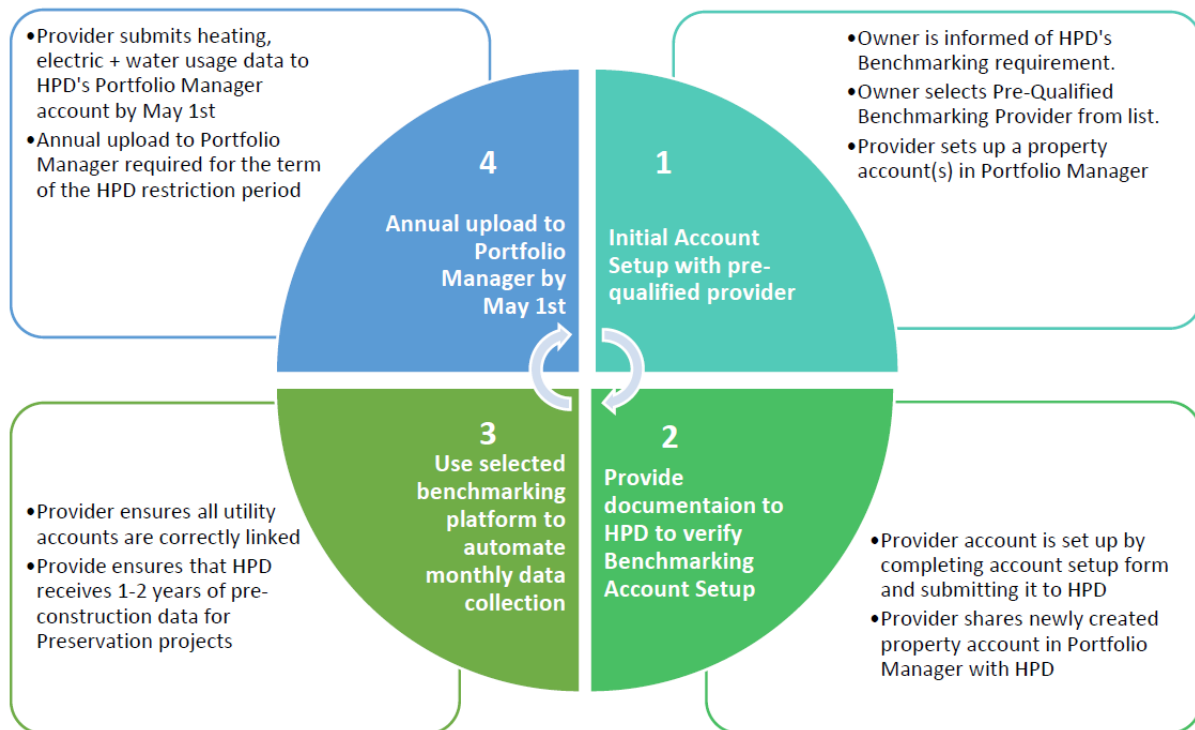


Overview of HPD/HDC Benchmarking Protocol

Benchmarking is the annual reporting of whole-building energy consumption using automated utility data collection. As of February 2016, the New York City Department of Housing Preservation and Development (HPD) and the Housing Development Corporation (HDC) require building owners, with 5+ units, receiving HPD/HDC financing to submit building-level energy usage data as a condition of financing.

Building owners must engage a pre-qualified Benchmarking Service Provider to share utility data with HPD through the U.S. Environmental Protection Agency's ENERGY STAR® Portfolio Manager platform. Annual submission of this data aligns with and satisfies the requirements of New York City Local Law 84, where applicable.

Benchmarking enables owners to improve building performance, allows HPD/HDC to underwrite potential energy savings, and supports New York City's greenhouse gas reduction goal of 80 percent by 2050.



Role of the Owner

The owner is responsible for compliance with HPD/HDC's benchmarking requirement and retaining a pre-qualified benchmarking service provider for the term of the restriction period, as governed by the HPD/HDC regulatory agreement. The owner must assist the Benchmarking Provider in completing all required information in the Benchmarking Account Set-up form upon the provider's request.

