

2026 ANNUAL BENCHMARKING FORUM

March 4, 2026

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2026 BENCHMARKING FORUM

- **ASHRAE Introductions**
 - Presentation will be recorded and posted on ASHRAE webpage.
- Emily Hoffman, NYC Department of Buildings
- Linda Tam, NYC Department of Buildings
- Ming Zhao, NYC Department Buildings
- Gabriella Scott & Laziza Rakhimova, Con Edison
- Louis Rizzo & Becky Badalato, National Grid
- Lizzy McNevin, NYC Accelerator
- Mashrat Ahmed, NYC Sustainability Help Center
- DOB Closing

An aerial, high-angle photograph of a dense urban landscape, likely New York City, showing a vast expanse of skyscrapers and buildings. The image is in black and white, with a blue tint at the bottom. The text is overlaid on the image.

DEPARTMENT OF BUILDINGS 2026 ANNUAL BENCHMARKING FORUM

presented by

Linda Tam & Ming Zhao

March 4, 2026

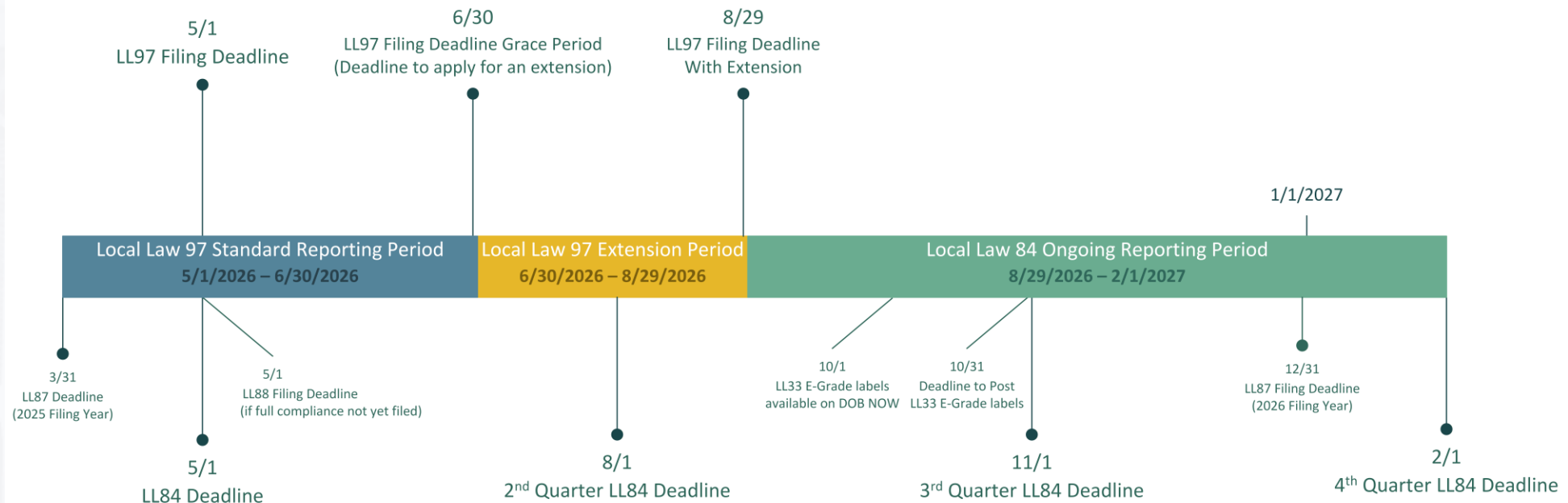
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SUSTAINABILITY LAWS TIMELINE

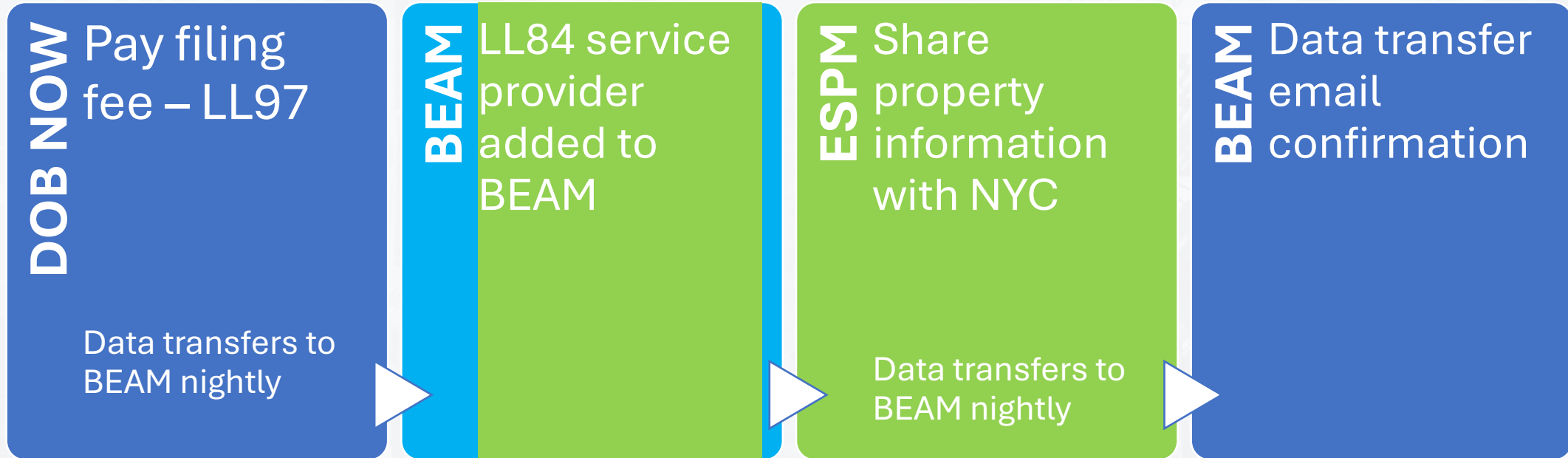
Deadlines for Filing Year 2026

For LL97, LL84, LL33, LL87 and LL88



DOB Service Notice - REMINDER: Deadlines for Sustainability Laws in 2026

LOCAL LAW 84 REPORTING PROCESS



ESPM Property Data Administrator email address MUST be associated with owner or owner's rep

2026 BENCHMARKING - OVERVIEW

1. **Deadline** for LL84 is **May 1, 2026**.
 - Alignment of sustainability laws is still in progress.
2. **Property Share Request** is required instead of the reporting template approach. If the ESPM connection is unshared, the properties **MUST** be reshared.
3. Confirmation Emails: 4 types of email notifications for property sharing from BEAM_LL97@buildings.nyc.gov
4. Strict formatting on BBL and BIN and property setup in ESPM. No dashes, spaces, etc.
 - BIN level information with specific building details is required for LL97.
5. **LL84 Labels in BEAM**: For standalone properties with single buildings on the “View by Property” tab. [LL84: Data Quality Labels \(BEAM\)](#) available at www.nyc.gov/LL84
6. All benchmarking violation challenges and payments must be submitted on DOB NOW: *Safety* at www.nyc.gov/DOBNOW

BENCHMARKING AND ENERGY GRADING REQUIREMENT

- LL84 2026 Covered Buildings List (CBL) will be available at www.nyc.gov/LL84 soon.
- Benchmarking and Energy Grading requirement are communicated by the NYC Department of Finance (DOF) via quarterly tax bills mailed to the owner's mailing address (also publicly available at DOF www.nyc.gov/nycproperty).
 - **Covered Buildings**
 - a building that exceeds **25,000** gross square feet
 - two or more buildings on the same tax lot that together exceed **100,000** gross square feet
 - two or more buildings held in the condominium form of ownership that are governed by the same board of managers and that together exceed **100,000** gross square feet
- The first benchmarking deadline for covered properties' energy and water usage (2025 calendar year data) is **May 1, 2026**.

REPORTING METHOD

- Previously, the annual benchmarking reports were submitted to the City by accessing the reporting template on the www.nyc.gov/LL84.
- Starting 2025, the **reporting template will no longer be used**.
- The City will receive the benchmarking data through [ENERGY STAR Portfolio Manager \(ESPM\)](#) by **property sharing**.
- The user must connect and share their properties with the City through ESPM.
 - [Building Energy Analysis Manager \(BEAM\)](#) account is required for LL97 Compliance Reports.
- Once this process is completed, the City will receive the property's benchmarking data. Benchmarking data is transferred on a nightly basis.
- To ensure that your property meets the benchmarking requirements, please share your property with the City in ESPM **at least 15 business days prior** to the May 1 deadline.
- Issues with the property sharing, email BEAM_LL97@buildings.nyc.gov.

PROPERTY SHARING

- Property sharing in ESPM is a two-part process:
 1. Account Connection
 2. Sharing Properties
- Step-by-step instructions are available on [ESPM User Guide](https://nyc.gov/LL84) (pg 27) at nyc.gov/LL84.
- Part 2 – Property Sharing
 - Campuses: Parent and all child properties must be shared.
 - All meters must be selected and shared.
 - Users with access to the property can share, however only the property data administrator will receive the confirmation email.

CONFIRMATION EMAILS - ESPM

BEAM_LL97@buildings.nyc.gov will issue the following confirmation emails following an ESPM share request to NYCGOVLL84.

The ESPM connection emails from BEAM:

1. NYC Building Sustainability Laws: ESPM Account Share Accepted

- Confirmation that account share request has been received by NYC Department of Buildings (NYCGOVLL84) on ESPM. Additional steps are needed to share (submit) your property.
- Sent to the ESPM user who made the account share request.

2. ESPM Property Share Request Accepted by NYC Department of Buildings

- Email confirming that the NYC Department of Buildings (NYCGOVLL84) has received and accepted your property share request on ESPM.
- Sent to ESPM property data administrator.

CONFIRMATION EMAILS - BEAM

After completing the property share request steps, the ESPM property data administrator will receive email notifications from BEAM_LL97@buildings.nyc.gov.

The BEAM connection emails:

1. **NYC Building Sustainability Laws: BBL or BIN Error for *Property ID***
 - Both NYC Borough, Block and Lot (BBL) and NYC Building Identification Number(s) (BIN), must be inputted as they appear on the CBL, under the Standard ID section on ESPM. ESPM property profiles with missing, incorrect, or incorrectly formatted BBLs or BINs will **NOT** transfer to BEAM.
 - Sent to ESPM property data administrator.
2. **NYC Building Sustainability Laws: 2025 ESPM Property Share Received for *PROPERTY NAME (PM ID, BIN/BBL)***
 - Email confirming property share has been received by the NYC Department of Buildings & submission of NYC Benchmarking Law. If needed, we will communicate about data quality or compliance issues.
 - Sent to ESPM property data administrator and applicable DOB NOW payment contacts.

BENCHMARKING - DOB DATA QUALITY REVIEW

All benchmarking data is reviewed for completeness and accuracy:

- Review the property's data in ESPM.
- If the data is insufficient, you will be notified via email to review your data and correct the error(s) before the quarterly deadline.
 - Benchmarking deadlines are **May 1**, **Aug 1**, **Nov 1**, and **Feb 1**.
- Failure to correct the data in ESPM may result in a violation.
- Assistance with benchmarking tasks is available via the NYC Sustainability Help Center Monday through Friday, 9 am – 5 pm by phone 212-566-5584 or by email Help@NYCsustainability.org.

BENCHMARKING – Standard IDs BBL/BIN Errors

1. Standard ID – City/Town: NYC Borough, Block and Lot (BBL)

- As it appears on the LL84 Covered Buildings List, the BBL must be in 10-digit number format including any leading zeros for the block and lot with no symbols.
- Manhattan = **1**, Bronx = **2**, Brooklyn = **3**, Queens = **4**, Staten Island = **5**
- A correct BBL entry for a building in **Queens**, with Block: **234**, and Lot: **6**, would be entered in the NYC Borough, Block and Lot (BBL) field as: **4002340006**.

Campuses:

- Use semi-colon (;) as the separator.
- Example: **4002340056;4002340057;4002340058**

2. Standard ID – Other: NYC Building Identification Number (BIN)

- 7-digit number format (4079215).
- Search by BBL on [DOB NOW](#) and verify on the CBL at www.nyc.gov/LL97

Campuses:

- Use semi-colon (;) as the separator.
- Example: **4908215;4908216;4908217**

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:

NYC Borough, Block and Lot (BBL) ID: 4002340056

Standard ID - County/District:

ID:

Standard ID - State/Province:

ID:

Standard ID - Other:

NYC Building Identification Number (BIN) ID: 4079215;4079216

[+ Add Another](#)

BENCHMARKING – STANDALONE PROPERTY

3. Standalone Property -

- For a single building (BIN) on a single BBL only.
 - Contains one 10-digit BBL and one 7-digit BIN only.
- Standalone property submissions will not be accepted for:
 - A single BBL with multiple BINs
 - Multiple BBLs with multiple BINs
- Single building on the tax lot with multiple (obsolete) BINs on the CBL:
 - Submit a CBL Dispute Ticket
 - CBL Dispute User Guide at nyc.gov/LL97
- National Grid: A building with multiple service addresses, please email BEAM_LL97@buildings.nyc.gov for guidance.
- For tax lot & BIN discrepancies, email BEAM_LL97@buildings.nyc.gov.

BENCHMARKING - CAMPUS

4. Campuses – Single BBL with multiple BINs and multiple BBLs with multiple BINs sharing energy must be reported as a campus.

■ **Parent property**

- Standard IDs: Must include all the child properties' BBLs and BINs.
 - Semi-colon (;) to separate the BBLs and BINs in standard ID fields.
 - No spaces or other symbols in the standard ID fields.
- All child properties' data must be aggregated on the parent level.
 - Energy and water usage, GFA, number of buildings, number of active meters, etc.

■ **Child property**

- One BIN per child property with the specific building details.
 - Building's GFA and Property Use for each BIN.

One BBL with multiples BINs

Portfolio Manager Property ID	Property Name	Portfolio Manager Parent Property ID	Parent Property Name	Standard ID - City/Town ID	NYC Building Identification Number (BIN)
33941880	Parent Property	33941880	Parent Property	3001230001	3697552;3697553
33941892	Child Property 1	33941880	Parent Property	3001230001	3697552
33941893	Child Property 2	33941880	Parent Property	3001230001	3697553

Multiple BBLs with multiples BINs

Portfolio Manager Property ID	Property Name	Portfolio Manager Parent Property ID	Parent Property Name	Standard ID - City/Town ID	NYC Building Identification Number (BIN)
				3001230001;	3697552;3697553
33941880	Parent Property	33941880	Parent Property	3001230002	;3697554
33941892	Child Property 1	33941880	Parent Property	3001230001	3697552
33941893	Child Property 2	33941880	Parent Property	3001230001	3697553
33941894	Child Property 3	33941880	Parent Property	3001230002	3697554

BENCHMARKING - METRICS REVIEWED

- 5. **1 RCNY §103-06: Gross Floor Area (GFA)** – the total number of square feet measured between the exterior surfaces of the enclosing fixed walls. It includes vent shafts, elevator shafts, flues, pipe shafts, vertical ducts, stairwells, light wells, basement space, mechanical/electrical rooms, and interior parking. It excludes unroofed courtyards and unroofed light wells. For atria, gross floor area only includes the area of atrium floors. For tenant spaces, interior demising.
- Whole building GFA may not be the same as Gross Square Feet (GSF).
 - [Article 320 guide](#)
 - Additional property type GFA breakdown for LL97 reporting may be entered in the BEAM reporting portal.

BENCHMARKING - METRICS REVIEWED

6. Property Type –

- Must be reported in accordance with LL84, not LL97.
 - Single Primary Property type eligible for an [ENERGY STAR score](#) that is over 50% of the building.
 - Combine all property types less 5,000 sq ft with the primary property type.
 - **NOTE:** If your property is subject to LL97, additional property types associated with your building may be entered in BEAM reporting portal, not ESPM.
 - Campuses may enter property types in ESPM in accordance with LL97.
- Must not be selected as “**Other - Other**” or “**Mixed Use Property**”; find the closest match to your property type.

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Other

Other

Other

Mixed Use Property

Mixed Use

Mixed Use Property

Do not select these!

Other

Education

Adult Education

College/University

K-12 School

Pre-school/Daycare

Vocational School

Other

Select “Other” from a specific property type category.

7. Number of units (Multifamily Housing) – must not be zero, “Not Available”, or include decimals.

BENCHMARKING - METRICS REVIEWED

8. **Number of Buildings** – data must not be missing or entered as zero.
 - **Campuses:** Number of buildings must be consistent with number of BINs listed on the parent property.
9. **Site Energy Use (kBtu)** – data should not be missing or entered as zero.
10. **Site EUI (kBtu/sq. ft.)** – data should not be missing, entered as zero, less than 5, or greater than 1,000 kBtu/sq ft.
11. **Metered Areas (Energy and Water)** – data should account for the total energy consumption of the property (Whole Property).
12. **Municipally Supplied Potable Water** – Total Use (All Meter Types) (kgal) - data should not be missing or entered as zero.
13. **Number of Active Energy Meters Total** – should be the same as Active Energy Meters - Used to Compute Metrics.
14. **Last Modified By – (All Meters)** – Recommended to get automated energy consumption directly from the utilities.

BEAM LABELS – LL84 DATA QUALITY

In BEAM Inventory, buildings may have labels indicating potential Data Quality errors. Standalone properties for single buildings are viewable on the "View by Property" tab.

View by Property

View by Tax Lot

View by Portfolio

+ ✓	Labels				?			
+ ✓ i 1 2	Did not Report Whole Building Energy Data				Incorrect Number of Buildings	Incorrect Number of Meters	Incorrect Site EUI	:

- **Incorrect Site EUI** – Site EUI (kBtu/sq. ft.) metric data is missing, entered as zero, less than 5, or greater than 1,000 kBtu/sq ft.
- **Incorrect Number of Meters** – Number of Active Energy Meters - Total should be the same as Active Energy Meters - Used to Compute Metrics.
- **Incorrect Number of Buildings** – Building Count (ESPM) metric should be 1 for standalone property of a single building.
- **Did not Report Whole Building Energy Data** – Metered Areas (Energy) data should account for the total energy consumption of the property (Whole Property).
- **Ineligible Property Type – LL84** – List of All Property Use Types (GFA) (ft²) should not have "Other" only, it must be a specific property type.

BEAM LABELS – DUPLICATE PMID

Duplicate PMID – Two or more ESPM properties are shared for the same BBL/BIN.

For reporting LL84 **and** LL97: Only one ESPM property can be shared at any time.

- Both LL84 and LL97 providers must work together.
- To resolve:
 - The duplicate PMID(s) must be unshared in ESPM
 - OR
 - A notarized affidavit from the owner to BEAM_LL97@buildings.nyc.gov.

BENCHMARKING - VIOLATIONS

Noncompliant properties may be subject to benchmark violations:

- **Mail** – A notice of violation is mailed to the building owner's address listed in the Department of Finance's records.
 - Make sure the mailing information is up-to-date with the DOF or correct it at www.nyc.gov/changemailingaddress.
- **DOB NOW** – search your property profile for existing violations on the DOB NOW website at www.nyc.gov/DOBNOW.
- **Penalty** – \$500 per benchmarking violation (issued up to four times per year, up to \$2,000).

