HOW TO BENCHMARK:
Thriving Buildings 101

THE CITY OF INDIANAPOLIS — OFFICE OF SUSTAINABILITY

THRIVING BUILDINGS

All buildings 100,000 square feet or larger located in the City of Indianapolis/Marion County are eligible to benefit from benchmarking energy use via Thriving Buildings, the City's new program to encourage energy efficiency.

For assistance with any step of the process, you can reach out for help at **benchmarking@Indy.Gov** or 317-416-1098. Buildings that participate by **June 1, 2023** are eligible for a **free energy audit!**

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.
- ☐ Visit **energstar.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 **Unique Building Identifier (UBID)** 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 1/1/2022 - 12/31/2022.
- ☐ 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, 2022" for the timeframe. Select **RUN CHECKER**.
- ☐ Use the <u>city-provided link to share your data via ENERGY STAR Portfolio Manager.</u> Click **GENERATE RESPONSE PREVIEW**. Under the **REPORTING** tab, click **MY CUSTOM REPORTS** and use the Action drop down menu to select **SEND RESPONSE**. E-Sign your response and click **SEND DATA**. Congratulations, you're finished!