

## How to Submit Benchmarking Results to New York City

- This document shows you step by step how to submit benchmarking results to New York City for compliance with Local Law 84
  - It explains how to access and complete the New York City Compliance Report which is required for submission
- More benchmarking resources are available online at the Greener, Greater Buildings Plan website:  
[www.nyc.gov/LL84](http://www.nyc.gov/LL84)
- Questions may be directed to the Benchmarking Help Center at their new number,  
**(646) 576-3539**
- Questions may also be e-mailed to the Department of Buildings at [sustainability@buildings.nyc.gov](mailto:sustainability@buildings.nyc.gov)





Green Buildings  
& Energy Efficiency

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## LL84: Benchmarking

The first step to making a building more efficient is to understand how much energy it uses and how its usage compares with that of similar buildings. Therefore, the Buildings Plan (GGBP) requires owners of large buildings to annually measure and report their energy consumption in a process called benchmarking. Local Law 84 (LL84), the standardizes this process and capitalizes on the City's (EPA) free online benchmarking tool to help building owners and potential buyers a better understanding of energy consumption, eventually shifting the focus to more efficient buildings.

In summary, LL84's annual benchmarking process includes:

1. Determine if a building needs to benchmark
2. Measure the building's energy usage
3. Submit usage data online annually

Please review this section to learn more about how to comply, and where to get help.

**How to Comply**

Where to Get Help  
Benchmarking Scores and Reports

## Step 1 – Access Report

Access the 2013 Compliance Report through the link available at [www.nyc.gov/ggbp](http://www.nyc.gov/ggbp)

1. Click “**LL84: Benchmarking**”
2. Click “**How to Comply**”
3. Scroll down to “**Submission to the City**” and click the “**2013 Compliance Report Template Activation**” (for compliance in 2014)

*Also available - links for 2012 and 2011 Compliance*

To quickly view specific sections on this page, click on the section titles below.

- [Submission to the City](#)
- [Deadlines and Violations](#)
- [Previous Year's Guidance](#)

### Submission to the City

Every year, to complete the benchmarking process, the newest reporting template must be generated in Portfolio Manager. This new template creates a new custom Compliance Report for LL84 that will then be submitted to the City every year to comply. A report needs to be completed for each lot required to benchmark. You will then submit the report to the City through Portfolio Manager.

- **2013 Compliance Report Template Activation** (for compliance in 2014)
- Compliance Report Instructions (in PDF)
- **NEW:** Where to ID your Property in the new Portfolio Manager for 2013 (in PDF)
- First Time Benchmarking Guidance for the new Portfolio Manager (in PDF)
- Benchmarking Refresher for the new Portfolio Manager (in PDF)

## Step 2 – Log In

- The link will direct you to Portfolio Manager and prompt you to log into your account



ENERGY STAR®  
ENERGY STAR  
**PortfolioManager**®

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**

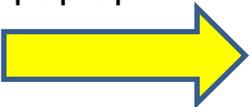
**Create a New Account**

- If this is your first time using Portfolio Manager you will need to set up an account first, and then enter all of your energy and water data for your properties before submitting results to the City. Refer to guidance document “**First Time Benchmarking Guidance**” at [www.nyc.gov/LL84](http://www.nyc.gov/LL84)



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

## Step 3 – Review Instructions

1. Instructions will pop up. **Read them!** 
2. Choose whether you are submitting the data on behalf of yourself or someone else.
3. The 'Timeframe' will be locked to **"Single Year – Dec – 2013"**
4. In 'Properties', select a choice:
  - One Property
  - Multiple Properties
  - All Properties
5. Take this last opportunity to confirm the BBL(s) and BIN(s) have been entered into the **'Standard ID'** fields. Omissions or errors may result in non-compliance.
6. Click **"Generate Response Preview"** 



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Complete this form to respond to the "NYC LL84 Benchmarking 2013 Compliance Report" for City of New York. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: NYC LL84 Benchmarking 2013 Compliance Report  
from City of New York (City of New York)

