



MAYOR RAHM EMANUEL

CITY OF CHICAGO OFFICIAL NOTIFICATION

SAMPLE ENERGY BENCHMARKING NOTIFICATION LETTER

According to City records, a building under your ownership or management must comply with the Chicago Energy Benchmarking Ordinance* by **June 1, 2018**.

Building Address: **100 Sample Street**
Chicago Energy Benchmarking ID: **123456**

The Ordinance applies to commercial, institutional, and residential buildings larger than 50,000 ft². Buildings must track and report energy use annually and verify data every three years, starting with the first year of compliance. **The next year for required data verification of the building listed above is: 2019.**

Refer to the enclosed Compliance Checklist to start benchmarking today:

- 1** Get Started: Confirm that the building listed above must comply and identify a benchmarking lead.
- 2** Benchmark Your Building: Set up a Portfolio Manager account and a building profile (if a profile does not yet exist). Populate the profile with the required information.
 - For more details, watch the free **online training videos** at: <http://bit.ly/BenchmarkingVideos>
 - If you need more help, sign up for a free **Training** or **Office Hours**:
<http://bit.ly/BenchmarkTraining>
- 3** Report to the City: Generate, review, and submit the report through Portfolio Manager.

Need help?

Chicago Energy Benchmarking Help Center
Phone Hotline: (855) 858-6878 (M-F, 9am-5pm), Email: Info@ChicagoEnergyBenchmarking.org
www.CityofChicago.org/EnergyBenchmarking

If you believe this property may be exempt, please submit the appropriate online exemption request form at the website listed above. If you are not the correct contact for this property, please contact the Chicago Energy Benchmarking Help Center so we can update our records.

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



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION • ENFORCEMENT AND INVESTIGATIONS
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*For more information on the ordinance, visit Section 18-14-101 of the Municipal Code of the City of Chicago.
Notice # [letter_ID]



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 ordinance information and common compliance questions

Free Training and Office Hours

Sign up for free training on the Chicago Energy Benchmarking Ordinance, ENERGY STAR Portfolio Manager Software, and other building resources, or come to Office Hours for in-person help:

- *Chicago training schedules and registration links*: <http://bit.ly/BenchmarkTraining>

Whole-Building Energy Data

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

- *ComEd* (electricity): <https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx>
- *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 the Illinois Green Alliance, 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 and training to help buildings get started with energy benchmarking and take action to improve energy efficiency: 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 Energy Efficiency Programs*: www.ComEd.com/BusinessSavings
- *Peoples Gas Natural Gas Savings Program*: www.PeoplesGasDelivery.com/Business/Rebates.aspx

Compliance Checklist

This Compliance Checklist is intended to guide you through the compliance process for the Chicago Energy Benchmarking Ordinance, especially if you have not complied in the past. Please do not submit this form. All steps below should be completed by **June 1 each year**. Please visit the **Chicago Energy Benchmarking Website** for step-by-step instructions, trainings, and other resources: www.CityofChicago.org/EnergyBenchmarking.

1. Get Started - Suggested Completion Date: March 24th		
<input type="checkbox"/>	Determine whether your building(s) must comply in the current year	<ul style="list-style-type: none"> All commercial, institutional, or residential buildings 50,000 square feet or greater are required to comply. If you believe your building(s) is not required to comply, please submit an exemption form: http://www.CityofChicago.org/EnergyBenchmarking
<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. Only needed every 3 years: See page 1 of your compliance notification letter or the Covered Buildings List (on the Chicago Data Portal) for the next year of required verification (Step #3).

2. Benchmark Your Building(s) - Suggested Completion Date: April 28th		
<input type="checkbox"/>	Create a Portfolio Manager account	<ul style="list-style-type: none"> You may use existing Portfolio Manager accounts and profile(s), if they exist Visit http://www.energystar.gov/porfoliomanager
<input type="checkbox"/>	Gather basic information required by Portfolio Manager and set up property profile(s), if no profile exists	<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
<input type="checkbox"/>	Request whole-building data. You are strongly encouraged to take advantage of aggregated, whole-building electricity and natural gas data provided by local utilities at no additional charge to covered buildings.	
	<input type="checkbox"/>	Electricity: Log into the ComEd's Energy Use Data System, if an account already exists. (If needed, set up a new account.) Request whole-building data for the previous calendar year: https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx
	<input type="checkbox"/>	Natural Gas: Request whole-building natural gas use data for the previous calendar year from Peoples Gas: www.PeoplesGasDelivery.com/Business/Aggregation.aspx
	<input type="checkbox"/>	Other Fuel Types: Refer to monthly bills for other fuel types (ex: chilled water, steam, diesel, oil, etc.)
	<i>Note:</i> You may also enter monthly energy use data directly from energy bills, if whole-building data is available (i.e. if you have access to all the meter(s) providing energy to the building.)	
<input type="checkbox"/>	Enter property uses & details into profile(s), if needed	<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"> If meters are already set up, start entering data on the Energy tab. If no meters are set up, click Add Another Meter. Enter requested info, and repeat for add'l meters or fuels. Note: 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 Edit under Unique Identifiers (IDs). From Standard IDs, select Chicago Energy Benchmarking ID. Enter the 6-digit ID (listed on notification letter or the Covered Buildings List).

Chicago Energy Benchmarking

3. Verify Building Data - Suggested Completion Date: May 12 (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"> Check the first page of your notification letter or the Covered Buildings List to determine the next year for required data verification (required every 3 years) If required this year: On the Reporting tab, under Energy Star Performance Documents, click Data Verification Checklist. Specify Single Year timeframe, ending Dec 31 of the previous calendar year 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.	<p>Recognized data verifier credentials (as of February 2017):</p> <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) Facility Engineering Technology Course 220 (offered by IUOE Local 399 and Triton College)
<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 (MOST IMPORTANTLY): the date of verification (month / day / year).

4. Report to the City – Required Completion Date: June 1		
<input type="checkbox"/>	Generate and review the building's report in Portfolio Manager	<ul style="list-style-type: none"> Click on the current 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 [current year] 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 [current year] Chicago Energy Benchmarking Reporting; under the Action menu, select Send Response (Note: reporting to the City is distinct from sharing data in Portfolio Manager's Sharing tab). 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.

Questions? We Can Help!

- Instructions, 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