BENCHMARKING GUIDE FOR 2013 REPORTING PERIOD

(revised March 28, 2014)*

If you submitted your benchmarking report for 2012 last year and now need to submit your report for 2013, this document will guide you through all the required steps for this year's benchmarking:

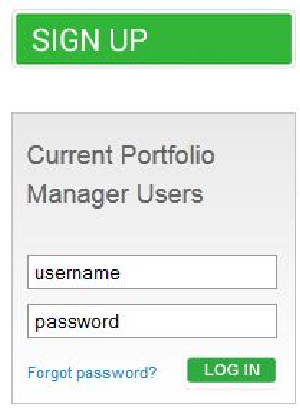
1- **ADD 2013 ENERGY DATA AND WATER DATA**
2- **ADD SECONDARY BUILDING IDENTIFICATION INFO (BIN number)**
3- **UPDATE RESIDENTIAL/MULTIFAMILY SPACE TYPE**
4- **SUBMIT REPORT TO CITY**

TO COMPLETE THE 2013 REPORT CORRECTLY, FOLLOW THE STEPS DETAILED BELOW

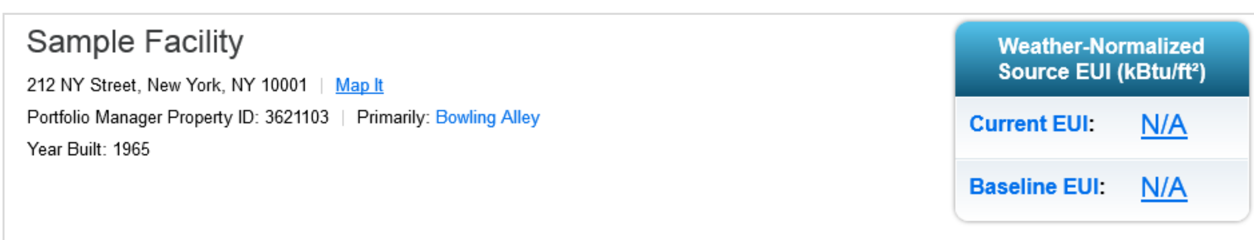
STEP 1 – ADD 2013 ENERGY DATA:

You must have your 2013 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 grey and white log-in box on the right-hand side of the page.



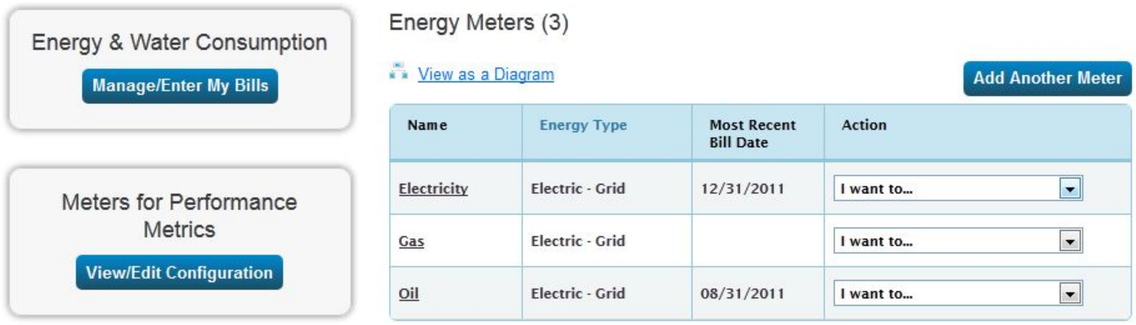
- After logging in, you will be brought to the "My Portfolio" page. From here, click on the name of your facility to open to the Facility Summary page (which should look like this):



- Then go to your Energy Meters by clicking on the third tab contained under your building summary information (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).

