



Canada Green Building Council
Every Building Greener

Conseil du bâtiment durable du Canada
Verdir tous les bâtiments

LEED Canada EB:O&M 2009 Portfolio Certification Program

The LEED Canada EB:O&M 2009 Portfolio Certification Program allows experienced project teams to demonstrate high quality submissions and qualify for faster certification at reduced rates. Audit processes ensure that high quality submissions are maintained. Should audits find that the quality of submitted documentation does not meet the requirements of the program; the project team will have to demonstrate that quality can be achieved in subsequent submissions.

Due to the significant differences between initial certifications and recertifications under LEED Canada EB:O&M, these two certification types are considered separately and the processes and requirements outlined herein should be interpreted as such unless otherwise noted.

Eligibility criteria and application:

The criteria for acceptance into the Portfolio Certification Program are as follows:

- The same LEED consultant firm and owner/property management firm must be maintained for all buildings in the program; the pair of firms is hereafter referred to as 'the proponents'.
- The proponents must each have completed a minimum of 3 certifications (either initial certifications or recertifications, depending on the application) to demonstrate sufficient experience; the proponents must have worked together on at least 1 of the certifications.
- The proponents must have at least 10 projects registered for initial certification or recertification (depending on the application), with established performance periods and anticipated submission dates. Exceptions may be made if applying for both initial certifications and recertifications (for example, proponents may have 3 initial certifications and 8 recertifications).
- Proponents must have a rigorous quality assurance process in place to ensure submissions are complete and free of errors. The quality assurance process must be documented and included with the application for eligibility to the program.

Application to the program is made by submitting documentation demonstrating that the above requirements have been met. The CaGBC will make a determination based on this information and knowledge of the proponents' past experience with LEED Canada EB:O&M. While proponents must apply separately for LEED Canada EB:O&M initial certifications and recertifications, both applications may be made together.

Program overview:

Under the program, each project undergoes one of two types of reviews:

1. A **Full Project Review** mirrors the standard certification review process in that all submission material is fully reviewed. By demonstrating high quality submissions through Full Project Reviews, participants are able to graduate to Portfolio Project Reviews on subsequent projects. The expectation is that lessons learned from Full Project Reviews will be applied to each subsequent project submission and that there will be no reoccurring documentation errors.
2. A **Portfolio Project Review** provides a significantly shortened review timeline as well as reduced certification fees. Once high quality submissions are demonstrated through the Full Project Review, subsequent projects are review under the Portfolio Project Review process, as long as quality is maintained.

Projects with building specific concerns may be excluded from the program at the discretion of the project team. For example unorthodox building boundaries, residential occupancy type, numerous alternative compliance paths etc. Projects excluded from the program must be identified in the application to the program. The CaGBC reserves the right to determine whether projects are included or excluded from the program.

Submissions:

The following applies to all projects submitted for either Full Project Review or Portfolio Project Review:

- Submissions must include all the documentation provided as part of a conventional review. For example, submissions must include all the documentation outlined in the LEED letter templates to demonstrate that credit requirements have been met.
- In addition, each submission must include a narrative that clearly articulates information relevant to the certification review including additional guidance used in preparing documentation and the relevant credit. For example the Guidance documents used, CIRs, LEED v4 credit substitutions etc.

Note that under this program, projects are not subject to completeness checks upon receipt. It is expected that the proponent has undertaken the appropriate quality assurance process, identifying any missing submittals or re-occurring documentation errors and ensuring the highest quality documentation for review.



Proponents will bring forth any issues that may arise throughout the submission process to the CaGBC and the CaGBC will respond within 5 business days with clear direction on how to proceed.

Review processes:

The first project submitted under the program will undergo a Full Project Review. Following the first review, a meeting between the project team and CaGBC will be held to address questions and quality issues. If the review finds that the submission is of high quality, subsequent projects will undergo a Portfolio Project Review.

A high quality submission is one where a maximum of 9 LEED credits targeted are pending in the first review.

As initial certifications and recertifications are considered separately under this program, the first initial certification project AND the first recertification project submitted under the program will be reviewed under the Full Project Review process.

During a Portfolio Project Review, CaGBC will normally conduct a light review, enabling faster certification. The light review will focus on select prerequisites/credits pursuing building specific strategies and those that were not awarded on earlier projects. If quality issues are identified during the light review, the project will be audited.

When a project undergoes an audit, the Full Project Review certification process and timelines apply, but the Portfolio Project Review fees continue to apply.

In the event that an audited project exceeds the maximum number of 9 LEED credits pending at first review, the subsequent projects will undergo the Full Project Review process until one is demonstrated to be a high quality submission and any specific quality concerns (e.g. concerns about specific credits) can be demonstrated to have been met in the judgment of the CaGBC.

Audits will also be randomly conducted on a sample of Portfolio Project Reviews. The CaGBC will audit approximately 20% of projects. Proponents will be advised within 5 business days if a project has been chosen for audit.

If a project of one type (initial certification or recertification) fails an audit, it does not affect future reviews of the other.



Should three sequential Full Project Review submissions not meet the qualifications of a high quality submission, or if identified documentation errors re-occur, the project team may be removed from the program.

If a period of more than 1 year lapses between submissions of a similar type (i.e. initial or recertification), then the next submission of that type will undergo a Full Project Review.

Fees and timelines:

Full Project Reviews:

- Full certification fee.
- First review reports provided within 25 business days, final review reports provided within 20 business days.

Portfolio Project Reviews:

- Certification fee discount of 15%.
- First review reports provided within 15 business days, final review reports provided within 10 business days.

