

# Supporting Documents

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# Tips for Successful Grant Writing

The success of a grant proposal rests on two basic principles: the quality of the project/organization being described and the applicant's ability to successfully carry out the proposed plans. These are best demonstrated by clear, concisely written applications that show how a proposal meets all the grant criteria.

A few helpful tips to keep in mind:

1. **Do your homework.** Read the guidelines/instructions thoroughly before you begin writing. Are you certain you are applying for the correct grant for your project? If you have questions about the appropriateness of your application, contact the NDFS in advance of the deadline.
2. **Put yourself in the review committee's position.** Don't overload the reader with too much unnecessary information or verbose language. Simple, everyday language will best convey your ideas. Answer all questions; if you need additional space continue your answer on a separate sheet of paper. Provide necessary information about your community, organization and project. Have someone not directly involved with your organization read your application. After they have read over the application, ask them if they can tell you what the project is and what its purpose is.
3. **Be realistic.** Is your proposal within your abilities, expertise, and resources? Will you be able to provide the necessary cash match or in-kind match? Does your budget reflect your communities and organizations goals? Do you have the resources to maintain project in the short and long term?
4. **Don't assume anything.** Write your application for the person who does not know your community, organization, or project. Provide enough information so a reader can evaluate your application on each of the enclosed criteria.
5. **Talk to the NDFS staff.** Check to make sure your project is compatible with the intent of the grant you are applying for.
6. **Fill in all the blanks.** When filling out your application, write *not applicable* rather than leaving the question blank.
7. **Fill out a practice application.** Make blank copies of the application form.
8. **Is everything legible?** Type or write the application in ink, not pencil, so it can be copied and sent to the review committee. When copying a newspaper article, site maps, landscape plans make sure the copy is clear and readable, and that all pages are copied.
9. **Check your math.** Does the budget balance? Do cash revenues equal or exceed cash expenditures? Have you included all anticipated cash expenses, and in-kind services (labor, equipment, donated materials) that apply directly to the proposed project? Have you met the match requirements? Community Family Forest requires the community to match 50% of the total cost of the project (Cash or In-kind Services). Community Transportation Enhancement requires the community to match 20% of the total cost of the project (Cash or In-kind Services).
10. **Is your application complete?** Follow the application instructions carefully. Use the instruction and criteria to make sure nothing has been overlooked. Has everything been signed by the correct people? Do you have the appropriate supporting material? Be sure to keep a copy of the completed grant application and supporting documentation for you records.

Taking the time to prepare a well thought out and complete application will help to demonstrate your ability to carry out proposed plans. (Adapted from North Dakota Arts Council: 8-11-01)

# *Check List for Planning Community Tree Projects*

Approach people about the general idea of tree projects for the community and organize a tree committee.

Define expectations of the committee and its' members.

Review the skills, knowledge, background, and expertise of the committee.

Does the committee represent a cross section of the community as a whole?

Do we need to add members to the committee who have knowledge in areas that the other member's lack?

Find information that will aid in the decision making process.

Brainstorm project ideas, write all ideas down and prioritize the list.

Define your goals and objectives (short term and long term), be specific and write them down.

How will our goals and objectives be met?

What alternatives do we have?

What will help insure a successful project?

Get support for the proposed project, (Land owners, local government, county government, and state government) they may be sources of information and funding.

What tasks need to be accomplished so that project can move forward?

List all tasks that need to be done then arrange them in chronological order.

How soon do the tasks need to be started and completed so the project can move forward?

What is needed to complete each task? (Money, support, materials and equipment)

Delegate Responsibilities - Define tasks that need to be done and set a deadline.

Once a task is completed notify project coordinator that it is done.

This should be done verbally and in writing so there is a document to refer back to.

Make a copy of the plan for each committee member.

This will give written reference to refer back to in meetings and when explaining it to members of the community.

Get permission from the landowner, for the proposed project, to evaluate the site.

Check for soil condition, presence of over head power lines, buried utilities, possible right of ways, and whether any current plant materials can be utilized in the project.

Review all relevant information at a planning meeting.

Were all tasks completed? What addition information do you need to finalize plan?

Present final plan to landowner and all affect parties.

Invite their input and if necessary modify plan. If the plan is modified does it still meet the goal or purpose of the project.

Seek support from the community.

