



**NEW YORK CITY BENCHMARKING LOCAL LAW 84/09
GUIDE FOR BUILDING OWNERS, PROPERTY MANAGERS,
SUPERINTENDENTS, AND BUILDING SERVICE PERSONNEL**

1. REVIEW THE LAW

The latest information on New York City Local Law 84/09 and the city's new energy efficiency legislation is available on the city's Greener, Greater Buildings Plan website: www.nyc.gov/ggbp

Local Law 84/09 requires that total building energy use in a single calendar year is entered into the EPA's online benchmarking tool. The final regulations of the law are expected to be issued in early 2011.

2. COLLECT INFORMATION

- a. Per EPA benchmarking guidelines, billing data must cover the entire calendar year and include electrical, gas, fuel oil or steam, and water consumption.
- b. Aggregate (total building) energy information broken down by type (gas or electric) and service class (common area, residential, commercial, etc.) can be obtained from Con Edison for \$102.50 per building.

www.nyc.gov/html/planyc2030/downloads/pdf/aggregated_consumption_data_from_coned.pdf

The account information associated with the common area meter is provided to Con Edison, which uses this data to obtain the summary usage of all other meters in the building. Con Ed will provide a spreadsheet summary of meters in the building.

National grid is expected to provide the same information for its gas customers.

Water meter usage will be uploaded by the EPA for buildings with automatic meters. Buildings without automatic meters do not have to input the information at this time.

- c. Building owners must collect information from non-residential tenants using the form on the Greener, Greater Buildings Plan website:

www.nyc.gov/html/planyc2030/downloads/pdf/benchmarking_tenant_data_collection.pdf

Non-residential tenant forms should be sent out by January 31 and returned for the building's records by February 15, 2011.

- d. The square footage of the building must be verified either by onsite measurements or buildings plans. The square footage listed on the Department of Finance Assessment and on the website below may be taken as a general guide:

www.nyc.gov/html/planyc2030/downloads/pdf/benchmarking_covered_buildings.pdf

3. SET UP ACCOUNT FOR BENCHMARKING

- a. Visit EPA Portfolio Manager Benchmarking site: www.energystar.gov/istar/pmpam
- b. Create login and ID. The login can be used for the entire portfolio of buildings
- c. Use options to add building and define building information.



[Home](#) > [My Portfolio](#)

Portfolio Averages	
Baseline Rating: N/A Facilities Included: 0	Current Rating: N/A Facilities Included: 0
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): 0% Facilities Included: 2	
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

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

Automated Benchmarking
[Get Started Now](#)

- d. Define type of property, hit continue, and complete the general information on the subsequent webpage.

Add a Property

Property Type

What kind of property would you like to add?

- A single facility for which my organization owns or manages 90% or more of the floor area.
- A portion of a single facility for which my organization owns or manages less than 90% of the floor area.
- A hospital composed of a single facility or collection of facilities.
- A municipal wastewater treatment plant or water treatment and distribution utility
- A campus or other collection of multiple facilities at the same geographic location. [What is this?](#)

[CANCEL](#) [CONTINUE](#)

- e. Proceed to Facility Summary Page, which lists General Information, Facility Performance Summary, Space Use, Energy Meters, Water Meters (Optional Entry), Renewable Energy Certificates.

[Home](#) > [My Portfolio](#) > [Test Facility](#)

Facility Summary: **Test Facility**

[View Data](#) [View Alerts](#)

Building ID: 2484999
Level of Access: Building Data Administrator

Electric Distribution Utility: Consolidated Edison Co-NY Inc. ([View](#))
Regional Power Grid: [NYPCC NYC Westchester](#)
[Select my Power Generation Plant](#) to calculate my electric emissions rate
Electric Emissions Rate (kgCO₂e/MWh): 108.7 ([View](#))

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information	
Address: 123 Fake Street, New York, NY 10001	
Year Built: 1900	
Property Type: Single Facility	
Baseline Rating: N/A	Current Rating: N/A
View Period Ending Dates	
Water Period Ending Dates	Energy Period Ending Dates
Current: N/A	Current: December 2009
Baseline: N/A	Baseline: December 2009
Eligibility for the ENERGY STAR	
Not Eligible. Rating must be 75 or above	

Facility Performance						
Select View: Summary, Energy Use View Data View Alerts						
12 Months Ending	Current Rating (1-100)	Current Site Energy Intensity (kBtu/Sq. Ft.)	Current Source Energy Intensity (kBtu/Sq. Ft.)	Change from Baseline: Energy Use Intensity (kBtu/Sq. Ft.)	Change from Baseline: Adjusted Energy Use Intensity (kBtu/Sq. Ft.)	Energy Use Alerts
December 2009	N/A	20.5	88.4	0.0	0.0	Data > 120 days old
Select Date						
Change						
REFRESH VIEW						

Space Use					
Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
Sample in Test Space	Multifamily Housing	20,000	100	>10% of Total Floor Space	Delete Space
Total		20,000	100		

Because more than 50% of your building is Multifamily Housing, your building is designated as Multifamily Housing within Portfolio Manager. This type of building is not eligible for an energy performance rating and does not have a reference national average. [Click to learn more.](#)

Due to rounding, the % Floor Area Total may not always equal 100%.

General Facility Administration
[View Energy Performance Improvements](#)
[Remove this Facility from Portfolio Manager](#)
[Delete](#)

Sharing Data
[Add user to share this Facility](#)
[Remove user](#)
[Share this Facility to another user](#)
[View Access List for this Facility](#)

Applying for the ENERGY STAR
[Apply for the ENERGY STAR](#)
[View Status of ENERGY STAR Applications](#)

Energy Meters					
Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts	
Electric	Electricity - Grid Purchase (kWh (thousand Watt-hours))	Entire Facility	12/31/2009	Data > 120 days old	Delete Meter

No Metering Configuration has been set for this facility. A metering configuration may be established to indicate whether the whole facility energy consumption or only a portion of that total is represented by these meters. [Set Metering Configuration](#)

Building Profiles
A Building Profile can be created when an ENERGY STAR low application is submitted.

Water Meters					
Meter Name	Units	Use	Last Meter Entry (End Date)	Alerts	
Test Water Meter	Gallons	Indoor, Outdoor			Delete Meter

4. ENTERING ENERGY USAGE INFORMATION

- a. Define Spaces (Commercial Area, Residential Area, Offices, Garages, Stores, Etc.)

Add a Facility Space

This facility must have at least one defined space and all defined space(s) must account for 100% of the facility's floor area combined. Define more than one space if:

- 1) A portion of the facility is unique (e.g., a restaurant within a building predominantly used as an office building). Does not apply to hospitals.
- 2) Usage patterns are unique (e.g., one tenant uses the facility much longer hours than others). Does not apply to hospitals.

Note: If your space is not listed below, please select "Other." You will have an opportunity to further define your "Other" space on the following page. [More information about selecting space types](#)

REQUIRED

Enter a Name for this Space:

*Select a Space Type:

*Enter the Effective Date (MM/DD/YYYY) for this Space.
The Effective Date is used by Portfolio Manager to determine the starting date for including this Space's attributes in the overall calculation of the facility's energy performance rating:

Add Multifamily Housing Space: Test

Please provide values for each required attribute below. Values for optional attributes can also be provided, but they will not be used to generate an Energy Performance Rating. If the value you are providing is a temporary value, select the "For Temporary Use?" checkbox. Once the actual value is known, deselect this checkbox and provide the actual value. Facilities with temporary values may still apply for the ENERGY STAR.

If you wish for Portfolio Manager to provide default values, select the "Use Default Checkbox" for that attribute. Facilities that use default values cannot apply for the ENERGY STAR.

REQUIRED

Space Name:

*Required for Benchmarking				
Space Attribute	Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) <small>What is this?</small>	Use Default Value	Units	Effective Date (when this Attribute Value was first true) <small>What is this?</small> (MM/DD/YYYY)
*Gross Floor Area	<input type="text"/> <input type="checkbox"/> For Temporary Use?	N/A	Sq. Ft. ▾	01/01/1900

Optional (not used for Benchmarking)				
Space Attribute	Value	Units	Effective Date (when this Attribute Value was first true) <small>What is this?</small> (MM/DD/YYYY)	
Total number of occupied and unoccupied apartment units in the building	<input type="text"/>	No Units	01/01/1900	
Total number of bedrooms in the building	<input type="text"/>	No Units	01/01/1900	
Maximum number of floors	<input type="text"/>	No Units	01/01/1900	
Percent of gross floor area that is common space only	<input type="text"/>	%	01/01/1900	
Total number of laundry hookups located in all individual apartment units (not including laundry hookups located in common areas)	<input type="text"/>	No Units	01/01/1900	
Total number of laundry hookups located in a common area that are either coin-operated or subsidized by the building owner	<input type="text"/>	No Units	01/01/1900	
Total number of dishwashers in the building	<input type="text"/>	No Units	01/01/1900	
Percent of the gross floor area that is heated	Select ▾	%	01/01/1900	
Percent of the gross floor area that is cooled	Select ▾	%	01/01/1900	
Indicate whether the facility is Affordable Housing (subsidized housing regulated by national, state, or local government), or Market Rate Housing	Select ▾	No Units	01/01/1900	

b. Define Meters for Spaces

Add Facility Energy Meter: Test Facility

To add a meter, enter the name and select the appropriate characteristics for the meter.

