## **Process Flowchart - LEED® for Homes Low-rise/Mid-rise**









Thank you for your interest in the LEED for Homes program. Earth Advantage Institute (EAI) wants your project to run as smoothly as possible. The following flow chart will provide a sense of how the project will be managed, who to contact with questions, and how the typical timeline works.

Contact EAI You are interested in LEED for Homes and want to find out more. Contact your local EAI office.

Oregon & SW Washington: Randy Hansell (rhansell@earthadvantage.org) 503.968.7160 x47

Eric Foley (efoley@earthadvantage.org) 503.968.7160 x 23

Central Oregon: Matt Douglas (mdouglas@earthadvantage.org) 503.968.7160 x46
Southern Oregon: John Spillman (jspillman@earthadvantage.org) 503.968.7160 x44

**Initial Meeting** An initial meeting will be set up with EAI and you to discuss basic project information, timelines, and team roles.

**Generate Proposal** EAI will prepare a proposal outlining our LEED for Homes services for your project.

**Sign Agreement** If the proposal meets your needs EAI will then create an agreement for the project team to sign. Once this is completed and we have received your first payment, the LEED process can begin.

**Project Registration** It is your responsibility to register your project online with the USGBC and to pay the required registration fees. Go to www.usgbc.org/homes and click on the registration button.

Preliminary Rating Meeting The preliminary rating meeting is an extended team meeting to identify the credits and certification level that your project wants to pursue. The durability plan and accountability forms will also be addressed during this meeting, allowing the team to establish initial goals and project roles.

## **Energy Modeling**

LOW-RISE

EAI will create an energy model of your project. This establishes a preliminary Home Energy Rating System (HERS®) Index Score for your project.

MID-RISE

Requires DOE2, eQUEST, or equivalent modeling based on ASHRAE 90.1-2007 EPA simulation guidelines.

**Construction Begins** During construction, our field verifier will visit your site to verify implementation of program measures and to review the progress of the projects. If any problems are detected, we will notify you as soon as possible and help resolve them.

Construction Complete Upon project completion, the verifier will conduct the final project verification to ensure that all systems are performing properly. The verifier will make note of outstanding items and confirm that earlier obstacles have been resolved. NOTE: Light-commissioning may be required.

**Certification Fee** Assuming a successful final inspection, EAI will complete a submittal packet to submit to USGBC for certification. At this time you will need to pay the required project certification fee directly to the USGBC.

**Certification** Congratulations! You have successfully completed a LEED for Homes project.