Local Law 44 Reporting System

General Overview User Guide

Version 2.0 – December 2019

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Introduction

Per Local Law 44 of 2012 (LL44), HPD must make information about housing development projects that receive City financial assistance available on its website and NYC Open Data. This information includes project and building information, city financial assistance, organization structures, unit rent and affordability, and if wage information was submitted to the agency. Information is updated until project completion or permanent closing, depending on the type of submission. Developers will be able to use two online systems that simplifies LL44 submissions, which are the Local Law 44 Reporting System and HPD's eRent Roll System.

The Local Law 44 Reporting System is an online system that facilitates the submissions of Local Law 44 wage information and organization structures in an easy and efficient manner.

For wage information collection, submissions are due quarterly on the following dates:

- Jan. – Mar. wage information: **April 30**
- Apr. – Jun. wage information: **July 30**
- Jul. – Sept. wage information: **October 30**
- Oct. – Dec. wage information: **January 30 of the next calendar year**

Please refer to the **LL44 Reporting System: Wage Submissions User Guide** for more details on wage collection requirements.

Organization structures submissions are due **at the time of project closing**. For more information on the organization structure functionality of the LL44 Reporting System, please refer to the **LL44 Reporting System: Organization Structure User Guide.**

Rent roll submissions are due **at the time of project closing and should be updated at project completion or permanent loan closing**. Contacts will receive email notifications to submit. Rent Roll information must be submitted through **HPD's eRent Roll system**, which is a separate system from the LL44 Reporting System. For more information on how to use the eRent Roll system, please see separate **eRentRoll guide for LL44 projects**.

How to Use This Guide

This guide provides guidance on the following:

1. How organizations are notified when a project is subject to LL44 reporting requirements.
2. How to log in and create an account, using the LL44 Reporting System.

Notifications

The Borrower Legal Entity (BLE) is responsible for coordinating LL44 reporting for the project (even if the BLE delegates their reporting to another organization).

When initially named as the primary contact for overseeing submissions, you will receive an email notification from the LL44 Reporting System.
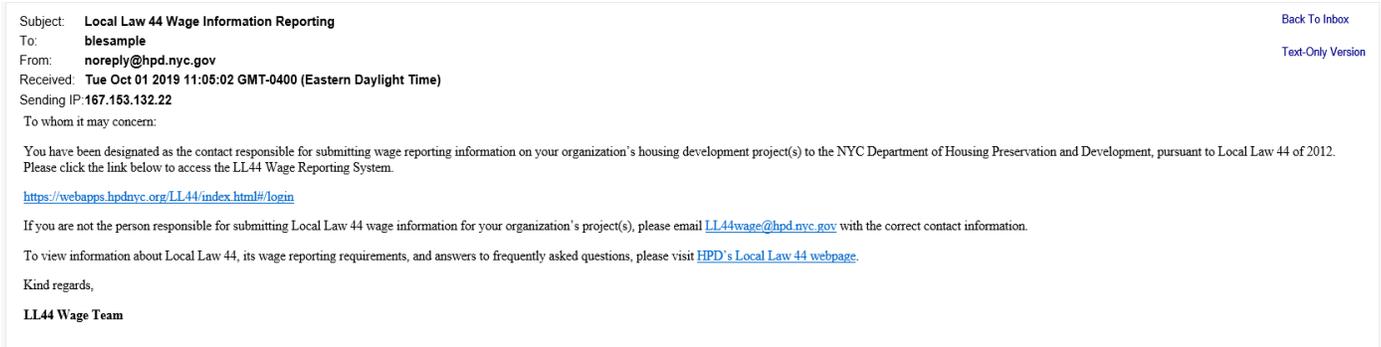

Click the link in the email notification to be taken to the system. HPD recommends bookmarking the link to your internet browser.

> **Link to the LL44 Reporting System**: https://webapps.hpdnyc.org/LL44/index.html#/login

You will receive automated notifications as a project's reporting deadline approaches. If you are not the person who coordinates organization chart submissions for the designated project(s), please inform the LL44 Team at LocalLaw44@hpd.nyc.gov so that HPD may assign to the correct person.

Logging In

Once the LL44 Reporting System opens in your browser, you will be prompted to create a new account, or sign in with your existing account.
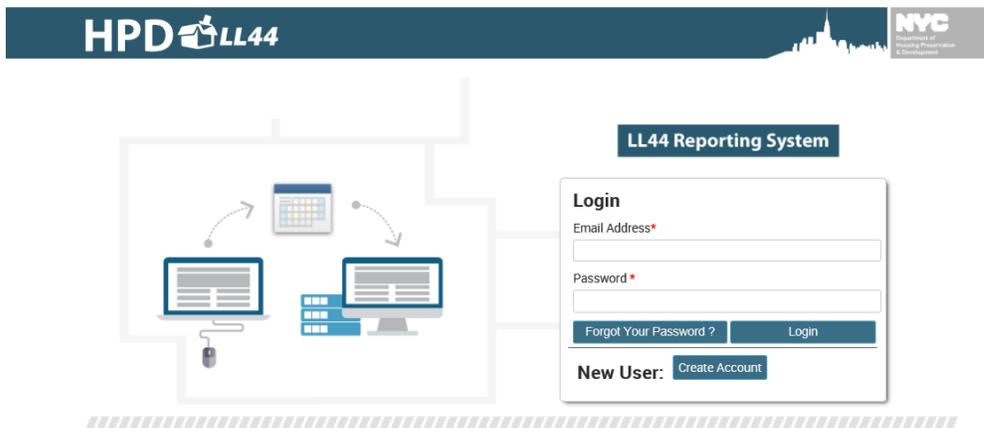
Click **Login** to sign in with your existing account. If you don't yet have one, click **Create Account**.

When creating an account, fill in all required fields on the account page. Once all required fields have been completed, click **Submit** at the bottom of the page.

ACCOUNT INFORMATION *

Enter Valid Email Address *

Re-enter Email Address *

You will be prompted for password creation after your email address is validated. A temp password will be sent to the specified email address.

PERSONAL INFORMATION *

First Name*   Middle Name/Initial   Last Name*   Phone Number*

SECURITY QUESTIONS
Please define recovery questions

First Question *   First Answer *

Second Question *   Second Answer *

Third Question *   Third Answer *

LEGAL DISCLAIMER *
☐ I agree that the information provided through NYC HPD Local Law 44 Wage Reporting System is subject to the NYC.gov privacy policy. *

Cancel   Submit

Check the email account you provided in the registration form and look for any correspondence from HPD. Click the link in that email to confirm your account. Use the newly created account information to log in to the LL44 Reporting System.

If you do not remember your password, click **Forgot Your Password?** and follow the on-screen instructions.

Project List

Once logged into the system, you are presented with the Project List. The Project List contains all projects for which you are the BLE Contact for (the person responsible for coordinating reporting on behalf of the BLE).

If you believe the list should have projects added or removed, please reach out to the LL44 team at locallaw44@hpd.nyc.gov.