



Urban and Community Forestry Assistance Program Tree Plotter Inventory (TPI) 2023

City of

City Tree Plotter Inventory TEAM Information

★ The City TPI Project Administrator should complete the entire form. Please return a copy to ODF. This table can be completed on a computer and will expand onto additional pages, if needed.

Category	Name & Title	Email and Phone	Anything we should know?*
Project Administrator <small>(City staff person who will oversee TPI project in your city. Must agree to User Agreement.)</small>			
Inventory/Data Collection Project Leader <small>(If different from above. This is a person who will become familiar with the TPI software, and may be the person designated by the City to collect data, work with data collectors, train staff, etc)</small>			
IT/Data Support person			
(Optional) Other resource person #1** <small>Please describe role in last column</small>			
(Optional) Other resource person #2** <small>Please describe role in last column</small>			
(Optional) Department Head <small>(If different from above. This is a person who should be "in the loop" about TPI communications from ODF)</small>			

* Additional information about this person, e.g. availability, best times to contact, area(s) of expertise/experience, etc.

** Other resource people are those who support/will be involved with the project on a limited/specific basis and who will be "kept in the loop." (E.g. local Master Gardeners involved with data collecting, interested teachers, professional data collectors (hired by city), etc.)



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City Needs and Readiness Form

- _____ (Initial) I have read and agree to the User Agreement at the end of this document.
- _____ (Initial) The City agrees to track the number of hours the TPI software is used for federal grant reporting purposes.
- _____ (Initial) I have carefully read the [FAQ document](#) regarding Oregon’s Statewide TPI Project. I have viewed at least one INTRO webinar on the TPI, either on the [PlanIT Geo website](#), or on the [ODF website](#).
- _____ (Initial) I have viewed at least one additional webinar on additional TPI features, such as generating reports, viewing environmental benefits, exporting data, etc. on the PlanIT Geo website or on the ODF website.

Please indicate your city’s strengths and/or need for assistance:

1. My city wants to get started on using the TPI...

- As soon as possible
- In a couple of months, after we get organized
- Possibly next year

At the appropriate time, whom should we contact to get started with this?

- Project Admin
- Project Leader
- City IT
- Other

2. The City already has a tree inventory and wants to upload its tree data into the statewide system.

- I don’t know
- No
- Maybe
- Yes

If yes or maybe, whom should we contact to get started with this?

- Project Admin
- Project Leader
- City IT
- Other

3. The City has the technical capacity to get started on the inventory (see FAQ for technical information). E.g., the City has a laptop/desktop computer, tablet devices, and/or smart phones

- I don’t know
- No
- Working on it
- Yes

If the City does not have or is working on its technical capacity, please let us know what is being obtained or who ODF should contact to discuss

- Project Admin
- Project Leader
- City IT
- Other

4. Who will be collecting tree inventory data?

- City Staff
- Volunteers
- City Tree Committee
- Other
- Not sure yet

(continued...)



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5. Does City STAFF/volunteer cadre currently have the appropriate level of tree identification and tree care knowledge to get started on the inventory?

- Yes (we are ready to go) No (we need help)

If you would like assistance, what type of help do you need?

- Tree Identification
 Gathering of individual tree information (e.g., size, condition, needs, etc)
 Other (Explain):

Who should we contact to follow-up with training needs? (If necessary, please add this person to the TEAM table.)

- Project Admin Project Leader City IT Other

★ If the City is planning to hire professional tree inventory data collectors (at city expense), please add the company or group to the TEAM table, along with contact information.

❖ Other thoughts, comments, concerns related to your city's readiness and ability to get started?



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User Agreement

1. In this User Agreement, the Oregon Department of Forestry Urban and Community Assistance Program will be referred to as "ODF." The City of _____, will be referred to as "the City."
2. To assist in ODF grant federal grant reporting, the City agrees to track the number of people and hours spent on using the Tree Plotter Inventory in the City. The City will collect this information quarterly, and submit this data annually during the first week of NOVEMBER.
3. The City understands that this software is being offered in good faith by ODF. There may be times in this unprecedented statewide effort when the City needs to work together with ODF and PlanIT Geo to figure out answers to any challenges the City encounters.
4. The City understands that ODF and PlanIT Geo staff will not change the City's tree uploaded data without a written (email) authorization from the City.
5. The tree data entered into the statewide TPI system will be viewable by ODF staff, and to a less detailed degree by the public. The statewide tree data may be used to generate "state of Oregon's urban forest"-type reports for ODF to promote urban forestry, warn of invasive insects, and related reports. Permission to identify specific cities in reports will be obtained prior to publication of any report.
6. The City understands that if it is interested in obtaining its own "add ons" to the TPI software, in addition to ODF's TPI software, it will be at city expense and via discussion and negotiation directly with PlanIT Geo. The City understands that it may create its own subscription contract with PlanIT Geo at any time.
7. The City understands the TPI project is being funded through federal grant funding through 2022/23, making this software free to the City. ODF plans to maintain the project after the grant cycle finishes. Currently, ODF has a Service as Subscription contract with PlanIT Geo to provide support and hosting of the platform until August 2022, with the expectation of continuing this agreement with additional federal funding. Since the future is never certain, ODF is investigating and cultivating future non-federal funding options for this platform, as well.
8. The tree data collected by the City belongs to the City, regardless of the future of ODF's Subscription agreement with PlanIT Geo.
9. The City understands that this software may not be sold/transferred to/utilized by other users for projects outside of the City's tree inventory without written permission of ODF.
10. The City understands that it can control its own tree data visible to its residents and will do so prudently so as not to generate undue distrust or conflict among its residents.