

2012 UPDATES for LL84

1. Benchmarking Due Date

Local Law 84 requires benchmarking to be completed by May 1st. The City is authorized to issue a violation for any building that has not provided a benchmarking report by May 1st, and violations for continued non-compliance will be issued quarterly on August 1st, November 1st, and February 1st.

2. 2011 Reporting Template

For May 1st, 2012 compliance, the new updated 2011 custom reporting template must be used. This is the method to submit information to the City for compliance. The custom report for this year's benchmarking is available via a link on the GGBP website (or by copying and pasting this url into your browser, <https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuiid=3043CCAF-1EC9-2E06-C14A78BAFC587E50&permttype=REQ>). The 2010 Reporting Template is still available via a link on the GGBP website if a building needs to submit data for calendar year 2010.

- WARNING! After your last edit in Portfolio Manager, you must wait 24 hours before submitting your report to the City. Data used in Portfolio Manager Reports is updated nightly; therefore, the report will not reflect any changes you make to your account until the next day. For example, if you add a facility or update energy data in your account today, you will have to wait until tomorrow to include it in a report for submission.

3. Building Identification

IMPORTANT - Must enter both BBL and BIN this year

In order for the City to credit the benchmarking report for each of building, it is essential that you enter both the 10-digit Borough, Block and Lot (BBL) number in the "Notes" field and all relevant 7-digit Building Identification Numbers (BINs) in the "Unique Building Identifier" (UBI) field in Portfolio Manager. The failure to include both the BBL number in the Notes field and all relevant BIN numbers in the UBI field will result in your building(s) being considered non-complaint and may result in the issuance of a violation.

In the "Notes" field, enter the building's borough, block and lot number (BBL), written in the following format:

- A ten digit number, where the first digit is the borough number, then a dash, the next five digits are the block number, then a dash, and the last four digits are the lot number.
- Borough numbers are as follows: Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; and Staten Island = 5
- If the block is less than five digits, enter zeros before the actual block number so there are five digits in total (example: block number 845 would be 00845).
- If the lot is less than four digits, enter zeros before the actual lot number so there are four digits in total (example: lot number 27 would be 0027).
- For example, a building in Brooklyn, with a block number of 845, and a lot number of 27, would enter the BBL as: 3-00845-0027
- If you are separately benchmarking multiple buildings on a lot, use the same BBL for each building with the word "multiple" following the BBL. (example: 3-00845-0027multiple)
- Please do not enter any other information in the "Notes" field besides the building's BBL in the correct format.

Just below the "Notes" field you will find the "Unique Building Identifier" (UBI) free-text field. This year, it is required that you input your building(s) seven-digit Building Identification Number (BIN) in this field. Every building in New York City has a BIN and you can easily find it at the top of your building's Property Profile Overview screen on the DOB's Building Information System (BIS).

- If you are benchmarking multiple buildings on one tax lot together, you must include each building's BIN number in the Unique Building Identifier field. Enter each BIN number separated by a semi-colon, but without a space.
For Example: 1234567;2345678

- Please do not enter any other information in the "UBI" field besides the building's BIN in the correct format.

Both of these mandatory building identifiers can be found at the top of your buildings' Property Profile Overview screen on the DOB's Building Information System (BIS) at www.nyc.gov/buildings.

4. **Water data available for automatic upload via DEP. Manual upload is also available.**

For 2011 compliance, users with Automatic Meter Readers (AMRs) installed at their properties are encouraged to upload their water usage information. Guidance and instructions are available through various methods:

- DEP website for video tutorials, www.nyc.gov/dep;
- Email customerservice@dep.nyc.gov with "BENCHMARK" in the subject line;
- Call the DEP HOTLINE 718-595-7000;
- GGBP website to download tutorials on ABS or manual water benchmarking, www.nyc.gov/ggbbp

