



MAYOR BRANDON JOHNSON

CITY OF CHICAGO OFFICIAL NOTIFICATION

February 5, 2024

Sample Contact Name
Sample Company Name
100 Sample Street
Chicago, IL 60607

CC: Sample Contact CC

Dear Sample Contact Name:

According to City records, the following building under your ownership or management must comply with the Chicago Energy Benchmarking Ordinance* by **June 1, 2024**:

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

Buildings over 50,000 ft² in area must track and report energy use annually and verify data every three years. The next year for required data verification of the building listed above is: **2025**.

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>
- 3 Report to the City:** Generate, review, and submit the report through Portfolio Manager. *Please note updates to submitting Data Verification information at:* <http://bit.ly/DataVerificationRequirement>

Need help?

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

COVID-19 program guidance and updates:

Per guidance from ENERGY STAR, any buildings that experienced changes in operations due to COVID-19 should update the following use details in Portfolio Manager:

- Weekly Operating Hours (K-12 schools: Update entry for “Weekend Operations (yes/no)”)

*For more information on the ordinance, visit Section 18-14-101 of the Municipal Code of the City of Chicago.
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- Number of Workers on Main Shift (Hospitals: Update value for “Number of Full-Time Equivalent Workers”)

Only these specific use details should be updated to account for changes due to COVID-19.

If you are experiencing difficulties benchmarking your building due to COVID-19, please see general City of Chicago support resources at <https://www.chicago.gov/city/en/sites/covid-19/home.html>

If you believe this property may be exempt, please submit the appropriate online exemption request form at <http://bit.ly/ExemptionRequestForms>. If you are not the correct contact for this property, please contact the Chicago Energy Benchmarking Help Center so we can update our records.

Failure to comply is more expensive than you think.

The City of Chicago is authorized to fine for non-compliance. After 30 days from this Notice to Correct, persons subject to the Ordinance who fail to comply will be subject to a fine of up to \$100 for the first day in violation and additional fines for continued non-compliance. These fines could total \$9,200 / year. Additional resources are listed on the back of this page, including a link to the Compliance Checklist.

Chicago Energy Benchmarking – Additional Resources

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

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 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 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 on 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

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



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