



 The logo for the U.S. Green Building Council (USGBC) is circular. It features a stylized oak leaf in the center, surrounded by the text 'U.S. GREEN BUILDING COUNCIL' and 'LEED USGBC'.	<p>LEED® Certification Policy Manual</p> <p>For Projects Registered Under LEED for Neighborhood Development</p>
--	---

LEED Certification Policy Manual
Originally Published: April 27, 2009
Effective Date: April 1, 2010

This manual contains important information regarding the LEED certification program including the current policies, procedures and pricing established by GBCI for the purposes of administering this program.

GREEN BUILDING CERTIFICATION INSTITUTE™

LEED Certification Policy Manual

TABLE OF CONTENTS:

General Policies

1.	Introduction	03
2.	Program-Specific Appendices	04
3.	LEED Certification Policy Manual Updates & Revisions Policy	05
4.	LEED Green Building Rating Systems	06
5.	Minimum Program Requirements (MPRs)	08
6.	LEED Reference Guides	09
7.	LEED Online	10
8.	Site User Registration	11
9.	Project Registration	12
10.	Credit Interpretation Requests (CIRs)	13
11.	Documentation Requirements	15
12.	Registration Cancellation Policy	17
13.	Application Submission & Review Policies	18
14.	Appeals Policy	20
15.	Certification Expiration Policy	22
16.	Certification Challenge Policy	23
17.	Project Monitoring Policy	26
18.	Distribution of Project Information Policy	27
19.	Trademarks Policy: Branding, Logos & Plaques	28

Program-Specific Appendices

A.	LEED for Neighborhood Development™	29
----	--	----

	Pricing Appendix	44
--	----------------------------------	----

1. INTRODUCTION

- 1.1 **Green Building Certification Institute:** Green Building Certification Institute (GBCI) was established in 2008 to provide third-party project certification and professional accreditation services related to sustainable building practices. In early 2009, GBCI assumed responsibility for administering the LEED certification program, previously administered by the U.S. Green Building Council.
- 1.2 **LEED Certification Program:** The LEED certification program is a comprehensive third party review process designed to allow owners of eligible projects to apply for and potentially achieve LEED certification; LEED certification is an official recognition that a project complies with the requirements prescribed within the LEED Green Building Rating Systems and the LEED Minimum Program Requirements (MPRs) as created and maintained by USGBC.
- 1.3 **LEED Certification Policy Manual:** This LEED Certification Policy Manual identifies the program requirements and policies put in place by GBCI for the purposes of administering the LEED certification program. Project teams must adhere to the policies and procedures contained within this manual and all appendices and attachments incorporated herein in their entirety.
- 1.4 **Project Registration & Review of a LEED Project Application:** The LEED certification program generally requires an applicant to enter into two types of transactions to achieve certification. The initial form of transaction occurs at the point of Project Registration whereby a project team acquires access to the LEED project application and other services as are necessary to complete said application. The second form of transaction consists of the procurement of services related to the review of a LEED project application by GBCI. These transactions are more fully described in the various sections of this manual.

While certain basic project information is collected at the time of registration, neither the completion of the registration process nor the submission of a complete application to GBCI constitutes the formation of an agreement for the procurement of services from GBCI related to the review of such application as is necessary to confer LEED certification.

2. PROGRAM-SPECIFIC APPENDICES

2.1 This LEED Certification Policy Manual identifies the program requirements and policies put in place by GBCI for the purposes of administering the LEED certification program. While most policies related to the administration of the certification program apply across all rating systems, certain rating systems require additional or alternative registration and/or review processes. Such additional or alternative processes are represented in a section of this manual titled Program-Specific Appendices.

2.2 Program-Specific Policies: The policies identified in the general policies section of this manual are applicable to all LEED Rating Systems unless a policy articulated in a program-specific appendix provides contrary information. In all cases where a general policy and a policy represented in a program-specific appendix conflict, the policy in the program-specific appendix takes precedence. Sections and subsections of the general policies that are not otherwise addressed by the program-specific appendices remain in effect. The following example demonstrates the applicability of policies articulated in the program-specific appendices:

General Policy:

- 5.1 Minimum Program Requirements: USGBC maintains Minimum Program Requirements (MPRs) for some versions of the LEED Rating Systems. These criteria identify the basic construction and development activities for which the LEED program was designed to evaluate. GBCI requires that projects certifying to these versions of LEED be in compliance with all rating system-applicable MPRs as identified by USGBC.

Program-Specific Policy:

- ND 1.1 Minimum Program Requirements: The LEED 2009 Minimum Program Requirements (MPRs) do not pertain to projects registered under the LEED for Neighborhood Development rating system.

In this instance, the policy in the general policies section related to MPRs conflicts with the policy articulated in the program-specific appendix. Accordingly, the project team must follow the provisions of the policy represented in the program-specific appendix.

3. LEED CERTIFICATION POLICY MANUAL UPDATES & REVISIONS POLICY

- 3.1 LEED Certification Policy Manual Updates & Revisions: GBCI reserves the right to update and change the policies articulated in this manual. Updates and changes shall apply immediately upon GBCI's publishing of the same; however, such changes will have limited implications for projects that have already been registered, or for which an application has already been submitted to GBCI for review.
- 3.2 Impact of Policy Manual Updates & Revisions Posted After Project Registration: To the extent a project team has successfully completed the registration process for a particular project, such project team will **not** be required to comply with revisions to sections 1-12 of this manual posted after the date the project is registered.
- 3.3 Impact of Policy Manual Updates & Revisions Posted After the Submission of a Complete LEED Project Application: Notwithstanding any particular program-specific requirements as identified in the program-specific appendices, and to the extent a project team has submitted a LEED project application (as defined in the appropriate program-specific appendices) to GBCI for review, such project team will **not** be required to comply with revisions to any sections of this manual that are published after the date that GBCI receives such project application. Project teams entering into future transactions procuring additional review services related to such project will be subject to the current version of this manual at the time such future transactions occur.

The following example is provided for purposes of clarity: A project team enters into a transaction submitting an application for design review subject to the terms of this manual. This manual is revised after the submission of such application, though prior to the submission of an application for a construction review for that same project. This project team will be subject to the terms of this manual for the duration of the design review, and would be subject to the revised terms upon entering the second transaction to procure review services related to the construction review.

4. LEED GREEN BUILDING RATING SYSTEMS

- 4.1 **Overview:** GBCI currently offers review services in accordance with the LEED Green Building Rating Systems. LEED is a voluntary consensus-based standard developed and maintained by USGBC. Through LEED, USGBC has established a set of criteria designed to quantitatively measure and evaluate the environmental impact of a building or neighborhood development including aspects of location, design, construction, and operation. In aggregate, these criteria represent the LEED Green Building Rating Systems.
- 4.2 **Diverse Applicability of LEED:** There are several different rating systems within LEED. Each rating system is designed to apply to a specific sector of the building and development industry.
- 4.3 **Currently Offered Rating Systems:** GBCI offers project registration for the following versions of LEED rating systems. Complete rating system text can be found via the USGBC website and is linked hereto:

Green Building Design & Construction

[**LEED 2009 for New Construction and Major Renovations™**](#)

[**LEED 2009 for Core & Shell Development™**](#)

[**LEED 2009 for Schools New Construction and Major Renovations™**](#)

Green Interior Design & Construction

[**LEED 2009 for Commercial Interiors™**](#)

Green Building Operation & Maintenance

[**LEED 2009 for Existing Buildings: Operations and Maintenance™**](#)

Green Neighborhood Development

[**LEED 2009 for Neighborhood Development™**](#)

GBCI currently offers review services for the following versions of the LEED rating system:

Green Building Design & Construction

[**LEED – New Construction \(2.1, 2.2, 2009\)**](#)

[**LEED – Core & Shell \(v2.0, 2009\)**](#)

[**LEED – Schools \(v2008, 2009\)**](#)

Green Interior Design & Construction

[**LEED - Commercial Interiors \(v2.0, 2009\)**](#)

Green Building Operation & Maintenance

[**LEED - Existing Buildings \(v2.0, O&M, O&M 2009\)**](#)

Green Neighborhood Development

[**LEED - Neighborhood Development \(2009\)**](#)

- 4.4 **Rating System Requirements:** Each LEED rating system is comprised of a series of Prerequisites and Credits organized across a series of categories.

4.4.1 **Prerequisites:** Each version of LEED contains unique prerequisite requirements that must be satisfied in order to achieve certification. The phrase or term “prerequisite” refers to a mandatory project characteristic, measurement, quality, value, or function as identified within the LEED rating system. Prerequisites represent the key criteria that define green building and neighborhood development performance. Each project must satisfy all specified prerequisites

outlined in the LEED Rating System under which it is registered. Failure to meet any prerequisite will render a project ineligible for certification.

4.4.2 Credits: Each project must satisfy a combination of credits necessary for the specific level of certification desired. The phrase or term “credit” means a project characteristic, measurement, quality, value, or function as identified within a LEED rating system. Each credit represents a particular facet of sustainability that contributes to overall green building and neighborhood development design and construction. Credits are selected and pursued at the option of a LEED project team.

Credits are arranged in a series of categories. Each credit is associated with a specific number of points. Projects must be awarded a minimum number of points outlined in the LEED rating system under which it is registered to achieve a particular level of certification, such as LEED Certified™, LEED Silver™, LEED Gold™, or LEED Platinum™.

4.5 Rating System Updates & Revisions: The rating systems and the requirements contained therein will be subject to updates and revisions on an ongoing basis in accordance with the USGBC policies and procedures for rating system versioning and addenda. GBCI requires that a project team demonstrate that a particular project complies with the version of the rating system that was in place at the time such project was registered. Project teams may voluntarily elect to pursue certification by demonstrating compliance with a revised credit or prerequisite rather than the version of the credit or prerequisite that existed at the time such project was registered.

4.6 Rating System Closure: GBCI retains the right to close registration for any rating system, or rating system version, at any time, for any reason, and without notice. Such closure will generally occur concurrently with the release of a new rating system version. The closure of registration for a rating system or rating system version means that no new projects may register under that rating system or rating system version. The closure of registration is effective immediately upon the announcement of the same by GBCI.

4.7 Impact of Rating System Closure on Projects Already Registered: Closure of registration shall not immediately impact the status of a project for which a project team has already completed the registration process. Similarly, a project for which a project team has initiated the registration process but is awaiting the clearance of payment at the time rating system closure occurs shall not be immediately effected; such projects shall appear in LEED Online as active projects at the time payment is received. Projects that are registered under a rating system or rating system version that is subject to closure will be allowed to proceed through the LEED certification process in accordance with the requirements of that rating system version provided that they adhere to the policies and timelines as outlined in Section 12 of this manual or any related program appendix.

4.8 Closed Rating Systems: GBCI will continue to provide certification services to customers who have registered under prior rating systems and rating system versions for which registration is closed until the sunset date for such rating systems, as further explained in the registration cancellation policies contained in this manual and the program-specific appendices.

5. LEED MINIMUM PROGRAM REQUIREMENTS:

5.1 Minimum Program Requirements: USGBC maintains Minimum Program Requirements (MPRs) for some versions of the LEED rating systems. While the MPRs are not part of the rating systems, this criterion is applicable as it identifies the basic construction and development activities for which the LEED program was designed to evaluate.

