

Washington State Climate Commitment Act

Application for Listing an Urban Forestry Project

Form ECY 070-705



Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/summarypages/ECY070705.html>

Contact Information

Air Quality Program

Ecology Headquarters
Phone: 360-407-6800
Email: CCAOffsets@ecy.wa.gov
Website: <https://ecology.wa.gov/About-us/Contact-us>

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at melanie.forster@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

Language Services

The Department of Ecology offers free language services about our programs and services for people whose primary language is not English. We can provide information written in your preferred language and qualified interpreters over the telephone.

To request these services, or to learn more about what we can provide, contact Ecology by email at melanie.forster@ecy.wa.gov.

Ecology Staff Use Only		
Date Application Received:	OPR Tracking Number:	Date Application Reviewed:

Section 1.0: Entity Applying For Listing

Is this form being submitted by the Offset Project Operator (OPO) or by the Authorized Project Designee (APD)

OPO APD

Notes:

- 1. The person completing this form should be an OPO/APD Employee
- 2. If the APD is submitting the form, the OPO should submit the form “Designation of Authorized Project Designee” simultaneously

Name of Person Completing Form:	Organization, if applicable :		
Date Form Completed:	Phone Number:	Email Address:	
Mailing Address:	City:	State:	Zip:
Physical Address: <input type="checkbox"/> Same as Mailing	City:	State:	Zip:

Section 2.0: Offset Project Information

Offset Project Name:

Offset Project Commencement Date:

First Reporting Period Start Date:

First Reporting Period End Date:

Provide an explanation and justification for the commencement date. Specify the action(s) that identify the offset project commencement date:

Provide the physical address of the project site (if available):

Urban Forest Offset Project Type:

- Municipality Project Educational Campus Project Utility Project

Section 3.0 OPO/APD Information

Section 3.1 OPO

Name of Person Completing Form:	Organization, if applicable :

Section 3.2 APD

Mailing Address:	City:	State:	Zip:

Section 3.3 Technical Consultant (If applicable)

No Technical Consultant

Technical Consultant Name:		Technical Consultant CITSS ID#:	
Mailing Address:	City:	State:	Zip:
Contact Person:	Phone Number:	Email Address:	

Section 4.0: Goals and Planned Activities of Offset Project

A. Describe the goals of the offset project:

B. Summarize the plans for implementation of the planned Urban Forest Offset project. Include general information on the number of project tree sites and locations, the number of trees planted including replacements, the species, and the tree

C. Will project trees be planted in maintained landscapes and spaces at least 5 m (16 ft) apart so as to be open-growing?

Yes

No

Section 5.0: Offset Project Area

Latitude of Offset Project Location:

Longitude of Offset Project Location:

- A.** Describe the project boundary including planned tree sites, an outline of the geographical boundary of the municipality, educational campus, or utility service area, and tree care facilities. Attach a map depicting the offset project boundary. Submit supporting document as attachment labeled "Attachment A." See Section 10 of this listing document for more information.

- B.** List the greenhouse gas sources and greenhouse gas sinks that will be included in the Offset Project Boundary (based on Section 4 of the Compliance Offset Protocol Urban Forest Projects, October 20, 2011)

C. Does the offset project occur on any of the following categories of land? (check all that apply)

“Tribal Lands” as defined in RCW 70A.65.010(65)

Land that is owned by a Tribe and/or subject to an ownership or possessory interest of a Tribe

None of the above

If “none of the above” skip to Section 6. Otherwise, proceed to questions C1 and C2 below.

NOTE: Further documentation is required for projects occurring on land listed in the first three categories. Submit supporting documents as attachments labeled “Attachment C.” See Section 10 of this listing document for more information.

C.1 Has the Tribe entered into a written agreement, negotiated on an individual basis between ecology and the Tribal government, that establishes a dispute resolution process and/or other compliance mechanisms in order to ensure the enforceability of all program requirements applicable to the Tribe in its role as an opt-in entity?

Yes

No

C.2 Describe the ownership and/or possessory interest(s) the Tribe has in the land within the Project Area.

