How to Benchmark Training Series
Benchmarking a Campus
What is a Campus?

A campus can be a collection of two or more buildings sharing at least one energy source or two or more buildings on the same tax lot.

Benchmarking as a campus allows you to measure performance across numerous buildings and at individual levels.
Start Here!

Am I on the Covered Buildings List?  
(Click on Step #1)
Check the **Covered Buildings List**

Click a topic, or press the enter key on a topic, to reveal its answer.

**Benchmarking**

The annual benchmarking compliance process consists of the following steps, described in detail below:

*Note: The Covered Buildings List is sorted by the property’s 10-digit borough, block and lot number (BBL). To find your building on the list, select Control F (CTRL + F) on your computer keyboard to open a search dialog box, and enter your property’s BBL.*

To find your property’s BBL number, please review your latest property tax bill from the Department of Finance (DOF) by visiting the [DOF Property Tax Bill search](#). Properties listed in the following Covered Buildings List are required to benchmark their 2021 calendar year energy and water consumption prior to May 1, 2022:

- [Covered Buildings List for Benchmarking Compliance in 2022](#) (Excel)
- [Covered Buildings List for Benchmarking Compliance in 2022](#) (PDF)
Check the **Covered Buildings List**

Find your BBL & BIN on: BIS Web (Building Information Search)

Borough = 1 digit  Block = 5 digits  Lot = 4 digits  
Example - **2038190001**

<table>
<thead>
<tr>
<th>10 Digit BBL</th>
<th>Required to report automated water data from DEP? Y/N</th>
<th>Boro</th>
<th>Block</th>
<th>Lot</th>
<th>Esmnt</th>
<th>Building Class</th>
<th>Tax Class</th>
<th>Building Count</th>
<th>DOF Gross Square Footage</th>
<th>Street Number</th>
<th>Street Name</th>
<th>Zipcode</th>
<th>Multiple Buildings less than 100,000 with one of the buildings on the tax lot greater than 25,000 GSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2038100013</td>
<td>Y</td>
<td>N</td>
<td>2</td>
<td>3810</td>
<td>13</td>
<td>D1</td>
<td>2</td>
<td>1</td>
<td>34,815</td>
<td>2104</td>
<td>CROSS BRONX EXPWY SR S</td>
<td>10472</td>
<td></td>
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<tr>
<td>2038120017</td>
<td>Y</td>
<td>N</td>
<td>2</td>
<td>3812</td>
<td>17</td>
<td>C1</td>
<td>2</td>
<td>1</td>
<td>49,550</td>
<td>2124</td>
<td>ELLIS AVENUE</td>
<td>10462</td>
<td></td>
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<tr>
<td>2038120055</td>
<td>Y</td>
<td>N</td>
<td>2</td>
<td>3812</td>
<td>55</td>
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<td>2</td>
<td>1</td>
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<tr>
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<td>Y</td>
<td>N</td>
<td>2</td>
<td>3813</td>
<td>37</td>
<td>C1</td>
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<td>N</td>
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<td>3814</td>
<td>1</td>
<td>D1</td>
<td>2</td>
<td>1</td>
<td>126,064</td>
<td>1266</td>
<td>OLMSTEAD AVENUE</td>
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<td></td>
</tr>
<tr>
<td><strong>2038190001</strong></td>
<td><strong>Y</strong></td>
<td>N</td>
<td>2</td>
<td>3819</td>
<td>1</td>
<td>C7</td>
<td>2</td>
<td>3</td>
<td>115,904</td>
<td>2200</td>
<td>POWELL AVENUE</td>
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<td></td>
</tr>
<tr>
<td>2038190030</td>
<td>Y</td>
<td>N</td>
<td>2</td>
<td>3819</td>
<td>50</td>
<td>C7</td>
<td>2</td>
<td>1</td>
<td>55,800</td>
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<tr>
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<td>N</td>
<td>N</td>
<td>2</td>
<td>3820</td>
<td>42</td>
<td>C7</td>
<td>2</td>
<td>1</td>
<td>33,440</td>
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<tr>
<td>2038230007</td>
<td>Y</td>
<td>N</td>
<td>2</td>
<td>3823</td>
<td>7</td>
<td>K7</td>
<td>4</td>
<td>1</td>
<td>29,819</td>
<td>2244</td>
<td>WESTCHESTER AVENUE</td>
<td>10462</td>
<td></td>
</tr>
</tbody>
</table>

Note the Building Count column
Do I need to set up a Campus?