5.2 LEED 2009 Minimum Program Requirements: The current MPRs produced by USGBC are contained in the LEED 2009 Minimum Program Requirements. GBCI requires compliance with the version of the MPRs that were in place at the time of project registration. Complete MPR text can be found via the USGBC website and is linked hereto:

[LEED 2009 Minimum Program Requirements](#)

5.3 LEED 2009 Minimum Program Requirements: Supplemental Guidance: The LEED 2009 Minimum Program Requirements Supplemental Guidance (Supplemental Guidance) is a document maintained by USGBC which provides supplementary information pertaining to the MPRs including the following: i) the intent of each MPR; ii) definitions of terms used within the MPRs; iii) clarifications of requirements to demonstrate compliance; and iv) certain limited exemptions that may excuse a project from complying with certain MPRs. The complete text of the Supplemental Guidance can be found via the USGBC website and is linked hereto:

[LEED 2009 Minimum Program Requirements: Supplemental Guidance](#)

5.4 Updates & Revisions to the MPRs & Supplemental Guidance: The MPRs and Supplemental Guidance will be subject to revisions and updates from time to time in accordance with the USGBC policies and procedures for addenda to MPRs. GBCI requires that a project team demonstrate that a particular project complies with the version of the MPRs and Supplemental Guidance that was in place at the time such project was registered. Project teams may voluntarily elect to pursue certification by demonstrating compliance with a revised MPRs and Supplemental Guidance version rather than the version of such requirements that existed at the time such project was registered.

6. LEED REFERENCE GUIDES

- 6.1 LEED Reference Guides: The LEED Reference Guides are supporting documents to the LEED rating systems and they are officially incorporated into the LEED certification program. These guides provide supplementary information on all LEED rating system requirements including the intent behind such criteria as well as suggested strategies to implement sustainable building practices that will satisfy the same. Further, in some cases these guides identify documentation requirements necessary to complete a LEED certification application. Although these guides provide suggestions on possible strategies to incorporate specific attributes of sustainable design, such suggestions do not constitute exhaustive lists of the acceptable green building design practices and/or strategies.
- 6.2 Reference Guide Revisions: The LEED reference guides will be subject to revision on an ongoing basis in accordance with the USGBC policies and procedures for reference guide revisions and addenda. GBCI requires compliance with the version of the reference guide, including all published addenda, that was in place at the time of project registration.
- 6.3 Procurement of Reference Guides: LEED reference guides are available for purchase from USGBC at its website located at URL <http://www.usgbc.org>.

7. LEED ONLINE

- 7.1 **LEED Online**: LEED Online is an electronic form-based project information submittal tool located on the World Wide Web. LEED Online provides a dynamic common environment where members of a project team can work together to document compliance with the LEED rating system. Within LEED Online project teams can create site user accounts, register projects, manage project details, submit registration and certification review fees, select and assign tasks to specific project team members, complete documentation requirements necessary to complete a LEED certification application, upload supporting files, submit CIRs and CIR appeals, submit LEED certification applications for review, receive reviewer feedback, submit review appeals, and ultimately accept a designation of LEED certification. Additionally, LEED Online contains embedded calculators and tables for the purposes of assisting project teams to submit complete and accurate information to GBCI.
- 7.2 **LEED Certification Application (Forms)**: LEED Online is primarily made up of collections of electronic data entry screens or forms (referred to as Submittal or Letter Templates for pre-LEED 2009 versions of LEED). These forms are particular to each rating system and are designed to collect the information necessary to evaluate a project. The forms contain further instructions pertaining to the documentation requirements for any given credit, prerequisite, and/or MPR, including calculations, narrative descriptions, supporting files, and other documentation requirements. These forms collectively represent a LEED certification application.
- 7.3 **LEED Online Version 3**: Project teams seeking certification in accordance with a LEED 2009 rating system version or newer must use the LEED Online Version 3 project information submittal tool located at URL <https://www.leedonline.com>.
- 7.4 **LEED-Online Version 2.0**: Most project teams seeking certification under a pre-LEED 2009 rating system are required to use the LEED-Online Version 2.0 project information submittal tool located at URL <https://leedonline.usgbc.org>. The program-specific appendices provide further details on the applicability of this requirement.
- 7.5 **LEED Certification Application (Forms) Updates & Revisions**: LEED Online forms may be added, updated, and/or revised. Prior to submitting an application for review, project teams will have the opportunity to upgrade to the most current version of any LEED Online form. The Help section of LEED Online contains more information on this process.

8. SITE-USER REGISTRATION

- 8.1 **Site-User Registration**: The site-user registration process is a primary function within LEED Online whereby a user of LEED Online establishes a personal site-user account or identity within the system. To complete this process a user must access LEED Online, enter information in the site-user registration forms, and accept the [LEED Online Terms and Conditions for Use](#) linked hereto. By creating a site-user account, each person within LEED Online can be identified and thereby be selected to work on the submittals for a particular project, as well as be identified and assigned to complete specific tasks or submittals for a particular credit, prerequisite, or MPR within the LEED certification application.
- 8.2 **Site-User Information**: Each user of LEED Online must provide his or her personal identifying information including name, address, affiliation, and contact information. In addition, site users seeking to utilize the Licensed Professional Exemption program, as further identified herein, must enter information pertaining to any applicable professional licenses.
- 8.3 **Use of Site User Information**: GBCI and/or USGBC use of site user information is restricted as indicated in the [LEED Online Privacy Policy](#) linked hereto. The LEED Online Privacy Policy is accessible within the LEED Online homepage.
- 8.4 **Changes to Site User Information**: Site users may review and make changes to their personal site user information at any time by visiting the “Your Account” page within LEED Online.
- 8.5 **Security**: LEED Online relies on a secure login system protected by a self-selected username and password for all site users. Never share a username and/or password. It is the site-user’s responsibility to maintain the confidentiality and security of all login credentials. Passwords may be changed at any time within LEED Online on the “Your Account” page. If you believe your site-user account login credentials have been compromised for any reason, please contact GBCI Customer Service immediately.
- 8.6 **Access to Accepted Terms of Use**: Upon completing the site-user registration process, a user may access, review, and/or download a copy of the LEED Online Terms and Conditions for Use accepted at the time of site-user registration. To view or download this document, please visit the “Your Account” page within LEED Online.

9. PROJECT REGISTRATION

- 9.1 **Project Registration**: In order to participate in the LEED certification process a project must first register with GBCI. Registration is the process whereby project teams establish contact with GBCI and are provided access to software tools, rating system errata, critical communications, and other essential information. GBCI offers registration for all active LEED Rating Systems as identified in section 4 of this manual.
- 9.2 **Registration Process**: All projects must use the online registration function within LEED Online. The registration process includes entering project identifying information; accepting the LEED Project Registration Agreement; and remitting the applicable project registration fee.
- 9.3 **Project Administrator**: The individual who initially registers the project will be identified by GBCI as the project administrator. The project administrator is provided the authority to select members of the project team and to delegate certain tasks to individual team members. Subsequent team members selected by the project administrator may access and enter information in the LEED application; however, these team members have limited capacity to administer and/or submit the application. The project administrator may be substituted at any time.
- 9.4 **Resources Available**: After the registration process is complete, the project administrator will be provided full access to the LEED project application within LEED Online for the particular project type that is registered. Subsequent to registration project teams may also initiate Credit Interpretation Requests. For more information on CIRs, please see section 10 of this manual.

The tools and resources available will vary depending on which rating system is selected by the project team at registration. For more information, please review the registration section of the program-specific appendices of this manual.

- 9.5 **Publication of Registered Projects**: Upon completion of the registration process, project identifying information is automatically added to the publicly available LEED Project Directory, which is published on both the GBCI and USGBC Web sites.
- 9.6 **Project Confidentiality Option**: At the election of the project team a project within LEED Online may be marked as “confidential.” The project team may select this option at any time during and/or after the registration process. As used herein, the term “confidential” means the following:
- a) The project name and other identifiable information will not appear in the lists of registered and certified projects that are publicly available at the GBCI and USGBC websites respectfully.
 - b) Owners will not be contacted with requests for use of project information for educational and/or promotional purposes by USGBC.
 - c) Information regarding the project may be published by USGBC and/or GBCI; however, all project data shall be rendered in the aggregate with no identifying information.

After the conclusion of the registration process, the project administrator and project manager(s) may remove the confidential designation at any time using LEED Online.

- 9.8 **Project Registration Fees**: The project registration fee is a flat fee due upon registration. Such fees vary across the different LEED rating systems and rating system versions. A project will not appear in the LEED Project Directory until payment has been received and processed. Details, including the current registration fees for each rating system, are listed in the program-specific appendices of this manual.

Fees may be remitted to GBCI by credit card at the time of registration or by check; however, GBCI will not fully process the registration for any project until payment has been received in full. If payment is not received within 30 days after a project is registered, such registration shall be canceled.

GBCI will not refund fees in the event a project team withholds a LEED project application and/or terminates the registration for a project.

10. CREDIT INTERPRETATION REQUESTS

- 10.1 **Credit Interpretation Requests (CIRs)**: In some cases a LEED project team may encounter challenges when interpreting the requirements of a prerequisite, credit, or MPR. The Credit Interpretation Request (CIR) and ruling process is designed to allow project teams to obtain technical and administrative guidance on how rating system requirements and MPRs pertain to their projects.
- 10.2 **CIR Submittal Process**: CIRs may be submitted with regard to any project that is currently registered and in good standing. CIRs may pertain to any prerequisite, credit, or MPR. Each CIR must pertain to no more than one credit, prerequisite, or MPR. No CIR ruling will be granted that changes the language or any minimum achievement threshold of a credit, prerequisite, or MPR. The CIR review process will be undertaken as follows:

CIR Ruling

GBCI shall review each CIR and return a CIR Ruling containing formal technical guidance applicable to the requested interpretation of a prerequisite, credit, or MPR. GBCI will endeavor to deliver a CIR Ruling within twenty (20) business days of receipt of a CIR and processing of the associated CIR Fee (see section 10.6).

- 10.3 **CIR Submittal Format**: When submitting a CIR, the project team must provide a brief but clear description of the challenge or question encountered. The request must include a reference to the particular credit, prerequisite, or MPR in question. Only the specific inquiry and the essential background information necessary to generate a ruling should be provided. The project team should offer potential solutions or a proposed interpretation emphasizing the intent of the credit, prerequisite, or MPR.

CIRs shall be submitted in English and contain no more than 600 words or alternatively 4000 characters including spaces. CIRs must be submitted through LEED Online. Do not include drawings, plans, or specifications cannot be included with a CIR.

- 10.4 **Applicability of CIR Rulings**: CIR rulings do not in any way guarantee that a prerequisite, credit or MPR will be satisfied or has been achieved. Rather, a CIR ruling provides an interpretation of a LEED program requirement that shall serve as criteria by which, in conjunction with the program requirement itself, GBCI will evaluate a project application. The project applicant must still demonstrate and document satisfaction of the criteria articulated in the CIR ruling upon the subsequent submission of the LEED certification application for the project.

LEED applications must include both the CIR inquiry and ruling in order to ensure that the rulings are applied during a LEED review. Note that while LEED Online automatically facilitates this inclusion, project teams should also make specific mention to relevant CIR rulings within the documentation of the requirement in question.

All CIR rulings that were generated in response to a CIR submitted on or before June 26, 2009, and which pertain to a pre-LEED 2009 Rating System, are public and precedent setting for projects registered under the same version of a pre-LEED 2009 Rating System. Such rulings will be referenced in the Public Rulings database published by USGBC and are available as a ruling for all projects registered under the same version of the rating system. Projects are held to Public Rulings published on or before the project's registration date.

