Chicago Region Carbon Program
Informational Packets

The Chicago Region Carbon Program offers three Informational Packets so you can learn more about participating in the program. You have opened the third of the three informational packets.

You can move through these Packets at your own speed and request a consultation at any time by contacting Zach Wirtz at the Chicago Region Trees Initiative at zwirtz@mortonarb.org.

Informational Packet 1 – Introduction to Carbon Credits

Includes: a general program overview, frequently asked questions, and a self-screening checklist

Informational Packet 2 – Detailed Information on Carbon Credits

Includes: a 1-page workflow diagram of a carbon project, a protocol summary based on project type, detailed frequently asked questions, fees, staff time estimates, and a pro forma income statement for a sample project

If you are interested in joining the regional program and starting your own project, please schedule a consultation at this point with Lydia and Zach.

Informational Packet 3 – Starting Your Project

Includes: all of the information and documents you need to start your project

For more information or to request additional packets, please contact Zach Wirtz at Chicago Region Trees Initiative at zwirtz@mortonarb.org.

Informational Packet 3: Starting Your Project

Contents

Project Information to Gather

Here is a list of the project information you will need to compile:

- Project Area(s) map
- Regional map showing Project Areas
- Proof of ownership of land, or if LPI is not the landowner, an Agreement to Transfer Credits from the landowner
- Planting design and quantification method:
  - Single Tree – for trees planted at least 10 feet apart, for street trees, dispersed, or linear-type design
    - If so, need GPS or inventory of trees planted
  - Clustered – for trees planted at least 10 feet apart but relatively contiguous or near each other to create canopy, i.e. park-like settings
    - If so, need to show imaging of trees
  - Area Reforestation – for trees planted closer than 10 feet apart, in an area greater than 5 acres with to create canopy and a forest ecosystem
    - If so, need to show imaging of trees
- Tree species
- Numbers of trees planted
- Quantification info – will depend on the planting design above (CFC will provide more detail)
- Documents showing trees planted – invoices from nurseries, photos of plantings, signed statements from planting partners (CRTI will provide more detail)
- Maintenance information
- Documents as described below

CFC Planting Project Document Checklist

The "CFC Planting Project Document Checklist" is provided as a way to help track when various project documents are due, when they are submitted for review, and when they are approved. It also outlines each individual planting project document with the purpose of the document and notes with additional information.

Below is a screenshot of the checklist and the complete Microsoft Excel document is included as a separate document along with this third informational packet:

CFC Carbon Planting Project Documentation Checklist

Project Name: _____

Project Number: _____

Project Location: _____

Project Operator Contact: _____

CITY FOREST CREDITS

Project Application & Agreement

Document Name	Purpose	Notes	Deadline	Date Submitted	Date Approved
01 CFC Planting Project Application Template	Project Operator contact information, location, and project summary and impacts	Submitted by Project Operator after pre-eligibilty confirmed. CFC approves via Approval Letter. Public document posted on the CFC Registry.			
02 CFC Planting Project Implementation Agreement Agreement	Agreement between Project Operator and CFC on responsibilities of all parties, CFC fees, etc. for project duration of 26 years.	Due after Approval Letter. Not posted publicly on the CFC Registry.			
Project Operator Identity	Document(s) showing that Project Operator is an entity organized and licensed under the laws of its jurisdiction, or a governmental body	Due with Project Implementation Agreement			

Project Launch

Document Name	Purpose	Notes	Deadline	Date Submitted	Date Approved

Note: all documents due within 6 months of Approval Letter and required before third-party verification or issuance of credits

Checklist   (+)

CFC Project Document Templates List

Local Project Implementers, also referred to as "Project Operator" in the templates, will complete the following project document templates as part of managing their carbon planting project. Details on each template, including purpose, timing of delivery, and tracking submissions, may be found in the "CFC Planting Project Document Checklist" Microsoft Excel file.

All templates are provided in Microsoft Word format. Here is a list of the template file names sent as part of this third informational packet:

- o 01 CFC Planting Project Application Template
- o 02 CFC Planting Project Implementation Agreement
- o 03 A CFC Planting Initial Credit Project Design Document Template – Single Tree
- o 03 B CFC Planting Initial Credit Project Design Document Template – Area Reforestation and Cluster Method
- o 04 A CFC Planting Attestation of Land Ownership Template
- o 04 B CFC Planting Agreement to Transfer Credits Template
- o 05 CFC Planting Attestation of Planting Template
- o 06 CFC Planting Attestation of Planting Affirmation Template
- o 07 CFC Planting Attestation of Additionality
- o 08 CFC Planting Attestation of No Double Counting and No Net Harm Template
- o 09 CFC Carbon Project Social Impacts Template
- o 10 CFC Planting Monitoring Report Template

Example Completed Documents

For an example of how to complete the various project documents, please visit the "Documents" tab on any of the following project pages:

- Lake County Forest Preserve District's Carbon Planting Project Page
- Kendall County Forest Preserve District – Fox River Bluffs Planting Project Page
- City of Highland Park – Urban Forest Rejuvenation Planting Project Page
- Village of Mount Prospect Planting Project Page