DOB NOW: *Safety*

LOCAL LAW 97 OF 2019

Industry Session

Updated 4/27/21

NYC Buildings

AGENDA

- Ground Rules
- Local Law 97 of 2019 (LL97)
- Applications for LL97 Adjustments based on …
  - Excess Emissions due to a Special Circumstance
  - Not-for-profit Hospitals and Healthcare Facilities
- Questions & Answers

LEARNING OBJECTIVES

At the end of this session, you will be able to:

- Understand when you can request a Local Law 97 Adjustment
- Request Adjustment for Excess Emissions due to a Special Circumstance
- Request Adjustment for Not-for-Profit Hospitals and Healthcare Facilities

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

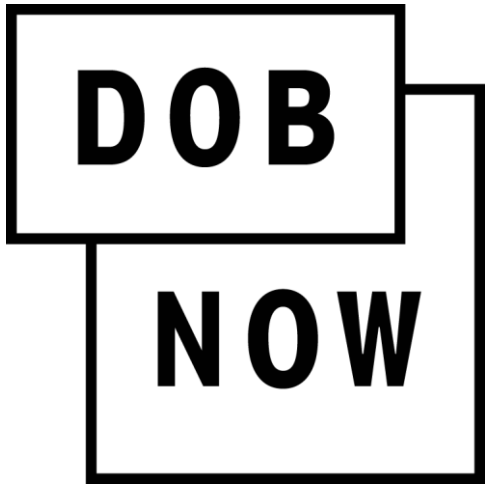
Ask Questions

Muted Microphones

Feedback

Parking Lot

DOB NOW – INTRODUCTION



DOB NOW is an interactive, web-based portal that enables building Owners, Design Professionals, Filing Representatives, and Licensees to do all business with DOB online. Filing online allows the User to work from home or office and eliminates the need to travel to DOB to file applications.

DOB NOW: *Build* – FEATURES AND BENEFITS

Submit a Job Filing online

Customers do not have to travel to the DOB office for filings

Real time Job Filing information online

24/7 access to job status and information

Greater Transparency of the filing process

Job Filing status can be viewed at any time

Faster Processing time

Digital filing allows for quicker turnaround time for submitted Job Filings

LOCAL LAW 97 OVERVIEW

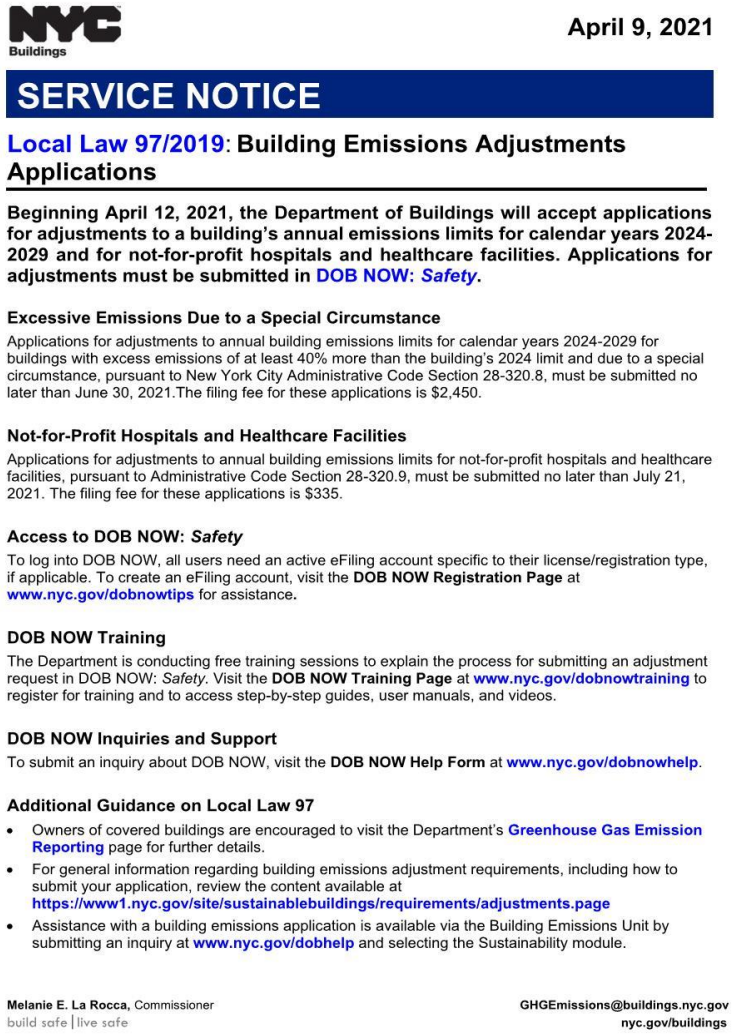
DOB NOW: *Safety* – LL97 ADJUSTMENTS OVERVIEW

- **Local Law 97 of 2019** governs greenhouse gas emissions from buildings.
- The city has committed to a 40% reduction in emissions from covered buildings by 2030 compared to emissions in 2005.
- Owners can request an **adjustment** to the emissions limit from the Department of Buildings.
- Adjustments must be requested in DOB NOW by a **registered design professional**.
- Due dates to apply for adjustments are set by law:
  - **June 30, 2021 for Excess Emissions**
  - **July 21, 2021 for Not-for-profit Healthcare**

DOB NOW: *Safety* – LL97 ADJUSTMENTS OVERVIEW

Additional Resources available on DOB web site: www.nyc.gov/buildings

- Greenhouse Gas Emission Reporting
- Chapter 3 of the Administrative Code
- Service Notice for Building Emissions Adjustment Applications
- Adjustment Application Filing Guide
- EN97A Workbook and Instructions
- Questions should be sent to : GHGemissions@buildings.nyc.gov



NYC Buildings

April 9, 2021

SERVICE NOTICE

Local Law 97/2019: Building Emissions Adjustments Applications

Beginning April 12, 2021, the Department of Buildings will accept applications for adjustments to a building's annual emissions limits for calendar years 2024-2029 and for not-for-profit hospitals and healthcare facilities. Applications for adjustments must be submitted in DOB NOW: *Safety*.

Excessive Emissions Due to a Special Circumstance

Applications for adjustments to annual building emissions limits for calendar years 2024-2029 for buildings with excess emissions of at least 40% more than the building's 2024 limit and due to a special circumstance, pursuant to New York City Administrative Code Section 28-320.8, must be submitted no later than June 30, 2021.The filing fee for these applications is $2,450.

Not-for-Profit Hospitals and Healthcare Facilities

Applications for adjustments to annual building emissions limits for not-for-profit hospitals and healthcare facilities, pursuant to Administrative Code Section 28-320.9, must be submitted no later than July 21, 2021. The filing fee for these applications is $335.

Access to DOB NOW: *Safety*

To log into DOB NOW, all users need an active eFiling account specific to their license/registration type, if applicable. To create an eFiling account, visit the **DOB NOW Registration Page** at **www.nyc.gov/dobnowtips** for assistance.

DOB NOW Training

The Department is conducting free training sessions to explain the process for submitting an adjustment request in DOB NOW: *Safety*. Visit the **DOB NOW Training Page** at **www.nyc.gov/dobnowtraining** to register for training and to access step-by-step guides, user manuals, and videos.

DOB NOW Inquiries and Support

To submit an inquiry about DOB NOW, visit the **DOB NOW Help Form** at **www.nyc.gov/dobnowhelp**.

Additional Guidance on Local Law 97

- Owners of covered buildings are encouraged to visit the Department's **Greenhouse Gas Emission Reporting** page for further details.
- For general information regarding building emissions adjustment requirements, including how to submit your application, review the content available at **https://www1.nyc.gov/site/sustainablebuildings/requirements/adjustments.page**
- Assistance with a building emissions application is available via the Building Emissions Unit by submitting an inquiry at **www.nyc.gov/dobhelp** and selecting the Sustainability module.

Melanie E. La Rocca, Commissioner
build safe | live safe

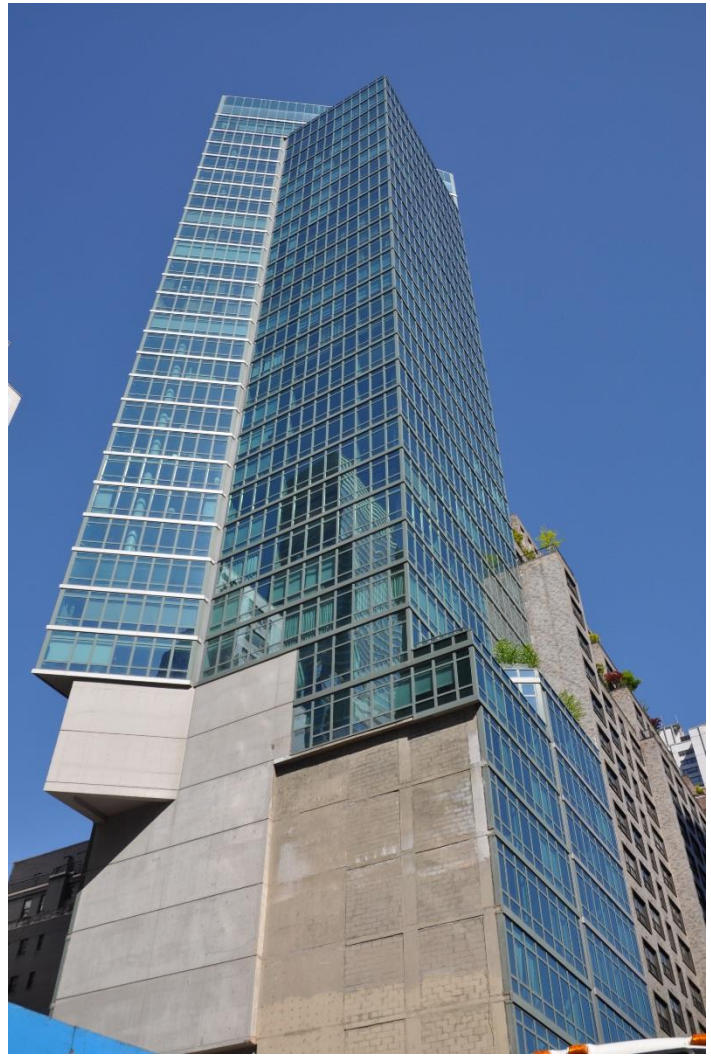
GHGEmissions@buildings.nyc.gov
nyc.gov/buildings

DOB NOW: *Safety* – LL97 ADJUSTMENTS OVERVIEW

- Owners may request an adjustment if their emissions in calendar year 2018 exceed their building emissions limit by more than 40 percent and meet certain requirements:
  - Excess emissions are due to a Special Circumstance
  - The building performs equivalent to a similar building that complies with the 2014 NYC Energy Code
  - The owner has a plan to achieve compliance with their 2030 emissions limit
- The adjustment shall result in a required building emissions limit that is 70 percent of the calendar year 2018 building emissions for the covered building.
- This adjustment applies for reporting years 2025 through 2030.

DOB NOW: *Safety* – LL97 ADJUSTMENTS OVERVIEW

- Not for-profit hospitals and healthcare facilities may also request an adjustment.
- For calendar years 2024 through 2029, the adjustment shall result in the covered building being subject to an emissions limit that is 85 percent of their calendar year 2018 building emissions.
- For calendar 2030-2034, the adjustment shall result in the covered building being subject to an emissions limit that is 70 percent of their calendar year 2018 building emissions

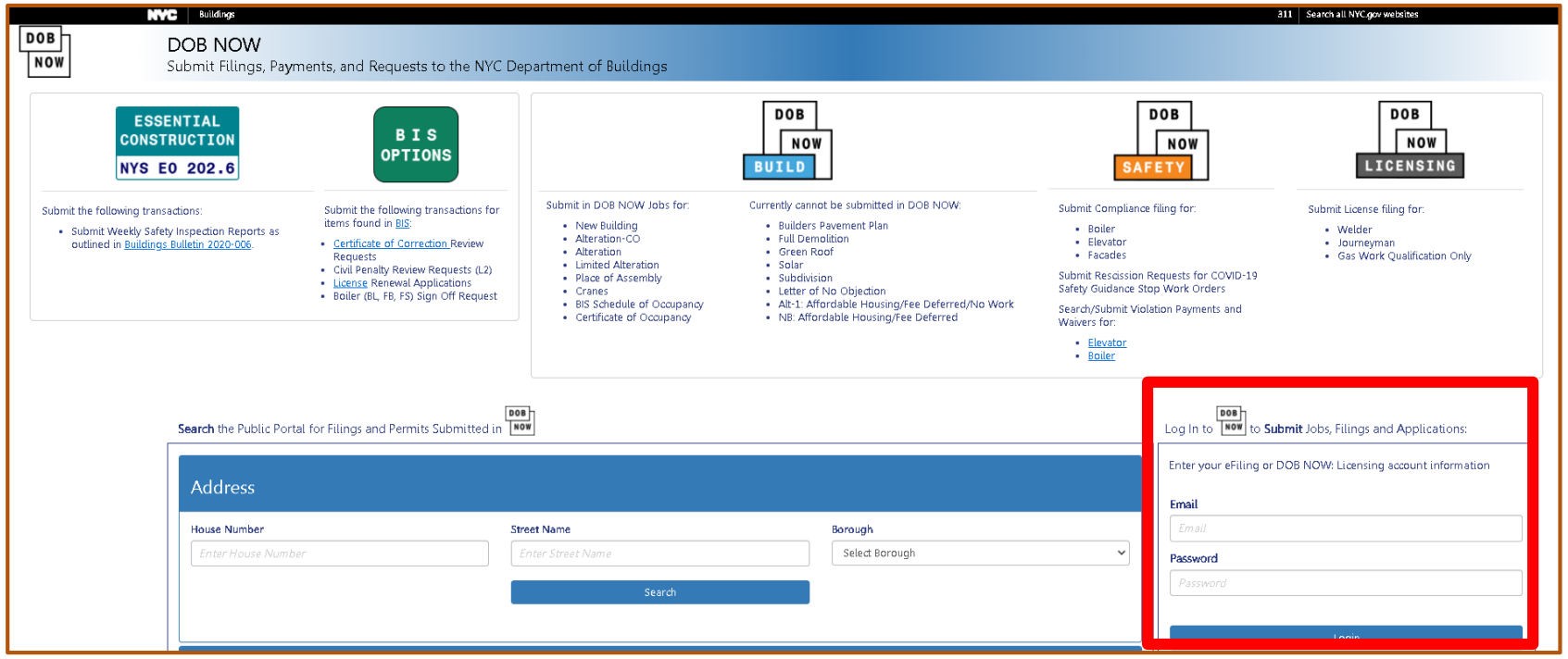


LOCAL LAW 97

ADJUSTMENTS BASED ON EXCESS EMISSIONS DUE TO A SPECIAL CIRCUMSTANCE

DOB NOW: *Safety* – LL97 ADJUSTMENTS PROCESS

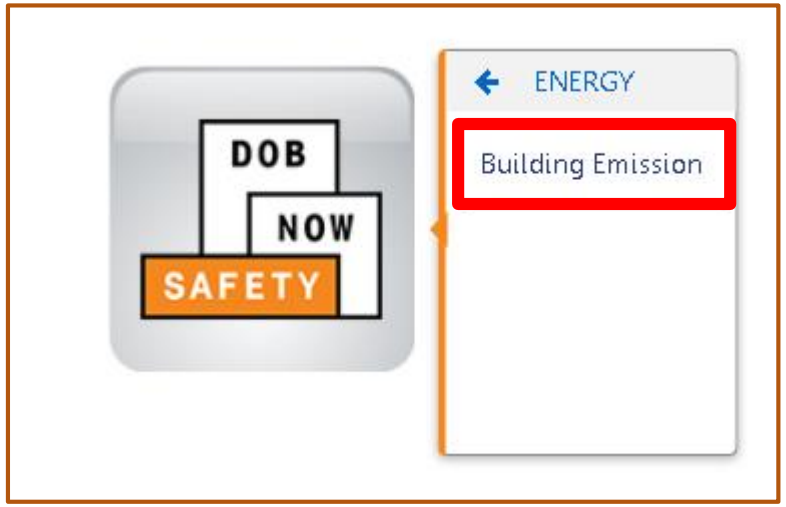
- Begin by logging into DOB NOW at www.nyc.gov/dobnow. Enter your eFiling account email address and password.



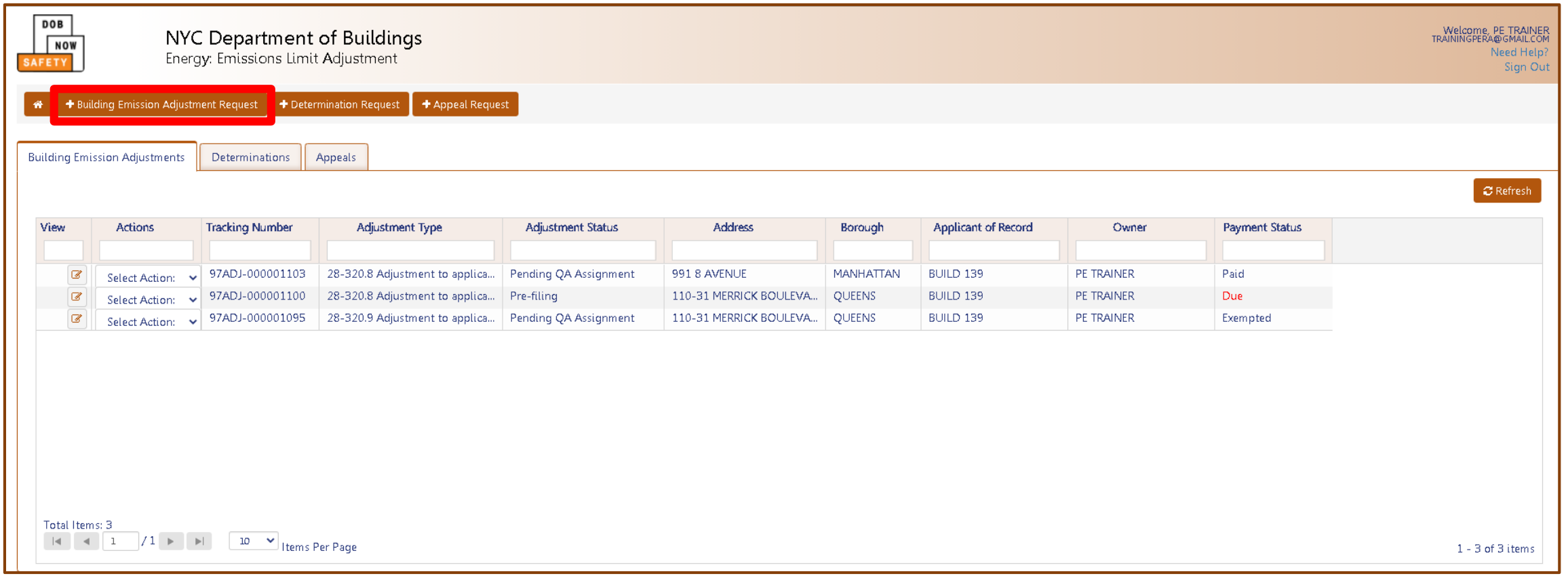
- If you need to create an eFiling account, go to www.nyc.gov/efilingtips for instructions.

DOB NOW: *Safety* – LL97 ADJUSTMENTS PROCESS

- Hover over DOB NOW: *Safety* and choose **Energy**.
- Then select **Building Emissions**.



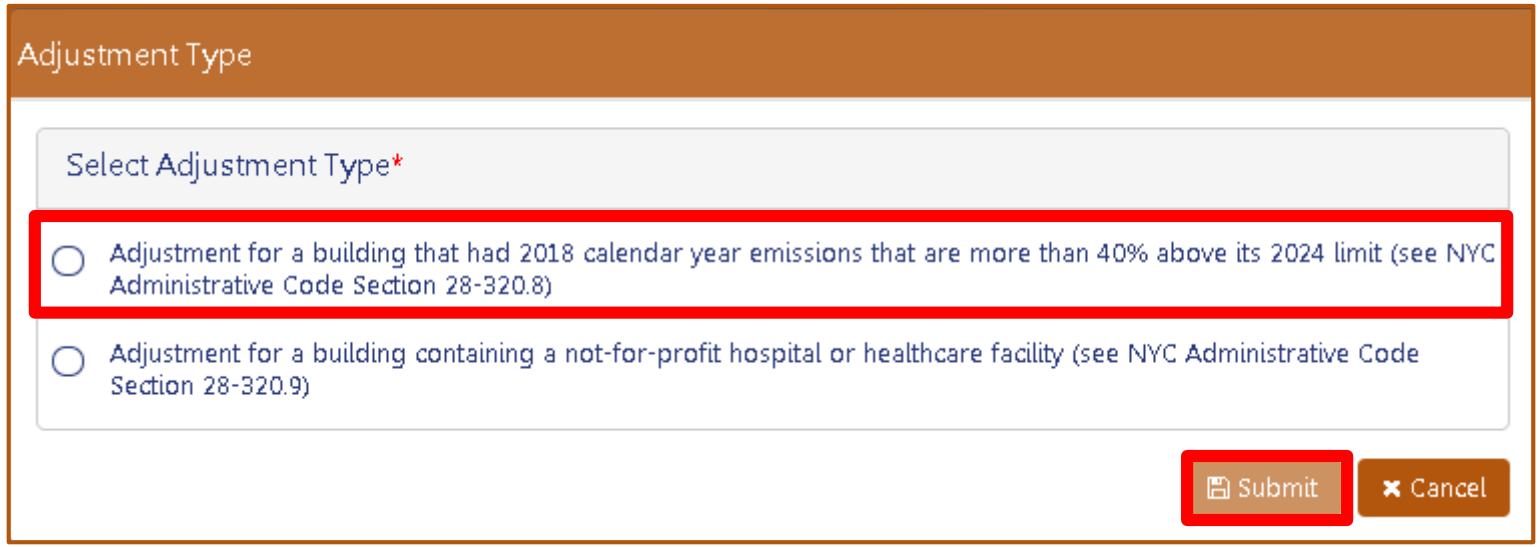
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



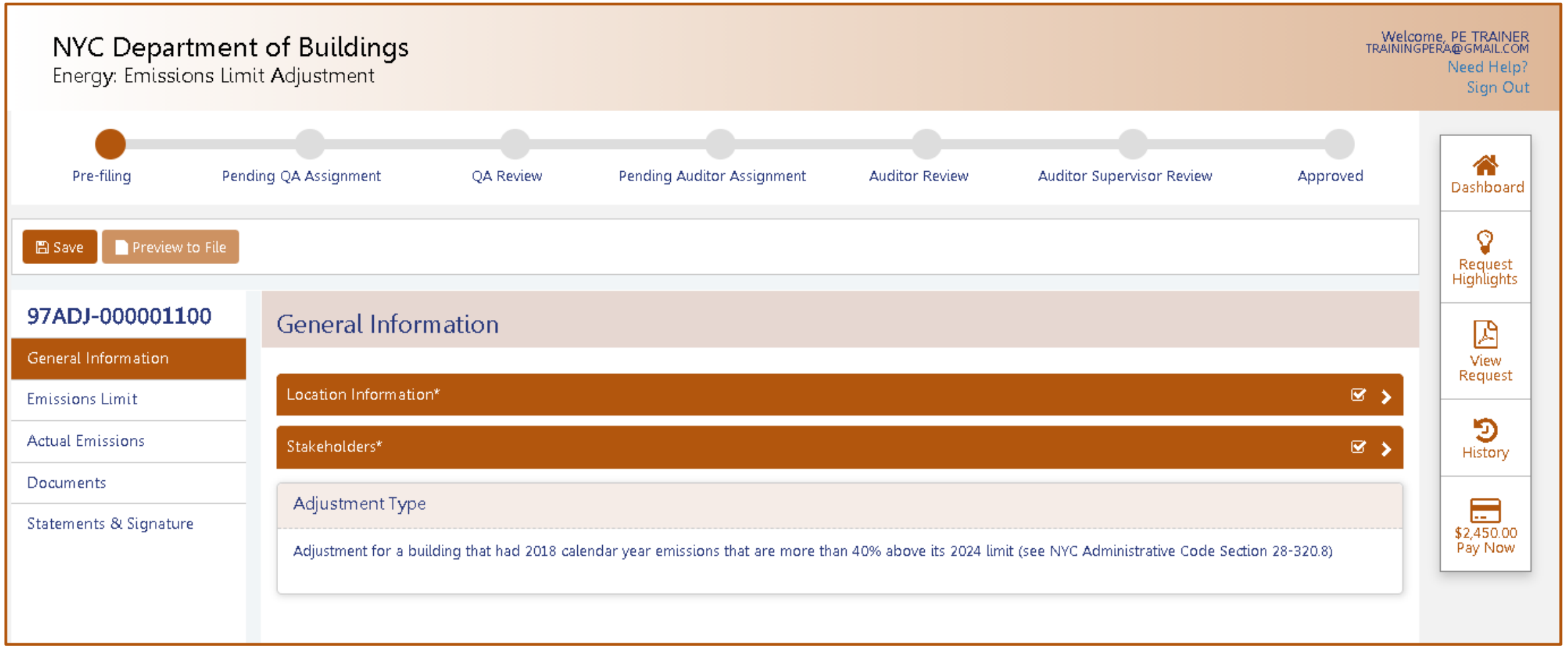
- To start a new request, click **+ Building Emissions Adjustment Request**.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Select "Adjustment for a building that had 2018 calendar year emissions that are more than 40% above its 2024 limit (see NYC Administrative Code Section 28-320.8)."
- Then click **Submit**.

