Regional Greenhouse Gas Initiative CO₂ Budget Trading Program



Offset Project Consistency Application Forms

Building Sector Energy Efficiency

Version 1.1

Issued by:
Bureau of Energy and Technology Policy
CT Department of Energy & Environmental Protection
http://www.ct.gov/deep/

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1. Overview

To demonstrate that a building sector end-use energy efficiency offset project qualifies for the award of CO₂ offset allowances, a Project Sponsor must submit to the Connecticut Department of Energy & Environmental Protection ("Department") in accordance with instructions (see accompanying instructions packet) a fully completed Consistency Application – Building Sector Energy Efficiency Version 1.1 ("Consistency Application"), including the coversheet and all forms and related attachments. An incomplete Consistency Application will not be reviewed to determine consistency. Following the instructions will ensure that the Consistency Application contains all necessary information and is submitted properly.

Each Project Sponsor should review the CO₂ Budget Trading Program regulations at <u>section 22a-174-31a of the Regulations of Connecticut State Agencies</u> ("RCSA") addressing offset projects and the award of CO₂ offset allowances. All offset application materials and other documents are available at <u>www.ct.gov/deep/cwp/view.asp?a=2684&Q=440696&depNav_GID=1619</u>.

Before the *Consistency Application* can be completed, the Project Sponsor must establish a general account and obtain an offset project ID code through the RGGI CO₂ Allowance Tracking System (RGGI COATS). The Project Sponsor identified in the *Consistency Application* must be the same as the Authorized Account Representative for the RGGI COATS general account identified in the *Consistency Application*. For information about establishing a RGGI COATS general account and offset project ID code, consult the RGGI COATS User's Guide, available at www.rggi.org/market/tracking.

Key eligibility dates and application submittal requirements for offset projects are as follows:

- For offset projects commenced between December 20, 2005, and December 31, 2008, the *Consistency Application* must be submitted by June 30, 2009.
- For offset projects commenced on or after January 1, 2009, the *Consistency Application* must be submitted within six months after the project is commenced.
- For an offset project located in one participating state, the *Consistency Application* must be filed with the appropriate regulatory agency in that state.
- For an offset project located in more than one participating state, the *Consistency Application* must be filed in the participating state where the majority of the CO₂-equivalent emissions reduction or carbon sequestration due to the offset project is expected to occur.

2. Submission Instructions

Please complete this form and supporting documents in accordance with section 22a-174-31a of the RCSA, the RGGI Model Rule (www.rggi.org/documents) and accompanying instructions to ensure the proper handling of your application. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws. There is no fee associated with the submission of this application.

Submit one (1) complete paper hardcopy original *Consistency Application* and one (1) electronic copy in the form of a CD disk to the Department at the location specified below. The Model Rule requires that all offset project documentation, including the *Consistency Application* shall be signed by a Professional Engineer, identified by license number. Submit hardcopies of forms requiring signatures as originally-signed copies and scan such signed forms for electronic submission. Facsimiles of the *Consistency Application* are not acceptable under any circumstances.

ATTN: KERI ENRIGHT-KATO
CO2 BUDGET TRADING PROGRAM
BUREAU OF ENERGY AND TECHNOLOGY POLICY
CT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
10 FRANKLIN SQUARE
NEW BRITAIN, CT 06051

If you have any questions about this application, please contact Keri Enright-Kato at keri.enright-kato@ct.gov or at (860) 827-2642.

The *Consistency Application* has three parts, as described below. Each part comprises specified forms and required documentation. The *Consistency Application* has been created as a Microsoft Word document with editable fields. Enter information directly in the fields provided or submit information or documentation as an attachment, as directed. Include headers on all attachments indicating the form to which each is attached, the offset project name, and offset project ID code.

The Project Sponsor should save an electronic copy for his or her file to serve as a reference for any necessary remediation.