The screenshot shows the 'Search the Public Portal' interface. At the top, there are links for 'FAQS' and 'USER MANUAL'. Below this is a grid of eight search filters: 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', 'Device', 'Includes BIS Records' (which also contains a 'Licensee' filter), 'Violations & Notices of Deficiency' (highlighted in dark blue), and 'Application Search'. Below the grid is a section titled 'Violations & Notices of Deficiency'. It contains two dropdown menus: 'Compliance Type' (set to 'Benchmarking - LL84') and 'Violation Type' (set to 'All'). A note states: 'For a complete list of the violations on a property, also search the Buildings Information System (BIS). OATH/ECB violations and some DOB violations are only in BIS and are not found in DOB NOW.' Below this is a 'Search by*' section with radio buttons for 'Violation Number', 'Address', 'BIN', and 'BBL' (which is selected). At the bottom, there are three input fields: 'Borough*' (a dropdown menu), 'Block*' (a text field with placeholder 'Enter Block'), and 'Lot*' (a text field with placeholder 'Enter Lot'). A 'Search' button is located at the bottom right of the form.

BENCHMARKING - VIOLATION CHALLENGE

Benchmarking violation challenge request forms are no longer accepted by email to sustainability@buildings.nyc.gov.

Submit a challenge in DOB NOW Portal at www.nyc.gov/dobnow within 30 days from the violation postmark date:

- Login to DOB NOW at www.nyc.gov/dobnow
- Select **DOB NOW: Safety** and then **Violations & Notices of Deficiency**.
- Select **+Waivers and Challenges** and then **Benchmarking – LL84**.
- Enter the violation number and select **Search**.
- Select the violation and click **+Add**.
- Enter the required information and then select **Save**.
- Upload the supporting documentation on the **Documents** tab.
- Complete the **Statements & Signature** section and **Save** the application.
- Select the **Submit** button.

The screenshot displays the NYC Department of Buildings (DOB) NOW portal interface. The header shows the DOB NOW logo and the text "NYC Department of Buildings" and "Violation Payments, Civil Penalty Waiver Requests, Violation Challenge Requests and Certificate of Correction Review Request". The main navigation bar includes tabs for "Violations Payments", "Waivers and Challenges", "Certificate of Correction Review Request", and "Search Violations". The "Waivers and Challenges" tab is selected, and a dropdown menu is open, showing "AEUHAZ", "Benchmarking - LL84", and "Boilers". The "Benchmarking - LL84" option is highlighted. Below the dropdown, there are input fields for "Facades", "Gas Piping", "GHG Emissions", and "Lighting Systems Up". The "Facades" field is currently set to 0. The "Violation Number" and "Transaction Status" fields are also visible at the bottom right.

BENCHMARKING - CBL LISTING CHALLENGE

- If your building is erroneously listed on the Covered Buildings List, contact NYC Department of Finance (DOF) at sustainablebuildings@finance.nyc.gov.
- Include in your email:
 - Borough, block, and lot number of such building(s)
 - Ownership: contact name, email address and/or telephone number
 - Explanation of your dispute and RDP certification if applicable.
- Violation(s) will remain open/continue to accumulate while DOF decides on this matter.

BENCHMARKING - VIOLATION PAYMENT

As of **December 15, 2025**, **all** benchmarking violation payments are submitted on DOB NOW.

To pay a benchmarking violation:

- Login to DOB NOW at www.nyc.gov/dobnow
- Select **DOB NOW: Safety** and then **Violations & Notices of Deficiency**.
- Select **+Violation Payments** and then **Benchmarking – LL84**.
- Enter the violation number and select **Search**.
- Select the violation and click **+Add**.
- Complete the **Statements & Signature** section.
- Select **Proceed to Pay** - \$500.
- Payments made by **eCheck** take **up to 10 business days** to be processed, violations are automatically dismissed after the check is cleared.
- Payments made by **credit card** are processed immediately (**2% charge applied**)
- To check the violation status visit DOB NOW at www.nyc.gov/dobnow.

The screenshot shows the NYC Department of Buildings (DOB) website interface. The header includes the DOB NOW logo and the text 'NYC Department of Buildings' and 'Violation Payments, Civil Penalty Waiver Requests, Violation Challenge Requests and Certificate of Correction Review Request'. Below the header, there are three main tabs: '+ Violations Payments', '+ Waivers and Challenges', and '+ Certificate of Correction Review Request'. The 'Violations Payments' tab is selected, and a red box highlights the 'Benchmarking - LL84' option. Other options visible include 'AEUHAZ', 'Roilers', 'Elevators', and 'Energy Grade - LL33'. To the right of the tabs, there is a 'Search Violations' button. Below the tabs, there are several input fields for 'Energy Grade', 'Facades', 'Gas Piping', 'GHG Emissions', and 'Lighting Systems Upg'. At the bottom, there is a table with columns for 'BIN', 'Violation Number', and 'Transaction Status'.

ADDITIONAL INFORMATION

- Service Notices are available on [DOB Service Updates](#) page:
 - [Benchmarking Violation Civil Penalty Payments and Challenge Requests Launch in DOB NOW: Safety](#)
 - [Benchmarking and Retro-Commissioning Violation Civil Penalty Payments are Submitted in DOB NOW](#)
- For more information on LL84 / 133, please visit: www.nyc.gov/LL84
 - [ESPM User Guide](#)
 - [LL84: Data Quality Labels \(BEAM\)](#)
 - [SHC - Campus Reporting Webinar](#)

LL33 / 95 – ENERGY GRADING

Building Energy Efficiency Rating Labels

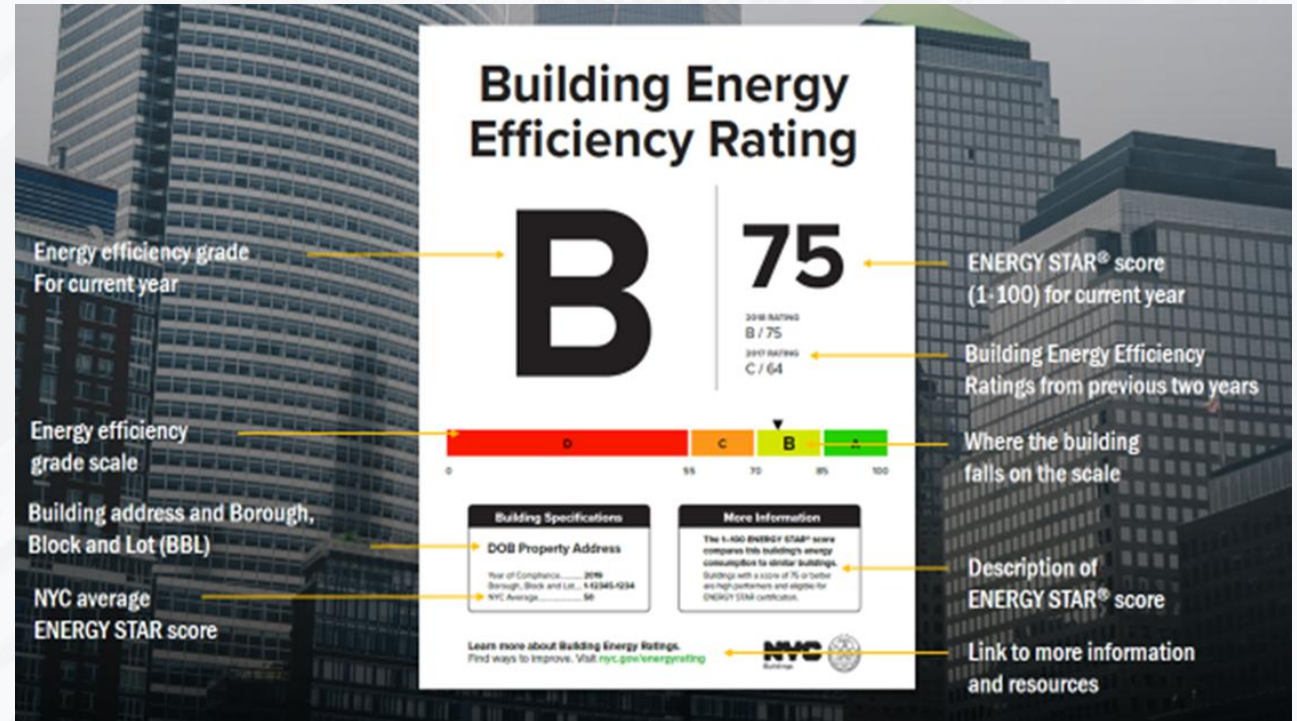
ENERGY GRADING

- Owners of buildings listed on [LL84 2026 Covered Buildings List](#) must obtain and display a Building Energy Efficiency Rating label within **October 1-31, 2026**.
- The label includes a **1-100 ENERGY STAR Score** and corresponding letter grade.

BUILDING ENERGY EFFICIENCY RATING

Energy Grade Scale

- **A:** 85–100
- **B:** 70–84
- **C:** 55–69
- **D:** 1–54
- **F:** For buildings that didn't submit required benchmarking data by May 1st deadline
- **N:** For buildings exempted from benchmarking or not covered by the Energy Star program



ENERGY GRADING COMPLIANCE STEPS

- Submit benchmarking data by **May 1st** of each year.
- Download the Energy Efficiency Rating Label (available on **DOB NOW** public portal at www.nyc.gov/dobnow on **October 1st** of each year).
 - Owner's Attestation: DOB NOW Email confirmation is the proof of compliance.
- Print and display the label in a conspicuous location near each public entrance by **October 31st** of each year.
- Failure to download, print and timely display the label results in a violation (**\$1,250 penalty**).

Additional Tools



Building Energy Efficiency Rating Label

This portal is for the building owner or owner's representative to print the Energy Efficiency Rating label, if required. To view a building's energy efficiency rating, use the Address, BIN or BBL search options above; the rating is shown on the Property Profile.

Borough: Block: Lot:

Tax Lot	Address	House# Range	BIN	Action
1	274 BROADWAY	274 - 286	1079215	

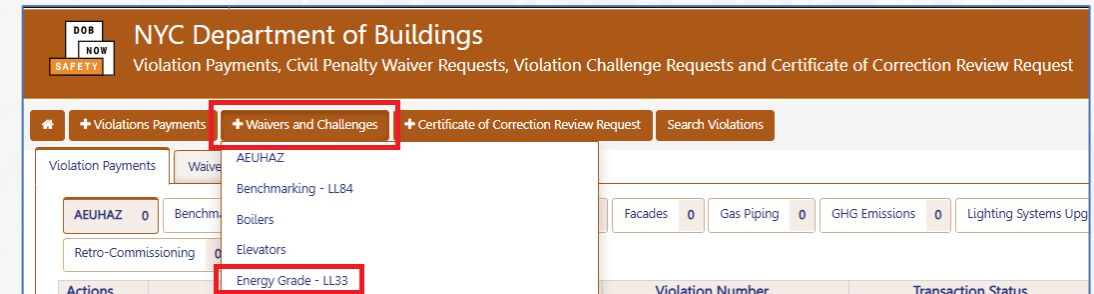
ENERGY GRADE LABEL DOWNLOAD ISSUES

- Use Google Chrome browser for best results.
- Enable pop-ups via your browser's privacy settings.
- Download label for all available BINs listed.
- Check if the lot number on CBL matches the lot number in DOB NOW.
 - **Buildings with recent lot changes:** Check all associated lots and BINs.
- Send an email regarding Energy Efficiency Rating label download issues to sustainability@buildings.nyc.gov during the month of October.

ENERGY GRADING VIOLATION CHALLENGE

Submit a challenge in DOB NOW Portal at www.nyc.gov/dobnow within 30 days from the violation postmark date:

- Login to DOB NOW at www.nyc.gov/dobnow
- Select **DOB NOW: Safety** and then **Violations & Notices of Deficiency**.
- Select **+Waivers and Challenges** and then **Energy Grade – LL33**.
- Enter the violation number and select **Search**.
- Select the violation and click **+Add**.
- Enter the required information and then select **Save**.
- Upload the supporting documentation.
- Complete the **Statements & Signature** section and **Save** the application.
- Select the **Submit** button.



ENERGY GRADING VIOLATION PAYMENT

- Login to **DOB NOW** at www.nyc.gov/dobnow
- Select **DOB NOW: Safety** and then **Violations**.
- Select **+Violation Payments** and then **Energy Grade – LL33**.
- Enter the violation number and select **Search**.
- Select the violation and click **+Add**.
- Complete the **Statements & Signature** section.
- Select **Proceed to Pay - \$1,250**.
- Payments made by **eCheck** take up to 10 business days to be processed, violations are automatically dismissed after the check is cleared.
- Payments made by **credit card** are processed immediately (2% charge applied)
- To check the violation status visit DOB NOW: www.nyc.gov/dobnow

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ADDITIONAL INFORMATION

Detailed Energy Grade Violation Challenge and payment instructions are available at DOB NOW: Safety - Local Law 33 of 2018

For the more information on the **Local Law 33 / 95** visit LL33 - Frequently Asked Questions available at Energy Grading (LL33) webpage at www.nyc.gov/LL33

BENCHMARKING ASSISTANCE

- **The New York City Sustainability Help Center**

Email: Help@NYCsustainability.org

Phone: (212) 566-5584

- **ESPM Training / ENERGY STAR Portfolio Manager Support**

The U.S. Environmental Protection Agency (EPA) offers a range of courses and webinars that will train you in how to use Portfolio Manager via <https://www.energystar.gov/buildings/training>

- **Department of Buildings**

Email: sustainability@buildings.nyc.gov

DOB Webinars

Questions and Inquiries?

Contact: **BEAM_LL97@buildings.nyc.gov**

An aerial, high-angle photograph of a dense urban landscape, specifically New York City. The image shows a vast expanse of skyscrapers and buildings, with a grid-like street pattern visible. The colors are muted, with a blue tint at the bottom. The text "THANK YOU!" is superimposed in the center.

THANK YOU!

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NEXT UP: CONEDISON (GABRIELLA SCOTT & LAZIZA RAKHIMOVA)

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Building Energy Usage Portal

NYC Energy and Water Benchmarking Forum
March 4, 2026.



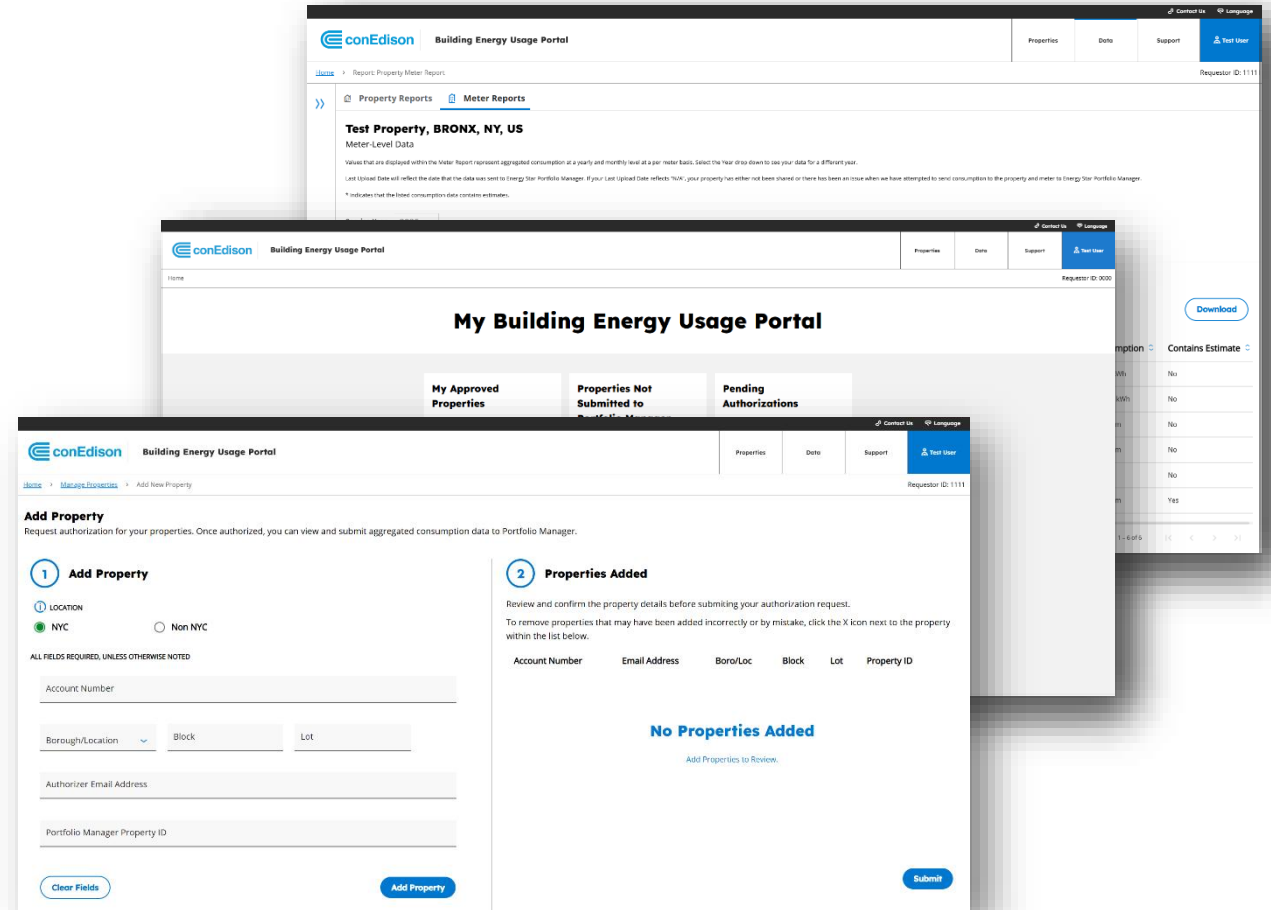
Agenda

- 01 BEUP Overview and Demo**
- 02 Understanding your Data: New Changes to the Portal**
- 03 Setting up your Property for Success**
- 04 Reporting Consumption by BIN**
- 05 Where to find Support**
- 06 Con Edison Incentives**

BEUP Overview

- Whole-building aggregated usage data for properties across **NYC and Westchester**
- Built on **AMI Data**, with minor estimation logic for optimal data
- BEUP data is **automatically available** for properties on the LL97/LL84 Covered Buildings List within 24 hours of setup
- **Automatic uploads** to ESPM
- **Downloadable** information and on-screen reports

buildingenergyusage.coned.com



BEUP User Roles

Select a user role to begin. Be careful when choosing a role as this cannot be modified.

Self-Requestor: This is typically the Building Owner requesting usage data for their property.

Authorized Requestor: This is typically a Property Manager or Consultant requesting usage data on behalf of the Building Owner (client).

Role Selection

Register for the energy usage portal as someone who either needs to get data on their own portfolio of buildings or on a building owner or property manager's behalf.

Register as an Authorized Requestor

You're getting data on behalf of someone else.

Select Authorized Requestor if you are a third party firm requesting the aggregated data for a building owner/manager and not for your own accounts. The authorization will require approval from the Customer who owns/manages the properties.

Select Authorized Requestor

Register as a Self-Requestor

You're getting data for your own portfolio.

Select Self-Requestor if you are requesting the aggregated data for your own portfolio of buildings (Con Edison Accounts). As a Self-Requestor, no Customer approval is required. The Authorization are automatically self-approved but can be rejected.

Select Self-Requestor

BEUP Dashboard

View All Approved Properties

View All Approved Properties that have not been shared with ESPM

Requestor ID – Available on all pages

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Building Energy Usage Portal

Properties

Data

Support

Test User

Requestor ID: 11111

Home

My Building Energy Usage Portal

My Approved Properties

9

[View Approved Properties](#)

Properties Not Submitted to Portfolio Manager

0

[View Unsubmitted Properties](#)

Pending Authorizations

0

[View Pending Authorizations](#)

🏠

Data Authorization Request

Once authorized, you can view and submit property consumption data.

[Add New Property](#)

🔗

Property Reports

Review property information, including consumption data and meter reports.

[View Property Reports](#)

?

Building Energy Usage Help

Get answers to frequently asked questions, view user guides, and more.