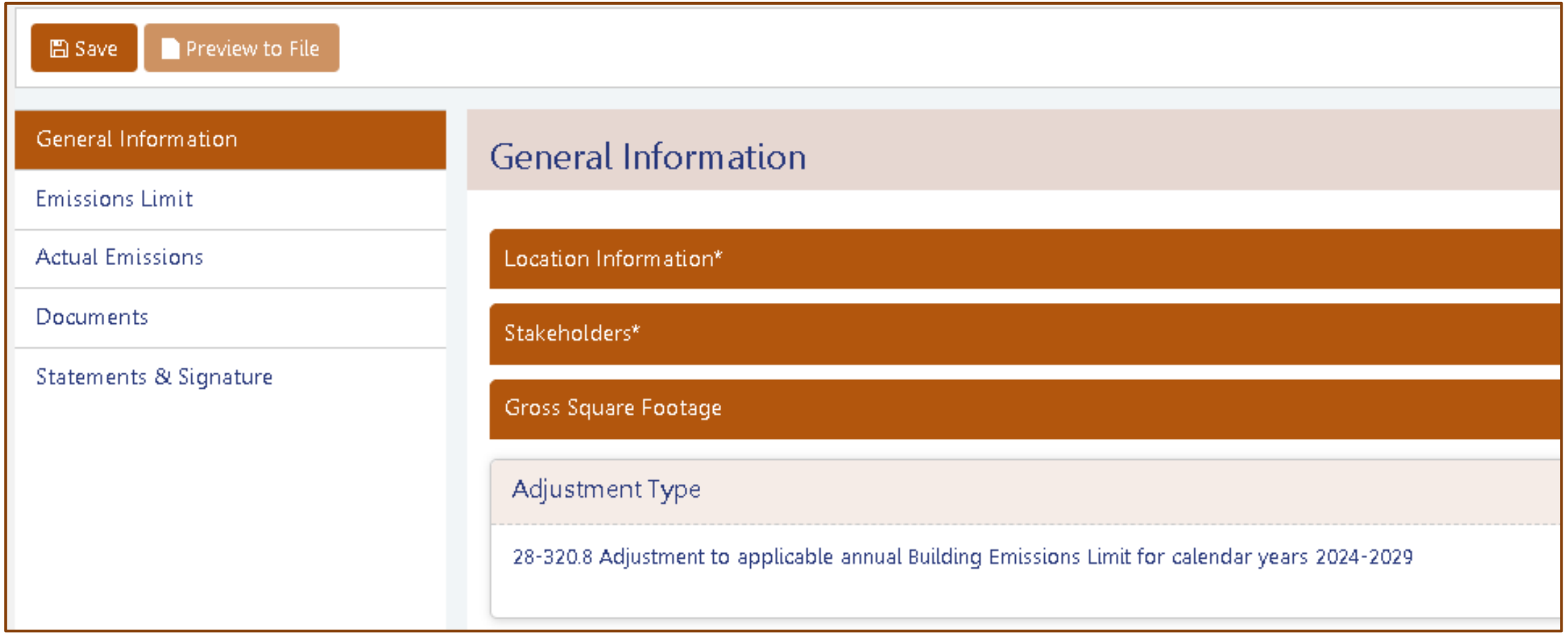


DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



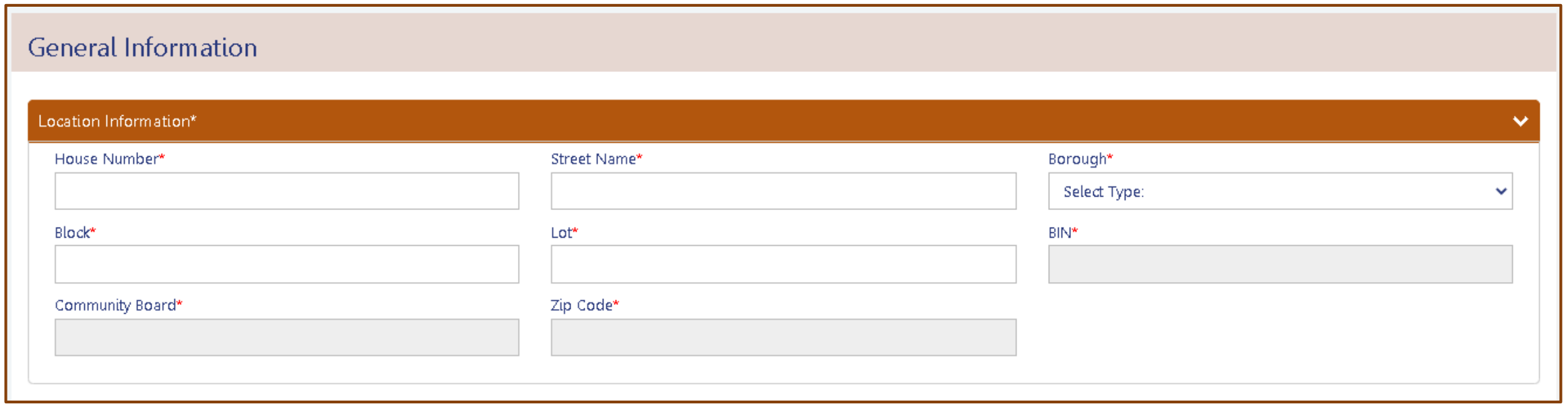
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- The Adjustment Request starts with five tabs:

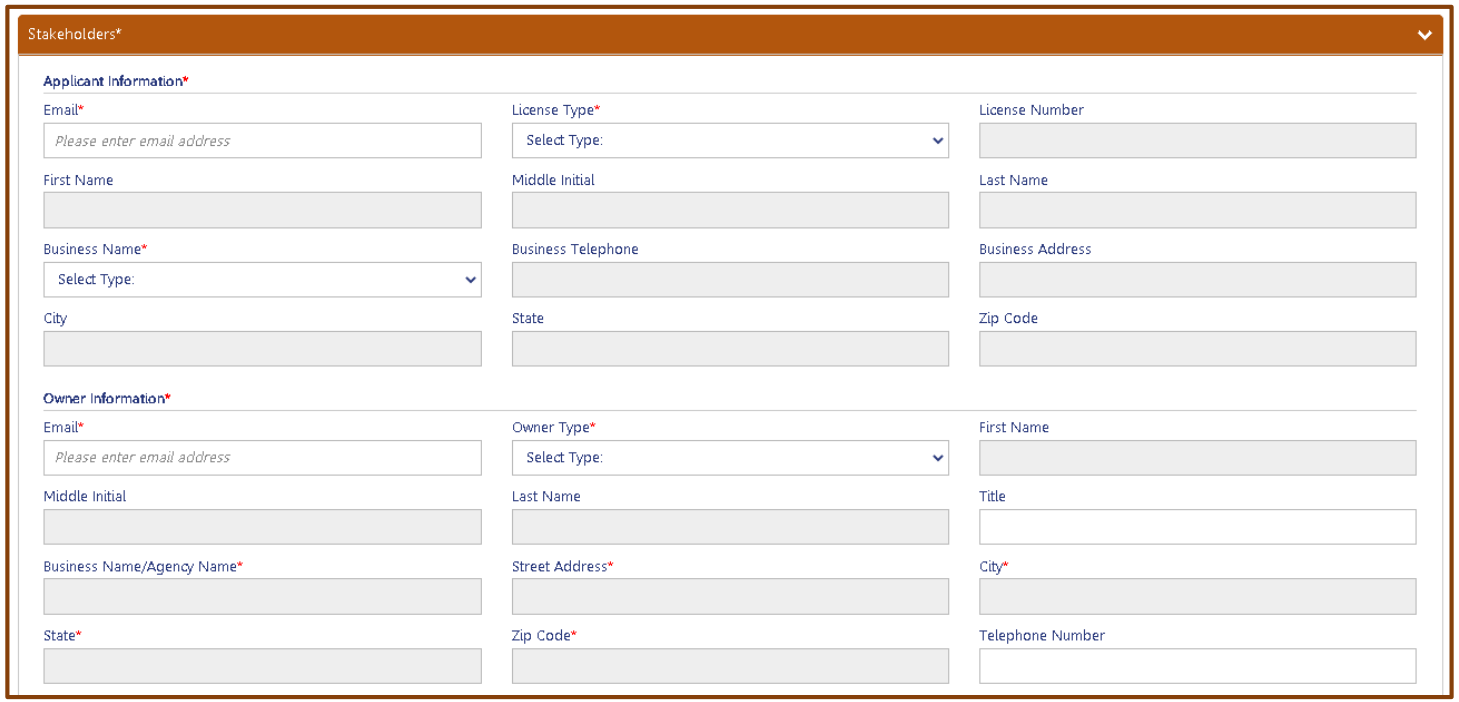


DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Begin the General Information tab by entering Location Information: House Number, Street Name, Borough, Block, and Lot.
- The BIN, Community Board, and Zip Code will be auto completed once the request is saved.



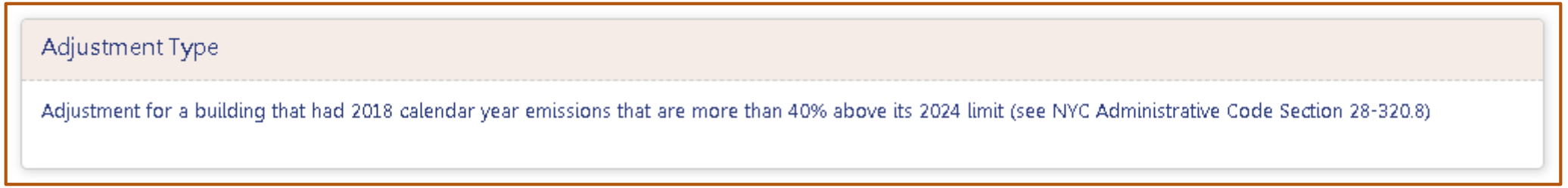
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



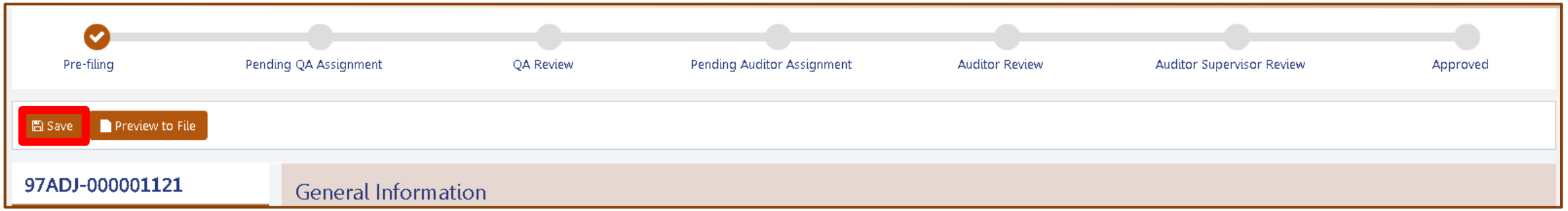
- Next, enter **Stakeholders**.
- Applicant Information and Owner Information are required.
- A Filing Representative Class I/ Preparer may also be entered.
- Once the Request is saved, Additional Delegates may be added.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- The Adjustment Type will be listed at the bottom of the General Information tab.

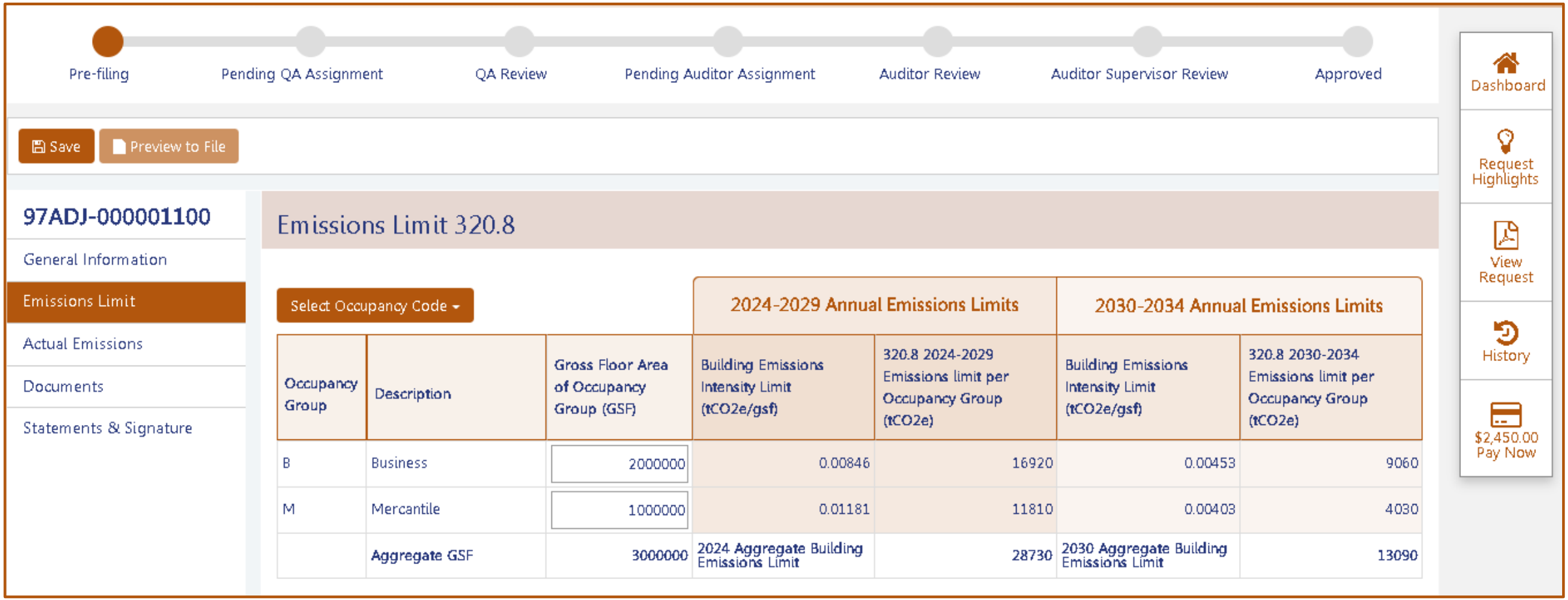


DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



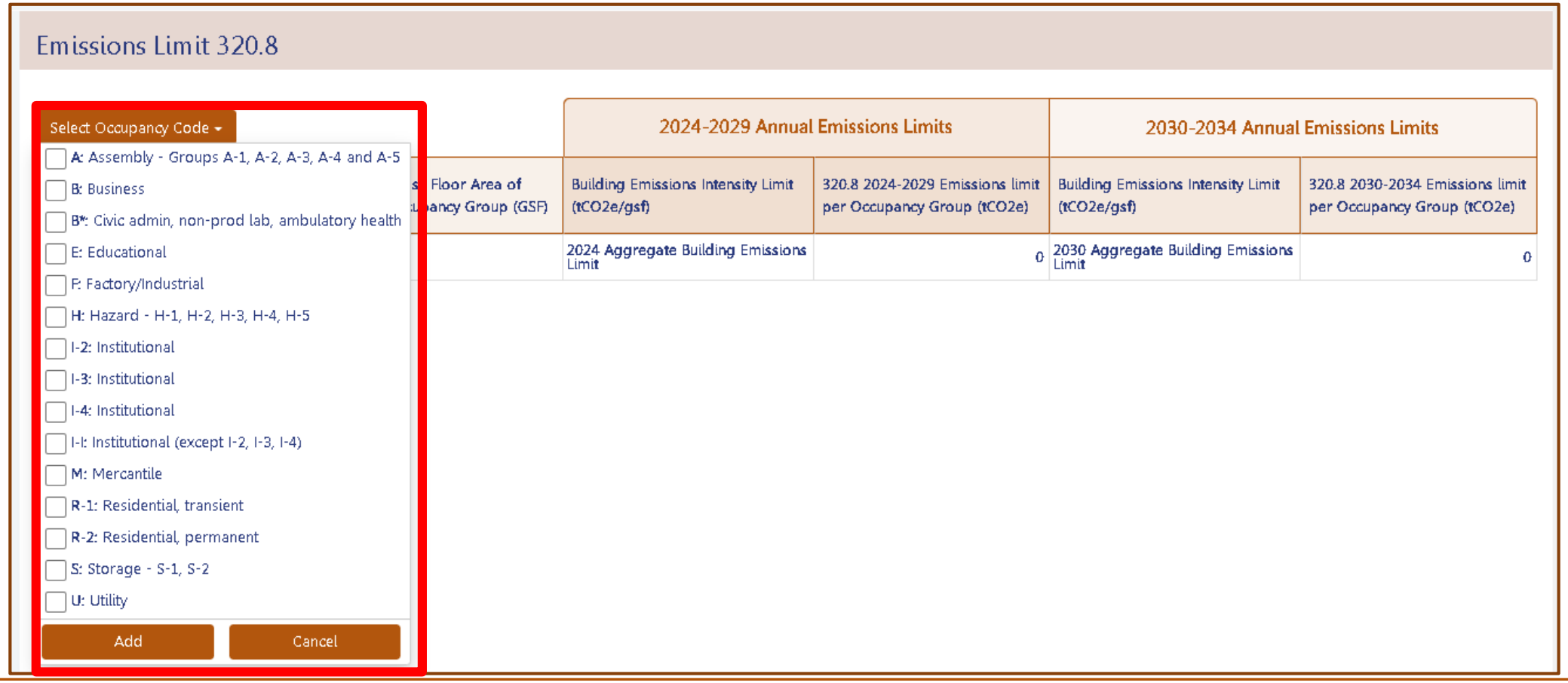
- You must **Save** before you can move to the next tab.
- The Request Number and the Status Bar will appear.
- The Request Number will consist of **97ADJ** (for a LL97 Adjustment) followed by a 9-digit number.
- The steps of the adjustment process reflected in the Status Bar are:
  - Pre-Filing
  - Pending QA Assignment
  - QA Review
  - Pending Auditor Assignment
  - Auditor Review
  - Auditor Supervisor Review
  - Approved

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

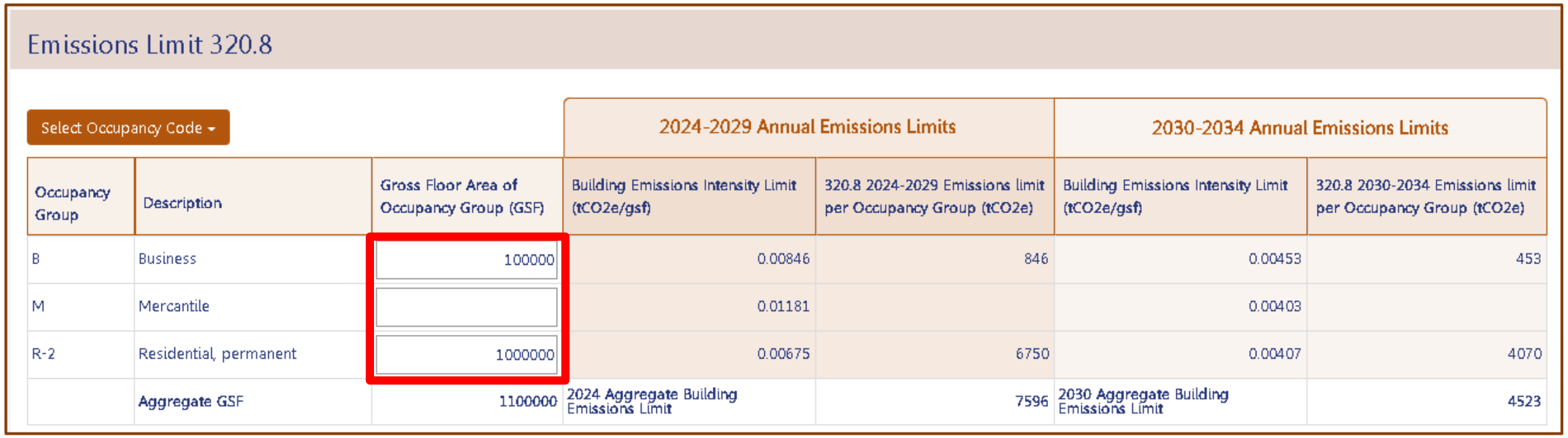


DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- In the Emissions Limit tab, select the Occupancy Code(s) that apply to your building and click **Add**.



DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



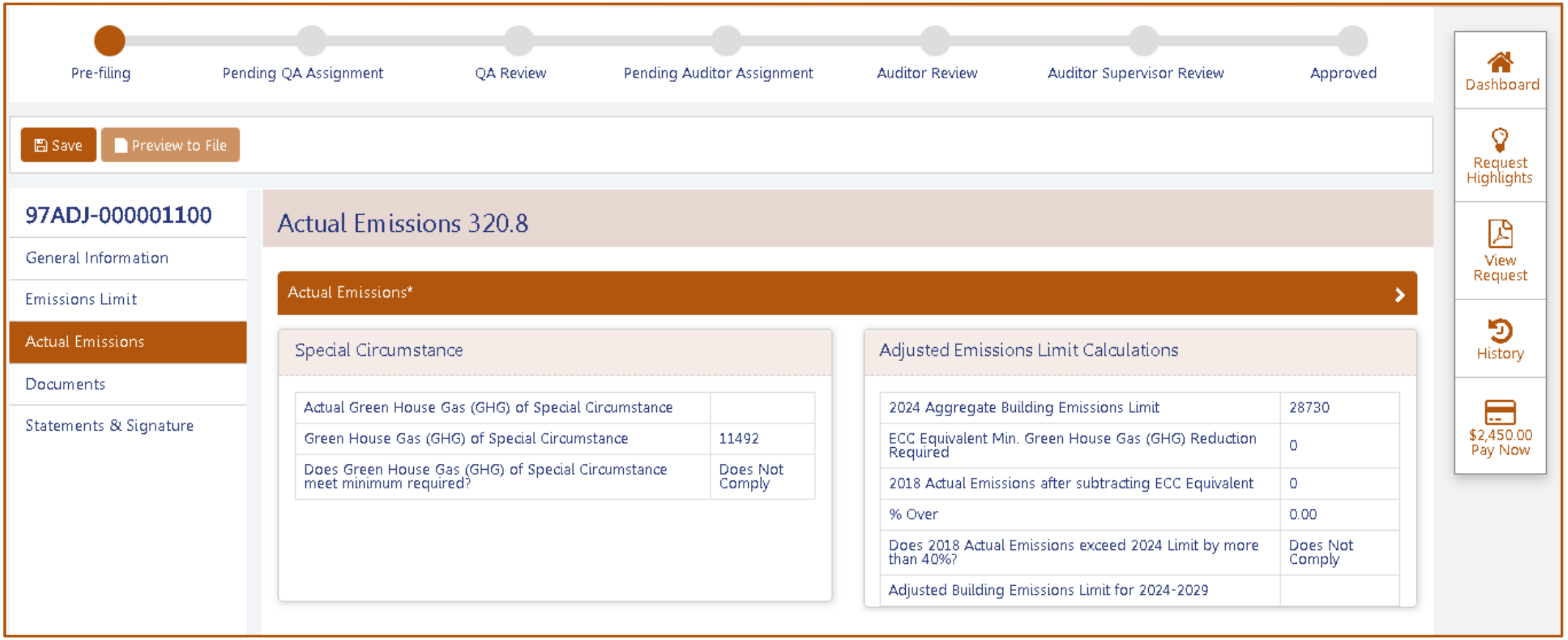
Emissions Limit 320.8

Select Occupancy Code

Occupancy Group	Description	Gross Floor Area of Occupancy Group (GSF)	2024-2029 Annual Emissions Limits: Building Emissions Intensity Limit (tCO2e/gsf)	2024-2029 Annual Emissions Limits: 320.8 2024-2029 Emissions limit per Occupancy Group (tCO2e)	2030-2034 Annual Emissions Limits: Building Emissions Intensity Limit (tCO2e/gsf)	2030-2034 Annual Emissions Limits: 320.8 2030-2034 Emissions limit per Occupancy Group (tCO2e)
B	Business	100000	0.00846	846	0.00453	453
M	Mercantile		0.01181		0.00403	
R-2	Residential, permanent	1000000	0.00675	6750	0.00407	4070
	Aggregate GSF	1100000	2024 Aggregate Building Emissions Limit	7596	2030 Aggregate Building Emissions Limit	4523

- For each Occupancy Code, enter the **Gross Floor Area of the Occupancy Group** (GSF).
- The system will calculate the **Emissions Limits** and the **Aggregate GSF**.
- Click **Save** before moving to the next Tab.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

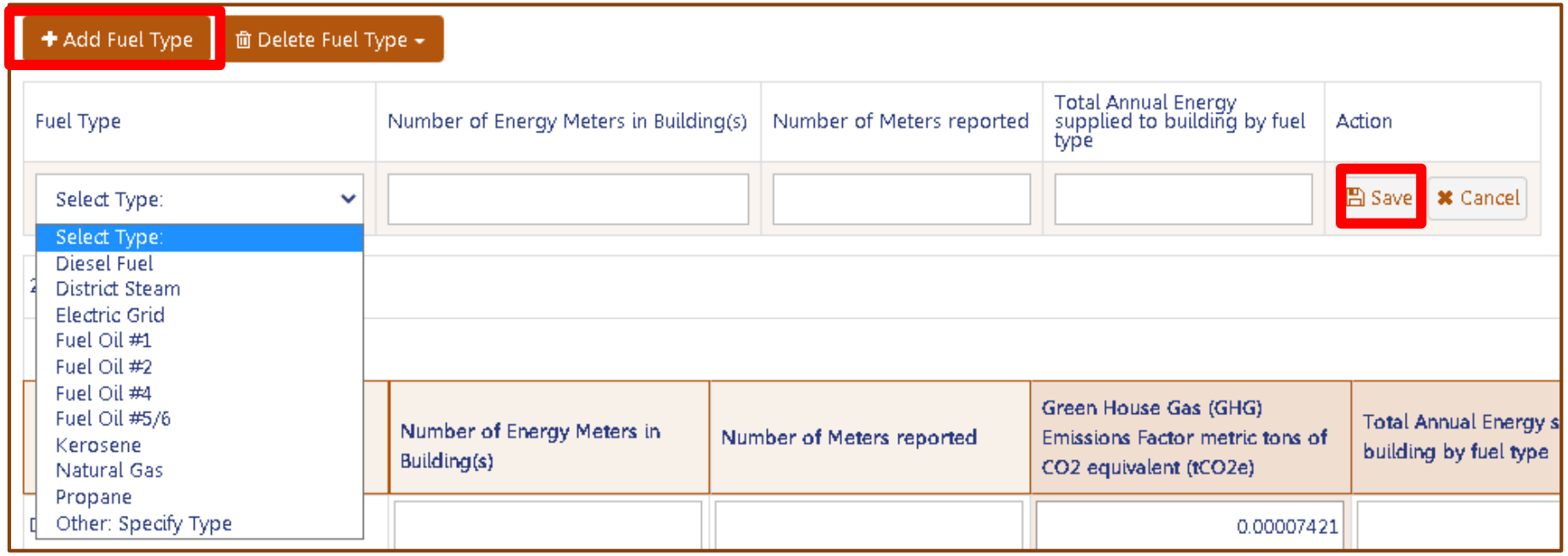
- Click on the **Actual Emissions** bar to open the section.
- Enter the **Actual Green House Gas (GHG) of Special Circumstances.**
- Answer **Yes** or **No** to “Do any of the meters being reported serve another building?”

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- By default, the system will list all Fuel Types reported to the City in 2018 (per LL84), along with the Actual Building Emissions per Fuel Type. *Users can revise the annual energy use as needed.*
- For each of those Fuel Types, enter the Number of Energy Meters in Building(s) and Number of Meters Reported. *(Reasons for differences should be explained in documents uploaded with the application.)*

2018 Actual Building Emissions					1683
Fuel Type	Number of Energy Meters in Building(s)	Number of Meters reported	Green House Gas (GHG) Emissions Factor metric tons of CO2 equivalent (tCO2e)	Total Annual Energy supplied to building by fuel type	Actual Building Emissions per Fuel Type (tCO2e)
Diesel Fuel			0.00007421	3161518	235
District Steam			0.00004493	14444200	649
Electric Grid			0.000288962	1439270	416
Kerosene			0.00007769	3283708	255
Natural Gas			0.00005311	1248864	66
Propane			0.00006425	962400	62

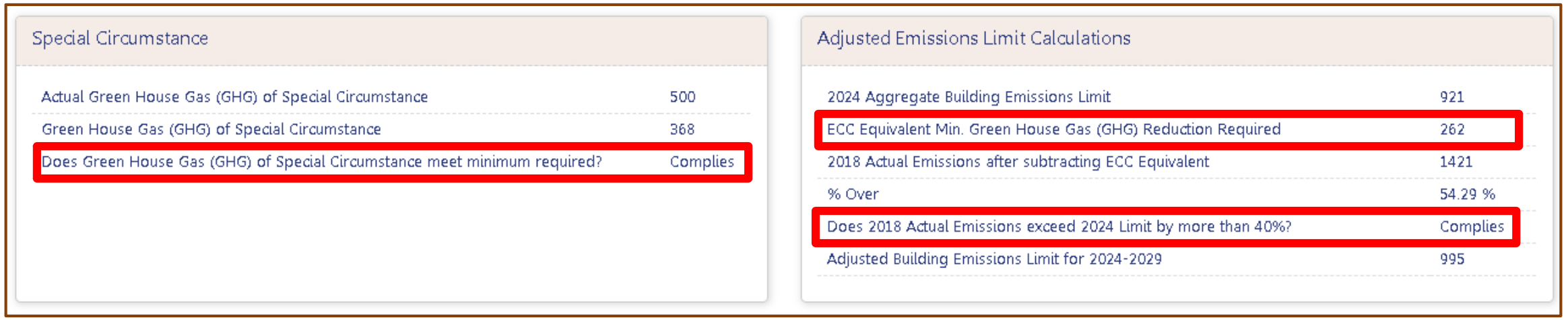
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



- To add an additional Fuel Type, click on **+ Add Fuel Type**. Fuel Types can be deleted by clicking **Delete Fuel Type**.
- Select the Type from the drop-down menu and fill out the rest of the fields (Number of Energy Meters in Building(s); Number of Meters reported; and Total Annual Energy supplied to building by fuel type).
- Click **Save**.

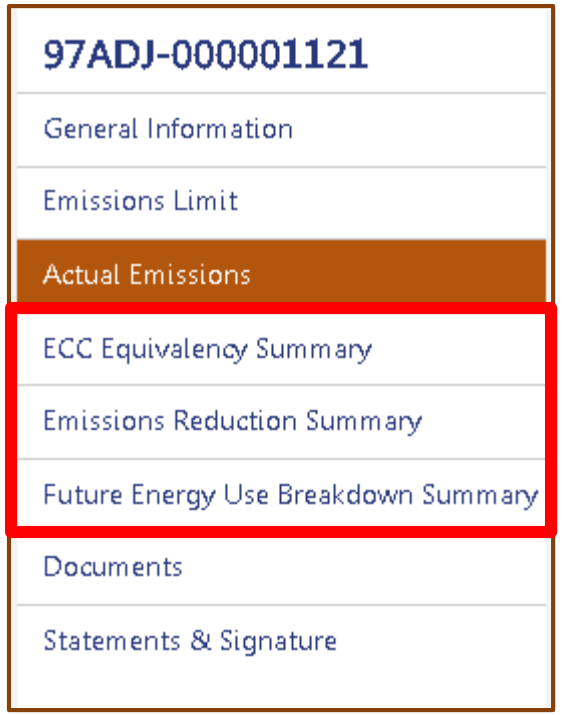
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Once all fields in the Tab are complete, save the Request.
- The system will determine, based on the information provided in the request so far, whether the building qualifies for an LL97 Adjustment, and if any emissions reduction is needed to establish equivalency with the 2014 NYCECC
- To qualify, the Actual Green House Gas of Special Circumstances must be more than 40% above the 2024 Building Emissions Limit.
- In addition, the 2018 Actual Emissions must exceed the calculated 2024 limit by more than 40%.

