

Evergreen Project Implementation Plan Instructions

Low Income Housing Tax Credit Program

The following table provides a brief description of the documentation that will be required of successful LIHTC applicants along with placed-in-service documentation. 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 Implementation Form. This plan will need to be submitted and approved prior to issuance of 8609s for the project.

Please note the following:

- In order to successfully complete the Evergreen Project Implementation 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.
- 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.
- 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.
- All items should be explained in the “Method Satisfied” column using only critical words and specs to limit the number of words for each entry.
- “Project documents” means project manual, specifications, drawings, contractor submittals and/or project files.
- Project documents must be available for inspection by WSHFC upon request. Please do **not** submit these with the Implementation Plan
- New Resident Orientation (Criterion 8-3) will be verified by a WSHFC Compliance Officer at the beginning of operations.

The following table provides guidance on how to complete the “Method Satisfied” column of the Evergreen Project Implementation 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	Method Satisfied
1-1 Green Development Plan	Mandatory	Attach a brief summary of the following information: integrated design plan that includes the development team and their responsibilities, the sustainable development goals and intended outcomes, a description of the planning process, and how the sustainable features have been correctly installed. Reference where the supporting documentation can be found in the project documents.
2-1 Smart Site Location – Proximity to Existing Development	New Construction – Optional – 5 Points	Briefly summarize how the project meets this criterion. Reference where the site plan & Vicinity Map can be found in the project documents.
2-2 Smart Site Location – Protecting Environmental Resources	New Construction – Optional – 5 Points No Infill	Briefly summarize how the project meets this criterion. Reference where the site plan & Vicinity Map can be found in the project documents.
2-3 Smart Site Location – Proximity to Services	New Construction – Optional – 5 Points No Infill	Briefly summarize the distance between the site and the facilities listed in this criterion. Reference where the site plan & Vicinity Map can be found in the project documents.
2-4 Compact Development	New Construction – Optional – 5 Points No Infill	State the density for the project type. Reference where the site plan, Vicinity Map, and density calculations can be found in the project documents.
2-5 Compact Development	New Construction – Optional – 5 Points	State the density for the project type. Reference where the site plan, Vicinity Map, and density calculations can be found in the project documents.
2-6 Walkable Neighborhoods – Sidewalks and Pathways	Mandatory	Briefly describe how the project meets this criterion. Reference where the site plan & Vicinity Map can be found in the project documents.
2-7 Walkable Neighborhoods – Connections to Surrounding Neighborhood	Optional – 5 Points	Briefly describe how the project meets this criterion. Reference where the site plan & Vicinity Map can be found in the project documents.
2-8 Smart Site Location – Passive	New Construction – Optional	Briefly describe what measures were taken to meet this criterion and the

Solar Heating/Cooling	- 5 Points	results of the software analysis. Reference where the supporting documentation can be found in the project documents.
2-9 Smart Site Location – Grayfield, Brownfield or Adaptive Reuse Site	Optional – 10 Points	Provide a brief site description and reference where the supporting documentation can be found in the project documents.
2-10 Transportation Choices	Optional – Up to 10 Points	Briefly describe the transportation options. Reference where the site plan, context Map and public transportation schedule can be found in the project documents.
3-1 Environmental Remediation	Mandatory	Briefly describe the findings in the Phase 1 ESA and reference where the document (with additional limited surveys as applicable) can be found in the project documents.
3-2 Erosion and Sedimentation Control	Mandatory	Briefly describe the Best Management Practices and/or local controls and reference where more detailed information is described and implemented in the project documents.
3-3 Landscaping	Optional – 5 Points	Briefly describe the landscape plans, including the native plantings including trees, shrubs, and grass and their relation to the buildings with no irrigation system. Reference where the supporting documentation can be found in the project documents.
3-4 Surface Water Management	Optional – 5 Points	Briefly describe the design features here that minimize run-off and hold water on the site. Reference where the supporting documentation can be found in the project documents.
3-5 Storm Drain Labels	Optional – 2 Points	Briefly describe the storm drain/inlet labeling and reference where the supporting documentation can be found in the project documents.
4-1 Water-Conserving Appliances and Fixtures	Mandatory	Briefly describe the applicable fixture flow rates. Reference where the supporting documentation can be found in the project documents.
4-2 Water-Conserving Appliances and Fixtures	Optional – 2 Points Each Up to 8 Points	Briefly describe the applicable fixture flow rates. Reference where the supporting documentation can be found in the project documents.
4-3 Efficient Irrigation	Optional 5 Points	Briefly summarize the source of water and type of delivery. Reference where the supporting documentation can be found in the project documents.
5-1 Efficient Energy Use	New Construction – Mandatory	Briefly summarize the chosen option of the 3 possible in Appendix A including the measures and parameters resulting from that selection. For the systems analysis option, include a summary of the software report and an explanation. Reference where the supporting documentation can be found in the project documents.
5-2 Efficient Energy Use	Rehabilitation – Mandatory	For prescriptive, summarize all finished insulation levels and U values of windows and list ventilation, air sealing, and duct sealing. For Simple Payback, summarize the energy analysis on each of the mandatory

