



**DAVIS
ENERGY
GROUP**
INCORPORATED

DEG New LEED Project Application



LEED for Homes Program Procedure for Participation

1. Complete “DEG Application Form – New LEED Project.” Append any additional information about the project. Return one copy of the signed application and a \$750 deposit* to:

Davis Energy Group
Attention: Jenifer Jackson
123 C Street
Davis, CA 95616

* If the project is accepted, your deposit will be applied to your total fees. Projects that withdraw from the program after being accepted will not have their deposit refunded. If your project is not accepted the deposit will be returned.

2. If selected, return the following documents to Davis Energy Group at the above address:
 - Two signed copies of the DEG Project Contract. We will then sign and return one copy for your files.
 - After we have received your DEG Project Contract, please let us know the name of the Green Rater you have contracted with. The Green Rater will arrange a Preliminary Rating Meeting to kick off the LEED for Homes process. Your Green Rater will be your key contact for the LEED for Homes verifications, tests and final rating.
3. If selected, you will need to register your project online through USGBC’s website and agree to pay all applicable registration and certification fees to USGBC. Visit [USGBC Registration Page LEED Homes](#) after your preliminary rating meeting.
4. Hire a HERS Rater and DEG-approved Green Rater.

NOTE: Selection for participation in the Program does not guarantee LEED Certification for the homes included in the Program.

If you have received a fee quote, please attach it to your application.

BUILDER CHECKLIST

Step 1: REGISTRATION PROCESS

The registration process for LEED for Homes and Mid-rise projects is as follows:

- Please review this packet and fill out the application. If your project is 4 to 6 stories high, a Midrise application and checklist can be downloaded from our website www.davisenergy.com. Mail the typed application along with a \$750 deposit check to Davis Energy Group or contact us to use a credit card.
- Davis Energy Group will review the application.
- Upon acceptance into the program, Davis Energy Group will e-mail a project contract with a fee structure for your specific project and a list of approved Green Raters (if needed).
- Once the project contract is mailed to DEG, the project team will need to register the project with USGBC at the following link: [USGBC Registration Page LEED Homes](#)
- Hire a HERS Rater and DEG-approved Green Rater. The same person can be the HERS and Green Rater.
- Energy expertise in Mid-rise. Energy modeling to be performed by an experienced professional.

Step 2: PRELIMINARY CHECKLIST PROCESS

- Contact your Green Rater to set up the preliminary checklist meeting. Make available a set of plans, specs and energy model to review if available.
- Please have the following folks at the preliminary checklist meeting: (as applicable)
 - General contractor
 - Architect
 - Mechanical Engineer
 - Landscape Architect
 - Green Building Consultant or LEED AP for Homes (optional)
- The project team should have the following items at the preliminary checklist meeting:
 - A filled out preliminary checklist to show the Green Rater what credits the team wants to target
 - A copy of the current LEED for Homes manual including the California EA section for CA projects
 - A draft of the project's durability plan. The Durability Form must be completed by the project team prior to framing or pre-drywall verifications.
 - Any process questions or "did you do it" questions for the Green Rater
- The Green Rater will discuss responsibilities at the preliminary checklist:
 - The project team will be responsible for gathering all necessary support verification materials used in verifying certain points selected on the preliminary checklist including, but not limited to, spec sheets, community map, photos, etc.
 - The Green Rater will request various pieces of documentation to perform the LEED mandatory verifications at the pre-drywall and final job site visits.

Step 3: Field Verification Process

- The Green Rater and HERS Rater will come to the job site for a pre-drywall verification prior to drywall and after the Durability plan is in place. This visit will include the following items:
 - Quality Insulation Inspection/Thermal Bypass Inspection
http://www.energystar.gov/ia/partners/bldrs_tenders_raters/downloads/Thermal_Bypass_Inspection_Checklist.pdf
 - Mandatory LEED tests
 - Envelope Leakage
 - Duct Leakage
 - Visual verifications for LEED points

Step 4: Final Rating

- The Green Rater and HERS Rater will come to the job site when the project is completed, including landscaping, and before occupants move in. This visit will include the following items:
 - Final visual verifications for LEED credits
 - Optional performance tests
 - Refrigerant charge test

Green Rater will meet with the project team to go through the verification results and fill out the final rating checklist.

