



How to Benchmark Training Series

Benchmarking a Campus

What is a Campus?

A campus can be a collection of two or more buildings sharing at least one energy source or two or more buildings on the same tax lot.

Benchmarking as a campus allows you to measure performance across numerous buildings and at individual levels.



Start Here!



Am I on the
Covered
Buildings List?
(Click on Step #1)

nyc.gov/ComplianceInstructions

The screenshot shows the NYC Buildings website interface. At the top, there is a navigation bar with the NYC Buildings logo, a search bar, and links for Translate and Text-Size. Below the navigation bar, there are tabs for Code Development, NYC Codes, Code Notes, and Reference. The main content area is titled 'Compliance Instructions' and features a section for 'Benchmarking'. Under 'Benchmarking', there is a list of steps, with the first step, 'Check the Covered Buildings List (CBL) for your property every year.', highlighted with a red box. The other steps include setting up an account in ENERGY STAR Portfolio Manager, entering building characteristics, collecting energy data, confirming BBL and BIN information, checking data for errors, and submitting usage data.

2014 Construction Codes

Energy Conservation Code

Electrical Code

Prior Codes

[Sustainability](#)

Code Tools

Share

Print

Compliance Instructions

Benchmarking

The annual benchmarking compliance process consist of the following steps, described in detail below:

- Check the Covered Buildings List (CBL) for your property every year. +
- Set up an account in ENERGY STAR Portfolio Manager® if you do not have one. +
- Enter or review building characteristics and uses. +
- Collect whole building energy data (and water data, if required) from utilities. +
- Confirm and enter BBL and BIN information (mandatory fields). +
- Check your data for errors and completeness. +
- Submit usage data to the City by May 1 through Portfolio Manager® +

Check the Covered Buildings List

Click a topic, or press the enter key on a topic, to reveal its answer.

Electrical Code

Prior Codes

[Sustainability](#)

Code Tools



Benchmarking

The annual benchmarking compliance process consist of the following steps, described in detail below:

Check the Covered Buildings List (CBL) for your property every year.

Note: The Covered Buildings List is sorted by the property's 10-digit borough, block and lot number (BBL). To find your building on the list, select Control F (CTRL + F) on your computer keyboard to open a search dialog box, and enter your property's BBL.

To find your property's BBL number, please review your latest property tax bill from the Department of Finance (DOF) by visiting the [DOF Property Tax Bill search](#). Properties listed in the following Covered Buildings List are required to benchmark their 2021 calendar year energy and water consumption prior to May 1, 2022:

Click Here!



- [Covered Buildings List for Benchmarking Compliance in 2022](#) (Excel)
- [Covered Buildings List for Benchmarking Compliance in 2022](#) (PDF)

Check the Covered Buildings List

Find your BBL & BIN on: BIS Web (Building Information Search)

Borough = 1 digit Block = 5 digits Lot = 4 digits

Example - [2038190001](#)

Note the Building Count column

10 Digit BBL	Required to report automated water data from DEP? Y/N	Boro	Block	Lot	Esmnt	Building Class	Tax Class	Building Count	DOF Gross Square Footage	Street Number	Street Name	Zipcode	Multiple Buildings less than 100,000 with one of the buildings on the tax lot greater than 25,000 GSF
2038100013	Y	2	3810	13		D1	2	1	34,815	2104	CROSS BRONX EXPWY SR S	10472	
2038120017	Y	2	3812	17		C1	2	1	49,550	2124	ELLIS AVENUE	10462	
2038120055	Y	2	3812	55		C1	2	1	44,550	2155	GLEASON AVENUE	10462	
2038130037	Y	2	3813	37		C1	2	1	32,899	2160	NEWBOLD AVENUE	10462	
2038140001	Y	2	3814	1		D1	2	1	126,054	1266	OLMSTEAD AVENUE	10462	
2038190001	Y	2	3819	1		C7	2	3	115,904	2200	POWELL AVENUE	10462	
2038190050	Y	2	3819	50		C7	2	1	35,000	2267	HAVILAND AVENUE	10462	
2038200042	N	2	3820	42		C7	2	1	33,440	2266	GLEASON AVENUE	10462	
2038230007	Y	2	3823	7		K7	4	1	29,819	2244	WESTCHESTER AVENUE	10462	

Do I need to set up a Campus?



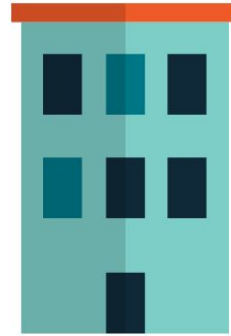
- Two or more buildings
- Same BBL

✓ Campus



- Two or more buildings
- Two or more BBLs
- Sharing Energy

✓ Campus



- One stand-alone building
- Lies on two BBLs

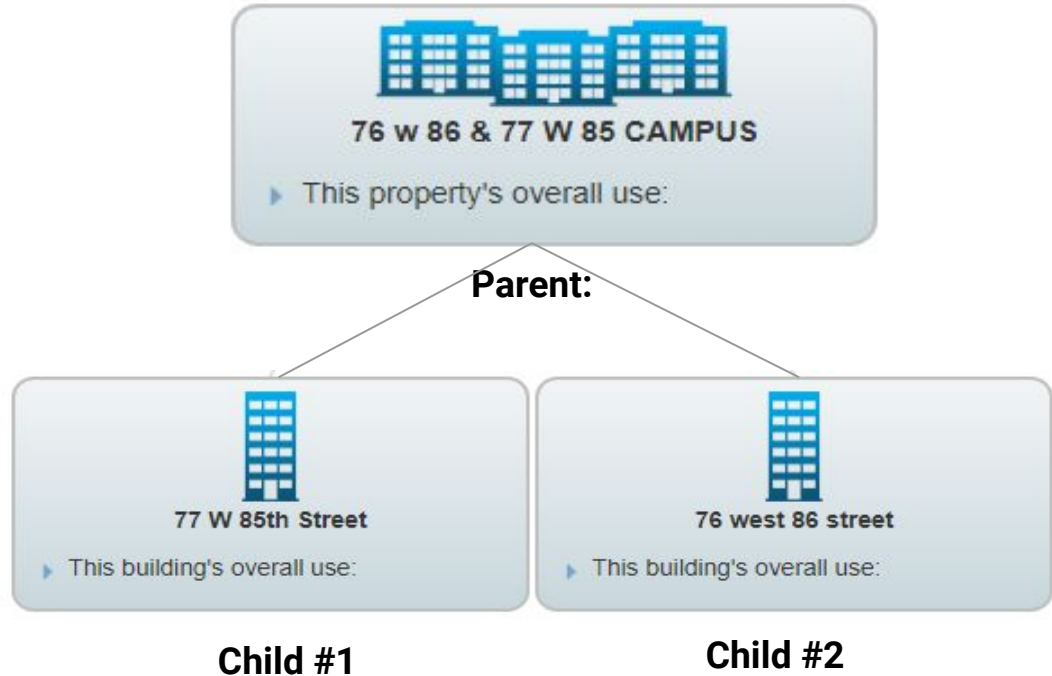
✗ Campus



- Two stand-alone buildings
- Same Owner
- Different BBLs
- NOT Sharing Energy

✗ Campus


How do I set up a Campus in Portfolio Manager?