Present the project at community meetings, fraternal meetings, clubs and other groups. Support from the community is vital to the success of the project.

Recruit volunteers to help implement the plan; delegate tasks.

Put you plan into action.

Plant trees and finish your project.

Thank those that helped to plan and implement the project.

Evaluate the project.

Did the final project meet the goals you started out with?

What can be done next time to improve the decision and planning process?

Take a break.

Review the project priority list that was created at the beginning.

Do you need to change the priorities? Select a new project to start.

# North Dakota Forest Service

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# NORTH DAKOTA RESOURCE CONSERVATION & DEVELOPMENT COUNCILS

## **Dakota Prairies RC&D**

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### **RC&D Executive Director:**

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## **Northern Plains RC&D**

706 8th Ave SE Suite #6  
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### **USDA/NRCS-RC&D Coordinator:**

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Chase Bldg  
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## **Upper Dakota RC&D**

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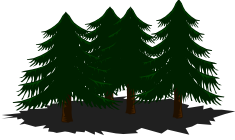
## **Williston Basin RC&D**

22 East Broadway, 2nd Floor  
PO Box 697  
Williston ND 58802-0697  
Phone: (701) 774-1382

### **USDA/NRCS-RC&D Coordinator:**

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## North Dakota Forestry Consultants

This is a listing of companies and individuals who have let it be known to the North Dakota Forest Service that they provide forestry consulting services in North Dakota. The ND Forest Service presents this list with no intended endorsement of particular consultants, their qualifications, or services rendered, nor are criticism implied of consultants not listed.

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### American Forest Management, Inc.

email: [canalfor@netnet.net](mailto:canalfor@netnet.net)

*Two consultants for the Lake States Region with this company; they will provide timber services, including timber appraisals, timber inventory, timber marking & cruising.*

*All sale set-up and Administration of timber taxes.*

Greg Ryskey  
110 Iron Street  
Mellen, WI 54546

Phone: (715) 561-4343  
Fax: (715) 561-2044  
email: [greg.ryskey@amforem.biz](mailto:greg.ryskey@amforem.biz)

Matt Wittry  
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Phone: (715) 253-3960  
Fax: (715) 253-3969  
email: [matt.wittry@amforem.biz](mailto:matt.wittry@amforem.biz)

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### Grandpa Jerry's Yardening Consulting, Inc.

Jerry Larson Phone: (701) 225-8927  
Certified Arborist/Consulting  
181 15<sup>th</sup> SE email: [jnslarson@hotmail.com](mailto:jnslarson@hotmail.com)  
Dickinson, ND 58601

*Services: Landscape consulting, computerized landscape designs, hazardous tree and tree health evaluations, insect and disease diagnosis, tree and shrub recommendations, and public speaking*

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### Hanson Design Associates

Jim Hanson, Registered Landscape Architect Phone: (701) 298-8392  
2415 3<sup>rd</sup> Street North Fax: (701) 298-8392  
Fargo, ND 58102 email: [hdafargo@mcleodusa.net](mailto:hdafargo@mcleodusa.net)

*Services: Landscape architectural consulting, community park master planning, street tree plans, landscape management plans, site design for commercial, municipal and institutional projects*

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### The Johnson Tree Company

David L. Johnson, President Phone: (605) 342-0555 or 209-0555  
PO Box 1276 Fax: (605) 923-3333  
Rapid City, SD 57709-1276 Toll Free: (800) 520-9045  
Website: [www.johnsontree.com](http://www.johnsontree.com) email: [treepilot@johnsontree.com](mailto:treepilot@johnsontree.com)

*Services: (ISA Certified since 1996) Appraisals, Damage & Trespass Appraisals, Forest Litigation, Insects & Disease Protection, Tree Planting, Urban & Community Forestry services.*

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### Sue Leake

Consulting Forester Phone: (701) 594-4275  
RR1 Box 35 Fax: (701) 594-4275  
Emerado, ND 58228 email: [sueleake@earthlink.net](mailto:sueleake@earthlink.net)

*Services: Street tree inventory, Hazardous tree evaluation, Insect & disease diagnosis*

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**Michael Lloyd Landscape Design**

Michael Lloyd  
1916 20<sup>th</sup> Avenue South  
Fargo, ND 58103                      Phone: (701) 235-7641

