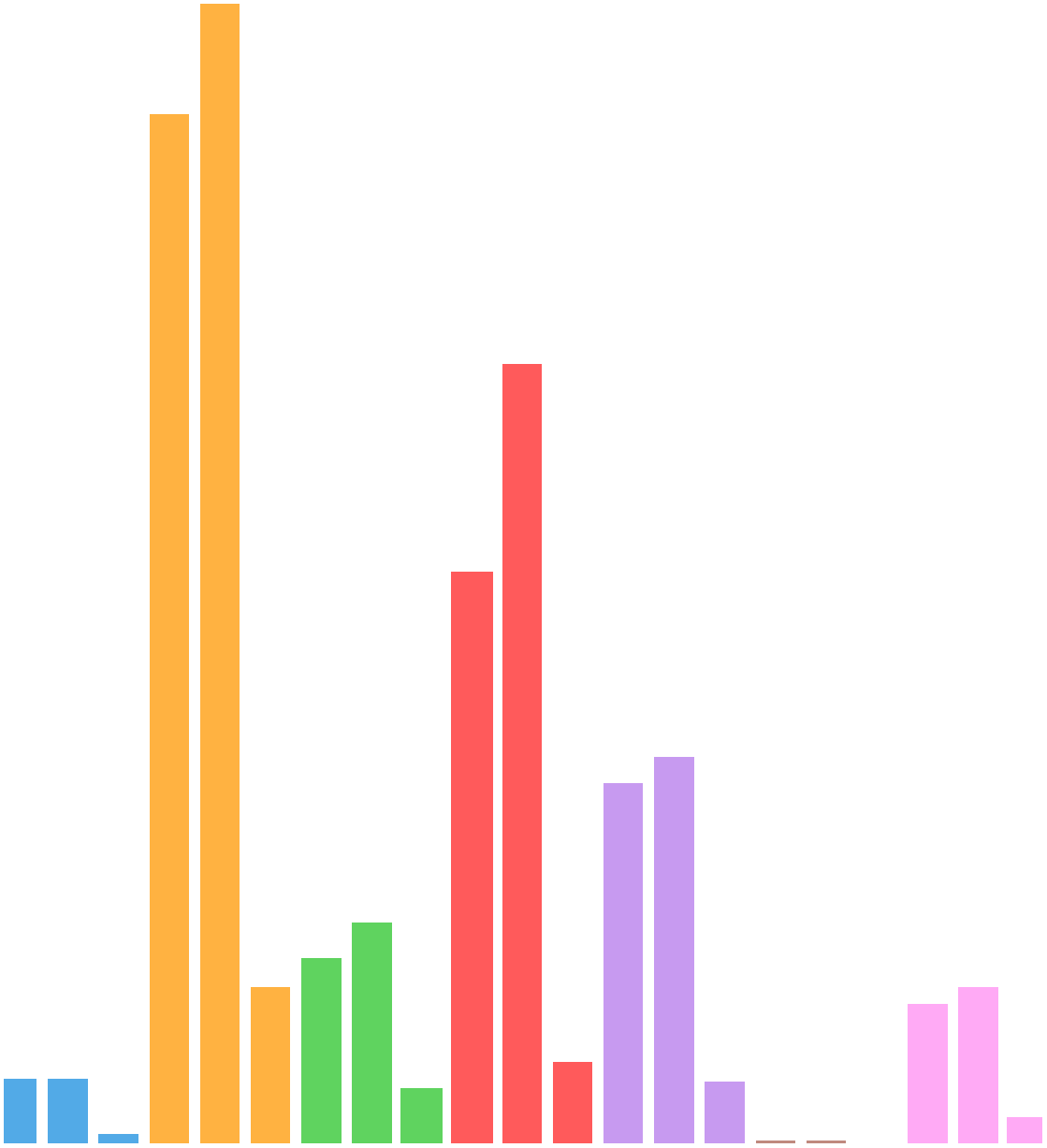

NJHMFA ENERGY BENCHMARKING TECHNICAL MANUAL

EXECUTIVE SUMMARY

This technical manual provides guidelines for building managers to successfully benchmark and report their energy usage to the New Jersey Housing and Mortgage Finance Agency (HMFA). Benchmarking is necessary for HMFA to assess sustained performance and compare each building to similar building types on their sustained performance, track the overall progress of efficiency upgrades, and effectively allocate our resources to proven models. Collected benchmarking data will be used to facilitate efficient analysis of energy performance for better management of energy usage, decreased energy expenditures, identify interesting energy use trends over time, decreased carbon emissions, and comparison of energy usage among similar locations and building types. It will allow HMFA to quantitatively compare energy usage in the newer buildings vs. the older buildings and the energy usage in the HMFA buildings that have incorporated energy efficiency measures vs. the buildings that have not received energy efficiency improvements.

DEFINITION OF ENERGY BENCHMARKING

Energy benchmarking is the process of analyzing energy usage over time and comparing the total use to the total cost. Because energy usage is affected by changes in temperature, benchmarking incorporates hot and cold weather data in order to determine the peak usage periods over time. The final results are generally expressed based upon square foot use. This allows for multiple buildings to be aggregated and compared. It is good measurement for evaluating building energy performance based on the type of building, occupancy, fuel source(s), location, weather, etc.

PURPOSE OF ENERGY BENCHMARKING

The purpose for benchmarking the energy performance of the buildings within the HMFA portfolio is to gain a better understanding of how the buildings use their energy and whether the energy efficiency measures that have been implemented within our buildings have realized their expected energy savings. It will also help us understand how our buildings are performing compared to similar buildings in other states. This analysis also has implications that can guide how HMFA provides financing in the future by:

1. Identifying properties that could benefit from energy efficiency upgrades;
