



## Policy Memorandum

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To: **ALL PROJECT DEVELOPERS AND VERIFICATION BODIES**  
Date: **AUGUST 16, 2012**  
Re: **VERIFICATION DEADLINE FOR INITIAL VERIFICATION PERIOD**

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According to Section 3.1.3 and 3.3.2 of the Program Manual, project developers have 30 months from the time a project is submitted to complete verification. Otherwise, the project must be re-submitted under the most current version of its associated protocol. After a project's initial verification and registration, project developers must submit a Verification Report and Verification Statement within 12 months of the end of each *subsequent* verification period. If this deadline is missed, the project developer must register a zero-credit reporting period (see Program Manual, Section 3.3.3).

Because the initial 30-month verification schedule often leads to project developers being unable to meet the subsequent verification deadline, the Reserve is amending this policy so that all non-forest projects must have a Verification Report and Verification Statement submitted within 12 months of the end of each verification period, applicable to all verification periods. The Reserve will also now allow project developers for non-forest projects to register more than 12 months of data during their project's initial verification period, or register their project's initial verification period as a zero-credit reporting period.

If the project developer does not meet the 12-month verification deadline for a project's initial verification period, the project still must be re-submitted under the most current version of its associated protocol.<sup>1</sup>

These changes are effective immediately for all new non-forest projects submitted to the Reserve. Non-forest projects that are currently submitted but not yet listed have 30 days to achieve listing, or they will be considered new projects under this policy.

### Forest and Urban Forest Projects

Forest and urban forest project developers will continue to have 30 months from the time a project is submitted to complete an initial verification. If the project developer does not meet the 30-month verification deadline, the project must be re-submitted under the most current version of its associated protocol.<sup>2</sup>

After a project's initial verification and registration, project developers must submit a Verification Report and Verification Statement within 12 months of the end of each subsequent verification period. Failure to complete verification within the 12 month time period will result in suspension of account activities until the verification is complete. The project will terminate if the Verification Report and Statement are not submitted within 36 months of the end of the verification period.

This policy takes precedence over related guidance provided in the individual protocols.

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<sup>1</sup> U.S. ODS projects may re-submit under Version 1.0 instead of Version 2.0 until January 1, 2014 by following the requirements in the [Registration under Prior Protocol Versions](#) policy memo dated June 29, 2012.

<sup>2</sup> Forest projects may re-submit under Version 3.2 instead of Version 3.3 until January 1, 2014 by following the requirements in the [Registration under Prior Protocol Versions](#) policy memo dated June 29, 2012 and the account holder email dated September 12, 2011.

## **Registration Extension Request Still Available**

Per the account holders email dated March 15, 2012, the Reserve will still allow project developers to request a one-time project registration extension. No extension request will be granted unless the project has commenced verification and has undergone the site visit for the verification period and all outstanding invoices for the project and account holder have been paid. The following extensions may be granted:

- Forest and Urban Forest projects may be granted a twelve (12) month extension.
- U.S. Livestock and U.S. Ozone Depleting Substances projects may be granted a six (6) month extension.
- All other project types may be granted a 30 day extension if the account holder can demonstrate to the Reserve's satisfaction that they will miss the deadline due to extraordinary circumstances. The Reserve holds the right to determine what rises to the level of an extraordinary circumstance.

To submit a request, account holders must complete the [Request for Project Registration Extension](#) form, email the completed form and requested documentation to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org), and pay a \$200.00 review fee.