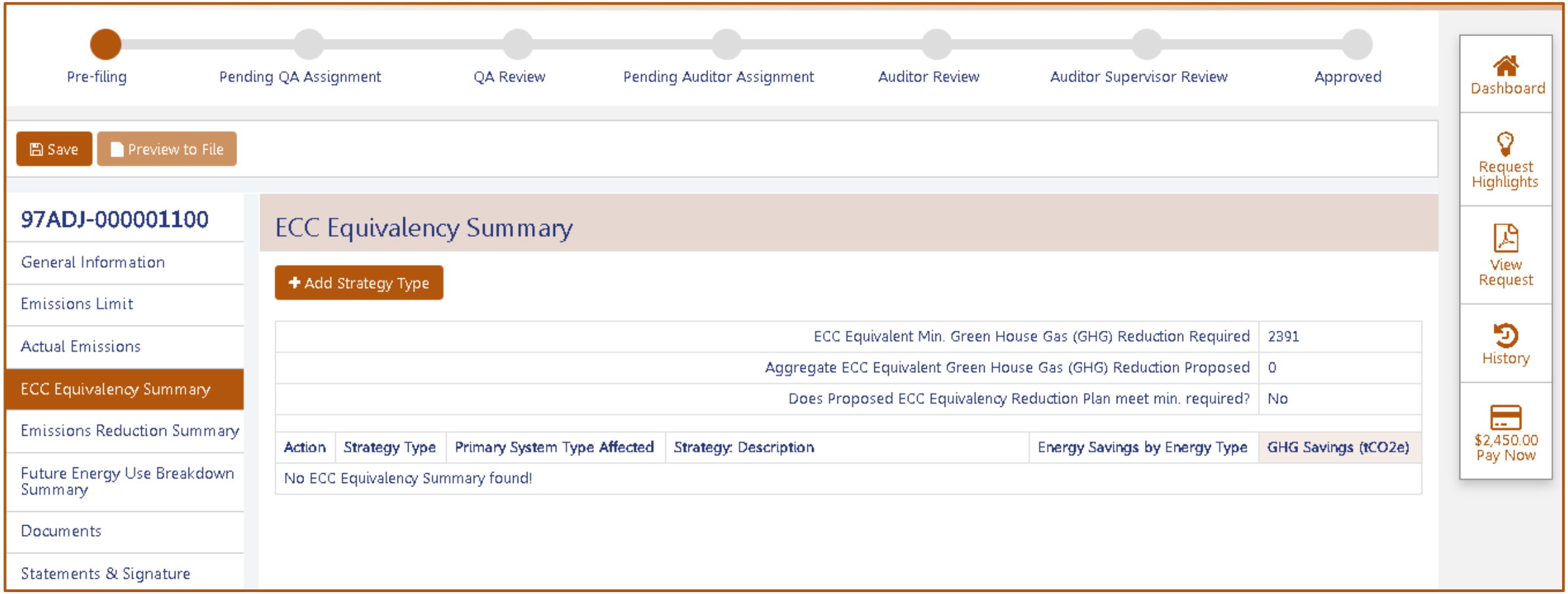


DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- If the Adjustment Request is determined to be compliant, three more tabs appear:
  - ECC Equivalency Summary *(if a reduction is required)*
  - Emissions Reduction Summary
  - Future Energy Use Breakdown Summary
- These tabs are where the Applicant can enter details about how they will meet the adjusted Emissions Limit they are requesting.



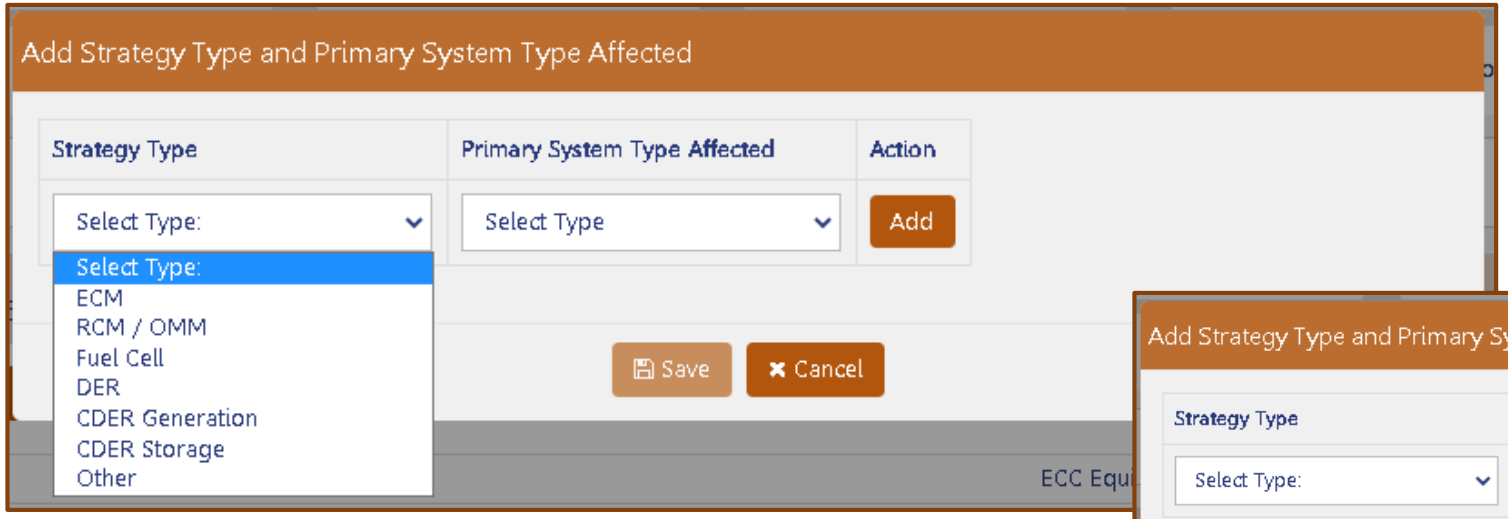
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



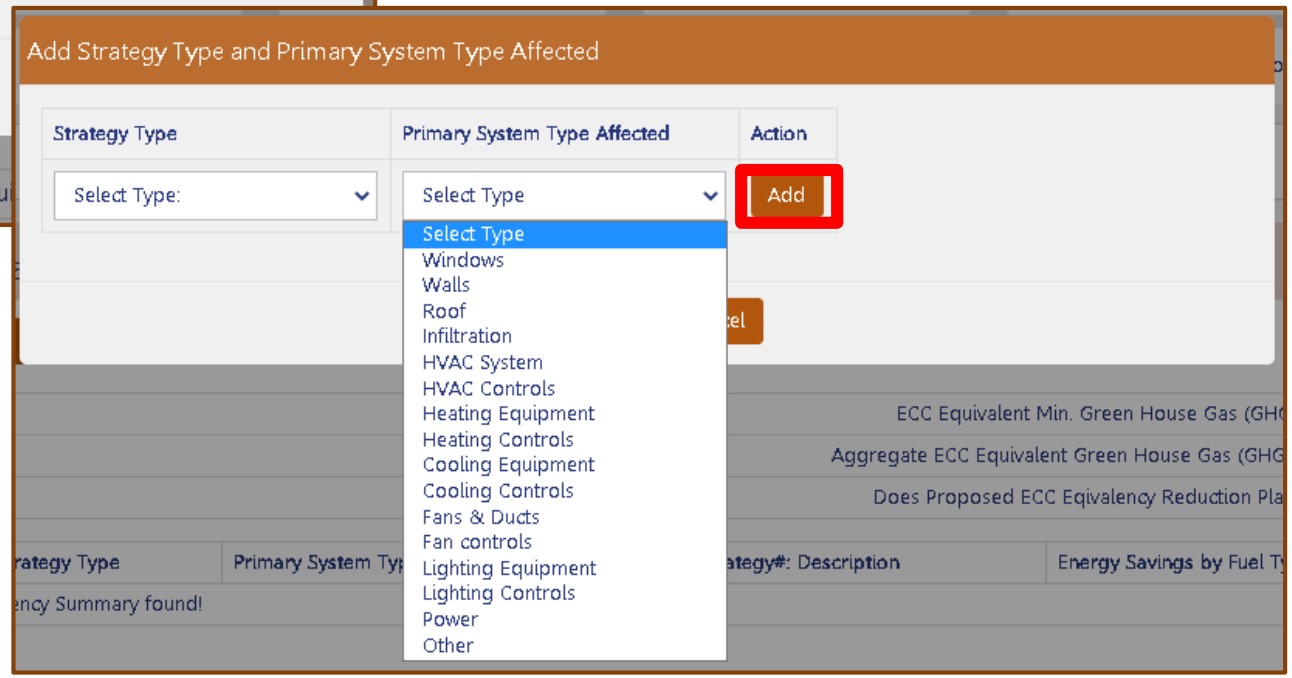
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- In the ECC Equivalency Summary tab, Applicants must enter the strategy or strategies they will be using to reduce their emissions to achieve equivalency with the 2014 NYCECC.
- Begin by clicking **+ Add Strategy Type**.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



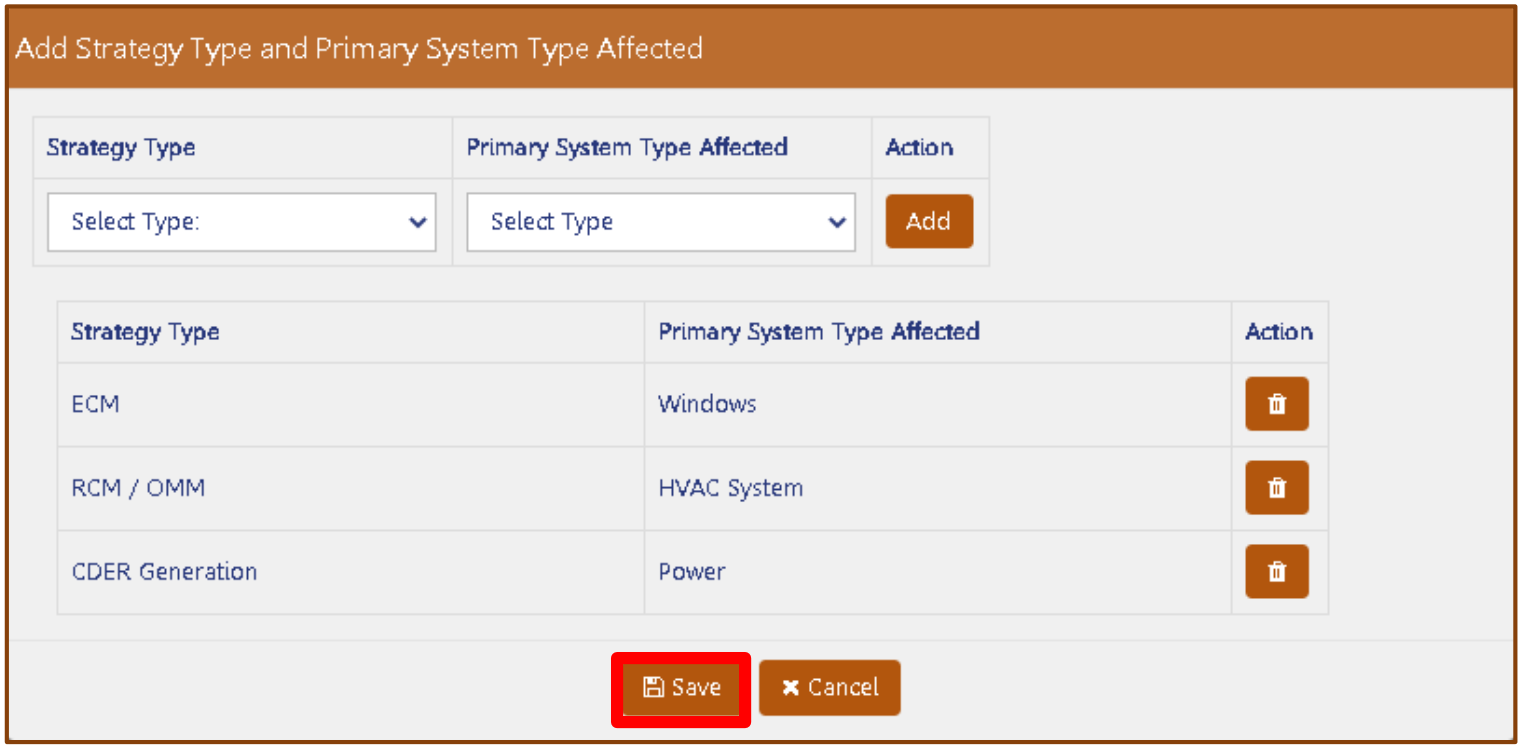
- Use the Strategy Type drop-down to choose the relevant strategy.



- Then select the Primary System Type Affected from the Select Type drop-down list.
- Click **Add** to enter your selections.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

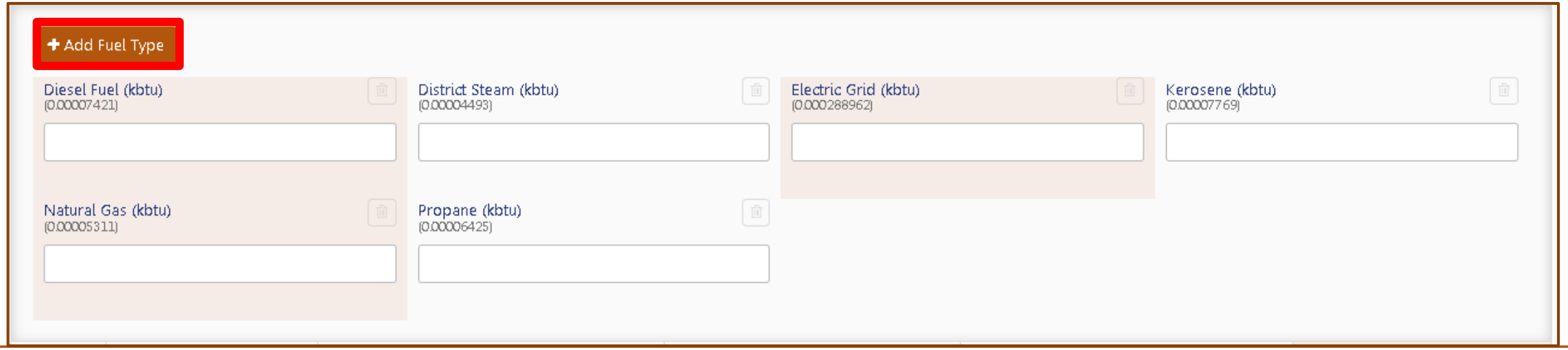
- Continue the process until all Strategy Types and Primary System Types have been entered.
- Click **Save**.



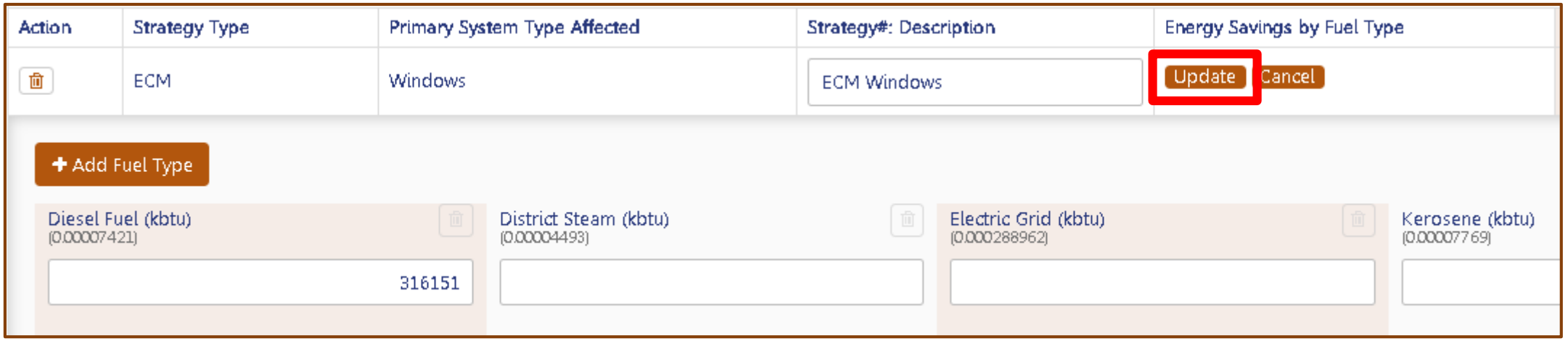
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

Action	Strategy Type	Primary System Type Affected	Strategy#: Description	Energy Savings by Fuel Type	GHG Savings (tCO2e)
🗑	ECM	Windows		Click to see Fuel Types	0
🗑	RCM/OMM	HVAC System		Click to see Fuel Types	0
🗑	CDER Generation	Power		Click to see Fuel Types	0

- Enter a description for each Strategy Type/Primary System Type pair.
- Next, **Click to see Fuel Types** to enter savings by Fuel Type associated with each measure entered.
- By default, the Fuel Types listed on the Actual Emissions tab will appear. Other Fuel Types can be added.



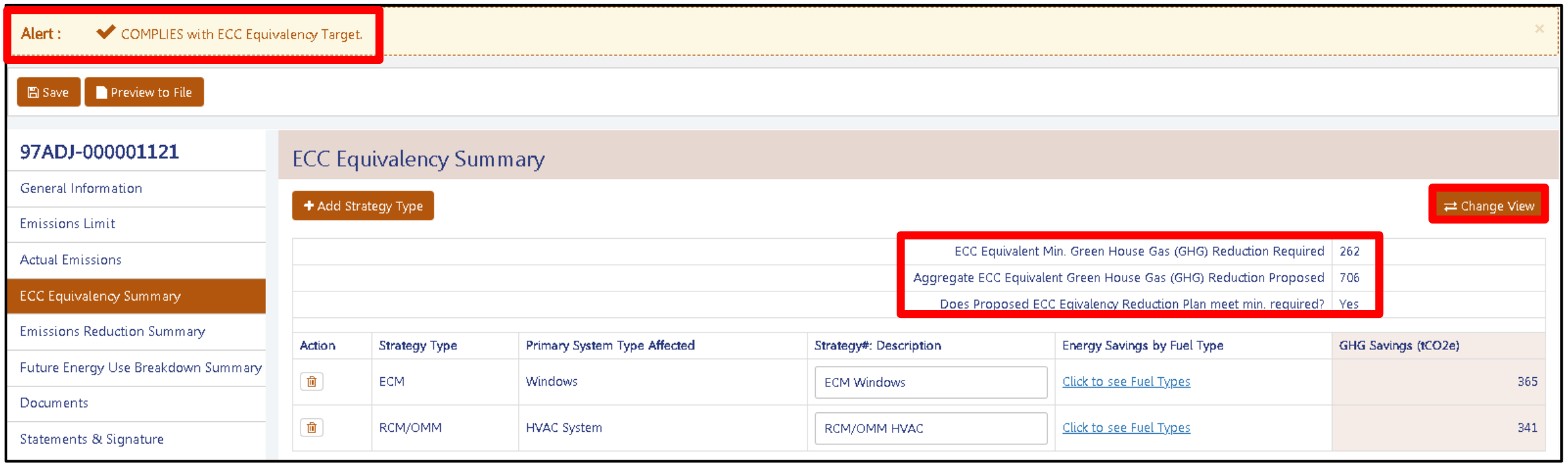
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



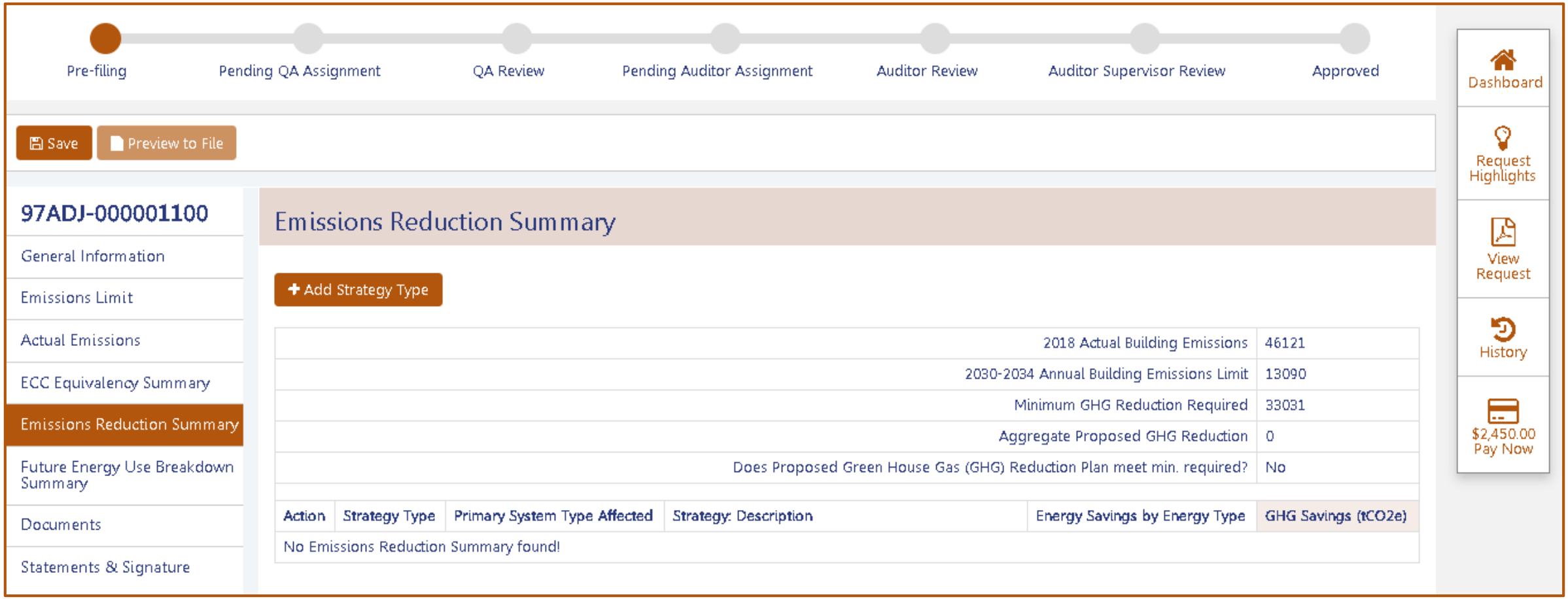
- Enter the Energy Savings (in KBTU) for each Fuel Type affected by the Strategy.
- Click **Update** to save your entries.
- The system will calculate the GHG savings.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- The system keeps a running tab of the Aggregate ECC Equivalent Green House Gas Reduction Proposed
- Once the minimum is met, an alert will show that the Adjustment Request complies with the ECC Equivalency Target.
- To see all Fuel Types by Strategy, click **Change View**.



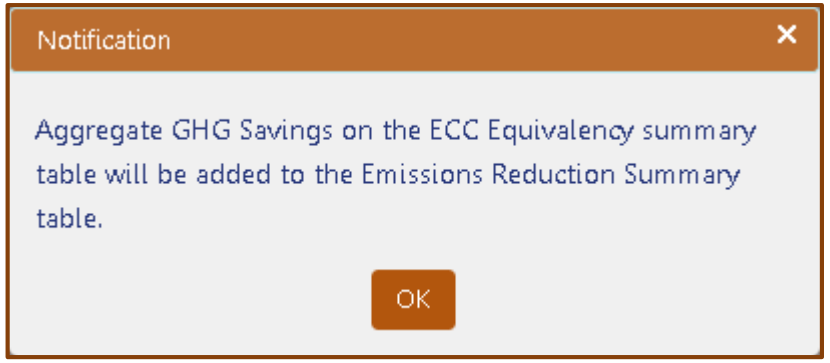
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



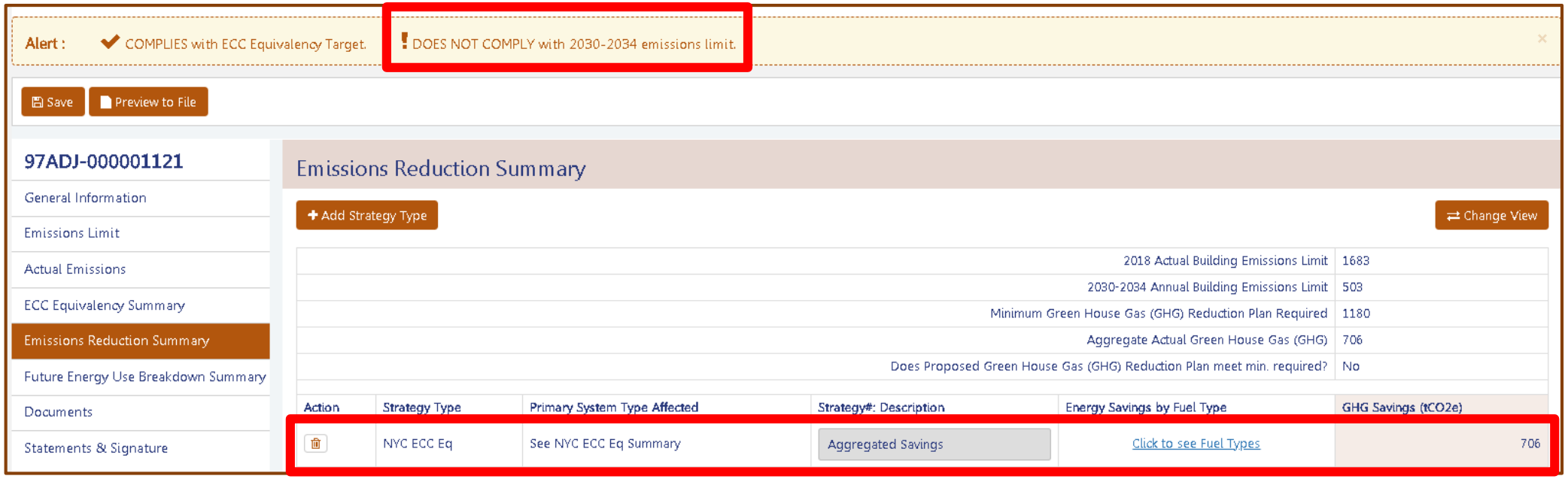
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- The same process applies in the Emissions Reduction Summary tab.
- Begin by clicking **+ Add Strategy Type**.

