

How to Submit Benchmarking Results to New York City

- This document gives step-by-step instructions on 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
- Questions about Portfolio Manager may be directed to their support page:
portfoliomanager.energystar.gov/pm/help
- General questions may also be directed to the Department of Buildings at
sustainability@buildings.nyc.gov



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How to Comply

In order to comply with Local Law 84 (LL84), owners of buildings with entire lots of 50,000 square feet or more (1) as designated by the Covered Buildings List must use a free online benchmarking tool called ENERGY STAR Portfolio Manager (2) to log energy and water use of the prior year by May 1 of each year.

To submit your report and comply by May 1, 2015 deadline, input energy and water use data for January - December of the prior year into Portfolio Manager via the compliance template created by the City: "NYC LL84 Benchmarking 2014 Compliance Template."

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

Submission to the City 1

Guidance for 2014 Reporting Deadlines and Violations

2014 Submission to the City (for compliance by May 1, 2015):

To complete the benchmarking process, the newest reporting template must be generated in Portfolio Manager. This new template creates a custom Compliance Report that will then be submitted to the City every year to comply with LL84 for each property on the Covered Buildings List.

- 2014 Compliance Report Template
- 2014 Compliance Report Instructions

Guidance for 2014 Reporting (for compliance by May 1, 2015):

- NEW:** Data Quality Checker Alert Fields in Portfolio Manager (in PDF)
- How to Submit Benchmarking Results to New York City for 2014 (check back here soon)
- Where to Input NYC BBL and NYC BIN (in PDF)
- NEW:** LL84 Compliance Checklist & User's Guide, revised (in PDF)
- First Time Bench Marking Guidance for the new Portfolio Manager (in PDF) (check back here soon)
- Benchmarking Refresher for Portfolio Manager (in PDF) (check back here soon)

Step 1 – Access Report

Access the 2014 Compliance Report through the link available at http://www.nyc.gov/html/gbee/html/plan/ll84_comply.shtml

1. Scroll down to “**Submission to the City**”
2. Click the “**2014 Compliance Report Template**” (for compliance by May 1, 2015)

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

http://www.nyc.gov/html/gbee/html/plan/ll84_comply.shtml



 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

- Instructions will pop up.
Read them!
- Choose whether you are submitting the data on behalf of yourself or someone else.
- The ‘Timeframe’ will be locked to **“Single Year – Dec – 2014”**
- In ‘Properties’, select a choice:
 - One Property
 - Multiple Properties
 - All Properties
- 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.
- Click **“Generate Response Preview”**

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Complete this form to respond to the "Data Request: NYC LL84 Benchmarking 2014 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: Data Request: NYC LL84 Benchmarking 2014 Compliance Report
from City of New York (City of New York)

About this Data Request

Data Requested By: City of New York

Instructions: [Data Request: NYC LL84 Benchmarking 2014 Compliance Report](#)

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

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

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.

Your Response

Select Information to Include:

Timeframe:

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.

Properties:

The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Generate Response Preview [Cancel](#)

Step 4 – Send 2014 Report

1. Make sure to choose the “**Data Request: NYC LL84 Benchmarking 2014 Compliance Report**”
2. **NEW:** If there is an error message, then click on “**read more**” to resolve the error(s) before sending the response. You will be led to a “N/A Screen”

Charts & Graphs



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 (9)

[Create a New Template](#)

⚠ Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

Name	Status	Action
Data Request: NYC LL84 Benchmarking 2014 Compliance Report (Request from City of New York)	Response Preview Generated: 3/27/2015 12:18 PM	Send Response I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response View Missing Metrics (N/A's) I want to...
Performance Highlights	No Report Generated	
Energy Performance	No Report Generated	
Emissions Performance	No Report Generated	

Details About the **New** “N/A Screen” for Portfolio Manager Data Requests

Step 4 number 2 continued:

- After clicking “Read more” the user sees the alert page, listing all properties for which “**Not Available**” is present in the Site EUI or Water Use field alongside specific data quality alerts.
- Alerts included in this screen correspond to the 8 new data quality alerts added to custom reports
- The links within the alerts take the user to the Portfolio Manager screen where the data omissions/errors can be fixed. For example, the user can go directly to the electricity meter where gaps are present.

Data Request Response Has Missing Metrics (N/A's)

 Your data response contains 41 properties where the [Site EUI](#) and/or [Total Water Use](#) could not be calculated.

When [Site EUI](#) and/or [Total Water Use](#) cannot be calculated, typically it means there is not 12 full months of complete meter data or there is a problem with your property's [Gross Floor Area](#). These metrics are the basis for other more complicated metrics (such as the [ENERGY STAR Score](#)), so other metrics may also be unavailable as a result.

Properties With Missing Metrics (N/A's) (41) (response preview generated 01/22/2015 09:08 PM EST)

Property ID	Property Name	Period Ending Date	Site EUI	Total Water Use
3681819	Portfolio Manager Store	12/31/2014	The meter Electric Grid Meter does not have 12 full calendar months of data for the selected year. Please enter bills for the full 12 months.	This property does not have at least one meter for the type of energy or water used in this metric calculation. For example, you cannot receive a value for "total electricity" if you only have gas meters. If you believe there is an error, go to the Meters tab, select "View/Edit Configuration" and make sure you've associated the correct meter(s) for use in your metrics.
3884860	Sample 1	12/31/2014	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.
4021271	Sample 1	12/31/2014	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.

Step 5 – Confirm Data Send

- 1) Once you have reviewed all errors and made any possible corrections, select **“Send Response”**
- 2) Choose who gets copies of the confirmation email
- 3) Choose file format for the data, which will be sent as an attachment to the confirmation email
- 4) E-Sign to certify release to the City of New York
- 5) Enter username & password
- 6) Click **“E-Sign Response”**
- 5) Click **“Send Data”**

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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:
 [Cancel](#)

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.

About Signing Your Response

Please provide login credentials (username and password) to electronically sign your response.

Step 6 – Save Documentation

- The following documents are required by the Department of Buildings to be saved for **three years following your submission:**

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

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!