



**Homes and
Community Renewal**

2026 HCR Benchmarking Program Overview (NYC)

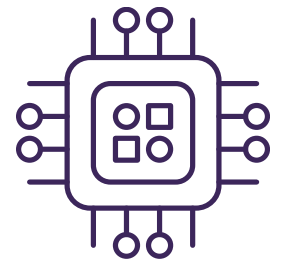
HCR Sustainability | Office of Housing Preservation
KC3 x Bright Power x EEDC

MARCH 17, 2026



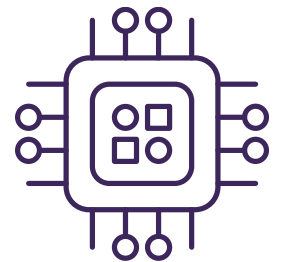
AGENDA

1. Webinar Logistics
2. Attendee poll
3. HCR Energy Benchmarking Program Overview
4. 2026 Energy Benchmarking Instructions
 - Resources on requesting data from utilities
 - Step-by-step benchmarking process
5. Additional Resources
6. Q&A



WEBINAR LOGISTICS

- Mics muted
- This webinar will be recorded
 - Can access on HCR's benchmarking website
 - Will circulate a link to the recording next week
- Q&A
 - Time for questions at the end
 - Can submit questions throughout the webinar in the chat
 - Responses will be posted in an FAQ on HCR's website



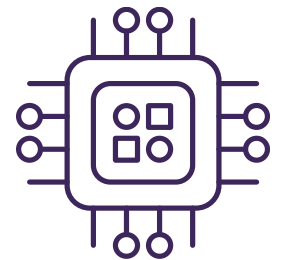
QUICK POLL

HCR Energy Benchmarking Program

- New York State Homes & Community Renewal (HCR) began benchmarking its portfolios in **2015** to track energy usage
- In support of the ambitious goals set forth in New York's Climate Leadership and Community Protection Act (Climate Act) of 2019, HCR has expanded its benchmarking program

Deadlines

- Benchmarking data submissions are aligned with LL97 filing deadlines – **May 1st**
 - Deadline extended if NYC LL97 deadline is extended

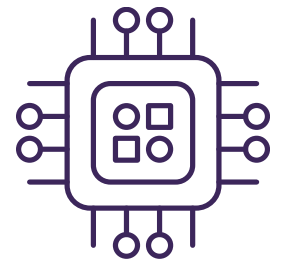


WHO IS REQUIRED TO COMPLY?

COVERED BUILDING LIST

Covered Building Definition:

- HCR supervised PHFL Article 2 or Article 4 Mitchell-Lama developments 25,000 square feet or larger;
- New York State-aided municipal housing authority projects;
- Projects certified by the Climate Bond Initiative as green or climate bonds;
- Projects financed with Housing Finance Agency (HFA) bonds, 4% tax credits and subsidy funds in the fall of 2019 or later;
- Properties in excess 25,000 square feet and located outside of New York City in receipt of 9% tax credits or other HCR capital programs;
- Properties subject to New York City Local Law 84, as amended; or
- Projects subject to an energy benchmarking requirement as set forth in a regulatory agreement with HCR.



WHAT AM I REQUIRED TO SUBMIT?

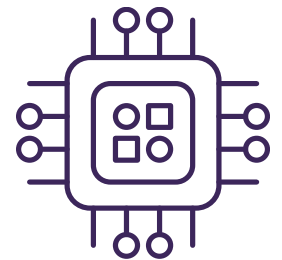
Twelve months of 2025 energy usage data (both owner and aggregated resident-paid usage)

- [Property Intake Survey](#)
 - Due: May 1, 2026
- [ENERGY STAR Portfolio Manager \(ESPM\) Reporting Link](#)
 - Due: May 1, 2026

HCR Energy Benchmarking - Property Intake 2026

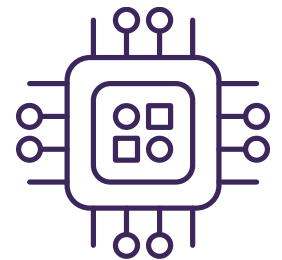
New York State Homes & Community Renewal's (HCR) benchmarking program, initiated in 2015, records, tracks, and analyzes energy usage within the buildings in the HCR portfolio.

The purpose of benchmarking is to gain a better understanding of how the buildings use energy and water, and whether the energy efficiency measures that have been implemented within buildings have realized their expected energy savings. It also helps HCR understand how buildings are performing compared to similar buildings in New York and in other states.



