



GUIDE TO CERTIFICATION

December 2017

CONGRATULATIONS ON YOUR DECISION TO PURSUE PEER FOR YOUR PROJECT!

Committing to PEER is committing to a continuous improvement and verification for the overall sustainability of your electricity delivery system design and operations.

PEER involves four steps:

1. **Register** your project through [Arc](#) by completing key forms and submitting payment.
2. **Apply** for PEER certification by submitting a finalized certification application for review.
3. **Review.** Your PEER application is reviewed by the Green Business Certification Inc. (GBCI).
4. **Certify.** Receive the review decision. If you've earned PEER certification: congratulations!

If you need assistance at any time, please [contact us](#).

REGISTER

Registration is an important step in the PEER process, signifying your intent to pursue PEER precertification and/or certification.

Before you begin, you'll want to make sure that your project meets the PEER minimum characteristics that make a project appropriate for pursuing PEER.

PEER certification is available for existing projects that have been operational for at least one year. Projects will apply for certification under one of three project types:

- **Utility and City:** Public projects with a large variety of customers
- **Campus:** Privately-owned or -operated projects that include distribution to two or more buildings that are individually metered
- **Transit:** Monorail, metro rail and inter or intra rail projects that include a minimum of three adjacent stations (traction and non-traction loads are required to be included in the application)

To get started with your project, use the [Arc](#) platform to provide registration information, submit payment and sign the services agreement. Once you've completed these steps, your project will be accessible in [Arc](#) and you'll be assigned a dedicated **PEER Coach**.

From here, you can assemble your project team and the documentation process begins!

Project Team Roles

Individuals on your project team will be called on to perform certain roles throughout the PEER certification process. Here's a rundown of who's who so you can select your team wisely:

Owner: The owner of the project is the person (or entity) who has the authority to hold and control the real and personal property, and accepts (or authorizes the acceptance of) the certification agreement. While there may be multiple owners for a particular project (if so, please submit a [Confirmation of Primary Owner's Authority Form](#)), we ask that you identify a single individual to administer the certification process. Big takeaway: the owner has ultimate control

over the PEER certification application, meaning that GBCI will respond to the owner regarding the administration of the project over any other member of the project team.

Agent: The agent is the person (or entity) who is granted actual authority by the owner to register the project and accept the certification agreement. If you are using this option, remember to upload a signed [Confirmation of Agent's Authority Form](#).

Project Administrator: This team member acts as a project manager, overseeing the PEER project as well as which project team members are responsible for certain tasks, credits or prerequisites. The project administrator plays a key quality role by checking that the PEER application is complete and accurate before submitting the project to GBCI for review, and accepting the review results once the review is complete.

APPLY

The next step is to prepare your project's documentation application for review by GBCI. Your registration gives you access to the PEER application materials which include calculators, templates and other optional resources. Working with your project team, you will identify [PEER credits](#) to pursue and assign them to project team members. Your team will then collect information, perform calculations and analysis, and prepare documentation demonstrating your achievement of the prerequisites and your selected credits.

Application

The PEER rating system includes comparisons to local benchmarks for reliability and environmental performance and these reference data sets are imbedded into the corresponding calculators provided to you. If a project is not submitted for certification within three years of its registration date, the project team must utilize calculators that have a publish date within three years of application submission. *Please note: applications that are submitted for PEER certification that contain calculators that are older than three years will not be accepted.* Requiring the use of recent reference data help to ensure that the project is measured against current benchmarks.

At any time before submitting for certification, your team may elect to upgrade to the most current version of the calculators at your discretion.

PEER Coach

While you ready your application for certification, you may have a few questions. Your registration gives project team's direct access to a dedicated PEER Coach who will be your point of contact within GBCI. While your project's consultant is the primary source for providing technical support about the PEER rating system to your team, the PEER Coach can direct your team to available resources and guidance that can be used while you prepare your application. PEER Coaches can also clarify PEER requirements and support complex scenarios. Your team may request a one-hour call each month with your PEER Coach to discuss your prepared questions for real time feedback. Official rulings are not issued on these calls.

Remember, the PEER Coach is not a member of the project team. While your PEER Coach can provide answers to questions, they cannot complete the application on your

behalf. Further, your PEER Coach is not permitted to provide recommendations on design or operational strategies that can be implemented on your project to meet PEER requirements. These are the types of functions that may be fulfilled by a consultant or other project team members.

