

Greener, Greater Buildings Plan Digest, Vol. 31 – June 18, 2013

REMINDERS

- **LL84 – Portfolio Manager Being Upgraded**
 - EPA’s Portfolio Manager, the online tool used to benchmark energy and water usage to comply with LL84, is undergoing a major overhaul. **Portfolio Manager will be taken offline June 26 and will not be available through July 9** to complete the upgrade. During this time you will **NOT** have access to your account.
 - Read the [EPA’s Frequently Asked Questions](#) about the upgrade.
 - Read the [Portfolio Manager Project Fact Sheet](#) to see more information on what to expect with the upgrade.
 - Although your saved data in your account will not change, some reporting metrics and features will change. Therefore EPA highly recommends that all account holders print out their “Statement of Energy Performance” prior to June 26th. Follow the easy instructions on the attached PDF document “Create a Statement of Energy Performance.”
 - Some reporting features for Data Centers are changing. To see if your property type will be affected, please review the attached EPA reference PDF document, “Does your Data Center Meet the Portfolio Manager Definition?”
 - For those non-residential properties applying for ENERGY STAR certification, EPA reminds you that the application should be completed and submitted prior to June 26.
 - These documents and other reference materials about the upcoming upgrade can be found at energystar.gov/pmupgrade.

- **LL84 – Second Reporting Deadline is August 1**
 - Reminder that if you missed the extended first reporting deadline of May 31, the City is authorized to issue a violation and fine. To clear the violation, you must submit your completed benchmarking report by the second reporting deadline of Thursday, August 1. You will **NOT** be able to submit your reports between June 26 and July 9 while Portfolio Manager is being upgraded.

- **LL84 – Benchmarking Help Center is available**
 - Still need assistance to comply with LL84? Contact the Benchmarking Help Center at **212-442-7901**.

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REMINDERS

- **LL84 – TOMORROW, Portfolio Manager Taken Offline for Upgrading**
 - **Portfolio Manager will be taken offline TOMORROW, June 25 at 9PM and will not be available through July 9.** During this time you will **NOT** have access to your account.
 - EPA highly recommends that all account holders print out their “Statement of Energy Performance”. Follow the easy instructions on the attached PDF document “Create a Statement of Energy Performance.”
 - For those non-residential properties applying for ENERGY STAR certification, EPA reminds you that the application should be completed and submitted prior to June 25.
 - Read the [EPA’s Frequently Asked Questions](#) about the upgrade.
 - Read the [Portfolio Manager Project Fact Sheet](#) to see more information on what to expect with the upgrade.
 - These documents and other reference materials about the upcoming upgrade can be found at energystar.gov/pmupgrade.

- **LL84 – TODAY, Water ABS Upload**
 - Please be advised that the DEP will run their automated water benchmarking system today, June 24, in the afternoon for the final time until further notice.

- **LL84 – Second Reporting Deadline is August 1**
 - Reminder that if you missed the extended first LL84 reporting deadline of May 31, the City is authorized to issue a violation and fine. To clear the violation, you must submit your completed benchmarking report by the second reporting deadline of Thursday, August 1 and pay the fine. **You will NOT be able to submit your reports between June 26 and July 9 while Portfolio Manager is being upgraded.**

- **LL84 – Benchmarking Help Center is available**
 - Still need assistance to comply with LL84? Contact the Benchmarking Help Center at **212-442-7901**.

ANNOUNCEMENT

- **LL87 – TODAY, Deadline to apply for FREE Small Commercial Building Energy Auditor Training**
 - A FREE 7-day training course in commercial energy auditing is being offered through the Green Jobs – Green New York (GJ-GNY) initiative. The course is highly competitive and applications must be received by TODAY, June 24. To read more and apply, [click here](#).