		prescriptive measures. For Savings-To-Investment, summarize the TREAT analysis and a list of the WX measures. Reference where the supporting documentation can be found in the project documents.
5-3 Energy Star Appliances	Optional – Up to 5 Points	List the types of Energy Star appliances, and reference where the supporting documentation can be found in the project documents.
5-4 Efficient Lighting – Interior	Except for Single Family New Construction – Optional – 5 Points	Briefly summarize the type of fixtures and bulbs installed and where. Reference where the supporting documentation can be found in the project documents.
5-5 Efficient Lighting – Common Areas and Exterior	Mandatory	Briefly summarize the type of fixtures and bulbs installed and where. Reference where the supporting documentation can be found in the project documents.
5-6 Electricity Meter	New Construction – Except for Shelters – Mandatory	State commitment here. Reference where the supporting documentation can be found in the project documents.
5-7 Additional Reductions in Energy Use	New Construction – Optional – 5 Points for Each 5% Change	Briefly summarize and quantify of how the project achieves 15% better than WSEC 2006 as a baseline showing 5% increments of increased energy efficiency including indicated measures and their parameters. Reference where the supporting documentation can be found in the project documents.
5-8 Additional Reductions in Energy Use	Rehabilitation – Optional – 10 Points	Briefly summarize the energy analysis identifying specific efficiency improvements meeting the 14-year simple payback that provide greater energy efficiency than the mandatory prescriptive measures. Reference where the supporting documentation can be found in the project documents.
5-9 Photovoltaic Panels	Optional – Up to 20 Points	Briefly summarize the PV plan including size, orientation of array, power output, and design parameters. Reference where the supporting documentation can be found in the project documents.
5-10 Photovoltaic Ready	Optional – 2 Points	Briefly summarize orientation, unobstructed exposure, and conduit route and terminations. Reference where the supporting documentation can be found in the project documents.
5-11 Domestic Water Heating	Mandatory	Briefly summarize the type of fuel, tank size, energy factor, and standby loss. Reference where the supporting documentation can be found in the project documents.
5-12 Domestic Water Heating	Optional – 3 to 7 Points	Briefly summarize the type of fuel, type of equipment, and energy star rating. Reference where the supporting document documentation can be found in the project documents.
5-13 Solar Water Heating	Optional – 10 Points	Briefly summarize 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. Reference where the supporting documentation can be found in the project documents.
5-14 Efficient Energy Use – Performance Tested Building Air Sealing	Rehabilitation – Optional – 3 to 7 Points	State the commitment to test and estimated completion date. Briefly summarize the category of points chosen. Reference where the supporting documentation can be found in the project documents, including performance testing requirements and explanation.
5-15 Efficient Energy Use – Performance Tested Duct Sealing	Rehabilitation – Optional – 10 Points	State the commitment to test and estimated completion date. Reference where the supporting documentation can be found in the project documents, including performance testing requirements and explanation.
5-16 Efficient Energy Use – Space Heating and Cooling Equipment Replacement	Rehabilitation – Optional – 2 to 7 Points	Briefly summarize the category of points chosen, how ducts have been fastened and sealed, what insulation level has been installed, and the option chosen including the Energy Star brand and model or provide a summary of the Heat Pump Performance Testing. Reference where the supporting documentation can be found in the project documents.
5-17 Efficient Energy Use – Document Space Conditioning Savings of 50% or More Compared to National Standards	New Construction – Optional – 17 Points	Briefly summarize a commitment to meet mandatory requirements of 5-1 the measures and parameters applied to this project. Reference where the supporting documentation can be found in the project documents, including analysis showing what measures will reduce energy use by 50% compared to the 2004 IECC.
6-1 Construction Waste Management	Optional – Up to 5 Points	Briefly summarize the option(s) chosen and the Waste Management Plan detailing how those have been accomplished. Reference where the Waste Management Plan and supporting documents can be found in the project documents, including details of how the options have been accomplished.
6-2 Recycled Content Material	Optional – 2 Points for the first 5%, plus 2 Points for each additional 5%, not to exceed 14 Points	Briefly summarize the calculations and recycled content products as specified in this Criterion that corroborates the number of points claimed. Reference where the supporting documentation can be found in the project documents.
6-3 Certified, Salvaged and Engineered Wood	Optional – 10 Points	Briefly summarize the FSC products and the calculations to demonstrate this criterion. Reference where the supporting documentation can be found in the project documents.
6-4 Water-Permeable Walkways	Optional – 5 Points	Briefly summarize type of material and percentage of permeable walkway area provided. Reference where the supporting documentation can be found in the project documents, including a Site Map showing all walkways and which ones are water-permeable and type of material.
6-5 Water-Permeable Parking Areas	Optional – 10 Points	Briefly summarize type of material, percentage of parking areas covered. Reference where the supporting documentation can be found in the project documents, including a Site Map showing all parking areas and the parts that are water permeable including types of material.

