Sample Project Plan Template (Option 1 Projects)

This form is also available online at <http://www.toolkit.bc.ca/carbon-neutral-government>. Local governments may choose alternate formats to the templates provided; however the substance must be the same as those provided in the sample templates.

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| **Project Proponent Information** | |
| Name of Local Government Project Proponent(s) | Provide the name of the local government(s) involved in the project and that will be claiming GHG reductions from the project under Option 1. |
| Project Designate appointed to sign off on Project Plan | Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template (e.g., CAO, CFO)  Name  Title  Phone  Email |
| Project Contact | Provide a Project Contact name if different from above  Name  Title  Phone  Email |
| **Project Information** | |
| Project title | Provide project title: |
| Option 1 Project Profile | Confirm which Option 1 project and project profile you are implementing. Check only one per Project Plan Template submitted: |
| Project description and objectives | Briefly summarize the project in terms of what, where, how, when, and why (max 4-5 sentences or bullets). |
| Project co-benefits  (Optional) | Beyond the reduction of GHG emissions, describe any anticipated community and/or sustainability co-benefits that this project will provide (*e.g., energy cost savings, stimulation of the local economy through green job growth, foster technological innovation, raise public awareness of climate change / energy conservation)* |
| Project start date | Indicate the project start date: |
| **Project Transparency: Accountability and Reporting** | |
| Scope | The Project Designate certifies that the project outlined in this Project Plan is outside of the scope of the local government’s corporate emissions boundary as defined in the Carbon Neutral Workbook, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook. |
| Counted Once | The GHG reductions claimed from this project under the Carbon Neutral Framework have not been, and will not be, committed or sold as an emission reduction under any other alternate emission-offset scheme, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook. |
| Ownership | The local government proponent(s) claiming emission reductions from the Option 1 project outlined in this Project Plan have exclusive right to the GHG reductions that arise from the Option 1 project, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook. |
| Verification | The Project Designate understands that he / she will be required to sign off the annual Verification Template Report for this project to verify that the estimated GHG reductions from this project actually occurred during the year in which they will be claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook. |
| Reports | The Project Designate is aware of the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) and that after January 1, 2012, the CARIP reports will be revised to include information on total annual corporate emissions, the reductions being claimed from GHG projects undertaken under theCarbon Neutral Framework (Option 1 and 2), and purchased offsets (Option 3) in order demonstrate carbon neutrality for any given year, as the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook. |
| **Project Plan: Authorization and Sign Off** | |
| Project Designate  *The information provided in this Project Plan, is to the best of my knowledge correct and complete*.    Designate Signature    Title    Date | |