

GBCI LEED Certification Policy Manual

April 2009

This document comprises an overview of the program requirements pertaining to the LEED® Green Building Rating System, and identifies the policies put in place by the Green Building Certification Institute (GBCI) for the purposes of administering the LEED certification process. In order to participate in the LEED certification process, Project Teams must adhere to the procedures and demonstrate compliance with the policies articulated in this manual in addition to meeting the supplementary information provided within the U.S. Green Building Council, Inc. (USGBC) website, www.usgbc.org, the Green Building Certification Institute website, www.gbci.org, as well as the LEED Reference Guides published by USGBC. This policy manual is meant to be used in conjunction with the LEED Online project information submittal tool located at www.leedonline.com.

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LEED GREEN BUILDING RATING SYSTEMS

The GBCI certification program currently offers green building certification services in accordance with the LEED Green Building Rating Systems. LEED is a voluntary consensus based green building 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, including aspects of location, design, construction, and operation. In aggregate, these criteria represent the LEED Green Building Rating Systems.

There are many different versions of LEED, each designed to evaluate green building performance as it applies within a specific sector of the building industry. GBCI currently offers certification for all active versions of LEED with the exception of LEED for Homes. In evaluating candidate projects for LEED certification, GBCI conducts a thorough technical review to determine whether a project complies with all necessary rating system requirements. Each rating system is comprised of a series of the following elements: 1) Minimum Program Requirements (LEED 2009 Only) 2) Prerequisites; and 3) Credits. Project teams must satisfy these requirements as directed in order to achieve certification.

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. GBCI requires projects certifying to a LEED 2009 or newer version of a LEED Green Building Rating System to demonstrate compliance with all applicable MPRs as identified by USGBC.

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:

[LEED 2009 Minimum Program Requirements](#)

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:

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

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.

2. Rating System Prerequisites

In addition to the Minimum Program Requirements, each version of LEED contains unique prerequisite requirements that must be satisfied in order to achieve certification. The 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 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.

3. Rating System Credits

In addition to meeting all applicable MPRs and prerequisites, project teams must satisfy a combination of credits to achieve the requisite number of points necessary for the specific level of certification desired. The phrase “Credit” means a non-mandatory project characteristic, measurement, quality, value or function as identified within a LEED rating system. Credits represent particular facet of sustainable design that contribute to overall green building performance. No single credit is mandatory; credits are selected and pursued at the option of a LEED project team.

Credits are arranged in a series of categories, each pertaining to a certain aspect of sustainable design. 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 Certified, Silver, Gold or Platinum.

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 versions of LEED except for the LEED for Homes rating system. Project teams must register their project using the LEED Online registration function located at [LEED Online](#). Upon registering a project, the project team must remit the project registration fees.

The individual who initially registers the project will be identified by GBCI as the Project Administrator. Subsequent team members may access and enter information in the LEED application, however, these subsequent registrants will be listed as users rather than administrators and will have limited capacity to administer the application. The project administrator may be substituted at any time.

PROJECT CREDIT INTERPRETATION REQUEST

The Project Credit Interpretation Request (CIR) and ruling process is designed to allow Project Teams to obtain technical and administrative guidance on how LEED requirements including Minimum Program Requirements, Prerequisites, and Credits pertain to their projects.

A CIR may be submitted at any time after the point in which a project is registered. The option to submit a CIR expires upon the final award or denial of certification. If a Project Team determines that a CIR is needed, the entire process must be completed using LEED Online. Within LEED Online, project teams may select and submit a CIR within a particular credit or prerequisite submittal form. In addition, Project Teams may elect to submit a stand-alone CIR form and tailor their request to pertain to any specific rating system requirement. Regardless of the format of the submission, each CIR shall pertain to no more than one LEED requirement.

Project Teams shall not submit CIRs in the format of a letter. CIRs shall contain only the specific inquiry and the essential background information necessary for a ruling. CIRs shall not contain in excess of 600 words or alternatively 4000 characters including spaces. Furthermore, Project Teams shall not submit attachments, cut-sheets, plans or drawings with any CIR.

Project Teams must submit the CIR inquiry and the ruling with their LEED application in order to ensure a complete review.

Project Teams should note that neither the credit language nor the minimum achievement thresholds can be changed through the CIR process. Furthermore, CIR rulings do not in any way guarantee that a LEED MPR, prerequisite or credit will be satisfied or achieved. The project Applicant must still demonstrate and document satisfaction of all LEED requirements during the LEED certification process. In addition, project teams must adhere to the CIRs rulings received for their projects.

