

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 at: www.nyc.gov/GGBP
- For any questions, please send an e-mail to sustainability@buildings.nyc.gov



Step 1 – Access Report

- Access the Compliance Report through the link available at www.nyc.gov/GGBP



The screenshot shows a web browser window with the URL http://nyc.gov/html/planyc2030/html/plan/buildings_plan.shtml. The page features the NYC logo and navigation links for Residents, Business, Visitors, Government, and Office of the Mayor. The main heading is 'THE NEW YORK CITY GREENER, GREATER BUILDINGS PLAN'. Below this, there is a paragraph of text: 'Buildings dominate New York City's carbon footprint. Approximately 75 percent of New York City's carbon emissions stem from energy used in buildings, and today's existing buildings will make up 85 percent of all real estate in 2030. Therefore, increasing the energy efficiency of the city's existing buildings has been, and will continue to be, a central PlanNYC focus. Indeed, the full effects of the City's energy efficiency efforts launched to date are expected to reduce annual citywide greenhouse gas emissions by 4.5 million metric tons of CO₂e by 2030, which is equivalent to nearly 7.5 percent of citywide 2005 baseline emissions. To address the critical area of energy use in buildings, the City has established the Greener, Greater Buildings Plan (GGBP). The GGBP is a comprehensive strategy to reduce greenhouse gas emissions from buildings, improve energy efficiency, and create jobs. The plan includes a variety of measures, such as energy audits, retrofits, and incentives for building owners. The GGBP is a key component of the City's overall climate change strategy and is essential for achieving the City's goal of reducing greenhouse gas emissions by 80 percent by 2050. For more information, visit www.nyc.gov/ggbp.

What you need to know about the laws Benchmarking (LL84)

- **Submitting Benchmarking to the City:** To submit completed benchmarking for compliance with the law you must use the NYC LL84 Benchmarking 2010 Compliance Report available [HERE](#). The web link will prompt a user to log into their Portfolio Manager account. By accessing their account through this link, a custom report for New York City LL84 compliance will be generated. The report needs to be completed electronically in your Portfolio Manager account for each lot required to benchmark. The report will then be electronically submitted to the City of New York. Detailed instructions are below.

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?](#)

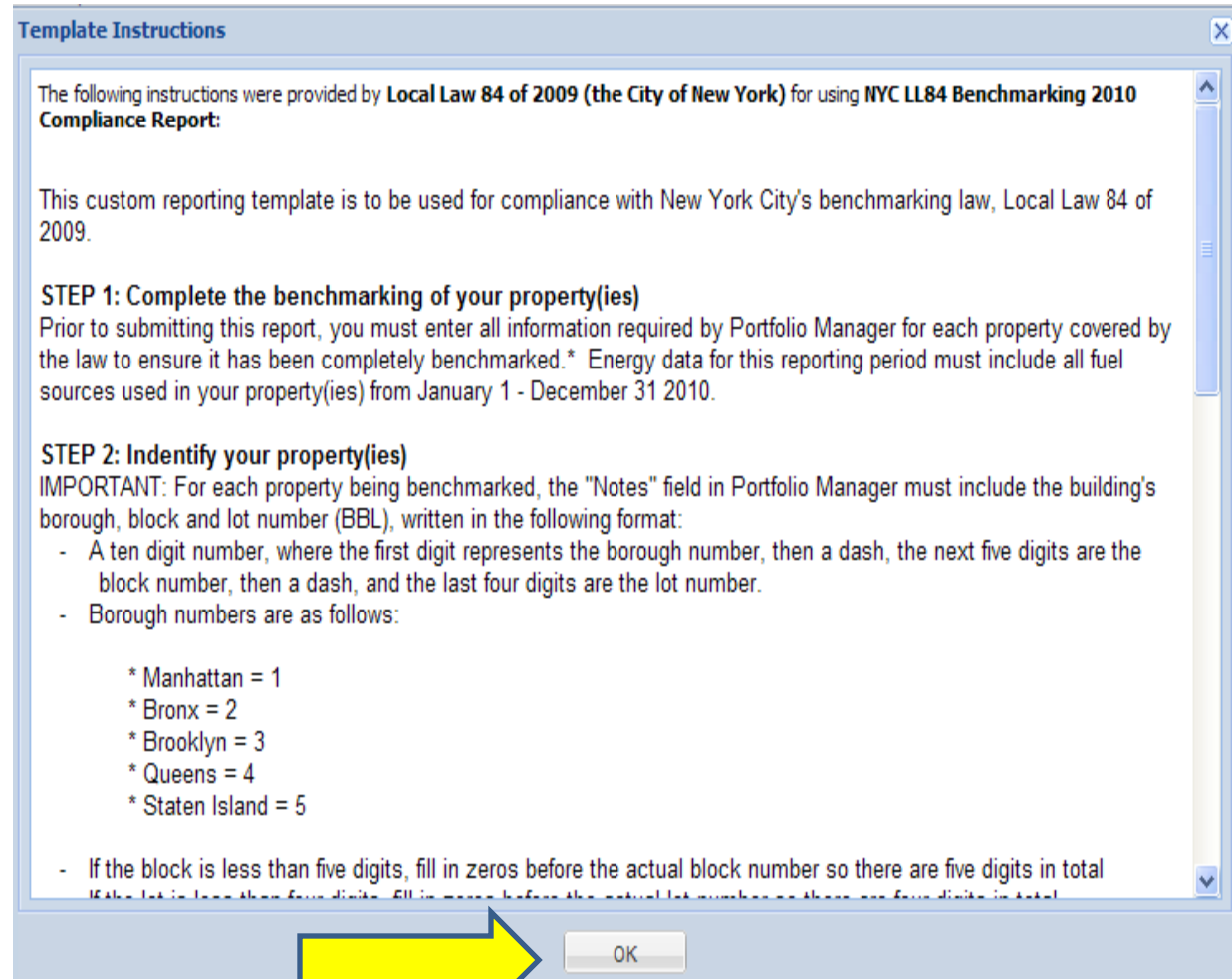
Password: [Forgot Your Password?](#)