[Get Support](#)

View All Properties Pending LOA Approval

Easily Navigate to the Support Page for FAQs, Guides and Contact Information

Easily Navigate to the Property and Meter Report to View Aggregate Consumption both at a yearly and monthly basis

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5

You can find the most up-to-date BBL information from your property here: [DOB NOW Public Portal \(nyc.gov\)](#)



BEUP Property Report

For Property Reports, search by **Property Type** or Portfolio Manager **Property ID**. You may select up to 100 properties at a time. Toggle between **Service Year** options to view summary details for the current year and two prior years.

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Building Energy Usage Portal

Properties

Data

Support

Test User

Home

Report: Property Meter Report

Requestor ID: 1111

Property Details

Search

49429851

Property Type

Select All

Test Property 49429851

1 PROPERTIES SELECTED

APPLY

CLEAR

Property Reports

Meter Reports

Test Property, BRONX, NY, US

Yearly Consumption Data

Values that are displayed within the Property Report represent the total annual consumption for a given property per Service Type. Select the year drop down to see your data for a different year.

* Indicates that the listed consumption data contains estimates.

Service Year 2025

Property Name	Property ID	Electric	Gas	Steam	From Date	To Date
Test Property	49429851	125866.78 kWh	1765.35 thm *	N/A	01/01/2024	12/31/2024

Items per page: 10 1 - 1 of 1

Download

BEUP Meter Report

For Meter Reports, there is a **Search** bar and a **Filter** button to narrow down results. After entering filter criteria, select **Apply Filters** to update results

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Building Energy Usage Portal

Properties

Data

Support

Test User

Home

Report: Property Meter Report

Requestor ID: 1111

>>

Property Reports

Meter Reports

Test Property, BRONX, NY, US

Meter-Level Data

Values that are displayed within the Meter Report represent aggregated consumption at a yearly and monthly level at a per meter basis. Select the Year drop down to see your data for a different year.

Last Upload Date will reflect the date that the data was sent to Energy Star Portfolio Manager. If your Last Upload Date reflects "N/A", your property has either not been shared or there has been an issue when we have attempted to send consumption to the property and meter to Energy Star Portfolio Manager.

* Indicates that the listed consumption data contains estimates.

Service Year2024

Meter Details

Search

Filter

Download

Property Name	Property ID	Service Address	Service Type	Service Class	Meter Name	Number of Accounts	Consumption	Contains Estimate
Test Property	49429851	Test Property	E	001	Test Street/E/001/BRONX (N/A)	38	109896.28 kWh	No

Monthly Consumption Data

From Date	To Date	Number of Physical Meters	Consumption	Contains Estimate	Last Upload Date
01/01/2024	01/31/2024	38	6400.27 kWh	No	N/A
02/01/2024	02/29/2024	38	6194.32 kWh	No	N/A
03/01/2024	03/31/2024	38	6336.24 kWh	No	N/A
04/01/2024	04/30/2024	38	6394.3 kWh	No	N/A

BEUP Portfolio Manager Connection: Initial Setup

If your Energy Star Portfolio Manager account is not shared with Con Edison, you will see this message on the BEUP Portfolio Manager Connection page.

Click the Blue Button on the bottom “[Log in to Portfolio Manager](#)” to quickly navigate to Energy Star Portfolio Manager to connect your account.

Once the account is linked, you do not need to re-share each year.

Note: It may take up to 15 minutes to recognize this connection.

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Building Energy Usage Portal

Properties

Data

Support

Test User

Home

Portfolio Manager Connection

Requestor ID: 1111

Portfolio Manager Connection

This page is only applicable if you are using Energy Star Portfolio Manager and sharing your data for benchmarking purposes.

!

Portfolio Manager Account Not Connected

Could not find an associated Portfolio Manager account. A Portfolio Manager connection is needed to submit data.

How to Fix Your Connection:

1) Create a Portfolio Manager profile if you don't already have one. You'll need your Requestor ID **4500** to connect your accounts.

2) Add Con Edison to your contacts in Portfolio Manager.

Please wait at least 15 minutes before trying to connect again, and manually refresh the page if you continue to see that your account connection is not reflecting as expected.

Log In to Portfolio Manager

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9

BEUP Portfolio Manager Connection

For Shared Properties, you can easily see when consumption was last sent for each property, the date range that consumption was sent for, and when your next scheduled data export will be sent to Energy Star Portfolio Manager.

Please note that there is an approximate **2-month** lead time in monthly consumption exports to Energy Star Portfolio Manager – e.g. in **March 2026**, you will start to see consumption for **January 2026**.

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Building Energy Usage Portal

Properties

Data

Support

Test User

Home

Portfolio Manager Connection

Requestor ID: 1111

Portfolio Manager Connection

Please log in to Portfolio Manager to add unshared properties to your portfolio.
Properties on hold are not currently included in the Covered Buildings List for Local Law 84 or 97. Please contact us to learn more.

Unshared (1)

Shared (1)

On Hold (0)

Search

Filter

Property Name	Property ID	Primary Service Address	Last Updated Date	Next Upload Date	Account Number	Borough	Block	Lot
Test Property	49429851	Test Property, BRONX, NY, 10472, US	03/02/2025	04/02/2025	*****95017	Bronx	00001	0053

Items per page: 10

1 - 1 of 1

<>

Download

***Next:* Best Practices, Support & Incentives**

Understanding Your Data: Changes to the Portal

- If you are not new to benchmarking, **the same processes will apply** this year for LL84 and LL97 compliance.
- The Property and Meter Report now displays standardized values for inactive meters
 - Toggle over the **tooltip icon** next to a meter name for more information on inactive meters.
- We now set **Not In Use** dates for meters in ESPM when they are no longer active or associated with a property
 - For example, if a meter goes inactive in February 2025, we will populate March-December 2025 data with 0s and set the date the meter became inactive to 1/1/2026.

The screenshot shows the conEdison Building Energy Usage Portal. The top navigation bar includes the conEdison logo and the title "Building Energy Usage Portal". Below the navigation bar, there is a breadcrumb trail: "Home > Report: Property Meter Report". The main content area is divided into two tabs: "Property Reports" and "Meter Reports", with "Meter Reports" being the active tab. The "BEUP Test Property" section displays "Meter-Level Data" and includes a "Service Year" dropdown menu set to "2025". Below this, the "Meter Details" section features a search bar and a "Filter" button. A table lists meter details with columns: "Property Name", "Property ID", "Service Address", and "Service Type". The table contains four rows of data. A tooltip is displayed over the third row, indicating that the meter is not associated with the property for 2025 and provides contact information for further assistance.

Property Name	Property ID	Service Address	Service Type
Test Property	0000000	2 CON EDISON ST, NEW YORK, NY, 10003, US	E
Test Property	0000000	2 CON EDISON ST, NEW YORK, NY, 10003, US	E
Test Property	0000000	2 CON EDISON ST, NEW YORK, NY, 10003, US	G
Test Property	0000000	2 CON EDISON ST, NEW YORK, NY, 10003, US	N/A

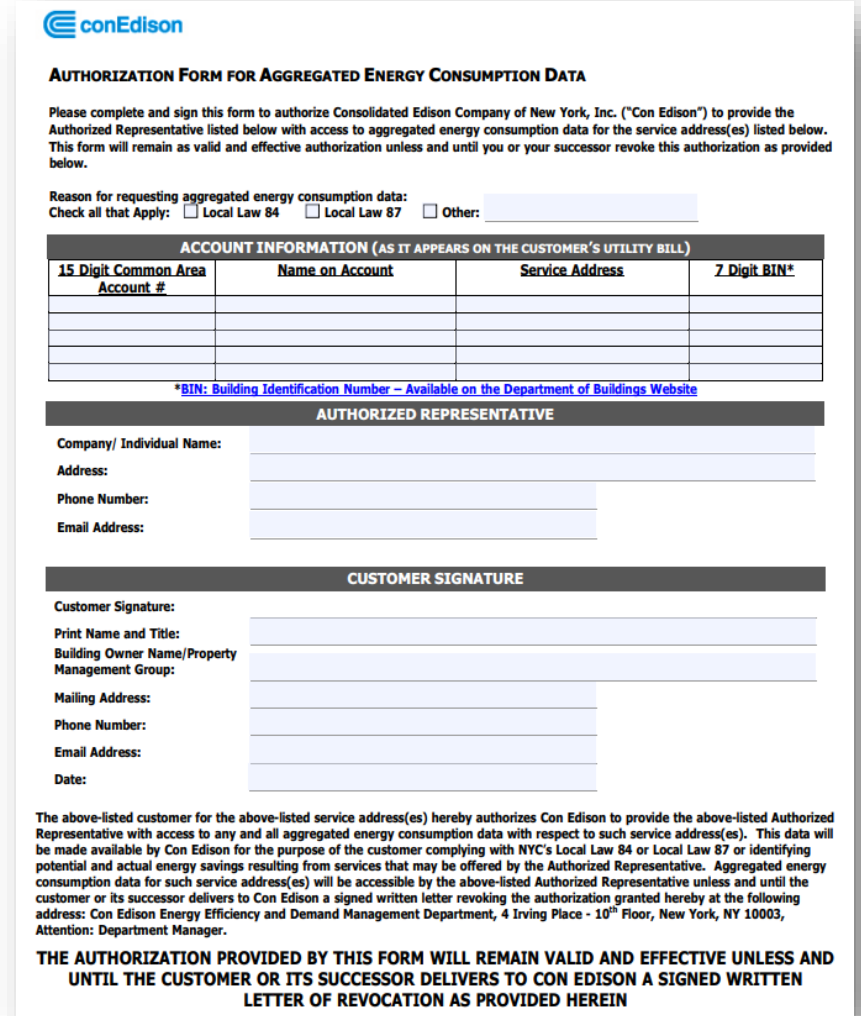
Setting up for Success: Before the Season

- Verify that your property's BBL (Borough Block Lot) within the Building Energy Usage Portal corresponds to the BBL in the latest Local Law 84 and Local Law 97 Covered Buildings Lists (CBL)
 - This can also be verified with the [NYC Department of Finance](#) and [NYC DOB NOW](#)
 - If there is a BBL mismatch, please create a [Covered Buildings List \(CBL\) Dispute ticket](#) in the BEAM portal.
- Ensure your property and all meters are shared with Con Edison from ESPM.
- For guidance on sharing properties, please refer to **Section 6** of the [BEUP Benchmarking User Guide](#)

The screenshot shows the Con Edison Building Energy Usage Portal. The top navigation bar includes the Con Edison logo, the portal name, and tabs for Properties, Data, Support, and a Test User button. A blue arrow points to the 'Properties' tab. Below the navigation bar, the 'Manage Properties' section is visible, featuring a search bar with the text '64450696' and a 'Filter' button. The main content area displays a table of properties with columns for Property ID, Service Address, Borough, Block, Lot, Customer Email, and Account ID. The first row of the table shows the following data: Property ID 10000000, Service Address 2 CON EDISON ST, NEW YORK, NY, 10003, US, Borough Manhattan, Block 00010, Lot 4100, Customer Email Benchmarking@coned.com, and Account ID *****.

Setting up for Success: Troubleshooting

- Properties not on a CBL will show an **'On Hold'** status in BEUP and will **not** have consumption available immediately.
- If your property shows as **On Hold** in the portal, please complete a [Letter of Authorization form](#) found on the Con Edison benchmarking webpage and email it to citybenchmarking@conEd.com.
- If consumption exports suddenly cease for an active meter, please go to ESPM and re-share your property and all meters with Con Edison.



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AUTHORIZATION FORM FOR AGGREGATED ENERGY CONSUMPTION DATA

Please complete and sign this form to authorize Consolidated Edison Company of New York, Inc. ("Con Edison") to provide the Authorized Representative listed below with access to aggregated energy consumption data for the service address(es) listed below. This form will remain as valid and effective authorization unless and until you or your successor revoke this authorization as provided below.

Reason for requesting aggregated energy consumption data:
Check all that Apply: ☐ Local Law 84 ☐ Local Law 87 ☐ Other: _____

ACCOUNT INFORMATION (AS IT APPEARS ON THE CUSTOMER'S UTILITY BILL)			
15 Digit Common Area Account #	Name on Account	Service Address	7 Digit BIN*

*BIN: Building Identification Number – Available on the Department of Buildings Website

AUTHORIZED REPRESENTATIVE

Company/ Individual Name: _____
 Address: _____
 Phone Number: _____
 Email Address: _____

CUSTOMER SIGNATURE

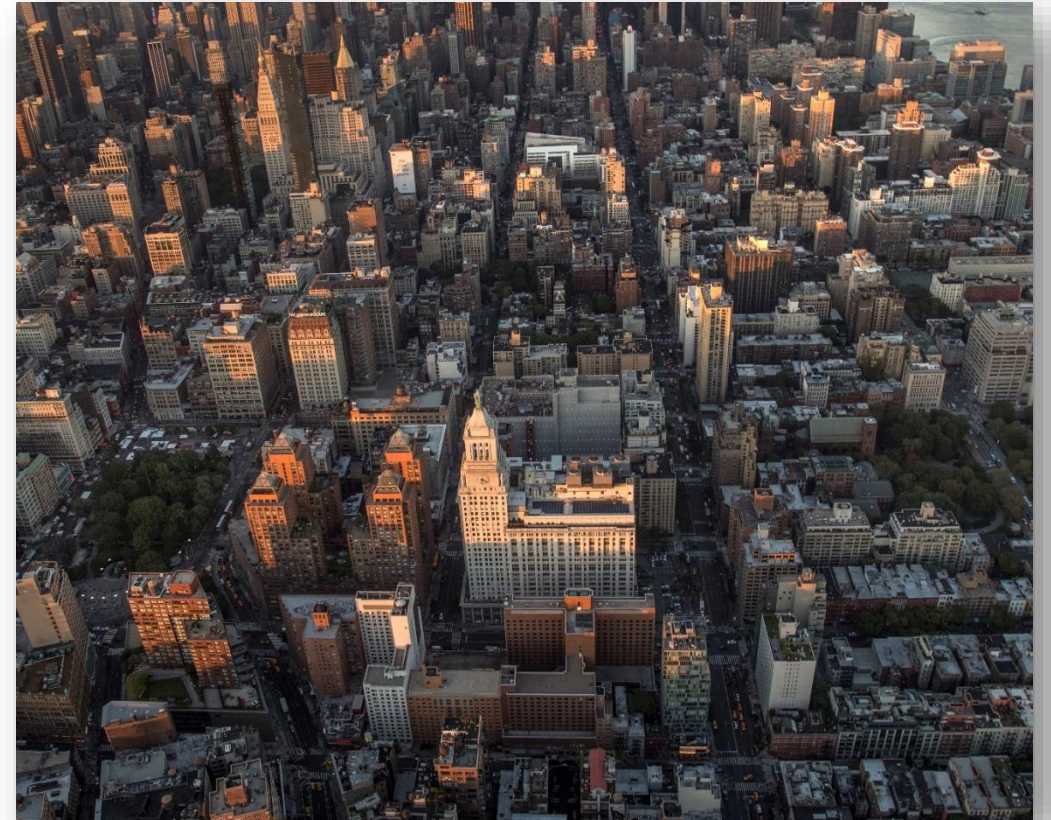
Customer Signature: _____
 Print Name and Title: _____
 Building Owner Name/Property Management Group: _____
 Mailing Address: _____
 Phone Number: _____
 Email Address: _____
 Date: _____

The above-listed customer for the above-listed service address(es) hereby authorizes Con Edison to provide the above-listed Authorized Representative with access to any and all aggregated energy consumption data with respect to such service address(es). This data will be made available by Con Edison for the purpose of the customer complying with NYC's Local Law 84 or Local Law 87 or identifying potential and actual energy savings resulting from services that may be offered by the Authorized Representative. Aggregated energy consumption data for such service address(es) will be accessible by the above-listed Authorized Representative unless and until the customer or its successor delivers to Con Edison a signed written letter revoking the authorization granted hereby at the following address: Con Edison Energy Efficiency and Demand Management Department, 4 Irving Place - 10th Floor, New York, NY 10003, Attention: Department Manager.

THE AUTHORIZATION PROVIDED BY THIS FORM WILL REMAIN VALID AND EFFECTIVE UNLESS AND UNTIL THE CUSTOMER OR ITS SUCCESSOR DELIVERS TO CON EDISON A SIGNED WRITTEN LETTER OF REVOCATION AS PROVIDED HEREIN

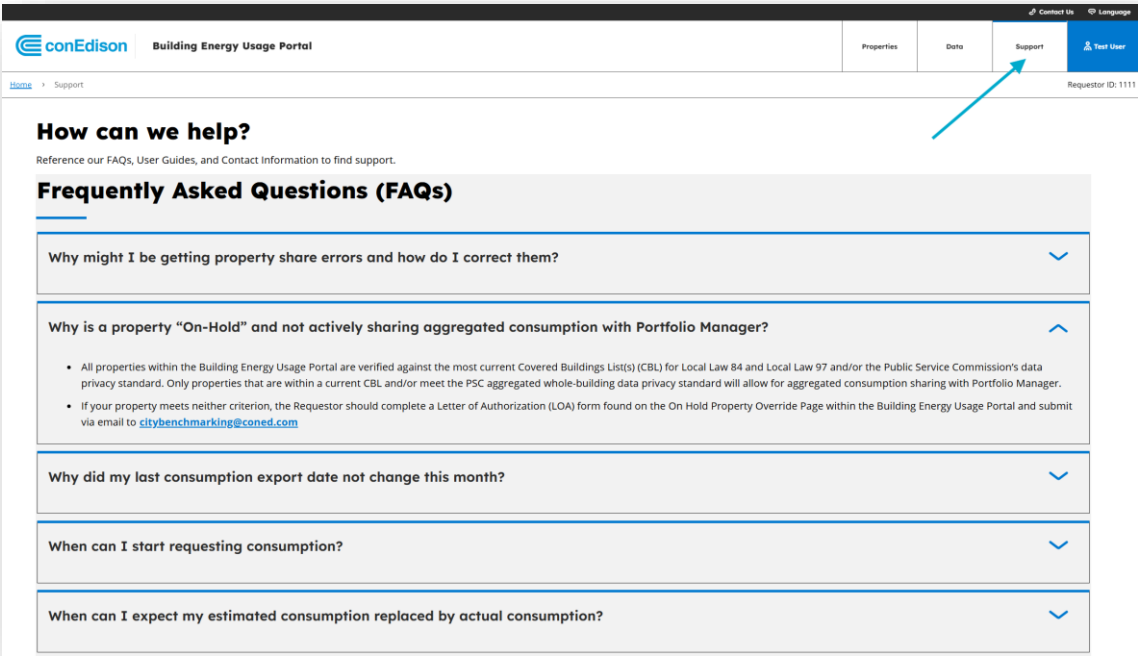
Reporting Consumption by BIN

- BEUP aggregates data by BBL for all active properties. However, the DOB requires reporting on a BIN level for LL97.
- The NYC Department of Buildings developed a method to automatically apportion BIN-level energy consumption in the **BEAM** portal.
 - In ESPM, energy usage data should be assigned to the Parent property, with each BIN/building listed as a Child. The child entry must include the total Gross Floor Area (GFA) of the building, along with a breakdown of GFA by property use.
 - This information will automatically populate in BEAM at the BBL level and be apportioned to the respective BINs.



Where to find Support

- Navigate to the **Support** tab from the menu to view Frequently Asked Questions, the BEUP User Guides, and Contact Information.