- Two or more buildings
- Same BBL
  - Campus

- Two or more buildings
- Two or more BBLS
- Sharing Energy
  - Campus

- One stand-alone building
- Lies on two BBLs
  - Campus

- Two stand-alone buildings
- Same Owner
- Different BBLs
- NOT Sharing Energy
  - Campus
How do I set up a Campus in Portfolio Manager?
ESPM Campus Guide

ENERGY STAR Portfolio Manager has a How to benchmark a Campus Guide

- Defines campus terms: (i.e. parent property, child property, campus level)
- FAQs Section
- 5 Pages

How to Benchmark a Campus in Portfolio Manager®

EPA’s ENERGY STAR Portfolio Manager tool helps you measure and track the energy and water use, waste and materials, and greenhouse gas emissions of your buildings, all in a secure online environment. You can use the tool to identify under-performing buildings, set investment priorities, verify efficiency improvements, and receive EPA recognition for superior energy performance.

Within Portfolio Manager, you can benchmark single building properties, as well multi-building properties (more commonly referred to as campuses). Benchmarking a campus allows you to measure the performance of single-building properties, while also tracking how these properties contribute to campus-wide performance. For the purposes of this document, the campus-building level relationship is described using the following terms:

- **Campus-level terms:** Campus // Parent property // Multi-building property
- **Building-level terms:** Building // Child property // Single-building property

Please note that if you plan to apply for ENERGY STAR Certification for your campus, some additional guidelines must be followed. In order to be eligible for ENERGY STAR Certification, a campus of buildings must be a single, cohesive property with a single shared primary function. Only five property types are eligible to apply for certification as a campus (and, in fact, if these property types consist of multiple buildings, they must certify as a campus – individual buildings cannot be cherry-picked for certification while others are excluded):

- Hospital
- Hotel
- K-12 School
- Multifamily Housing
- Senior Care Community
One Parent property for all the Child properties

The Parent property is a **virtual** property profile that represents the **aggregate consumption** of all individual child properties. The Parent property holds the combined GFA and property use details of all buildings, as well as all of the BBLs and BINs associated with the campus.

One Child for each BIN

The Child properties **represent real buildings**. Create one Child Property for each BIN. The Child properties should have the BIN, BBL, and GFA that corresponds to the individual building it represents.
How Many Child Properties Should I Create?

- One Child per BIN # on the BBL
  - Ex. 3 BIN #s for a single BBL indicates there are 3 buildings and will require 3 Child Property Profiles

- A Child for any building that shares energy with a building on the CBL
  - Applies to a building that shares energy, even if the building is on a different BBL or not on the Covered Buildings List
  - See next slide for example
(Cont.) One Child per BIN # on the BBL

**BBL: 3002690128** is on the CBL and there are two buildings = 2 child properties. At least one building is over 25k sq ft.

**BBL: 3002690127** is not on the CBL but Building C shares energy with Building B. A child property must be created for Building C and D because C and D are on the same lot = 2 child properties.

**Total** = 4 child properties and 2 BBLs
Log in to your Portfolio Manager Account

Enter this URL to land on the Login Page!

[tiny.cc/NYCLL84](https://tiny.cc/NYCLL84)

If you need to create an account, click “Create a New Account” and follow the prompts.
Add a Parent Property to Portfolio Manager
Create a Parent Property First

Your Property Type: Select the property type that best describes the campus or represents the largest use.