*Services: Landscape Design, Construction Management, and Project lay-out for Residential, Commercial and Institutional Projects*

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**Natural Path Urban Forestry Consultants**

Mark Duntemann                      email: [natpath@earthlink.net](mailto:natpath@earthlink.net)  
Website: [www.naturalpathforestry.com](http://www.naturalpathforestry.com)

*Services: Urban forestry program reviews, Tree risk management policy development, Inventories, Software applications, Natural area restoration, Expert witness, Tree preservation, and Training.*

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**Vern Quam**

Consulting Forester                      Phone: (701) 252-7781  
4175 Highway 281 SE  
Jamestown, ND 58401-9554

*Services: Tree appraisal, Landscape consulting, Hazardous tree evaluation, Plant health care, I&D diagnosis, Urban & Rural forestry consulting, Forestry management plans*

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**Tree Doc**

Doug Skinner                              Phone: (605) 882-4091  
Consulting Forester                      Fax: (605) 882-6221  
226 N. Lake Drive  
Watertown, SD 57201                      email: dougskinner@hotmail.com

*Services: Tree damage evaluation (tree loss or damage, replacement cost, cost of repair, insurance claims, court)*

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**James Walla, Ph.D.**

Consulting Forester                      Work: (701) 231-7069  
2926 North Edgemont Street              Home: (701) 235-5454  
Fargo, ND 58102                              email: J.Walla@ndsu.nodak.edu

*Services: Plant health care consulting, Insect & disease diagnosis, Tree dieback and decline evaluation, Hazardous tree evaluation, Expert witness, Public speaking*

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**John Wesolowski**

Consulting Forester                      Phone: (701) 428-3101  
5425 Hwy 18  
Kindred, ND 58051                              email: jmwesolowski@msn.com

*Services: Tree appraisals, Landscape consulting, Expert witness, Hazardous tree evaluation, Plant health care, cabling & bracing, Tree moving, I&D diagnosis, Urban forestry consulting, Tree pruning, planting & fertilization, Public speaking, Staff training*

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**StrataPoint, Inc.**

Jason Bass                                      Phone: (651)322-4000  
Consulting / Certified Arborist              Fax: (651)322-5747  
14802 Delmar Ct.  
Rosemount, MN 55068                              email: [info@stratapointinc.com](mailto:info@stratapointinc.com)  
Website: [www.stratapointinc.com](http://www.stratapointinc.com)

*Services: Comprehensive GIS municipal management program featuring street & park tree inventories, GPS tree inventory services. Stratapoint utilizes Geographic Information Systems, allowing managers to update assets on the fly. Easy integration full coverage right from your desktop. Point DataMap program utilizes GIS and GPS for all types of communities.*

# **CULTURAL RESOURCES FACT SHEET**

## **WHAT ARE CULTURAL RESOURCES?**

Cultural Resources are evidence of past human activity. These may include pioneer homes, buildings or old roads; structures with unique architecture; prehistoric village sites; historic or prehistoric artifacts or objects; rock inscription; 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's, and the US Department of Transportation 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 thousand 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/technical/ECS/culture/mission.html>

# **NDDOT CONTRACT ADMINISTRATION MANUAL SUMMARY**

## **Chapter II.**

### **Procurement**

#### **Bidding of Projects**

##### **A. General Requirements**

- Written documentation must be maintained as to the parties solicited and notified, and the reason why such parties were notified and solicited.
- This written documentation must be submitted when the community applies for reimbursement of expenses.