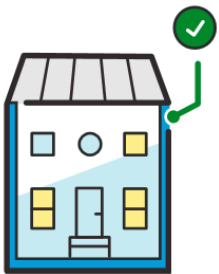
Help Center for Building Energy Usage Portal
Mon - Fri 8a.m. - 5p.m. ET

☎ : 212-460-1270
✉ : citybenchmarking@conEd.com
Locallaw97support@conEd.com

Weekly Benchmarking Support Office Hours
Every Wednesday from 3p.m. - 4p.m. EST
Join a session [here](#)

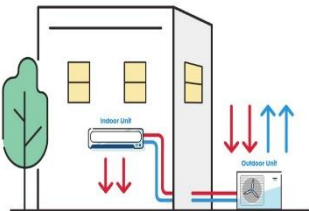
Incentives: Portfolio Priorities

Weatherization



- Maximizes efficiency of existing building and is foundational to managing grid demand

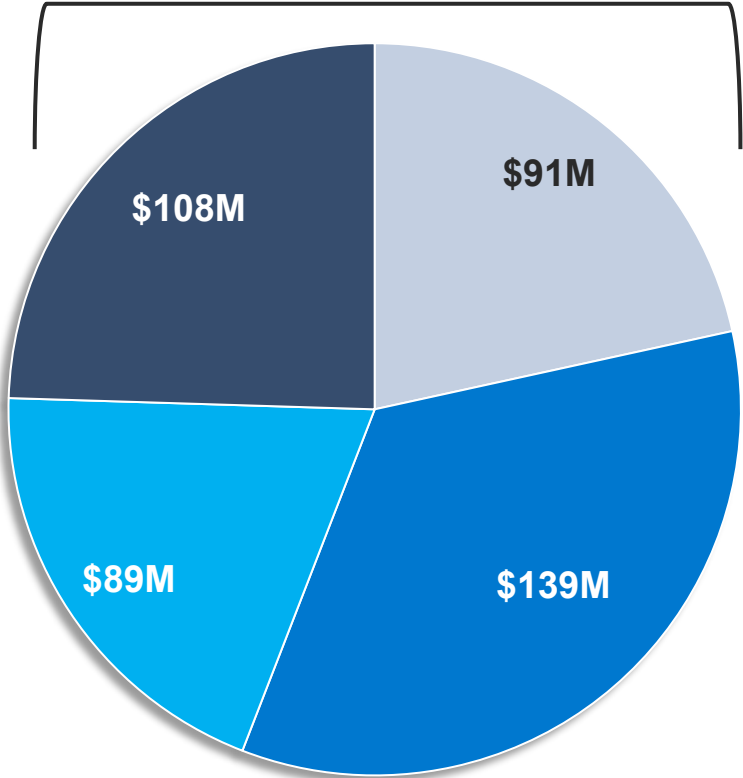
Building Electrification



- Electrifying buildings is vital to achieving State and City decarbonization goals

Average Annual Spend

\$428M



- LMI EE+ BE
- Non-LMI Building Electrification
- Non-LMI Weatherization
- Non-LMI Energy Efficiency

C&I and Multifamily Energy Efficiency Programs



Multifamily



C&I

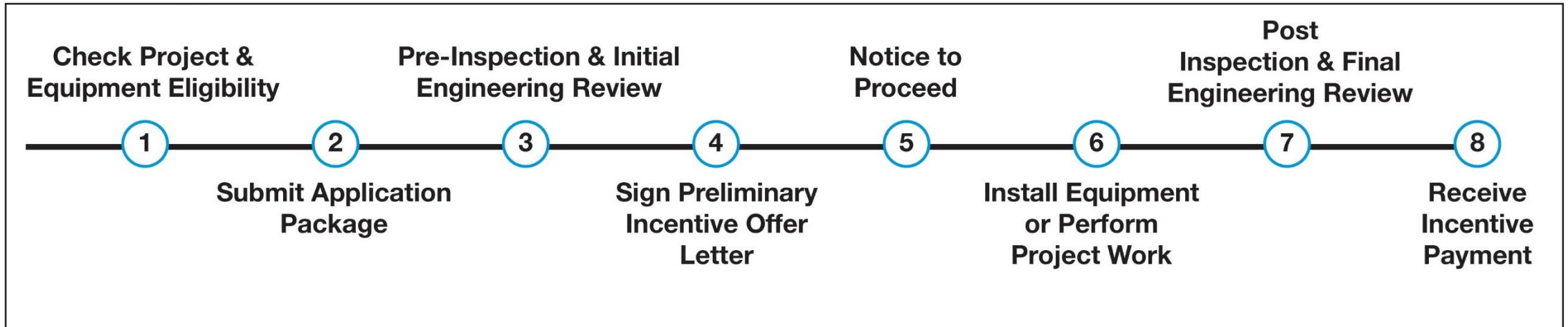


Building Electrification

Description	Statewide program administered by utilities that provides incentives for EE upgrades ranging from whole building retrofits to single measure upgrades	NYS Program to advance the adoption of efficient electric heat pumps that are designed and used for space and water heating (part of C&I and Multifamily EE)
Technologies	• Building Envelope • BMS • Heat recovery • Other measures listed in the program manual	• Air Source Heat Pumps • Ground Source Heat Pumps • Heat Pump Water Heater • Building Envelope
Target Audience	Multifamily building owners with 5 units or above	Commercial and Industrial buildings with 100 KW or above

Multifamily, Small Business, and Commercial & Industrial (C&I)
--

C&I Energy Efficiency and Electrification Program



Equipment must be installed after the customer receives a **Notice to Proceed** from Con Edison.

See how you can save energy and money with our programs at:
www.coned.com/save-money/explore-clean-energy-programs

and

<https://www.coned.com/en/save-money/clean-energy-incentives-viewer>

or email us at:

Commercial@conEd.com

Thank you

**Next up: National Grid
(Louis Rizzo)**

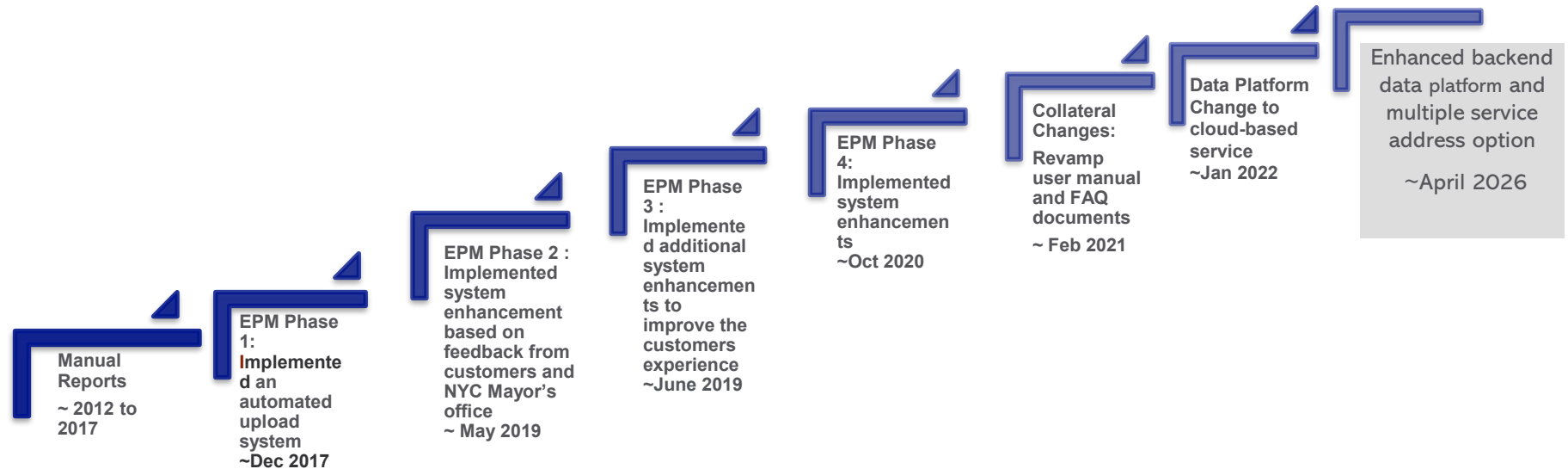
National Grid Uploading Whole Building Aggregate Data to EPA Energy Star Portfolio Manager

Louis Rizzo
Manager Customer Energy Solutions
Nationalgrid

nationalgrid



National Grid Benchmarking Portal & System Enhancement



Phase 2 Changes

- Refinement of core solution that includes real time account validation and syncing up usage extractions across regions.
- Real-time validation
- Immediate Web Page Notifications
- Data uploaded within 3 – 5 business days instead of 10 days.

Phase 3 Changes

- Quarterly aggregate data upload process for up to four (4) years
- Quicker multiform submission process
- Quicker upload turn around time – Within 2 to 3 business days.
- New call center & Email support
- Revised Web form
- New, instant validation of National Grid account and EPM Property share access level.
- Successful submission or Error messages presented on screen after submission.

Phase 4 Changes

- Whole Building Usage Data: Changed the process on how we pull customer data (Change current GIS coordinates search criteria to Building number of premise table for finding accounts/premise)
- Added historical Usage Information: the option for customers to get two additional years of historic usage information
- User Manual: Updated the user manual to a more user friend version

Current Enhancements

- Multiple service address options (Upto 10 Service address)
- Revised Webform
- Backend data pull system enhancements
- Improved real-time validation
- Additional Improvement forthcoming.

EPA – Energy Star Portfolio Manager

EnergyStar Building Benchmarking Portal



nationalgrid

How to connect your Portfolio Manager account to National Grid, and share your Property with National Grid

Connect with National Grid

1. Check if National Grid is already a contact.

- Click on Contacts in the upper right corner of the MyPortfolio page. On the My Contacts page, check if National Grid Web Services is listed as Connected.

2. If National Grid has not connected within 24 hours you can email or call National Grid Benchmarking portal services

- MA Customers –
NE.energyefficiency@nationalgrid.com
- Call (855)563-7448, 8:00 am to 5:00 pm EST
Monday through Friday

ENERGY STAR® PortfolioManager®

Welcome NG Test Property Manager2: [Account Settings](#) | [Notifications](#) ⁶⁰ | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

My Contacts

[Search for new contacts](#)

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

All	☐	Name	Organization
N	☐	NG Test Property Management Co. Commercial Real Estate	NG Test Property Management Co.
W	☐	National Grid Web Services (National Grid Web Services) ⁶⁰ Connected Bench Marking Web Services	National Grid

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Org](#)

How to connect your Portfolio Manager account to National Grid (continued)

After clicking “Connect,” you will be prompted to accept National Grid’s Terms of Use. Check the box next to “I agree” and then click “Send Connection Request.” This will send your connection request to National Grid.

When National Grid accepts your connection request, you will receive a notification in your Portfolio Manager account. At this point, you will be able to move on to the next step, sharing your property with National Grid.

The screenshot displays the 'Search Results' page in the National Grid Portfolio Manager. At the top, a text block explains the 'Connect' function: clicking it sends a request to the user, and once accepted, the user appears as a connected contact in the address book. Below this, the 'Your Search Criteria' section shows a search for 'National Grid Web Services' with fields for Name, Organization, Username, and Email Address, and a 'Search' button. A large blue arrow points from the 'Search' button to the 'Connect' button in the results table. The results table lists 'National Grid Web Services' with a 'Connect' button and a '1 - 1 of 1' indicator. Another large blue arrow points from the 'Connect' button to the 'Send Connection Request' button in the form below. The form, titled 'Send a Connection Request to National Grid Web Services to Begin Exchanging Data', includes a link to 'National Grid Web Services' and a checkbox for 'I agree to my provider's (National Grid Web Services) Terms of Use'. A 'Send Connection Request' button and a 'Cancel' link are at the bottom right. The footer contains social media links and a list of links: Contact Us, Privacy Policy, Browser Requirements, and ENERGY STAR Buildings & Plants Website.

Search Results

The results of your search are listed below. Clicking “Connect” will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

Username:

Email Address:

Tip

Can't find what you are looking for? Try adjusting your search criteria.

National Grid Web Services
Bench Marking Web Services with National Grid

Page 1 of 1

1 - 1 of 1

Send a Connection Request to [National Grid Web Services](#) to Begin Exchanging Data

[National Grid Web Services](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [National Grid Web Services](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: None Provided

Agreement: ☒ I agree to my provider's ([National Grid Web Services](#)) Terms of Use.

[Cancel](#)

Follow Us [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#)

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

Note: Allow up to 24 hours for National Grid Web Services to accept your initial connection request

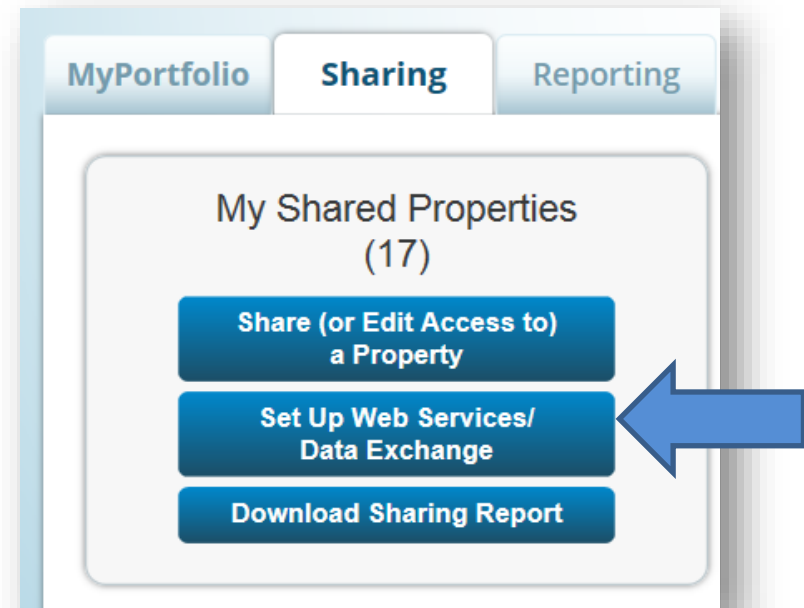
National Grid

How to connect your Portfolio Manager account to National Grid (continued)

Share the Property

Please follow these steps, even if you have previously shared with another National Grid Portfolio Manager account, you still need to connect and share with this account (“National Grid Web Services”) in order to have National Grid send you your energy data automatically.

1. Click on the Sharing tab.
2. Click on “Set Up Web Services/Data Exchange.”



How to connect your Portfolio Manager account to National Grid (continued)

On the “Share Properties for Exchanging Data” page

- 1) Go to “Select Web Services Provider (Account),” and choose “National Grid Web Services” from the drop-down list.
- 2) Select Properties Section - use the drop-down menu to indicate whether you wish to share one property, multiple properties, or all properties with National Grid.

If you need National Grid data for just one property, select “One Property” from the drop-down list. Then, you will be presented with a second drop-down list from which you can select the property to share.

- 3) Choose Permissions section - select the first option, “I want to set permission levels in bulk for all selected properties and meters.” and “Exchange Data Custom Access.”

Note: This will launch a new window, where you can set the Access Permissions that will apply to all properties that you are sharing with National Grid.

Share Properties for Exchanging Data

Choose Permissions

Set Up Connections

Check Existing Permissions

View Results/ Confirmation

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.



Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

National Grid Web Services
(National Grid Web Services)



Select Properties

Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.

Multiple Properties



Select Properties

[Selected Properties: 3](#)



Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

- ☒ I want to set permission levels in bulk for all selected properties and meters.
 - ☐ Exchange Data Full Access (with full access to all properties and meters)
 - ☐ Exchange Data Read Only Access (with read only access to all properties and meters)
 - ☒ Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties) [Edit](#)
 - ☐ Remove Access (i.e. remove existing access to all properties)
- ☐ I want to provide different levels of access for each property or to each individual meter within a property.

Authorize Exchange

[Cancel](#)

How to connect your Portfolio Manager account to National Grid (continued)

Make the following selections:

Property Information: select “Exchange Data Full Access.”

Meter Information:

- For each meter displayed, choose “None” – even if existing National Grid meters are listed.

You do not need to share access to specific energy meters with National Grid.

- After you have successfully shared your property, National Grid will create one or more new “virtual” meters, into which your aggregate energy consumption data will be uploaded.

NOTE: If you do select “Read Only” or “Full Access” at the meter level, this will be ignored by National Grid, and may even be rejected, since meter-level shared access is not needed by National Grid’s system. As long as you have provided “Full” access at the property level, then this will be sufficient.

- Water Meters:** select “None.”
- Goals, Improvements, & Checklists:** select “None.”
- Recognition:** select “None.”
- Share Forward:** select “Yes.”

Click “Apply Selection,” which will return you to the “Share Properties for Exchanging Data” page

Select Custom Access Permissions for

Select the permission level below that you would like to grant

Item	None	Exchange Data Read Only	Exchange Data Full Access
Property Information	☐	☐	☒
▼ All Meter Information			
▼ Energy Meters			
Electric - Grid	☒	☐	☐
Natural Gas	☒	☐	☐
Fuel Oil (No. 2)	☒	☐	☐
▼ Water Meters			

Additional Options:

Item	Yes	No
* Share Forward Allow Andrew Schulte to share this property with others and give them any permissions that he/she has, including the right to share with more people.	☒	☐

National Grid requires “Exchange Data Full Access” in order to provide aggregate energy usage data

and all metrics for this property through the Reporting tab, even if you choose None for some of the other options.

- If you want someone to add & delete meters, you need to choose “Full Access” for

You do not need to share access to specific energy meters with National Grid, only share access on the property level

Apply Selection [Cancel](#)

How to connect your Portfolio Manager account to National Grid (continued)

Bulk Share Properties for Exchanging Data: Results

Choose Permissions → Set Up Connections → Check Existing Permissions → View Results/ Confirmation

✓ Congratulations! You have successfully shared/edited access to your property(ies).

A total of 3 share requests were sent.

If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

Close

IMPORTANT INFORMATION: Once you have completed the property share request with EPA portfolio manager. Visit the National Grid site at www.ngrid.com/epm to complete the online register process.

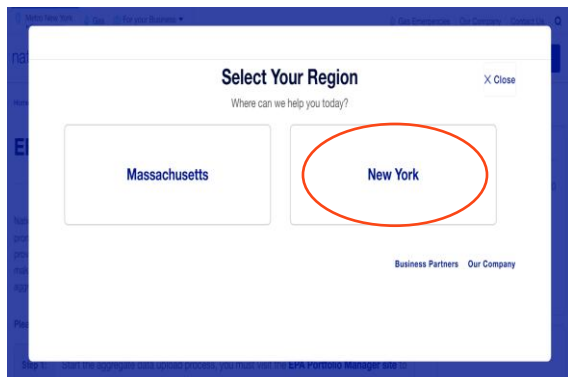
National Grid Benchmarking Portal

nationalgrid

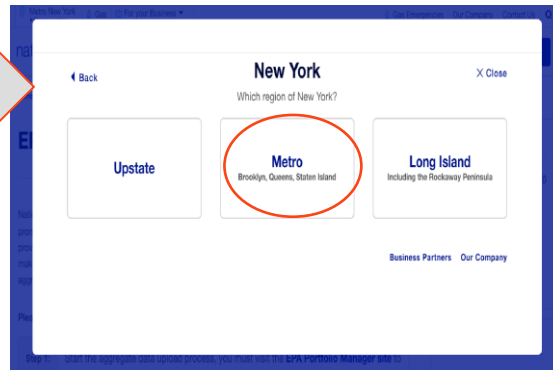


How to Register on the National Grid Web Site

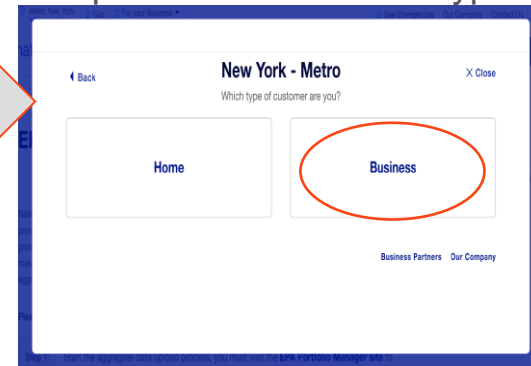
Step 1: Select the state



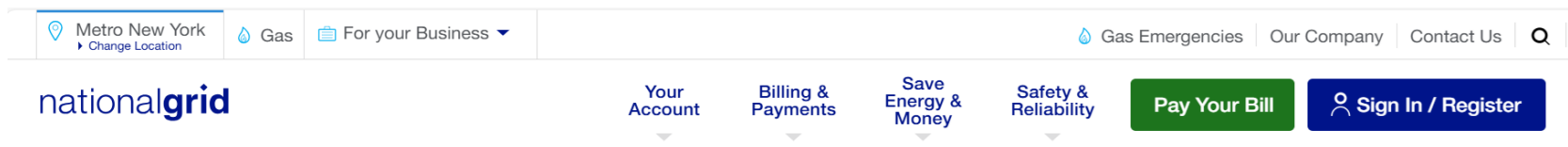
Step 2: Select NY the region



Step 3: Select customer type



After you select the customer type the following screen bar will appear



Home / Landlords & Property Managers / EPA Portfolio Manager - Metro NY

Note: Before beginning the registration, process check the region to verify that you are in the correct region. You can always use the "Change Location" link on the top of the page to change your region.