All CIR rulings that are generated in response to a CIR submitted on or before June 26, 2009, and pertain to a pre-LEED 2009 Rating System, are precedent setting. Such rulings will be referenced in the CIR database. Accordingly, the CIR ruling will carry forth and apply to other pre-LEED 2009 projects submitted by the same Project Team and also be available as a ruling for other pre-LEED 2009 projects registered by other project teams.

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 project for which the CIR was submitted, and there will be no corresponding entry in the CIR database. Accordingly, the CIR ruling will not be precedent setting and will not carry forth and apply to other projects submitted by the same Project Team nor be available as a ruling for other projects registered by other project teams.

Please Note: THE CIR DATABASE THAT WAS CREATED FOR PRE-LEED 2009 RATING SYSTEMS MAY NOT BE REFERENCED OR RELIED UPON BY PROJECT TEAMS PURSUING CERTIFICATION IN ACCORDANCE WITH LEED 2009 RATING SYSTEMS.

FEES

Project teams must remit the following fees during the certification process if applicable: 1) Project Registration Fees; 2) Project Certification Fees; 3) Project Credit Interpretation Request Fees; and 4) Appeal Fees. The Project Registration Fee is a standard flat fee that applies regardless of the actual characteristics of the project being submitted. The Project Certification Fee is determined based on the size and type of project being submitted for review. In addition, Project Teams may be charged a premium Project Certification Fee rate depending on the review path the Project Team elects to follow during the LEED certification process. The Project Credit Interpretation Request Fee is applicable if a project team elects to utilize the CIR program. Similarly, the Appeal Fee is applicable if a project team determines to submit an appeal.

1. LEED Project Registration Fees

The Project Registration Fee is a flat fee paid up front at the time of registration. The current rates are as follows:

USGBC Members-\$900
Non-Members-\$1200

Please Note: Special rates apply to current USGBC member organizations. If you cannot locate your company's membership ID, please contact [USGBC](#). If paying by check, please allow approximately 10 business days for processing. ALL FEES ARE SUBJECT TO CHANGE, ONCE REMITTED, NO REFUNDS ARE AVAILABLE.

2. LEED Project Certification Fees

The certification fee is based on the rating system that the project is certifying under and the size of the project. This fee is paid when the project team submits documentation for review via LEED Online. A project team will be required to remit additional funds if, during the certification process, there is a change to the project that would affect the total certification fee required. The tables below outline the current certification review rates which are effective for all projects applying for certification after 1/11/2010.

Please Note: Under the Split Design and Construction Review submittal path, Design Review and Construction Review fees will be determined independently based on the pricing in effect at the time of submission of each review phase.

Project Certification Rates: Effective January 11, 2010

	Less than 50,000 Square Feet	50,000- 500,000 Square Feet	More Than 500,000 Square Feet	Appeals (if applicable)
LEED 2009; New Construction, Commercial Interiors, Schools,	Fixed Rate	Based on Square	Fixed Rate	Per credit

Core & Shell full certification		Footage		
Design Review				
Members	\$2,000	\$0.04/sf	\$20,000	\$500
Non-Members	\$2,250	\$0.045/sf	\$22,500	\$500
Expedited Fee*	\$5,000 regardless of square footage			\$500
Construction Review				
Members	\$500	\$0.010/sf	\$5,000	\$500
Non-Members	\$750	\$0.015/sf	\$7,500	\$500
Expedited Fee*	\$5,000 regardless of square footage			\$500
Combined Design & Construction Review				
Members	\$2,250	\$0.045/sf	\$22,500	\$500
Non-Members	\$2,750	\$0.055/sf	\$27,500	\$500
Expedited Fee*	\$10,000 regardless of square footage			\$500
LEED for Existing Buildings	Fixed Rate	Based on Square Footage	Fixed Rate	Per credit
Initial Certification Review				
Members	\$1,500	\$0.03/sf	\$15,000	\$500
Non-Members	\$2,000	\$0.04/sf	\$20,000	\$500
Expedited Fee*	\$10,000 regardless of square footage			\$500
Recertification Review**				
Members	\$750	\$0.015/sf	\$7,500	\$500
Non-Members	\$1,000	\$0.02/sf	\$10,000	\$500
Expedited Fee*	\$10,000 regardless of square footage			\$500
LEED for Core & Shell: Precertification	Fixed Rate			Per credit
Members	\$3,250			\$500
Non-Members	\$4,250			\$500
Expedited Fee*	\$5,000			\$500

* In addition to regular review fee. Availability of expedited review timelines is limited based on GBCI capacity. Contact GBCI at least ten (10) business days prior to submitting an application to request an expedited review

** The Existing Building Recertification Review fee is due when the customer submits the application for recertification review. Before submitting, please contact customer service to get a promotion code.