5. **Data Quality Checks in Portfolio Manager**

- The square footage issued by the Department of Finance to determine if a building needs to benchmark is not the square footage that should be entered in Portfolio Manager. The Department of Finance square footage does not capture the gross floor area of a building (specifically below grade floors). Please make sure to enter the total gross floor area as defined in the benchmarking rule:
GROSS FLOOR AREA: Gross floor area is the total number of square feet measured between the exterior surfaces of the enclosing fixed walls. It includes vent shafts, elevator shafts, flues, pipe shafts, vertical ducts, stairwells, light wells, basement space, mechanical/electrical rooms, and interior parking. It excludes unroofed courtyards and unroofed light wells. For atria, gross floor area only includes the area of atrium floors. For tenant spaces, interior demising walls should be measured to the centerline of the wall.
- Make sure you enter 12 months of energy data and check that your EUI is calculated.
- For multifamily buildings you must enter all the "optional" fields in Portfolio Manager, such as number of floors, dishwashers in each unit, etc. For Local Law 84, these fields are not optional.
- Note that studio apartments should be entered as having 1 bedroom, not 0 bedrooms, in Portfolio Manager.
- Service providers and consultants should always identify themselves consistently in the "Service and Product Provider" field in Portfolio Manager (i.e. the firm 'Benchmarking Consultant ABC, LLC' should always use the exact same naming convention, and not vary between other names such as 'Benchmarking Consultant ABC, Inc.' or 'Benchmarking Consultant, LLC').

6. **Con Ed data**

- Con Ed will continue to accept requests for aggregated energy data throughout the year.
- For owners of multiple properties requesting data, ALL service addresses must be listed. Retain records of all service addresses to ensure you capture all accounts every year.
- Data requests are required to be requested via check.

Checks should be made payable to Con Edison/RMS and mailed directly to:

Con Edison/RMS
Attn: Benchmarking
P.O. Box 5470
Mt. Laurel, NJ 08054

Overnight payments can be sent to:
Con Edison/RMS
305 Fellowship Road, Suite 100
Mt. Laurel, NJ 08054

- Starting in January 2012, all 2011 aggregated electric energy data has no missing data, and extrapolation will not be necessary.
- Gas data might still need to be extrapolated if there is missing information.
- 2011 electric data requests automatically will include 2010 data (up to 24-months).
- 2011 gas data requests will only include 2011 data; 2010 data will need to be specifically requested.
- Building Unit Summary tab will not be included in all data reports, due to system upgrades. By June 2012 this issue will be resolved and all data will contain building unit summaries.

- For those reports with the Building Unit Summary included, the “ACTIVE” and “INACTIVE” status has been removed. Now all accounts are listed as 1 total per each service class designation.
- If users wish to dispute their respective service class designations, they can call 1-800-75CONED.
- If any data is believed to be missing or users have further questions regarding their data, they can email their concerns to citybenchmarking@coned.com.
- More information about aggregated consumption data from Con Edison, including an updated FAQ, can be found on the dedicated webpage, <http://coned.com/citybenchmarking>.

7. National Grid

- National Grid will continue to accept requests for data throughout the year.
- Requests must be accompanied by a signed Letter of Authorization form.
- Requests can be submitted via email to LocalLaw84@us.ngrid.com with subject “Local Law 84”.
- Users can also request data via the Customer Service & Automated Account Services number for requests, 718-643-4050.
- All requests must include the following: name, building’s service address, 10 digit National Grid account number, and contact phone number. Information can also be faxed.
- Check www.nyc.gov/ggbbp for any updates related to National Grid, including a 1-page reference document and a sample authorization form template.

8. Resources Still Available

- **Benchmark Help Center**

The Benchmark Help Center is presently operating on reduced hours. Voicemails will still be returned periodically if callers leave their phone number and best time to return calls. Callers can receive assistance about benchmarking their building, setting up an account with the Portfolio Manager online tool, get answers to general questions on the use of Portfolio Manager, and referred to other useful resources. The Benchmark Help Center can be reached through 3-1-1 or directly by dialing 212-788-9704 or 212-442-7901. Be sure to leave a clear voicemail with your name and telephone number and the Help Center will return your call as soon as possible. Updates on new live operating hours will be posted as soon as they become available.

- **Service Providers**

Sample list of companies providing benchmarking service is available through the AEE website, www.aeeny.org/downloads/BENCHMARKING%20PROVIDER%20LIST%20-%201.23.12.pdf

- **NYSERDA FlexTech Consultants**

For an updated list of eligible consultants and programs, visit NYSERDA’s website, www.nyserda.ny.gov

- **Greener, Greater Buildings Plan Website**

Please check the website regularly for information and updates related to Local Law 84, www.nyc.gov/ggbbp