**Forest Project Submittal Form**

**Instructions:** This form should be completed in order to submit a forest project to the Reserve. *A forest project is a planned set of activities designed to increase removals of CO2 from the atmosphere, or reduce or prevent emissions of CO2 to the atmosphere, through increasing and/or conserving forest carbon stocks.*

Please complete all fields as thoroughly as possible If the project in question is still in the planning/development phase, all fields must be completed using best available data and estimates based on the proposed project design. This is an interactive Word form. Upon completion, please save this form as a PDF prior to uploading it to the Reserve. All fields must be completed, even if the answer is also provided elsewhere; if a field is not applicable insert N/A in the space provided.

Does this project intend to report under the ARB Compliance Offset Protocol?

[ ]  Yes [ ]  No

If yes, this is the incorrect form for listing. Please submit the project using ARB’s “[Application for Listing a U.S. Forest Offset Project](http://www.climateactionreserve.org/how/california-compliance-projects/arb-forms/).”

Reserve project ID (numerical, as it appears in the Reserve software): **CAR**

***Section 1: Project Contact Information***

1. Project name (as it appears in the Reserve software):
2. Account holder (as it appears in the Reserve software)[[1]](#footnote-1):

Is the account holder authorized to sign the “Attestation of Title” form on behalf of all forest owners?[[2]](#footnote-2)1

[ ]  Yes [ ]  No

Is the account holder authorized to sign the “Restrictive Covenant and Project Implementation Agreement” (the "PIA")?[[3]](#footnote-3)

[ ]  Yes [ ]  No

Please disclose any impediments that may exist to the account holder signing the PIA:

1. Forest owner (name of business entity as corporation, partnership, or individual):
2. Forest owner contact:
3. Technical consultants who have assisted in project development (name of business entity as corporation, partnership, or individual):
4. Technical consultant contact:
5. Other parties with a material interest in the project:
6. Date of form completion:
7. Form completed by (name, organization):

***Section 2: Ownership and Organization Summary***

1. Is the proposed forest owner the property owner(s) in fee for the project area? (Owner in fee is the absolute owner of real property and free from any restrictions, conditions or limitations.)

 [ ]  Yes [ ]  No

 If yes, please complete the following:

(a) Provide documentation (e.g. deed of trust, title report, etc.) showing the forest owner's ownership interest in the property and its interest in the trees and standing timber located on the property. Upload as a separate PDF titled “*Ownership Interests Documentation.”*

 If no, please answer/complete the following:

(a) Explain how the entity identified as the forest owner has the right to undertake the project, register it with the Reserve, and execute the PIA:

(b) Would the forest owner's execution of the PIA breach any relevant legal obligation or agreement it has with the fee owner(s) of the property?

[ ]  Yes [ ]  No

If yes, please explain:

(c) Has consent been given by the fee owner(s) of the property to the project and to the forest owner executing the PIA?

[ ]  Yes [ ]  No

If no, please explain:

(d) Does the forest owner anticipate that the fee owner(s) of the property will also execute the PIA with the Reserve?

[ ]  Yes [ ]  No

(e) Will the fee owner(s) of the property consent to the execution of the PIA and assist in the recording of the Memorandum of PIA on title?

[ ]  Yes [ ]  No

(f) Provide documentation (e.g. deed of trust, title report, etc.) showing the forest owner's ownership interest in the property or its interest in the trees and standing timber located on the property. Upload as a separate PDF titled “*Ownership Interests Documentation.”*

1. List all property owners in fee, the ownership structure, and the Assessor Parcel Number (APN) for each tract of land in the project area:

|  |  |  |
| --- | --- | --- |
| **Names/Entity**  | **Entity Type (e.g. corporation, partnership, individual)** | **APN** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. If more than one name is listed as fee owner in the table above, who is authorized to sign on behalf of all parties and who will be designated to manage the project[[4]](#footnote-4)?
2. Provide documentation (e.g. deed of trust, title report, etc.) showing other property interests existing within the project area, which are held by third parties and affect the trees and standing timber located on the property (e.g., mineral rights, timber rights, easements, rights of way, leases etc.). Upload as a separate PDF titled “*Ownership Interests Documentation.”* In addition, in the table below, please list all entities that hold any direct or indirect[[5]](#footnote-5) legal interest[[6]](#footnote-6) in the trees or standing timber located on the property and what right the entity has through such interest to impact the trees or standing timber on the property.

|  |  |  |
| --- | --- | --- |
| **Name/Entity**  | **Type of Legal Interest** | **Potential Impact on Trees / Standing Timber** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

For each entity listed above, please provide further explanation of their rights to impact or otherwise affect the property, trees, and standing timber located on the property, and what impediments such rights could potentially pose to implementation of the forest project:

