BERDO POLICIES & PROCEDURES

Adopted 9/17/2025

Version 3

CONTENTS

1. INTRODUCTION

This document includes Policies and Procedures related to the Building Emissions Reduction and Disclosure Ordinance (BERDO).

The Environment Department may recommend updates to these Policies and Procedures to the Review Board. The Review Board shall have discretion to adopt any updates to Policies and Procedures.

All Policies and Procedures are to be considered in conjunction with the BERDO Ordinance and all adopted Regulations.

2. DEFAULT ENERGY USE VALUES

Pursuant to BERDO Regulations Section IV.e, if no Energy use is known for a floor area, the appropriate Energy use per square foot per month shall be multiplied by the floor area of that Building Use for which Energy use is unknown. If Energy use is known for one or more fuel types for a floor area, but is missing for others, report the actual Energy use for the known fuel types, and also report the net of the default values minus the actual Energy use.

Building Use	Total Energy Use (kBtu/sq. ft./month)	2021 Emissions Factors (kgCO2e/MMBtu)
Assembly	13.7	68.3
College/University	17.0	67.1
Education	9.3	59.8
Food Sales & Service	34.0	71.7
Healthcare	32.4	69.8
Lodging	11.8	66.6
Manufacturing/Industrial	53.7	54.9
Multifamily housing	8.0	63.9
Office	9.4	75.0
Retail	6.9	72.6
Services	14.9	65.8
Storage	3.9	70.2
Technology/Science	33.5	69.6

Default values are based on 2018 BERDO data. They represent total annual Energy use (kBtu) by each Building Use type, divided by the square footage of buildings of that Building Use type, divided by 12 to obtain the monthly value, and multiplied by 150%. Since the total annual Energy use is the sum of multiple fuel types, each Building Use type has a blended Emissions factor that represents the mix of fuels for that Building Use, applying the Emissions Factors used in the Technical Methods Overview. Blended Emissions Factors by Building Use type will be updated annually.

3. THIRD-PARTY VERIFICATION

A. The third-party verifier of a Building cannot be the same person who completes reporting for that Building.

B. The following credentials are approved as Qualified Energy Professional Credentials. All third-party verifiers must have at least one active credential from this list.

Profession	Credential	Organization
Architect	Licensed Architect	National Council of Architectural Registration Boards (NCARB)
Architect	Registered Architect (RA)	American Institute of Architects (AIA)
Building Operator	Building Operator Certification (BOC) Level 2	Northwest Energy Efficiency Council
Building Operator	BREEAM USA In-Use Assessor	BREEAM USA
Certified Passive House Consultant	Certified Passive House Consultant (CPHC) Training	Passive House Institute US (PHIUS)
Commissioning Professional	Commissioning Process Management Professional Certification (CPMP)	American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
Commissioning Professional	Certified Commissioning Professional (CCP)	Building Commissioning Association (BCA)
Commissioning Professional	Associate Commissioning Professional (ACP)	Building Commissioning Association (BCA)
Commissioning Professional	Certified Building Commissioning Professional (CBCP)	Association of Energy Engineers (AEE)
Commissioning Professional	Existing Building Commissioning Professional (EBCP)	Association of Energy Engineers (AEE)
Commissioning Professional	Certified Commissioning Authority (CxA)	AABC Commissioning Group (ACG)
Commissioning Professional	Qualified Commissioning Process Provider (QCxP)	UW-Madison

Profession	Credential	Organization
Commissioning Professional	Phius Certified Verifier	Passive House Institute US (PHIUS)
Commissioning Professional	Phius Certified Rater	Passive House Institute US (PHIUS)
Energy Auditor	Building Energy Assessment Professional (BEAP)	American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
Energy Auditor	Certified Energy Auditor (CEA)	Association of Energy Engineers (AEE)
Energy Auditor	Building Energy Modeling Professional (BEMP)	American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
Energy Auditor	RPA/FMA High Performance Designation (RPA/FMA-HP)	BOMI International
Energy Auditor	Certified Measurement and Verification Professional (CMVP)	Association of Energy Engineers (AEE)
Energy Auditor	LEED Advanced Professional (AP) Building Operations & Maintenance	U.S. Green Building Council (USGBC)
Energy Auditor	SEP Performance Verifier	Association of Energy Engineers (AEE)
Energy Manager	Operations and Performance Management Professional (OPMP)	American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
Energy Manager	Certified Energy Manager (CEM)	Association of Energy Engineers (AEE)
Energy Manager	Energy Management Professional (EMP)	Energy Management Association (EMA)
Energy Manager	50001 Certified Practitioner in Energy Management Systems	Association of Energy Engineers (AEE)