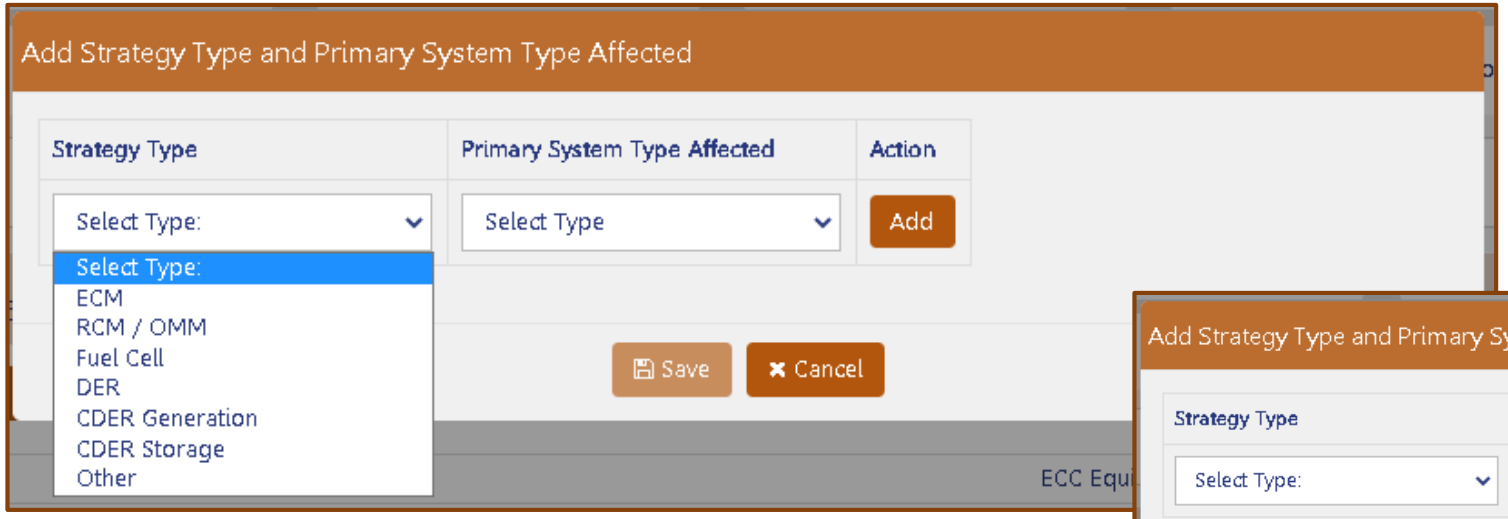
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



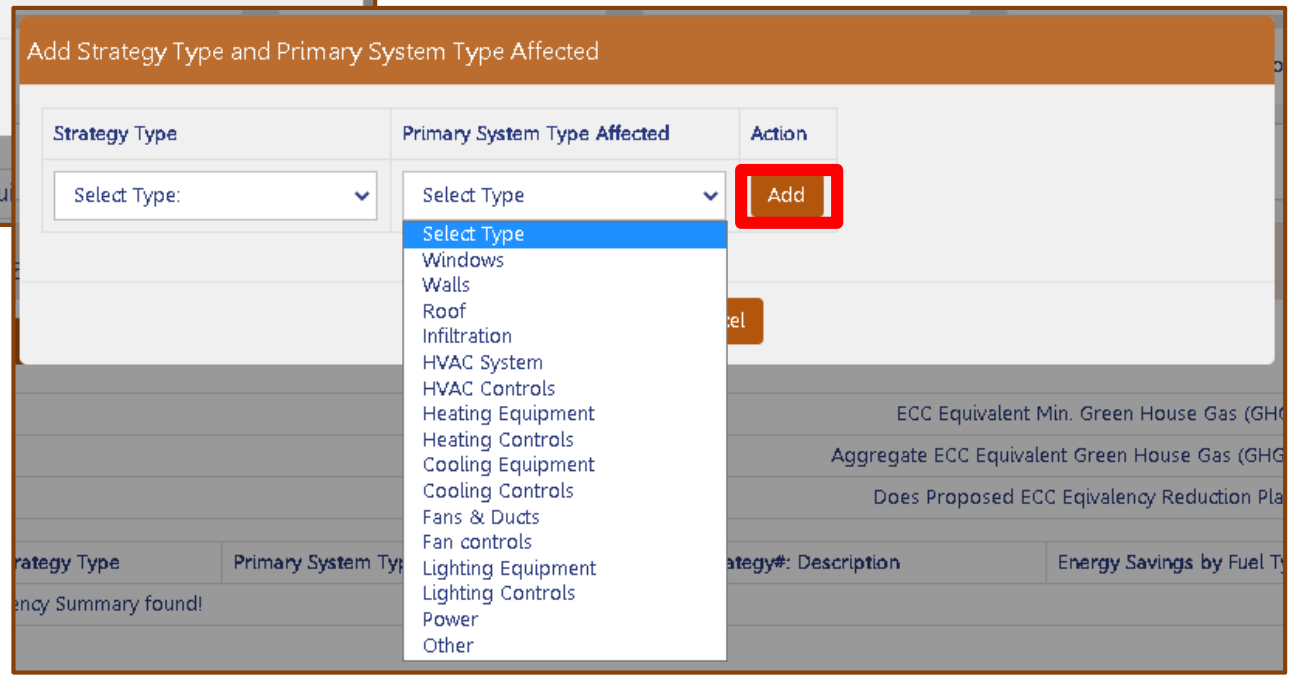
- Click **OK** on the Notification.
- The ECC Equivalency data will appear in the strategy list.
- An Alert will also appear on the top of the screen indicating if the strategies listed comply with the 2030-2034 emissions limit.



DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



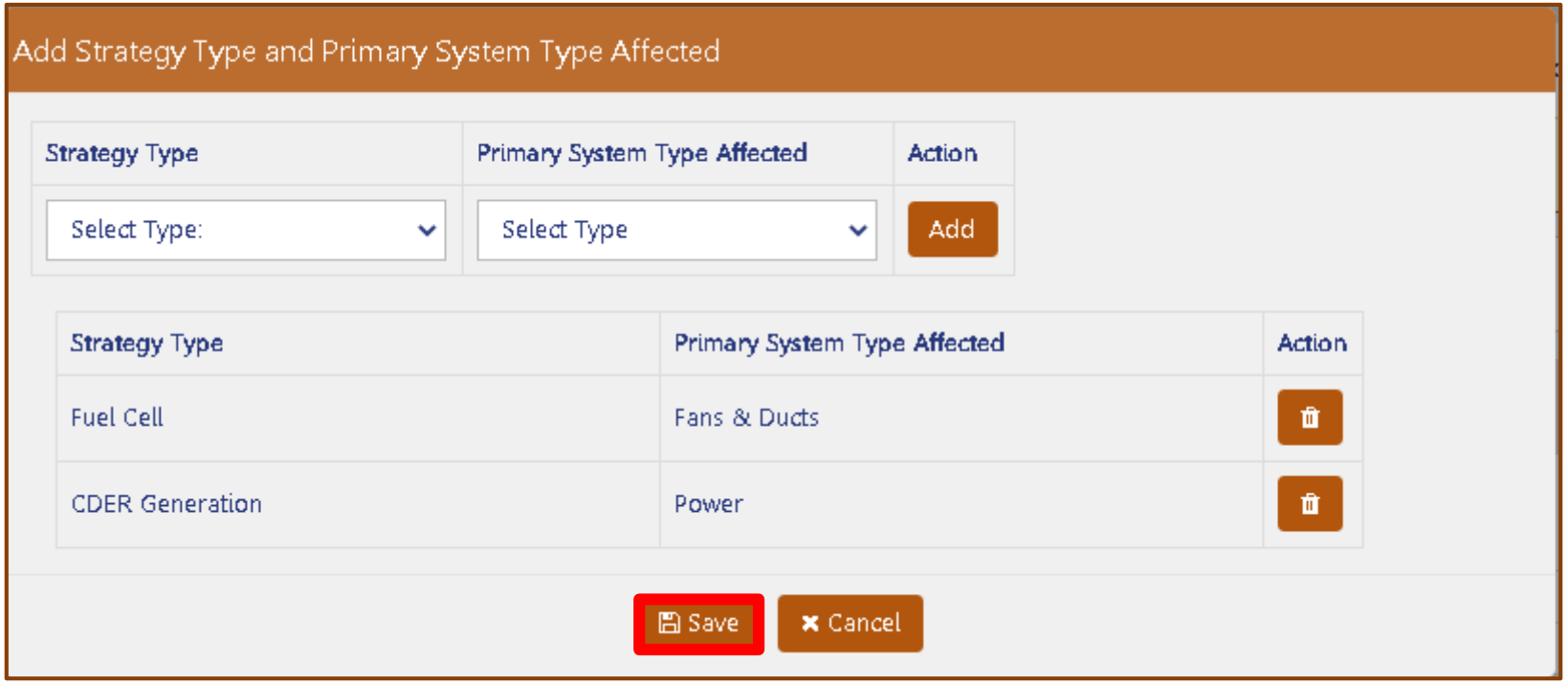
- Use the Strategy Type drop-down to choose the relevant strategy.



- Then select the Primary System Type Affected from the Select Type drop-down list.
- Click **Add** to enter your selections.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

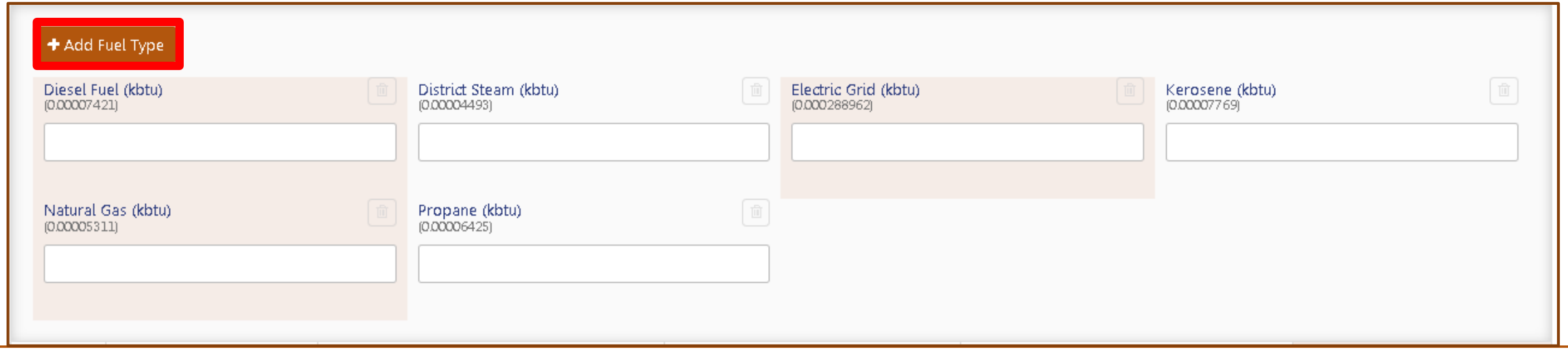
- Continue the process until all Strategy Types and Primary System Types have been entered.
- Click **Save**.



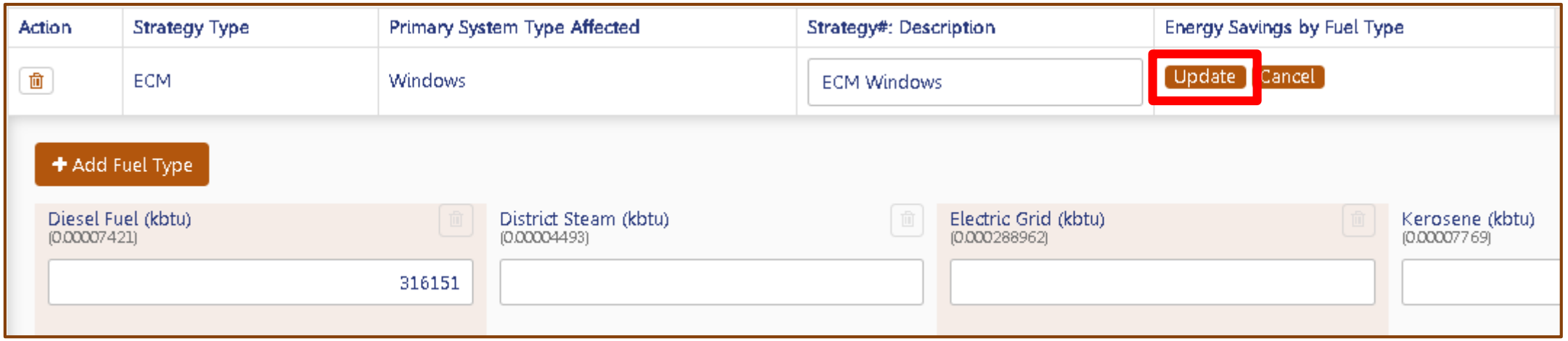
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

Action	Strategy Type	Primary System Type Affected	Strategy#: Description	Energy Savings by Fuel Type	GHG Savings (tCO2e)
	NYC ECC Eq	See NYC ECC Eq Summary	Aggregated Savings	Click to see Fuel Types	4416151
	Fuel Cell	Fans & Ducts		Click to see Fuel Types	0
	CDER Generation	Power		Click to see Fuel Types	0

- Enter a description for each new Strategy Type/Primary System Type pair.
- Next, **Click to see Fuel Types** to enter savings by Fuel Type associated with each measure entered.
- By default, the Fuel Types listed on the Actual Emissions tab will appear. Other Fuel Types can be added.



DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

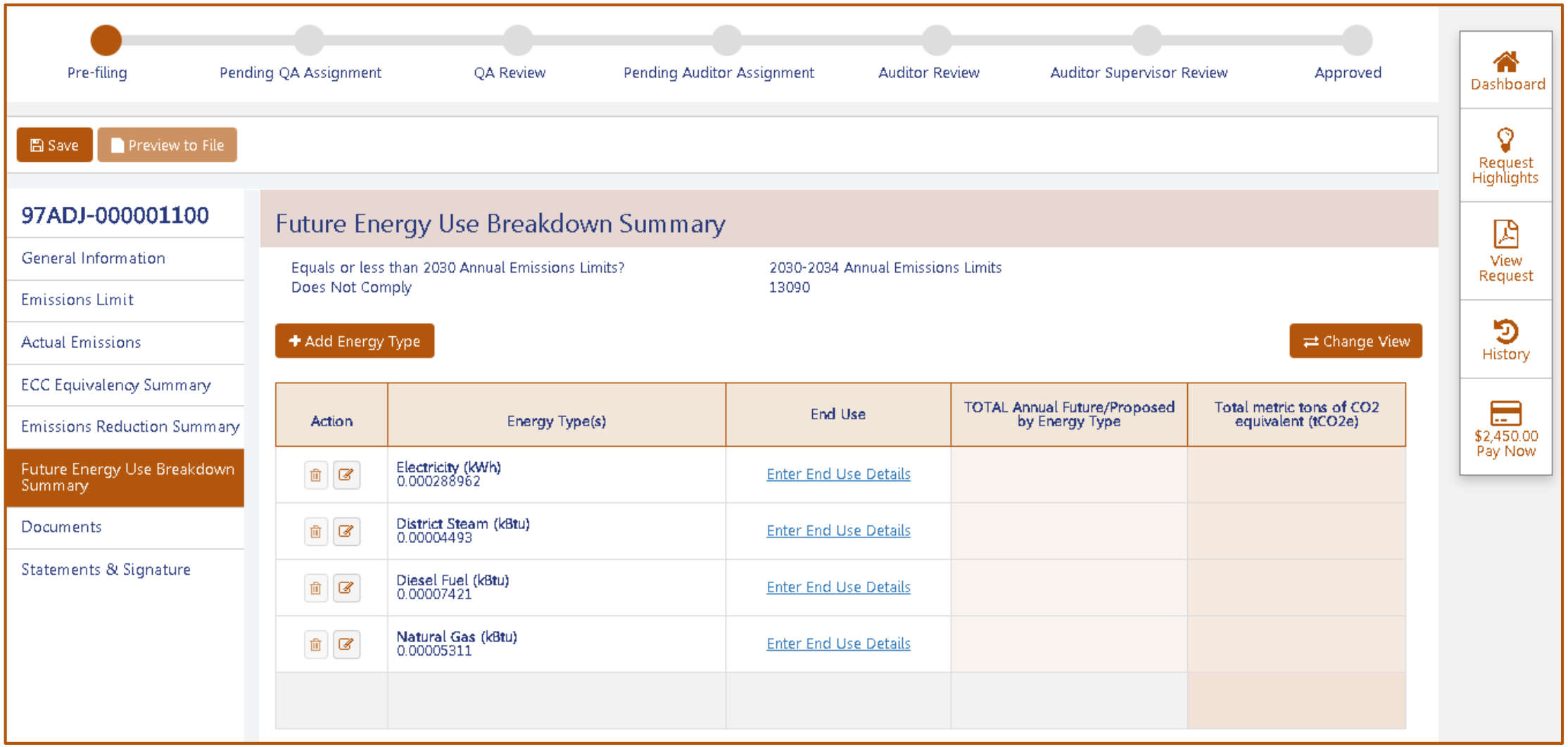


- Enter the Energy Savings (in KBTU) for each Fuel Type affected by the Strategy.
- Click **Update** to save your entries.
- The system will calculate the GHG savings.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- The system keeps a running tab of the Aggregate Actual Green House Gas.
- Once the minimum is met, an alert will show that the Adjustment Request complies with the ECC Equivalency Target.
- To see all Fuel Types by Strategy, click **Change View**.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

Future Energy Use Breakdown Summary

Equals or less than 2030 Annual Emissions Limits?
Does Not Comply

2030-2034 Annual Emissions Limits
503

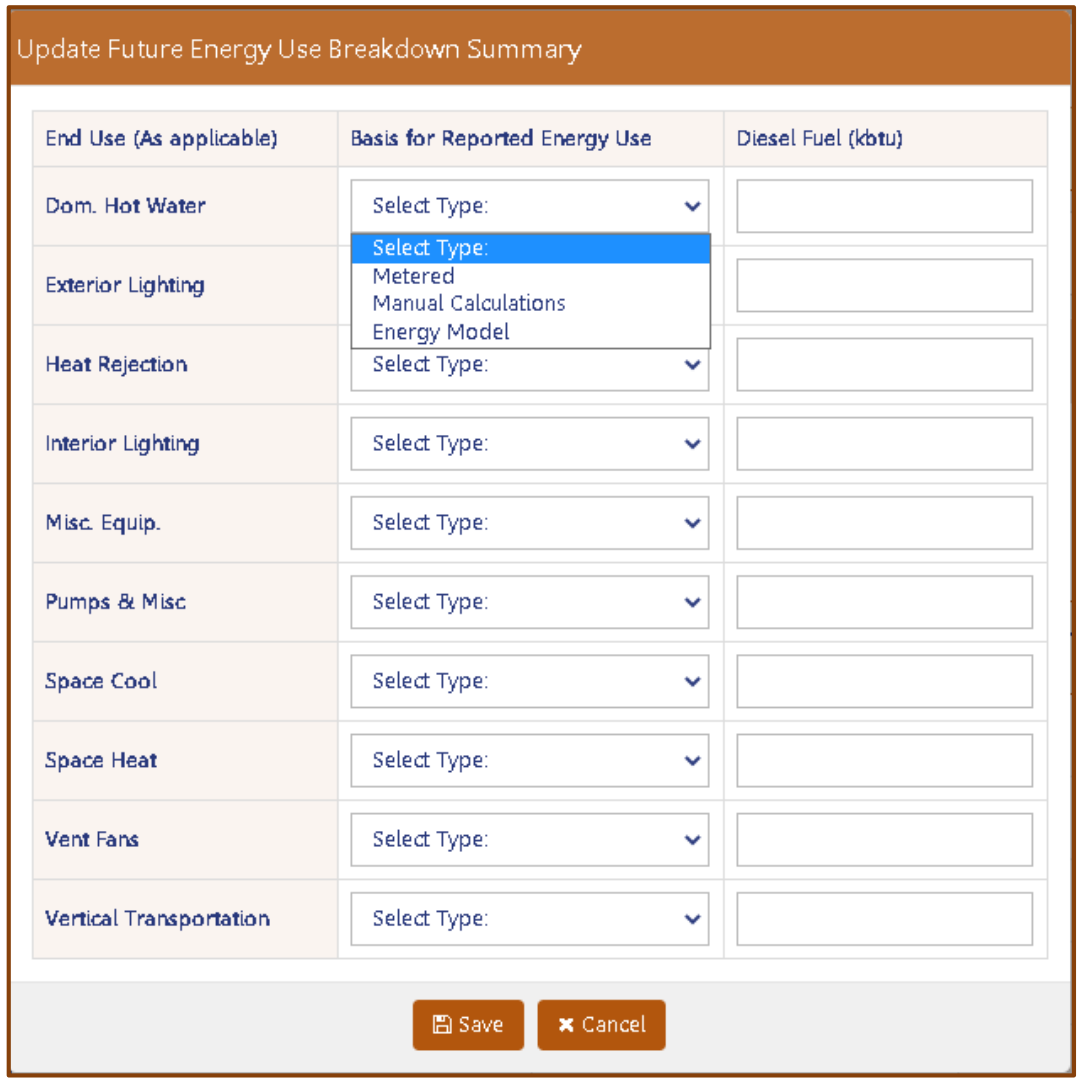
+ Add Fuel Type

⇄ Change View

Action	Fuel Type(s)	End Use	TOTAL Annual Future/Proposed by Fuel Type	Total metric tons of CO2 equivalent (tCO2e)
	Diesel Fuel 0.00007421	Enter End Use Details		
	District Steam 0.00004493	Enter End Use Details		
	Electric Grid 0.000288962	Enter End Use Details		
	Kerosene 0.00007769	Enter End Use Details		
	Natural Gas 0.00005311	Enter End Use Details		
	Propane 0.00006425	Enter End Use Details		

- The Future Energy Use Breakdown Summary tab displays each of the Fuel Types listed on the Actual Emissions tab. Click **Enter End Use Details**.

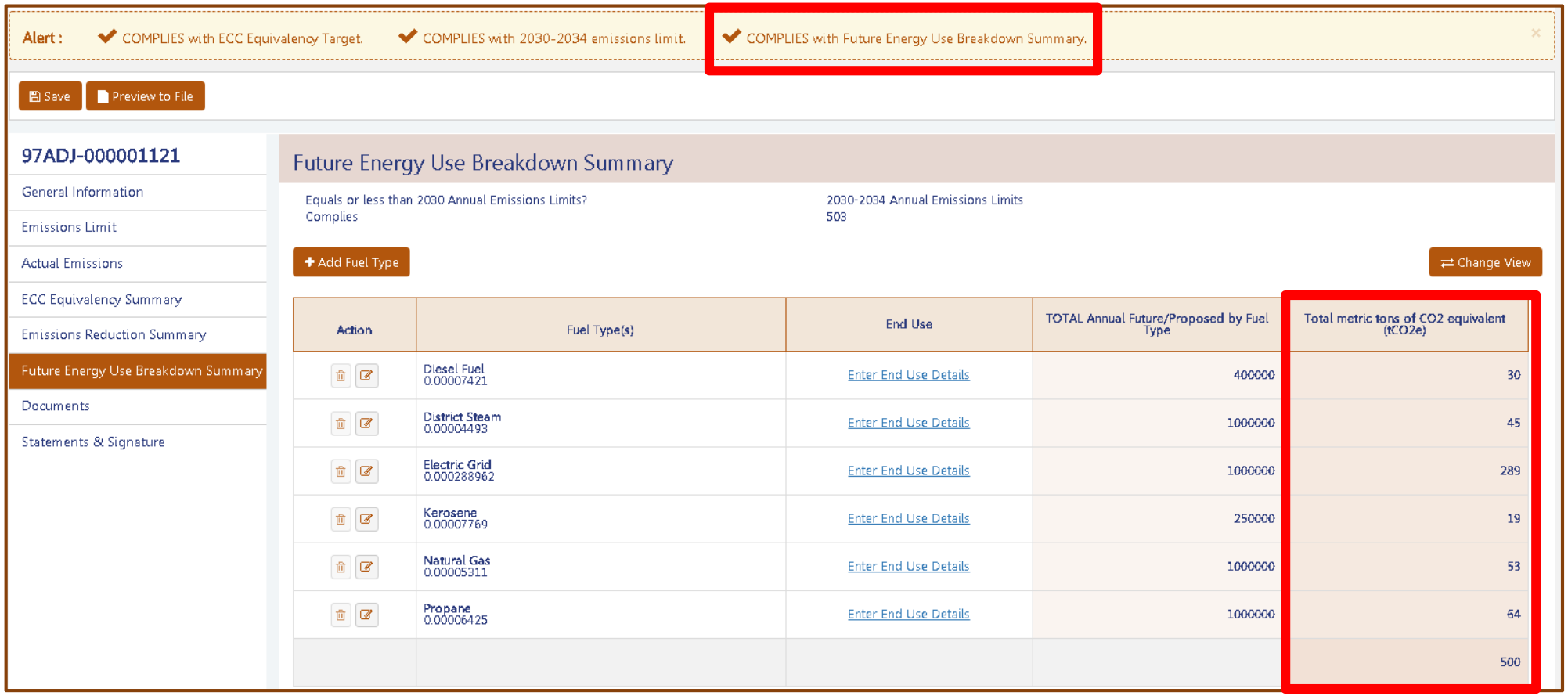
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



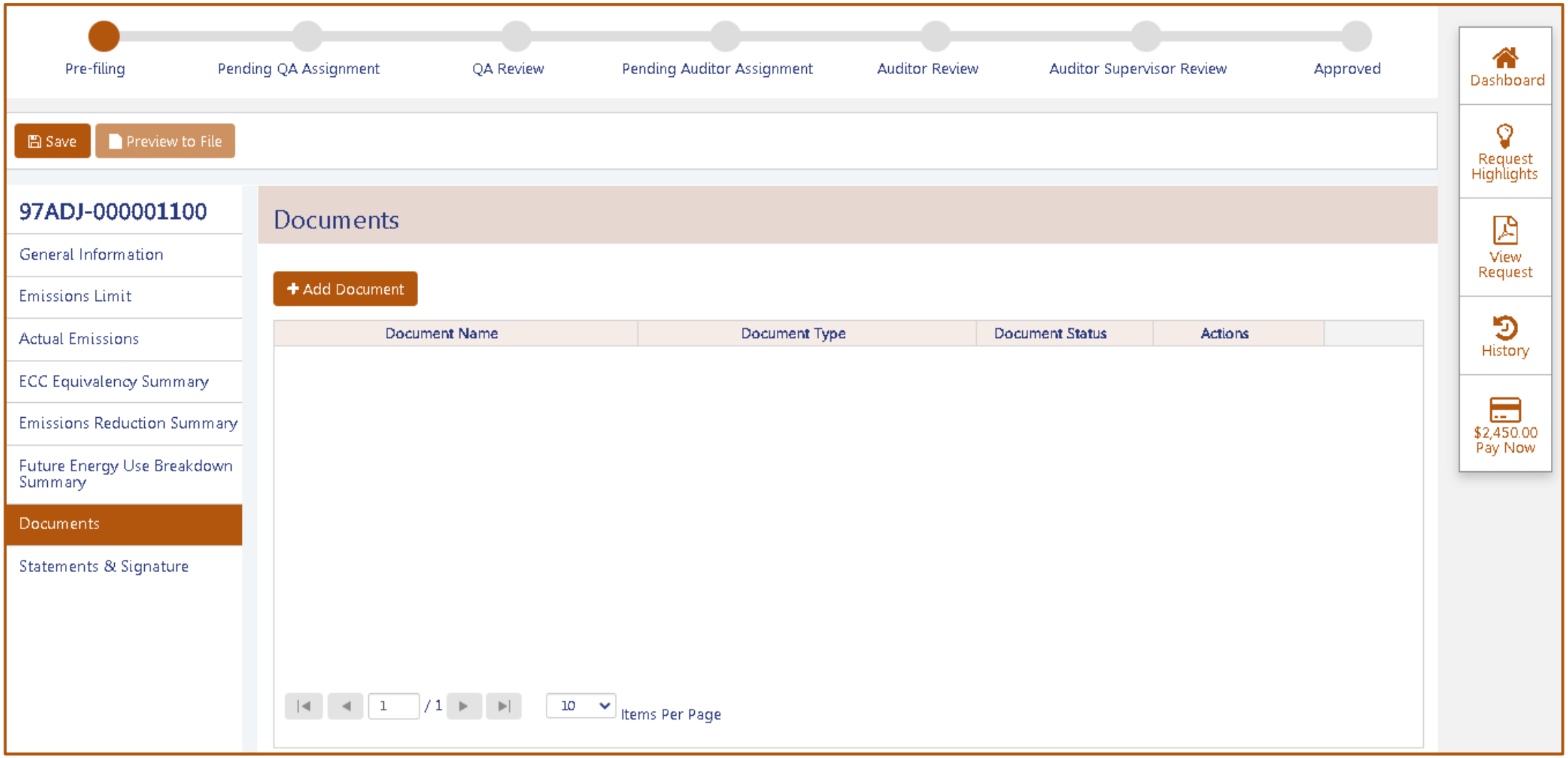
- Identify each applicable End Use by selecting the Basis for Reported Energy Use from the drop down menu:
  - Metered
  - Manual Calculations
  - Energy Model
- Enter the amount of Fuel used for that End Use in the units shown for that Fuel.
- Complete the Future Energy Use Breakdown Summary for each of the Fuel Types.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

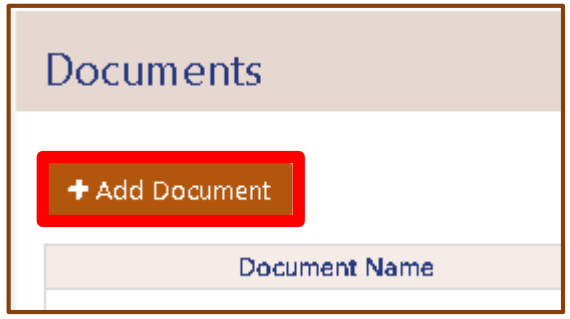
- The system keeps a running total of the Total Annual Emissions and displays an Alert if the Future Energy Use Breakdown Summary complies with the requirements.



DDOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

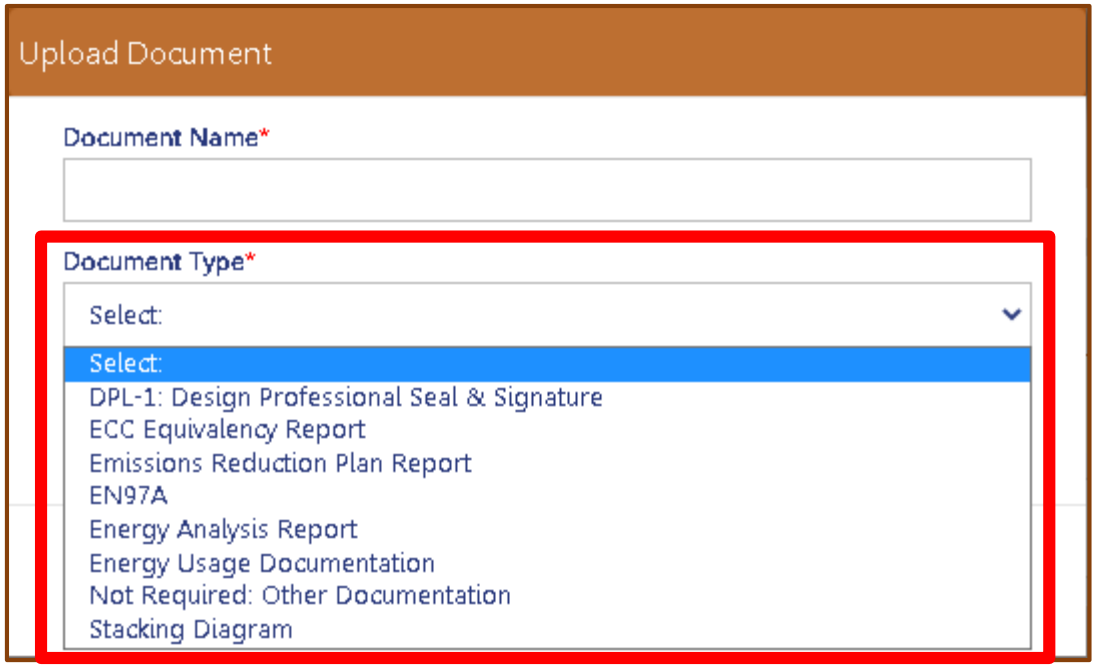


DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

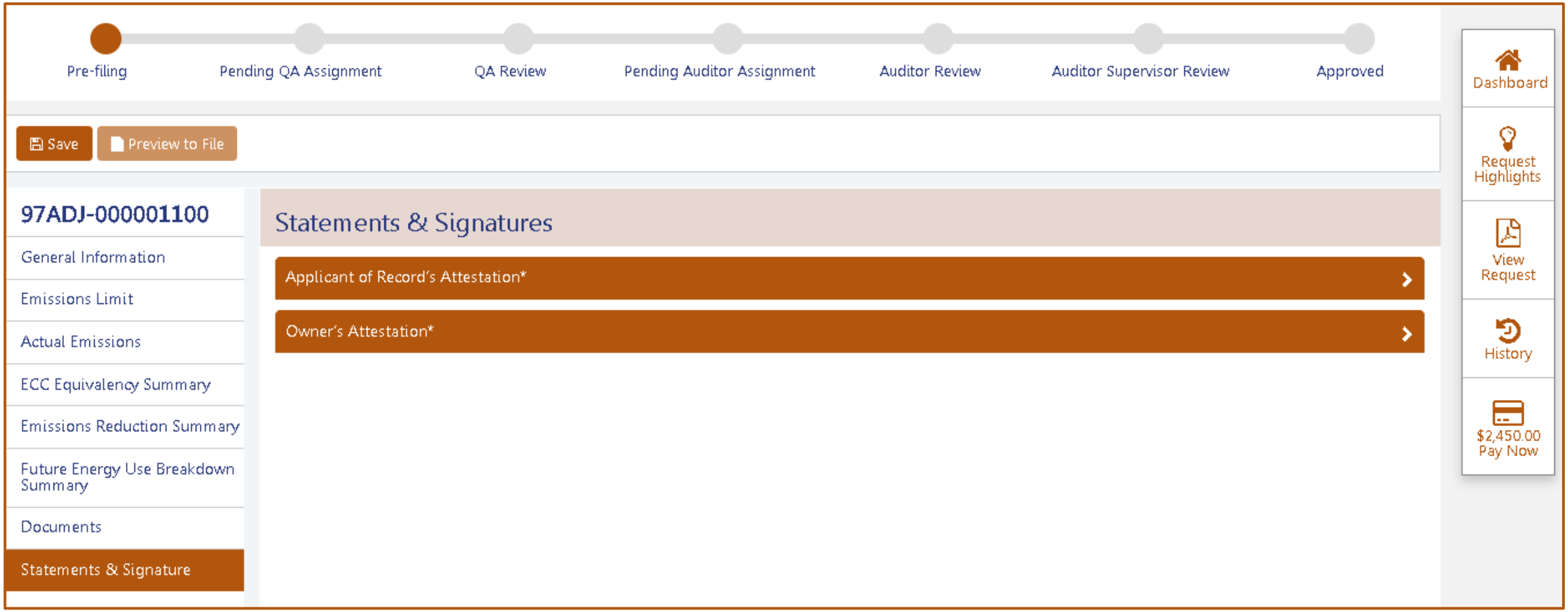


- In the Documents Tab, click **Add Documents** to upload documents.
- All required documents will be listed in the **Document Type** drop-down.
- For each document, enter a Document Name. More than one document may be uploaded for each Document Type.

- Click **Choose File** to select your document and then click **Upload**.

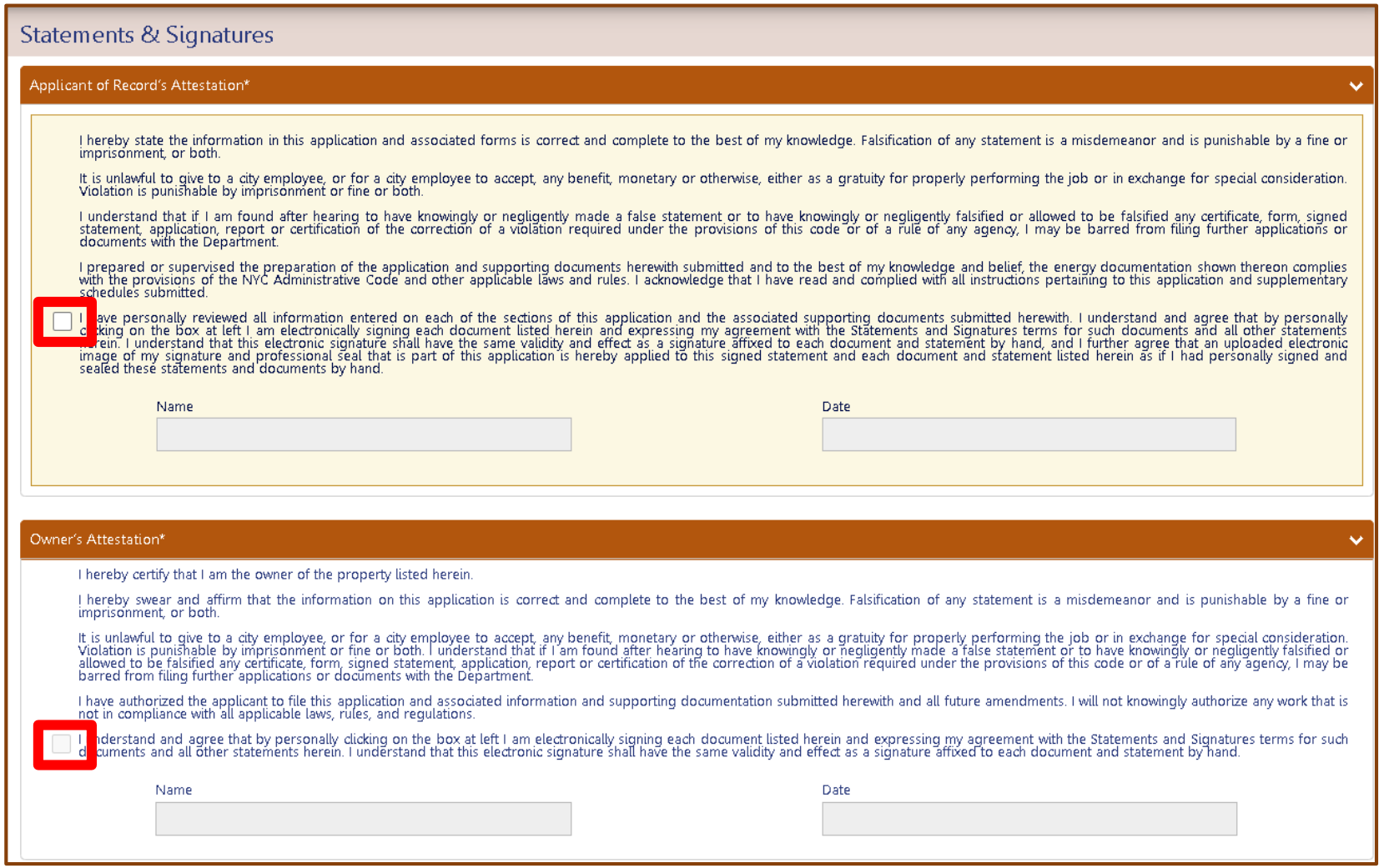


DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Both the Applicant of Record and the Owner must sign into DOB NOW and click the checkbox to Attest to the Adjustment Request.



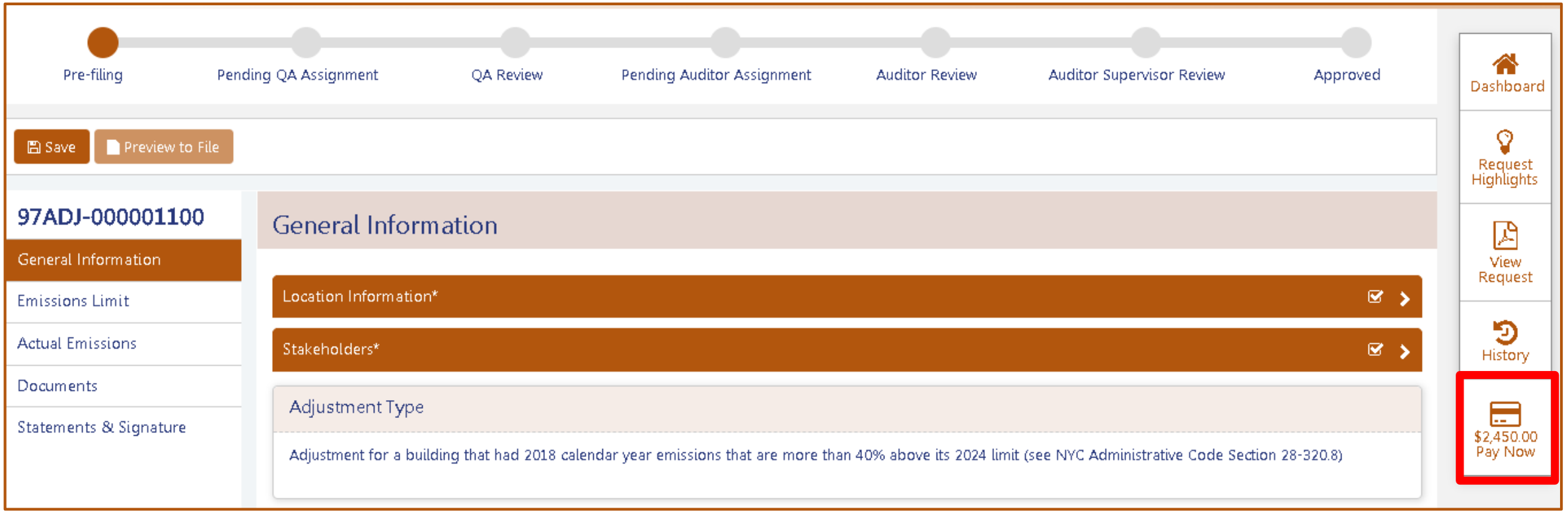
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Fees (if any) must be paid before the Adjustment Request can be submitted.

Adjustment Request Type	Building Owner Type	Fee
Special Circumstance(28-320.8)	For Profit	$2450
	Not For Profit	$0

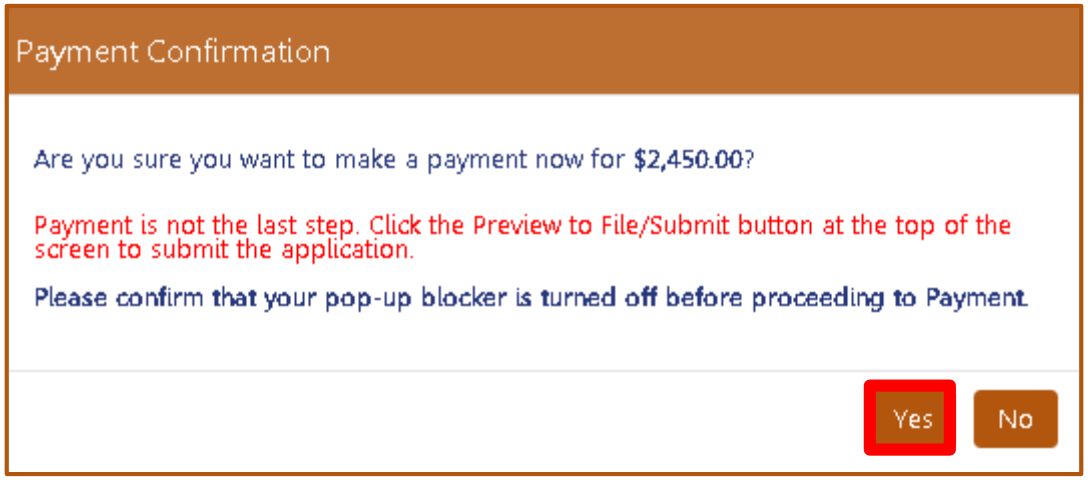
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- To make a payment, click on the **Pay Now** button at the right of the screen.



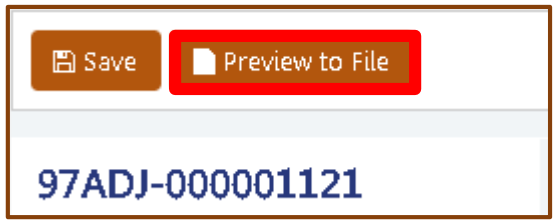
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- A pop-up notification will remind you that payment is not the last step. After you make your payment, you will still need to submit your request. Click **Yes**.

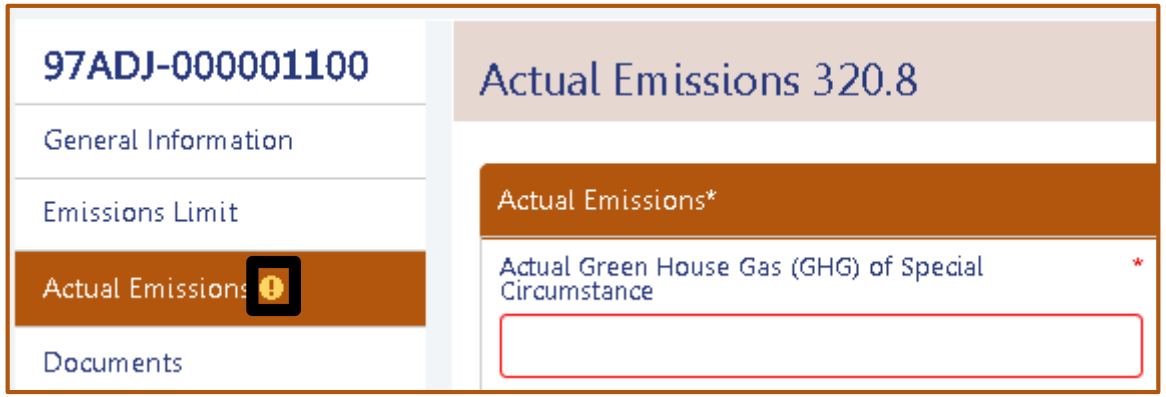


- You will be brought to the CityPay site where you can make a payment by credit card or echeck.

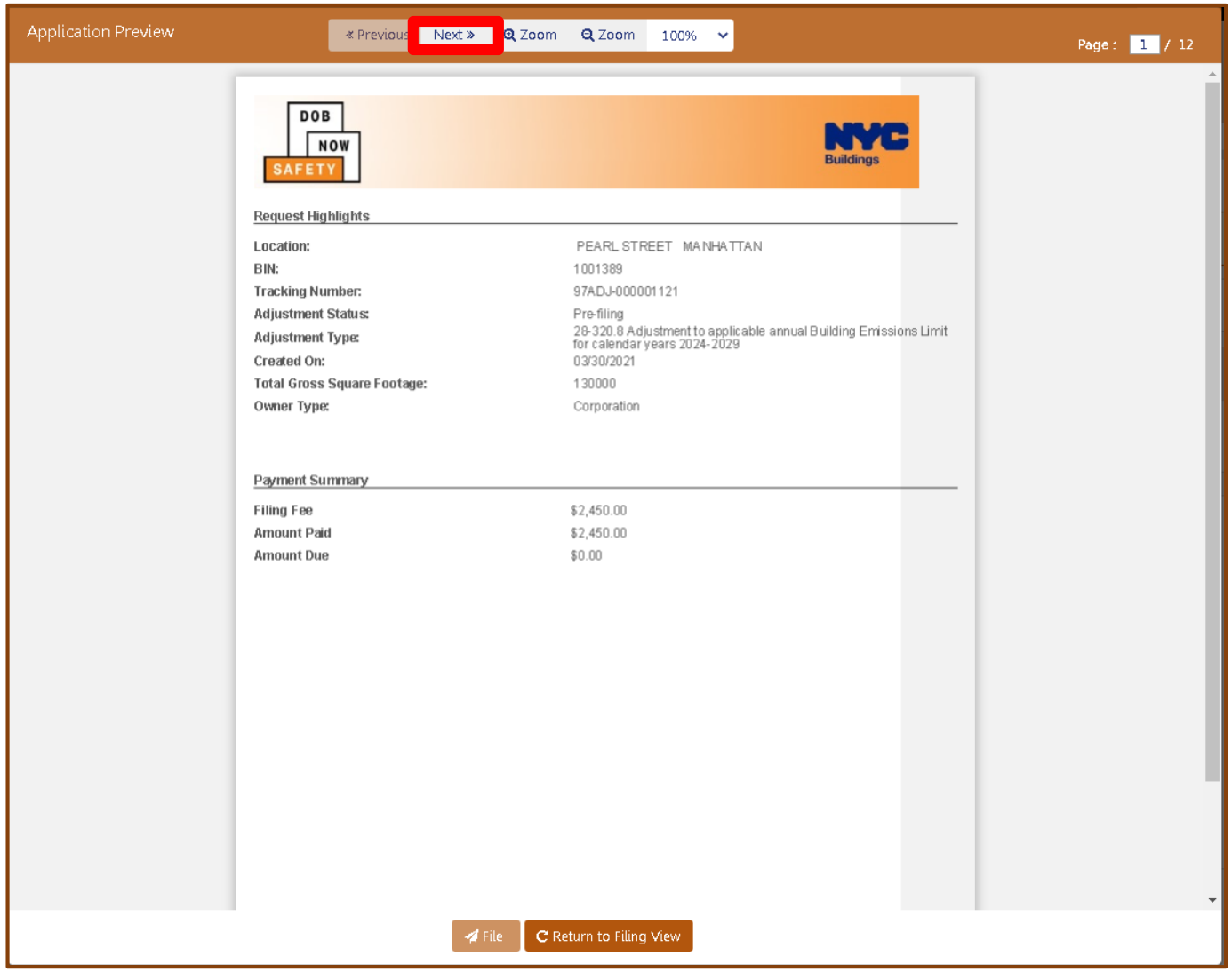
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



- Fees (if any) must be paid before the Adjustment Request can be submitted.
- Once you click **Preview to File**, any missing information will be highlighted in red and with an exclamation point on the tab. Enter all missing information to submit the Request.



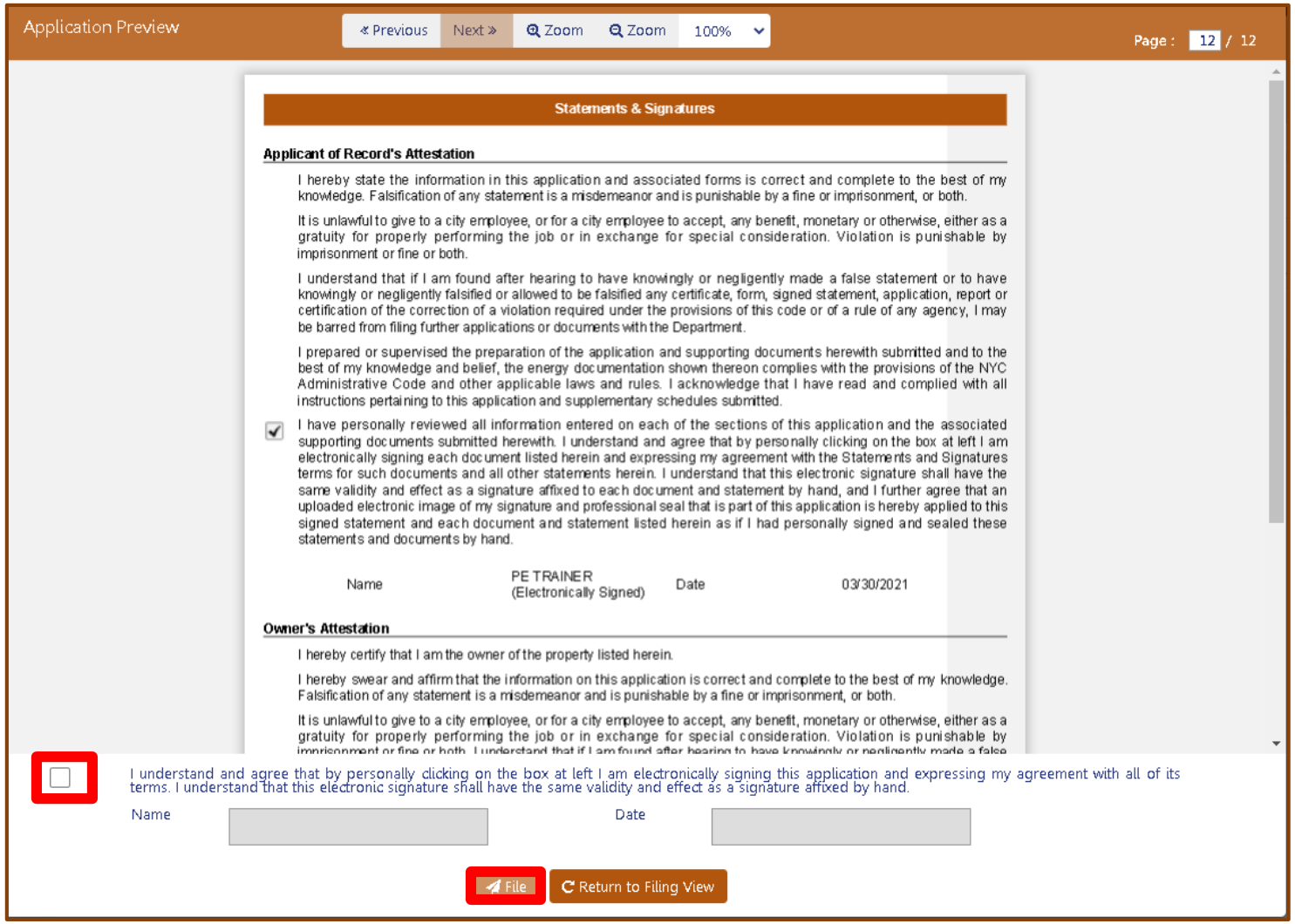
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION



- Once all required information is entered, clicking Preview to File will load the Application Preview pop up.
- Page through the Application by clicking Next.

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Click the checkbox to Attest and sign the Application.
- Click **File** to submit the Request.



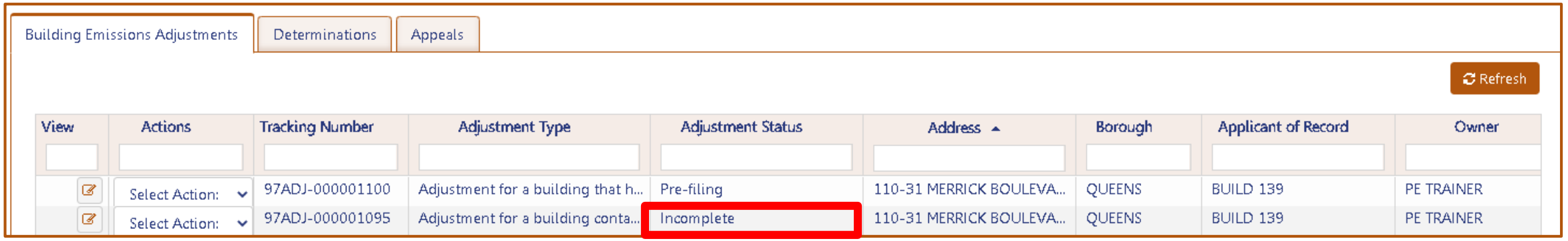
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- By clicking File the application will be brought to **Pending QA Assignment** status

- The application will be assigned for **QA Review**:

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- If an issue is raised by the QA Reviewer, the application will be marked **Incomplete** and an email will be sent to the Applicant and the Owner.



- The details of what is needed will appear in the email. You may be asked to resubmit documents or enter updated data.

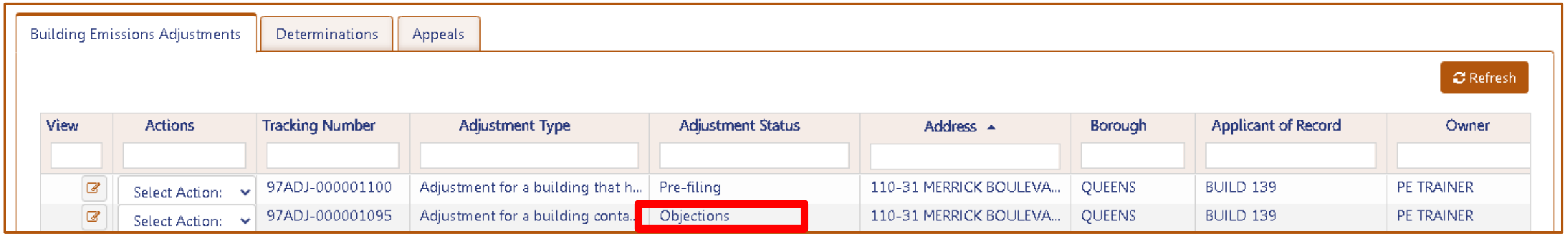
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- After any issues are resolved, the QA reviewer will update the status to **Pending Auditor Assignment**.

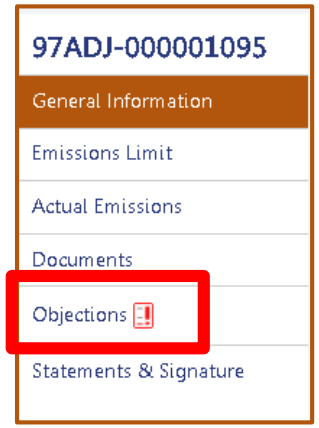
- An auditor will be assigned and will complete a technical review. The status will update to **Auditor Review.**

DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- If an objection is raised by the Auditor, the application will be marked **Objections** and an email will be sent to the Applicant and the Owner.

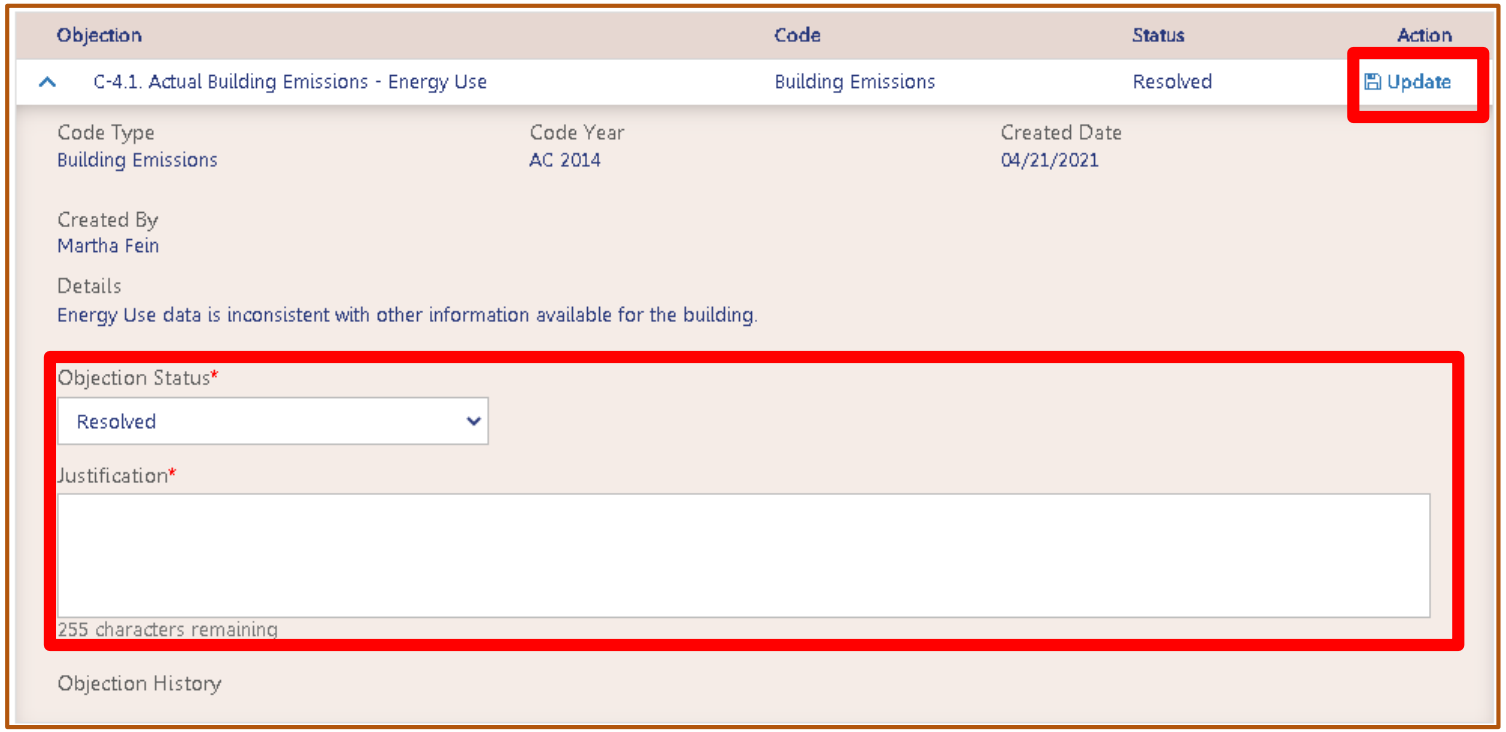


- A new Objections tab will appear in the request.



