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COVERSHEET

Each of the following Forms must be completed. Check the boxes below to indicate that the submitted *Consistency Application* includes each of the required Forms:

PART 1. Preliminary Information Forms

☐ Form 1.1 – General Information

☐ Form 1.2 – Project Sponsor Attestations

☐ Form 1.3 – Project Sponsor Agreement

☐ Form 1.4 – Disclosure of Greenhouse Gas Emissions Data Reporting

PART 2. Category-Specific Information and Documentation Forms

☐ Form 2.1 – Project Description

☐ Form 2.2 – Demonstration of Eligibility

☐ Form 2.3 – Determination of Emissions Baseline

☐ Form 2.4 – Monitoring and Verification Plan

PART 3. Independent Verification Form

☐ Form 3.1 – General Information

☐ Form 3.2 – Certification Statement and Report

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Form 1.1 – General Information

Project Sponsor (RGGI COATS Authorized Account Representative)			
Telephone Number	**Fax Number**		**Email Address**
Street Address			
City	**State/Province**	**Postal Code**	**Country**

RGGI COATS General Account Name	
RGGI COATS General Account Number	

Offset Project ID Code		**Application Date**	
Brief Description of Offset Project			
Project City	**Project County**	**Project State**	**Project Commencement Date**

Project Sponsor Organization			
Primary Street Address			
City	**State/Province**	**Postal Code**	**Country**
Brief Description of Project Sponsor Organization			
Telephone Number		**Website URL**	

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Form 1.2 – Project Sponsor Attestations

The undersigned Project Sponsor certifies the truth of the following statements:

1. The offset project referenced in this Consistency Application is not required pursuant to any local, state, or federal law, regulation, or administrative or judicial order.

2. The offset project referenced in this Consistency Application has not and will not be awarded credits or allowances under any other greenhouse gas program.

3. Check the boxes that apply:

   ☐ T he offset project referenced in this Consistency Application does not include an electric generation component.

   ☐ T he offset project referenced in this Consistency Application does include an electric generation component. Any and all Attribute Credit generated by the offset project that may be used for compliance with a renewable portfolio standard (RPS) or other regulatory requirements, with the exception of CO2 allowances awarded under the CO2 Budget Trading Program, will be transferred the DAQ

   ☐ An Attribute Credit Transfer Agreement is attached

4. A *Consistency Application* for the offset project or any portion of the offset project referenced in this *Consistency Application* has not been filed in any other participating state.

5. All offset projects for which the Project Sponsor or project sponsor organization has received CO2 offset allowances, if any, under the Project Sponsor's or project sponsor organization's ownership or control (or under the ownership or control of any entity which controls, is controlled by, or has common control with the Project Sponsor or project sponsor organization) are in compliance with all applicable requirements of the CO2 Budget Trading Program in all participating states.

6. I am authorized to make this submission on behalf of the project sponsor organization. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this Consistency Application and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

_____
Project Sponsor Signature

_____
Printed Name

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Title

Organization

Date

Notary

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Form 1.3 – Project Sponsor Agreement

The undersigned Project Sponsor recognizes and accepts that the application for, and the receipt of, CO_2 offset allowances under the CO_2 Budget Trading Program is predicated on the Project Sponsor following all the requirements of 7 DE Reg. 1147. The undersigned Project Sponsor holds the legal rights to the offset project, or has been granted the right to act on behalf of a party that holds the legal rights to the offset project. The Project Sponsor understands that eligibility for the award of CO_2 offset allowances under 7 DE Reg. 1147, is contingent on meeting the requirements of 7 DE Reg. 1147. The Project Sponsor authorizes the Department or its agent to audit this offset project for purposes of verifying that the offset project, including the Monitoring and Verification Plan, has been implemented as described in this application. The Project Sponsor understands that this right to audit shall include the right to enter the physical location of the offset project. The Project Sponsor submits to the legal jurisdiction of the State of Delaware.

_____
Project Sponsor Signature

_____
Printed Name

_____
Title

_____
Organization

_____
Date

_____
Notary

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Form 1.4 – Disclosure of Greenhouse Gas Emissions Data Reporting

Check the box below that applies:

☐ No greenhouse gas emissions data related to the offset project referenced in this *Consistency Application* have been or will be reported to a voluntary or mandatory program other than the CO₂ Budget Trading Program.

☐ Greenhouse gas emissions data related to the offset project referenced in this *Consistency Application* have been or will be reported to a voluntary or mandatory program other than the CO₂ Budget Trading Program. Information for all such programs to which greenhouse gas emissions data have been or will be reported is provided below.

Name of Program to which GHG Emissions Data Reported	
Check all that apply: ☐ Reporting is currently ongoing ☐ Reporting was conducted in the past ☐ Reporting will be conducted in the future ☐ Reporting is mandatory ☐ Reporting is voluntary	**Enter Frequency of Reporting** **Enter Reporting Start Date**
Program Contact Information – Address	**Program Website**
Categories of Emissions Data Reported	

Name of Program to which GHG Emissions Data Reported	
Check all that apply: ☐ Reporting is currently ongoing ☐ Reporting was conducted in the past ☐ Reporting will be conducted in the future ☐ Reporting is mandatory ☐ Reporting is voluntary	**Enter Frequency of Reporting** **Enter Reporting Start Date**
Program Contact Information – Address	**Program Website**
Categories of Emissions Data Reported	
Add extra pages as needed.	