ESPM Campus Guide

ENERGY STAR Portfolio Manager has a How to benchmark a Campus Guide

- Defines campus terms: (i.e. parent property, child property, campus level)
- FAQs Section
- 5 Pages



“How To” Series

How to Benchmark a Campus in Portfolio Manager®

EPA's ENERGY STAR Portfolio Manager tool helps you measure and track the energy and water use, waste and materials, and greenhouse gas emissions of your buildings, all in a secure online environment. You can use the tool to identify under-performing buildings, set investment priorities, verify efficiency improvements, and receive EPA recognition for superior energy performance.

Within Portfolio Manager, you can benchmark single building properties, as well multi-building properties (more commonly referred to as campuses). Benchmarking a campus allows you to measure the performance of single-building properties, while also tracking how these properties contribute to campus-wide performance. For the purposes of this document, the campus-building level relationship is described using the following terms:

Campus-level terms: Campus // Parent property // Multi-building property

Building-level terms: Building // Child property // Single-building property

Please note that if you plan to apply for ENERGY STAR Certification for your campus, some additional guidelines must be followed. In order to be eligible for ENERGY STAR Certification, a campus of buildings must be a single, cohesive property with a single shared primary function. Only five property types are eligible to apply for certification as a campus (and, in fact, if these property types consist of multiple buildings, they must certify as a campus – individual buildings cannot be cherry-picked for certification while others are excluded):

- Hospital
- Hotel
- K-12 School
- Multifamily Housing
- Senior Care Community

Steps to Benchmark a Campus

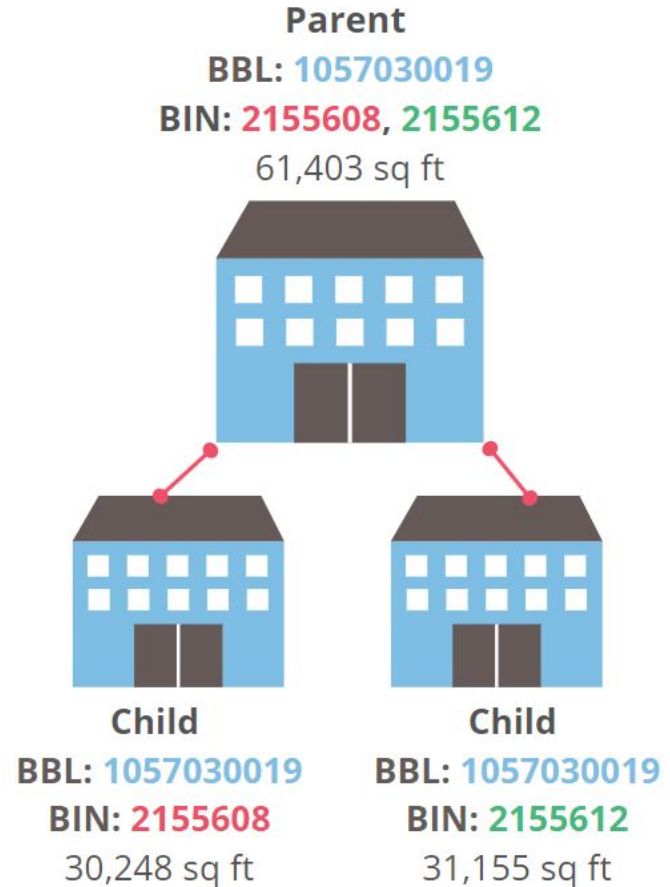
1. Create "Parent" Property
2. Add "Child" Properties
3. Add Meters
4. Confirm meter configurations
5. Review campus

One Parent property for all the Child properties

The Parent property is a **virtual** property profile that represents the **aggregate consumption** of all individual child properties. The Parent property holds the combined GFA and property use details of all buildings, as well as all of the BBLs and BINs associated with the campus.

One Child for each BIN

The Child properties **represent real buildings**. Create one Child Property for each BIN. The Child properties should have the BIN, BBL, and GFA that corresponds to the individual building it represents.



How Many Child Properties Should I Create?

- One Child per BIN # on the BBL
 - Ex. 3 BIN #s for a single BBL indicates there are 3 buildings and will require 3 Child Property Profiles
- A Child for any building that shares energy with a building on the CBL
 - Applies to a building that shares energy, even if the building is on a different BBL or not on the Covered Buildings List
 - See next slide for example



(Cont.) One Child per BIN # on the BBL

BBL: 3002690128 is on the CBL and there are two buildings = 2 child properties. At least one building is over 25k sq ft.

BBL: 3002690127 is not on the CBL but Building C shares energy with Building B. A child property must be created for Building C and D because C and D are on the same lot = 2 child properties.

Total = 4 child properties and 2 BBLs



Log in to your Portfolio Manager Account

Enter this URL to land on
the Login Page!

tiny.cc/NYCLL84

If you need to create an account, click
“Create a New Account” and follow
the prompts.

ENERGY STAR®
PortfolioManager®

Help
Language: [English](#) | [Français](#)

Welcome to Portfolio Manager
Helping you track and improve energy efficiency across your entire portfolio of properties.

Username: *

Password: *

[I forgot my password.](#)
[I forgot my username.](#) **Sign In**

Create a New Account

ENERGY STAR
[Buildings Homepage](#)

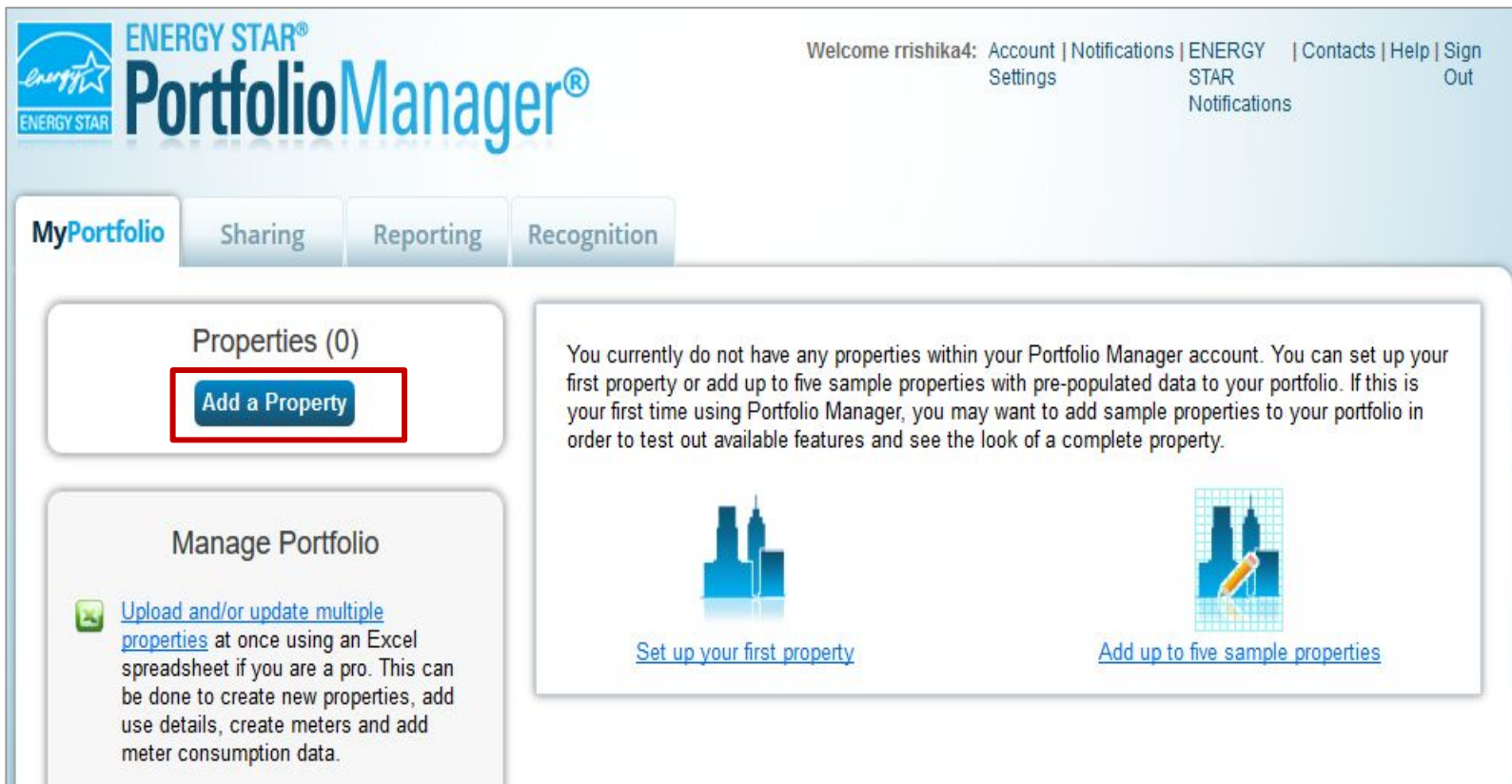
[Take a Training](#)

