

Indiana DNR Division of Forestry, Community and Urban Forestry Program Grant Application

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.

1. Include these mandatory inventory data fields*:
 - A. Tree Number/Code (unique to each tree)
 - B. GPS Position Coordinates (in a format compatible for GIS mapping tools)
 - C. Street Name
 - D. Address
 - 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. Add non-mandatory but **HIGHLY RECOMMENDED** data fields:
 - A. Plantable Spaces (by tree size)
 - B. Risk Tree Assessment (level 1 or above)
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 can 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 should include but are not limited to:
 - A. % individuals by species
 - B. % benefit by species
 - 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. **(HIGHLY RECOMMENDED, nor required)**. Either hire a consultant or if your project coordinator or someone on staff is qualified you will need to compile and analyze your inventory to interpret the inventory data to develop a management work plan.
7. 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. A species list breakdown
 - E. A condition list breakdown
 - F. A recommended removal list breakdown
 - G. A maintenance list breakdown
 - H. A list of vacant tree spaces for S, M, and L trees
 - I. Lists and reports generated in i-Tree analysis program applications*. These lists will include:
 - i. Pie or bar charts with species distributions
 - ii. The age balance in your urban forest
 - iii. Replacement value
 - iv. Ecosystem services values, including, but not limited to:
 - Energy conservation
 - Carbon sequestration
 - Air quality
 - Stormwater interception
 - Economic/social benefits
- * 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.
8. 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 IDNR-CUF with copies or other evidence of this public engagement. **This requirement is MANDATORY for all subgrantees.**

9. 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.**
10. Only after all reports, datasets, and required closeout paperwork are received at the CUF office will final reimbursement be issued to the Subgrantee.