User’s Guide for the ND TIP Tool (revised)

Trees are a valuable part of a community's infrastructure and provide benefits throughout their entire lifetime. The North Dakota Community Tree Inventory/Planning Tool (ND TIP Tool) provides cities the opportunity to identify and manage their trees to support healthy and diverse community forests.

The ND TIP Tool is a project of the North Dakota Forest Service (NDFS) and North Dakota Urban and Community Forestry Association (NDUCFA) made possible through a grant from the USDA Forest Service. These institutions are equal opportunity providers. Learn more about the project at www.nducfa.org.
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PREPARATION

- **SAFETY FIRST**— use a reflective vest when inventorying. It will hold your **diameter tape** or *Biltmore stick*, your **portable charger**, your **water**, and a **spare stylus**. **If you are doing a windshield survey, you may not need the vest.**

  *If you do not have a diameter tape or Biltmore stick, you can use a measuring tape. This will give you the circumference of the tree. To convert to DBH, divide the circumference by pi (3.14).*

- **Tablets** like the iPad or Samsung Galaxy are preferred for large projects. Smartphones also work well, and using a stylus helps with accuracy and keeps your screen clean.

- Use **Chrome** (or Safari for iPad or iPhone). *Please note: this guide was created using Chrome. If you use a different browser, (ex: Microsoft Edge) some features may be slightly different.*

- Use **LTE service** or a **Wi-Fi hotspot**.

- Plan your route, and inventory one side of the street at a time.
TIPS FOR FIELD WORK

- Turn screen brightness up and wear a dark shirt to reduce screen reflections. Use the shade of one tree when entering the location of the next one.
- Refresh the app often, so that it doesn’t decide to refresh while you are adding a tree.
- Clear your web browser history if things get too slow.
- Keep any handy tree id websites open for quick reference when you are inventorying.
- If you make a mistake you can’t easily fix, take a screenshot to remind yourself to go back and fix it rather than slowing yourself down while in the field.
- At the end of the day, check for null species values (they will show up as white dots on the map) and fill in the missing data.

Helpful Tree ID Websites:

https://www.ag.ndsu.edu/trees/handbook/ndhand-1.htm

https://www.ag.ndsu.edu/tree-selector/

Questions?

https://nducfa.org/forestry/grant-project/

https://nducfa.org/ta-team/

https://www.ag.ndsu.edu/ndfs/programs-and-services/community-forestry

Tree Plotter Support:

For additional tips and support, including FAQs, training videos and webinars, please visit the Tree Plotter website: https://support.treeplotter.com/
On the home page, click the Login button.

At this screen, use login and password given to your community from NDUCCA.

Choose your community by clicking the Legend tab on the right, or click on your community’s yellow icon on the map.

LOGGING IN: https://ndcitytrees.org/NorthDakota/
This is a general overview of your city’s CTAP. The colored dots are trees. Please see page 7 for smartphone tips.

The Legend on the top right allows you to easily change your view of Layers, Display by, and Symbology.

The default Display is tree species, which are listed by color and with a pie chart.

The icons at the top left (Hub, Data, and EAB) will be explained further in the following pages.

The vertical bar on the left will also be explained further in the following pages.
COMMUNITY OVERVIEW-SMARTPHONE VIEW

Choose your city by either finding it on the map or using the Legend (box with lines at upper right). Click ‘Legend’ and find your community.

The default Display is tree species, which are listed by color. You can scroll down using your finger or a stylus.

Click on the box with lines at the upper right. The icons for Hub, Legend, Data, EAB and Log In/Out will be explained further in the following pages. Click the box again to view your full screen.

The vertical bar on the left will also be explained further in the following pages.
In the ‘Legend’ tab, scroll to the bottom and click the box for ‘City Boundaries’.
Checking this box will outline the boundary of your city.

Click the arrow on the right to view your Species Chart. Use your mouse to hover over the pie “slices” to see your community’s tree species and percentages.
EDITING AN EXISTING TREE

Your initial CTAP was completed by a Community Forestry Specialist with the NDFS. Maintaining your existing tree inventory is simple when using the TIP Tool.

