



# CREDENTIAL

## FOR GREEN PROPERTY MANAGEMENT (CGPM)

*Credential Application*

*Meets the requirements of:*



# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

**The National Affordable Housing Management Association (NAHMA) and National Apartment Association Education Institute (NAAEI) offer the Credential for Green Property Management (CGPM) to on-site managers, maintenance staff and supervisors of front-line staff based on green building principles and best practices, and HUD Office of Affordable Preservation (OAHP) – established guidelines, with training offered by OAHP-recognized trainers.**

The Credential for Green Property Management will provide management companies and owners a mechanism for meeting their initial and ongoing training commitments to OAHP if they have opted for a green Mark-to-Market restructuring.

The Green Credential for Property Management is not restricted to employees of management companies who have opted for OAHP green restructuring. This credential will also benefit on-site managers, maintenance staff and supervisors of front-line staff at other affordable and conventional apartment communities employing Green Operations and Maintenance Practices.

- Credential holders will learn the latest techniques and technologies for making cost-saving green improvements at properties.
- Credential holders will receive:
  - Subscription to NAHMA News
  - Subscription to NAHMA's NAHP Update
  - Subscription to NAAEI's units magazine
  - Subscription to NAAEI's Industry Insider e-newsletter
  - Inclusion in NAHMA's online Credential Directory
  - Opportunity to participate in NAAEI events at member rate
  - Pin, card and certificate

## **Credential for Green Property Management**

Application Fee: \$150.00

Annual Renewal Fee: \$125.00



# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## *The Credential Program:*

### **What are the Credential for Green Property Management Requirements?**

The HUD Office of Affordable Preservation (OAHP) 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, and a reduction in required owner contribution to as little as 3% of green rehabilitation costs), must have on-site managers, maintenance staff and supervisors of front-line staff certified in green building principles and practices. This requirement can be met by completing a total of 16 hours of training in a variety of green building topics.

### **Initial Requirements**

Within six months after the Mark-to-Market (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 Requirements**

In addition, a minimum total of four hours per year of continuing education in any of the above 12 topics is required to renew the Credential for Green Property Management.



# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## 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. 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

OAHP will underwrite an estimated cost for this training and credential, and ongoing continuing education as an eligible property expense. Current OAHP underwriting guidelines allow for up to \$6,000 in initial training and credential costs, and up to \$1,000 per year thereafter for continuing education and training of new or turnover staff.

Green property management training is an eligible HUD property expense only to the extent that it is utilized to train and educate an individual directly responsible for management and/or maintenance of the subject property, and directly responsible for implementation of the OAHP Green Operations & Maintenance Plan.

## Initial Accepted Green Property Management Training Providers

Provider	Website
American Institute of Architects (AIA)	<a href="http://www.aia.org">www.aia.org</a>
Association for Energy Affordability (AEA)	<a href="http://www.aeanyc.org">www.aeanyc.org</a>
Build It Green	<a href="http://www.builditgreen.org">www.builditgreen.org</a>
Building Education Center	<a href="http://www.bldgeductr.org">www.bldgeductr.org</a>
Building Performance Institute	<a href="http://www.bpi.org">www.bpi.org</a>
Daylighting Collaborative	<a href="http://www.daylighting.org">www.daylighting.org</a>
Global Green	<a href="http://www.globalgreen.org">www.globalgreen.org</a>
Green Advantage	<a href="http://www.greenadvantage.org">www.greenadvantage.org</a>
Institute for Professional and Executive Development	<a href="http://www.ipedinc.net">www.ipedinc.net</a>
National Center for Healthy Housing	<a href="http://www.healthyhomestraining.org">www.healthyhomestraining.org</a>
NeighborWorks	<a href="http://www.nw.org">www.nw.org</a>
Northwest Energy Efficiency Council (NEEC)	<a href="http://www.neec.org">www.neec.org</a>
Southface	<a href="http://www.southface.org">www.southface.org</a>
U.S. Green Building Council	<a href="http://www.usgbc.org">www.usgbc.org</a>
National Affordable Housing Management Association (NAHMA) and its affiliated AHMAs	<a href="http://www.nahma.org">www.nahma.org</a>
National Apartment Association (NAA) and its affiliated associations	<a href="http://www.naahq.org">www.naahq.org</a>



# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## *Application:*

Please complete this application and submit, with your application fee and appropriate documentation, to the NAHMA-NAAEI CGPM Task Force for review.

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Name

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Present Position

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Number Of Units

---

Number of People You Supervise

---

Management Company

---

Business Address

---

City/State/Zip

---

Work Phone

---

Work E-mail Address

---

Years in Business

---

Residence Address

---

City/State/Zip

---

Cell Phone

---

Personal E-mail Address

Member of local/regional AHMA or NAA Affiliate (Please specify)?

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# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## *Education Requirement for Credential for Green Property Management*

**Please list all applicable courses you have taken that meet the following guidelines:**

A total of 16 hours of training.

- At least 8 hours of training in:
  - (1) Green Building Principles and Practices
  - (2) Energy Efficiency
  - (3) Water Efficiency
  - (4) Integrated Pest Management
  - (5) Indoor Air Quality
  - (6) Green Operations and Maintenance
  
- Other training topics that may be included:
  - (7) Green Site Landscaping, Xeriscape, Composting
  - (8) Green Building Systems
  - (9) Alternative Energy Sources (Solar, Wind, Geothermal, Combined Heat and Power, Co-generation)
  - (10) Energy Star and WaterSense Programs
  - (11) Recycling and Waste Reduction
  - (12) Resident Green Education



# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## 1. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 2. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 3. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## 4. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 5. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 6. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## 7. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 8. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 9. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

---

Date      #Hours      Sponsor

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# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## 10. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 11. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 12. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## 13. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 14. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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## 15. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date      #Hours      Sponsor

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# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## 16. Course Title

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Training Topic(s) Covered

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Web Link to Course Description, Brochure or Flyer (optional)

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Date	#Hours	Sponsor
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I, the above-named applicant, attest that all information contained in this Application for the Credential for Green Property Management (CGPM) is true and accurate, and that I have read and understand all requirements listed herein.

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Signature of Applicant

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Date

### *Payment of \$150.00 Application Fee*

#### **Payment Type:**

Check       Visa       MasterCard

Card #: \_\_\_\_\_ Exp: \_\_/\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Mail Application and Payment to:  
CGPM  
c/o NAHMA  
400 N. Columbus St., Suite 203  
Alexandra, VA 22314



# CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

## Disposition of Application

The NAHMA-NAAEI CGPM Task Force or its representative has reviewed and considered this Application for Credential and all supporting documentation. This Application for a Credential for Green Property Management is (circle one):

**Approved**

**Disapproved**

Disapproval of this application is for the following reasons:

Date of Review:

Signature of Authorized Task Force Representative:



# NAHMA

NATIONAL AFFORDABLE HOUSING MANAGEMENT ASSOCIATION

## *National Affordable Housing Management Association*

400 N. Columbus St., Suite 203

Alexandria, VA 22314

Phone: (703) 683-8630 Fax: (703) 683-8634

[www.nahma.org](http://www.nahma.org)



## *National Apartment Association Education Institute*

4300 Wilson Blvd., Suite 400

Arlington, VA 22203

Phone: (703) 518-6141 Fax: (703) 248-8370

[www.naahq.org](http://www.naahq.org)

