

Project Name	Sample MHFA Project	Organization Name	MN Housing
Project Address	400 Sibley Street, Suite 300, St. Paul	Organization Contact	Michael J. Thomas, AIA, LEED-AP BD+C
Project Status	Application Phase	Date	2/10/2012

INTENDED METHODS WORKSHEET: This worksheet identifies how the project team intends to incorporate all the Mandatory and adequate number of Optional Criteria into the development.

This worksheet must be filled out and submitted before the construction start date. For additional information on how to submit go to www.greencommunitiesonline.org/tools/certification/

INSTRUCTIONS:

- 1) Select an answer provided in the drop-down menu under Column D ("How Criterion will be implemented") for each criterion.
- 2) Explain special circumstances or request a waiver using Column E ("If necessary, describe deviations from intended approach"). This may include information on an approach proposed by the project team that does not appear as an option in the drop-down menu.
- 3) Indicate where the Criterion references can be found within the project documents in Column F and G ("Criteria Documentation"). This is required for Criterion 1.1b
- 4) Indicate the project team member who is responsible for documenting and ensuring the completion of the Criterion under Column 'H' (Champion).
- 5) Indicate the number of optional points being pursued by completing Column H ("Intended Points").

**Gray text within the spreadsheet (under "Green Development Agreement" section at bottom) indicates the type of information that could occupy that cell. It is not intended to be left in your final submission documents.

Complete this document by signing the Green Development Agreement at the bottom of this worksheet. Without the mandatory signatures, this document remains *incomplete and the project will not receive Step 1 Certification.*

1: INTEGRATIVE DESIGN

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation		Champion	Intended Points
			Location of Measure in Project Documents	Spec page number / plan type for locating measure		
1.1a Green Development Plan: Integrative Design Meeting(s)	The project team has conducted one or more integrative design meeting(s) and submitted a Green Development Plan or equivalent documentation	MN Housing requires additional information here to explain how criteria will be met!!!!!!!!!!!!!!!!!!!!!!	Scope of Work		Architect	M
1.1b Green Development Plan: Criteria Documentation	The project team will create design and construction documentation (i.e. plans, details, and specifications) to include information on implementation of appropriate Enterprise Green Communities Criteria	This may be submitted at the "Loan Commitment/ Closing" phase. Not needed for Initial Application.	Project Plans and Specifications	index	Architect	M
1.2a Universal Design (<i>New Construction only</i>)	The project team designed a minimum of 15% of the dwelling units in accordance with ICC/ANSI A117.1, Type A, Fully Accessible guidelines, and the remaining ground floor units and elevator-reachable units with ICC/ANSI A117.1, Type B	60 units x 15% = 9 units required to comply. 10 units provided.	Project Plans	Sheet A1.6	Architect	2
1.2b Universal Design (<i>Substantial & Moderate Rehab only</i>)						0
						2
						Intended Points

2: LOCATION + NEIGHBORHOOD FABRIC

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation	Champion	Intended Points
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2012 Enterprise Green Communities Criteria - Mn Overlay Guide - Appendix A Sample IMMC

Criteria Item	How Criterion will be implemented	information or explanation of alternative approach to meeting this measure	Location of Measure in Project Documents	Spec page number / plan type for locating measure	Champion	Intended Points
2.1 Site Sensitive Selection (<i>New Construction Only</i>)	Site qualifies as an infill site and will not be within 100 feet of wetlands, on public parkland, on critical habitat, or the 100 year floodplain	Add information here!	Project Plans	Section 00 00 00	Architect	M
2.2 Connections to Existing Development and Infrastructure (<i>New Construction only, except for projects located on rural tribal lands, in colonias communities, or in communities of population less than 10,000</i>)	The project is located on a site with access to existing roads, water, sewers, and other infrastructure within or contiguous (having at least 25% of the perimeter bordering) to existing development, connected to the pedestrian grid, and meeting the septic tank requirements	Add information here!	Scope of Work		Green Building Specialist	M
2.3 Compact Development (<i>New Construction Only</i>)	Provide the net density and net density calculation for the project.	Add information here!	Scope of Work		Green Building Specialist	M
2.4 Compact Development	Provide the net density and net density calculation for the project.	Suburban/ Midsize Town 10 DW per acre				6
2.5 Proximity to Services (<i>New Construction only</i>)	Suburban/Mid-Size Town location: Project is 0.5-mile walk distance of at least three, or a 1-mile walk distance of at least six facilities	Contex map included shows the "Big Box Groceries", "City Hall", etc...	Scope of Work		Green Building Specialist	M
2.6 Preservation of and Access to Open Space	The project has a set aside of a minimum 10% of the total project acreage as open space for residents	4,560 sf of the one acre site.	Project Plans and Specifications	Civiel Sheet C1.1	Architect	M
2.7 Preservation of and Access to Open Space	The project has a set aside of 40% of the total project acreage as additional open space and submits a written statement of preservation or conservation policy for set-aside land use	Number of acres of open space equals???	Project Plans and Specifications	Civil Sheet C1.1	Architect	3
2.8 Access to Public Transportation	Provide a brief narrative that summarizes the location, quantity and type of public transportation choices around project site	Suburban/ Midsize Town. Less than .5 miles to transit with 60 rides per weekday.	Scope of Work	Vacinity Map	Green Building Specialist	5
2.9 Walkable Neighborhoods: Connections to Surrounding Neighborhood	Provide summary of the project's sidewalk and pathway connections to public spaces, open spaces or adjacent development	Site plan indicates a pedestrian connection to the "Greenway" pedestrian and bike trail system.	Scope of Work	Vacinity Map	Green Building Specialist	5
2.10 Smart Site Location: Passive Solar Heating / Cooling	Provide a brief narrative that describe passive solar heating/cooling tactics	All guidelines for building orientation, glazing, glazing type, and shading have been met.	Project Plans and Specifications	Civil Sheet C1.1	Architect	7
2.11 Brownfield or Adaptive Reuse Site						0
2.12 Access to Fresh, Local Foods	The project will meet the requirements of Option 3: Proximity to Farmers Market	XYZ Farmers Market 1 block from site	Scope of Work	Vacinity Map	Green Building Specialist	6
2.13 LEED for Neighborhood Development certification						0
						32 Intended Points