Section 6.0 Offset Project Eligibility

A. Required for ALL Urban Forest Project Types

A.1 Is any portion of the planned tree planting activity occurring within the Project Area required by local, state, regional, or federal regulation?

Yes

No

If “yes”, explain:

A.2 Describe how the land with the Project Area is owned

B. Required for Municipality and Educational Campus Projects ONLY

B.1 What is the average annual Net Tree Gain prior to offset project commencement

B.2 State the total number of trees within the proposed Project Area prior to the start of the offset project.

Section 7.0 Carbon Stock Inventory

Report the following annual level of service (tree care activities performed during year such as trees planted and removed, trees pruned per year by age class, etc.), expenditure, and anticipated future annual level of service.

Document the most recent (initial year) and anticipated future levels of service (annual averaged over 10 years) and expenditures for all criteria in the Tree Maintenance Plan.

A. Tree Planting - New Sites

	Initial Year	Annual Anticipated Level
A.1 Project Trees only (Number)	#	\$
A.1 Project Trees only (Expenditures)	#	\$
A.2 Non-Project Trees only (Number)	#	\$
A.2 Non-Project Trees only (Expenditures)	#	\$

Describe how project tree planting sites will be identified and prioritized

B. Tree Planting - Replacement

	Initial Year	Annual Anticipated Level
B.1 Project Trees only (Number)	#	\$
B.1 Project Trees only (Expenditures)	#	\$
B.2 Non-Project Trees only (Number)	#	\$
B.2 Non-Project Trees only (Expenditures)	#	\$

B.3 Estimate the tree mortality rate for newly planted project trees and explain how estimates were derived.

B.4 Estimate the tree mortality rate for established project trees and explain how estimates were derived

B.5 Describe how project trees that need replacing will be identified, the timing of replacement, and the species and size of replacement trees.

C. Tree Planting - Relocation

	Initial Year	Annual Anticipated Level
C.1 Project Trees only (Number)	#	\$
C.1 Project Trees only (Expenditures)	#	\$

D. Young Tree Care

	Initial Year	Annual Anticipated Level
D.1 Project Trees only (Number)	#	\$
D.1 Project Trees only (Expenditures)	#	\$
D.2 Non-Project Trees only (Number)	#	\$
D.2 Non-Project Trees only (Expenditures)	#	\$
D.3 Inspection and pruning cycle (total number of project trees / number of project trees treated each year)		

E. Mature Tree Care

	Initial Year	Annual Anticipated Level
E.1 Project Trees only (Number)	#	\$
E.1 Project Trees only (Expenditures)	#	\$
E.2 Non-Project Trees only (Number)	#	\$
E.2 Non-Project Trees only (Expenditures)	#	\$
E.3 Inspection and pruning cycle (total number of project trees / number of project trees treated each year)		

F. Tree Removal

	Initial Year	Annual Anticipated Level
F.1 Project Trees only (Number)	#	\$
F.1 Project Trees only (Expenditures)	#	\$
F.2 Non-Project Trees only (Number)	#	\$
F.2 Non-Project Trees only (Expenditures)	#	\$
F.3 Inspection and pruning cycle (total number of project trees / number of project trees treated each year)		

G. Administrative/Other

	Initial Year	Annual Anticipated Level
G.1 Average \$/tree site expenditures (Project trees only)		
G.2 Average \$/tree site expenditures (Non-project trees only)		
G.3 Average \$/tree site expenditures (Project trees only)		
G.4 Average \$/tree site expenditures (Non-project trees only)		

H. Personnel Involved in Project

Identify the department and personnel that will implement and manage the project. Provide a description of their roles and responsibilities. Identify the funds required for salary, operations, training, and overhead over the duration of the project. Other related activities may be included (public relations, accounting, fundraising, outreach).

Name	Title
Affiliation	Funds Required
Roles and Responsibilities:	

Name	Title
Affiliation	Funds Required
Roles and Responsibilities:	

Name	Title
Affiliation	Funds Required
Roles and Responsibilities:	

Section 8.0 Offset Project Baseline

A. Which approach will be used for quantifying carbon stock?

Census

Sampling

B. Provide a detailed description of the procedures that will be used to census (or sample, if applicable), measure, and report information on the project trees, including survey method, sample sizes, and method for choosing samples.