If you are entering temporary values for energy data, please indicate so by selecting "Yes" and entering the date range the values will be considered as temporary.

REQUIRED

Add Energy Meter

*Enter the Meter Name:

*Apply this meter to the following (check all that apply):

Entire facility
 Sample in Test Space
 Test

Select the Meter Type:

*Energy Type:

*Units:

*Add this Meter to Total Facility Energy Use?

Yes, calculate this facility's total energy use by including this meter
 No, adding this meter to this facility's total energy use will inflate the actual value

Is this meter currently active?

Yes No

Temporary Energy Data

* Are temporary values being used for energy data? ([what is this?](#))

Yes
 No

Temporary values for meter readings used from to

Cancel Save

- i. 12-month period covering entire calendar year must be specified.
- ii. Because fuel oil is not delivered every month, the period between deliveries should be used for determining the time entries. E.g. 1,000 gallons from January 1 to January 15, 1,200 gallons from January 15 to January 22, etc.

Enter Energy Use: Electrical

Please enter the energy use for each meter entry below. Portfolio Manager requires that entries are for consecutive time periods; only one day of overlap or one day of gap can exist between meter entries to be eligible to generate an Energy Performance Rating.

Meter Information
Fuel Type: Electricity, Grid Purchase (kWh (thousand Watt-hours))
Space(s): Entire Facility

Add Energy Use:			
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Energy Use (kWh (thousand Watt-hours))	Cost - US Dollars (optional)
<input type="text" value="01/01/2010"/>	<input type="text" value="01/31/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="02/01/2010"/>	<input type="text" value="02/28/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="03/01/2010"/>	<input type="text" value="03/31/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="04/01/2010"/>	<input type="text" value="04/30/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="05/01/2010"/>	<input type="text" value="05/31/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="06/01/2010"/>	<input type="text" value="06/30/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="07/01/2010"/>	<input type="text" value="07/31/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="08/01/2010"/>	<input type="text" value="08/31/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="09/01/2010"/>	<input type="text" value="09/30/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="10/01/2010"/>	<input type="text" value="10/31/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="11/01/2010"/>	<input type="text" value="11/30/2010"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="12/01/2010"/>	<input type="text" value="12/31/2010"/>	<input type="text"/>	\$ <input type="text"/>

5. GENERATE ENERGY REPORT

- a. Visit the building summary page (page with meters and energy use summary for particular building).

[Home](#) > [My Portfolio](#) > [Sample Facility](#)

Facility Summary: **Sample Facility**

[How do I use this page?](#)

Building ID: 2336719
Level of Access: Building Data Administrator

Electric Distribution Utility: Consolidated Edison Co-NY Inc ([change](#))
Regional Power Grid: [NPCC NYC/Westchester](#)
[Select my Power Generation Plant](#) to calculate my electric emissions rate
Electric Emissions Rate (kgCO₂e/MBtu): 108.7 ([what is this?](#))

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information Edit	
Address: 123 Fake Street , New York, NY 10001	
Year Built: 1958	
Property Type: Single Facility	
Baseline Rating: N/A	Current Rating: N/A
<input type="checkbox"/> View Period Ending Dates	
Water Period Ending Dates Current: February 2000 Baseline: N/A	Energy Period Ending Dates Current: March 2010 Baseline: N/A
Eligibility for the ENERGY STAR	
Not Eligible: Rating must be 75 or above	

- b. Select the appropriate period on the following webpage along with report contents (Statement of Energy Performance, Data Checklist and Facility Summary).

Indicate the Period Ending Date for which to Generate this Statement

*Period Ending Date:

Optional Contact Information:

Select the Organization that owns this facility:

Select the Primary Point of Contact for this statement:

Select the Certifying Professional for this statement:

[Add/Edit Contacts and Organizations](#)

Report Options:

* Select one or more of the following options:

- Statement of Energy Performance (for uses other than applying for the ENERGY STAR)
- Data Checklist
- Facility Summary
- Statement for Display Purposes (Only for buildings with ratings - must select valid 12 month rating period)

- c. Save PDF file that is generated and submit to link to be provided on Plan NYC website. Web link may also require custom report to be completed within EPA portfolio manager.
- d. Save confirmation e-mail from Energy Star after submittal of report, as well as all information entered into tool and assumptions made for 3 years.

Training:

Benchmark training programs are available. Visit the Greener, Greater Buildings Plan website for more information: www.nyc.gov/ggbp

Note: Benchmarking services can also be obtained from a professional firm, such as **RAND Engineering & Architecture, PC** (www.randpc.com).