[Learn More About
Portfolio Manager](#)

i These links provide more information from ENERGY STAR and are not available in French.

i You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording.

Add a Parent Property to Portfolio Manager



The screenshot displays the ENERGY STAR Portfolio Manager web interface. At the top left is the ENERGY STAR logo and the text 'ENERGY STAR® PortfolioManager®'. At the top right, a user is logged in as 'rrishika4' with links for 'Account Settings', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below the header is a navigation bar with 'MyPortfolio' selected and other tabs for 'Sharing', 'Reporting', and 'Recognition'. The main content area is divided into two columns. The left column has a 'Properties (0)' section with a red-bordered 'Add a Property' button, and a 'Manage Portfolio' section with a green icon and text about uploading spreadsheets. The right column contains a large text block explaining that no properties are currently in the account and offering to add sample properties. Below this text are two icons: one for 'Set up your first property' and another for 'Add up to five sample properties'.

ENERGY STAR®
PortfolioManager®


Welcome rrishika4: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | [Sharing](#) | [Reporting](#) | [Recognition](#)


Properties (0)


[Add a Property](#)

Manage Portfolio

 [Upload and/or update multiple properties](#) at once using an Excel spreadsheet if you are a pro. This can be done to create new properties, add use details, create meters and add meter consumption data.

You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.

 [Set up your first property](#)

 [Add up to five sample properties](#)

Create a Parent Property First

Your Property Type: Select the property type that best describes the campus or represents the largest use.

Your Property's Buildings: Indicate how many real buildings are part of the campus. (Hint: How many BIN #s are on the BBL) This does not include the fictitious parent property.

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running start monitoring your energy usage and pursue recognition!



Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Multifamily Housing

[Learn more about Property Types.](#)



Your Property's Buildings

How many physical buildings do you consider part of your property?

- None: My property is part of a building (e.g., a Tenant Space)
- One: My property is a single building

More than One: My property includes multiple buildings

How many?

2



Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

- Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Enter your Basic Property Information for the Parent Property

Remember, the Parent Property is a **fictitious property**. These property details represent a combination of all the buildings associated with the Campus.

Gross Floor Area: Combined total square footage of all buildings in the campus

About Your Property

Name: *

Country: *

Street Address: *

City/Municipality: *

County:

State/Province: *

Postal Code: *

Year Built: *

Gross Floor Area: * Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. [Details on what to include.](#)

Irrigated Area: Default Value

Occupancy: * %

Property Photo (optional): No file chosen
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

Enter your Standard IDs

One at a time, select and enter:

- NYC Borough, Block and Lot
- NYC Building Identification Number

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

ID:

[+ Add Another](#)

Do any of these apply?

- My property's energy consumption includes [parking areas](#)
- My property has a [heated swimming pool](#)
- My property has one or more retail stores ([that are eligible for a Retail score](#))
- My property has one or more restaurants/cafeterias
- My property has nursing/assisted care units

Back

Continue

[Cancel](#)

Enter your Standard IDs

Enter all BBL numbers and BINs associated with the campus. Be sure to separate each ID by a semicolon.

You are entering one BIN per building.

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

NYC Borough, Block and Lot (BBL): [✕ Remove ID](#)

NYC Building Identification Number (BIN): [✕ Remove ID](#)

ID:

[+ Add Another](#)

Do any of these apply?

- My property's energy consumption includes [parking](#) areas
- My property has a [heated swimming pool](#)
- My property has one or more retail stores ([that are eligible for a Retail score](#))
- My property has one or more restaurants/cafeterias
- My property has nursing/assisted care units








Back



Continue

[Cancel](#)

Enter Property Details

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text" value="95,530"/> <input type="text" value="Sq. Ft."/> ▾	<input type="text" value="1/1/1910"/> 	<input type="checkbox"/>
★ Total Number of Residential Living Units	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1910"/> 	<input type="checkbox"/>
★ Number of Residential Living Units in a Low-rise Building (1-4 stories)	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1910"/> 	<input type="checkbox"/>
★ Number of Residential Living Units in a Mid-rise Building (5-9 stories)	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1910"/> 	<input type="checkbox"/>
★ Number of Residential Living Units in a High-rise Building (10 or more stories)	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1910"/> 	<input type="checkbox"/>
★ Number of Bedrooms	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1910"/> 	<input type="checkbox"/>
Common Entrance	<input type="text" value="v"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1910"/> 	<input type="checkbox"/>



Add Building

[Cancel](#)

Parent Property Profile Created



Welcome | Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out
CUNY_BENCHMARK | Settings | STAR | Notifications
_HELP:

MyPortfolio | Sharing | Reporting | Recognition

Congratulations! You have successfully created your property.

Next, you can:

- [Add energy use information](#), so that you can see your energy performance metrics.

76 w 86 & 77 W 85 CAMPUS

76 w 86 77 W 85, New York, NY 10024 | [Map It](#)

Portfolio Manager Property ID:
Year Built: 1910

[Edit](#)

[Apply for ENERGY STAR Certification](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

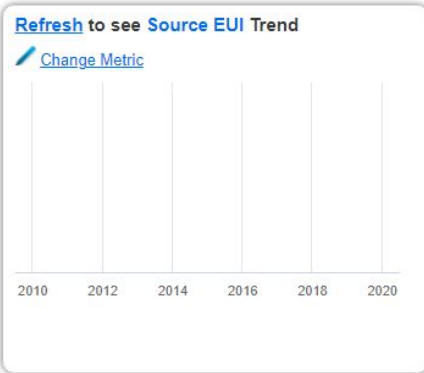
Current:	N/A
Baseline:	N/A

Summary | Details | Energy | Water | Waste & Materials | Goals | Design

Scroll Down to Add Child Properties

Summary | Details | Energy | Water | Waste & Materials | Goals | Design

[Refresh](#) to see **Source EUI** Trend
[Change Metric](#)



[Change Metrics](#)
[Change Time Periods](#)

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Individual Buildings on this Property (0)

[Add a Building](#)

More About Individual Buildings

This property is a multi-building property, and you haven't added any individual buildings. This is optional. You don't have to add individual buildings unless you would like to track performance separately. This will only be possible if you have your buildings metered individually. Also keep in mind that if you enter individual buildings, you will still need to keep use and meter information about the property as a whole up to date in order to receive accurate metrics about your property (and, in some cases, to apply for the ENERGY STAR). [Learn more about tracking multi-building properties.](#)

Add a Building: Click here to add Child properties to the Parent Property

Adding Child Properties

There are two ways to add Child Properties:

1. [Add Existing Buildings](#) if your portfolio already contains child properties for this campus.
2. Or [Enter a New Building](#) to create a new child property.