WORKING WITH A SERVICE PROVIDER

- If your property does not have dedicated benchmarking or sustainability staff, HCR highly recommends working with a service provider to submit your benchmarking data
 - Hiring a service provider is an HCR covered operational expense
- HCR does **not** distribute any list of service providers
 - EPA: [List of most active service and product providers | Buildings and Plants | ENERGY STAR](#)
 - HPD: [Benchmarking Protocol - HPD \(nyc.gov\)](#)



BENCHMARKING INSTRUCTIONS

Locating your HCR ID:

- [CBL](#)

| HCR ID | Program | Project Name | Project Address | Project City | Project Zip | Total Buildings |
|----------------|----------------|-------------------------------|-------------------------|--------------|-------------|-----------------|
| 19900909-01540 | 9% / HTFC | PARKSIDE SENIOR CITIZENS APTS | 160 HEBERTON AVE | RICHMOND | 10302 | 1 |
| 20186040-02204 | 9% / HTFC | The Quarry | 41 Elm St | Potsdam | 13699 | 1 |
| H004 | Mitchell-Lama | Plymouth (Cobbs Hill Apt) | 645 Norris Drive | Rochester | 14610 | 6 |
| H005 | Mitchell-Lama | Parkside Apartments | 3856 Bronx Boulevard | Bronx | 10467 | 1 |
| H006 | Mitchell-Lama | Jimerson Apartments | 1407 Linden Boulevard | Brooklyn | 11212 | 3 |
| U228 | Mitchell-Lama | Madison Towers (Manor) | 60 Presidential Plaza | Syracuse | 13202 | 2 |
| U281 | Mitchell-Lama | Parkedge | 544 Deborah Drive | Utica | 13502 | 31 |
| N010 | Public Housing | Colin Kelly Heights | 200 Gibson St | Tonawanda | 14150 | 34 |
| N024 | Public Housing | Marine Drive Apartments | 205 Marine Dr | Buffalo | 14228 | 7 |
| N045 | Public Housing | Marine Drive Apartments | 2 Colonial Dr | Kingston | 12401 | 4 |
| 3612 | 4% / HFA | Seneca Apartments | 529 Exchange Street | Geneva | 14456 | 1 |
| 2387 | 4% / HFA | Shakespeare Ave | 1282 Shakespeare Avenue | Bronx | 10452 | 1 |
| 3584 | 4% / HFA | Shepherd-Glenmore | 365 Shepherd Ave | Brooklyn | 11208 | 1 |
| 1887 | 4% / HFA | Shore Hill | 9000 Shore Rd | Brooklyn | 11209 | 2 |
| 2456 | 4% / HFA | Skyline Gardens | 123 Livingston Ave | Albany | 12210 | 23 |

BENCHMARKING INSTRUCTIONS

Locating your HCR ID: [HCR Asset Map](#)

Find address or place

DHCR 9% LIHTC: HOUR APARTMENT HOUSE III

| | |
|---------------------------|------------------------------|
| Project Name | HOUR APARTMENT HOUSE III |
| Address | 36-11 12TH ST, QUEENS, 11106 |
| SAMIS Project ID | 20106071-01944 |
| Building ID | 0198212 |
| Management name | DOUGERT MANAGEMENT CORP |
| BIN (NYC DOB) | 4004296 |
| Floodplain | |
| Tract GEOID (2020 Census) | 36081004300 |
| School district | NYC GEOG DIST #30 |

[Zoom to](#)

(1 of 2)