All CIR rulings that are generated in response to a CIR submitted after June 26, 2009, for all rating systems including pre-LEED 2009 and current versions, will be project specific. As a result, the ruling will only apply to the specific project for which the CIR was submitted, and there will be no corresponding entry in the Public Rulings database. Accordingly, the CIR ruling will not be precedent setting and will not automatically carry forth and apply to other projects submitted by the same project team. LEED 2009 project teams may reference public rulings in their application, however public

rulings are not binding for LEED 2009 projects. GBCI is not obligated to apply pre-LEED 2009 CIR rulings to LEED 2009 projects.

CIRs are *not* subject to appeal. Upon delivery of a CIR Ruling, project teams may elect to revise a CIR and resubmit the same at their discretion. Such resubmission of a revised CIR shall be treated as a new CIR requiring payment of all applicable fees.

- 10.6 **CIR Fees:** The project CIR fee is a flat fee that must be remitted for each project CIR submitted by a project team. Project teams will only incur this fee in the event they elect to submit a CIR. The current pricing for CIRs is standard across all rating systems and versions. Fees must be remitted to GBCI by credit card at the time a CIR is submitted to GBCI, or by check; however, GBCI shall not initiate a CIR review until payment has been received in full and processed. If payment is not received within 30 days after a submission of a CIR, such CIR shall be canceled. The current price to submit a single CIR is \$220. Each additional CIR is subject to an additional \$220 fee.

11. DOCUMENTATION REQUIREMENTS

- 11.1 **LEED Project Application Documentation Requirements:** The LEED certification program is a documentation-based verification program. Each LEED rating system and version thereof consists of unique documentation requirements to complete a LEED project application. Within the LEED project application, a series of required documents, attestations, data, or other information will be indicated for each MPR, prerequisite, and credit. Such documentation must be submitted in order to demonstrate the satisfaction of the related rating system or MPR criteria. Specific documentation requirements vary across the different rating systems and rating system versions of LEED, but usually consist of forms, calculations, narratives, maps, drawings, specifications, and other related media (collectively, “documentation”). Please refer to the program-specific appendices of this manual for more detailed information regarding the documentation process.
- 11.2 **Minimum Narrative Requirements:** Most LEED submittal paths will require one or more narrative descriptions of the features or strategies used by the project team in pursuit of a LEED Minimum Project Requirement, prerequisite, or credit.
- 11.2.1 **Narrative Length & Format:** Narratives typically consist of between 100 and 1000 words. Project teams shall not submit narratives in excess of 1500 words. The LEED documentation forms provide adequate space for narrative descriptions. In the alternative, a project team may include each narrative as a separate document within an application. If a project team elects to attach a document containing a narrative rather than enter it in the designated location on the form, the project team must type: “See Attached Documentation,” in the applicable narrative box. In the event that the project team uploads a narrative as a separate document, the narrative shall not be in excess of 1500 words. Where appropriate, narratives may be submitted in list or outline form. All narratives must be submitted in English.
- 11.2.2 **Narrative Content:** The documentation forms within the LEED project application provide guidance specifying the content requirements for each narrative. Project teams shall fully comply with the guidance provided in each form to the best of their ability. Where directed, project teams shall provide the following information: who on the project team is involved, when and where the activities occurred, what strategies were employed, and how these strategies meet the intent or requirements of the submittal path. In addition, project teams shall provide a description of unique circumstances, if any exist, that warrant the attention of the GBCI review team.
- 11.3 **Attestations:** In addition to the documentation necessary to complete a LEED application, some sections of the application may require a separate validation of the submitted documentation by a specific individual project team member referred to as a “Required Signatory.” In some other sections, project teams may alternatively provide an attestation by a properly licensed professional rather than submit the indicated documentation.
- 11.3.1 **Required Signatories:** Some elements of LEED documentation require validation by a Required Signatory. These submittals typically require that a particular project team member complete the submittal. In such cases, the project team member must possess a specified degree of technical proficiency or declaratory authority. Required Signatories shall provide the specific declarations and/or calculations pertaining to an applicant project as explicitly provided in LEED documentation forms. Only those persons with the requisite proficiency or authority are permitted to act as Required Signatories.
- 11.3.2 **Licensed Professional Exemption:** The Licensed Professional Exemption offers an alternative way to provide verification for a number of submittals in a project application for LEED certification. As used herein, the phrase “Licensed Professional” refers to a person formally certified by a licensing board to practice as a Professional Engineer, Registered Architect, or Registered Landscape Architect. To submit documentation via a Licensed Professional

Exemption, the licensed professional must hold the requisite license in good standing at the time of submittal.

A Licensed Professional project team member may participate in this program by providing his or her license information, either upon creating their site user account, or by subsequently updating their site user account information through LEED Online. Such licensed individual need only enter this information once in order to be able to complete subsequent application forms. In addition, all license information is retained, and can be used in submittal documentation for multiple LEED projects.

A Licensed Professional must provide the following information for each license under which he or she intends to submit information: name as it appears on the license; license professional category (Professional Engineer, Registered Architect, and Registered Landscape Architect); license number; the country in which the license is held; the state, territory, or province that issued the license; and the license expiration date.

Prior to submitting a complete LEED project application to GBCI, each owner must represent that each licensed professional on the project team who has registered as such with GBCI meets each of the licensed professional exemption requirements, including holding a license in good standing in the applicable jurisdiction. It is the responsibility of each owner to notify GBCI immediately in the event that a licensed professional who has provided an attestation within the LEED project application is subject to an adverse change in the license status, or good standing, prior to a final award or denial of LEED certification.

- 11.4 Retention of Project Information: The LEED certification process requires both the submission and retention of certain information and documentation demonstrating compliance with program requirements. Owners must retain all documentation related to the satisfaction of all prerequisites, credits, and MPRs including but not limited to all information pertaining to information that has been submitted to GBCI for the purposes of procuring a LEED project application review. Such information must be maintained at the site of the completed project for a period of not less than two (2) years commencing on the date of award of LEED certification. Note that documentation which has been submitted to GBCI via LEED Online will be maintained by GBCI and does not need to be retained by the Owner.

12. REGISTRATION CANCELLATION POLICY

- 12.1 Overview of Registration Cancellation Policy: Project teams must comply with all cancellation policies pertaining to rating system sunset dates, cancellations due to inactivity, and submission deadlines following project completion. Projects that are unable to demonstrate compliance with these objectives, per a reasonable determination by GBCI, will be subject to registration cancellation in accordance with the following terms.
- 12.2 Cancellation Based On Rating System Sunset Date: After the close of registration of a rating system or rating system version, projects that are registered under a prior version of a rating system shall be allowed to proceed through the LEED Certification process in accordance with the requirements of that rating system until the occurrence of the rating system sunset date. As used herein, the phrase “Rating System Sunset Date” refers to the date occurring a certain number of years after the close of registration for a particular rating system, or particular rating system version, as determined and announced by GBCI. The specifics of this policy vary across the different LEED rating systems. Please refer to the program-specific appendices for detailed requirements.
- 12.3 Cancellation Due To Inactivity: Subsequent to registering a project with GBCI, project teams shall maintain a substantial level of activity designed to effect a complete application for LEED certification. GBCI reserves the right to cancel any registered project that remains inactive, as determined solely by GBCI. The definition of a substantial level of activity varies across the different LEED rating systems. Please refer to the program-specific appendices for detailed requirements.
- 12.4 Cancellation Due To Failure To Meet Deadline Following Project Completion: All applications for certification must be received within a specific time period following project completion. The definition of a completed project, as well as the time allotted for submitting an application, varies across the different LEED rating systems. Please refer to the program-specific appendices for detailed requirements.
- 12.6 Effect of Registration Cancellation: If registration is canceled for a project, that project shall be removed from the LEED Project Directory and the project forms and all information contained therein shall be removed from LEED Online. No refunds of any fees will be provided in the instance that project registration is canceled in accordance with these terms.

If an owner seeks to achieve LEED certification in relation to a project for which registration is canceled in accordance with the foregoing terms, such owner must register the project as a new project under the most recent rating system or rating system version for that project type for which registration remains open. If, at the time of registration cancellation, no applicable LEED Green Building Rating System remains open for registration, such project is ineligible to further participate in the LEED program.

13. APPLICATION SUBMISSION & REVIEW POLICIES

- 13.1 LEED Project Application Review: GBCI will review and evaluate the information submitted in each project application pertaining to all MPRs, credits, and prerequisites to determine compliance with such requirements of the LEED rating system as established by USGBC. In evaluating candidate projects for LEED certification, GBCI conducts a technical review of project documentation to determine whether a project complies with all necessary rating system requirements.
- 13.2 LEED 2009 Project Application Review Agreement: In order to initiate the procurement of a review, a project must submit a complete LEED project application to GBCI. At such time that a project team submits an application to GBCI, the project team and/or owner may review, though no longer revise the documentation contained therein while the application is pending review by GBCI. Upon receiving a complete LEED 2009 project application, GBCI will forward to the project team a LEED 2009 Project Application Review Agreement in electronic form. This agreement contains the terms, conditions, and provisions that shall apply for the purposes of the review process and the grant of certification if applicable. The LEED 2009 Project Application Review Agreement must be signed by the owner(s) and returned to GBCI within 60 (sixty) calendar days from the date that GBCI forwards such agreement to the project team. GBCI shall not initiate a review of the application until a signed agreement is returned. To the extent the project team is unable or unwilling to return the properly executed LEED 2009 Project Application Review Agreement to GBCI by the conclusion of this 60 (sixty) day period, the agreement as offered shall be revoked, and the project team must request that GBCI forward a new agreement which may contain additional or revised terms as updated by GBCI.
- 13.3 Review and Archiving of LEED 2009 Project Application Review Agreements: The terms and conditions of the LEED 2009 Project Application Review Agreement are available for review within LEED Online prior to submission of an application; however, these terms as provided are for reference only and represent the current form of the agreement which may change prior to the time it is forwarded to a project team. Upon the return of the executed LEED 2009 Project Application Review Agreement, this document will be uploaded and represented within the “Project Information” page within LEED Online for record-keeping purposes. This document may be accessed and downloaded at any time thereafter.
- 13.4 Application & Review Process: The requirements, schedule, and policies for a LEED review will vary across the different versions of the LEED rating system. Refer to the program-specific appendices for specific details.

GBCI will strive to meet the timelines stipulated within our application review policies as they are set forth in the program-specific appendices of this manual. However, if GBCI is unable to meet these projected timelines, no project team shall be entitled to a refund of any portion of the fees associated with registration, LEED project application review services, and/or any other fees that have been remitted to GBCI in relation to the LEED certification program.

To the extent that a project team selects to undergo an expedited review and GBCI is unable to meet the expedited timelines stipulated within such application review policies, GBCI shall refund any premium fees paid to GBCI associated with upgrading a standard review to an expedited review.

- 13.5 Project Closeout: Upon the conclusion of a final review (as explained in the program-specific appendices), the project administrator will have the opportunity to accept or appeal the results of such final review. By authorizing the project administrator to accept the results of a final review, the owner relinquishes the right to appeal such results. If the project administrator does not accept or request an appeal of the results of the final review within ninety (90) days, such results shall be deemed conclusive.

- 13.8 Owner Information Post-Certification: Changes in owner or owner contact information must be communicated to GBCI for purposes of future notice regarding certification for as long as the LEED certification or other official designation by GBCI remains in good standing.
- 13.9 LEED Project Application Review Fee: The LEED Project Application Review Fee is determined based on the size of the project being submitted for review. In addition, GBCI may calculate the LEED Project Application Review Fee at a premium rate depending on the review path the Project team elects to follow during the LEED certification process. GBCI shall not initiate a review until payment has been received in full. The fees associated with reviews vary across the different rating systems. Details are listed in the program-specific appendices.