Your Property's Buildings: Indicate how many real buildings are part of the campus. (Hint: How many BIN #s are on the BBL) This does not include the fictitious parent property.
Enter your Basic Property Information for the Parent Property

Remember, the Parent Property is a **fictitious property**. These property details represent a combination of all the buildings associated with the Campus.

**Gross Floor Area:** Combined total square footage of all buildings in the campus
Enter your Standard IDs

One at a time, select and enter:

- NYC Borough, Block and Lot
- NYC Building Identification Number
Enter your Standard IDs

Enter all BBL numbers and BINs associated with the campus. Be sure to separate each ID by a semicolon.

You are entering one BIN per building.
## Enter Property Details

<table>
<thead>
<tr>
<th>Property Use Detail</th>
<th>Value</th>
<th>Current As Of</th>
<th>Temporary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Floor Area</td>
<td>95,530</td>
<td>1/1/1910</td>
<td></td>
</tr>
<tr>
<td>Total Number of Residential Living Units</td>
<td></td>
<td>1/1/1910</td>
<td></td>
</tr>
<tr>
<td>Number of Residential Living Units in a Low-rise Building (1-4 stories)</td>
<td></td>
<td>1/1/1910</td>
<td></td>
</tr>
<tr>
<td>Number of Residential Living Units in a Mid-rise Building (5-9 stories)</td>
<td></td>
<td>1/1/1910</td>
<td></td>
</tr>
<tr>
<td>Number of Residential Living Units in a High-rise Building (10 or more stories)</td>
<td></td>
<td>1/1/1910</td>
<td></td>
</tr>
<tr>
<td>Number of Bedrooms</td>
<td></td>
<td>1/1/1910</td>
<td></td>
</tr>
<tr>
<td>Common Entrance</td>
<td></td>
<td>1/1/1910</td>
<td></td>
</tr>
</tbody>
</table>
Congratulations! You have successfully created your property.
Next, you can:
- Add energy use information, so that you can see your energy performance metrics.

76 W 86 & 77 W 85 CAMPUS
76 W 86 77 W 85, New York, NY 10024
Portfolio Manager Property ID:
Year Built: 1910

Current: N/A
Baseline: N/A
Scroll Down to Add Child Properties

Add a Building: Click here to add Child properties to the Parent Property
Adding Child Properties

There are two ways to add Child Properties:

1. **Add Existing Buildings** if your portfolio already contains child properties for this campus.

2. Or **Enter a New Building** to create a new child property.
Once Created, View Child Properties Listed in the Summary Tab of the Parent Property Profile.

View as a Diagram: Click here to see the Child Properties in relation to the Parent.

Individual Buildings on this Property: All child properties associated with the Campus will be listed here. These child properties represent real individual buildings. Click on them to view the property profile and details.

It is important that you keep your Property Use Details updated at both the parent and child levels of your campus so that your ENERGY STAR score and other metrics are accurate. Learn more about keeping Use Details up to date.
View as a Diagram: 76 w 86 & 77 W 85 CAMPUS

76 w 86 77 W 86, New York, NY 10024 | Map It

Parent:

Child #1: 77 West 85th Street
Child #2: 76 West 86th Street
Reporting a Campus with Multiple Use Types

Photo: Co-Op City, David L. Roush
CC BY-SA 3.0 via Wikimedia Commons
Campus with Multiple Use Types

**Child #1**
Two Use Types
Total: 30,248 sq ft

- Office: 19,990 sq ft
- Retail: 10,258 sq ft

**Child #2**
Two Use Types
Total: 31,155 sq ft

- Multifamily: 23,655 sq ft
- Supermarket: 7,500 sq ft
Campus with multiple Use Types

The Self-Reported use-type at the parent level should match what Energy Star calculates.

Use types across all child properties should be listed in the Parent!

