BENCHMARKING GUIDE FOR 2011 REPORTING PERIOD

If you submitted your benchmarking report for 2010 last year and now need to submit your report for 2011, this document will guide you through all the required steps for this year's benchmarking:

1- **ADD 2011 ENERGY DATA**
2- **ADD SECONDARY BUILDING IDENTIFICATION INFO (BIN number)**
3- **UPDATE RESIDENTIAL/MULTIFAMILY SPACE TYPE**
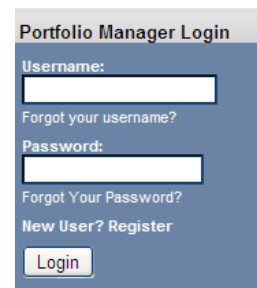4- **SUBMIT REPORT TO CITY**

(NOTE: If you received a violation even though you submitted your 2010 report, you can contest the violation by following the directions *exactly* as outlined on page 2 of your violation letter – you will need to include documentation that you submitted your 2010 report).

TO COMPLETE THE 2011 REPORT CORRECTLY, FOLLOW THE STEPS DETAILED BELOW

STEP 1 – ADD 2011 ENERGY DATA:

You must have your 2011 data ready to be put into Portfolio Manager, whether you have the actual energy bills, or if you ordered an Aggregated Data Spreadsheet from Con Edison/National Grid, or if you are using the Default Data provided by the City.

➢ Go to the Portfolio Manager website at www.energystar.gov/benchmark and log into your account via the greyish-blue log-in box on the right-hand side of the page.

➢ After logging in, from the Home page, click "Access My Portfolio", then click on the name of your facility to open to the Facility Summary page (which should look like this):
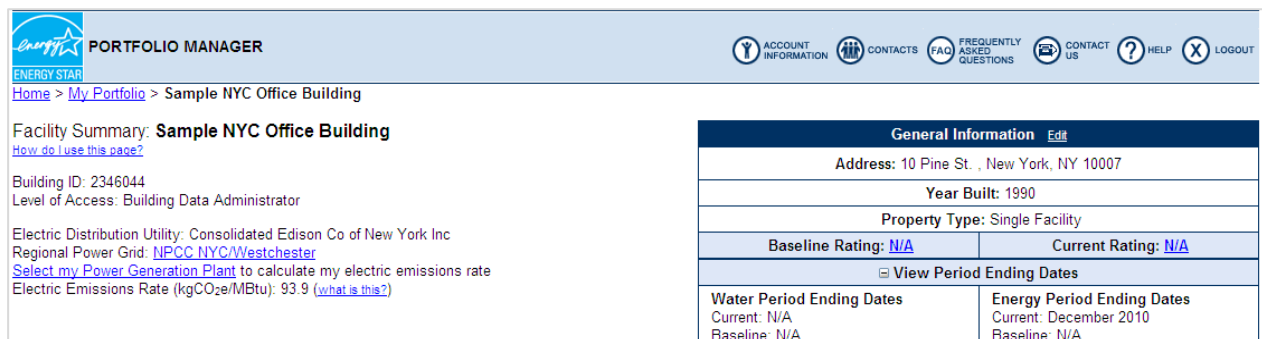

➢ Then go to your Energy Meters table - scroll down to the 3rd table on this page.
(NOTE: you should have ALL of your building's energy meters listed here from last year – electricity, along with gas, or oil, or steam, whichever types of energy your building uses).

➢ To add the 2011 energy data, you will have to open each meter and add the 12 months of data – start by clicking the first meter (in our example it is "Meter 1 - Electricity"):

Energy Meters	Add Meter | Update Multiple Meters | View All Meter Data in Excel						
Meter Name	**Energy Type**	**Space(s)**	**Last Meter Entry (End Date)**	**Alerts**	**Read/Write Access**	
Meter 1 - Electricity	Electricity - Grid Purchase (kWh (thousand Watt-hours))	Entire Facility	01/31/2011	Data > 120 days old. more		Delete Meter
Meter 2 - Gas meter	Natural Gas (kcf (thousand cubic feet))	Entire Facility	12/31/2010	Data > 120 days old. more		Delete Meter
Oil	Fuel Oil (No. 2) (Gallons)	Entire Facility		Less than one year of data. more		Delete Meter
No Metering Configuration has been set for this facility. A metering configuration may be established to indicate whether the whole facility energy consumption or only a portion of that total is represented by these meters.(Set Metering Configuration)							