3. Project Credit Interpretation Request Fees

The project Credit Interpretation Request (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 in accordance with the project CIR policy. The current pricing for CIRs is standard across all rating

systems. The current price to submit a single CIR is \$220. Each additional CIR is subject to an additional \$220 fee.

4. Appeal Fees

The Appeal Fee is a flat fee that is must be remitted for each appeal submitted by a Project Team. Project Teams will only incur this fee in the event they elect to submit an appeal in accordance with the Appeals Policy. The current pricing for the submission of appeals is standard across all rating systems. The current price to submit a single appeal is \$500. Each additional appeal is subject to an additional \$500 fee.

Please Note: Project teams must remit an additional appeal fee to initiate a final level appeal in addition to the appeal fee rendered for the first level appeal. Project Teams will only incur a second fee in the event they elect to submit a final level appeal.

DOCUMENTATION REQUIREMENTS

The LEED certification process is a documentation-based verification program. GBCI will review and evaluate the information submitted in each project application pertaining to all LEED Minimum Project Requirements, credits, and prerequisites to determine compliance with the minimum documentation requirements developed by USGBC. Specific documentation requirements vary across the different versions of LEED, but usually consist of forms, calculations, narratives, drawings, specifications, and other related documents. GBCI will evaluate the documentation in a certification application and determine the degree to which a project complies with the requirements of the LEED rating system under which it is registered. All documentation must be submitted in LEED Online, the web-based tool developed by USGBC and administered by GBCI to facilitate the documentation and review process.

1. Minimum Narrative Requirements

Most LEED submittal paths will require one or more narrative descriptions of the features or strategies the project team used in pursuit of a LEED Minimum Project Requirement, prerequisite or credit. These narratives should have the following qualities:

Length & Format – Most narratives will consist of somewhere 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 upload each narrative to LEED Online as separate document. If a project team elects to upload a document containing a narrative rather than enter it in the designated location on the form, the project team must type: “See Uploaded Documentation,” in the applicable narrative box. In the event that the project team uploads a narrative as a separate document, the narrative length shall not be in excess of 1500 words. Where appropriate, narratives may be submitted in list form.

Language – All narratives must be submitted in English.

Content – The submittal templates provide guidance specifying the content requirements for each narrative. Project teams shall fully comply with the guidance provided in each template to the best of their ability. Where directed, Project teams shall provide the following information: who on the project team is involved, when & 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.

2. Required Signatory

Some elements of LEED documentation require validation by a Required Signatory. These submittals typically require that a project team member must possess a degree of technical proficiency or declaratory authority in order to complete the submittal. Required Signatories shall provide the specific declarations and/or calculations pertaining to an applicant project as explicitly provided in LEED Online documentation forms. Only those persons with the requisite proficiency or authority are permitted to act as Required Signatories. Accordingly, should GBCI in its sole reasonable discretion determine the information contained in a project application is found to be lacking in completeness, truth and/or accuracy, the affected LEED Minimum Program Requirements, credits and/or prerequisites may be denied or revoked. Should such denial or revocation of LEED Minimum Program Requirements, credits and/or prerequisites affect the award of LEED certification, LEED certification may be denied or revoked.

3. Licensed Professional Exemption

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. The Licensed Professional Exemption offers an alternative way to provide verification for a number of submittals in a project application for LEED certification. A Licensed Professional project team member or team administrator may participate in this program by providing his or her license information, either upon registering, or by subsequently updating their account information during the project application process. A Licensee need only enter this information once in order to be able to complete subsequent certification forms. In addition, all license information is retained in the user’s account, and can be used in submittal documentation for multiple LEED projects.

A licensee must provide the following information for each license he or she intends to submit information under: 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.

In addition, all Licensed Professionals must indicate that they are currently in good standing. No Project Team may submit information using the Licensed Professional Exemption submittal path in the instance that such information was provided by an individual who does not hold a license in good standing.