HFA 4%: Gotham West

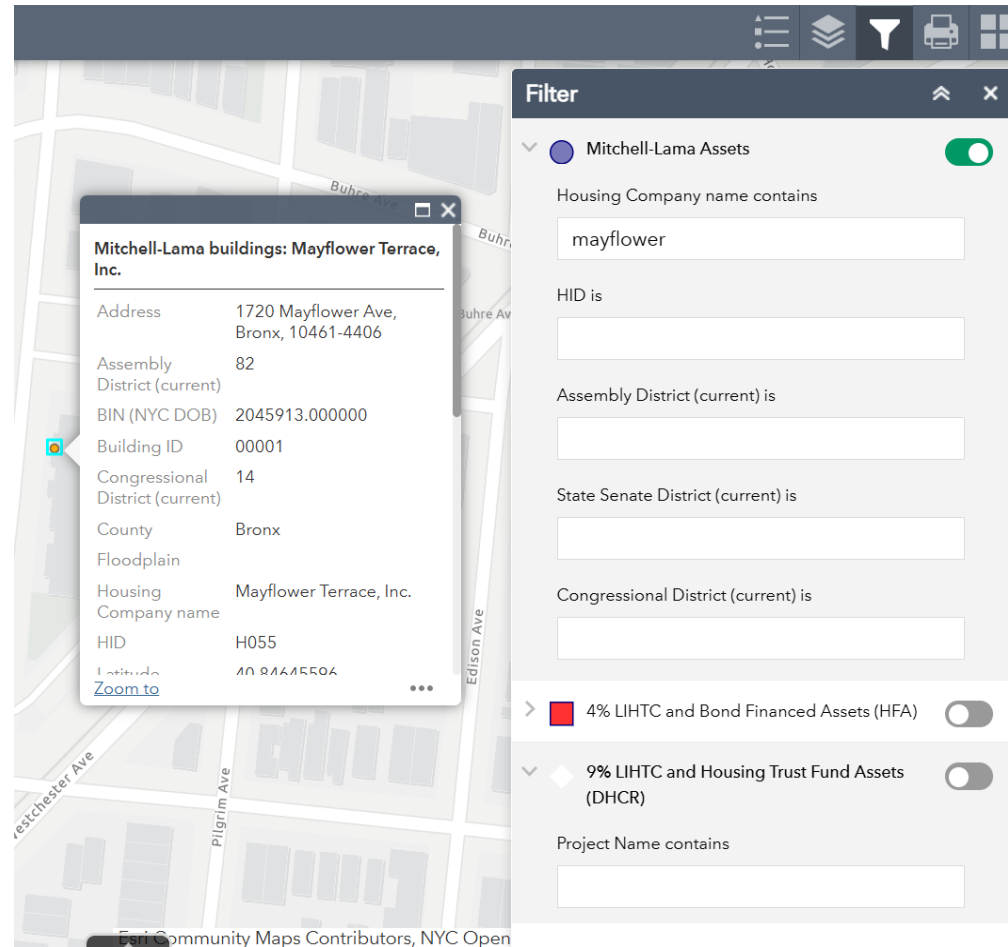
| | |
|------------------------|---------------------------------------|
| HFA ID | 2016 |
| Address | 530 West 45th Street, New York, 10036 |
| Building Units | 119 |
| Owner Name | 44th Street Development LLC |
| HUD LIHTC ID | NY-15-90094 |
| BBL / Parcel ID | 1010737503 |
| BIN (NYC DOB) | 1088816 |
| Census Tract (2020) | 36061012901 |
| Assembly District | 67 |
| State Senate District | 47 |
| Congressional District | 12 |

[Zoom to](#)

BENCHMARKING INSTRUCTIONS

Locating your HCR ID (cont.): [HCR Asset Map](#)

- Can adjust layer selections and then filter to find your property
- ****Note:**
 - If you cannot find your HCR ID on the map, it may not be an HCR property
 - Please reach out to HCR if you are unsure and we can help confirm



BENCHMARKING INSTRUCTIONS

Entering your HCR ID in ESPM:

- Go to "Details" tab
- Select "Edit" in the Unique Identifiers (ID) Section

Summary Details Energy Emissions Water Waste & Materials Goals Design

Basic Information

Construction Status:
Existing property that is one single building

Property GFA - Self-Reported:
45,000 Sq. Ft.

Occupancy:
95% [Edit](#)

Unique Identifiers (IDs)

Portfolio Manager ID:
88422324

Standard IDs:
Standard ID - City/Town
NYC Borough, Block and Lot (BBL):
1225350043

Custom IDs:
None [Edit](#)

Property Uses and Use Details

[View as Diagram](#) Add Another Type of Use [Add](#)

| Name | Property Use Type | Gross Floor Area | Action |
|---|---------------------|------------------------|--------------------------------|
| Building Use | Multifamily Housing | 45,000 ft ² | I want to... ▼ |
| Custom Use Details (Learn More) | | | I want to... ▼ |

Property GFA (Buildings): **45,000** (used to calculate EUI)

Property GFA (Parking): 0

To edit multiple uses for this property (or multiple properties), you can use the [Update Use Details spreadsheet template](#).

Property GFA by Use

Property Type

Property Type - Self-Selected:
Multifamily Housing [Edit](#)

Property Type -Portfolio Manager-Calculated:
Multifamily Housing

The Portfolio Manager-Calculated Property Type is used for your metrics (except for Mixed Use properties). [Learn](#)

BENCHMARKING INSTRUCTIONS

Entering your HCR ID in ESPM (cont.)

- Enter your HCR ID in **Custom ID 2**
- Name it **HCR ID**
- Click "Save"

Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:

Name: ID:

Custom ID 2:

Name: ID:

Custom ID 3:

Name: ID:

[Save](#) [Cancel](#)

BENCHMARKING INSTRUCTIONS

Requesting Data from Utilities

- The New York State Public Service Commission (PSC) in the 2021 Order Adopting a Data Access Framework confirmed the 4/50 privacy standard for whole building aggregated data supplied to building owners
- 4/50 Standard: Aggregated customer usage data is considered sufficiently anonymous if
 - (1) The aggregated group contains at least 4 accounts
 - (2) No one account represents more than 50% of the total load
- The 2021 Order also provided an exception for data requests necessary to comply with local laws or ordinances – **New York City & the Town of Bedford are included in these exceptions**

*If your utility provider cites the 4/50 standard as a reason for not providing data please inform the HCR Benchmarking team at: benchmarking@kc3.nyc (cc hcr.sustainability@hcr.ny.gov)

BENCHMARKING INSTRUCTIONS

Submitting all energy and water data for your property (cont.)

