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Minimum Program Requirement (MPR) Six: Frequently Asked Questions for LEED Projects

Where can I find USGBC's Minimum Program Requirements?

The MPRs are posted on the USGBC website in the [LEED Credit Library](#).

Will my project be decertified if it performs worse than projected for my certification level?

No, projects will not be decertified for performance. However, GBCI has the right to decertify projects who do not comply with MPR 6 by not reporting performance at all.

I am working on a project outside of the U.S. Can I still comply with MPR6 using the options that requires me to use ENERGY STAR's Portfolio Manager?

Yes, projects outside of the U.S. are able to use Portfolio Manager to track and report their energy and water consumption to USGBC.

Do I need to submit whole building energy and water data as a Commercial Interiors (CI) project?

No. Please submit energy and water consumption data for the CI certified project space only.

How often should I record my energy and water data?

At a minimum, project consumption data should be tracked monthly or on a utility billing cycle.

When do I begin submitting energy and water data to USGBC?

Projects are required to submit energy and water consumption data to USGBC on the date they begin typical, physical occupancy. Alternatively, projects may opt to provide data beginning on the date that the project accepts certification from GBCI.

I am having trouble choosing an option to comply with the MPR 6 requirements, can you explain the differences?

- **MPR 6 Option 1, Third Party Data Source**, allows project teams to submit data to USGBC using the approved third party tool of their choice. Many projects that already maintain an ENERGY STAR Portfolio Manager account may choose to transfer their data through ENERGY STAR's sharing services. Alternatively, if the project utilizes a third party energy management service, they may wish to engage as an automation partner with USGBC and transfer data through that service.



- **MPR 6 Option 2, USGBC Approved Data Template**, supports compliance of projects that do not wish to maintain an ENERGY STAR account connection with USGBC or those that do not connect with USGBC through another automated service. Projects that choose this option should submit their spreadsheets to [USGBC's Hightail Dropbox](#) at least twice per year.

What changes have been made to PI Form 1 or MPR 6 options since LEED 2009 was originally launched?

The PI Form 1 has evolved over time based on customer feedback and the progression of USGBC's data collection capabilities. The available compliance options have been refined to provide simplicity and flexibility in compliance options and to integrate with USGBC's automation partner program.

Portfolio Manager will not allow me to register an account for a building that is not already built, what does USGBC want me to do?

We are aware that projects cannot enter a future date for "year built" when registering in Portfolio Manager. Projects should use the present year when creating a portfolio manager profile, and then update the "year built" in your Portfolio Manager account upon project completion.

How do I share access into USGBC's Portfolio Manager Master Account if I chose Option 1?

Please follow ENERGY STAR's [instructions](#) for sharing data between accounts.

I am unable to use the same LEED project name when registering my Commercial Interiors (CI) project in Portfolio Manager, what should I do?

In this situation, USGBC requests that you note the LEED project name and ID in the Notes section of the portfolio manager account.

Can I share with more than one master account in ENERGY STAR's Portfolio Manager?

Yes, portfolio manager will allow a project to share their ENERGY STAR account with more than one master account holder. LEED EB: O&M projects will be able to share with both USGBC's and GBCI's master accounts.

Am I required to pursue an ENERGY STAR label?



No, projects are not required to pursue an ENERGY STAR label. ENERGY STAR's portfolio manager tool is free and convenient for data recording and sharing.

I am considering registering my LEED 2009 D&C certified building in LEED 2009 for Existing Buildings: O&M during my 5-year data reporting period; are the MPR 6 reporting requirements additive?

The 5-year reporting period will restart once the project achieves its existing buildings certification and begins typical physical occupancy, even if the project has time remaining from their D&C commitment.

My project has achieved LEED 2009 certification and did not have water and/or energy meters in place at the completion of construction; does the 5-year reporting period restart if I install the new meters?

No, the MPR6 reporting period will not restart if a project installs energy and water meters after receiving LEED 2009 certification.

My project is located on a campus that is serviced by one central energy and/or water meter. How can I comply with MPR 6?

For a New Construction project located on a campus that utilizes one central energy and/or water meter, the project team must first explore the feasibility of installing whole building meters to track ongoing energy and/or water performance in order to satisfy the requirements of MPR6. If the project team finds that installing whole building meters is cost prohibitive, they may apply for an exemption from MPR6. For more information on specific allowed exemption, please refer to the [Supplemental Guidance to the Minimum Program Requirements](#) document.

How do I change my MPR 6 compliance method after my project is certified?

To change your MPR 6 compliance method after receiving LEED 2009 certification, please contact USGBC utilizing the Help Center at new.usgbc.org. Projects will be able to choose one of the options available at the time of their registration or any new options that are available.

Is the MPR 6 account the same as the GBCI EB account?

No, the two accounts are different. Please share with both, if you are a LEED EB: O&M 2009 project using the streamlined submittal pathway for EAp2.

If I have questions that are not addressed above, who should I contact?

Please visit new.usgbc.org Help Center to submit your question.