Once your application is prepared, make sure to perform a rigorous quality check of your entire application before submitting for review. We suggest that you check that you have included all required information, and open each file to verify that you have submitted the correct document. Cross-check credits and prerequisites to make sure that you have reported common data points. Want more tips? Here are some characteristics common among high quality submissions:

- File attachments are clearly and intuitively labeled
- Only required documentation is submitted (if only a few pages of a large report are needed to provide the required credit/prerequisite information, highlight the relevant sections only, no need to submit more!)
- Concise narratives are included to describe project-specific circumstances (these are really helpful for the GBCI reviewer)

All finished? Ready, set, submit!

REVIEW

After you've submitted your application, GBCI will conduct a thorough technical review. But don't kick back yet – you'll need to be an active participant throughout the process.

Certification Review

GBCI will conduct a thorough technical review of the application. The PEER Certification fee includes a preliminary and final review of each prerequisite and credit.

Part 1: Preliminary Review (included in certification fee)

- You will first submit your application for preliminary review. GBCI will check your application for completeness and compliance with PEER rating system prerequisites and attempted credits.
- GBCI will respond with its preliminary review within 20-25 business days, indicating which prerequisites and credits are anticipated to be awarded during final review, which prerequisites and credits are pending and require additional information, or if the prerequisite or credit requirements cannot be met by the project, these will show up as denied.
- Your team can accept the preliminary review results as final if you are satisfied, submit new or revised documentation, or attempt additional credits before submitting for final review.

Part 2: Final Review (optional, included in certification fee)

- The final review phase allows you to submit supplementary information or amend the application. GBCI suggests you submit these clarifications within 25 business days after receiving the preliminary review results.

- GBCI will respond with a final PEER certification review report within 20-25 business days, marking prerequisites and attempted credits as either awarded or denied.
- Like the preliminary review, you can either accept the review results as final, or revise your application and resubmit, this time as a supplemental review for a fee.

Part 3: Supplemental (appeal) Review (optional, fees apply)

- The supplemental review is a third, optional, review stage provides one additional round of review and allows you to submit supplementary information, amend the application or add new credits not previously attempted. GBCI will review the pending or newly submitted prerequisites and credits.
- GBCI will respond with an updated PEER Certification Review Report within 20-25 business days, marking prerequisites and attempted credits as either awarded or denied.
- Like the final review, you can either accept the supplemental (appeal) review results as final, or submit for additional supplemental (appeal) reviews. There is no cap on the number of supplemental (appeal) reviews you can receive.

Expedited review

In a time crunch? Contact GBCI at least five business days prior to submitting an application to request an expedited review to cut your review time in half (reduced from 20-25 business days to 10-12 business days per review phase). Please note that there is an additional charge for this service, and GBCI's ability to fulfill your request depends on their current review capacity. If your request can be accommodated, GBCI will confirm availability and provide a custom review schedule for your project.

Submitting an inquiry

Having difficulty fulfilling a rating system prerequisite or credit? Have you thought of an alternative way to interpret a credit or path to fulfill it? You can submit an inquiry.

Credit Interpretation Ruling (CIR): A CIR allows you to obtain technical guidance related to a particular credit or facet of the PEER rating system. Our review team will let you know if your interpretation of a particular credit or prerequisite is consistent with published rating system requirements. When it comes time to submit your application for review, you will need to provide documentation demonstrating fulfillment of the CIR and indicate the approved CIR within your application for certification. You may file an appeal if you are not satisfied with the result of your CIR using the process above. Keep in mind, also, that CIRs are not precedent setting; your project team can only utilize the ruling for the project under which the CIR was submitted.

Contesting a Review Ruling

If resolution of a technical issue related to a review ruling has not been achieved via GBCI's customer support channels and discussion with GBCI reviewers (www.gbci.org/contact), GBCI has put in-place a [Review Challenge Policy](#) whereby a project team may challenge the accuracy of a review decision regarding the sufficiency of

already submitted materials. Please refer to the GBCI Review Challenge Policy which outlines the process for doing so.

CERTIFICATION

Congratulations, it's time to accept your review results to confirm your PEER certification!

Once you've accepted the final certification report you will no longer be able to submit for supplemental (appeal) reviews, or contest review decisions for specific credits or prerequisites. Please double (or triple) check that you have achieved all prerequisites and targeted credits before accepting the final certification.

Certification Levels

While all PEER-certified projects are a cut above the rest, each is assigned one of four levels of certification to acknowledge the degree of achievement. The number of points that your project earns determines the level of PEER certification that you will receive.