14. APPEALS POLICY

14.1 Appeals Generally: If a project team and/or owner wishes to challenge a GBCI determination as to the satisfaction of a particular MPR, prerequisite and/or credit, the project team and/or owner may initiate an appeal. In this Section 14, “project team” shall mean “project team and/or owner”.

14.2 First Level Appeal: To initiate this process, the project team must submit a first level appeal to GBCI within twenty-five (25) business days from the applicable action or determination by GBCI. All first level appeals must be provided to GBCI via the same platform through which the project application was submitted for review (usually LEED Online). The project team must remit the appeal fee as well as submit the following information to establish the basis for the appeal: 1) supplemental documentation supporting such MPR, prerequisite and/or credit; as well as 2) an explanation addressing the issues in the technical advice provided with the denial of the MPR, prerequisite and/or credit.

GBCI will acknowledge filing of the appeal to the project team. GBCI representatives not previously involved in evaluating the relevant requirement for the Project will review the appeal documentation and explanation provided by the project team. GBCI endeavors to deliver a decision on the appeal within twenty-five (25) business days from the initial filing of the appeal. GBCI’s appeal decision shall include identification of the technical basis underlying such decision.

14.3 Final Level Appeal: A project team may initiate a final level appeal in order to challenge a first level appeal decision. The project team must submit the final level appeal, using LEED Online, within twenty-five (25) business days after receiving notice from GBCI as to the determination of the first level appeal.

Whenever a final level appeal is lodged, the GBCI Chair in consultation with the GBCI President shall appoint three persons to serve on the Appeals Board, each of whom shall be qualified by virtue of training and experience to have the appropriate technical knowledge in the relevant LEED Rating System. The Appeals Board shall make a final determination on all determinations pertaining to MPRs, credits and/or prerequisites. No member of the Appeals Board may (a) review any matter in which his or her impartiality might reasonably be questioned or (b) review any matter which presents an actual or apparent conflict of interest relating to the project.

GBCI shall notify the project team of the names of those persons serving on the Appeals Board, and the project team shall notify GBCI within ten (10) business days of receipt of such names if the project team questions the impartiality of any member of the Appeals Board. The Chair of GBCI shall determine whether to disqualify any member from serving on the Appeals Board. In the event of disqualification, the Chair of GBCI will designate another individual to serve as an interim member. The GBCI Chair in consultation with the GBCI President shall designate the Chair of the Appeals Board.

All final level appeals must be submitted in writing and sent to GBCI by traceable email, mail or delivery service. The appeal must specify a valid basis for the appeal, but may not offer documentation other than that previously proffered to GBCI. GBCI may file a written response to the appeal request. Written briefings may be submitted by the project team and by GBCI within twenty-five (25) business days following submission of the appeal request.

The Appeals Board will endeavor to meet within 60 calendar days. It shall render a decision, including a brief description of its reasons, based on the record below and written briefs (if any) without an oral hearing. GBCI will endeavor to (but does not guarantee) deliver the decision on the appeal within ten (10) business days of the meeting of the Appeals Board. Decisions of the Appeals Board shall be by majority vote.

The decisions of the Appeals Board shall be final.

14.4 Expedited Appeals: Expedited appeals shall occur in the accordance with the appeal review guidelines outlined above; however, GBCI will endeavor to deliver any expedited appeal ruling in 50% less time than stated for a customary appeal. Applicants must contact GBCI customer service at

<http://www.gbci.org> at least 10 (ten) business days prior to the submission of an expedited appeal to confirm that an expedited appeal can be accepted at any given time.

- 14.5 **Appeal Fees:** The Appeal Fee is a flat fee, per each MPR, prerequisite, or credit addressed within the appeal submitted by the project team. Project teams will only incur this fee in the event they elect to submit an appeal in accordance with the Appeals Policy. Fees must be remitted to GBCI by credit card at the time and appeal is requested, or by check; however, GBCI shall not initiate the review of an appeal until payment has been received in full. If payment is not received within 30 days after the submission of an appeal, such appeal shall be canceled. The current pricing for the submission of appeals is standard across all rating systems.

The current price to submit an appeal is \$500 for each MPR, prerequisite, or credit therein addressed. Project teams must remit an additional fee to initiate a final level appeal over and above the fee required to initiate the first level appeal. The current price to submit a final level appeal is \$500 for each MPR, prerequisite, or credit therein addressed.

The current price to submit an expedited appeal is \$1,000 for each MPR, prerequisite, or credit therein addressed. Project teams must remit an additional fee to initiate a final level appeal over and above the fee required to initiate the first level appeal. The current price to submit an expedited final level appeal is \$1,000 for each MPR, prerequisite, or credit therein addressed.

15. CERTIFICATION EXPIRATION POLICY

15.1 LEED Certification Expiration Policies: The LEED certification expiration policies require that a project team undertake some action within a specified amount of time following the award of certification or other official determination issued by GBCI, such as a Plan Approval or Precertification. To the extent a project team does not complete the specified action, the certification or designation shall expire and the project may no longer represent that it holds certification or other official designation in good standing.

At this time, such certification expiration policies apply only under the LEED 2009 for Existing Buildings: Operations and Maintenance and LEED for Neighborhood Development rating systems. Refer to the program-specific appendices of this manual for further details.

16. CERTIFICATION CHALLENGE POLICY

This Certification Challenge Policy has been put in place to protect the integrity of the LEED certification program as a credible, accurate, and industry-recognized system for evaluating the design and construction of sustainable buildings. GBCI intends this policy to function as both a quality check on GBCI LEED reviews, as well as an instrument designed to detect and remedy incidents of intentional or inadvertent misrepresentation which result in the inappropriate award of LEED certification. This policy is not meant to serve as a vehicle for the adjudication of disputes between outside parties. Accordingly, this policy and the certification challenge process detailed herein do not replace any applicable judicial or other alternative dispute resolution processes that third parties may have available to resolve such disputes between themselves.

- 16.1 Certification Challenge Overview: All persons participating in the submission of information in applying for an award of LEED certification must be truthful, forthcoming, and cooperative in their dealings with GBCI; however, it is the responsibility of the project owner to confirm and represent the veracity and accuracy of the documentation submitted. To the extent the veracity or accuracy of such documentation, or GBCI's evaluation of the same, is called into question, GBCI may initiate a certification challenge thereby revisiting its determination that the submitted documentation properly demonstrates that the project satisfied all credits, prerequisites, and MPRs necessary to achieve the awarded level of LEED certification. A project owner may defend against such certification challenge by electing to participate in the process described below. Based on the final determination of such a challenge, GBCI retains the right to reduce the level of LEED certification awarded or revoke an award of LEED certification altogether.
- 16.2 Basis for an Initiation of a Certification Challenge: GBCI reserves the right to institute investigations and review documentation for any reason or for no reason at all. In addition, GBCI encourages third parties who wish to make a complaint, or bring to light information affecting the grant of LEED certification to do so in the following manner. Parties seeking to submit a complaint or report information affecting the grant of LEED certification must have specific personal knowledge of an event or condition that would prevent a project from satisfying a particular credit, prerequisite, or MPR. Complainants must indicate the credit, prerequisite, or MPR that is affected. Further, such persons must indicate to the fullest extent possible, in the form of a written statement, details of such event or condition including the following: i) the alleged offending conduct or condition; ii) the persons involved; iii) other persons who may have knowledge of the facts and circumstances concerning the allegation, including contact information for such persons; and iv) the identity of the person presenting the complaint including such person's full name, address, email, and telephone number. Complaints must be submitted to GBCI within two (2) years of the award of LEED certification for a project. GBCI cannot guarantee anonymity to persons submitting complaints. If GBCI determines that the complaint is frivolous or irrelevant to the credits, prerequisites and MPRs required for LEED certification, no further action will be taken.
- 16.3 Initiation of a Certification Challenge: The GBCI President may initiate a formal investigation into the appropriateness of an award of certification to a particular project if the veracity or accuracy of the documentation supporting such award is called into question, or if GBCI's evaluation of such documentation is suspected to have been incomplete or flawed. A formal investigation will be deemed opened upon the date that GBCI sends written notice to the project owner that such investigation has been initiated. The investigation will remain open until a final determination is reached on such certification challenge. GBCI shall not open a formal investigation related to any project beyond two (2) years after the date the project is awarded LEED certification. GBCI shall not publicly comment on an ongoing investigation prior to the forwarding of the final determination on such certification challenge to the project owner.

16.4 Certification Challenge Investigation Process: In performing a formal investigation, GBCI will review any or all of the project's documentation that GBCI, in its sole discretion, deems relevant. GBCI may request supplemental information from the person(s) making the complaint and may require the complainant to provide a statement in the form of an affidavit attested to under penalty of perjury. GBCI may request information from the project team, project owner, and/or others involved in the project.

If GBCI determines that a site visit may be useful, GBCI, with the assistance of one or more technical consultants, may, but is not required to, conduct an on-site inspection of a project. GBCI shall notify the project owner of the necessity of the site visit in writing. GBCI representatives including staff members and/or technical consultants shall make the arrangements for the site visit.

No staff or technical consultant may: i) investigate any matter regarding a project he or she previously reviewed; ii) investigate any matter in which his or her impartiality might reasonably be questioned; or iii) investigate any matter which presents an actual, apparent, or potential conflict of interest. GBCI representatives who are tasked with conducting a site visit must sign an engagement agreement and abide by GBCI requirements regarding conflicts of interest and confidentiality.

16.5 GBCI Preliminary Staff Findings: Upon the conclusion of an investigation, if GBCI determines in its sole discretion that the project owner submitted truthful and accurate documentation when applying for certification and that sufficient evidence exists to demonstrate that (i) all prerequisites and MPRs were properly completed at the time certification was conferred and (ii) the minimum number of credits were properly completed at the time certification was conferred such that the project obtained the requisite number of points necessary to achieve LEED certification at the level awarded, no further action will be taken. The project owner and any persons submitting complaints will be notified of this decision. If GBCI determines that the documentation submitted was not completely truthful and accurate, or that insufficient evidence exists to demonstrate the project properly achieved LEED certification at the level awarded, GBCI shall transmit a statement of its findings to the project owner by email via verifiable method of delivery, setting forth the affected credits, prerequisites, and/or MPRs, and including a written statement:

- a. of the facts constituting the inaccurate grant of credit, prerequisite, minimum program requirement, or falsely submitted documentation and the credits/prerequisites/minimum program requirements affected;
- b. that the project owner has thirty (30) calendar days after receipt of such statement to notify GBCI if it disputes the findings and to provide a written response; and
- c. identifying the proposed sanctions determined by GBCI potentially including revocation of LEED certification, or reduction of the level of LEED certification awarded.

16.6 Stage 1: Contesting GBCI Preliminary Staff Findings:

If the project owner seeks to contest the findings, or is unwilling to accept the determined sanctions, such owner must submit a written response addressing the Preliminary GBCI Staff Findings and/or the determined sanctions within thirty (30) calendar days after the owner's receipt of such statement. The project owner may also submit additional information related to the challenged LEED program requirement(s). If the project owner accepts, or fails to timely respond to such statement and underlying findings, GBCI shall enact the determined sanctions and close the matter. Such acceptance, or failure to respond, shall constitute a waiver of the right to a review or hearing and appeal of the same.

