

Submission Protocol for the New York City Overlay of the Enterprise Green Communities Criteria

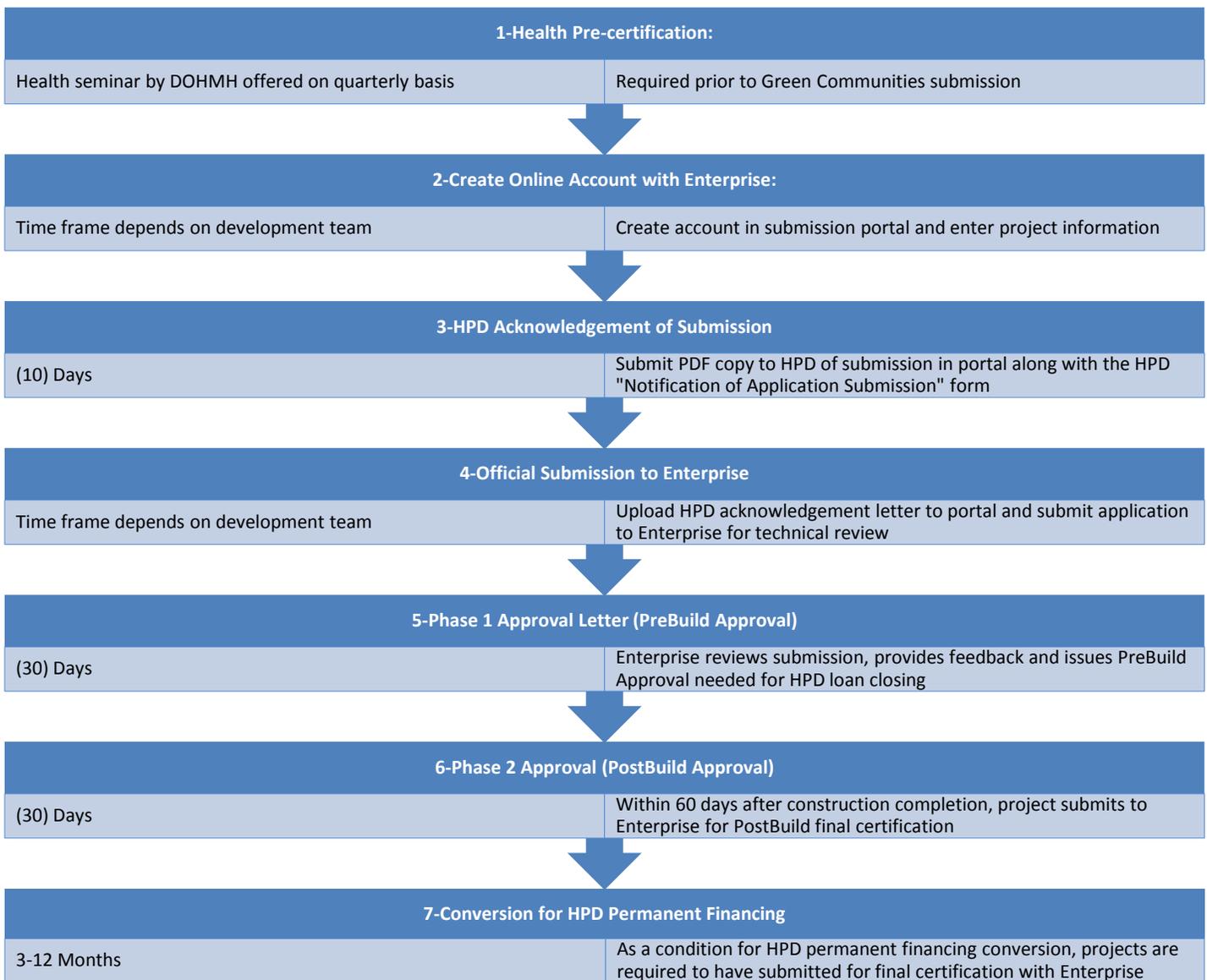
All new construction and rehabilitation projects (as defined below) that receive funding from HPD are required to comply with [the New York City Overlay of the Enterprise Green Communities Criteria](#).

For rehabilitation projects, the requirement to certify with Green Communities is based on work scope. Projects engaged in the following work scope are required to comply:

- Heating system replacement, AND
- Work on at least 75% of the units, including kitchens and bathrooms. The work should include fixture, appliance, and/or ventilation upgrades. AND
- Substantial work on the building envelope that will upgrade the thermal properties of the building. Such work may include roofing/ wall insulation, window upgrades, air sealing measures.

All rehabilitation projects are also required to comply with the [HPD Standard Specification](#) to the extent of the project work scope.

Submission Overview



Submission Protocol

1. Health Pre-certification:

Prior to completing the PreBuild application for Green Communities Certification, the project architect, general contractor, and developer must attend the "[Healthy Homes NYC Training](#)" conducted by the Department of Health and Mental Hygiene. This is a free seminar which focuses on best practices in healthy housing topics for NYC buildings, including Integrated Pest Management, Active Design, and Smoke Free Housing.