2. Providing guidance for future energy efficiency program development;
3. Providing an underwriting basis for expected utility cost reduction achieved through energy efficiency and renewable energy programs

GETTING STARTED

The following instructions will guide you through the process of collecting the utility data, granting HMFA access to the information, and uploading the information online through the EPA Portfolio Manager system.

IMPORTANT NOTES:

- **Switching from Individual Tenant Data to Whole-Building Aggregate Data Policy**
  - Individual unit data and whole-building aggregate data cannot be mixed within a single benchmarking record. Every project must complete its 36-month obligation using one consistent methodology from start to finish.
- **Projects with Existing Individual Data**
  - The default path is to **finish out the remaining months with individual unit data.** If the owner prefers to switch to whole-building aggregate data, they must **start over** or **replace** with a clean 36-month whole-building record.
- **Projects with No Data Submitted**
  - Whole-building aggregate data is the **required default.** Individual unit data is permitted as an alternative if the owner elects it at enrollment, but they must commit to that method for the full 36 months.
- **Projects awarded under the 2025-2026 QAP**
  - Whole-building aggregate data is the **required default,** unless deemed infeasible. Then individual utility data forms need to be requested from Tech Services.

    - In order to satisfy the Energy Benchmarking Initiative requirements at (c)8 above, the application shall include a copy of the completed and signed letter of intent from the developer to NJHMFA. Prior to issuance of the IRS Form 8609, the developer/owner shall submit the forms at (c)8ii

    - A completed NJHMFA Building Owner Utility Release Form for all common area meters (gas; oil; electric; cogeneration); 40 2026 Qualified Allocation Plan Adopted: February 2, 2026 (58 N.J.R. 991(a))

    - A completed NJHMFA Energy Benchmarking Survey Form, which includes building data consisting of the name, age, address, number of floors, inclusion of elevators, square footage, number of buildings, whether the building(s) is master- or individually-metered, a description of any previously completed energy-efficiency work, and utility account information; and

