Project Checklist

Project Name _____

▪Project Proponent _____

*Verifier _____

Date Completed

☐	Attend Verifier Training for the Current Year*	Typically January

☐	Site Validation Checklist▪ (Credit Projects Only)	<u>Submit to SETT</u> PRIOR TO Pre-Field

☐	Pre-Field Work Submittal Checklist*▪
	  Conflict of Interest Disclosure Form
	  Proof of Ownership and Rights (Credit Projects Only)
	  Debit Project Review Form Part 1 (Debit Projects Only)
	  Pre-Field Credit System Calculator
	  Valid CCS Shapefiles with Map Units
	  Valid CCS Shapefiles of PFC Reaches for Surveying (Credit Projects Only)
		<u>Submit to SETT</u>
		Two Weeks Prior
		to Fieldwork Start

☐	SETT Approval of Pre-Field Work Submittal Packet* Will Provide the Transects Upon Final Approval	<u>Expect two weeks</u> post submission

☐	Conduct Fieldwork*
	  Anthropogenic Features Review Form
	  Map Unit Datasheets
	  Resistance & Resilience Scorecards (Credit Projects Only)
	  Ability to Control Wildfire Scorecards (Credit Projects Only)
	  Transect Datasheets [Project Site]-[MU#]-[T##]
	  PFC Datasheets (Credit Projects Only) [Project Site]-PFC-[ReachName]
	  Other _____
		April 15th – June 30th
		(Variable per Year)

☐	Enter Data into Calculator*

☐	Name Photos* [Project Site]_[MU#]_[T##]_[{Descriptor} or {Unknown Code_#}]_YYYYMMDD; [Project Site]_PFC_[ReachName]_[##]_YYYYMMDD

☐	Scan Datasheets* [Project Site]_[{MU#} or {PFC} or {Anthro}]_Datasheets_YYYYMMDD.pdf

☐	Verifier Project Assessment Submission Form*
	  Project Geodatabase and Map (.mxd)
	  Final Credit System Calculator
	  Anthropogenic Features Review Form
	  Map Unit Datasheets
	  Resistance & Resilience Scorecards (Credit Projects Only)
	  Ability to Control Wildfire Scorecards (Credit Projects Only)
	  Transect Datasheets
	  PFC Datasheets (Credit Projects Only)
	  PFC Summary (Credit Projects Only)
	  Transect Photographs
	  Other _____
		<u>Submit to SETT</u>
		By October 31st
		
		Project may be subject
		to a new Version if not
		finalized 90-days after a
		new version is released

☐	Receive QA Results from SETT*	<u>Expect one month</u> <u>post submission</u>

☐ Complete and Sign Debit Project Review Form Part 2▪ (Debit Projects Only)

If not purchased or transferred within 5 years from signing of Debit Project Review Form Part 2, then the Debits must be rerun under the newest Version

☐ Draft Management Plan▪* (Credit Projects Only)   <u>Submit to SETT</u>

☐ Finalize and Sign Management Plan Section A▪ (Credit Projects Only)   <u>Submit to SETT</u>

If not completed within 90 days from approval of a new Version, then the Credits will be subject to the new Version

☐ Credits Eligible for Sale▪ (Credit Projects Only)

☐ Pre-Sale Annual Management and Monitoring Report▪ (Credit Projects Only)   <u>Submit to SETT</u>
   By July 31st

Year HQT is Completed (Year 0) _____

Year 1   Year 2   Year 3   Year 4

If Credits are Not Sold by Year 5 (Credit Projects Only)

☐ Conduct 5-Year Qualitative Assessment▪ (Maintains Credits for another 5 years)   <u>Re-start Pre-Sale Annual</u>
   Or   <u>Monitoring Cycle</u>
☐ Remove Project from CCS▪

When an Arrangement is Made to Sell/Transfer Credits, Completed with Each Credit Sale/Transfer

☐ Finalize Financial Assurance Plan▪ (Credit Projects Only)   <u>Submit to SETT</u>

☐ Participant Contract▪ (Credit Projects Only)   <u>Submit to SETT</u>

☐ Set up Financial Assurance Account▪ (Credit Projects Only)

☐ Finalize and Sign Management Plan Section B▪ (Credit Projects Only)   <u>Submit to SETT</u>

☐ Credit Purchase / Transfer Agreement▪   <u>Submit to SETT</u>

☐ Credit Purchase / Transfer Form▪ (Credit Projects Only)   <u>Submit to SETT</u>

☐ Debit Project Review Form Part 3▪ (Debit Projects Only)   <u>Submit to SETT</u>

☐ Annual Management and Monitoring Report▪ /   <u>Submit to SETT</u>
   15-Year Verification* (Credit Projects Only)   By July 31st /
   By October 31st

Year HQT is Completed (Year 0) _____   Term of Project _____ Years

Year 1	Year 6	Year 11	Year 16	Year 21	Year 26
Year 2	Year 7	Year 12	Year 17	Year 22	Year 27
Year 3	Year 8	Year 13	Year 18	Year 23	Year 28
Year 4	Year 9	Year 14	Year 19	Year 24	Year 29
Year 5	Year 10	**Year 15**	Year 20	Year 25	**Year 30…**