



City Forest Credits Carbon Preservation Project Application

Notes to applicants: The project application will be posted on the Carbon Project Registry on the project or program page, so it should not include any confidential information. Submit a map of the forested project area with application. We will follow-up with details to create a Carbon Project Registry Page after approval of your application. Within six months of approval of your application, you must submit the following documents to City Forest Credits (the "Registry"):

- *Project Design Document*
- *Easement, covenant, or other deed restriction that preserves trees from removal*

1. Project Name

For example: St. Elmo Preservation

2. Project Type

Preservation

3. Project Location

Projects must be in or adjacent to one of the following. Describe which one of the criteria the project meets and provide name of city, town, or jurisdiction where project is located.

- *"Urban Area" per Census Bureau maps; see <https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html>*
- *An incorporated or unincorporated city or town*
- *A planning area for a metropolitan planning agency or entity, such as the Chicago Metropolitan Agency for Planning*
- *Land owned, designated, and used by a municipal or quasi-municipal entity such as a utility for source water or watershed protection*
- *A transportation or utility right of way through one of above*

4. Project Operator

Provide name of organization/entity, and contact information

Organization/Entity:

Address:

City:

State:

Zip:

Contact(s):

Phone:

Email:

5. Project Description

Provide short narrative of the forest project area site, forest characteristics, and overall goals

6. Project Impacts

Provide short narrative of the impacts this project will achieve. Examples include how the project addresses increased access to green spaces for under-resourced communities, flood control, watershed protection, human health benefits, recreation or bird and wildlife habitat.

7. Additional Information

Provide additional information about your project. Examples include collaboration with other partners or how this project fits into a larger effort.

Signed on [insert month and date] in 2021, by [insert name and title of person authorized to sign], for [insert Project Operator name].

Signature

Printed Name

Phone

Email



INCLUDE PROJECT NAME HERE
Project Design Document

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INSTRUCTIONS

Project Operators complete and submit this Project Design Document (PDD) one time only for the project. City Forest Credits (CFC) then reviews this PDD for validation with all other required project documents. An approved third-party verifier then conducts verification.

Please complete sections starting on page 5 under Project Overview where you find “[Enter text here]” as thoroughly as possible and provide numbered attachments for maps and other documentation (ex: 1 – Regional Map).

PROTOCOL REQUIREMENTS

Below are a list of the eligibility requirements for informational purposes which are also found in the CFC Tree Preservation Protocol Version 10.40, dated February 7, 2021.

Project Operator (Section 1.1)

Identify a Project Operator for the project. This is the person or entity who takes responsibility for the project for the 40-year duration.

Project Duration in the Project Implementation Agreement (Section 4)

Project Operator must commit to a 40-year duration and sign a Project Implementation Agreement. This is a 40-year agreement between the Project Operator and CFC for an urban forest carbon project.

Location Eligibility (Section 1.3)

Project Areas must be located in parcels within or along the boundary of at least one of the following criteria:

- A. The Urban Area or Urban Cluster boundary (“Urban Area”), defined by the most recent publication of the United States Census Bureau
- B. The boundary of any incorporated city or town created under the law of its state;
- C. The boundary of any unincorporated city, town, or unincorporated urban area created or designated under the law of its state;
- D. The boundary of any regional metropolitan planning agency or council established by legislative action or public charter.
- E. The boundary of land owned, designated, and used by a municipal or quasi-municipal entity such as a utility for source water or watershed protection;
- F. A transportation, power transmission, or utility right of way, provided the right of way begins, ends, or passes through some portion of A through D above.