6-6 Roofing	Optional – 5 Points	Briefly summarize the type of roof specified and if using reflective roofing, summarize the results of using the Energy Star Roofing Calculator. Reference where the supporting documentation can be found in the project documents, including a roof map showing all roofing areas with the type of roof specified.
6-7 Reduce Heat-Island Effect – Paving	Optional – 5 Points	Briefly summarize the type of material used in the paved areas. Reference where the supporting documentation can be found in the project documents, including a Site Map of all paved areas and type of material.
7-1 Low/No VOC Paints and Primers	Mandatory	Briefly summarize the type of low/no VOC paint that has been used in the interior. Reference where the supporting documentation can be found in the project documents.
7-2 Low/No VOC Adhesives and Sealants	Mandatory	Briefly summarize the type of low/no VOC caulks and adhesives. Reference where the supporting documentation can be found in the project documents.
7-3 Formaldehyde-Free Composite Wood	Optional – 5 Points	Specify here that all particle board or plywood used in the interior has been sealed with low VOC paint or primer if it is not documented to be urea-formaldehyde free. Reference where the supporting documentation can be found in the project documents.
7-4 Green Label Certified Floor Coverings	Mandatory	Briefly describe the brand of Green Label Plus carpet and adhesive and Green Label pad. Reference where the supporting documentation can be found in the project documents.
7-5 Exhaust Fans – Bathroom	New Construction – Mandatory	Briefly describe the Energy Star bathroom fans and how they will be controlled, and reference where the supporting documentation can be found in the project documents.
7-6 Exhaust Fans – Kitchen	New Construction – Optional – 3 Points	Briefly describe the Energy Star kitchen fans that are vented to the outside and reference where the supporting documentation can be found in the project documents.
7-7 Ventilation	Mandatory	Specify whole-house ventilation according to the WA State Ventilation and Indoor Air Quality Code. Reference where the supporting documentation can be found in the project documents, including size of fan, location, controls and Minimum Ventilation Level.
7-8 HVAC Equipment and Duct Sizing	Mandatory	Briefly summarize compliance with the criteria. Reference where the supporting documentation can be found in the project documents for the 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, & S. Specify brand, model, and size of heating and cooling equipment.
7-9 Water Heaters, Condensing	New Construction –	Specify here that there are auxiliary drain pans that drain to the exterior