New User? [Register](#)

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

Step 3 – Review Instructions

- Instructions will pop up, read and click “ok”
- You can go back and read the instructions anytime by:
 1. clicking “View Instructions” 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



Template Instructions

The following instructions were provided by **Local Law 84 of 2009 (the City of New York)** for using **NYC LL84 Benchmarking 2010 Compliance Report**:

This custom reporting template is to 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.* Energy data for this reporting period must include all fuel sources used in your property(ies) from January 1 - December 31 2010.

STEP 2: Identify your property(ies)
IMPORTANT: For each property being benchmarked, the "Notes" field in Portfolio Manager must include the building's borough, block and lot number (BBL), written in the following format:

- A ten digit number, where the first digit represents 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
 - * Staten Island = 5
- If the block is less than five digits, fill in zeros before the actual block number so there are five digits in total
- If the lot is less than four digits, fill in zeros before the actual lot number so there are four digits in total

OK

Step 4 – Complete Benchmarking

- After you click “ok,” you will see the report screen, but...
- Prior to completing the report, you should review all benchmarking input data for your building(s) and make sure it was entered accurately
- You also MUST include the Borough Block and Lot (BBL) number in Portfolio Manager’s “Notes” field for each property as explained in the instructions in Step 3

The screenshot shows the Portfolio Manager interface for a report titled "Sample Template 1" for July 2009. The interface includes a left sidebar with filters for Reporting Period (Jul 2009), Facilities & Groups (10 items), Location (All Locations), and Facility Type (All Facility Types). The main content area displays a table of facilities with columns for Building ID, Facility Name, Period Ending Date, and Rating. A large red octagonal sign with a blue border is overlaid on the table, containing the text "STOP Complete Benchmarking Before Submitting your Report".

Building ID	Facility Name	Period Ending Date	Rating
1866370	Training Building 1		1
1863990	Training Building 10		N/A
1866328	Training Building 2		1
1866337	Training Building 3		1
1866362	Training Building 4		1
1866365	Training Building 5		1
1866372	Training Building 6		1
1866377	Training Building 7		1
1866383	Training Building 8		1

