



## GUIDE TO PARKSMART CERTIFICATION

VERSION 1.2  
June 2017

Green Business Certification, Inc (GBCI)  
Washington, DC

# OVERVIEW

Parksmart, (formerly known as Green Garage Certification) is the world's only rating system that defines, measures and recognizes high-performing, sustainable garages. An industry-driven, field-tested road map for new and existing parking structures, Parksmart recognizes forward-thinking facilities shaping tomorrow's sustainable mobility network.

Parksmart helps parking structures to:

- Reduce environmental impact
- Increase energy efficiency and performance
- Manage parking spaces efficiently
- Promote alternative mobility options
- Strengthen community relationships

Parksmart awards points to parking structures for sustainability achievements in garage management, programming, design and technology. The Parksmart certification process allows parking structures to demonstrate their achievement through a documentation review. Structures that achieve a minimum number of points as part of the review process will be recognized with a Parksmart certification.

## Certification Levels

Commissioned more than two years prior to project registration	
Certification Level	Points
Parksmart Pioneer	90+ points earned
Commissioned within two years of project registration or not yet commissioned	
Certification Level	Points
Parksmart Bronze	110-134 points earned
Parksmart Silver	135-159 points earned
Parksmart Gold	160+ points earned

*Projects achieving Parksmart Pioneer must earn a minimum of 15 points in each of the three main certification categories (management, programs and technology and structure design)*

*Projects achieving Parksmart Bronze, Silver or Gold must earn a minimum of 20 points in each of the three main certification categories (management, programs, and technology and structure design)*

## ELIGIBILITY

### Parking Structure

1. Any multi-level structure that stores vehicles is eligible for Parksmart certification. This structure may be a stand-alone building or integrated into a mixed-use building (e.g. office building or shopping mall).

- Both existing and new construction structures are eligible for Parksmart certification. Projects commissioned more than two years prior to registration are considered existing structures and must seek Pioneer certification. Projects that are not yet commissioned or were commissioned within two years of registration are considered new construction and may seek Bronze, Silver or Gold certification.
- Applications for Parksmart certification should include only one parking structure. Email [parksmart@gbci.org](mailto:parksmart@gbci.org) if your property contains multiple parking structures.

## Project Boundary

- The Parksmart project boundary must include all space within the structure dedicated to parking, including occupied space integral to garage operations.
- Public spaces (e.g. plazas, gardens) managed by garage ownership or management and ancillary surface parking may be included in the project boundary at the discretion of the applicant.
- The project boundary must be consistent throughout the Parksmart application.

## Fees

**Registration fee:** The registration fee is charged on a per-project basis and must be paid at the time of registration.

**Certification fee:** The certification fee is charged on a per-project basis and must be paid by the time of the preliminary review submission.

**Parksmart Certification Standard:** The certification standard defines each of the 48 certification measures, point values, and documentation requirements.

**Measure Interpretation Request (MIR):** This is a question about whether a design, technology, or practice will meet the objective of a given Parksmart measure (and thereby be awarded Parksmart points). Parksmart approved MIRs provide a clarification or alternate compliance pathway for a given measure when the project cannot meet the option(s) stated in the Parksmart Certification Standard.

**Appeal:** This is an additional round of review that allows you to submit supplementary information, amend the application or add new measures not previously attempted. The appeal fee is charged for each measure that is appealed.

Fee	Amount
Registration	\$250
Certification	\$6,500
Parksmart Certification Standard - PDF	\$149 (member price is \$99)
Parksmart Certification Standard - Hard Copy	\$219 (member price is \$169)
MIR (if applicable)	\$220
Appeal (if applicable)	\$500

*As of May 16, 2016. Fees are subject to change.*

# CERTIFICATION PROCESS

Parksmart certification begins with thinking about how a parking structure interacts with its surroundings, customers, employees and the ecosystem of cars, trains, bikes and other mobility forms around it. Review the [Parksmart Certification Owner Checklist](#) to assess sustainability opportunities within your existing or planned facility.

Next, dive into the [Parksmart Certification Standard](#). The Certification Standard contains detailed information on each of the Parksmart certification measures and will help you to understand which certification points your project is likely to achieve.

Once you've familiarized yourself with the Parksmart Certification Standard you're ready to begin the official certification process.

