

GREEN BUILDING CERTIFICATION INSTRUCTIONS

All HPD New Construction, Substantial (Sub), and Gut Rehabilitation projects are required to comply with the current version of Enterprise Green Communities (EGC) with NYC Overlay or the most current version of LEED achieving the gold tier or above.

- For multi-building projects where the scope of work includes sub/gut rehabs and moderate rehabs, any building meeting the definition of a sub/gut must certify with EGC or LEED. All other buildings are strongly encouraged to design or certify to the same standard.
- Note that HPD and Enterprise have different definitions for sub rehabs and mod rehabs. Click [here](#) for info.

TIMING OF SUBMISSION

The Project Team should review the EGC Criteria with NYC Overlay in tandem with HPD's Design Guidelines at the earliest stages of design and predevelopment to ensure a thorough understanding of all Design Criterion. In the early stages of schematic design, HPD Design Waivers should be submitted but do not waive mandatory EGC and/or NYC Overlay criteria. Projects must submit a separate waiver to Enterprise if they wish to waive any criteria outline by EGC and/or the NYC Overlay. During schematic design, Project Teams should also log in to the EGC Certification Portal to create an account and input basic information about the project. After completion of Schematic Design, return to the EGC Certification Portal and begin the HPD Pre-Authorization process. It is recommended to start this phase approximately 2-7 months prior to the project's anticipated closing, however success will be dependent on considering the Criteria fully in the earliest stages of project planning.

WAIVERS

The following Waivers are allowed;

- Project Waivers for EGC Certification may be issued for projects pursuing the most current version of LEED at the gold tier or above. **Projects pursuing LEED should still follow the process steps below from submission through conversion.**
- Criteria Waivers for *[EGC Projects Only]* where a required measure is infeasible, the project team may petition Enterprise for an alternate compliance path or waiver of the required measure. All criteria waivers that are approved by Enterprise will be noted on the PostBuild Certification Letter.
- Design Guideline Waivers may be granted by HPD for certain mandatory Design Guidelines criteria where noted in the respective Design Guidelines. These will be noted in the EGC Preauthorization Form.

GREEN BUILDING CERTIFICATION PROCESS

1. HPD SOLAR FEASIBILITY

A signed Solar Feasibility Analysis is required for all Preservation projects pursuing EGC or LEED. Detailed instructions, links to forms, and other material can be found on the [HPD Solar Where Feasible webpage](#). Note that New Construction projects, must comply with Local Law 92/94 and DEP’s Unified Stormwater Rule (where applicable) but can still use all tools and resources on the [HPD Solar Where Feasible webpage](#).

2. HPD PRE-AUTHORIZATION OR EGC WAIVER APPROVAL

- The Project Team will:
 - Obtain [Green Communities Training](#) certificates from the Building Owner, Architect and Contractor
 - *[EGC projects only]* Create an Online Account in the [Enterprise Certification Portal](#) and start populating information about your project. Visit the [EGC Landing page](#) or the [EGC Criteria page](#) for detailed information. *Ensure the correct HPD Project ID # is used in the portal.*
 - Submit the completed HPD Pre-Authorization Package or EGC Wavier to HPD’s Sustainability Unit (GreenCommunities@hpd.nyc.gov) & your HPD Project Manager. The package should be saved as a zip folder following the naming convention below and include:
 - HPD Design Guidelines Workbook to ensure that projects meet the scope outlined by HPD’s Design Guidelines ([New Construction](#) or [Preservation](#)) and the EGC pre-authorization tab (located in the workbook) or the [EGC Wavier for LEED Projects](#). Use the most recent version of the Workbook filled out per Milestone 3.
 - *[Preservation projects only]* A signed HPD Solar Approval Form
 - Green Communities Training Certificates for Building Owner, Architect, and Contractor
 - *[EGC projects only]* Project Overview Tab from Enterprise portal
 - *[LEED projects only]* LEED Checklist

Note: The package should not be submitted until the Solar Feasibility Approval process is complete and projects that have triggered a Sustainability Review during Design Consultation have received a HPD Sustainability Approval email stating that all items flagged were resolved.