By electing to register and submit information in accordance with the Licensed Professional Exemption program, the Licensee agrees that he or she has the technical competence and expertise to observe the project conditions and/or perform or oversee the technical work as required by the applicable LEED

Minimum Program Requirements, prerequisites and/or credits. In addition, the licensee, by entering information in the submittal form, attests that to the best of his or her knowledge, and using reasonable professional judgment, the information provided is complete, accurate and truthful.

In accordance with these obligations, should GBCI in its sole reasonable discretion determine the information contained in a project application is found to be lacking in completeness, truth and/or accuracy, the affected LEED Minimum Program Requirements, credits and/or prerequisites may be denied or revoked. Should such denial or revocation of LEED Minimum Program Requirements, credits and/or prerequisites affect the award of LEED certification, LEED certification may be denied or revoked.

Please Note: BY PARTICIPATING IN THE LICENSED PROFESSIONAL EXEMPTION PROGRAM, THE LICENSEE AGREES THAT IN THE EVENT THAT INCOMPLETE, INACCURATE, OR UNTRUTHFUL INFORMATION IS DISCOVERED, INFORMATION REGARDING THE SAME WILL BE PROVIDED TO THE APPROPRIATE LICENSING BOARD OR AUTHORITY FOR FURTHER INVESTIGATION AND APPROPRIATE DISCIPLINARY ACTION.

APPLICATION REVIEW POLICIES

LEED for New Construction, Core & Shell, and Commercial Interiors

Application for Split Review: Design Review and Construction Review

Prior to substantial project completion (defined as the date on which the building receives a Certificate of Occupancy or similar official indication that it is ready for use), the Project Administrator, Project Manager, Project Owner or other Project Representative (hereinafter, "the Owner") shall submit, via LEED Online, a complete application for Design Review. A complete application for Design Review must include payment of the Design Review fee and complete submittal documentation for at least one design credit or prerequisite.

Preliminary Design Review

GBCI shall review and return preliminary comments for all credits and prerequisites included in the application for Design Review. GBCI shall designate each credit and prerequisite reviewed as "anticipated," "pending," or "denied." GBCI targets (but does not guarantee) delivery of the Preliminary Design Review within twenty-five (25) business days of receipt of a complete application.

Response to Preliminary Design Review

Within twenty-five (25) business days of GBCI's delivery of the Preliminary Design Review, the Owner may submit, via LEED Online, a response to the preliminary Design Review. Said response must include revised documentation for any prerequisite or credit submitted with the initial application for Design Review.

Final Design Review

GBCI shall review and return comments for all credits and prerequisites included in the response to the preliminary Design Review. GBCI shall designate each credit and prerequisite reviewed as "anticipated" or "denied." GBCI targets (but does not guarantee) delivery of the Final Design Review within fifteen (15) business days of receipt of a completed application. The Owner shall then accept or appeal the final Design Review (see II. Appeals by Owner of CIRs and Credits/Prerequisites)

Application for Construction Review

Following completion of the Design Review phase and within 2 (two) years of substantial project completion, the Owner shall submit, via LEED Online, a complete application for Construction Review. A complete application for Construction Review must include payment of the Construction Review fee and complete submittal documentation for 1) all prerequisites not reviewed during the Design Review phase, 2) at least one construction credit. The application for Construction Review may also include complete submittal documentation for design credits not reviewed during the Design Review phase. The application for Construction Review must contain enough credits (including the credits marked as 'anticipated' during the final Design Review) to result in the minimum number of points required for certification.

Preliminary Construction Review

GBCI shall review and return comments for all credits and prerequisites included in the application for Construction Review. GBCI shall designate each credit and prerequisite reviewed as "awarded," "pending," or "denied." Additionally, credits marked as 'anticipated' during the Design Review will be marked as either 'awarded' or 'denied.' GBCI targets (but does not guarantee) delivery of the Preliminary Construction Review within 25 business days of receipt of a completed application.

Response to Preliminary Construction Review

Within twenty-five (25) business days of GBCI's delivery of the preliminary Construction Review, the Owner may submit, via LEED Online, a response to the preliminary Construction Review. Said response must include revised documentation for any prerequisite or credit submitted with the initial application for Construction Review.