Click the compass icon in the blue vertical bar on the left of your screen. This will bring you to your approximate location. Use landmarks to find your exact location. *Your smartphone will prompt you to use your current location. Click OK.*

To Zoom In and Zoom Out, use the plus and minus icons located in the vertical toolbar on the left of your screen.

You can also find your location by moving the map using your mouse or finger (left click and hold to move the map).

Once you find the tree you want to edit, click on the dot (tree), and then click on ‘Details’.
‘Tree’ Tab

When you click the ‘Details’ tab, the ‘Tree’ tab will come up automatically. In this tab, you should check:

- **Status** (Alive, Dead, Planting Prohibited, etc.)
- **Condition** (Good, Fair, Poor, Very Poor, Dead/Dying) *see next page for tips on tree condition ratings*

Capture any **Observations** and/or **Tree Comments**

*Tree Comments can be anything that is helpful to you— for example a storm blows down a number of trees in your community, you can mark those trees as “2018 August storm”. Later, you will learn how to find just those trees with that comment.*

Capture a **Photo** (this is useful if something is wrong with the tree).

In the field, most of you will probably be using a smartphone. To add a photo, select ‘Choose Files’, ‘Take Photo’. You may get a message asking permission to use the camera. Click ‘OK’. Take a photo, then choose ‘Use Photo’. You can choose ‘Retake’ and try again if you are unhappy with the initial photo.

This will also make it easy for a CF Specialist to view your photo and potentially identify the issue.
Tree Conditions

**Good (80%)**
Average condition and vigor for the area.

This tree has a nice, full crown and looks healthy.

**Fair (70%)**
Below average and condition for the area. Needs maintenance.

Notice the dead branch in the crown and the sprouting near the base. All of this can be corrected with some pruning.
**Poor (50%)**

General state of decline. May need major maintenance.

Notice the base of the tree. Construction damage and dirt piled up on the trunk will cause this tree to decline quickly. There is already some dieback in the canopy, and the tree has a heavy lean as well.

**Very Poor (30%)**

No chance of correcting a declining condition, death imminent.

A good indicator of a tree that is in serious decline are dead branches at the top of the tree.

**Dead/Dying (0%)**

The two trees on the right (arrows) are dead and should be removed. All of the branches are dead and you can see that both stems are starting to wash out (whiten).
‘Location’ tab

Once finished with the ‘Tree’ tab, simply click the ‘Location’ tab. There may be no updates needed on this tab. Check:

- **Growing Space** (Alley, Boulevard, Cutout, Frontyard, Median, etc.)
- **Land Use**
- **Location on Site** (not needed unless it is helpful to you)
- **Planting Site Width** (very helpful—especially with new tree planting projects and choosing tree size)
- **Cutout Size** (capture if there is a cut-out)
- **Park Name** (choose ‘Park’ if the tree is in a park)
The ‘Management’ tab is where you will capture any tree work or conflicts. Similar to the ‘Location’ tab, there may not be updates needed.

- **Capture any Tree Work** needs to be completed
- **Use the Maintenance Comments** to make any notes (for an example, see next page)
- **Check for any Clearance Conflicts**
- **Check for Wires**
- **Capture Percent Dieback** if tree is in decline (look for dead branches, missing/no leaves, etc. Refer to ‘Tree Condition’ photos)
- If the tree has more than one stem, capture that in **Number of Stems** *(see photo on page)*

You will not need to capture **Date Planted** for existing trees (however, this will be helpful for new tree plantings)

All of your work is saved as you go along. Now click on the ‘X’ at the top right and move on to the next tree.

*’Risk Assessment’ and ‘Work History’ will be covered in the Advanced User’s Guide.*
EXAMPLE– TREE WITH DUTCH ELM DISEASE

A common occurrence in North Dakota communities are Dutch elm disease (DED) removals. The ‘Tree’ and ‘Management’ tabs are where you would capture information about a tree that has DED and will ultimately need to be removed. Under the ‘Tree’ tab, update Condition; and under the ‘Management’ tab, update ‘Tree Work’ and ‘Maintenance Comments’. All of this information is automatically saved as you go along. Click the ‘X’ tab at the top right when finished.

