



Carbon Preservation Project Process Overview

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

1. Pre-application discussions. Review requirements:
 - a. Overall process guidance
 - b. Confirm eligibility and important dates, as outlined in the Preservation Protocol
 - c. Initial carbon and co-benefit quantification estimates
 - d. Templates for crediting documents – see Exhibit B for explanation
 - e. Timing – see Exhibit C for explanation
 - f. If planning to submit application much later, sign Notice of Intent
2. 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. 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
 - b. Project Operator submits draft project documents to Registry for approval. The Project Design Document includes maps, forest data, carbon and co-benefit quantification, and other supporting documentation to show how the project meets the eligibility criteria. See Exhibit B for list and explanations.
 - c. If not completed already, Project Operator records Preservation Commitment protecting project trees.
4. Request for Credits, Validation, and Verification
 - a. Project Operator submits final project documents to Registry
 - 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
 - d. Project Operator works with Registry to resolve any issues
 - e. If verification is successful, Third-Party Verifier submits Verification Report containing credit totals
 - f. Project Operator pays Validation and Verification Fee to Registry, see Exhibit A

5. Credit Issuance
 - a. Project Operator opens an account with Registry to receive credits
 - b. Registry issues ex post Carbon+ Credits to the Project Operator. Credits are issued between one and five years, dependent on the size of the project.
 - c. Credit issuance schedule:
 - i. 50 acres or less: all credits are issued after validation and verification
 - ii. Greater than 50 but less than 200 acres: credits are issued in the equivalent of 50 acres per year
 - iii. Greater than 200 acres: credits are issued in equal amounts over five years
 - d. Registry will issue 90% of Credits and will hold 10% in a Reversal Pool Account for tree loss due to acts of god (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 Account Fee to Registry after first credit sale, see Exhibit A
 - ii. Project Operator pays Credit Sale 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 40 or 100 year Project Duration
 - a. Project Operator submits monitoring reports to Registry every three years
 - b. Project Operator may request additional credit for growth of trees, requires quantification and verification with additional fees

Exhibit A

Table 1. Fee Schedule

Type of Fee	Amount	Due
Application	\$3,000	Invoiced by CFC after CFC Application Approval Letter and executed Project Implementation Agreement
Project Operator Registry Account	\$1,000	Invoiced by CFC after first credit sale, applicable only for first time opening a Project Operator Account
Validation and Verification	\$3,000	Invoiced by CFC after verification and before credit issuance
Credit Issuance	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	\$1,000	Buyer invoiced by CFC after first credit transfer, applicable only for first time Buyer opens an account

Exhibit B

Table 2. Templates and other required documentation for carbon crediting

Document Name	Purpose
Notice of Intent	Optional, to record Project Operator’s intent to register a particular property as a carbon project
Project Application	A template that includes a summary of the project location, description, initial eligibility requirements, and impacts
Project Implementation Agreement	A 40 or 100-year agreement between the Project Operator and City Forest Credits (the “Registry”) for the duration of the 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) Land Ownership or 2) Agreement to Transfer Credits	Proof of ownership demonstrated by providing the property deed or a written agreement from the landowner to receive potential credits.
Project Design Document (PDD)	A template that describes how the project meets the eligibility criteria and quantification of credits as outlined in the Protocol. Attach maps, proof of ownership, demonstration of threat of loss, land use information, preservation commitment, carbon and co-benefit quantification, forest data, attestations, social impacts, and any other supporting documentation
Maps	Maps of the project including geospatial location, regional, project area, land use/zoning, and forest stands
Preservation Commitment	Easement, covenant, or other deed restriction recorded on the property that protects trees from removal for minimum of 40 years
Threat of Loss Demonstration	Documentation that shows the property has a land use designation or zoning that allows for at least one non-forest use, has excluded relevant critical areas, and how the project meets one of three criteria demonstrating threat. Documentation may include maps, zoning or land use code, etc.
Carbon Quantification and Forest Data	Based on methodology described in Protocol Section 12.1. Documentation may include a CFC Carbon Quantification Calculator, Forest Composition Report, forest age imagery, stand map, iTree report and data, and other materials.
Co-Benefit Quantification	A spreadsheet that quantifies the ecosystem services the project provides for rainfall interception, air quality, and energy savings.
Attestation of No Double Counting & No Net Harm	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.
Attestation of Additionality	An attestation that demonstrates how additionality was met through the project.

Social Impacts	A template to evaluate how the Project aligns with the UN Sustainable Development Goals
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Exhibit C

Table 3. Key Project Dates

Project Component	Timeline and Key Dates
Preservation Commitment (recordation date)	Preservation Commitment must be recorded no more than six months after Registry approval of Project Application
Project Application	No more than two years after Preservation Commitment recordation date For land trusts and land conservation entities ONLY: No more than two years after property acquisition date
Project Design Document and Attachments	Submit to Registry within six months of Registry approval of Project Application
Credit Commencement Date	Recordation date of the Preservation Commitment
Subsequent Credit Issuances	Based on annual anniversary of the recordation date of the Preservation Commitment
Monitoring Reports	Due every three years for the Project Duration. Due on the anniversary of the first Verification Report
Project Duration	40 years, starts on the Credit Commencement Date