Step 5: Certification

Green Rater will submit the final certification packet to Davis Energy Group for certification. The DEG Quality Assurance Designee (QAD) will review the certification packet with the Green Rater. Once all fees are paid to USGBC and Davis Energy Group, USGBC and Davis Energy Group will conduct the certification call. Upon certification, USGBC will email the project team leader a link to the LEED Certificate website to order certificates. There are four free certificates available for each project. Plaques may be ordered for an additional charge.

ROLES & RESPONSIBILITIES

There are 4 roles in the delivery process for LEED for Homes:

- Provider
 - Responsible for reviewing the application and accepting the project into LEED for Homes
 - Provides a list of Green Raters to the project team
 - Completes the certification in conjunction with USGBC
- Green Raters (Hired directly by you)
 - Takes the project team through a preliminary checklist meeting targeting the credits needed for the desired certification level
 - Communicates with the project team throughout the build schedule
 - Provides the LEED visual verifications
 - Works with the project team to put together the final checklist
 - Communicates with the Provider on technical issues and ID credits
 - Prepares the certification submittal package
- HERS Rater (Hired directly by you)
 - All projects will need to hire a HERS/Energy Star Rater to perform the necessary HERS and Energy Star test to meet Title 24 and Energy Star requirements. This HERS Rater could be the same person as the Green Rater if certified by RESNET.
- USGBC
 - Conducts the final certification call with Provider and either certifies, denies, or makes the project “pending certification.”
 - Makes certificates available for project team.
 - Sends USGBC/LEED logos and marketing materials to project teams at the team’s request.

OTHER ROLES:

LEED AP Homes:

LEED for Homes Accredited Professional is a specialized AP credential issued by the GBCI. To qualify for ID 1.3, the LEED AP Homes must be on the design team **prior** to the preliminary checklist meeting. The LEED AP for Homes cannot also be the Green Rater. The standard LEED AP credential does not qualify for the ID point on the LEED for Homes checklist.

Design Consultants:

Every project will need an architect, HVAC design engineer, landscape architect, etc. These are some of the design folks that will be on your project team. These folks should be familiar with green building.

There are projects that do require the help of a green building consultant, which could be the LEED AP Homes, to answer the “how you do it” questions from a green building perspective. When searching for a green building consultant make sure they have a residential green building background in addition to understanding the LEED for Homes rating system. Davis Energy Group can provide this service on an hourly basis.

HERS Rater:

All projects will need to hire a HERS/Energy Star Rater that will be paid directly by the project team to perform the necessary HERS and Energy Star tests to meet Title 24 and Energy Star requirements. This HERS Rater could be the same person as the Green Rater doing the LEED visual verifications.

Energy Expertise in Mid-rise:

Each project team must include an individual familiar with mid-rise energy systems and components, including mechanical equipment, envelope upgrades, etc. Experience with green mid-rise or high-rise residential buildings is preferred, but not required; and an individual with experience performing energy modeling per ASHRAE Standard. 90.1, Appendix G. Experience with LEED-NC energy modeling is preferred, but not required.

PAYMENT SCHEDULE FOR THE BUILDER

Billing Stages:

- \$750 at application (refundable if not accepted into the program)
- 60% of remaining balance on contract due at 3 months after contract signed
- 40% remaining balance of contract due two months prior to the estimated completion date.

Note: Davis Energy Group fees do not include the cost for the USGBC project registration, certification costs, Green Rater fees or HERS fees. Green Consulting, Energy Modeling, Mechanical Design and IPP facilitation review are services available by Davis Energy Group as a separate contract. Please contact our office if you would like a proposal for these separate services.

LEED for Homes Project Prerequisites

*Potential LEED Homes must meet all prerequisites and section point thresholds.
Please refer to the Rating System for more details; this list is only a brief synopsis.*

Innovation and Design Process (ID) no minimum points required

1.1	Integrated Project Planning	Preliminary Rating
2.1	Durability Management Process	Durability Planning (Pre-Construction)
2.2	Durability Management Process	Durability Management

Location & Linkages (LL) no minimum points required

No prerequisites in LL

Sustainable Sites (SS) minimum of **5 SS points** required

1.1	Site Stewardship	Erosion Controls (During Construction)
2.1	Landscaping	No Invasive Plants

Water Efficiency (WE) minimum of **3 WE points** required

No prerequisites in WE

Energy and Atmosphere in California (EA) no minimum points required

1.1	ENERGY STAR Home	Meets Performance Req's of ENERGY STAR for Homes
11.1	Residential Refrigerant Management	Refrigerant Charge Test