- **PEER Certified™**: 40-49 points earned
- **PEER Silver** : 50-59 points earned
- **PEER Gold** : 60-79 points earned
- **PEER Platinum** : 80+ points earned

Promote your project

Once you've earned certification, it's likely that you'll want to tell the world. You should. PEER certification benefits your business's bottom line and underscores your sustainability efforts. It's a cause for celebration!

Our press team is here to support you in your marketing efforts. [Contact our press team](#) for assistance. You'll also have the option to order formal certificates of recognition.

Project information: How GBCI handles your data

PEER-registered and certified projects are, by default, considered public projects, and thereby included in GBCI's public project directory. A listing in this directory allows the general public and members of the media to look up your project listing and its related details.

Here's a full list of the data and project elements that may be listed in the project directory:

- Project name
- Project ID
- Physical address
- Date of registration
- Date of certification
- Certification level
- Total points earned
- Project scorecard
- Rating system and version
- Owner type

- Owner name
- Owner organization
- Project size (Peak MW)
- Project size (Annual MWh)
- Project type

All public projects also benefit from publicity opportunities: GBCI may utilize your project data to create case studies highlighting your project’s features, reference your project on our website or to the media, or create other derivative works.

Information that may be used for articles, project profiles, and other features:

Service provider name

Project team member names, organizations, and titles

Promotional or other project photographs

Project strategies for certification

Quotations from team members

You are free to opt-out of the project directory and publicity opportunities as a private project at the time of registration. Private project listings in the project directory do NOT include any of the elements above. All private projects that earn certification will be prompted once more to transition to public status (we can’t help ourselves, we love sharing good news!). You will need to re-confirm your private status at that time if you wish to retain it. Projects that retain their “private” status after certification, cannot be marketed or represented as PEER certified to the general public. Please carefully review of the [GBCI Trademark Policy and Branding Guidelines](#) for more information.

Maintaining PEER certification

- Annual key metric reporting: All PEER projects are required to report PEER key metric data to GBCI annually on the anniversary date of the award letter granting certification. Projects that fail to report key metric data to GBCI annually will be listed in the directory as “lapsed”.
- Recertification (optional, fees apply): Recertification is required at least once every five years from the date in which the project achieved initial certification to maintain a current PEER certification. We encourage you to register for recertification as soon as possible upon achieving initial certification as projects will be held to the version of the rating system that is open for registration on the date the project registers for recertification. Failure to submit a recertification application within this timeframe will cause PEER certification to expire.

FEES

So, how much will it cost to certify your project and keep it certified? PEER Certification provides an exceptional value for your money. [View the current fee table](#), with explanations below.

- **Registration fee:** There is a flat registration fee calculated on a per-project basis that you'll pay up front at the time of registration for initial certification and for all subsequent recertification events. Rates are based on the fee schedule published at the time of registration. Registration fees must be paid within 30 calendar days, otherwise the registration may be cancelled.
- **Certification fee:** The certification fee is charged on a per-project basis and based on the project type. Certification fees are due within 30 calendar days from when you submit your application for review. After all that work you did to submit your documentation, don't forget to send your payment! Remember, GBCI will not begin your review until payment in full has been received and cleared our system (thank you!). Also, please note that certification fees are based on the fees published at the time the project is submitted for review and cover both the preliminary and final reviews
- **Other fees:** Other fees related to precertification, expedited reviews, appeals, and other optional aspects of the PEER certification process may apply, should you pursue these avenues.
- **Payment terms:** Invoices must be paid within 30 calendar days. A one-time extension of an additional 30 calendar days is available – please contact GBCI. If invoices are not paid within the required timeframe, they will be cancelled, and in subsequent requests for services, the invoice amount may change according to the prevailing fee schedule. Fees [View the current fee table](#)

Revocation of PEER Certification

In rare situations, PEER certification may be revoked. We've created the GBCI [Certification Challenge Policy](#) to ensure that all PEER project submittals and subsequent reviews by GBCI team members are done so with integrity, accuracy and truthfulness. A certification challenge may be initiated by GBCI or by any third party within 18 months of a project's certification. The certification challenge may include additional review of project documentation, the review of supplemental information, and/or a site visit. In line with the policy, you'll need to retain all project documentation related to your certification, and the achievement of prerequisites and credits, for two years after receiving certification, to ensure that this information is available in case of a challenge.

Resources:

[Rating System Document](#)

[PEER Education](#)

[Reference Guide](#)