Step 4 – Complete Benchmarking

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

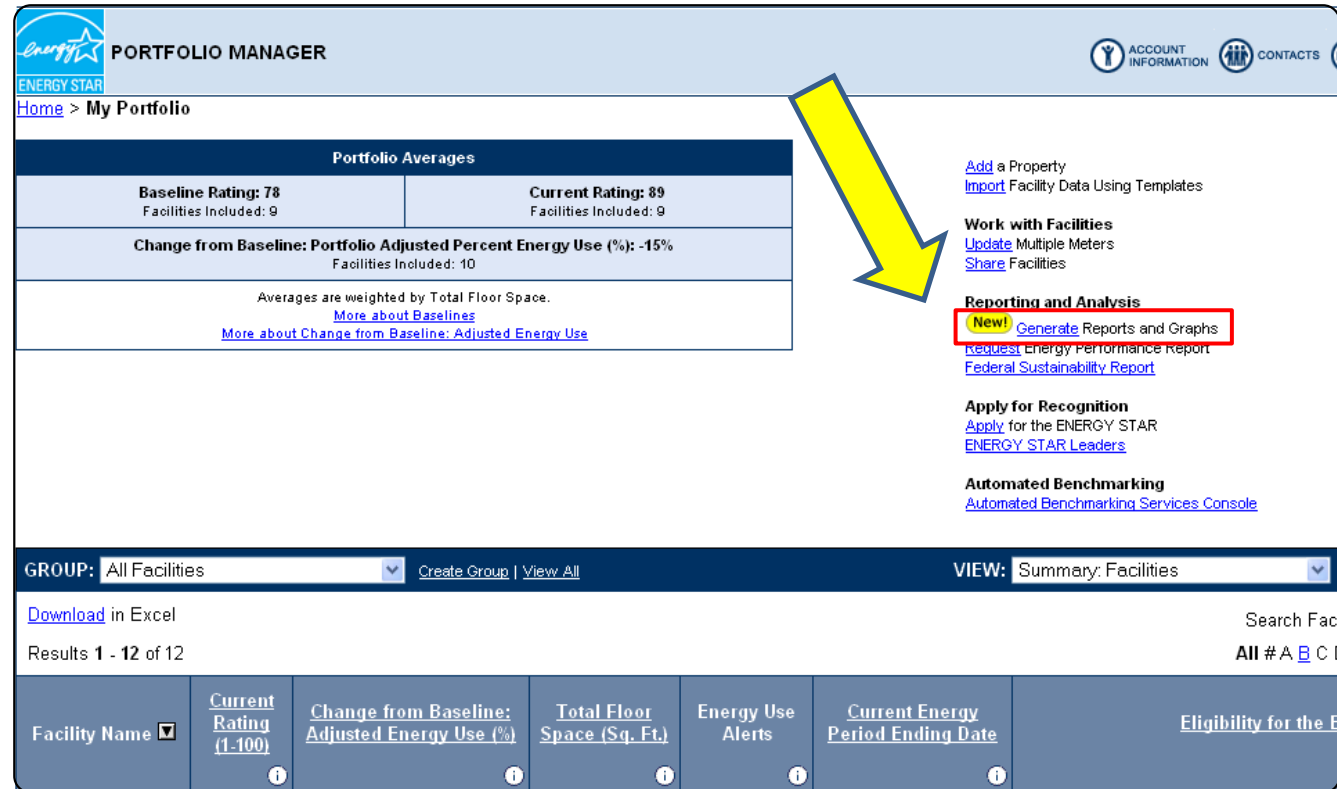
The screenshot displays the EPA Portfolio Manager interface. At the top left is the Energy Star logo and the text "PORTFOLIO MANAGER". To the right of this header is a navigation menu with icons and labels for "ACCOUNT INFORMATION", "CONTACTS", "FAQ", "FREQUENTLY ASKED QUESTIONS", "CONTACT US", "HELP", and "LOGOUT". Three red arrows point down to the "FAQ", "CONTACT US", and "HELP" buttons. Below the header, the breadcrumb trail reads "Home > My Portfolio > Sample Building". The main content area shows "Facility Summary: Sample Building" with a link "How do I use this page?". A dark blue bar contains "General Information" and an "Edit" link. Below this bar, the address "Address: 1234 Main St , Dallas, TX 75201" is displayed.

