You're on your way to increasing the value and resilience of your project. This guide will lead you through the process.

RELi certification involves four main steps:

1. **Register** your project by completing key forms and submitting payment.

2. **Apply** for RELi certification by submitting your completed certification application and paying a certification review fee.

3. **Review.** Your RELi application is reviewed by Green Business Certification Inc. (GBCI).

4. **Certify.** Receive the certification decision. If you’ve earned RELi certification: congratulations!

If you need assistance at any time, please contact us at reli@gbci.org.

**LEED Registration:** Due to the comprehensive nature of RELi 2.0, all RELi projects must also register, and apply, for LEED certification. If you’re already registered for LEED, great! If not, please read the appropriate [LEED Certification Guide](#) for more information on that process. The content in this guide applies to all projects registering for RELi 2.0, regardless of which LEED rating system they are also choosing.
REGISTER

Registration is an important step in the RELi certification process, signifying your intent to pursue RELi certification.

Before you begin, you’ll want to make sure that your project meets all of the applicable LEED Minimum Program Requirements and RELi Requirements, the minimum characteristics that make a project appropriate for pursuing LEED and RELi.

Visit the LEED Credit Library to read the specifics on the various LEED Minimum Program Requirements.

Note: A core part of RELi is its comprehensive, holistic approach to resiliency, which is primarily suited to new construction. If your project is an existing structure or community, it is important to carefully review all the RELi requirements and credits prior to registration to make sure that your unique project is suited to earning all the requirements. Registration fees will not be refunded because your project was unable to meet any prerequisites or earn enough points toward certification.

Now, onward to registration. First register your project in LEED through the portal available found at https://lo.usgbc.org/. Next, register your project in RELi by requesting the registration form and certification agreement by sending an email to reli@gbci.org, and then completing and transmitting the documents as directed. Once you’ve submitted the documents, you will receive the necessary information and guidance to complete the registration process, including paying an invoice for the registration fee and, when you are ready to submit, an invoice for the certification fee.

Upon registration, we will schedule an introductory call with the GBCI review team to help you begin.

From here, you can assemble your project team and the documentation process begins!

PROJECT TEAM ROLES

Individuals on your project team will be called on to perform certain roles throughout the RELi certification process. We encourage you to overlap your RELi project team with your LEED project team, making it easier and faster to achieve certification under both rating systems! Here’s a rundown of who’s who so you can select your team(s) wisely:

**Owner:** The owner of the project is the person (or entity) who has the authority to hold and control the real and personal property, and accepts (or authorizes the acceptance of) the certification agreement. While there may be multiple owners for a particular project (if so, please submit a Confirmation of Primary Owner’s Authority Form), we ask that you identify a single individual to administer the certification process.

**Agent:** The agent is the person (or entity) who is granted actual authority by the owner to register the project and accept the certification agreement. If you are using this option, remember to upload a signed Confirmation of Agent’s Authority Form.

**Project Administrator:** This team member acts as a project manager, overseeing the RELi project as well as which project team members are responsible for certain tasks, credits or prerequisites. The project administrator plays a key quality role by checking that the RELi application is complete and accurate before submitting the project to GBCI for review, and accepting the review results once the review is complete.
Note: the individual who initially registers the project will automatically be granted the role of the project administrator, but the owner may transfer this role to another team member at any time

IMPORTANT CONSIDERATIONS

Deadline for registration: In order to get the most out of the holistic approach mentioned above, we encourage you to register as early as possible, in coordination with your LEED registration, ideally during the design phase for new construction or very early on in the planning and facility assessment phase for existing projects and communities.

APPLY

Now you’re ready to collect and submit the appropriate documentation so that GBCI may review your project. Working with your project team, you will identify RELi credits to pursue and assign them to project team members. Your team will then collect information, perform calculations and analysis, and prepare documentation demonstrating your achievement of the prerequisites and your selected credits.

Technical questions that arise while preparing your application should be sent to us at reli@gbc.org. Additionally, a pre-submission phone call can be arranged to answer any questions on the application before submittal. GBCI reviewers understand that pilot RELi projects may require greater engagement between reviewers and project, and reviewers will be available to answer your technical questions about the RELi Rating System throughout the process.

Once your application is ready for review, submit payment for the certification fees (if it hasn’t been pre-paid) and your completed documentation to GBCI. Remember, your review will commence once your payment clears our system.

We recommend that you cross-check credits and requirements to make sure that you have reported common data points, such as gross square footage, project use, and other requirements consistently across credits.

Want more tips? Here are some characteristics common among high quality submissions:

▶ Relevant prerequisite/credit information is clearly highlighted within the submission
▶ File attachments are clearly and intuitively labeled;
▶ Only required documentation is submitted (if only a few pages of a large report are needed to provide the required credit/prerequisite information, highlight the relevant sections only, no need to submit more!);
▶ Concise narratives are included to describe project-specific circumstances (these are really helpful for the GBCI reviewer).

