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**Delaware CO2 Budget Trading Program**

**Offset Project Monitoring and Verification Report**

**U.S. Forest Projects – Avoided Conversion**

**March 2019**

*Offset Project Name*

|  |
| --- |
|  |

*Offset Project ID Code*

|  |
| --- |
|  |

**COVERSHEET**

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| Each of the following Forms must be completed. Check the boxes below to indicate that the submitted *Monitoring & Verification Report* includes each of the required Forms: |
| **PART 1. Preliminary Information Forms** |
| Form 1.1 – General Information |
| Form 1.2 – Project Sponsor Attestations |
| Form 1.3 – Project Sponsor Statement |
| Form 1.4 – Disclosure of Greenhouse Gas Emissions Data Reporting |
| **PART 2. Category-Specific Information and Documentation Forms** |
| Form 2.1 – Demonstration of Conformance with M&V Plan |
| Form 2.2 – Determination of Reporting Period Sequestration |
| **PART 3. Independent Verification Form** |
| Form 3.1 – General Information |
| Form 3.2 – Certification Statement and Report |

**Form 1.1 – General Information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Sponsor (RGGI COATS Authorized Account Representative) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | | | Fax Number | | | | | | | Email Address | | | | |
|  | | | |  | |  | | | | | |  |  | | | | |
| Street Address | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| City | | | | | State/Province | | | | | | Postal Code | | | | | | Country |
|  | |  | | |  | | | | |  |  | | | | |  |  |
|  | | | | | | | | | | | | | | | | | |
| RGGI COATS General Account Name | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| RGGI COATS General Account Number | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Offset Project ID Code | | | | | | | | | | | Application Date | | | | | | |
|  | | | | | | | | | |  |  | | | | | | |
| Brief Description of Offset Project | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Project City | | | Project Country | | | | | | Project State | | | | | | Project Commencement Date | | |
|  |  | |  | | | | |  |  | | | | |  |  | | |
|  | | | | | | | | | | | | | | | | | |
| Project Sponsor Organization | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Primary Street Address | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| City | | | | | State/Province | | | | | | Postal Code | | | | | | Country |
|  | |  | | |  | | | | |  |  | | | | |  |  |
| Brief Description of Project Sponsor Organization | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | | | | | | Website URL | | | | | | | | |
|  | | | | | | |  | |  | | | | | | | | |

**Form 1.2 – Project Sponsor Attestations**

|  |  |  |
| --- | --- | --- |
| The undersigned Project Sponsor certifies the truth of the following statements:   1. All offset projects for which the Project Sponsor or project sponsor organization has received CO2 offset allowances, under the Project Sponsor’s or project sponsor organization’s ownership or control (or under the ownership or control of any entity which controls, is controlled by, or has common control with the Project Sponsor or project sponsor organization) are in compliance with all applicable requirements of the CO2 Budget Trading Program in all participating states. 2. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this *M&V Report* and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment. | | |
|  |  |  |
|  |  |  |
| Project Sponsor Signature |  | Date |
|  |  |  |
|  |  |
| Printed Name |  |
|  |  |
|  |  |
| Title |  |
|  |  |
|  |  |
| Organization |  | Notary |

**Form 1.3 – Project Sponsor Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| The undersigned Project Sponsor hereby confirms and attests that the offset project upon which this *Monitoring and Verification Report* is based is in full compliance with all of the requirements of 7 DE Reg. 1147. The Project Sponsor holds the legal rights to the offset project, or has been granted the right to act on behalf of a party that holds the legal rights to the offset project. The Project Sponsor understands that eligibility for the award of CO2 offset allowances under 7 DE Reg. 1147 is contingent on meeting the requirements of 7 DE Reg. 1147. The Project Sponsor authorizes the Department or its agent to audit this offset project for purposes of verifying that the offset project, including the Monitoring and Verification Plan, has been implemented as described in the Consistency Application that was the subject of a consistency determination by the Department. The Project Sponsor understands that this right to audit shall include the right to enter the physical location of the offset project and to make available to the Department or its agent any and all documentation relating to the offset project at the Department’s request. The Project Sponsor submits to the legal jurisdiction of State of Delaware. | | | |
|  |  |  |  | |
|  |  |  |  | |
| Project Sponsor Signature |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Printed Name |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Title |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Organization |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Date |  |  | Notary | |

