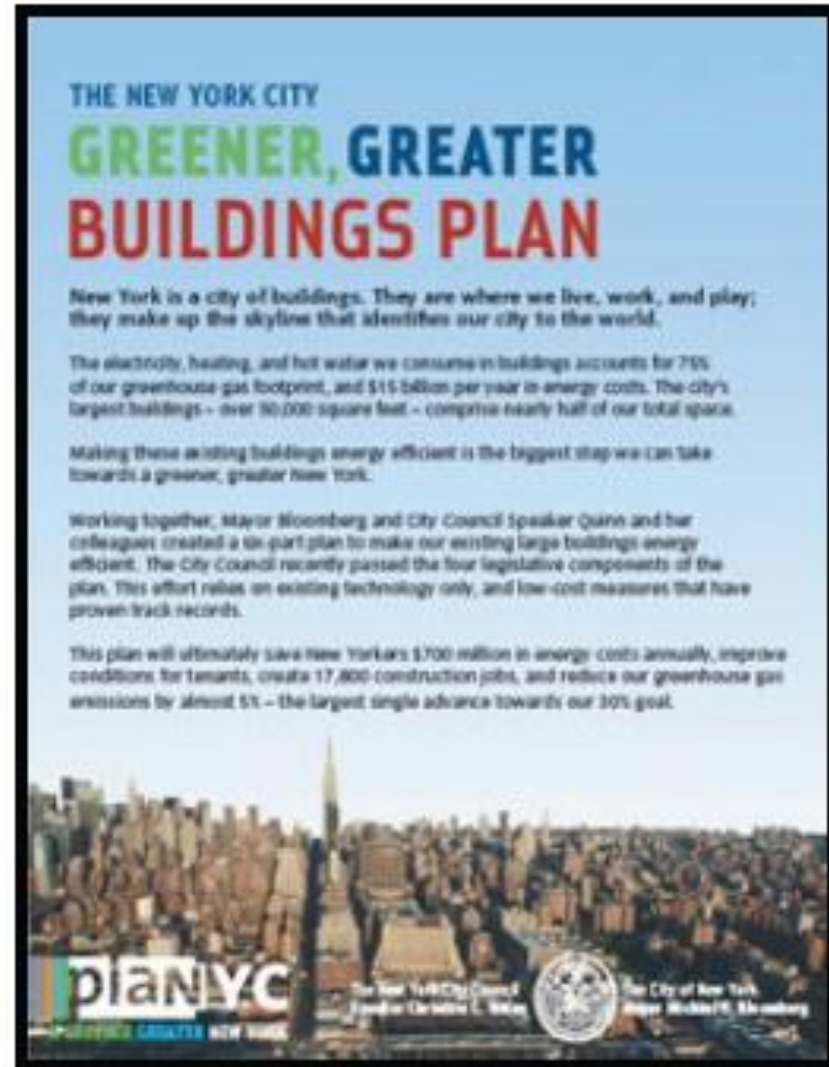


## How to Submit Benchmarking Results to New York City

- 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 2012 Compliance Report** which is required for submission by **May 1<sup>st</sup>, 2013**
- More benchmarking resources are available online at the Greener, Greater Buildings Plan LL84 website: [www.nyc.gov/LL84](http://www.nyc.gov/LL84)
- Questions may also be e-mailed to the Department of Buildings at [sustainability@buildings.nyc.gov](mailto:sustainability@buildings.nyc.gov)



**planNYC** Green Buildings & Energy Efficiency

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**LL84: Benchmarking**

The first step to making a building more efficient and how its usage compares with that of similar buildings. The Green Buildings Plan (GGBP) requires owners of large buildings to benchmark their energy and water consumption in a process called benchmarking. This process standardizes this process and captures information for the City's (EPA) free online benchmarking tool. Benchmarking provides building owners and potential buyers a better understanding of energy and water consumption, eventually shifting the market towards more performing buildings.

In summary, LL84's annual benchmarking process requires:

1. Determine if a building needs to be benchmarked.
2. Measure the building's energy and water usage.
3. Submit usage data online annually to the City.

Please review this section to learn more about benchmarking, the benchmarking process, how to benchmark, benchmarking scores and reports.

