



CITY OF DETROIT

BENCHMARKING RESOURCE GUIDE

FOR COMMERCIAL, INDUSTRIAL, AND
MULTIFAMILY BUILDINGS

Spring 2024



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Contents for this Guide were informed by the following:

- [Energy Star Portfolio Manager Benchmarking](#)
- [City of Ann Arbor Benchmarking Resources](#)

IN SUMMARY

The new City of Detroit benchmarking policy requires all municipal buildings, as well as commercial and multifamily buildings over 100,000 gross square feet (GSF) to annually report their energy and water usage, beginning in 2024. Commercial and multifamily buildings over 25,000 GSF but under 100,000 GSF will have to report their energy and water consumption data in 2025.

This guide provides step-by-step instructions on how to comply with the benchmarking ordinance.

What is energy benchmarking?

Benchmarking is the process of measuring and tracking the total energy (electricity, natural gas, and other utilities) and water use in a building. The [U.S. EPA's ENERGY STAR Portfolio Manager](#) is the standard tool for benchmarking in the United States.

Step One:

Is your property required to benchmark?

All municipal buildings as well as commercial and multifamily buildings over 100,000 gross square feet (GSF) are required to annually report their energy and water usage, beginning in 2024. Commercial and multifamily buildings over 25,000 GSF, but under 100,000 GSF will have to report their energy and water consumption data in 2025.

Reporting requirements begin on the following schedule:

Ownership	Building Size	Reporting Deadline Begins
City-Owned Buildings	N/A	October 1st, 2024 (for 2023 data)
Non-Municipal Buildings	100,000 SF or greater	October 1st, 2024 (for 2023 data)
	25,000 SF or greater	June 1st, 2025 (for 2024 data)
The annual reporting deadline for all future years is June 1st		

Step 1.1

Look up the Detroit Building ID for your properties in the City of Detroit Lookup Tool

You will need this number to report your benchmarking information.

This tool has 3 uses:

1. To identify if your building needs compliance
2. To find your Detroit Building ID, which must be in your Energy Star Portfolio Manager profile for compliance.
3. To connect your building to an email address using the contact form at the end of the City of Detroit Lookup Tool

Tips and Tricks for Benchmarking Multiple Buildings on One Property

If your parcel contains multiple buildings that are separately metered:

- Set up each building **separately** in the ENERGY STAR Portfolio Manager. Repeat step 2.4 for each building on your property.

If your parcel contains multiple buildings that share one meter OR if the meter cannot separate usage data by building, there are two options:

- A. Set up each building **separately** in ENERGY STAR Portfolio Manager and allocate energy use based on relative square feet of each building, if they have similar usage types. This option can provide you with more insight into each building's performance. Repeat step 2.4 for each building on your property.

OR

- B. Set up the property as a **campus** and assign the meter to the parent property.

If your property is a multifamily housing unit, hotel, hospital, K-12 school, or senior living facility:

- If you are able, it is recommended to benchmark **each building separately** to receive accurate and specific utility performance metrics.
- Multifamily housing units, hotels, hospitals, K-12 schools, and senior living communities **are eligible** to receive an ENERGY STAR score whether benchmarked as a campus or as a group of buildings organized under a parent building.

Step Two:

Set up an ENERGY STAR Portfolio Manager Account and add properties to your portfolio

- For video instructions, watch [How to Set Up a Property in Portfolio Manager demonstration](#)
- For more detailed instructions, see the [Portfolio Manager Quick Start Guide](#)

Step 2.1

Create a new account in [ENERGY STAR Portfolio Manager](#)

Some tips to make it easier to manage your ENERGY STAR Portfolio Manager account:

- **Do not use any special characters** in your username (letters and numbers only)
- **Keep a record** of your username and password - it is not possible to change usernames
- **Select “Yes”** for “Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?”

Step 2.2

After creating your account, you will get an activation email to verify your account

The account **must be activated within 24 hours**, or the link will expire. If you do not receive an email, check your spam or junk folder.