Profession	Credential	Organization
Energy Modeler	Phius Certified Consultant	Passive House Institute US (PHIUS)
Engineer	Professional Engineer (PE)	National Society of Professional Engineers (NSPE)
Greenhouse gas verification professional	Greenhouse Gas Validation/Verification according to ISO 14065 standard.	ANSI National Accreditation Board (ANAB)

C. Pursuant to the Regulations Section VII(a), the Review Board may approve additional credentials for designation as qualified energy professionals.

4. EMISSIONS FACTORS

A. Emissions factor methodologies will be reviewed at least every five years by the Review Board.

B. Electric Grid Emissions Factors

a. The Environment Department shall calculate an annual electric grid Emissions factor based on the following factors:

i. Electricity imported into and exported out of the ISO New England grid.

ii. Corrections to the allocation of Emissions from District Energy Systems that send electricity to the ISO New England grid and thermal products to Boston buildings, to avoid duplication of Emissions within BERDO Emissions Factors accounting.

iii. The Renewable Energy Portfolio Standard (RPS) Class I minimum annual requirements as defined in 225 CMR 14.07.

b. The Environment Department shall publish projected electric grid Emissions Factors through 2050. Initial projections are included in Appendix B. These initial projections will be reviewed by the Review Board before the 2030 compliance period and may be updated by the Review Board based on available data and projections. Projected Emissions Factors will be reviewed by the Review Board at least every five years thereafter and may be updated at its discretion.

i. Any new projections shall be published at least two years prior to use.

ii. Projections shall be based on ISO-New England, NEPOOL, and federal datasets, state decarbonization and electricity generation policies, and other factors determined relevant by the Environment Department.

C. Boston Municipal Electricity Aggregation Program

a. The Environment Department shall identify which Buildings include accounts that are enrolled in Boston Community Choice Electricity (BCEE) or any equivalent municipal electricity aggregation program and shall determine the annual aggregated electricity usage and associated Renewable Energy Certificates (RECs) procured on behalf of each Building through all products available in the program.

b. Owners are obligated to report the Building's total annual electricity usage regardless of whether any accounts are enrolled in BCCE or any equivalent municipal electricity aggregation program.

D. District Energy Systems

a. District Energy System operators shall use the following methodology to calculate annual Emissions Factors for District Energy Systems:

i. Calculate the total direct greenhouse gas Emissions for all fuels consumed using Emissions Factors defined in Regulations and Policy.

ii. Calculate the Energy content of each output stream for the District Energy System. Include each output stream of thermal Energy (e.g., water/steam at various temperatures and pressures) and electricity. Convert all outputs to consistent units, such as MMBtu and calculate the Energy content (enthalpy) of each output stream.

iii. Identify the efficiencies of production of each output stream from the District Energy System.

iv. Allocate the total Emissions to each output stream. Use the following formula:

$$E_i = \frac{Q_i / e_i}{\sum_{i=1}^{n} Q_i / e_i} \times E_T$$

Where:

E_i = Emissions allocated to output stream i

Q_i = Energy content of output stream i

e_i = efficiency of the production of output stream i

E_T = total Emissions of the District Energy System

n = number of output streams

v. Calculate Emission Factors for each output stream. Divide the total Emissions from each output stream by the total quantity of that output stream.

vi. Guidance documents may provide additional instructions for reporting and verification necessary for compliance.

b. District Energy System annual Emissions Factors must be verified by a third-party prior to submission to the Environment Department.

i. Third-party verification must include a review of the data, calculations and final Emissions Factors. Verifiers must provide a signed affidavit affirming the accuracy of the data and Emissions Factors.

ii. District Energy Emission Factor verifiers shall include entities with expertise on District Energy System operations and electricity Emissions accounting. District Energy System operators shall submit preferred verifiers and their relevant experience to the Environment Department for approval prior to completing third-party verification and no later than March 1st. The Environment Department may request additional information on a verifier's qualifications.

c. Records documenting the Emissions Factor calculations shall be provided to the Environment Department, including documentation of system configuration, annual system fuel use, Emissions for all fuels consumed, plant-specific efficiencies, total Energy content of each output stream, total Emissions and Emissions Factors for each product.

d. Where possible, District Energy System operators are encouraged to provide interim estimated Emissions Factors to customers and the Environment Department periodically for planning purposes.

