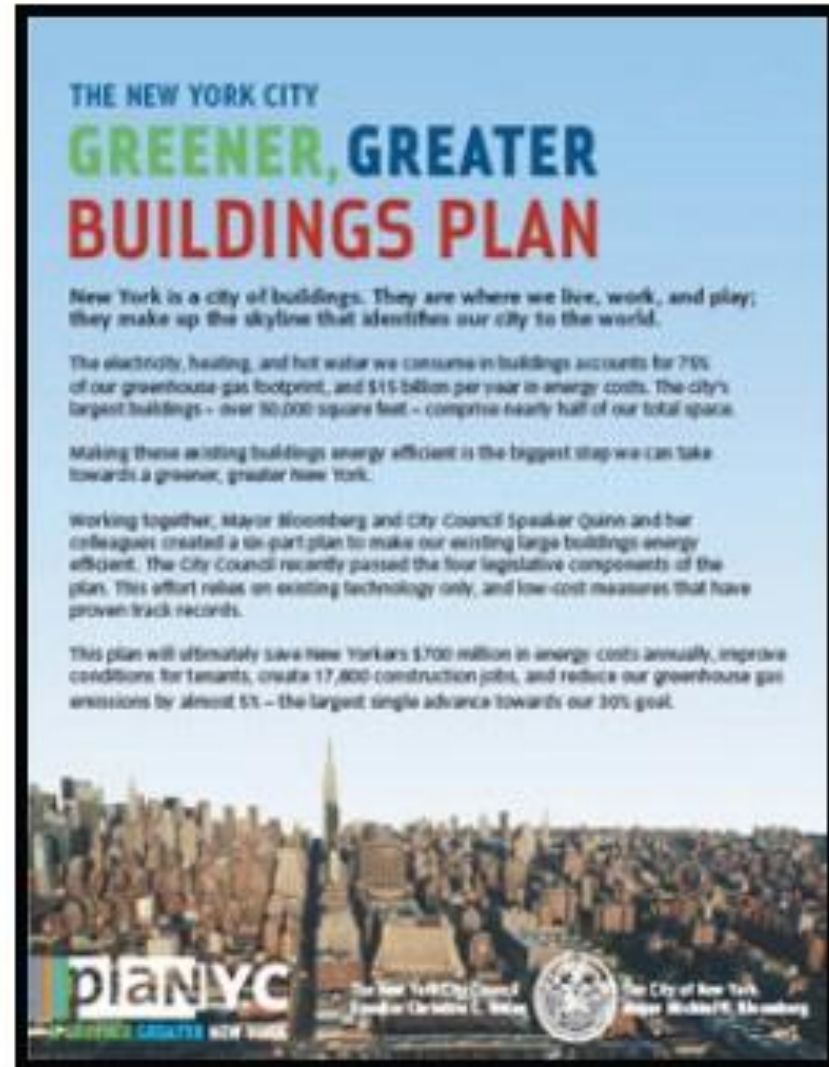


## How to Submit Benchmarking Results to New York City

- This document shows you step by step 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/ggbp](http://www.nyc.gov/ggbp)
- For live assistance with benchmarking, contact the Benchmarking Help Center by dialing 3-1-1 or directly at 212-442-7901
- Questions may also be e-mailed to the Department of Buildings at [sustainability@buildings.nyc.gov](mailto:sustainability@buildings.nyc.gov)



## Step 1 – Access Report

- Access the 2011 Compliance Report through the link available at [www.nyc.gov/ggbbp](http://www.nyc.gov/ggbbp)

The screenshot shows the PlanNYC website interface. At the top, there is a navigation bar with links for Residents, Business, Visitors, Government, and Office of the Mayor. Below this is a search bar and utility links for Newsletter Sign-up, Email a Friend, Translate This Page, and Text Size. The main content area features a large image of the NYC skyline and a section titled 'Greener, Greater Buildings Plan'. A note indicates the website is being updated. A sidebar on the right contains 'Popular Links' and 'Upcoming Events'. A callout box with a yellow arrow points to a red-bordered box containing the link 'NYC LL84 Benchmarking 2011 Compliance Report'.

- **Submitting Benchmarking to the City:** The new link to submit for 2011 is now available, to submit data by May 1, 2012:

- [NYC LL84 Benchmarking 2011 Compliance Report](#)

To complete benchmarking for compliance with the law you must use a custom report created by the City. Last year's NYC LL84 Benchmarking 2010 Compliance Report is still available [here](#) to submit outstanding reports with 2010 data.

## Step 2 – Log In

- The link will direct you to Portfolio Manager and prompt you to log into your account
- If this is your first time using Portfolio Manager you will need to set up an account and go through the process of benchmarking your properties before submitting results to the City

**PORTFOLIO MANAGER**  
EPA's system for helping you track and improve energy efficiency across your entire portfolio of buildings.

