

## Substitute Ordinance No. BL2010-825

# **Free Metered Parking for Vehicle Owners that purchase Carbon Offsets Administrative Requirements for Qualified Nonprofit Organizations participating in this program**

### **Qualification Requirements For Nonprofit Organizations**

For the purposes of this program, a qualified nonprofit organization is an organization that has been approved by the Public Works Department after verification by an independent firm. Non-profit organizations seeking approval and listing for this program will be required to submit:

- An affidavit signed by an authorized representative that includes the following:
  - The name and official title of the authorized representative;
  - Organization's name, address, website, phone number and email addresses;
  - Statement that all information submitted is true and accurate.
- Copy of their IRS tax exempt determination letter;
- Explanation and detail of the procedure that will be used for determining the quantities of GHG emissions reductions and the monetary value of the projects;
- Statement from an authorized person at the nonprofit organization on company letterhead stating acceptance of program conditions including statements attesting that:
  - Qualified nonprofit organization will maintain separate funding and separate funding process for any funds generated through this program;
  - Qualified nonprofit organization agrees to an audit of funds accepted and/or used for this program at regular and/or random intervals, as determined by Metro Public Works.
  - Qualified nonprofit organization agrees to submit an annual financial report in format posted on website, due June 30<sup>th</sup> each year summarizing all funds received and allocated. All funds received through this program must be allocated to approved projects by June 30, 2014.
  - Qualified nonprofit organization will have separate donation link on their website specifically labeled "*Green House Gas Reductions for Metropolitan Nashville and Davidson County projects*" and will additionally provide:
    - The method to calculate purchase price based on purchaser's input of annual tons of CO<sub>2</sub>e emitted from their vehicle. (Note: Purchaser may obtain this information from the carbon calculator on the Metro Public Works website);
    - Each purchaser with a "Certificate of Purchase" on form located at <http://mpw.nashville.gov/greenparking> evidencing that the dollar amount of the carbon credits purchased coincides with the carbon footprint of the motor vehicle for which the parking permit is sought.
    - A scanned or faxed copy of the Certificate of Purchase along with a purchase receipt for each purchase to the Metro Public Works Department, Free Parking Program at [Freeparkingprogram@nashville.gov](mailto:Freeparkingprogram@nashville.gov) or fax (615) 862-5568.
- For approval of qualified status, submit the above information and documentation via email to: [FreeParkingProgram@nashville.gov](mailto:FreeParkingProgram@nashville.gov).

### **Project Approval Requirements**

All projects will require approval prior to implementation to ensure appropriateness toward meeting program goals. To receive approval, a project must set out the process and transparent method of calculation that will create offsets that are:

- Real and Additional: The reduction in GHG emissions actually occurs, and is beyond a baseline (beyond business as usual), and the reduction is not required by regulatory requirements.
- Measurable: The project results in measurable GHG emissions reductions from a baseline.
- Verifiable: The project results in reductions of GHG emissions that are verifiable under independent review.
- Permanent: The project results in permanent GHG emissions reductions. An example of impermanence would include a situation where energy efficient project equipment breaks down and is abandoned.

Project proposals must be submitted 60 days in advance of implementation with the following documentation and information:

- Overview document describing the project that includes:
  - Name of project;
  - Location of project, type of project and project description;
  - Any other organizations or entities involved with project;
  - Project proposed implementation starting and completion date;
  - Proposing organization(s) name, address, web site, contact person, phone, e-mail address;
  - Total project cost and project budget including administrative costs;
  - Sale price of GHG offset (U.S. \$/metric ton of CO<sub>2</sub> equivalent or \$ / tonne CO<sub>2e</sub>).
  - Amount of GHG reductions proposed and the time period when the GHG reductions will occur (metric tons of CO<sub>2</sub> equivalent);
  - Description of the procedure for quantification (protocol or calculation methodology) of the project GHG reductions;
  - Description of what data will be collected, how data will be collected to quantify the GHG reductions, and how data will be stored, and for how long;
- An affidavit by an authorized representative of the qualified nonprofit organization that includes the following statements and information:
  - The name and title of all individuals responsible for overseeing the project implementation;
  - That the project will be implemented exclusively within the boundaries of the Metropolitan Government of Nashville and Davidson County;
  - That all funds received through this program will be spent exclusively on items included in the budget submitted for the project;
  - That the project will be performed in accordance with approved protocol or methodology; and
  - That the project is in compliance with applicable federal, state, and local laws.

The Public Works Department reserves the right to request additional information if needed to approve a project. To provide transparency, following approval for each project to be undertaken through this program, the qualified nonprofit organization must provide all the above project information for each approved project on their website along with the purchase link for offsets.

### **Qualification of non-profit organizations, approval of projects, and verification**

Approval of “qualified non-profit organization”, approval of projects resulting from this program, as well as technical, due diligence review of projects submitted for this program will be completed by an independent environmental firm as determined by the Public Works Department.

This review may include activities such:

- Evaluation that the proposed methodology, including data collection methodologies is relevant and was followed in quantification of the GHG offsets;
- Evaluation of data collected in the quantification of the GHG offsets (for example fuel invoices, purchase records);
- Interviews with personnel involved; and,,
- Visits to select sites where GHG offset projects are implemented.

Thus, in order to allow for review, all documentation related to this program must be kept by the non-profit organization and made available upon request by the Public Works Department.