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Form 2.1 – Project Description

Attach a detailed narrative of the actions to be taken by the offset project. The attached narrative must include a header that indicates it is an attachment to Form 2.1 and includes the offset project name and offset project ID code.

Provide the building location and building specifications for each building included in the offset project in the Project Summary Table below:

Building ID	Building Location	Building Type	Building Use	Building Sq Ft
		☐ Existing ☐ Whole-building retrofit ☐ New construction	☐ Residential ☐ Commercial	
		☐ Existing ☐ Whole-building retrofit ☐ New construction	☐ Residential ☐ Commercial	
		☐ Existing ☐ Whole-building retrofit ☐ New construction	☐ Residential ☐ Commercial	
		☐ Existing ☐ Whole-building retrofit ☐ New construction	☐ Residential ☐ Commercial	
		☐ Existing ☐ Whole-building retrofit ☐ New construction	☐ Residential ☐ Commercial	

Total # of Buildings: _____   *Total Sq Ft:* _____

Check the boxes below to indicate that the following required information is included in the detailed project narrative or is attached:

☐	1. Summary Description of Project. Narrative summary of the actions taken or to be taken as part of the offset project.
☐	2. Owners and Operators of Buildings. Contact information for the owners and operators of each building included in the offset project; contact information for the facility manager for each building.
☐	3. Parties Implementing Offset Project. Contact information for the parties implementing the offset project; contact information for professional engineer that reviewed all project documentation.
☐	4. Documentation of Equipment and Materials Specifications. Documentation of equipment and materials for each ECM identified in the Equipment and Materials Specification Table below.
☐	5. Building Plans and Project Technical Schematics. Pre-installation and post-installation building plans and technical schematics; additional measure-specific documentation as applicable to specific ECMs.

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Enter information for each ECM in the Equipment and Materials Specifications table below:

Equipment and Materials Specifications Table

ECM†	ID	Description of ECM	List the ID Numbers of Buildings Affected by the ECM	Total Equipment/Material Installed		Fuel Type‡	
				Quantity Installed	Unit	Original	New
	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
	11.						
	12.						
	13.						
	14.						
	15.						
	16.						
	17.						

Add additional rows as necessary. If table is attached to Form 2.1, enter "Table is Attached" in the table.

† **Categories of Energy Conservation Measures**
   (a) improvements in the energy efficiency of combustion equipment that provides space heating and hot water, including a reduction in fossil fuel consumption through the use of solar and geothermal energy
   (b) improvements in the efficiency of heating distribution systems, including proper sizing and commissioning of heating systems
   (c) installation or improvement of energy management systems
   (d) improvement in the efficiency of hot water distribution systems and reduction in demand for hot water
   (e) measures that improve the thermal performance of the building envelope and/or reduce building envelope air leakage
   (f) measures that improve the passive solar performance of buildings and utilization of active heating systems using renewable energy
   (g) fuel switching to a less carbon-intensive fuel for use in combustion systems, including the use of liquid or gaseous eligible biomass, provided that conversions to electricity are not eligible
‡ NG = natural gas   P = propane   O = heating oil   K = kerosene

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Form 2.2 – Demonstration of Eligibility

Attach documentation to demonstrate offset project eligibility. Each attachment must include a header that indicates it is an attachment to Form 2.2 and includes the offset project name and offset project ID code.

Check the boxes below to indicate that the following required documentation is attached:

☐   1. <u>Documentation of ECM Installation</u>. (not applicable to *in-progress* projects)

☐   2. <u>HVAC Installation Best Practice</u>. Documentation demonstrating combustion equipment and air handling equipment sized and installed according to industry best practice (only required if project includes applicable ECMs).

☐   3. <u>Building Eligibility</u>. Documentation of eligibility, as applicable to project types included in the offset project (existing building, whole-building retrofit, new building).

☐   4. <u>Whole-Building Energy Performance</u>. Documentation that each building included in offset project meets applicable energy performance standards (only applicable to projects that include a new building or whole-building retrofit).

☐   5. <u>Combustion Equipment Performance Standards</u>. Documentation that combustion equipment ECMs included in offset project meet applicable minimum energy efficiency standards (only applicable to offset projects commenced prior to January 1, 2009 that include applicable ECMs).

☐   6. <u>Other ECM Performance Standards</u>. Documentation that all non-combustion equipment ECMs included in offset project meet applicable minimum energy performance standards (only applicable to offset projects commenced prior to January 1, 2009 that include applicable ECMs).

☐   7. <u>Market Penetration Rate</u>. Documentation that ECMs included in offset project have a market penetration rate of less than five (5) percent (only applicable to offset projects commenced on or after January 1, 2009).