1. Is this project located on public land?

[ ]  Yes [ ]  No

If yes, describe how the project’s management activities and baseline will be approved, including any public vetting processes necessary to evaluate management and policy decisions concerning the project activity:

1. Is this project area located on tribal land?

[ ]  Yes [ ]  No

If yes, describe how the land within the project area is owned by a tribe or private entities:

***Section 3: General Project Site Information***

1. Please select the project protocol under which this project is being submitted:

Forest Project Protocol, Version

1. Specify your forest project type:

[ ]  Improved Forest Management

[ ]  Reforestation

[ ]  Avoided Conversion

1. Is this project intending to be issued Offset Credits as an early action offset project?

[ ]  Yes [ ]  No

1. Is this project intending to be issued ARB Offset Credits under the Compliance Offset Protocol?

[ ]  Yes [ ]  No

If yes, please submit the project using the [Offset Project Listing Information Form – Compliance Protocol](http://www.climateactionreserve.org/wp-content/uploads/2012/05/Compliance-Forest-Listing-Form-5-17-12.docx).

1. Project site state:
2. Project site location, including county (e.g. Humboldt County; Fresno; Near Truckee):
3. What assessment area or area(s) does the project fall within? (See the Assessment Area Data file at: <http://www.climateactionreserve.org/how/protocols/forest/assessment-area-data/> If multiple assessment areas are identified please indicate the approximate percentage of the forest project’s total area contained in each area.)
4. Have any GHG reduction tonnes from the project ever been registered with or claimed by another registry or program, or sold to another third party prior to registering with the Reserve?

If the answer is yes, you must complete and return a "Project Transfer" form.

1. Total project area acreage:
2. Please describe the rationale for determining the project area boundaries:
3. Describe the GHG Assessment Boundary for the project, including any optional carbon pools/reservoirs that will be included (refer to Tables 5.1 – 5.3; at a minimum list the required pools):
4. Provide a general description of the forest conditions within the project area:
	1. Species (tree) composition (the species listed should be consistent with those found within the project’s assessment area):
	2. Age class distribution: Describe the approximate age classes that occur within the project area (e.g. 10% aged 10-20 years, 40% aged 21-30 years, 50% aged 31+ years, etc.):
	3. Management history (describe what has been occurring on the property prior to implementation of the forest project):
	4. Associated flora and fauna:
	5. Recreational opportunities:
	6. Watercourses (list major watercourses that are within the project area):
5. Provide a general description of land management activities occurring on similar landscapes:
6. Will the project become part of an aggregate?

[ ]  Yes [ ]  No

***Section 4: Project Eligibility***

1. Project start date (MM/DD/YYYY):
	1. Specify the actions that identify the project start date:
2. First reporting period (MM/DD/YYYY): to
3. Have the forest owner(s) as identified in question #3 owned the property within the project area since the project’s start date?

[ ]  Yes [ ]  No

1. Is commercial harvesting planned or ongoing within the project area?

[ ]  Yes [ ]  No

If yes, describe how the forest owner will satisfy one of the three requirements for employing and demonstrating sustainable long-term harvesting practices (refer to Section 3.10.1 of the Forest Project Protocol for additional information).

[ ]  Third party certification as explained in Section 3.10.1. Please explain:

[ ]  Operating under a renewable long-term management plan that demonstrates harvest levels which can be permanently sustained over time and that is sanctioned and monitored by a state or federal agency. Please explain:

[ ]  Employment of uneven-age silvicultural practices and canopy retention onall of its landholdings within the same assessment area as explained in Section 3.10.1. Please explain:

1. Specify how the project meets (or will meet) the following requirements under “Natural Forest Management” (refer to Section 3.10.2 of the Forest Project Protocol for additional information):
	1. *Native species:* Does the project currently consist of at least 95% native species based on the sum of carbon in the standing live pool? [ ]  Yes [ ]  No

If no, indicate how the project will meet this requirement:

* 1. *Composition of native species:* Does any one tree species currently exceed the ‘composition of native species’ percentage in the Assessment Area Data file?

[ ]  Yes [ ]  No

If yes, indicate how the project will meet this requirement:

* 1. *Distribution of age classes/sustainable management:* Does the project currently contain more than 40% of its forested acres in ages less than 20 years? (Areas impacted by significant disturbances may be excluded from this test.)

