



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](http://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](http://www.CityofChicago.org/EnergyBenchmarking):

- *Compliance Checklist (attached)*: Summary of required compliance actions
- *Fact Sheet*: Benchmarking overview to help buildings get started
- *Benchmarking Guide*: Step-by-step instructions on how to benchmark, verify, and report
- *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 efficiency opportunities:

- *Chicago training schedules and registration links*: [www.CityofChicago.org/EnergyBenchmarking](http://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/EnergyTools](http://www.ComEd.com/EnergyTools)
- *Peoples Gas* (natural gas): [www.PeoplesGasDelivery.com/Business/Aggregation.aspx](http://www.PeoplesGasDelivery.com/Business/Aggregation.aspx)

### Pro-Bono Data Verification:

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

- *Pro-bono data verification 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 to help buildings get started with energy benchmarking and take action to improve energy efficiency:

- *Online resources and training*: [www.EnergyStar.gov/Benchmark](http://www.EnergyStar.gov/Benchmark)

### Energy Efficiency Funding and Other Resources

Explore subsidized energy- and cost-saving opportunities to improve your building's performance:

- *ComEd's Smart Ideas for Your Business*: [www.ComEd.com/EnergyTools](http://www.ComEd.com/EnergyTools)
- *Peoples Gas Natural Gas Savings Program*: [www.PeoplesGasDelivery.com/Business/Rebates.aspx](http://www.PeoplesGasDelivery.com/Business/Rebates.aspx)

## Compliance Checklist

Covered buildings are required to complete these steps no later than **June 1, 2014**

Please visit the **Chicago Energy Benchmarking Website** ([www.CityofChicago.org/EnergyBenchmarking](http://www.CityofChicago.org/EnergyBenchmarking)) for step-by-step guidance, training sign-up, and other free resources.

| <input type="checkbox"/> 1. Get Started - Suggested Completion Date: March 28, 2014 |  |
|---|--|
| <input type="checkbox"/>  | <p>Determine if the building is required to comply this year</p> <ul style="list-style-type: none"> <li>Confirm that your covered commercial or municipal building is 250,000 ft<sup>2</sup> or larger and required to comply by June 1<sup>st</sup>, 2014.</li> <li>To update building info or to clarify covered status, use the <i>Building Information Update &amp; Exemption</i> form at <a href="http://www.CityofChicago.org/EnergyBenchmarking">www.CityofChicago.org/EnergyBenchmarking</a>.</li> </ul> |
| <input type="checkbox"/>  | <p>Identify a benchmarking lead</p> <ul style="list-style-type: none"> <li>Designate a building staff member or 3<sup>rd</sup> party partner.</li> <li>Arrange for in-house or 3<sup>rd</sup> party data verification (see step #3).</li> </ul>  |

| <input type="checkbox"/> 2. Benchmark the Building - Suggested Completion Date: April 25, 2014 |   |
|--|---|
| <input type="checkbox"/>   | <p>Gather building information</p> <ul style="list-style-type: none"> <li>Gather basic information required by the US EPA Portfolio Manager software, including: year built, total gross floor area, occupancy, primary function(s) and gross floor area.</li> <li>For detailed instructions, refer to the <i>Benchmarking Guide</i> at <a href="http://www.CityofChicago.org/EnergyBenchmarking">www.CityofChicago.org/EnergyBenchmarking</a>.</li> </ul>  |
| <input type="checkbox"/>   | <p>Gather whole-building energy use data for January-December 2013 (all fuel types)</p> <ul style="list-style-type: none"> <li>Compile data from energy bills paid by owner / manager, or;</li> <li>Request whole-building energy use data from utilities, or;                             <ul style="list-style-type: none"> <li>ComEd Energy Usage Data System (EUDS): <a href="http://www.ComEd.com/EnergyUsageData">www.ComEd.com/EnergyUsageData</a></li> <li>Peoples Gas Natural Gas Use Aggregation: <a href="http://www.PeoplesGasDelivery.com/Business/Aggregation.aspx">www.PeoplesGasDelivery.com/Business/Aggregation.aspx</a></li> </ul> </li> <li>As a last resort, request energy use data directly from tenants.</li> </ul> |
| <input type="checkbox"/>   | <p>Create a Portfolio Manager building profile</p> <ul style="list-style-type: none"> <li>Create an account or login at <a href="http://www.EnergyStar.gov/Benchmark">www.EnergyStar.gov/Benchmark</a>.</li> <li><i>Note:</i> You may use existing Portfolio Manager profiles.</li> </ul>   |
| <input type="checkbox"/>   | <p>Enter property details and uses into Portfolio Manager</p> <ul style="list-style-type: none"> <li>On the DETAILS tab, use the ADD ANOTHER TYPE OF USE menu to select a property use. Click ADD and enter requested information, and repeat for additional property uses.</li> </ul>  |
| <input type="checkbox"/>   | <p>Enter energy use data for all fuel types into Portfolio Manager</p> <ul style="list-style-type: none"> <li>On the METERS tab, click ADD ANOTHER METER. Enter requested information, and repeat for additional meters or fuel types.</li> <li><i>Note:</i> Chicago's ordinance does not require water or cost data.</li> </ul>  |
| <input type="checkbox"/>   | <p>Add the building's Chicago Energy Benchmarking ID to Portfolio Manager</p> <ul style="list-style-type: none"> <li>On the DETAILS tab, click UNIQUE IDENTIFIERS (IDs). From STANDARD IDs, select CHICAGO ENERGY BENCHMARKING ID from the dropdown:                             <ul style="list-style-type: none"> <li>Enter the 6-digit ID (listed on notification letter)</li> </ul> </li> </ul>   |