Four Use Types
- Multifamily: 23,655 sq ft
- Office: 19,990 sq ft
- Retail: 10,258 sq ft
- Supermarket: 7,500 sq ft
Total: 61,403 sq ft

Two Use Types
- Office: 19,990
- Retail: 10,258 sq ft

Two Use Types
- Multifamily: 23,655 sq ft
- Supermarket: 7,500 sq ft
Multiple Use Types in the Parent

Basic Information

- **Construction Status:** Test property that is multiple buildings
- **Property GFA - Self-Reported:** 61,403 Sq. Ft.
- **Occupancy:** 95%

Unique Identifiers (IDs)

- **Portfolio Manager ID:** 9282412
- **Custom IDs:** None
- **Standard IDs:** 2

Property Uses and Use Details

- **View as Diagram**
- **Add Another Type of Use**

<table>
<thead>
<tr>
<th>Name</th>
<th>Property Use Type</th>
<th>Gross Floor Area</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child #2 Multifamily Housing Use</td>
<td>Multifamily Housing</td>
<td>23,655 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>Child #1 Office</td>
<td>Office</td>
<td>19,990 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>Child #1 Retail Store Use</td>
<td>Retail Store</td>
<td>10,258 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>Child #2 Supermarket/Grocery Store</td>
<td>Supermarket/Grocery Store</td>
<td>7,500 ft²</td>
<td>I want to...</td>
</tr>
</tbody>
</table>

- **Property GFA (Buildings):** 61,403 (used to calculate EUI)
- **Property GFA (Parking):** 0

To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.
Multiple Use Types in the Parent

The Self-Reported use-type at the parent level should match what Energy Star calculates. If there is a mismatch, click "Edit".
Requesting and Reporting consumption data across multiple buildings
Requesting Consumption Data from Utilities

Energy and water data can be requested at the **Child level**, and later associated up the Parent level.

Usage for all buildings on one BBL is **aggregated** by Con Edison and DEP for all BINs on the BBL, rather than for each individual BIN or account number.

National Grid uploads aggregate data per **service address**.
Consumption Data Shared Between Multiple Buildings

Because utilities like ConEd and DEP upload aggregate data at the BBL level, shared data may be requested and uploaded to one child for all of the buildings on that BBL.

This may result in one child having an abnormal amount of energy with the other child(ren) having no data at all.

In this case, explain the setup in the Property Notes section of the Details tab for each of the child properties and the parent property.
Shared Data Example

**Portfolio Manager Set Up:**
1 Parent and 3 Child Properties

**Meter Set Up:**
Unshared meters (noted in blue): In the respective Child Property

Shared meters: In one respective child property with a note in both child properties explaining the data is shared and represented in a single child property

Associate all meters with the Parent
Meter Associations
And Meter Tracking Settings

Your Property is: Edit
- A Single Building
- Part of a Building
- A Campus of Multiple Buildings

You Are Tracking: Edit
- Total energy consumption for your property
- Partial energy consumption for your property

Correct:
Your Property is: Edit
- A Single Building
- Part of a Building
- A Campus of Multiple Buildings

You Are Tracking: Edit
- Total energy consumption for your property
- Partial energy consumption for your property
Energy tab example of a Child Property:
77 West 85th Street

Meters: This property has 5 exclusive meters and one Fuel Oil meter that is shared between both buildings.

Meter Tracking Settings (Child)

Your Property is: A Single Building
You are Tracking: Total Consumption

If your selections do not appear as seen here (both energy and water tab), click Edit and make the correction.
Child #1: 76 West 86th Street
- 5 exclusive active meters
- Account for TOTAL energy Consumption

Child #2: 77 West 85th Street
- 1 shared and 5 exclusive active meters
- Account for TOTAL energy Consumption
Associating meters from **Child to Parent**
### Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for **76 w 86 & 77 W 85 CAMPUS** so that we can provide you with the most accurate metrics possible.

#### Summary

11

Meters representing the total energy consumption for **76 w 86 & 77 W 85 CAMPUS** (a campus of 2 buildings).

#### About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

#### Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless the meters are used for specific purposes.)

