Kahua Quick Reference Guide Sustainability

Project Lifecycle Applicability



About Sustainability

Important Notes Navigate to the Sustainability App Create a Sustainability Record for a Building Approvals Upload References Project Sustainability Fact Sheet

The Kahua Sustainability app tracks each project's sustainability Scope, Performance Goals, Compliance, Narratives, and Stories.

The Project Sustainability Fact Sheet is generated using the information entered in the Sustainability app.

Important Notes

- To save the document for future edits, all *required* fields must be populated with data.
- To quickly move from section to section use the section navigator located on the right side of the document.
- Only one Sustainability record per Building may be created in a project, but the project may contain multiple buildings.
- Use the focus buttons in the bottom gray bar to adjust your form view if necessary.



Navigate to the Sustainability App

- 1. Open the appropriate project using **Project Finder** in the launch bar. The project name is now shown in the header.
- 2. Using the apps launcher, open the Sustainability app in the Sustainability section of apps.



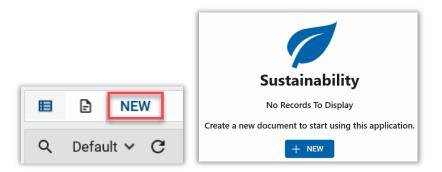




Create a New Sustainability Record for a Building

This action can be executed by the following roles: **Sustainability Administrator**, **GSA PM**, and **EXT-PM**.

1. Click **New** at the top (or middle of the page) of the page to create a new Sustainability record.



2. Select the building in the Building Info pane. The options in this list come from the properties selected in the Buildings section of the Projects app.

Note: The Project Manager has permission to make changes to the Project record. Contact the Project Manager if additional buildings need to be added to the Projects app.

3. Click the Save/Close button.





View	* New	۵	::	×
Building Info		> SI	ECTI	ons
Please select a Building and click the "Save" button to create your Sustainability record.		1. Buik DETAII	-	Info
✓ DETAILS				
Building 8 – CO1811ZZ – 1999 BROADWAY BLDG, CO 9	2			
Save / Close 🔻 3				

4. The six tabs for Sustainability will appear across the top of the new record.

Building Info	Scope	Goals	Compliance	Narratives	Approvals

Building Info

The Building Info tab displays REXUS-sourced building details for reference.

- 5. Review the building details for accuracy.
- 6. The Administration section is only editable by the Sustainability Administrators.
- 7. In the **Building Level Strategic Outcomes** section, select the appropriate choices for building attributes.
- 8. Any documents to be included with the record can be uploaded to the **References** section.
- 9. To save the record, click the **Save/Close** button.

Scope

The Scope tab allows for additions and updates of all equipment or components being installed or upgraded at the selected building, including all high-performance building features.

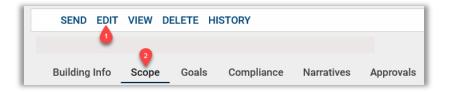
Scope tracking enables GSA to efficiently track, analyze, and report the projects' sustainable features.

Add a Scope Item

- 1. If not already in the edit screen, click **Edit** at the top of the record.
- 2. Select the **Scope** tab.







- 3. Click Add Scope Item.
- 4. Check the box in the far left column beside each scope item to be included in the project's Sustainability scope.
- 5. Click the **Select** button.

is' p	Add So	cope Item	×
В	Q	Default 🗸 C	
		↑ Category	↑ Subcategory
		Boiler Plant Improvements	Decentralize boiler
н.		Boiler Plant Improvements	Implement training and/or documentation
~		Boiler Plant Improvements	Insulate boiler room
		Boiler Plant Improvements	Replace burner
1		Boiler Plant Improvements	Upgrade operating protocols, calibration, and/or sequencing
		Building Automation Systems/EMCS	Add or upgrade controls
4	<	Building Automation Systems/EMCS	Convert pneumatic controls to direct digital controls (DDC)
		Building Envelope	Facade
		Building Envelope	Facade
		Building Envelope	Roof
			228 Item(s) 5
L			Cancel Select

6. Click the Save/Close button.

Edit Scope Items Details

Each Scope Item has its own set of details.

