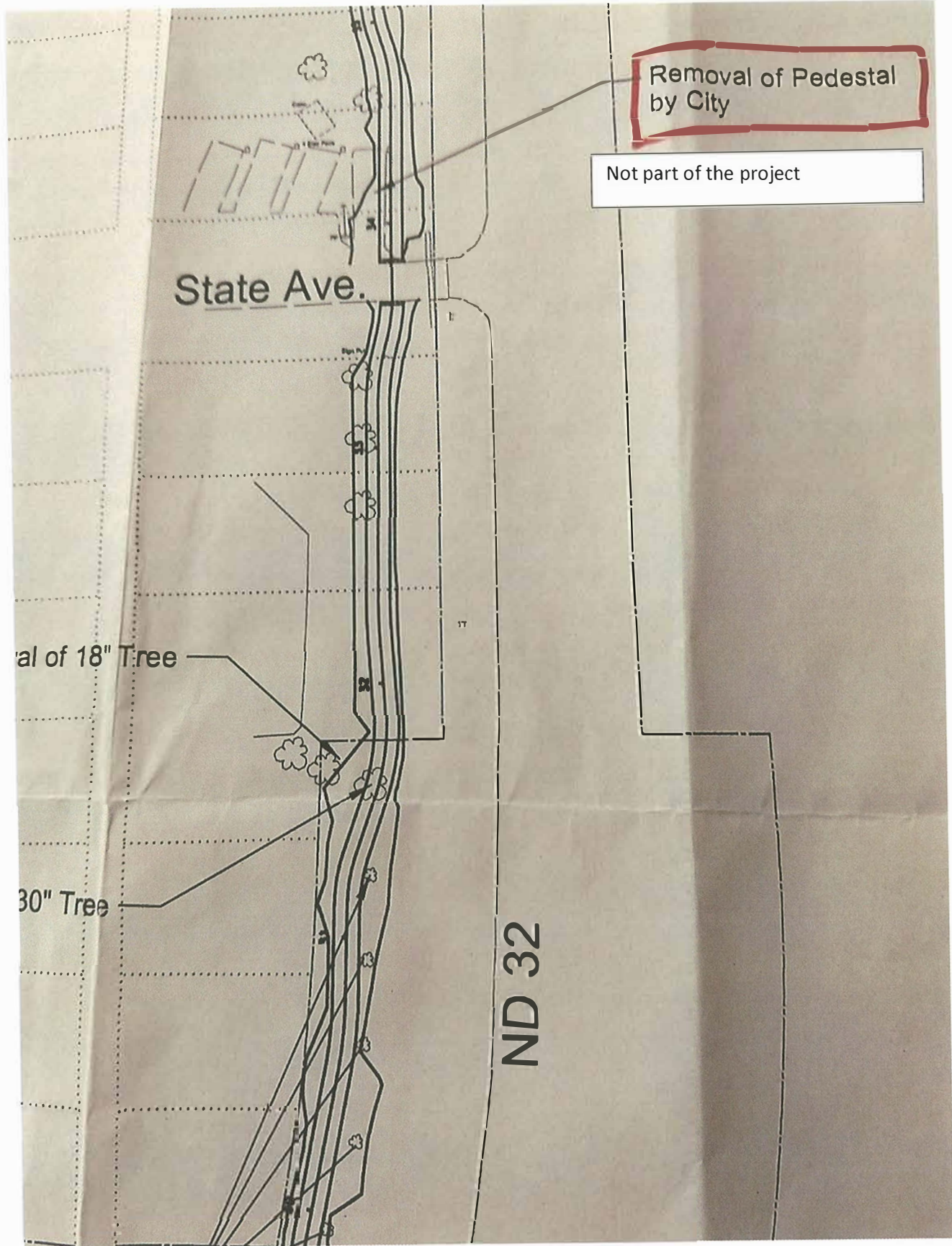
Not part of the project

State Ave.

al of 18" Tree

30" Tree

ND 32



These tree removals are not included in our project

18" Tree (To Be Removed By Others)