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Form 2.3 – Emissions Baseline

Provide documentation of the emissions baseline where indicated in the form or as an attachment, as directed below. Each attachment must include a header that indicates it is an attachment to Form 2.3 and includes the offset project name and offset project ID code.

Baseline Period (Calendar Year)

Enter Baseline Annual Energy Usage (MMBtu) by Fuel Type

Natural Gas	
Propane	
Distillate Fuel Oil	
Kerosene	

Enter Baseline Annual Emissions (lbs. CO_2/MMBtu) by Fuel Type

Natural Gas	
Propane	
Distillate Fuel Oil	
Kerosene	
Total	

Check the boxes below to indicate that the following required documentation is attached:

☐ 1. Documentation of Baseline Energy Calculation Approach. Documentation of energy monitoring or modeling procedures used to determine baseline energy use, including demonstration of conformance with appropriate guidelines and standard for applicable building types included in offset project.

☐ 2. Baseline Energy Use Data. Documentation of baseline energy use for each building included in offset project.

☐ 3. Isolation of Energy Use. Documentation of isolation of energy use for each end-use or building system targeted by eligible ECMs.

☐ 4. Adjustments to Baseline Energy Use. Documentation of adjustments, as applicable, to account for minimum equipment or building component energy efficiency or energy performance standards; adjustments for operating or weather conditions.

☐ 5. Total Baseline Energy Use. Spreadsheet documenting calculation of total baseline energy use.

☐ 6. Baseline Emissions. Spreadsheet documenting calculation of baseline CO_2 emissions.

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Form 2.4 – Monitoring and Verification Plan

Attach the Monitoring and Verification Plan (M&V Plan). The M&V Plan must include a header that indicates it is an attachment to Form 2.3 and includes the offset project name and offset project ID code.

Check the boxes below to indicate that the attached M&V Plan includes the following required information:

☐	1. <u>Documentation of Energy Monitoring Approach</u>. Narrative documentation of energy monitoring procedures to be used during reporting period to determine energy use for each building included in offset project. If project eligible for use of representative sampling, copy of sampling protocol (for projects implementing similar ECMs in multiple residential buildings).
☐	2. <u>Procedures for Collection of Reporting Period Energy Use Data</u>. Documentation of procedures for each building included in offset project.
☐	3. <u>Isolation of Energy Use</u>. Documentation of procedures to be used during the reporting period for isolation of energy use for each end-use or building system targeted by eligible ECMs.
☐	4. <u>Procedures for Adjustments in Energy Use to Account for Differing Conditions</u>. Documentation of measurement conditions during the reporting period that may be unusual or are expected to change; documentation of adjustment factors that may be applied to account for such measurement conditions.
☐	5. <u>Procedures to Determine Reduction in Energy Use by Fuel Type</u>. Spreadsheet specifying building-specific data sources, methods, and calculations to be used for each building included in offset project to determine reporting period energy savings relative to baseline energy use.
☐	6. <u>Documentation of Project Implementation</u>. Documentation of procedures to be used to ensure offset project will be implemented as specified in *Consistency Application* (only applicable to *in-progress* offset projects not completed as of submission of *Consistency Application*).
☐	7. <u>Quality Assurance/Quality Control (QA/QC) Procedures</u>. Documentation of procedures for recording information for personnel responsible for project monitoring, documentation, and QA/QC; documentation of procedures to be used for QA/QC of project monitoring data and documentation.
☐	8. <u>Record Keeping and Records Retention Protocol</u>. Documentation of record keeping and records retention protocol that will be used to maintain offset project documentation throughout duration of the offset project.

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Form 3.1 – Independent Verifier General Information

Independent Verifier		States Where Verifier Accredited		
Primary Street Address		**Website URL**		
City	**State/Province**	**Postal Code**		**Country**
Point of Contact for Project				
Contact Telephone Number		**Contact Fax Number**	**Contact Email Address**	
Contact Street Address				
City	**State/Province**	**Postal Code**		**Country**

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Form 3.2 – Independent Verifier Certification Statement and Report

I certify that the accredited independent verifier identified reviewed the *Consistency Application*, including all Forms and attachments, in its entirety, including a review of the following:

1. The adequacy and validity of information supplied by the Project Sponsor to demonstrate that the offset project meets the applicable eligibility requirements of 7 DE Reg. 1147, including the required documentation that must be provided in the *Consistency Application*.

2. The adequacy and validity of information supplied by the Project Sponsor to demonstrate baseline emissions, pursuant to the applicable requirements of 7 DE Reg. 1147, including the required documentation that must be provided in the *Consistency Application*.

3. The adequacy of the Monitoring and Verification Plan in accordance with the applicable requirements of 7 DE Reg. 1147, including the required documentation that must be provided in the *Consistency Application*.

_____
Verifier Representative Signature

_____
Printed Name

_____
Title

_____
Organization

_____
Date

_____
Notary

☐ A verification report is attached that documents the verifier's review of the entire *Consistency Application* in relation to the applicable requirements of 7 DE Reg. 1147 and includes evaluation, conclusions, and findings.