Upon receiving a response to this statement, GBCI staff shall make a determination as to the disposition of the challenge and identify the sanctions to be imposed. GBCI shall provide notice of such determination and sanctions to the project owner along with a statement:

- a. that the owner or representative thereof may request an oral hearing (in person or by phone) or a review by written briefing for the disposition of the matter, with the owner bearing its own expenses;
- b. that the owner or representative may appear in person, may examine and cross-examine any witness under oath, and may produce evidence on its behalf;
- c. that if the owner disputes the findings, or requests a review or hearing, the owner thereby consents to the formation of a Review Panel for the purpose of rendering a decision on the evidence before it, and further agrees to comply with any applicable sanctions subject to an appeal; and
- d. that certain administrative fees, as detailed in Section 16.6 below, apply if the project team requests a written review or hearing.

16.7 Stage 2: Written Review or Hearing of a GBCI Staff Determination: If a project owner seeks to contest the determination or sanctions issued by GBCI staff, the project owner may submit a request for either a hearing or review by written briefing. The following fees must be provided to GBCI within thirty (30) calendar days following the date the owner's written request was received by GBCI:

Written Review Fee:	\$1,000
Hearing Fee:	\$2,500

If the project owner requests a hearing or written review, the GBCI Chair in consultation with the GBCI President shall appoint three persons to serve on a Review Panel, each of whom shall be qualified by virtue of training and experience to have the appropriate technical knowledge in the relevant LEED program requirements. No member of such Review Panel may: i) review any matter regarding a project he or she previously reviewed; ii) review any matter in which his or her impartiality might reasonably be questioned; or iii) review any matter which presents an actual or apparent conflict of interest relating to the project.

If the project owner requests a written review, GBCI will forward its findings and the response of the project owner to the Review Panel. Written briefing may be submitted within thirty (30) calendar days following receipt of the request for such written review.

If the project owner requests a hearing, GBCI shall forward its findings and the response of the project owner to the Review Panel and shall designate one staff member to present the findings and any substantiating evidence, to examine and cross-examine witnesses, and to present the matter during the hearing. The Review Panel will schedule a hearing after the request is received, allowing for a period of at least thirty (30) days to prepare for such hearing, and will send by email and via verifiable means of delivery, a Notice of Hearing to the project owner. The Notice of Hearing will include a statement of the time and place selected by the Review Panel. The project owner may request modification of the time and place for good cause.

The Review Panel, GBCI, and the project owner may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Review Panel. To the extent a project owner or representative fails to attend the hearing in person or by phone, such hearing shall commence as scheduled without representation by the owner. The Review Panel will determine all matters related to the hearing. Formal rules of evidence will not apply. Relevant evidence may be admitted. Disputed questions will be determined by the Review Panel.

GBCI will meet its burden of proof if it is able to demonstrate by a preponderance of the evidence, and the project owner is unable to refute either that the project owner failed to submit truthful, and accurate documentation when applying for certification, or that insufficient evidence exists to demonstrate that (i) all prerequisites and MPRs were properly completed at the time certification was conferred and (ii) that the minimum number of credits were properly completed at the time certification was conferred such that the project obtained the requisite number of points necessary to achieve LEED certification at the level awarded.

Upon the conclusion of a review or hearing, if the Review Panel determines that GBCI has not met this burden of proof no adverse action will be advised and the matter shall be closed. If the Review Panel determines that GBCI has met this burden of proof it shall identify the appropriate sanctions to be carried out by GBCI.

The Review Panel will issue a written decision following the review or hearing. This decision will contain factual findings, conclusions, and any sanctions if appropriate. Such written decision shall be sent promptly by email via verifiable means of delivery to the project owner and any persons submitting complaints.

- 16.8 Stage 3: Appeal of a Review Panel Decision Before GBCI Board of Directors: If a project owner seeks to contest the decision of the Review Panel, such owner may submit a request for an appeal to the GBCI Board of Directors. All requests for appeals must be submitted in writing and sent to GBCI by verified and traceable email, U.S. Postal Service mail, personal delivery, or private courier (such as Federal Express, United Parcel Service, etc), within thirty (30) calendar days after the owner's receipt of the Review Panel's decision. Requests for appeals must be accompanied by written briefing setting forth the basis for the appeal. If the project owner requests an appeal in accordance with this section, the following fee must be provided to GBCI within thirty (30) calendar days of GBCI's receipt of such request:

Appeal Fee: \$2,500

Members of the GBCI Board of Directors shall constitute the appeals body for the purpose of administering an appeal related to a Certification Challenge decision or ruling. No board member may review any appeal in which his/her impartiality might reasonably be questioned, or review any matter which presents an actual, apparent, or potential conflict of interest.

In order to overturn a certification challenge decision by the Review Panel, it shall be the burden of the project owner to demonstrate to the satisfaction of the GBCI Board of Directors that such decision was arbitrary or capricious.

The GBCI Board of Directors will render a written decision based on the record below and written briefs (if any); there will be no oral hearing. The decision of the GBCI Board of Directors will be mailed promptly by certified mail, return receipt requested, to the project owner. Decisions rendered by the GBCI Board of Directors shall be final. Persons submitting complaints shall be notified of the decision of the GBCI Board of Directors.

- 16.9 Revocation of LEED certification: Based on the final determination of a Certification Challenge, GBCI retains the right to reduce the level of LEED certification awarded, or to revoke an award of LEED certification.

GBCI retains the right, in its sole discretion, to revoke LEED certification from any project where it is denied access to a project for the purposes of performing an audit or site visit, or it is prevented from examining documentation related to the project's design, construction, and/or operations pertaining to LEED certification, as a result of a project owner being unwilling or unable to provide such access or documentation.

GBCI retains the right, in its reasonable discretion, to revoke LEED certification from any project where it is denied access to, or for which it is not provided with, energy and water use data on an ongoing basis after LEED certification is conferred, as is required and further described in Section 17 of this manual.

To the extent a project is subject to revocation of LEED certification, such project will be removed from the LEED certified project database and may no longer be referred to as a LEED certified project. GBCI shall identify the project's certification as having been revoked. Additionally, if GBCI revokes certification of any project for which a Platinum-level certification was previously awarded, and for which the project owner received a rebate of any or all certification fees, the owner of such

project shall be liable for refunding all monies so received to GBCI. Further, the owner of such project shall immediately terminate all use and display of any LEED trademarks, associated logos, and other intellectual property licensed by GBCI.

17. PROJECT MONITORING POLICY

- 17.1 **Project Monitoring Policy:** As set forth in the MPRs, each project that achieves LEED certification must provide or authorize both GBCI and USGBC to access, review and collect the energy and water usage data from the utility service provider and/or the whole-project metering facility where such meters are in place. As used herein, the phrase “energy and water usage data” means all information pertaining to the consumption or utilization of water, electricity, gas, oil, steam, coal, wood, solar, wind, tidal kinetic or other such utility service, fuel or other resource provided to the Project site and/or created at the project site in part or in whole.
- 17.2 **Duration of Monitoring:** Each project must begin to comply with these terms related to project monitoring within one (1) year after a project achieves LEED certification and maintain compliance for a period of five (5) years thereafter. It is the burden of the owner to notify all subsequent owners and/or occupants of these project monitoring requirements and to use reasonable efforts to require compliance with the same.
- 17.3 **Publication of Collected Data:** GBCI and USGBC may publish and or provide collected data to third parties and/or the general public; however, to the extent that such data is published, it shall be rendered in aggregate form removing all project identifying characteristics.
- 17.4 **Exemptions/Supplementary Guidance:** As set forth in the MPRs, and the accompanying supplementary guidance, exemptions will be granted where whole-project metering or other specified form of data collection and reporting is cost prohibitive or physically impractical. From time to time, USGBC may issue and/or modify other guidance concerning this Project Monitoring Policy as embodied in USGBC’s MPRs and GBCI will adhere to such exemptions and/or guidance.

18. DISTRIBUTION OF PROJECT INFORMATION POLICY

- 18.1 Distribution of Project Information for Research Purposes: USGBC and GBCI are committed to the furtherance of green building research and program development. Currently and in the future, such efforts rely heavily on the collection, analysis and distribution of data collected from green buildings. In consideration of this pressing need, GBCI and USGBC may use, distribute, and/or publish data and underlying information that is submitted to GBCI in submitted applications to third parties for the purpose of conducting and/or publishing research. To the extent that such data is published, it shall be rendered in aggregate form removing all project identifying characteristics. GBCI will not distribute or publish submitted plans, drawings, or schema.
- 18.2 Distribution of Project Information for Promotional Purposes: USGBC and GBCI may use, distribute, and publish data and underlying information that is submitted to GBCI in submitted applications for the purposes of promoting the sale of goods and/or services directly related to LEED or the LEED certification program. To the extent that such data is published, it shall be rendered in aggregate form removing all project identifying characteristics. GBCI will not distribute or publish submitted plans, drawings, or schema.
- 18.3 Distribution of Project Information for Purposes of Administering Reviews, CIRs, and Appeals: GBCI relies on a network of internal and third party green building specialists to administer the LEED certification program. Some or all of the information that is submitted to GBCI in LEED project applications, including plans, drawings, or schema, may be distributed to such third parties for the purpose of assigning and/or subcontracting project application reviews, CIR reviews, appeals, and other functions and services on behalf of GBCI. Such parties shall operate in conformance with the confidentiality requirements as outlined in this section.

19. TRADEMARKS POLICY: BRANDING, LOGOS & PLAQUES

- 19.1 **GBCI & USGBC Trademarks:** GBCI and USGBC own, and/or maintain a license to use, several proprietary trademarks, certification marks, and associated acronyms, logos and other graphic images. The marks “GBCI” and “Green Building Certification Institute” constitute intellectual property owned by GBCI. The marks “U.S. Green Building Council,” “USGBC,” “LEED,” and the LEED certification marks and related logos including but not limited to: “LEED Certified,” “LEED Silver,” “LEED Gold,” and “LEED Platinum” constitute intellectual property owned by USGBC and are used by GBCI under license. Please refer to the document titled [USGBC Trademark Policy](#) available at the USGBC website for more information related to the authorized use of these marks.
- 19.2 **Use of Marks Following Project Registration:** Project registration alone does not entitle a project to use or display the LEED certification marks, related logos, and/or other materials, markings or advertisements that indicate or imply that a project has achieved, or will achieve, LEED certification. Appropriate representations related to the status as a registered project are available in the USGBC Trademark Policy document.
- 19.3 **Use of Marks Following Project Certification:** Following the granting LEED certification to a particular project, the owner is granted a limited, non-exclusive, revocable license to use and display the appropriate certification mark: “LEED Certified,” “LEED Silver,” “LEED Gold,” or “LEED Platinum,” and associated logos, on or in referring to such project. The use and display of such marks and logos must be conducted in accordance with the instructions and policies represented in the USGBC Trademark Policy. This license does not constitute a transfer of ownership rights in such marks, and may be revoked in accordance with the terms of this manual.
- 19.4 **Unauthorized Use of USGBC and/or GBCI Marks:** Unauthorized use of USGBC and/or GBCI proprietary marks may result in legal action. To the extent an owner engages in unauthorized use or reference to the marks and associated logos identified herein, GBCI, in its sole discretion, may terminate such owner’s rights to continue using any or all intellectual property owned or licensed by GBCI.
- 19.5 **Plaques & Marketing Materials:** USGBC and GBCI work directly with third party vendors to offer customized brand fulfillment options for each project. All Project teams who intend to display LEED plaques and/or other marketing materials are required to purchase such markings and materials directly from USGBC, GBCI or from a third-party vendor explicitly designated by either USGBC or GBCI. Details regarding the process whereby an owner may obtain a plaque and other marketing materials will be forwarded to eligible project teams following the acceptance of a final certification review.
- 19.6 **Effect of Revocation or Expiration of Certification:** The license herein granted to an owner successful in achieving certification is conditioned on the project’s ongoing status as a LEED certified project in good standing. In this context, the term “good standing” refers to a valid grant of certification by GBCI not subject to a revocation of certification or expiration of certification as contemplated in the applicable policies contained herein. Accordingly, to the extent a project does not carry a designation of certification in good standing, the permission to use and display such intellectual property related to certification and the LEED program in connection with such project is withdrawn. In the event such permission is withdrawn, the owner must cease the use and display of such marks and logos as soon as commercially feasible.

