

This Benchmarking **Compliance Quick Guide** is intended to guide you through the required steps to comply with the Columbus Energy and Water Benchmarking Ordinance in 2023. The Benchmarking Ordinance applies to all buildings 50,000 square feet or larger, including low/mid-rise apartment complexes with multiple structures that aggregate to 50,000 square feet, located in the City of Columbus.

In 2021, buildings 100,000 square feet and larger were required to comply with the Benchmarking Ordinance and submit a Benchmarking Reports capturing calendar year 2020 energy data. Beginning in 2022, all buildings over 50,000 square began submitting yearly energy and water data to the city. Please reach out to the Help Desk if you have questions about your buildings' compliance for previous years.

For assistance with any step of the process, please contact the Help Desk at [benchmarking@Columbus.gov](mailto:benchmarking@Columbus.gov) or (614) 724-1277. All steps below must be completed by **June 1, 2023**.

**If you have previously submitted a Benchmarking Report to the City of Columbus, jump to step 3.**

1. Determine Eligibility, Share Contact Information, and Collect CBUSID		
<input type="checkbox"/>	Determine whether your building(s) must comply	<ul style="list-style-type: none"> <li>All buildings 50,000 square feet and above are required to comply with the Columbus Benchmarking Ordinance.</li> <li>Find your building on the Covered Buildings List <a href="#">here</a>.</li> </ul>
<input type="checkbox"/>	Identify a benchmarking leader and share your contact information	<ul style="list-style-type: none"> <li>Designate an in-house building staff member or 3<sup>rd</sup> party provider to be your benchmarking leader.</li> <li>Fill out the <a href="#">Claim My Building Form</a> to receive electronic notifications and updates.</li> </ul>
<input type="checkbox"/>	Look up your building(s)' CBUSID	<ul style="list-style-type: none"> <li>Use the <a href="#">Building ID Lookup Tool</a> to find your CBUSID.</li> <li>If you can't find your ID but believe your building meets the benchmarking requirements, reach out to the <a href="#">Help Desk</a>.</li> </ul>
2. Set up your ENERGY STAR Portfolio Manager property profile		
<input type="checkbox"/>	Create an ENERGY STAR® Portfolio Manager® Account	<ul style="list-style-type: none"> <li>Visit <a href="http://energystar.gov/portfoliomanager">energystar.gov/portfoliomanager</a> to create an account.</li> <li>You may use an existing Portfolio Manager account.</li> </ul>
<input type="checkbox"/>	Gather basic information required to benchmark	<ul style="list-style-type: none"> <li>Collect the basic information required to benchmark using the <a href="#">Data Collection Worksheet</a>.</li> </ul>
<input type="checkbox"/>	Create a property and enter use details	<ul style="list-style-type: none"> <li>On the <b>MyPortfolio</b> tab, select <b>ADD A PROPERTY</b> and following the guiding steps to create your property.</li> <li>On the <b>DETAILS</b> tab, use the <b>ADD ANOTHER TYPE OF USE</b> menu to select a property use. Click <b>ADD</b> and enter the requested information.</li> </ul>
<input type="checkbox"/>	Enter your CBUSID	<ul style="list-style-type: none"> <li>On the <b>DETAILS</b> tab, click <b>EDIT</b> under <b>UNIQUE IDENTIFIERS</b>. From <b>STANDARD IDs</b>, select <b>COLUMBUS BUILDING ID</b>.</li> <li>Enter the CBUSID associated with your building. CBUSIDs can be found using the <a href="#">Building ID Lookup Tool</a>.</li> </ul>

