

# Evergreen Project Plan Instructions

The following table provides a brief description of the documentation that will be required of successful HTF applicants prior to contracting. Features required to meet the minimum threshold level in successful applications will be verified by a third party during construction, including all applicable mandatory criteria and optional points totaling 40 for rehabilitation projects or 50 for new construction projects. Project sponsors must provide information that demonstrates a full understanding of each criterion, its requirements, and how it will be applied or installed in the project. This information constitutes the Evergreen Project Plan. This plan will need to be submitted and approved prior to disbursement of funds.

## Please note the following:

- In order to successfully complete the Evergreen Project Plan, you will need to refer directly to the Evergreen Criteria. The information in the first 2 columns below is a summary and does not include all of the detail that you need to address.
- Project sponsors need to include all applicable mandatory and optional criteria in the construction cost estimate and in the project specifications. Identify Evergreen features in these documents so that there is assurance that they have been included.
- Except in Criteria where there is a range of points offered, there is no graduated point allowance for less than full compliance with the provisions and intent of a given Criterion.
- The project sponsor must submit a site map for each of Criteria 2-1, 2-2, 2-3, 2-6, 2-7, 6-4, 6-5, & 6-7 that clearly indicates the parameters of each criterion claimed.
- Infill is a site with utilities adjacent that is surrounded by developed parcels and bordering streets. You can claim optional infill points with Criteria 2-1 and 2-5 only.
- Criteria 3-3 and 4-3 are mutually exclusive – you can choose 3-3 or 4-3, not both.
- Criteria 5-7 and 5-17 are also mutually exclusive – you can choose 5-7 or 5-17, not both.
- If you choose 5-8, you cannot also choose 5-14, 5-15, or 5-16.
- For fixtures, appliances, or other components, it is expected that all components of a given type in the entire project will be equal to or more sustainable than the specified level of performance submitted in the application.
- Criteria explained in **bold (27 total)** require separate attachments **labeled by criteria number and collated numerically**.
- The Owner's Manual (Criterion 8-1) and the Occupant's Manual (Criterion 8-2) are part of the Management Plan that is submitted to the Contract Manager, and are not submitted with the Evergreen Project Plan unless rehabilitation is done with tenants in place without relocation.
- Homeowner and New Resident Orientation (Criterion 8-3) will be verified by a CTED monitor at the beginning of operations.
- All other items should be explained in the "Intended Method to Satisfy" column using only critical words and specs to limit the number of words for each entry.

**The following table provides guidance on how to complete the “Intended Method To Satisfy” column of the Evergreen Project Plan.**

- Criteria that apply to both New Construction and Rehab:
- Criteria that apply to Rehabilitation Only:
- Criteria that apply to New Construction Only:
- Mandatory Criteria (not all apply to every project):

Criterion	Attributes and Limitations	Intended Method To Satisfy
1-1 Green Development Plan	Mandatory	Attach integrated design plan with the following identified: the development team and their responsibilities, the sustainable development goals and intended outcomes, a description of the planning process, how the sustainable features will be correctly installed, and the Sustainable Development Project Manager.
2-1 Smart Site Location – Proximity to Existing Development	New Construction – Optional – 5 Points	Attach Site & Vicinity Map
2-2 Smart Site Location – Protecting Environmental Resources	New Construction – Optional – 5 Points No Infill	Attach Site & Vicinity Map
2-3 Smart Site Location – Proximity to Services	New Construction – Optional – 5 Points No Infill	Attach Site & Vicinity Map
2-4 Compact Development	New Construction – Optional – 5 Points No Infill	Attach architect’s density calculation and statement of correctness.
2-5 Compact Development	New Construction – Optional – 5 Points	Attach architect’s density calculation and statement of correctness.
2-6 Walkable Neighborhoods – Sidewalks and Pathways	Mandatory	Attach Site & Vicinity Map
2-7 Walkable Neighborhoods – Connections to Surrounding Neighborhood	Optional – 5 Points	Attach Site & Vicinity Map
2-8 Smart Site Location – Passive Solar Heating/Cooling	New Construction – Optional – 5 Points	Attach software analysis.
2-9 Smart Site Location – Grayfield, Brownfield or Adaptive Reuse Site	Optional – 10 Points	Provide site description here.
2-10 Transportation Choices	Optional – Up to 10 Points	Attach context Map and public transportation schedule.

