

Date: XX/XX/XXXX

Contact Name
Contact Role
Company Name
Company Address 1
City, State Zip

RE: **Project Name**

HPD Pre-approval Letter for Green Communities Certification

Dear XXXXXX,

HPD has reviewed and approved your planned submission for Enterprise Green Communities certification. This HPD approval is based on the following elections within the 2011 Enterprise Green Communities Criteria Certification Overlay for NYC HPD Projects (HPD overlay):

1. The project has attested to compliance with all mandatory criteria within the HPD overlay.
2. The project has attested to compliance with all HPD required criteria within the HPD overlay: (Criteria: 2.4, 2.8, 4.2, 6.5, 6.9a, 8.4)
3. The project has elected to pursue the following optional criteria within the HPD overlay:

Election	Criteria Reference	Criteria Description
	1.2a	Universal Design
	1.2b	Universal Design (rehab only)
	2.7	Preservation of and Access to Open Space
	2.10	Smart Site Location: Passive Solar Heating/Cooling
	2.11	Brownfield or Adaptive Reuse Site
	2.12	Access to Fresh, Local Foods
	2.13	LEED for Neighborhood Development Certification
	3.6	Surface Stormwater Management
	4.3	Water Reuse
	5.2	Additional Reductions in Energy Use
	5.6b	Electricity Meter



Election	Criteria Reference	Criteria Description
	5.7a	Renewable Energy
	5.7b	Photovoltaic/ Solar Hot Water Ready
	5.8	Advanced Metering Infrastructure
	6.4	Construction Waste Management: Optional
	6.5	Recycling Storage for Multifamily Project
	6.6	Recycled Content Material
	6.7	Regional Material Selection
	6.8	Certified, Salvaged, and Engineered Wood Products
	6.9b	Reduced Heat-Island Effect: Paving
	7.3	Environmentally Preferable Flooring: Alternative Sources
	7.4b	Exhaust Fans: Bathroom (<i>Moderate Rehab only</i>)
	7.5b	Exhaust Fans: Kitchen (<i>Moderate Rehab only</i>)
	7.6b	Ventilation (<i>Moderate Rehab only</i>)
	7.16	Smoke-Free Building

4. The project has indicated its intention to petition Enterprise to seek waivers on the following criteria:

Criteria Reference	Criteria Description
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Please use this approval letter to document HPD review and approval of your planned submission to Enterprise. Upload this letter to Enterprise using the online submission portal to complete your submission. Please follow all directions and requests from Enterprise to obtain your phase 1 approval letter, issued by Enterprise.

Sincerely,

Christopher Mahase
HPD, Director of Sustainability

