



**INTERAGENCY AGREEMENT**  
**DEPARTMENT OF NATURAL RESOURCES (DNR)**  
**Urban and Community Forestry**  
**NO. 93-106001**

PI: 248

Funding Source: State

Grant Funded:  Yes  No

OMWBE:  Small Business  Veteran Owned  Not Applicable

Procurement method:  Exempt DES Policy DES-140-00 Section 5., Item 2. Exceptions to the competitive solicitation requirement, listed under RCW 39.26.125, RCW 39.26.125(10)

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as DNR or Agency, and the below named firm, hereinafter referred to as City of Camas or Contractor.

DNR and City of Camas enter into this Agreement under Chapter 39.34, Interlocal Cooperation Act.

City of Camas

616 NE 4th Avenue

Camas, WA 98607

**Phone:** 360-817-7037

**Email:** lamt@cityofcamas.us

**WA State UBI Number:** 062-000-007

**Federal Taxpayer Identification Number:** 91-6001233

**Statewide Vendor # (SWV):** SWV0016796

**IT IS MUTUALLY AGREED THAT:**

**1.0 Purpose.** The purpose of this Agreement is to support improvement of urban forest management practices in the City of Camas, WA. Activities include, but are not limited to, urban tree canopy analysis, tree inventory, audits of ordinances and policies, community engagement, and staff training.

**2.0 Scope of Work.** The City of Camas shall furnish the necessary personnel, equipment, material, and/or services and otherwise do all things necessary for or incidental to performing work set forth in the Exhibit A – Scope of Work/Deliverables.

Technical assistance will be for trees growing on public lands including street rights of way, public parks, public facilities, and community natural areas. All technical assistance provided will be performed by an arborist certified by the International Society of Arboriculture, or an individual with the ability to become certified within six (6) months of the date of the signed agreement.

Work will be performed in Clark County, Washington. Work may be expanded to additional counties if approved in writing by the DNR Program Manager.

**3.0 Period of Performance.** The period of performance under this contract will be from the date of execution through May 31, 2024.

**4.0 Payment.** Total compensation, including approved expenses, shall not exceed Seventy-Five Thousand Dollars (\$75,000) and shall be based on the rates and terms described in Exhibit B – Budget.

Unless otherwise determined by DNR, funding for this contract is provided by the Washington State 2023-2025 Natural Climate Solutions Account Urban Forestry Investment, DNR Program Index 248.

Expenses

Contractor shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by the Agency as reimbursable. The maximum amount to be paid to the City of Camas for authorized expenses shall not exceed One Thousand, Five Hundred Dollars (\$1,500), which amount is included in the contract total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates. Expenses related to travel will be reimbursed as follows:

- Meals = @ per diem, broken down per meal (do not provide receipt, meals will be paid at the current state per diem rate, not actual costs)
- Car Rental = @ actual (attach receipt)
- Gas for Car Rental = @ actual (attach receipt)
- Hotel = @ actual but no more than state allowed lodging rates (attach receipt)
- Personal vehicle mileage = @ state allowed mileage rate (no receipt needed)

**5.0 Billing Procedures.** City of Camas shall submit invoices up to twice per year. City of Camas shall only submit invoices at the completion of each activity, task, and/or deliverable clearly identified in Exhibit A – Scope of Work/Deliverables. Invoices containing partially completed work will be rejected.

Payments for approved goods and/or services will be made within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 10 days after the end of that fiscal year.

Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

1. Contract number 93-106001
2. Invoice date
3. Organization and primary contact name
4. Primary contact phone number and email address
5. Narrative description of the work performed to complete the activity(s) and/or task(s)
  1. The order in which the completed activity(s) and task(s) are listed on the invoice shall reflect the order in which they listed in the Scope of Work.
  2. Language used to describe completed activity(s) and task(s) shall reflect the language in Exhibit C, Scope of Work.
6. Detail of the expenses being billed
  1. Expenses for each activity and/or task shall be broken down by cost type using the format in Exhibit D, Table 1. Cost by Activity.
  2. DNR reserves the right to request an additional expense detail by line item using the format in Exhibit D, Table 2. Cost by Line Item.
7. Supporting documentation for all expenses being billed
  1. The specific activity or task completed must be accompanied by the respective invoice(s), receipt(s), and any other appropriate supporting documentation (unless noted otherwise above) in order to receive reimbursement.
8. Total invoice amount

Special Budget Provisions: Transfer of funds between tasks is allowed with advance written permission of the DNR Project Manager and shall not exceed 10% of the total budget. If the cumulative amount of these transfers exceeds or is expected to exceed 10% of the total budget, this is subject to a justification and a contract amendment.