Ownership Eligibility (Section 2)

Project Operator must demonstrate ownership of property and eligibility to receive potential credits by meeting at least one of the following:

- A. Own the land, the trees, and potential credits upon which the Project trees are located; or

- B. Own an easement or equivalent property interest for a public right of way within which Project trees are located, own the Project trees and credits within that easement, and accept ownership of those Project trees by assuming responsibility for maintenance and liability for them; or
- C. Have a written and signed agreement from the landowner, granting ownership to the Project Operator of any credits for carbon storage, other greenhouse gas benefits, and other co-benefits delivered by Project trees on that landowner's land. If the Project Area is on private property, the agreements in this sub-section must be recorded in the public records in the county where the property is located. The recordation requirement can be satisfied if the agreements specified in this sub-section are contained in a recorded easement, covenant, or deed restriction on the property.

Demonstrate Tree Preservation (Section 4.1)

Project Operator must preserve trees for 40 years. If the project is on private land, trees can be preserved by recorded easement or deed restrictions. If the project is on public land, trees can be preserved by a recorded encumbrance, or by zoning designation AND development regulations in place that specifically protect the trees for the 40-year project duration.

Demonstrate Threat of Loss (Section 4.2 and Section 4.3):

Project Operator must meet the following requirements:

- Project trees now preserved by new easement or protected zoning status, and
- Project trees were not preserved by easement or protected zoning status before, and
- Prior to preservation, project area was in zoning designation that allowed at least one non-forest use, and
- Prior to preservation, land in the project area met one of the three following:
 - Surrounded on at least 30% of its perimeter by developed or improved uses, or
 - Sold or assessed at greater than \$10,000 per acre within three years of preservation, or
 - Would have had a fair market value after conversion to a developed or improved use greater than the fair market value prior to preservation

Additionality (Section 4 and 10)

Additionality is ensured through the following:

- Prior to the start of the project, the trees in the project area are not protected via easement or recorded encumbrance or in a protected zoning status that preserves the trees.
- The zoning in the project area must currently allow for a non-forest use
- The trees in the project area face a risk of removal or conversion out of forest
- The Project Operator records in the public land records an easement, covenant, or deed restriction specifically protecting the trees for the project duration of 40 years or 100 years (40 or 100 years depending on the protocol version)

Quantification of Carbon Stock and Soil Carbon (Section 10)

The protocol describes the steps for carbon quantification in detail. CFC has spreadsheets that identify data needed, with some of calculations based on formulae.

- Estimate the biomass stock present and adjust for uncertainty to calculate the "Accounting Stock" (Section 10.1). This can be done using the GTR tables, or using an iTree tool with samples, or by on-site inventory

- Calculate the fraction of the Accounting Stock that likely would be emitted as a result of development, “Avoided Biomass Emissions” (Section 10.2)
- The Project Operator may elect to also account for growth of trees within the project area, or may choose not to count growth (Section 10.3)
- Calculate “Avoided Soil Carbon Emissions” (Section 10.4)
- Apply the deductions in Section 10.5 and Appendix B to Biomass and Soil Carbon calculations to adjust for development and emissions that would be displaced by the preservation of the project area (leakage deductions). This will reduce the creditable tonnes of Avoided Biomass Emissions and Avoided Soil Carbon Emissions to adjust for displaced development (Section 10.5)

Credit Issuance to Project Operator (Section 6)

Ex-post credits are issued after the biomass is protected via a recorded encumbrance protecting the trees. Issuance is phased or staged over one and five years at the equivalent of 50 acres of crediting per year. This staged issuance reflects the likely staging of development over time if the project area were to have been developed.

- For project areas greater than 200 acres: credits issued in equal amounts over five years
- For projects greater than 50 but less than 200 acres: credits are issued in the equivalent of 50 acres per year (i.e., 150-acre project will receive all credits over three years)
- For projects less than 50 acres: all credits are issued after verification

Verification by Approved Third-Party Verifiers (Section 11)

Project compliance and quantification must be verified by a third-party verifier approved by the Registry.

Monitoring and Reporting (Section 7)

Project Operator must submit a report every three years. The reports must be accompanied by some form of telemetry or imaging, such as Google Earth, showing leaf-on trees. The reports must estimate any loss of stored carbon stock or soil disturbance in the Project Area.