Program-Specific Appendix

LEED FOR NEIGHBORHOOD DEVELOPMENT

As described in the LEED Certification Policy Manual, GBCI sets unique policies for each version of the LEED Rating System. This document contains additional policies and definitions applicable only to projects registered under the LEED for Neighborhood Development (“LEED for Neighborhood Development”) green building rating system.

TABLE OF CONTENTS:

ND 1.	Minimum Program Requirements	30
ND 2.	Project Registration	31
ND 3.	Complementary One-Hour Introductory Teleconference	34
ND 4.	Credit Interpretation Requests	35
ND 5.	Registration Cancellation Policies	36
ND 6.	Application Submission & Review Policies	
	Smart Location and Linkage (SLL) Prerequisite Review	37
	Full-Stage Submission & Review Policies	39
ND 7.	Expiration Policies	42
ND 8.	Project Monitoring Policy	43

ND 1. MINIMUM PROGRAM REQUIREMENTS

ND 1.1 Minimum Program Requirements: The LEED 2009 Minimum Program Requirements (MPRs) do not pertain to projects registered under the LEED for Neighborhood Development rating system.

ND 2. PROJECT REGISTRATION

ND 2.1 **Registration Process**: Because LEED for Neighborhood Development projects may have significantly longer entitlement and construction periods than projects based on a single building, the registration and application review processes operate differently for such projects. LEED for Neighborhood Development projects are registered and reviewed based on a three-stage registration and application review process.

ND 2.2 **Three-Stage Registration System**: Under the LEED for Neighborhood Development certification program there are three stages during which a project may be registered and an application may be submitted to GBCI for review. A project may be entered into the program at any stage depending on how far along such project is in the development process. In order for a project to be registered at a particular stage, the project team must demonstrate that the project is eligible for such registration based on the following criteria:

Stage 1 – An application for Stage 1 may only be submitted for those projects that have achieved land use entitlement for no more than 50% of the square footage of all buildings within the project boundary, whether new or renovated, as measured on an aggregate basis. Projects with more than 50% of new and/or renovated square footage already entitled are not eligible for Stage 1 registration.

Stage 2 – An application for Stage 2 may only be submitted for those projects that have achieved land use entitlement by public authorities with jurisdiction over the project for 100% of the square footage of all buildings within the project boundary, whether new or renovated. The project may be under construction or portions completed, but may not have more than 75% of its total building square footage constructed, whether new or renovated.

Stage 3 – An application for Stage 3 may only be submitted for those projects that are completed. A project is complete when: i) the appropriate regulatory authorities have issued certificates of occupancy for all buildings within the project and have accepted all infrastructure within the project; ii) every aspect of the project that pertains to a prerequisite has been completed; and iii) every aspect of the project that pertains to a credit that is being pursued has been completed.

The phrase “land-use entitlement” refers to the existing or granted right to use property for specific types and quantities of residential, commercial, industrial or other land-uses. To demonstrate compliance with this requirement the project must provide documentation evidencing that it holds a land-use entitlement by right or that such land-use entitlement as relied upon in the project plan has been granted to the project through all required federal, state or local government regulatory approval process. In this context “by right” is meant to indicate that the development as planned conforms with the laws and regulations related to permitted land-use in the jurisdiction under which the project is to be constructed such that additional land-use approvals are unnecessary as a matter of law. For these purposes, comprehensive, sector, and/or master plan amendments do not equate to a land-use entitlement.

While a project team must select which stage it intends to submit under at the time of registration, a project must demonstrate that it has achieved the specified level of land-use entitlements for the particular stage at the time that the project’s application is submitted to GBCI for review. To the extent a project team selects the incorrect stage, or, if prior to submission the level of land-use entitlements awarded to the project changes, project teams may transfer to the correct stage at no additional cost; however, this process requires that the project team complete alternative and/or additional forms in order to prepare a complete application. Application submission deadlines and/or registration cancellation policies shall not be extended or waived on the grounds that a project has completed an application for the incorrect stage.

- ND 2.3 Resources Available Upon Registration: Upon completing the LEED for Neighborhood Development registration process, a project team is provided with the following resources further defined herein: i) an optional and complimentary one-hour introductory teleconference; ii) access to all available submittal forms; and iii) the ability to submit Credit Interpretation Requests.
- ND 2.4 Registration of Large Projects: Due to the potential hardship larger projects may have in meeting the requirements in the LEED for Neighborhood Development rating system, such as the distance and proximity requirements, GBCI encourages the separation of projects larger than 320 acres into multiple LEED for Neighborhood Development projects each consisting of 320 acres or less.
- ND 2.5 Registration Fees: Upon registering a project, the project team must remit the LEED for Neighborhood Development project registration fee. This fee is not discounted based on membership in USGBC. The LEED for Neighborhood Development project registration fee is assessed on a per-project basis as follows:

Project Registration Fee:	\$1,500
----------------------------------	----------------

- ND 2.6 Registration for Subsequent Stages: To the extent a Project team is seeking to participate in the LEED for Neighborhood Development program at multiple stages, such project team must enter LEED Online and complete the registration process, including the acceptance of the LEED Project Registration Agreement and the GBCI Certification Policy Manual under the then current terms offered by GBCI at the time of registration for each subsequent stage, including the payment of any and all applicable registration fees.

The acceptance of the Registration Agreement and referenced documents at a subsequent stage shall supersede the agreements and all related documents that pertain to project registration and the review of a project application for any and all prior stages including the requirements of the previous rating system version. Accordingly, LEED for Neighborhood Development projects that are registered at a subsequent stage are *NOT* grandfathered into any version of the LEED for Neighborhood Development rating system based on the registration of the project at the initial or immediately previous stage. If a project is registered and submitted for review at a subsequent stage, that project must be submitted in accordance with the requirements of the most recent version of the LEED for Neighborhood Development Rating System at the time of such registration.

REGARDLESS OF A PRIOR DETERMINATION BY GBCI TO APPROVE OR PRECERTIFY A PROJECT PLAN AT AN EARLIER STAGE, IF A PROJECT IS REGISTERED AT A SUBSEQUENT STAGE FOLLOWING THE RELEASE OF AN UPDATED VERSION OF THE LEED FOR NEIGHBORHOOD DEVELOPMENT RATING SYSTEM, THAT PROJECT MUST DEMONSTRATE COMPLIANCE WITH THE REQUIREMENTS OF THE MOST CURRENT VERSION OF THE LEED FOR NEIGHBORHOOD DEVELOPMENT RATING SYSTEM AT THAT TIME TO ACHIEVE PRECERTIFICATION OF THE PROJECT PLAN OR CERTIFICATION AT A SUBSEQUENT STAGE.

The following example is provided for the purposes of clarity: A project achieves Stage 1 (conditional approval) under LEED 2009 for Neighborhood Development. Prior to registering for Stage 2 (Pre-certification), registration for the 2009 version of LEED for Neighborhood Development is closed and registration for the 2012 version becomes available. If the project is to be registered for Stage 2 (Pre-certification), such registration would need to be completed under the LEED 2012 for Neighborhood Development, and subsequently the application for Stage 2 (Pre-certification) would be reviewed by GBCI for compliance with the requirements of the 2012 rating system version. For the Stage 2 review, the project would not be grandfathered under the LEED 2009 requirements.

ND 2.7 Fee Waiver for Registration at Subsequent Stages: To the extent a project has successfully achieved an official designation of “Conditional Approval of a LEED for Neighborhood Development Plan” or “Pre-Certified LEED for Neighborhood Development Plan” from GBCI at an earlier stage, and such designation is current and in good standing in accordance with the timeframes specified in the Expiration Policy section of this appendix, GBCI hereby waives the registration fee to the extent a project is at this time registering for a subsequent stage. GBCI reserves the right to revoke this fee waiver at any time and without notice as it pertains to future registrations.

ND 3. COMPLIMENTARY ONE-HOUR INTRODUCTORY TELECONFERENCE

- ND 3.1 **Overview**: Upon completion of registration for a LEED for Neighborhood Development project, the project team may elect to participate in a one-hour introductory teleconference for the purposes of reviewing the LEED for Neighborhood Development 2009 application and submittal requirements. This call is voluntary, but strongly recommended. This call provides the project team the opportunity to ask questions related to the LEED for Neighborhood Development certification program as well as to discuss any overarching issues regarding its project.
- ND 3.2 **GBCI Representation**: GBCI will provide a LEED for Neighborhood Development project administration representative and a LEED for Neighborhood Development application reviewer for this teleconference.
- ND 3.3 **How & When to Schedule a Call**: The Project Administrator may contact GBCI directly to schedule the teleconference by contacting GBCI customer service via <http://www.gbci.org>. GBCI shall maintain a calendar of available time slots during which the project administrator can schedule a call. Teleconferences will be scheduled on a first-come first-serve basis. Project teams are strongly encouraged to participate in the call no later than 90 (ninety) days after project registration. This call must take place prior to the first submission of a LEED for Neighborhood Development application to GBCI for either the SLL Prerequisite Review, or a Preliminary Stage 1, 2, or 3 Review, whichever occurs first. To the extent the project team completes such submission prior to the schedule date for the teleconference it thereby waives its right to schedule and participate in the conference call for that stage.
- ND 3.4 **Rescheduling Policy**: The project administrator may reschedule the call up to six (6) calendar days prior to the scheduled appointment. If for any reason the project team is unable to attend such call without the notice herein specified they thereby waive its right to schedule and participate in the conference call for that stage.
- ND 3.5 **Additional Contact and Clarification**: Each project team is allowed to participate in only one call per project per stage. If a project team seeks additional information related to a particular program requirement, it is encouraged to submit a Credit Interpretation Request in accordance with the terms of this manual.
- ND 3.6 **Language**: At this time all calls are administered in the English language.
- ND 3.7 **Special Accommodations for Persons with Disabilities**: Please contact a representative of GBCI via <http://www.gbci.org> if you require special accommodations.

ND 4. CREDIT INTERPRETATION REQUESTS

ND 4.1 CIR Content: LEED for Neighborhood Development project teams may include a site plan with any CIR provided that the document is relevant and necessary to illustrate a specific inquiry. The site plan must be provided electronically in .pdf format.

ND 5. REGISTRATION CANCELLATION POLICIES

ND 5.1 Rating System Sunset Policy: The Rating System Sunset Policy does not pertain to projects registered under the LEED for Neighborhood Development rating system.

ND 5.2 Deadline to Submit A Project Application Following Project Completion: Applications for a Stage 3 Certified Neighborhood Development shall be submitted to GBCI no later than three (3) years after the Project Completion Date. A project is complete when it has achieved Certificates of Occupancy for all relevant buildings within the project, or similar official indication that such buildings are fit and ready for use, and acceptance has been granted by all public authorities with jurisdiction for all relevant infrastructure constructed within the project.