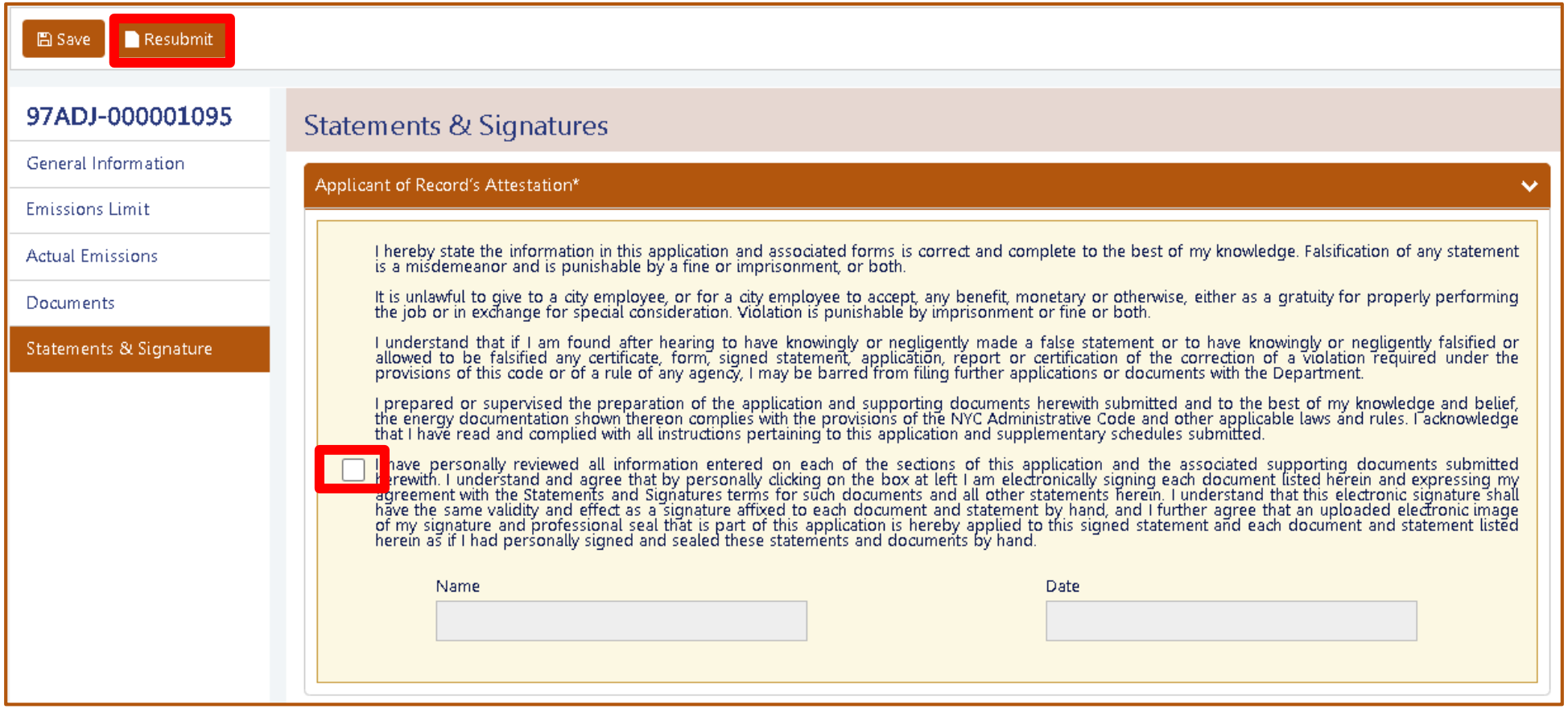
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Click **Edit** to address the Objection.
- Change status to **Resolved**.
- Enter notes on **Justification** for the resolution.
- Click **Update**.



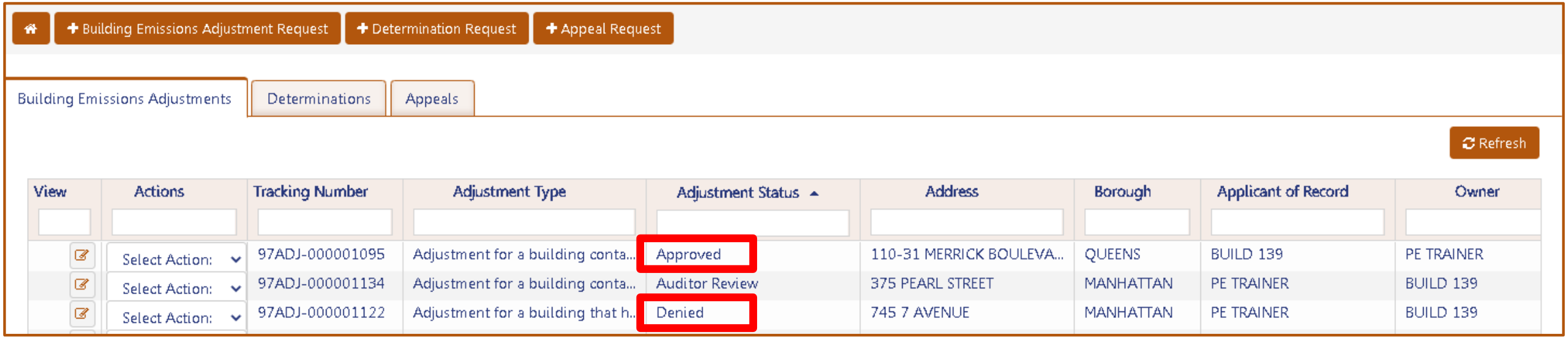
DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- The Applicant of Record will need to re-Attest before the application can be **Resubmitted**.



DOB NOW: *Safety* – EXCESS EMISSIONS ADJUSTMENT APPLICATION

- Once the Application has been Approved or Denied, the Applicant and the Owner will receive emails.
- You can also view the status of the Application in the dashboard.

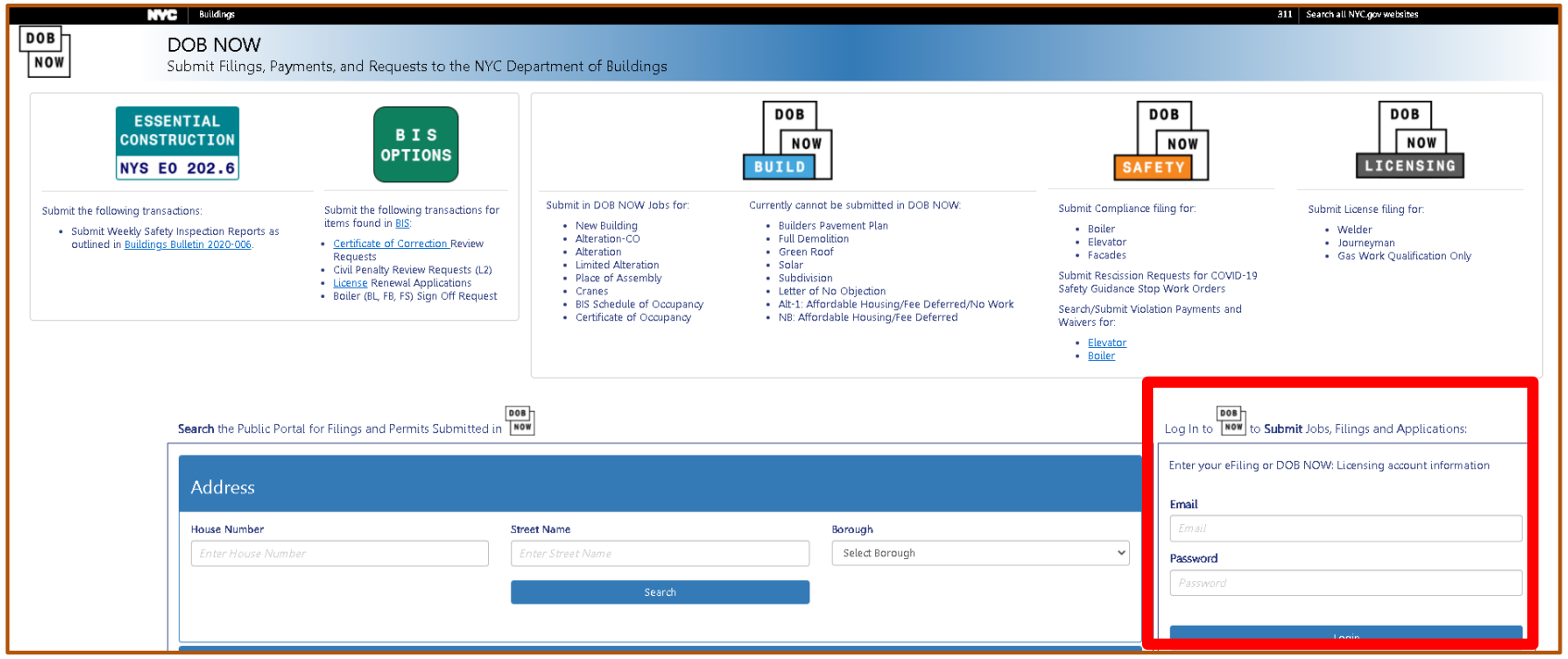


LOCAL LAW 97

ADJUSTMENTS BASED ON NOT-FOR-PROFIT HOSPITALS AND HEALTHCARE FACILITIES

DOB NOW: *Safety* – LL97 ADJUSTMENTS PROCESS

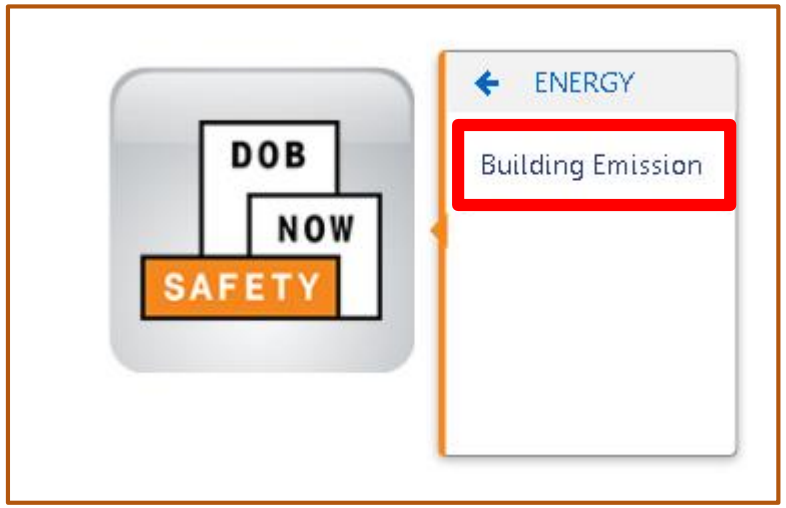
- Begin by logging into DOB NOW at www.nyc.gov/dobnow. Enter your eFiling account email address and password.



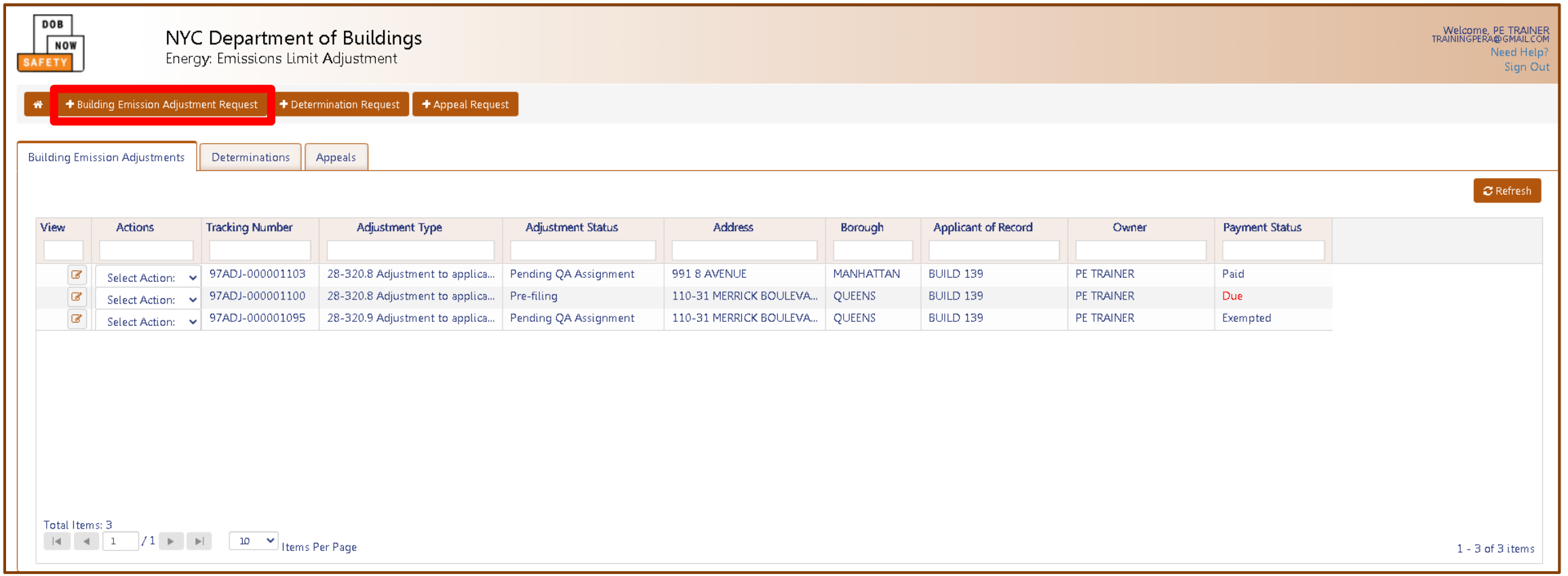
- If you need to create an eFiling account, go to www.nyc.gov/efilingtips for instructions.

DOB NOW: *Safety* – LL97 ADJUSTMENTS PROCESS

- Hover over DOB NOW: *Safety* and choose **Energy**.
- Then select **Building Emissions**.



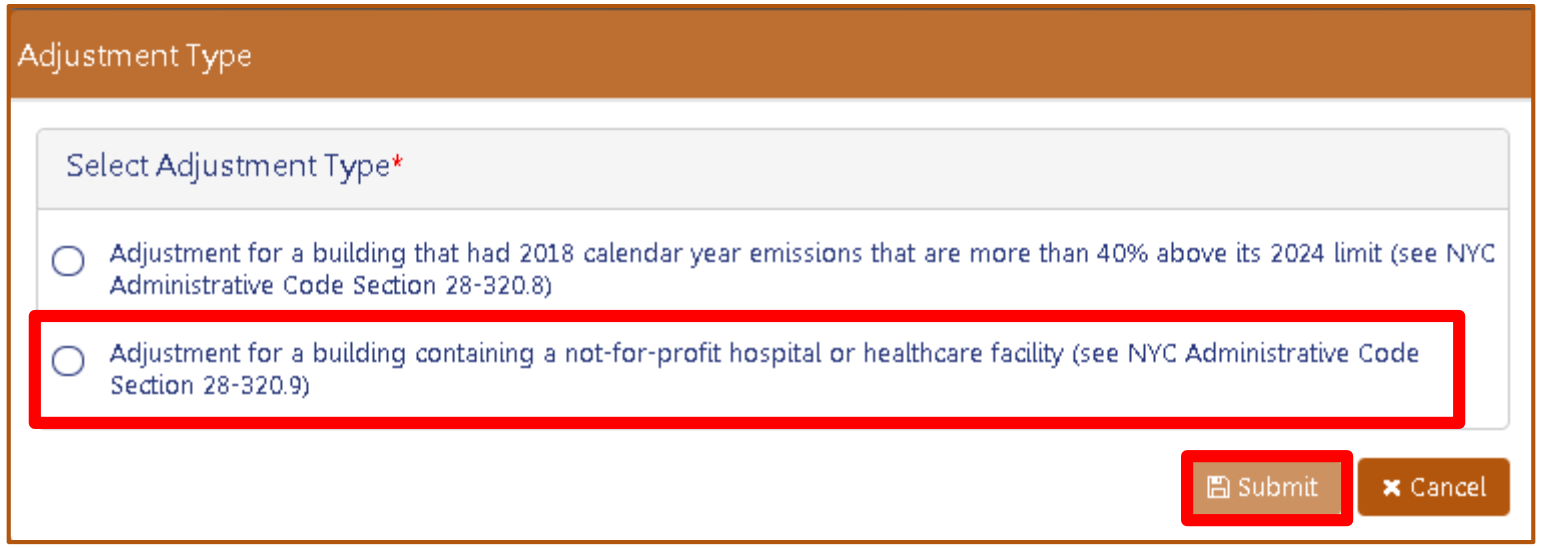
DOB NOW: *Safety* – LL97 ADJUSTMENTS PROCESS



- To start a new request, click **+ Building Emissions Adjustment Request**.

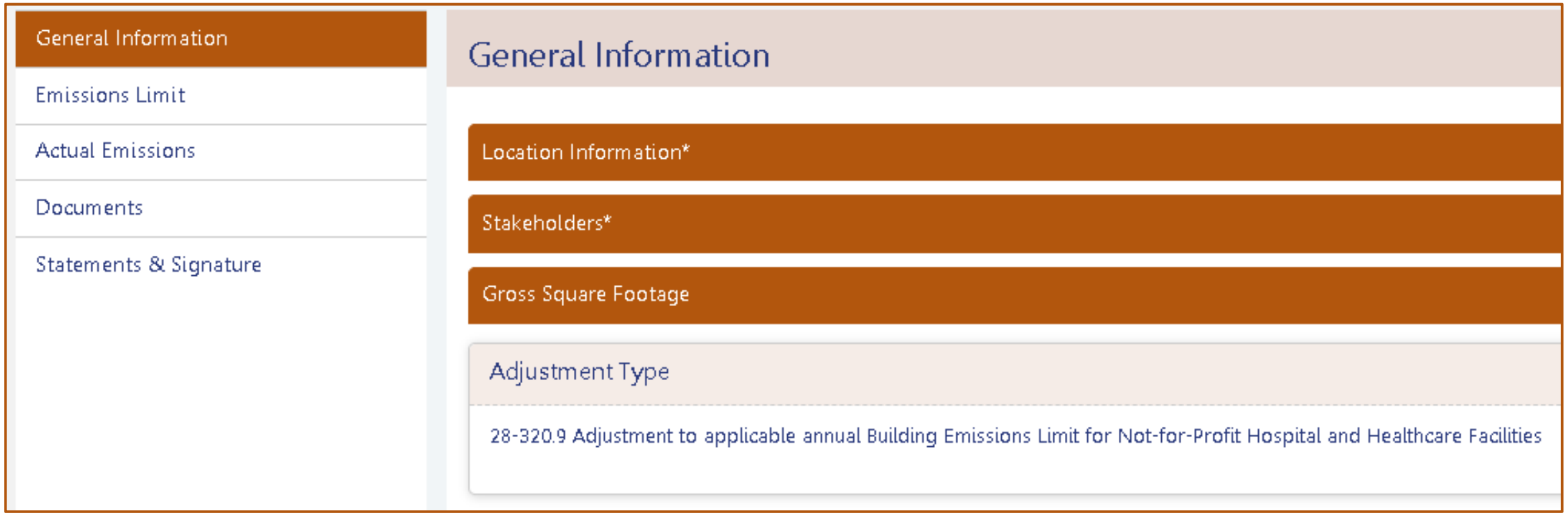
DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- Select "Adjustment for a building containing a **not-for-profit hospital or healthcare facility** (see NYC Administrative Code Section 28-320.9)."
- Then click **Submit**.



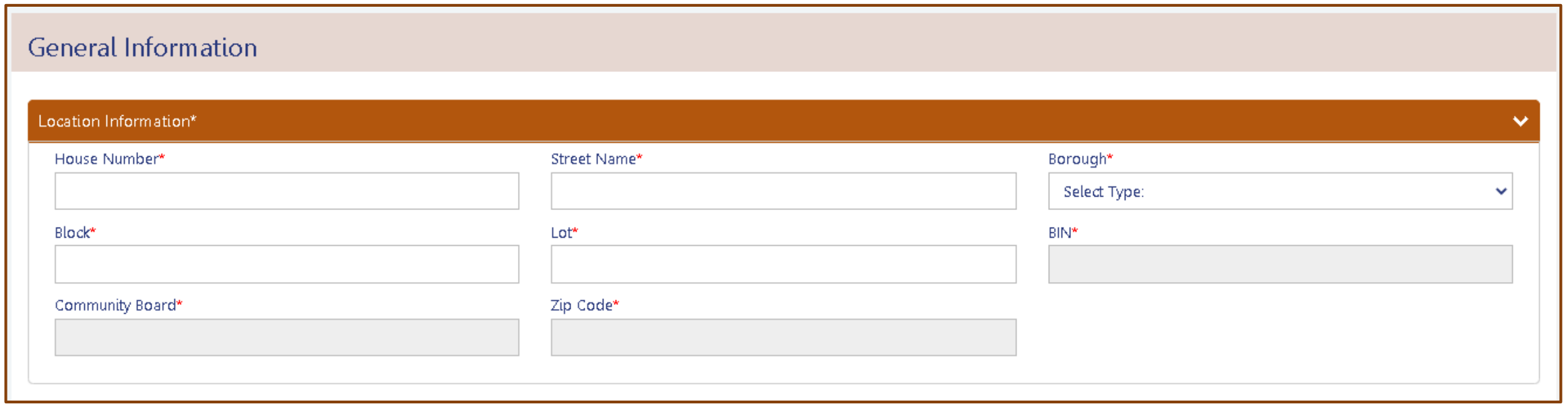
DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- The Adjustment Request starts with five tabs:

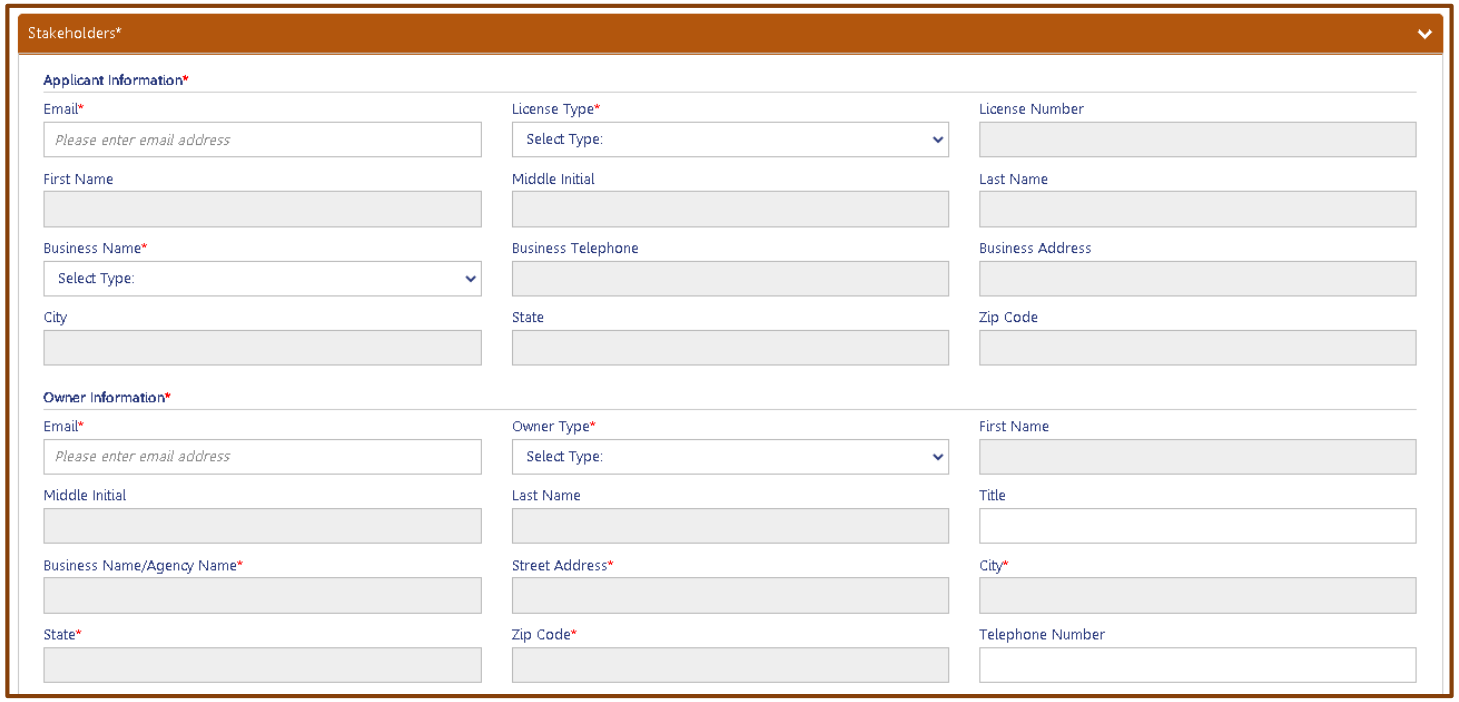


DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- Begin the General Information tab by entering Location Information: House Number, Street Name, Borough, Block, and Lot.
- The BIN, Community Board, and Zip Code will be auto completed once the request is saved.



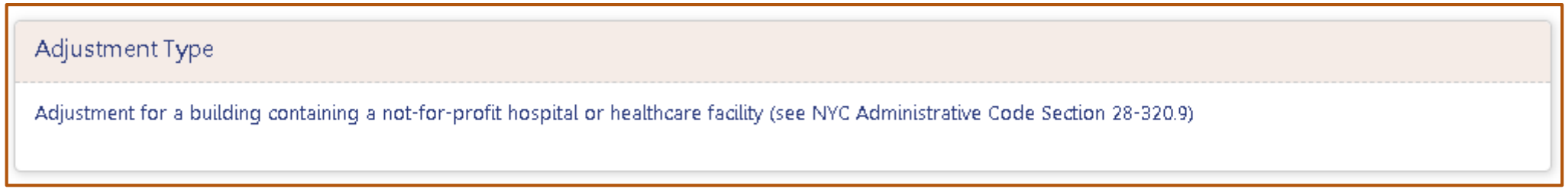
DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION



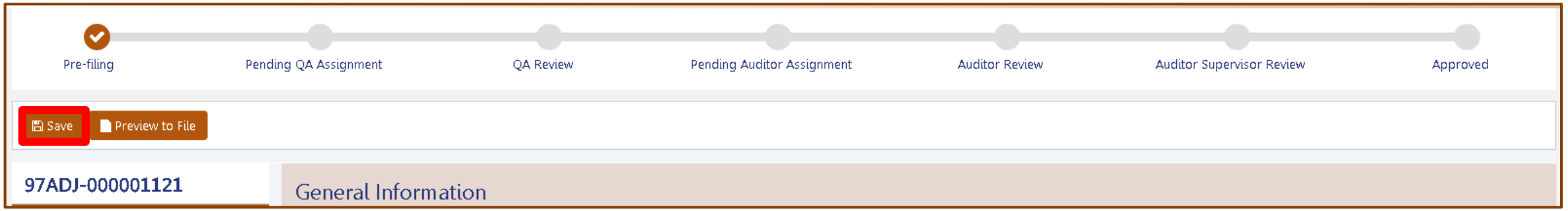
- Next, enter **Stakeholders**.
- Applicant Information and Owner Information are required.
- A Filing Representative Class I/ Preparer may also be entered.
- Once the Request is saved, Additional Delegates may be added.

DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- The Adjustment Type will be listed at the bottom of the General Information tab.

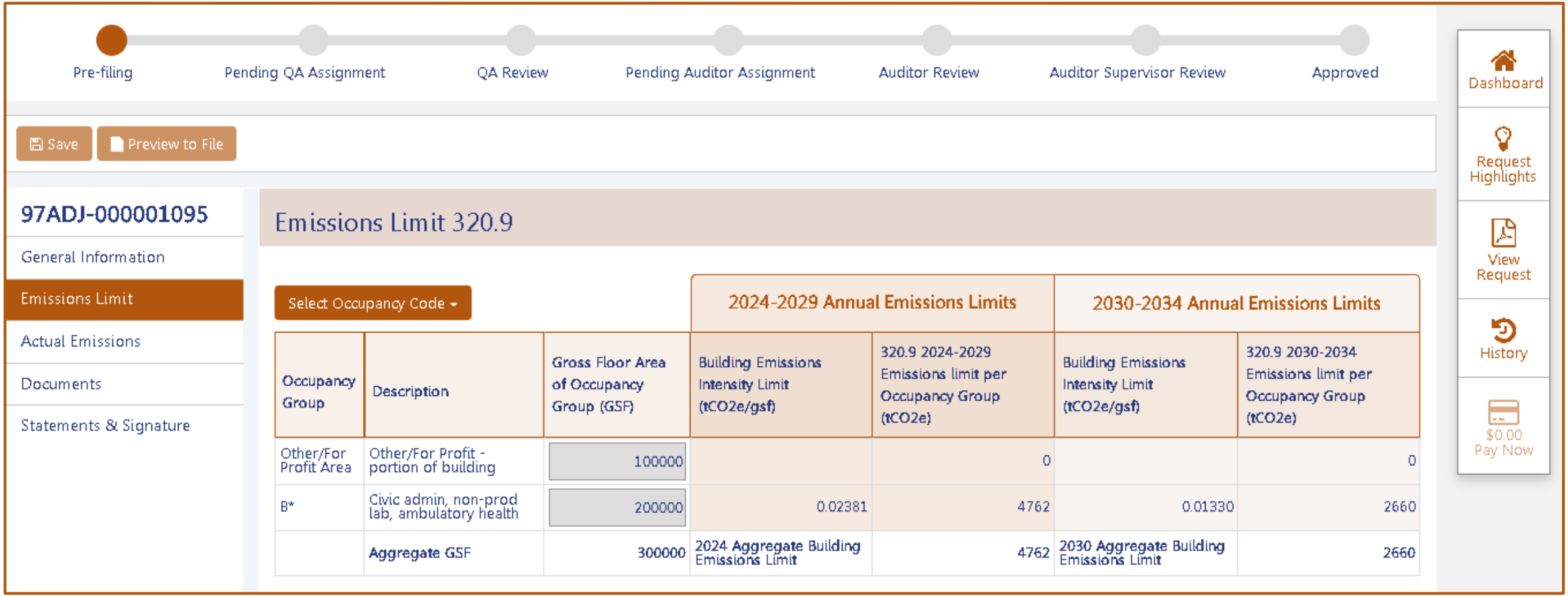


DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION



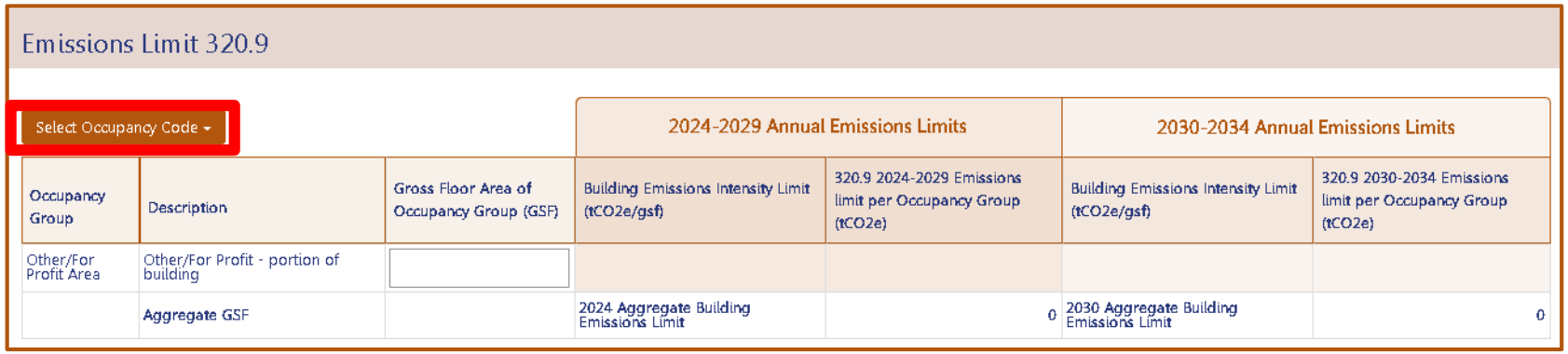
- You must **Save** before you can move to the next tab.
- The Request Number and the Status Bar will appear.
- The Request Number will consist of **97ADJ** (for a LL97 Adjustment) followed by a 9-digit number.
- The steps of the adjustment process reflected in the Status Bar are:
  - Pre-Filing
  - Pending QA Assignment
  - QA Review
  - Pending Auditor Assignment
  - Auditor Review
  - Auditor Supervisor Review
  - Approved

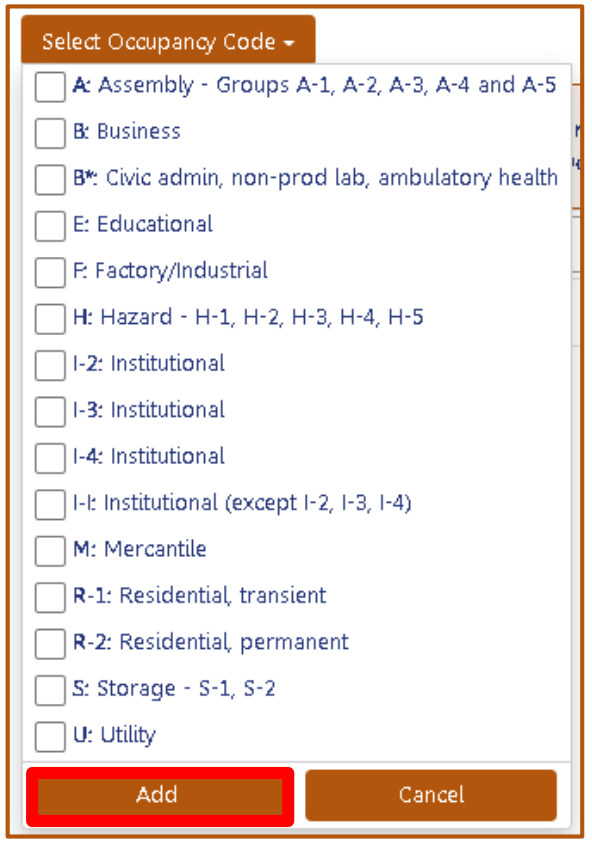
DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION



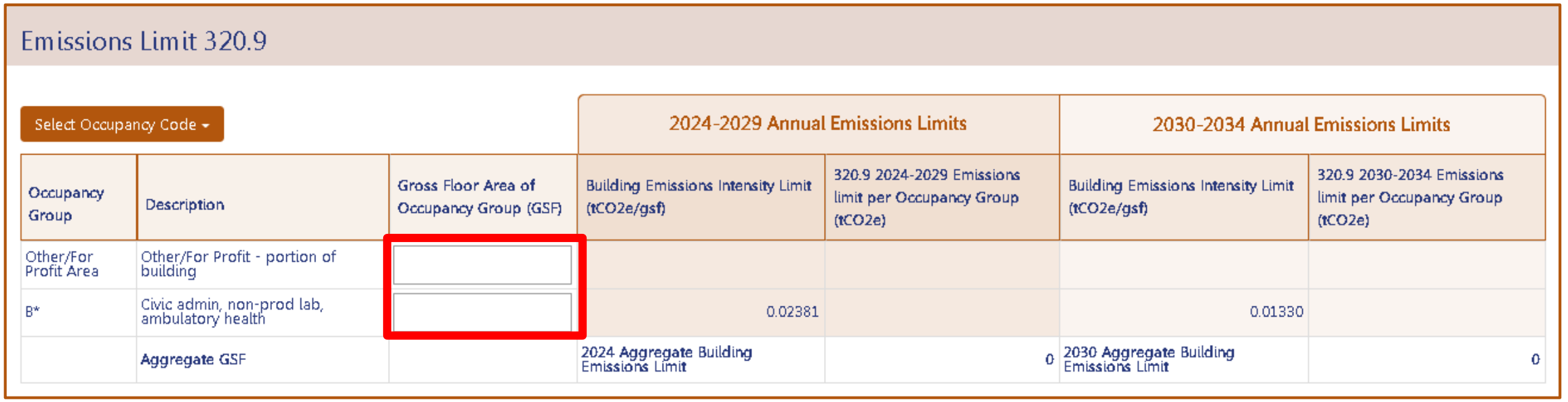
DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- In the Emissions Limit tab, Other/For Profit will be auto-selected.
- Select the other Occupancy Code(s) that apply to your building and click **Add**.





DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION



Emissions Limit 320.9

Select Occupancy Code

Occupancy Group	Description	Gross Floor Area of Occupancy Group (GSF)	2024-2029 Annual Emissions Limits: Building Emissions Intensity Limit (tCO2e/gsf)	2024-2029 Annual Emissions Limits: 320.9 2024-2029 Emissions limit per Occupancy Group (tCO2e)	2030-2034 Annual Emissions Limits: Building Emissions Intensity Limit (tCO2e/gsf)	2030-2034 Annual Emissions Limits: 320.9 2030-2034 Emissions limit per Occupancy Group (tCO2e)
Other/For Profit Area	Other/For Profit - portion of building					
B*	Civic admin, non-prod lab, ambulatory health		0.02381		0.01330	
	Aggregate GSF		2024 Aggregate Building Emissions Limit	0	2030 Aggregate Building Emissions Limit	0

- For each Occupancy Code, enter the **Gross Floor Area of the Occupancy Group** (GSF).
- The system will calculate the **Emissions Limits** and the **Aggregate GSF**.
- Click **Save** before moving to the next Tab.

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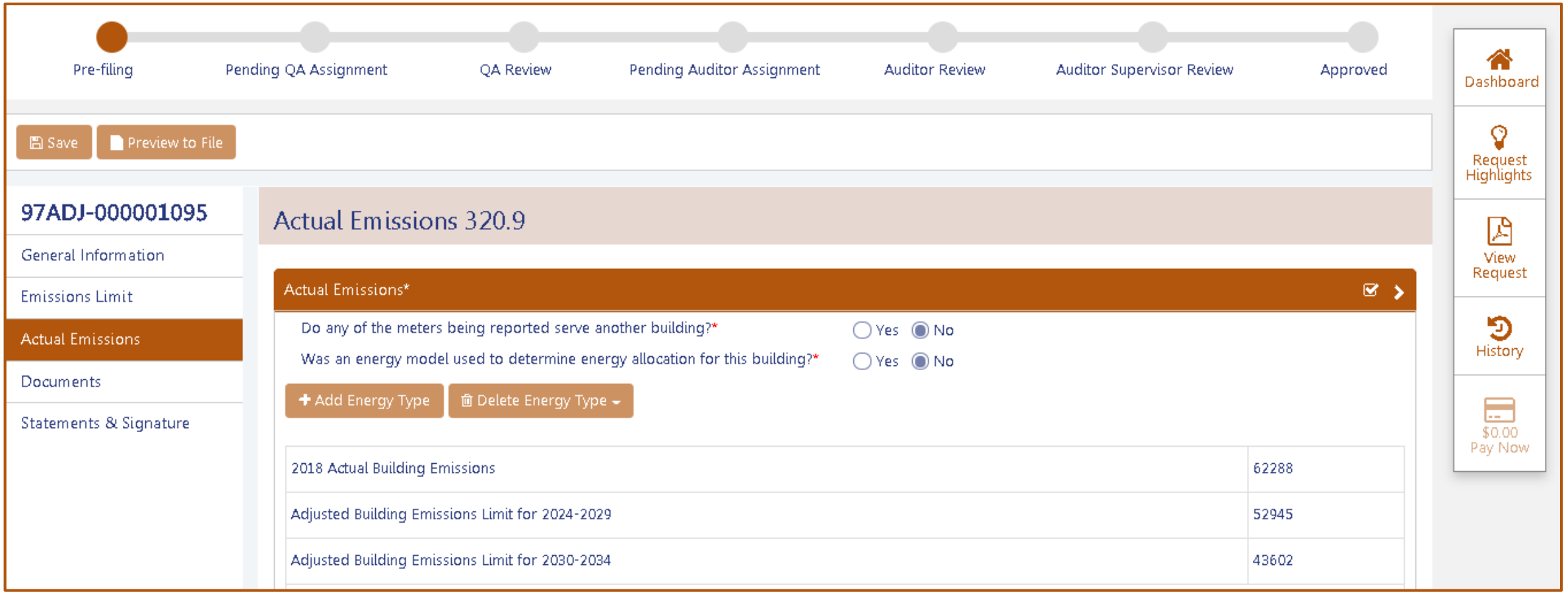

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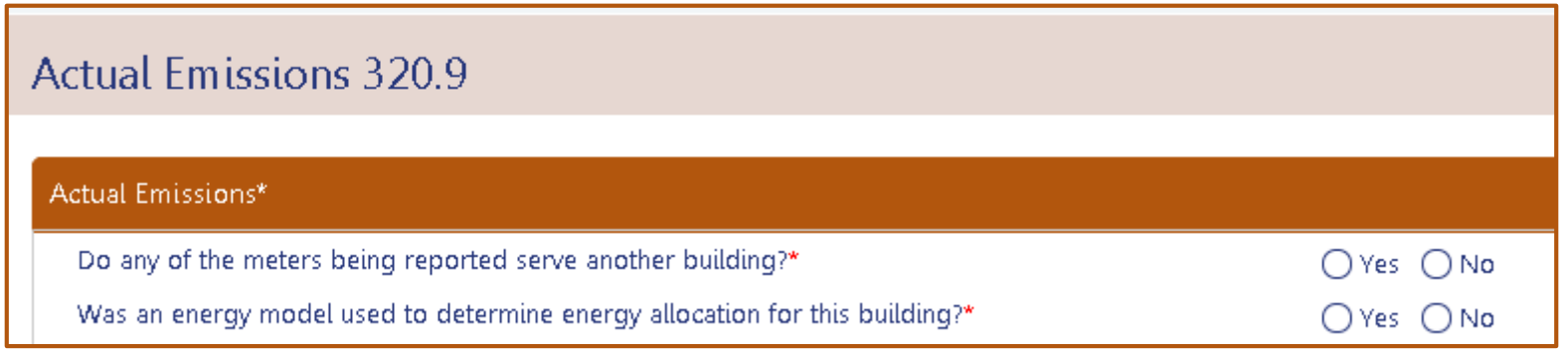
- In the Actual Emissions tab, begin by answering the two Yes/No questions:
  - Do any of the meters being reported serve another building?
  - Was an energy model used to determine energy allocation for this building?



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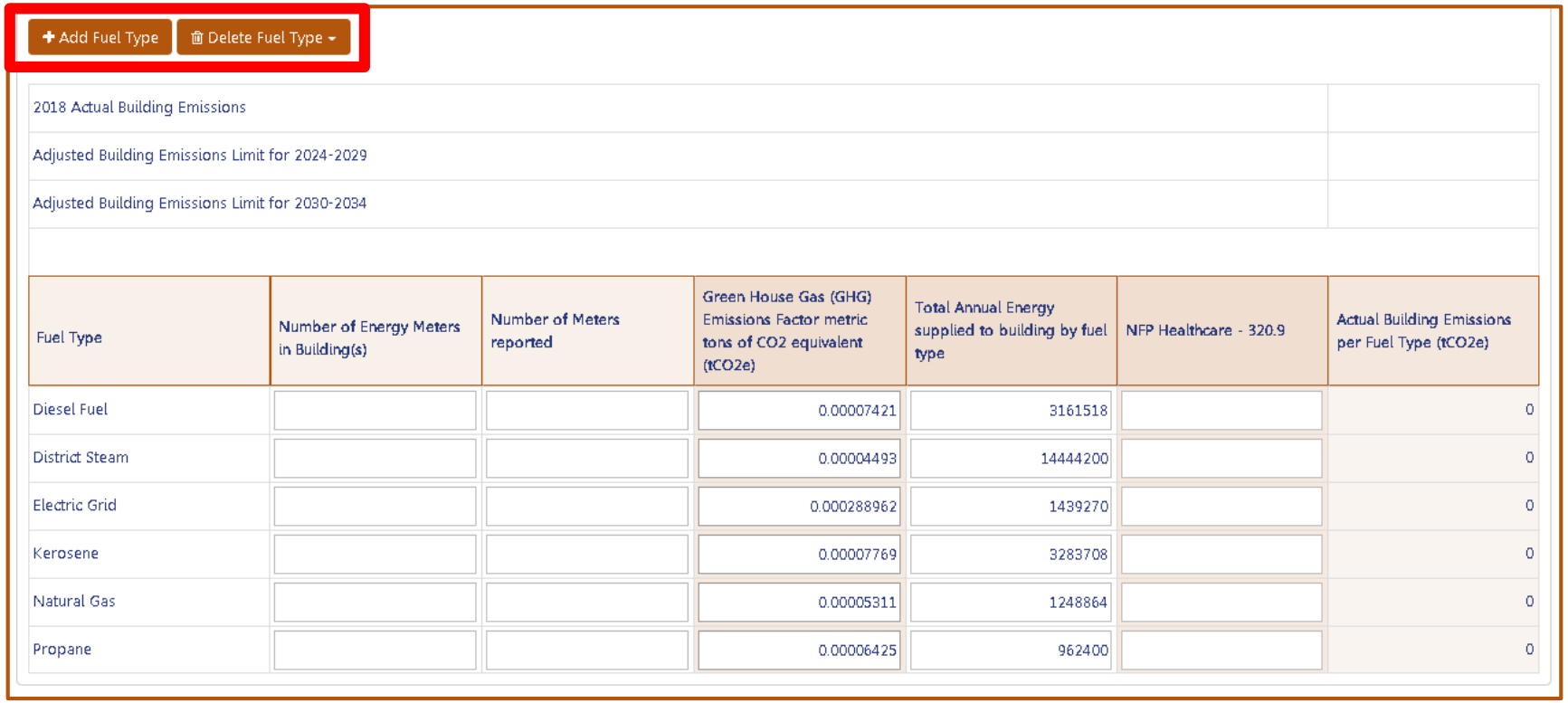


+ Add Fuel Type | Delete Fuel Type

2018 Actual Building Emissions	
Adjusted Building Emissions Limit for 2024-2029	
Adjusted Building Emissions Limit for 2030-2034	

Fuel Type	Number of Energy Meters in Building(s)	Number of Meters reported	Green House Gas (GHG) Emissions Factor metric tons of CO2 equivalent (tCO2e)	Total Annual Energy supplied to building by fuel type	NFP Healthcare - 320.9	Actual Building Emissions per Fuel Type (tCO2e)
Diesel Fuel			0.00007421	3161518		0
District Steam			0.00004493	14444200		0
Electric Grid			0.000288962	1439270		0
Kerosene			0.00007769	3283708		0
Natural Gas			0.00005311	1248864		0
Propane			0.00006425	962400		0

- The Fuel Types reported for the 2018 Actual Building Emissions (per LL84) will appear by default.
- Additional Fuel Types can be added by clicking **+ Add Fuel Type**.
- Fuel Types added by the user can be deleted by clicking **Delete Fuel Type**.

DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- For each Fuel Type enter:
  - Number of Energy Meters in Building(s)
  - Number of Meters reported
  - Total Annual Energy supplied to building by fuel type *(Revise default values as needed.)*
  - NFP Healthcare – 320.9 *(Enter the total energy supplied to the not-for-profit healthcare portion of the building.)*
- The system will calculate the Actual Building Emissions per Fuel Type.

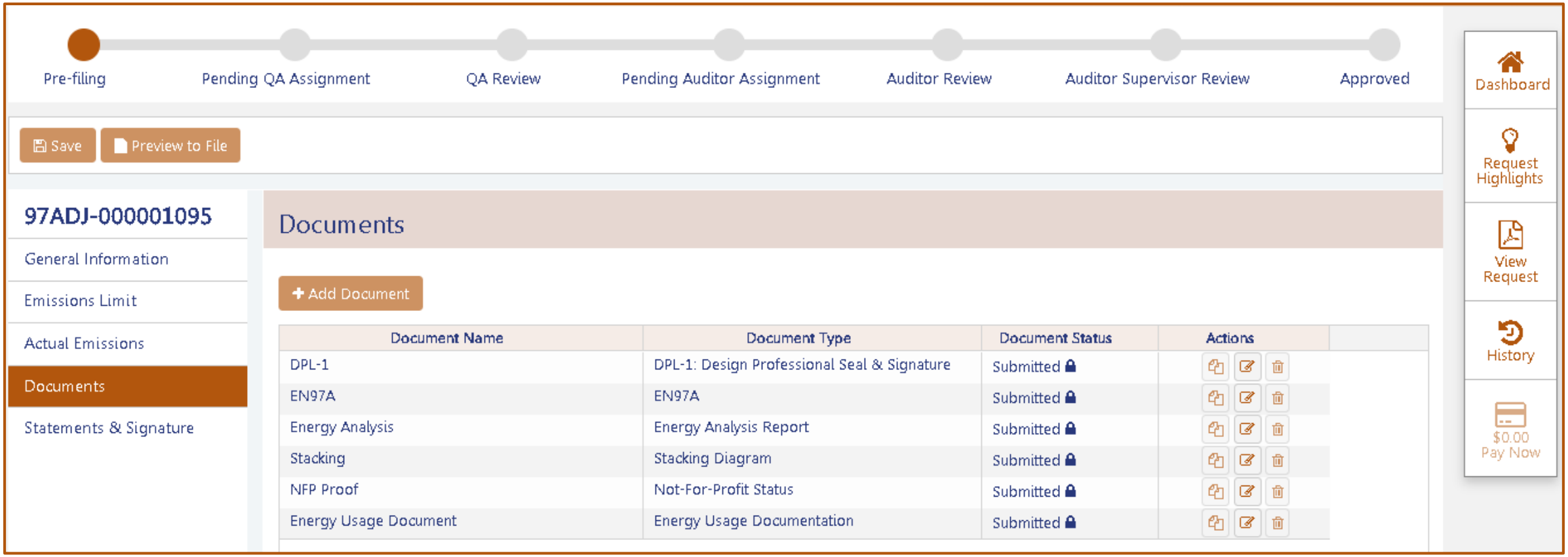
Fuel Type	Number of Energy Meters in Building(s)	Number of Meters reported	Green House Gas (GHG) Emissions Factor metric tons of CO2 equivalent (tCO2e)	Total Annual Energy supplied to building by fuel type	NFP Healthcare - 320.9	Actual Building Emissions per Fuel Type (tCO2e)
Diesel Fuel			0.00007421	3161518		0
District Steam			0.00004493	14444200		0

DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

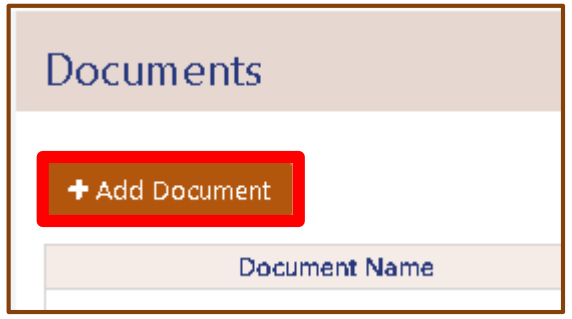
2018 Actual Building Emissions	3302
Adjusted Building Emissions Limit for 2024-2029	2807
Adjusted Building Emissions Limit for 2030-2034	2311

- Based on the information entered about actual energy use per Fuel Type, the system will calculate:
  - 2018 Actual Building Emissions
  - Adjusted Building Emissions Limit for 2024-2029
  - Adjusted Building Emissions Limit for 2030-2034

DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

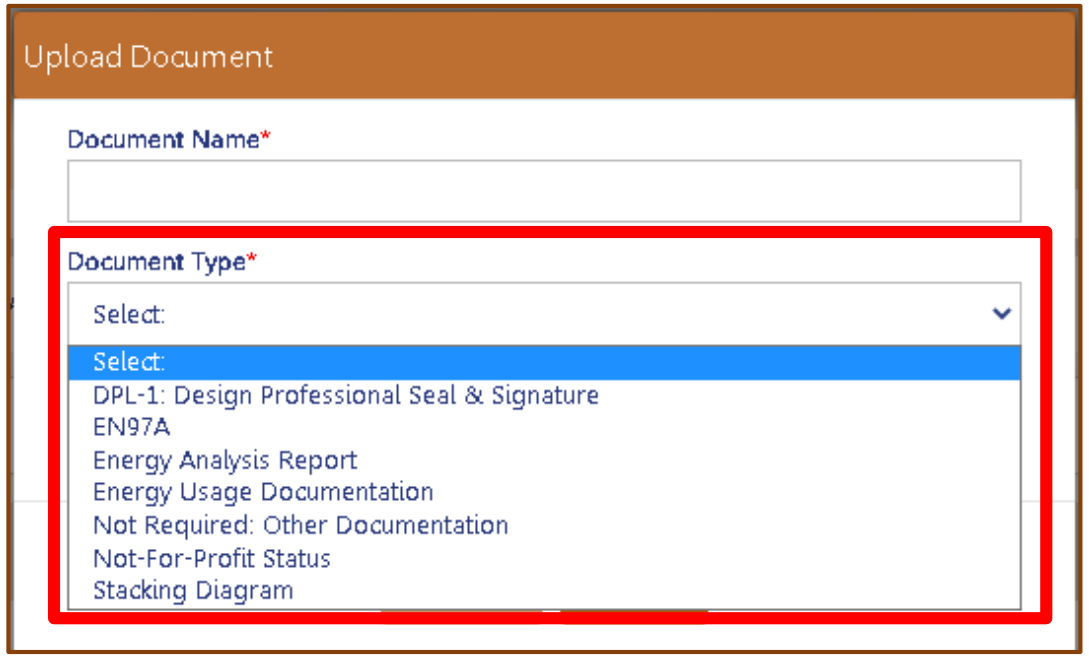


DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

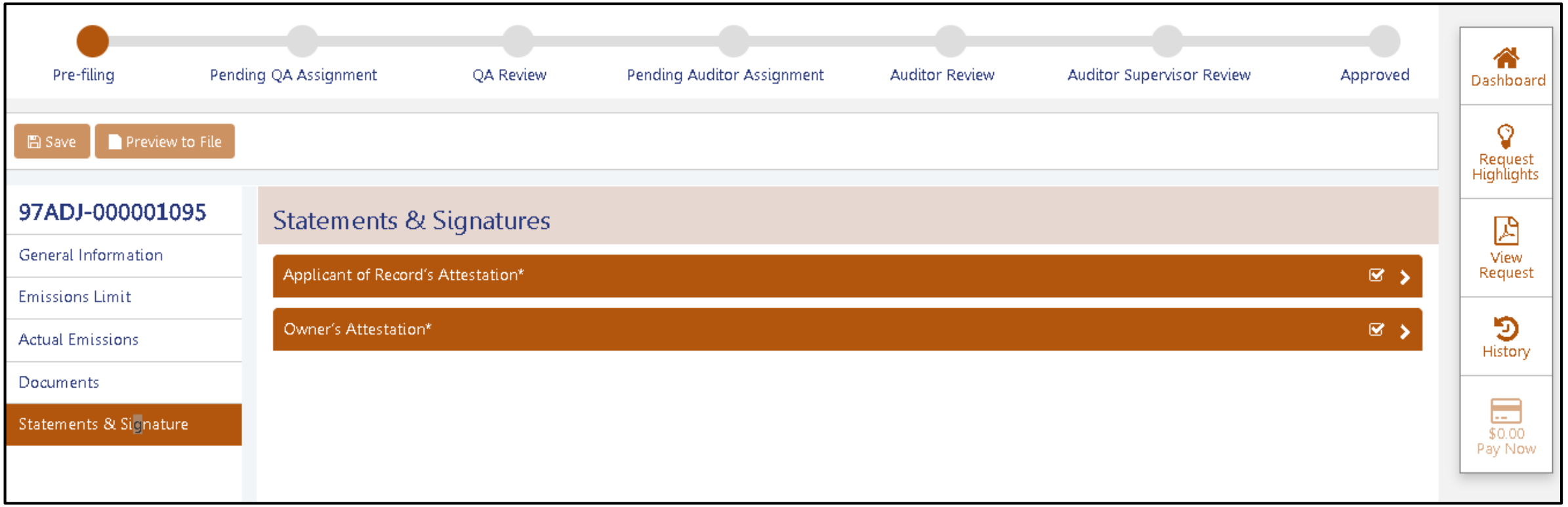


- In the Documents Tab, click **Add Documents** to upload documents.
- All required documents will be listed in the Document Type drop-down.
- For each document, enter a Document Name. More than one document may be uploaded for each document type.