- 7. If not already in edit mode, click Edit at the top of the record.
- 8. Click the fly-out icon to the left of the first Scope item.
- 9. Click the caret to open the **Scope Elements**, **Features or Types** section, and enter values as necessary. The fields in this section will differ based on the selected Scope Item.
- 10. Click the caret to open the **Comments** section, and enter comments as needed.





Scope	Item								1 of :
	IRIS Work Item (if applicable)	Scope Item	V	Status 🕅	In Scope? 🛛	S	Sustainability - 11 – VA0904ZZ – ALEX	ANDRIA HOUSE, VA	
	-	Advanced Metering - Advanced Metering - Any		Logged	Yes				> SECTIO
		Boiler Plant Improvements - Add energy recovery -	Any	Logged	Yes		IRIS Work Item (if applicable)	-	SCOPE ELEMENTS,
			,	209900					COMMENTS
							Scope Item	Advanced Metering - Advanced Metering - Any	ECM/WCM COSTS
							Emerging & Sustainable Technology	Smart Buildings & Operational Technology (Controls, Advanced Metering, Edge Devices) - Advanced Meters & Submeters	ECM/WCM INSTAL
							TO Alignment	TC.18 - Advanced Metering Systems	
							In Scope?	Yes	
							Status	Logged	
							System Count	N/A	
						ſ	SCOPE ELEMENTS, FEATURES OR 1	TYPES	1
							▲ COMMENTS		
							ECM/WCM COSTS		
								IATION & OUTCOMES - FOR SAVINGS FIELDS, ENTER A	

11. Click the caret to open the **ECM/WCM Costs** section, and enter the appropriate values.

✓ ECM/WCM COSTS		
Lifecycle Cost	\$ 8,400.00	
Estimated Percentage of cost applicable to energy and water conservation measures (from early project planning)	 9	%
Total WEST energy savings estimate (from early project planning)	\$ 965.00	
Total WEST water savings estimate (from early project planning)	\$ 387.00	

- 12. Click the caret to open the ECM/WCM Installation Information & Outcomes For Savings Fields, Enter a Negative Number If There Will Be a Fuel or Water Increase section.
 - b. Click the **Insert** link to add a new row.
 - c. In the **Milestone** field, open the drop-down list to view a list of Milestones from the project's Milestones app.
 - d. Select a **Primary Building Cooling Fuel**.
 - e. Select a Primary Building Heating Fuel.
 - f. Select a value in the **Refrigerant Involved in ECM?** field.
 - g. Select a Refrigerant Type.
 - h. Enter the Refrigerant Capacity (lbs).
 - i. Enter the ECM/Equipment Design Lifetime (Years).
 - j. Enter the ECM Implementation Cost (\$).
 - k. Enter the Estimated Initial Savings Associated with ECM Installation (ESPC Estimated Year One Savings)(\$).
 - I. Enter the Annual O&M Cost (\$/year) (Enter Cost If O&M Contracts Will





Change Due to ECM Implementation.

- m. Enter the Electric Savings (kWh/year).
- n. Enter the Natural Gas Savings (scf/year).
- o. Enter the Fuel Oil Savings (gallons/year).
- p. Enter the Steam Savings (mmbtu/year).
- q. Enter the Chilled Water Savings (mmbtu/year).
- r. Enter the Other Fuel Savings (mmbtu/year).
- s. Enter the Water Savings (gallons/year).
- t. Enter Additional Notes About ECM, as needed.
- u. Select a value in the CxP/CMa Team Only: Certify Technology Is Installed and Working field.
- v. Enter an email address in the CxP/CMa Team: Email of Certifier field.
- w. The name in the **Milestone Added By** field defaults to the email address for the current user who is entering the information.
- x. Click the Insert link to add another row, if needed. Any data from previous row is copied forward, and any previous rows are now read-only.
- 13. Use the up/down arrows at the top right-hand side of the window to move through the list of Scope Items as needed.
- 14. Click **Done** in the top right corner to close the window.
- 15. Select an IRIS Work Item for each scope item in the grid, if applicable.
 - a. Only IRIS Work Items that have been entered in the Projects app are available for selection. See the <u>Editing a Project QRG</u> for more details.
 - b. You can edit the IRIS Work Item at any time in the Edit view.
 - c. If you selected an IRIS Work Item, validation will occur upon Save to ensure that the Work Item selected is only associated with 1 scope item.