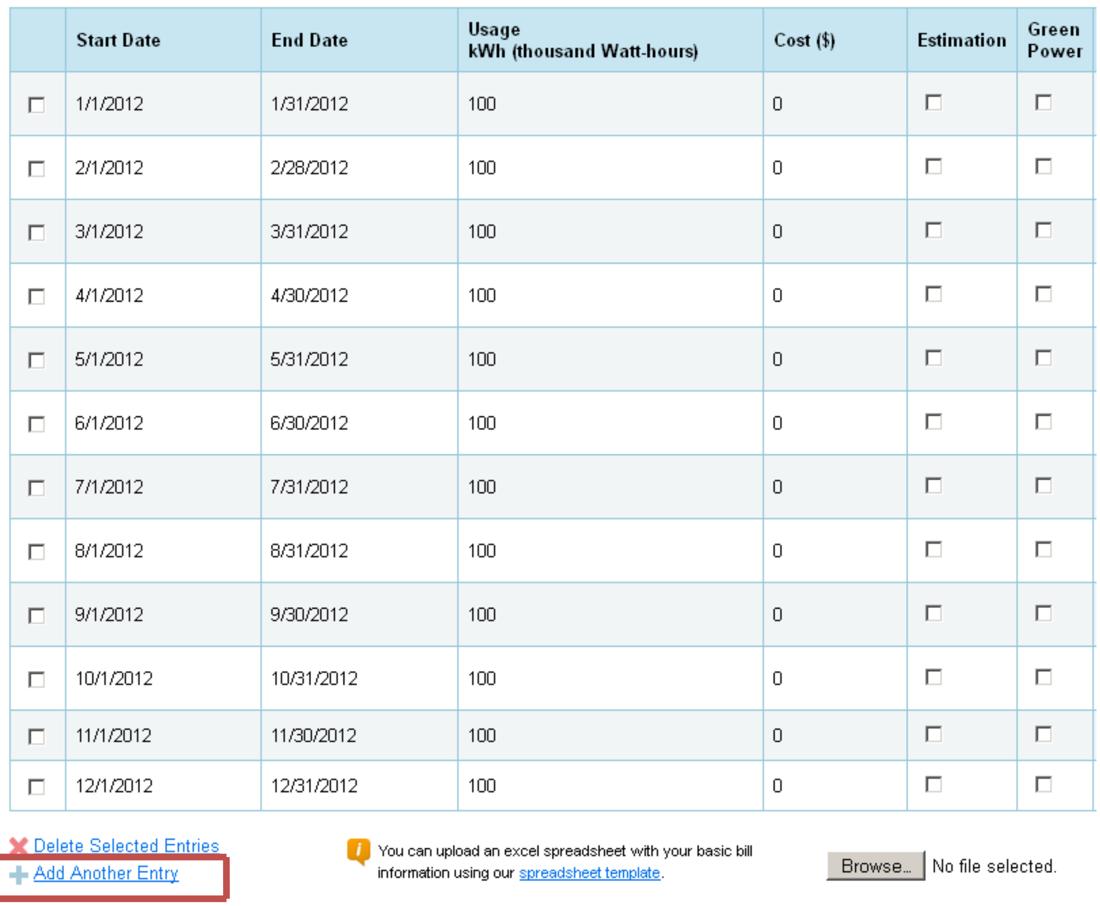
- To add 2013 energy data, you must open each meter and add the 12 months of data – start by clicking the first meter (in our example it is "- Electricity"), you can select "Edit Basic Meter Information" from the Action dropdown tab, or select "Manage/Enter My Bills" to the left of your list of meters.

3/28/14 *This guide has been revised to reflect the upgraded Portfolio Manager, which launched in July 2013.



Name	Energy Type	Most Recent Bill Date	Action
Electricity	Electric - Grid	12/31/2011	I want to...
Gas	Electric - Grid		I want to...
Oil	Electric - Grid	08/31/2011	I want to...

- These actions will open up the list of monthly energy data that you entered last year for 2012, and below the list of entries you will see a link that says "Add Another Entry". You may also utilize the option to upload an excel spreadsheet of 2013 entries from your computer.



	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost ($)	Estimation	Green Power
☐	1/1/2012	1/31/2012	100	0	☐	☐
☐	2/1/2012	2/28/2012	100	0	☐	☐
☐	3/1/2012	3/31/2012	100	0	☐	☐
☐	4/1/2012	4/30/2012	100	0	☐	☐
☐	5/1/2012	5/31/2012	100	0	☐	☐
☐	6/1/2012	6/30/2012	100	0	☐	☐
☐	7/1/2012	7/31/2012	100	0	☐	☐
☐	8/1/2012	8/31/2012	100	0	☐	☐
☐	9/1/2012	9/30/2012	100	0	☐	☐
☐	10/1/2012	10/31/2012	100	0	☐	☐
☐	11/1/2012	11/30/2012	100	0	☐	☐
☐	12/1/2012	12/31/2012	100	0	☐	☐

- After clicking "Add Another Entry", add 2013 monthly energy data in the new spaces that appear (cost is optional)