FAQ FREQUENTLY ASKED QUESTIONS CONTACT US HELP

Username:  [Forgot your username?](#)

Password:  [Forgot Your Password?](#)

New User? [Register](#)

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#)  
[Buildings & Plants](#)

## Step 3 – Review Instructions

- Instructions will pop up. Read them and click “OK”
- You can go back and read the instructions anytime by:
  1. clicking “View Instructions from City of New York” in the top right corner of the compliance report page, or
  2. view a pdf of the report instructions available at [www.nyc.gov/ggbp](http://www.nyc.gov/ggbp) through the link “2011 Compliance Report Instructions”

Template Instructions

The following instructions were provided by **Local Law 84 of 2009 (City of New York)** for using **NYC LL84 Benchmarking 2011 Compliance Report** :

This custom reporting template must be used for compliance with New York City's benchmarking law, Local Law 84 of 2009.

**STEP 1: Complete the benchmarking of your property(ies)**  
Prior to submitting this report, you must enter all information required by Portfolio Manager for each property covered by the law to ensure it has been completely benchmarked. All data from January 1 - December 31, 2011 must be included.

**STEP 2: Identify your property(ies) - IMPORTANT**  
For each property being benchmarked, you must complete A and B below:

A) 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.

B) In the "Unique Building Identifier" (UBI) field enter the building's seven-digit Building Identification Number (BIN).  
- If you are benchmarking multiple buildings on one tax lot together, you must include each building's BIN number in the

OK

## Step 4 – Complete Benchmarking

• After you click “ok,” you will see the report screen, but before you click ‘Release Data’, do the following checks for all properties:

1. **Borough Block and Lot (BBL) number** in Portfolio Manager’s “**Notes**” field
2. **Building Identification Number (BIN)** in Portfolio Manager’s “**Unique Building Identifier**” field
3. **REVIEW** all benchmarking input data for your building(s) and make sure it was entered accurately

PORTFOLIO MANAGER

ENERGY STAR

Home > My Portfolio > Generate a Report

Quick Reference Guides

Data Current As Of: March 20, 2012 12:30 AM

Report Template: NYC LL84 Benchmarking 2011 Compliance

Save as Default Filter for this Report Clear All Filters

3 Matching Facilities 3 Rows Returned

Reporting Period

Single Period (one period)

Dec 2011

Comparative (two periods)

Range (all periods within date range)

Facilities & Groups

Select Facilities or Groups

OR, type in the name of a single facility:

Location

U.S. only All Countries

All Locations

New York

Virginia

NYC LL84 Benchmarking 2011 Compliance Report December 2011

RELEASE DATA

View Data Table View Graph

View Instructions from City of New York

Don't see what you're expecting in your report?

REFRESH DATA View Full Screen Display Printer-friendly Download Data Set: Excel | XML | CSV | PDF

Building...	Facility Name	Period Ending...	Notes	Unique Building Identifier	State	Tota
2687977	Sample Hotel	12/31/2011	1-23456-7890	1234567;1234567;123...	New York	
2647360	Sample Multifamily	12/31/2011			New York	
2855307	Sample Office	12/31/2011			New York	

STOP

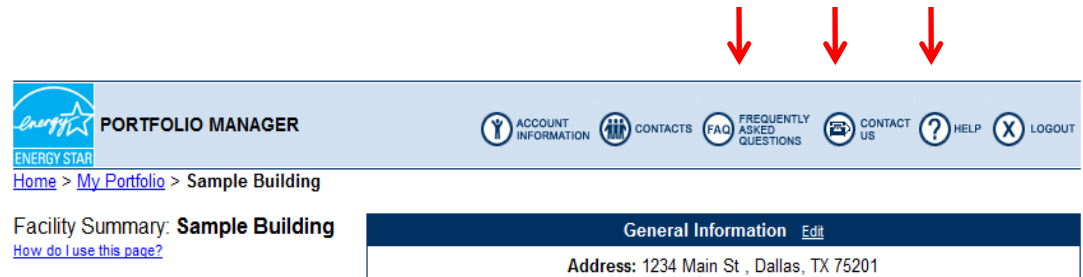
Complete Benchmarking Before Submitting your Report

Page 1 of 1

Displaying 1 - 3 of 3

## Step 4 – Complete Benchmarking

- Within the tool, access EPA’s Portfolio Manager User Support for benchmarking guidance if needed



1. Click the "**Help**" button to access searchable online user-support information.
2. Click the "**FAQ**" button to access a searchable database of Frequently Asked Questions.
3. Click the "**Contact Us**" or email [buildings@energystar.gov](mailto:buildings@energystar.gov) for further technical assistance

## Step 5A – Returning to the Report

- When you are ready to submit your benchmarking results to the City, you can return to the report at *any* time following these two steps:

- From the “My Portfolio” page, click “Generate Reports and Graphs” on the right side of the page

**PORTFOLIO MANAGER**

Home > My Portfolio

**Portfolio Averages**

Baseline Rating: 100 Facilities Included: 1	Current Rating: 100 Facilities Included: 1
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): -0.7% Facilities Included: 2	
Averages are weighted by Total Floor Space. <a href="#">More about Baselines</a> <a href="#">More about Change from Baseline: Adjusted Energy Use</a>	

