



Indiana Department of Natural Resources Grantee Street Tree Inventory Requirements

The following list contains the *minimum* requirements for street tree inventories funded with state and/or federal funds. This information should be given to anyone working on, advising, or bidding on your inventory project.

Inventory data fields collected must be the following:

- Number code
- GPS locate Coordinates (upload into GIS mapping tools—optional)
- Street name
- Address
- Genus & Species (using species codes attached) including Plantable spaces.
- DBH
- Land Use
- Site Type
- Maintenance needs
- Maintenance Priority
- SW Dam
- Utility conflicts
- Condition
- Hazard Investigation/Risk tree rating

(more fields can be added but none of these fields may be omitted) (see the sample inventory data collection sheet and species codes in this packet)

2. Once the data is collected, it must be downloaded or hand typed into an Excel or Access program and kept on a city computer. *It must be put into a computer application that is easily used by anyone updating or utilizing the inventory information.* If the grantee determines that it will have a consultant firm web manage the inventory data (which is a continuous cost not covered by the grant), then, it needs to be trained by that company on how to access the data, print reports etc.)
3. Once the data is uploaded, it must to be analyzed utilizing one of the following programs i-Tree Streets, Tree Tracker, or other commercial tree inventory program applications that contain a functional tree analysis tool. I-Tree is a free program and can be downloaded here:
4. The analysis reports need to be pulled from the analysis programs, these reports should include but are not limited to: information such as the amount of carbon sequestered, energy conserved, air cleaned, economic/social benefits, and the economic values associated with each.
5. If a consultant has been hired for the inventory he/she should help the city interpret the data and to develop a management or work plan from the inventory.

6. Once the project is in process, a list of trees inventoried to date should accompany each reimbursement request.

7. Once the project is complete the following reports must be made available to the CUF office AND to the municipality: (**All reports to CUF are to be on a CD or flashdrive*)
 - The complete inventory in Excel
 - An executive summary of the results (usually written by the consultant)
 - A species list breakdown
 - A condition list breakdown
 - A removal list breakdown
 - A maintenance list breakdown
 - A list of vacant tree spaces for S, M, and L trees
 - Lists and reports generated by I-tree Streets or other similar functional analysis program applications: These lists will include: pie or bar charts with the top species; the age balance; replacement value; ecological services values such as energy conservation, carbon sequestration, air quality, stormwater interception, and economic/social benefits.

8. As part of an inventory project you **must** provide us with a copy of a news release, news story, or digital media detailing the inventory and its results in your particular municipality, as well noting the source of the funding that allowed for the inventory.

*Once all reports are received by CUF along with the proper close out paperwork, CUF will issue the final reimbursement.

*Inventory reports will be made available to the USDA Forest Service as they strive to develop a national street tree inventory database.

For more information contact the CUF Coordinator.

PH: 317-234-4386
E-mail: TArp@dnr.IN.gov