Step 2.3

Log in with your new credentials, then select “Add a Property”

Covered buildings are identified based on parcel information. If your parcel contains multiple buildings that singly or together contain square feet over the threshold of the ordinance, **you must benchmark and report information on all the buildings on that parcel.**

Step 2.4

Create a new building in ENERGY STAR Portfolio Manager

Based on the information on page 4, you may need to repeat this step for each building on your covered property.

1. [Find your building's property type](#) based on ENERGY STAR Portfolio Manager's definitions
2. [Look up the information on your building](#). You'll need to benchmark with this [worksheet](#).
3. Select the "Primary Property Type"
4. Enter the number of buildings (most will select, "One: My Property is a single building")

If your property has more than one use, enter in as few properties use types as possible. [See this guide to learn if your building might benefit from entering multiple property types.](#)

If your covered property is comprised of more than one building and is a:

- K-12 School
- Multifamily Housing Unit
- Hospital
- Hotel
- Senior Living Community

Select "More than One: My Property includes multiple buildings." You will then set up your property as a campus and should follow [How to Benchmark a Campus in Portfolio Manager](#) for further instructions.

Step 2.5

"Get Started"

Step 2.6

Select "Enter Basic Property Information"

Include the building name, address, year built, occupancy, and gross floor area (not including parking). Check any boxes that apply to your property.

Step 2.7

Select "Continue"

Step 2.8

Enter details about the primary building use and additional property uses based on the boxes checked on the prior page

- *If you do not have this accurate information, you must request it from the tenant. If you cannot get this information, you can select "Use as Default".*
- *If you use a default value, estimate square footage, or use detail for any property use, you must note this in "Property Notes".*

Step Three:

Gather energy and water use data and enter it into ENERGY STAR Portfolio Manager

You will need to add data for both energy and water consumed on your property. Resource guides for each data source are available on the **How-To Benchmark Webpage**. Data sources may include:

- a. **Electricity:** From DTE
- b. **Natural Gas:** From DTE or Consumers Energy
- c. **Thermal Energy:** From Detroit Thermal
- d. **Water:** From Detroit Water and Sewerage

If your building uses other sources of electricity, like onsite solar, steam, or propane, you should add these as well.

The next steps explain how to set-up automated data transfers to ENERGY STAR Portfolio Manager and how to track/upload your Detroit Water and Sewerage water data. Over time, this will require less maintenance from you while still providing insight into how your buildings are performing.

Energy and water data can also be manually uploaded into ENERGY STAR Portfolio Manager. For instructions on how to enter data manually, see the EPA's Guide on [How to Get Utility Data into Portfolio Manager](#).



Step 3.1

Select and follow a method to access your gas and electric usage data

Methods of Accessing your DTE Data		
Method 1: Bills	Access your bills on the DTE site	Free
Method 2: Direct Request	Contact your DTE Account Manager or Customer Service	Free
Method 3: Become a member of Detroit 2030 District	Enroll your building in the DTE Data hub	Free
	Enroll your building in a premium membership with Detroit 2030 district	Paid

Method 1: Access your DTE bills on the billing site

1. Log in to dteenergy.com
2. Select the "Billing & Payment" tab, then "My Billing and History" tab
3. If applicable, select the correct business partner
4. Select the "Bills" tab and select a bill
5. Double check this information:
 - Service Address
 - Account Number
 - Meter Number
6. Scroll to "Detail Charges"
7. View "Usage Used" - This is the usage for the month of that bill
8. Repeat this process for the 12-month period of reporting

Detail Charges										
For Service at: 360 Michigan Ave, Detroit, MI 48226										
Invoice: 210002643329			Billing Period: 02/01/2024 through 03/01/2024				Days Billed: 30			
Metering Information										
Item	Meter Number	Start Date	Start Read	Stop Date	Stop Read	Days Billed	Read Difference	Units Multiplier	Usage Used	Type
3101120760	2420692739	02/01	48,335.0E	03/01	53,030.0E	30	4,695.0	1.0171	4,775.3	CCF
									Total CCF	4,775.30
Invoice: 210002643329		Service Name: Gas Commercial Heating								
Item: 7004240641		Cycle: 01								
										Gas Commercial Heating

Method 2: Complete a direct data request with DTE

Request your electric and gas data from DTE

Information needed in your request:

- Account number
- Meter number
- Building address
- Reporting year

The information above can be found on your DTE bill.