- Requesting data from utilities: [Utilities Providing Energy Data for Benchmarking in ENERGY STAR Portfolio Manager](#)

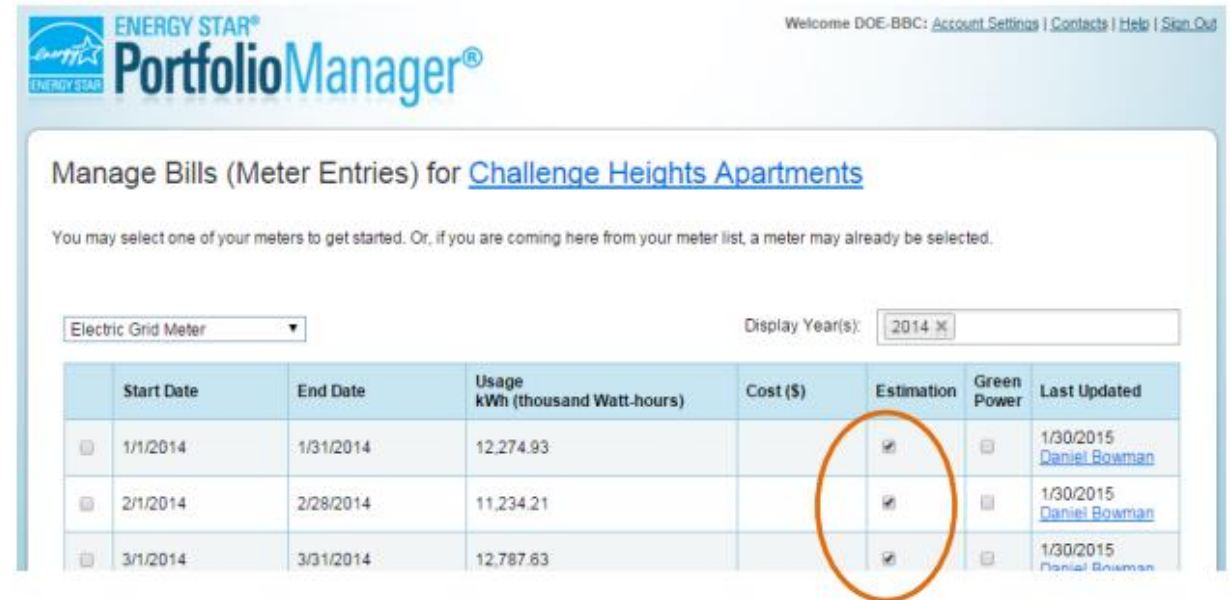
| Utility | Aggregate Whole Building Data? | Multifamily included? | Format | Contact Information |
|---------------------|--------------------------------|-----------------------|--------------|--|
| Con-Edison | Yes (no minimum threshold) | Yes | Web Services | citybenchmarking@coned.com |
| National Grid (NYC) | Yes (no minimum threshold) | Yes | Web Services | EnergyEfficiency@nationalgrid.com (855) 563-7448 |

BENCHMARKING INSTRUCTIONS

Submitting all energy and water data for your property (cont.)

Requesting data from utilities:

- For properties that have the 4/50 threshold but received CEI Funding:
 - You had a requirement to collect tenant data for the CEI funding
 - You should submit the data you collected even if it's through sampling methods (20% of tenants)
 - Please check the "estimation" box in ESPM if this is the case for your property



ENERGY STAR® PortfolioManager®

Welcome DOE-BBC: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Manage Bills (Meter Entries) for [Challenge Heights Apartments](#)

You may select one of your meters to get started. Or, if you are coming here from your meter list, a meter may already be selected.

Electric Grid Meter Display Year(s): 2014 X

| | Start Date | End Date | Usage kWh (thousand Watt-hours) | Cost (\$) | Estimation | Green Power | Last Updated |
|--------------------------|------------|-----------|---------------------------------|-----------|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | 1/1/2014 | 1/31/2014 | 12,274.93 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1/30/2015 Daniel Bowman |
| <input type="checkbox"/> | 2/1/2014 | 2/28/2014 | 11,234.21 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1/30/2015 Daniel Bowman |
| <input type="checkbox"/> | 3/1/2014 | 3/31/2014 | 12,787.63 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1/30/2015 Daniel Bowman |

BENCHMARKING INSTRUCTIONS

Submitting all energy and water data for your property (cont.)

- Requesting data from utilities
 - Con-Edison and National Grid are able to upload data through ESPM
 - Requires connection through ESPM with the utility account
 - Benchmarking guidance per utility:
 - Con-Edison: [Benchmarking User Guide](#)
 - National Grid: [National Grid Benchmarking Portal User's Guide to Uploading Aggregate Usage Data](#)

BENCHMARKING INSTRUCTIONS

Submitting all energy and water data for your property (cont.)

