

Greener, Greater Buildings Plan Digest, Vol. 54 – April 14, 2014

REMINDERS

LL84 —2013 Aggregated Energy and Water Data Requests

- Covered buildings formerly serviced by the Long Island Power Authority (LIPA) should now request their aggregated data from PSEG Long Island. All requests must be received in writing, via postal mail or fax, by **tomorrow, Tuesday, April 15** in order to guarantee that you will receive aggregated consumption data before the May 1 deadline for LL84. Instructions for the PSEG LL84 Data Process Request and the PSEG Letter of Authorization can be found at [LL84 Energy and Water Data Collection](#). If you have questions regarding the instructions posted or any other general concerns, please direct them to Stacy McMinn at (631) 844-3647 and stacy.mcminn@pseg.com.
- Con Edison advises that you please submit your aggregated data requests by **tomorrow, Tuesday, April 15** in order to guarantee that you will receive aggregated consumption data before the May 1 deadline for LL84. Requests must be submitted online to Con Edison's Project Center and valid Letters of Authorization must be emailed to citybenchmarking@coned.com. For detailed instructions on how to request aggregated consumption data, please visit the [Con Edison benchmarking website](#). If you still have questions regarding aggregated data requests or need further assistance, please contact the Con Ed Green Team hotline at (877) 870-6118.
- National Grid advises that you please submit your request by **Friday, April 25** in order to guarantee that you will receive aggregated consumption data before the May 1 deadline for LL84. Information on requesting aggregated data is available on [LL84 – Energy Data Collection](#).

LL84 – REVISED 2013 Compliance Report-Template link

- A revised 2013 Compliance Report Template was posted at 4:00PM on Friday, March 28. In order to post the **revised** template, the **previous** 2013 Compliance Report Template was closed at 1:00PM, and is no longer active (the link will state “This Data Request is Closed”). Reports correctly submitted with the **previous** template and received before 1:00PM on Friday, March 28 will be deemed compliant and no further action is necessary. Everyone who has not yet submitted reports **MUST** activate the **revised** 2013 Compliance Report Template at [LL84 How to Comply – Submission to the City](#) in order to submit to the City. Once activated, double check that you are using the **revised** 2013 Compliance Report in your Portfolio Manager account. Please note that the **revised** template does not affect the data entered in your Portfolio Manager account; it is an updated template to submit your data to the City at the end of the benchmarking process.

- **LL84 - BBL & BIN Data Migration into Customized Fields in Portfolio Manager**
 - As part of the transition process to the new Portfolio Manager tool (released July 2013), the U.S. Environmental Protection Agency (EPA) migrated a majority of BBLs and BINs into the new customized Standard ID fields, “NYC Borough, Block and Lot (BBL),” and “NYC Building Identification Number (BIN),” respectively. This information was copied from the old “Property Notes” and “Custom ID 1” fields, without previous years’ BBL and BIN entries being deleted. Moving forward, BBLs and BINs should only be inputted into these new customized Standard ID fields. To learn more about these new fields, please refer to the posted guidance document, “Where to Input NYC BBL and NYC BIN for 2013,” at [LL84 – How to Comply – Guidance for 2013 Reporting](#).
- **LL84 – Data Quality Checker**
 - Before submitting your LL84 report, the City advises all users to run the Data Quality Checker in Portfolio Manager to identify errors in the benchmarking data entries. Please refer to a new posted guidance document, “Data Quality Checker in Portfolio Manager,” at [LL84 – How to Comply – Guidance for 2013 Reporting](#).
- **LL84 – Check Eligibility for Water Benchmarking**
 - Not all BBLs are eligible for automatic uploading of water consumption. Please check the [2014 LL84 Covered Buildings List](#) for properties that are required to comply, and note that your BBL is only eligible for water benchmarking if there is a “Yes” in the “Automatic Water Benchmarking Eligible” column. For properties that previously connected to DEP in Portfolio Manager, 2013 water consumption may have already been automatically added. For more information, revised guidance tutorials, and the upload frequency schedule, please refer to [LL84 – Water Data Collection](#).

OUTREACH

- **LL84 – Benchmark Help Center, (646) 576-3539**
 - To receive assistance in complying with Local Law 84, contact the Benchmarking Help Center at (646) 576-3539 and leave a short, clear, and concise message. Your call will be promptly returned.
- **LL84 – Con Ed Green Team, (877) 870-6118**
 - To receive assistance with requesting aggregated data from Con Ed, please utilize the Con Ed Green Team hotline at (877) 870-6118.