All finished? Ready, set, submit!
REVIEW

After you’ve submitted your application and paid the certification fee, GBCI will conduct a thorough technical review. But don’t kick back yet – you’ll need to be an active participant throughout the process.

Before you can submit your RELi application for review, you must both submit your LEED application and achieve some level of LEED certification. If this timeline will not work for you, contact your review team. Your review team may, in its discretion and depending on the specific details of your project, allow simultaneous submission of your LEED and RELi applications for review. Under no circumstances will GBCI accept a RELi application before your LEED application.

While the type of review you’ll undergo will vary depending on your resilience goals and the specific needs of your project, the general review process is the same:

Part 1: Preliminary Review

- You will first submit your application for a preliminary review. GBCI will check your application for completeness and compliance with the attempted credits.
- GBCI will respond with its preliminary review within 25 business days, indicating which prerequisites and credits are awarded and which are marked as pending, with a request for more information.

Part 2: Final Review

- The final review stage allows you to submit supplementary information requested by the reviewer during the preliminary review or amend the application. GBCI suggests you submit these clarifications within 25 business days after receiving the preliminary review results. GBCI will then review revised or newly submitted prerequisites and credits, and reconsider any awarded credits or prerequisites for which information has changed since the return of the preliminary review was completed.
- GBCI will respond with a final RELi certification review report within 25 business days, marking prerequisites and attempted credits as either awarded or denied.
- Like the preliminary review, you can either accept the review results as final, or revise your application and resubmit for a supplemental (appeal) review.

Expedited review is not available for RELi certification at this time.

Deadline for submitting for review: You will need to submit for your preliminary review by the same deadlines laid out in the LEED rating system under which you are also certifying.

If you decide you no longer want to pursue RELi certification for your project, we understand. Please email reli@gbci.org in order to make sure that your application is closed and accurate records maintained.

SUBMITTING AN INQUIRY

Having difficulty fulfilling a RELi prerequisite or credit? Have you thought of an alternative way to interpret a credit or path to fulfill it? We’ve established inquiries so that you can gain clarification before you register your project or as you’re working through your RELi application. We encourage all projects to reach out to our technical team as needed.
Credit Interpretation Ruling (CIR): A CIR allows you to obtain technical guidance related to a particular credit or facet of the RELi rating system. Our review team will let you know if your interpretation of a particular credit or prerequisite is consistent with published rating system requirements. When it comes time to submit your application for review, you will need to provide documentation demonstrating fulfillment of the CIR and indicate the approved CIR within your application for certification. You may file an appeal if you are not satisfied with the result of your CIR using the process above. Keep in mind, also, that CIRs are not precedent setting; your project team can only utilize the ruling for the project under which the CIR was submitted. If you would like to submit a CIR, please let your reviewer know.

Questions About Your Review? If you have any questions about your review comments or CIRs, please contact us at reli@gbci.org. Our technical experts are here to help and are on hand to answer your questions. In instances where we are unable to completely resolve your concerns, and in order to protect the integrity and fairness of the certification programs administered by GBCI, you may formally challenge a ruling. Please refer to the GBCI Review Challenge Policy for more details.

CERTIFY

Congratulations, it’s time to accept your review results to confirm your RELi certification! Once your final application review is complete, your project team can either accept or appeal GBCI’s final review report or request an additional supplemental (appeal) review.

Once you’ve accepted the final certification report, you will no longer be able to submit for supplemental (appeal) reviews, or contest review decisions for specific credits or prerequisites. Please double (or triple) check that you have achieved all prerequisites and targeted credits before accepting the final certification.

Certification Levels: While all RELi-certified projects and plans are a cut above the rest, each is assigned one of four levels of certification to acknowledge the degree of achievement. The number of points that your project earns determines the level of RELi certification that you will receive.

- RELi Certified™: 300-349 points earned
- RELi Silver®: 350-449 points earned
- RELi Gold®: 450-599 points earned
- RELi Platinum®: 600-800 points earned

RELi is a rating system owned by the U.S. Green Building Council (USGBC), and implemented by GBCI. USGBC works with GBCI to promote RELi projects, celebrate its successes, publishes a directory of RELi certified projects, and utilizes the data from RELi projects to update the rating system and educate the public. Please read more to see how USGBC and GBCI will use information relating to your project.

Promote Your Project: Once you’ve earned certification, it’s likely that you’ll want to tell the world. You should. RELi certification benefits the economic bottom line and underscores your resilience efforts. It’s a cause for celebration!
We are here to help you do that. Contact our press team for assistance. You’ll also have the option to order formal certificates of recognition. (Psst... did you know that USGBC Platinum-level members receive 20 hours of dedicated public relations support from USGBC’s in-house communications team? Learn more about USGBC’s Platinum membership.)

**Project information: How USGBC Handles Your Data:** Your work with RELi is something to be celebrated – and communicated to the world at large. Achieving RELi certification gives you the opportunity to share your project strategies, photos and insight, and play a pivotal role in educating other project teams.