About LL84

- Covered Buildings List (Buildings Required to Benchmark)
- How to Comply
- Energy and Water Data Collection
- Where to Get Help
- Benchmarking Scores and Reports

**How to Comply**

In order to comply with Local Law 84 (LL84), owners of buildings with entire lots of 10,000 square feet or more (1) as designated by the **Covered Buildings List** must use a free benchmarking tool called Portfolio Manager to log energy and water use and **submit a compliance report to the City** by May 1 of each year.

For example, to comply by May 1, 2013, data would be inputted for calendar year 2012. The report would be submitted to the City via the "NYC LL84 Benchmarking 2012 Compliance Template." To quickly view specific sections on this page, click on the section titles below:

- Submission to the City**
- Benchmarking Tool—Portfolio Manager
- Benchmarking Guidance
- Deadlines and Violations

**Submission to the City**

To complete the benchmarking process, use the new reporting template to generate a Compliance Report that will be provided by the City every year to comply by May 1. The City will prompt you to log in to your Portfolio Manager account where you can create a new electronic Compliance Report for LL84. A report needs to be completed for each lot or building to benchmark. The report will then be submitted to the City through Portfolio Manager.

Please use the reporting template directly below (NYC LL84 Benchmarking 2012 Compliance) to report calendar year 2012 data for 2013 submission.

- 2012 Reporting Template** (for compliance by May 1<sup>st</sup>, 2013)

## Step 1 – Access Report

- Access the 2012 Reporting Template through the LL84 Benchmarking page, [www.nyc.gov/LL84](http://www.nyc.gov/LL84)
1. Click “How to Comply”

On the “How to Comply” page,

2. Click “**Submission to the City**”, or scroll down to the section
3. Click “**2012 Reporting Template**” (for compliance by May 1<sup>st</sup>, 2013)

## 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 first.
  - Click “New User? **Register** “

**ENERGY STAR** **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?](#)

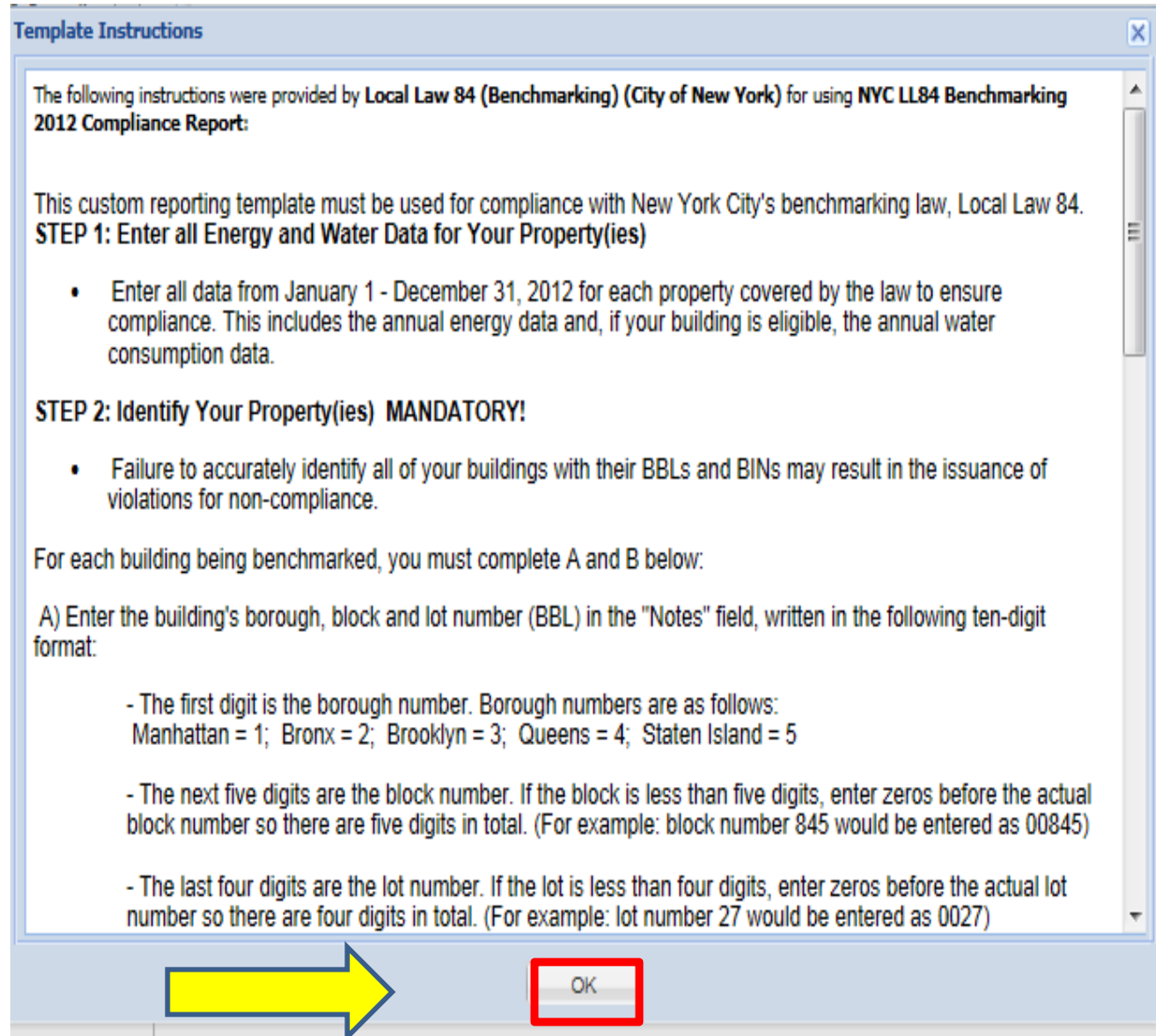
Password:  [Forgot Your Password?](#)