Final Construction Review

GBCI shall review and return comments for all credits and prerequisites included in the response to the preliminary Construction Review. GBCI shall designate each credit and prerequisite reviewed as "awarded" or "denied." GBCI targets (but does not guarantee) delivery of the Final Construction Review within fifteen (15) business days of receipt of a completed application. The Owner shall then accept or appeal the final Construction Review (see II. Appeals by Owner of CIRs and Credits/Prerequisites)

LEED for Existing Buildings, New Construction, Core & Shell, and Commercial Interiors

Application for Operations & Maintenance O&M or Combined Design & Construction (D&C) Review (Hereafter 'Standard Review')

Within two (2) years of substantial project completion (Combined D&C only, see LEED-EB: O&M rating system for O&M timeline requirements), the Owner shall submit, via LEED Online, a complete application for Standard Review. A complete application for Standard Review must include payment of the Standard Review fee and complete submittal documentation for 1) all prerequisites and enough credits to result in the minimum number of points required for certification.

Preliminary Standard Review

GBCI shall review and return comments for all credits and prerequisites included in the application for Standard Review. GBCI shall designate each credit and prerequisite reviewed as "anticipated," "pending," or "denied." GBCI targets (but does not guarantee) delivery of the Preliminary Standard Review within twenty-five (25) business days of receipt of a completed application.

Response to Preliminary Standard Review

Within twenty-five (25) business days of GBCI's delivery of the Preliminary Standard Review, the Owner may submit, via LEED-Online, a response to the preliminary Standard Review. Said response must include revised documentation for any prerequisite or credit submitted with the initial application for Standard Review.

Final Standard Review

GBCI shall review and return comments for all credits and prerequisites included in the response to the preliminary Standard Review. GBCI shall designate each credit and prerequisite reviewed as "awarded" or "denied." GBCI targets (but does not guarantee) delivery of the Final Standard Review within fifteen (15) business days of receipt of a completed application. The Owner shall then accept or appeal the final Construction Review (see II. Appeals by Owner of CIRs and Credits/Prerequisites)

APPEALS POLICY

If a Project Team wishes to challenge a GBCI determination as to the satisfaction of a Minimum Program Requirement, Prerequisite and/or Credit, or challenge a response to a project Credit Interpretation Request, the Project Team may initiate the appeal process.

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 through 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 Minimum Program Requirement, Prerequisite and/or Credit; as well as 2) an explanation addressing the issues in the technical advice provided with the denial of the Minimum Program Requirement, Prerequisite and/or Credit. If the appeal pertains to a response to a Credit Interpretation Request, the Project Team must include an explanation addressing the contested guidance provided with the Credit Interpretation Request response.

GBCI will acknowledge filing of the appeal within five (5) business days. 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 will render a decision on the appeal and notify the Project Team of such decision within twenty (20) business days from the initial filing of the appeal. GBCI's appeal decision shall include identification of the technical basis underlying such decision.

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 second 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 Credit Interpretation Requests, and

other determinations pertaining to LEED Minimum Program Requirements, 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 second 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 briefing may be submitted by the Owner 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, 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.

REGISTRATION CANCELLATION POLICY

GBCI intends to administer a rigorous and up-to-date standard for sustainable buildings. To effect this goal, GBCI will certify buildings in accordance with the most recent green building rating systems made available by the U.S. Green Building Council, Inc. In order to maintain compliance with up-to-date rating system requirements, registered projects must complete certain project milestones within the close of registration for a previous rating system version. In addition, LEED Certification applicants must demonstrate an ongoing effort to achieve LEED Certification. Furthermore, applications for LEED Certification must occur within a certain period of time following the completion of construction activities pertaining to the project. Projects that are unable to demonstrate compliance with these objectives, per a reasonable determination by GBCI, will be subject to registration cancellation. No refunds of any fees will be provided for projects in the instance that registration is canceled.

In order to avoid cancellation of project registration, Project Teams must comply with all cancellation policies pertaining to Rating System Sunset Dates, Cancellations Due to Inactivity, and Deadlines to Submit Following Project Completion.

1. Rating System Sunset Dates

As used herein, the phrase "Sunset Date" refers to the date occurring six (6) years after the close of registration for a rating system version. The close of registration for a rating system version is effective upon the announcement of such closure by GBCI.

GBCI reserves the right to close registration for a rating system at anytime. After the close of registration for a previous rating system version, the requirements of a new rating system will supersede any and all previous rating system requirements.

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.

For project teams that have selected the Standard Review method of applying for LEED Certification, applications for Preliminary Standard Review shall be submitted on or before the rating system Sunset Date for the rating system under which that project is registered. If a project team fails to submit an application for the Preliminary Standard Review in accordance with these terms, they shall be required to register the project as a new project under the most current rating system version if LEED Certification is to be awarded.