E. Time-of-Use Electricity Emissions Factors

a. Owners or system operators that opt-in to a time-of-use (TOU) Emissions Factor shall:

i. Notify the Environment Department of the intent to use a TOU Emissions Factor and provide the contact information of the entity providing independent, third-party verification of the TOU data.

ii. Provide hourly (8,760) or better metered data to the designated third-party verifier and the Environment Department and maintain a record pursuant to Section XI in the Regulations.

iii. The verifier shall review and quantify electricity-based Emissions and interval electricity consumption data. After matching each interval with grid intensity, the verifier shall calculate one custom CO_2e electric Emissions factor. All verified records shall be preserved pursuant to Section XI in the Regulations.

iv. The Owner shall submit the verified total annual electricity consumption, total electricity Emissions, the site-specific average annual electricity Emissions, and any accompanying documentation to the Environment Department.

v. Guidance documents may provide additional instructions for reporting and verification necessary for compliance.

b. TOU accounting can include behind-the-meter battery storage and solar generation as long as appropriate interval data is documented and verified.

c. TOU reporting verifiers shall include entities with demand management, automated Emissions reduction, electricity Emissions accounting, or other related service as a primary area of service.

5. CALCULATING BUILDING EMISSIONS

A. Emissions from any fuel consumption, other than electricity consumption from the ISO New England grid or electricity consumption procured through BCCE or any equivalent municipal electricity aggregation program, shall be calculated by multiplying the total amount of each fuel used by the relevant Emissions Factor for said fuel, according to the following formula:

$$Emissions = Fuel\ Use \times Emissions\ Factor$$

B. Emissions from electricity consumption from the ISO New England grid shall be calculated by multiplying the total amount of grid electricity used by (i) the percentage of said grid electricity that is not matched by the RPS Class I minimum annual requirement as defined in 225 CMR 14.07, and (ii) the applicable Emissions factor for the electric grid for the corresponding year, according to the following formula:

$$Emissions = Electricity\ Use \times (100\% - RPS\ Class\ I) \times Emissions\ Factor$$

C. Emissions from electricity consumption procured through BCCE or any equivalent municipal electricity aggregation program shall be calculated by multiplying the Building's annual aggregated electricity usage under the program by (i) the percentage of said electricity that is not matched by the Massachusetts RPS Class I minimum annual requirement as defined in 225 CMR 14.07 and RECs procured on behalf of the Building through the program, and (ii) the applicable Emissions factor for the electric grid for the corresponding year, according to the following formula:

$$Emissions = Electricity\ Use \times (100\% - RPS\ Class\ I - BCCE\ RECs) \times Emissions\ Factor$$

D. The total Emissions per square foot, or Emissions intensity, shall be calculated by adding a Building or Building Portfolio's total Emissions from all fuel and electricity consumption and then dividing this amount by the total Gross Floor Area of the Building or Building Portfolio, according to the following formula:

$$Emissions\ Intensity = \frac{Total\ Emissions}{Total\ Gross\ Floor\ Area}$$

This number shall be used to determine compliance with the appropriate Emissions standard or blended Emissions standard.

E. The Environment Department may provide additional guidance to calculate Building Emissions.

6. BLENDED EMISSIONS STANDARDS

A. Building Owners shall use the following equation to calculate a blended Emissions standard:

$$BES = \frac{\sum_{i=1}^{m} (SF_i \times ES_i) + (SF_{np} \times ES_1)}{\sum_{i=1}^{m} (SF_i) + SF_{np}}$$

$$= \frac{(SF_1 \times ES_1) + (SF_2 \times ES_2) + \ldots + (SF_m \times E_m) + (SF_{np} \times ES_1)}{SF_1 + SF_2 + \ldots + SF_m + SF_{np}}$$

Where BES = blended CO2 Emissions standard, measured in kgCO2e/SF/yr

SF = square footage of a primary Building Use

ES = Emissions standard of a primary Building Use, as defined by the Ordinance

SF_1= square footage of the largest primary Building Use

ES_1= Emissions standard of the largest primary Building Use

SF_{np} = total square footage of all non-primary Building Use

B. For the purposes of calculating a building's blended Emissions standard, the square footage of all non-primary Building Uses shall be aggregated and added to the square footage of the largest primary Building Use.