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/LL84](http://www.nyc.gov/LL84) through the link “**2012 Compliance Report Instructions**”



**Template Instructions**

The following instructions were provided by **Local Law 84 (Benchmarking) (City of New York)** for using **NYC LL84 Benchmarking 2012 Compliance Report**:

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

**STEP 1: Enter all Energy and Water Data for Your Property(ies)**

- Enter all data from January 1 - December 31, 2012 for each property covered by the law to ensure compliance. This includes the annual energy data and, if your building is eligible, the annual water consumption data.

**STEP 2: Identify Your Property(ies) MANDATORY!**

- Failure to accurately identify all of your buildings with their BBLs and BINs may result in the issuance of violations for non-compliance.

For each building being benchmarked, you must complete A and B below:

A) Enter the building's borough, block and lot number (BBL) in the "Notes" field, written in the following ten-digit format:


- The first digit is the borough number. Borough numbers are as follows:  
Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; Staten Island = 5
- The next five digits are the block number. If the block is less than five digits, enter zeros before the actual block number so there are five digits in total. (For example: block number 845 would be entered as 00845)
- The last four digits are the lot number. If the lot is less than four digits, enter zeros before the actual lot number so there are four digits in total. (For example: lot number 27 would be entered as 0027)

**OK**

## Step 4 – Review Before Release

• After you click “ok,” you will see the 2012 report screen, but before you click ‘Release Data’, do the following checks for all properties:

1. **“Notes”** column has your correct
2. 10-digit **Borough Block and Lot (BBL)**
3. **“Unique Building Identifier”** has your correct 7-digit **Building Identification Number(s) (BIN)**
4. **REVIEW** all benchmarking input data for your building(s) and make sure it was entered accurately
5. If you find that you need to edit your data, simply click “My Portfolio” at the top left hand of the screen (under the “ENERGY STAR” logo)

 Data Current As Of: February 11, 2013 12:30 AM

NYC LL84 Benchmarking 2012 Compliance Report December 2012

[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 ID	Facility Name	Period Ending Date	Rating	Notes	Unique Building Identifier	Address
2647360	SAMPLE OFFICE	12/31/2012	100	1-00001-0001	3456789	100 P
3208858	SAMPLE HOSPITAL	12/31/2012	100 **	1-12345-1234	1234567;2345678	10 Pa





## Step 5A – Returning to the Report

- If you need to go back and edit your benchmarking data, you can return to the report submittal page at *any* time following these two steps:

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

Facilities included: 2	Facilities included: 2
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): -23%	
Facilities Included: 5	
Averages are weighted by Total Floor Space.	
<a href="#">More about Baselines</a> <a href="#">More about Change from Baseline: Adjusted Energy Use</a>	