3: SITE IMPROVEMENTS

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation		Champion	Intended Points
			Location of Measure in Project Documents	Spec page number / plan type for locating measure		

3.1	Environmental Remediation	Site has passed Phase I Environmental Site Assessment	Phase I completed. No hazards found.	Project Plans and Specifications	Section 00 00 00	Project Manager	M
3.2	Erosion and Sedimentation Control <i>(Except for infill sites with buildable area smaller than one acre)</i>	The project is an infill site with a buildable area smaller than one acre	High density site.	Project Plans and Specifications	Section 00 00 00	Architect	M
3.3	Low Impact Development <i>(New Construction only)</i>	Project is not located on a Greenfield	Re-use of existing site.	Scope of Work		Green Building Specialist	M
3.4	Landscaping	The Architect or Landscape Architect will provide certified tree or plant list showing at least 50% of the site area available for landscaping is planted with native or adaptive species		Project Plans and Specifications			M
3.5	Efficient Irrigation and Water Reuse	Provide a brief narrative describing type of irrigation systems to be implemented					M
3.6	Surface Stormwater Management	Provide a brief narrative of the design strategies and systems that will be implemented, and indicate the calculated volume of water being retained, infiltrated, or harvested on site	Explain here???	Scope of Work			2

2
Intended Points

4: WATER CONSERVATION

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation		Champion	Intended Points
			Location of Measure in Project Documents	Spec page number / plan type for locating measure		
4.1	Water-Conserving Fixtures	Project will specify toilets at 1.28 gpf or less, urinals at .5 gpf or less, bathroom faucets at 1.5 gpm or less, and showerheads and kitchen faucets at 2.0 gpm or less		Project Plans and Specifications		M
4.2	Advanced Water-Conserving Appliances and Fixtures	The project will install all kitchen and bathroom faucets				0
4.3	Water Reuse					0

0
Intended Points

5: ENERGY EFFICIENCY

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation		Champion	Intended Points
			Location of Measure in Project Documents	Spec page number / plan type for locating measure		

5.1a	Building Performance Standard: Single family & Multifamily, 3 stories or fewer (<i>New Construction only</i>)						M
5.1b	Building Performance Standard: Multifamily, 4 stories or more (<i>New Construction Only</i>)						M
5.1c	Building Performance Standard: Single family & Multifamily, 3 stories or fewer (<i>Substantial and Moderate Rehab</i>)						M
5.1d	Building Performance Standard: Multifamily, 4 stories or more (<i>Substantial and Moderate Rehab</i>)						M
5.2	Additional Reductions in Energy Use						0
5.3	Sizing of Heating and Cooling Equipment and Ducts						M
5.4	ENERGY STAR Appliances						M
5.5a	Efficient Lighting: Interior Units						M
5.5b	Efficient Lighting: Common Areas and Emergency Lighting (<i>all multifamily projects</i>)						M
5.5c	Efficient Lighting: Exterior						M
5.6a	Electricity Meter (<i>New Construction and Substantial Rehab only</i>)						M
5.6b	Electricity Meter (<i>Moderate Rehab only</i>)						0
5.7a	Renewable Energy	Provide brief narrative describing the types of renewable energy system installed and the estimated percentage of energy it will provide for the overall energy demand of the project					0
5.7b	Photovoltaic / Solar Hot Water Ready						0
5.8	Advanced Metering Infrastructure						0
							0
							Intended Points

