

# User Guide

## Article 321 Compliance Report (Prescriptive Pathway)

This guide provides an overview of the Article 321 Compliance Report submission process pursuant to the Prescriptive pathway via Energy Conservation Measures (PECMs), including:

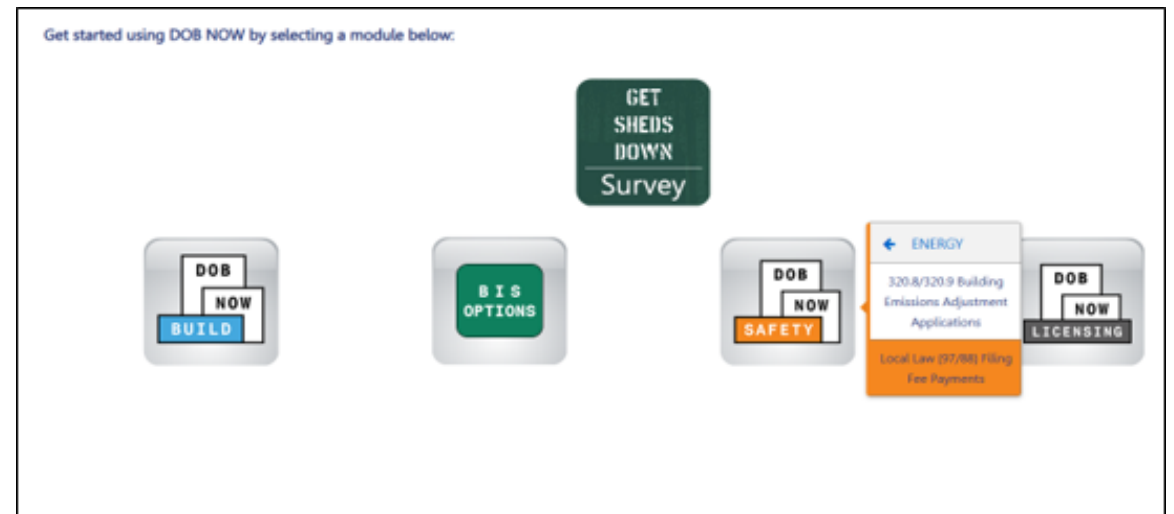
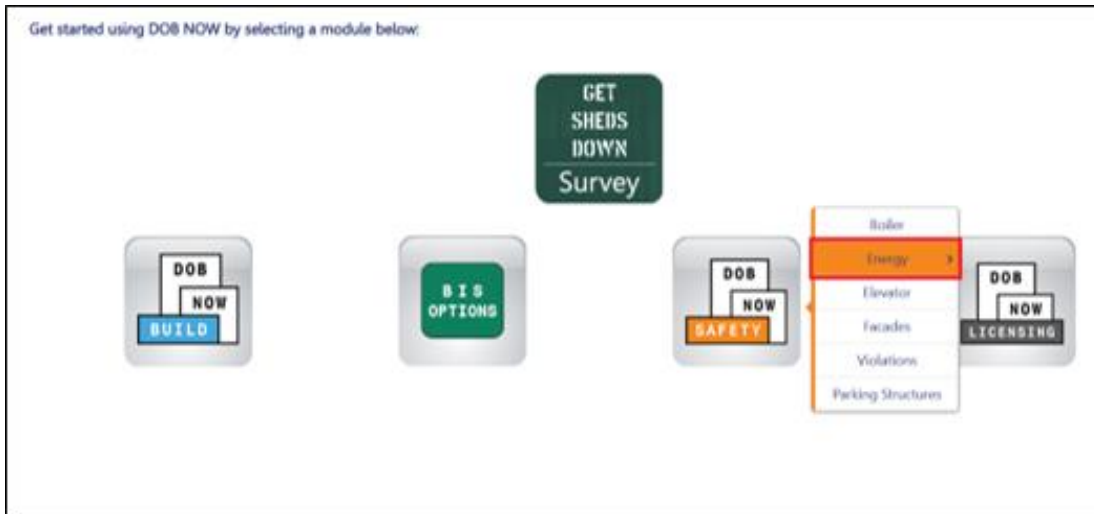
- Submitting payment and generating a DOB NOW Payment Confirmation Number
- Uploading a PECM template and supporting documentation to demonstrate compliance
- Uploading supporting documentation for your property use type and gross floor area (GFA) and confirming Qualified retro-commissioning (RCx) agent attestation.