For project teams that selected the Split Design & Construction review method of applying for LEED Certification, applications for Preliminary Design Review must be submitted on or before the rating system sunset date for the rating system under which that the project is registered. In addition, applications for Preliminary Construction Review must be submitted no later than one (1) year after the delivery of the Final Design Review, or no later than the rating system Sunset Date, whichever occurs later. If a project team fails to submit an application for the Preliminary Design Review, or Preliminary Construction Review in accordance with these terms, they shall be required to register the project as a new project under the most current rating system version if LEED Certification is to be awarded.

GBCI is not required to refund any fees paid for projects whose registrations are cancelled as a result of the occurrence of a rating system Sunset Date.

2. 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, as determined solely by GBCI, remains inactive for a period of four (4) years or more.

Project registrations cancelled in accordance with these terms are required to be re-registered as a new project under the most current rating system version if LEED certification is to be awarded.

GBCI is not required to refund any fees paid for projects whose registrations are cancelled as a result of inactivity.

3. Deadline To Submit Following Project Completion

For projects registered under the New Construction, Core & Shell or Commercial Interiors rating systems, applications for LEED Certification shall be submitted to GBCI no later than two (2) years after the Project Completion Date.

GBCI is not required to refund any fees paid for projects whose registrations are cancelled in the event an application for LEED Certification is not submitted in accordance with these terms.

CERTIFICATION CHALLENGE POLICY

Project Managers and Owners, as well as others involved in project submittals offered in applying for the award of LEED certification, are asked to be truthful, forthcoming, and cooperative in their dealings with the GBCI and to ensure that documentation submitted to support the award of credits and/or prerequisites under a LEED rating System is accurate, and complete. It is the burden of the Project Manager and the Owner to demonstrate the veracity and accuracy of the documentation submitted when seeking LEED certification.

GBCI may revoke previously granted LEED certification or take other action regarding LEED certification such as determine to reduce points or category of LEED certification previously granted, if GBCI determines that credits/prerequisites for LEED certification were granted based on erroneous determinations or inaccurately or falsely submitted documentation. Persons concerned with possible inaccurately granted LEED certification are encouraged to contact the GBCI, provided, however that GBCI reserves the right to institute an investigation and review of such possible errors or inaccuracy or veracity of documentation without third party complaint.

Persons desiring to make a complaint may submit a written statement identifying the persons alleged to be involved and the facts concerning the alleged conduct in detail, and, to the extent available, the statement shall be accompanied by any available documentation. The statement shall identify others who may have knowledge of the facts and circumstances concerning the allegation. The person making the complaint shall identify him/herself by name, address, and telephone number.

Upon receipt of a complaint or upon the finding of concern, the GBCI President shall confer with legal counsel. The GBCI President shall direct a detailed technical review of documentation submitted in connection with the project which served as basis of award of credit/prerequisite. GBCI may request supplemental information from the person(s) making the complaint.

If GBCI determines that the complaint is frivolous or not relevant to credits required for LEED certification, no further action will be taken. Should GBCI determine that the allegation appears credible and the allegation is founded on the error or inaccuracy of GBCI or veracity of the documentation submitted in support of the credits/prerequisites in question, GBCI shall proceed with its investigation, requesting information from the Project Manager and/or the Owner 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 if indicated by the nature of the credit in question, may, but is not required to, schedule an on-site visit of a project. GBCI shall notify the Project Manager and the Owner of the necessity of the site visit in writing. GBCI staff members and/or technical consultant representatives shall make the arrangements for the site visit, provided, however, that no less than two representatives shall conduct the site visit. Site visit representatives must sign an engagement agreement and abide by GBCI requirements regarding conflicts of interest and confidentiality. No staff or technical consultant may: (a) review any matter in which his or her impartiality might reasonably be questioned, or (b) review any matter which presents an actual, apparent, or potential conflict of interest.

If GBCI determines after its investigation that the facts show that sufficient credits are demonstrated to meet the LEED certification granted, no further action will be taken. Any persons submitting complaints will be notified of this decision.

