



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

SAMPLE 2015 Notice of Obligation to Comply

Chicago Building Energy Use Benchmarking Ordinance - Municipal Code of Chicago §18-14

Chicago Energy Benchmarking ID: 999999
Address: 123 SAMPLE STREET

According to City records, a building under your ownership or management must comply with the Building Energy Use Benchmarking Ordinance of the City of Chicago in 2015:

- Address: 123 SAMPLE STREET
- Chicago Energy Benchmarking ID (required for compliance): 999999
- Primary Occupancy Use: COMMERCIAL or RESIDENTIAL
- Gross Square Footage: $\geq 50,000$ SQUARE FEET (COMMERCIAL) or $\geq 250,000$ SQUARE FEET (RESIDENTIAL)

All completed benchmarking submissions received by **August 1, 2015** will be treated as in compliance with the ordinance this year. After 2015, June 1st will remain the ongoing annual deadline.

In 2014, more than 340 buildings reported under the Ordinance. In 2015, the Ordinance expands to include commercial and municipal buildings larger than 50,000 ft² and residential buildings larger than 250,000 ft².

What do I need to do?

You must take immediate action. As a first step, we strongly recommend that you appoint a benchmarking lead for your building by **May 8, 2015**.

Simply follow the steps described on the enclosed **Compliance Checklist**.

Your building must comply with the ordinance **this year**.



Questions? We Can Help!

- Guidance, training, and other free resources: www.CityofChicago.org/EnergyBenchmarking
- Chicago Energy Benchmarking Help Center: (855) 858-6878 or Info@ChicagoEnergyBenchmarking.org

Please see the attached Compliance Checklist. Additional resources are listed on the back of this page.

121 NORTH LASALLE STREET, ROOM 805, CHICAGO, ILLINOIS 60602



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

Chicago Energy Benchmarking – Additional Resources

Extensive building support and training opportunities are available through the City and its partners. Please visit the **Chicago Energy Benchmarking Website** (www.CityofChicago.org/EnergyBenchmarking) for information about free offerings, including:

Chicago Energy Benchmarking Guidance Materials

Additional information and guidance materials are available at www.CityofChicago.org/EnergyBenchmarking:

- *Compliance Checklist (attached)*: Summary of required compliance actions
- *Benchmarking Guide*: Step-by-step instructions on how to benchmark, verify, and report
- *Fact Sheet*: Benchmarking overview to help buildings get started
- *Frequently Asked Questions (FAQs)*: Additional information about the ordinance and policy process

Free Training

Sign up for free training on the Chicago Energy Benchmarking Ordinance, ENERGY STAR Portfolio Manager Software, and other building resources:

- *Chicago training schedules and registration links*: www.CityofChicago.org/EnergyBenchmarking

Whole-Building Energy Data

ComEd and Peoples Gas provide aggregated, building-level energy data to facilitate energy benchmarking:

- *ComEd* (electricity): www.ComEd.com/EnergyUsageData
- *Peoples Gas* (natural gas): www.PeoplesGasDelivery.com/Business/Aggregation.aspx

Pro-Bono Data Verification

Qualifying buildings may be eligible for pro-bono data verification through US Green Building Council - Illinois Chapter, ASHRAE - Illinois, American Institute of Architects - Chicago, and local volunteers:

- *Pro-bono data verification details and application*: www.CityofChicago.org/EnergyBenchmarking

ENERGY STAR Portfolio Manager

The US Environmental Protection Agency (US EPA) offers free online resources to help buildings get started with energy benchmarking and take action to improve energy efficiency:

- *Online resources and training*: www.EnergyStar.gov/Benchmark

Energy Efficiency Funding and Other Resources

Programs are available to help you identify and implement energy- and cost-saving opportunities to improve your building's performance. Take advantage of these free assessments and cash incentives:

- *ComEd's Smart Ideas for Your Business*: www.ComEd.com/BusinessSavings
- *Peoples Gas Natural Gas Savings Program*: www.PeoplesGasDelivery.com/Business/Rebates.aspx

Compliance Checklist

In 2015, covered buildings are required to complete these steps no later than **August 1st**.

All completed benchmarking submissions received by August 1, 2015 will be treated as in compliance with the ordinance this year. **After 2015, June 1st will remain the ongoing annual deadline.** Please visit the **Chicago Energy Benchmarking Website** for step-by-step guidance, training sign-up, and other free resources: www.CityofChicago.org/EnergyBenchmarking