➢ This will open up the list of monthly energy data that you entered last year for 2010, and at the top of this list you will see a link that says "Add Meter Entries":

Download Meter Data in Excel

Edit Energy Use:

Edit Previous 4 Entries

Add Meter Entries

Remove Entry	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Energy Use (kWh (thousand Watt-hours))	Cost - US Dollars (optional)	Last Updated
☐	12/01/2010	12/31/2010	680000.00	$	03/28/2011 by DH_LEIFER
☐	11/01/2010	11/30/2010	680000.00	$	03/28/2011 by DH_LEIFER
☐	10/01/2010	10/31/2010	680000.00	$	03/28/2011 by DH_LEIFER
☐	09/01/2010	09/30/2010	700000.00	$	03/28/2011 by DH_LEIFER
☐	08/01/2010	08/31/2010	740000.00	$	03/28/2011 by DH_LEIFER
☐	07/01/2010	07/31/2010	720000.00	$	03/28/2011 by DH_LEIFER
☐	06/01/2010	06/30/2010	720000.00	$	03/28/2011 by DH_LEIFER
☐	05/01/2010	05/31/2010	700000.00	$	03/28/2011 by DH_LEIFER
☐	04/01/2010	04/30/2010	700000.00	$	03/28/2011 by DH_LEIFER

Click "Add Meter Entries", then follow the prompts as indicated:

PORTFOLIO MANAGER

ACCOUNT INFORMATION   CONTACTS   FAQ

Home > My Portfolio > Sample NYC Office Building > Add Meter Entries

Add Meter Entries: Meter 1 - Electricity

Please select the number of meter entries to add, enter the start date for these meter entries, and select Continue. If you do not wish to add meter en Add Meter Entries"

✱ REQUIRED

Select Number of Meter Entries to be added and Start Date for first entry:			
Meter Entries to Add	**Start Date (MM/DD/YYYY)**	**Energy Type**	**Units**
1 ▾ Month(s)	01/01/2011	Electricity	kWh (thousand Watt-hours)

DO NOT ADD METER ENTRIES   CONTINUE

Choose 12 months   Choose start date of Jan. 2011

Click continue

This will now give you 12 blank cells to fill in your energy usage (cost is optional).
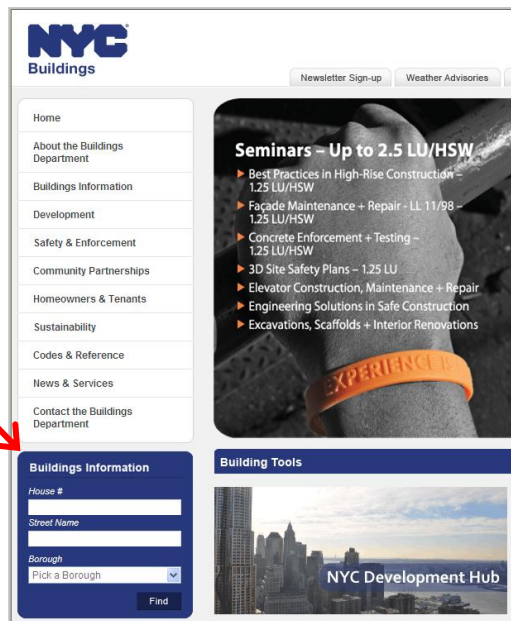When done, CLICK SAVE AT THE BOTTOM.

Add Energy Use:			
Start Date (MM/DD/YYYY)	**End Date** (MM/DD/YYYY)	**Energy Use** (kWh (thousand Watt-hours))	**Cost - US Dollars** (optional)
01/01/2011	01/31/2011		$
02/01/2011	02/28/2011		$
03/01/2011	03/31/2011		$
04/01/2011	04/30/2011		$
05/01/2011	05/31/2011		$
06/01/2011	06/30/2011		$
07/01/2011	07/31/2011		$
08/01/2011	08/31/2011		$
09/01/2011	09/30/2011		$
10/01/2011	10/31/2011		$
11/01/2011	11/30/2011		$
12/01/2011	12/31/2011		$
			CANCEL SAVE

>>> You must repeat this for EACH of your energy meters. And, if you have multiple buildings, you must do this for all of your other buildings as well.

STEP 2 – ADD SECONDARY BUILDING IDENTIFICATION INFO (BIN number):

First we'll show you **WHERE TO GET** the BIN.