C. The sum of the gross square footages allocated to each primary Building Use shall be equal to the total Gross Floor Area of the Building.

D. Blended Emissions standards shall be third-party verified. The Third-party verified blended Emissions standards shall be used for compliance until the following Verification Year unless there are changes in primary Building Use(s).

E. If a building changes a primary Building Use between verification years, a revised, third-party verified blended Emissions standard shall be submitted.

F. If errors are identified, a revised standard may be submitted. A variation in area of primary Building Use(s) of 2% or less shall not be considered an error, so long as the sum of areas of primary Building Uses equals the total Gross Floor Area of the Building.

G. Valid documentation to verify the primary Building Use(s) include (i) the Gross Floor Area as listed in City of Boston Assessing Department records or calculated according to Section IV.b.; (ii) Energy Use data that has been reported and third-party verified; or (iii) CO_2e Emissions data that has been calculated in accordance with the Ordinance, Regulations, and Policies and Procedures.

7. ADDITIONAL COMPLIANCE MECHANISMS

A. Local Renewable Energy

a. In the event that an interconnection request for an on-site renewable Energy system was filed in a timely manner but significantly delayed due to no fault of the Owner or anyone working for the Owner, the Owner may appeal to the Review Board to use estimated renewable Energy generation for compliance. Owners must provide proof of system installation and extended delay, and verification of the estimated renewable Energy generation. The Review Board shall have discretion to approve or deny such a request, provided that approval for a particular compliance period shall not guarantee approval for future compliance periods.

8. BUILDING PORTFOLIOS

A. Applications

a. Owners applying for Building Portfolios including (a) on-site Campus District Energy Systems or on-site Combined Heat and Power plants that use non-renewable or CO2e emitting fuel, industrial or manufacturing Buildings, or energy/power station Buildings located in Environmental Justice Populations, (b) a combination of Residential Buildings located in both Environmental Justice Populations and non Environmental Justice Populations, or (c) a combination of Deed-Restricted Residential Buildings and other Residential Building shall use the following data sources and tools to prepare the map required in Section XX.c.ii.a.3:

   i. For Environmental Justice Population criteria, Owners shall use the most recently updated Environmental Justice Populations Map created by the Massachusetts Executive Office of Energy and Environmental Affairs.

   ii. For the overlay of asthma rates, Owners shall use the metric "asthma among adults aged 18 or older" included in the most recently updated Environmental Justice Screening and Mapping Tool created by the U.S. Environmental Protection Agency or an alternative source determined by the Environment Department.

   iii. For the overlay of the Air Toxics Respiratory Hazard Index, Owners shall use the metric "Air Toxics Respiratory HI" included in the most recently updated Environmental Justice Screening and Mapping Tool created by the U.S. Environmental Protection Agency or an alternative source determined by the Environment Department.

   iv. For the overlay of heat resilience metrics, Owners shall use the metric "Urban Heat Island Intensity (UHII) Index" included in the most recently updated Climate Ready Boston Map Explorer created by the City of Boston.

   The Environment Department may update these data sources via guidance.

   The Environment Department shall provide either (i) a mapping tool for Owners to utilize or (ii) instructions for preparing standard maps.

B. Emissions Standard Compliance Plans and Progress Reports

a. Any (i) initial Emissions standard compliance plan or (ii) updated Emissions standard compliance plan submitted in a Verification Year, shall include, at minimum, the following:

i. An update of the map submitted with the Building Portfolio application as required by Section XX.c.ii.

ii. A narrative description of plans to prioritize distribution of benefits associated with BERDO compliance in Buildings in the Building Portfolio that are located in Environmental Justice Populations and affordable housing. Examples of benefits may include, but need not be limited to, any of the following:

1. For Buildings with residential dwelling units, affordability, including as it relates to rents, Energy bills, and Energy burdens.

2. Improvements to quality of life and public health, such as indoor air quality (*e.g.*, replacement of gas stoves), and thermal comfort (*e.g.*, improved insulation).

3. Climate resilience, such as access to cooling, reliable access to affordable Energy, and backup systems in case of climate shocks.