Note: You can have multiple Scope Items in the Sustainability record, but you can only have one IRIS Work Item per Scope Item.

16. Click the **Save/Close** button to commit the changes to the Sustainability record.

Manage Scope Items

Note: The scope items options below will not appear if the Sustainability record is in edit mode.

- 17. Each item must be approved before it appears on the Approvals tab.
 - a. Click **Approve** to approve a Scope Item and add it to the Approvals tab. Two options are available:
 - i. Ready for Reporting, which changes the Status to Approved
 - ii. Not Ready for Reporting, which changes the Status to Logged and requires that a comment is entered in the **Comment** field.
 - b. Click **Unapprove** to unapprove a Scope Item. This requires a Comment to be entered, which appears on the Approvals tab. Unapproving also change the **Status** to Unapproved. Once unapproved, you will have the option to Approve again.
- 18. Each item may be Descoped and Rescoped to change the status on the Approvals tab. A Comment must be entered with each change. Descoping changes the **Status** to Descoped. Rescoping changes the **Status** to Rescoped.





ŀ	SCOP	EITEMS					
L							
L			IRIS Work Item (if applicable)	Scope Item V	Status 🕅	In Scope? 7	System Count 🛛 🕅
	Ø	RESCOPE		Appliance/Plug-load Reductions - Implement training and/or	Logged	No	N/A
	Ø	APPROVE? DESCOPE		Boiler Plant Improvements - Convert gas-fired unit to boiler I	Logged	Yes	N/A

Goals

The Goals tab gathers the project's key design performance targets and goals, particularly in terms of energy and water consumption. You can track Performance Projections, LEED/SITES/Green Globes, Energy Star, and Waste Management data. To add the project's Sustainability Goals:

Waste Management

- 1. Use the drop-down to select Yes or No in the **Project produced 500+ pounds of non**hazardous construction and demolition waste field, if applicable.
- 2. Enter the **Total Waste** and **Diverted Waste Units** and **Amounts**.

WASTE MANAGEMENT									
Project produced 500+ pounds of non-hazard Yes		•							
		Unit			Amount			Amount (in Te	ons)
Diverted Waste		tons			- <u>0</u>			0	
Total Waste		tons			• 0			0	
Calculated Waste Diversion Rat	e(%) 0								
Waste Diversion Target (%) Any recycled or salvaged mater	als used in project?								
Waste Comments									
Please upload any waste manag	ement plans or dive	rsion repor	ts here:						
UPLOAD ADD KAHU	A DOC EDIT MARKUP	UPDATE	REMOVE D	OWNLOAD ADD COMP	OSITE				
□ ↓ TYPE DESCRIPTION	CONTRIBUTOR DA	TE SIZE	MARKUP?	INCLUDE ON SEND	INCLUDE MARKUP ON SEND	IS CURRENT	PREVIEW STATUS	COMMENTS	





- 3. Calculations
 - a. Amount (in Tons) = Amount multiplied by Unit Conversion Factor
 - b. **Calculated Waste Diversion Rate** = Diverted Amount in Tons divided by Total Amount in Tons (as a percentage)
- 4. Enter the Waste Diversion Target (%).
- 5. Enter Waste Comments, as needed.

Performance Projections

- 6. Indicate whether EUAS represents accurate baseline performance of the building/facility prior to project start.
- 7. Choose the **Baseline: Model Type**.
- 8. Add Baseline Comments.
- 9. Add **Baseline** and **Post Project Projection** information in the table.
 - a. When the **Post Project Projections** are entered, values in the **Calculated Change (%)** row are calculated.
- 10. Calculations (read-only):
 - a. **Total Energy (MMBTH)** = SUM (All Entered Values multiplied by Conversion Amount)
 - b. **EUI** = (Total Energy / GSF) divided by 1000
 - c. **Calculated Water Intensity** = Post Project Projection Water (Gallons) divided by Post Project Projection GSF
- 11. Enter the Manually-Entered EUI Goal (kBTU/GSF/Year).
- 12. Enter the Anticipated GHG Reduction manually-entered (MTCO2e) Per Year.
- 13. Enter Energy Consumption/Savings Comments, as needed.
- 14. Enter GSF Change Comments.

