2020 NYC OVERLAY OF EGCC: INSTRUCTIONS FOR CERTIFICATION
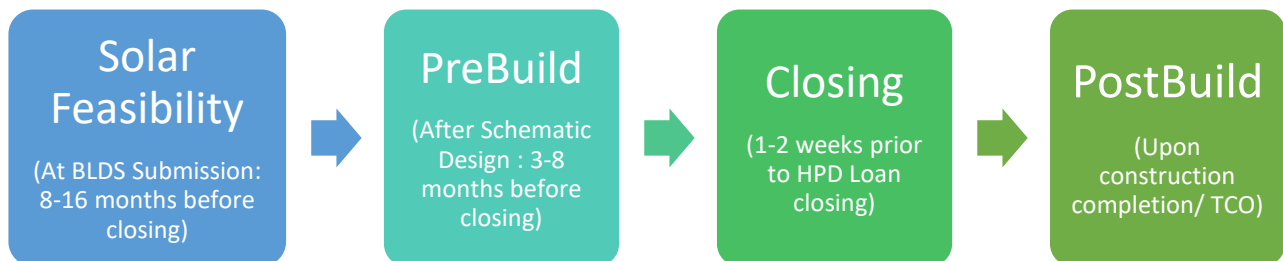
The Enterprise EGCC Criteria (EGCC) is the only comprehensive green building framework designed for affordable housing. The criteria provide proven, cost-effective standards for creating healthy and energy-efficient homes.

Per Local Laws 31 and 32, all new construction and substantial rehabilitation projects that receive funding from HPD are required to comply with the New York City Overlay of the 2020 Criteria[i]. HPD considers projects substantial rehabilitations when all three of the following items are included in the scope:

1. A heating system replacement which includes the heating distribution system **AND**
2. Work on at least 75% of dwelling units contained within such building, including but not limited to fixture replacements in kitchens and bathrooms **AND**
3. Substantial work on the building envelope, including but not limited to:
   a. Building-wide air sealing measures performed in conjunction with window replacements on at least 50% of total glazing, **AND**
   b. Addition of roof insulation on 100% of the roof or the addition of at least 50% wall insulation.

Use this HPD definition of substantial rehab to determine what projects are required to follow EGCC and then use EGCC's definitions to determine if that project should follow the Substantial Rehab or Moderate Rehab pathway for certification.

Submission Timeline:

Solar Feasibility (At BLDS Submission: 8-16 months before closing) → PreBuild (After Schematic Design : 3-8 months before closing) → Closing (1-2 weeks prior to HPD Loan closing) → PostBuild (Upon construction completion/ TCO)

SOLAR FEASIBILITY: At or after Initial Submission for BLDS Design Consultation or Review: typically 8-16 months prior to estimated loan closing.

1) **Development Team will:** Submit a completed Solar Feasibility Analysis. This package must be saved in a ZIP folder and emailed to GreenCommunities@hpd.nyc.gov and cc'd to the HPD Project Manager. Instructions, links to forms, and other material can be found on the HPD Website's Sustainability Page. **File naming protocol must be followed** and can be found at the end of this document. The following documentation will be required as part of the Solar Feasibility Analysis:
   i) Roof Plan as per the guidelines established on Page 2 of the Solar Approval Form
   ii) Completed Solar Screening Tool. Required for all project except those implementing green roofs over 90% of sustainable roofing zone or projects that demonstrate an inability to support a 4kW array. *Note that free solar technical assistance is available to development*

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teams through the HPD's partnership with Solar One. Services available include solar design and incentive consultation, assistance using the Solar Screening Tool, and assistance soliciting bids for solar design and installation services. Please see HPD's Solar-Where-Feasible webpage for additional information and email affordable@solar1.org to arrange a free solar consultation.

    iii) Completed Solar Approval Form

2) **HPD Sustainability Officer, in conjunction with Solar One, will review the Solar Feasibility Analysis (up to 10 business days)** for completeness, feasibility and accuracy and will then:
   a) Confirm that the proposed solar design can be approved OR
   b) Confirm whether a waiver, if requested, may be granted OR
   c) Determine whether further information or consideration of an alternate design is required (note that technical assistance from Solar One is available to assist teams with alternate designs).