If you are adding a Dutch elm disease tree in a PRIVATE yard, make sure to deselect ‘City Managed’ at the bottom of the ‘Tree’ tab. The only PRIVATE trees that should be added to your public inventory are DED trees. All of the other information will be entered the same as public.
**ADDING A NEW TREE**

When planting new trees in your community, it is a good idea to add those new tree plantings to your inventory. This section will cover adding a new tree to your inventory.

Using the tools on the left side of your screen, zoom in to your location (see page 9 for tips).

Next, minimize the Legend so you have a full screen by clicking on the arrow on the bottom left of the ‘Legend’ tab.

Click the ‘Add’ icon at the top right of your screen. *Smartphone: click the box at the upper left and choose ‘Add Tree’.*

The ‘Templates’ window will appear. Choose ‘Tree’. As you can see, the ‘Templates’ window also gives you ‘Stump’ and ‘Planting Site’ options.
A ‘t’ will appear on your screen with ‘Click the map to add a Tree’. *Smartphone: you will not see a ‘t’. Add the tree as close as you can to the correct location.*

I am going to add the new tree here (red circle). Put the ‘t’ as close as you can get to where the tree actually is. Left click (or tap) on your new location. The ‘Tree Details’ screen will appear. Here, you will add information about the new tree. If the tree isn’t where you want it, it can easily be moved by using the ‘Move’ feature. See page 22 for how to move trees.

As you can see in this example, there are several existing trees (colored dots) that are not in their correct locations. These can easily be moved to their correct locations by using the ‘Move’ feature.
Now we will add information about your new tree. With every new tree planting, the tree should be in ‘Good’ condition. In this example, I added:

- **Common Name** (Latin name and Genus will appear when you choose the Common Name)
- **DBH**
- **Condition**
- **Tree Comments**

The ‘Tree Comments’ field is there for any extra information you’d like to capture, for example: if it is a grant tree planting, you could add ‘2018 ATB TP grant’. If it is an Arbor Day planting, you could add ‘2018 Arbor Day’. This is just another way of cataloging trees that were part of a special planting project, and by adding this information, will make those trees easier to find in a search (we will go over this in later pages).

If you know the ‘Stock Type’ go ahead and add that (ex: Ball and Burlap, Bareroot, Containerized, etc).

Adding a **Photo** is optional as well. Refer to page 10 for how to easily add a photo.
Next, click on the ‘Location’ tab. The Address, Address Number and Address Street fields should all be prepopulated. In this example I captured:

- **Growing Space**
- **Land Use**
- **Planting Site Width**

If there is a Cutout please capture that information in ‘Cutout Size’ (click on arrow for size options). If the tree is in a park or golf course, click on Park Name and choose ‘Park’. Here you can easily add park and/or golf course names if you wish by simply adding the park or golf course name and choosing ‘Add’.
Next, click on the ‘Management’ tab. You may not have any information to enter here, as this is a new tree and should be planted correctly, recently watered and mulched. If it is in need of mulch, check ‘Amend Mulch’ under Tree Work.

Check for any Clearance Conflicts and if any Wires are overhead. Choose Number of Stems if you’ve planted a clump cultivar (ex: birch).

**EXAMPLE:**

If your newly planted tree is staked, you may want to give yourself a reminder to move the stakes in a year. For that, choose ‘Remove Hardware’ under Tree Work, and add a Maintenance Comment (ex: *remove staking fall 2019*). In the following pages you will learn how to locate these trees easily.

Now that you are finished adding this tree, simply click on the ‘X’ at the top right. Everything is automatically saved as you go along.
Now that you’ve completed adding one tree, the ‘Add’ icon is still active. As long as the ‘Add’ icon is active, you will see the text ‘Click the map to add a Tree’ and the icon will show a red outlined octagon.