*Covered buildings as defined by Article 321 (certain rent-regulated accommodations and houses of worship) must comply with §28-321.2.1, Energy compliant buildings (Performance-based pathway via 2030 emissions limits), OR §28-321.2.2 Prescriptive pathway via Energy Conservation Measures (PECMs). This guide pertains to owners of Article 321 buildings opting for the Prescriptive pathway.*

# Step 1: Submit Payment



- Navigate to the DOB Now login page at [nyc.gov/dobnow](https://nyc.gov/dobnow), enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips) for resources and step-by-step instructions.
- After logging into DOB NOW, the Welcome page displays. Hover over **DOB NOW: Safety** and click **Energy**.
- From the Energy sub-menu, select **Local Law 97/88 Filing Fee Payments**.



# Step 1: Submit Payment



- On the Local Law Payments dashboard, select **+Local Law 97 Payment**.

The screenshot displays the NYC Department of Buildings Local Law Payments dashboard. At the top, there is a header with the 'DOB NOW SAFETY' logo and the text 'NYC Department of Buildings Local Law Payments'. Below the header, there are two buttons: '+ Local Law 97 Payment' and '+ Local Law 88 Payment'. Underneath these buttons are two tabs: 'Local Law 97 Fee Payments' (which is active) and 'Local Law 88 Fee Payments'. The main content area features a table with the following columns: 'View...', 'Actions', 'Transaction Number', 'Transaction Status', and 'Payment Status'. The table contains one row with the following data: 'View...' (empty), 'Actions' (a dropdown menu with 'Select Action:' selected), 'Transaction Number' (LL97000001041), 'Transaction Status' (Pre-filing), and 'Payment Status' (Due).

View...	Actions	Transaction Number	Transaction Status	Payment Status
	Select Action: ▾	LL97000001041	Pre-filing	Due

# Step 1: Submit Payment



In the **Stakeholders** section, select your role: **Owner** or **Owner's Representative**. The information of the logged in user will auto-populate in the selected section. Owner information is required.

- To change the name or address, select **Manage/Associate Licenses** from the person icon in the top right corner of the screen.
- If the logged in user is an Owner's Representative, enter the email address associated with the NYC.ID account of the owner on the Owner Information Tab. The grayed-out fields will auto-populate from the DOB NOW profile associated with the NYC.ID account.

**NOTE:** To submit a compliance report in BEAM, you must first pay your filing fee and create an account in BEAM using **one of the following emails provided here: Owner, Owner's Representative, or Service Provider (RDP/RCxA)**. Only these emails will allow you to access your building profile in BEAM. You **must** add all three email addresses by clicking either the Owner information or the Owner's Representative tabs.

Stakeholders\*

Are you an:

Owner  Owner's Representative (also provide Owner Information)

Owner Information\* **Owner's Representative**

Email\*

Owner Type\* **Select Type:**

Service Provider (RDP/RCxA) email address

First Name

Middle Initial

Last Name

Business Name\*

Business Address\*

City\*

State\*

Zip Code\*

Business Telephone

# Step 1: Submit Payment

- Under **Owner Information**, select **Owner Type**.
  - The following owner types are fee exempt: Non-profit organization, NYC Agency, NYCHA/HHC Owned and Operated, Other Government Owned and Operated, School Construction Authority.
  - **Fee-exempt owners are exempt from payment but still must complete these steps to get the Payment Confirmation Number to be entered in the BEAM Reporting Portal.** If a fee exempt owner type is selected, the NYC Department of Finance Property Information must indicate that the Tentative or Final Assessment Roll assessed value is zero. Go to [nyc.gov/nycproperty](http://nyc.gov/nycproperty) to print proof of exemption and upload it in the Reporting Portal with your report.