LEED/SITES/Green Globes

- 15. Enter information for the LEED program.
 - a. Select the Anticipated LEED Certification Level.
 - b. Enter the LEED Exemption Number/P100 Waiver Number.
 - c. Enter the **Exemption Date**.
 - d. Select the LEED Rating System.
 - e. Enter the LEED Version Number.
 - f. Put a check mark in the **Registered with USGBC** box if applicable.
 - g. Enter the LEED Registration Number.
 - h. Enter the LEED Registration Date.
 - i. Put a check mark in the LEED Certification Obtained box if applicable.
 - j. Enter **LEED Comments** as needed.
- 16. Enter information for the SITES program.
 - a. Put a check mark in the **Pursuing SITES Certification** box if applicable.
 - b. Select the Anticipated SITES Certification Level.
 - c. Enter the SITES Version Number.
 - d. Enter the SITES Registration Number.
 - e. Select the Actual SITES Certification Level Obtained.
 - f. Enter the SITES Certification Date.
 - g. Enter SITES Comments as needed.
- 17. Enter information for the Green Globes program.
 - a. Put a check mark in the Green Globes Certification? box if applicable.

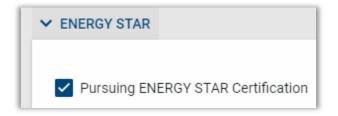




- b. Select the Anticipated Green Globes Rating Level.
- c. Enter the Green Globes Certification Date.
- d. Enter the Green Globes Certification Number.
- e. Select the Green Globes Rating Type.
- f. Select the Actual Green Globes Rating Level.
- 18. Enter information for the Certified Area.
 - a. Put a check mark in the For third-party certification (e.g. LEED or Green Globes), was whole building certified? box if applicable.
 - b. Enter the Third-party certified GSF, if less than full building.
 - c. Enter a value in the **If only part of building was third-party certified, please specify which part** field.

Energy Star

19. If **Pursuing Energy Star Certification**, put a check mark in the box at the top.



- 20. Enter the applicable information.
 - a. Enter the **Target Rating**.
 - b. Select a value in the Energy Star Label Actually Achieved field.
 - c. Enter the Energy Star Score Achieved.
 - d. Enter the Date That Energy Star Label Was Achieved.
 - e. Enter the Year of Energy Star Label.

Wellness

- 21. Check the applicable box(es).
- 22. Enter the applicable **Occupant Health and Wellness Comments**.







Goals Approval

- 23. To update the Goals Status, choose the new status from the drop-down list.
- 24. Click the **Save/Close** button.
- 25. The status history will appear on the Approvals tab.

GOALS APPROVAL	
	porting status, please choose the new status, enter an cord. The status history will appear on the Tracking tab.
Goals Status	
Approved for Reporting	•
Goals Status Comment	
This project is ready for validation.	

Compliance

The Compliance tab applies to all New Construction and Major Modernization projects. These project types must meet the Guiding Principles for Sustainability Federal Buildings. To track Compliance Criteria:

- 1. Click on the More Details flyout to the left of one of the criteria items.
- 2. Select the **Comment Type**.
- 3. Select the Current Status.
- 4. Enter the Latest Comments.
- 5. The Item History grid saves each update, oldest to newest.
- 6. Use up/down arrows to move through each Criteria item to enter **Status** and **Comments**.





- 7. Click Done.
- 8. Click the Save/Close button (or Save) to commit the changes.

Note: The current status appears in the Most Recent section of the Criteria Item and in the Current Status column of the Compliance window.