First Time users submitting a web share request may take up to 24 hours to get accepted by National Grid.

How to Register on the National Grid Web Site (continued)

NYC and LI Customers

Step 1: Completed your share request process in EPM Energy Star Portfolio Manager using “EPA Portfolio Manager site” Link

Step 2: Select “EPA Portfolio Manager Online Form” to start the National Grid webform process.

Metro New York
Change Location

Gas

For your Business

Gas Emergencies | Our Company | Contact Us

nationalgrid

Your Account

Billing & Payments

Save Energy & Money

Safety & Reliability

Pay Your Bill

Sign In / Register

Home / Landlords & Property Managers / EPA Portfolio Manager - Metro NY

EPA Portfolio Manager - Metro NY

National Grid supports the [EPA's Portfolio Manager tool](#) for Metro NY properties as part of a larger effort to promote energy efficiency and identify improvement opportunities for our customers. EPA Portfolio Manager provides benchmarks to help customers assess the energy performance of their building(s), and encourage action to make the building(s) more efficient in a sustainable way. To accomplish this, National Grid must disclose the aggregated energy consumption data for your premises.

Please follow the steps below:

Step 1:

Start the aggregate data upload process, you must visit the [EPA Portfolio Manager site](#) to register your property and complete the SHARE PROPERTY procedure. (If you haven't done so already.)

Step 2:

Once you have completed the property share procedure with the EPA Portfolio Manager, select [EPA Portfolio Manager Online Form](#) link to complete the online register process with National Grid.

Building owners that have already received their prior aggregated usage data and are requesting for additional two (2) years of usage information

User Guide

For more information on how to upload whole building aggregate data to EPA Portfolio Manager.

User Guide

Benchmarking Portal FAQ

EPA Portfolio Manager

You can share and request data with EPA Portfolio Manager.

Learn More About EPA Portfolio Manager

Local Law 84 requirements

Buildings in NYC that are 25,000 sqft or larger are required to annually measure their energy usage.

Learn More About The NYC Benchmarking Law

How to read your bill

Every National Grid bill gives a breakdown of exactly what you are being charged. Review the sample bill and compare it to your own.

Sample bill

Reminder: Before beginning the registration, process check the region to verify that you are in the correct region. You can always use the “Change Location” link on the top of the page to change your region.

How to Register on the National Grid Web Site (continued)

EPA Portfolio Manager - Metro NY

Complete the below registration form to request that your 12 months of aggregate energy usage data be automatically uploaded to your EPA Portfolio Manager account.

All fields are required unless otherwise indicated.

Your Information

* Note: You are currently on our Metro NY site. If you are not requesting data for a building in this region, please re-select your location.

Portfolio Manager Property ID Number

Portfolio Manager Username

?

E-mail address

Verify E-mail address

Phone Number

Request submitted by

Select

First Name

Last Name

Address

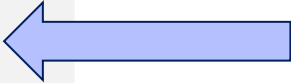
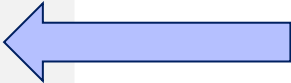
Address 2 (Optional)

City

State

Select

Zip Code



Enter your portfolio manager username, email, phone number and other requested information

How to Register on the National Grid Web Site (continued)

Service Address

(Service address you enter in portfolio manager must be the same as on your National Grid bill)

Borough

Select ▼

Portfolio Manager Property ID Number

Account Holder's Or Property Owner Name

[Where do I find this?](#)

House Number

House Suffix (Optional)

Select ▼

Street

City

State

Select ▼

Zip Code

Enter the Portfolio Manager Property ID, and primary service address information

Account Number

[Where do I find this?](#)

(10 digit account number without dashes)

* Note: You are currently on our Upstate NY site. If you are not requesting data for a building in this region, please re-select [your location](#).

Service Type

Select ▼

Account Number

1. Select the service Type

2. Enter the account number the same as found on the utility service bill.

+ Add Service Address

How to Register on the National Grid Web Site (continued)

Account Number [Where do I find this?](#)

(10 digit account number without dashes)

* **Note:** You are currently on our **Upstate NY** site. If you are not requesting data for a building in this region, please re-select **your location**.

Service Type Select

Account Number

New Function

A new button labeled "Add Service Address" has been added beneath the Account Number block

+ Add Service Address

Portfolio Manager Property ID Number	Account Holder / Property Owner Name	Service Address	Service Type	Account Number	Actions	Delete
1001	John Smith	123 A Main St, Waltham, NY, 02451	Gas	AC-001	Edit	Delete
1002	Mary Jones	45 Elm Ave, Newton, MA, 02458	Electricity	AC-002	Edit	Delete
1003	David Lee	23 Oak Rd, Boston, RI, 02108	Gas	AC-003	Edit	Delete

All fields must be populated with valid values, and upon clicking the "Add Service Address" button, the Service Address and Account Number data will be displayed in grid view.

Service Address

(Service address you enter in portfolio manager must be the same as on your National Grid bill)

Borough Select

Account Holder's Or
Property Owner Name [Where do I find this?](#)

House Number House Suffix (Optional) Select

Street

City

State Select

Zip Code

After you click "+Add Service Address" button enter the required information highlighted in red

Account Number [Where do I find this?](#)

(10 digit account number without dashes)

* **Note:** You are currently on our **Metro NY** site. If you are not requesting data for a building in this region, please re-select **your location**.

Account Number

+ Add Service Address

Click the checkbox below if you're human (anti-spam verification)

Localhost is not in the list of supported domains for this site key.



How to Register on the National Grid Web Site (continued)

Service Address

(Service address you enter in portfolio manager must be the same as on your National Grid bill)

Account Holder's Or Property Owner Name

John Smith

Where do I find this?

House Number

123

House Suffix (Optional)

A

Street

Main St

City

Waltham

State

Select

Zip Code

02451

Account Number

Where do I find this?

(10 digit account number without dashes)

Note: You are currently on our Upstate NY site. If you are not requesting data for a building in this region, please re-select your location.

Service Type

Gas

Account Number

AC-001

If we select the "edit" button within the grid, the values of the grid rows [service address] will be filled into the corresponding fields.

Service Address

(Service address you enter in portfolio manager must be the same as on your National Grid bill)

Account Holder's Or Property Owner Name

localhost:44354 says

Where do I find this?

House Number

House Suffix (Optional)

Select

Street

City

State

Select

Zip Code

Account Number

Where do I find this?

(10 digit account number without dashes)

Note: You are currently on our Upstate NY site. If you are not requesting data for a building in this region, please re-select your location.

Service Type

Select

Account Number

If we select the "Delete" button in the grid, a popup will appear to confirm the deletion

+ Add Service Address

Portfolio Manager Property ID Number	Account Holder / Property Owner Name	Service Address	Service Type	Account Number	Actions	Delete
1001	John Smith	123 A Main St, Waltham, NY, 02451	Gas	AC-001	Edit	Delete
1002	Mary Jones	45 Elm Ave, Newton, MA, 02458	Electricity	AC-002	Edit	Delete
1003	David Lee	23 Oak Rd, Boston, RI, 02108	Gas	AC-003	Edit	Delete

Service Address

(Service address you enter in portfolio manager must be the same as on your National Grid bill)

Account Holder's Or Property Owner Name

Where do I find this?

House Number

House Suffix (Optional)

Select

Street

City

State

Select

Zip Code

Account Number

Where do I find this?

(10 digit account number without dashes)

Note: You are currently on our Upstate NY site. If you are not requesting data for a building in this region, please re-select your location.

Service Type

Select

Account Number

+ Add Service Address

Portfolio Manager Property ID Number	Account Holder / Property Owner Name	Service Address	Service Type	Account Number	Actions	Delete
1002	Mary Jones	45 Elm Ave, Newton, MA, 02458	Electricity	AC-002	Edit	Delete
1003	David Lee	23 Oak Rd, Boston, RI, 02108	Gas	AC-003	Edit	Delete

National Grid

16

How to Register on the National Grid Web Site (continued)

Click the
“I’m not a
robot”
box

Click the checkbox below if you're human (anti-spam verification)

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Terms and conditions

☐ By checking the box and entering your full name in the Electronic Signature text box, you acknowledge that you have read, understand and agree to the [terms and conditions](#).

Electronic Signature
(Enter Your Full Name)

Type in your name

NOTE: If you have any questions or issues with your web submissions contact The Energy Efficiency team.
• Rhode Island or Massachusetts customers use NE.energyefficiency@nationalgrid.com
• All other customers use energyefficiency@nationalgrid.com

Click Submit

Submit

localhost:44354 says
You have added 2 service addresses. Please click Ok to proceed

OK Cancel

Portfolio Manager Property ID Number	Name	Address	Service Type	Account Number	Edit	Delete
1002	Mary Jones	45 Elm Ave, Newton, MA, 02458	Electricity	AC-002	Edit	Delete
1003	David Lee	23 Oak Rd, Boston, RI, 02108	Gas	AC-003	Edit	Delete

Click the checkbox below if you're human (anti-spam verification)

Localhost is not in the list of supported domains for this site key.

reCAPTCHA
Privacy - Terms

Terms and conditions

☐ By checking the box and entering your full name in the Electronic Signature text box, you acknowledge that you have read, understand and agree to the [terms and conditions](#).

Electronic Signature
(Enter Your Full Name)

NOTE: If you have any questions or issues with your web submissions contact The Energy Efficiency team.
• Rhode Island or Massachusetts customers use NE.energyefficiency@nationalgrid.com
• All other customers use energyefficiency@nationalgrid.com

After you click the "submit" button, a popup confirmation will appear displaying the added count of service addresses.

NOTE: If you need to make any edits they must be done prior to Clicking "OK" button

National Grid Service Address

The service address is sometimes different than the property address. When submitting a National Grid Benchmarking Web form please use the service address that is found on your utility service bill.

Where do I find account holder's name?



The image shows a utility bill header for National Grid. The service address is circled in red. The bill includes the National Grid logo, service details for John Doe, billing period, account number, and amount due.

SERVICE FOR		BILLING PERIOD	PAGE 1 of 5
JOHN DOE		Aug 15, 2017 to Sep 14, 2017	
1010 ANY STREET		ACCOUNT NUMBER	PLEASE PAY BY
ANYTOWN NY 13202		50000-51515	Oct 8, 2017
			AMOUNT DUE
			\$ 347.19

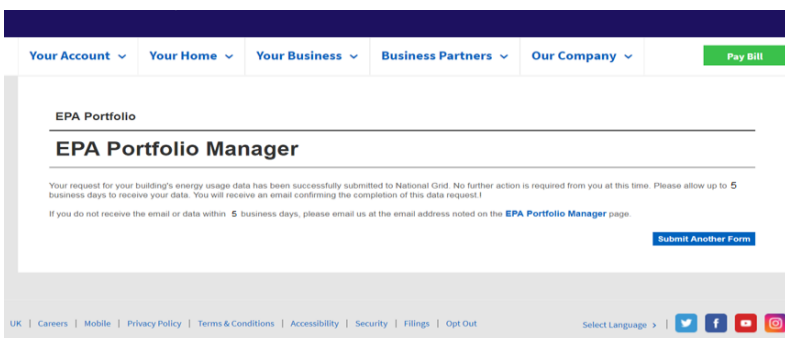
Note: we have recently change how we pull customer data (Change current GIS coordinates search criteria to Building number of premise table for finding accounts/premise

How to Register on the National Grid Web Site (continued)

After submitting the National Grid webform the following message will be displayed

National Grid Web Submission Messages

Successful Request Submission



The screenshot shows the National Grid website header with navigation links: Your Account, Your Home, Your Business, Business Partners, and Our Company, along with a Pay Bill button. The main content area is titled "EPA Portfolio" and "EPA Portfolio Manager". A message states: "Your request for your building's energy usage data has been successfully submitted to National Grid. No further action is required from you at this time. Please allow up to 5 business days to receive your data. You will receive an email confirming the completion of this data request." Below this, it says: "If you do not receive the email or data within 5 business days, please email us at the email address noted on the EPA Portfolio Manager page." A "Submit Another Form" button is visible. The footer includes links for UK, Careers, Mobile, Privacy Policy, Terms & Conditions, Accessibility, Security, Filings, and Opt Out, along with a language selector and social media icons.

Webform Submission Errors

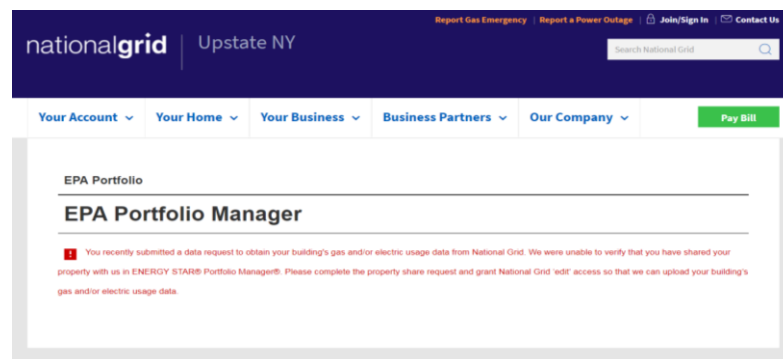
Customers that receive an error message must submit a new web form with the corrected information.

Property Share Access Level Validation Issue

Account Validation Issue

Service Address Validation Issue

Successful Submission - Consent Form Required

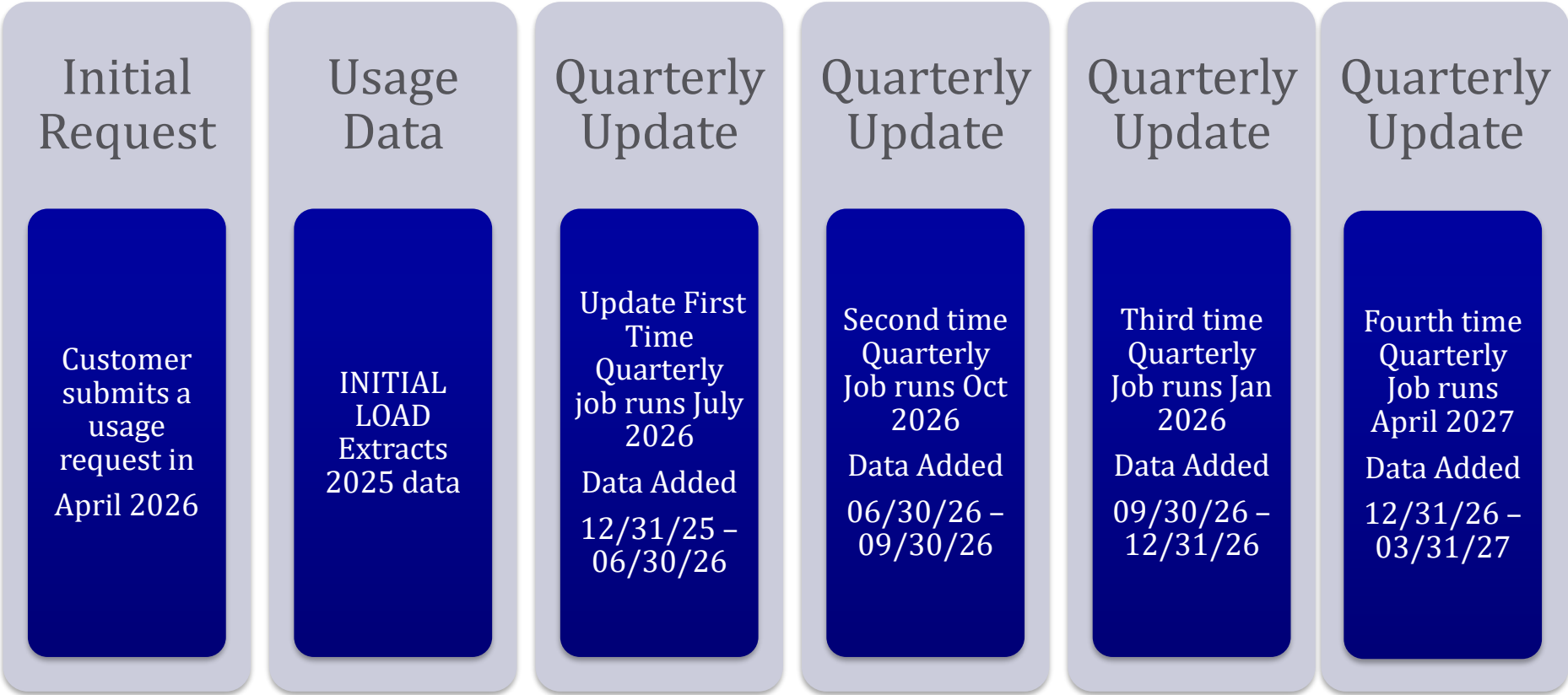


The screenshot shows the National Grid website header with navigation links: Your Account, Your Home, Your Business, Business Partners, and Our Company, along with a Pay Bill button. The main content area is titled "EPA Portfolio" and "EPA Portfolio Manager". A message states: "You recently submitted a data request to obtain your building's gas and/or electric usage data from National Grid. We were unable to verify that you have shared your property with us in ENERGY STAR® Portfolio Manager®. Please complete the property share request and grant National Grid 'edit' access so that we can upload your building's gas and/or electric usage data." The footer includes links for Report Gas Emergency, Report a Power Outage, Join/Sign In, and Contact Us, along with a search bar and social media icons.

Once you have completed the National Grid application process, your usage data will be uploaded to the EPA Portfolio Manager within 5 business days.

National Grid Quarterly Updates

How does the quarterly usage data updates work?



National Grid provides customers with quarterly whole building aggregate usage updates for up to 4 years as long as share request is active in EPM.

