



## CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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**DATE:** May 21, 2014  
**TO:** Low Income Housing Tax Credit Stakeholders  
**FROM:** William J. Pavão, Executive Director  
**SUBJECT:** Sustainable Building Management Practices Point Scoring Option:  
Building Performance Institute (BPI) Multifamily Building Operator  
Certification

The California Tax Credit Allocation Committee (TCAC) has received stakeholder requests to clarify one of the Sustainable Building Methods point options of Regulation Section 10325(c)(6)(G), Additional Rehabilitation Project Measures. Within this regulation section, the Sustainable Building Management Practices option has three requirements, including a BPI Multifamily Building Operator certification (BPI certification). This memorandum clarifies information about the BPI certification.

TCAC Regulations state that for BPI certification points, project owners will “certify building management staff in sustainable building operations per BPI Multifamily Operator or equivalent training program.” Placed in service applications must provide “evidence onsite staff has been certified in green building operations and maintenance through the BPI Energy Efficiency Building Operator or equivalent training.” Regulation Section 10325(c)(6)(H)(5)(ii) states that owner certification of ongoing sustainable building management practices will be provided annually.

To satisfy the requirement for onsite staff BPI certification, TCAC will accept BPI certification of a regional staff member responsible for overseeing the project’s onsite maintenance staff. The regional staff member must be in regular contact with the project’s maintenance staff and make onsite visits at least once each calendar month. The project must maintain a schedule and log of the onsite visits, including documentation that the project’s systems were assessed by regional and onsite maintenance staff. The purpose of these visits is to ensure that training provided through the BPI certification is implemented at the project.

The Sustainable Building Management Practices category requires that project staff obtain a BPI certification or equivalent. Currently TCAC staff knows of no program equivalent to the BPI certification. Typically, BPI training and certification testing are offered in a combined setting. Due to concerns raised about the time commitment and cost of the available training sessions, staff is clarifying that TCAC regulations do not include requirements for how owners prepare staff for the BPI certification, merely that the certification is acquired and maintained. BPI certification requires a half day of field testing and a half day written exam administered by a BPI-accredited proctor. Project owners have also raised concerns about the availability of BPI training and certification testing. Staff is researching the options for assisting in making more training and testing available.

TCAC compliance monitoring staff will assure that sustainable building management certification and practices referenced above will be satisfied over time. TCAC staff will review the BPI certified staff logs during the monitoring visits. As provided under Regulation Section 10325(c)(6), failure to produce the appropriate documentation may result in an award of negative points for the development team. Project owners with questions related to the BPI certification or other sustainable building method point scoring options should contact their TCAC regional analyst: <http://www.treasurer.ca.gov/ctcac/assignments.pdf>.