To easily add additional trees, click on another location where there is a new tree. This will again bring up the ‘Tree Details’. To save time, click ‘Load Last’ and choose ‘Yes’. This will load the previous tree’s information. Here you can make any necessary changes (for example, if the Common Name differs than the last tree). You will not have to change the address, as that will change automatically. Make any changes, ‘X’ out of this tree, and move on to the next new tree.
When finished adding trees, click the ‘Add’ icon to turn it off. When it’s off, you will see a pencil. When the ‘Add’ icon is on, the pencil will have a blue circle around it.

*The ‘Load Last’ feature only works in the Add mode.

**MOVING TREES**

The ‘Move’ icon operates like the ‘Add’ icon. When it is off, you will see a compass. When it is on, there will be a blue circle around it.

While in the field and using your smartphone, you may have added a tree and instead of putting it in the boulevard, it ended up in the street. You can use the ‘Move’ feature and easily move the tree to its correct position in the boulevard. Accuracy is important when placing trees, and they should be placed accordingly. It may be easier to move the trees when you are back in the office and have a larger screen.

Notice the ‘Move’ icon has the blue circle around it, so it is active. In this example, I will move the green dot/tree.
First it will ask if you are sure you want to move the point. Click ‘Yes’.

Then it will ask if you want to update your address. Again click ‘Yes’.

Your dot/tree is now in the correct location. Now continue to move trees or click the ‘Move’ icon again to turn it off.
DATA SEARCH

If you want to do a quick search of data you collected, click the ‘Data’ icon at the top left. Next, click on ‘Trees’. A list of all of your city’s inventoried trees will appear. Your data is automatically sorted by Last Modified in Descending order. You can sort by any of the headers— for example, if you’d like to see the trees that have comments, scroll to ‘Tree Comments’ and click the heading. It may take a few seconds to update. Now, all of the trees with ‘Tree Comments’ will be at the top. To view a full screen, click on the double arrows on the right side of your window.
Next, I will check all of the boxes that have comments under ‘Tree Comments’.

Once that is done, click ‘Highlight’. The map will show you the trees with comments. You can also choose ‘Zoom To’ and it will zoom in to the area.

Click ‘Highlight Off’ to view all trees again.

To clear your selection, click on the two arrows icon.

If you’d like to view work done on a certain date, scroll to ‘Last Modified’ and sort. Make sure to click ‘Highlight Off’ when finished.

To exit, click the ‘Data’ icon.
ECOSYSTEM BENEFITS

It takes just a few clicks to access your city’s ecosystem benefits. In the upper left hand corner, click the ‘Hub’ icon, then ‘Stats’, then ‘Ecosystem Benefits’. This will easily and quickly show your city’s environmental benefits.

To exit the report, click ‘Hub’ again.
EAB CALCULATOR

The EAB (emerald ash borer) Calculator is an extremely helpful tool in calculating potential costs of ash tree removals and treatment for your community. Most North Dakota community forests are over 40% ash. In this example, I will use the City of Lisbon (46% ash).

To access the Calculator, click on the EAB icon at the top left of your screen.

Next, click on ‘Choose Management Activities’.

Welcome to the Ash Tree Inventory and EAB Cost Calculator Tool!

This tool allows users to map and inventory ash trees in their community and create cost scenarios for managing Emerald Ash Borer (EAB).

- Add Scenarios and Ash Trees
- Adjust Default Costs
- Calculate Costs for Each Scenario
- Divide and Conquer Your Urban Forest

GET STARTED LEARN MORE SPECIES ID

CHOOSE MANAGEMENT ACTIVITIES

CHOOSE YOUR ASH TREES

DEFINE YOUR MANAGEMENT COSTS

RESULTS
To minimize the Welcome screen, click the triangle at the top left of the screen.

**Timespan (yr):** use this to spread management costs over time. You can change this if you’d like. There is also a link to the Emerald Ash Borer Fact Sheet for up-to-date information (? Icon). These are default options that I will use for this example.

**Activities:** this will estimate your removal and replanting costs vs. the cost of treatment. These are also default options that we will use for this example.