Add Existing Buildings

If buildings already exist within your Portfolio Manager account that you would like to add, you can associate them with this property.

[Select Buildings](#)

Selected Buildings: 0

[Add Buildings](#) [Cancel](#)

Enter a New Building

If you need to add a building to this property that has not been entered yet, you can provide the name and property type to get started. You will have the opportunity to enter specific information about the building as you walk through the addition.

Name: *

Property Type: *

Select a property type



Construction Status: *

Test



Type of Test Building: *

Operational



Gross Floor Area: *

Sq. Ft.



Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the outside surface of the exterior walls of the building(s). Do not include parking. [Details on what to include.](#)

Irrigated Area:

Sq. Ft.



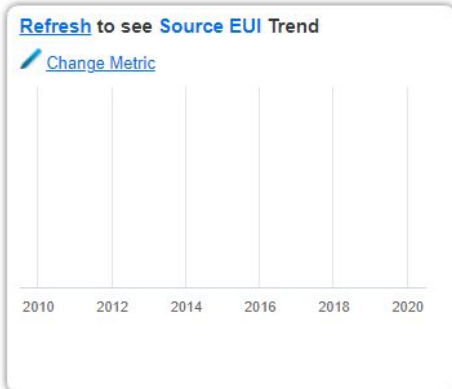
[+ Add Another Building](#)

[Continue](#) [Cancel](#)

Once Created, View Child Properties Listed in the Summary Tab of the Parent Property Profile

Summary | Details | Energy | Water | Waste & Materials | Goals | Design

[Refresh](#) to see [Source EUI Trend](#)
[Change Metric](#)



[Change Metrics](#)
[Change Time Periods](#)

Metrics Summary

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

View as a Diagram: Click here to see the Child Properties in relation to the Parent.


Individual Buildings on this Property: All child properties associated with the Campus will be listed here. These child properties represent real individual buildings. Click on them to view the property profile and details.

Individual Buildings on this Property (2)

[View as a Diagram](#)

You have benchmarked 2 out of 2 buildings on this property.

Name	Use	Gross Floor Area	Action
77 W 85th Street	Multifamily Housing	47765 Sq. Ft.	Remove Building from Property
76 west 86 street	Multifamily Housing	47765 Sq. Ft.	Remove Building from Property

 It is important that you keep your Property Use Details updated at both the parent and child levels of your campus so that your ENERGY STAR score and other metrics are accurate. [Learn more about keeping Use Details up to date.](#)

View as a Diagram: 76 w 86 & 77 W 85 CAMPUS

76 w 86 77 W 85, New York, NY 10024 | [Map It](#)



Reporting a Campus with Multiple Use Types

Photo: Co-Op City, David L. Roush
CC BY-SA 3.0 via Wikimedia Commons

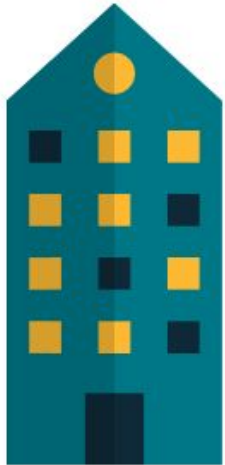


Campus with Multiple Use Types

Child #1

Two Use Types

Total: 30,248 sq ft



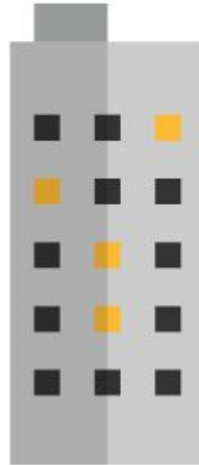
Office: 19,990 sq ft

Retail: 10,258 sq ft

Child #2

Two Use Types

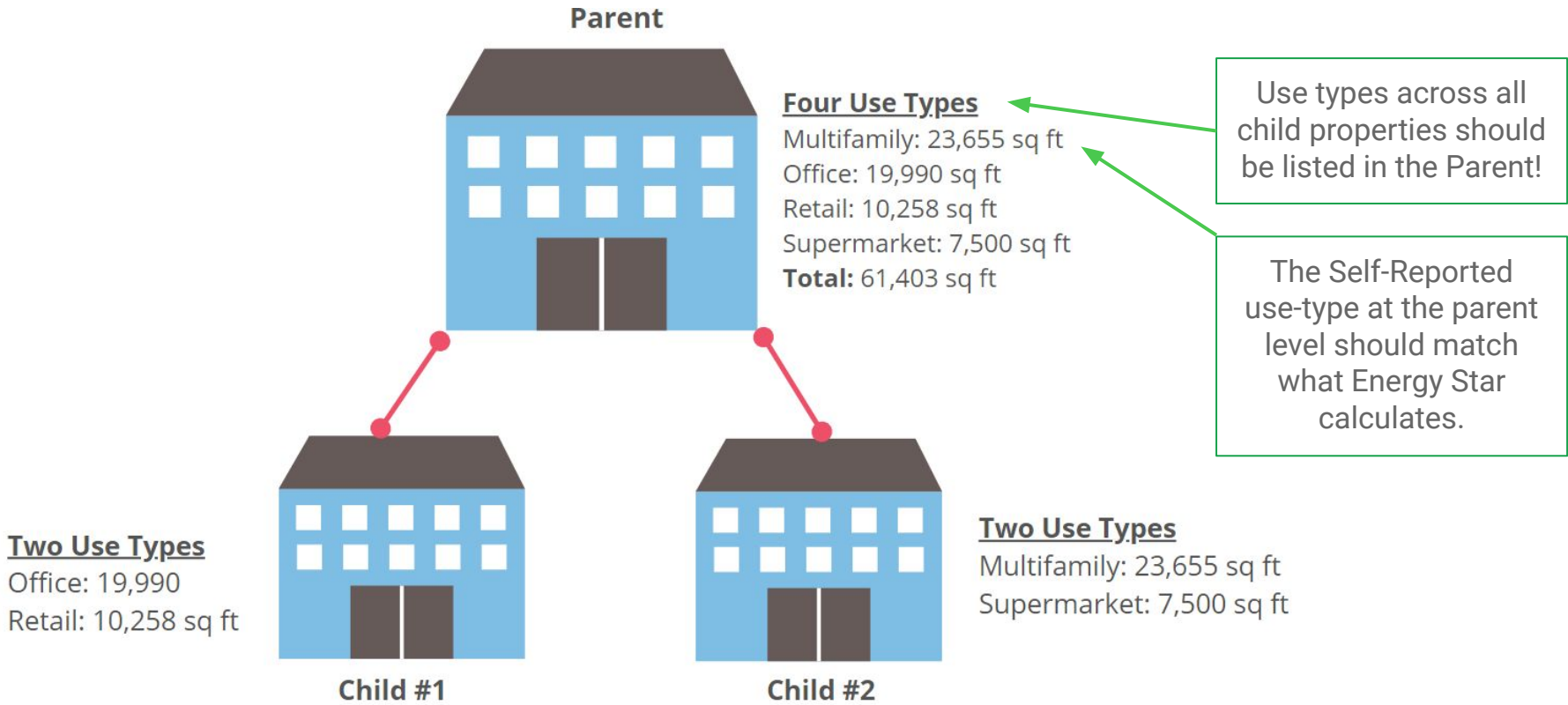
Total: 31,155 sq ft



Multifamily: 23,655 sq ft

Supermarket: 7,500 sq ft

Campus with multiple Use Types



Multiple Use Types in the Parent

Summary **Details** Energy Water Waste & Materials Goals Design

Basic Information

Construction Status:
Test property that is multiple buildings

Property GFA - Self-Reported:
61,403 Sq. Ft.