- Enter energy use and water use data for the entire year 2025 (January 1 to December 31 inclusive) for each meter associated with the property. All tenant and common area meters should be included
- Go to "Energy" tab and select "Change Meter Selections"

The screenshot shows the 'Energy' tab selected in a benchmarking software interface. The top navigation bar includes tabs for Summary, Details, Energy, Emissions, Water, Waste & Materials, Goals, and Design. The main content area is divided into several sections:

- Meter Summary:** Displays '15 Energy Meters Total' and '15 - Used to Compute Metrics'. It includes a link for 'Add A Meter' and a 'Current Energy Date' of 'Nov 30, 2020'. A blue button labeled 'Enter Your Bills' is present.
- Five Ways to Enter Bill Data:** An information icon is followed by a list of four methods: 1. Manual (with a link to 'Instructions here'), 2. Use our simple spreadsheet (on the bottom of each meter's Manage Bills page) to upload or Copy/Paste, 3. Use our complex spreadsheet (multiple meters + multiple properties), and 4. Hire an organization to.
- Energy Use by Calendar Month (Not Weather Normalized):** A chart area with 'Site Energy (kBtu)' on the y-axis. The chart is currently empty, showing 'Data not generated'. A blue button labeled 'Refresh Chart' is at the bottom right.
- Meters - Used to Compute Metrics (15):** A summary line with a blue button labeled 'Add A Meter'. Below it are links for 'Change Meter Selections' and 'View as a Diagram'.

BENCHMARKING INSTRUCTIONS

Submitting all energy and water data for your property (cont.)

Select the Active Meters that account for the energy consumption of the building

- If the meters account for the **whole building energy use**, then select **"These meters account for the total energy consumption"**
- If the meters account only for the **owner paid energy use**, then select **"These meters do not account for the total energy consumption"**
- Then under **"These meters only account for"** select the third option **"Tenant and/or common areas (partial energy loads)"**
- Now select **all the relevant energy loads** that the meters account for, from the options displayed.

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

| <input type="checkbox"/> | Name Meter ID | Type |
|-------------------------------------|---|------------------|
| <input checked="" type="checkbox"/> | Aggregate Tenant Gas Usage 4942802 | Natural Gas |
| <input checked="" type="checkbox"/> | Small Commercial Electric Usage 4942784 | Electric - Grid |
| <input checked="" type="checkbox"/> | Transportation Service 4942807 | Natural Gas |
| <input checked="" type="checkbox"/> | Electric meter # 32-5249-0095-8102-7 4942736 | Electric - Grid |
| <input checked="" type="checkbox"/> | #2 Heating Oil 4942686 | Fuel Oil (No. 2) |

Total of 7 meter(s). Tell us what this represents:

- * These meter(s) account for the total energy consumption for [2680 Heath Avenue](#) (a single building).
- These meter(s) do not account for the total energy consumption for [2680 Heath Avenue](#) (a single building).

These meters only account for:

- * Common areas (all energy or water loads)
- Tenant areas (all energy or water loads)
- Tenant and/or common areas (partial energy or water loads)
 - * Tenant Heating
 - Tenant Cooling
 - Tenant Hot Water
 - Tenant Plug Load/Electricity
 - Common Area Heating
 - Common Area Cooling
 - Common Area Hot Water
 - Common Area Plug Load/Electricity
- Another configuration

BENCHMARKING INSTRUCTIONS

Check the quality of your data:

- In the summary tab, scroll down to the "Data Quality Checker" section and select "Check for Possible Errors"

The screenshot displays the MyPortfolio interface for a property named 'TestProperty'. The 'Summary' tab is selected and circled in red. The 'Data Quality Checker' section is highlighted with a blue box, containing the text: 'Run a check for any 12-month time period to see if there are any possible errors found with your data.' A green arrow points from this text to a blue button labeled 'Check for Possible Errors'. Other visible elements include the 'Apply for Recognition' section with links for ENERGY STAR and NextGen certification, and the 'Weather Normalized Source EUI (kBtu/sf)' section with 'Current' and 'Baseline' fields.