The screenshot shows a web form titled "Stakeholders\*" with a right-pointing arrow. Below the title is the question "Are you an:" followed by two radio button options: "Owner" and "Owner's Representative (also provide Owner Information)". The "Owner" option is selected and highlighted with a red box. Below this is a tabbed interface with two tabs: "Owner Information\*" (active) and "Owner's Representative". The "Owner Information\*" tab contains several input fields: "Email\*" (with placeholder "Please enter email address"), "Owner Type\*" (a dropdown menu with "Select Type:" and a downward arrow, highlighted with a red box), "Service Provider (RDP/RCxA) email address", "First Name", "Middle Initial", "Last Name", "Business Name\*", "Business Address\*", "City\*", "State\*", "Zip Code\*", and "Business Telephone".

# Step 1: Submit Payment



- Select **Article 321** to indicate your compliance pathway. Compliance requirements can be confirmed on the [LL97 Covered Buildings List](#).
- Select **Yes** when asked whether you will be filing a compliance report in the LL97 Reporting Portal and select **2024** as your Report Year.

Transaction Information\* ☑ ➤

Which article under Local Law 97 applies to your building?\* (This information can be found on the [LL97 Covered Buildings list](#).)

Article 320  Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?\*  Yes  No

Report Year\*  
2024 ▼

# Step 1: Submit Payment

DOB  
NOW

- Select **Compliance Report – Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))**.

## Article 321 Information\*



What type of Article 321 compliance report will you be filing in the LL97 Reporting Portal?\*

- Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))
- Mediated resolution (RCNY 103-17(g))
- Unexpected or Unforeseeable Event (RCNY 103-17(f)(1))
- Eligible Energy Conservation Alteration Project (RCNY 103-17(f)(2))



# Step 1: Submit Payment

DOB  
NOW

- In the Property Information section, enter the **Borough, Block and Lot** and click **Search & Add**.

Property Information\*

Select the BIN(s) for which you are filing a single report.

Borough, Block, Lot

Borough\*  Block\*  Lot\*

Search & Add

# Step 1: Submit Payment

- In the **Building Identification Number** pop-up window, check the box(es) by the BIN(s) for this payment then select **Select & Add**.

Building Identification Number

	BIN	Address	Borough
<input checked="" type="checkbox"/>	1028159	125 COLUMBUS AVENUE	MANHATTAN

Total Items: 1

1 / 1    10 Items Per Page    1 - 1 of 1 items

Select & Add 1    Cancel

# Step 1: Submit Payment

- The property information will then be listed in a grid under the Search & Add button and can be removed by selecting the trash icon. If selections are changed in the Transaction Information section after an address has been added, the system will remove the address and it will need to be re-entered.
- Select **Yes** to confirm the BIN(s) has either a single owner or the property is a co-op or condo. Enter any **Related Payment Confirmation Number** (any payment that has already been processed in DOB NOW: *Safety* for the same property)

Action	BIN	Address	Borough	Block	Lot
	1028159	125 COLUMBUS AVENUE	MANHATTAN	1118	1

Is the selected BIN(s) associated with a single owner or is the property a co-op or condo?\*

Yes  No

Related Payment Confirmation Number (any payment that has already been processed in DOB NOW: *Safety* for the same property).

Separate each by a comma ","

# Step 1: Submit Payment

- For all other buildings, the Proceed to Pay button will display the payment amount. Click **Proceed to Pay** and then **Pay Now**. A CityPay window will open in a new window/tab where payment is made by selecting the Check or Credit Card tab. See the [DOB NOW Payments CityPay Manual \(link\)](#) for step-by-step instructions.

Payment Confirmation

Are you sure you want to make a payment of \$210.00?

eCheck payments can take up to 10 days to process. The transaction will not be complete until the payment is processed.

