



# PI FORM 1: MINIMUM PROGRAM REQUIREMENTS

All fields and uploads are required unless otherwise noted.

## ALL PROJECTS

This static sample form has been modified for offline access. All sections of the form are visible. Sample forms are for reference only.

NOTE: The complete Minimum Program Requirements (MPRs) and Supplemental Guidance to the MPRs are available [online](#).

### 1. Must Comply with Environmental Laws

- ☐ The LEED project building or space, all other real property within the LEED project boundary, and all project work complies with applicable federal, state, and local building-related environmental laws and regulations in place where the project is located. This condition has been satisfied from the date of LEED project registration or the commencement of schematic design, whichever came first, and will continue to be satisfied or was satisfied up to and until the date that the building receives a certificate of occupancy or similar official indication that it is fit and ready for use.

I understand that a lapse in a project's compliance with a building-related environmental law or regulation that results from an unforeseen and unavoidable circumstance shall not necessarily result in non-compliance with this MPR, and that such lapses shall be excused so long as they are remediated as soon as feasibly possible.

### 2. Must Be a Complete, Permanent Building or Space

- ☐ The LEED project is designed for, constructed on, and operated on a permanent location on already existing land. The LEED project does not consist of mobile structures, equipment, or vehicles. It is not designed to move at any point in its lifetime.

The LEED project scope includes a complete interior space distinct from other spaces within the same building with regards to at least one of the following characteristics: ownership, management, lease, or party wall separation.

### 3. Must Use a Reasonable Site Boundary

- ☐ Any land that was or will be disturbed for the purpose of undertaking the LEED project is included within the LEED project boundary.

### 4. Must Comply with Minimum Floor Area Requirements

- ☐ The LEED project includes a minimum of 250 square feet (22 square meters) of gross floor area.

### 5. Must Comply with Minimum Occupancy Rates

- ☐ The LEED project serves 1 or more Full Time Equivalent (FTE) occupant(s), calculated as an annual average, and will use LEED in its entirety, OR the project serves less than 1 annualized FTE and optional credits from the Indoor Environmental Quality category will not be attempted.

## 6. Must Commit to Sharing Whole-Building Energy and Water Usage Data

- ☐ I commit to sharing with USGBC and/or GBCI all available actual whole-project energy and water usage data. This commitment will start upon certification acceptance or on the date that the LEED project begins typical physical occupancy and will continue for at least 5 years. I understand that sharing this data includes supplying information on a regular basis in a free, accessible, and secure online tool, OR allowing USGBC to access the whole-project metering facility where such meters are in place, OR taking any action necessary to authorize USGBC and/or GBCI or their designees to collect project information directly from service or utility providers. I will use reasonable efforts to ensure that this commitment carries forward in the event that the building or space changes ownership or lessee.

Furthermore, I understand that the purpose of data collection is for research and to aid in improving the LEED program. I understand that any whole-project energy and water usage data that is made publicly available shall be presented in an aggregate form with no identifying project-specific characteristics.

Furthermore, I understand that if my project does not have meters in place that measure energy and/or water usage for the entire LEED certified gross floor area, I will not be required to supply energy and/or water usage data unless and until such meters are installed. I understand that if the LEED project is altered, sold, assigned or otherwise transferred in such a way that the data for the original LEED project becomes impractical to collect, I will no longer be required to provide the data or provide access to the data.

Select one of the following:

- ☐ **Option 1.** Share Data through ENERGY STAR's Portfolio Manager Tool and the USGBC Release Form.
- ☐ **Option 2.** Share Data through Approved Format.

### ENERGY STAR's Portfolio Manager Tool and the USGBC Release Form

*Note: USGBC understands that ENERGY STAR's Portfolio Manager does not provide benchmarks for tenant projects, however projects are still able to use Portfolio Manager to track and share energy and water use data.*

#### Signatory Plf1-1.

The project is registered in ENERGY STAR's Portfolio Manager tool.

USGBC - LEED Performance Reporting has master account access to the project in Portfolio Manager.

Subsequent to LEED Certification (at certification acceptance or upon typical physical occupancy), the project will report energy and water data into the Portfolio Manager project on a monthly basis for a duration of five years.

