Thank you for your interest in the Earth Advantage Multifamily 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 Earth Advantage Multifamily Certification and want to find out more.

Call your Green Building Consultant: Eric Foley (efoley@earthadvantage.org) 503.968.7160 x 23

**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 Earth Advantage Multifamily certification (EAMF) 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 EAMF process can begin.

**Preconstruction Meeting**
Beginning prior to construction but after trades have been hired for the project, hold training focusing on the green or otherwise unusual aspects of the project, including specific detailing to meet Thermal and Water Management checklist requirements, Earth Advantage Multifamily prerequisites, and the expectations for ensuring certification. The trade managers for each trade contractor are the ideal audience so long as they are involved throughout construction and provide explicit instructions to

**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.

**Energy Modeling (10% better than code)**
Up to approximately 100K Square Foot Building(s) EAI will create an energy model of your project.

In excess of 100K Square Foot Building(s) May require DOE2, eQUEST, or equivalent modeling.

**Certification**
Submitting a final points worksheet and any supporting documentation to Earth Advantage® for final review and approval.

Congratulations! You have successfully completed an EAMF project.