3-1 Environmental Remediation	Mandatory	<b>Attach ESA Phase 1 with additional limited surveys as applicable.</b>
3-2 Erosion and Sedimentation Control	Mandatory	Specify here the actual Best Management Practices and/or local controls that will specifically be used.
3-3 Landscaping	Optional – 5 Points	<b>Attach a landscape plan showing native plantings including trees, shrubs, and grass and their relation to the buildings with no irrigation system.</b>
3-4 Surface Water Management	Optional – 5 Points	Describe design features here that minimize run-off and hold water on the site.
3-5 Storm Drain Labels	Optional – 2 Points	State your commitment to label here.
4-1 Water-Conserving Appliances and Fixtures	Mandatory	Specify flow rates here for applicable fixtures that will be installed. Have approved contractor submittals on the job site.
4-2 Water-Conserving Appliances and Fixtures	Optional – 2 Points Each Up to 8 Points	Specify flow rates here for applicable fixtures that will be installed. Have approved contractor submittals on the job site.
4-3 Efficient Irrigation	Optional 5 Points	Specify the source of water and type of delivery here.
5-1 Efficient Energy Use	New Construction – Mandatory	<b>Attach the chosen option of the 3 possible in Appendix A including the measures and parameters resulting from that selection. For the systems analysis option, additionally attach the software report and an explanation.</b>
5-2 Efficient Energy Use	Rehabilitation – Mandatory	<b>For prescriptive, attach all finished insulation levels and U values of windows and list ventilation, air sealing, and duct sealing. For Simple Payback, attach the energy analysis on each of the mandatory prescriptive measures. For Savings-To-Investment, attach the TREAT analysis and a list of the WX measures.</b>
5-3 Energy Star Appliances	Optional – Up to 5 Points	Specify the types of appliances here that will be Energy Star. Have approved contractor submittals on the job site.
5-4 Efficient Lighting – Interior	Except for Single Family New Construction – Optional – 5 Points	Specify here what type of fixtures and bulbs will be installed and where. Have approved contractor submittals on the job site.
5-5 Efficient Lighting – Common Areas and Exterior	Mandatory	Specify here what type of fixtures and bulbs will be installed and where. Have approved contractor submittal on the job site.
5-6 Electricity Meter	New Construction – Except for Shelters – Mandatory	State commitment here and show in cost estimate.
5-7 Additional Reductions in Energy Use	New Construction – Optional – 5 Points for Each 5% Change	<b>Attach analysis using 15% better than WSEC 2006 as a baseline showing 5% increments of increased energy efficiency including indicated measures and their parameters.</b>
5-8 Additional Reductions in Energy Use	Rehabilitation – Optional – 10 Points	<b>Attach the energy analysis identifying specific efficiency improvements meeting the 14-year simple payback that provide</b>

		<b>greater energy efficiency than the mandatory prescriptive measures.</b>
5-9 Photovoltaic Panels	Optional – Up to 20 Points	<b>Attach the PV plan including size, orientation of array, power output, design parameters and explanation.</b>
5-10 Photovoltaic Ready	Optional – 2 Points	Explain the plan here including orientation, unobstructed exposure, and conduit route and terminations.
5-11 Domestic Water Heating	Mandatory	State here the type of fuel, tank size, energy factor, and standby loss.
5-12 Domestic Water Heating	Optional – 3 to 7 Points	State here the type of fuel, type of equipment, and energy rating. Have approved contractor submittal on the job site.
5-13 Solar Water Heating	Optional – 10 Points	<b>Attach the plan for the size and type of solar water heating system including the mounted orientation, the annual performance, how it supplies 50% of domestic hot water, how it was calculated, and SRCC product information.</b>
5-14 Efficient Energy Use – Performance Tested Building Air Sealing	Rehabilitation – Optional – 3 to 7 Points	State here the category of points chosen and provide performance testing documentation, calculations, and explanation as soon as available. State the estimated date that information will be submitted.
5-15 Efficient Energy Use – Performance Tested Duct Sealing	Rehabilitation – Optional – 10 Points	State here the commitment to test and provide the performance testing documentation, calculations, and explanation as soon as available. State the estimated date that information will be submitted.
5-16 Efficient Energy Use – Space Heating and Cooling Equipment Replacement	Rehabilitation – Optional – 2 to 7 Points	State here the category of points chosen, how ducts will be fastened and sealed, what insulation level will be installed, and the option chosen including the Energy Star brand and model or provide the Heat Pump Performance Testing as soon as available. Have approved contractor submittals for equipment on the job site.
5-17 Efficient Energy Use – Document Space Conditioning Savings of 50% or More Compared to National Standards	New Construction – Optional – 17 Points	<b>Attach commitment to meet mandatory requirements of 5-1 the measures and parameters applied to this project and provide additional analysis showing what measures will reduce energy use by 50% compared to the 2004 IECC.</b>
6-1 Construction Waste Management	Optional – Up to 5 Points	<b>Attach the option(s) chosen and provide the Waste Management Plan detailing how those will be accomplished.</b>
6-2 Recycled Content Material	Optional – 2 Points for the first 5%, plus 2 Points for each additional 5%, not to exceed 14 Points	<b>Attach calculations for recycled content as specified in this Criterion that corroborates the number of points claimed.</b>
6-3 Certified, Salvaged and Engineered Wood	Optional – 10 Points	<b>Attach the calculation and explanation as specified in this Criterion.</b>
6-4 Water-Permeable Walkways	Optional – 5 Points	<b>Attach Site Map showing all walkways and which ones are water-permeable and type of material.</b>
6-5 Water-Permeable Parking	Optional – 10 Points	<b>Attach Site Map showing all parking areas and the parts that will be</b>

Areas		<b>water permeable including types of material planned.</b>
6-6 Roofing	Optional – 5 Points	<b>Attach Roof Map showing all roofing areas with the type of roof specified, and if using reflective roofing, provide the results of using the Energy Star Roofing Calculator.</b>
6-7 Reduce Heat-Island Effect – Paving	Optional – 5 Points	<b>Attach Site Map of all paved areas showing the type of material that will be used.</b>
7-1 Low/No VOC Paints and Primers	Mandatory	Specify brand and type of paint here that will be used in the interior and have approved contractor submittal for this material on the job site.
7-2 Low/No VOC Adhesives and Sealants	Mandatory	Specify low VOC caulks and adhesives here and have approved contractor submittals for these materials on the job site.
7-3 Formaldehyde-Free Composite Wood	Optional – 5 Points	Specify here that all particle board or plywood used in the interior will be sealed with low VOC paint or primer if it is not documented to be urea-formaldehyde free.
7-4 Green Label Certified Floor Coverings	Mandatory	Specify Green Label Plus carpet and adhesive and Green Label pad here and have approved contractor submittals for these materials on the job site.
7-5 Exhaust Fans – Bathroom	New Construction – Mandatory	Specify Energy Star bathroom fans here including how they will be controlled and have approved contractor submittal for this product on the job site.
7-6 Exhaust Fans – Kitchen	New Construction – Optional – 3 Points	Specify Energy Star kitchen fans that are vented to the outside here and have approved contractor submittal for this product on the job site.
7-7 Ventilation	Mandatory	Specify whole-house ventilation according to the WA State Ventilation and Indoor Air Quality Code here including size of fan, location, controls and Minimum Ventilation Level.
7-8 HVAC Equipment and Duct Sizing	Mandatory	<b>Attach calculation and explanation of the size of heating and/or cooling equipment including calculation and explanation of the size of ducts and how these conform to Manuals D, J, &amp; S. Specify brand, model, and size of heating and cooling equipment.</b>
7-9 Water Heaters, Condensing Boilers, Furnaces, and Air Conditioning – Mold Prevention	New Construction – Mandatory	Specify here that there will be auxiliary drain pans that drain to the exterior.
7-10 Water Heaters – Minimizing Carbon Monoxide (CO) in the Living Space	Mandatory	Specify here that there will be direct power vented or combustion sealed fossil fuel fired water heaters when in the conditioned space. Include brand and model of equipment and have approved contractor submittal for this equipment on the job site.
7-11 Cold Water and Hot Water Pipe Insulation	Mandatory	Specify here that there will be insulation on hot and cold water pipes including type and R value.
7-12 Materials in Wet Areas –	Mandatory	Specify here that there will be smooth, durable, cleanable, water-proof

Surfaces		surfaces in wet areas including the type of product and location.
7-13 Materials in Wet Areas – Tub and Shower Enclosures	Mandatory	Specify here which materials listed in this Criterion for tub and shower enclosures will be used.
7-14 Basements and Concrete Slabs – Vapor Barrier	Mandatory	Specify here that there will be a 6 mil vapor barrier under interior concrete slabs over 4 inches of gravel. Facilitate inspection by 3 <sup>rd</sup> party verifier.
7-15 Radon	New Construction – Mandatory	In high risk radon counties, specify here the list of radon mitigation measures that will be installed.
7-16 Radon Testing	Existing Buildings – Mandatory	In high risk radon counties, specify here that radon testing using the EPA protocols will be done and state type and duration of test.
7-17 Radon Mitigation	Rehabilitation – Mandatory	If radon testing shows 4 pCi/L or higher, specify here the radon mitigation measures that will be installed.
7-18 Water Drainage	Mandatory	Specify here that drainage of water away from buildings and proper waterproofing and flashing will be installed and list every applicable instance as stated in the criterion.
7-19 Garage Isolation	Mandatory	Specify here that there will be a continuous air tight barrier between the living space and an attached garage, how it will be achieved, and the number and placement of CO monitors as necessary.
7-20 Clothes-Dryer Exhaust	Mandatory	Specify here that clothes dryers will be exhausted to the exterior.
7-21 Integrated Pest Management	Mandatory	Specify here that sealing of all penetrations will be done and include what materials will be used to prevent pest or rodent entry.
7-22 Lead-Safe Work Practices	Rehabilitation – Mandatory	State here the year when the buildings were constructed. For structures built before 1978, specify here that lead-safe work practices will be followed.
7-23 Healthy Flooring – Alternative Sources	Optional – 5 Points	Specify here that no vinyl or carpet floor coverings will be used.
7-24 Whole House Vacuum – Reducing Dust	Optional – 2 Points	Specify here that a whole-house vacuum system with HEPA filtration will be installed.
8-1 Owner’s Manual	Mandatory	Submit this to your HTF Contract Manager before completion, or before contracting if your project includes rehab without relocation. State here estimated date of submittal.
8-2 Occupants’ Manual	Mandatory	Submit this to your HTF Contract Manager before completion, or before contracting if your project includes rehab without relocation. State here estimated date of submittal.
8-3 Homeowner and New Resident Orientation	Mandatory	Keep a record of who in each household received the orientation and when they received it for review by the HTF site monitor.