You should also confirm:

- You have entered a full year of data for each meter (Jan 1 – Dec 31)
- Realistic Energy Usage Intensity (EUI) - an unrealistic EUI is <5 or >1000 kBtu/sf
- Gross floor area >0 and all property uses add up to the total gross floor area

BENCHMARKING INSTRUCTIONS

Submit Your Report

- Navigate to "Reporting" tab
- Search for Data Request HCR – Filing year 2026
- Under "Action", select "Respond to Data Request"


The screenshot shows the 'Reporting' tab in the MyPortfolio interface. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. Below the tabs, the 'Charts & Graphs' section features a large purple graphic with a building icon and the text 'Site EUI' and 'What is the site energy of my properties, as reported on my utility bills?'. To the right, the 'ENERGY STAR Performance Documents' section lists several documents: 'Statement of Energy Performance (SEP)', 'Statement of Energy Design Intent (SEDI)', 'Data Verification Checklist', 'Progress & Goals Report', 'ENERGY STAR Scorecard', and 'Water Scorecard'. Below this, there are tabs for 'Data Requests from Others', 'My Reports and Templates', and 'ENERGY STAR Reports', along with a 'Create a New Template' button. The 'Data Requests from Others' tab is active, showing a table with columns for Name, Status, and Action. The table contains one entry: 'Data Request:HCR - Benchmarking Report - Filing Year 2026 (Request from New York State Homes and Community Renewal)' with a status of 'No Response Preview Generated'. The 'Action' column for this entry has a dropdown menu open, showing options: 'I want to...', 'Respond to Data Request', and 'Delete Data Request'. The 'Respond to Data Request' option is highlighted. At the bottom of the table, there are navigation buttons: 'First', 'Previous', 'Page 2 of 2', 'Next', 'Last', and a dropdown for '10'.

BENCHMARKING INSTRUCTIONS

Submit Your Report (cont.)

- When you select "Respond to Data Request", ESPM will take you to the page below

The screenshot shows the 'Respond to Data Request' page for 'Data Request:HCR - Benchmarking Report - Filing Year 2026' from New York State Homes and Community Renewal. The page has a navigation bar with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area is titled 'Respond to Data Request: Data Request:HCR - Benchmarking Report - Filing Year 2026' and includes a sub-header 'from New York State Homes and Community Renewal (New York State Homes and Community Renewal)'. There are two main sections: 'About this Data Request' and 'Responding to Data Requests'. The 'About this Data Request' section includes 'Data Requested By: New York State Homes and Community Renewal' and 'Instructions: New York State Homes and Community Renewal of New York State Homes and Community Renewal has requested a report of your properties' energy and water use data. The 'Responding to Data Requests' section includes an information icon and text explaining that the user is viewing this screen because someone has asked for data, and provides a link to the 'How to Respond to Data Requests' guide.

- Scroll down and fill out the sections shown in the image on the right 

About Your Response


Who is this data being submitted on behalf of?

- myself
 someone else


Your Response

Select Information to Include:

Timeframe: *

 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * [Selected Properties: 0](#)

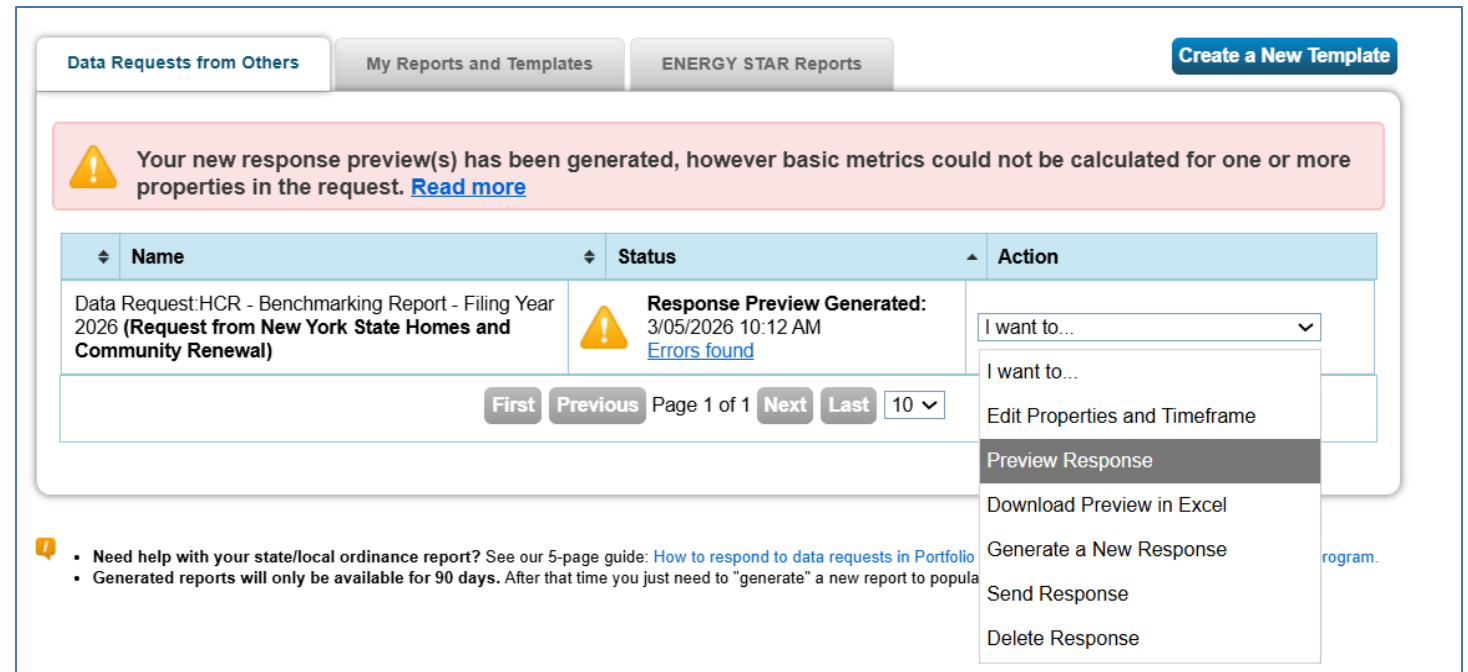
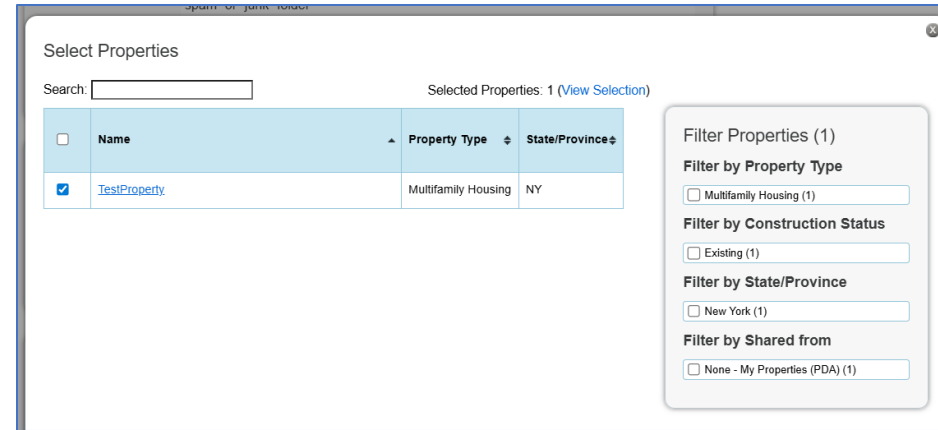
 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

