



# Project Checklist

Project Name \_\_\_\_\_

Project Proponent \_\_\_\_\_

\*Verifier \_\_\_\_\_

**Date Completed**

Attend Verifier Training for the Current Year\* Typically January

Site Validation Checklist\* (Credit Projects Only) Submit to SETT  
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) Submit to SETT  
Two Weeks Prior to Fieldwork Start

SETT Approval of Pre-Field Work Submittal Packet\*  
Will Provide the Transects Upon Final Approval Expect two weeks  
post submission

Conduct Fieldwork\* April 15<sup>th</sup> – June 30<sup>th</sup>  
(Variable per Year)  
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 \_\_\_\_\_

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\* Submit to SETT  
By October 31<sup>st</sup>

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)  
Transect Photographs  
Other \_\_\_\_\_ Project may be subject to a new Version if not finalized 90-days after a new version is released

Receive QA Results from SETT\* Expect one month post submission

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) Submit to SETT

Finalize and Sign Management Plan Section A▪ (Credit Projects Only) Submit to SETT  
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) Submit to SETT  
By July 31<sup>st</sup>

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) Re-start Pre-Sale Annual Monitoring Cycle  
Or

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) Submit to SETT

Participant Contract▪ (Credit Projects Only) Submit to SETT

Set up Financial Assurance Account▪ (Credit Projects Only)

Finalize and Sign Management Plan Section B▪ (Credit Projects Only) Submit to SETT

Credit Purchase / Transfer Agreement▪ Submit to SETT

Credit Purchase / Transfer Form▪ (Credit Projects Only) Submit to SETT

Debit Project Review Form Part 3▪ (Debit Projects Only) Submit to SETT

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

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	<b>Year 15</b>	Year 20	Year 25	<b>Year 30...</b>