

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 2021. All steps below must be completed **by December 15, 2021**. After 2021, June 1 will remain the ongoing annual deadline to submit the previous year’s Benchmarking Report.

In the inaugural year of the Benchmarking Ordinance, only buildings 100,000 square feet and larger will be required to submit Benchmarking Reports **capturing calendar year 2020 energy data**. Reporting of water data is optional in 2021 and will be required beginning in 2022.

For assistance with any step of the Benchmarking process, please contact the Columbus Benchmarking Help Desk at [benchmarking@Columbus.gov](mailto:benchmarking@Columbus.gov) or (614) 724-1277.

**If your building completed Phase 1 earlier this year, jump to step 3. If not, begin with step 1.**

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>Buildings 100,000 square feet and above will be required to comply with the Benchmarking Ordinance in 2021.</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="#">Building Contact 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 CBUS ID	<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 CBUS ID associated with your building. CBUS IDs can be found using the <a href="#">Building ID Lookup Tool</a>.</li> </ul>

If your building completed Phase 1 earlier this year, start here:

3. Add whole-building energy consumption data to Portfolio Manager		
<input type="checkbox"/>	<p><u>If you're the sole owner/occupier of a building:</u></p> <ul 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 consumption data available on your monthly utility bills, use the manual entry method or spreadsheet upload method to add consumption data from January 1, 2020 through December 31, 2020 into Portfolio Manager.</li> <li>Additional details on adding data to Portfolio Manager can be found here: <a href="https://energystar-mesa.force.com/PortfolioManager/s/article/How-do-I-add-energy-meter-data-bills-1600088544349">https://energystar-mesa.force.com/PortfolioManager/s/article/How-do-I-add-energy-meter-data-bills-1600088544349</a></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.                             <ul style="list-style-type: none"> <li>If whole-building energy consumption data is not available, you may submit an <a href="#">Extension Request Form</a> extending 2021 compliance eligibility through June 1, 2022. When whole-building data is made available, the Columbus Help Desk will provide a link to report calendar year 2020 data.</li> </ul> </li> </ul>	
<input type="checkbox"/>	Electricity:	<p><b>AEP Ohio customers:</b> As of October 2021, AEP Ohio is finalizing their whole-building data access tool through the end of 2021. In the meantime, submit an <a href="#">Extension Request Form</a> by December 15, 2021 to extend 2021 compliance eligibility through June 1, 2022. The Benchmarking Help Desk will provide updates when the AEP Ohio data access tool is live.</p> <p><b>Columbus Division of Power customers:</b> Columbus Public Utilities is changing vendors to provide energy data via Automated Benchmarking services. As such, multi-tenant DoP-served buildings may submit an <a href="#">Exemption Request Form</a> for 2021 compliance. DoP-served buildings will be required to comply beginning in 2022.</p>
<input type="checkbox"/>	Natural Gas:	<p><b>Columbia Gas customers:</b> As of October 2021, Columbia Gas is finalizing their whole-building data access tool through the end of 2021. In the meantime, submit an <a href="#">Extension Request Form</a> by December 15, 2021 to extend 2021 compliance eligibility through June 1, 2022. The Benchmarking Help Desk will provide updates when the Columbia Gas data access tool is live.</p>
<input type="checkbox"/>	Water:	<p>Columbus Public Utilities is changing vendors to provide water data via Automated Benchmarking services. As such, reporting of water data is voluntary for 2021 and will be required beginning in 2022. Additional information will be made available in advance of the 2022 reporting cycle.</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 2020 data is added to Portfolio Manager, complete the following steps:

4. Submit Benchmarking Report <i>(compliance deadline for 2021 extended to December 15)</i>		
<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 2020” 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/f0f841ff-0c9f-4eff-bb7c-2b49dcf87b03">https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/f0f841ff-0c9f-4eff-bb7c-2b49dcf87b03</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>TEMPLATES AND REPORTS</b> tab, find the row for <b>2021 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>TEMPLATES AND REPORTS</b> tab, find the row for <b>2021 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 2021 reporting year.</li> </ul>