								1 of 9
	#	Criteria Name	Current Status	Design Review Status	Updated By	Updatec	Sustainability - 7 - TX020	10ZZ – SSA DALLAS DISTRICT, TX
ĿQ	1	LEED	Planned but not started		Valerie Pierre - GSA	6/17/2(1
٦	2	Energy Efficient Products	Planned but not started		Valerie Pierre - GSA	6/17/2(" Criteria Name	LEED
R	3	Energy Efficient Buildings	Planned but not started		Valerie Pierre - GSA	6/17/2(Requirements	Certify building as: LEED® v4 BD+C, at Silver level or higher. Upload LEED submittals and scorecards in GSA's Kahua project management software, and report certification details in
5	4	Energy Metering		Concur/on track	Valerie Pierre - GSA	6/17/20		Kahua> Sustainability> Goals> LEED. (Per P100 § 1.7.1: all new construction projects and substantial enovations [must] achieve, at minimum, a Gold rating through the Leadership in Energy and Environmental Design (LEED) version 4 green building rating system). Reference
6	5	Renewable Energy	Review Required		Valerie Pierre - GSA	6/17/20		 2020 Guiding Principles for Sustainable Federal Buildings and Associated Instructions, Appendix C - Assessing a New Construction, Modernization, Maior Renovation or Existing
۵	6	Cooling Towers	Implementation in progress		Valerie Pierre - GSA	6/17/20		Building Using Third-Party Building Certification System: https://www.sustainability.gov/pdfs/guiding_principles_for_sustainable_federal_buildings.pdf
R	7	Stormwater Management		Review Required	Valerie Pierre - GSA	6/17/20	Enter Status Update	
6	8	Material Content		Review Required	Valerie Pierre - GSA	6/17/20	Comment Type SDC Status	-
6	0	Resilience	Waiver		Valerie Pierre - GSA	6/17/20	Current Status	

Narratives

The Narratives tab collects information on high-impact areas of the design intent.

Enter the Project's Sustainable Narratives

- 1. Click the **Narratives** tab.
- 2. Click the **Edit** button in the options bar at the top of the window.
- 3. Put a check mark in the **Is building electric only?** box, if applicable.
- 4. Put a check mark in the **Is building primarily, but not exclusively electric?** box, if applicable.
- 5. Put a check mark in the **Project Targets 20% or greater reduction in embodied compared to a baseline building?** box, if applicable.
- 6. Enter the **embodied carbon reduction percentage compared to a baseline building** field.
- 7. Enter narratives for any of the applicable high-impact areas of design intent.
- 8. Put a check mark in the Were GPG technologies evaluated? box if applicable.
- 9. Put a check mark in the Implementing technology tested by GPG? box if applicable.
- 10. Enter an Innovative/GPG Technology narrative.
- 11. Enter a **Lessons Learned** narrative.





✓ NARRATIVES
Is building electric only?
Is building primarily, but not exclusively electric? (e.g. natural gas heating is backup)
Project Targets 20% or greater reduction in embodied carbon compared to a baseline building?
Embodied carbon reduction percentage compared to a baseline building
Embodied Carbon Reduction Narrative
Electrification/Fossil Fuel Reduction Narrative
Envelope Narrative
HVAC Narrative
Lighting Narrative
Renewable Energy Narrative
Water Narrative

Enter the Project's Stories

- 12. Use the Stories fields to document any **Project Success Stories** or **Human Impact Stories** accomplished by the project.
- 13. To save the record, click the **Save/Close** button.

✓ STORIES
Project Success Story
Human Impact Story

Approvals

Data from the Scope and Goals tabs is listed in the **Approvals** tab. No edits are made in this tab.

• The history of each **Scope** item is tracked in the **Approvals** tab once it has been Approved.





• Goals are tracked in the Approvals tab when Approved for Reporting or Not Approved for Reporting is selected as the Goals Status in the Goals Approval section.

Manage the Approvals View

Columns in the Approvals tab can be Sorted or Filtered to show the information necessary in the desired order.