<table>
<thead>
<tr>
<th>Name Meter ID</th>
<th>Type</th>
<th>Meter Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>55STRE W 77/G/1</td>
<td>Natural Gas</td>
<td>77 W 85th Street</td>
</tr>
<tr>
<td>55STRE W 77/G/12</td>
<td>Natural Gas</td>
<td>77 W 85th Street</td>
</tr>
<tr>
<td>55STRE W 77/G/31</td>
<td>Natural Gas</td>
<td>77 W 85th Street</td>
</tr>
<tr>
<td>55STRE W 76/L/12</td>
<td>Natural Gas</td>
<td>76 west 86 street</td>
</tr>
<tr>
<td>55STRE W 76/L/8</td>
<td>Electric - Grid</td>
<td>76 west 86 street</td>
</tr>
<tr>
<td>55STRE W 76/L/1</td>
<td>Natural Gas</td>
<td>76 west 86 street</td>
</tr>
</tbody>
</table>

**Parent:** **76 West 86th Street & 77 West 85th Street**
- 11 active meters between both child properties
- All meters should be selected and Account for TOTAL energy Consumption

**Note the meter locations!**

You cannot associate meters from the parent to a child or child-to-child. **Only Child to Parent!**
Parent Property:
76 West 86th Street
77 West 85th Street

Meters: This property has 11 meters total between both child properties

Meter Tracking Settings (Parent)

Your Property is: A Campus of Multiple Buildings
You are Tracking: Total Consumption

If your selections to not appear as seen here (both energy and water tab), click Edit and make the correction.
Submitting a Campus Property

Parent & Child Properties together
Let's go to the City's website

Click on the last step!
Submit usage data to the City by May 1 through Portfolio Manager®

Before submitting your report, please review the Benchmarking Checklist to ensure that you have completed all the necessary steps.

To complete the benchmarking process, the City's reporting template must be uploaded into Portfolio Manager® and submitted to the City. Click on the Submission Instructions link below for directions on how to submit your data. If you are already familiar with the submission instructions, click on the reporting template link below to send the benchmarking report.

- 2022 Reporting Template
- 2022 Submission Instructions
Generate Response in Portfolio Manager

Complete this form to respond to the "Data Request: NYC Energy and Water Benchmarking Reporting Template for 2021 Data (Data Request from City of New York)" for City of New York. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: Data Request: NYC Energy and Water Benchmarking Reporting Template for 2020 Data
from City of New York (City of New York)

About Your Response
Who is this data being submitted on behalf of?
- myself
- someone else

Your Response
Select Information to Include:

Timeframe:
- Single Year
- Dec 31

Properties:
- Select Properties
- Selected Properties: 0

The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

For help, contact: City of New York at nycenergy@nyc.gov or 212-680-5504
### Select Properties

Search: 76 w

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Part of Larger Property</th>
<th>Property Type</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>76 w 86 &amp; 77 W 85 CAMPUS</td>
<td>76 w 86 &amp; 77 W 85 CAMPUS</td>
<td>Multifamily Housing</td>
<td>NY</td>
</tr>
<tr>
<td>✓</td>
<td>76 west 86 street</td>
<td>76 w 86 &amp; 77 W 85 CAMPUS</td>
<td>Multifamily Housing</td>
<td>NY</td>
</tr>
<tr>
<td>✓</td>
<td>77 W 85th Street</td>
<td>76 w 86 &amp; 77 W 85 CAMPUS</td>
<td>Multifamily Housing</td>
<td>NY</td>
</tr>
</tbody>
</table>

Check off ALL the boxes! Be sure to select the Parent and all Child Properties!
Note the number of Selected Properties!
Send Response
Submit your data to the City
Template uploaded!
I Want to Submit Anyway
E-Sign and Send Data

Confirm Response to Data Request from City of New York

By clicking Send Data, you will release data to City of New York (City of New York). You will receive data attached.

1. Who (besides you) should we send a confirmation email to?
   Select contacts from your contacts book:

2. What format would you like your data in for the email attachment?

   - Excel
   - XML

3. E-Sign your Data Response, then "Send Data"

   - I hereby certify that I am releasing data about my properties or on behalf of someone else to City of New York with City of New York.