If GBCI finds that the facts do not support sufficient credits to meet the LEED certification previously granted, GBCI shall transmit a statement of allegations to the Project Manager and Owner by email and verifiable method of delivery, setting forth the affected credit/prerequisite and a statement:

- a. of the facts constituting the inaccurate grant of credit or prerequisite or falsely submitted documentation and the credit/prerequisites affected;
- b. that the Project Manager and/or Owner may request an oral hearing (in person or by phone) or a review by written briefing for the disposition of the matter, with the Project Manager and Owner bearing its own expenses;
- c. that the Project Manager and/or Owner has thirty (30) days after receipt of the statement to notify the GBCI if it disputes the allegations, has comments on available sanctions, and/or requests a review of the written record, an oral hearing in person, an oral hearing by phone, or a review by written briefing;
- d. that, in the event of an oral hearing in person or by phone, the Project Manager and/or Owner may appear in person with or without the assistance of counsel, may examine and cross-examine any witness under oath, and produce evidence on its behalf;
- e. that the truth of allegations or failure to respond may result in sanctions including revocation; and
- f. that if neither the Project Manager or Owner dispute the allegations or request a review or hearing, then both the Project Manager and the Owner consent to GBCI rendering a decision on the evidence before him/her and applying available sanctions.

If either the Project Manager or Owner disputes the allegations or available sanctions, GBCI may offer the Project Manager and the Owner the opportunity to accept a specific course of corrective action showing alternatives for meeting or replacing the affected credits/prerequisites so that LEED certification may be maintained in lieu of proceeding with the requested written review or hearing. Any agreed-upon sanction must be documented in writing and signed by the GBCI and the Project Manager and Owner. If the Project Manager and Owner are unwilling to accept GBCI's offer, the requested hearing or written review will proceed as provided below.

If either the Project Manager or the Owner requests a hearing, the GBCI Chair in consultation with the GBCI President shall appoint three persons to serve on an 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 act as a hearing body to determine challenges to the grant of certification. 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.

If both the Project Manager and Owner request a written review, GBCI will forward the allegations and response of the Project Manager and Owner to the Appeal Board. Written briefing may be submitted within thirty (30) days following receipt of the written review request by the Appeals Board. The Appeals Board will render a decision based on the record below and written briefs (if any) without an oral hearing.

GBCI shall forward the allegations and response of the Project Manager and/or the Owner to the Appeals Board and shall designate one staff member to present the allegations and any substantiating evidence, examine and cross-examine witnesses, and otherwise present the matter during the hearing. The Appeals Board 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 verifiable means of delivery, a Notice of Hearing to the Project Manager and to the Owner. The Notice of Hearing will include a

statement of the time and place selected by the Appeals Board. The Project Manager and/or Owner may request modification of the time and place for good cause. Failure to respond to the Notice of Hearing will be deemed to be consent for GBCI to revoke LEED certification. The Appeals Board, GBCI, the Project Manager, and the 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 Appeals Board.

The Appeals Board will determine all matters related to the hearing. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions will be determined by the Appeals Board.

The Appeals Board will issue a written decision following the review or hearing and any briefing. The decision will contain factual findings, conclusions of law, and any sanctions applied. It will be sent promptly by email and verifiable means of delivery. If the decision rendered by the Appeals Board finds that sufficient credits/prerequisites can be demonstrated to support the award of LEED certification, no further action on the matter will occur. If the Appeals Board finds that credits/prerequisites are not sufficient to support the award of LEED certification, the Project Manager and/or Owner may appeal the decision to the GBCI Board of Directors. Any persons submitting complaints will be notified of the decision of the Appeals Board. In order to overturn a certification challenge decision of the Appeals Board, the Project Manager/Owner must demonstrate to the satisfaction of the GBCI Board of Directors that the decision of the Appeals Board was arbitrary or capricious.

B. Appeal of Certification Challenge Decisions

Members of the GBCI Board of Directors shall constitute the appeals body for appeals of certification challenge decisions. 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. The Project Manager and/or Owner may request an appeal within twenty-five (25) business days after its receipt of the challenge decision of the Appeals Board. After this time, neither the Project Manager nor the Owner may request an appeal.

All 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. GBCI may file a written response to the appeal request. Written briefing may be submitted within thirty (30) days following submission of the appeal request. The GBCI Board of Directors will render a decision based on the record below and written briefs (if any) without an oral hearing. The GBCI Board of Directors will issue a written decision. It will be mailed promptly by certified mail, return receipt requested, to the organization. A decision rendered by the GBCI Board of Directors is final. The Project Manager/Owner (and any other person submitting appeals) and persons submitting complaints will be notified of the decision of the GBCI Board of Directors.

