

HPD Submission Protocol for Enterprise Green Communities Certification

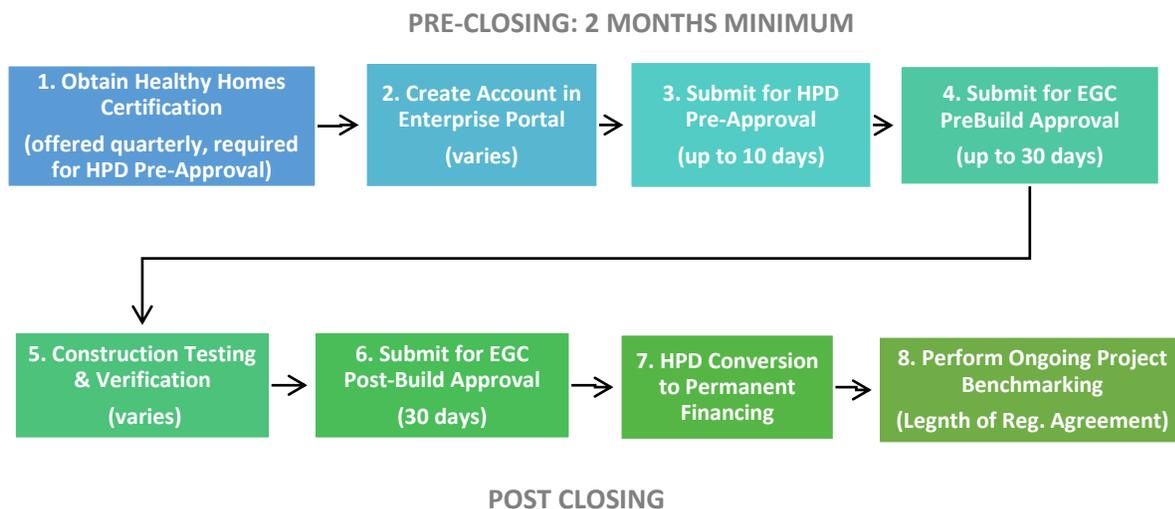
The **Enterprise Green Communities Criteria (EGCC)** constitutes the only comprehensive green building framework designed for affordable housing. The criteria provide proven, cost-effective standards for creating healthy and energy-efficient homes.

All new construction and substantial rehabilitation projects that receive funding from HPD are required to comply with the [New York City Overlay of the 2015 EGCC](#). New construction projects must achieve at least 35 optional points. Substantial Rehab projects must achieve at least 30 optional points. 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, AND
- Substantial work on the building envelope that will upgrade the thermal properties of the building (including roofing/wall insulation, window upgrades, and air sealing measures).

Note: It is up to the project team to ensure that EGC Deadlines are met. EGC PreBuild Approval is required for projects to close.

Submission Timeline: Submission Protocol



Submission Protocol:

1. Obtain Healthy Homes Certificate: As early as possible in the process, the project manager notifies the project architect, general contractor, and developer that completion of the free “Healthy Homes NYC Training” seminar is required for HPD pre-approval. The Department of Health and Mental Hygiene (DOHMH) will issue a certificate of completion to each participant at the conclusion of the training, which will be valid for a period of three years. **These sessions are typically only offered in January, March, May and October and fill up quickly.** Further information about the training and

certification can be found in the [New York City Overlay of the Green Communities Criteria](#). ALL Certificates of Training forms must be submitted to the project's Green Consultant.

2. Create Online Account in the Enterprise Portal: The Green Consultant creates account in [Enterprise Green Communities portal](#) and adds HPD Sustainability Officer (SO) and HPD Project Manager (PM) in the Building Overview section by completing the following steps:

- Click the “Add Another Team Member” button at the bottom of the Development Team Section.
- Complete all required contact fields in the “Optional Team Member” section. Be sure to select “Policy” from the “Role” drop-down menu.
- Check both boxes for “Active” and “Would you like to grant this contact view access...”

The Green Consultant completes Project Overview, Building Information, Criteria Compliance and Documents sections of portal, and inputs the official HPD Project Name & HPD Project ID within the Project Information section of the Project Overview page. The project should not be officially submitted to Enterprise until the completion of Step 3 below.

Note: If projects must be split into multiple applications, use HPD Project Name + Descriptor for each application (i.e. “Gold Street Phase 1” and “Gold Street Phase 2”).

3. HPD Review and Confirmation (up to 10 days from receipt of complete submission): All projects are required to receive HPD pre-approval. A signed [EGCC Submission Notification Form](#) constitutes HPD pre-approval and is required to complete the PreBuild application in the online Green Communities Certification Portal.