   Your username: CUNY_BENCHMARK_HELI
   Your password: [Hidden]

   E-Sign Response
   [Signed]

Send Data
Confirm Send Data

You are about to send your data request response to City of New York with City of New York. Please make sure that this information is complete and ready for submission. Once you select continue, this action cannot be undone. Are you sure you want to continue?

Continue  Cancel
Successful Submission

Your response to the data request from City of New York has been successfully sent. You will receive a confirmation email with a receipt and a copy of the data attached shortly.

Charts & Graphs

ENERG Y STAR®
Portfolio Manager®

Reporting

Energy STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Scorecard
- Water Scorecard

Templates & Reports (13)

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Request NYC LL84 - Benchmarking Reporting Template for Calendar Year 2016 Data (Request from City of New York)</td>
<td>Closed: 2/14/2016 11:23 AM</td>
<td>I want to...</td>
</tr>
</tbody>
</table>
Confirmation Email Receipt

- donotreply@energystar.gov
- Excel attachment *is* the report
- Sent to email address on file
- Proof of submission (save for 3 years)
Common Campus Mistakes

1. Submitting a Campus as a single property
2. Submitting the Parent property without the Child properties (or vice versa)
3. Tracking Partial consumption instead of Total (partial in the child properties)
4. Incorrect meter tracking/association
5. Treating the Parent as a real property rather than a fictitious property
6. Requesting data uploads at the parent level instead of the child level
7. Not accounting for total GFA, BINs, and BBLs of all children in the parent property
8. Inaccurately representing the Property Use Types in the Parent property
Posting your Letter Grade

As required by LL33 of 2018
As amended by LL95 of 2019
Letter Grade Breakdown

Letter grades will be assigned from A to F and will be based on your Energy Star score.

- D: 0 - 55
- C: 55 - 70
- B: 70 - 85
- A: 85 - 100

*F: Not Submitted or Late Submission
*N: Exempt
Property Types Eligible for Letter Grades at the Campus Level

Only the following 5 property types are eligible for an ENERGY STAR score and a letter grade as a campus consisting of multiple buildings:

1. K-12 schools
2. Hospitals
3. Hotels
4. Multifamily
5. Senior Living
One grade at the Parent level for the entire Campus

Child #1 may have a 82 and Child #2 may have a 59.

The Parent may have a **76**.

The Letter Grade will be generated using the **parent score** of 76, which must be posted at all of the child properties.
Obtain Your Letter Grade

Building Energy Efficiency Labels will be available for download on October 1st every year in the DOB NOW Public Portal.

Building Owners have 30 days after October 1st to download, print, and post the label to their building.

Download the label for each BIN.

Visit nyc.gov/dobnow
How Many Labels?

Campus properties are made of multiple buildings.

Print the label for each BIN number that appears in DOBNow and post the label to the corresponding address.

Co-Op City has over 250 buildings -- thus over 250 letter grade labels need to be printed and posted.
Garden Style Apartments have many exterior entrances among many buildings. The entrances are usually accessible to residents and not the public.

In this case, one label in the lobby of the on-site Management Office is sufficient.

You do not have to print or post labels near all of the entrances within the complex.
When to Post Letter Grades and Penalty for Not Posting

➢ Building Energy Efficiency Rating labels must be updated annually in October and is based on the benchmarking report submitted every year by the May 1st deadline.

➢ Failure to post the letter grade within 30 days of October 1st may result in a $1,250 penalty.

Per §103-06 of title 1 of the rules of the City of New York.
Contact Us!

- One-on-one support
  - NYC Benchmarking
  - Letter Grades
  - Energy Audits and Retro Commissioning
- Help navigating Portfolio Manager
- How to request energy and water data from utilities
- Trainings, presentations, and outreach assistance

Help@NYCsustainability.org
(212) 566-5584
Mon - Fri 9am-5pm
nyc.gov/NYCbenchmarking