**Green + Healthy**

**Asset Management Plan (GHAMP) Template**

**Purpose**

This document provides a basic template and example of a simplified Green + Healthy Asset Management Plan (GHAMP) that multifamily property owners can use to create a GHAMP suited to their portfolios. The examples address the goals and actions of a hypothetical owner seeking to address a portfolio’s energy and water performance and operations and maintenance issues, which others may adopt or adapt. This document may be complemented with the related Green + Healthy Asset Management Plan Dashboard, with which property owners may define each building’s status and progress toward achievement of the goals described here. Plans could also address topics such as renewable energy, resiliency, durability, resident engagement and health, and other issues important to your organization.

When adapting the template to meet your needs, consider modifying the format of this template by incorporating the means to track on-going status reports and deadlines and to designate the responsible individuals.

The following reference materials may be helpful when developing a GHAMP:

* LISC’s [*Green + Healthy Property Management Guide*](http://www.lisc.org/media/filer_public/bc/d5/bcd54cb6-6c4c-4caa-a75b-546f9d4ca545/053018_boston_lisc_green_healthy_property_management_guide_2018.pdf);
* Enterprise Green Communities’ [*Green Asset Management Toolkit*](http://www.enterprisecommunity.org/resources/green-asset-management-toolkit-13376).

**Sample Goals and Actions: 20XX-20YY**

**ORGANIZATIONAL COMMITMENT + ACCOUNTABILITY**

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| Sample… | For your organization… |
| *Goal:* Secure endorsement of key staff within the organization and with external partners. | ***Goal:*** |
| Actions to realize the goal:   * Meet with department heads, as appropriate, and throughout the goal development phase to ensure goals and related actions are reasonable and aligned with departmental objectives and resources. * Meet with the Executive Director to seek endorsement of GHAMP and leadership’s support of staff time devoted to GHAMP. * Define staff accountable for implementation and monitoring of GHAMP. * Schedule and facilitate recurring meetings to monitor implementation of GHAMP. * Identify additional resources and training that may be available to staff to manage GHAMP process. | Actions to realize the goal: |

**ENERGY**

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| Sample… | For your organization… |
| *Heating Energy Intensity Goal:* By 20XX, achieve a 75% increase in the number of residential properties that use less than 7 BTU per square foot per heating degree day (HDD). All new construction will achieve a minimum of 3 BTU/SF/HDD. | ***Heating Energy Intensity Goal:*** |
| Actions to realize the goal:   * Define heating energy (BTU/SF/HDD) for all buildings in portfolio. * Define known factors that contribute to the energy consumption of each building. * For buildings not meeting the target, identify 1) opportunities to improve performance (i.e., planned refinance/renovation, robust operating budget, utility or other efficiency incentive programs), and 2) an estimate of the timeline to pursue the opportunity. * Define a schedule to professionally audit each building and/or protocols to respond when data indicates attention is warranted to address energy consumption. | Actions to realize the goal: |

**Note: Heating energy intensity is of critical importance to owners of properties in cold climates. Other energy goals may address cooling energy, electricity use, and domestic hot water demands.**

**WATER**

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| Sample… | For your organization… |
| *Water Use Goal*: By 20XX, increase to 85% the number of existing residential properties that use less than 55 gallons of water per bedroom per day. All new construction will achieve 45 gallons of water per bedroom per day. | ***Water Use Goal:*** |
| Actions to realize the goal:   * Define existing water use (gallons/BR/day) for all buildings in portfolio. * Define known factors that contribute to the water use of each building. * For buildings not meeting the target, identify 1) opportunities to improve performance (i.e., planned refinance/renovation, robust operating budget, outside funding), and 2) an estimate of the timeline to pursue the opportunity. * Define a schedule to audit each building and/or protocols describing a course of action when data indicate attention is warranted to address water uses. * Secure organizational commitment to use EPA WaterSense (at a minimum) or Enterprise Green Communities Advanced Water Conservation actions in new construction or rehab projects. | Actions to realize the goal: |

**OPERATION + MAINTENANCE**

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| Sample… | For your organization… |
| *Smoke Free Housing Goal:* 100% of buildings will be smoke free by 20XX. All new construction projects will be smoke free upon occupancy. | ***Smoke Free Housing Goal:*** |
| Actions to realize the goal:   * Identify the buildings that are smoke free. * Set schedule to move target number of buildings to smoke free status by 20XX. * Develop and disseminate a written, smoke free policy. * Meet with community engagement and property management staff to develop a plan to implement the policy. | Actions to realize the goal: |

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| Sample… | For your organization… |
| *Integrated Pest Management (IPM):* 100% of buildings will adopt IPM practices by 20XX. | ***IPM Goal:*** |
| Actions to realize the goal:   * Identify the buildings that use IPM practices. * Set schedule to move target number of buildings to IPM status by 20XX. * Meet with community engagement and property management staff to develop a plan to implement the policy. | Actions to realize the goal: |

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| Sample… | For your organization… |
| *Green Cleaning Products:* 100% of buildings will adopt purchase and use of green cleaning products by 20XX. | ***Green Cleaning Goal:*** |
| Actions to realize the goal:   * Define green cleaning products; set standards. * Identify the buildings currently using green cleaning products. * Set schedule to move target number of buildings to green cleaning status by 20XX. * Schedule regular meetings with management staff and vendors to schedule, coordinate transition. * Periodically inspect cleaning products in use. * Inform tenants of new practice, and encourage/assist them in learning more. | Actions to realize the goal: |

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| Sample… | For your organization… |
| *Zero/Low VOC Substances:* 100% of buildings will use zero/low VOC paints, adhesives and sealants, and green flooring as part of rehab and maintenance by 20XX. | ***Low VOC Goal:*** |
| Actions to realize the goal:   * Set VOC limits and other standards by material. * Identify the buildings currently using low VOC materials. * Set schedule to move target number of buildings to low VOC materials by 20XX. * Schedule regular meetings with management staff, project development staff, and vendors to schedule, coordinate transition. | Actions to realize the goal: |