

**Urban Forest Management Project Protocol**

**Project Design Document Template**

The Project Design Document (PDD) Template must be completed for the project’s initial reporting period. This template is only intended as guide and provides the minimum required information to be reported. This template is designed for use with the Urban Forest Management Project Protocol Version 1.0 (UFMPP). The Urban Forest Owner has the option to include additional information at their discretion.

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| --- | --- |
| **Urban Forest Owner** |  |
| **Project Number** |  |
| **Project Name** |  |
| **Name of Individual Completing Report** |  |
| **Date of Form Completion** |  |
| **Crediting Period** |  |
| **Initial Reporting Period** |  |

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# Introduction

**OPTIONAL:** Provide a general description of the project.

# Project Definition

## Project Definition (Section 2.1)

**REQUIRED:** Describe how the project meets the definition of an Urban Forest Management Project.

## Urban Forest Owner (Section 2.2, 2.3, & 2.4)

**REQUIRED:** List the entities which have any amount of legal control over the urban forest carbon within the project area and whether the owner is a corporation, a legally constituted entity (such as a utility or special district), city, county, state agency, educational campus, individual(s), or some combination thereof. In addition, please state which entity will be designated as the Project Operator and will sign the Project Implementation Agreement (PIA).

# Project Eligibility

## Project Location (Section 3.1), Project Area (Section 3.2), and Site Preparation

**REQUIRED:** The Project Location must satisfy the requirements of Section 3.1 and the Project Area must be defined according to the requirements of Section 3.2 of the Protocol. Describe the project location and the project’s boundaries. Provide maps that detail the project’s boundaries and identify forested and non-forested areas. Further, describe the existing land cover and land use, forest vegetation types, and land pressures. Provide documentation demonstrating approval for the project, if necessary. Lastly, it should be confirmed whether the project is within the required limits to site preparation described in Section 3.3 of the Protocol.

## Project Commencement (Section 3.4)

**REQUIRED:** Describe the activities initiated that will lead to increased GHG reductions or removals with long-term security relative to the project’s baseline. Please provide supporting documentation and evidence supporting the action designating the date as the project’s commencement.

## Additionality (Section 3.5)

### Legal Requirements Test (Section 3.5.1)

**REQUIRED:** Describe how the project achieves GHG reductions or removals above and beyond that which would have occurred as a result of complying with any federal, state or local laws, statues, rules, regulations, or ordinances, including court orders or other legally binding mandates. If excluding any “transitory” ordinances as described in the Protocol, please include an analysis of why they are appropriately excluded from the baseline model. Please refer to section 3.5.1 of the UFMPP for further information.

### Performance Test (Section 3.5.2)

**REQUIRED:** Describe the management activities that will be undertaken to exceed Business As Usual activities (i.e. the project baseline).

## Project Crediting Period (Section 3.6)

**REQUIRED:** State the crediting period for the project.

## Minimum Time Commitment (Section 3.7)

**REQUIRED:** Explain how the project expects to monitor, report, and undergo verification activities for 100 years following the last credit issued to the project.

## Social and Environmental Co-Benefits (Section 3.8)

**REQUIRED (for public and/or tribal entities):** Explain any and all social and environmental co-benefits expected as a result of the implementation of the project. Specifically describe how the project is affecting:

### Equitable distribution of forest resources

### Public participation

### Biodiversity

### Native species

### Non-native species

### Climate change resilience

### Air quality

### Physical characteristics

### Water management

# GHG Assessment Boundary and Project Inventory Development

## GHG Assessment Boundary (Section 4)

**REQUIRED:** List the sources, sinks, and reservoirs (SSRs) that are included in the Project, according to the requirements listed in Table 4.1.

## Urban Forest Classes

**REQUIRED:** Describe the process for project stratification, and include a map delineating the strata (urban forest classes) described in Section 2.1 of the Quantification Guidance document

## Inventory Design and Sampling Process

**REQUIRED:** Describe the selection process for inventory point locations (systematic or random, per Section 2.2 of the Quantification Guidance). For systematic (Method 1), describe the methodology used to randomly select a subset of plots for sampling. For random (Method 2), describe the tool used (e.g. USFS iTree Canopy tool). Include descriptions of the field procedure including sampling method, sampling intensity, and measurement methodologies. Describe the process of monumenting the required subset of plots (e.g. triangulation), including the number of plots and size of the radius from plot center.

## Data Management System

**REQUIRED:** Describe the organization of data for the project, including the software and tools used to manage and store data, as well as any quality control methods in place.

## Inventory Update Process

**REQUIRED:** Describe the process for which the Project will update its carbon stocks from year to year. Also specify the schedule for conducting new inventories, how any new inventory plots will be incorporated into the inventory estimate, and how any harvests or disturbances will be addressed. Specify the model used as well as explicitly state that the project will comply with the requirement that any field inventory data used cannot be more than 10 years old.

# Quantifying Net GHG Reductions and Removals

## Urban Forest Management Baseline (Section 5.1)

### Estimating Baseline Onsite Carbon Stocks

**REQUIRED:** Provide a qualitative description of how the baseline carbon stocks have been estimated. Using the Quantification Guidance document, projects must develop an estimate of the carbon stocks that would have occurred in the absence of the project over a 100-year period. A trend line must be generated using at least 10 years of historical data (e.g. remote sensing). Describe how any existing legal requirements have been accounted for. Include a graph of the 100 year baseline estimate.

## Determining Actual Onsite Carbon Stocks

## Development of Ratio Estimates (Transfer Functions) of CO2e Estimates in Standing Trees

**REQUIRED:** The average canopy cover (per acre basis) and the average CO2e value (per acre basis) from all measured plots shall be calculated and documented in the Project Design Document. A ratio of CO2e per square foot of canopy cover shall be calculated, as shown in Table 2.3.

## Quantification Methodology

**REQUIRED:** Describe the overall estimate for the project’s initial canopy cover, and the subsequent determination of project area CO2e, according to the Quantification Guidance document, including conversion factors and units.

# Calculating Total GHG Reductions and Removals

## Calculating the Project’s Primary Effects

**REQUIRED:** Describe the process in which the project quantifies the actual change in GHG emissions or removals associated with the project’s intended (“primary”) effect. This is the difference between actual and baseline carbon stocks (Equation 5.1). Please describe whether this net result is positive, resulting in GHG reductions or whether a reversal has occurred..

## Final Summary

**REQUIRED:** Summarize the final result for determining the net GHG Reductions and Removals, incorporating the standard 6% buffer pool requirement described in Section 6.1 of the protocol. If applicable, provide the Urban Forest Project Calculation Worksheet with all project data input.