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost ($)	Estimation	Green Power
☐	1/1/2013	1/31/2013	100	0	☐	☐
☐	2/1/2013	2/29/2013	100	0	☐	☐
☐	3/1/2013	3/31/2013	100	0	☐	☐
☐	4/1/2013	4/30/2013	100	0	☐	☐
☐	5/1/2013	5/31/2013	100	0	☐	☐
☐	6/1/2013	6/30/2013	100	0	☐	☐
☐	7/1/2013	7/31/2013	100	0	☐	☐
☐	8/1/2013	8/31/2013	100	0	☐	☐
☐	9/1/2013	9/30/2013	100	0	☐	☐
☐	10/1/2013	10/31/2013	100	0	☐	☐
☐	11/1/2013	11/30/2013	100	0	☐	☐
☐	12/1/2013	12/31/2013	100	0	☐	☐

Delete Selected Entries
Add Another Entry

You can upload an excel spreadsheet with your basic bill information using our spreadsheet template.

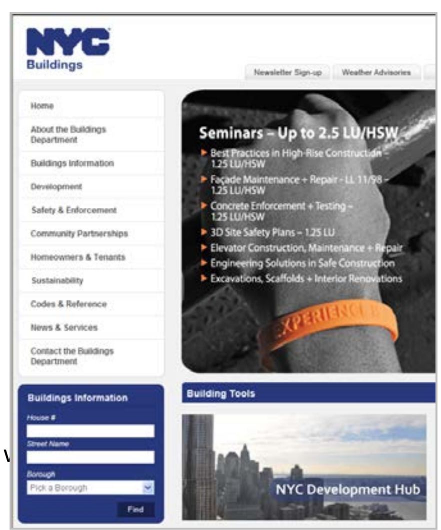
Browse... No file selected.

- When done, click the "Save Bills" button at the bottom of the screen.

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

- WATER - NEW: If you previously set up read/write access to the Department of Environmental Protection (DEP) for automatic uploading of water data, YOUR WATER DATA FOR 2013 WILL ALREADY HAVE BEEN ADDED INTO YOUR PORTFOLIO MANAGER ACCOUNT. If you hadn't previously set up access, or weren't previously eligible for water reporting because you didn't have an Automatic Meter Reader (AMR) installed for the entire calendar year, you will have to set up access.
  a. Refer to LL84 - Water Data Collection
  b. Read the step-by-step guidance How to Automatically Benchmark Water using Web Services (formerly known as Automatic Benchmarking Services)
- You also have the option to manually input your water usage.
  a. Read the step-by-step guidance Manual Water Benchmarking Guide

STEP 2 – ADD UNIQUE BUILDING IDENTIFICATION INFO (BIN & BBL number):



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

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

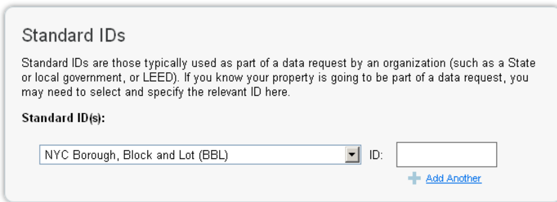
- In the lower-left-hand corner of this screen, find the "*Buildings Information*" lookup box, enter your building info and click "Find":

- A new window will then open that contains your BIN as well as your BBL.

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

- Click the "Details" tab, and then find the section that says Unique Identifiers (IDs), and click on the edit button.

- At the bottom of the page, in the "Standard ID" section, click on the drop down menu and select NYC BBL and enter your 10 digit BBL number in the format X-XXXXX-XXXX.



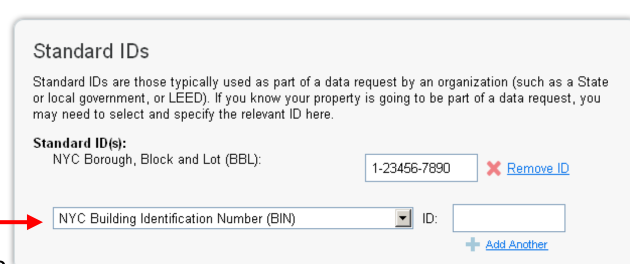
  - The first digit in this number is the Borough number. These are as follows: Manhattan: 1; Bronx: 2; Brooklyn: 3; Queens: 4; Staten Island: 5
  - The next set of numbers is the block number; the block number needs to have 5 digits.
  - The last set of numbers is the lot number, which needs to have 4 digits. If your block or lot numbers have less digits than mentioned here, add the appropriate amount of zeros to the beginning of that number.

For example, if you are in Manhattan, have a block number of 25 and a lot number of 456, this is what your BBL must look like: 1-00025-0456.