##### **B. Projects less than \$20,000.00**

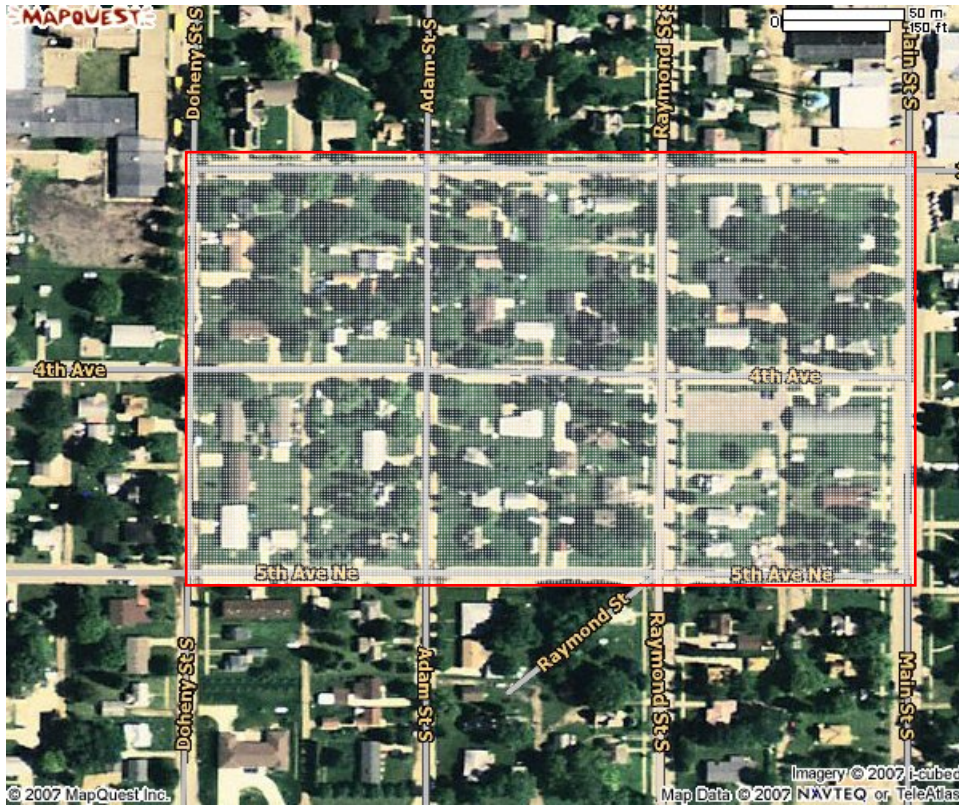
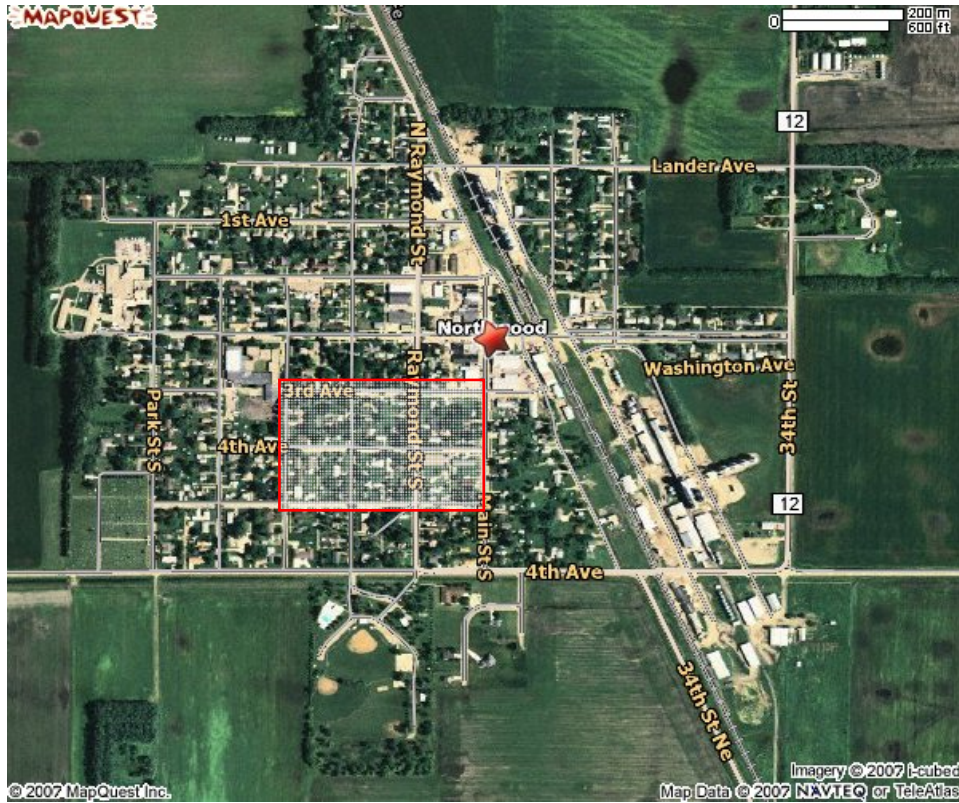
- Formal bidding process or a minimum of three price or rate quotes from qualified sources must be obtained.