The Green Consultant, with support from the Developer, will:

- Export PDF of the Project Info, Building Overview and Intended Methods Report from the EGC portal.
- Complete [EGCC Submission Notification Form](#). If you have additional information (i.e. multiple block & lots, please use EGC Supplemental Information form.
- Submit above to the HPD Project Manager along with the DOHMH Healthy Homes Certificates.

The HPD Project Manager (immediately upon receipt of form) will:

- Verify that all information is accurate (including HPD Project ID, building size, program, etc.) and ensure that all DOHMH Certificates have been received.
- After verification, PM forwards the documents to the HPD Sustainability Officer for HPD pre-approval. Documents should be sent to GreenCommunities@hpd.nyc.org. Please ensure that the project name and “EGC Submission Notification” appear in the subject line and that the Green Consultant is copied on the email.
- The HPD Sustainability Officer reviews the forms, signs the EGC Submission Notification Form, and returns it to the Project Manager & Green Consultant via email. This signed form constitutes HPD's pre-approval.
- NOTE: If HPD pre-approval has not been received within 5 business days or is time sensitive, notify leonej@hpd.nyc.gov.

4. Submission to Enterprise for PreBuild Review (up to 30 days from receipt of full submittal):

Upon receipts of HPD pre-approval, the consultant finalizes and submits the complete PreBuild application for EGC review.

- Once all required submittals are uploaded, including the signed HPD pre-approval form, the Green Consultant will submit the project in the portal for Enterprise to review. This process takes **up to thirty (30) days**. For an additional fee, Enterprise can conduct an **expedited review** within **(10) business days**.
- Payments: Projects are required to pay a certification fee of \$1,250.00. An additional \$300.00 fee is required for the PostBuild certification. Projects requesting an **expedited review** will be assessed an additional \$250.00 fee. The fee payment is integrated into the Enterprise submission portal, and is paid through PayPal.

5. Issuance of PreBuild Approval Letter: Upon completion of the Enterprise review, the Green Consultant will either receive a notice of what aspects of their application need attention, or will receive a Prebuild approval letter. If the application was not approved, the Green Consultant and team may edit their Prebuild application and resubmit at any time. Once a Prebuild application is approved by the Enterprise team, a PreBuild Approval Letter will be issued by email to the Green Consultant, which can then be forwarded to the project team. Projects will need this 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. Construction Phase: Any project may be subject to Enterprise's on-site verification by a third-party provider. Projects will be selected for on-site verification using a random sampling approach based on the number of certification requests submitted in a given quarter. Enterprise will notify the project team, direct a consultant to conduct the on-site verification, monitor the consultant for quality assurance, and cover the costs.

6. PostBuild Review (30 days): The Green Consultant submits PostBuild application to Enterprise **within 60 days of construction completion**. Enterprise reviews the submission and determines whether the project can be certified as meeting the Enterprise Green Communities Criteria. If the Postbuild application is not approved, the Green Consultant and team may edit their Postbuild application and resubmit at any time. Once a Postbuild application is approved, Enterprise sends notification of certification to the consultant and Sustainability Officer via email within thirty (30) days of receiving completed submission. The following will need to be submitted through Enterprise's portal as part of the Postbuild application:

- **Documentation:** of how the project met the appropriate mandatory and optional criteria.
- **Project photos:** Project photos should show project before, during and after construction.
- **Supplemental Documents:** as required by EGC.
- **Benchmarking Information:** as required by EGC.

7. Conversion for Permanent Financing: Projects will need to demonstrate that all required documents are filed for Conversion Process:

- **EGC PostBuild Certification,** as a condition of HPD permanent loan conversion, or 8609 issuance for LIHTC projects.

- **Proof of Benchmarking Account Setup with an HPD/ HDC prequalified provider.** More information about HPD's Benchmarking requirements and a blank Account Setup form can be found [here](#). HPD's Benchmarking requirement satisfies the EGC Criteria.

Waivers: HPD may grant waivers of the Green Communities certification requirement on a limited case by case basis. However, all projects receiving waivers must implement HPD's Threshold Requirements. Waiver forms and a list of Threshold Requirements can be found [here](#).

- **Project Waivers** may be issued on the following grounds:
 1. Project pursuing LEED Gold v4 or better, or alternate high performance standard as approved by HPD.
 2. Project submitted plans to NYC DOB or HPD or completed ULURP prior to 1/01/2011.
 3. HPD may grant waivers on a very limited case by case basis for projects that demonstrate documented financial hardship and cannot implement the Green Communities Criteria within HPD program subsidy limits.
- **Criteria Waivers:** Projects for which a required measure is infeasible may petition Enterprise for an alternate compliance path or waiver of the required measure.

All waiver requests must be submitted to the HPD Project Manager assigned to the project, and approved by the HPD Sustainability Officer.