Sample Project Plan Template (Option 2 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 2. | |
| 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 Project Plan (i.e., third party validator)  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    Copy of Preliminary Review Template attached (*optional*) | |
| Project description and objectives | Briefly summarize the project in terms of what, where, how, when, and why (max 4-5 sentences or bullets). | |
| Project measurement | | Describe the approach to measuring the GHG reductions from the project. The following documentation must be attached:  detailed formulas  methodologies and assumptions  anticipated GHG reductions from the project |
| Third party validation of formulas and methodologies | | Identify who will provide third party validation of the proposed project formulas and methodologies (see Section for a description of qualified third party validators)  Name  Title  Phone  Email |
| Beyond Business as Usual | | 1) Proposed project start date  2) Is the project required to meet a legislative or regulatory requirement?  Yes  No  3) Indicate how the Project meets one of the following tests (see Appendix 1):  *Financial Test: A project can only be considered additional if it is not financially viable without investment from the local government(s) that will use the resulting emission reductions to balance its / their corporate carbon emissions.*  *Barriers Test: A project can only be considered additional if there are barriers, such as significant local resistance, lack of know-how, institutional barriers, etc, that prevent its being implemented regardless of its profitability.*  *Common Practice Test: A project can only be considered additional if it employs technologies or practices that are not already in common use.* |
| 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, etc)* |
| **Project Transparency: Accountability and Reporting** | | |
| Scope | Describe how this Project is outside of the scope of the local governments’ corporate emissions boundary as defined in the Carbon Neutral Workbook. | |
| Counted Once | Describe how project proponent(s) will demonstrate that the GHG reductions being claimed from the project will not be committed or sold as an emission reduction under any other alternate emission-offset scheme. | |
| Ownership | Describe how the project proponent(s) will demonstrate that they have exclusive right to the GHG reductions that arise from the Project. | |
| Verification | Third party verification of all Option 2 projects is required (see Section for a description of qualified third party verifiers). | |
| Reports | GHG reductions from Option 2 projects will be subject to public reporting requirements. After January 1, 2012, the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) 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 per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook. | |
| **Project Plan Template: Authorization and Sign Off** | | |
| Project Designate  *The information provided in this Project Plan Template is to the best of my knowledge correct and complete.*    Designate Signature    Title    Date | | |