3. Consistency Application Forms

The Consistency Application includes ten (10) forms divided into three parts, as follows:

Part 1. General Information Forms

- Form 1.1 Coversheet
- Form 1.2 General Information
- Form 1.3 Attestations
- Form 1.4 Project Sponsor Agreement
- Form 1.5 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 Emissions Baseline
- Form 2.4 Monitoring and Verification Plan

Part 3. Independent Verification Form

• Form 3.1 – Independent Verifier Certification Statement and Report

Note that although some of the forms include embedded instructions, Project Sponsors are advised to consult the accompanying instructions packet (DEP-AIR-OFFSET-INST-001) for full instructions and documentation requirements.

Offset Project Name	Offset Project ID Code
Fo	rm 1.1 – Coversheet
Project Sponsor	
Project Sponsor Organization	
Troject Sponsor Organization	
RGGI COATS General Account Name	
RGGI COATS General Account Number	
Each of the following forms must be submitted. <i>Application</i> includes each of the required forms:	Check the boxes below to indicate that the submitted <i>Consistency</i>
Form 1.2 – General Information	
Form 1.3 – Attestations	
Form 1.4 – Project Sponsor Agreement	
☐ Form 1.5 – Disclosure of Greenhouse Gas En	missions Data Reporting
Form 2.1 – Project Description	
Form 2.2 – Demonstration of Eligibility	
Form 2.3 – Determination of Emissions Base	eline
Form 2.4 – Monitoring and Verification Plan	1
Form 3.1 – Independent Verifier Certificatio	n Statement and Report

Offset Project Name		Offset Project ID Code			
	Form 1.2 – Gen	eral Information			
Project Sponsor (RGGI CO	ATS Authorized Account Rep	presentative)			
Telephone Number	Fax Number		Email Address		
Street Address					
City	State/Province	Postal Code	Country		
RGGI COATS General Acc	ount Name				
RGGI COATS General Acc	ount Number				
Name of Offset Project		Application Date			
Summary Description of Of	ffset Project	L			
Project City	Project County Project	et State	Project Commencement Date		
Project Sponsor Organization	on				
Primary Street Address					
City	State/Province	Postal Code	Country		
Brief Description of Project	t Sponsor Organization				
Telephone Number		Website URL			
Independent Verifier (Comp	pany/Organization)	States Where Verif	ier Accredited		
Primary Street Address		Website URL			
City	State/Province	Postal Code	Country		
Point of Contact for Project	t				
Contact Telephone Number Contact Fax Number		ber	Contact Email Address		
Contact Street Address					
City	State/Province	Postal Code	Country		

Consistency Application Forms—Building Sector Energy Efficiency Version 1.1			
Offs	Offset Project Name Offset Project ID Code		
	E 12	A	
	Form 1.3 –	Attestations	
The	undersigned Project Sponsor certifies the truth of	the following statements:	
1.	The offset project referenced in this <i>Consistency App</i> federal law, regulation, or administrative or judicial	plication is not required pursuant to any local, state, or order.	
2.	The offset project referenced in this <i>Consistency App</i> allowances under any other greenhouse gas program		
3.	Check the boxes that apply:		
	The offset project referenced in this <i>Consistency</i> component.	Application does not include an electric generation	
	with a renewable portfolio standard (RPS) or otl	w Application does include an electric generation ted by the offset project that may be used for compliance her regulatory requirement, with the exception of CO ₂ ling Program, will be transferred to the Department.	
	An Attribute Credit Transfer Agreement is attac	hed.	
4.	incentives from any disbursement of CO2 allowance	plication has not and will not receive any funding or other e-derived proceeds pursuant to Section 22a-174-31 of the ad disbursed pursuant to Sections 16-245(m) and (n) of the	
5.	A Consistency Application for the offset project or a Consistency Application has not been filed in any of		
6.	All offset projects for which the Project Sponsor or project sponsor organization has received CO ₂ 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 CO Budget Trading Program in all participating states.		
Signature of Project Sponsor		/ / / Date (MM/DD/YYYYY)	
Nam	ne of Project Sponsor (printed)		
Title	_		
Orga	nnization	Notary	

License Number(s)

Signature of Licensed Professional Engineer

License State(s)

Name of Licensed Professional Engineer

Offset Project Name	Offset Project ID Code

Form 1.4 – 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 section 22a-174-31a of the RCSA. 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 allowance under section 22a-174-31a of the RCSA is contingent on meeting the requirements of section 22a-174-31a of the RCSA. 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 Connecticut.

