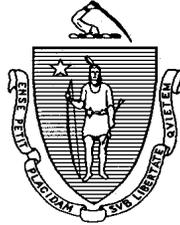


Regional Greenhouse Gas Initiative  
CO<sub>2</sub> Budget Trading Program



**Massachusetts  
Department of Environmental Protection**

**Massachusetts CO<sub>2</sub> Budget Trading Program**

**Offset Project Consistency Application**

**Building Sector Energy Efficiency**

Version 1.0

Issued by

Issued on

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## 1. Overview

To demonstrate that a building sector end-use energy efficiency offset project qualifies for the award of carbon dioxide (CO<sub>2</sub>) offset allowances, a Project Sponsor must submit to the Massachusetts Department of Environmental Protection (MassDEP) in accordance with the instructions (see accompanying instructions packet), a fully completed *Massachusetts Consistency Application – Building Sector Energy Efficiency Version 1.0 (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 Massachusetts CO<sub>2</sub> Budget Trading Program regulations, 310 CMR 7.70(10) for information regarding offset projects located in Massachusetts and the award of CO<sub>2</sub> offset allowances. All Massachusetts offset application materials and other documents are available at <http://www.rggi.org/offsets>.

Before the *Consistency Application* can be completed, the Project Sponsor must establish a general account and obtain an offset project ID code through the Regional Greenhouse Gas Initiative (RGGI) CO<sub>2</sub> Allowance Tracking System (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 Massachusetts *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 <http://www.rggi-coats.org>.

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 (6) months after the project is commenced.
- For an offset project located in one (1) 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 (1) participating state, the *Consistency Application* must be filed in the participating state where the majority of the CO<sub>2</sub>-equivalent (CO<sub>2</sub>e) emissions reduction or carbon sequestration due to the offset project is expected to occur.

## 2. Submission Instructions

The Project Sponsor should submit the completed *Consistency Application*, and all attachments, via RGGI COATS at <http://www.rggi-coats.org> as described above. For information about submitting a *Consistency Application* via RGGI COATS, consult the RGGI COATS User's Guide, available at <http://www.rggi-coats.org>.

The *Consistency Application* has three (3) 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. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

When submitting documents electronically via RGGI COATS, it is not necessary to submit a scanned or paper hardcopy of the application forms. The Project Sponsor must retain the completed original copy of the *Consistency Application* and attachments with the original signed documents. MassDEP reserves the right to request the original signed application documents at any time.

A completed hardcopy and/or CD of the *Consistency Application* may also be mailed to: Climate Strategies Group, Massachusetts Department of Environmental Protection, Bureau of Waste Prevention, 6<sup>th</sup> Floor, One Winter Street, Boston, MA 02108-4747.

Questions about this form and how to submit it should be directed to [climate.strategies@state.ma.us](mailto:climate.strategies@state.ma.us) or 617-574-6815.

### **3. Consistency Application Forms**

The *Consistency Application* includes ten (10) forms divided into three (3) 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 for full instructions and documentation requirements.

**Offset Project Name**

**Offset Project ID Code**

## Form 1.1 – Coversheet

**Project Sponsor (RGGI COATS Authorized Account Representative)**

**Project Sponsor Organization**

**RGGI COATS General Account Name**

**RGGI COATS General Account Number**

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

- 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
- 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
- Form 3.1 – Independent Verifier Certification Statement and Report

Offset Project Name  Offset Project ID Code

### Form 1.2 – 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**

Name of Offset Project  Application Date

Summary 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

**Independent Verifier (Company/Organization)**  **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

Offset Project Name

Offset Project ID Code

### Form 1.3 – Attestations

The undersigned Project Sponsor and licensed Professional Engineer 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 except as provided in 310 CMR 7.70(10)(c)4.e. where CO<sub>2</sub> offset allowances may be awarded to an offset project for which GHG Credits were created pursuant to 310 CMR 7.00: Appendix B(7) provided the offset project meets all of the requirements of 310 CMR 7.70(10)..
3. Check the boxes that apply:
  - The offset project referenced in this *Consistency Application* does not include an electric generation component.
  - The offset project referenced in this *Consistency Application* does include an electric generation component. Any and all attribute credits generated by the offset project that may be used for compliance with a renewable portfolio standard (RPS) or other regulatory requirement, with the exception of CO<sub>2</sub> allowances awarded under the Massachusetts CO<sub>2</sub> Budget Trading Program, will be transferred to MassDEP.
  - An Attribute Credit Transfer Agreement is attached.
4. The offset project referenced in this *Consistency Application* has not and will not receive any funding or other incentives from any system benefit fund, or funds or other incentives provided through the auction of CO<sub>2</sub> allowances from the Massachusetts Auction Account.
5. 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.
6. All offset projects for which the Project Sponsor or project sponsor organization has received CO<sub>2</sub> 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<sub>2</sub> Budget Trading Program in all participating states.
7. 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.