Fiscal Year/Biennial Closure: Under fiscal year/biennial closing procedures, Contractor must submit all invoices and/or billings for services or material supplied under this contract through **June 30 to DNR no later than July 10 of that same calendar year.**

**6.0 Outreach and Printed Materials.** All printed materials, signs, and other products including websites resulting from this agreement must be reviewed by DNR prior to publishing. All projects must include an acknowledgement of funding sources, and may be recognized as follows:

*“Funds for this project were provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program.”*

Appropriate Agency logos may be used in addition to the above statement and will be supplied to the City of Camas. Use of Agency logos must be reviewed and approved by the funding agency prior to publishing.

**7.0 Records Maintenance.** City of Camas shall maintain books, records, documents, and other evidence to sufficiently document all direct and indirect costs incurred by City of Camas in providing the services. These records shall be available for inspection, review, or audit by personnel of the DNR, other personnel authorized by the DNR, the Office of the State Auditor, and federal officials, as authorized by law. City of Camas shall keep all books, records, documents, and other material relevant to this Agreement for six (6) years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**8.0 Rights to Data.** Unless otherwise agreed, data originating from this Agreement shall be ‘works for hire’ as defined by Title 17 U.S.C., Section 101 and shall be owned by the DNR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, and register, and the ability to transfer these rights.

**9.0 Independent Capacity.** The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**10.0 Amendments.** This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

**11.0 Termination for Convenience.** Either party may terminate this Agreement upon 30 calendar days prior written notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**12.0 Termination for Cause.** If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

**13.0 Disputes.** If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event a dispute arises under this Agreement that cannot be resolved pursuant to the preceding paragraph, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third-party dispute resolution as the parties mutually agree to in writing.

**14.0 Governance.** This contract is entered into the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules
- (2) State of Washington statutes and regulations
- (3) Scope of Work/Deliverables
- (4) Any other provisions of the agreement, including materials incorporated by reference.

**15.0 Assignment.** The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

**16.0 Waiver.** A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this agreement.

**17.0 Harassment.** Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-052 Sexual Harassment: [https://www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy.pdf](https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf)

Agency contractors hereby have access to DNR Policy PO01-037 Harassment Prevention: [www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy\\_037.pdf](http://www.dnr.wa.gov/publications/em_harassment_prevention_policy_037.pdf)

**18.0 Severability.** The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

## **19.0 Responsibilities of the Parties/Indemnification.**

To the fullest extent permitted by law, City of Camas shall indemnify, defend (with counsel acceptable to DNR), and hold harmless DNR, its officials, agents, and employees, from and against all claims arising out of or resulting from the performance of the Agreement. "Claim" as used in this Agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. City of Camas's obligation to indemnify, defend, and hold harmless includes any claim by City of Camas's employees, representatives, any subcontractor or its employees, or any third party.

However, City of Camas shall not indemnify, defend, or hold harmless DNR, its officials, agents, and employees for claims caused by or resulting from the sole negligence of DNR, its officials, agents, and employees and in the event of concurrent negligence by (1) City of Camas, its agents, employees, representatives, any subcontractor or its employees, or any third party and (2) DNR, its officials, agents, and employees, then City of Camas's obligation to indemnify, defend, and hold harmless DNR, its officials, agents, and employees shall be valid and enforceable only to the extent of City of Camas, its agents, employees, representatives, any subcontractor or its employees, or any third party's share of any concurrent negligence.

City of Camas waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless DNR and its officials, agents, or employees.

## **20.0 Insurance.**

Before using any of said rights granted herein and its own expense, City of Camas shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

City of Camas shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. City of Camas shall also provide renewal certificates as appropriate during the term of this Agreement.

City of Camas shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of City of Camas to have its subcontractors and agents comply with the insurance requirements contained herein does not limit City of Camas's liability or responsibility.

**INSURANCE TYPES & LIMITS:** The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: City of Camas shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's Liability ("Stop Gap") Insurance: City of Camas shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: City of Camas shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." City of Camas waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): City of Camas shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. City of Camas waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. City of Camas waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

#### **ADDITIONAL PROVISIONS:**

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

**Insurance Carrier Rating:** All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager’s absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

**Self-Insurance:** If City of Camas is self-insured, evidence of its status as a self-insured entity shall be provided to Agency. The evidence should demonstrate that City of Camas’s self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of Agency including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of City of Camas is inadequate, then Agency may require the purchase of additional commercial insurance to comply with this Agreement.

**Waiver:** City of Camas waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

**21.0 Limited Waiver of Sovereign Immunity.**

Not applicable for this contract.