<input type="checkbox"/> 1. Get Started - Suggested 2015 Completion Date: May 8, 2015		
<input type="checkbox"/>	Determine whether your building(s) must comply in 2015	<ul style="list-style-type: none"> Commercial and municipal buildings 50,000-250,000 square feet and residential buildings 250,000 square feet and larger must benchmark (Step #2), verify (Step #3), and report (Step #4). Commercial buildings 250,000 square feet and larger that complied in 2014 must benchmark (Step #2) and report (Step #4).
<input type="checkbox"/>	Identify a benchmarking lead	<ul style="list-style-type: none"> Designate a building staff member or 3rd party partner. Arrange for in-house or 3rd party data verification (Step #3).
<input type="checkbox"/> 2. Benchmark Your Building(s) - Suggested 2015 Completion Date: May 29, 2015		
<input type="checkbox"/>	Create a Portfolio Manager account	<ul style="list-style-type: none"> Visit http://www.energystar.gov/portfoliomanager You may use existing Portfolio Manager accounts and profile(s)
<input type="checkbox"/>	Gather basic information required by Portfolio Manager and set up property profile(s)	<ul style="list-style-type: none"> Required info for various property use types is available at: http://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details Refer to the <i>Benchmarking Guide</i> at http://www.CityofChicago.org/EnergyBenchmarking
Obtain monthly, whole-building energy use data for January-December 2014 (all fuel types)		
<input type="checkbox"/>	<input type="checkbox"/>	Electricity: Request whole-building 2014 electricity use through ComEd's Energy Use Data System: www.ComEd.com/BlueUsageData
<input type="checkbox"/>	<input type="checkbox"/>	Natural Gas: Request whole-building 2014 natural gas use data from Peoples Gas: www.PeoplesGasDelivery.com/Business/Aggregation.aspx
<input type="checkbox"/>	<input type="checkbox"/>	Other Fuel Types: Refer to monthly bills for other fuel types (ex: chilled water, steam, diesel, oil, etc.)
<i>Note:</i> Buildings may also enter monthly energy use data directly from energy bills.		
<input type="checkbox"/>	Enter property uses & details into profile(s)	<ul style="list-style-type: none"> On the DETAILS tab, use the ADD ANOTHER TYPE OF USE menu to select a property use. Click ADD and enter requested info, and repeat for add'l property uses.
<input type="checkbox"/>	Enter energy use data for all fuel types	<ul style="list-style-type: none"> On the METERS tab, click ADD ANOTHER METER. Enter requested info, and repeat for add'l meters or fuel types. <i>Note:</i> Chicago's ordinance does not require water or cost data.
<input type="checkbox"/>	Enter your Chicago Energy Benchmarking ID(s)	<ul style="list-style-type: none"> On the DETAILS tab, click UNIQUE IDENTIFIERS (IDS). From STANDARD IDS, select CHICAGO ENERGY BENCHMARKING ID. Enter the 6-digit ID (listed on notification letter).

Chicago Energy Benchmarking

<input type="checkbox"/> 3. Verify Building Data - Suggested 2015 Completion Date: June 19, 2015 (for first-time compliers only; official data verification is required every three years)		
<input type="checkbox"/>	Generate a Data Verification Checklist in Portfolio Manager	<ul style="list-style-type: none"> On the REPORTING tab, under ENERGY STAR PERFORMANCE DOCUMENTS, click DATA VERIFICATION CHECKLIST. Specify SINGLE YEAR timeframe, ending DEC 2014 using the dropdown boxes, and download the Data Verification Checklist. Buildings do not need to submit the signed Data Verification Checklist to the City, but buildings are required to produce it upon request.
<input type="checkbox"/>	Have a recognized professional review and sign the Data Verification Checklist and save it for your records.	Recognized data verifier credentials (as of March, 2015): <ul style="list-style-type: none"> Professional Engineer (State of IL) Licensed Architect (State of IL) Building Operator Certification Level I (MEEA) Building Energy Technology Certificate (City Colleges of Chicago) Certified Energy Manager (AEE) Building Energy Assessment Professional(ASHRAE)
<input type="checkbox"/>	Add data verifier information to Portfolio Manager	<ul style="list-style-type: none"> On the DETAILS tab, scroll down to the PROPERTY NOTES field. In the text field, type: verifier's name, organization, email, recognized credential, unique identifying information (ex: license or certificate number), and date of verification.
<input type="checkbox"/> 4. Report to the City – Suggested 2015 Completion Date: July 1 – August 1, 2015. (All completed benchmarking submissions received by August 1, 2015 will be treated as in compliance with the ordinance this year. After 2015, June 1st will remain the ongoing annual deadline.)		
<input type="checkbox"/>	Generate and review the building's report in Portfolio Manager	<ul style="list-style-type: none"> Click on the reporting link at www.CityofChicago.org/EnergyBenchmarking. Scroll down to YOUR RESPONSE, select building(s) from the PROPERTIES dropdown box, and click GENERATE RESPONSE PREVIEW. Review any data alerts or other instructions that may appear. In the TEMPLATES AND REPORTS table, find the row for 2015 CHICAGO ENERGY BENCHMARKING REPORTING; under the ACTION menu in that row, select DOWNLOAD PREVIEW IN EXCEL from the dropdown box. Review the resulting Excel preview data that will be shared with the City (fields that do not apply to the building will be left blank).
<input type="checkbox"/>	Submit the report to the City through Portfolio Manager	<ul style="list-style-type: none"> On the REPORTING tab, in the TEMPLATES AND REPORTS table, find the row for 2015 CHICAGO ENERGY BENCHMARKING REPORTING; under the ACTION menu, select SEND RESPONSE (<i>Note: reporting to the City is distinct from sharing data through Portfolio Manager's SHARE tab</i>). Review any data alerts or other instructions that may appear. Enter requested information, e-sign with your Portfolio Manager username and password, and click SEND DATA. Save the ENERGY STAR Portfolio Manager confirmation email.

Still Have Questions? We Can Help!

- Guidance, training, and other free resources: www.CityofChicago.org/EnergyBenchmarking
- Chicago Energy Benchmarking Help Center: (855) 858-6878 (M-F, 9:00am-5:00pm) or email Info@ChicagoEnergyBenchmarking.org