6: MATERIALS BENEFICIAL TO THE ENVIRONMENT

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation		Champion	Intended Points
			Location of Measure in Project Documents	Spec page number / plan type for locating measure		
6.1 Low / No VOC Paints and Primers						M
6.2 Low / No VOC Adhesives and Sealants						M
6.3 Construction Waste Management	Provide a brief narrative that lists the materials in the Construction Waste Management Plan, the % recycled, salvaged, or diverted and the strategies to do so					M
6.4 Construction Waste Management: Optional	Provide a brief narrative that lists the materials in the Construction Waste Management Plan, the % recycled, salvaged, or diverted and the strategies to do so					0
6.5 Recycling Storage for Multifamily Project						0
6.6 Recycled Content Material	Provide a brief narrative that summarizes the building materials made of recycled content material					0
6.7 Regional Material Selection						0
6.8 Certified, Salvaged and Engineered Wood Products						0
6.9a Reducing Heat-Island Effect: Roofing						0
6.9b Reducing Heat-Island Effect: Paving						0
						0
						Intended Points

7: HEALTHY LIVING ENVIRONMENT

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation		Champion	Intended Points
			Location of Measure in Project Documents	Spec page number / plan type for locating measure		
7.1 Composite Wood Products that Emit Low / No Formaldehyde						M
7.2 Environmentally Preferable Flooring						M
7.3 Environmentally Preferable Flooring: Alternative Sources						0
7.4a Exhaust Fans: Bathroom (New Construction and Substantial Rehab only)						M
7.4b Exhaust Fans: Bathroom (Moderate Rehab only)						0
7.5a Exhaust Fans: Kitchen (New Construction and Substantial Rehab only)						M

7.5b	Exhaust Fans: Kitchen <i>(Moderate Rehab only)</i>						0
7.6a	Ventilation <i>(New Construction and Substantial Rehab only)</i>						M
7.6b	Ventilation <i>(Moderate Rehab only)</i>						0
7.7	Clothes Dryer Exhaust						M
7.8	Combustion Equipment						M
7.9a	Mold Prevention: Water Heaters						M
7.9b	Mold Prevention: Surfaces						M
7.9c	Mold Prevention: Tub and Shower Enclosures						M
7.10	Vapor Barrier Strategies <i>(New Construction and Rehab projects with foundation work only)</i>						M
7.11	Radon Mitigation <i>(New Construction and Substantial Rehab only)</i>						M
7.12	Water Drainage <i>(New Construction and Rehab projects replacing assemblies called out in Criterion only)</i>						M
7.13	Garage Isolation						M
7.14	Integrated Pest Management	Provide a brief narrative that describes specific tactics and strategies used to for the Integrated Pest Management Plan					M
7.15	Lead-Safe Work Practices <i>(Substantial and Moderate Rehab only)</i>						M
7.16	Smoke-Free Building						0

0
Intended Points

8: OPERATIONS + MAINTENANCE

Criteria Item	How Criterion will be implemented	If necessary, provide additional information or explanation of alternative approach to meeting this measure	Criteria Documentation		Champion	Intended Points
			Location of Measure in Project Documents	Spec page number / plan type for locating measure		
8.1	Building Maintenance Manual <i>(all multifamily projects)</i>	Provide a brief narrative of how this project specifically creates or fulfills the intentions of this criteria item				M
8.2	Resident's Manual	Provide a brief narrative of how this project specifically creates or fulfills the intentions of this criteria item				M
8.3	Resident and Property Manager Orientation	Provide a brief narrative of how this project specifically creates or fulfills the intentions of this criteria item				M
8.4	Project Data Collection and Monitoring System					0

0
Intended Points

Green Development Agreement:	The following signatures provides a written commitment demonstrating that all parties involved in the execution and delivery of this project agree to be accountable to measures and strategies as outlined in application documents.
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INSTRUCTIONS:
This signature portion is most easily satisfied by either: a) printing the Intended Methods tab and having the various team members fill out and sign their portion or b) using digital signatures. Both forms of submission will be accepted.

To proceed with Enterprise Green Communities Certification, signatures must be provided by at the project manager, architect, and general contractor. If these 3 signatures are not present, your building will not proceed through Step 1 of Certification.

MANDATORY SIGNATURES

<Provide Signature of Green Development Team Member>	<Insert Date>
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Project Manager: <PRINT Green Development Team Member's Name>
.....

<Provide Signature of Green Development Team Member>	<Insert Date>
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Architect: <PRINT Green Development Team Member's Name>
.....

<Provide Signature(s) of Green Development Team Member(s)>	<Insert Date>
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General Contractor: <PRINT Green Development Team Member's Name(s)>
.....

OPTIONAL SIGNATURES

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<Provide Signature of Green Development Team Member>	<Insert Date>
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Green Building Specialist: <PRINT Green Development Team Member's Name>
.....

<Provide Signature(s) of Green Development Team Member(s)>	<Insert Date>
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Engineer (MEP): <PRINT Green Development Team Member's Name(s)>
.....

<Provide Signature(s) of Green Development Team Member(s)>	<Insert Date>
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Energy and/or System Specialist: <PRINT Green Development Team Member's Name(s)>
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