C. Provide a detailed description of the methods that will be used to measure and record tree dimensions

D. Provide a detailed description of the methods that will be used and information collected on tree survival and health.

E. Provide a detailed description of the statistical methods that will be used to extrapolate sample data to the total project tree population, if applicable.

F. Provide a detailed description of procedure for estimating sample error, if applicable.

Section 9.0 Additional Questions

- A.** Have any project trees within the physical boundary of the offset project been listed or registered with an offset program registry or program in the past?

Yes No

- B.** Have greenhouse gas emission reductions or removal enhancements associated with lands within the Project Area been credited or claimed for the purpose of greenhouse gas mitigation or reduction goals, where in a voluntary or regulatory context?

Yes No

If answered “yes” above, identify the registry or program and provide details on the issued credits below:

Registry/Program:	Reporting Period(s):
Vintage(s):	Number of Credits Issued:

Section 10.0 Attachments

- A.** Map of the physical boundary of the offset project, including planned tree sties, an outline of the geographical boundary of the municipality, educational campus, or utility service area, and tree care facilities (location where vehicles and equipment are housed).
- B.** If the project is located on one of the categories of Tribal land listed in Section 5.C, provide documentation demonstrating that the land within the Project Area meets the definition of “Tribal lands” as set forth in RCW 70A.65.010(65) or documentation of the ownership and/or possessory interest(s) the Tribe has in the land within the Project Area. Also, provide documentation that demonstrates that the Tribe has entered into a written agreement, negotiated on an individual basis between ecology and the Tribal government, that establishes a dispute resolution process and/or other compliance mechanisms in order to ensure the enforceability of all program requirements applicable to the Tribe in its role as the owner of land on which an offset project is located, as required by WAC 173-446-520(3)(e). Provide the species, size, and location of trees to be planted in new tree sites in years 1-5. This information may be presented in the form of a map.
- C.** Provide the species, size, and location of trees to be planted in existing and relocated tree sites in years 1-5. This information may be presented in the form of a map.
- D.** Projects requiring additional space in Section 7.F shall provide the information on additional sheets of paper as necessary and include as an attachment to this document.

Section 11.0: Attestations and OPO Signature

I certify under penalty of perjury under the laws of the State of Washington the GHG reductions and/or GHG removal enhancements for the following offset project will be measured in accordance with the Compliance Offset Protocol Urban Forest Projects, October 20, 2011, and all information required to be submitted to Ecology is true, accurate, and complete:

Project Name:

From
Crediting Period Start Date:

To
Crediting Period End Date:

Yes

No

Initial

I understand I am voluntarily participating in the Washington Cap-and-Invest Program, and by doing so, I am now subject to all regulatory requirements and enforcement mechanisms of this program and subject myself to the jurisdiction of Washington as the exclusive venue to resolve any and all disputes arising from the enforcement of provisions in Chapter 173-446 WAC. I expressly consent to regulation by Ecology and the jurisdiction of the courts and administrative tribunals of the state of Washington with respect to any judicial or administrative enforcement action commenced by Ecology to ensure compliance with the requirements of chapter 70A.65 RCW and chapter 173-446 WAC.

Initial

I understand that the offset project activity(ies) and implementation of the offset project must be in accordance with all applicable local, regional, state, and national environmental and health and safety laws and regulations that apply in the jurisdiction in which the offset project is located. I understand that offset projects that are not in compliance with the requirements of Chapter 173-446 WAC are not eligible to receive Ecology offset credits or registry offset credits for GHG reductions and GHG removal enhancements.

Initial

In signing this form, I certify under penalty of perjury of the laws of Washington that the information contained in this form is true, accurate, and complete. I further certify that I am an Account Representative of the Offset Project Operator (OPO).

Title:	Date:

Background for Application of Listing an Urban Forest Offset Project

Washington state’s Cap-and-Invest regulation describes the requirements and process for an Offset Project Operator (OPO) or Authorized Project Designee (APD) to list an offset project with an approved Offset Project Registry. This form is designed to help an OPO or APD fulfill the requirements of Washington’s Cap-and-Invest Regulation and the Compliance Offset Protocol Urban Forest Projects, October 20, 2011, for listing an offset project. The information in this form should be submitted to the approved Offset Project Registry with which the OPO or APD would like their offset project listed.