Occupancy:
95% Edit

Unique Identifiers (IDs)


Portfolio Manager ID:
9282412

Custom IDs: None


Standard IDs: 2 [view](#)

 You can select from Portfolio Manager's **Standard IDs** to provide information to

Property Uses and Use Details

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

Name	Property Use Type	Gross Floor Area	Action
▶ Child #2 Multifamily Housing Use	Multifamily Housing	23,655 ft ²	I want to... ▼
▶ Child #1 Office	Office	19,990 ft ²	I want to... ▼
▶ Child #1 Retail Store Use	Retail Store	10,258 ft ²	I want to... ▼
▶ Child #2 Supermarket/Grocery Store Use	Supermarket/Grocery Store	7,500 ft ²	I want to... ▼
Property GFA (Buildings):		61,403 (used to calculate EUI)	
Property GFA (Parking):		0	

 To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Multiple Use Types in the Parent

Unique Identifiers (IDs)

Portfolio Manager ID:
9282412

Custom IDs: None

Standard IDs: 2 [view](#)

? You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems.

[Edit](#)

Additional Information

Federal Property:
Not Set

Service & Product Provider:
None ([Find a SPP](#))

[Edit](#)

▶ Retail Store Use	Retail Store	10,258 ft ²	I want to... ▼
▶ Supermarket/Grocery Store Use	Supermarket/Grocery Store	7,500 ft ²	I want to... ▼
Property GFA (Buildings):		61,403	(used to calculate EUI)
Property GFA (Parking):		0	

? To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Property GFA by Use

Use Type	Percentage
Multifamily Housing	38.52 %
Office	32.56 %
Retail Store	16.71 %
Supermarket/Grocery Store	12.21 %

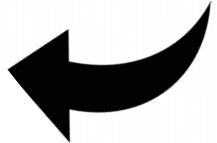
Property Type

Property Type - Self-Selected:
[Mixed Use Property](#) [Edit](#)

Property Type -Portfolio Manager-Calculated:
[Mixed Use Property](#)

? The *Portfolio Manager-Calculated* Property Type is used for your metrics (except for Mixed Use properties). [Learn more about property types.](#)

The Self-Reported use-type at the parent level should match what Energy Star calculates. If there is a mismatch, click "Edit"



Requesting
and
Reporting
consumption
data across
multiple
buildings



Requesting Consumption Data from Utilities

Energy and water data can be requested at the **Child level**, and later associated up the Parent level.

Usage for all buildings on one BBL is **aggregated** by Con Edison and DEP for all BINs on the BBL, rather than for each individual BIN or account number.

National Grid uploads aggregate data per **service address**.



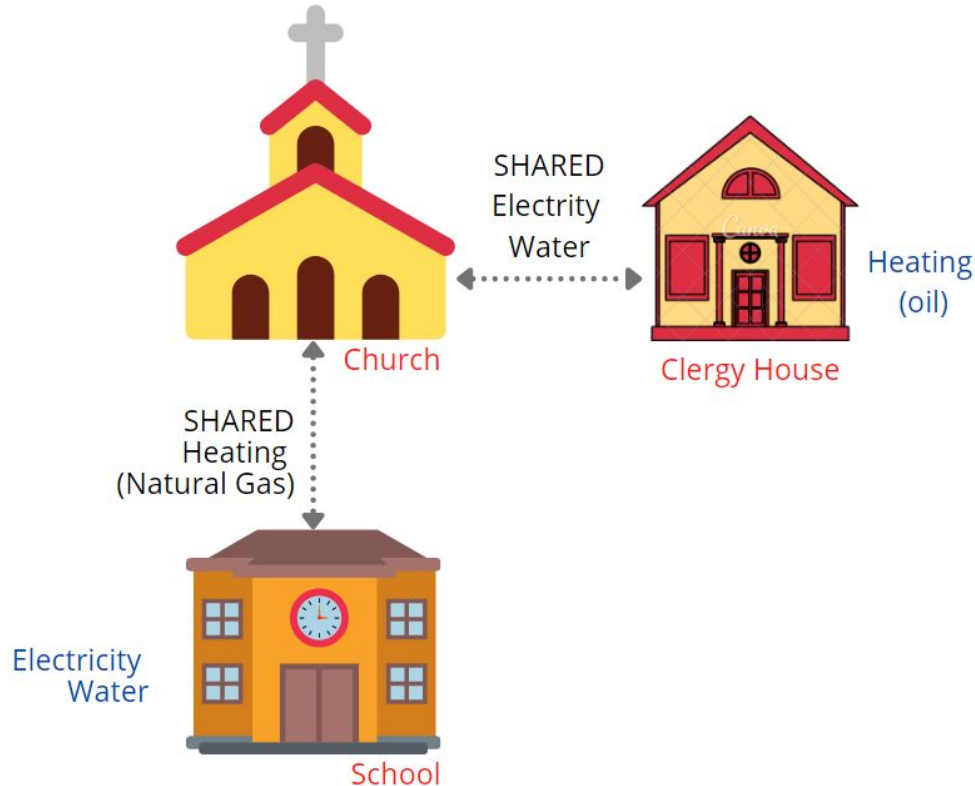
Consumption Data Shared Between Multiple Buildings

Because utilities like ConEd and DEP upload aggregate data at the BBL level, shared data may be requested and uploaded to one child for all of the buildings on that BBL.

This may result in one child having an abnormal amount of energy with the other child(ren) having no data at all.

In this case, explain the setup in the **Property Notes** section of the Details tab for each of the child properties and the parent property.

Shared Data Example



Portfolio Manager Set Up:

1 Parent and 3 Child Properties

Meter Set Up:

Unshared meters (noted in blue): In the respective Child Property

Shared meters: In one respective child property with a note in both child properties explaining the data is shared and represented in a single child property

Associate all meters with the Parent

Meter Associations And Meter Tracking Settings

Your Property is: [Edit](#)

- A Single Building
- Part of a Building
- A Campus of Multiple Buildings

You Are Tracking: [Edit](#)

- Total energy consumption for your property
- Partial energy consumption for your property



Your Property is: [Edit](#)

- A Single Building
- Part of a Building
- A Campus of Multiple Buildings

You Are Tracking: [Edit](#)

- Total energy consumption for your property
- Partial energy consumption for your property



Energy tab example of a Child Property: 77 West 85th Street

Meters: This property has 5 exclusive meters and one Fuel Oil meter that is shared between both buildings

Meter Tracking Settings (Child)

Your Property is: A Single Building
You are Tracking: Total Consumption

If your selections to not appear as seen here (both energy and water tab), click Edit and make the correction.