[Cancel](#)

BENCHMARKING INSTRUCTIONS

Submit Your Report

- Select your property and then click "Generate Response Preview"
- Navigate back to the reporting tab and scroll down to 'Data Requests from Others'
- You may download a preview of your responses and then select "Send Response"



BENCHMARKING INSTRUCTIONS

Submit Your Report (cont.)

- If ESPM flags any errors, please correct them and then select "Generate Updated Response"
- Once all errors are corrected and an error-free updated report is generated:
 - Select "Send Response;"
 - Enter any contacts who should also receive a confirmation email;
 - E-sign the response; and
 - Press the "Send Data" button

Data Request Response Has Missing Metrics (N/A's)

 Your data response contains 1 properties where the [Site EUI](#) and/or [Total Water Use](#) could not be calculated.

When [Site EUI](#) and/or [Total Water Use](#) cannot be calculated, typically it means there is not 12 full months of complete meter data or there is a problem with your property's [Gross Floor Area](#). These metrics are the basis for other more complicated metrics (such as the [ENERGY STAR Score](#)), so other metrics may also be unavailable as a result.

Properties With Missing Metrics (N/A's) (1) (response preview generated 03/05/2026 10:12 AM EST)


| Property ID | Property Name | Year Ending Date | Site EUI | Total Water Use |
|-------------|---------------|------------------|---|--|
| 88422324 | TestProperty | 12/31/2025 | <p>1) Property has no energy meters.</p> <p>Problem: There are no energy meters entered for this property. In order to track energy use and receive metrics, you must create an energy meter.</p> <p>What to do:</p> <ul style="list-style-type: none">• Create a meter and follow the steps to enter your energy bills. Make sure you select the meter(s) that should be included in your performance metrics. | <p>1) Do not have the appropriate meter for this metric.</p> <p>Problem: This property does not have the required energy, water or waste meter needed for this metric calculation. For example, you can't get "total electricity" if you only have gas meters.</p> <p>What to do:</p> <ul style="list-style-type: none">• Review your water meters to make sure you have entered them all. You may need to create a new meter.• If you have all meters entered, check that they are being included in your water metrics. |

Page 1 of 1


View 1 - 1 of 1

[Export to Excel](#)

What Would You Like To Do?

 I Want to Review/Edit these Properties

You can review individual properties/meters by using the links in the table above or [download it to Excel](#) in order to begin troubleshooting these issues.