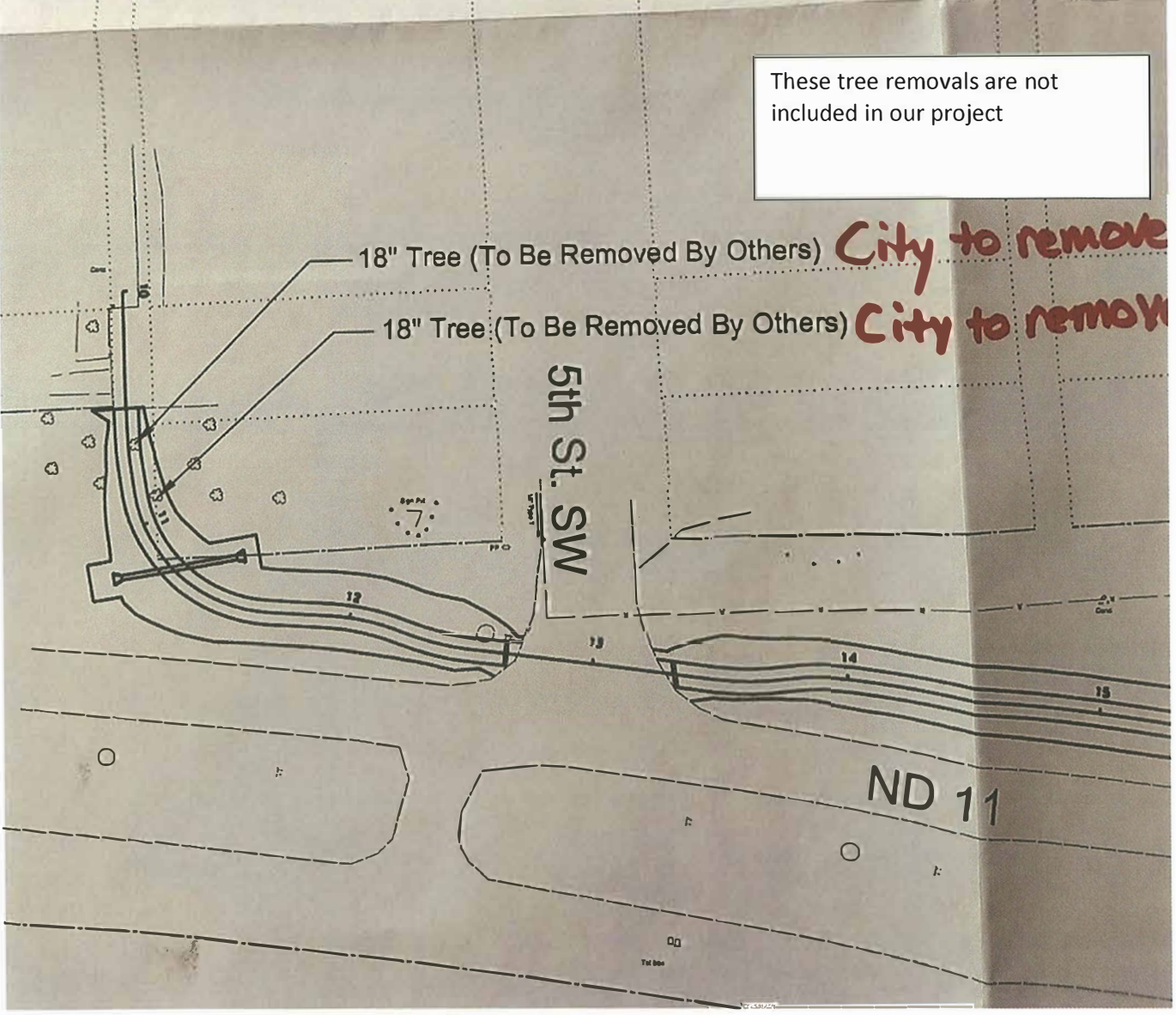
*City to remove*

18" Tree (To Be Removed By Others)

*City to remove*

5th St. SW

ND 11



Removal of 18" Tree

These tree removals are not included in our project

Removal of 30" Tree

18" Tree (To Be Removed By Others)

**City to remove these trees**

These tree removals are not included in our project

