



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
 - Listing on NAHMA's facebook page as a new certificiant

Credential for Green Property Management

Application Fee: \$160.00

Annual Renewal Fee: \$135.00



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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.



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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) | www.aia.org |
| Association for Energy Affordability (AEA) | www.aeanyc.org |
| Build It Green | www.builditgreen.org |
| Building Education Center | www.bldgeductr.org |
| Building Performance Institute | www.bpi.org |
| Daylighting Collaborative | www.daylighting.org |
| Global Green | www.globalgreen.org |
| Green Advantage | www.greenadvantage.org |
| Institute for Professional and Executive Development | www.ipedinc.net |
| National Center for Healthy Housing | www.healthyhomestraining.org |
| NeighborWorks | www.nw.org |
| Northwest Energy Efficiency Council (NEEC) | www.neec.org |
| Southface | www.southface.org |
| U.S. Green Building Council | www.usgbc.org |
| National Affordable Housing Management Association (NAHMA) and its affiliated AHMAs | www.nahma.org |
| National Apartment Association (NAA) and its affiliated associations | www.naahq.org |



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.

Name

Present Position

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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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

Training Topic(s) Covered

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

Date #Hours Sponsor

2. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

3. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor



CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

4. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

5. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

6. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor



CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

7. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

8. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

9. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor



CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

10. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

11. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

12. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor



CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

13. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

14. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor

15. Course Title

Training Topic(s) Covered

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

Date #Hours Sponsor



CREDENTIAL FOR GREEN PROPERTY MANAGEMENT

16. Course Title

Training Topic(s) Covered

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

| Date | #Hours | Sponsor |
|------|--------|---------|
|------|--------|---------|

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.

Signature of Applicant

Date

Payment of \$160.00 Application Fee

Payment Type:

Check Visa MasterCard AMEX

Card #: _____ Exp: __/___

Name on Card: _____

Signature:

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



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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



National Apartment Association Education Institute

4300 Wilson Blvd., Suite 400

Arlington, VA 22203

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

www.naahq.org

