**Urban Forest Project Submittal Form**

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| **Instructions:** Please complete all fields as thoroughly as possible. If the project in question is still in the planning or 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. This will lock your answers and protect the document from any further changes. 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. Upon approval, this form will become public.**If this project intends to report under the ARB Compliance Offset Protocol, this is not the correct form.** Instead, you must use ARB’s “[Application for Listing an Urban Forest Offset Project](http://www.climateactionreserve.org/how/california-compliance-projects/arb-forms/).” |
| 1. **Account Holder (as it appears in the Reserve software):**
 |  |
| 1. **Project Name (as it appears in the Reserve software):**
 |  |
| 1. **Project ID #:**
 | **CAR** |
| 1. **Protocol Version:**
 | [ ]  Urban Forest Management Protocol V1.1[ ]  Urban Tree Planting Protocol V2.0  |
| 1. **Technical Consultant(s):**
 |  |
| 1. **Other Parties with a Material Interest:**
 |  |
| 1. **Form Completed By (name, organization):**
 |  |
| * 1. **Contact Information (phone, email):**
 |  |
| * 1. **Date of Form Completion:**
 |  |
| 1. **Project Start Date (MM/DD/YYYY):**
 |  |
| * 1. **Project Start Date Activity:**
 |  |
| 1. **First Reporting Period (MM/DD/YYYY):**
 |       to       |
| **Project Details** |
| 1. Project description (please provide one to two paragraphs):

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| 1. Project Location (city, county, state):
 |  |
| 1. Please describe the physical boundary of the project area. *A KML file must also be submitted to clearly identify the project boundaries.*
 |  |
| 1. Urban Forest Owner(s)
 |  |
| 1. Urban Forest Owner Type(s) (municipality, utility, educational institution, private (describe), etc.):
 |  |
| 1. Project Operator(s)
 |  |
| 1. Explain how the entity identified as the Urban Forest Owner has the authority to implement the project and register with the Reserve
 |  |
| 1. Is the project part of an aggregate? If yes, identify which one.
 |  |
| 1. Identify any other Forest Owners that are participating in the project and providing permission to the Project Operator to include their carbon for purposes of this project. (Attach additional names/entities to an appendix if necessary).
 | **Name/Entity** | **What form of agreement exists demonstrating rights to use carbon in project?** |
|  |  |
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|  |  |
| 1. Please specify the action that identifies the project commencement date above:
 |  |
| 1. Please list any local, state, or federal regulations that the project may be subject to:
 |  |
| **Project Details (continued)** | **Yes** | **No** | **N/A** |
| 1. Is the account holder authorized to sign the “Attestation of Title” form?
 | [ ]  | [ ]  | [ ]  |
| 1. Is this project being implemented and conducted as the result of any law, statute, regulation, court order, or other legally binding mandate?

If yes, please explain:  | [ ]  | [ ]  | [ ]  |
| 1. Has any commercial harvest of timber occurred within the Project Area in the past 10 years?
 | [ ]  | [ ]  | [ ]  |
| 1. Is any commercial harvest of timber planned within the Project Area at any time in the future?

If yes, please explain:  | [ ]  | [ ]  | [ ]  |
| 1. Have any GHG reductions from the project ever been registered with or claimed by another registry or program prior to registering with the Reserve?

If yes, you must complete a [Registry Project Transfer Attestation Form](http://www.climateactionreserve.org/how/program/documents/).  | [ ]  | [ ]  | [ ]  |
| 1. Have any GHG reductions from the project ever been sold directly to a third party (i.e. sold without being registered with or claimed by another registry or program) prior to submitting to the Reserve?

If yes, please explain:  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Urban Forest Management Projects only** | **Yes** | **No** | **N/A** |
| 1. Is the project area at least 25 acres?

If no, please explain:  | [ ]  | [ ]  | [ ]  |
| 1. Is the project planning any site preparation activities?

If yes, please explain:  | [ ]  | [ ]  | [ ]  |
| 1. Are there any legally binding requirements pertaining to the project activity?

If yes, please explain:  | [ ]  | [ ]  | [ ]  |
| 1. Is the project using default ratio estimators?

If yes, please list the Assessment Area(s):  | [ ]  | [ ]  | [ ]  |
| 1. What is the date of the image used to produce the current canopy cover estimate?
 | - | - | - |
| 1. What is the date of the image used to produce the historic canopy cover estimate?
 | - | - | - |
| **Urban Tree Planting Projects only** | **Yes** | **No** | **N/A** |
| 1. Please state the applicable performance standard metric for the project type

[ ]  Municipalities/counties:  trees per capita[ ]  Educational institutions:  trees per acre of maintained landscaping[ ]  Utilities:  trees per ratepayer | - | - | - |
| 1. Are these within the 50th and 100th percentiles based on the respective entity, size, and region?
 | [ ]  | [ ]  | [ ]  |