



Afforestation and Reforestation (Tree Planting) Carbon Project Process Overview

The following sets out the process of a planting project between Project Operator and City Forest Credits (Registry):

1. Pre-application discussions. Review requirements:
 - a. Overall process guidance
 - b. Eligibility, as outlined in the Afforestation and Reforestation Protocol
 - c. Initial carbon and co-benefit quantification estimates
 - d. Templates for crediting documents – see Exhibit B for explanations
 - e. Timing - all project materials should be submitted to Registry within six months of the last tree planted in a project, see Exhibit C
 - f. If planning to submit application much later, sign Notice of Intent
2. Project Application and Project Implementation Agreement
 - a. Project Operator submits Application to Registry
 - b. Registry reviews Application and issues approval letter
 - c. Project Operator and Registry sign Project Implementation Agreement
 - d. Project Operator pays Application Fee to Registry; see Exhibit A
 - e. Registry creates a project webpage on the Carbon Project Registry and will guide Project Operator on content needed, including photographs
3. Project Launch
 - a. If not already completed, Project Operator completes tree planting
 - b. Project Operator submits project documents showing proof of ownership or right to receive potential credits
 - i. Attestation of Land Ownership or Agreement to Transfer Credits
4. Request for Credits, Validation, and Verification
 - a. Project Operator submits project documents:
 - i. Project Design Document and supporting attachments including maps, tree data, and carbon and co-benefit quantification
 - ii. Attestation of Planting
 - iii. Attestation of Planting Affirmation
 - iv. Attestation of Additionality
 - v. Attestation of No Double Counting & No Net Harm
 - vi. Social Impacts
 - b. Registry reviews documentation (Validation). Project Operator works with Registry to resolve any issues identified during Validation.
 - c. Registry transmits validated project documents to Third-Party Verifier for verification
 - d. Project Operator works with Registry to resolve any issues

- e. If verification is successful, Third-Party Verifier submits Verification Report containing projected credit totals. Registry finishes Validation Report and posts all documents on project webpage.
 - f. Project Operator pays initial Validation and Verification fee to Registry, see Exhibit A. Project Operator will need to submit documentation for Validation and Verification again at years 4, 6, 14, and 26.
5. Credit Issuance
- a. Project Operator opens an account with Registry to receive credits
 - b. Registry issues ex ante Carbon Forward Removal Credits™ to the Project Operator
 - c. Credit issuance schedule:
 - i. 10% of projected credits after planting
 - ii. 30% of projected credits at Year 4
 - iii. 30% of projected credits at Year 6
 - iv. 10% of projected credits at Year 14
 - v. Remaining credits issued based on quantification of CO₂e at Year 26
 - d. Registry will issue 95% of Credits and will hold 5% in a Reversal Pool Account for tree loss due to acts of god (also known as Unavoidable Reversals)
6. Sale of Credits
- a. Project Operator seeks carbon credit buyers and negotiates sale of credits
 - b. Credits are issued in Registry database, and transferred to buyer after sale
 - i. Project Operator pays Project Operator Registry Ledger Account Fee to Registry after first credit sale, see Exhibit A
 - ii. Project Operator pays Credit Issuance Fee; see Exhibit A
 - iii. Buyer will open account with the Registry to transfer credits and pay Buyer Registry Account Fee to Registry
7. Over 26-Year Project Duration
- a. Project Operator submits annual monitoring reports to Registry
 - b. At Years 4, 6, 14, and 26 Project Operator collects and submits sample of trees or canopy coverage to Registry. Method dependent on planting design and carbon quantification.
 - c. Registry reviews documentation (validation) and transmits to Third-Party Verifier for verification. Credits are issued after validation and verification are complete.