**Treatment:** this is the frequency that you will treat, so once a year. This is also the default option. Click Next.
Choose Your Ash Trees:

`From Your Inventory` will be automatically selected. It is optional to enter your city. All of your ash trees should appear in the map, and show you a pie chart of different species (ex: ash, green ash, black ash). Keep in mind that mountain ash is NOT a true ash and therefore NOT affected by EAB so it will not be listed.

I will go over how to Enter Estimates (in DBH) on page 33.

Click Next.
Define Your Management Costs:

Removal Costs, Replanting Costs, and Treatment Costs will all default to amounts. You can modify the costs or use the defaults. In this example, we will use the defaults. Click ‘Run’.

A window will appear. Here I will enter the city name since we are calculating ALL of Lisbon’s ash trees. Once you learn how to use the calculator, you may run a few different calculations and will be able to name them accordingly. Click ‘Continue’.
Results:

A Summary will appear, and if you scroll down, there will be a break down for each cost (Removal, Planting, Treatment—see next page). The bar graph shows us **Total Cost by Management Activity**. As you can see from the graph, treating ALL of your ash trees would be extremely costly in comparison to removing all of the ash trees and replanting.

Here you can also type in a description and/or comments, and you have the option to save and/or print your scenario.

I used this example to give you an idea of how costly it could potentially be for communities if EAB were to reach North Dakota.

On page 33 there is another example with a smaller selection of ash to remove.
Results, continued:

As you scroll down in the calculator, the costs will be broken down like this. You can save this scenario, or start a new one. The next page will show a different scenario with a selection of ash trees (instead of all of them).

<table>
<thead>
<tr>
<th>Removal Costs</th>
</tr>
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<tbody>
<tr>
<td>Total Trees Removed</td>
</tr>
<tr>
<td>Removal Cost per Year</td>
</tr>
<tr>
<td>Total Removal Cost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tree Summary</th>
<th>DBH</th>
<th>Count</th>
<th>$/Tree</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;3&quot;</td>
<td>54</td>
<td>45</td>
<td>2,430.00</td>
</tr>
<tr>
<td></td>
<td>3&quot;-6&quot;</td>
<td>50</td>
<td>85</td>
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<td></td>
<td>6&quot;-12&quot;</td>
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<td></td>
<td>&gt;30&quot;</td>
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<table>
<thead>
<tr>
<th>Treatment Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timespan (yr)</td>
</tr>
<tr>
<td>Insecticide Cost ($/DBH)</td>
</tr>
<tr>
<td>Frequency (yr)</td>
</tr>
<tr>
<td>Total Applications</td>
</tr>
<tr>
<td>Total Trees Treated</td>
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<tr>
<td>Treatment Cost per Application</td>
</tr>
<tr>
<td>Total Treatment Cost</td>
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<table>
<thead>
<tr>
<th>Tree Summary</th>
<th>DBH</th>
<th>Count</th>
<th>Cost ($)</th>
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<td>26</td>
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<tr>
<td></td>
<td>&gt;30&quot;</td>
<td>12</td>
<td>4,800.00</td>
</tr>
</tbody>
</table>
EAB CALCULATOR, NEW SCENARIO:

We will start from the beginning again. Click on the EAB icon at the top left.

Click **Choose Management Activities**. Keep these at the default. Click Next.

In **Choose Your Ash Trees**, we will choose a selection of trees based on DBH. Select ‘Enter Estimates (in DBH)’.

In the **Legend** on the right side of your screen, select ‘DBH’ in ‘Display by’. This will show you the DBH range of all of your ash trees.

In this example, we will choose larger DBH trees. I entered numbers in 24”-30” and >30”. The numbers are from your inventory and listed by DBH on the right. Click Next.
Define Your Management Costs will appear, leave the default amounts and click ‘Run’.

A window will appear for a Name. For this example, I chose Lisbon DBH 24-30in. Click ‘Continue’.

Your results will appear. Notice in this example how costly it is to treat large trees. This example had 60 trees— if and when EAB arrives most communities may choose to treat a handful of ash trees or no trees at all.

Again you can Print and/or Save.