 I Thought I Fixed These Problems- I Want to [Generate an Updated Response](#)

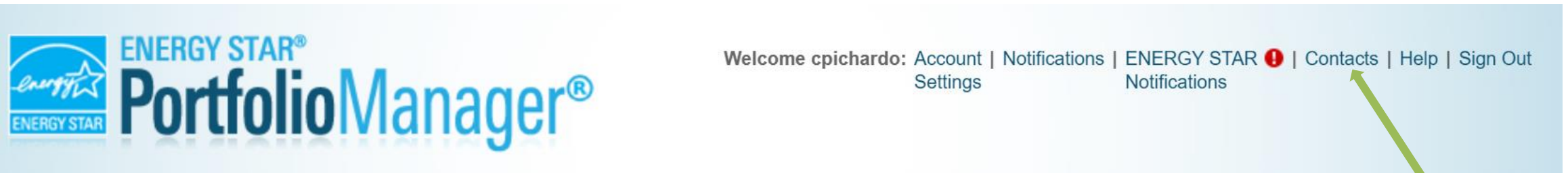
If you have made changes to your data since your response was generated (03/05/2026 10:12 AM EST), you will need to re-generate the report in order for these changes to be reflected.

[Generate Updated Response](#)

BENCHMARKING INSTRUCTIONS

NEW FOR 2026: PROPERTY SHARING

- HCR requests that all building owners "Share Your Property" in ESPM with HCR's account
- (1) Add HCRProperty as a contact in ESPM
 - Select "Contacts" on the top right of the page



BENCHMARKING INSTRUCTIONS

PROPERTY SHARING (Cont.)

- Once you're in the contacts page, select "Add New Contacts/Connections"

Add New Contacts/Connections

- Search "HCRProperty" in the "Username" section of the Search Criteria.
- Select "Connect"

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.


Your Search Criteria

Name:

Organization:

Username:

Email Address:

 New York State Homes and Community Renewal (HCRProperty)
Sustainability Consultant with New York State Homes and Community R
enewal

Page 1 of 1 | 50 | 1 - 1 of 1

BENCHMARKING INSTRUCTIONS

PROPERTY SHARING (Cont.)

- Once HCR reviews and accepts your request, you can share your property
- Go to the "Sharing" tab and select "**Share (or Edit Access to) a Property**"

A connection request has been sent to New York State Homes and Community Renewal

When New York State accepts your request, you will be able to share property information.

The screenshot shows a user interface with four tabs: 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'Sharing' tab is active. On the left, under 'My Shared Properties (0)', there are three buttons: 'Share (or Edit Access to) a Property', 'Share with your Utility or Service Provider for exchanging data', and 'Download Sharing Report'. On the right, there is a 'Sharing Notifications (0)' section with the text 'You have no new notifications.' Below that is a 'More About Sharing' section with an information icon and text explaining that no properties are currently shared and providing a link to 'Learn more about exchanging data.'

BENCHMARKING INSTRUCTIONS

PROPERTY SHARING (Cont.)

- Select your property(ies)



Select Properties

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

Select Properties

[Selected Properties: 1](#)

- HCR should now be in your contacts under the "Select People (Accounts)" section
 - Select HCR's account



Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

A screenshot of a dropdown menu with a light blue border. The menu is open, showing a single contact: "New York State Homes and Community Renewal (HCRProp)". The text is highlighted in a dark grey bar. There are upward and downward arrow icons on the right side of the menu.

BENCHMARKING INSTRUCTIONS

PROPERTY SHARING (Cont.)

- Under the "Choose Permissions" section,
 - Select **"Bulk Sharing ("One-Size-Fits-All")"**
 - Choose "Read Only Access"
- Then select "Share Property(ies)"
- Benchmarking process **Complete!**



Choose [Permissions](#)

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions, select the 2nd option.

- * **Bulk Sharing ("One-Size-Fits-All")** - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).
 - [Read Only Access](#)
 - [Full Access](#)
 - [Custom Access](#) (meters are all shared at the same level)
 - Exchange Data (You can share in bulk for exchanging data [here](#) or you can assign permissions one by one for each property using the radio button below.)
 - Remove Access
- Personalized Sharing & Exchange Data ("Custom Orders")** - I need to give different permissions for different share requests, and/or I need to give [Exchange Data](#) permission.

Share Property(ies)

[Cancel](#)

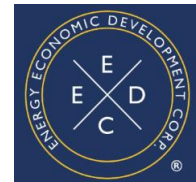
Additional Resources

- [EPA Energy Star Portfolio Manager Account Set Up](#)
- [Role of Benchmarking Service Provider](#)
- [2026 ENERGY STAR Portfolio Manager Submission Instructions](#)
- [ENERGY STAR Service and Product Providers](#)
- [NYC HDC/HPD Pre-Qualified Benchmarking Providers](#)
- [ENERGY STAR Portfolio Manager Benchmarking Starter Kit](#)
- [NYC DOB ESPM User Guide](#)



Homes and Community Renewal

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QUESTIONS?