3) **A signed Solar Approval Form will be sent back to the applicant** noting whether the design has been approved or waived, and a copy sent to HPD PM. If further information is required, the applicant will be notified and will be required to provide additional information until a signed Solar Approval Form can be generated. Note that a signed Solar Approval Form will be a required document for the HPD PreBuild Authorization process and for EGCC's PreBuild Review. Projects submitting for PreBuild Authorization will not be reviewed without a signed form.

PREBUILD APPROVAL: Development team should review the NYC Overlay of the 2020 Criteria at the earliest stages of design and predevelopment to ensure a thorough understanding of the mandatory and optional criteria and ensure the best outcome (www.greencommunitiesonline.org). In the early stages, attend an EGCC training, log in to the EGCC certification portal to create an account and input basic information about the project, and fill in the Project Priorities Survey. After completion of Schematic Design, return to the EGCC certification portal and begin the PreBuild process. We recommend this phase of the application be started 3-8 months prior to the project's anticipated closing, however success will be dependent on considering the Criteria fully in the earliest stages of project planning.

1) **Development Team/ Green Consultant will:**

   - **Obtain Green Communities Training certificates:** These should be obtained as early as possible in the process. Note that there will be two training modules available beginning in 2021: Healthy Homes and High-Performance Buildings. Building Owners, architects, and contractors will be expected to alternate trainings (e.g. upon expiration of one certificate, the participant should attend the other training). Certifications will be valid for 2 years from receipt (this includes existing Healthy Homes certificates). Further information about Green Communities Trainings can be found on the HPD Website's Sustainability Page.

   - **Create Online Account in the Enterprise Portal** and start populating information. Visit www.enterprisecommunity.org/green or www.greencommunitiesonline.org for detailed information about certification applications.

   - **Submit complete PreBuild Authorization Package to HPD's Sustainability Unit.** This package must be saved in a ZIP folder and emailed to GreenCommunities@hpd.nyc.gov and cc'd to the

HPD PM. **File naming protocol must be followed** can be found at the end of this document. The package includes:

    i)   **PreBuild Authorization Form** (available [here](#))

    ii)   **HPD BLDS Project Summary**: A Project Summary form filled out by the development team is a new requirement for the BLDS Design Review process. We ask that the Green Consultant collect the most up-to-date version of this form and modify the Sustainability section as needed. The modified form will be shared with BLDS and the HPD PM for awareness.

    iii) Signed HPD Solar Approval Form

    iv)   **Green Communities Training Certificates** for architect, contractor and building owner (certificates are good for 2 years from completion)

    v)   **Green Consultant Contract(s)** outlining scope of services

    vi)   **Completed CRDG Exposure Screening Tool** (available on [HPD's EGCC web page](#))

    vii)   **Energy Performance Report** at 90% completion (exported from Enterprise Portal as a PDF). If not available at this stage, this must be submitted within the Enterprise PreBuild application prior to loan closing, and approved, in order to receive Enterprise's final PreBuild Approval letter.

    viii)   **Criteria Compliance Checklist** (exported from Enterprise Portal). The form must formatted and saved in .xls or .pdf format so that it may easily be read & printed on 11x17 paper. Please total optional points before saving.

    ix)   **Project Overview Tab from EGCC porta**l to ensure that HPD Project # and other key data is correctly entered into the system

2) **HPD Sustainability Officer will review the PreBuild Authorization Package (up to 10 business days)**. If items are missing or incorrect, the consultant will be notified and will be required to furnish additional information or correct any information that is not accurate. Projects missing Signed Solar Approval Forms will **not** be reviewed. When application has been approved, a signed PreBuild Authorization form will be sent to the Applicant and to the HPD PM. The signed PreBuild Authorization Form is required to initiate the Enterprise PreBuild process.

3) **Enterprise PreBuild Review (up to 30 business days):** Upon receipt of the signed PreBuild Authorization form, consultant will upload the form in the Enterprise portal and submit the application for Enterprise PreBuild review. A $1,250 fee will be assessed through the online portal for the initial Prebuild review and review feedback will be returned to the project team in no more than thirty days. Requests for expedited reviews may be available. Expedited submittals will be reviewed in 10 business days or less. Each expedited review request that is granted will be assessed an additional $250 fee. The fee payment is integrated into the Enterprise submission portal and is paid through PayPal.

