

# City of Detroit Benchmarking Checklist



To be in compliance with the Detroit Benchmarking Ordinance, you must create an Energy Star Portfolio Manager with the following features:

- A property profile for all your required buildings
- A Detroit Building ID for all your required buildings in the Standard IDs sections
- 12 months of Energy and Water usage data for the required years
  - If your building is over 100,000 square feet: 2023 and 2024 usage data
  - If your building is over 25,000 square feet: 2024 usage data
- Share the building property profile of all your required buildings with the City of Detroit in Energy Star Portfolio Manager (Username: **DetroitSustainability**)

This document outlines those steps!

Updated in Spring 2025

<b>Step 1: Getting Started</b>		
<input type="checkbox"/>	Due by June 1, 2025: Determine which years your property must report with Detroit's benchmarking ordinance. <ul style="list-style-type: none"> <li><input type="checkbox"/> If your building is over 100,000 square feet: 2023 and 2024 usage data</li> <li><input type="checkbox"/> If your building is over 25,000 square feet: 2024 usage data</li> </ul>	Complete the <b><u>2025 Contact Information Form</u></b> to receive updates on benchmarking your building. <a href="https://tinyurl.com/DetroitBuilding">tinyurl.com/DetroitBuilding</a>
<b>Step 2: Create a building profile in Energy Star Portfolio Manager</b>		
<input type="checkbox"/>	Create an ENERGY STAR Portfolio Manager account	<a href="https://portfoliomanager.energystar.gov/pm/login">portfoliomanager.energystar.gov/pm/login</a> Tip: use an email address that you can access today, to verify your account.
<input type="checkbox"/>	Add a property 	Tip: Only fields with a red star next to them need to be filled. We can help you find the year-built and gross floor area for your building.
<input type="checkbox"/>	Standard ID – City/Town: Detroit Building ID	The Detroit building ID can be found on the postcard that was mailed to each property, and can also be found here: <a href="https://Detroitmi.gov/DBIDlookup">Detroitmi.gov/DBIDlookup</a>

### Step 3: Share your property with the City

<input type="checkbox"/>	<p>Add the City of Detroit as a contact in Energy Star Portfolio Manager</p>  <p>Account   Notifications   ENERGY STAR   <b>Contacts</b>   Help   Sign Out Settings Notifications</p>	<p>Select contacts.</p> <p><a href="#">Add New Contacts/Connections</a></p> <p>Username: <b>DetroitSustainability</b></p> <p><b>TIP: Also add the Detroit 2030 District and DTE Data hub as contacts.</b> Username: <b>Detroit_2030_District</b> Username: <b>dte-data-exchange</b></p>
<input type="checkbox"/>	<p>Share your properties with the City of Detroit</p>  <p>MyPortfolio   <b>Sharing</b>   Reporting   Recognition</p>	<p>Go to the Sharing tab Select <b>Share with your Utility or Service Provider for exchanging data</b> Select <b>the buildings you want to share</b> Select <b>Detroit Benchmarking Reporting (DetroitSustainability)</b> Select <b>Bulk Sharing (Simple Option)</b> Select <b>Exchange Data Full Access</b> Select</p> <p><a href="#">Authorize Exchange</a></p> <p><b>TIP: Also share your building with the Detroit 2030 District and DTE Data hub.</b> Username: <b>Detroit_2030_District</b> Username: <b>dte-data-exchange</b></p>

## Step 4: Add 12 months of Electric, Gas and Water data

<input type="checkbox"/>	<p>Create a meter in your building profile</p>	<p>Example: Adding an Electric Meter</p> <ol style="list-style-type: none"> <li>Go to the MyPortfolio tab</li> <li>Select your building</li> <li>Go to the Energy tab</li> <li>Select Add A Meter</li> </ol> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> <li>Select what type of meter and how many</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> <b>Electric</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> purchased from the grid</li> <li>How Many Meters? <input style="width: 50px;" type="text" value="1"/></li> <li><input type="checkbox"/> generated from onsite solar panels</li> <li><input type="checkbox"/> generated from onsite wind turbines</li> </ul> </div> <ol style="list-style-type: none"> <li>Enter the Units and Date meter became active           <ol style="list-style-type: none"> <li>Example: Units = kWh</li> <li>Date: 1/1/2023</li> </ol> </li> <li>Select "Create Meters"</li> <li>Select "These meter(s) account for the total energy consumption "</li> <li>Apply Selections</li> <li>Give full access to <b>DetroitSustainability</b></li> <li>Select</li> </ol> <div style="text-align: center; margin-top: 10px;">  </div>
<input type="checkbox"/>	<p>Enter monthly usage data for the years you are required to report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If your building is over 100,000 square feet: 2023 and 2024 usage data</li> <li><input type="checkbox"/> If your building is over 25,000 square feet: 2024 usage data</li> </ul>	<ol style="list-style-type: none"> <li>Select "Click to add an entry"</li> <li>Enter the Start Date</li> <li>Enter the End Date</li> <li>Enter the Usage</li> <li>Select "Add Another entry"</li> <li>Repeat steps 2-4 until you have 12 months of usage</li> <li>Select "Save bills"</li> </ol> <p>You can also use the "Upload data in bulk" option</p>
<input type="checkbox"/>	<p>Repeat for all utilities</p>	<p>This must be completed for all utilities:</p> <ol style="list-style-type: none"> <li>Water</li> <li>Electricity</li> <li>Gas</li> <li>Steam</li> </ol>

Optional: Enroll in Automated Energy and Water Consumption Data	
<input type="checkbox"/> DTE energy: 1. Become a 2030 District Member for free 2. Enroll in the DTE Data Hub 3. Create energy meters in ESPM and share with contacts	1. <a href="https://2030districts.org/detroit/detroit_join_us/">2030districts.org/detroit/detroit_join_us/</a>
	2. <a href="https://dteenergy.com/datahubsignup">dteenergy.com/datahubsignup</a>
	1. Create a meter in Energy Star Portfolio Manager for your gas meter and one for your electric meter. 2. Name the meter "Aggregate meter" 3. Share your meters with the City, the Detroit 2030 District and DTE Data hub. <ol style="list-style-type: none"> <li>a. Username: <b>DetroitSustainability</b></li> <li>b. Username: <b>Detroit_2030_District</b></li> <li>c. Username: <b>dte-data-exchange</b></li> </ol> 4. You will receive an email from the DTE Data Hub with follow up directions on how to connect your Data Hub account to your Energy Star Portfolio Manager profile
<input type="checkbox"/> Water data: Request Automated data from DWSD	<a href="https://tinyurl.com/waterbench">tinyurl.com/waterbench</a>
	You will need to upload a copy/scan of your water bill. We can assist you with that.

After following these steps, your Energy Star Portfolio Manager account should have all of these features:

- A property profile for all your required buildings
- A Detroit Building ID for all your required buildings in the Standard IDs sections
- 12 months of Energy and Water usage data for the required years
  - o If your building is over 100,000 square feet: 2023 and 2024 usage data
  - o If your building is over 25,000 square feet: 2024 usage data
- Share the building property profile of all your required buildings with the City of Detroit in Energy Star Portfolio Manager (Username: **DetroitSustainability**)

**You will receive a message regarding your compliance status after the June 1 deadline.**