- DOHMH will issue a certificate of completion to each participant at the conclusion of the training.
- The certificate of completion will be valid for those individual training participants for a period of three years.
- For each project submitted to HPD, the project architect, general contractor, and developer must submit a copy of their certificate of training completion to HPD's Director of Sustainability, along with the "Notification of Application Submission" form.

2. Create Online Account with Enterprise:

Begin [the certification process by clicking here](#). This step will set up an online account with Enterprise which will facilitate entry of needed project information and document greening measures the project is pursuing. Projects will need to compile the following documents:

- Site Plan: This plan must indicate utilities and sidewalk connections as appropriate.
- Context Map: This map must indicate locations of minimally required community amenities and their distances from project boundaries.
- Energy Improvement Report and energy model: The report must provide the results of modeling the current and projected energy performance of the building.

The project should not officially submit to Enterprise until completion of step 3 below.

[Click here for a tutorial on using the Enterprise submission portal](#)

3. HPD Review and Confirmation

Prior to officially submitting to Enterprise for the Green Communities certification, projects are required to submit to HPD and receive HPD approval for Green Communities application submission. The HPD application submission approval is a required submittal for the Enterprise Green Communities certification for all HPD funded projects.

- Projects should output a PDF from the Enterprise submission portal using the portal's export function. Along with the "[Notification of Application Submission](#)" form, the following sections of the Green Communities application should be submitted to HPD: Project Information, Building Overview, Intended Methods report.
- Submit PDF from the certification system to [HPD Director of Sustainability](#) for review and approval.
- Once all required documentation is submitted, HPD's Director of Sustainability will issue an approval for the project to the project team.
- The HPD approval will be required to complete your PreBuild application in the online Green Communities Certification Portal.

4. Official Submission to Enterprise

Upon completion of the HPD review, the project should have a finalized design. The project team should complete the Enterprise Online Certification Request Form and submit additional documentation as required by Enterprise.

Projects submitting for Step 1 PreBuild approval after September 1, 2014 will be required to pay a certification fee of \$1250.00. An additional \$300.00 fee is required for the PostBuild certification. In addition, projects requesting and expedited review will be assessed an additional \$250.00 fee, and Enterprise will conduct the review within ten (10) business days instead of the standard thirty (30) day period. The fee payment is integrated into the Enterprise submission portal, and is paid through PayPal. Projects that submitted applications prior to September 1, 2014 will not be assessed a fee for certification and will not be affected.

Once all required submittals are complete, including the HPD approval, Enterprise will conduct an initial review of the materials and provide additional feedback on the submission as necessary.

5. Issuance of Phase 1 Approval Letter (PreBuild Approval)

Upon completion of the Enterprise review, an approval letter will be issued within thirty (30) days of completed submission. Projects will need this PreBuild approval letter from Enterprise as a condition of closing for HPD financing. In the case of projects applying for Low Income Housing Tax Credit (LIHTC), the Enterprise PreBuild approval letter will be needed as an exhibit for the initial LIHTC application.

6. Phase 2 Approval (PostBuild Approval)

Project team completes online Final Certification Form within 60 days of construction completion. The following documents will need to be submitted:

- Project photos: Project photos should show project before, during and after construction.
- Projects should make the benchmarking information available to Enterprise at this point.

Enterprise conducts final review and determines whether the project can be certified as meeting the Enterprise Green Communities Criteria. Enterprise sends notification of certification to project contact via email within thirty (30) days of receiving completed submission.

7. Conversion for Permanent Financing

Projects will need to demonstrate that all required documents were filed with Enterprise for final Green Communities PostBuild Certification, as a condition of HPD permanent loan conversion, or 8609 issuance for LIHTC projects. As of January 30 2016, multifamily rental projects (5 units and greater) may be required to comply with the *HPD Benchmarking Protocol* as determined by the HPD financing program. Projects should provide documentation that a benchmarking account was established with a Qualified Provider from the [HDC Benchmarking Software Provider Prequalified Firms List](#). If required, such documentation should be submitted to the HPD Conversions Unit, and is a required item on the HPD conversions checklist.

Note: Any project team submitting a request for certification to Enterprise may be subject to [on-site verification](#) by a third-party provider. Projects will be selected for on-site verification on a quarterly basis, using a random sampling approach based on the number of certification requests submitted in a given quarter. Enterprise will direct a consultant to conduct the on-site verification and monitor the consultant for quality assurance.

Waivers

Projects for which a required measure is infeasible may petition Enterprise for an alternate compliance path or waiver of the required measure.

HPD may grant [waivers](#) of the Green Communities certification requirement on a limited case by case basis for projects that demonstrate documented financial hardship in compliance, and cannot implement the Green Communities Criteria within HPD program subsidy limits.

Waivers may also be issued on the following grounds:

1. Project pursuing LEED Gold or better, or alternate high performance standard as approved by HPD
2. Project submitted plans to NYC DOB or HPD prior to January 1, 2011
3. Project has completed ULURP by January 1, 2011