Signature of Project Sponsor	Date (MM/DD/YYYY)	
Name of Project Sponsor (printed)		
Title		
Organization	Notary	

Offset Project Name	Offset Project ID Code		
Form 1.5 – Disclosure of Greenho	ouse Gas Emissions Data Reporting		
Check the box below that applies:			
	set project referenced in this <i>Consistency Application</i> have a program other than the CO ₂ Budget Trading Program.		
been or will be reported to a voluntary or mandatory	project referenced in this <i>Consistency Application</i> have program other than the CO ₂ Budget Trading Program. use gas emissions data have been or will be reported is		
Name of Program to which GHG Emissions Data Report	rted		
Check all that apply: Reporting is currently ongoing Reporting was conducted in the past	Enter Frequency of Reporting		
Reporting will be conducted in the future Reporting is mandatory	Enter Reporting Start Date		
Reporting is voluntary Program Contact Information – Address	Program Website		
Categories of Emissions Data Reported			
Name of Program to which GHG Emissions Data Report	rted		
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 Reporting is mandatory	Enter Reporting Start Date		
Reporting is intallicatory Reporting is voluntary			
Program Contact Information – Address	Program Website		
·			

Add extra pages as needed. Any attached pages must include a header that indicates it is an attachment to Form 1.5 and identifies the offset project name and offset project ID code.

Categories of Emissions Data Reported

Offset Project Name	Offset Project ID Code

		Form 2.1 – Project Description		
	must include a head	ns to be taken by the offset project. I er that indicates it is an attachment to		
Check the boxes and is attached:	below to indicate th	at the following required information	n is included in the detailed	project narrative
1. Summa project.	ry Description of P	<i>troject</i> . Narrative summary of the act	ions taken or to be taken as	part of the offset
2. Building	g Location(s) and S	Specifications. Enter required inform	ation in the Project Summa	ary Table below.
		Buildings. Contact information for the ct; contact information for the facility		
		et Project. Contact information for the fessional engineer that reviewed all p		e offset project;
	ent and Materials attion Table below.	Specifications. Enter required inform	nation in the Equipment and	d Materials
		ent and Materials Specifications. D Equipment and Materials Specification		t and materials for
		t Technical Schematics. Pre-installational measure-specific documentation		
Summary Table be	elow:	Project Summary Table ding specifications for each building		
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	
If additional space "Table is Attached		re this table and attach it to the application	on. If table is attached to For	m 2.1, enter
Total # of Buildin	ngs:	Total Sq Ft:		

Offset Project Name	Offset Project ID		

Equipment and Materials Specifications Table

Enter information for each Energy Conservation Measure (ECM) in the Equipment and Materials Specifications table below:

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

If additional space is necessary reproduce this table and attach it to the application. 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

Offset Project Name	Offset Project ID Code

Form 2.2 – Demonstration of Eligibility					
		locumentation to demonstrate offset project eligibility. Each attachment must include a header that indicates attachment to Form 2.2 and includes the offset project name and offset project ID code.			
Che	ck tl	he boxes below to indicate that the following required documentation is attached:			
	1.	Documentation of ECM Installation. (not applicable to in-progress projects)			
	2.	<i>HVAC Installation Best Practice.</i> Documentation demonstrating combustion equipment and air handling equipment sized and installed according to industry best practice (only required if project includes applicable ECMs).			
	3.	Building Eligibility. Documentation of eligibility, as applicable to project types included in the offset project (existing building, whole-building retrofit, new building).			
	4.	<i>Whole-Building Energy Performance.</i> 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.	Combustion Equipment Performance Standards. 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.	<i>Other ECM Performance Standards</i> . 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. *Market Penetration Rate.* 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).

