

Indiana DNR Division of Forestry, Community and Urban Forestry Program

Addendum B: Tree Inventory Requirements

These are the minimum requirements for tree inventories funded by CUF grants. Make sure to share this addendum with anyone working on, advising, or bidding on your street tree inventory project. For more information on Tree Inventories please see “Best Management Practices-Tree Inventories, Third Edition” from the International Society of Arboriculture (ISA).

1. Include these mandatory inventory data fields*:
 - A. Date of data collection
 - B. Unique identifier (Tree number/code)
 - C. GPS Position Coordinates (in a format compatible for GIS mapping tools)
 - D. General location (Address, Park Name, Property Name)
 - E. Genus & species
 - F. Diameter at Breast Height (DBH)
 - G. Land Use
 - H. Site Type
 - I. Tree Condition
 - J. Maintenance Needs
 - K. Maintenance Priority
 - L. Sidewalk Damage
 - M. Utility Conflicts

* You may add custom data fields but none of the above fields may be omitted

2. Non-mandatory but **RECOMMENDED** data fields:
 - A. Plantable Spaces (by tree size)
 - B. Risk Tree Assessment (level 1 or above)
 - C. Tree Height
 - D. Age Class
3. A list of trees inventoried to date should accompany each Accomplishment Report or Reimbursement Request filed during your grant period.
4. Once the data is collected, they must be analyzed. One of the tools you may use is i-Tree. i-Tree is a suite of analysis tools that are free and can be downloaded at www.itreetools.org.
5. Your analysis reports must include but are not limited to:

- A. % individuals by species
 - B. % individuals by genus
 - C. % age class
 - D. Carbon sequestered by species
 - E. Energy conservation by species
 - F. Air pollution reduction by species
 - G. Property values by species
 - H. The economic values associated with each analysis above
6. When the project is complete, you will submit the following reports to the CUF office AND to the municipality in which the data was collected:
- A. The complete inventory in Excel
 - B. Any ArcGIS shape/point data layers produced as part of the project
 - C. An executive summary of the results (usually written by the consultant)
 - D. The data fields mentioned above in section 1 and 2 and the analysis report mentioned in section 5.
- All reports should be provided to CUF Staff as email attachments. A secure online drop box will be made available for Subgrantees with large files. All submissions will be made available to university researchers and the USDA Forest Service.
7. You will introduce your project to the community in a public forum such as a city council or advisory board meeting, a news release, news story, and/or digital media (web page, social media, virtual meeting recording, webinar) detailing the inventory process, its results, and the management plan for future action. You must provide CUF with copies or other evidence of this public engagement.
This requirement is MANDATORY for all subgrantees.
8. You will identify IDNR Community and Urban Forestry and the US Forest Service as a funding source on any published material (including online publication). Logos will be provided upon request and should include IDNR and USFS review and approval. **This requirement is MANDATORY for all subgrantees.**
9. Only after all reports, datasets, and required closeout paperwork are received at the CUF office will reimbursement be issued to the Subgrantee.