

Pro-Bono Chicago Energy Data Verification Program

Introduction: Pro-Bono Chicago Energy Data Verification Program

In September 2013, Mayor Emanuel and Chicago's City Council adopted the Chicago Energy Benchmarking ordinance to raise awareness of energy performance through information and transparency, with the goal of **unlocking energy and cost savings opportunities** for businesses and residents. The ordinance calls on existing municipal, commercial, and residential buildings 50,000 square feet and larger to track whole-building energy use, report to the City annually, and verify data accuracy every three years.

To ensure high-quality data and to level the playing field for all covered buildings, periodic data verification must be performed by a trained individual whose professional license or training credential is recognized by the City. Data verifiers may be in-house building staff members or 3rd party partners.

The City of Chicago currently recognizes the following data verifier licenses and training program credentials:

- State of Illinois: Professional Engineer
- State of Illinois: Architect
- Midwest Energy Efficiency Alliance: Building Operator Certification (BOC)
- City Colleges of Chicago: Building Energy Technology (BET) Certificate
- ASHRAE: Building Energy Assessment Professional (BEAP) Certification
- Association of Energy Engineers: Certified Energy Manager (CEM) Certification

Additional data verifier licenses and training program credentials may be recognized by the City and posted to www.CityofChicago.org/EnergyBenchmarking.

To ensure that data verification is not a barrier to ordinance compliance, a coalition of Chicago professional organizations is offering pro-bono data verification to qualifying buildings with demonstrated financial need. Up to 500 pro-bono verifications will be available (subject to volunteer capacity) as the ordinance phases in from 2014-2016.

The Pro-Bono Chicago Energy Data Verification Program is made possible by the following organizations and their members:

- ASHRAE Illinois Chapter
- U.S. Green Building Council Illinois Chapter (USGBC – IL)
- American Institute of Architects Chicago (AIA Chicago)

Eligibility Criteria

To be eligible for pro-bono data verification support, covered buildings will be asked to submit a signed application including the following:

- Confirmation that the building does not have access to a licensed professional engineer, registered architect or another trained professional with a recognized license or training program credential.
- Confirmation that 3rd party data verification would cause undue financial hardship.
- Agreement to publically recognize participation in the Pro-Bono Chicago Energy Data Verification Program.
- Agreement to meet the following pro-bono data verification role requirements:

- Register and create facility account on the ENERGY STAR Portfolio Manager website.
- Provide accurate and up-to-date facility information required for energy benchmarking, including total building gross floor area, property use and gross floor area, and basic operating characteristics.
- Twelve consecutive months of whole-building energy consumption for the calendar year (January 1st-December 31st) for which benchmarking is required:
 - Energy data should include all sources of building energy consumption (electricity, natural gas, purchased chilled water, purchased steam / hot water, etc.).
- Agree to maintain facility's ENERGY STAR Portfolio Manager account on an ongoing basis.

Preference will be given to:

- Organizations with 501(c)3 tax status
- Community based/focused organizations, such as, but not limited to the following: Libraries, schools, religious centers, etc.

Application Process

A PDF application for the Pro-Bono Chicago Energy Data Verification Program is available at www.CityofChicago.org/EnergyBenchmarking.

The deadline for submitting the application to the City of Chicago is **March 30th** of the year the eligible building is required to comply with the ordinance. Applications received after this deadline will be reviewed and awarded as capacity allows.

Applications can be submitted by email or US mail:

- Email (PDF or JPEG): ChicagoEnergyBenchmarking@CityofChicago.org
- Mail:
 - Chicago Energy Benchmarking
 - ATTN: Pro-Bono Data Verification
 - 121 N. LaSalle St., Room 406
 - Chicago, IL 60602 USA

Applicants will be notified whether they will receive pro-bono data verification services as soon as possible after applications are received. Pro-Bono Chicago Energy Data Verification Program partners may request additional information or clarification, as-needed.