- Click **Choose File** to select your document and then click **Upload**.

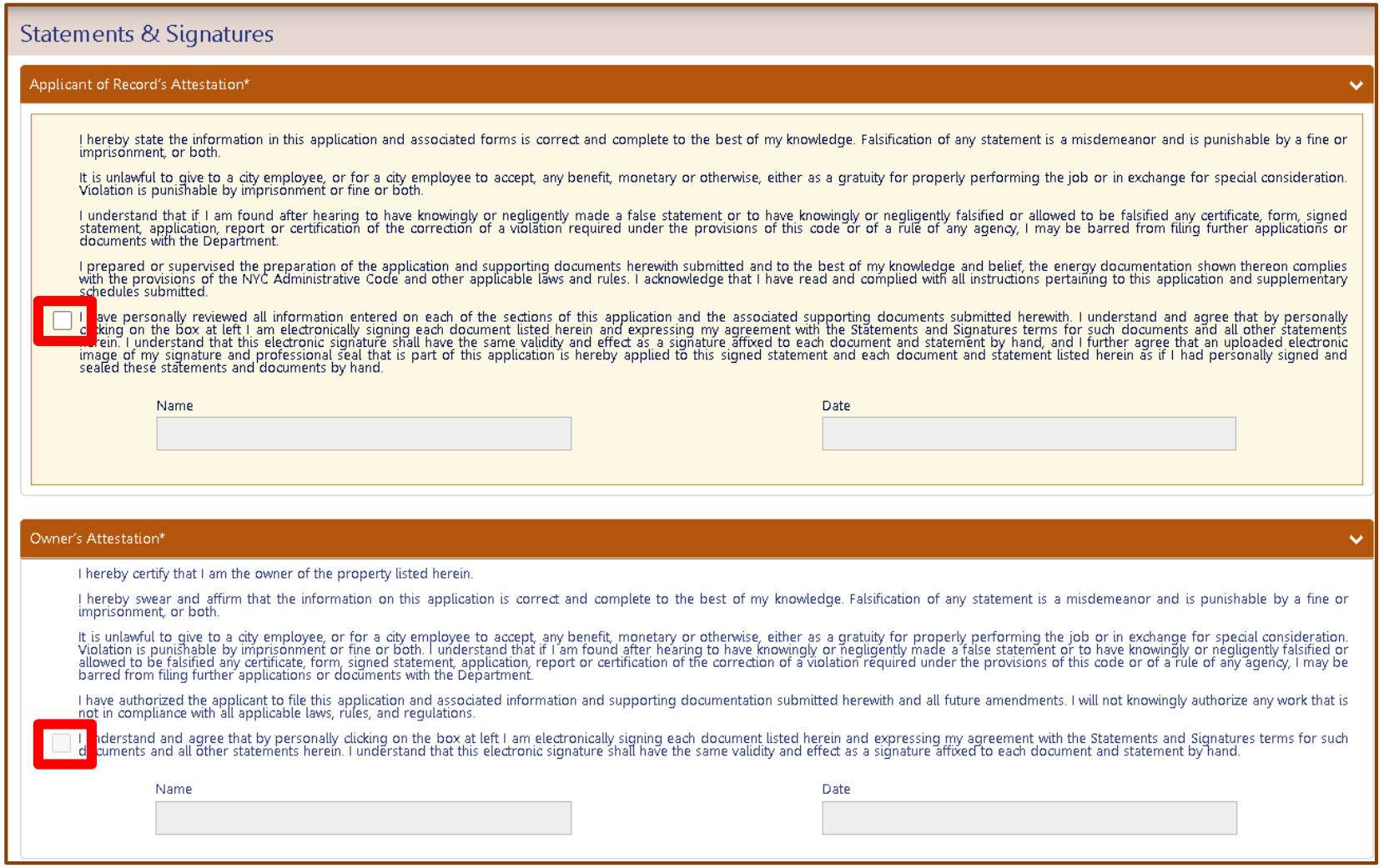


DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION



DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- Both the Applicant of Record and the Owner must sign into DOB NOW and click the checkbox to Attest to the Adjustment Request.



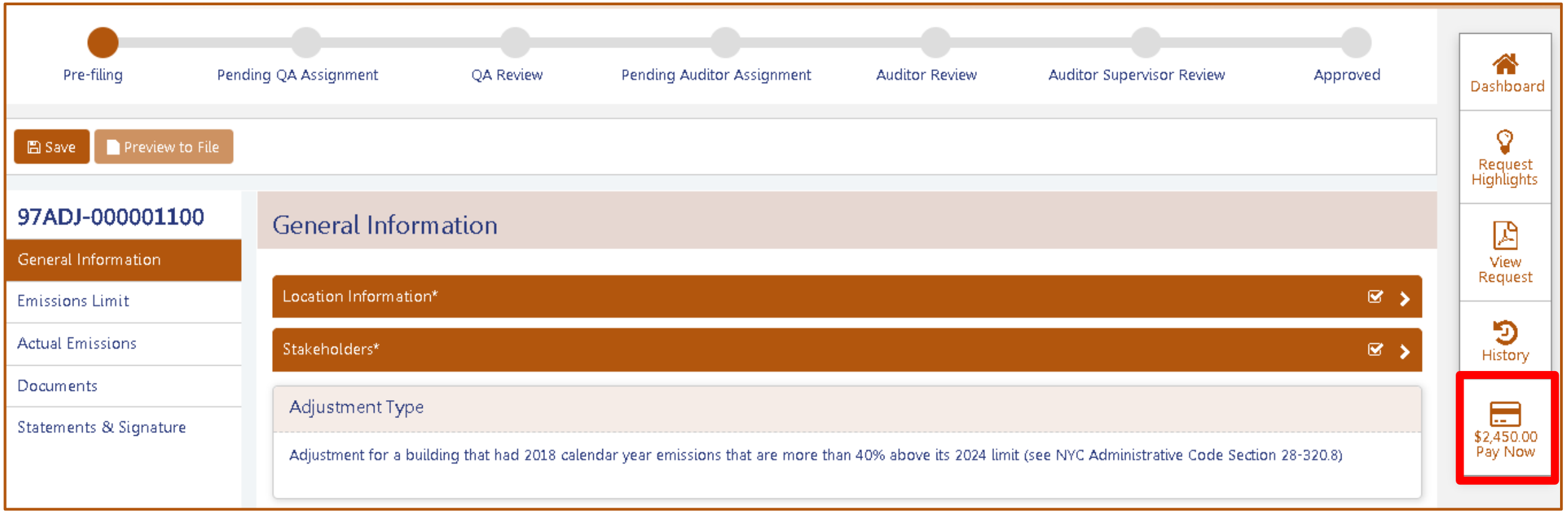
DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- Fees (if any) must be paid before the Adjustment Request can be submitted.

Adjustment Request Type	Building Owner Type	Fee
Not-For-Profit Health Facility (28-320.9)	For Profit	$335
	Not For Profit	$0

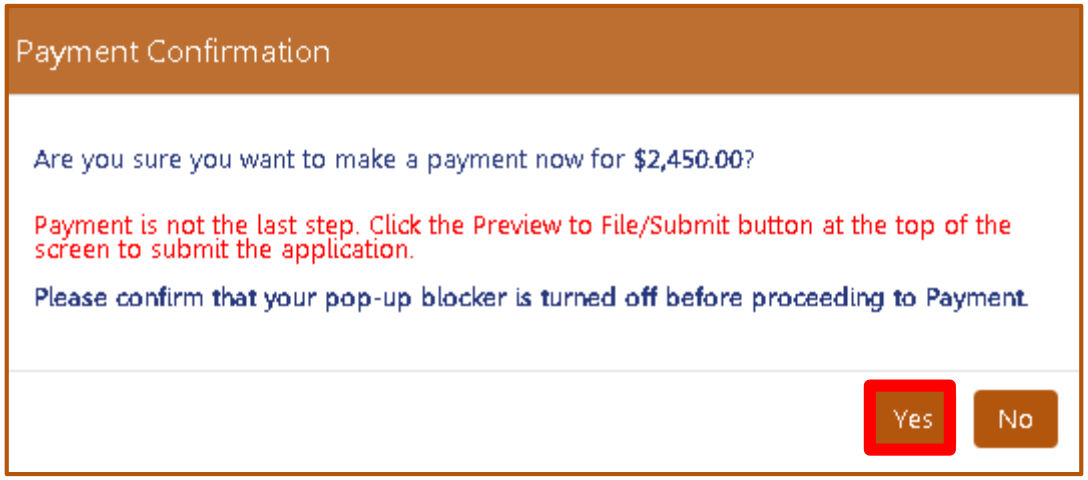
DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- To make a payment, click on the **Pay Now** button at the right of the screen.

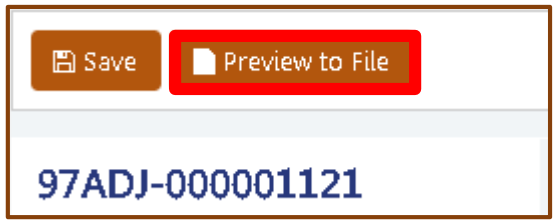


DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

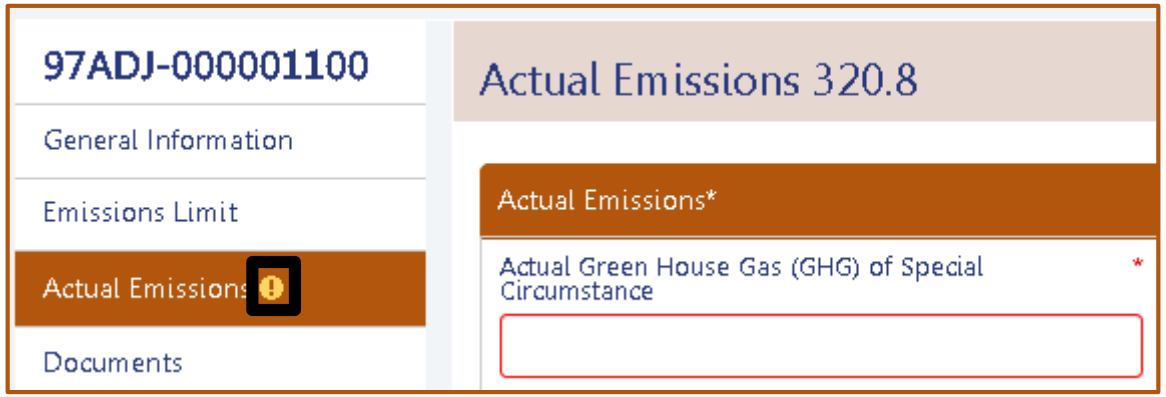
- A pop-up notification will remind you that payment is not the last step. After you make your payment, you will still need to submit your request. Click **Yes**.



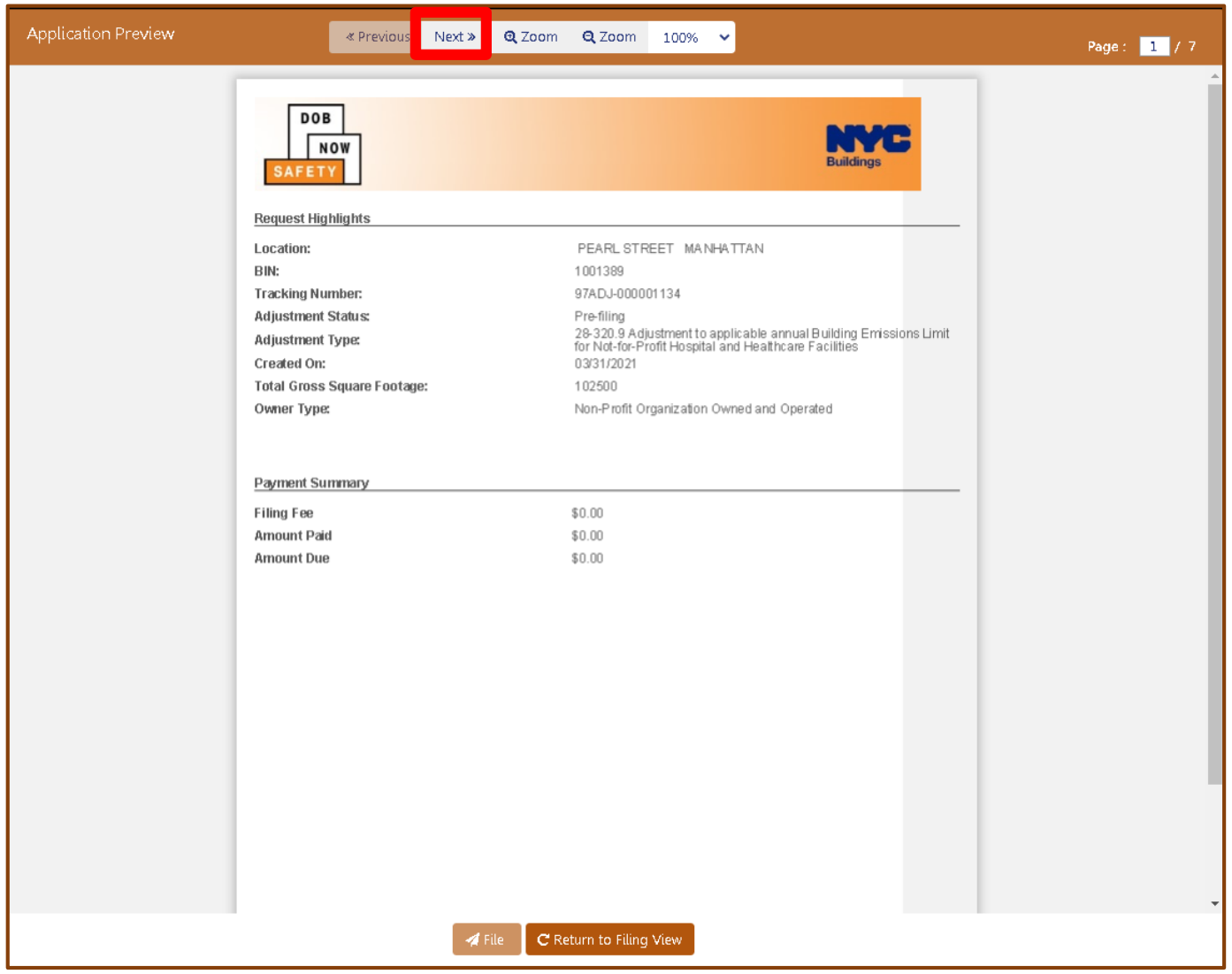
- You will be brought to the CityPay site where you can make a payment by credit card or echeck.



- Fees (if any) must be paid before the Adjustment Request can be submitted.
- Once you click **Preview to File**, any missing information will be highlighted in red and with an exclamation point on the tab. Enter all missing information to submit the Request.



DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION



- Once all required information is entered, clicking Preview to File will load the Application Preview pop up.
- Page through the Application by clicking Next.

DOB NOW: *Safety* – NOT-FOR-PROFIT HOSPITAL AND HEALTHCARE APPLICATION

- Click the checkbox to Attest and sign the Application.
- Click **File** to submit the Request.

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- By clicking File the application will be brought to **Pending QA Assignment** status

- The application will be assigned for **QA Review**:

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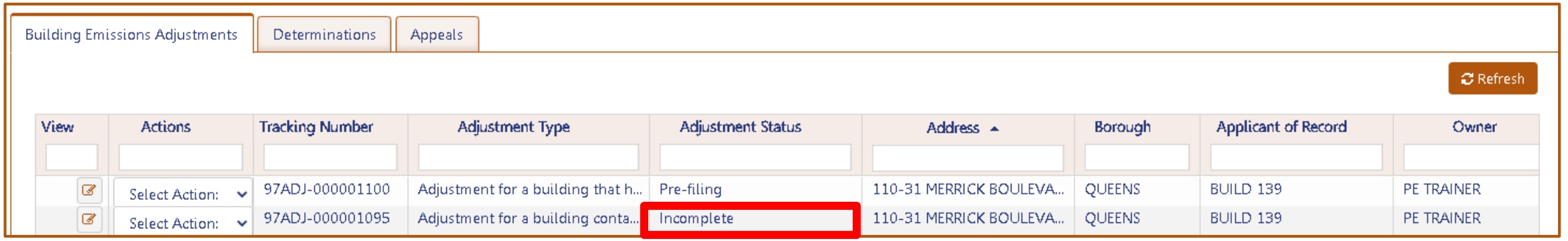
- If an issue is raised by the QA Reviewer, the application will be marked **Incomplete** and an email will be sent to the Applicant and the Owner.



- The details of what is needed will appear in the email. You may be asked to resubmit documents or enter updated data.

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- After any issues are resolved, the QA reviewer will update the status to **Pending Auditor Assignment**.

- An auditor will be assigned and will complete a technical review. The status will update to **Auditor Review.**

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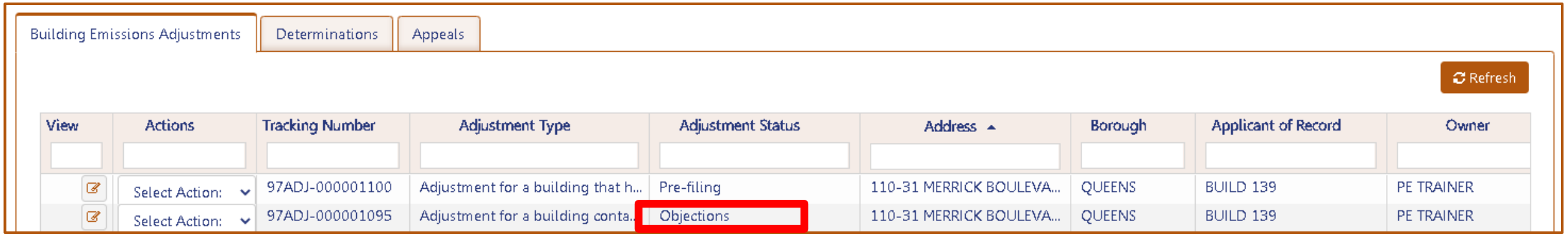
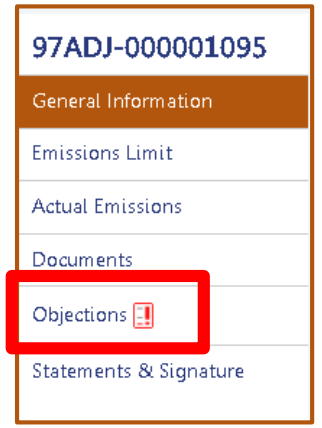
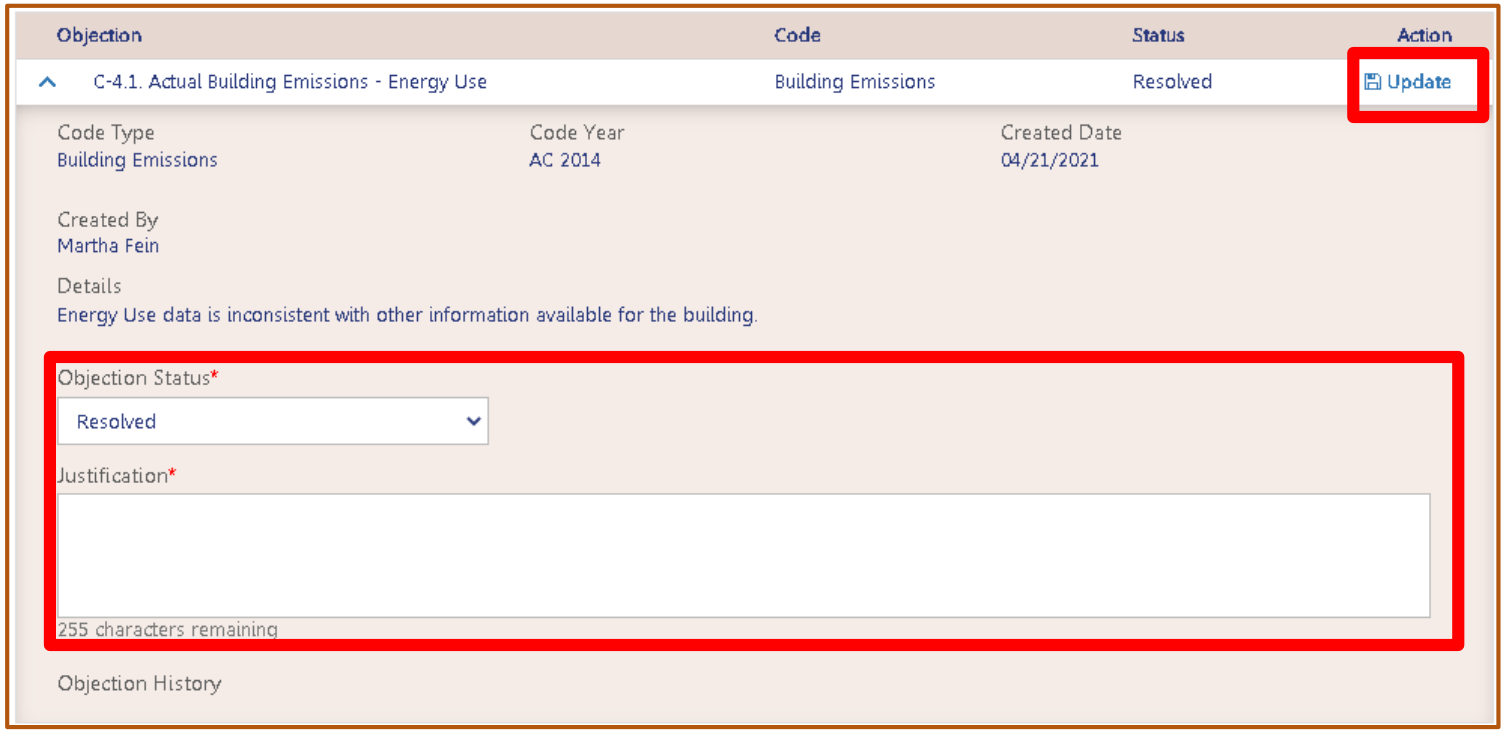
- If an objection is raised by the Auditor, the application will be marked **Objections** and an email will be sent to the Applicant and the Owner.



- A new Objections tab will appear in the request.



- Click **Edit** to address the Objection.
- Change status to **Resolved**.
- Enter notes on **Justification** for the resolution.
- Click **Update**.



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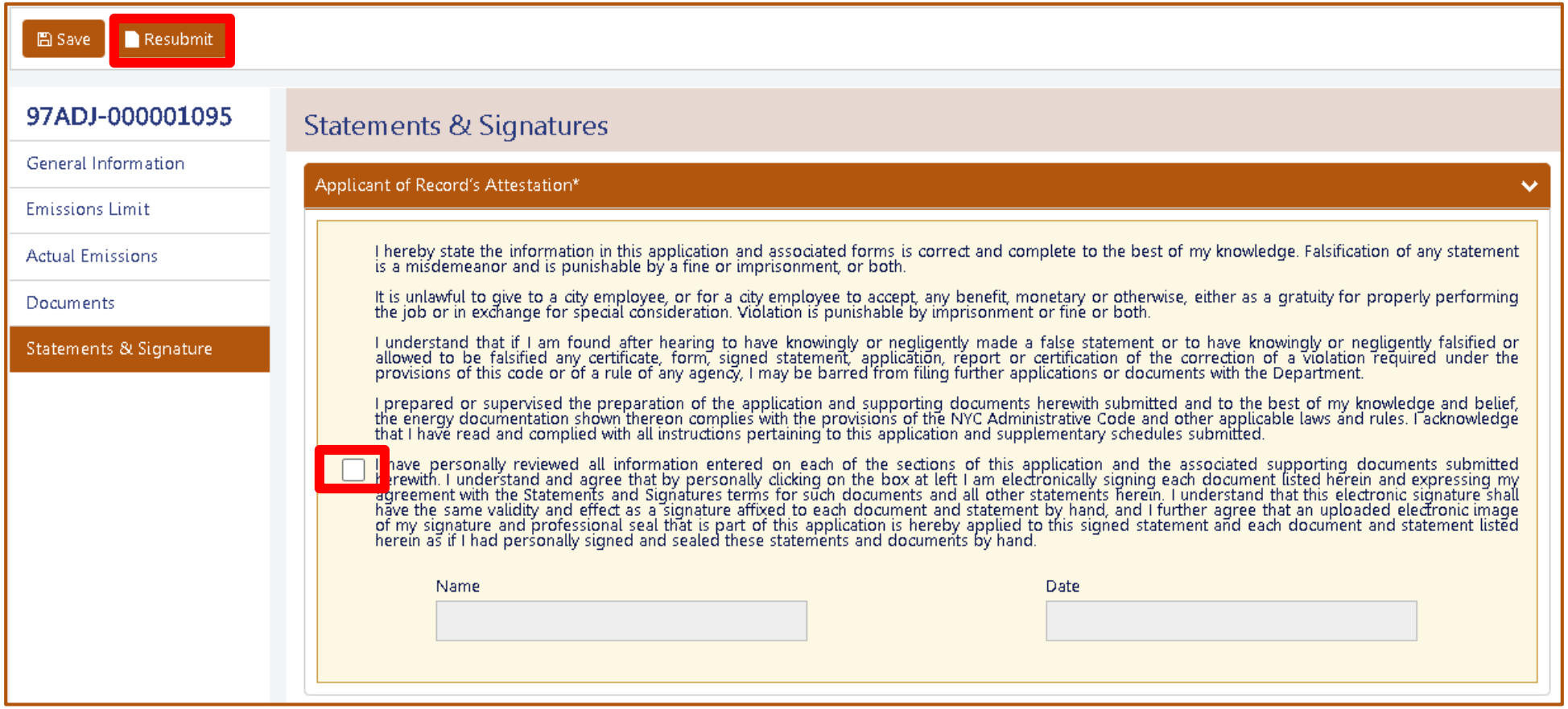
- The Applicant of Record will need to re-Attest before the application can be **Resubmitted**.



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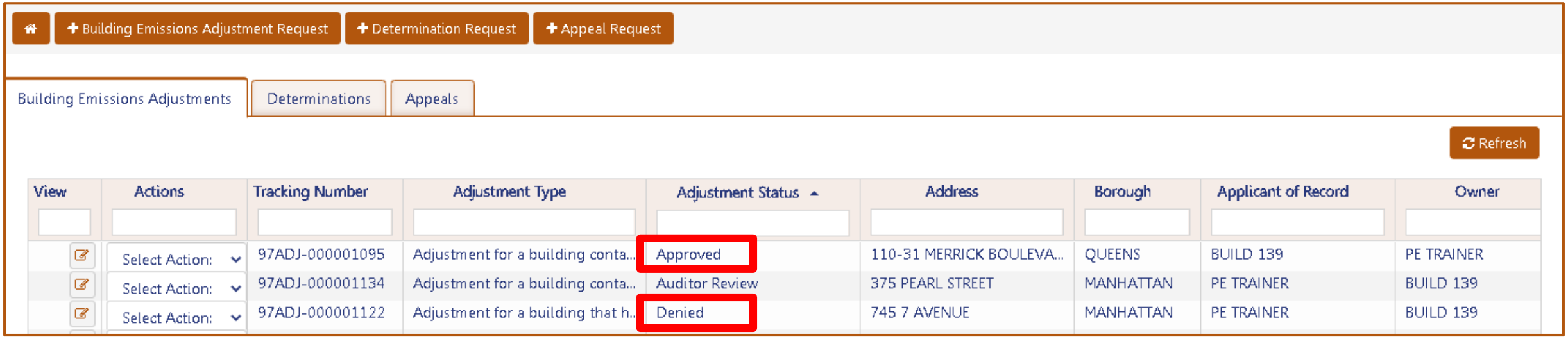
- Once the Application has been Approved or Denied, the Applicant and the Owner will receive emails.
- You can also view the status of the Application in the dashboard.



THANK YOU!

NO PAPER. NO LINES.

NYC Buildings