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| --- | --- |
| Date: | [Month, Day, Year] |
| From: | Associate Executive Director, Office of Design and Construction, Office of Construction & Facilities Management |
| Subj: | Green Building Certification Waiver Request, Project # [project number], [project location] |
| To: | Associate Executive Director, Office of Facilities Planning, Office of Construction & Facilities Management |

# In accordance with CFM Policy Memorandum 003C-2021-21, *Green Building Certification Requirements*, a waiver is requested for [an individual building] [select buildings] [all buildings] in Project # [project number], [project location].

# The primary reason for this request is [technical infeasibility due to scope] [inadequate funding] [excessive cost relative to facility cost] [request to substitute equivalent criteria] [adverse effect on mission performance] [adverse effect on security] [adverse effect on health, safety, or welfare] [other]. See attached *CFM Green Building Certification Waiver Request Form* for additional information.

# This request has been coordinated with [VHA] [NCA] [VBA] Leadership, Facility Leadership, and Facility/Regional Energy Manager. Comments from all parties are attached.

# The point of contact for this request is [name] at [phone] or by email at [email address].

[Name]

Associate Executive Director

Office of Design and Construction

Office of Construction & Facilities Management

Project #:

Location:

POC name and email:

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| --- | --- | --- |
| Requirement Requested to be Waived (list each individual requirement on a separate line) | Portions of the Project this Request Applies to (list all applicable buildings) | Justification and Proposed Alternate Achievement, if Applicable |
| LEED Silver Achievement  |  |  |
| LEED Certification |  |  |
| Other (explain) |  |  |
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