| <input type="checkbox"/> <b>3. Verify the Data - Suggested Completion Date: May 9, 2014</b> |  |  |
|---|--|--|
| <input type="checkbox"/>  | Generate a Data Verification Checklist in Portfolio Manager                    | <ul style="list-style-type: none"> <li>On the REPORTING tab, under ENERGY STAR PERFORMANCE DOCUMENTS, click DATA VERIFICATION CHECKLIST.</li> <li>Specify SINGLE YEAR timeframe, ending DEC 2013 using the dropdown boxes, and download the Data Verification Checklist (you may need to disable your web browser's popup blocker).</li> </ul>   |
| <input type="checkbox"/>  | Have a recognized professional review and sign the Data Verification Checklist | <ul style="list-style-type: none"> <li><i>Note:</i> Data verifier must hold a license or training credential recognized by the City (in-house building staff or 3<sup>rd</sup> party):               <ul style="list-style-type: none"> <li>State of IL: Professional Engineer, Registered Architect</li> <li>MEEA: Building Operator Certification</li> <li>City Colleges: Building Energy Technology Certificate</li> <li>Association of Energy Engineers: Certified Energy Manager</li> <li>ASHRAE: Building Energy Assessment Professional</li> </ul> </li> <li>Other recognized licenses / credentials may be posted online.</li> </ul> |
| <input type="checkbox"/>  | Add data verifier information to Portfolio Manager                             | <ul style="list-style-type: none"> <li>On the DETAILS tab, scroll down to the PROPERTY NOTES field.</li> <li>In the open text field, type the verifier's name, organization, email, recognized license or training credential (ex: professional engineer, etc.), unique identifying information (ex: license or certificate number), and date of verification.</li> </ul>  |

| <input type="checkbox"/> <b>4. Report to the City - Required Completion Date: June 1, 2014</b> |  |   |
|--|--|---|
| <input type="checkbox"/>   | Generate and review the building's report in Portfolio Manager | <ul style="list-style-type: none"> <li>Click report link at <a href="http://www.CityofChicago.org/EnergyBenchmarking">www.CityofChicago.org/EnergyBenchmarking</a>, or type "<a href="http://bit.ly/2014ChicagoEnergyBenchmarkingReporting">http://bit.ly/2014ChicagoEnergyBenchmarkingReporting</a>" into your web browser.</li> <li>Under YOUR RESPONSE, select the building from the PROPERTIES dropdown box, and click GENERATE RESPONSE PREVIEW.</li> <li>Under TEMPLATES AND REPORTS, find the 2014 CHICAGO ENERGY BENCHMARKING REPORTING (2013 DATA) template. Under the ACTION menu, select DOWNLOAD PREVIEW IN EXCEL from the dropdown box.</li> <li>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).</li> </ul> |
| <input type="checkbox"/>   | Submit the report to the City through Portfolio Manager        | <ul style="list-style-type: none"> <li>On the REPORTING tab, under TEMPLATES AND REPORTS, find the 2014 CHICAGO ENERGY BENCHMARKING REPORTING (2013 DATA) template.</li> <li>Under the ACTION menu, select SEND RESPONSE.</li> <li>Enter the requested information, e-sign with your Portfolio Manager username and password, and click SEND DATA.</li> <li>Save the Portfolio Manager confirmation email.</li> </ul>   |

## Still Have Questions? We Can Help!

- Benchmarking Guide and other resources:** [www.CityofChicago.org/EnergyBenchmarking](http://www.CityofChicago.org/EnergyBenchmarking)
- Chicago Energy Benchmarking Help Center:** (855) 858-6878; [Info@ChicagoEnergyBenchmarking.org](mailto:Info@ChicagoEnergyBenchmarking.org)