    - For new construction projects, whole building aggregate utility data shall be reported for the first three years of occupancy. For rehabilitation projects, the applicant shall provide whole building aggregate utility data for one year prior to commencement of renovation work and for two years post-construction for all common areas and units. If whole building aggregate utility data is not available, the applicant must: provide completed NJHMFA Tenant Utility Release Forms and/or evidence that requests for such forms were made from at least 40 percent of tenants occupying the project at the time of the IRS Form 8609 issuance for new construction or at least 25 percent of each unit type for rehabilitation projects; include the tenant utility release form as a part of the lease agreement; for new construction projects, ensure that at least 40 percent of the tenants have active utility release forms (or provide documentation of the efforts to obtain such forms) and report common area utility data for the first three years of occupancy; and for rehabilitation projects, provide utility data for one year prior to commencement of renovation work and for two years post-construction for all common areas and at least 25 percent of each unit type. Common area and whole building aggregate utility data shall be uploaded into the ENERGY STAR Portfolio Manager at www.energystar.gov/benchmark pursuant to the procedures outlined in the

NJHMFA Energy Benchmarking Technical Manual, available at https://nj.gov/dca/hmfa/developers/lihtc/greenpoints/.

- NJHMFA does not provide additional, set-aside funding for Green Items covered by this program.

SUBMIT ALL REQUIRED DOCUMENTATION AFTER A TAX CREDIT ALLOCATION TO:
Please send all required documents to:

Kyle Cruz
kgcruz@njhmfa.gov
John Ternes
NJ Housing and Mortgage Finance Agency
jternes@njhmfa.state.nj.us
Phone: 609.278.7696

RESOURCES:

EnergyStar Portfolio Manager:
https://www.energystar.gov/buildings/benchmark

How to Guides:
https://www.energystar.gov/buildings/training/how-guides

Pre-Recorded Energy Benchmarking Training-
https://www.energystar.gov/buildings/training

PROCEDURES

Use the following checklist as a guide as you benchmark the building and tenant utility usage.

- □ **STEP 1:** Sign and submit Letter of Intent to HMFA
- □ **STEP 2:** Set-up meeting and/or conference call with HMFA's Technical Services Division.
- □ **STEP 3:** Gather building and space attribute information using the **HMFA ENERGY BENCHMARKING SURVEY FORM**.
- □ **STEP 4:** **COMPLETE AND SIGN** the **BUILDING OWNER UTILITY RELEASE FORM**
- □ **STEP 5:** Collect **12 CONSECUTIVE MONTHS** of **BUILDING UTILITY BILLS***
    - ***For New Construction, begin to collect utility data 6 months after the start of rent-up.**
- □ **STEP 6:** Create a building profile in **PORTFOLIO MANAGER (SEE APPENDIX B)**
    - Portfolio Manager Username (do not submit to HMFA):_____
    - Portfolio Manager password (do not submit to HMFA):_____
- □ **STEP 7:** Upload **BUILDING** utility data into **PORTFOLIO Manager (www.energystar.gov/benchmark**
- □ **STEP 8**: Input property information & send invite to share property with (**NJHMFA1**)
- □ **STEP 9:** Submit the following items to HMFA
    - HMFA Benchmarking survey form

LETTER OF INTENT – ENERGY BENCHMARKING INITIATIVE

Please email a signed copy of this page to NJHFMA Technical Services and include in Tax Credit Application.

By signing this document, I certify the following ("we" refers to the applicant organization):