**22.0 Complete Agreement in Writing.** This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

**23.0 Contract Management.**

<b>CONTRACTOR Contract Manager Information</b>	<b>DNR Contract Manager Information</b>
Trang K. Lam Parks & Recreation Director City of Camas 616 NE 4th Avenue Camas, WA 98607 <i>Phone:</i> 360-817-7037 <i>Email address:</i> <a href="mailto:tlam@cityofcamas.us">tlam@cityofcamas.us</a>	Sajjadullah Alokozai Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone:</i> 360-915-3944 Email address: <a href="mailto:Sajjadullah.Alokozai@dnr.wa.gov">Sajjadullah.Alokozai@dnr.wa.gov</a>
<b>CONTRACTOR Project Manager Information</b>	<b>DNR Project Manager Information</b>
Trang K. Lam Parks & Recreation Director City of Camas 616 NE 4th Avenue Camas, WA 98607 <i>Phone:</i> 360-817-7037 <i>Email address:</i> <a href="mailto:tlam@cityofcamas.us">tlam@cityofcamas.us</a>	Benjamin Thompson Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone:</i> 360-902-1382 Email address: <a href="mailto:Ben.Thompson@dnr.wa.gov">Ben.Thompson@dnr.wa.gov</a>

**24.0 Treatment of Assets.**

Not applicable for this contract.



By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

**IN WITNESS WHEREOF, the Parties have executed this Agreement.**

**CITY OF CAMAS**

**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL  
RESOURCES**

<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>
<u>Steve Hogan</u>		<u>Andy Tate</u>	
<i>Name</i>		<i>Name</i>	
<u>Mayor</u>		<u>Community &amp; Landowner Assistance</u>	
<i>Title</i>		<u>Assistant Division Manager</u>	
<u>616 NE 4th Avenue</u>		<u>1111 Washington Street SE</u>	
<u>Camas, WA 98607</u>		<u>MS 47037</u>	
<i>Address</i>		<u>Olympia, WA 98504-7073</u>	
<u>360-817-7037</u>		<u>360-902-1798</u>	
<i>Telephone</i>		<i>Telephone</i>	

**EXHIBIT A – SCOPE OF WORK/DELIVERABLES**

<p><b>Activity 1: Inventory and Assessment of Urban Trees and Canopy Cover</b>                  Description: An accurate and complete picture of the City’s public trees and overall canopy cover, land cover metrics, specific maintenance/mitigation recommendations, and identification of potential planting areas in parks, open spaces, and/or along trails.</p>			
<b>Task</b>	<b>Deliverable</b>	<b>Completion Date</b>	<b>Estimated Cost</b>
1A. Conduct a canopy cover analysis which includes an assessment of tree canopy and other land classification types which may be measured by zoning district, census tract, public vs private land, school properties, or other special geographies, and furnish a summary report.	Data will be delivered in a geodatabase that shows the city’s canopy cover and other land classification types. A .pdf copy of the summary report will also be provided.	May 31, 2024	\$30,000.00
1B. Conduct a point-based inventory of public trees according to DNR data standards (as set out in Appendix A-Data Standards for Tree Inventory, below) and furnish a summary report.	A geodatabase, shapefile, or .csv file, that include attributes such as tree species, size, and x, y coordinates for 1,500-2000 trees, and a .pdf copy of the report.	May 31, 2024	\$10,000
<b>Activity 1 Total</b>			<b>\$40,000.00</b>
<p><b>Activity 2: Ordinance and Policy Review</b>                  Description: Audit of City’s current tree-related ordinances and policies in order to evaluate effectiveness and alignment of existing policies within current best practices and management goals.</p>			
<b>Task</b>	<b>Deliverable</b>	<b>Completion Date</b>	<b>Estimated Cost</b>
2A. Audit tree-related ordinance(s) and policies with a SWOT analysis for strengths, weaknesses, gaps, or needs.	.pdf copy of findings report that summarizes results of SWOT analysis.	May 31, 2024	\$10,000.00
<b>Activity 2 Total</b>			<b>\$10,000.00</b>
<p><b>Activity 3: Urban Forestry Outreach and Engagement</b>                  Description: Facilitate engagement of city residents to build awareness and shape improvements to urban forest management by the city.</p>			
<b>Task</b>	<b>Deliverable</b>	<b>Completion Date</b>	<b>Estimated Cost</b>
3A. Engage and educate residents of the city regarding	A .pdf copy of an engagement analysis report of insights gathered; copies	May 31, 2024	\$20,000.00

shape improvements of urban forest management.	of any other public documents produced from public engagement and outreach activities (which include, but are not limited to, public meetings, surveys, interviews, group discussions, etc.).		
<b>Activity 3 Total</b>			<b>\$20,000.00</b>
<b>Activity 4: Urban Forestry Training and Education</b>			
Description: City staff attend professional urban forestry and arboricultural trainings to improve skills and develop partnerships. Trainings can be from PNW ISA, Green Communities Leadership Institute, Arbor Day Foundation, WSU, OSU, UW, or other similar organizations providing training on urban forestry or arboriculture.			
<b>Task</b>	<b>Deliverable</b>	<b>Completion Date</b>	<b>Estimated Cost</b>
4A. Attendance of no less than two staff personnel at no less than two professional training opportunities focused on arboriculture or urban forest management.	Receipts for travel-related costs and copies of training registrations (categorized as supplies).	May 31, 2024	\$5,000.00
<b>Activity 4 Total</b>			<b>\$5,000.00</b>
<b>Activities 1-4 Total</b>			<b>\$75,000.00</b>