Reversals (Section 8)

If the project area loses credited carbon stock, the Project Operator must return or compensate for those credits if the tree loss is due to intentional acts or gross negligence of Project Operator. If tree loss is due to fire, pests, or other acts of god (i.e., not due to the Project Operator’s intentional acts or gross negligence), CFC covers the reversed credits from its Reversal Buffer Pool of credits held back from all projects.

PROJECT OVERVIEW

Project Name: [Enter text here]

Project Number: *CFC to provide* [Enter text here]

Project Type: Preservation Project (under the Tree Preservation Protocol – version 10.40, dated February 7, 2021)

Project Start Date: *Date Preservation Commitment document was signed* [Enter text here]

Project Location: *Name of city, town, or jurisdiction* [Enter text here]

Project Operator Name: [Enter text here]

Project Operator Contact Information: [Enter text here]

Project Description:

Describe overall project goals as summarized in application (2 paragraphs)

[Enter text here]

LOCATION OF PROJECT AREA (Section 1.3 and Section 1.4)

Project Area location

Describe where the Project Area is located and how it meets the location criteria. Include attachments.

[Enter text here]

Project Area parcels

List of parcel or parcels covered by the Preservation Commitment(s), collectively defining the Properties, noting which ones contain the Project Area, each with a unique identifier.

Jurisdiction / Location	Property Name	Property Parcel Number	Description / Notes

Maps

Provide maps of the Project Area with geospatial location vector data in 1) pdf form and 2) any file type that can be imported and read by Google Earth Pro (example KML, KMZ, or Shapefile format). Maps should include relevant urban or town boundaries, legend, and defined Project Area.

Geospatial location (boundaries) of Project Area

Filename: [Enter text here]

Regional-scale map of Project Area

Filename: [Enter text here]

Detailed map of Project Area

Filename: [Enter text here]

OWNERSHIP (Section 1.5)

Project Operator must demonstrate ownership of potential credits or eligibility to receive potential credits. If the Project Operator is not the same as the landowner, provide agreement(s) between Project Operator and landowner authorizing Project Operator to execute this project.

Name of project owner and explanation:

[Enter text here]

Filename: [Enter text here]

PRESERVATION COMMITMENT (Section 4.1)

Describe the Preservation Commitment and provide a complete copy of the recorded document. If Project Area does not have the same boundaries as Preservation Commitment, please state the reasons why.

Preservation Term (years applicable): [Enter text here]

Date signed and date recorded: [Enter text here]

Preservation Commitment explanation: [Enter text here]

Filename: [Enter text here]

DEMONSTRATION OF THREAT OF LOSS (Section 4.2 and Section 4.3)

Land use designation(s) and other information for the Project Area:

Describe land use designation that allows non-forest use and all “overlay zones,” critical areas and their protection buffers, legal encumbrances, and any other pre-existing tree/forest restrictions that may have hindered removal of the Project Trees (in the pre-Preservation Commitment condition). If such pre-existing tree/forest restrictions cover any portion of the Project Area, explain how such restrictions still permitted development and tree removal (such that there was a verifiable threat of loss consistent with your quantification) and provide supporting evidence including a map.

[Enter text here]

Threat of loss explanation (Section 4.3 B, C, or D)

Describe which of the three conditions the Project Area meets including documentation.

[Enter text here]

Map or other supporting documentation

Filename: [Enter text here]

ADDITIONALITY (Section 4 and 10)

Additionality is demonstrated by carbon projects in several ways, as described in the City Forest Credits Standard Section 4.9.1 and Tree Preservation Protocol.

Project Operator demonstrates that additionality was met through the following:

- Prior to the start of the project, the trees in the project area cannot be protected via easement or recorded encumbrance or in a protected zoning status that preserves the trees
- The zoning in the project area must currently allow for a non-forest use
- The trees in the project area face some risk of removal or conversion out of forest
- The Project Operator records in the public land records an easement, covenant, or deed restriction specifically protecting the trees for the project duration of 40 years or 100 years (40 or 100 years depending on the protocol version)

Taken together, the above elements allow crediting only for unprotected trees, at risk of removal, which are then protected by a project action of preservation, providing additional avoided GHG emissions.