1. We have received and reviewed the Program's materials, consisting of the 'LIHTC Green Point Requirements 2025–2026' and 'Energy Benchmarking Technical Manual', which includes the letter of intent, owner/developer utility release form, and benchmarking survey.
2. We understand that a meeting with NJHMFA's Technical Services Division is required within three (3) months of the Tax Credit Award Date.
3. We understand that prior to issuance of the 8609 we will submit a signed energy benchmarking utility release form for Whole Building Aggregate data of all fuel sources (gas, oil, electric, etc.), along with the provision of certain project data (square footage per building, mechanical systems installed, etc.)
4. We understand for the next three years after new construction, we will ensure that we will provide Whole Building Aggregate data. For renovation projects, 1 year prior and 2 years after the work is completed, we will provide Whole Building Aggregate data. We will collect the utility data from the applicable utility company on a consecutive annual basis.
5. We understand that Clean Energy Program compliance is a prerequisite to participation in the LIHTC Future Ready Design program. I will comply with ENERGY STAR, or other applicable requirements, as indicated in the LIHTC QAP section (c) 8 and 2025–2026 ENERGY STAR letter of intent.
6. If requested we will allow NJHMFA staff access to the project site pre, during and post construction for the purpose of but not limited to project monitoring, performance testing, interviews, surveys and photographs.
7. If whole-building aggregate data is unavailable, a request for an individual utility release forms will be required to submit a percentage of individual tenant utility data based on unit total
    - 0-150 units – 25%, 151-200 units – 20%, 201-300 units - 18%, 301 and above – 15%. All samples should include all model types – studios, and all bedroom count types, as well as a distribution throughout the building/complex: ground floor, middle, top floors, inside and outside walls.
8. I am an authorized representative of the organization.

Signature: _____ Date: _____

Name of signer: _____ Title: _____

Project Name: _____

Parent Organization *(not LLC):* _____

ENERGY BENCHMARKING SURVEY FORM (page 1)

Please complete one Building Data Form for each building in a development.

BUILDING DATA

NJHMFA Development Name:_____ **NJHMFA #:** _____

Address:_____ **Year Built:** _____

Building type (Senior, Family, Mixed): _____

Electricity Metering (check one): ☐ Individually Metered / ☐ Master-Metered

Gas Metering (check one): ☐ Individually Metered / ☐ Master-Metered

Primary hot water fuel type: _____

Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.): _____

Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.): _____

Total Sq. Ft.: _____ **Common Area Sq. Ft.:** _____ **# of Buildings:** _____

# of Elevators: _____ **# of Floors in each building:**_____ **# of units:** _____

# of Bedrooms: 1: _____ **2:** _____ **3:** _____ **4:** _____

Past Energy-Efficiency Work Completed (select all that apply and implementation year, *write N/A if not applicable:*

Energy-Efficiency Improvement	***Year implemented***
☐ ENERGY STAR Homes Certification	
☐ Zero Energy Ready Homes	
☐ Pay for Performance	
☐ Home Performance with Energy Star	
☐ NJ Engineered Solutions	
☐ LEED	
☐ Enterprise Green Communities	
☐ Windows	
☐ Lighting	
☐ Other (please describe)	

ENERGY BENCHMARKING SURVEY FORM (page 2)

BUILDING SYSTEM CHARACTERISTICS: *Please check all that apply:*

Heating System Type	√	Cooling System Type	√
Furnace		Chiller	
High Efficiency Condensing Furnace		Wall Unit (in each apt.)	
High Efficiency Condensing Boiler		Cooling Tower	
Hot Water Boiler		Window Unit (in each apt.)	
Steam Boiler		Compressor (mini split)	
Heat Pump		Compressor (ducted)	
High Efficiency Variable Heat Pump		Ground Source Heat Pump	
Ground Source Heat Pump		Package Terminal Air Conditional (PTAC Unit)	
Packaged Terminal Air Conditional (PTAC) Unit		Special Description:	
Cogeneration (CHP)			
Special Description:			

Building Type	√	Unit Appliances	√
Wood Frame		Clothes Dryer Type:	
Steel Frame		Electric	
Concrete		Gas	
Masonry		Stove Type:	
Modular		Electric	
Structural Insulated Panels (SIPS)		Gas	
Other:		Hot Water Heater	
		Electric	
		Gas	

Building Meter Information: *Complete additional forms as needed when utility information differs by building*

Please include all types of energy used	Electric Utility Name	Gas Utility Name:	Fuel Oil Utility Name:	Other Meters: *(renewables, propane, co-gen)*
Account #:				

BUILDING OWNER UTILITY RELEASE FORM

Authorization for NJHMFA to Receive Customer Utility Data

Date: _____

To Whom It May Concern:

By signing this release form, the property owner (Owner) grants the New Jersey Housing and Mortgage Finance Agency (NJHMFA) and its designee, a consultant for this initiative, permission to access utility data information for the past one
(1) year of (if applicable) and for the following three (3) years from this date for the development/building referenced below. The utility data includes energy consumption, energy demand, energy cost, as well as associated fees and taxes for each billing period. This information will be used to track energy efficiency and consumption of the building indicated below for the express purpose of measuring the success of past energy upgrades, comparing building performance to similar building types and determining need for future energy efficiency improvements.