Exhibit A

Table 1. Fee Schedule

Type of Fee	Amount	Due
Application Fee	\$1,500	Invoiced by CFC after Approval Letter and executed Project Implementation Agreement
Project Operator Registry Ledger Account Fee	\$1,000	Invoiced by CFC after first credit sale, applicable only for first time opening a Project Operator Account
Validation and Verification Fee: <ul style="list-style-type: none"> • Single Tree Quantification Method, planting less than 5,000 trees 	<ul style="list-style-type: none"> • \$750 after planting • \$750 at Year 4 • \$750 at Year 6 • \$2,000 at Year 14 • \$6,000 at Year 26 <p>Total for all five credit issuances is \$10,250 over 26 years</p>	Invoiced by CFC five times during Project Duration, after Validation and Verification and before each credit issuance
Validation and Verification Fee: <ul style="list-style-type: none"> • Single Tree Quantification Method, planting between 5,000 and 10,000 trees • Cluster Quantification Method or Area Reforestation Method, planting less than 50 acres or a single location 	<ul style="list-style-type: none"> • \$1,000 after planting • \$1,000 at Year 4 • \$1,000 at Year 6 • \$3,000 at Year 14 • \$6,000 at Year 26 <p>Total for all five credit issuances is \$12,000 over 26 years</p>	Invoiced by CFC five times during Project Duration, after Validation and Verification and before each credit issuance
Validation and Verification Fee: <ul style="list-style-type: none"> • Single Tree Quantification Method, planting more than 10,000 trees • Cluster or Area Reforestation Quantification Method, more than 50 acres or many locations 	<ul style="list-style-type: none"> • \$1,000 after planting • \$1,500 at Year 4 • \$1,500 at Year 6 • \$5,000 at Year 14 • \$7,500 at Year 26 <p>Total for all five credit issuances is \$16,500 over 26 years</p>	Invoiced by CFC five times during Project Duration, after Validation and Verification and before each credit issuance
Credit Issuance Fee	Greater of \$4 per credit or 10% of the sales price of credits	Net 30 after Project Operator receives proceeds from any sale
Buyer Registry Account Fee	\$1,000	Buyer invoiced by CFC after first credit transfer, applicable only for first time Buyer opens an account

Exhibit B

Table 2. Templates for Crediting Documents

Document Name	Purpose
Notice of Intent	Optional, to record Project Operator’s intent to register a particular tree planting effort as a carbon project
Project Application	This is a short summary of the project location, description, initial eligibility requirements, project impacts, and planting design and quantification method
Project Implementation Agreement	This is the 26-year agreement between the Project Operator and City Forest Credits (the “Registry”) for an urban forest carbon project. Requires document showing that Project Operator is an entity organized and licensed under the laws of its jurisdiction, or a government body.
1) Attestation of Land Ownership or 2) Agreement to Transfer Credits	Use one of the two templates to show proof of ownership or proof from landowner to receive potential credits
Project Design Document and supporting attachments, including maps	This document includes maps, planting design, proof of eligibility, and estimates of carbon and co-benefit quantification
Quantification Tool and Tree Data, per appropriate method	Attach to Project Design Document
Attestation of Planting	This is an attestation that Project trees were planted, including the dates (month and year) of first and last trees planted in the Project. Attach supporting documentary evidence including invoices for trees and event photos.
Attestation of Planting Affirmation	This is an attestation signed by a participating organization or entity that witnessed the tree planting, documents that the planting event(s) occurred
Attestation of Additionality	This is an attestation that demonstrates how additionality was met through the project. Documentation includes local canopy change data to support Performance Standard Baseline.
Attestation of No Double Counting & No Net Harm	This is an attestation that no project shall seek credits on trees, properties, or projects that have already received credits and no project shall cause net harm. Demonstrate that Project Operator has mapped the Project Trees against the registered urban forest project database and determined that there is no overlap.
Social Impacts	This is a form that Project Operators use to evaluate how the Project aligns with the UN Sustainable Development Goals

Exhibit C

Table 3. Key Project Dates

Project Component	Timeline and Key Dates
Project Application	Submit to Registry within six months of planting the last tree in the Project. All trees must be planted to be included in the Project.
Project Design Document and Attachments	Submit to Registry within six months of planting the last tree in the Project.
Credit Commencement Date	The date the last project tree is planted (does not include replacement trees).
Subsequent Credit Issuances	Sampling and requests for credit issuance at Years 4, 6, 14, and 26 can begin on the respective anniversaries after the Credit Commencement Date.
Monitoring Reports	Due every year for the Project Duration. Due on the anniversary of the first Verification Report.
Project Duration	26 years, starts on the Credit Commencement Date

The following table outlines an example timeline for a project’s Requests for Credit Issuance in Years 4, 6, 14, and 26, if the last project tree was planted on March 20, 2022.

Table 4. Example Timeline for Sampling and Requests for Credit Issuance

Year 4 Sampling and Request for Credit Issuance	
Collect tree data and complete documentation	March 21, 2025 – December 21, 2025
Due date for documentation to be submitted to CFC	On or before December 21, 2025
Year 6 Sampling and Request for Credit Issuance	
Collect tree data and complete documentation	March 21, 2027 – December 21, 2027
Due date for documentation to be submitted to CFC	On or before December 21, 2027
Year 14 Sampling and Request for Credit Issuance	
Collect tree data and complete documentation	March 21, 2035 – December 21, 2035
Due date for documentation to be submitted to CFC	On or before December 21, 2035
Year 26 Sampling and Request for Credit Issuance	
Collect tree data and complete documentation	March 21, 2047 – December 21, 2047
Due date for documentation to be submitted to CFC	On or before December 21, 2047