ND 5.3 Cancellation Due To Inactivity: Applications for a Stage 1, Stage 2, or Stage 3 review shall be submitted to GBCI no later than three (3) years after the date of project registration for that stage, **OR**, to the extent a project team elects to participate in a SLL Prerequisite Review, one (1) year after the date of delivery by GBCI of the Final SLL Prerequisite Review, whichever occurs later. If a project application is not submitted before this date, the project registration for such project shall be canceled by GBCI.

ND 5.4 Effect of Cancellation: If registration is canceled for a LEED for Neighborhood Development project, that project shall be removed from the LEED Project Directory, and the project forms and all information contained therein shall be removed from LEED Online. No refunds of any fees will be provided in the instance that project registration is canceled in accordance with these terms.

If an owner seeks to achieve (i) LEED certification, (ii) an official designation of Conditional Approval of a LEED for Neighborhood Development Plan, or (iii) an official designation of Pre-Certified LEED for Neighborhood Development Plan, in relation to a project for which registration is canceled due to inactivity, such owner must register the project as a new project at the appropriate stage of review under the most recent version of the LEED for Neighborhood Development rating system.

If a registration for a LEED for Neighborhood Development project has been canceled as a result of a failure on behalf of the project team to submit a project application within a certain amount of time following project completion, such project may no longer participate in the LEED certification program. However, individual buildings contained within the canceled project may be registered under the appropriate current rating system for which registration remains open.

ND 5.5 Extensions: In its sole discretion, GBCI will consider granting extensions of required timelines to a project that is able to demonstrate hardship in meeting such deadlines and cancellation policies based on extenuating circumstances, due to size or complexity of the project.

Project Application Forms Development: Please note, at this time the complete application to submit a project to GBCI for review is under ongoing development and is not currently available. Projects that register prior to the delivery of the full LEED for Neighborhood Development application will not be required to adhere to the cancellation and expiration policies of this manual until the full application for the applicable stage is provided. GBCI will indicate to such affected projects the date upon which the complete application review process is available, which shall serve as the date such cancellation and expiration policies will be effective.

ND 6. APPLICATION SUBMISSION & REVIEW POLICIES

ND 6.1 Application Submission & Review Policies Overview: In accordance with Section 5 of this LEED for Neighborhood Development Program Specific Appendix, projects participating under the LEED for Neighborhood Development program may be registered and reviewed at three distinct stages in the development process. In addition, during the initial stage for which a project is registered, the project team may submit the section of the project application pertaining to the Smart Location and Linkage (SLL) Prerequisites for review prior to submission of a complete application. The following policies detail the processes and timelines related to the submission and review of project applications at these three distinct stages as well as the submission of an application for a review of the SLL Prerequisites.

SMART LOCATION AND LINKAGE PREREQUISITE REVIEW

ND 6.2 Smart Location and Linkage Prerequisites: The LEED for Neighborhood Development Rating System contains a unique category of prerequisites and credits referred to as Smart Location and Linkage (“SLL”). This category focuses on the selection of sites that minimize the adverse environmental effects of new development and avoid contributing to sprawl and its consequences. This category contains five prerequisites which form the base of a LEED for Neighborhood Development type development.

ND 6.3 SLL Prerequisite Review Option: Upon completing the registration process, the project team may select an optional submittal and review path that allows for a preliminary determination as to whether a project site complies with the applicable prerequisites. The SLL Prerequisite Review consists of a preliminary and final review of the section of the application pertaining to the SLL Prerequisites of the applicable LEED for Neighborhood Development Rating System version. All determinations thereof are subject to appeal. This SLL Prerequisite Review option can be utilized only once, and only during the initial stage under which a project is registered.

To procure a SLL Prerequisite Review, a project team must complete and submit the portion of its application relating to SLL prerequisites and submit the same to GBCI through LEED Online. To exercise this option, this submission must occur prior to the date occurring eighteen (18) months after the date of registration. If a project team elects not to participate in an SLL Prerequisite Review, or is unable to submit such portion of its application to GBCI within the specified time period, the project team must follow the standard full-stage LEED for Neighborhood Development project application review path.

ND 6.4 SLL Prerequisite Review Process: The review of an application for the purpose of conducting an SLL Prerequisite Review shall proceed as follows:

Application for Smart Location & Linkage (SLL) Prerequisite Review

To submit an application for SLL Prerequisite Review, the owner or project administrator must elect to do so within LEED Online and submit complete documentation for each of the five Smart Location & Linkage Prerequisites. Upon receipt of such documentation, GBCI shall provide a LEED 2009 Project Application Review Agreement in electronic form that must be signed by the owner and returned to GBCI with payment of all applicable fees. This agreement must be returned within sixty (60) days of receipt of the same by the project team or such submission shall be canceled. Prior to the commencement of a review, the owner or project administrator must return a fully executed LEED 2009 Project Application Review Agreement along with all applicable fees to GBCI.

Preliminary Review for Smart Location & Linkage Prerequisite Review

GBCI shall review and return comments for all prerequisites included in the application for the SLL Prerequisite Review. GBCI shall designate each reviewed prerequisite as "anticipated," "pending,"

or "denied." GBCI endeavors to deliver a Preliminary SLL Prerequisite Review within twenty (20) business days of receipt of a completed application.

Response to Preliminary Review for Smart Location & Linkage Prerequisite Review

Within twenty (20) business days of GBCI's delivery of the Preliminary SLL Prerequisite Review, the owner or project administrator may submit a response to the Preliminary SLL Prerequisite Review. This response must include revised documentation for any attempted prerequisite marked as 'pending' or 'denied' during the Preliminary SLL Prerequisite Review.

Final Review for Smart Location & Linkage Prerequisite Review

GBCI shall review and return comments for the prerequisites included in the response to the Preliminary SLL Prerequisite Review. GBCI shall designate each credit and prerequisite reviewed as "anticipated" or "denied." GBCI endeavors to deliver a Final SLL Prerequisite Review within twenty (20) business days of receipt of a completed application. The owner or project administrator shall then accept or appeal the Final SLL Prerequisite Review.

ND 6.5 SLL Prerequisite Review Results: GBCI does not provide an official designation or certificate recognizing that a project has successfully demonstrated compliance with the SLL Prerequisites until the conclusion of a full-stage review. Further, the designation of "anticipated" shall not serve as a binding decision for the purposes of a complete final review. Participating in an SLL prerequisite review and receiving a designation of "anticipated" with regard to any or all SLL Prerequisites does not guarantee award of the same at the conclusion of a full-stage review. SLL prerequisites that were designated as "anticipated" may be determined to be "awarded" at the conclusion of the full and final certification review provided the project application has not been altered in a manner that effects the satisfactory completion of such prerequisites and no information submitted during such full-stage review calls into question the validity of information upon which such earlier determinations were based.

If at the conclusion of the Final Review for the SLL Prerequisite Review process, and any applicable appeal thereof, it is determined that a project does not meet the SLL prerequisites as documented, the project team is eligible to submit new documentation pertaining to these prerequisites with the application for the initial full-stage review, provided that all other requirements for such application are satisfied.

ND 6.6 SLL Prerequisite Review Appeals: GBCI's determination as to the satisfaction of the SLL prerequisites as reflected in the final review may be appealed in accordance with the provisions reflected in the general policies section of this manual pertaining to appeals.

ND 6.7 SLL Prerequisite Review Cancellation: To the extent a project selects to undergo an SLL Prerequisite Review and is unable or unwilling to submit the project information necessary to complete an SLL Prerequisite Review application prior to the deadlines identified in this section of this manual, GBCI shall cancel the remaining SLL Prerequisite Review processes. If an SLL Prerequisite Review is canceled as a result of inaction on the part of the project team, no refund of any fees related to Project registration or the SLL Prerequisite Review shall be provided.

ND 6.8 Expedited SLL Prerequisite Reviews: Expedited SLL Prerequisite Reviews shall occur in accordance to the application review guidelines outlined above. GBCI endeavors to deliver any expedited Preliminary and Final SLL Prerequisite Review in 50% less time than stated for a customary SLL Prerequisite Review. Applicants must contact GBCI Customer Service at <http://www.gbci.org> at least 10 (ten) business days prior to the submission of an expedited review to confirm that an expedited application can be accepted at any given time.

ND 6.9 Fees Related to the SLL Prerequisite Review: Upon selecting to undergo an SLL Prerequisite Review, the project team must remit the SLL Prerequisite Review fee to GBCI. This fee is not discounted based on membership in USGBC. The SLL Prerequisite Review fee is a fixed flat fee and does not

depend on square footage or acreage. Fees must be remitted to GBCI by credit card at the time of submission, or by check; however, GBCI shall not initiate a SLL Prerequisite Review until payment has been received in full. If payment is not received within 30 days after a project team submits for a SLL Prerequisite Review, such review shall be canceled. The SLL Prerequisite Review fees are as follows:

SLL Prerequisite Review Fees:

Standard Review Fee	\$2,250
Expedited Review Fee	\$5,000

FULL-STAGE SUBMISSION & REVIEW POLICIES

ND 6.10 **Full-Stage Review:** In accordance with the section of this LEED for Neighborhood Development program-specific appendix, under the LEED for Neighborhood Development program, projects can be registered and an application submitted for review at three distinct stages in the development process depending on the land-use entitlements that the project has achieved. The full-stage review of an application at any stage consists of a preliminary and final review of the complete project application to determine compliance with all requirements of the applicable LEED for Neighborhood Development Rating System version.

ND 6.11 **Full-Stage Review Process:** The review of an application for the purpose of conducting a full-stage review shall proceed as follows:

Application for Stage 1, Stage 2, or Stage 3 Review

In accordance with the Stage eligibility requirements, the owner or project administrator shall submit a complete application for Stage 1, Stage 2, or Stage 3 review. The owner or project administrator is required to update any previously reviewed information in the SLL Prerequisite Review, if pursued, as having ‘changed’ or ‘no change’; previously reviewed information will not be re-reviewed unless the owner or project administrator has designated the information as having changed. A complete application for Stage 1, Stage 2, or Stage 3 review must include payment of all applicable fees (see the section titled ‘Certification Fees’) and submittal documentation (completed for the relevant stage) for all prerequisites and attempted credits.

Preliminary Stage 1, Stage 2, or Stage 3 Review

GBCI shall review and return preliminary comments for all prerequisites and credits included in the application for Stage 1, Stage 2, or Stage 3 review. GBCI shall designate each prerequisite and credit reviewed as “anticipated,” “pending,” or “denied.” Prerequisites marked as “anticipated” during the SLL Prerequisite Review, if pursued, will be marked as “awarded” unless new information has been submitted warranting re-review. GBCI shall endeavor to deliver a Preliminary Stage 1, Stage 2, or Stage 3 Review within thirty (30) business days of receipt of a complete application.

Response to Preliminary Stage 1, Stage 2, or Stage 3 Review

Within forty-five (45) business days of GBCI’s delivery of the Preliminary Stage 1, Stage 2, or Stage 3 Review, the owner or project administrator may submit a response to the Preliminary Stage 1, Stage 2, or Stage 3 Review. Said response must include revised documentation for any attempted prerequisite or credit marked as “pending” or “denied” during the corresponding Preliminary Stage 1, Stage 2, or Stage 3 review.

