

Data Request: NYC LL84 Benchmarking 2014 Compliance Report Instructions

Update March 2, 2015

This custom reporting template must be used for compliance with New York City's Local Law 84 – Energy and Water Benchmarking for the period January 1, 2014-December 31, 2014 for the May 1st, 2015 reporting deadline.

Please review these instructions carefully before submitting your report to Portfolio Manager.

STEP 1: Identify Your Property(ies)

Step 1A) Confirming *Borough Block and Lot (BBL) and Building Identification Number (BIN)*

To check your BBL and BIN numbers:

- 1) visit the Department of Finance's Digital Tax Map (<http://gis.nyc.gov/taxmap/map.htm>)
- 2) Enter your property information
- 3) Look at the Building & Property Information; 3) Click on "Building Profile" under "Links to More Information"
- 4) Double check your building information against NYC records

Failure to accurately identify each of your buildings with their latest Borough Block and Lot (BBL) and Building Identification Number (BIN) may result in the issuance of violations for non-compliance.

Step 1B) Entering your Building's BBL

Enter the building's Borough, Block and Lot (BBL) in the "NYC Borough, Block and Lot (BBL)" field in the "Details" tab of your property, under the "Unique Identifiers" section, under "Standard IDs", written in the following 10-digit format, 1-12345-1234:

- **Borough** is the first digit. Borough numbers are as follows:
Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; Staten Island = 5
- **Block** number are the next five digits. If the block is less than five digits enter zeroes before the actual block number so there are five digits in total (i.e. Block number 234 would be entered as 00234.)
- **Lot** numbers are the last four digits. If the lot is less than four digits, enter zeroes before the actual lot number so there are four digits in total (i.e. Lot number 56 would be entered as 0056.)

EXAMPLE: A correct BBL entry for a building in Manhattan, with a block number of 234, and a lot number of 56, would be entered in the "NYC Borough, Block and Lot (BBL)" field as: **1-00234-0056**

NOTE: Please do not enter any other information in the "NYC Borough, Block and Lot (BBL)" field besides the buildings' BBL in the correct format.

Step 1C) Entering Your Building's BIN

Enter the Building Identification Number (BIN) in the "NYC Building Identification Number (BIN)" field in the "Unique Identifiers" section, under "Standard IDs" written in the following 7-digit format, 1234567:

BIN(s) must be entered in the "NYC Building Identification Number (BIN)" field. For BBLs with multiple BINs, each BIN must be entered in the same field separated by a semi-colon, but without a space.

EXAMPLE: 1234567;2345678;3456789

NOTE: Please do not enter any other information in the "NYC Building Identification Number (BIN)" field besides the buildings' BIN in the correct format.

STEP 2: Enter all Energy and Water Data for Your Property(ies)

Step 2A) Enter Energy and Water Data

Enter all data for the time period requested 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.

Step 2B) Checking Data Quality **NEW**

Check your submitted data by clicking the "Check Data Quality" button on the "Summary" tab of your property. Review and/or resolve all alerts. The option to check data quality is not new, however several data quality alert fields are new as of January 2015. This step may greatly improve the accuracy of the data submitted into Portfolio Manager. While Step 2B is optional, NYC Department of Buildings strongly recommends completing the data quality check.

STEP 3: Release Data to the City to Comply with the Benchmarking Law

Step 3A) Submitting Your Report

Once you have saved all edits, you must submit this report to the City by clicking "Release Data" on or prior to May 1st, or the following quarterly deadlines August 1st, November 1st, or February 1st. There is no longer a requirement to wait 24-hours after last edits before submitting your report to the City.

Once you have released your data, you will receive a confirmation email and an accompanying report. The report has many data collection fields, many of which apply only to specific property types. Therefore, many fields may include "N/A," indicating that it is not applicable.

☐ Step 3B) Saving Your Reporting Records

Save the following files for three years following your submissions so that they can be made available to the City if necessary:

- 1) A copy of the confirmation email from the EPA
- 2) Back-up information regarding energy inputs
- 3) A copy of the energy input data entered into Portfolio Manager for three years following your submission so that these documents can be made available to the City if necessary.

For additional instructions on how to comply with New York City's benchmarking law, please visit www.nyc.gov/LL84.