**Form 1.4 – Disclosure of Greenhouse Gas Emissions Data Reporting**

|  |  |
| --- | --- |
| Check the box below that applies:  No greenhouse gas emissions data related to the offset project referenced in this *M&V Report* have been or will be reported to a voluntary or mandatory program other than the CO2 Budget Trading Program.  Greenhouse gas emissions data related to the offset project referenced in this *M&V Report* have been or will be reported to a voluntary or mandatory program other than the CO2 Budget Trading Program. Information for all such programs to which greenhouse gas emissions data have been or will be reported is provided below. | |
| **Name of Program to which GHG Emissions Data Reported** | |
|  | |
| Check all that apply | Enter Frequency of Reporting |
| Reporting is currently ongoing |  |
| Reporting was conducted in the past | Enter Reporting Start Date |
| Reporting will be conducted in the future |  |
| Reporting is mandatory | Program Website |
| Reporting is voluntary |  |
| Program Contact Information – Address | |
|  | |
| Categories of Emissions Data Reported | |
|  | |
| **Name of Program to which GHG Emissions Data Reported** | |
|  | |
| Check all that apply | Enter Frequency of Reporting |
| Reporting is currently ongoing |  |
| Reporting was conducted in the past | Enter Reporting Start Date |
| Reporting will be conducted in the future |  |
| Reporting is mandatory | Program Website |
| Reporting is voluntary |  |
| Program Contact Information – Address | |
|  | |
| Categories of Emissions Data Reported | |
|  | |
| *Add extra pages as needed.* | |

**Form 2.1 – Demonstration of Conformance with M&V Plan**

Provide documentation that procedures and protocols specified in the M&V Plan were performed and records specified in the M&V Plan were generated and retained. All attached documentation must include a header that indicates it is an attachment to Form 2.1 and includes the offset project name and offset project ID code.

Check the boxes below to indicate that the following required documentation is provided as an attachment to Form 2.1.

|  |
| --- |
| 1. Documentation of Project Inventory. Description of the inventory design and plot selection process. List of stratification rules, map of vegetation strata, and description of vegetation strata, if applicable.  2. Identification of Sampling Plots. Map of sampling plots and list of number, sizes, and locations of all sampling plots used for developing the project inventory, including recent photos and distinct sampling plot identifiers.  3. Documentation of Field Measurements. List all field procedures used to take measurements and monument the sampling plots, cross referenced with those specified in the M&V Plan.  4. Documentation of the Modeling Plan. Description of approved model and the modeling plan used to update the project inventory with cross references to all procedures in the M&V Plan.  5. Assessment of Forest Management Practices if Commercial Timber Harvest Activities Have Occurred. If applicable, the assessment or certification issued by American Tree Farm System (ATFS), Forest Stewardship Council (FSC), Sustainable Forestry Institute (SFI), or such other similar organizations as approved by the Department ensuring that the land within the offset project boundary is being managed in accordance with environmentally sustainable forestry practices.  6. Documentation of Quality Assurance Procedures Conducted. Documentation of quality assurance procedures conducted during the reporting period to ensure accuracy in data collection, data analysis, and data storage, and cross reference of all procedures with those specified in the M&V Plan. |

**Form 2.2 – Determination of Reporting Period Sequestration**

Provide documentation of the carbon sequestered during the reporting period where indicated in Form 2.2 or as an attachment to Form 2.2, as directed below. Each attachment must include a header that indicates it is an attachment to Form 2.2 and includes the offset project name and offset project ID code. Multiple attachments may be integrated into a single document, as appropriate, as long as each element is clearly identified, as specified below. For submission of the electronic version of the *M&V Report*, spreadsheets must be provided as a distinct electronic file or files (distinct spreadsheets may be incorporated into a single spreadsheet file, as appropriate, as long as each element is clearly identified, as specified below).

