

**Urban Tree Planting 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 Tree Planting Project Protocol Version 2.0 (UTPPP). 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 Tree Planting 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) and Project Area (Section 3.2)

**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.

## Project Commencement (Section 3.3)

**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 3.4)

### Legal Requirements Test (Section 3.4.1)

**REQUIRED:** Describe how the project achieves GHG reductions or removals above and beyond that which would have occurred as a result from compliance with any federal, state or local laws, statues, rules, regulations, or ordinances, including court orders or other legally binding mandates. Only those trees planted in addition to that which is legally required is eligible for crediting. In addition, please describe any Legal Agreements, as defined in the protocol that affect the control of the carbon inventories. Please refer to section 3.4.1 of the UTP Project Protocol for further information.

### Performance Test (Section 3.4.2)

**REQUIRED:** Describe the CO2e associated with the average of tree planting data over the past 5 years from entities similar to the project entity. The performance standard statistics are organized by region, by entity class (utility, educational institution, and municipality), and by size of entity.

## Project Crediting Period (Section 3.5)

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

## Minimum Time Commitment (Section 3.6)

**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 3.7)

**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. Please refer to the supplemental UTP Project Protocol Quantification Guidance.

## Inventory Design and Sampling Process

**REQUIRED:** Please describe the process for determining the project’s actual onsite carbon stocks. This must be done by updating the UTP Project’s forest carbon inventory for the current year, following the Quantification Guidance. Please describe any adjustments to the estimate of actual onsite carbon such as a confidence deduction. Please describe how the individual trees planted under the UTP Project are distinguishing them from non-project trees and specify the following:

* Individuals involved in the inventory
* Different types of species inventoried
* How Navigational features were used
* How Urban Class Codes were determined
* How Height and DBH were measured
* How growth, vigor, and defects were determined

## 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.

## Quantification Methodology

**REQUIRED:** Describe the methodology for translating the measurements during the inventory process into a figure for metric tons CO2e per acre, including conversion factors and units.

## Quantification of Carbon in Live and Dead Trees from Project Data

**REQUIRED:** Please describe the methodology and biomass equations used to estimate carbon from live and dead trees. Please also describe how the carbon stored in the below-ground portion of the trees is estimated.

## 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. 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 Tree Planting Baseline (Section 5.1)

### Estimating baseline onsite carbon stocks

**REQUIRED:** Using the UTP Project Protocol Quantification Guidance, please describe the number of trees that would be planted in the absence of the project and equate that to a value in terms of CO2e. This value will be determined using an average of tree planting data that is between the 50th and 100th percentiles over the past 5 years from entities similar to the project entity. The baseline must be an estimate of a 100-year period.

The baseline statistics at a minimum will need to describe:

* The number of performance standard (baseline) trees planted
* An estimate of the amount of CO2e sequestration based on growth of baseline trees

### Determining actual onsite carbon stocks

**REQUIRED:** Describe how theProject Operator will determine the project’s actual onsite carbon stocks and how the Urban Forest inventory will be updated each year thereafter.

# 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.