



KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2022 – C – 1

To: All Housing Authority Chairpersons and Executive Directors
All Housing Company Owners, Managing Agents & Site Managers

From: Cathy Sparks, Director
Office of Integrated Housing Management

Date: February 4, 2022

Subject: HCR Energy Benchmarking Filing Year 2022

We hope that all is well with your housing developments' operations, staff and residents. New York State Homes & Community Renewal (HCR) is maintaining operations while following the Governor's instructions to stay safe during the COVID pandemic.

Thank you for submitting energy data as part of the benchmarking program of Filing Year 2021. The New York State Homes & Community Renewal (HCR) Office of Integrated Housing Management (OIHM) will be using this information to help you better understand and manage energy costs.

In 2021 the Property Intake process was moved online and in 2022 *only properties that did not complete a Property Intake survey in 2021 will be required to submit an intake survey in 2022*. Please check the Covered Building List on the HCR website to see if your property is required to complete a Property Intake survey for 2022. The **[Property Intake survey](#) is due to HCR by May 1, 2022**.

Link to Property Intake Survey: <https://forms.office.com/g/4rkCA88S1F>

May 1, 2022 is also the deadline for HCR properties to submit whole building (owner and tenant paid) 2021 energy and water usage data using the U.S. Environmental Protection Agency (EPA) ENERGY STAR Portfolio Manager tool, an online energy tracking system. Going forward, on an annual basis, properties should continue to submit this data to HCR through the reporting link prior to May 1st of each year. Here is link to HCR website for additional information: <https://hcr.ny.gov/steps-hcr-benchmarking-program>.

As you recall, we require that you retain a benchmarking service provider for automated energy usage data obtained directly from utility companies. The cost of these services is an approved operational expense. We expect that this service will contribute to significant improvements and efficiencies in the operations and management of your property. Attached is a document, "Role of Benchmarking Service Providers," to assist you in the selection of a firm for this service if needed.

Please have your service provider submit your 2021 energy data to the following Portfolio Manager reporting link:

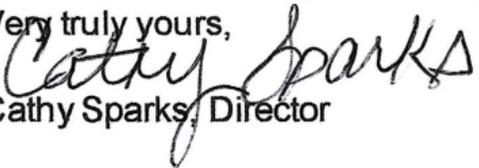
<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/61545d31-36e8-4763-8f35-9b0cdde0e411>

Failure to submit either the Property Intake Survey and/or usage data in the EPA Energy Star Portfolio Manager system or failure to submit whole building (owner and tenant paid) usage data will be considered non-compliance with HCR's benchmarking program.

If you are located in the City of New York, have complied with Local Law No. 87, and undergone energy audit and retro-commissioning measures, please share a copy of the submission (the Energy Efficiency Report) with HCR via email at hcr.sustainability@hcr.ny.gov

If the subject building is in the City of New York and is also subject to Local Law No. 95 of 2019, which amends Local Law 33 of 2018, the ENERGY STAR score generated by the ENERGY STAR Portfolio Manager is translated into a letter grade by the Department of Buildings. Please share with HCR via email at hcr.sustainability@hcr.ny.gov the most recent Department of Buildings Building Energy Efficiency Rating label, and in which public entrance such label shall be posted in the premises.

Please contact your HCR OIHM Representative or the HCR sustainability team at hcr.sustainability@hcr.ny.gov if you have any questions. Thank you for your prompt response to ensure that your property is compliant. Please stay safe during these trying times.

Very truly yours,

Cathy Sparks, Director

Cc: D. Murphy, M. Stratos, S. Pearce, M. Siddiqui, K. Richardson

Role of Benchmarking Service Providers

Hiring a Benchmarking Service Provider

The EPA has a list of the most active service providers that benchmark properties through Portfolio Manager which is available at this link: <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/expert-help/find-energy-star-service-a-0>. The New York City Housing Development Corporation (HDC) and the Department of Housing Preservation and Development (HPD) have also published a short list of firms that are pre-qualified for benchmarking City-financed properties, presented below. Please note that these lists are not exclusive, and you may select a qualified service provider of your choosing. Below are a few service providers that have been chosen by HCR properties in the past.

- Wego Wise, Inc. - <https://www.wegowise.com>
- Bright Power, Inc. - <http://www.brightpower.com>
- Eneractive Solutions - <http://eneractivesolutions.com>

Role of Benchmarking Service Providers

1. Create a Portfolio Manager account for the property and populate the account with the necessary physical characteristics (number of units, building size, etc.). Automatically connect to your utility accounts and populate with monthly energy usage and cost data from previous full calendar year, 2021.
 - a. Monthly usage data should include, but not be limited to: all fuel usage (oil, gas, electricity, steam) and water for **all building** utilities (**owner-paid and resident-paid**) and the respective costs for each utility. If resident-paid utility usage cannot be obtained, you may provide owner-paid usage data only.
 - i. Some utility data may not be billed monthly (such as fuel oil, propane, and water) but should still be included in the data submission in the manner it is billed.
 - ii. If whole building utilities were acquired: under the “Metered Areas” data field in Portfolio Manager, select “Total energy (or water) consumption for the whole building”
 - iii. If only owner-paid utilities were acquired: “Consumption for common areas only”
 - iv. Use the “Notes” data field to explain any unique situations, or contact the sustainability team (hcr.sustainability@hcr.ny.gov) if you have any questions
 - v. If cost data is not available or cost effective to collect it can be omitted.
2. Perform quality assurance checks on the data to ensure all necessary energy and water data is included in the Portfolio Manager account.
3. **Ensure that the HCR HID # is entered into the Custom 2 data field. The HCR HID # can be found on the Covered Buildings List published on the HCR website.**
4. 2021 data is due by May 1, 2022.

Share the 2021 data with HCR through the reporting link:

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/61545d31-36e8-4763-8f35-9b0cdde0e411>

QUESTIONS? Send an email to hcr.sustainability@hcr.ny.gov