Where to Submit Information Contained in This Form

Please complete the information on the form using your computer. Then either add an electronic signature to the form or print, sign, and scan the form. The completed and signed information and all supporting documentation should be submitted to the appropriate Offset Project Registry.

Detailed Instructions for Application of Listing an Urban Forest Offset Project

Section 1.0: Entity Applying for Listing

- Indicate whether the Offset Project Operator (OPO) or Authorized Project Designee (APD) is submitting the information for project listing.
- Washington's Cap-and-Invest Trade Regulation requires that the OPO and, if applicable, the APD must register with Ecology for the Cap-and-Trade Program prior to listing a project. It also requires that neither the OPO nor APD is subject to any Holding Account restrictions imposed as part of an enforcement action. To register with Ecology, please visit the website for Compliance Instrument Tracking System Services (CITSS): <https://www.wci-citss.org/>
- List the name, organization, phone number, and email address of the person submitting the information. This person should be an employee of the OPO or APD, whichever entity is making the submission. The person submitting the information need not be the same person as the contact person listed for the OPO or APD in Section 3 and also need not be the person signing the form in Section 4.
- The person submitting the information should indicate the date the form is completed.

Section 2.0: Offset Project Information

- Provide the name and physical address (if available) for the offset project. Indicate the offset project commencement date and the start and end dates of the first reporting period; approximations are acceptable if precise dates are unknown.
- Project commencement for an Urban Forest Project is defined as the date on which the OPO or APD implements a planned set of tree planting activities and becomes operational.

Section 3.0 OPO/APD Information:

- Enter contact information for the OPO and APD requesting the offset project listing. Every offset project will have an OPO. Every project will have an OPO. If an offset project does not have an APD or Technical Consultant, please mark the box indicating the offset project does not have an APD or Technical Consultant and leave the remaining fields blank.
- For both the OPO and, if applicable, the APD and Technical Consultant, enter the entity's name, its CITSS ID number, its mailing address, and the name, phone number, and e-mail of a contact person for the entity. DO NOT PROVIDE THE OPO's or APD's CONFIDENTIAL CITSS ACCOUNT NUMBER, which begins with the CITSS ID number followed by a hyphen and more numbers.

Section 4.0: Goals and Planned Activities of Offset Project

- Provide a description of the goals of the offset project
- Provide a general summary of the offset project implementation. The summary must include information on the number of trees planted and replaced, the number of tree sites and where those site are located (right of ways, parks, along streets, private property, etc.) the species planted, and a summary of the tree maintenance and monitoring plans.
- Note that some information requested in this part is also required in the Tree Maintenance Plan (Section 7). Answers are required for all questions.
- Confirm that project trees will be planted in maintained landscapes at least 5m (16ft) apart.

Section 5.0: Offset Project Area

- Describe the physical project boundaries. A map must be submitted; see Section 10 of this listing form for more information on the precise requirements.
- Identify the location of the project and if the Project Area is defined by the jurisdiction's physical boundaries.
- If Project Area is not defined by jurisdictional boundaries describe how the project boundaries relate to the jurisdictional boundaries.
- Identify the tree care facility locations which include the location of where vehicles and equipment are housed.
- Identify the sources and sinks based on Section 4 of the Compliance Offset Protocol Urban Forest Projects, October 20, 2011.
- Indicate if the project occurs on any of the land type in Section 5.D.

Section 6.0: Offset Project Eligibility

- The questions in this part are designed to facilitate the determination of project eligibility for Avoided Conversion Projects.
- Details on the eligibility requirements for Urban Forest Projects can be found in Section 3 and 4 of the Compliance Offset Protocol Urban Forest Projects, October 20, 2011.
- Section 6.A is required of ALL projects
- Section 6.B is required for Municipality and Educational Campus projects ONLY. Utility projects should mark the "N/A" box and leave the remaining fields blanks.
 - Municipalities and educational campuses must demonstrate a priori that the proposed project will exceed the business-as-usual threshold with a Net Tree Gain (NTG) exceeding "0".