4) **Issuance of Enterprise PreBuild Review Letter:** Upon completion of the Enterprise Prebuild review, the project team will either receive a request for additional information or a notice that their application was approved. 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, the project team will then forward the Prebuild approval email to the HPD PM. Projects will need this letter as a condition of closing for HPD financing. **Note that Conditional PreBuild Approval will not be accepted for Loan Closing.**

HPD LOAN CLOSING: 2 weeks prior to Loan Closing,

1) **Development Team** will submit the following items via email to the HPD Project Manager and copy: GreenCommunities@hpd.nyc.gov :

   a) **Final (signed) HPD BLDS Project Summary** including and noting any changes from previously submitted forms. This form must be signed by the building owner.

   b) **Notice of Enterprise Final PreBuild Approval**. Conditional PreBuild Approvals will **not** be acceptable for closing. It is up to the consultant and development team to address any outstanding items that are required to ensure receipt of the PreBuild Approval in time for project closing.

   c) **HPD PM will review the documentation** for completeness and accuracy, and to ensure that the Enterprise PreBuild Approval has been submitted. If information is missing or incorrect, the Development Team will be notified and will be required to resubmit. Upon completion, the Project Intake Form and PreBuild Approval will be attached to the closing documents.

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.

POSTBUILD REVIEW (30 days): The Green Consultant should start preparing for PostBuild as early as possible; review requirements at www.greencommunitiesonline.org. The consultant will submit PostBuild application to Enterprise upon receipt of TCO or as early as possible after construction completion (not more than 60 days after construction completion). A $300 fee will be assessed through the online portal for the initial PostBuild review, and review feedback will be returned to the project team in no more than 30 days. Requests for expedited reviews may be available. Expedited submittals will be reviewed in 10 business days or less. Each expedited review request that is granted will be assessed an additional $250 fee. At the completion of the review, the team will either receive an emailed notice of PostBuild approval or a request for additional information. If the PostBuild application is not approved, the Green Consultant and team may edit their PostBuild application and resubmit at any time.

HPD CONVERSION FOR PERMANENT FINANCING: Development Teams will need to demonstrate that all required documents are submitted for HPD's Conversion Process. The following documents must be submitted to HPD PM and Conversions Unit.

   a) Enterprise PostBuild Certification, as a condition of HPD permanent loan conversion, or 8609 issuance for LIHTC projects.

   b) Benchmarking Account Setup with an HPD/ HDC prequalified provider.

Development teams must make every effort to complete all required certifications by the time of Project Conversion. If project is unable to certify in time for Conversion, development team must submit letter signed by the owner or consultant explaining the cause of delays and a timeline for when PostBuild Certification will be complete. Note that any outstanding certifications that are not available prior to Conversions will be tracked by HPD until submitted. Projects that fail to certify may be subject to penalties.

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WAIVERS: HPD may grant waivers of the EGCC 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](#).

1) **Project Waivers** may be issued for projects pursuing LEED Gold v4 or better, or alternate high performance standard by prior approval of HPD Sustainability Unit (note that Passive House Certification, due to its limited focus, is not grounds for a project waiver).
2) **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 criteria waivers that are approved by Enterprise will be noted on the PostBuild Certification Letter.

FILE NAMING CONVENTIONS: Note that the project name should be consistent across all documentation and should align with the official HPD Project # and name used by HPD.

1) Zip folder naming convention:
   - HPD#_PROJNAME_Solar
   - HPD#_PROJNAME_PreBuild
2) File naming convention:
   - HPD#_SolarFeasibility
   - HPD#_RoofPlan
   - HPD#_ProjectSummary
   - HPD#_Contract
   - HPD#_CRDG
   - HPD#_EPR
   - HPD#_Criteria
   - HPD#_SolarApproval
   - HPD#_PreBldAuth
3) Note: Projects with multiple phases should add clarifier (e.g. "-BldA" or "-Phs1") accordingly
4) Note: "PROJNAME" to be limited to 8 letters
5) Note: if revision/ resubmission is required, please add "_rev1" or "rev2" at the end of the file name.

Example File Name: "60732_BshpFord _Solar" or "60732_BsphFord-Phs1_Solar_rev2"
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[i] Projects may also comply with LEED v4, Gold or Above