**Reporting and Analysis**

**New!** [Generate Reports and Graphs](#)

[Request](#) Energy Performance Report  
[Request](#) Campus Report

**Apply for Recognition**  
[Apply](#) for the ENERGY STAR  
[ENERGY STAR Leaders](#)

**Automated Benchmarking**  
[Get Started Now](#)

GROUP: All Facilities | Create Group | View All | VIEW: Summary: Facilities | Create View | Edit

[Download](#) in Excel | Search Facility Name: | All # A B C D E F G H I J K L M N O P

Facility Name	Current Rating (1-100)	Change from Baseline: Adjusted Energy Use (%)	Total Floor Space (Sq. Ft.)	Energy Use Alerts	Current Energy Period Ending Date	Eligibility for the ENERGY STAR
<a href="#">Sample Facility</a>	N/A	N/A	0	Data > 120 days old	12/31/2010	N/A

## Step 5B – Returning to the Report

2. Then select “**NYC LL 84 Benchmarking 2011 Compliance Report**” from the drop-down menu on the left side (under the “Custom Reports” heading)

The screenshot displays the 'Portfolio Manager Reports' interface. On the left, a 'Report Template' dropdown menu is open, listing various report types. The option 'NYC LL84 Benchmarking 2011 Compliance Report' is highlighted with a red border. A yellow arrow points from this option to the main content area. The main content area features the title 'Portfolio Manager Reports' and the text 'Generate reports and graphs using data from your Portfolio Manager account'. Below this text is a blue button labeled 'QUICK REFERENCE GUIDES' with a right-pointing arrow. The background of the main content area shows a 3D bar chart with a white line graph and an upward-pointing arrow.



## Step 6 – Fill In the Compliance Report

- When you have completed benchmarking, select the New York City building(s) that are covered by the law in your Portfolio Manager account
- Verify that the “**Period Ending**” column is on or after **12/31/2011**
- Verify that the 10-digit BBL is in the “**Notes**” column and 7-digit BIN(s) are in the “**Unique Building Identifier**” column
- Note, you can submit more than one property from an account to the City in a single report

PORTFOLIO MANAGER  
ENERGY STAR

Home > My Portfolio > Generate a Report

Quick Reference Guides Data Current As Of: March 20, 2012 12:30 AM

Report Template: NYC LL84 Benchmarking 2011 Compliance

NYC LL84 Benchmarking 2011 Compliance Report December 2011

View Data Table View Graph

3 Matching Facilities 3 Rows Returned

Reporting Period: Single Period (one period) Dec 2011

Facilities & Groups: Select Facilities or Groups

Location: U.S. only All Countries

Building...	Facility Name	Period Ending...	Notes	Unique Building Identifier	State	Total
2687977	Sample Hotel	12/31/2011	1-23456-7890	1234567;1234567;123...	New York	
2647360	Sample Multifamily	12/31/2011	1-00001-0001	1234567	New York	
2855307	Sample Office	12/31/2011	2-00002-0002	2345678	New York	

Page 1 of 1

All properties being submitted to the City should appear in this window

## Step 7 – Report Submission

- Satisfied that each of the properties has been completely benchmarked in accordance with the law? If they appear in the center of the screen, click **“Release Data”** in the upper right corner
- Your report will then be submitted to the City for compliance electronically

**PORTFOLIO MANAGER**

Home > My Portfolio > Generate a Report

Quick Reference Guides

Data Current As Of: March 20, 2012 12:30 AM

Report Template: NYC LL84 Benchmarking 2011 Compliance

NYC LL84 Benchmarking 2011 Compliance Report December 2011

View Data Table View Graph

RELEASE DATA

REFRESH DATA View Full Screen Display Printer-friendly Download Data Set: Excel | XML | CSV | PDF

Building...	Facility Name	Period Ending...	Notes	Unique Building Identifier	State	Total
2687977	Sample Hotel	12/31/2011	1-23456-7890	1234567;1234567;123...	New York	
2647360	Sample Multifamily	12/31/2011	1-00001-0001	1234567	New York	
2855307	Sample Office	12/31/2011	2-00002-0002	2345678	New York	

Reporting Period: Single Period (one period) Dec 2011

Facilities & Groups: Select Facilities or Groups

Location: U.S. only All Countries

Page 1 of 1 Displaying 1 - 3 of 3

## Step 8 – Save Documentation

- The following documents are required by the Department of Buildings to be saved for **three years**:
  1. A copy of the confirmation e-mail from the EPA
  2. Proof of request to non-residential tenants for information related to separately metered energy use
  3. Back-up information regarding energy inputs
  4. 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/ggbp](http://www.nyc.gov/ggbp)



**From:** buildings@energystar.gov  
**Subject:** Copy of Data Released

**Message:**

[Your Name] released data to City of New York on [xx,xx,2012] for "NYC LL84 Benchmarking 2011 Compliance Report" Custom Template. A copy of the data released is attached.

If the attachment did not come through, please click on this link to download the data: [A URL LINKING TO YOUR RELEASE DATA WILL BE INCLUDED HERE]

The released data file will only be available for 30 days beginning on xx, xx, 2012.

**Attachment:**

[ReleaseData\_XXXXX]