Additionality is embedded also in the quantification methodology. Projects cannot receive credits for trees that would have remained had development occurred, nor can they receive soil carbon credits for soil that would have been undisturbed had development occurred.

CARBON QUANTIFICATION DOCUMENTATION (Section 10)

Follow detailed instructions in the Protocol for conducting quantification and use the Carbon Quantification Spreadsheet to show calculations. Ensure that your requested credit issuance schedule (issuance dates) is accurate and complete in the spreadsheet. Project Operators should describe and appropriately reflect in their carbon quantification any and all planned future activities that may affect the percent canopy or carbon stocking in any way.

Method for determining canopy cover

Describe which method you used to assess canopy cover (e.g. i-Tree, inventory, other)

[Enter text here]

Approach to quantifying carbon

Describe general approach you used to quantify carbon (e.g. US Forest Service General Technical Report NE-343 Tables, inventory, other). Provide documentation.

[Enter text here]

Filename: [Enter text here]

Summary numbers from Carbon Quantification Spreadsheet

Project Area (acres)	
Does carbon quantification use stratification (yes or no)	
Percent tree canopy cover within Project Area	
Project stock / acre (tCO ₂ e/acre)	
Accounting Stock / acre (tCO ₂ e/acre)	
On-site avoided biomass emissions (tCO ₂ e / acre)	
On-site avoided soil carbon emissions (tCO ₂ e / acre)	
Deduction for displaced biomass emissions (tCO ₂ e / acre)	
Deduction for displaced soil emissions (tCO ₂ e / acre)	
Credits from avoided biomass emissions (tCO ₂ e / acre)	
Credits from avoided soil emissions (tCO ₂ e / acre)	
Total credits from avoided biomass and soil emissions (tCO ₂ / acre)	
Credits attributed to the project (tCO ₂), excluding future growth	
Contribution to Registry Reversal Pool Account	
Total credits to be issued to the Project Operator (tCO₂) <i>(excluding future growth)</i>	

Accounting Stock Measurement Method (10.1)

Describe quantification, including methods, forest type, and data sources.

[Enter text here]

Stratification

If stratification is used, maps of strata and stratum definitions. If not used, list not applicable.

[Enter text here]

Stand Maps

Describe the methods used to determine forest stands (e.g. GIS) and documentation.

[Enter text here]

Filename: [Enter text here]

Forest Age

Provide historical imagery or other methods to support forest age documentation. Describe the method(s) used:

[Enter text here]

Filename: [Enter text here]

Forest Composition

Describe forest composition and explanation of method(s) used.

[Enter text here]

Filename: [Enter text here]

Canopy Cover

Provide i-Tree Canopy report that shows estimated percentage of tree cover. Explanation of method(s) used:

[Enter text here]

Filename: [Enter text here]

Fraction of Biomass at Risk (10.2)

Describe how you determined the fraction at risk and explanation of method(s) used:

[Enter text here]

Filename: [Enter text here]

Existing Impervious Area and Impervious Limits (10.4)

The project may claim avoidance of emissions from soil carbon caused by conversion of soils to impervious surfaces. Describe existing impervious area and maximum fraction impervious cover.

[Enter text here]

Filename: [Enter text here]

Future Planned Project Activities

Describe any future project activities that may affect the percent canopy or carbon stocking in any way.

[Enter text here]

CO-BENEFITS QUANTIFICATION DOCUMENTATION

Summarize co-benefit quantification and provide supporting documentation. CFC can provide co-benefits quantification for Project Operator for rainfall interception, air quality improvements, and energy savings.