Send these details to your DTE Account Manager. To do so, please contact:

Business Assistance (855) 383.4249

or

Online Assistance (800) 482.8720

Method 3: Enrolling in the DTE Data Hub

1. Become a member of the [Detroit 2030 District](#)
2. Complete the "Customer Consent Release Form"
3. Submit your building's meter and account numbers to
ENERGYPARTNERSHIP_Account@dteenergy.com
4. Connect your DTE Data Hub buildings to your ENERGY STAR Portfolio Manager Profile(s)
5. Monitor accuracy of information

For full directions, see the [Building Owner User Guide](#)

Step Three:

Gather energy and water use data and enter it into ENERGY STAR Portfolio Manager (cont.)

Step 3.2

Accessing water data

Email the City of Detroit's Water and Sewerage Department at DWSD_Benchmarking@detroitmi.gov to request your water data.

Please include the following information in your request:

- Account number
- Meter number
- Building address
- Year reporting



This information can be found on your water bill.

Step 3.3

Accessing steam data (if applicable)

Email Detroit Thermal at reporting@detroitthermal.com to request your thermal data.

Please include the following information in your request:

- Account number
- Building address
- Year reporting



This information can be found on your steam invoice.

Step 3.4

Entering data into ENERGY STAR Portfolio Manager

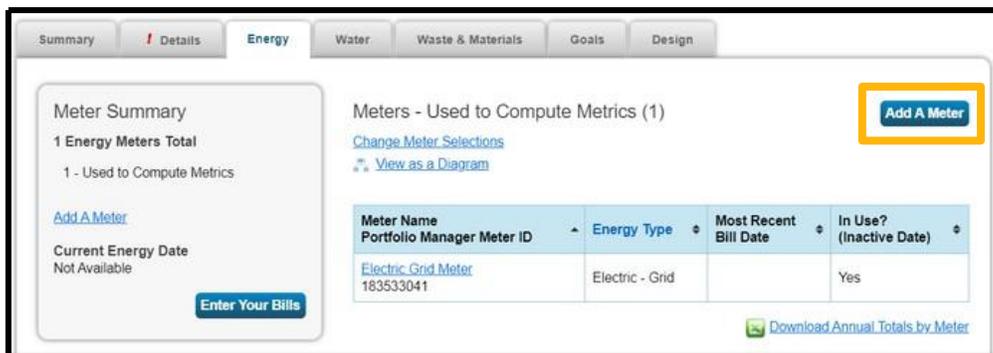
Entering data for one property

For this example, we will enter data from a gas meter.

1. Go to your building's profile on ENERGY STAR Portfolio Manager
2. Select the tab of the utility you will be entering data for. Here we will select **Energy**.



3. Select **"add a meter"**



4. Select the energy type and the number of meters you will enter data for



For more details, including directions for multiple buildings, see [How to Get Utility Data into Portfolio Manager](#)

Step 3.4

Entering data into ENERGY STAR Portfolio Manager (cont.)

5. Name the meter according to the meter number. Include accurate units and date that the meter became active

About Your Meters for Rosa Parks Transit Center
 Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter for Rosa Parks Transit Center (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	Meter number	Natural Gas				<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

6. Enter the meter usage information using the single-meter spreadsheet or by manually entering the data by selecting "Click to add entry"

Your Meter Entries for Rosa Parks Transit Center
 Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Energy Meter(s) for Rosa Parks Transit Center

Meter number

Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
Click to add an entry				

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

- Use this [single-meter spreadsheet](#) to:
 - Upload the completed file below
 - Copy and Paste the data into the table above

| No file chosen |

7. Select permissions for sharing with the Detroit Benchmarking reporting profile

Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

Share Additional Meters with Web Services Provider

You have successfully created additional meters for your property. We notice that your property is shared with companies that exchange data directly through Portfolio Manager web services. If you want these companies to be able to access/edit your new meters, you must share these meters directly with them. If you do not wish to grant access to this meter, please select "None" as the permissions level and the meter(s) will not be shared at this time. To share in the future you will need to select "Edit Contact's Permissions" from the Sharing table on the Summary tab for your property.