If the owner chooses to benchmark with a new pre-qualified provider during the term of the HPD/HDC regulatory agreement, the owner must review and initiate the Transfer of Properties to New Provider pdf and connecting the old Provider with the new Provider. The owner is responsible for ensuring the new provider has what they need to continue a single project record on ENERGY STAR Portfolio Manager.

Role of the Pre-qualified Benchmarking Provider

The benchmarking service provider is tasked with facilitating the setup of the benchmarking process along with necessary data entry, technical assistance to the owner, and quality assurance of the process. The provider's primary responsibilities include:

1. Set up an account for each building in a project in Portfolio Manager®, which includes coordinating with utilities to automate energy data transfer and relevant data entry of building information as required by HPD/HDC.
2. Ensure that utility accounts are correctly linked in Portfolio Manager
3. Ensure the following inputs are correctly recorded in Portfolio Manager:
 - a. The HPD ID is the same for "Parent" and "Child" Properties in the Portfolio
 - b. BBL is entered as a Portfolio Manager "Standard ID-City/Town"
 - c. BIN is entered as a Portfolio Manager "Standard ID-Other"
 - d. HPD ID is entered in Portfolio Managers' "Custom Property ID 3" field
 - e. The Baseline Year is set to be two years prior to the closing date provided by the HPD Project Manager
4. For Preservation projects, 1-2 years of pre-construction energy data is required to be shared with HPD/HDC. This can be done by setting up the Baseline Year in ESPM to be 2 years prior to the closing date and getting aggregated data from the Utility Provider
5. Provide documentation to HPD Project Managers of the completion of the initial setup process by supplying the completed Benchmarking Account Set-up Form.

6. Send a copy of the completed Benchmarking Account Set-up Form to HPD's Sustainability Unit at benchmarking@hpd.nyc.gov
7. Share the building account in Portfolio Manager with the "NYC Affordable Housing" account.
8. On an annual basis prior to May 1st of each year, submit the information gathered by the primary benchmarking software platform to HPD's Portfolio Manager account. Reasonable efforts must be made to ensure quality of data uploaded to Portfolio Manager.
9. Provide reporting to HPD/HDC about portfolio-wide building performance and provide annual non-compliance report, on an annual basis after the May 1st reporting cycle by using the reporting link found on the [HPD Benchmarking Protocol webpage](#).
10. Assist building management teams in understanding building performance data.

Role of the Project Manager

HPD Project Managers are tasked with informing owners of the Benchmarking requirement for their projects, ensuring owners contract with one of HPD's pre-qualified providers, and verifying that providers have set up benchmarking accounts in Portfolio Manager. The Project Manager's responsibilities include:

1. **Inform Owner of HPD/HDC's Benchmarking Requirement:** Notify the owner that the project is required to benchmark, as early in the development process as possible. Although nearly all HPD/HDC projects are required to benchmark, on rare instances benchmarking may not be required. Exemption reasons are listed on HPD's Benchmarking Waiver Form. If one or more of these reasons applies to a project, the Project Manager should fill out the form and have their Division's AC sign and submit the form to HPD's Sustainability Office to approve and sign the waiver to document exemption. If approved, the PM should upload the signed form in the "Documents" section of HPD Works. Click on the "Select Sub Document Type" drop-down and select "BENCHMARKING-ACCOUNT SETUP FORM". Select the file and upload the document.
2. **Provide Owner with Pre-Qualified List of Benchmarking Service Providers:** Provide owner with the HPD/HDC Pre-qualified Provider List immediately after notifying them of the benchmarking requirement. The owner must choose and enter into a contract with one of HPD/HDC's prequalified providers, without exception.
3. **Verify that Owner has Chosen and Contracted with a Provider**
 - a. **For Preservation projects not requiring a new Certificate of Occupancy:** Check-in with the owner to verify that the owner has entered into a contract with a pre-qualified benchmarking provider at least 1 month prior to loan closing.