- If it is not in the correct 10-digit format, **this may be why you got a violation** even though you submitted your 2012 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 ;

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

- After entering your BBL, add your BIN. Click on the option that says "Add Another", then click on the drop down menu, and select NYC BIN. Add your 7 digit BIN number.



- 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 (i.e. what Portfolio Manager calls "Multifamily Housing"), you must fill in the data for ALL space attributes, even though they are considered "optional".

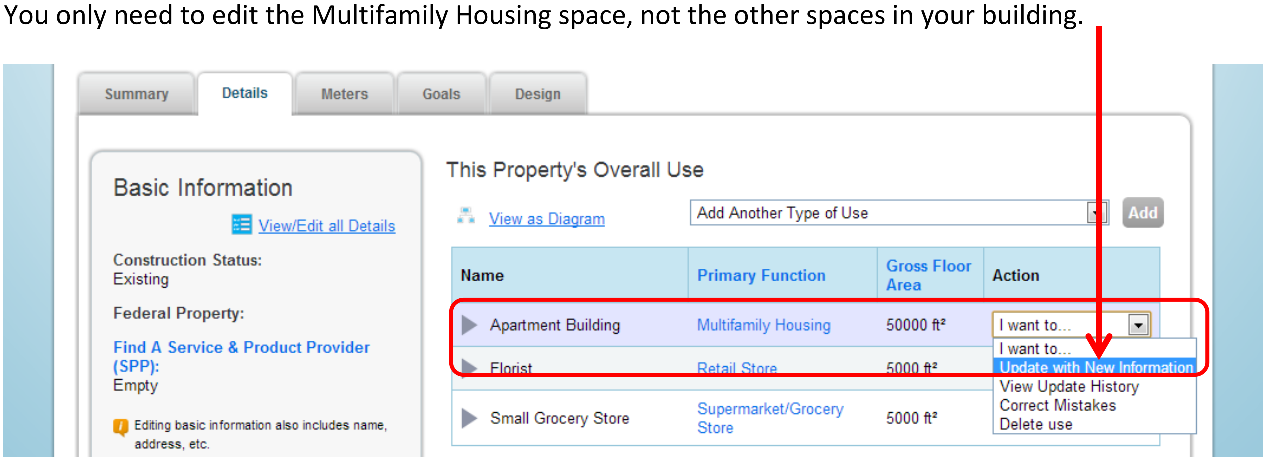
NOTE: this step is for MULTIFAMILY RESIDENTIAL ONLY (i.e. Apartment buildings).

- 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.

In the example below, we have 3 space types – the Multifamily Housing (i.e. Apartment Bldg.), Retail Store (i.e. Florist), and the Supermarket/Grocery (i.e. Small Grocery Store).

To update Multifamily, click the "Details" tab for your Multifamily building, and under the "Action" pull-down choose "Update with New Information".

You only need to edit the Multifamily Housing space, not the other spaces in your building.



This will bring you to the "**Update Property Use Details**" page. Those "Space Attribute Values", circled in red below, are what you must fill in if they are blank. Be sure to include the date these values took effect in the "Current As Of" column.

Detail	Current Value	Updated Value	Current As Of	Temporary Value
Gross Floor Area	50000 Sq. Ft. (as of 01/01/1910)	Sq. Ft.		
Percent of Gross Floor Area that is Common Space Only	(as of 01/01/1910)			
Government Subsidized Housing	(as of 01/01/1910)			
Resident Population Type	(as of 01/01/1910)			
Number of Residential Living Units	(as of 01/01/1910)			
Maximum Number of Floors	(as of 01/01/1910)			
Number of Bedrooms	(as of 01/01/1910)			
Number of Laundry Hookups in All Units	(as of 01/01/1910)			
Number of Laundry Hookups in Common Area(s)	(as of 01/01/1910)			
Number of Dishwasher Hookups	(as of 01/01/1910)			
Primary Hot Water Fuel Type (for units)	(as of 01/01/1910)			
Percent That Can Be Heated	(as of 01/01/1910)			
Percent That Can Be Cooled	(as of 01/01/1910)			

STEP 4 – SUBMITTING YOUR REPORT TO THE CITY:

Go to [LL84 – How to Comply – Submission to the City].

Click the link for **2013 Compliance Report Template Activation** to submit your 2013 data to the City for May 1, 2014 compliance. Also, read the **2013 Compliance Report Instructions**.

After submitting your report…

> **>>>You will receive a confirmation email from DONOTREPLY@ENERGYSTAR.GOV, with subject line "Receipt for Data Request Submittal".**
>
> **This is your proof that you submitted your report; keep this email for your records.**