**EXHIBIT B - BUDGET**

The total budget is \$75,000.00. See Exhibit A - Scope of Work/Deliverables for activity and task descriptions.

**Table 1. Cost by Activity**

Activities	Personnel and Benefits	Travel	Supplies	Contractual	Total
Activity 1				\$40,000.00	\$40,000.00
Activity 2				\$10,000.00	\$10,000.00
Activity 3				\$20,000.00	\$20,000.00
Activity 4		\$1,500.00	\$3,500.00		\$5,000.00
<b>Total</b>		<b>\$1,500.00</b>	<b>\$3,500.00</b>	<b>\$70,000</b>	<b>\$75,000.00</b>

**Table 2. Cost by Line Item**

<b>Travel</b>	
Transportation and lodging costs to attend trainings (as described in Task 4A), including reimbursement for mileage, airfare, tolls, parking, car rental, etc. Reimbursement rates shall be in accordance with current Agency travel reimbursement rates (see Sec. 4.0 above). <i>Travel for trainings, Activity 4</i>	\$1,500.00
<b>Supplies</b>	
Registration costs to attend trainings (as described in Task 4A). <i>Registration for trainings, Activity 4</i>	\$3,500.00
<b>Contractual</b>	
Professional Services for canopy assessment, tree inventory, ordinance audit and community engagement <i>Contractor(s) qualified to provide services described 1A, 1B, 2A and 3B, as determined by contractors' prior experience providing these specialized services.</i>	\$70,000.00
<b>Total</b>	<b>\$75,000.00</b>

## APPENDIX A – DATA STANDARDS FOR TREE INVENTORY



### Minimum Required Data Collection Attributes for WA Urban Tree Inventories

IMPORTANT NOTE: it is required that a shapefile or .csv is provided to the Washington DNR Urban and Community Forestry Program at the close of the awarded period of performance.

Field Name	Description	Field format; example
Latitude	Each data point should be located using GIS and/or GPS equipment	Decimal degrees; 46.5645
Longitude	Each data point should be located using GIS and/or GPS equipment	Decimal degrees; -122.3221
SiteType	Identify if the data point is a Tree, Stump, Planting Site, or Removal Site	text; Tree
Botanical*	Fully spelled out scientific name of tree species	text; Picea abies
CommonName	Fully spelled out common name of tree species. CommonName should be a reference to the iTree species list and can be obtained from the Washington State DNR Urban & Community Forestry Program	text; Norway spruce
SpeciesCode*	*In lieu of the Botanical field an FIA, PLANTS, or iTree species code can be used. A coded species list can be obtained from the Washington State DNR Urban & Community Forestry Program	text or numeric; ACPL or 0320
Location/Landuse	The physical location of the data point should be recorded, at a bare minimum as: street tree, park tree, parking lot, boulevard tree, vacant lot, cemetery, private, other	text; street tree
DBH (Diameter at Breast Height)	The tree trunk diameter should be recorded at 4.5' above grade to the nearest 1-inch. For multi-stemmed trees, record up to the 5 largest stems.	numeric; 12
Condition	In general, the condition of each tree should be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture: Excellent, Good, Fair, Poor, Critical, Dead	text; Good
Creator	User information of individual adding data to this dataset	text; dgosztyla
Date	Autofilled date of tree measurement	date; mm/dd/yyyy

### Optional (Recommended) Data Collection Attributes for WA Urban Tree Inventories

Field Name	Description	Field format; example
RecommendedMaintenance	Recording of maintenance needs. The following categories, or expanded adaptations should be utilized: Tree Removal, Priority Prune, Routine Prune, Clearance, Training Prune, Stump Removal, Plant Tree	text; Training Prune
NumberStems	If the tree is multistemmed, record the total number of stems	numeric; 4
Notes	Additional information regarding disease, insect, mechanical damage, etc. can be included in this field.	text; sunscald

Washington State Department of Natural Resources Community Forestry Assistance Grant Tree Inventory Guiding Document. Please contact [urban\\_forestry@dnr.wa.gov](mailto:urban_forestry@dnr.wa.gov) with questions relating to tree inventories.