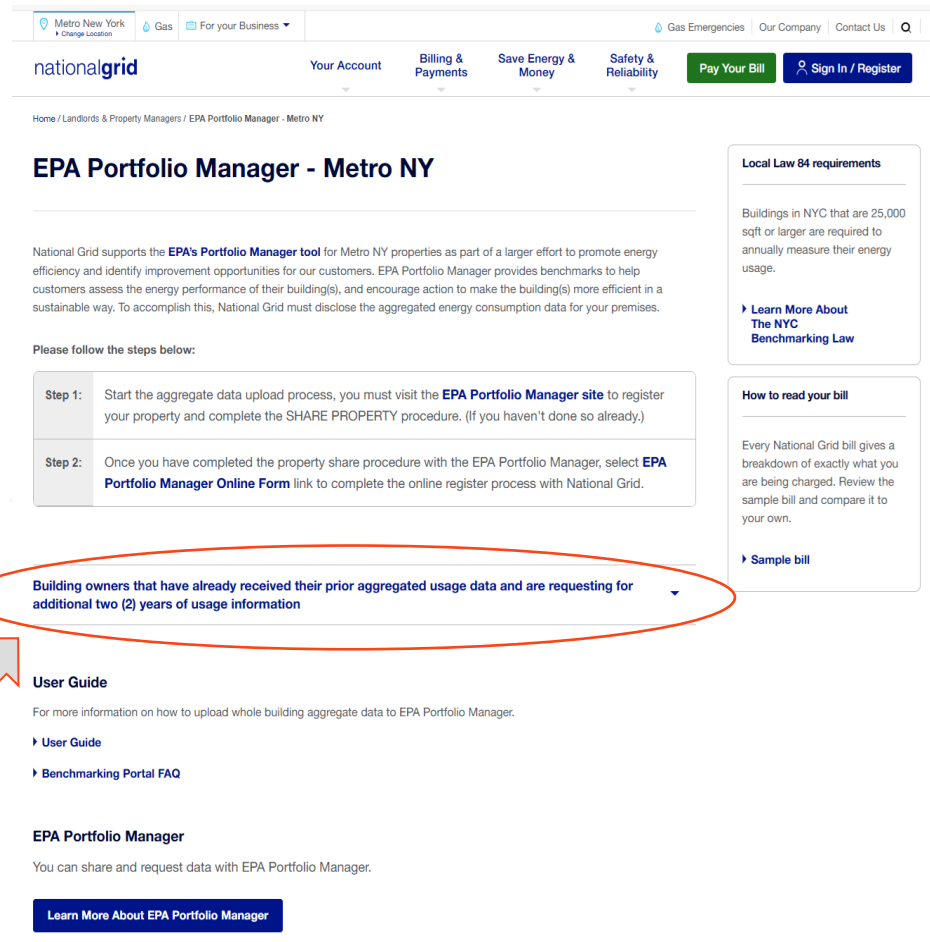
Additional Historical Usage Data Upload Option

Important Information

National Grid has implemented a quarterly aggregate data upload process that will continue to provide customers with quarterly building usage information for up to four (4) years, as long as building owners maintain their EPA Portfolio Manager web share link as active.

Note : Deactivating EPA portfolio manager property share link will disable the upload process.

After you have completed initial National Grid Webform submission process and receive your aggregate usage data. You can request for two years of usage information by selecting “Additional Historical Usage Data Upload Option” on your Benchmarking home page



The screenshot shows the National Grid website interface for the EPA Portfolio Manager - Metro NY. The page includes a navigation bar with links like 'Metro New York', 'Gas', 'For your Business', 'Gas Emergencies', 'Our Company', and 'Contact Us'. Below the navigation bar, there are links for 'Your Account', 'Billing & Payments', 'Save Energy & Money', 'Safety & Reliability', 'Pay Your Bill', and 'Sign In / Register'. The main content area is titled 'EPA Portfolio Manager - Metro NY' and contains a paragraph about National Grid's support for the EPA's Portfolio Manager tool. Below this, there are two steps for the process: Step 1: Start the aggregate data upload process, you must visit the EPA Portfolio Manager site to register your property and complete the SHARE PROPERTY procedure. (If you haven't done so already.) Step 2: Once you have completed the property share procedure with the EPA Portfolio Manager, select EPA Portfolio Manager Online Form link to complete the online register process with National Grid. A red oval highlights a dropdown menu option: 'Building owners that have already received their prior aggregated usage data and are requesting for additional two (2) years of usage information'. A grey arrow points from this option to the text on the left. Below the steps, there are links for 'User Guide' and 'Benchmarking Portal FAQ'. At the bottom, there is a section for 'EPA Portfolio Manager' with a link to 'Learn More About EPA Portfolio Manager'.

EPA Portfolio Manager - Metro NY

National Grid supports the EPA's Portfolio Manager tool for Metro NY properties as part of a larger effort to promote energy efficiency and identify improvement opportunities for our customers. EPA Portfolio Manager provides benchmarks to help customers assess the energy performance of their building(s), and encourage action to make the building(s) more efficient in a sustainable way. To accomplish this, National Grid must disclose the aggregated energy consumption data for your premises.

Please follow the steps below:

Step 1: Start the aggregate data upload process, you must visit the [EPA Portfolio Manager site](#) to register your property and complete the SHARE PROPERTY procedure. (If you haven't done so already.)

Step 2: Once you have completed the property share procedure with the EPA Portfolio Manager, select [EPA Portfolio Manager Online Form](#) link to complete the online register process with National Grid.

Building owners that have already received their prior aggregated usage data and are requesting for additional two (2) years of usage information

User Guide

For more information on how to upload whole building aggregate data to EPA Portfolio Manager.

[User Guide](#)

[Benchmarking Portal FAQ](#)

EPA Portfolio Manager

You can share and request data with EPA Portfolio Manager.

[Learn More About EPA Portfolio Manager](#)

Local Law 84 requirements

Buildings in NYC that are 25,000 sqft or larger are required to annually measure their energy usage.

[Learn More About The NYC Benchmarking Law](#)

How to read your bill

Every National Grid bill gives a breakdown of exactly what you are being charged. Review the sample bill and compare it to your own.

[Sample bill](#)

Additional Historical Usage Data Upload Option (Continues)

Complete the additional historical usage data upload online webform to receive your additional building aggregate usage information

Note: you must have an active EPA portfolio manager web share request with National Grid to receive two (2) additional years of aggregate whole building usage information. This additional data may take up to 7 business days to get uploaded into your portfolio

Step 1:

- Provide Portfolio Manager Username
- Select the years that you want additional aggregated usage information
- Enter your EPA property ID that you want additional aggregated usage information.
 - Note: This web form is for individual property usage requests only
- Click that you have confirmed that you have an active EPA property share with National Grid

Additional historical Usage data upload online form

Building owners that have already received their prior usage data and maintained an active portfolio manager property share can use the below form to request for two (2) additional years of aggregate whole building usage information.

All fields are required unless otherwise indicated.

Your Information

Portfolio Manager Username:

Select Year: ☐ 2024 ☐ 2023

Property ID:

☐ Please confirm EPA connection and Property is shared with Nationalgrid with read-write access

Additional Historical Usage Data Upload Option (Continues)

Step 2:

- Click the anti-spam verification box

Click the checkbox below if you're human (anti-spam verification)

☐ I'm not a robot

reCAPTCHA
Privacy · Terms

Step 3:

- Click Acknowledgement of Terms and Conditions (To view written terms and conditions click on the blue wording)
- Type in your full name
- Click “Submit” button to complete the process

Terms and conditions

☐ By checking the box and entering your full name in the Electronic Signature text box, you acknowledge that you have read, understand and agree to the [terms and conditions](#).

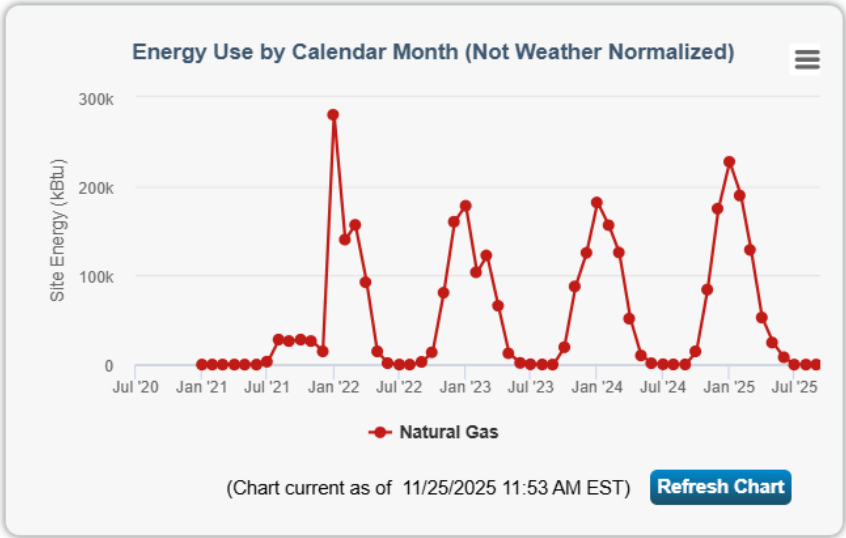
Electronic Signature
(Enter Your Full Name)

NOTE: If you have any questions or issues with your web submissions contact The Energy Efficiency team.
• Rhode Island or Massachusetts customers use NE.energyefficiency@nationalgrid.com
• All other customers use energyefficiency@nationalgrid.com

Reminder: you must have an active EPA portfolio manager web share request with National Grid to receive two (2) additional years of aggregate whole building usage information. This additional data may take up to 7 business days to get uploaded into your portfolio

Submit

Sample Data Upload to EPM



[Export Data by Calendar Month](#)

Meters - Used to Compute Metrics (3)

[Change Meter Selections](#)

[View as a Diagram](#)

Meter Name	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Portfolio Manager Meter ID			
Gas Cooking Meter 137325031	Natural Gas	09/30/2025	Yes
Natural Gas Main Meter 137325030	Natural Gas	09/30/2025	Yes

[Download Annual Totals by Meter](#)

Manage Bills (Meter Entries) for

Meter Selection: [Natural Gas Main Meter - 1373250...](#)

[Basic Meter Information](#) (***click on the arrow to the left to expand this section)

Monthly Entries

Display Year(s): [2025](#)

	Start Date	End Date	Usage therms	Percent Renewable Gas	Total Cost (\$)	Estimation	Last Updated
☐	1/1/2025	1/31/2025	2,271.56		3,803.38	☐	10/6/2025 National Grid We Services
☐	2/1/2025	2/28/2025	1,899.86		3,245.15	☐	10/6/2025 National Grid We Services
☐	3/1/2025	3/31/2025	1,291.83		2,354.36	☐	10/6/2025 National Grid We Services
☐	4/1/2025	4/30/2025	528.02		1,109.75	☐	10/6/2025 National Grid We Services
☐	5/1/2025	5/31/2025	250.33		562.35	☐	10/6/2025 National Grid We Services
☐	6/1/2025	6/30/2025	74.93		187.23	☐	10/6/2025 National Grid We Services
☐	7/1/2025	7/31/2025	6.23		67.64	☐	10/6/2025 National Grid We Services
☐	8/1/2025	8/31/2025	0		56.13	☐	10/6/2025 National Grid We Services
☐	9/1/2025	9/30/2025	0		20.02	☐	10/6/2025 National Grid We Services

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)
[Delete ****ALL**** Meter data for this meter](#)

[Download to Excel](#)

Upload data in bulk for this meter:

Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- Copy and Paste the data into the table above

[Choose File](#) No file chosen

[Upload](#)

[Save Bills](#)

[Cancel](#)



National Grid Benchmarking Contact Center

If you have any questions about the submission process you can email or phone National Grid

NYC, LI and UNY Regions:

EnergyEfficiency@nationalgrid.com

MA Regions:

NE.EnergyEfficiency@nationalgrid.com

Phone: (855) 563-7448, 8:00 am to 5:00 pm EST Monday through Friday

Appendix Section

National Grid Frequently Asked Questions:



Visit the National Grid site at
ngrid.com/epm

nationalgrid

Q

What type of data does National Grid upload in to EPM?

A:

National Grid provides customers with annual whole building aggregated usage information.

EPM portfolio site that includes:

Gas

- Heating and water heating aggregate usage
- Cooking account aggregate usage

Electric

- Aggregate electric usage data

nationalgrid

Q

How long does it take National Grid to accept the Energy Star EPA Portfolio Manager share requires?

A:

First-Time Share Request: National Grid may take up to 24 hours to validate and accept an initial share request.

Resharing Data Request: Resharing requests are automatically accepted.

nationalgrid

Q

Will Energy Star EPA Portfolio Manager send an email to confirm that the share request was accepted?

A:

The Energy Star EPA Portfolio Manager does not have an email notification process to notify customers that their share request is accepted.

nationalgrid

Q

How long does a customer need to wait after submitting a share request to submit a National Grid benchmarking webform?

A:

First-Time Share Request: Customer should wait 24 hours before submitting a webform.

Resharing Data Request: After you have reshared your property you will need to contact the National Grid Benchmarking Portal Call Center at the below email or phone number to validate that the re-share has been accepted before filling out a New National Grid webform (www.ngrid.com/epm) to restart usage data upload process again.

National Grid Benchmarking Portal Call Center:

NYC, LI and Upstate NY Customers – energyefficiency@nationalgrid.com

MA Customers – NE.energyefficiency@nationalgrid.com

Or Call (855)563-7448, 8:00 am to 5:00 pm EST Monday through Friday

nationalgrid

Q

What aggregate usage information will I receive if I submit a my request on January 1st ?

A:

National Grid systems is designed to provide prior year aggregate usage data

Customers that submit their data requests on or before December 31, 2022.

- Will receive 2021 data.

Customers that submit their data requests on or after January 1, 2023.

- Will receive 2022 data.

nationalgrid

Q

**Does National Grid
use tax lot - Block
and Lot number
(BBL)?**

A:

**No, currently our customer service systems
do not have the option to add BBL.**

nationalgrid

Q

How many months of data will National Grid be providing?

A:

National Grid will be providing 12 calendar months of aggregate usage information per service address.

Please note: We do not provide block and lot property usage information.

nationalgrid

A large, white, stylized letter 'Q' is positioned on the left side of the slide, set against a solid blue background.

Does National Grid provide an option for customers to receive additional usage information through the benchmarking web portal?

A:

National Grid has implemented a new services that allows building owners that have already received their prior aggregated usage data to request for additional two (2) years of usage information.

nationalgrid

Q

How long does it take for the customer to get their aggregate usage information uploaded?

A:

Usage data uploads will be processed and uploaded within 2 – 5 business days.

nationalgrid

Q

Does National Grid provide quarter or monthly usage data updates?

A:

Yes, as part of our system enhancements we will be providing our customers with quarterly data updated, if the Portfolio manager connection request is active

nationalgrid

Q

How long will the quarterly uploads last?

A:

Quarterly updates will continue for up to 4 years as long as building owners maintain their EPA Portfolio Manager web share link as active. Deactivating EPA portfolio manager property share link will disable the upload process.

nationalgrid

Q

Is there a cost associated when using the new National Grid Data Upload process?

A:

This is a free service that is offered to National Grid customers.

nationalgrid



Q

How many additional service addresses can customers added?

A:

Our new “Add Service Address” function allows customers to enter up to 10 service addresses per portfolio manager property ID

nationalgrid

Q

Why does the new add service address function only allow up to 10 services address?

A:

To ensure peck system performance and data quality we have limited the new “Add Service Address” function to allow up to 10 service addresses per portfolio manager property ID.

nationalgrid

Q

Is the usage information provided based on a per meter basis or per building?

A:

The usage information that National Grid provides is aggregate whole building usage information.

nationalgrid

Q

Can National Grid upload individual tenant usage information?

A:

National Grid provides whole building usage information only.

If a property owner wants individual tenant usage information they would need to obtain a consent form from the customer and manual report would be provided, once we receive the signed tenant consent form.

nationalgrid

Q

Who are required to submit Energy Usage Release Forms?

A:

In MA, and UNY, regions

Properties that have **THREE (3)** active accounts or less per commodity (electric and/or gas) are required to complete, sign and submit Energy Usage Release Form for each tenant, in a PDF format

Energy Usage Release Form should be emailed to:

Upstate NY Customers – energyefficiency@nationalgrid.com

MA Customers – NE.energyefficiency@nationalgrid.com

NOTE: Properties with **FOUR (4)** or more active accounts per commodity are not required to submit a separate Energy Usage Release Form per tenant, only online consent is required.

In NYC and LI Customers

Are not required to submit Energy Usage Release Form, only online consent is required.

nationalgrid

Q

What happens if you mistakenly unshare your EPM property share with National Grid?

A:

If you do mistakenly remove National Grid's shared access to the property, it will break National Grid access to the gas meters that we have been populating with data. You will need to re-share not just the property at "Full Access," but also the meters named "Natural Gas Main Meter" and "Gas Cooking Meter" (if applicable) to restart the usage data upload process again.

After you have reshared your property, you will need to contact National Grid Benchmarking Portal Call Center at the below email or phone number to validate that the re-share has been accepted before filling out a new National Grid webform (www.ngrid.com/epm) to restart usage data upload process again.

National Grid Benchmarking Portal Call Center:

NYC, LI and Upstate NY Customers –
energyefficiency@nationalgrid.com

MA Customers – NE.energyefficiency@nationalgrid.com

Or Call (855)563-7448, 8:00 am to 5:00 pm EST Monday through Friday

nationalgrid

Q

Will I need to submit a new National Grid Webform restart usage data uploads after I reshare my EPM property share access?

A:

Yes, after you reshare your EPM property share access a new National Grid web form will need to fill out before data upload process can resume.

nationalgrid

Questions



national**grid**

Next up: NYC Accelerator (Lizzy McNevin)



NYC Accelerator

Program Introduction

March 2026



What is NYC Accelerator?

- + A New York City program to help control costs, meet compliance requirements for local laws, boost building performance, increase energy savings, and reduce carbon emissions across New York City buildings.
- + NYC Accelerator:

Identifies and creates SOWs for building upgrade projects to meet emissions limits

Provides free technical guidance

Connects building decisionmakers with service providers to implement projects, including financing and incentive support

Offers no-cost building operator trainings

Supports green workforce development



NYC Accelerator Support in Action: 2020 to 2025

10K

BUILDINGS SUPPORTED IN
COMPLIANCE-DRIVEN RETROFITS

1.8K

OWNER/ MANAGERS THAT
CONTACTED PROVIDERS VIA
PROGRAM



NYC Accelerator Transition and Updates

Transitioning with limited services since 11/2025, live with upgraded services in 04/2026

NYC Accelerator has been in a transition period to prepare for updated services, including onboarding a new team of experts and new tools and resources that can provide:

- Up-to-date Building Insights
 - Custom Retrofit Planning
- Incentive & Financing Integration
- Direct Contractor Procurement
- Transparent Project Tracking

NYC Accelerator Transition and Updates

Transitioning with limited services since 11/2025, live with upgraded services in 04/2026

More targeted support to diverse building types

Access to better tools

Self-service when you want it,
1:1 support when you need it

Resources designed with, for and
by service providers

What's Coming: An LL97 Help Desk for Service Providers

Multi-Facet Project Support

Everything you need to serve buildings facing LL97 fines

- Deep retrofit planning
- Financing
- Incentives
- Service providers by expertise
- Compliance guidance

1:1 Service Program Support

A program designed to equip your business to scale

- Top-seeded visibility to building owners and managers
- RFQs for your specialization
- 1:1 consultation to support advancing your projects

Education and Training Resources

Reliable, up-to-date guidance available on your terms

- Timely alerts and resources on rule changes
- Priority access and discounts to certain training courses
- Co-branded content for customers

Capacity Building: Pipeline to New Talent

A trustworthy source of well-trained staff

- A vetted pipeline to increase your business' capacity
- Staffing support dictated by your needs, not existing programs

UPDATED SERVICE PROVIDER PROGRAM: COMING SOON

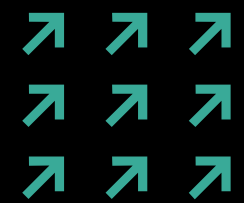
Interim Services and How to Get in Touch

Interim Services:

- Light-touch advisory support
- Information capture for re-engagement after relaunch
- LL97 Fine Calculator
- Service Provider Directory
- Capital Provider Directory

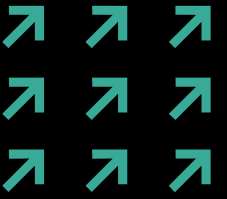
How to Get in Touch:

- *Contact form:* accelerator.nyc/contact
- *Phone:* (877) 784-1237
- *Email:* info@accelerator.nyc
- *LL97 Fine Calculator:* accelerator.nyc/building-energy-snapshot
- *Service Provider Directory:* accelerator.nyc/contractor
- *Capital Provider Directory:* accelerator.nyc/financing
- *LinkedIn:* linkedin.com/company/nycaccelerator/



THANK YOU

NYC Accelerator



**Next up: NYC Sustainability Help Center
(Mashrat Ahmed)**

NYC Sustainability Help Center

Benchmarking: Key Considerations for 2026



Who We Are

- ❖ The **NYC Sustainability Help Center** is a free resource for building owners, property managers, and individuals who have questions about New York City sustainability laws and procedures.
- ❖ We are part of the **CUNY Building Performance Lab**, which delivers free and low-cost training in energy efficient operations to building professionals at every level.

