



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, 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 includes the new, ground-up design and construction, or major renovation, of at least one commercial, institutional, or high-rise residential building in its entirety.

3. Must Use a Reasonable Site Boundary

- ☐ 1. The LEED project boundary includes all contiguous land that is associated with and supports normal building operations for the LEED project building, including all land that was or will be disturbed for the purpose of undertaking the LEED project.
2. The LEED project boundary does not include land that is owned by a party other than that which owns the LEED project unless that land is associated with and supports normal building operations for the LEED project building.
3. If the LEED project is located on a campus, the project boundary is drawn such that if all the buildings on campus become LEED certified, then 100% of the gross land area on the campus will be included within a LEED boundary without violating MPR #7, Must Comply with Minimum Building Area to Site Area Ratio.
4. No given parcel of real property within the LEED project boundary has ever been or ever will be attributed to another LEED project building.
5. No gerrymandering of a LEED project boundary has occurred; the boundary does not unreasonably exclude sections of land to create boundaries in unreasonable shapes for the sole purpose of complying with prerequisites or credits.

4. Must Comply with Minimum Floor Area Requirements

- ☐ The LEED project includes a minimum of 1,000 square feet (93 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, GBCI or their designee 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.** Project Owner Commitment to Apply for LEED for EB: O&M Certification
- ☐ **Option 3.** Share Data Through Approved Format

ENERGY STAR's Portfolio Manager and the USGBC Release Form

Signatory P1f1-1.

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 Portfolio Manager or sharing access with a master account, refer to the Credit Resources section of 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 must be the same as the LEED registered project name. 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

Commitment to Apply for LEED for EB: O&M Certification

Signatory Plf1-3.

I, the project Owner, commit to applying for LEED for Existing Buildings: Operations & Maintenance certification for this project within two years from its LEED design and construction certification acceptance. I understand that I must have a whole building energy and water meter(s) installed at the start of the project's performance period.

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.

Note: For instructions on registering in ENERGY STAR Portfolio Manager or sharing access with a master account, refer to the Credit Resources section of 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 must be the same as the LEED registered project name. 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.

Share Data Through Approved Format

Signatory Plf1-4.

I, the project Owner, commit to providing energy and water 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 the Credit Resources section of 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 Plf1-5.

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:

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

OR

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-Building Energy and Water Usage Data.

PROJECT EXEMPTION

Select all that apply:

- ☐ **Energy Meters:** This project has not installed whole building 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 building 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 building 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 Plf1-SC. Provide additional documentation that supports the claim to special circumstances. (Optional)

SUMMARY

PI Form 1: Minimum Program Requirements Completed: