

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 2012 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/LL84
- Questions may be directed to the Benchmarking Help Center at their new number,
(646) 576-3539



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LL84: Benchmarking

The first step to making a building more efficient is to understand how much energy it uses and how its usage compares with that of similar buildings. Therefore, the Greener, Greater Buildings Plan (GGBP) requires owners to benchmark their buildings' energy consumption in a process called benchmarking. This process standardizes this process and compares a building's energy consumption to the EPA's (EPA) free online benchmarking tool. This tool helps building owners and potential buyers a better understanding of energy consumption, eventually shifting the market for more efficient buildings.

In summary, LL84's annual benchmarking process requires building owners to:

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

Please review this section to learn more about LL84, how to comply, and where to get help.

How to Comply

Where to Get Help

Benchmarking Scores and Reporting

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. The link will create a custom, electronic Compliance Report for LL84 in your Portfolio Manager account. A report needs to be completed for each lot required to benchmark. You will then submit the report to the City through Portfolio Manager. Please use the reporting template directly below to report calendar year 2012 data, for 2013 submission.

- **NYC LL84 Benchmarking 2012 Compliance Report (for compliance in 2013)**

Archived 2011 Compliance Report Template & Instructions

The following reporting template link and instructions below were to report benchmark data for calendar years 2011 (which was due May 1, 2012):

- How to Submit Benchmarking Results to New York City for 2011 (in PDF)
- 2011 Compliance Report Instructions
- 2011 Reporting Template

Step 1 – Access Report

- Access the 2012 Compliance Report through the link available at www.nyc.gov/ggbp

1. Click “**LL84: Benchmarking**”
2. Click “**How to Comply**”
3. Scroll down to “**Submission to the City**” and click the “**NYC LL84 2012 Compliance Report**” (for compliance in 2013)

Also available - links to submit 2011 data

Step 2 – Log In

- The link will direct you to Portfolio Manager and prompt you to log into your account

 You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use may result in criminal and civil penalties. Use of the system indicates consent to monitoring and recording.

- If this is your first time using Portfolio Manager you will need to set up an account first, and then enter all of your energy and water data for your properties before submitting results to the City.
- Refer to guidance document “**First Time Benchmarking Guidance**” at www.nyc.gov/LL84



Step 3 – Review Instructions

1. Instructions will pop up. Read them!
2. Choose whether you are submitting the data on behalf of yourself or someone else.
3. The ‘Timeframe’ will be locked to “Single Year – Dec – 2012”
4. In ‘Properties’, select a choice:
 - One Property
 - Multiply Properties
 - All Properties
5. Click “Generate Response Preview”

Complete this form to respond to the "NYC LL84 Benchmarking 2012 Compliance Report" for City of New York. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: NYC LL84 Benchmarking 2012 Compliance Report

from City of New York (City of New York)

About this Data Request

Data Requested By: City of New York

Instructions:

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.

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

Your Response

Select Information to Include:

Timeframe: * Single Year | Dec | 2012

Properties: * One Property | New Sample Office

Generate Response Preview Cancel

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

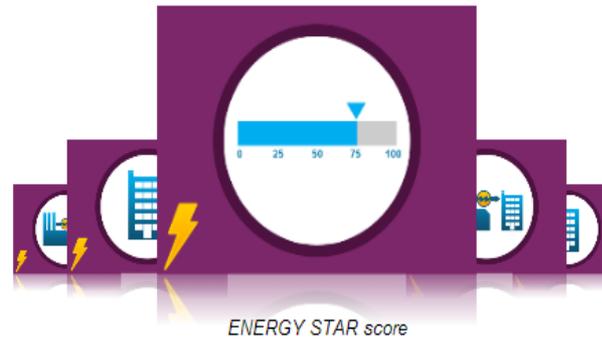
Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

Step 4 – Send 2012 Report

1. Look for the “NYC LL84 Benchmarking **2012** Compliance Report”
2. In the “**Action**” drop-down box, choose “**Send Response**”

Charts & Graphs



What are the average ENERGY STAR scores of my properties?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [ENERGY STAR Score Card](#)

Templates & Reports (13)

Create a New Template

Your new response preview(s) has been generated.

Name	Status	Action
NYC LL84 Benchmarking 2012 Compliance Report (Request from City of New York)	Response Preview Generated: 7/25/2013 2:47 PM	Send Response I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response Download my Responses in Excel
NYC LL84 Benchmarking 2011 Compliance Report (Request from City of New York)	No Response Preview Generated	
NYC LL84-Benchmarking 2010 Compliance Report (Request from City of New York)	No Response Preview Generated	
Water Performance	No Report Generated	
Sustainable Buildings Checklist Report	No Report Generated	I want to...
Performance Highlights	No Report Generated	I want to...

Step 5 – Confirm Data Send

1. Choose who gets copies of the confirmation email.
2. Choose file format for the data, which will be sent as an attachment to the confirmation email.
3. **NEW!** E-Sign to certify release to the City of New York.
 - Enter username
 - Enter password
 - Click “E-Sign Response”

Confirm Response to Data Request from City of New York (City of New York)

By clicking Send Data, you will release data to City of New York (City of New York). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

Goduguluri, Kishore

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your [connected contacts](#) appear in the list.

2 What format would you like your data in for the email attachment?

Excel

XML

3 E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to City of New York with City of New York.

Your username: * <ENTER USER NAME>

Your password: * *****

E-Sign Response

4 Once E-signature has been verified, click “Send Data”

OR

5 You can click “preview your report” before submitting

About Releasing Your Data

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

Send Data

Step 6 – 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/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]

