



**DNREC – Air Quality Management Form
CO₂ Budget Trading Program
Monitoring & Verification Report – Building Sector Energy
Efficiency**

Monitoring &
Verification
Report DAQ –
Offsets Building
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COVERSHEET

Each of the following Forms must be completed. Check the boxes below to indicate that the submitted *Monitoring & Verification Report* 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 – Demonstration of Conformance with M&V Plan
- Form 2.2 – Determination of Emissions Reduction

PART 3. Independent Verification Form

- Form 3.1 – General Information
- Form 3.2 – Independent Verifier 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 offset Project Sponsor certifies the truth of the following statements:

1. All offset projects for which the Project Sponsor has received CO₂ offset allowances, 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.
2. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this *M&V Report* 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

date

printed name

title

organization

notary

signature of licensed professional engineer

name of licensed professional engineer

license number(s)

license state(s)



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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, CO₂ offset allowances under the CO₂ 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 CO₂ 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 *M&V Report* 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 *M&V Report* 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 *Enter Frequency of Reporting*
- Reporting was conducted in the past
- Reporting will be conducted in the future *Enter Reporting Start Date*
- Reporting is mandatory
- Reporting is voluntary

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 *Enter Frequency of Reporting*
- Reporting was conducted in the past
- Reporting will be conducted in the future *Enter Reporting Start Date*
- Reporting is mandatory
- Reporting is voluntary

Program Contact Information – Address

Program Website

Categories of Emissions Data Reported

Add extra pages as needed.



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Form 2.1 – Demonstration of Conformance with M&V Plan

Attach documentation that procedures and protocols specified in the M&V Plan were performed and records specified in the M&V Plan were generated and retained. Each attachment 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.

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

- 1. Documentation of Project Implementation (required only for first M&V Report, if applicable). Documentation of project implementation for projects not completed as of submission of *Consistency Application*, including:
 - A. Final post-installation equipment and materials specifications for as-installed offset project
 - B. Final post-installation building plans and technical schematics representing as-installed offset project
 - C. Final post-installation documentation of ECM installation for as-installed offset project
 - D. Confirmation of application of design intent statement for HVAC installation best practice (as applicable)
- 2. Quality Assurance/Quality Control (QA/QC) Report. Report documenting QA/QC of project monitoring and documentation during the reporting period.



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Form 2.2 – Determination of Emissions Reductions

Provide documentation of reporting period energy use and CO₂ emissions reductions 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 2.2 and includes the offset project name and offset project ID code.

	<i>Natural Gas</i>	<i>Propane</i>	<i>Fuel Oil</i>	<i>Kerosene</i>	<i>Total</i>
Baseline fuel use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Post-installation use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual energy use savings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emissions factor	<input type="text" value="116.98"/>	<input type="text" value="139.04"/>	<input type="text" value="161.27"/>	<input type="text" value="159.41"/>	
Oxidation factor	<input type="text" value="0.995"/>	<input type="text" value="0.995"/>	<input type="text" value="0.99"/>	<input type="text" value="0.99"/>	
Emissions reductions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Check the boxes below to indicate that the following required documentation is attached:
- 1. Documentation of Energy Monitoring Approach. Narrative documentation of energy monitoring procedures used during reporting period to determine energy use for each building included in the offset project. If project eligible for use of representative sampling, copy of sampling protocol (for projects implementing similar ECMs in multiple residential buildings).
 - 2. Reporting Year Energy Use Data. Documentation of 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 Reporting Year Energy Use. Documentation of adjustments to address operating and weather conditions, as applicable.
 - 5. Total Reporting Year Energy Use. Spreadsheet documenting calculation of total reporting year energy use.
 - 6. Reporting Year CO₂ Emissions. Spreadsheet documenting calculation of reporting year CO₂ emissions



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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*.

<p>_____</p> <p style="text-align: center;">Verifier Representative Signature</p> <p>_____</p> <p style="text-align: center;">Printed Name</p> <p>_____</p> <p style="text-align: center;">Title</p> <p>_____</p> <p style="text-align: center;">Organization</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Notary</p>
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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.