

**Community and Urban Forestry Program  
Tree Inventory Requirements**

1. 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.

**Mandatory Inventory data fields:**

- Number/Code
- GPS Position Coordinates (in a format compatible for GIS mapping tools)
- Street Name
- Address
- Genus & Species
- i-Tree Species Code (using species codes attached)
- DBH
- Land Use
- Site Type
- Tree Condition
- Maintenance Needs
- Maintenance Priority
- Sidewalk Damage
- Utility Conflicts

*\*More data fields may be added but none of the above fields may be omitted*

**Non mandatory data fields (strongly encouraged)**

- Plantable Spaces (by tree size)
- Risk Tree Assessment (level 1 or above)

2. Once the data is collected, it must to be analyzed utilizing i-Tree. i-Tree is a suite of tools that are free and can be accessed at [www.itreetools.org](http://www.itreetools.org) Minimum analysis should be completed using i-Tree Eco.
3. The analysis reports should be completed using i-Tree Eco. Reports should include but are not limited to:
  - % individuals by species
  - % benefit by species
  - % age class
  - Carbon sequestered by species
  - Energy conservation by species
  - Air pollution reduction by species
  - Property values by species
    - The economic values associated with each above
4. If a consultant has been hired for the inventory he/she/they should aid the city in interpretation of the data and to develop a management or work plan from the inventory.

5. Once the project is in process, a list of trees inventoried to date should accompany each Interim Report or Reimbursement Request.
  
6. Once the project is complete the following reports must be made available to the CUF office\* AND to the municipality in which the data was collected:
  - The complete inventory in Excel
  - Any ArcGIS shape/point data layers produced as part of the project
  - An executive summary of the results (usually written by the consultant)
  - A species list breakdown
  - A condition list breakdown
  - A recommended removal list breakdown
  - A maintenance list breakdown
  - A list of vacant tree spaces for S, M, and L trees
  - Lists and reports generated in i-Tree analysis program applications. These lists will include:
    - Pie or bar charts with the top species
    - The age balance
    - Replacement value
    - Ecosystem services values
      - Energy conservation
      - Carbon sequestration
      - Air quality
      - Stormwater interception
      - Economic/social benefits

*\*All reports should be provided to CUF Staff on a CD, flashdrive, or as email attachments*

7. As part of an inventory project you **must provide** IDNR CUF with a copy of a news release, news story, or digital media (web page) detailing the inventory process and its results in the municipality. Associated management plans should be included.
  
8. IDNR Community and Urban Forestry and the US Forest Service should be identified as a funding source on any published material. Logos will be provided upon request and should include IDNR and USFS review and approval.

\*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 the primary source of pass-through grant funds.

**For more information contact:**

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