Appendix A

Project Documentation, Reporting, and Record-keeping for Tree Planting and Preservation Projects

Public Comment Version 3

April 2017

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A.1   Documentation to Submit a Project

Project Operators must provide the following documentation to submit their project to the Registry.

Document	When Submitted	Content Summary
Project Submittal Form	Once, at or within one year of Project Commencement	Project Operator, Location, Summary of Project
Project Plan	Once, with Project Submittal Form or within one year of Project Commencement	Design of Project, Compliance with Eligibility Requirements.
Project Implementation Agreement with the Registry	Once, within one year of Project Commencement	Agreement Binding the Project Operator, specific provisions to come
Signed Affidavit of Land Ownership or Permission per Section ___.	With Project Implementation Agreement, or upon any change in ownership or permission	Affidavit of Project Operator on Ownership of Land or Permission
Signed Affidavit of Compliance	With Project Implementation Agreement	Affidavit of PO on compliance with requirements of protocol

A.2   Documentation for Quantification, Verification, and Request for Issuance of Credits

Project Operators must submit the following documentation on status and to request verification and issuance of credits by the Registry.

Document	When Submitted/Required	Content Summary
Status Reports	Annually, at anniversary of project commencement	One-page report to be filled in confirming Project Operator, operational status, and any significant variations from Project Plan
Project Reports, including quantification of carbon	Always at end of Project Duration. Before that, at Project Operator's discretion, but required before verification or issuance of credits.	Status of Project, Update on Eligibility, project trees for Forward Credits, quantification, and comparison of projected carbon storage with quantified carbon if received Forward Credits.

A.3   Reporting During and at End of Project Duration

A Project Report must be submitted at the end of a project's Project Duration. During a project, the Project Operator may submit a Project Report and seek verification and issuance of credits at any interval chosen by the Project Operator. The Registry will not verify or issue credits without a Project Report.

Project Reports must contain:

a. Any updated information or data on eligibility, and

b. Updated project inventories, data on existence of project trees for issuance of Forward Credits, and any quantification data required by Section 9 and Appendices B or C on quantification and verification.

A.4   Record Keeping

Project Operators shall keep all documents and forms related to the project for a minimum of the 25-year Project Duration. If the Project seeks credits after the 25-year Project Duration, it must retain all documents for as long as it seeks issuance of credits. This information may be requested by the Registry at any time.

A.5   Transparency

The Registry requires data transparency for all Projects, including data that displays current carbon stocks, reversals, and quantification of carbon stored. For this reason, all project data reported to the Registry will be publicly available on the Registry's website or by request.