FILE NAMING CONVENTIONS: Submit the package according to the following naming conventions:

- Zip folder naming convention:
 - HPD#_PROJNAME_PreAuth
- File naming convention:
 - [borough]_[block]_[projectname]_DGW-NC_[milestone number]
 - HPD#_SolarApproval
 - HPD#_ProjOverview
- Notes:
 - Projects with multiple phases should add a clarifier (e.g. “-BldA” or “-Phs1”) accordingly
 - “PROJNAME” to be limited to 8 letters
 - If revision/resubmission is required, please add “_rev1” or “rev2” at the end of the file name

- The project name should be consistent across all documentation and should align with the official HPD Project # and name used by HPD
- Example File Names:
 - “60732_BshpFord_SolarApproval”
 - “60732_BsphFordPhs1_SolarApproval_rev2”

- HPD Sustainability submission review
 - HPD Sustainability will perform a review of the Pre-Authorization package or EGC Waiver and provide feedback to the Project Team within 10 business days.
 - If any items are missing or incorrect, the Project Team will be required to submit the missing information and/or remedy any inaccuracies.
 - When the application has been approved, a signed Pre-Authorization or EGC Waiver will be sent to both the Applicant and HPD PM.
 - *[EGC projects only]* The signed Pre-Authorization Form is required to submit for EGC PreBuild review.

3. EGC PREBUILD REVIEW *[EGC projects only]*

- Following receipt of the signed Pre-Authorization form, the Project Team will upload all remaining documents to the Enterprise Certification portal and submit them for PreBuild approval. Enterprise can take up to 30 days to provide feedback, but requests for expedited reviews (up to 10 business days) are available, for an additional fee.

Issuance of PreBuild Approval Letter

- Enterprise will issue a Letter, in the form of an e-mail, to the Project Team, confirming EGC PreBuild submission has been approved.
- The project team will then forward the Prebuild approval email to the HPD PM. Projects will need this letter as a condition of closing for HPD financing.

4. HPD LOAN CLOSING

- The Project Team will submit the following items, 2 weeks before loan closing, via email, to both the HPD PM and [HPD’s Sustainability Unit](#)
 - Certified HPD New Construction or Preservation Workbook, filled out per Milestone 4 and signed by the owner and architect.
 - Enterprise PreBuild Approval Letter or signed EGC Waiver. The consultant and development team must address any outstanding items that are required to ensure receipt of EGC PreBuild Approval or LEED Certification before project closing.
- The HPD PM will review the documentation for completeness and accuracy. If information is missing or incorrect, the Project Team will be required to resubmit. Upon completion, the Workbook and EGC PreBuild Approval or LEED Certification will be attached to the closing documents.

5. EGC POSTBUILD REVIEW *[EGC projects only]*

- Upon receipt of TCO or as early as possible after construction completion (not more than 60 days after construction completion), the construction completion, the Project Team will submit the PostBuild application to Enterprise. Enterprise can take up to 30 days to provide feedback, but requests for expedited reviews (up to 10 business days) are available, for an additional fee.

Issuance of EGC PostBuild Approval Letter

- Enterprise will issue a Letter, in the form of an e-mail, to the Project Team, confirming EGC PreBuild submission has been approved. Projects will need this letter as a condition of Conversion to permanent financing.
- Development teams must make every effort to complete all required certifications by the time of Project Conversion. If project is unable to certify in time for Conversion, development team must submit letter signed by the owner or consultant explaining the cause of delays and a timeline for when PostBuild Certification will be complete. Note that any outstanding certifications that are not available prior to Conversions will be tracked by HPD until submitted. Projects that fail to certify may be subject to penalties.

6. HPD CONVERSION TO PERMANENT FINANCING

- The Project Team will submit the following items, via email, to the HPD PM, [HPD's Sustainability Unit](#), and the Conversion Unit contact:
 - EGC PostBuild Approval Letter or LEED Certification as a condition of HPD permanent loan conversion, or an 8609 issuance for LIHTC projects.
 - *[EGC projects only]* Final Energy Performance Report (exported from the Enterprise portal).
 - [Benchmarking Account Setup Form](#)