

Benchmarking Account Setup

Project Manager Checklist

- 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 Officer who must sign the waiver to document an approved 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 pre-qualified providers, without exception.
- Note: Benchmarking is a yearly requirement, Owners must remain in a contract with one of the HPD/HDC Pre-qualified Providers per their regulatory agreement.
- 3. Verify that Owner has Chosen and Contracted with a Provider**
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.
Projects 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 immediately after project completion.
- 4. Pre-populate Benchmarking Account Set-up Form and Submit to Benchmarking Provider**
See the PM Tab of the [Benchmarking Account Setup Form](#) for instructions on how to pre-populate the form.
Preservation projects not requiring a New Certificate of Occupancy: Pre-populate the PM Tab of the form and submit the form to the Benchmarking Provider at least 1 month prior to loan closing.
Projects requiring a New Certificate of Occupancy: Pre-populate the PM Tab of the form and submit the form to the Benchmarking Provider immediately after project completion.
- 5. Verify Account Set-up is Complete and Upload the Form to HPD Works**
Verify the [Benchmarking Account Setup Form](#) has been submitted in Excel format (not PDF) and all fields on both tabs are complete. If there is missing information, contact the Benchmarking Provider to obtain missing information. After verifying all fields are complete, upload the 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 in Excel format.
- Preservation projects not requiring a New Certificate of Occupancy:** Upload completed form prior to loan closing.
Projects requiring a New Certificate of Occupancy: Upload completed form prior to conversion.