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 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



ENERGY STAR PORTFOLIO MANAGER

ACCOUNT INFORMATION CONTACTS

Home > My Portfolio

Portfolio Averages	
Baseline Rating: 78 Facilities Included: 9	Current Rating: 89 Facilities Included: 9
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): -15% Facilities Included: 10	
Averages are weighted by Total Floor Space. More about Baselines More about Change from Baseline: Adjusted Energy Use	

[Add](#) a Property
[Import](#) Facility Data Using Templates

Work with Facilities
[Update](#) Multiple Meters
[Share](#) Facilities

Reporting and Analysis
New! [Generate Reports and Graphs](#)
[Request](#) Energy Performance Report
[Federal Sustainability Report](#)

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

Automated Benchmarking
[Automated Benchmarking Services Console](#)

GROUP: All Facilities [Create Group](#) | [View All](#) VIEW: Summary: Facilities

[Download](#) in Excel Search Fac All # A B C

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 E
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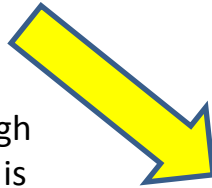
Step 5B – Returning to the Report

2. Then select “**NYC LL 84 Benchmarking 2010 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, showing a list of report options. The option 'NYC LL84 Benchmarking 2010 Compliance' is highlighted at the bottom of the list. A yellow arrow points from this option to the main content area. The main content area features a blue header 'Portfolio Manager Reports' and a sub-header 'Generate reports and graphs using data from your Portfolio Manager account'. Below this 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 overlaid, indicating an upward trend.

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
- Again, make sure the Borough Block and Lot (BBL) number is included in the notes field for each property as explained in the Report Instructions from Step 3
- Note, you can submit more than one property from an account to the City in a single report



Reporting Period

Single Period (one period)

Jul 2009

Comparative (two periods)

Range (all periods within date range)

Facilities & Groups

Select Facilities or Groups (10 Items)

OR, type in the name of a single facility:

Location

U.S. only All Countries

All Locations

Maryland

Massachusetts

Minnesota

North Carolina

OR, Select specific Cities or Zip Codes

Facility Type

All Facility Types

Office

Residence Hall/Dormitory

Retail

Supermarket/Grocery

Sample Template 1 July 2009

View Data Table View Graph

[RELEASE DATA](#)

[View Instructions from Eric Yaroshetsky](#)

[Don't see what you're expecting in your report?](#)

[REFRESH DATA](#) [View Full Screen Display](#) [Printer-friendly](#) Export Data Set: [Excel](#) | [XML](#) | [CSV](#) | [PDF](#)

Building ID	Facility Name	Period Ending Date	Rating
1866370	Training Building 1	07/31/2009	1
1863990	Training Building 10	07/31/2009	N/A
1866328	Training Building 2	07/31/2009	85
1866337	Training Building 3	07/31/2009	100
1866362	Training Building 4	07/31/2009	97
1866365	Training Building 5	07/31/2009	N/A
1866372	Training Building 6	07/31/2009	85
1866377	Training Building 7	07/31/2009	82
1866383	Training Building 8	07/31/2009	66

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Displaying 1 - 9 of 9

[REFRESH DATA](#)

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

Step 7 – Report Submission

- Once you are satisfied that each of the properties has been completely benchmarked in accordance with the law and they have been selected to fill in the Compliance Report (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

The screenshot shows the 'PORTFOLIO MANAGER' interface. The top navigation bar includes links for ACCOUNT INFORMATION, CONTACTS, FAQ, FREQUENTLY ASKED QUESTIONS, CONTACT US, HELP, and LOGOUT. The main content area is titled 'Sample Template 1 July 2009' and features a 'RELEASE DATA' button in the upper right corner, which is highlighted with a red box and a yellow arrow. Below this button are links for 'View Instructions from Eric Yeroski@311' and 'Don't see what you're expecting in your report?'. The interface also includes a 'View Data Table' / 'View Graph' toggle, a 'REFRESH DATA' button, and a table of building data. The table has columns for Building ID, Facility Name, Period Ending Date, and Rating. The data is as of January 8, 2010, 12:00AM.

Building ID	Facility Name	Period Ending Date	Rating
1866370	Training Building 1	07/31/2009	1
1863890	Training Building 10	07/31/2009	N/A
1866328	Training Building 2	07/31/2009	85
1866337	Training Building 3	07/31/2009	100
1866362	Training Building 4	07/31/2009	97
1866365	Training Building 5	07/31/2009	N/A
1866372	Training Building 6	07/31/2009	85
1866377	Training Building 7	07/31/2009	82
1866383	Training Building 8	07/31/2009	66

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



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

Message:

[Your Name] released data to City of New York on [xx,xx,2011] for "NYC LL84 Benchmarking 2010 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 February 14, 2011.

Attachment:

[ReleaseData_XXXXX]

CONGRATULATIONS!
You have complied with
Local Law 84!