



## **GREEN INSIGHT, LLC**

Congratulations on considering green building concepts in the design and construction of your multifamily residential, assisted living or dormitory project. The benefits of adopting effective green building measures into your project are numerous, compelling and could be eligible for local and state incentives and rebates.

Green Insight, LLC is committed to providing builders and homeowners the highest standard of service in assisting you with information and product delivery.

## **Multifamily Certification Information**

### **LEED™ for Homes**

LEED for Homes is a rating system that promotes the design and construction of high-performance green homes. Green homes use less energy, water and natural resources, create less waste, and are more durable and comfortable for occupants.

### **LEED for Homes Providers**

Green Insight, LLC is a designated LEED for Homes Provider. LEED homes are rated by LEED for Homes Providers – local organizations selected by USGBC based on demonstrated experience and expertise in supporting builders in the construction of high-performance, sustainable homes in their market. Owners, Developers, Builders and Contractors interested in participating in the LEED for Homes program must identify a LEED for Homes Provider organization in order to register and certify their project.

### **Eligible Project Types**

- Low Rise Multifamily (up to 3 stories)
- Midrise Multifamily (4-6 stories)
- Mixed Use Projects (at least 50% residential)
- Dormitories
- Assisted Living Facilities

It should be noted that community buildings can be certified under this program if they have a bathroom, kitchenette and a room that could be turned into a bedroom (an office).

## **Provider Professional Services Fees**

The scope of work for a multifamily project can vary too widely to provide a general range of professional fees. The costs for the LEED for Homes process include:

- USGBC Registration and Certification Fees (paid to national organization)
- Provider fees (Administration, Green, HERS rater and Quality Assurance Designee fees)
- LEED AP+Homes fess (not required see below)

If your project team is unfamiliar or new with the LEED for Homes process we highly encourage you to employ the services of a LEED for Homes AP+Homes and a HERS rater experienced with multifamily projects. You will notice on the Raters tab on our website that not all of the raters acknowledged by Green Insight have in our opinion the qualifications to work on multifamily projects.

Please contact J. Stace McGee at (505) 720-3680, before starting design work, to ask questions and obtain specific information on your project type that may influence your project design such as:

- How local and federal tax incentives or rebates are calculated
- How community space is quantified and energy modeling performed
- How the ENERGY STAR Policy for Attached Housing can be applied to your project
- Green Insight Sampling Protocol

After your preliminary design is complete please schedule a preliminary meeting with Stace to review your project and fill out a LEED for Homes checklist. At this meeting we will be able to define the registration and certification fees and estimated professional fees. See basic process for certification below for process after preliminary meeting.

When developing professional fee proposals Green Insight uses the following guidelines to weight the fee amounts:

- Experience of project design team
- Experience of project builder/contractor
- Affordable projects: percentage of units at different AMI levels
- Location of project

## **Registration and Certification with USGBC**

Your project must also be registered separately with USGBC. You must identify your Provider entity (Green Insight, LLC) when you register. Your registration is complete when USGBC receives payment of the registration fee. (To receive the USGBC member price, the individual registering the project must be an employee of a national member organization. If you would like more information about national membership for organizations visit the USGBC Membership Page at [USGBC.org](http://USGBC.org)). If your project consists of multiple buildings please contact your provider before attempting registration for the volume registration form.

## Basic Process for Certification

1. Preliminary meeting with Provider to determine that your project is appropriate for the LEED for Homes program
2. Overview meeting with the project Green and or HERS Rater in which the raters go through the simplified LEED check list to define which credits are appropriate for your project and define the responsible party. At the end of this meeting the raters and project team will have a basic idea of the LEED for Homes certification level.
3. Conduct charrette (if ID Credit 1.4 Design Charrette credit is identified) meeting or meetings to further explore credit appropriateness and define the responsible project team party. At the end of this meeting the raters and project team will have determined the LEED for Homes certification level for registration, determination of accountability requirements and responsibility, and documentation requirements.
4. Register your project with the US Green Building Council by going online to [www.usgbc.org/homes](http://www.usgbc.org/homes).
5. Conduct a preconstruction project team meeting with the provider and raters attending to discuss the goals, credits, site observations and performance testing with the contractor and appropriate subcontractors.
6. As credit information or credit requirements are met provide this documentation to the green rater. See below to understand the project unit types that will require certification documentation.
7. As buildings are completed, and the final rater inspections have been performed submit the three required documents to the green rater (checklist, durability checklist and accountability forms).
8. The Green Rater will make a final review of the documentation for completeness and when satisfied with the submittal documentation will turn it over to the Provider's "Quality Assurance Designee" for final review.
9. The QAD will review the package and if required will coordinate any issues with the Green Rater. When the QAD is satisfied with the submittal package it will be sent for certification to the US Green Building Council.