**How are GBCI and USGBC utilizing your project data?:** We use your project data for the greater good: to educate and provide resources for RELi project teams and others around the world, showcase your strategies, and share the size and power of the green building movement.

RELi-registered and certified projects are, by default, considered “public” projects, and thereby will be included in USGBC’s public RELi project directory. A listing in this directory allows the general public and members of the media to look up your project listing and its related details.

Here’s a full list of the data and project elements that may be listed in the project directory:

**Project directory information:**

- Project name
- Project ID
- Physical address
- Date of registration
- Date of certification
- Certification level
- Total points earned
- Project scorecard
- Rating system and version
- Owner type
- Owner name
- Owner organization
- Gross square footage
- Total property area
- Project type

All “public” projects also benefit from publicity opportunities: we may utilize your project data to create case studies highlighting your project’s features, reference your project on our website or to the media, or create other derivative works.
Information that may be used for articles, project profiles, other features:

- Service providers
- Names of project team members
- Promotional or other project photographs
- Project strategies for certification
- Quotations from team members

You are free to opt-out of the RELi project directory and publicity opportunities as a “private project” at the time of registration: specific instructions on how to do so are available in your registration materials. All private projects that earn certification will be prompted once more to transition to public status (we can’t help ourselves, we love sharing good news!). You will need to re-confirm your “private” status at that time, if you wish to retain it.

Please note, confidential, or private, RELi-certified projects are not authorized to use any RELi marks or logos. RELi Certification marks are forthcoming, and the relevant Trademark Policy and Branding Guidelines will be made available to you when finalized.

Deadline for Achieving Certification: In general, to certify your project under a specific rating system, you must submit for certification by that rating system’s certification close date, also called the sunset date. In the event that the LEED rating system you are using has a sunset date, your RELi project will be bound by that deadline. Please note, at the time this guide was written there is no close date anticipated specifically for RELi 2.0. GBCI will contact you if one is put in place. If you have difficulty meeting any deadlines, please reach out to GBCI—they’ll work with you on a solution for your project.

Revocation of RELi Certification: In rare situations, RELi certification may be revoked. We’ve created the GBCI Certification Challenge Policy to ensure that all RELi project submittals and subsequent reviews by GBCI team members are done so with integrity, accuracy and truthfulness. A certification challenge may be initiated by GBCI or by any third party within 18 months of a project’s certification. The certification challenge may include additional review of project documentation, the review of supplemental information, and/or a site visit. In line with the policy, you’ll need to retain all project documentation related to your certification, and the achievement of prerequisites and credits, for two years after receiving certification, to ensure that this information is available in case of a challenge.
FEES

RELi certification provides an exceptional value for your money: So, how much will it cost to certify your project?

Registration Fee: There is a flat registration fee calculated on a per project (building) basis that you’ll pay up front at the time of registrations.

Certification Fees: Contact us for price quotes on certification fees. In RELi 2.0, all fees are charged on a per-project basis and based on the size and scope of the project and level of certification sought. The fees include the standard services described in this guide. Some exceptions may apply.

Certification fees are due within 30 calendar days from when you submit your application for review. After all that work you did to submit your documentation, don’t forget to send your payment! Remember, GBCI will not begin your review until payment in full has been received and cleared our system (thank you!). Also, please note that certification fees cover both the preliminary and final reviews.

Pre-pay: Certification fees may be paid in advance. If your project decreases in size, upon request, you will be refunded any fees at the rate at which you pre-paid. If your project increases in size, you may be charged additional fees to accommodate the increase in work for our certification team.

Payment Terms: Invoices must be paid within 30 calendar days. A one-time extension of an additional 30 calendar days is available – please contact GBCI. If invoices are not paid within the required timeframe, they will be cancelled, and in subsequent requests for services, the invoice amount may change according to the prevailing fee schedule. Fees are non-transferable. In the case of registration, non-payment may result in a cancelation of project registration. All rates are based on the fee schedule published below:

INTRODUCTORY FEE SCHEDULE FOR RELi

<table>
<thead>
<tr>
<th>FEES PER BUILDING</th>
<th>SILVER, GOLD, AND PLATINUM LEVEL USGBC MEMBERS</th>
<th>ORGANIZATIONAL OR NON-MEMBERS</th>
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</thead>
<tbody>
<tr>
<td>REGISTRATION</td>
<td>$1,200</td>
<td>$1,500</td>
</tr>
<tr>
<td>CERTIFICATION</td>
<td>CONTACT <a href="mailto:RELI@GBCI.ORG">RELI@GBCI.ORG</a> FOR A PRICE QUOTE</td>
<td>CONTACT <a href="mailto:RELI@GBCI.ORG">RELI@GBCI.ORG</a> FOR A PRICE QUOTE</td>
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</tbody>
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RESOURCES & TOOLS

RELi Guidelines
LEED Resilience Pilot Credit Library
Education @USGBC

Legal Agreements: Confirmation of Agent’s Authority, Confirmation of Primary Owner’s Authority, Change of Owner Agreement