A. Reporting Period Data

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Reporting Period. | | | |
|  |  |  | Enter the dates of the reporting period (start/end) |
|  |  |  | Enter dates when field measurements were taken (may include a range) |
| 2. Net Carbon Sequestered. Enter results of net carbon sequestration calculations: | | | |
|  |  |  | Reporting period actual carbon stocks in metric tons of CO2-e |
|  |  |  | Baseline or previous reporting period actual carbon stocks in metric tons of CO2-e |
|  |  |  | Confidence deduction |
|  |  |  | Net actual carbon sequestration during reporting period in metric tons of CO2-e |
|  |  |  | Reversal risk rating |
|  |  |  | Reversal risk-adjusted net carbon sequestration during reporting period in metric tons of CO2-e |
| 3. Reporting Period Carbon Pools. Enter reporting period carbon content in metric tons of CO2-e for the included carbon pools: | | | |
|  |  |  | IFM-1: Standing live carbon |
|  |  |  | IFM-3: Standing dead carbon |
|  |  |  | IFM-6: Soil carbon (if applicable) |
|  |  |  | IFM-7: Carbon in in-use forest products |
|  |  |  | IFM-8: Forest product carbon in landfills (if applicable) |
|  |  |  | IFM-14: Biological emissions/removals from changes in harvesting on forestland |
|  |  |  | outside the Project Area |
|  |  |  | IFM-17: Biological emissions from decomposition of forest products |
|  |  |  | Total of above |

B. Reporting Period Documentation

Check the boxes below to indicate that the following required documentation is attached:

|  |
| --- |
| 4. Field Measurement Data. Spreadsheet containing field measurement data collected from each sampling plot that was randomly selected for the site visit verification, including:   * Sampling plot IDs, dimensions, and slopes * Standing live tree species, diameters (DBH), and heights * Standing dead tree species, diameters, heights, and decomposition classes * File names for plot photographs   5. Documentation of Carbon Stocks. Spreadsheet that documents all carbon stock calculations.  6. Demonstration of Reversal Risk Rating. Spreadsheet that documents the determination of the project’s reversal risk rating. |

**Form 3.1 – Independent Verifier General Information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Independent Verifier | | | | | | States Where Verifier is Accredited/Recognized | | | | |
|  | | | | |  |  | | | | |
| Primary Street Address | | | | | | Website URL | | | | |
|  | | | | |  |  | | | | |
| City | | | State/Province | | | Postal Code | | | | Country |
|  |  | |  | |  |  | | |  |  |
| Point of Contact for Project | | | | | | | | | | |
|  | | | | | | | | | | |
| Telephone Number | | | | Fax Number | | | | Email Address | | |
|  | |  | |  | | |  |  | | |
| Contact Street Address | | | | | | | | | | |
|  | | | | | | | | | | |
| City | | | State/Province | | | Postal Code | | | | Country |
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**Form 3.2 – Independent Verifier Certification Statement and Report**

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that the accredited independent verifier identified reviewed the *M&V Report*, including all Forms and attachments, in its entirety, including a review of the following:   1. The verifier has reviewed the entire *M&V Report* and evaluated the contents of the report in relation to the applicable requirements of 7 DE Reg. 1147and the required information that must be provided in the *M&V Report*. 2. The verifier has evaluated the adequacy and validity of information supplied by the Project Sponsor to determine CO2-equivalent sequestration in accordance with 7 DE Reg. 1147and the required documentation that must be provided in the *M&V Report*. 3. The verifier has evaluated the adequacy and consistency of methods used by the Project Sponsor to quantify, monitor, and verify CO2-equivalent sequestration in accordance with the applicable requirements of 7 DE Reg. 1147 and the Monitoring and Verification Plan submitted as part of the *Consistency Application*. | | | |
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|  |  |  |  | |
|  |  |  |  | |
| Verifier Representative Signature |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Printed Name |  |  |  | |
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| Organization |  |  |  | |
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|  |  |  |  | |
| Date |  |  | Notary | |
|  | | | |
| A verification report is attached that documents the verifier’s review of the entire *M&V Report* in relation to the applicable requirements of 7 DE Reg. 1147 and includes evaluation, conclusions, and findings. | | | |