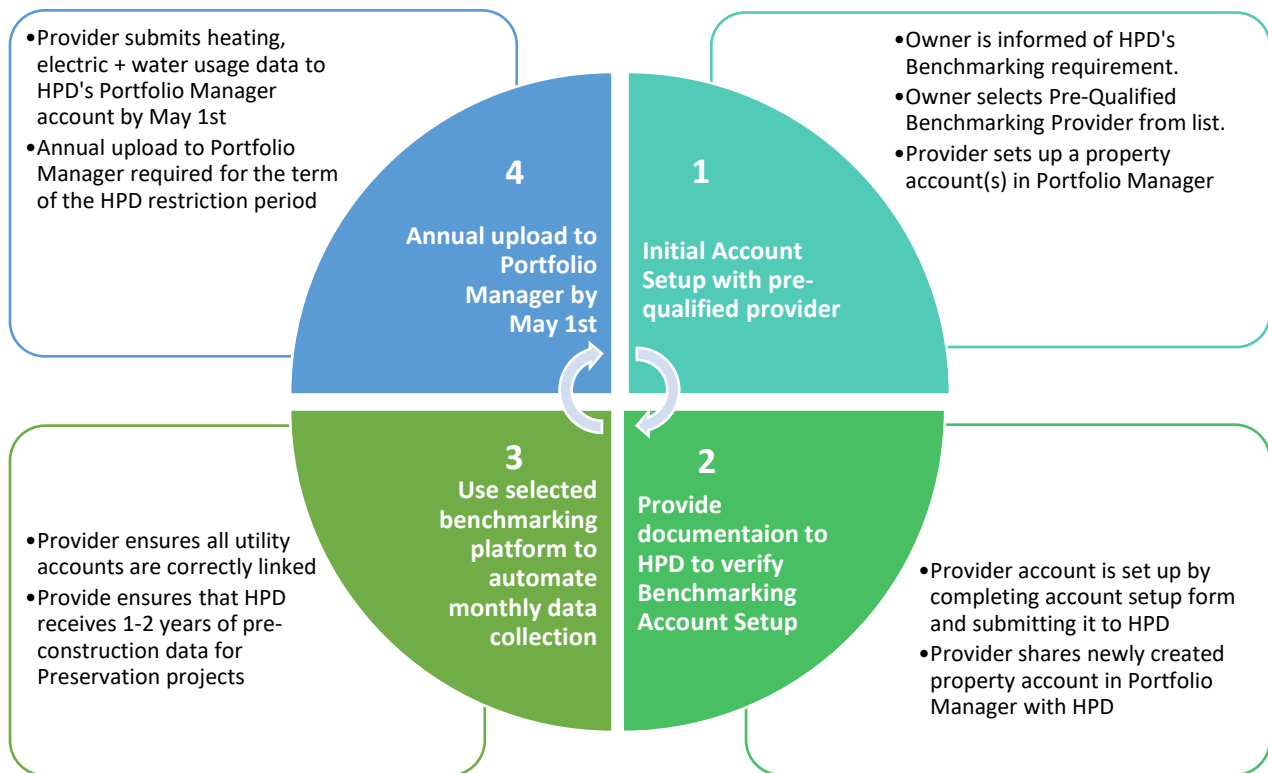# HPD/HDC Benchmarking Protocol Summary

Benchmarking is a method of tracking building energy performance using automated utility data collection. As of February 2016, HPD/HDC has required that building owners provide HPD/HDC with building-level energy usage data is a condition of receiving financing on HPD/HDC projects. Owners contract with one of the HPD's Pre-Qualified Benchmarking Service Providers, who transfer energy data from the utility companies to an HPD account in EPA's ENERGY STAR Portfolio Manager® software. The data is provided on an annual basis, which coincides with and satisfies Local Law 84 reporting requirements for buildings subject to the law. In addition to allowing building owners to assess and improve the performance of their own buildings, Benchmarking is a critical tool for understanding how HPD/HDC can underwrite to energy savings, and to help NYC reach the goals of reducing greenhouse gas emissions by 80% by 2050.

- Provider submits heating, electric + water usage data to HPD's Portfolio Manager account by May 1st
- Annual upload to Portfolio Manager required for the term of the HPD restriction period

4 Annual upload to Portfolio Manager by May 1st

- Owner is informed of HPD's Benchmarking requirement.
- Owner selects Pre-Qualified Benchmarking Provider from list.
- Provider sets up a property account(s) in Portfolio Manager

1 Initial Account Setup with pre-qualified provider

- Provider ensures all utility accounts are correctly linked
- Provide ensures that HPD receives 1-2 years of pre-construction data for Preservation projects

3 Use selected benchmarking platform to automate monthly data collection

2 Provide documentaion to HPD to verify Benchmarking Account Setup

- Provider account is set up by completing account setup form and submitting it to HPD
- Provider shares newly created property account in Portfolio Manager with HPD

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.

- For Preservation projects that do not require a Certificate of Occupancy, owners are required to ensure that the provider has completed account setup in Portfolio Manager and shared the HPD Account Setup Form for all buildings in the project, before, and as a prerequisite for loan closing.
- For projects requiring a Certificate of Occupancy, owners are required to ensure that the provider has completed account setup in Portfolio Manager and shared the HPD Account Setup Form for all buildings in the project, before, and as a prerequisite for permanent loan conversion.

The benchmarking and data gathering service is provided through an annual subscription fee, paid by the project. Owners that are out of compliance will be notified and may be subject to penalties. Owners will have access to the Benchmarking service provider's online dashboards, which can be used to make informed decisions regarding building operations and investments. The current list of pre-qualified benchmarking service providers that an owner must choose from, is available here: HPD/HDC Pre-qualified Provider List.

Role of Benchmarking Service 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. For Preservation projects, 1-2 years of pre-construction energy data is required to be shared with HPD/HDC.
4. Provide documentation to HPD project managers of the completion of the initial setup process by supplying the Benchmarking Account Setup Form.
5. Share the building account in Portfolio Manager with the "NYC Affordable Housing" account.
6. 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.
7. 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.
8. Assist building management teams in understanding building performance data.

Role of HPD 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 signs and submit the form to HPD's Sustainability Officer who must 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 pre-qualified providers, without exception.
3. **Verify that Owner has Chosen and Contracted with a Provider**

- *For Preservation projects not requiring a 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.
- *For projects requiring a 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 Form and Submit to Owner:** See Page 2 of the Benchmarking Account Setup Form for instructions on how to pre-populate Section A of the form.

   - *For Preservation projects not requiring a Certificate of Occupancy:* Pre-populate Section A of the form and submit the form to the benchmarking provider at least 1 month prior to loan closing.
   - *For projects requiring a Certificate of Occupancy*: Pre-populate Section A 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 in Section B-D are complete. If there is missing information in Sections B-D, contact the benchmarking provider to obtain missing information. After verifying all fields in Section B-D 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.

   - *For Preservation projects not requiring a Certificate of Occupancy:* Upload completed form prior to loan closing.
   - *For projects requiring a Certificate of Occupancy:* Upload completed form prior to permanent loan conversion.