4. Investments in a Building Portfolio in emission reduction strategies, such as Energy efficiency and renewable Energy projects.

iii. A narrative description of any planned Emissions standard compliance efforts that are expected to be implemented across the Building Portfolio over the next two compliance cycles. This may include, but need not be limited to, narrative discussions of the following:

1. Timeline and type of expected Emissions reduction measures and compliance mechanisms to be implemented across the Building Portfolio. Examples of measures may include, but are not limited to:

a. Any plans regarding the maintenance, upgrade, or replacement of existing heating and cooling systems, windows, stoves and other fossil fueled appliances, fossil fueled machinery, and industrial equipment.

b. Plans to incorporate Energy efficiency or decarbonization measures into regular operational and maintenance procedures, *e.g.*, insulating pipes when they are exposed due to repair or maintenance work.

c. Any plans to perform Energy audits in Buildings, including through the Mass Save Energy Audit program or other third-party program.

2. Where applicable and feasible, a narrative description of any expected strategies to reduce Emissions from on-site Campus District Energy Systems or Combined Heat and Power plants that use non-renewable or CO_2e emitting fuels, industrial or manufacturing Buildings, and energy/power station Buildings.

3. The types of heating systems, cooling systems, stoves, ventilation, and any air quality monitoring and filtration systems that are currently in operation for each Building.

b. By July 15 of each year, Building Owners shall submit annual progress reports that include a narrative description of any progress or delays towards achieving the measures described in the Emissions standard compliance plan, including any changes in compliance strategies for the Building Portfolio.

1. If relevant, Building Owners shall include information on any efforts that have been delayed or stopped due to extenuating circumstances beyond their control. Building Owners are encouraged to submit, and the Review Board may request, documentation to support the narrative.

2. If the annual progress report includes an update in connection with a modification to a Building Portfolio, the report shall include (i) a list of the Buildings added or removed from the Building Portfolio that identifies which, if any, Buildings are located in an Environmental Justice Population or are Deed-Restricted Residential Buildings and (ii) the compliance status of each Building added or removed from the Building Portfolio.

c. The Review Board may request more information or hold a hearing to evaluate a Building Portfolio's (i) initial Emissions standard compliance plan, (ii) updated Emissions standard compliance plans submitted in a Verification Year, or (iii) annual progress reports. Any hearing shall be scheduled within sixty (60) Days of the Environment Department's receipt of an initial or updated Emissions standard compliance plan and within thirty (30) Days of the Environment Department's receipt of an annual progress report.

C. Amendments to Special Conditions and Revocation of Approved Building Portfolios

a. Grounds for revoking or amending an approved Building Portfolio include a finding by the the Review Board that, absent extenuating circumstances beyond an Owner's control, an Owner has not prioritized distribution of benefits associated with BERDO compliance to Buildings in the Building Portfolio that are in Environmental Justice Populations and affordable housing as proposed in the Building Portfolio's Emissions standard

compliance plan. Indicators of a failure to prioritize distribution of benefits associated with BERDO compliance may include, but are not limited to, disproportionate allocation across multiple compliance schedules of benefits, investments in BERDO compliance and/or improvements to (i) Buildings located outside of Environmental Justice Populations, (ii) Buildings in areas with lower rates of asthma, Air Toxics Respiratory Hazard exposure, or urban heat island intensity, or (iii) Residential Buildings that are not affordable housing.

9. INDIVIDUAL COMPLIANCE SCHEDULES

A. Data sources for baseline year

a. Building Owners may use a baseline from any year starting in 2005 to 2021, provided that the Owner provides documentation of the Building or Building Portfolio data required by the Ordinance. The following data may be used for the baseline year of an Individual Compliance Schedule:

   i. Energy use

      1. Owners may use (a) historical utility data or utility bills, (b) public reports meeting a third-party standard or accreditation, including internally produced sustainability reports, and (c) any other records proposed by the Owner and deemed acceptable by the Review Board.

   ii. Emissions Factors

      1. Emissions Factors for the electric grid shall correspond to the historical Emissions Factors published by ISO New England. If available, Owners shall use Emissions Factors including net imports to the ISO New England grid.

      2. District Energy System operators may provide historical Emissions Factors for their systems and shall have the respective data, calculations, and Emissions Factors verified by a third party following any requirements included in policies and procedures. If a District Energy System operator fails to provide third-party verified historical Emissions Factor, the Owner shall use the relevant Emissions Factors reported by ENERGY STAR Portfolio Manager or an alternative source determined by the Review Board.