**About this Data Request**

**Data Requested By:** City of New York

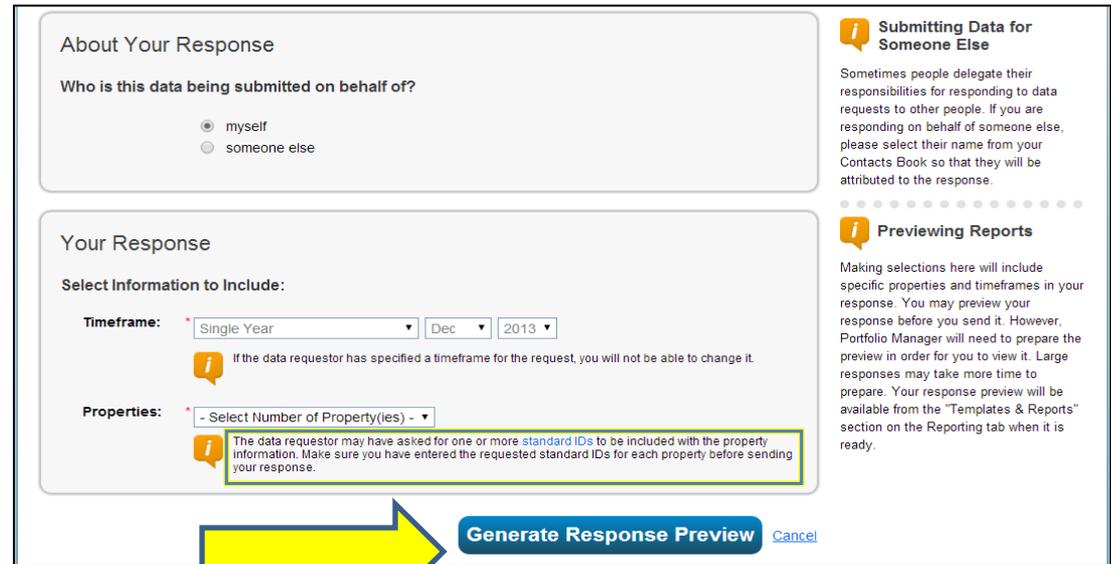
**Instructions:** This custom reporting template must be used for compliance with New York City's benchmarking law, Local Law 84.

**STEP 1: Enter all Energy and Water Data for Your Property(ies)**

- Enter all data from January 1 - December 31, 2013 for each property covered by the law to ensure compliance. This includes the annual energy data and, if your building is eligible, the annual water consumption data.

**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.)



**About Your Response**

Who is this data being submitted on behalf of?

myself  
 someone else

**Your Response**

Select Information to Include:

**Timeframe:** \* Single Year | Dec | 2013

**Properties:** \* - Select Number of Property(ies) -

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

**Submitting Data for Someone Else**

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

**Previewing Reports**

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

**Charts & Graphs**

ENERGY STAR score

What are the average ENERGY STAR scores of my properties?

**ENERGY STAR Performance Documents**

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

**Templates & Reports (12)** Create a New Template

Your new response preview(s) has been generated.

Name	Status	Action
NYC LL84 Benchmarking 2013 Compliance Report (Request from City of New York)	Response Preview Generated: 2/28/2014 12:26 PM	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response <b>Send Response</b> Delete Response
NYC LL84 Benchmarking 2011 Compliance Report (Request from City of New York)	No Response Preview Generated	
NYC LL84-Benchmarking 2010 Compliance Report (Request from City of New York)	No Response Pre	

## Step 4 – Send 2013 Report

1. Make sure to choose the “NYC LL84 Benchmarking **2013** Compliance Report”
2. In the “Action” drop-down box, choose “Send Response”

## Step 5 – Confirm Data Send

1. Choose who gets copies of the confirmation email.
2. Choose file format for the data, which will be sent as an attachment to the confirmation email.
3. **NEW!** E-Sign to certify release to the City of New York.
  - Enter username
  - Enter password
  - Click “E-Sign Response”

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### Confirm Response to Data Request from City of New York (City of New York)

By clicking Send Data, you will release data to City of New York (City of New York). You will receive a confirmation email with a receipt and a copy of the 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. Only your [connected contacts](#) appear in the list.
- 2 What format would you like your data in for the email attachment?
  - Excel
  - XML
- 3 E-Sign your Data Response  
 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: \*   
Your password: \*

**About Releasing Your Data**

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

**4. RECOMMENDED:** Click “**preview your report**” before submitting to correct data entry errors

**5.** Lastly, click “**Send Data**”

## Step 6 – Save Documentation

- The following documents are required by the Department of Buildings to be saved for **three years**:
  1. A copy of the confirmation e-mail from the EPA
  2. Back-up information regarding energy inputs
  3. A copy of energy input data entered into Portfolio Manager
- For more details on this requirement see the benchmarking Rule posted on [www.nyc.gov/LL84](http://www.nyc.gov/LL84)



**From:** donotreply@energystar.gov  
**Subject:** Receipt for Data Request Submittal

**Message:**

Dear [Your Name]:

This is to confirm the receipt of the following Data Request:

**Response sent:** [MM/DD/2014] [XX:XX AM/PM]

**Response includes:** [#] properties

**Response sent to:**

**City of New York**  
NYC Mayor's Office

**Response sent by:**

[Your Name]  
[Your Address]

Sincerely,  
ENERGY STAR Commercial and Industrial Program

**Attachment:** [ResponseData\_xlsx]

**CONGRATULATIONS!**  
**You have complied with**  
**Local Law 84!**