Note: Child Properties will have a link to the Parent Property listed at the top

MyPortfolio | Sharing | Reporting | Recognition

77 W 85th Street

77 West 85th Street, New York, NY 10024 | [Map It](#)

Portfolio Manager Property ID: [Parent Property: 76 W 86 & 77 W 85](#)

Year Built: 1910 | [CAMPUS](#) | [Edit](#)

[Apply for ENERGY STAR Certification](#) | [Change Metric](#)

ENERGY STAR Score (1-100)

Current Score: 100

Baseline Score: 100

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary

6 Energy Meters Total

6 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date
Jan 31, 2020

[Enter Your Bills](#)

Meters - Used to Compute Metrics (6)

[Change Meter Selections](#)

[View as a Diagram](#)

[Add A Meter](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Fuel Oil (No. 2) 118561091	Fuel Oil (No. 2)	12/31/2020	Yes
85STRE W 77/E/2 55982476	Electric - Grid	02/02/2021	Yes
85STRE W 77/E/9 55982478	Electric - Grid	02/02/2021	Yes
85STRE W 77/G/1 55982480	Natural Gas	02/02/2021	Yes
85STRE W 77/G/912 73727941	Natural Gas	02/02/2021	Yes
COLUMBUS AVEN 521/E/2 55982485	Electric - Grid	01/04/2021	Yes

[Download Annual Totals by Meter](#)

Your Property is: [Edit](#)

- A Single Building
- Part of a Building
- A Campus of Multiple Buildings

You Are Tracking: [Edit](#)

- Total energy consumption for your property
- Partial energy consumption for your property

Meter Tracking Settings (Child Properties)

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"/>	86STRE W 76/E/9 69879959	Electric - Grid
<input checked="" type="checkbox"/>	86STRE W 76/G/1 69879960	Natural Gas
<input checked="" type="checkbox"/>	86STRE W 60/E/2 69879966	Electric - Grid
<input checked="" type="checkbox"/>	86STRE W 70/E/9 69879967	Electric - Grid
<input checked="" type="checkbox"/>	86STRE W 76/E/1 69879956	Electric - Grid
<input type="checkbox"/>	86STRE W 76/G/10	

Total of 5 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [76 west 86 street](#) (a single building).
- These meter(s) do not account for the total energy consumption for [76 west 86 street](#) (a single building).

Child #1: [76 West 86th Street](#)

- 5 exclusive active meters
- Account for TOTAL energy Consumption

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"/>	Fuel Oil (No. 2) 118561091	Fuel Oil (No. 2)
<input checked="" type="checkbox"/>	85STRE W 77/G/12 55982483	Natural Gas
<input checked="" type="checkbox"/>	COLUMBUS AVEN 519/G/2 55982488	Natural Gas
<input checked="" type="checkbox"/>	85STRE W 77/E/1 55982474	Electric - Grid
<input checked="" type="checkbox"/>	85STRE W 77/G/101 55982482	Natural Gas

Total of 6 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [77 W 85th Street](#) (a single building).
- These meter(s) do not account for the total energy consumption for [77 W 85th Street](#) (a single building).

Child #2: [77 West 85th Street](#)

- 1 shared and 5 exclusive active meters
- Account for TOTAL energy Consumption

Associating meters from **Child to Parent**

MyPortfolio | Sharing | Reporting | Recognition

76 w 86 & 77 W 85 CAMPUS

76 w 86 77 W 85, New York, NY 10024 | [Map It](#)

Portfolio Manager Property ID:
Year Built: 1910

[Edit](#)

[Apply for ENERGY STAR Certification](#)

[Change Metric](#)

ENERGY STAR Score (1-100)
Current Score: 100
Baseline Score: 100

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary

11 Energy Meters Total

11 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date
Dec 31, 2020

[Enter Your Bills](#)

Meters - Used to Compute Metrics (11)

[Change Meter Selections](#)

[View as a Diagram](#)

[Add A Meter](#)

Name Meter ID	Meter Location	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
85STRE W 77/E/1 55982474	77 W 85th Street	Electric - Grid	02/02/2021	Yes
85STRE W 77/E/2				

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [76 w 86 & 77 W 85 CAMPUS](#) so that we can provide you with the most accurate metrics possible.

Summary

11

Meters representing the **total** energy consumption for [76 w 86 & 77 W 85 CAMPUS](#) (a campus of 2 buildings).



About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Energy Meters

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

<input type="checkbox"/>	Name Meter ID	Type	Meter Location
<input checked="" type="checkbox"/>	85STRE W 77/G/1 55982480	Natural Gas	77 W 85th Street
<input checked="" type="checkbox"/>	85STRE W 77/G/912 73727941	Natural Gas	77 W 85th Street
<input checked="" type="checkbox"/>	85STRE W 77/G/31 73727939	Natural Gas	77 W 85th Street
<input checked="" type="checkbox"/>	86STRE W 76/G/12 69879962	Natural Gas	76 west 86 street
<input checked="" type="checkbox"/>	86STRE W 76/E/9 69879959	Electric - Grid	76 west 86 street
<input checked="" type="checkbox"/>	86STRE W 76/G/1 69879960	Natural Gas	76 west 86 street

Total of 11 meter(s). Tell us what this represents:

- * These meter(s) account for the total energy consumption for [76 w 86 & 77 W 85 CAMPUS](#) (a campus of 2 buildings).
- These meter(s) do not account for the total energy consumption for [76 w 86 & 77 W 85 CAMPUS](#) (a campus of 2 buildings).

Parent: [76 West 86th Street & 77 West 85th Street](#)

- 11 active meters between both child properties
- All meters should be selected and Account for TOTAL energy Consumption

Note the meter locations!

You cannot associate meters from the parent to a child or child-to-child.
Only Child to Parent!

Parent Property:

76 West 86th Street
77 West 85th street

Meters: This property has 11 meters total between both child properties

Meter Tracking Settings (Parent)

Your Property is: A Campus of Multiple Buildings
You are Tracking: Total Consumption

If your selections to not appear as seen here (both energy and water tab), click Edit and make the correction.

The screenshot shows the MyPortfolio interface for a property named "76 w 86 & 77 W 85 CAMPUS". The "Energy" tab is selected, showing a "Meter Summary" with 11 total meters, 11 used to compute metrics, and a current energy date of Dec 31, 2020. Below this, the "Your Property is:" section has "A Campus of Multiple Buildings" selected. The "You Are Tracking:" section has "Total energy consumption for your property" selected. To the right, a table lists 11 meters with columns for Name Meter ID, Meter Location, Energy Type, Most Recent Bill Date, and In Use? (Inactive Date).

Name Meter ID	Meter Location	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Fuel Oil (No. 2) 118561091	77 W 85th Street	Fuel Oil (No. 2)	12/31/2020	Yes
85STRE W 77/E/2 55982476	77 W 85th Street	Electric - Grid	02/02/2021	Yes
85STRE W 77/E/9 55982478	77 W 85th Street	Electric - Grid	02/02/2021	Yes
85STRE W 77/G/1 55982480	77 W 85th Street	Natural Gas	02/02/2021	Yes
85STRE W 77/G/9/12 73727941	77 W 85th Street	Natural Gas	02/02/2021	Yes
86STRE W 70/E/9 69879967	76 west 86 street	Electric - Grid	02/02/2021	Yes

Submitting a Campus Property

Parent &
Child
Properties
together



nyc.gov/ComplianceInstructions

Let's go to the
City's website



Click on
the last step!