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

**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  
[Automated Benchmarking Services Console](#)

My Facilities | My Campuses

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

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

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 HOSPITAL</a>	100**	7.9	1,015,000		01/31/2013	Not Eligible: Default space values used <a href="#">(ENERGY STAR Eligibility Rules)</a>
<a href="#">SAMPLE OFFICE</a>	100	-79.6	603,141		12/31/2012	<a href="#">Apply for the ENERGY STAR</a>

## Step 5B – Returning to the Report

2. Make sure you select “**NYC LL84 Benchmarking 2012 Compliance Report**” from the drop-down menu on the left side (under the “Custom Reports” heading)

The screenshot displays the Portfolio Manager interface. At the top left is the Energy Star logo and the text "PORTFOLIO MANAGER". To the right are navigation icons for "ACCOUNT INFORMATION", "CONTACTS", "FAQ", "FREQUENTLY ASKED QUESTIONS", and "CONTACT US". Below the header is a breadcrumb trail: "Home > My Portfolio > Generate a Report".

The main content area features a "Report Template" dropdown menu on the left and a "Portfolio Manager Reports" section on the right. The dropdown menu is open, showing a list of report options. The option "NYC LL84 Benchmarking 2012 Compliance Report" is highlighted in blue and enclosed in a red rectangular box. A yellow arrow points from the bottom right towards this highlighted option. Other options in the menu include "Baseline Comparison", "Benchmark Performance", "Current Facility Status", "Emissions Performance", "Energy Performance", "Utility Cost Report", "Water Performance Report", "Water/Wastewater Energy Performance", "Custom Reports Home", and "Data for Download".

The "Portfolio Manager Reports" section contains the text "Generate reports and graphs using data from your Portfolio Manager account" and a "QUICK REFERENCE GUIDES" button with a right-pointing arrow. The background of this section features a 3D bar chart with a white line graph and an upward-pointing arrow.

## Step 6 – Release Data to the City

- The “Reporting Period” and “Location” have been locked and so only your properties in **New York City** with period ending **12/31/2012** should be displayed
- Verify that the correct properties 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



Data Current As Of: February 11, 2013 12:30 AM

### NYC LL84 Benchmarking 2012 Compliance Report

December 2012

View Data Table  View Graph

[View Instructions from City of New York](#)  
[Don't see what you're expecting in your report?](#)

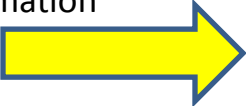
[REFRESH DATA](#) [View Full Screen Display](#) [Printer-friendly](#) Download Data Set: [Excel](#) | [XML](#) | [CSV](#) | [PDF](#)

Building ID	Facility Name	Period Ending Date	Rating	Notes	Unique Building Identifier	Address
2647360	SAMPLE OFFICE	12/31/2012	100	1-00001-0001	3456789	100 P
3208858	SAMPLE HOSPITAL	12/31/2012	100 **	1-12345-1234	1234567;2345678	10 Pa

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



## Step 7 – Compliance Confirmation

- After you have released your report to the City, you will receive an email confirmation of receipt from the EPA 
- 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/LL84](http://www.nyc.gov/LL84)

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

**Message:**

[Your Name] released data to City of New York on [xx,xx,2013] for "NYC LL84 Benchmarking 2012 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, 2013.

**Attachment:**

[ReleaseData\_XXXXX]

**CONGRATULATIONS!**  
**You have complied with**  
**Local Law 84!**

## If additional assistance is still required...


- On the GGBP Local Law 84 page, access the various guidance documents
- Go to [www.nyc.gov/LL84](http://www.nyc.gov/LL84) → How to Comply → Benchmarking Guidance

**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 Portfolio Manager to log energy and water use and **submit a compliance report to the City** by May 1 of each year.

For example, to comply by May 1, 2013, data would be inputted for calendar year 2012 and the report would be submitted to the City via the "NYC LL84 Benchmarking 2012 Compliance Template." To quickly view specific sections on this page, click on the section titles below.

Submission to the City  
[Benchmarking Tool – Portfolio Manager](#)  
[Benchmarking Guidance](#)



- In Portfolio Manager, access EPA’s Portfolio Manager User Support for benchmarking guidance



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

- Still have questions about compliance?  
 Email Department of Buildings at [sustainability@buildings.nyc.gov](mailto:sustainability@buildings.nyc.gov)