



2011 Criteria Supplemental Documents

Last updated: November 29, 2016

Required Step I: Prebuild Supplemental Documents

Site Plan

Using the project's site plan, mark or highlight the following, as applicable:

- The project's proximity to existing infrastructure (mandatory Criterion 2.2), and connecting pathways into the adjacent pedestrian grid.
- For mandatory Criterion 2.6 and optional Criterion 2.7, show the location of additional open space in relationship to the project.

If there are multiple documents, submit as a ZIP file.

Context Map

On the context map, indicate the center of the site. Then demonstrate the walk distance from the project to the following, as applicable:

- The required community amenities surrounding the project (mandatory Criterion 2.5)
- Public open space (Option 2 of mandatory Criterion 2.6 for rural/tribal/small towns projects)
- The location of public transit stops (optional Criterion 2.8)
- The location of the site to a farmer's market (Option 3 of optional Criterion 2.12)
- Walk distances may be demonstrated by creating a Context Map with concentric circles, indicating the distance of the above listed neighborhood features. Alternatively, project teams may satisfy the Context Map requirement by submitting a [Walkscore](#) for your site, including the neighborhood features.
- For projects seeking optional points under Criterion 2.8, attach the weekly bus, train and/or ferry schedule.

If there are multiple documents, submit as a ZIP file.

Energy Performance Report Form

All project teams must upload the results of their energy model, unless following an approved prescriptive energy performance path as indicated on the "Intended Methods" tab.

Single Family and Multifamily Buildings (three stories or fewer) - New Construction and Rehabilitation.

- To demonstrate compliance with Mandatory credits 5.1a or 5.1c, submit the appropriate Home Energy Rating (HERS) reports. If you have multiple documents, submit as a ZIP file.

Multifamily Buildings (four stories or more) - New Construction and Rehabilitation

- Complete the [Energy Performance Report Form](#). Note that multifamily moderate and substantial rehab projects must complete an additional section – Section IV: Energy Improvements – to identify specific energy improvements proposed in the project scope to achieve the desired percentage of whole-building energy improvement.

- Submit the preliminary energy modeling report provided by your project’s energy modeler and the completed “Energy Performance Report Form” as a combined PDF or as a ZIP file.

If the project has multiple buildings, then submit a ZIP file with all of the required documents

Required Step II: Postbuild Supplemental Documents

Utility Release Form

1. Upload PDF versions of the [utility release forms](#) signed by the property owner/developer for at least 15% of homes or units. Since there will be multiple documents, submit the PDF’s as a ZIP file.

In lieu of submitting the hardcopy utility release forms, teams can share 100% of the owner paid utilities and at minimum 15% of the tenant paid utilities through an online benchmarking platform.

I. If using **EPA Portfolio Manager** please follow the below steps.

1. Search for the username **EGCCertification**. Select **Krista Egger** from the list of Enterprise Community Partners contacts and select **Connect**. Once you have connected please email the [Certification Mailbox](#) to ask Enterprise Green Communities to accept your connection
2. Enterprise Green Communities will notify you via email once we have accepted the connection request.
3. Select **Properties** to share. Please email the [Certification Mailbox](#) to notify Enterprise Green Communities that you have shared the building(s) with us.
4. Enterprise Green Communities will email the project team once we have accepted the building(s).

II. If using **WegoWise** please follow the below steps.

1. Share the property information with Enterprise Green Communities username **EGCCertification**. Once you have shared the property; please email the [Certification Mailbox](#) to ask Enterprise Green Communities to accept your connection.
2. Enterprise Green Communities will notify you via email once we have accepted the connection request.

III. If using **Energy Score Cards** please follow the below steps.

1. Please contact your Bright Power energy analyst with a request to grant Enterprise Green Communities username **EGCCertification**, access to the property data.
2. Enterprise Green Communities will notify you via email once the property information has been shared.

Project Photos

Upload project photos that show the project and site before, during and after construction.

These photos should be packaged as a ZIP file containing the photos of the project. They should be a print quality of at least 4" x 6" and 300 dpi.

Image Release Form

Upload a completed set of [image release form\(s\)](#) for the submitted project photos as a ZIP file.

Energy Performance Report Form(s)

All project teams must upload the final results of their energy model, unless they are using an approved pathway. If following a prescriptive pathway, provide documentation that they requirements were met. If the project has multiple buildings and/or multiple documents to submit, please submit a ZIP file.

Single Family and Multifamily Buildings (three stories or fewer) - New Construction

Submit official ENERGY STAR for New Homes Certificates. Required of both prescriptive and performance pathways.

Single Family and Multifamily Buildings (three stories or fewer) - Rehabilitation

Submit official Home Energy Rating (HERS) reports.

Multifamily Buildings (four stories or more) - New Construction

- Revise the preliminary [Energy Performance Report Form](#) and energy modeling report provided by the project's energy modeler. Combine and submit documents as a PDF or as a ZIP file.
- Submit the final ENERGY STAR Multifamily High Rise certification approval letter.

Multifamily Buildings (four stories or more) – Rehabilitation

Revise the preliminary [Energy Performance Report Form](#) and energy modeling report provided by the project's energy modeler. Combine and submit documents as a PDF or as a ZIP file.