



U.S. Department  
of Veterans Affairs

Office of Construction &  
Facilities Management

Office of Facilities Planning  
Facilities Standards Service

# STANDARDS ALERT

AUGUST 24, 2021  
003C2B-SA-018

## Green Building Certification Standard Update (Major Projects)

**NEW STANDARDS:** To support compliance with CFM Policy 003C-2021-21, Green Building Certification Requirements, the following design criteria are effective immediately.

1. If a major construction project includes a new building, or the renovation of an existing building, it must be designed to achieve Silver-level certification under the Leadership in Energy and Environmental Design® (LEED®) certification system managed by the U.S. Green Building Council® (USGBC®). This requirement applies to all buildings of 1,000 Gross Square Feet (GSF), or greater.
2. If a building does not meet the Minimum Program Requirements for LEED certification, a waiver must be submitted to the Associate Executive Director, Office of Facilities Planning (AED OFP) for approval.
3. During all design phase submissions, include a *CFM Sustainability Scorecard* for every building in the project. A sample *Scorecard* can be found in Attachment 2 of this *Alert*. A fillable version of the document is available on the Sustainable Design page of the VA Technical Information Library (TIL).
4. The designer of record must register each building in LEED Online® as early as possible in the design process, and no later than the submission of Design Development Phase One (DD1) submittals. List "U.S. Department of Veterans Affairs" as the owner when registering a project in LEED Online. Following registration, provide notification to [SustainableDesign@va.gov](mailto:SustainableDesign@va.gov).
5. Utilize the LEED rating system most appropriate for the building being designed. If the overall project is eligible for certification as a Campus, Campus certification may be used. In such cases, all buildings included in the Campus will be considered certified upon receipt of final certification.
6. Design teams are encouraged to pursue a certification level higher than Silver whenever a business case review indicates a benefit to the Government.
7. If a design is projected to fall short of the requirements for LEED Silver certification, a waiver request must be submitted to AED OFP for approval of a downgrade to LEED

Certified. If a waiver has been approved and a design is then projected to fall short of the requirements for LEED Certified, notify the VA Project Manager, Contracting Officer, and AED OFP immediately, and submit a waiver request to AED OFP for approval.

8. The designer of record is responsible for submitting all documentation for certification review by USGBC.
9. Provide a copy of the final certification to: 1) The VA Project Manager, 2) the facility Real Property manager, and 3) the CFM Sustainability Program at SustainableDesign@va.gov.

**ADDITIONAL INFORMATION:**

1. All construction design efforts underway prior to the issuance of CFM Policy 003C2B-SA-002A, Green Building Certification Requirements, are encouraged to transition to the criteria shown in this *Alert*, if feasible.

**CONTACT:** Donald L. Myers, (202) 632-5388, donald.myers@va.gov

**ATTACHMENTS:**

Attachment 1 — Sample CFM Sustainability Scorecard Template

Attachment 2 — Sample CFM Green Building Certification Waiver Template



# Attachment 1

## Sample CFM Sustainability Scorecard Template

*A fillable version of this document is available on the VA Technical Information Library.*

<b>CFM Sustainability Scorecard (for Major Construction Design efforts)</b>		
<b>Instructions:</b> Complete one Scorecard per Building and include in every design submittal package.		
<b>Project Data</b>		
Project Number		
Project Location		
Building Description		
Building Gross Square Footage		
Date Design Started		* Date is needed to verify version of ASHRAE 90.1 & applicable certification requirements.
<b>Energy Efficiency</b>		
Version of ASHRAE 90.1 Required (refer to 10 CFR 433.100).		(Year)
Does the building design meet all minimum requirements of the applicable version of ASHRAE 90.1?		(Yes/No)
Percentage by which building design is more efficient than required version of ASHRAE 90.1.		(%)
If design is less than 30% more efficient than ASHRAE 90.1, is the design as efficient as possible while remaining cost-effective?		(Yes/No)
<b>Green Building Certification</b>		
LEED Rating System		(Healthcare/Warehouses/Core and Shell/Data Center/etc.)
LEED Version		(v4, v4.1, etc.)
LEED Registration Status		(Not Yet Registered/Registered/Waiver Pending/Waiver Approved)
LEED Project Number		
Current Certification Level Projected		(Certified/Silver/Gold/Platinum)
Version Date: August 24, 2021		



## Attachment 2

### Sample CFM Green Building Certification Waiver Template

*A fillable version of this document is available on the VA Technical Information Library.*

<b>Department of Veterans Affairs</b>	<b>Memorandum</b>
<b>Date:</b> [Month, Day, Year]	
<b>From:</b> Associate Executive Director, Office of Design and Construction, Office of Construction & Facilities Management	
<b>Subj:</b> Green Building Certification Waiver Request, Project # [project number], [project location]	
<b>To:</b> Associate Executive Director, Office of Facilities Planning, Office of Construction & Facilities Management	
<ol style="list-style-type: none"><li>1. In accordance with CFM Policy Memorandum 003C-2021-21, <i>Green Building Certification Requirements</i>, a waiver is requested for [an individual building] [select buildings] [all buildings] in Project # [project number], [project location].</li><li>2. The primary reason for this request is [technical infeasibility due to scope] [inadequate funding] [excessive cost relative to facility cost] [request to substitute equivalent criteria] [adverse effect on mission performance] [adverse effect on security] [adverse effect on health, safety, or welfare] [other]. See attached <i>CFM Green Building Certification Waiver Request Form</i> for additional information.</li><li>3. This request has been coordinated with [VHA] [NCA] [VBA] Leadership, Facility Leadership, and Facility/Regional Energy Manager. Comments from all parties are attached.</li><li>4. The point of contact for this request is [name] at [phone] or by email at [email address].</li></ol>	
[Name] Associate Executive Director Office of Design and Construction Office of Construction & Facilities Management	
<small>VA Form MAY 1989</small>	<b>2106</b>



CFM Green Building Certification Waiver Request Form

Project #: |  
Location:  
POC name and email:

Requirement Requested to be Waived (list each individual requirement on a separate line)	Portions of the Project this Request Applies to (list all applicable buildings)	Justification and Proposed Alternate Achievement, If Applicable
LEED Silver Achievement		
LEED Certification		
Other (explain)		