[ ]  Yes [ ]  No

If yes, indicate how the project will meet this requirement:

* 1. *Structural elements (standing and lying dead wood)*: Does the project currently meet the requirement to retain lying dead wood in sufficient quantifies (refer to Table 3.2 in the Forest Project Protocol for additional information):

[ ]  Yes [ ]  No

If yes, indicate which requirement the project meets:

If no, indicate how the project will meet this requirement:

1. Will the project incorporate broadcast fertilization? [ ]  Yes [ ]  No
2. Will this project employ a Qualified Conservation Easement or Qualified Deed Restriction?

[ ]  Yes [ ]  No

* 1. Date the Qualified Conservation Easement or Qualified Deed Restrictions was/will be recorded (MM/DD/YYYY):
	2. Terms that affect forest management within Qualified Conservation Easement or Qualified Deed Restriction:

*Reforestation Projects*

1. The project is submitted under the eligibility requirement of:
	1. [ ]  Less than 10 percent tree canopy cover for a minimum of 10 years.
		1. Describe the reason for the lack of forest cover:
	2. [ ]  Subject to a significant disturbance that has removed at least 20 percent of the land’s above-ground live biomass.
		1. Describe the nature and effects of the significant natural disturbance that occurred:
		2. Indicate the eligibility scenario pertaining to the project site as identified in Appendix E of the Forest Project Protocol and explain why your project meets that scenario criteria OR provide a description of how the project occurs on a type of land for which the forest owner has not historically engaged in or allowed timber harvesting:
2. List any laws, statutes, regulations or other legal mandates that would encourage or require reforestation on the project area:

*Improved Forest Management Projects*

1. Does the forest land have an estimated canopy cover of 10 percent or greater?
2. Does the project take place on land that was part of a previously registered forest project?

[ ]  Yes [ ]  No

If yes, why was the project terminated?

*Improved Forest Management Projects on Private Lands*

Description and citation of any and all legal constraints affecting forest management activities on the project area:

*Improved Forest Management Projects on Public Lands*

1. Describe how current and future public policy will affect onsite carbon stocks and how the baseline modeling incorporates constraints imposed by all applicable statutes, regulations, policies, plans and activity-based funding:

*Avoided Conversion Projects*

1. Does the forest land have an estimated canopy cover of 10 percent or greater?
2. Describe how the type of anticipated land use conversion is legally permissible:
3. Describe how the project area will be dedicated to continuous forest cover (i.e., through a conservation easement or transfer to public ownership):
4. Was the land under private ownership prior to project start date? [ ]  Yes [ ]  No
5. Has a real estate appraisal for the project area been conducted? [ ]  Yes [ ]  No

If yes, does the appraisal for the property demonstrate that the value of the anticipated alternative land use for the Project Area is at least 40 percent greater than the value of the current forested land use? [ ]  Yes [ ]  No

If yes, specify the highest value alternative land use identified in the real estate appraisal for the project area and describe how the physical characteristics of the project area are suitable for the alternative land use:

1. Where conversion is to commercial, residential, or agricultural land use, is the slope of the project area greater than 40% on average across the Project Area?

 [ ]  Yes [ ]  No [ ]  N/A

 If yes, please explain:

1. Where conversion is to mining land use, does (or will) the appraisal provide evidence of the extent of mineral resources existing in the project area:

[ ]  Yes [ ]  No

1. Where conversion is to agricultural land use, does (or will) the appraisal provide evidence of soil suitability and water availability for the type of expected agricultural land use?

[ ]  Yes [ ]  No

1. Where conversion to residential, commercial, or recreational land use is anticipated, please describe:
	1. The proximity of the project area to metropolitan areas:
	2. The proximity of the project area to grocery and fuel services and accessibility of those services:
	3. Population growth (people per year) within 180 miles of the project area:

Additional information:

***I have completed and/or reviewed this form, and believe it contains the most accurate data and information possible.***

Signature of individual completing form:

Name:

Title:

Organization:

Date:

***End of form***

1. The account holder must also be the forest owner. The forest owner must sign the Attestation of Title and the PIA. Multiple parties that are involved in the ownership of the land and project itself must be disclosed to the Reserve in this form. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Please review the PIA prior to listing to determine if the account holder is eligible as a forest owner. [↑](#footnote-ref-3)
4. Only one entity can sign the Attestation of Title, Attestation of Regulatory Compliance, and the Attestation of Voluntary Compliance. If a forest owner consists of a combination of eligible entities, it is the responsibility of the forest owners to designate one entity with the authority to sign on behalf of all parties. [↑](#footnote-ref-4)
5. An "indirect interest" is any property interest that is not specific to trees or timber, but that could potentially impact the trees or standing timber located on the property. [↑](#footnote-ref-5)
6. Such interests could include a mineral or subsurface interest, surface interest, development right, future interest (reversionary or remainder interest), easement, or right of way. [↑](#footnote-ref-6)