I am an authorized representative for the development and building listed below and account(s) listed on the following page(s), totaling _____ pages, and represent and warrant that I have full authority to execute this release form on behalf of the Owner. Owner understands that the information obtained as part of this initiative may be released by the NJHMFA to other participating developments upon request for comparison purposes. Comparison reports compiled by the NJHMFA for this program and provided to other developments will not include this development's name or address. Owner understands and acknowledges that such information may be subject to release under the Open Public Records Act, 47:1A-1 et seq., or other applicable law. Owner understands that each applicable utility provider (Utility) reserves the right to verify this authorization request.

Owner authorizes the Utility to release the requested information on Owner's account or facilities to the NJHMFA or its designee. Owner hereby releases, holds harmless, and indemnifies the NJHMFA and the Utility from any liability, claims, demands, causes of action, damages, or expenses as a result of, but not limited to: 1) any release of information to NJHMFA or its designee pursuant to this Utility Release; or 2) the unauthorized use of this information by NJHMFA or its designee.

Sincerely,

Authorized Representative (signature) _____

Please print clearly.

Authorized Representative Name: _____

Development Name: _____

Building Service Address: _____

Development Contact: _____

Mailing Address: _____

_____

Phone:_____ Email: _____

PORTFOLIO MANAGER • QUICK REFERENCE GUIDE

MULTIFAMILY HOUSING

Tracking Your Energy Performance

Portfolio Manager is an online, interactive energy management tool that allows you to measure and track your building's energy and water consumption, identify investment priorities, and verify improvements over time. Multifamily housing communities can use Portfolio Manager to track weather-normalized energy use intensity (EUI), energy costs, greenhouse gas emissions, and water consumption.

USE PORTFOLIO MANAGER STEP-BY-STEP

STEP	ACTIVITY	ACTION
1	Access Portfolio Manager	www.energystar.gov/benchmark
2	Access your account ■ Create a new account ■ Login to an existing account	■ Click REGISTER. ■ Enter user name and password and click LOGIN.
3	Review system updates and enter your account	Click ACCESS MY PORTFOLIO.
4	Add a new facility	Click ADD a Property.
5	Select property type and enter general facility information 	From the "Add a Property" screen, most users will select "A single facility for which my organization owns or manages 90% or more of the floor area." This is the case even for garden or townhouse properties with multiple buildings. Only select the last option ("A campus or other collection of multiple facilities at the same geographic location") if you have multiple multifamily buildings, all on the same master meter. Click CONTINUE, enter General Facility Information, and then click SAVE.
6	Enter space use data 	Go to "Space Use" section and click ADD SPACE. ■ Enter a facility name. In the "Select a Space Type" menu, select "Multifamily Housing." Enter an effective date. Click CONTINUE. ■ Enter space data. Enter total gross square footage (including both common area and apartment space) even if you are only entering common area energy data. The other space use questions are voluntary, but it is highly encouraged to enter optional space use information. Click SAVE.
7	Enter energy use data 	Go to "Energy Meters" section and click ADD METER. ■ Enter meter name, type, and units. Click SAVE. ■ Enter number of months and start date. Click CONTINUE. ■ Enter energy use and cost. Click SAVE. Repeat for all energy meters and fuel types.
8	Set metering configuration	Underneath the "Energy Meters" section, click SET METERING CONFIGURATION. ■ Select appropriate option from radio button list. Click SAVE. ■ See Features section for additional guidance.
9	Review and interpret results	Go to "Facility Performance" section and review your results. More information is provided on pages two and three of this guide.
10	Manage account	Share data and perform other administrative tasks.

www.energystar.gov/benchmark