*Note: For instructions on registering in ENERGY STAR's Portfolio Manager or sharing access with a master account, refer to PI Form 1 Credit Resources in LEED Online.*

Select one of the following:

- ☐ **Signature.** Provide a digital signature affirming the signatory statement in gray directly above.

Initial here:

- ☐ **Offline Signature.** Provide a document with the signatory statement, copied directly from the form, signed and dated on letterhead.
- OR

Portfolio Manager project title:

*Note: The project title in Portfolio Manager should be the same as the LEED registered project name. If this is not possible, enter the LEED project name in the notes portion of the Portfolio Manager registered property. All projects must also include their LEED project ID in the notes portion of each Portfolio Manager registered property. The notes section is located on the "General Facility Information" page.*

### Signatory Plf1-2.

A USGBC Energy and Water Data Release Form, authorizing the release of project operating data to USGBC, will be signed at the time of certification acceptance.

*Note: The Data Release Form can be downloaded from the Credit Resources sections of LEED Online. The Data Release Form must be signed by the project owner and uploaded to LEED Online during post-certification when the project completes the certification acceptance form.*

Select one of the following:

- ☐ **Signature.** Provide a digital signature affirming the signatory statement in gray directly above.

Initial here:

- ☐ **Offline Signature.** Provide a document with the signatory statement, copied directly from the form, signed and dated on letterhead.

OR

## Share Data Through Approved Format

### Signatory Plf1-3.

I, the project Owner, commit to providing water and energy consumption data to USGBC and acknowledge that USGBC will only accept the data via an approved format.

Subsequent to LEED Certification (at certification acceptance or upon typical physical occupancy), the project will send monthly energy and water data to USGBC within 2 weeks of the request for a duration of five years.

*Note: For approved formats for energy and water consumption data, refer to PI Form 1 Credit Resources in LEED Online.*

Select one of the following:

- ☐ **Signature.** Provide a digital signature affirming the signatory statement in gray directly above.

Initial here:

- ☐ **Offline Signature.** Provide a document with the signatory statement, copied directly from the form, signed and dated on letterhead.

OR

## 7. Must Comply with a Minimum Building Area to Site Area Ratio

- ☐ The gross floor area of the LEED project building is no less than 2% of the gross land area within the LEED project boundary.

### Signatory Plf1-4.

All information provided on this form indicating that the LEED project is in compliance with all of the Minimum Program Requirements is true and accurate to the best of my knowledge.

Select one of the following:

- ☐ **Signature.** Provide a digital signature affirming the signatory statement in gray directly above.

Initial here:

OR

- ☐ **Offline Signature.** Provide a document with the signatory statement, copied directly from the form, signed and dated on letterhead.

**Upload Plf1-RS.** Provide a document with the relevant signatory statement(s), copied directly from the form, signed and dated on letterhead.

## ADDITIONAL DETAILS

- ☐ The project team is claiming an exemption from Minimum Program Requirement 6: Must Commit to Sharing Whole-Project Energy and Water Usage Data.

### PROJECT EXEMPTION

Select all that apply:

- ☐ **Energy Meters:** This project has not installed whole-project energy meter(s) and cannot comply with MPR 6. Therefore, the project is exempt from the MPR 6 requirement to provide USGBC with energy performance data.
- ☐ **Water Meters:** This project has not installed whole-project water meter(s) and cannot comply with MPR 6. Therefore, the project is exempt from the MPR 6 requirement to provide USGBC with water usage data.

Describe reasons for lack of whole-project energy and/or water meters.

- ☐ Special circumstances preclude compliance with the Minimum Program Requirements as outlined in this form.

**SPECIAL CIRCUMSTANCES**

List the relevant MPR(s) and describe the special circumstances limiting the project team's ability to demonstrate compliance with the Minimum Program Requirements. Include details supporting any exceptions requested by the project team. Requests for exceptions will be considered upon their merits.

**Upload PI1-SC.** Provide additional documentation that supports the claim to special circumstances. (Optional)

**SUMMARY**

PI Form 1: Minimum Program Requirements Completed: