



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2009-11

Issuing Office: CECW-CE

Issued: 13 April 2009

Subject: Cutoff for U.S. Green Building Council (USGBC) Registering of Projects using LEED-NC Version 2.2

Applicability: Directive

1. This ECB provides guidance on the USGBC transition from LEED-NC Version 2.2 (current version) to LEED 2009 (new version) and how it affects USACE registering of Army projects. The enclosed instructions provide details on how to register projects with the USGBC as required per previous directive, ECB No. 2008-27, "Sustainable Design and Development Registration and Certification," 25 September 2008.
2. USGBC will launch LEED 2009 in the Spring of 2009 and will terminate the ability of projects to register under LEED-NC v2.2 on 25 June 2009. ACSIM is evaluating LEED 2009 and will issue guidance relative to use of LEED 2009, but all projects programmed for achievement under LEED-NC v2.2 need to be USGBC registered and constructed using LEED-NC v2.2.
3. All FY09, FY10 and FY11 projects that require registration per ECB 2008-27 need to be registered prior to 25 JUN 09 in order to use the LEED-NC v2.2 rating tool. It is highly recommended that registration be done several weeks prior to the 25 JUN 09 cut off due to concerns regarding the ability of USGBC's registration system to handle such a large number of registrations at the last minute.
4. The USGBC registration fee is \$450 per project, which is paid from project funds (either P&D or construction). See attached for instructions for registering Army projects. Once a project is registered no action is necessary until design activity begins, at which point administration of the registered project is transferred to the Designer of Record. The Project Manager for each project is responsible for ensuring that the project is registered.
 - a. All FY09 RFPs/Task Orders currently advertized that have not been registered and will NOT BE AWARDED PRIOR TO 25 JUN 09 must be registered by the Government. Administration may be transferred to the Contractor after award.
 - b. All other FY09 solicitations, all FY10 and all FY11 projects must be registered prior to 25 JUN 09 to retain their use of LEED v2.2.

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Version 2.2

5. HQUSACE POC is Joanne Qualey, CECW-CE, 202/761-8900. Technical assistance, on a reimbursable basis except for consultation, can be provided by Ms. Judith Milton, Savannah District, 912-652-5441, Mr. Richard Schneider, 217-373-6752, and Ms. Annette Stumpf, 217-373-4492, CERL.

Encl.

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JAMES C. DALTON, P.E.
Chief, Engineering and Construction
Directorate of Civil Works

USGBC Registration of Army Projects

Typical Registration Procedure

1. Complete the online registration form (see guidance below) at the USGBC website <http://www.usgbc.org/showfile.aspx?documentid=875> and submit it online.
2. Pay the registration fee via credit card or purchase order coordinated with USGBC (USACE staff: fee is funded by project design or construction funds).
3. The USGBC will follow up with a final invoice, the LEED-online passwords and template information.
4. If you have any questions, the USGBC contact (as of October 08) is:

Courtney Yan, LEED Program Assistant

U.S. Green Building Council

202/587-7180

cyan@usgbc.org

or

Melissa Gallagher-Rogers, Manager, Government Sectors

US Green Building Council

ph: 202-609-7143

cell: 202-290-8139

Completing the Registration Form

BEFORE YOU BEGIN:

Create a personal account with USGBC if you do not have one.

You will need the following information:

Project name as it appears in P2 (obtain from USACE Project Manager)

Building number/physical address of project

Zip code for Installation/project location

Total gross area all buildings in project

Total construction cost for buildings only (see Project Details Section instructions below)

ACCOUNT/LOGIN INFORMATION SECTION

1. The person registering the project **must have an account with USGBC** (login and password) to complete the form. If you have an account, select "I already have a USGBC Web site account" and enter email and password (twice). If you do not have an account, you may select "Create a new USGBC website account" and follow the instructions. It is recommended that you create an account separately on the USGBC website before you start the form. **IMPORTANT:** USACE team members are members of USGBC and are eligible for Member prices. USACE team members registering projects should be sure to include the USACE Corporate Access ID on the form (if you do not have it contact richard.l.schneider@usace.army.mil or judith.f.milton@usace.army.mil for the number).

2. The Account/Login Information section is filled out by the person registering the project. It may be a Contractor or a USACE staff member.

PROJECT TYPE SECTION

Self-explanatory. As of October 08 USACE projects use LEED for New Construction V2.2. USACE staff members are USGBC members.

GENERAL PROJECT INFORMATION SECTION

Project Title: Match the project name used in P2. Contact the USACE Project Manager for this information.

Is Project Confidential: Indicate NO except if project has security sensitivity (elements that are FOUO or higher security) indicate YES.

Project Address 1 and 2: This is the physical location of the project. Provide building number, street address, block number or whatever is known to best describe the location of the project on the Installation.

Project City: Installation Name

State, Country, Zip Code: Self-explanatory

How Did You Hear About LEED: USACE requirement

PRIMARY CONTACT INFORMATION

The Primary Contact may be a Contractor or a USACE staff member. USGBC considers this individual the primary point of contact for all aspects of the project. It is recommended this person be the Contractor Project Manager or the USACE Project Manager.

PROJECT OWNER INFORMATION

Project Owner First Name, Last Name, email: The Project Owner is the USACE Project Manager.

Organization Name: U.S. Army Corps of Engineers. This field **MUST** be completed this way because it will be used as a search field by higher HQ to find all USACE registered projects.

PROJECT DETAILS

Owner Type: Military Base

Project Scope: Provide brief description (example: barracks complex)

Site Conditions: Provide brief description (example: wooded with steep grades)

Occupant Type: Provide brief description (example: military and civilian employees)

Owner Occupied: No

Gross Square Footage: Provide total area all buildings in project

Project Budget: Do not include the cost for design, site work, demolition, abatement or other work – do not include Government contingency or supervision costs. For design-build and construction projects registered after award, use the awarded contract cost for construction of buildings only. For projects registered prior to award of design-build or construction contract, use the total Primary Facility cost from DD1391 or updated Primary Facility cost based on design development if available.

Current Project Phase: Identify phase at time of registration (example: design start, construction start)

Project Type: Self-explanatory

PAYMENT INFORMATION

Self-explanatory