Appendix A

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

Version 8

September 6, 2020

Urban Forest Carbon Registry, City Forest Credits, a 501(c)(3) non-profit organization
999 Third Ave. #4600
Seattle, WA 98104
info@cityforestcredits.org
(206) 623-1823

A.1   Document Submittal for a Planting Project

Project Operators must submit the following documentation to City Forest Credits (the "Registry").

Document	When Submitted	Content Summary
Project Application	Once, at discretion of Project Operator. Projects commence upon approval of application by Registry	Project Operator, Location, Summary of Project
Project Design Document	Initial PDD submitted within 6 months of approval of application by Registry	Design of Project, Compliance with Eligibility Requirements.
Project Implementation Agreement with the Registry	Once, within 6 months of approval of application by Registry	Agreement between Project Operator and Registry
Signed Declaration of Land Ownership or Transfer from Owner to PO	With Project Implementation Agreement, or upon any change in ownership or permission	Declaration of Project Operator on Ownership of Land or Agreement from Owner to Transfer Credits

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
Monitoring Reports	Annually at anniversary of the first Verification Report	Report confirming Project Operator, operational status, and any significant variations from eligibility, quantification, or Project Design Document
Request for Third-Party Verification and Credits	Always at end of Project Duration. Before that, required before verification or issuance of credits.	Can be PDD with updates on eligibility and quantification, as required by protocol.

A.3   Reporting During and at End of Project Duration

Projects must submit annual Monitoring Reports for the Project Duration. These are due on the anniversary of the date of the first Verification Report. During a project and at its end, the Project Operator may receive credits only after submitting a Request for Third-Party Verification and Credits. The Registry will issue credits per the provisions of the protocol.

The Request for Third-Party Verification and Credits must contain:

   a. Any updated information or data on eligibility, and

   b. Any updated quantification data required by the relevant protocol and appendices, including imaging of project trees or geo-coded photographs.

A.4   Record Keeping

Project Operators shall keep all documents and forms related to the project for a minimum of the Project Duration required by the protocol. If the Project seeks credits after the 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. For this reason, all project data reported to the Registry will be publicly available on the Registry's website or by request.