HOW TO BENCHMARK:
Thriving Buildings 101

In 2025, all buildings 50,000 square feet or larger located in the City of Indianapolis/Marion County are included in Phase 5 of the Energy Benchmarking and Transparency Ordinance compliance cycle. These building owners are required to benchmark utility usage via Thriving Buildings, the City's new program to encourage energy efficiency, before **June 1, 2025**.

For assistance with any step of the process, you can reach out for help at **benchmarking@indy.gov**

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

1. SET UP YOUR **ENERGY STAR PORTFOLIO MANAGER** ACCOUNT

- [ ] Identify an in-house building staff member or third party provider to be your benchmarking leader.
- [ ] Locate your Unique Building Identifier (UBID) from the <u>Covered Buildings List here</u>.
  - If a UBID doesn't yet exist for your building, email benchmarking@indy.gov so that we can issue one.
- [ ] Visit **energystar.gov/benchmark** and create an account by clicking **REGISTER NOW**.
  - Do not use a personal name, instead reference the company or property. Use one account per building.

2. CREATE A PROPERTY FOR EACH BUILDING BEING REPORTED

- [ ] When selecting Reporting Units, select "Conventional EPA United (e.g., kBtu/ft2)"
- [ ] On the **MyPortfolio** tab, select **ADD A PROPERTY** and follow the guiding steps to create your property.
- [ ] On the **DETAILS** tab, use the **ADD ANOTHER TYPE OF USE** menu to select a property use. Click **ADD** and enter the requested information.
- [ ] On the **DETAILS** tab, click **EDIT** under **UNIQUE IDENTIFIERS**. From **STANDARD ID**s, select **<u>Unique Building Identifier (UBID)</u>** from the drop-down menu.

3. ADD ELECTRIC, NATURAL GAS, STEAM, & WATER USAGE DATA

- [ ] On the **ENERGY** tab, select **ADD A METER** and enter the requested information for all fuel sources and meters that serve the building. Once entered, select **CREATE METERS.** Select the sources of the building's energy: electricity unit should be set to kW (kilowatts).
- [ ] Click **GET STARTED** and manually enter consumption data from 1/1/2024 - 12/31/2024.
- [ ] Click **APPLY SELECTIONS**. Repeat this for gas and steam, if applicable. Click **WATER** and repeat again.
  - Additional details on adding data to Portfolio Manager can be found in this <u>FAQ resource</u> & <u>these videos</u>.

4. CHECK FOR POSSIBLE ERRORS & SUBMIT DATA FOR COMPLIANCE

- [ ] On the **SUMMARY** tab, select **CHECK FOR POSSIBLE ERRORS** and "Dec 31, 2024" for the timeframe. Select **RUN CHECKER**.
- [ ] Go to the **SHARING** tab, click **SHARE (OR EDIT ACCESS) TO A PROPERTY**. Select your property/properties and click **APPLY SELECTION**. Select **City_of_Indianapolis** as the recipient. Congratulations, you're finished!