Materials and Resources (MR) minimum of **2 MR points** required

1.1	Material Efficient Framing	Overall Waste Factor for Framing Order less than 10%
2.1	Environmentally Preferable	Tropical Woods, if Used, Must be FSC; notice to all wood suppliers
3.1	Waste Management	Document Overall Rate of Diversion

Indoor Environmental Quality (IEQ) minimum of **6 EQ points** required

2.1	Combustion Venting	Space Heating & DHW Equip w/ Closed/Power-Exhaust, CO monitors every floor, tight-fitting doors for fireplaces
4.1	Outdoor Air Ventilation	Meets ASHRAE Std 62.2
5.1	Local Exhaust	Meets ASHRAE Std 62.2, local exhaust systems must exhaust to outdoors, Energy Star bathroom fans
6.1	Supply Air Distribution	Design Calc's and install Ducts or System accordingly (ACCA Manual J and D, ASHRAE, or equivalent)
7.1	Supply Air Filtering	• • • • •
9.1	Radon Protection	Radon Resistant Construction if Home in EPA Zone 1
10.1	Garage Pollutant Protection	NO HVAC, air handling equipment, or ducts in fire-rated envelope of Garage

Awareness and Education (AE) no minimum points required

1.1	Education for Homeowner	Basic Occupant's Manual & Walkthrough of LEED Home
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DAVIS ENERGY GROUP INCORPORATED

OFFICE USE ONLY Date Received: _____

LEED for Homes Program New LEED Project

Full Address of Project (including county and state):
This project is: Custom (one home) Production Multi-family Affordable
(Mark all that apply.) Gut-Rehab Attached Detached % Affordable
Current status of project(s): Total Number of Buildings:
Total Number of Stories:
Total number of homes/units: If your project is 4 to 6 stories tall, please fill out a LEED for Homes Midrise application.
Side-by-side Stacked Flats Mixed
Estimated Breakground Date: Estimated Completion Date:

Preliminary LEED Certification Level from LEED Checklist (if known):

Certified (minimum 45 Credits) Gold (75 Credits)
Silver (60 Credits) Platinum (90 Credits)

Applicant Name:

Title Company
Full Address
Tel Fax
Email
Home owner Builder
Architect/Designer Other

Builder Name:

If same as applicant, check here

Title Company
Full Address
Tel Fax
Email
Custom Home Builder Multi-family Home Builder
Other
Average Annual # of Homes Built:

Designer/Architect Name:

If same as applicant, check here

Title Company
Full Address
Tel Fax
Email

Billing Information Name:

If same as applicant, check here

Title	Company
Full Address	
Tel	Fax
Email	

USGBC Green Rater Name:

Title	Company
Full Address	
Tel	Fax
Email	

Please e-mail a list of USGBC Certified Green Raters to : _____

Who will be your Project Team Leader for LEED for Homes? Please list their contact information.

Description of Your Team's Experience with Green Building:

Do you currently have a HERS rater under contract to do HERS and Energy Star tests?

Yes Name: _____ No

Do you currently have a green home building consultant with background in residential building?

Yes What is their name? _____
No Do you need a green consultant? Yes No

Level of Expertise with Green Building (for your team):

New to Green Building Fairly Knowledgeable/Experienced
A Little Knowledge/Experience Very Knowledgeable/Experienced

Other Green Building Programs you have Participated in:

Energy Star for Homes California Green Builder
GreenPoint Rated Other

Description of Home(s) Proposed for Participation: (attach pages if desired)

Requirements

Please return one copy of this application with a \$750 check made out to Davis Energy Group. If your project is not accepted, your check will be returned.

If accepted, the applicant agrees to:

1. Send two signed copies of the Project Contract. We will then sign and return one copy for your files.
2. Pay all applicable DEG fees as outlined in LEED for Homes Project Contract's Exhibit A Fee Schedule.*
3. Register your project through USGBC's web site and pay all applicable registration and certification fees.

ACCEPTED and AGREED To:

Company Name:

Representative Signature:

Date:

Representative Name and Title:

*Final certification may be withheld until all fee payments are received.