Based on the decision of the GBCI Board of Directors, GBCI shall adjust the points previously awarded to the project, adjust the LEED certification category previously awarded the project and/or remove the project from its website and require the Project Manager and the Owner to remove and return the LEED certification plaque and certificate.

CERTIFICATION EXPIRATION POLICY

LEED for Existing Buildings (all versions)

Any first-time certification to the LEED for Existing Buildings: Operations & Maintenance rating system is considered an initial LEED for Existing Buildings certification. This includes both applications for buildings that have never been certified under any version of LEED, and buildings previously certified under LEED for New Construction, LEED for Schools, or LEED for Core & Shell rating systems. Any LEED for Existing Buildings: Operations & Maintenance application for a building previously certified using LEED for Existing Buildings: Operations & Maintenance is considered a LEED for Existing Buildings: Operations & Maintenance recertification. Applications for recertification of these buildings may be submitted as frequently as each year, but must be filed at least once every five (5) years to maintain their LEED for Existing Buildings: Operations & Maintenance certification status. The project must recertify all prerequisites but may drop previously earned credits or add new credits as desired.

All LEED for Existing Buildings recertification projects must be registered under the LEED for Existing Buildings Rating System version that is current at the time of the recertification registration. Please note that recertification project teams may opt to use a newer version of LEED for Existing Buildings if one becomes available during the recertification application process (i.e., if a project registered for recertification before LEED for Existing Buildings: Operations & Maintenance was required, it can upgrade to the new rating system version).

DISTRIBUTION OF PROJECT INFORMATION POLICY

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 and distribution of data collected from green buildings. In consideration of this pressing need, as a condition to participation in the LEED certification process, project teams must agree to allow GBCI full access and unfettered rights to ownership in all data and underlying information that is submitted to GBCI in accordance with the LEED project requirements. This requirement does not include any plans, drawings, schema or designs submitted to GBCI. In accordance with these property rights, GBCI may share such data with third parties to further research pertaining in general to green buildings and in particular LEED Certified projects.

In addition, Project Teams must also provide GBCI with authorization to provide all submitted information to third parties serving as delegates, and/or assigns for the purposes of carrying out certification reviews, project credit interpretation requests and appeals as required to carry-out the LEED certification process.

WHOLE BUILDING PROJECT MONITORING POLICY

As used herein, the phrase “Energy and Water Usage Data” means all information pertaining to water, electricity, gas, oil, steam, coal, wood, solar, wind, tidal kinetic or other such service or resource provided to the project site and/or created at the project site in part or in whole.

It is the intent of GBCI to review ongoing project performance to assess project compliance with LEED Green Building Rating System requirements. Project owners authorize GBCI to access and review their

project's Energy and Water Usage Data from the utility service provider and/or the whole-project metering facility where such meters are in place. This authorization shall be maintained for a period of twenty (20) years following the date the project achieves LEED certification.

Applications for certification must be accompanied with the Utility Information Access form available on the LEED Online website.

It is the burden of the project owner to ensure that all subsequent owners and/or occupants of the project in part or in whole are notified of and comply with this requirement. Access must be authorized within the first calendar year after a project achieves LEED certification.

LOGO GUIDELINES

The purpose of the GBCI Logo Guidelines is to illustrate the proper use of USGBC and GBCI proprietary marks and corresponding language. This document highlights common uses and misuses of GBCI marks and language.

GBCI™ and Green Building Certification Institute™ are trademarks of Green Building Certification Institute (GBCI). U.S. Green Building Council® and USGBC® are trademarks owned by the U.S. Green Building Council, Inc. (USGBC). LEED® is a registered trademark of USGBC, used by GBCI under licensed from USGBC. Please see the [LEED Logo Guidelines](#) for additional information.

Following acceptance of a final certification review, LEED projects are eligible to display the LEED plaque and other 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 third-party vendors explicitly designated by either USGBC or GBCI. Complete details will be provided to each project team, regarding the process whereby to obtain a plaque and other marketing materials, following their acceptance of a final certification review.

Please Note: PROJECT REGISTRATION ALONE DOES NOT ENTITLE A PROJECT TO DISPLAY THE LEED PLAQUE OR ANY OTHER MATERIALS, MARKINGS OR ADVERTISEMENTS THAT DESIGNATE OR APPEAR TO INDICATE THAT A PROJECT HAS BEEN CERTIFIED. FURTHERMORE, ANY UNAUTHORIZED USE OF A GBCI PROPRIETARY MARK MAY RESULT IN LEGAL ACTION.