- Details on calculating NTG are listed in Section 3.4.1 of the Compliance Offset Protocol Urban Forest Projects, October 20, 2011 and are applicable to municipal and educational campus projects only.
- Calculate and report NTG prior to the project commencement date. Section 6.B(1) must be > 0. Pre-project NTG must be calculated one of two ways:
 - 5 years average: based upon the number of trees planted (p) and removed (r) during the most recent 5 year period prior to the project:
 - $[Yr1p-r + Yr2p-r + Yr3p-r + Yr4p-r + Yr5p-r] / 5 = \text{Pre Project NTG}$ OR
 - Single year: Choose any single 12 month period during the most recent five year period: $[Yr(1,2,3,4, \text{ or } 5)p-r = \text{Pre Project NTG}]$
- Report the total number of existing trees within the Project Area

Section 7.0: Initial Tree Maintenance Plan

- To standardize reporting of tree planting and maintenance operations, activities are grouped into five program areas: tree planting (New Sites, Replacement and Relocation), young tree care (<5 years), mature tree care (>5 years), tree removal, and administration/other (e.g. clerical, training, outreach). Annual expenditure and level of service provided are indicators for each program area.
- For criteria in Section 7, report on the most recent annual levels of service and expenditure and provide an estimate of the anticipated annual levels of service and expenditure averaged over the next ten years.
- Projects will be required to maintain records on actual levels of service and expenditures for each year of the Project Life.
- Note the differentiation between project trees and non-project trees in many of the questions and answer accordingly.
- No response is required in the shaded boxes. These questions refer to project trees and so while an estimate of the anticipated annual level of service and expenditures is required, there is no date to report from the preceding period.
- Section 7.H requires the personnel who will implement and manage the project to be identified. Provide the name, affiliation and title, role and responsibilities, and funds required for salary, operations, training, and overhead over the duration of the project for each person involved. Personnel involved in activities such as public relations, accounting, fundraising, and outreach may also be included here. Attach additional sheets of paper as necessary.

Section 8.0: Project Tree Monitoring Plan:

- The Project Tree Monitoring Plan is used to ensure the quantification methods used by the project meet the standards set forth in the Compliance Offset Protocol Urban Forest Projects, October 20, 2011. Refer to section 5.1 of the Protocol for information on the two approved methods for quantifying carbon stocks

- Consult Appendix A of the Compliance Offset Protocol Urban Forest Projects, October 20, 2011 for further information on how to design tree measurement programs (inventories), including required tree measurement data and sampling techniques, design, and error.

Section 9.0: Additional Questions

- Answer both questions. If the answer to either question is “yes,” identify the registry or program and provide details on the issued credits in the space provided.

Section 10.0: Attachments

- Provide each attachment on a separate sheet of paper and submit along with the completed application for listing.
- To aid with tracking each attachment, it is recommended that attachments are labeled to correspond with the letter in Section 10 that they refer to (e.g. “Attachment B”).
- When an attachment is not applicable to the project being listed, select the “N/A” (Not Applicable) checkbox next to the requirement so that it is clear that the attachment was not inadvertently left off.

Section 11.0: Attestations and OPO Signatures

- Washington’s of the Cap-and-Invest Regulation requires three attestations for listing an offset project. The required attestations are provided in this section. The person signing the form should initial each attestation (no typed or printed initials).
- The first attestation requires the applicant to provide the offset project name and the start and end dates of the crediting period to complete the statement. The offset project name should match the name entered in Section 2. The dates for the Offset Project’s crediting period must also be provided. Please note that the dates provided in the attestation are for the crediting period, not for the first reporting period provided in Section 2. The crediting period dates may be approximate if precise dates are not known.
- The individual signing the document must be registered in CITSS as the OPO’s Primary Account Representative or Alternate Account Representative. The individual signing the document may be an APD employee and/or representative; but to sign the document, the individual must be an Account Representative on the OPO’s CITSS account.
- Please provide the individual’s signature, printed name, corporate title, and date signed.