



Project Checklist

Project Name _____

▪Project Proponent _____

*Verifier _____

Date Completed

☐

Attend Verifier Training for the Current Year*

Typically January

☐

Credit Project Application▪ (Credit Projects Only)

Submit to SETT

Due by February 1

☐

Pre-Field Work Submittal Checklist*▪

Submit to SETT

Due by March 15

_Conflict of Interest Disclosure Form

_Proof of Ownership and Rights (Credit Projects Only)

_Debit Project Application (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)

☐

SETT Approval of Pre-Field Work Submittal Packet*

Expect two weeks

Will Provide the Transects Upon Final Approval

Post-submission

☐

Conduct Fieldwork*

April 15th – June 30th

(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 31st

(Credit Projects Only;
Debit Projects will be
accepted on a rolling
basis)

_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 _____

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 Agreement▪ (Debit Projects Only)
If not purchased or transferred within 5 years from signing of Debit Project Agreement, 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 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) 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▪ Optional: Submit to SETT

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

☐ Debit Project Transaction Form▪ (Debit Projects Only) Submit to SETT

☐ Annual Management and Monitoring Report▪ / Submit to SETT
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...