Select the permission levels you would like to grant each web services provider below:

Detroit Benchmarking Reporting

The following information is required by [Detroit Benchmarking Reporting](#) in order to provide service to your property(ies). If you have questions about how to complete this information, please contact them directly.

Meter Name	None	Read Only	Full Access
Meter number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Step Four:

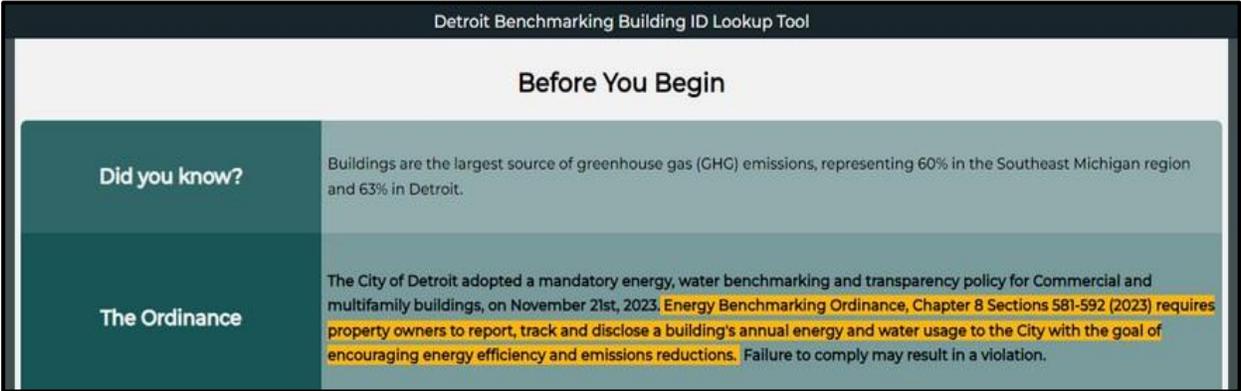
Connect to the City of Detroit

Now that you have created your account, set up your building(s) in ENERGY STAR Portfolio Manager.

Step 4.1

Add your Detroit Building ID

Before beginning this process, obtain your Detroit Building ID(s) from the **Detroit Benchmarking Building ID Lookup Tool**.



Follow the instructions on the Building ID Lookup Tool here: detroitmi.gov/dbidlookup

For directions on using the Detroit Building ID for multiple buildings, see the [Detroit Building ID Guide](#).

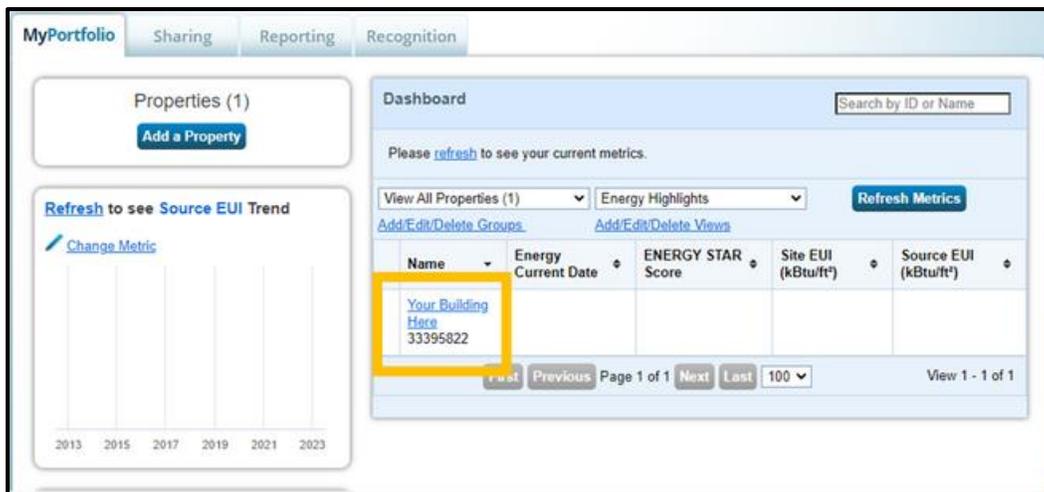
Step 4.2

Add your Detroit Building ID to your building profile in ENERGY STAR Portfolio Manager

