



Project Implementation Agreement (PIA) Steps for Communities & Ejidos:

Activity	Responsible party	Comments	Corresponding Project Steps
Develop PIA for project	Reserve	<ul style="list-style-type: none"> • Will need to request specific dates from Forest Owner (FO) or Project Developer (PD) • Request FO/PD address at this time • FO/PD should approve before moving to next step 	
Reserve Signs 1 Copy	Reserve	<ul style="list-style-type: none"> • Reserve President signs • Reserve notary notarizes 	
Send to Forest Owner/Project Developer	Reserve	<ul style="list-style-type: none"> • Send with Cover Letter with correct return address and any further instructions • Get tracking number • Inform FO/PD PIA is on its way & any estimated date of delivery 	
Forest Owner Signs	Forest Owner	<ul style="list-style-type: none"> • Must hold General Assembly (Asamblea) & vote to approve PIA before signing • Please inform the Reserve at least 2 weeks ahead of a planned Assembly to ensure that the Reserve can complete the previous steps in time. • May invite notary to attend the Assembly & notarize the PIA and Acta onsite 	
Forest Owner Notarizes	Forest Owner/Project Developer	<ul style="list-style-type: none"> • If notary did not notarize onsite at the General Assembly, FO/PD must take the signed PIA & Acta to a notary to notarize • Notary should also certify 1 additional copy to send back to the Reserve 	



CLIMATE
ACTION
RESERVE

Scan signed PIA & Acta & upload to Project Site	Forest Owner/Project Developer	<ul style="list-style-type: none">• Scan a copy of the original signed and notarized PIA & corresponding Acta• Upload scanned copy to the Project Site• Email Reserve staff & the project's lead verifier	<ul style="list-style-type: none">• The verifier may use scanned version to complete the Verification Report
Send Certified Copy to the Reserve	Forest Owner/Project Developer	<ul style="list-style-type: none">• Send certified copy to the address listed on the Cover Letter attached to the PIA when sent to the FO/PD• Get tracking number• Inform Reserve staff certified copy is on its way and the estimated time of arrival	<ul style="list-style-type: none">• Reserve can issue credits upon receipt of the scanned version and evidence that the physical copy is on its way, along with a positive Verification Statement
Record original PIA with the RAN	Forest Owner/Project Developer	<ul style="list-style-type: none">• Within 1 year of signing the PIA, upload proof of PIA & Acta recordation to Project Site• Email Reserve staff	<ul style="list-style-type: none">• No further credits to be issued until proof of recordation is given