3. Add whole-building energy and water usage data to Portfolio Manager®		
<input type="checkbox"/>		<p><u>If you are the sole owner/occupier of a building and you have already submitted a benchmarking report, skip #1 below:</u></p> <ol style="list-style-type: none"> <li>On the <b>ENERGY</b> tab, select <b>ADD A METER</b> and enter the requested information for all fuel sources and meters that serve the building. Once entered, select <b>CREATE METERS</b>.</li> <li>Using data available on your monthly utility bills, use the manual entry or spreadsheet-upload method to add consumption data from <b>1/1/2022 – 12/31/2022</b> to Portfolio Manager®: <ul style="list-style-type: none"> <li>On the <b>ENERGY</b> tab, select the meter name that you want to update.</li> <li>Click “Add Another Entry” or “Use this single-meter spreadsheet” to add your data. Follow the prompted steps at add usage data for calendar year 2022 (cost data is not collected).</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>Additional details on adding data to Portfolio Manager can be found in <a href="#">this FAQ resource</a>.</li> <li>Repeat the above steps in the <b>WATER</b> tab to enter your building’s water data.</li> </ul>
<input type="checkbox"/>		<p><u>If you’re a multifamily building or owner of a multi-tenant commercial building:</u></p> <ul style="list-style-type: none"> <li>Request whole-building energy consumption data from your utility companies using the information provided below.</li> </ul>
<input type="checkbox"/>	Electricity:	<p><b>AEP Ohio customers:</b> Request aggregated whole-building data for calendar years 2020, 2021, and /or 2022 through the following steps:</p> <ol style="list-style-type: none"> <li>Download the <a href="#">AEP Ohio Benchmarking Data Template</a></li> <li>Review the ‘Instructions’ tab and fill out the “Required Data’ tab</li> <li>Email the completed excel file to <a href="mailto:AEPOhioBenchmarking@aep.com">AEPOhioBenchmarking@aep.com</a>. All account/ meter/ premise information will be aggregated into property-level kilowatt-hour usage amount per month by AEP Ohio.</li> <li>Aggregated whole-building data by month will be provided via email.</li> <li>Input the monthly aggregate tenant usage in ESPM under a <b>single</b> meter.</li> </ol> <p><b>Columbus Division of Power customers:</b> Columbus Public Utilities has established <a href="#">Automated Benchmarking</a> services for its customers. Download a ‘<a href="#">User-Guide</a>’ for instructions and contact <a href="mailto:Columbus.utilities@touchstoneiq.com">Columbus.utilities@touchstoneiq.com</a> with questions.</p>
<input type="checkbox"/>	Natural Gas:	<p><b>Columbia Gas customers:</b> Columbia Gas has eliminated its automated benchmarking program. While Columbus works to develop the systems needed to replace this service, please follow the steps below:</p> <ul style="list-style-type: none"> <li>If you had already setup automated benchmarking for natural gas and have incomplete data for 2022, <a href="#">schedule a meeting</a> with the Help Desk.</li> <li>Owners with multiple tenants in need of aggregated data for 2022 can complete an <a href="#">Extension Request Form</a> until an aggregation tool is available for natural gas.</li> </ul>
<input type="checkbox"/>	Water:	<p><b>Columbus Public Utilities</b> has established <a href="#">Automated Benchmarking</a>. Download a ‘<a href="#">User-Guide</a>’ for instructions and contact <a href="mailto:Columbus.utilities@touchstoneiq.com">Columbus.utilities@touchstoneiq.com</a> with questions.</p>
<input type="checkbox"/>	Other fuel types:	<p>Refer to monthly bills for other fuel types (chilled water, steam, diesel, fuel oil, etc.) that serve the building.</p>

Once calendar year 2022 data is added to Portfolio Manager®, complete the following steps:

4. Submit Benchmarking Report by June 1, 2023		
<input type="checkbox"/>	Check for possible data entry errors	<ul style="list-style-type: none"> <li>On the <b>SUMMARY</b> tab, select <b>CHECK FOR POSSIBLE ERRORS</b> and “Dec 31 2022” for the timeframe. Select RUN CHECKER.</li> <li>Follow the prompts to address data quality flags associated with energy and space-use details as needed.</li> </ul>
<input type="checkbox"/>	Generate and preview the building’s report in Portfolio Manager	<ul style="list-style-type: none"> <li>Navigate to the current Data Reporting Link: <a href="https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/63551117-308e-4b55-9944-30b70f9c3047">https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/63551117-308e-4b55-9944-30b70f9c3047</a></li> <li>Log in to your Portfolio Manager® account, read the associated instructions, and select the building(s) from the <b>PROPERTIES</b> dropdown box.</li> <li>Select <b>GENERATE RESPONSE PREVIEW</b> and review any data alerts or instructions that may appear.</li> <li>On the <b>REPORTING</b> tab, in the <b>Data Requests from Others</b> tab, find the row for <b>2023 Columbus Energy and Water Reporting</b>; under the ACTION menu for that row, select <b>DOWNLOAD PREVIEW</b> in Excel from the dropdown menu.</li> <li>Review the resulting Excel preview data that will be shared with the City (fields that do not apply will be left blank).</li> </ul>
<input type="checkbox"/>	Submit your Benchmarking Report to the City	<ul style="list-style-type: none"> <li>On the <b>REPORTING</b> tab, in the <b>Data Requests from Others</b> tab, find the row for <b>2023 Columbus Energy and Water Reporting</b>; under the ACTION menu for that row, select <b>SEND RESPONSE</b>. Note that reporting to the City is distinct from sharing data in Portfolio Manager’s Sharing tab.</li> <li>Review any data alerts or other instructions that appear and re-click <b>SEND RESPONSE</b>.</li> <li>Enter the information requested and sign your data response with your Portfolio Manager username and password by selecting <b>E-SIGN RESPONSE</b>.</li> <li>Then select <b>SEND DATA</b> and save the ENERGY STAR Portfolio Manager confirmation email.</li> </ul>
<input type="checkbox"/>	After your Benchmarking Report is submitted	<ul style="list-style-type: none"> <li>The email address associated with the Portfolio Manager® account that submitted the Benchmarking Report will receive an automated email from <a href="mailto:benchmarking@columbus.gov">Benchmarking@columbus.gov</a> within 24 hours of submittal.</li> <li>Columbus’ system that receives Benchmarking Reports will conduct a series of data quality checks – if your submittal trips one of our data quality flags, you’ll receive an email with instructions on next steps. If your submittal does not trip data quality flags, you’ll receive an email indicating that your building is In Compliance for the 2023 reporting year.</li> </ul>