Mashrat Ahmed

Help@NYCsustainability.org



BUILDING
performance
LAB





Benchmarking Process

nyc.gov/NYCbenchmarking

[Home](#)[DOB](#)[Tenant](#)[Property or Business Owner](#)[Industry](#)[Safety](#)[Codes](#)

Search

[Code Development](#)[NYC Codes](#)[Sustainability](#)[Reference](#)

Greenhouse Gas Emissions Reduction (LL97)

[NYC Benchmarking Law \(LL84\)](#)

Energy Grading (LL33)

Energy Audits & Retro-Commissioning (LL87)

Lighting Upgrades & Sub-Metering (LL88)

Local Law 84: NYC Benchmarking Law

The NYC Benchmarking Law, [Local Law 84 of 2009 as amended](#), requires buildings to annually assess the efficiency of their building's energy and water consumption. First enacted in 2009, this law has set the foundation for sustainable decision-making for NYC building owners.

The NYC Benchmarking Law standardizes the benchmarking process by requiring building owners to submit their annual energy use in the United States Environmental Protection Agency's (EPA) online benchmarking tool, Energy Star Portfolio Manager® (ESPM), by May 1st of every year. The ESPM property types allow building energy performance to be measured against similar buildings nationwide. By requiring buildings to benchmark, the NYC Benchmarking Law identifies buildings that underperform compared to similarly situated buildings, allows those building owners to easily identify best practices for efficiency improvements from similar buildings, and encourages changes to building operations and maintenance that will result in reduced costs and greenhouse gas emissions.

Benchmarking Instructions

Benchmarking Requirements

Building owners may assign a representative to work with the building operating staff to submit the benchmarking report.

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

- | | |
|---|---|
| Check the LL84 Covered Buildings List for your property every year. | + |
| Login to Energy Star Portfolio Manager (ESPM), or set up an account if you do not have one. | + |
| Enter required building characteristics, including the primary ESPM property type. | + |
| Collect whole building energy data (and water data, if required) from utilities. | + |
| Confirm and enter BBL and BIN information (mandatory fields). | + |
| Check your data for errors and completeness. | + |
| Connect and share your properties with the City through ESPM. | + |

Benchmarking Instructions

Benchmarking Requirements

Building owners may assign a representative to work with the building operating staff to submit the benchmarking report.

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Enter required building characteristics, including the primary ESPM property type.



Collect whole building energy data (and water data, if required) from utilities.



Confirm and enter BBL and BIN information (mandatory fields).



Check your data for errors and completeness.



Connect and share your properties with the City through ESPM.



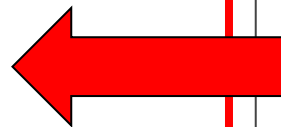
Am I on the Covered Buildings List?

Covered Buildings List (CBL)

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 2024 calendar year energy and water consumption prior to May 1, 2025:

- [Covered Buildings List for Benchmarking Compliance in 2025](#) (Excel)
- [Covered Buildings List for Benchmarking Compliance in 2025](#) (PDF)



Click
Here!

Q:

I have never reported water before.

How do I know if I need to do it this year?

10 Digit BBL	Required to report automated water data from DEP?	Boro	Block	Lot	Number of Buildings	Tax Class	Building Class	Street Number2
2038100013	Yes	2	3810	13	1	2	D1	2104
2038120001	Yes	2	3812	1	1	2	C1	2109
2038120017	Yes	2	3812	17	1	2	C1	2124
2038120055	Yes	2	3812	55	1	2	C1	2155
2038130037	Yes	2	3813	37	1	2	C1	2160
2038140001	Yes	2	3814	1	1	2	D1	1266
2038190001	Yes	2	3819	1	1	2	C7	2200
2038190050	Yes	2	3819					
2038200042	No	2	3820					
2038230007	Yes	2	3823					
2038270142	Yes	2	3827					

LL84 2020 Covered Buildings List



Water Benchmarking Overview

Steps

DEP Userguide

1. Review the Covered Buildings List and check the 2nd column
2. If Required to report water, follow the steps in the DEP user guide

**Both documents can be found at [nyc.gov/ComplianceInstructions](https://www.nyc.gov/ComplianceInstructions)*

Benchmarking Instructions



Benchmarking Requirements

Building owners may assign a representative to work with the building operating staff to submit the benchmarking report.

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

- | | |
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| Collect whole building energy data (and water data, if required) from utilities. | + |
| Confirm and enter BBL and BIN information (mandatory fields). | + |
| Check your data for errors and completeness. | + |
| Connect and share your properties with the City through ESPM. | + |

Benchmarking Instructions: Utilities data

Collect whole building energy data (and water data, if required) from utilities. —

The energy and water (if applicable) consumption of the entire building must be reported at the level of an individual building (as designated by a Building Identification Number, or BIN).

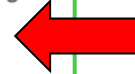
NOTE: This is a change from prior practice where reports and violations took place at the level of the Lot/BBL.

To obtain whole building energy consumption data for benchmarking, you will need to obtain tenant consumption data in addition to base building data. Request whole building energy consumption data directly from the utilities. Visit the [Energy and Water Data page](#) for more information.

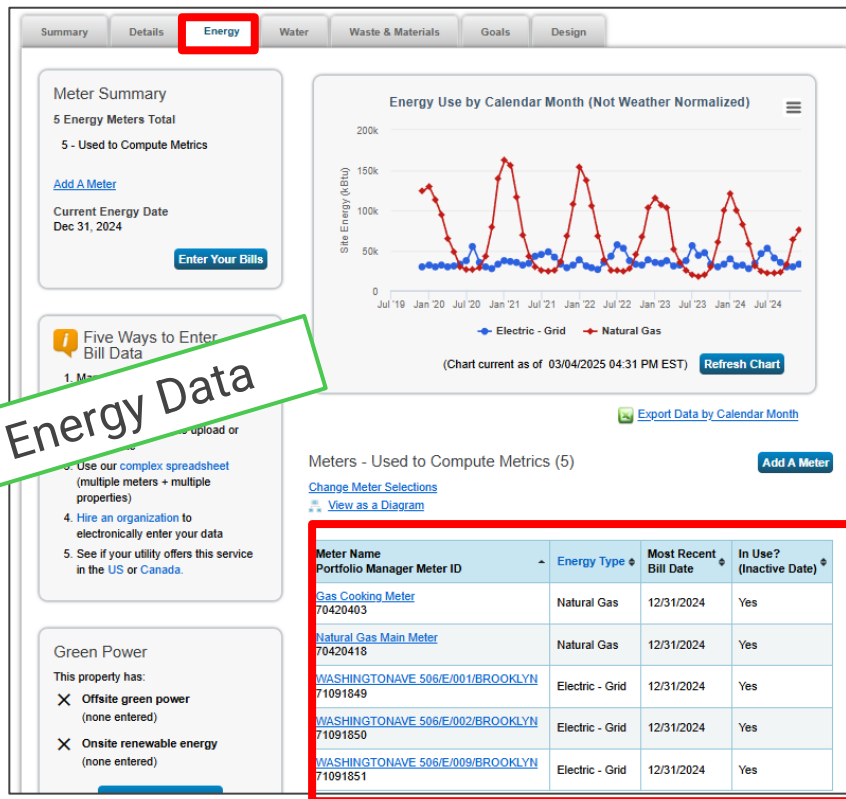
If you are required to benchmark your water use and you have not previously shared your property with the DEP to collect the water data, [follow these instructions](#).

If your building uses fuel oil or other energy that is NOT provided by Con Edison or National Grid, create meters under the **Energy** tab as needed. Then enter energy use data into ESPM manually, by uploading a spreadsheet.

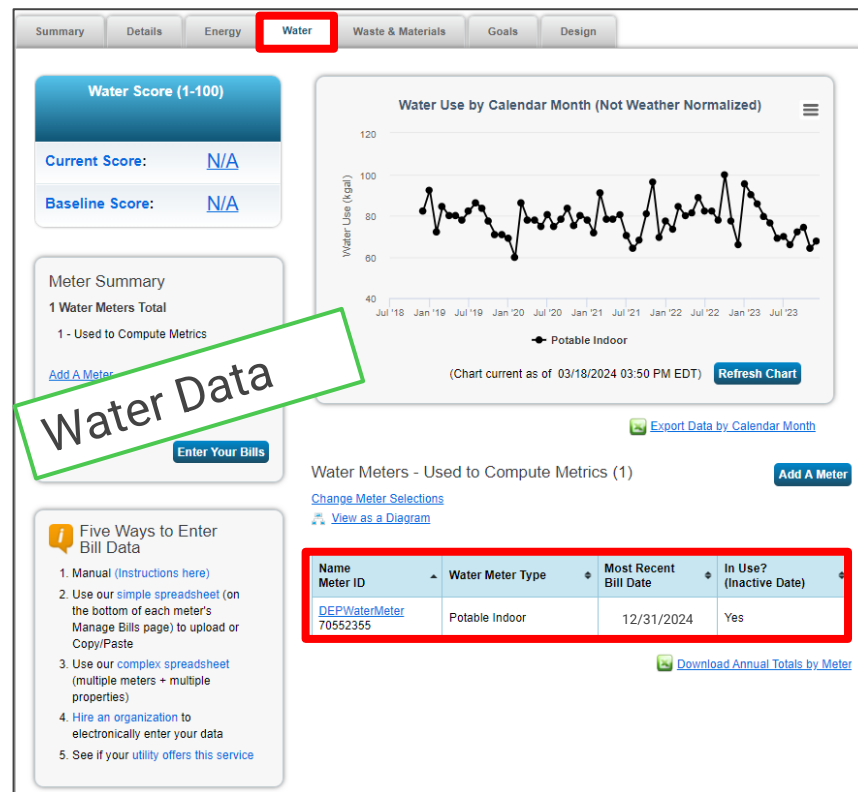
Click on
Energy and
Water Data



Automated Utility Data Uploads



Energy Data



Water Data

Benchmarking Instructions



Benchmarking Requirements

Building owners may assign a representative to work with the building operating staff to submit the benchmarking report.

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

- | | |
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| Collect whole building energy data (and water data, if required) from utilities. | + |
| Confirm and enter BBL and BIN information (mandatory fields). | + |
| Check your data for errors and completeness. | + |
| Connect and share your properties with the City through ESPM. | + |

Confirm the BBL format

Borough = 1 digit Block = 5 digits Lot = 4 digits

Example - 2038140001

Standard IDs

Standard IDs are typically used in data collection, including by most state and local government agencies for property identification and benchmarking laws. If your property is covered by a benchmarking law, you probably need to provide a Standard ID. [FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

NYC Borough, Block and Lot (BBL):

3048370052

  [Remove ID](#)

NYC Building Identification Number (BIN) 

ID: 3107769

 [Add Another](#)

NO dashes or slashes! Ten digits only

Benchmarking Instructions



Benchmarking Requirements

Building owners may assign a representative to work with the building operating staff to submit the benchmarking report.

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

- | | |
|---|---|
| Check the LL84 Covered Buildings List for your property every year. | + |
| Login to Energy Star Portfolio Manager (ESPM), or set up an account if you do not have one. | + |
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| Collect whole building energy data (and water data, if required) from utilities. | + |
| Confirm and enter BBL and BIN information (mandatory fields). | + |
| Check your data for errors and completeness. | + |
| Connect and share your properties with the City through ESPM. | + |

Check for Possible Errors

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a [Metric Year](#)). Select a [Year Ending Date](#) and click "run checker" to see possible data issues.

Year Ending:

*

Dec 31



2025



Run Checker

Set Timeline to
Dec 31 2025

Ignore warning about
Waste and Materials

Ignore warning about
Water meter if you are
not required to report
water this year

Property has no waste or material meters.

There are no waste meters entered for this property. In order to track waste and/or materials and receive metrics, you must create a waste or material meter.

What to do:

- [Create a meter](#) and follow the steps to enter your waste and material meter entries. Make sure you select the meter(s) that should be included in your performance metrics.



Meters in Metrics

Meters - Used to Compute Metrics (7)

[Add A Meter](#)[Change Meter Selections](#)[View as a Diagram](#)

Meter Name Portfolio Manager Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
E 47ST 217/E/002/MANHATTAN 157634389	Electric - Grid	12/31/2025	Yes
E 47ST 217/G/002/MANHATTAN 157634395	Natural Gas	12/31/2025	Yes
E 47ST 225/E/001/MANHATTAN 157634400	Electric - Grid	12/31/2025	Yes
E 47ST 225/E/002/MANHATTAN 157634403	Electric - Grid	12/31/2025	Yes
E 47ST 225/G/001/MANHATTAN 157634414	Natural Gas	12/31/2025	Yes

Meters in Metrics

Review your meters. Meters that became **inactive** should be marked as **"Not in Use"**

Additional Meters - Not Used in Metrics (4)

[Change Meter Selections](#)

Meter Name Portfolio Manager Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
47STRE E 225/G/12 - Not in Use 157634426	Natural Gas	Not in Use	No (01/01/2022)
E 47ST 225/G/012/MANHATTAN 184350562	Natural Gas	Not in Use	No (01/01/2023)
E 47ST 225/G/101/MANHATTAN 157634419	Natural Gas	12/31/2025	Yes
Fuel Oil (No. 2) 181730516	Fuel Oil (No. 2)	Not in Use	No (01/24/2024)

Active meter that needs to be moved to **"Meters - Used to Compute Metrics"**

Meter Selections

All currently active meters with data for the reporting year must be included in **“Meters - Used to Compute Metrics”**

All inactive meters without data for the latest reporting year should be marked as inactive and moved to the **“Additional Meters - Not Used in Metrics”** section.

To make changes in ESPM, click on **“change meter selections”** and Select Meters to Include/exclude from metrics.

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [*TEST - Flatiron Building](#) so that we can provide you with the most accurate metrics possible.

Summary

4

Meters representing the total energy consumption for [*TEST - Flatiron Building](#) (a single building).

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 they are [sub-meters](#).)

☐	Name Meter ID	Type
☐	Fuel Oil (No. 2) 93729623	Fuel Oil (No. 2)
☐	Fuel Oil (No. 2) 111242443	Fuel Oil (No. 2)
☐	Fuel Oil (No. 2) 110475405	Fuel Oil (No. 2)
☒	Fuel Oil (No. 2) 111242364	Fuel Oil (No. 2)
☒	Oil 111242368	Fuel Oil (No. 2)
☒	Electric Grid Meter 91035261	Electric - Grid

Total of 4 meter(s). Tell us what this represents:

- ☒ These meter(s) account for the total energy consumption for [*TEST - Flatiron Building](#) (a single building).
- ☐ These meter(s) do not account for the total energy consumption for [*TEST - Flatiron Building](#) (a single building).

Apply Selections

[Cancel](#)

Connecting and Sharing with the City of New York

* Instead of submitting the report through the Reporting Template, **share your properties** with the Dept. of Buildings (DOB) directly in Portfolio Manager.”

Benchmarking Instructions

Share your property with DOB

Benchmarking Requirements

Building owners may assign a representative to work with the building operating staff to submit the benchmarking report.

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

- Check the LL84 Covered Buildings List for your property every year. +
- Login to Energy Star Portfolio Manager (ESPM), or set up an account if you do not have one. +
- Enter required building characteristics, including the primary ESPM property type. +
- Collect whole building energy data (and water data, if required) from utilities. +
- Confirm and enter BBL and BIN information (mandatory fields). +
- Check your data for errors and completeness. +
- Connect and share your properties with the City through ESPM. +

Send NYC a Connection Request

The screenshot shows the Energy Star Portfolio Manager interface. At the top, the logo and navigation links are visible. The 'Contacts' link in the top navigation bar is highlighted with a red box. A red arrow points from this box down to a green-bordered callout box containing the text: 'Click on “Contacts” and then on “Add New Contacts/Connections”'. Another red arrow points from the callout box down to the 'Add New Contacts/Connections' button in the main content area. The main content area shows the 'My Contacts and Organizations' section with a search bar and a table of contacts.

ENERGY STAR®
PortfolioManager®

Welcome CUNY_BENCHMARK Account Settings Notifications ENERGY STAR Notifications Help Sign Out
_HELP:

MyPortfolio Sharing Reporting Recognition

My Contacts and Organizations

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they are a contact or not, and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager accounts and sending a connection request.

Contacts Organizations

Search existing contacts

Add New Contacts/Connections

☐	Name (title)	Organization	Connection Status	Username
--------------------------	--------------	--------------	-----------------------------------	----------

Send NYC a Connection Request



Enter DOB's Username:

NYCGOVLL84

Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username:

NYCGOVLL84

Email:

[Search](#) [Cancel](#)

22

 City of New York (NYCGOVLL84)
Department of Buildings with City of New York

[Connect](#)

[1 <](#) [<<](#) Page of 1 [>>](#) [>](#) 50 [v](#)

1 - 1 of 1



Send NYC a Connection Request

Send a Connection Request to [City of New York](#) to Begin Exchanging Data

[City of New York](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [City of New York](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: None Provided



Send Connection Request

[Cancel](#)

Follow Us    

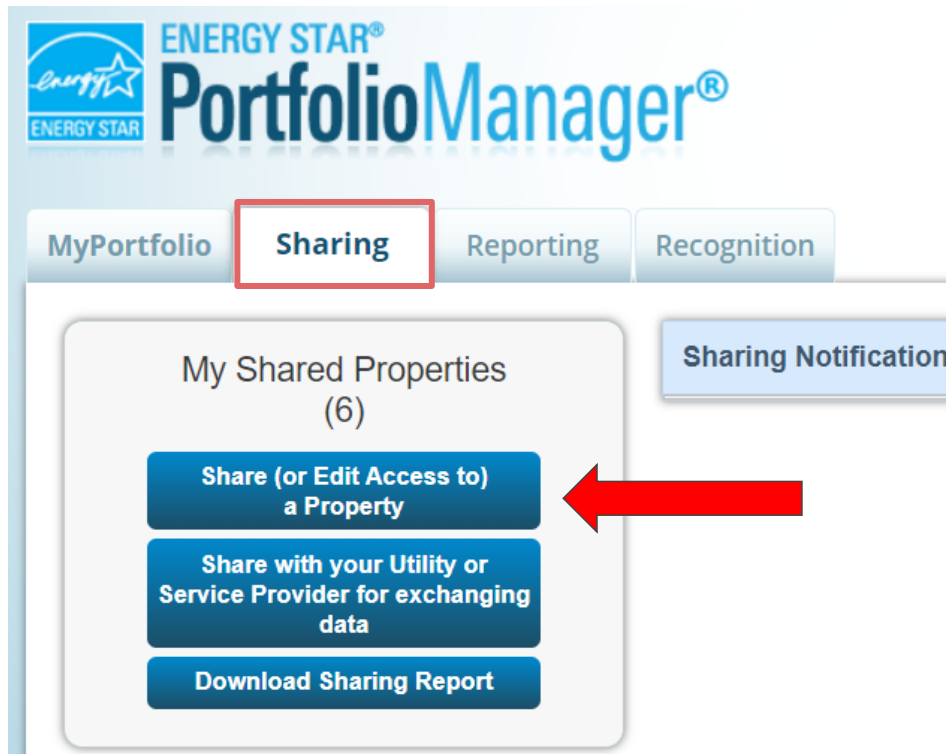
[Contact Us](#) | [Privacy Policy](#) | [Accessibility Statement](#) | [ENERGY STAR Buildings & Plants Website](#)

23

You may receive an email when the connection request is accepted.
Otherwise you can verify by checking your **notifications** in ESPM.
Connection requests are accepted within 24 hours.