➢ You can find your **BIN** (Building Identification Number) via the Dept. of Buildings. Type www.nyc.gov/buildings into your web browser.

➢ In the lower-left-hand corner of this screen, find the "*Buildings Information*" lookup box, enter your building info and click "Find":

➢ A new window will then open that contains your BIN (as well as your BBL).

Now you must **ENTER YOUR BIN** into the **CORRECT LOCATION** in Portfolio Manager.

➢ Go back to Portfolio Manager, go to your "Facility Summary" page, and on this facility summary page, in the top right-hand corner find the "General Information" box. Click on the small "Edit" link.

➢ This will open to the edit page for your building's general info – scroll down to the bottom of this page, and you'll find two fields – the first is the "Notes" field, and the second is the "Unique Building Identifier" field:

In the **NOTES** field, **your BBL should already be there from last year** – it must also be in the **correct 10-digit format:** 1-00234-0056

- If it is not in the correct 10-digit format, **this may be why you got a violation** even though you submitted your 2010 report. Take this opportunity to fix it now.
- 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).
- If you have multiple BBL's for your building, **add them all** separated by a semicolon ;

In the **Unique Building Identifier field,** you must enter your **7-digit BIN.**

- There is no special format for the BIN, just type in the 7-digit number and nothing else.
- If you have multiple BIN's for your building, add them all separated by a semicolon ;

>>> CLICK SAVE IN THE LOWER RIGHT-HAND CORNER OF THIS PAGE!

STEP 3 – UPDATE RESIDENTIAL/MULTIFAMILY SPACE TYPE

If you have a Residential buildings (ie. what Portfolio Manager calls "Multifamily Housing"), you must fill in the data for ALL space attributes, even though they are considered "optional".

NOTE: this step is for MULTIFAMILY RESIDENTIAL ONLY (ie. Apartment buildings).
- This **DOES** include any apartment buildings even if they contain other space types too, such as retail store, grocery store, office space, hotel, etc.
- This **DOES NOT** include spaces such as Senior Care Facility, Dormitories, Colleges, etc.

To complete this step, return to the Facility Summary page for your Multifamily Residential building (ie. click on the facility name listed on the "My Portfolio" page). Then scroll down to the "Space Use Table", which is located right above the Energy Meter Table.

In this example we have 3 space types – the Multifamily Housing (ie. Apartment Bldg.), the Retail (ie. Florist), and the Supermarket/Grocery (ie. Small Grocery Store). You only need to edit the Multifamily Housing space, not the other spaces in your building. Click on the Space Name to open it.

Space Use Add Space					
Space Name	**Space Type**	**Floor Area (Sq. Ft.)**	**% Floor Area**	**Alerts**	
Apartment Bldg	Multifamily Housing	50,000	83	>10% of Total Floor Space more info	Delete Space
Florist	Retail	5,000	8		Delete Space
Small Grocery Store	Supermarket/Grocery	5,000	8		Delete Space
Total		**60,000**	**99**		

Because more than 50% of your building is Multifamily Housing, your building is designated as Multifamily Housing within Portfolio Manager. This type of building is not eligible for an energy performance rating and does not have a reference national average (Click to learn more)

This will bring you to the "**Edit Multifamily Housing Space**" page. Those "Space Attribute Values", circled in red below, are what you must fill in if they are blank. To do this, click the "Edit" button(s).

On the next page that opens, enter in the required information (if you do not have exact information, give a reasonable estimate).

You must also select the "Correct" option rather than "Update", at the top (circled in red).

>>> Be sure to click SAVE when you are done. Repeat this for ALL the Space Attributes for your building.

STEP 4 – SUBMITTING YOUR REPORT TO THE CITY:

Finally, for detailed step-by-step instructions on how to correctly submit your report to the City, click this link (**if you did not do this step last year** after entering your data into Portfolio Manager, **this may be another reason** why you received a violation).

NOTE: after you make ANY changes to your Portfolio Manager account, you **must wait 24 hours** before submitting your report so that your changes upload to the Portfolio Manager system. **DO NOT WAIT UNTIL MAY 1st to submit**.

After submitting your report…

>>>**YOU WILL RECEIVE A CONFIRMATION EMAIL FROM BUILDINGS@ENERGYSTAR.GOV!**
This is your proof that you submitted your report, keep this email for your records.