## Register

Register your project:

1. Go to [arcskoru.com](http://arcskoru.com)
2. Select "Log In" on the top right of your screen
3. Log in with your USGBC user credentials. (If you need to create a USGBC user account, go to [usgbc.org/registration/create-user](http://usgbc.org/registration/create-user))
4. Once logged in, select the green "+ Add" button on the top right corner of your screen to create a new project registration
5. Fill in the project details, agree to the service agreement, and click "Next"
6. Make payment or request invoice
7. Get started!

At this stage, you'll also assemble your project team, which includes at a minimum the owner (or owner's agent) and the project administrator.

The owner is the person (or entity) who holds and controls the real and personal property associated with the project and accepts the service agreement. If desired, the owner can grant authority to an agent to act on his or her behalf. The project administrator acts as a project manager, overseeing the Parksmart project as well as which team members are responsible for certain tasks and measures.

Once registered, you will receive an email providing you access to the Parksmart application materials, including the Documentation Submission Package.

## Apply

Prepare your Parksmart application for review.

Working with your project team, you should identify which Parksmart measures to pursue and assign them to team members. Your team should then collect information, perform calculations and analysis, and prepare documentation demonstrating your achievement of your selected measures. Documentation requirements are outlined in detail within the Parksmart Documentation Submission Package.

If a sustainability strategy of your project meets the objective of a measure but does not fit within the bounds of the measure requirements you may make a project-specific

Measure Interpretation Request (additional fees apply) at this stage of the certification process. Measure Interpretation Requests must include a detailed description of how your project meets the objective of a given measure.

Technical questions that arise while preparing your application should be sent to [parksmart@gbci.org](mailto:parksmart@gbci.org).

Before you finish your application and submit your project for review, you have the opportunity to request a one hour pre-submission call with your reviewer. This call provides you an opportunity to ask questions about your intended approach prior to submission.

Once your application is ready for review, submit payment for the Parksmart certification fee and your completed application to GBCI.

## Review

Once the application is received and the certification fee payment has cleared, GBCI will conduct a thorough examination of your project.

*Preliminary Review (20-25 business days)*

GBCI will determine if your project complies with attempted measures. If needed, the review team may request Mid-Review Clarifications during this round or subsequent rounds of review. Once requested, the certification process will be put on hold until the Mid-Review Clarification is resolved.

Once the preliminary review is returned, you can accept the results, or submit new or revised documentation for another round of review. If you have questions about the review comments, you will have the option of requesting a post-review conference call with your reviewer.

If you choose to submit for another round of review, GBCI recommends that the amended application be submitted within 25 business days of receiving the preliminary review report.

*Final Review (20-25 business days)*

GBCI will review the resubmitted documentation for compliance. Once the review is returned, you may accept the results or resubmit particular measures via the appeal process, if necessary.

## Appeal

*Appeal Review (optional, \$500 per measure, 20-25 business days)*

At this stage, you can submit additional information, modify your application, or add new measures previously not attempted through an appeal. All amendments to the application included in the appeal must be submitted at once, however, appeal fees are assessed on a per measure basis, at a rate of \$500 per appealed measure. Once the appeal review is returned, you may accept the results or submit for an additional appeal review. There's no limit to the number of appeals you can submit.

## Certify

*Sign off on your project's review.*

Accepting GBCI's review is the last step in the Parksmart certification process. The results of an accepted GBCI review are final. Once you've accepted your review you can no longer submit appeals.

If you've earned certification, congratulations! You will receive a formal certificate of recognition, and you can begin promoting this achievement. Certification is valid for three years following the date of your acceptance of GBCI's review. After three years your project may renew certification by completing the Parksmart recertification process (currently under development).

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### *Review Challenge*

We've created the [Review Challenge Policy](#) to protect the integrity and fairness of the Parksmart certification process. We anticipate that resolution of technical issues or disputes related to the requirements of Parksmart can be accomplished through our traditional customer service channels. If, however, resolution of a technical issue is not satisfactorily achieved via GBCI's customer support channels, you may initiate a Review Challenge.

### *Revocation of Parksmart certification*

In rare situations, a Parksmart certification may be revoked. We've created the [Certification Challenge Policy](#) to ensure that all Parksmart project applications and subsequent reviews by GBCI team members are completed with integrity, accuracy and truthfulness. A certification challenge may be initiated by GBCI or any third party within 18 months of a project's certification. We recommend you retain all project documentation related to your certification for two years in case of a challenge.