Ecosystem Services	Resource Units	Value
Rainfall Interception (m3/yr)		
Air Quality (t/yr)		
Cooling – Electricity (kWh/yr)		
Heating – Natural Gas (kBtu/yr)		
Grand Total (\$/yr)		

[Enter text here]

MONITORING AND REPORTING (Section 7)

Throughout the Project Duration, the Project Operator must report on tree conditions across the Project Area. Monitoring reports are due every three years determined by the date of the verification report. For example, if the verification report is dated January 1, 2021, the first report will be due by January 1, 2024 and every three years thereafter for the duration of the project. Describe your plans for continuity of operation of this project, including monitoring and reporting. If Project Operator plans to claim credits for future growth, describe methods that will be used to quantify future growth.

[Enter text here]

ATTESTATIONS

Complete and attach the following attestations: Attestation of No Double Counting of Credits and Attestation of No Net Harm. Provide any additional notes as relevant.

[Enter text here]

Filename(s): [Enter text here]

PROJECT OPERATOR SIGNATURE

Signed on [insert month and date] in 2021, by [insert name and title of person authorized to sign], for [insert Project Operator name].

Signature

Printed Name

Phone

Email

ATTACHMENTS

- 1 –
- 2 –
- 3 –

INCLUDE PROJECT NAME HERE
Agreement to Transfer Potential Credits

This Agreement to Transfer Potential Credits (“Agreement”) is entered into this [insert day] day of [insert month], 2021 (the “Effective Date”) by [insert landowner name(s)] (the “Landowner”) and [insert Project Operator name], a [insert entity incorporation type] (“Project Operator”) whose mission is [insert mission] and who has undertaken a tree preservation and carbon crediting project (“Tree and Carbon Project”) on the Property of Landowner (the “Property”).

1. Purpose and Intent

[insert Project Operator] and Landowner desire to generate funds for this Tree and Carbon Project by allowing [insert Project Operator] to develop potential carbon and environmental credits that it can attempt to sell. The Landowner will receive the benefits of the tree preservation and maintenance in this project at little to no cost to the Landowner.

These potential carbon or environmental credits or offsets include amounts of carbon dioxide stored, storm water run-off reductions, energy savings, fish habitat, and air quality benefits arising from the planting and growth of trees in the Tree and Carbon Project (“Carbon+ Credits”). The Carbon+ Credits will be developed using the protocols and registry of City Forest Credits, a non-profit organization (“CFC”).

2. Rights Granted

Landowner grants [insert Project Operator] the title and rights to any and all Carbon+ Credits developed from the Tree and Carbon Project during the term of this agreement, including rights to register with CFC, and develop and sell the Carbon+ Credits.

3. Subject Lands

The Property specified in Exhibit A.

4. Obligations of Landowner

Landowner shall not cut, harvest, or damage trees in the Tree Project except in cases of emergency involving fire or flooding or to mitigate hazard if trees are identified as a hazard by a certified arborist.

5. Obligations of [insert Project Operator]

[insert Project Operator] will pay all costs and assume all responsibilities for development and sale of Carbon+ Credits from the Tree Project.

6. Landowner Representations

Landowner represents that it has authority to enter this agreement, and that the Property is free from any liens, claims, encumbrances, tenancies, restrictions, or easements that would prevent or interfere with the rights to Carbon+ Credits granted under this Agreement.

7. [insert Project Operator] Representations

[insert Project Operator] represents that it has either begun the Tree and Carbon Project or is prepared to act as the Project Operator for the Tree and Carbon Project.

8. Default

If either party is in default of this agreement, the other party may notify the defaulting party of the specific nature of the default. The defaulting Party has 30 days from the date of notice to correct the default. If the default is not corrected in 30 days, the non-defaulting party may cancel this agreement. Notice of cancellation shall be delivered in writing to the current contact address of the defaulting party.

9. Term of Agreement and Option to Renew

This Agreement shall remain in force for 40 years after the Effective Date of the Agreement. [insert Project Operator] may renew this Agreement for a second 40 years if it delivers written notice of renewal to Landowner at least 90 days prior to expiration of this Agreement.

