



SUBJECT: GREEN PROPERTY MANAGEMENT CERTIFICATION

April 2008

Overview

The Draft Green Guide requires that projects going through the Green Initiative, which will receive the full benefits of a green restructure (including a maximum 50% increase in the Incentive Performance Fee), must have property management certified in green building principles and practices. We expect to see such a program developed and widely offered soon. Until then, the requirement can be met by completing a total of 16 hours of training in a variety of green building topics or by attaining a certain certification by accepted providers (see Attachment for providers). Property owners/managers are encouraged to request acceptance of other providers not included on the list at this time. OAHP will keep an “accepted list” on its website, frequently updated with the new additions.

Initial and Ongoing Requirements

Initial. Within six months after the M2M Green Initiative closing, the property owner must provide evidence to OAHP that an individual in property management (on-site staff, on-site lead maintenance person, or their direct supervisor) has completed a minimum of 16 hours of training in the required topics and from an accepted provider. Each of the following topics must be covered in the training, with a cumulative total of at least 8 hours in these areas:

- (1) Green Building Principles and Practices Overview
- (2) Energy Efficiency
- (3) Water Efficiency
- (4) Integrated Pest Management
- (5) Indoor Air Quality
- (6) Green Operations and Maintenance

Other topics that may be included in the 16-hour requirement include:

- (7) Green Site Landscaping, Xeriscape, Composting, etc.
- (8) Green Building Systems
- (9) Alternative Energy Sources (Solar, Wind, Geothermal, Combined Heat and Power, Co-generation)
- (10) Energy Star (including indoor and outdoor lighting) and WaterSense Programs
- (11) Recycling and Waste Reduction
- (12) Resident Green Education

Ongoing. In addition, a minimum total of four hours per year of continuing education in any of the above 12 topics is required.

Delivery Methods

All training must be delivered by a provider accepted by OAHP. The initial and ongoing training can be instructor-led classes, on-line courses, training seminars, association or industry training sessions, college or university courses, or other widely-recognized training or any combination of these. Property owners/ managers may contract with accepted providers to deliver training to the on-site staff, on-site lead maintenance person, or their direct supervisor.

Allowable Property Expenses

The HUD field office may approve this training for one on-site person as an eligible property expense. Additional expenses are allowed only in the event of staff turnover (see below). OAHP encourages treatment as an eligible property expense for on-site staff who work exclusively at the site of the subject green property. OAHP does not support treatment as an eligible property expense for supervisors who are not on-site at the subject green property.

Property owners/ managers should be diligent in pursuing cost-efficient training options, recognizing travel expenses, and should first look for local resources and online options.

Staff Turnover

If the person with the green property management training or certification leaves the property owner's / manager's employ, the owner has up to 90 days to replace the person with a person who meets the requirements (or train another employee to the required 16-hour level) and provide evidence to OAHP. The OAHP Green Team (or a subset working group) will review, approve and oversee compliance.

Compliance

Failure to comply with the requirements will result in a loss of the full IPF until such time as the owner is in compliance.

Approval Process

Prior to Closing the Green Restructure. If the training is completed prior to closing, and is from an accepted provider (see the attachment for the initial list and OAHP's website for the current list), the PAE or OAHP Debt Restructuring Specialist (DRS) can approve the submitted documentation for the employee. If the training provider is not on the accepted list, then OAHP's Green Team (or a subset working group) will review information on the provider, and approve it if appropriate. Owners may wish to have OAHP's approval before completing the training. Once approved, OAHP's accepted list will be amended to include the "new" provider. When the requisite hours are completed,

Green Property Management Certification
April 2008

the owner would present documentation to OAHP showing completion of those approved courses.

Within Six Months after Closing the Green Restructure. Owners who need to complete some or all of the training requirement post-closing should follow the same process through the DRS (not the PAE) who can approve it for providers on the “accepted list” and who will seek Green Team approval for new providers. Once approved, the DRS will notify the HUD project manager and OAHP’s Post-Closing Portfolio Manager that the requirement has been fulfilled.

Note to Accountants

Until the compliance portion of the HUD audit can be revised to include this item, owner’s accountants will need to discuss fulfillment (initial and ongoing) of this requirement in a note to the financial statement.

Questions should be directed to OAHP’s Resource Desk.

Attachment: Initial Accepted Green Property Management Training Providers

Theodore K. Toon
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U.S. Department of Housing and Urban Development
Office of Affordable Housing Preservation (OAHP)

ATTACHMENT

Initial Accepted Green Property Management Training Providers

PROVIDER	WEBSITE
American Institute of Architects (AIA)	www.aia.org
Association for Energy Affordability (AEA)	www.aeanyc.org
Build It Green	www.builditgreen.org
Building Education Center	www.bldgeductr.org
Building Performance Institute	www.bpi.org
Daylighting Collaborative	www.daylighting.org
Global Green	www.globalgreen.org
Green Advantage	www.greenadvantage.org
Institute for Professional and Executive Development	www.ipedinc.net
National Center for Healthy Housing	www.healthyhomestraining.org
NeighborWorks	www.nw.org
Northwest Energy Efficiency Council (NEEC)	www.neec.org
Southface	www.southface.org
U.S. Green Building Council	www.usgbc.org

There are many other programs, certifications, and training resources that will be acceptable. Property owners/managers are encouraged to seek OAHP approval of such alternatives prior to undertaking the training. Send the request to the PAE who will submit it for Green Team review through OAHP's Resource Desk.