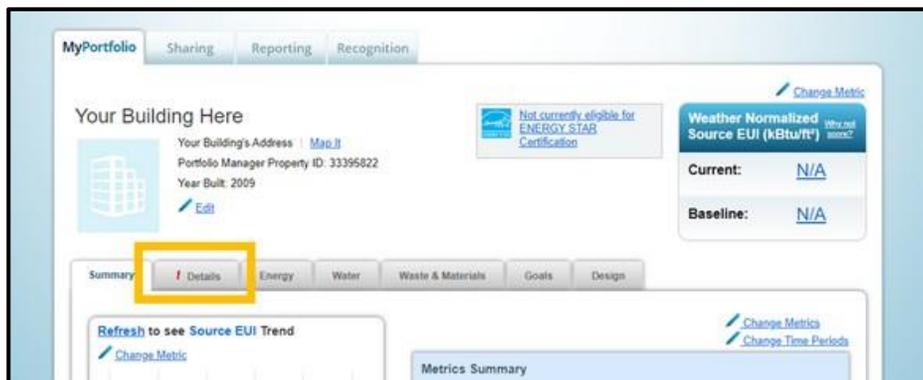
1. Use the Detroit Building ID to identify your buildings in ENERGY STAR Portfolio Manager in the **My Portfolio Tab**



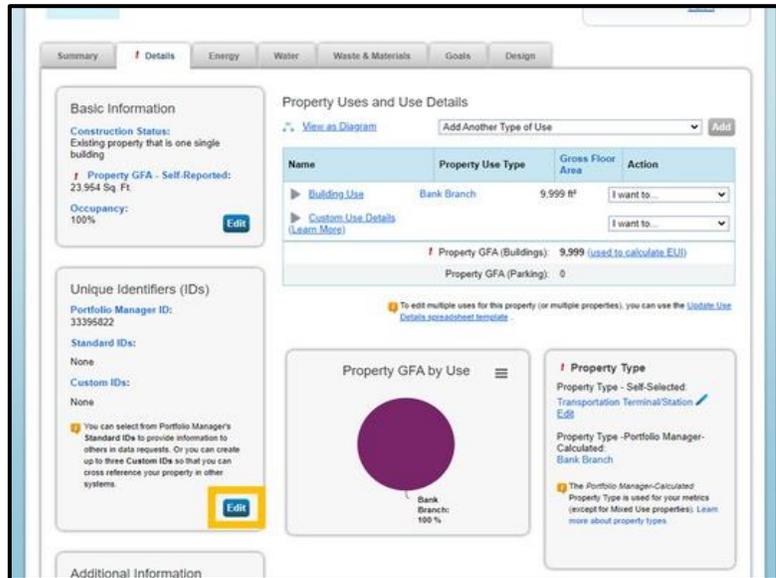
2. On the dashboard, select the **building**



