MEMO: HOW TO INPUT AGGREGATED METER DATA INTO PORTFOLIO MANAGER

Residential space

Note that the method described here is for RESIDENTIAL/MULTIFAMILY HOUSING spaces only.

- On your Con Ed Aggregated Data spreadsheet, identify the "Cycle Date Rows" by locating those with the highest number of bills, which you'll see in the first column – these are most representative of the energy usage for each billing cycle (please note that billing cycles do not go from the 1st to the 30th or 31st - they go from reading date to reading date and are different for each building).
  - → The additional rows that you see surrounding the Cycle Date Rows are partial and/or adjusted bills, ie. customers who moved in after the start of the cycle or moved out before, or customers who had adjustments on their accounts (you will see that for these partial bills, the billing dates are close to the cycle dates but not exactly the same).

- The recommended way to calculate the energy usage data is to use an extrapolation method to determine usage for the whole building regardless of occupancy. The steps are:
  1). Take the kWh from the Cycle Date Row for the first month and divide it by the number of bills in that same row, in order to obtain an average kWh per unit.
  2). Multiply this kWh/unit by the total number of units (active & inactive) in the Residential Service Class (this figure can be found on the 2nd page of your Con Ed Aggregated Data spreadsheet).
  3). Repeat this calculation for each month. For the NYC LL84 requirements, you will do this for the 12 months of January through December of 2010.
  4). Enter these monthly figures into your Portfolio Manager account's energy meter data page, for each energy type (ie. if you have Aggregated Data for electricity AND natural gas, you will have to do this process separately for both energy types).

- EXAMPLE: In the sample sheet on the next page, there are 7 months of data shown.
  1). For the first month, the Cycle Date Row is the one with 86 bills (26-Aug-08 to 25-Sep-08). Take the kWh (59,099) and divide by the number of bills (86) to get 687.2 kWh/unit.
  2). Multiply this kWh/unit (687.2) by the total number of residential units (237) for a total energy usage of 162,866 kWh for that month.
  3). Repeat for the next month, etc.

Commercial/non-residential space

- Commercial data will have to be treated differently than residential data. Due to issues with square footage, you cannot use this extrapolation method.
- For customers who are unable to obtain their commercial tenants energy data, a table of default energy use has been created by the City that may be used instead. Please refer to www.nyc.gov/ggbp and look for the "Benchmarking Rule" (under the ***What You Need To Know About The Laws*** sub-section) which gives a step-by-step process starting on page 10.

Page 2 of your ConEd Aggregated Data Spreadsheet, "BUILDING UNIT SUMMARY"

Building Address	Town	Zip Code
123 EXAMPLE ST	NEW YORK NY	10003

Service Class Number	Service Class Description	Account Status	Number of Accounts
1	Residential and Religious	ACTIVE	227
1	Residential and Religious	INACT	10
2	General Small Commercial	ACTIVE	10
2	General Small Commercial	INACT	1
9	General Large Commercial	ACTIVE	2
		Total	**250**

Page 3 of your ConEd Aggregated Data Spreadsheet, "CONSUMPTION DATA"

Number of Bills	Service Class	From Date	To Date	Demand(kw)	Consumption(kwhrs)
1	1	28-Jul-08	26-Aug-08	0	1476
1	1	15-Aug-08	25-Sep-08	0	600
1	1	18-Aug-08	25-Sep-08	0	1495
1	1	19-Aug-08	25-Sep-08	0	2175
1	1	21-Aug-08	25-Sep-08	0	2607
1	1	25-Aug-08	25-Sep-08	0	246
1	1	26-Aug-08	08-Sep-08	0	245
1	1	26-Aug-08	23-Sep-08	0	1855
86	1	26-Aug-08	25-Sep-08	0	59099
2	1	29-Aug-08	25-Sep-08	0	1040
1	1	30-Aug-08	25-Sep-08	0	255
1	1	31-Aug-08	25-Sep-08	0	951
2	1	01-Sep-08	25-Sep-08	0	618
1	1	06-Sep-08	25-Sep-08	0	342
1	1	08-Sep-08	25-Sep-08	0	1441
1	1	15-Sep-08	25-Sep-08	0	379
1	1	19-Sep-08	27-Oct-08	0	1136
1	1	25-Sep-08	24-Oct-08	0	1664
99	1	25-Sep-08	27-Oct-08	0	46214
2	1	01-Oct-08	27-Oct-08	0	791
1	1	10-Oct-08	27-Oct-08	0	213
103	1	27-Oct-08	25-Nov-08	0	44708
1	1	29-Oct-08	25-Nov-08	0	266
1	1	01-Nov-08	25-Nov-08	0	278
105	1	25-Nov-08	29-Dec-08	0	47054
1	1	08-Dec-08	29-Dec-08	0	111
105	1	29-Dec-08	29-Jan-09	0	42358
1	1	29-Dec-08	02-Mar-09	0	649
1	1	12-Jan-09	29-Jan-09	0	312
106	1	29-Jan-09	02-Mar-09	0	46077
1	1	01-Feb-09	02-Mar-09	0	408
1	1	15-Feb-09	02-Mar-09	0	0
1	1	20-Feb-09	02-Mar-09	0	252
2	1	01-Mar-09	31-Mar-09	0	1092
1	1	02-Mar-09	18-Mar-09	0	88
109	1	02-Mar-09	31-Mar-09	0	40778
1	1	07-Mar-09	31-Mar-09	0	269
1	1	13-Mar-09	31-Mar-09	0	113
1	1	15-Mar-09	31-Mar-09	0	273
1	1	18-Mar-09	18-Mar-09	0	0
1	1	27-Mar-09	29-Apr-09	0	374