To exit the calculator click the EAB icon at the top.

To easily clear your selection and return to your full inventory, see the next page.
CLEARING FILTERS

To clear selections after using the EAB Calculator or other filters, click the red filter located in the blue vertical box on the left side of your screen. This will bring up the **Advanced Filter**. To clear your selection, click ‘Clear Filters’, then click the ‘X’ at the top right to exit the Advanced Filter. This will clear any filters you were using and return to your full inventory.

LOGGING OUT

When you are done, click ‘Log Out’. Remember, everything you change saves automatically so you don’t have to worry about saving before logging out.
The **Legend** on the right hand side of your screen allows you to change:

**Layer**: *Always have this on ‘Trees’*. If you choose ‘Communities’ it will bring you back to the ND CTAP map (as seen on page 5).

**Display by**: Species, Condition, DBH, Genus, Land Use, Status. Species is highlighted by default. This will change the pie chart in reference to the display chosen (see next page).

**Symbology**: If you choose DBH here, the size of the dots (trees) will adjust to DBH size (larger dots are larger DBH trees).

To shrink the Legend tab so you have a full screen, simply click on the blue box on the right. To access again, click the blue box again.
Display by: **Species**—shows all of the species inventoried in your city. Pie chart will show percentage.

Display by: **Condition**—shows color coded condition ratings. A handy way to quickly view trees in need of removal (any Poor, Very Poor, or Dead trees).

Display by: **DBH**—shows color coded size distributions.

The ‘Toggle All’ feature allows you to choose what you want displayed.

For example, if Display by: Species is selected, and you want to only view ash trees, click ‘Toggle All’ to deselect all of the checkmarks. Then select/check the ash species you’d like to view. (Ex: ash; ash, black; ash, green).

Select ‘Toggle All’ again to view all species.
Display by: **Genus**– shows your trees with their Latin genus name.

Display by: **Land Use**– will show how the land is used, ex: single family home, park, industrial, etc.

Display by: **Status**-will show trees Alive, Dead, Removed, Stumps.
**VERTICAL BAR OPTIONS**

Zoom In
Zoom Out
Go To Home Extent
Find Your Location
Where To?
Advanced Filter
Base Map
Help

**Zoom In**: allows you to zoom in closer to an area.

**Zoom Out**: allows you to zoom out of an area.

**Go To Home Extent**: Clicking this icon will take you back to a general overview of your city.

**Find Your Location**: Clicking this icon will zoom you in to your approximate location.

**Where To?**: Clicking this icon will allow you to enter a specific street address. (Ex: 1234 Example St, Anytown, ND 58054)

**Advanced Filter**: Clicking this icon will bring up choices for filters.

**Base Map**: Clicking this icon will allow you to choose your map selection (Google Hybrid is chosen by default).

**Help**: Clicking this icon will take you to the Support tab where you can visit the website, send an email, or report a problem or suggestion.
Log Grant Activity Hours  [https://nducfa.org/forestry/grant-project/](https://nducfa.org/forestry/grant-project/)

**Project Match**

The required match for the project grant funds will be met with the in-kind time of project participants. Anyone utilizing the ND TIP Tool, requesting assistance from the TA Team or participating in the TC USA Mentor Program is asked to log his or her grant activity hours each month in an easy-to-use online form. *Please see the website above to log your grant activity hours. You can also log your monthly hours here: [https://nducfa.org/nd-tip-tool/](https://nducfa.org/nd-tip-tool/)*

For More Assistance, Contact the NDUCEFA Technical Assistant Team  [https://nducfa.org/ta-team/](https://nducfa.org/ta-team/)

**Technical Assistance**

Two hours of technical assistance (per request) are available to CTAP cities actively using the ND TIP Tool. Areas of assistance include tree care, planning, budgeting, work scheduling, grant writing, event planning, public education and related activities that enhance community forests. Technical assistance will primarily be available evenings or weekends. Honored on a first-come, first-served basis, requests are limited to 36 per grant year.

Please visit [https://nducfa.org/ta-team/](https://nducfa.org/ta-team/) for more information.