



Chicago Region Carbon Program Third-Party Verifier for Planting Projects

The Chicago Region Carbon Program is seeking Third-Party Verifier candidates to support urban forest carbon projects registered with City Forest Credits (CFC).

Independent verification of carbon projects ensures the integrity and quality of the projects registered under CFC. Third-Party Verifiers, also known as validation/verification bodies (VVBs), verify that carbon projects meet the rules and requirements in the CFC carbon protocols. All VVBs must be qualified and approved by CFC. See [qualification statement](#) and [application form](#). City Forest Credits will provide to all verifiers a verification checklist, verification documents, and training in its carbon protocols and quantification methods.

Verifiers generally are not required to do on-site inspections of projects. The verifier conducts a desk review of all documents submitted by Project Operators to CFC, including maps, photos, imaging and/or GPS data, the project design document, and quantification data. The verifier will then produce a Verification Report, using the approved CFC template.

Candidates for becoming verifiers for the CFC Tree Planting Protocol should have some experience in forestry or urban forestry, as well as familiarity with the following:

- Plot sampling, and/or physical inventories of trees (including measurement)
- Methods of tracking or keeping inventories of urban trees planted
- iTree

See next page for more verification details.

Start date: August 15, 2022

Hours per month: Estimate 10 to 12 hours for training in September on City Forest Credits protocols and tools. Training time is paid at a negotiated hourly rate. Project verification will take place between November 2022 and February 2023. Each project takes approximately 4 to 8 hours to complete verification.

Compensation: Hourly rate ranges \$50 to \$100/hour depending on experience

Contact: Liz Johnston, Director at City Forest Credits, liz@cityforestcredits.org.

To apply: Send a completed [application form](#) and updated resume to info@cityforestcredits.org

Tree Planting Project Verification Details

Upon receiving a completed Project Design Document with data on eligibility, quantification of carbon, and a request for credits, the Registry will retain a VVB to verify the project's compliance with the Protocol.

If the information supplied is not sufficient the verifier shall request clarifications or additional information. The verifier will then produce a Verification Report, using the approved CFC template.

Note that CFC also conducts its own validation of projects at three times - first, in the pre-application, second upon receiving the Project Design Document and before third-party verification, and third, after receiving the verification report. The verifier will assess the eligibility, completeness, and accuracy of the Project submittals to provide another layer of review.

Here is an example of the Verification Checklist to be completed by the verifier.

Elements To Verify	Verified?	How To Verify	Protocol Section	Verifier Log Notes
Project Operator (PO) Identity	<input type="checkbox"/>	Website, or state/local records, if necessary	1.1	
Project Implementation Agreement (PIA)	<input type="checkbox"/>	Signed/received	1.2	
Location	<input type="checkbox"/>	Mapping/location data	1.3	
Right to Receive Credits	<input type="checkbox"/>	Ownership Signed Agreement to Transfer Credits	2	
Project Commencement	<input type="checkbox"/>	Approval of Application by Registry	7	
Project Duration	<input type="checkbox"/>	Signed PIA	5	
Legal Requirements Test	<input type="checkbox"/>	Check Project Design Documentation, Project Operator's Declaration, PIA, imposes contract duty onto Project Operator to comply with protocol, is project type consistent with voluntary planting?	4.1	This is noted on the Attestation of Planting and in the Initial Credits PDD
For Single Tree Quantification, after planting, Year 4 and Year 6; Project Operator's Mortality and Verification Declarations			Appendix B	
After Planting:				
1. Project Design Document (PDD)	<input type="checkbox"/>			
2. Imaging or geo-coded photos	<input type="checkbox"/>			
3. Attestation of Planting	<input type="checkbox"/>			
4. Attestation of Planting Affirmation	<input type="checkbox"/>			
5. Attestation of No Net Harm	<input type="checkbox"/>			
6. Attestation of No Double Counting	<input type="checkbox"/>			
Reversals	<input type="checkbox"/>	PIA	9	
Reversal Pool Contributions				
Lake County Forest Preserve District - Carbon Project	<input type="checkbox"/>	Calculate 5% of total credits for Reversal Pool		

CFC provides a complete template for the Verification Report.

Example Verification Report – [Lake County Forest Preserve District Carbon Planting Project 2021](#)