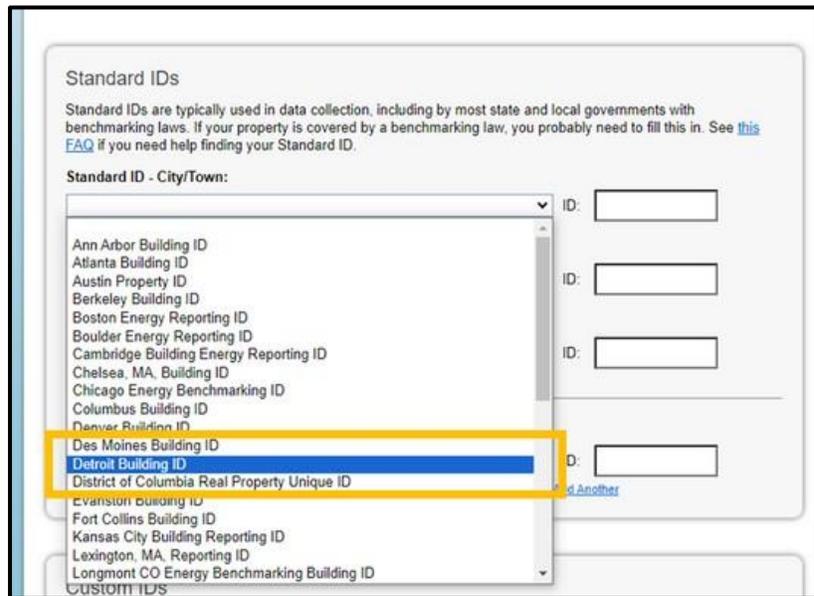
3. Navigate to the **“Details”** tab



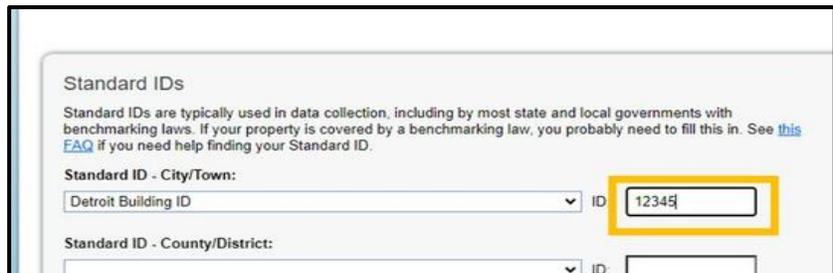
4. Scroll to the **Unique Identifiers (IDs)** section and press **Edit**



5. Select **Detroit Building ID** from the **Standard ID - City/Town** dropdown



6. Input your building ID from the Detroit Benchmarking Building ID Lookup Tool



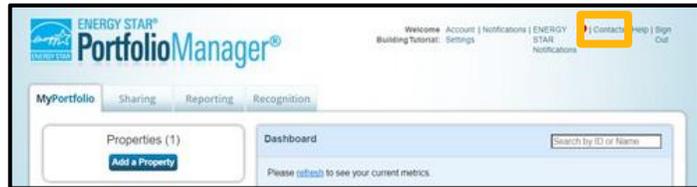
7. Press **Save** at the bottom of the page

Step 4.3

Sharing your property profile with the City of Detroit

The submission process can be streamlined by sharing your covered property data with the City of Detroit. This is a one-time step that will automate your annual submission for future years. **This step requires a one-time action to share data and it easily shares updated information if there are any errors or warnings to correct.**

1. Select **Contacts** in the upper right corner of your ESPM page



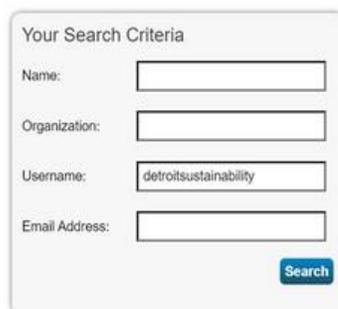
2. Select **Add New Contacts/Connections**



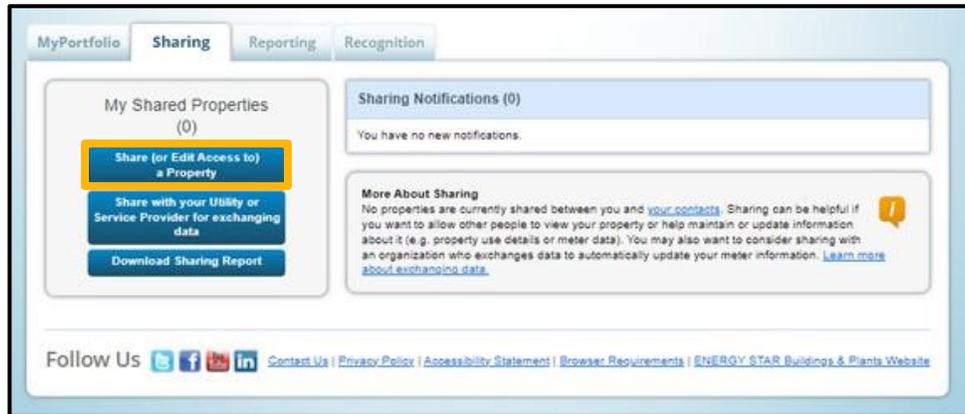
3. Input **“Detroit Benchmarking Reporting”** to the **Name** and select **Search**



