

From the webinar:

Question 1: What am I required to submit?

Answer 1: Benchmarking with HCR is a two-step process. You should submit the property [intake survey](#) and your energy data through our [Energy Star Portfolio Manager Reporting link](#).

In addition to submitting data via the reporting link, properties should also share data with the HCR ESPM account – HCRProperty.

Question 2: Do we need to submit one intake survey per property?

Answer 2: Yes

Question 3: What is HCR’s Energy Star Portfolio Manager (ESPM) Username?

Answer 3: HCR’s ESPM username is “HCRProperty”. It is **not** HCRProperty-HFA

Question 4: Will there be notice if a property does not file, and is there a grace period to file?

Answer 4: There is no official grace period for filing benchmarking data, however, the annual reporting links in ESPM will remain open and we encourage submission of data whenever it is received even if that is after the due date.

Question 5: Is benchmarking data shared with properties so we can compare our performance with other properties?

Answer 5: HCR does not share benchmarking data with other properties. The Energy Star Score generated by Portfolio Manager when complete data is submitted is a comparison score to other buildings that have the same primary use type, nationwide.

Question 6: What if I can’t find my HCR ID on the Covered Buildings List or HCR’s Asset Map?

Answer 6: Search by property name or address on the Covered Buildings List on the benchmarking website www.hcr.ny.gov/benchmarking

To find your HCR ID on the [HCR Asset Map](#) search for your property by address in the upper left corner of the map. Click on the colored dots to see project attributes. The HCR ID may be labeled as HFA ID or SAMIS Project ID.

Question 7: What should I do if my utility company denies my data request, citing the privacy standard?

Answer 7: If your utility company rejects your data request and cites the data not meeting the privacy standard or anonymity threshold, please submit in Portfolio Manager the data that you are able to obtain.

Please also let HCR know when this happens, email us at benchmarking@kc3.nyc and copy hcr.sustainability@hcr.ny.gov. Include the property name, HCR ID, and any information provided by the utility company when the request was denied. We will make note of this when checking for compliance with the HCR benchmarking program.

Question 8: How can I get on the service provider list?

Answer 8: HCR does not distribute a list of benchmarking service providers. However, you can check that you are listed on [EPA's list of most active service providers](#) and [HPD's list](#).

Question 9: Is there an extension for properties that do not benchmark by May 1st?

Answer 9: HCR's benchmarking deadline is the same as NYC's Local Law 97 benchmarking deadline. If the city extends their deadline, then we will also extend our benchmarking deadline. Extensions will be posted on our website.

Question 10: Can we submit tenant data using a sample size?

Answer 10: Properties that cannot obtain whole-building aggregated data due to privacy screening rules but have received Clean Energy Initiative (CEI) funds are allowed to submit benchmarking data through sampling methods (20% of tenant data). We ask that you select "estimation" in Energy Star Portfolio Manager when inputting meter data. Please see our benchmarking webinars on our [website](#) for more information.