Offset Project Name	Offset Project ID Code	

Form 2.3 – Emissions Baseline				
Provide documentation of the emissions baseline where indicates attachment must include a header that indicates it is an name and offset project ID code.				
Baseline Period (Calendar Year)				
Enter Baseline Annual Energy Usage (MMBtu) by Fuel Ty	vpe			
Natural Gas Propane Distillate Fuel Oil Kerosene				
Enter Baseline Annual Emissions (lbs. CO2/MMBtu) by Fu	uel Type			
Natural Gas Propane Distillate Fuel Oil Kerosene Total				
Check the boxes below to indicate that the following require	d documentation is attached:			
1. Documentation of Baseline Energy Monitoring Ap modeling procedures used to determine baseline enappropriate guidelines and standard for applicable by	ergy use, including demonstration of conformance with			
2. <i>Baseline Energy Use Data</i> . Documentation of base project.	. Baseline Energy Use Data. Documentation of baseline energy use for each building included in offset			
3. <i>Isolation of Energy Use.</i> Documentation of isolation targeted by eligible ECMs.	on of energy use for each end-use or building system			
	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 document	Total Baseline Energy Use. Spreadsheet documenting calculation of total baseline energy use.			
6. Baseline Emissions. Spreadsheet documenting calc	ulation of baseline CO ₂ emissions.			

Offset Project Name	Offset Project ID Code	

Form 2.4 – Monitoring and Verification Plan

Provide the Monitoring and Verification Plan (M&V Plan) as an attachment. The attachment must include a header

that indicates it is an attachment to Form 2.4 and includes the offset project name and offset project ID code. Check the boxes below to indicate that the M&V Plan includes the following required information: 1. **Documentation of Energy Monitoring Approach.** 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. Procedures for Collection of Reporting Period Energy Use Data. Documentation of procedures for each building included in offset project. 3. Isolation of Energy Use. 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. Procedures for Adjustments in Energy Use to Account for Differing Conditions. 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. Procedures to Determine Reduction in Energy Use by Fuel Type. Spreadsheet specifying buildingspecific 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. Documentation of Project Implementation. 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. Quality Assurance/Quality Control (QA/QC) Procedures. 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. Record Keeping and Records Retention Protocol. Documentation of record keeping and records retention protocol that will be used to maintain offset project documentation throughout duration of the offset project.

Offse	t Project Name	Offset Project ID Code	
	Form 3.1 – Independent Verific	er Certification Statement and Report	
repor the of		er must sign and date the form. Attach the accredited verifier der that indicates it is an attachment to Form 3.1 and includes	
	ify that the accredited independent verifier identify and attachments, in its entirety, including a review	ied above reviewed the <i>Consistency Application</i> , including allow of the following:	
(a)		ied by the Project Sponsor to demonstrate that the offset ents of subsections 22a-174-31a(c) and (g) of the RCSA, be provided in the <i>Consistency Application</i> .	
(b)		tied by the Project Sponsor to demonstrate baseline emissions action 22a-174-31a(g) of the RCSA, including the required asistency Application.	
(c)	The adequacy of the Monitoring and Verification Plan in accordance with the applicable requirements of subsection 22a-174-31a(g) of the RCSA including the required documentation that must be provided in the <i>Consistency Application</i> .		
	rification report is attached that documents the ver ation conclusions and findings.	rifier's review of the items listed above and includes	
Signature of Verifier Representative		Date (MM/DD/YYYY)	
Nan	ne of Verifier Representative (printed)		
Title	<u> </u>		
		Notary	

Name of Licensed Professional Engineer

License State(s)

Signature of Licensed Professional Engineer

License Number(s)