Share Access: City of New York

Once the connection request is accepted,
Navigate to the
Sharing tab!



Share Access: City of New York

MyPortfolio

Sharing

Reporting

Recognition

Share (or Edit Access to) Properties

Sometimes it's really important to be able to share your property with someone else. Maybe they need to (perhaps automatically) or process applications for recognition. If this sounds like what you need, start over and who you'd like to share with them. If you have already shared properties, you can also use this form



Select Properties

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

Select Properties

Selected Properties: 0



Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

City of New York (NYCGOVLL84)



Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions, select the 2nd option.

- ☐ Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).
- ☒ Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.

Continue

Cancel [next](#)

Share Access: Select Permissions

MyPortfolio

Sharing

Reporting

Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name ▾

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ 70 Bowery (36475398)	☐	☒	☐		
City of New York	☐				☐

Share Property(ies)

[Cancel](#)

NEW

Who gets to [Share Forward](#)?

Fill in “Read Only” then select “Exchange Data”. You will be prompted to set more permissions.

Select the permission level below that you would like to grant [City of New York](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	☐	☒	☐
▼ All Meter Information			
▼ Energy Meters			
BOWERY 70/E/002/MANHATTAN	☐	☒	☐
BOWERY 70/E/009/MANHATTAN	☐	☒	☐
BOWERY 70/G/002/MANHATTAN	☐	☒	☐
BOWERY 70/G/012/MANHATTAN	☐	☒	☐
BOWERY 70/G/920/MANHATTAN	☐	☒	☐
▼ Water Meters			
DEPWaterMeter	☐	☒	☐
Goals, Improvements, & Checklists	☒	☐	☐
Recognition	☒		☐

Additional Options:

Item	Yes	No
* Share Forward Allow City of New York to share this property with others and give them any permissions that he/she has, including the right to share with more people.	☐	☒

Select **Read Only** for
Property Information
and all Meters

Select **None** for Goals,
Improvements, & Checklists
and Recognition

Share Forward: **No**

Apply Selections & Authorize Exchange

Apply Selections & Authorize Exchange [Cancel](#)



Share Access: Finalize Share

MyPortfolio

Sharing

Reporting

Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by:

Property Name

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ 70 Bowery (36475398)					
City of New York					☒ Edit

Share Property(ies)

[Cancel](#)

Who gets to **Share Forward**?

Full Access - Automatically includes "Share Forward" rights

Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and red permissions.

Exchange Data -You decide, along with the individual permissions for property, meter, goals and red permissions.

After you select your permissions, click **Share Property(ies)**

Share Access: Submission Status

MyPortfolio

Sharing

Reporting

Recognition

You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

If you edited web services Custom ID fields, [read this](#).

My Shared Properties
(4)

Share (or Edit Access to)
a Property

Set Up Web Services/
Data Exchange

Download Sharing Report

Sharing Notifications (7) [View All](#)

	- Sharing request sent to City of New York	Cancel Clear
---	--	------------------------------------

You will receive a confirmation email from **BEAM_LL97** once the share request has been accepted.

Share Request Confirmation Email

ESPM Property Share Request Accepted by NYC
Department of Buildings External

✦ Summarize this email

➔ **BEAM_LL97 (DOB)**
to me ▼

Mon, Mar 10, 12:32 PM (7 days ago)

☆ ↶ ⋮

Dear NYC Sustainability Help Center,

This email is in regards to your Energy Star Portfolio Manager (ESPM) property share request for *
TEST - Flatiron Building. We are emailing you to confirm that the NYC Department of Buildings
(NYCGOVLL84) has received and accepted your property share request.

If you have any questions or need any further assistance, please don't hesitate to reach out.

Thank you,

NYC Department of Buildings
Bureau of Sustainability
280 Broadway - 3rd Floor
New York, NY 10007
beam_ll97@buildings.nyc.gov

- BEAM_LL97@buildings.nyc.gov
- Proof of successful share request
- Sent to email address associated with the Property Data Administrator in ESPM

Sharing this Property

3 People Have Access to this Property

Share

Name	Permissions	Action
City of New York (NYCGOVLL84)	Exchange Data Shared by NYC Sustainability Help Center	I want to... ▼
Jim Henderson (jfhny)	Read Only Access : Pending Shared by NYC Sustainability Help Center	I want to... ▼
NYC Sustainability Help Center (CUNY_BENCHMARK_H ELP)	Property Data Administrator	I want to... ▼

Confirmation Email

Subject: NYC Building Sustainability Laws: 2024 ESPM Property Share Received for (Property name, Address) (Property ID and BIN Number)



BEAM_LL97 (DOB) <BEAM_LL97@buildings.nyc.gov>

Apr 17, 2025, 9:07 AM

Dear N/A,

This email is in regard to your Energy Star Portfolio Manager (ESPM) property (Property name, Address) located at (Property Address, ESPM Property ID) New York City Building Identification Number: BIN # We are emailing you to confirm that your property share has been received by the NYC Department of Buildings.

If you are complying with the NYC Benchmarking Law (Article 309 of Chapter 3 of Title 28 of the NYC Administrative Code), thank you for your submission. If needed, we will communicate with you about data quality or compliance issues.

If you are complying with Local Law 97 (Article 320 or Article 321 of Chapter 3 of Title 28 of the NYC Administrative Code), you must first ensure any data quality issues identified in the ESPM data are resolved, before submitting the required LL97 data in BEAM.

If you have any questions or need any further assistance, please don't hesitate to reach out.

Thank you,

NYC Department of Buildings

Bureau of Sustainability

280 Broadway - 3rd Floor

New York, NY 10007

beam_ll97@buildings.nyc.gov

When to Submit a Campus Report

Check the LL97 Covered Buildings List

If the BBL/BIN numbers need to be updated, removed, or added → submit a CBL dispute ticket in BEAM

Submit a 01. Covered Buildings List (CBL) Disputes

The "Covered Buildings List (CBL) Disputes" ticket may be used to dispute the inclusion or exclusion of a building on the [LL97 CBL](#), [LL84 CBL](#), [LL87 CBL](#), and [LL88 CBL](#).

For non-CBL BBLs sharing energy with your campus, **include them in the campus** & email BEAM_LL97@buildings.nyc.gov.

Aggregated reports for LL97 are allowed for:

- Same BBL, multiple buildings (same owner, compliance pathway, and shared energy systems)
- Adjacent tax lot buildings with the same owner

BBL	BIN (DOB Records)	ADDRESS	ZIP CODE	CP0: Article 320 beginning 2024
2038140001	2026506	1266 OLMSTEAD AVENUE	10462	X
2038190001	2092875, 2092876, 2092877	2200 POWELL AVENUE	10462	
2038190050	2026762	2267 HAVILAND AVENUE	10462	
2038200042	2026794	2266 GLEASON AVENUE	10462	

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
- Multiple use-types

✗ Campus



- Two stand-alone buildings
- Same Owner
- Different BBLs
- NOT Sharing Energy

✗ Campus

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
- 7 Pages

 **ENERGY STAR®**
PortfolioManager®

"How To" Series
ENERGY STAR for Commercial Buildings

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 as 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

Follow the steps in this document to benchmark your campus and refer to **Appendix A** for detailed answers to Frequently Asked Questions about campus benchmarking.

 **Steps to Benchmark a Campus**

- Create "Parent" Property
- Add "Child" Properties
- Add Meters
- Confirm meter configurations
- Review campus

What does a campus look like in ESPM?

 ENERGY STAR®
PortfolioManager®

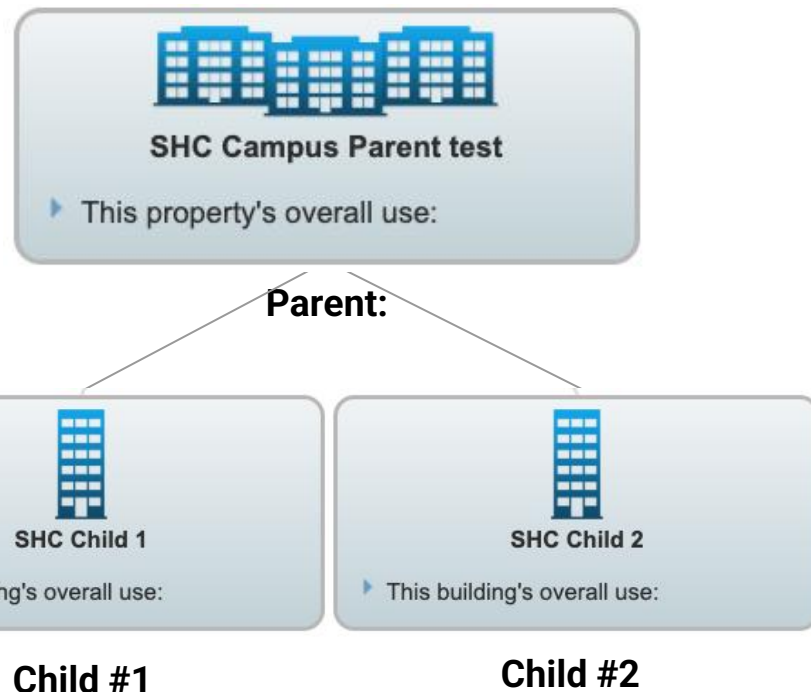
Buildings Part of [SHC Campus Parent test](#)

 [View as a Diagram](#)

Name	Use	Gross Floor Area	Action
SHC Campus Parent test (Parent Property)	Multifamily Housing	114000 Sq. Ft.	Remove Building from Property
SHC Child 1	Multifamily Housing	54000 Sq. Ft.	Remove Building from Property
SHC Child 2	Multifamily Housing	60000 Sq. Ft.	Remove Building from Property

 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.](#)

Click “View as a Diagram” to see the parent-child relationship

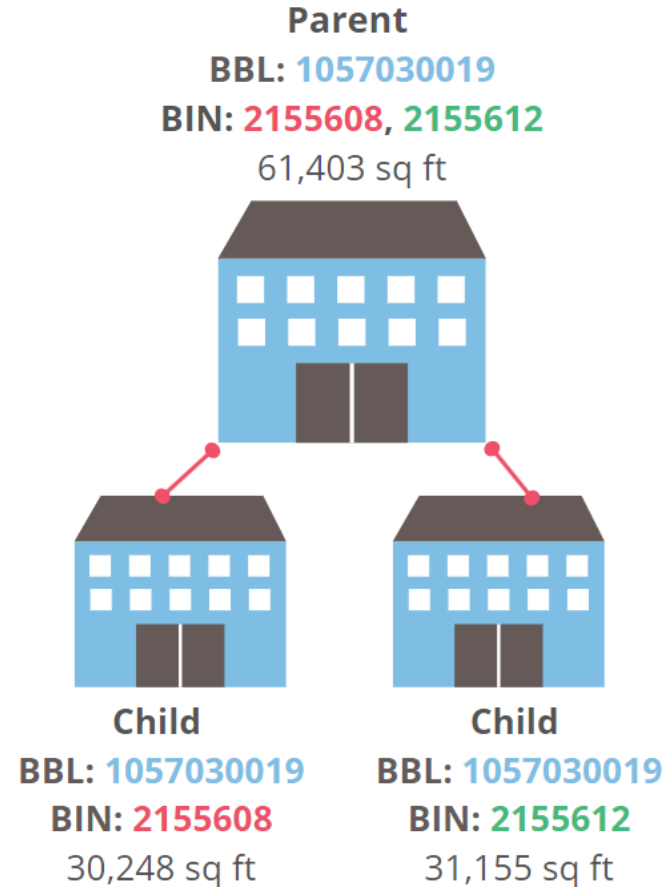


One Parent property for all the Child properties

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, building count, 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 physical building on the BBL
 - Ex. 2 buildings on a single BBL will require 2 Child Property profiles. One BIN # per child.
- 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 physical building 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.

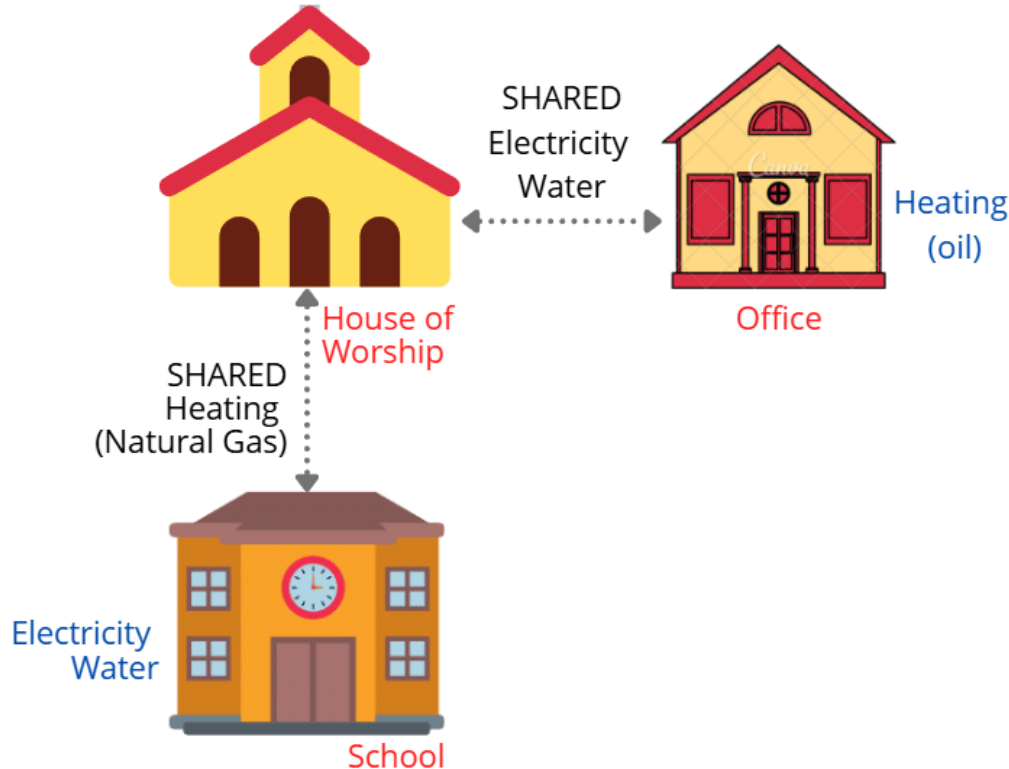
BBL: 3002690127 is not on the CBL but Building C shares energy with Building B. A child property must be created for Building C and D because C and D are on the same lot = 2 child properties.

Total = 4 child properties and 2 BBLs

Verify the number of buildings with the property owner!



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



National Grid

Multiple Service Addresses

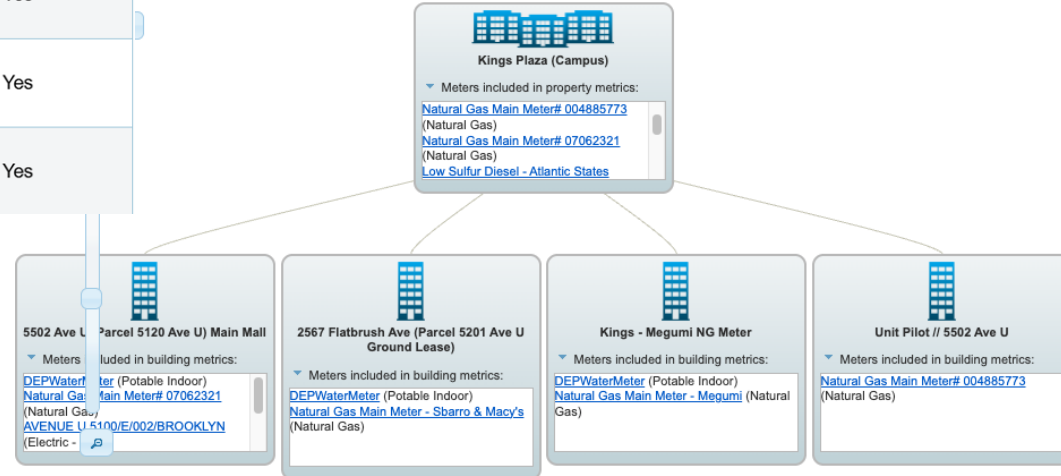
National Grid: Multiple Service Addresses



Example: For single buildings with multiple service addresses, create a child property per service address, and associate all meters with the parent property

National Grid: Multiple Service Addresses

Meter Name Portfolio Manager Meter ID	Meter Location	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Low Sulfur Diesel - Atlantic States 251876774	Kings Plaza (Campus)	Diesel	Not in Use	No (12/31/2024)
Natural Gas Main Meter - Megumi 264704177	Kings - Megumi NG Meter	Natural Gas	12/31/2024	Yes
Natural Gas Main Meter - Sbarro & Macy's 264704774	2567 Flatbrush Ave (Parcel 5201 Ave U Ground Lease)	Natural Gas	12/31/2024	Yes
Natural Gas Main Meter # 004885773 246245576	Unit Pilot // 5502 Ave U	Natural Gas	06/30/2025	Yes
Natural Gas Main Meter # 07062321 246247575	5502 Ave U (Parcel 5120 Ave U) Main Mall	Natural Gas	06/30/2025	Yes





Workshops & Trainings

How to Benchmark Training Series



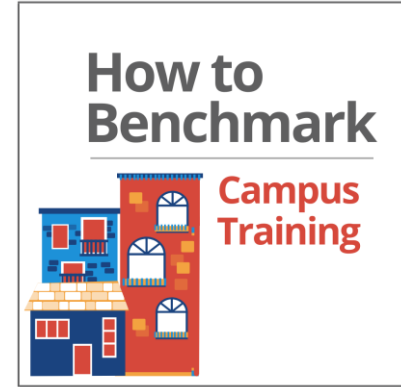
FREE: 3 hours of online instruction

NYC benchmarking from Start to Submission! No experience is necessary.



FREE: 45 min of online instruction.

Benchmarking is required every year but only once a year, making it easy to forget the steps.



FREE: 2.5 hours of online instruction.

For benchmarking multiple buildings on a single tax lot or buildings that share utilities.

Visit: cunybptraining.com for more information

Carbon Reduction Workshop Series



FREE: 3 hours of online instruction

Which energy laws affect me and how do I comply?

LEED & AIA Credits Offered



FREE: 2.5 hours of online instruction.

How do I measure my carbon emissions, and what projects make the most sense for my building?

Visit: cunybptraining.com for more information



NYC Sustainability Help Center

Help@NYCsustainability.org

(212)566-5584

Mon-Fri 9am-5pm

www.cunybptraining.org

Contact Us!

- ❖ One-on-one support
- ❖ Help navigating Portfolio Manager
- ❖ How to request energy and water data from Utilities
- ❖ Trainings, presentations, & outreach assistance

Thank You!



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DOB & ASHRAE - Closing Points