      3. Owners of Campus District Energy Systems may calculate historical Emissions Factors for their systems by (a) following the Emissions Factors requirements for District Energy

Systems as outlined in Section VIII.a.iii; or (b) applying the appropriate Emissions Factors to their central plant's fuel inputs and apportion the Emissions across their connected buildings following Section VI.a of the Regulations. Owners may also choose to use the relevant Emissions Factors reported by ENERGY STAR Portfolio Manager or an alternative source determined by the Review Board.

4. Owners may propose alternative Emissions Factors to the Review Board. The Review Board shall have the discretion to accept or deny alternative Emissions Factors.

ii. Gross Floor Area

1. Owners may use the records of the Boston Assessing Departments or calculate the historical Gross Floor Area pursuant to Section IV.b. and any existing guidance by the Environment Department.

The Environment Department may update these data sources via guidance.

B. Individual Compliance Schedules for Building Portfolios with Multiple Baseline Years

a. The Environment Department will provide model calculations explaining how to create an Individual Compliance Schedule for Building Portfolios with multiple baseline years.

10. HARDSHIP COMPLIANCE PLANS

A. Applications for Hardship Compliance Plans shall be prepared in accordance with the requirements herein and with any application forms and guidance adopted by the Environment Department.

a. For most applications, demonstrating the existence of an eligible hardship and the characteristics and circumstances that contribute to such hardship will require information and supporting documentation prepared by third parties and/or qualified professionals.

b. Applications that do not include the required supporting material will be deemed incomplete. Upon receiving an incomplete application, the Department shall notify the relevant Owner and provide them an opportunity to complete the application.

c. When proposing special conditions for the approval of a requested Hardship Compliance Plan, Owners shall (i) indicate the type(s) of special conditions

being proposed, (ii) provide a brief description of each proposed special condition, (iii) identify the anticipated beneficiaries of each proposed special condition, (iv) indicate the anticipated timeline in which the benefits would be experienced, and (v) explain why such benefits are appropriate given they type and scale of relief being requested.

d. The Review Board may continue a hearing if additional materials are necessary to make a final decision. Such additional material may include, but need not be limited to, information and analyses prepared for an applicant by a qualified professional.

e. In accordance with Section XIII(h)(v) of the Ordinance, the Environment Department shall develop a template for Owner notice of Review Board hearings on applications for Hardship Compliance Plans. Such template shall include information on how individuals can request translation and interpretation services prior to a hearing. The template shall allow Owners to complete the notice form by filling in the address(es) of the relevant Building or Building Portfolio, the date and time of the hearing, and a link(s) to find application materials and attend a virtual hearing.

11. REVIEW BOARD POLICIES

A. COMPENSATION OF REVIEW BOARD MEMBERS

a. Review Board members who are eligible for and request compensation shall receive a stipend of $200 per day of service, up to a maximum of $4,800 per year. Compensation rates may be updated from time to time by the Commission.

b. Staff and volunteers of nominating Community-Based Organizations who are appointed as Review Board members shall be eligible for compensation.

B. DESIGNATION OF COMMUNITY-BASED ORGANIZATIONS

a. Section XIII.a.i.a. of the Regulations states that “the requirement in Section 7-2.2(b) that the majority of the governing body and staff in Community-Based Organizations be “local residents" means residents of the Greater Boston area.” “Greater Boston area” shall be defined as the municipalities in the Metropolitan Area Planning Council’s Inner Core Committee subregion.

    i. The definition of Greater Boston may be reevaluated by the Review Board prior to each application period for Community-Based Organizations and may be revised as needed.

ii. All other references to residents in the definition of Community-Based Organization in the Ordinance shall mean residents of the City of Boston.

b. Applications to qualify as a nominating Community-Based Organization shall request evidence on how the applicant meets the requirements defined by Section 7-2.2(b), including:

i. What not-for-profit status does the organization have?

ii. Where do members of the governing body and staff live?

iii. Where are the operating offices located?

iv. How are priority issues for action and/or advocacy defined and developed?

v. How are Boston residents involved in leadership?

vi. How are Boston residents involved in program design, implementation, and/or evaluation?

vii. How long has the organization been active in Boston?