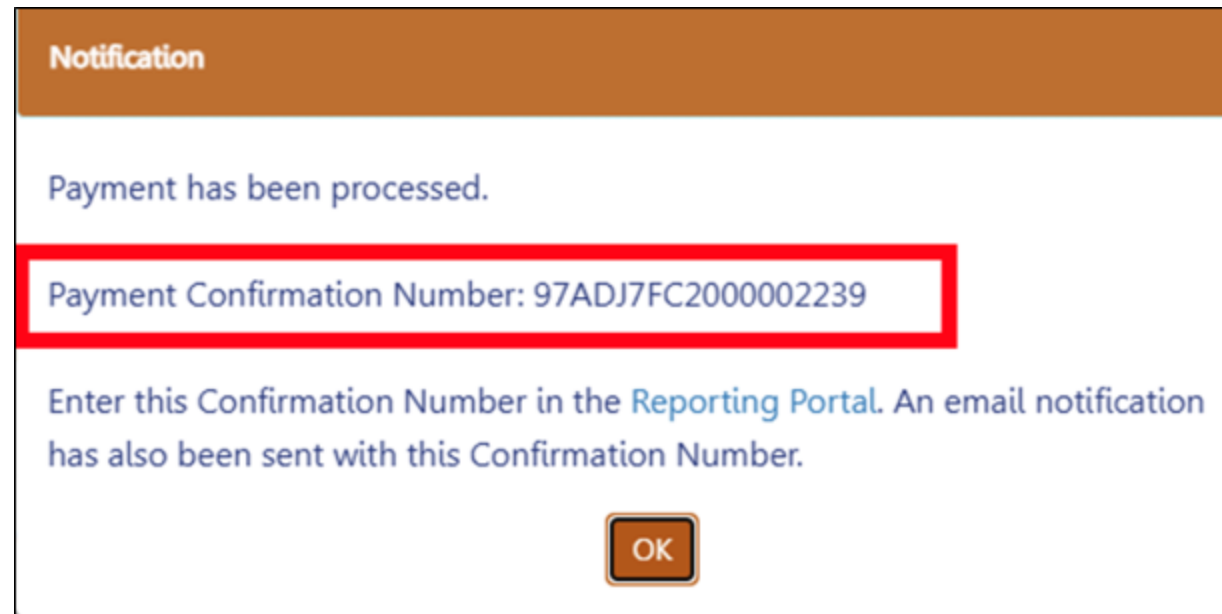
Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.

Pay Now Cancel

# Step 1: Submit Payment



- After payment is submitted in City Pay, receipt details will be provided that show a receipt number. This is **NOT** the number to be entered in to the BEAM Reporting Portal.
- Return to the DOB NOW window. For credit card/Paypal/Venmo payments, you will see a notification with a **Payment Confirmation Number**. This is the number to be submitted in the Reporting Portal. It will also be sent to you by email.



# Step 1: Submit Payment



- For payments by eCheck, the status of the transaction will change to **Pending Payment Verification**. The **Payment Confirmation Number** will be sent by email when the payment clears (up to 10 business days after it is submitted).
- The **Payment Confirmation Number** can be viewed on your dashboard once the Transaction Status is submitted. To view all transaction details, double click on the transaction number to open it. From the Actions column, you can delete any transaction in Pre-Filing status.

NYC Department of Buildings  
Local Law Payments

Local Law 97 Payment + Local Law 88 Payment +

Local Law 97 Fee Payments Local Law 88 Fee Payments

View...	Actions	Transaction Number	Transaction Status	Payment Status	Payment Confirmation Number	Article	Amount Paid	Amount Due	Owner
	Select Action: ▾	LL97000002239	Submitted	Paid	97ADJ7FC2000002239	20	\$300.00	\$0.00	u unduru

# Step 2: Submit Article 321 Compliance Report Ticket

- Log in to the BEAM Platform at [nyc.beam-portal.org](https://nyc.beam-portal.org). From the sidebar, click **New Ticket**, then select **05. LL97 Compliance Report (Article 321)**

## 05. LL97 Compliance Report (Article 321)

Covered buildings as defined by Article 321 can use this ticket to demonstrate compliance with:

- §28-321.2.1, Energy compliant buildings (Performance-based pathway showing compliance with 2030 emissions limits), OR
- §28-321.2.2 Prescriptive Energy Conservation Measures (Prescriptive pathway demonstrating installation of PECMs).

This ticket pertains to a covered building that is:

- More than 35% rent-regulated, or
- A house of worship, or
- Section 8 housing, or
- An HDFC meeting Article 321 specifications

## Step 2: Submit Article 321 Compliance Report Ticket

- On the Create Ticket page, enter **Submitter Email**. This email address will receive copies of all public updates to this ticket. **The email address must match** one of the email addressees entered in DOB NOW (building owner, owner representative, or service provider).

