



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 with Lydia Scott and Zach Wirtz at Chicago Region Trees Initiative at lscott@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 Lydia Scott at Chicago Region Trees Initiative at lscott@mortonarb.org.



Informational Packet 3: Starting Your Project

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Project Information to Gather

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

- Project Area map
- Regional or city map
- Property deed or record of ownership, if not the landowner, provide an Agreement to Transfer Credits
- Recorded documents showing tree protections (CFC can supply legal language)
- Project Area total acreage (forested, developable stands)
- Zoning and applicable land use information. Provide details on what can be developed per local zoning; ex. minimum lot size or dwelling units per acre
- Quantification information
 - If you use a physical inventory of carbon, then you supply that data
 - If you use the US Forest Service General Technical Report look-up tables, then you will need to provide:
 - Main forest type. Options include:
 - elm-ash-cottonwood
 - maple-beech-birch
 - oak-hickory
 - oak-pine
 - Percentage deciduous versus coniferous species
 - Age of the tree stands
 - For crediting you will need to provide aerial photos, historical documents, or sampling
 - Density of the forest
 - For initial estimate you can describe as full canopy, partial canopy, patchy or sparse canopy
 - For crediting you will need to provide an iTree Canopy report



CFC Preservation Project Document Checklist

The “CFC Preservation 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 preservation 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 Preservation 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 Preservation Project Application Template	Project Operator contact information, location, project summary, and impacts	Submitted by Project Operator after pre-eligibility confirmed. CFC approves via Approval Letter. Public document posted on the CFC Registry.			
02 CFC Preservation Project Implementation Agreement Template	Agreement between Project Operator and CFC on responsibilities of all parties, CFC fees, etc. for project duration of 40 or 100 years.	Due after Approval Letter. Not posted publicly on the CFC Registry.			
Project Operator Identity	Document 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
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CFC Project Document Templates

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 preservation project. Details on each template, including purpose, timing of delivery, and tracking submissions, maybe found in the “CFC Preservation 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:

- 01 CFC Preservation Project Application Template
- 02 CFC Preservation Project Implementation Agreement Template
- 03 A CFC Preservation Project Design Document Template_11.1.A
- 03 B CFC Preservation Project Design Document Template_11.1.B
- 04 CFC Preservation Forest Composition Report Template
- 05 CFC Agreement to Transfer Credits Template
- 06 CFC Preservation Attestations Template
- 07 CFC Carbon Project Social Impacts Template
- 08 CFC Preservation 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:

- [Thompson Road Oak Woods Preservation Project Page](#)
- [Crowley Oaks Conservation Area Preservation Project Page](#)
- [Kendall County Forest Preserve District – Reservation Woods Land Acquisition Preservation Page](#)
- [Natural Land Institute – Fitzgerald Road Preservation Project Page](#)