C. SELECTION OF REVIEW BOARD MEMBERS

a. The nomination form for Review Board members shall request evidence on how the nominee meets the requirements defined in the Ordinance and Regulations, including:

i. Self-attestation of Boston residency

ii. Self-attestation of expertise(s) represented

iii. Resume

iv. Personal statement

v. If the nominee is nominated by a nominating Community-Based Organization, the CBO shall provide a statement of support for the nominee. Additional letter(s) of support detailing how the nominee represents said expertise(s) may be submitted for all nominees.

b. Preference will be given to nominees that:

i. Demonstrate more than one of the required expertise.

ii. Demonstrate expertise in areas not represented by active Review Board members.

iii. Bring diversity, including experience, expertise, geography, and background, to the Review Board.

D. WORKING GROUPS

a. Within 90 days of being seated, the Review Board shall convene (i) a working group focused on healthcare institutions connected to District Energy Systems and (ii) a working group focused on commercial real estate.

b. Individuals with appropriate expertise should be invited to participate in working groups. Boston residency is not a requirement to participate in working groups.

c. Working group meetings shall be open to the public.

d. Working groups shall provide updates to the Review Board and Environment Department periodically.

E. MEETINGS DEDICATED TO RESIDENTIAL TENANTS

a. The Review Board shall hold one meeting per year dedicated to hear concerns raised by tenants of Residential Buildings covered by Ordinance and provide information directed towards tenants of said Buildings. Such information may include a report of the Hardship Compliance Plans granted to Residential Buildings and their conditions of approval and a report of any projects funded through the Equitable Emissions Investment Fund that are anticipated to provide benefits to tenants of Residential Buildings.

APPENDIX A

BUILDING USE CLASSIFICATIONS

Building Use	ENERGY STAR Portfolio Manager Property Type
Assembly	Aquarium Convention Center Fitness Center/Health Club/Gym Heated Swimming Pool Indoor Arena Ice/Curling Rink Museum Movie Theater Other - Entertainment/Public Assembly Other - Recreation Other - Stadium Performing Arts Race Track Social/Meeting Hall Stadium (Open) Stadium (Closed) Swimming Pool Worship Facility Bowling Alley Casino Roller Rink Zoo Boat marinas Movie Production studios TV / Radio Broadcast studios
College/ University	College/ University
Education	Adult Education K-12 School Other - Education Pre-school/Daycare Vocational School
Food Sales & Service	Bar/Nightclub Fast Food Restaurant Food Sales Food Service Other - Restaurant/Bar Restaurant

Building Use	**ENERGY STAR Portfolio Manager Property Type**
	Supermarket/Grocery Store
Healthcare	Ambulatory Surgical Center Hospital (General Medical & Surgical) Medical Office Other - Specialty Hospital Outpatient Rehabilitation/Physical Therapy Urgent Care/Clinic/Other Outpatient Veterinary Office
Lodging	Barracks Hotel Other - Lodging/Residential Residence Hall/Dormitory Residential Care Facility Senior Care Community Senior Living Community Single Family Home Prison/Incarceration
Manufacturing/ Industrial	Manufacturing/ Industrial Hydroponic, Greenhouse and other growing facilities
Multifamily housing	Multifamily housing
Office	Financial Office Office
Retail	Automobile Dealership Bank Branch Enclosed Mall Lifestyle Center Other - Mall Retail Store Strip Mall Wholesale Club/Supercenter
Services	Convenience Store without Gas Station Courthouse Energy/Power Station Fire Station Library Other - Public Services Other - Services Other - Utility Personal Services (Health/Beauty Dry Cleaning etc.) Police Station

Building Use	ENERGY STAR Portfolio Manager Property Type
	Repair Services (Vehicle, Shoe, Locksmith, etc.) Drinking Water Treatment & Distribution Mailing Center/Post Office Transportation Terminal/Station Wastewater Treatment Plant
Storage	Distribution Center Non-Refrigerated Warehouse Parking Refrigerated Warehouse Self-Storage Facility
Technology/Science	Data Center Laboratory Other - Technology/Science

APPENDIX B

PROJECTED GRID EMISSIONS FACTORS

Year	Projected Grid Emissions Factor	
	lb/MWh	kg/MWh
2025	548	249
2026	533	242
2027	585	265
2028	583	265
2029	581	264
2030	572	259
2031	561	254
2032	549	249
2033	536	243
2034	523	237
2035	508	231
2036	494	224
2037	479	217
2038	464	211
2039	450	204

Year	Projected Grid Emissions Factor	
	lb/MWh	kg/MWh
2040	437	198
2041	424	192
2042	412	187
2043	400	182
2044	390	177
2045	380	173
2046	370	168
2047	360	163
2048	350	159
2049	341	155
2050	331	150