NYC Buildings

Translate | Text-Size

Home DOB Tenant Property or Business Owner Industry Safety Codes Search

Code Development NYC Codes Code Notes Reference

2014 Construction Codes

Energy Conservation Code

Electrical Code

Prior Codes

[Sustainability](#)

Code Tools

Share Print

Compliance Instructions

Benchmarking

The annual benchmarking compliance process consist of the following steps, described in detail below:

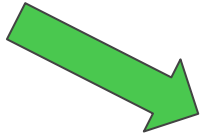
- Check the Covered Buildings List (CBL) for your property every year. +
- Set up an account in ENERGY STAR Portfolio Manager® if you do not have one. +
- Enter or review building characteristics and uses. +
- Collect whole building energy data (and water data, if required) from utilities. +
- Confirm and enter BBL and BIN information (mandatory fields). +
- Check your data for errors and completeness. +
- Submit usage data to the City by May 1 through Portfolio Manager®. +**

Upload the Reporting Template

Submit usage data to the City by May 1 through Portfolio Manager®

Before submitting your report, please review the [Benchmarking Checklist](#) to ensure that you have completed all the necessary steps.

To complete the benchmarking process, the City's reporting template must be uploaded into Portfolio Manager® and submitted to the City. Click on the Submission Instructions link below for directions on how to submit your data. If you are already familiar with the submission instructions, click on the reporting template link below to send the benchmarking report.



- [2022 Reporting Template](#)
- [2022 Submission Instructions](#)

Generate Response in Portfolio Manager

Complete this form to respond to the "Data Request: NYC Energy and Water Benchmarking Reporting Template for 2021 Data (Data Request from City of New York)" for City of New York. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: Data Request: NYC Energy and Water Benchmarking Reporting Template for 2020 Data

from City of New York (City of New York)

About this Data Request

Data Requested By: City of New York

Instructions: Review building characteristics and uses.

NOTE: "Other", or any variation of "Other" ("Other-Retail", "Other-Office", etc.) will no longer be accepted as a valid property type. Reach out to Sustainability@buildings.nyc.gov if you are unable to match your building's use to any of property types in the Portfolio Manager.

Confirm entered BBL and BIN information (mandatory fields).

Ensure that the energy and water (when applicable) consumption for the entire building is reported in one submission under the BBL number that is listed on the CBL.

Make sure that the Energy Use Intensity (EUI) data is realistic: not lower than 5 kBtu sq. ft. or greater than 1,000 kBtu sq. ft.

Make sure the GFA entered covers the entire building.

NOTE: The GFA for the property and the number of buildings on the lot should align with the Department of Finance (DOF) records. If there are significant discrepancies, review/recalculate the self-reported data and/or contact the DOF at Benchmarking@finance.nyc.gov.

Make sure the reporting language is English.

Submit usage data to the City by May 1.

Assistance with benchmarking tasks is available via the NYC Sustainability Help Center, Monday through Friday, 9:00 am to 5:00 pm by phone (212) 566-5584 or by email at Help@NYCSustainability.org.

For help, contact: City of New York at Help@NYCSustainability.org or 212-566-5584

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

Also see the [How to Respond to Data Requests](#) guide.

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: *

 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.

[Generate Response Preview](#) [Cancel](#)

Select Properties

Search:

<input type="checkbox"/>	Name ▲	Part of Larger Property ◆	Property Type ◆	State/Province ◆
<input checked="" type="checkbox"/>	76 w 86 & 77 W 85 CAMPUS	76 w 86 & 77 W 85 CAMPUS	Multifamily Housing	NY
<input checked="" type="checkbox"/>	76 west 86 street	76 w 86 & 77 W 85 CAMPUS	Multifamily Housing	NY
<input checked="" type="checkbox"/>	77 W 85th Street	76 w 86 & 77 W 85 CAMPUS	Multifamily Housing	NY



Check off ALL the boxes! Be sure to select the Parent and all Child Properties!

Apply Selection [Cancel](#)

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: 3



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.

Note the number of Selected Properties!

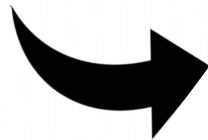


[Cancel](#)

Send Response

Submit your data to the City

Template uploaded!



MyPortfolio | Sharing | **Reporting** | Recognition

A preview for your response to the data request "Data Request: NYC Energy and Water Benchmarking Reporting Template for 2020 Data" on behalf of NYC Sustainability Help Center (NYC Sustainability Help Center) is being generated.

You may view your response preview by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. Large responses may take a long time to prepare. After you have viewed your response, you must select "Send Response" in order for your data to be released.

Please note that each property you included should have a full 12 months of information for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, "N/A" will be displayed in your response.

Charts & Graphs

Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SED)
- Data Verification Checklist
- Response & Code Sheet

Data Requests from Others | My Reports and Templates | ENERGY STAR Reports

Your new response preview(s) has been generated, however basic metrics could not be calculated for some properties in the request. [Read more](#)

Name	Status
Data Request: NYC Energy and Water Benchmarking Reporting Template for 2020 Data (Request from City of New York)	Response Preview Generated: 8/02/2021 4:05 PM Errors found
Data Request: NYC Energy and Water Benchmarking Reporting Template for 2019 Data (Request from City of New York)	Closed: 2/12/2021 8:44 AM

Send Response

Delete Response

I want to...

I Want to Submit Anyway


MyPortfolio

Sharing

Reporting

Recognition

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 08/06/2020 04:00 PM EDT)

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 (08/06/2020 04:00 PM EDT), you will need to re-generate the report in order for these changes to be reflected.

[Generate Updated Response](#)

 I Want to Submit Anyway

If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

[Send Response](#)

(You will confirm your response on the next screen)

E-Sign and Send Data

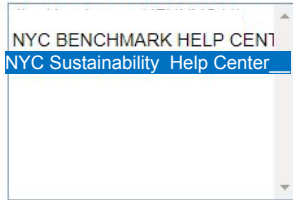
Confirm Response to Data Request from City of New York

By clicking Send Data, you will release data to City of New York (City of New York). You will receive : data attached.

1

Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:



To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:



Separate multiple emails by a comma or semicolon.

2

What format would you like your data in for the email attachment?

Excel

XML

3

E-Sign your Data Response, then "Send Data"

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to City of New York with City of New York.

Your username:

* CUNY_BENCHMARK_HEL

Your password:

*

E-Sign Response

✓ Signed

Send Data

Cancel

Confirm Send Data

161 EAST 91st (161e91)
205 West 101st Street RAND Engi
2758 Ocean Condominium (2758C
39-35 21ST STREET LLC (ANGEL ▾

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by

2 What format would you like to receive the data in?

Excel
 XML

3 E-Sign your Data Response, then "Send Data"

Response

Please provide login credentials (username and password) to electronically sign your response.

You are about to send your data request response to City of New York with City of New York. Please make sure that this information is complete and ready for submission. Once you select continue, this action cannot be undone. Are you sure you want to continue?

Continue Cancel

Successful Submission



MyPortfolio

Sharing

Reporting

Recognition

Your response to the data request from City of New York has been successfully sent. You will receive a confirmation email with a receipt and a copy of the data attached shortly.