##### **C. Projects greater than \$20,000.00**

- Formal bidding process as identified in said community's city ordinance.

The contract will be awarded to the most responsible bidder whose quote or proposal is the best and lowest. Selection and justification must be kept on file for audits and review by the director.

**Examples of Vicinity Maps**  
Images obtained from [www.mapquest.com](http://www.mapquest.com)



**Project Area within Red Square**



**North Dakota Forest Service  
Community Forestry  
Three Year Maintenance Plan for Tree Planting Project  
(July 2001 Revised January 2008)**

**FIRST YEAR**

**Pre-planting:**

- Determine area of planting space; refer to your community's Tree Ordinance.
- Determine soil type; take soil test/sample of planting area (pH, mineral content, etc.)
- Locate underground and above utility lines (One call dial 811 or go to the website <http://www.ndonecall.com>)
- Determine size and type of tree for planting site (B&B, Container, bare-root, small growing vs. large growing)
- Consider the future maintenance needs of the plant material before planting (water accessibility, mulching, etc.)

**Planting Day:**

- Keep roots moist; **do not** allow the roots to dry out.
- Remove turf from planting area.
- Dig planting hole wide and shallow. The hole should be 2-3 times wider in all directions than the root spread.
- Prune only dead or broken branches.
- Remove all twine or rope from trunk and branches.
- Remove planting container and burlap (any material that would constrict growth of roots; wire, plastic, wooden basket)
- Make sure that root flare is at soil level. (Rule of thumb first root closest to soil should be just below soil surface).
- Do not use amendments in the planting hole.
- Water tree at planting to remove large air pockets. After backfilling gently firm soil, do not pack soil. Heavy packing will remove air space in soil.
- Do not mound soil against trunk of tree.
- Mulch over entire rooting area with 2-4" of mulch (wood chips, shredded bark, etc.) Keep mulch 2-4" from trunk of tree since this could create a favorable environment for fungi.
- Staking is not necessary and can even be detrimental for most young trees. (Exceptions: an extremely windy site, a tree with an unusually small root system, an unusually large canopy relative to a tree's root system, or to protect trees in high traffic areas where vandalism is feared).
- Fertilizer is not recommended for newly planted trees. (Consider time (slow) released fertilizer, if there is a need to fertilize).

**After Planting:**

- Water tree during dry periods. (Rule of thumb, water every 7-10 days during dry periods). Deep watering is better than short shallow watering. Continue watering right up till 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 (e.g., lindens, mountain ash, silver maples)

## **SECOND YEAR**

- Continue to monitor trees health and vigor. Inspect for disease and insect problems. Inspect evergreen trees for winter injury and fruit trees for rodent damage.
- Remove tree wrap from thin bark trees in spring.
- Remove stakes from tree planted previous year.
- Add more mulch if needed.
- Begin corrective pruning trees one year after trees are planted (general rule of thumb is to remove no more than  $\frac{1}{4}$  of the foliage at one time). Consider leaving lower branches on trees this will help the tree increase the size of the trunk faster.
- Continue watering trees when needed.
- If trees have died in first year notify nursery where you purchased the tree or contracted to plant the trees. They should guarantee trees for at least one year. After guarantee period city or responsible entity for the care of trees should replace dead trees.
- In the fall continue to water trees. Wrap thin bark trees with tree wrap.

## **THIRD YEAR**

- Continue to monitor trees health and vigor. Inspect for disease and insect problems. Inspect evergreen trees for winter injury and fruit trees for rodent damage.
- Remove tree wrap from thin bark trees in spring.
- Add more mulch if needed.
- Replace dead trees as needed.
- Continue corrective pruning of the trees, (general rule of thumb is to remove no more than  $\frac{1}{4}$  of the foliage at one time). Remove lower branches of the tree if they are interfering with foot traffic or maintenance equipment. Leaving the lower branches on trees this will help the tree increase the size of the trunk faster.
- Continue watering trees when needed. (Deep watering) Do not over water.
- Avoid tree injury, such as mechanical or herbicide injury.
- Avoid trenching, soil compaction, or depositing de-icing salts around trees.
- If needed a fertilizing schedule may begin during third or fourth year.

## **REFERENCES:**

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