4. Select **Connect**

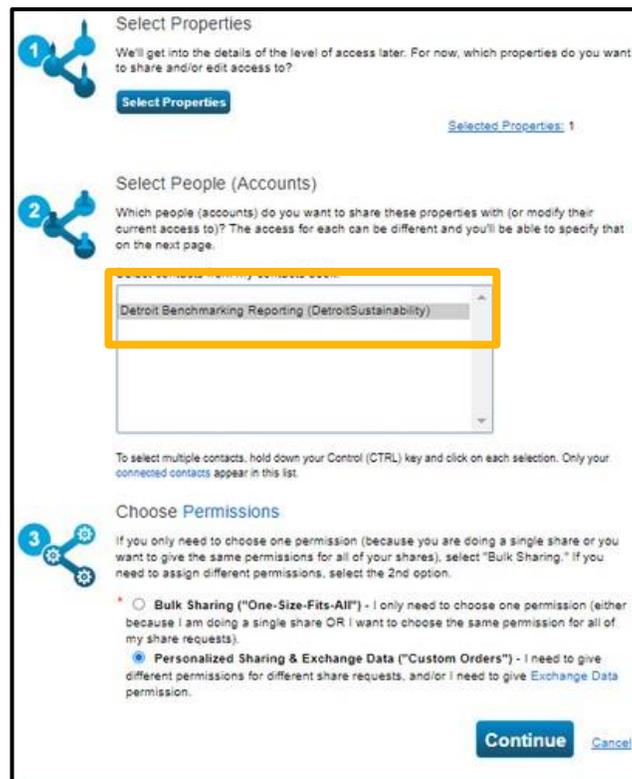


- Navigate to the sharing tab and select **Share (or Edit Access to) a Property**



- Select the required buildings, then select **Detroit Benchmarking Reporting**

- For permissions, choose **Personalized Sharing & Exchange Data ("Custom Orders")**



8. Select **Exchange Data**

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by:

Who gets to Share Forward?

- Full Access** - Automatically includes "Share Forward" rights
- Read Only** - Automatically does NOT include "Share Forward" rights
- Custom** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
- Exchange Data** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Rosa Parks Transit Center (33395822)	<input type="radio"/>				
Detroit Benchmarking Reporting	<input type="radio"/>				

9. Change all settings to **Read Only Access** and **Submit**

Select Access Permissions to [Rosa Parks Transit Center](#) for [Detroit Benchmarking Reporting](#). The following information is required by [Detroit Benchmarking Reporting](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Select the permission level below that you would like to grant [Detroit Benchmarking Reporting](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
All Meter Information			
Energy Meters			
Electric Grid Meter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Meter number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Water Meters			
Potable Indoor Meter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Note: When you add new properties to your account, or add new meters to your properties, you will need to **share these new additions with the City of Detroit** in your ENERGY STAR Portfolio Manager account.

Step 4.4

Complete a Data Quality Check

Please use the **Data Quality Checker** within ENERGY STAR Portfolio Manager. This runs a set of basic data checks on your property to help identify possible errors to fix.

1. Go to the **Summary Tab** of your property
2. Scroll down to the **Data Quality Checker** and select **Check for Possible Errors**

If you have errors or need to troubleshoot, please follow the instructions on your ENERGY STAR Portfolio Manager account to correct your error.

If the Data Quality Checker returns with no errors and you receive a confirmation email from the Office of Sustainability, **CONGRATULATIONS! You have completed your benchmarking requirements! See you next year!**