Submitter Email\*

This e-mail address will receive copies of all public updates to this ticket.

- Enter **Building Address (as it appears in DOB NOW)**, **Borough-Block-Lot (BBL)** and **Building Identification Number (BIN)**.

Enter Building Address\*

Enter address as it appears on NYC DOB BIS.

Enter Borough-Block-Lot (BBL)\*

Enter BBL as it appears on LL97 CBL.

BBLs must be 10 numerical digits, including any leading zeros for the block and lot (i.e. 10122340678). There should be no dashes, spaces, or other characters within the digits.

Enter Building Identification Number (BIN)\*

Enter BIN as it appears on LL97 CBL.

BINs must be 7 numerical digits (i.e. 1234567) There should be no dashes, spaces, or other characters within the digits.



## Step 2: Submit Article 321 Compliance Report Ticket

- Select **Prescriptive pathway via Energy Conservation Measures (PECMs)**. This will display the requirements for compliance.

Select a compliance pathway:\*

Prescriptive pathway via energy conservation measures (PECMs) (§28-321.2.2) ▼

This is a required field.

*Certain PECMs may not apply to an Article 321-covered building depending on existing building systems. Refer to the [Article 321 Filing Guide](#) for more information on applicability.*

## Step 2: Submit Article 321 Compliance Report Ticket

- Four of the thirteen PECMs require detailed supporting documentation, one acceptable form of which is the [DOB PECM Template](#). Refer to [Article 321 Template Instructions](#) for examples of successful filings. Other acceptable forms of documentation are detailed in the [Article 321 Filing Guide](#).

Please submit the following documentation of PECMs:

No file chosen

- 4) Radiator temperature controls
- 7) Indoor/outdoor temperature sensors
- 8) Steam traps
- 9) Master steam system venting

Required upload of DOB Excel Template.

Please visit the following pages for the template and template instructions:

- [Templates](#)
- [Template Instructions](#)
- [Filing Guide](#)

*Certain PECMs may not apply to an Article 321-covered building depending on existing building systems. Refer to the [Article 321 Filing Guide](#) for more information on applicability.*

## Step 2: Submit Article 321 Compliance Report Ticket

- Nine of the thirteen PECMs require an attestation only. For each of these PECMs, indicate **In compliance**, **Not in compliance** or **Not applicable**.

Temperature set points: Is this PECM in compliance or not applicable for this submission?

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In compliance

Not in compliance

Not applicable

A screenshot of a web form showing a dropdown menu. The question is "Temperature set points: Is this PECM in compliance or not applicable for this submission?". The dropdown menu is open, showing three options: "In compliance", "Not in compliance", and "Not applicable". The menu is currently empty, with a dashed line indicating the selected option.

**Note:** DOB may request additional documentation to confirm compliance of these PECMs.

## Step 2: Submit Article 321 Compliance Report Ticket

Click the check box to confirm that the request has been reviewed by retro-commissioning (RCx) agent.

- Enter the license information of the reviewing RCx agent.
- Upload the Article 321 Attestation form provided by DOB. This form must be signed by both the RCxA and owner.

Please confirm that this report has been reviewed by a Qualified Retro-commissioning Agent.\*

This is a required field.  
See [§103-17](#).

Please enter the license number of the reviewing Qualified Retro-commissioning Agent.\*

This is a required field.  
See [§103-17](#).

Please upload an attestation by the reviewing Qualified Retro-commissioning Agent.\*

No file chosen

This is a required field.  
See [§103-17](#).

## Step 2: Submit Article 321 Compliance Report Ticket

- Enter DOB Now **Payment Confirmation Number** (as referenced in Slide 13/14).
- Click **Submit Ticket** to submit your Article 321 Compliance Report.

Please enter DOB NOW Payment Confirmation Number.\*

This is a required field. DOB NOW payment guidance is forthcoming.  
(i.e. 97321CRxxxxxx or 97320Cxxxxxx, if applicable.)

**Submit Ticket**