



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, 2020**.

Building Address: **100 Sample Street**

Chicago Energy Benchmarking ID: **123456**

Buildings over 50,000 ft<sup>2</sup> in area must track and report energy use annually and verify data every three years. **Your building is also required to complete data verification this year by June 1, 2020.**

### 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, review a free **Training** online: <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](mailto:Info@ChicagoEnergyBenchmarking.org)  
[www.CityofChicago.org/EnergyBenchmarking](http://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.

Additional resources are listed on the back of this page, including a link to the Compliance Checklist.



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION • ENFORCEMENT AND INVESTIGATIONS

\*For more information on the ordinance, visit Section 18-14-101 of the Municipal Code of the City of Chicago.  
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## Chicago Energy Benchmarking – Additional Resources

Extensive building support and training opportunities are available through the City and its partners, including:

### 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](http://www.PeoplesGasDelivery.com/Business/Aggregation.aspx)

### Chicago Energy Benchmarking Guidance Materials

Additional information and guidance materials are available at [www.CityofChicago.org/EnergyBenchmarking](http://www.CityofChicago.org/EnergyBenchmarking):

- *Compliance Checklist*: 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 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>

### Pro-Bono Assistance

Qualifying buildings may be eligible for free help with energy benchmarking and data verification. *For details and application*: [www.CityofChicago.org/EnergyBenchmarking](http://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 on energy efficiency: [www.EnergyStar.gov/Benchmark](http://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](http://www.ComEd.com/BusinessSavings)
- *Peoples Gas Natural Gas Savings Program*: [www.PeoplesGasDelivery.com/Business/Rebates.aspx](http://www.PeoplesGasDelivery.com/Business/Rebates.aspx)

### Chicago Property Assessed Clean Energy (PACE)

Chicago PACE is a new financing program that can help cover the cost of energy efficiency and/or renewable energy at your property. See the next page for more information or visit: [www.ChicagoPACE.org](http://www.ChicagoPACE.org)