Offset Project Name

Offset Project ID Code

### Form 1.3 – Attestations (continued)

\_\_\_\_\_  
Project Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Licensed Professional Engineer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
License Number

\_\_\_\_\_  
License States

\_\_\_\_\_  
Organization

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, CO<sub>2</sub> offset allowances under the Massachusetts CO<sub>2</sub> Budget Trading Program is predicated on the Project Sponsor following all the requirements of 310 CMR 7.70(10). 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<sub>2</sub> offset allowances under 310 CMR 7.70(10) is contingent on meeting the requirements of 310 CMR 7.70(10). The Project Sponsor authorizes MassDEP 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 Massachusetts.

\_\_\_\_\_  
Project Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

Offset Project Name

Offset Project ID Code

### Form 1.5 – 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 Massachusetts CO<sub>2</sub> 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 Massachusetts CO<sub>2</sub> 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. Each attachment must include a header that indicates it is an attachment to Form 1.5, identifies the number of the appropriate table and the reference number in the left-hand column of the table, and includes the offset project name and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

Offset Project Name

Offset Project ID Code



### 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. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

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

**Project Summary Table**

<b>Building ID</b>	<b>Building Location</b>	<b>Building Type</b>	<b>Building Use</b>	<b>Building Sq Ft</b>
		<input type="checkbox"/> Existing <input type="checkbox"/> Whole-building retrofit <input type="checkbox"/> New construction	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
		<input type="checkbox"/> Existing <input type="checkbox"/> Whole-building retrofit <input type="checkbox"/> New construction	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
		<input type="checkbox"/> Existing <input type="checkbox"/> Whole-building retrofit <input type="checkbox"/> New construction	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
		<input type="checkbox"/> Existing <input type="checkbox"/> Whole-building retrofit <input type="checkbox"/> New construction	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
		<input type="checkbox"/> Existing <input type="checkbox"/> Whole-building retrofit <input type="checkbox"/> New construction	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
<b>Total # of Buildings:</b> _____		<b>Total Sq Ft:</b> _____		

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 energy conservation measure (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.

Offset Project Name

Offset Project ID



### Form 2.1 – Project Description (continued)

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

**Equipment and Materials Specifications Table**

ECM <sup>†</sup>	ID	Description of ECM	List the ID Numbers of Buildings Affected by the ECM	Total Equipment/Material Installed		Fuel Type <sup>‡</sup>	
				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.

<sup>†</sup> **Categories of Energy Conservation Measures (ECMs)**

- (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

<sup>‡</sup> NG = natural gas      P = propane      O = heating oil      K = kerosene

Offset Project Name

Offset Project ID Code

## 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. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

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

- 1. Documentation of ECM Installation. (not applicable to *in-progress* projects)
- 2. HVAC Installation Best Practice. 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. Whole-Building Energy Performance. 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. Other ECM Performance Standards. 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 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. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

**Baseline Period (Calendar Year)**

Enter Baseline Annual Energy Usage (in million British thermal units (MMBtu)) by Fuel Type

Natural Gas	
Propane	
Distillate Fuel Oil	
Kerosene	

Enter Baseline Annual Emissions (in pounds of CO<sub>2</sub> per million British thermal units (lbs CO<sub>2</sub>/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<sub>2</sub> 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. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

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 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. 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.

Offset Project Name

Offset Project ID Code

### Form 3.1 – Independent Verifier Certification Statement and Report

An accredited verifier and licensed Professional Engineer (PE) must sign and date the form. Attach the accredited verifier report. The attached report must include a header that indicates it is an attachment to Form 3.1 and includes the offset project name and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents. Note that the Project Sponsor must retain the completed original copy of the *Consistency Application* and attachments, including the verifier's original signed documents and the licensed PE's original signed documents. MassDEP reserves the right to request the original signed and stamped documents at any time.

**Name of Accredited Independent Verifier**

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

- (a) The adequacy and validity of information supplied by the Project Sponsor to demonstrate that the offset project meets the applicable eligibility requirements of 310 CMR 7.70(10)(c) and (e)4, including the required documentation that must be provided in the *Consistency Application*.
- (b) The adequacy and validity of information supplied by the Project Sponsor to demonstrate baseline emissions pursuant to the applicable requirements of 310 CMR 7.70(e)4, including the required documentation that must be provided in the *Consistency Application*.
- (c) The adequacy of the Monitoring and Verification Plan in accordance with the applicable requirements of 310 CMR 7.70(e)4 including the required documentation that must be provided in the *Consistency Application*.

A verification report is attached that documents the verifier's review of the items listed above and includes evaluation conclusions and findings.

Offset Project Name

Offset Project ID Code

**Form 3.1 – Independent Verifier Certification Statement and Report (continued)**

\_\_\_\_\_  
Verifier Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Licensed Professional Engineer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
License Number

\_\_\_\_\_  
License States

\_\_\_\_\_  
Organization