# 1. Getting Started - Suggested Completion Date: Mid-March (Page 8)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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</table>
| 1.1 Determine whether your property must comply. (Page 8) | 1) View the Covered Building List.  
2) If you believe that you are not required to comply, please fill out this exemption form. |

## Helpful Resources:
- Energy Star Portfolio Manager
- City of Evanston Benchmarking Guide

## 2. Benchmark Your Building - Suggested Completion Date: End of April (Page 10)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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</thead>
</table>
| 2.2. Gather information required by ESPM and set up property profile(s). (Page 10) | 1) ESPM Data Collection Worksheet  
2) ESPM Quick Start Guide  
3) Refer to the Benchmarking Guide (page 10) for more information.  
4) Make sure to include Evanston Building ID |
| 2.3. Request whole-property data from utilities or enter montly usage data from bills. (Page 11) | Electricity: ComEd Energy Use Data  
Water: WaterSmart Portal  
Natural Gas: Fill out the Landlord Agreement  
Fill out the Unit/Tenant List  
Email completed forms to G2landlord@southernco.com |
| 2.4. Enter energy and water use data into ESPM. (Page 13) | Enter property performance data, such as property size, water use, energy use, etc. |
| 2.5. Check for possible data errors. (Page 14) | To check, follow these steps:  
Log into ESPM -> Click on your property's "Summary" tab -> Click the box titled "Check for Possible Errors" |

## Helpful Resources:
- Energy Star Portfolio Manager
- City of Evanston Benchmarking Guide

## 3. Verify Building Data - Suggested Completion Date: End of May (Page 15)

(data verification is required for the first year of compliance and every third year thereafter)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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</table>
| 3.1. Identify a Certified Professional. (Page 15) | 1) Certified Professional List  
2) Can be a certified professional on staff or a third-party certified professional. |
| 3.2. Generate a Data Verification Checklist in ESPM. (Page 15) | 1) Log into ESPM -> Clik on the "Reporting" tab -> Click on the PDF of the Data Verification Checklist  
2) Note: Indoor Environmental Standards section is Optional; water is not included and thus water verification is Optional. |
| 3.3. Request Data Verification and Submission of Credentials. (Page 16) | 1) A certified professional must review and sign the Data Verification Checklist. Save this for your records.  
2) A certified professional is not required to physically visit the property, but it is highly recommended.  
The certified professional must submit their credentials and signature through this online form. |

## Helpful Resources:
- Energy Star Portfolio Manager
- City of Evanston Benchmarking Guide

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*cityofevanston.org/benchmarking  |  benchmarking@cityofevanston.org  |  (847) 448-4311*
### 4. Report to the City - Required Completion Date: June 30 (Page 17)

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1. Generate and review your property’s report in ESPM. (Page 17)</td>
<td>Generate the Response Preview and review the accuracy of the data.</td>
</tr>
<tr>
<td></td>
<td>Double check you have not made any of these common errors:</td>
</tr>
<tr>
<td></td>
<td>1) All property details and energy/water use data for all 12 months is in the ESPM property profile.</td>
</tr>
<tr>
<td></td>
<td>2) The property's Evanston ID is entered in the Evanston Building IDs.</td>
</tr>
<tr>
<td></td>
<td>3) Data has been verified by a certified professional (if required).</td>
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<tr>
<td></td>
<td>4) The verifier's information is entered in the property's profile.</td>
</tr>
<tr>
<td>4.2. Submit your report to the city through ESPM. (Page 18)</td>
<td>1) Submit report to the City of Evanston by June 30th.</td>
</tr>
<tr>
<td></td>
<td>2) For more information about submitting your report, refer to the City of Evanston's Benchmarking website.</td>
</tr>
<tr>
<td>4.3. Retain your records for three years. (Page 18)</td>
<td>1) Information supporting energy and water use inputs (e.g. bills, calculations, and correspondence).</td>
</tr>
<tr>
<td></td>
<td>2) Completed Energy Star Data Verification checklist is signed by a certified professional.</td>
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<tr>
<td></td>
<td>3) Confirmation email from ESPM that contains proof of your data submission.</td>
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</tbody>
</table>

### Extended Links:
4. Exemption Form: [https://arts.formstack.com/forms/benchmarking_request_form](https://arts.formstack.com/forms/benchmarking_request_form)
5. ComEd Energy Use Data: [https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx](https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx)
8. Form for Professionals to Submit Credentials: [https://arts.formstack.com/forms/benchmarking_request_form](https://arts.formstack.com/forms/benchmarking_request_form)
9. City of Evanston Benchmarking Website: [www.cityofevanston.org/benchmarking](http://www.cityofevanston.org/benchmarking)

### Beyond Benchmarking: Tips to Reduce Electricity and Water Use
- **Electricity**: Turn off or remove unnecessary lighting and maximize sunlight use, and enable power-saving modes on office equipment.
- **Water**: Repair leaking pipes, fixtures and seals, and use water-efficient fixtures by looking for the EPA WaterSense label.

### Questions? Let us help.
- For questions and concerns, contact us at (847) 448-4311 or benchmarking@cityofevanston.org
- Instructions, helpful materials, and the compliance process: [cityofevanston.org/benchmarking](http://cityofevanston.org/benchmarking)