Boilers, Furnaces, and Air Conditioning – Mold Prevention	Mandatory	and reference where the supporting documentation can be found in the project documents.
7-10 Water Heaters – Minimizing Carbon Monoxide (CO) in the Living Space	Mandatory	Specify here that there are direct power vented or combustion sealed fossil fuel fired water heaters when in the conditioned space. Reference where the supporting documentation can be found in the project documents, including brand and model of equipment.
7-11 Cold Water and Hot Water Pipe Insulation	Mandatory	Specify here that there is insulation on hot and cold water pipes including type and R value. Reference where the supporting documentation can be found in the project documents.
7-12 Materials in Wet Areas – Surfaces	Mandatory	Specify here that there are smooth, durable, cleanable, water-proof surfaces in wet areas including the type of product and location. Reference where the supporting documentation can be found in the project documents.
7-13 Materials in Wet Areas – Tub and Shower Enclosures	Mandatory	Specify here which materials listed in this Criterion for tub and shower enclosures have been used. Reference where the supporting documentation can be found in the project documents.
7-14 Basements and Concrete Slabs – Vapor Barrier	Mandatory	Specify here that there is a 6 mil vapor barrier under interior concrete slabs over 4 inches of gravel. Reference where the supporting documentation can be found in the project documents.
7-15 Radon	New Construction – Mandatory	In high risk radon counties, specify here the list of radon mitigation measures that have been installed. Reference where the supporting documentation can be found in the project documents.
7-16 Radon Testing	Existing Buildings – Mandatory	In high risk radon counties, specify here that radon testing using the EPA protocols have been done and state type and duration of test. Reference where the supporting documentation can be found in the project documents.
7-17 Radon Mitigation	Rehabilitation – Mandatory	If radon testing shows 4 pCi/L or higher, specify here the radon mitigation measures that have been installed. Reference where the supporting documentation can be found in the project documents.
7-18 Water Drainage	Mandatory	Briefly summarize storm drainage and foundation waterproofing features as indicated in the criterion. Reference where the supporting documentation can be found in the project documents.
7-19 Garage Isolation	Mandatory	Specify here that there is a continuous air tight barrier between the living space and an attached garage, how it was achieved, and the number and placement of CO monitors as necessary. Reference where the supporting documentation can be found in the project documents.
7-20 Clothes-Dryer Exhaust	Mandatory	Specify here that clothes dryers have been exhausted to the exterior. Reference where the supporting documentation can be found in the project

		documents.
7-21 Integrated Pest Management	Mandatory	Specify here that sealing of all penetrations has been done and include what materials have been used to prevent pest or rodent entry. Reference where the supporting documentation can be found in the project documents.
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 have been followed. Reference where the supporting documentation can be found in the project documents.
7-23 Healthy Flooring – Alternative Sources	Optional – 5 Points	Specify here that no vinyl or carpet floor coverings have been used. Reference where the supporting documentation can be found in the project documents.
7-24 Whole House Vacuum – Reducing Dust	Optional – 2 Points	Specify here that a whole-house vacuum system with HEPA filtration has been installed. Reference where the supporting documentation can be found in the project documents.
8-1 Owner’s Manual	Mandatory	State that an owner’s manual is provided with all the components listed in this criterion. Reference where the record copy of the Owner’s Manual will be located.
8-2 Occupants’ Manual	Mandatory	State that an occupant’s manual is provided to all occupants with all the components listed in this criterion. Reference where the record copy of the Occupant’s Manual will be located.
8-3 Homeowner and New Resident Orientation	Mandatory	State that a walk-through and orientation about the building’s green features, operations and maintenance will be provided for each homeowner or new resident. Reference where the record copy of walk-through and orientations will be located.