Pro-Bono Data Verification Process

Once an application is approved, the pro-bono data verification process will begin as-follows:

- Pro-Bono Chicago Energy Data Verification Program partners will assign each approved building a Junior Verifier and a Professional Verifier (roles and responsibilities follow below) on a first come, first serve basis:
 - The Building Benchmarking Lead, Junior Verifier, and Professional Verifier will receive each other's contact information.

- The Junior Verifier will contact the Building Benchmarking Lead to establish lines of communication and request necessary building information and energy data, including the building’s ENERGY STAR Portfolio Manager Data Verification Checklist.
- The Junior Verifier will review all requested information for accuracy:
 - Junior Verifier may contact the building if additional information is needed.
 - Junior Verifier may request a site visit, if necessary in order to complete the review.
- Once the Junior Verifier has signed off on the building’s benchmarking data and Data Verification Checklist, the Professional Verifier will conduct a second review:
 - If any discrepancies or issues arise during this second review, the Professional Verifier may contact the Junior Verifier or Building Benchmarking Lead with any questions.
- Upon confirming benchmarking data accuracy, the Professional Verifier will provide the covered building with documentation required by the Chicago Energy Benchmarking Ordinance.
- The Building Benchmarking Lead will submit all verified data to the City of Chicago through the normal reporting process (refer to Chicago Energy Benchmarking Guide and other support documents available at www.CityofChicago.org/EnergyBenchmarking).

Pro-Bono Data Verification Roles and Responsibilities

The following describes the roles and responsibilities of all participants in the Pro-Bono data verification process:

- **Building Benchmarking Lead**
 - Role: Serve as primary point of contact at a building selected to receive pro-bono data verification.
 - Responsibilities:
 - Gather required data and benchmark the building using ENERGY STAR Portfolio Manager software.
 - Provide benchmarking data and ENERGY STAR Portfolio Manager Data Verification Checklist to Junior and Professional Verifiers.
 - Respond to volunteer questions and otherwise facilitate data verification.
 - Report verified data to the City, via ENERGY STAR Portfolio Manager, according to Chicago Energy Benchmarking guidance.
- **Pro-Bono Data Verification Program Coordinators** (AIA Chicago, ASHRAE Illinois, USGBC Illinois)
 - Role: Coordinate pro-bono data verification service offering and process.
 - Responsibilities:
 - Determine which applicants will receive the pro-bono certification assistance.
 - Provide pro-bono verifier training.
 - Assign volunteer verifiers to each property.
 - Maintain records of properties that received pro-bono data verification.
- **Junior Verifier**
 - Role: Provide initial review of building benchmarking data and Data Verification Checklist. (*Note: Junior Verifiers may or may not hold a recognized professional license or training credential – may include students, recent graduates, or engineers-in-training.*)
 - Responsibilities:

- Serve as primary contact for building Benchmarking Lead throughout the data verification process.
 - Review documentation shared by the Building Benchmarking Lead.
 - Provide feedback to the Building Benchmarking Lead on any issues related to benchmarking data.
 - Conduct optional site visit and provide additional benchmarking support, as-appropriate.
- **Professional Verifier**
 - Role: Review and confirm initial data verification conducted by Junior Verifier (*Note*: Professional Verifiers must hold a recognized professional license or training credential – refer to www.CityofChicago.org/EnergyBenchmarking for the list of recognized licenses and credentials).
 - Responsibilities:
 - Review Junior Verifier’s preliminary data verification, providing feedback and professional coaching, as-appropriate.
 - Request additional information or clarification of benchmarking data, as-appropriate.
 - Provide final professional verification of benchmarking data.

Questions? We Can Help!

Please contact the **Chicago Energy Benchmarking Help Center**:

- Phone: (855) 858-6878 (Monday-Friday, 9:00AM-5:00PM)
- E-mail: Info@ChicagoEnergyBenchmarking.org