Charts & Graphs



Weather Normalized Source EUI


How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

Templates & Reports (13)

Create a New Template

Name	Status	Action
 Data Request: NYC LL84 - Benchmarking Reporting Template for Calendar Year 2016 Data (Request from City of New York)	Closed: 2/14/2018 11:23 AM	I want to... ▾

Common Campus Mistakes

1. Submitting a Campus as a single property
2. Submitting the Parent property without the Child properties (or vice versa)
3. Tracking Partial consumption instead of Total (partial in the child properties)
4. Incorrect meter tracking/association
5. Treating the Parent as a real property rather than a fictitious property
6. Requesting data uploads at the parent level instead of the child level
7. Not accounting for total GFA, BINs, and BBLs of all children in the parent property
8. Inaccurately representing the Property Use Types in the Parent property

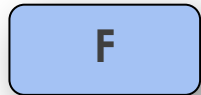
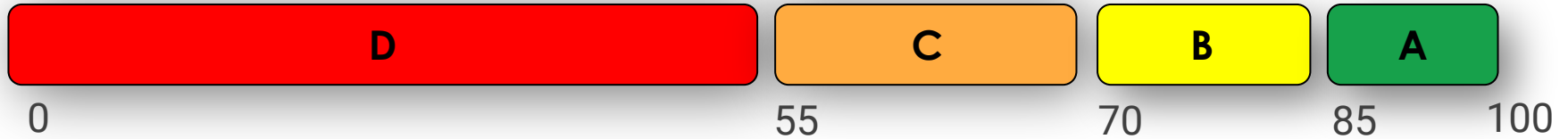
Posting your Letter Grade

As required by
LL33 of 2018
As amended by
LL95 of 2019

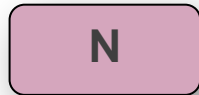


Letter Grade Breakdown

Letter grades will be assigned from A to F and will be based on your Energy Star score



*Not Submitted or
Late Submission

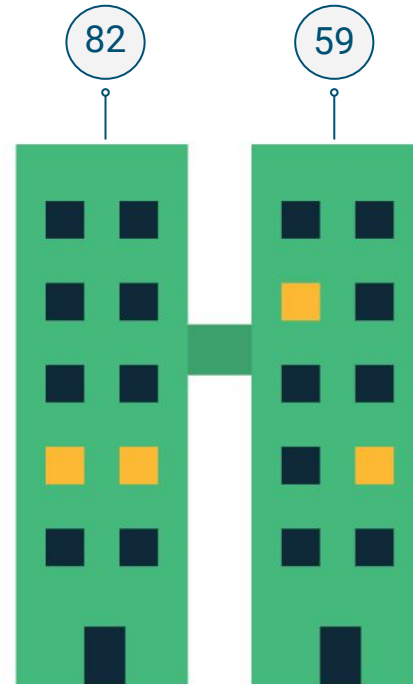


*Exempt

Property Types Eligible for Letter Grades at the Campus Level

Only the following 5 property types are eligible for an ENERGY STAR score and a letter grade as a campus consisting of multiple buildings:

1. K-12 schools
2. Hospitals
3. Hotels
4. Multifamily
5. Senior Living



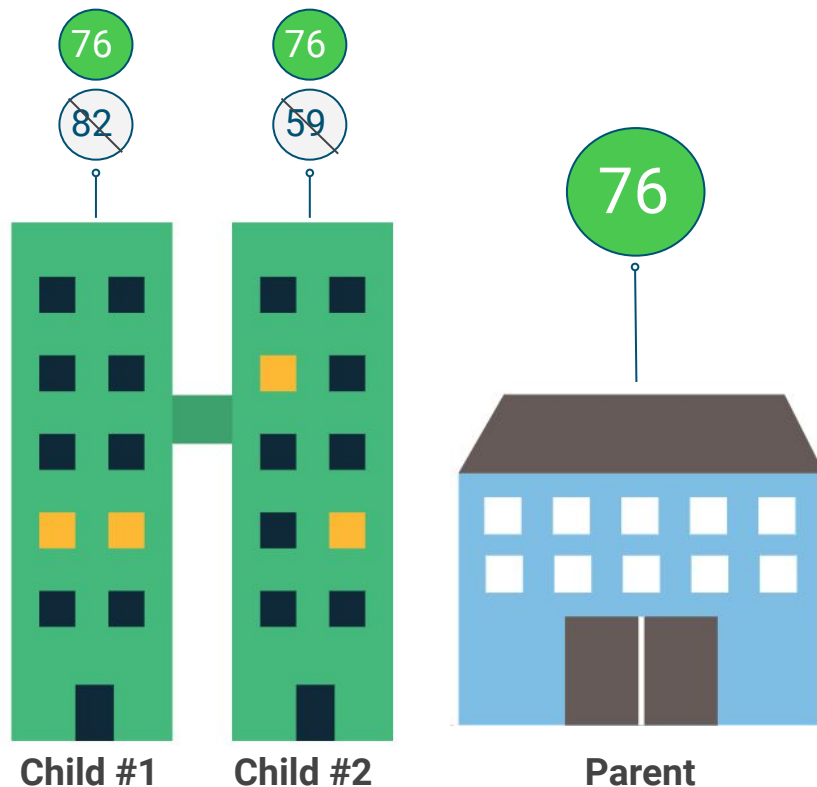
One grade at the Parent level for the entire Campus

Child #1 may have a 82 and

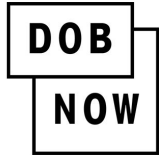
Child #2 may have a 59.

The Parent may have a **76**.

The Letter Grade will be generated using the **parent score** of 76, which must be posted at all of the child properties.




Obtain Your Letter Grade



Public Portal

Visit nyc.gov/dobnow

Get your Building Energy Efficiency Rating 

This portal is for the building owner or owner's representative to print the Energy Efficiency Rating label, if required. To view a building's energy efficiency rating, use the Address, BIN or BBL search options above; the rating is shown on the Property Profile.

Borough Block Lot

Building Energy Efficiency Labels will be available for download on **October 1st** every year in the **DOB NOW Public Portal**

Building Owners have **30 days** after October 1st to download, print, and post the label to their building

Download the label for each BIN.


How Many Labels?

Campus properties are made of multiple buildings.

Print the label for each BIN number that appears in DOBNow and post the label to the corresponding address.









Co-Op City has over 250 buildings -- thus over 250 letter grade labels need to be printed and posted.

Get your Building Energy Efficiency Rating



This portal is for the building owner or owner's representative to print the Energy Efficiency Rating label, if required. To view a building's energy efficiency rating, use the Address, BIN or BBL search options above; the rating is shown on the Property Profile.

Borough **Block** **Lot**

Tax Lot	Address	House# Range	BIN	Action
120	21 DEFOE PLACE	21 - 21	2123738	
120	23 DEFOE PLACE	23 - 23	2123740	
120	25 DEFOE PLACE	25 - 25	2123742	
120	17 BROUN PLACE	17 - 28	2103128	
120	998 CO-OP CITY BOULEVARD	998 - 998	2123868	
120	8 COOPER PLACE	8 - 8	2124122	
120	9 COOPER PLACE	9 - 9	2124123	
120	10 COOPER PLACE	10 - 10	2124124	

Total Items: 253 (Showing Items: 25)

1 / 11 25

1 - 25 of 253 items

Garden Style Apartments

Just one label

Garden Style Apartments have many exterior entrances among many buildings. The entrances are usually accessible to residents and not the public.

In this case, one label in the lobby of the on-site Management Office is sufficient.

You do not have to print or post labels near all of the entrances within the complex.



When to Post Letter Grades and Penalty for Not Posting

- Building Energy Efficiency Rating labels must be updated annually in October and is based on the benchmarking report submitted every year by the **May 1st deadline**.
- Failure to post the letter grade within 30 days of October 1st may result in a **\$1,250 penalty**.

Per §103-06 of title 1 of the rules of the City of New York.



Contact Us!

NYC Sustainability Help Center

Help@NYCsustainability.org

(212) 566-5584

Mon - Fri 9am-5pm

nyc.gov/NYCbenchmarking

- ❖ One-on-one support
 - NYC Benchmarking
 - Letter Grades
 - Energy Audits and Retro Commissioning
- ❖ Help navigating Portfolio Manager
- ❖ How to request energy and water data from utilities
- ❖ Trainings, presentations, and outreach assistance