Final Stage 1, Stage 2, or Stage 3 Review

GBCI shall review and return comments for all prerequisites and credits included in the response to the Preliminary Stage 1, Stage 2, or Stage 3 Review. GBCI shall designate each prerequisite and credit reviewed as “awarded” or “denied.” GBCI endeavors to deliver a Final Stage 1, Stage 2, or Stage 3 Review within twenty (20) business days of receipt of a completed application. The owner shall then accept or appeal the Final Stage 1, Stage 2, or Stage 3 Review.

Transition between the 3 Stages of Approval/Certification

Due to the longer scale of the approval and construction of LEED for Neighborhood Development projects, GBCI has established expiration terms between the 3 Stages of Approval/Certification. Please refer to the Expiration Policies section of this appendix for more information.

- ND 6.12 Full-Stage Review Results: LEED certification is only conferred in the event a project successfully achieves Stage 3, however GBCI does provide official designations at Stages 1 and 2. The official designations and certification awarded to projects that complete a review at Stage 1, Stage 2, and Stage 3 are as follows:

Conditional Approval of a LEED for Neighborhood Development Plan (Stage 1): As used herein, the phrase “Conditional Approval of a LEED for Neighborhood Development Plan” pertains to Stage 1 of the LEED for Neighborhood Development Rating System, and refers to GBCI’s determination that if a project is completed consistent with its Stage 1 LEED for Neighborhood Development Plan and the accompanying Stage 1 prerequisite and credit submittals provided through LEED Online for a Stage 1 project application, then the completed project should satisfy all prerequisites and achieve a minimum number of points outlined in the LEED for Neighborhood Development rating system such that it should be eligible to receive LEED certification at a particular level, such as LEED Certified, LEED Silver, LEED Gold or LEED Platinum.

Pre-Certified LEED for Neighborhood Development Plan (Stage 2): As used herein, the phrase “Pre-Certified LEED for Neighborhood Development Plan” pertains to Stage 2 of the LEED for Neighborhood Development Rating System, and refers to GBCI’s determination that if a project is completed consistent with its Stage 2 LEED for Neighborhood Development Plan and the accompanying Stage 2 prerequisite and credit submittals provided through LEED Online for a Stage 2 project application, then the completed project should satisfy all prerequisites and a minimum number of points outlined in the LEED for Neighborhood Development Rating System such that it should be eligible to receive LEED certification at a particular level, such as LEED Certified, LEED Silver, LEED Gold or LEED Platinum.

LEED Certified Neighborhood Development (Stage 3): As used herein, the phrase “LEED Certified Neighborhood Development” pertains to Stage 3 of the LEED for Neighborhood Development Rating System, and refers to GBCI’s determination that a Completed Project, as represented in the LEED project application submitted to GBCI, satisfies all prerequisites and has achieved a minimum number of points outlined in the LEED for Neighborhood Development rating system to achieve a particular level of LEED certification, such as LEED Certified, LEED Silver, LEED Gold or LEED Platinum.

- ND 6.13 Expedited Stage 1, Stage 2, or Stage 3 Reviews: Expedited Stage 1, Stage 2, or Stage 3 Reviews shall occur in the accordance with the application review guidelines outlined above. GBCI endeavors to deliver any expedited preliminary and final Stage 1, Stage 2, or Stage 3 Review in 50% less time than stated for a customary LEED for Neighborhood Development Stage Review. Applicants must contact GBCI customer service at <http://www.gbci.org> at least 10 (ten) business days prior to the submission of an expedited review to confirm that an expedited application can be accepted at any given time.

- ND 6.14 Changes to the Project Boundary: LEED for Neighborhood Development projects must define the “Project Boundary,” in accordance with the definition reflected in the LEED for Neighborhood Development Rating System. Project teams may not alter the Project Boundary between reviews or stages; meaning, the Project Boundary, as represented in an application submitted for a Preliminary SLL Prerequisite Review or a Preliminary Stage 1, Stage 2, or Stage 3 review may not be changed prior to the associated Final review and/or prior to any review occurring at that stage and/or any subsequent stage.

ND 6.15 Effect of Denial of Conditional Approval, Pre-Certification or LEED Certification: To the extent a project fails to achieve an official designation of “Conditional Approval of a LEED for Neighborhood Development Plan,” “Pre-Certified LEED for Neighborhood Development Plan,” or “LEED Certified Neighborhood Development,” such project is determined to be ineligible to participate in the LEED for Neighborhood Development program. Individual buildings contained within the canceled project may be registered under the appropriate current rating system for which registration remains open.

ND 6.16 Project Application Review Fee: Under the LEED for Neighborhood Development program there is a flat fee for projects of less than or equal to twenty (20) acres. For projects larger than twenty (20) acres, the fee charged is based on the flat fee for the first twenty (20) acres and an additional fee for each additional acre. For projects larger than three-hundred and twenty (320) acres, there is a flat fee. The LEED project application review fee is not discounted based on membership in USGBC. All fees are on a per-project and per-review basis. To the extent expedited reviews are available and a project team elects to participate in an expedited review, such project team must remit a premium fee over and above the total standard review fees due. The project application review fees associated with projects participating in the LEED for Neighborhood Development program are as follows:

Standard Review:

Projects Under 320 Acres:

First 20 Acres:	\$18,000
Each Additional Acre:	\$350 per acre

Projects Over 320 Acres:

Flat Fee	\$123,000
----------	-----------

Expedited Review Premium:

\$25,000

ND 6.17 Reduced Fees for Multiple-Stage LEED Project Reviews: To the extent a project has successfully achieved an official designation of Conditional Approval of a LEED for Neighborhood Development Plan or Pre-Certified LEED for Neighborhood Development Plan from GBCI at an earlier stage, and such designation is current and in good standing in accordance with the timeframes specified in the Expiration Policy section of this appendix, GBCI shall reduce the LEED project application review fee to the extent a project is at this time procuring review for a subsequent stage. GBCI reserves the right to modify or terminate this review fee discount at anytime and without notice as it pertains to the procurement of LEED project application reviews occurring in the future. Project teams may not bundle fees; meaning, project teams may not remit fees in advance for review services to occur at subsequent stages. The discounted project application review fees associated with multi stage reviews under the LEED for Neighborhood Development program are as follows:

Standard Review:

Projects Under 320 Acres:

First 20 Acres:	\$10,000
Each Additional Acre:	\$350 per acre

Projects Over 320 Acres:

Flat Fee	\$115,000
----------	-----------

Expedited Review Premium:

\$15,000

ND 7. EXPIRATION POLICIES

- ND 7.1 Expiration Policy: To the extent a project has successfully achieved an official designation of Conditional Approval of a LEED for Neighborhood Development Plan or Pre-Certified LEED for Neighborhood Development Plan from GBCI at the conclusion of Stage 1 or Stage 2, such designation shall remain current and in good standing for a limited number of years following the grant of such official determination. Project teams may extend the time period under which such official determinations remain valid by registering a project for a subsequent stage under the LEED for Neighborhood Development program.
- ND 7.2 Expiration of Conditional Approval of a LEED for Neighborhood Development Plan: If GBCI grants Conditional Approval of a LEED for Neighborhood Development Plan for a project at the conclusion of a Stage 1 review, the Owner or project administrator will have three (3) years from the date GBCI grants such official designation to register the project for Stage 2 or Stage 3.
- ND 7.3 Expiration of Pre-Certified LEED for Neighborhood Development Plan: If GBCI grants an official designation of a project indicating it is a Pre-Certified LEED for Neighborhood Development Plan at the conclusion of a Stage 2 review, the Owner or project administrator will have seven (7) years from the date GBCI grants such official designation to register the project for Stage 3.
- ND 7.4 Effect of Expiration: To the extent that a project which has successfully achieved an official designation of Conditional Approval of a LEED for Neighborhood Development Plan or Pre-Certified LEED for Neighborhood Development Plan from GBCI at the conclusion of Stage 1 or Stage 2 is not registered for a subsequent stage under the LEED for Neighborhood Development program prior to the date upon which expiration is set to occur, such project shall no longer be held out with such designation(s).

Additionally, in accordance with the various sections of this appendix, such project will no longer be eligible for certain benefits within the LEED for Neighborhood Development certification program including but not limited to waived or discounted fees for registration or review services. Further, such project will be removed from the LEED project database and may no longer be referred to as a LEED for Neighborhood Development project or be represented as holding the applicable official designation by GBCI.

To the extent a project is subject to expiration and dismissed from the LEED for Neighborhood Development program, the project may at a later date re-enter the LEED for Neighborhood Development program by registering under a subsequent stage under the most recent version of the LEED for Neighborhood Development rating system in accordance with the provisions of the registration section of this manual; however, such official designation as awarded by GBCI shall no longer apply in good standing, nor shall any associated benefits (such as discounted fees, if applicable) confer.

- ND 7.5 Registration of Projects Subject to Expiration: To the extent a project achieves an official designation of Conditional Approval of a LEED for Neighborhood Development Plan or Pre-Certified LEED for Neighborhood Development Plan though such designation is subject to expiration in accordance with the terms of this manual, such project may continue to participate in the LEED for Neighborhood Development program by registering as a new project and entering the program at a subsequent stage.

If such designation has expired, the project team and/or owner will not be eligible for any benefits (such as discounted fees, if applicable) associated with the holding an official designation in good standing.

- ND 7.6 Extensions: In its sole discretion, GBCI will consider granting extensions of required timelines to a project that is able to demonstrate hardship in meeting such timelines based on extenuating circumstances, due to size or complexity of the project.

ND 8. PROJECT MONITORING POLICY

ND 8.1 Project Monitoring Policy: The project monitoring policy does not pertain to projects registered under the LEED for Neighborhood Development rating system.

Pricing Appendix

This LEED Certification Policy Manual appendix depicts a schedule of the current effective registration fees and application review pricing for the LEED certification program.

General LEED Certification Program Fees

CIR Fee:

CIR Fee \$220*

Appeals:

First Level Appeal Fee: \$500*

Expedited First Level Appeal Fee: \$1,000*

Final Level Appeal Fee: \$500*

Expedited Final Level Appeal Fee: \$1,000*

** All CIR and Appeal fees are charged on a per-credit / prerequisite / MPR basis.*

Certification Challenges:

Written Review Fee: \$500

Hearing Fee: \$1,000

Appeal Fee: \$2,000

Program-Specific Fees

LEED FOR NEIGHBORHOOD DEVELOPMENT		
LEED-ND Project Registration Fees		
\$1,500		
LEED-ND Project Application Review Fees		
SLL Prerequisite Review	\$2,250	
Expedited SLL Prerequisite Review	\$5,000*	
Initial Stage Review For Projects Under 320 Acres	\$18,000 (Total for first 20 Acres)	\$350 (Per-Acre Fee for Each Additional Acre)
Initial Stage Review For Projects 320 Acres Or More	\$123,000 (Flat Fee)	
Expedited Initial Stage Review	\$25,000*	
Subsequent Stage Review For Projects Under 320 Acres **	\$10,000 (Total for first 20 Acres)	\$350 (Per-Acre Fee for Each Additional Acre)
Subsequent Stage Review For Projects 320 Acres Or More**	\$115,000 (Flat Fee)	
Expedited Subsequent Stage Review**	\$15,000*	

* Expedited review fees constitute premiums calculated over and above the total applicable base fee.

** Reduced fees for subsequent stage reviews require that a project hold an official designation of Conditional Approval of a LEED for Neighborhood Development Plan, or, Pre-certified LEED for Neighborhood Development Plan in good standing in order to be eligible for the fee discounts listed herein.