



Carbon Sequestration Certification Program

Oklahoma Conservation Commission
2800 N. Lincoln Boulevard, Suite 160, Oklahoma City, OK 73105

405-522-4739

Form AGG2009.12

Aggregator Application Ag & Forestry Carbon Offsets

Instructions

Applicant Information

Company Company is not for profit

Address City

State Zip code Phone

Primary contact Phone

Title

Email

Website

Offset Type

Indicate all offsets you are applying to aggregate

- Conservation Tillage
- Grasslands
- Rangeland
- Aforestation
- Reforestation
- Managed Forest

If applicant is an approved aggregator for a U.S. or international carbon exchange, enter name and web address of exchange.

Required Items Attached *(scan items for electronic submission)*

- Proof of bond (\$10,000 minimum)
- Description of offset reversal compensation plan *p. 2*
- Current contract (blank sample) and supplemental info
- Description of applicant's experience with carbon offsets *p. 2*
- Proof of participation in a U.S. or international carbon exchange *(when applicable)*
- Documentation of monetary reserve, insurance, or other guarantee to replace unexpected offset reversals

Optional Items Attached

- Description of fees and payments *p. 2*
- Copy of promotional brochures
- Copy of business license or non-profit tax letter
- Copy of professional licenses / certifications
- Proof of professional liability insurance

Describe briefly the type of work your company does.

Experience

Describe your experience and resources that give you the ability to manage the contracting, tracking, and selling of a soil carbon offset portfolio.

Abilities and Intentions

Indicate whether or not the applicant has the following:

Abilities and Intentions	Yes	No
Knowledge of agriculture and forestry sufficient to communicate with agriculture producers and woodland owners and to understand verification reports.	<input type="radio"/>	<input type="radio"/>
Basic understanding of the principles of carbon sequestration	<input type="radio"/>	<input type="radio"/>
Intention and ability to following rules, policies, and protocols of the Program	<input type="radio"/>	<input type="radio"/>
Intention to disseminate to the public reliable information about carbon sequestration in Oklahoma	<input type="radio"/>	<input type="radio"/>
Intention to have at least ten percent of your company's carbon contracts verified by the Program	<input type="radio"/>	<input type="radio"/>
Ability to track carbon offset contracts, reversals, and payments	<input type="radio"/>	<input type="radio"/>

Offset Reversal Compensation Plan

Describe how you plan to track and mitigate offset reversals caused intentionally or by an act of nature, including whether or not you intend to use an offset reserve.

Fees (optional)

Describe the amount of fees you charge to offset providers and or buyers, how fees are assessed, how long you hold offsets before selling, and when and how often payments are made to the offset providers.

Attestation

I attest that I have conducted a thorough and informed review of the information submitted and reported in this application and it does not contain any untrue statement of a material fact or omit to state a necessary material fact and is therefore true and accurate to the best of my knowledge. I also attest that this company and its employees are responsible for establishing and maintaining internal company controls to ensure compliance with all laws, rules, and policies of the Oklahoma Carbon Program ("Program"). I understand and acknowledge that failure to comply with the laws, rules, and policies of the Program by the company or by one of its employees may result in the Oklahoma Conservation Commission revoking my company's authorization to participate in the Program. I further understand that all information provided is subject to the Oklahoma Open Records Act and that portions of the information may be published pursuant to the goals and purposes of the Program.

Authorized Signature

Date

Title of Signer

Submit Form



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Aggregator Application Filing Information

Application Fee

The applicant shall submit with the application a fee of three hundred dollars (\$300.00). The fee shall be paid by check, certified check, or United States Postal Money Order accompanied by the fee remittance form. An aggregator shall submit a new application with a fee of three hundred dollars (\$300.00) every three years within the calendar month of the initial application.

Application Contents

The information required in the application is as follows:

- (A) Proof of a bond or other financial instrument that is not less than Ten Thousand Dollars (\$10,000.00);
- (B) Description of past experience and available resources that demonstrates the ability to manage the marketing and tracking of an offset portfolio and of the capability to be an aggregator of carbon sequestration projects;
- (C) Description of safeguards in place to ensure that the risk of reversal is minimized and that, should reversal occur, a mechanism is in place that guarantees that the reductions or removals will be replaced or compensated;
- (D) Documentation of insurance or approved reserves of emission reductions, or some other guarantee to replace any unexpected reversals;
- (E) A monitoring plan that describes how potential reversals will be discovered, measured, or estimated and compensated in the event they occur; and
- (F) A sample copy of the contract that offset sellers will be asked to sign and samples of all supplemental information provided to the seller as part of the contract.

Process

- (1) **Approval.** The Commission shall notify the applicant in writing within ninety (90) days of receipt of an application that they have been approved to participate as an aggregator in the program.
- (2) **Denial.** Any denial of an application shall be provided to the applicant in writing within ninety (90) days of receipt of an application, along with the reasons that the application was denied. A denial shall also advise the applicant of their right of appeal and of the procedures necessary to exercise those appeal rights.
- (3) **Withdrawal.** Any application may be withdrawn by the applicant at any time prior to approval or denial in response to an application. An applicant may withdraw an application at anytime by submitting a written request to the Commission. The application will be automatically withdrawn upon receipt of the request by the Commission. Any fees paid in connection with any application that is later withdrawn under this section shall not be refunded to the applicant.

Revocation

An approved application and any subsequent authorizations may be revoked for cause by the Commission at anytime.

Fees for Verification Charged by the Oklahoma Conservation Commission (private approved verifiers may set their own fees)

- (1) **Field verification fee.** Thirty dollars (\$30.00) per hour charged for time spent in the field verifying the offset, including travel time to and from the offset location. An applicant may indicate on the application a request to be contacted prior to verification and to be told the estimated amount of time that will be needed to conduct verification.
- (2) **Field verification expenses.** The government rate in effect on the date of travel will be charged to cover travel or lodging costs incurred during travel associated with field verification. An applicant may indicate on the application a request to be contacted prior to verification and to be told the estimated amount of time that will be needed to conduct verification.
- (3) **Document verification fee.** Fifty dollars (\$50.00) per hour assessed for the in-office review of documents and preparation of reports that record whether carbon sequestration has occurred.

Fee for Certification of Offsets Verified by State Approved Verifiers

State certification fee. Ten cents (\$.10) per metric ton of carbon dioxide for each ton under and including fifty thousand (50,000) metric tons, and three cents (\$.03) per metric ton of carbon dioxide for each ton over fifty thousand (50,000) tons, not to exceed \$10,000 per application, is assessed for the preparation and issuance of a certificate and report evidencing that carbon sequestration occurred and was verified by the Oklahoma Conservation Commission or other state approved verifier.

Restriction

The Commission on issues relevant to the project shall not certify a carbon offset that has accidentally, intentionally, or through gross negligence violated the law when such determination is made by a governmental entity having competent jurisdiction. If and when a violation has been cured or remedied to the satisfaction of a governmental entity and documentation of the cure or remedy and satisfaction has been submitted to the Commission, certification will proceed. In addition, the Commission will not certify a carbon offset purported to be created by the intentional disturbance of soil followed by the subsequent replanting of crops or plants for the purpose of creating a carbon offset for monetary gain.