10. Governing Law

This agreement shall be construed and enforced in accordance with the laws of the State of [insert state name].

11. Parties

Project Operator		Landowner	
Name:		Name:	
Title:		Title:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	
Signature:		Signature:	
Date:		Date:	

Exhibit A

Legal Description of Property



INCLUDE PROJECT NAME HERE
Attestation of No Double Counting of Credits

I am the [insert title] of the [insert name of Project Operator] and make this attestation regarding the no double counting of credits from tree preservation project, [insert name of preservation project].

1. Project Description

The Project that is the subject of this attestation is described more fully in both our Application and our Project Design Document (PDD), both of which are incorporated into this attestation.

2. No Double Counting by Applying for Credits from another registry

[Insert name of Project Operator] will not seek credits for CO₂ for the project trees or for this project from any other organization or registry issuing credits for CO₂ storage.

3. No Double Counting by Seeking Credits for the Same Trees or Same CO₂ Storage

[Insert name of Project Operator] will not apply for a project including the same trees as this project nor will it seek credits for CO₂ storage for the project trees or for this project in any other project or more than once.

Signed on [insert month and date] in 2021, by [insert name and title of person authorized to sign], for [insert Project Operator name].

Signature

Printed Name

Phone

Email

Exhibit A

Specification of Property (can be maps, legal description, and/or other reasonably specific delineations of the property upon which the project is taking place)



INCLUDE PROJECT NAME HERE
Attestation of No Net Harm

I am the [insert title] of the [insert name of Project Operator] and make this attestation regarding the regarding no net harm from this tree preservation project [insert name of project].

1. Project Description

The Project that is the subject of this attestation is described more fully in both our Application and our Project Design Document (PDD), both of which are incorporated into this attestation.

2. No Net Harm

The trees preserved in this project will produce many benefits, as described in our Application and PDD. Like almost all urban trees, the project trees are preserved for the benefits they deliver to people, communities, and the environment in a metropolitan area.

The project trees will produce many benefits and will not cause net harm. Specifically, they will not:

- Displace native or indigenous populations
- Deprive any communities of food sources
- Degrade a landscape or cause environmental damage

I
Signed on [insert month and date] in 2021, by [insert name and title of person authorized to sign], for [insert Project Operator name].

Signature

Printed Name

Phone

Email

Exhibit A

Specification of Property (can be maps, legal description, and/or other reasonably specific delineations of the property upon which the project is taking place)



[insert project/program name]
Monitoring Report for Preservation Projects

Project Operator Name: [insert text here]

Project Name: [insert text here]

Project Location (*property name and city, town, or jurisdiction*): [insert text here]

Deadline to Submit to CFC (*triennial on the date of the first Verification Report*): [insert text here]

1. Has the contact info for the Project Operator changed? If so, please provide new contact info.

[insert text here]

2. Have there been changes in land ownership of the Project Area?

[insert text here]

3. Have there been any changes in the Project Design?

[insert text here]

4. Have there been any changes in the implementation or management of the Project?

[insert text here]

5. Have there been any significant tree or canopy losses? (Provide any Google Earth Imaging or photos to show no significant changes).

[insert text here]

6. Please estimate the percentage of the Project Area that appears to be gaining stored carbon stocks.

[insert text here]

7. Please estimate the percentage of the Project Area that appears to be losing stored carbon stock.

[insert text here]

8. Please estimate the number of acres of significant soil disturbance since the previous monitoring report. Examples include plowing and removal of topsoil. For the purposes of these reports, areas of soil exposed by trees tipping over are not counted as areas of significant soil disturbance.

[insert text here]

9. Any other significant elements to report?

[insert text here]

Signed on [insert month and date] in 2021, by [insert name and title of person authorized to sign], for [insert Project Operator name].

Signature

Printed Name

Phone

Email