



**DAVIS
ENERGY
GROUP**
INCORPORATED

DEG New LEED Project Application



LEED for Homes Program Procedure for Participation

1. Complete “DEG Application Form – New Mid-rise 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. LEED for Homes Mid-rise program is for projects that are 4 to 6 stories high. The applicant must also show:
 - a. Any mixed-use buildings must have at least 50% residential space.
 - b. Experience with conducting modeling mid-rise residential projects
 - c. Energy systems and energy-efficiency strategies in mid-rise residential buildings
3. 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.

4. 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.
5. Once the project has been registered with USGBC, you will receive a welcome email from USGBC, which will include the LEED for Homes logo, and guidelines for usage of the logo.

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.

LEED for Homes for California Mid-rise Project Prerequisites

Potential LEED Homes Mid-rise 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 |
| 1.2 | Integrated Project Planning | Energy Expertise for Mid-rise |
| 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 | Optimize Energy Performance | Meets Performance Req's of ENERGY STAR for Homes |
| 1.2 | Optimize Energy Performance | Testing and verification for Mid-rise |
| 8.1 | Lighting in California | Meet the lighting requirements of Title-24 in California |
| 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 | Distribution of space heating and cooling | Design Calc's and install Ducts or System accordingly (ACCA Manual J and D, ASHRAE, or equivalent) |
| 7.1 | 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 |
| 12 | Compartmentalization of units | Air-seal, weather-strip, demonstrate minimal leakage of 0.30 M50 per sq.ft. |

Awareness and Education (AE)

no minimum points required

| | | |
|-----|--------------------------------|--|
| 1.1 | Education for Homeowner | Basic Occupant's Manual & Walkthrough of LEED Home |
|-----|--------------------------------|--|

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.
- USGBC policy requires the project's whole-building energy model be developed by a current Certified Energy Plans Examiner (CEPE) or Certified Energy Analyst (CEA).

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_lenders_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.

Certified Energy Plans Examiner (CEPE) or Certified Energy Analyst (CEA):

All projects will need to hire a CEPE or CEA that will be paid directly by the project team to develop the necessary whole-building energy model to meet Title 24 requirements.

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.



DAVIS ENERGY GROUP INCORPORATED

OFFICE USE ONLY
Date Received:

New LEED Project Application for Participation Mid-Rise Homes (4 to 6 Floors)

Project Name: Date:
Location:
Project Address:
Current status of home(s): Floors/Stories:
Size of units(s): # of floorplans: # of units
Are these affordable or market rate units (or percentage affordable):
Estimated Start Date: Estimated Completion Date:

Anticipated LEED Certification Level (if known):

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

Applicant Name:

Title Company
Full Address
Tel Fax
Email
Multi-Family Home Builder Affordable Housing Builder
Multi-Family Home Designer Other

Builder Name: (If different from applicant)

Title Company
Full Address
Tel Fax
Email
Multi-Family Home Builder Affordable Housing Builder
Multi-Family Home Designer 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

Name Company
Full Address
Tel Fax
Email

Additional Contacts for this Project:

| | |
|--------------|---------|
| 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 Representative/Key Contact for LEED for Homes?

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

Description of mixed-use buildings (if applicable):

| | |
|--|-----------------------------|
| Do you currently have a HERS rater under contract to do HERS and Energy Star tests? | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | |
|---|-----------------------------|
| Do you currently have a CEPE or CEA to develop the projects' energy model? | |
| Yes <input type="checkbox"/> Name: | No <input type="checkbox"/> |

| | | | |
|--|--------------------------|----------------------------------|--------------------------|
| Level of Expertise with Green Building (for your team): | | | |
| New to Green Building | <input type="checkbox"/> | Fairly Knowledgeable/Experienced | <input type="checkbox"/> |
| A Little Knowledge/Experience | <input type="checkbox"/> | Very Knowledgeable/Experienced | <input type="checkbox"/> |

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Other Green Building Programs you have Participated in: | | | |
| Energy Star for Homes | <input type="checkbox"/> | California Green Builder | <input type="checkbox"/> |
| Greenpoint Rated | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Description of Your Team's Experience with Green Building:

Description of Your Team's Experience with modeling mid-rise buildings:

Description of your team's energy systems and energy-efficiency strategies in mid-rise residential buildings

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. If there are multiple buildings, volume registration is available through Davis Energy Group (registration payments go to USGBC).

ACCEPTED and AGREED To:

Company Name:

Representative Signature:

Date:

Representative Name and Title:

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