

# HPD Waiver Request for Green Communities Certification

**Form Instructions:** Complete section A and C in its entirety, along with the applicable election in section B. This is an electronic document and is electronically signed by executing section D on the bottom of page 2. When this form is complete please save to your computer and submit using the "Submit by Email" button above. If you are unable to submit using the button above, send this form as an email attachment to Christopher Mahase, Director of Sustainability, HPD ([mahasec@hpd.nyc.gov](mailto:mahasec@hpd.nyc.gov)). For additional assistance in completing this form call (212) 863-5066.

## A: Project Information

1. Project Name: \_\_\_\_\_
2. Project Address(es): \_\_\_\_\_
3. Program Name: \_\_\_\_\_
4. Developer Entity Name: \_\_\_\_\_
5. Project Representative Name: \_\_\_\_\_
6. Project Representative Title: \_\_\_\_\_
7. Email: \_\_\_\_\_
8. Phone: \_\_\_\_\_

## B: Reason for Waiver Request <sup>1</sup>

- Project has completed ULURP by January 2011
  - Enter date ULURP was completed: \_\_\_\_\_
- Project submitted designs to DOB prior to January 2011
  - Enter DOB Job Number(s): \_\_\_\_\_
- Project is achieving a LEED Silver rating or higher
  - Attach LEED checklist with this form
  - Projects granted a waiver under this LEED exemption are required to achieve a minimum LEED silver rating and complete the certification process
- Financial Hardship
- Project is moderate rehabilitation, not meeting the scope of work outlined below, and is applying for LIHTC
  - Enter anticipated application date: \_\_\_\_\_ **(Submit a copy of the mod rehab work scope with this form)**

## For HPD Internal Use

Waiver request received by: _____	Date received: _____
Request reviewed by: _____	Date reviewed: _____
<b>Waiver status:</b> Accepted <input type="checkbox"/> Denied <input type="checkbox"/>	
Approver's Signature: _____	Date approved: _____

<sup>1</sup> Green Communities certification only applies to new construction or substantial rehabilitation projects. Substantial rehabilitation projects are defined as those that meet all three of the following scope of work items: (1) replacement of heating system (2) work on at least 75% of the units' (kitchens and/or bathrooms) and (3) major work involving the building envelope such as replacing the roof/ windows, adding insulation, implementing air sealing measures.

## C: Project Registration and Threshold Requirements

All projects that receive a waiver must follow these steps:

### Prior to Closing

- 1- Register project with Green Communities by completing the Certification Request Form found at <http://bit.ly/hpd-green>. The form captures basic information on the project and development team. Registration will allow monitoring of the project's utility usage when completed.
- 2- If pursuing a LEED Silver or higher certification, submit documentation demonstrating intent to comply (e.g. LEED checklist).
- 3- HPD requires that all projects incorporate the following threshold measures to achieve energy efficiency, water conservation and a healthy living environment. Please reference the Enterprise Green Communities criteria ([www.greencommunitiesonline.org](http://www.greencommunitiesonline.org)) for a description of these measures. Using the checklist below, indicate the intent to comply with each measure.

Green Communities Criteria Number (2008)	Required Measure	Compliance (Y/N)	If no, provide explanation
<b>Water Conservation</b>			
4.1	Low-flow Fixtures and Toilets		
<b>Energy Efficiency</b>			
5.2	Energy Star Appliances		
5.3a	Efficient Lighting: Interior		
5.3b	Efficient Lighting: Exterior		
<b>Building Materials</b>			
6.1	Construction Waste Management		
6.5a	Cool Roof		
<b>Healthy Living Environment</b>			
7.1	Low/ No-VOC paints and Primers		
7.2	Low/ No-VOC Adhesives and Sealants		
7.3	Urea Formaldehyde-Free Composite Wood		
7.9a and b	Mold Prevention in Wet Areas		
7.14	Integrated Pest Management		
7.16	Healthy Flooring Materials		
<b>Operations and Maintenance</b>			
8.1	Building Maintenance Manual		
8.2	Occupant's Manual		

## D: Electronic Signature

The undersigned certifies that she (he) has reviewed all the foregoing information and that it truly and accurately describes the project. The owner has caused this document to be duly executed in its name on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

### Electronically signed by entering the following information:

Legal Name of Owner Entity: \_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_