- 1. Sort
 - a. Click on the column header of the column to sort by.
 - b. Click on the arrow that appears on the left side of the header name.
 - c. Click on the arrow again to change the direction of the sort to ascending (arrow up) or descending (arrow down).
- 2. Filter
 - a. Click on the filter icon on the right side of the column header to filter by.
 - b. Select the data to be included in the filter.
 - c. Click out of the filter window to close it.

											2	
↑ Туре	٧	Contact	A	Approval Date	¥	Scope Item	¥	Comment	V 5	Status	V	
Goals		Ashley White -	GSA	6/13/2024 1:27 PM					1	Approved for Repo		Select All
Scope		Ashley White -	GSA	6/17/2024 10:42 PM		Chiller Plant Improvements - Implement training	and		1	Approved		Approved
Scope		Ashley White -	GSA	6/17/2024 8:34 PM		Chiller Plant Improvements - Implement training	and		ι	Jnapproved		
Scope		Ashley White -	GSA	6/13/2024 1:19 PM		Transportation - Transportation - Any			F	Rescoped		Unapproved
Scope		Ashley White -	GSA	6/13/2024 1:17 PM		Chiller Plant Improvements - Implement training	and		1	Approved		Approved for Reporting
											Is e	yw rows with value that qual to Aa d - qual to -
											_	Aa Apply Clear Filter

Upload References

Any documents or photos to be included with the record can be uploaded to the References section.

- 1. Click **References** in the Sections list.
- 2. Click Edit.
- 3. Click Upload.
- 4. Follow the prompts to upload the document or photo.
- 5. To save the record, click the **Save/Close** button.



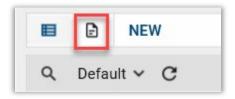


Building InfoScope Goals Compliance Narratives Approvals	> SECTION
The Building Info tab displays REXUS-sourced building details for reference. The Kahua Sustainability Application tracks each project's Scope, Performance Goals, Compliance with the Guiding Principles (if applicable), and Narratives.	1. Building Info DETAILS ADMINISTRATION
 DETAILS ADMINISTRATION 	BUILDING LEVEL REFERENCES
Guiding Principles Compliance Status	2. Scope SCOPE ITEMS 3. Goals WASTE MANAGE
Initial GP Compliance (FY it was reported out to FRPP)	PERFORMANCE LEED/SITES/Gre ENERGY STAR
GP-compliant square footage, if less than full building	WELLNESS GOALS APPROVAL
∧ BUILDING LEVEL STRATEGIC OUTCOMES	4. Compliance DETAILS
REFERENCES References UPLOAD ADD KAHUA DOC EDIT MARKUP UPDATE REMOVE DOWNLOAD ADD COMPOSITE	5. Narratives NARRATIVES STORIES REFERENCES
□ ↓ TYPE DESCRIPTION CONTRIBUTOR DATE SIZE MARKUP? INCLUDE ON SEND INCLUDE MARKUP ON SEND IS CURRENT PRE	6. Approvals
Save / Close 🔻 🗾 5	

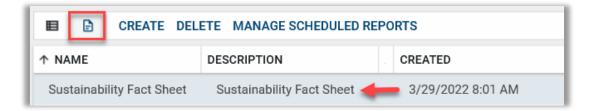
Project Sustainability Fact Sheet

The Project Sustainability Fact Sheet is populated with information gathered from each of the tabs in the Sustainability app. This report can be Sent, Saved to Kahua's File Manager, Printed, or Downloaded from the report view.

- 1. Open the List View of the Sustainability app.
- 2. Click the **Reports** icon in the bar just under the project name.



3. Select the Project Sustainability Fact Sheet.







4. Click View.

Sustainability Fact Sheet		
Name	Sustainability Fact Sheet	
Description	Sustainability Fact Sheet	
4		
View	Download PDF 🝷 Edit	

- 5. Use the Kahua report functions to send, save, print or download the report.
- 6. Close the view using the X in the top right corner of the pane.

Resources

For additional help with Kahua applications, you can access the instructor-led training calendar, self-paced videos, and Quick Reference Guides (QRGs) from this link: <u>Training: Project</u> <u>Management tool | GSA</u>

Related QRGs

Editing a Project <u>Milestones</u> <u>References section within applications</u>

