Des Moines Energy and Water Use Benchmarking Compliance Checklist

Des Moines requires building owners of commercial, multi-family and municipal buildings 25,000 square feet or larger to report their building’s water and energy use. Benchmarking is intended to create a more energy aware community and reduce energy and water waste. This document guides building owners or their designated administrators through the necessary steps for compliance.

The following table shows the first-year benchmarking compliance dates:

<table>
<thead>
<tr>
<th>Which Buildings</th>
<th>First Reporting Date</th>
<th>First Disclosure Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Buildings</td>
<td>June 1, 2019 (2018 data)</td>
<td>May 1, 2020</td>
</tr>
<tr>
<td>Non-City Buildings</td>
<td>May 1, 2020 (2019 data)</td>
<td>June 1, 2022 (2019, 2020 and 2021 data)</td>
</tr>
</tbody>
</table>

☐ **Step 1: Get Started**

Determine if your building(s) must comply by visiting www.dsm.city/benchmarkingdsm. Keep a record of your Des Moines Building ID. Provide updated point of contact information, particularly for your benchmarking administrator (the person who will be responsible for gathering your building data and entering it into your selected benchmarking tool). Apply for an exemption online if applicable.

☐ **Step 2: Determine and Set Up Your Benchmarking Tool**

Decide whether to use ENERGY STAR Portfolio Manager or Iowa B3 Benchmarking Program as your benchmarking tool. Both programs are online and free and allow you to enter your energy and water consumption data and the operational-use details for your building(s). Both tools also allow you to compare your building’s performance against a yearly baseline, national medians and similar buildings. ENERGY STAR Portfolio Manager is recommended if your benchmarking goal is to achieve EPA recognition for your energy efficiency efforts. If EPA recognition is not a goal, Iowa B3 Benchmarking Program has the advantage of receiving on site benchmarking assistance. Once you have selected your benchmarking tool, create an account. Keep a record of your username and password.

☐ **Step 3: Gather Your Buildings’ Utility Bills for the Reporting Year**

To begin using your benchmarking tool, you will need to have access to your energy and water usage data.

**ENERGY:** Your energy usage data can be accessed and exported from your online MidAmerican customer account at www.midamericanenergy.com. If you have not created an online account, you will need to create one first. If your building has multiple energy accounts for which you do not have access to all accounts, use the Mid-American Account Aggregation Request Form available at www.dsm.city/benchmarkingdsm to request your building’s aggregated data.

**WATER:** Your water usage data is available to you on your monthly Des Moines Water Works (DMWW) billing statements, which can be accessed through your online customer account at www.dmww.com. If you have not created an online account, you will need to create one first. If you have question on how to create an online account, call DMWW customer service at 515-283-8700.

If your building has multiple water meters/accounts for which you do not receive monthly statements, and your building does not have a master meter reader, use the Water Account Aggregation Request

Questions? Visit www.dsm.city/benchmarkingdsm or email sustainability@dmgov.org
Form available at [www.dsm.city/benchmarkingdsm](http://www.dsm.city/benchmarkingdsm) to request your building’s aggregated data. If your building has one master water meter or you receive all monthly statements for multiple meters, you do not need to use this form, as your monthly statements suffice for providing the reporting data needed.

Have additional questions about utility statements? Visit [www.dsm.city/benchmarkingdsm](http://www.dsm.city/benchmarkingdsm)

### Step 4: Enter Your Usage Data into Your Benchmarking Tool

- Log into your benchmarking tool account: ENERGYSTAR Portfolio Manager ([www.energystar.gov/benchmark](http://www.energystar.gov/benchmark)) or Iowa B3 Benchmarking Program ([https://ia.b3benchmarking.com/Register](https://ia.b3benchmarking.com/Register))

- Select “Add a Property” to enter required information about the building. Enter basic building use details as prompted (operating hours, gross floor area, space attributes, etc.). Do not use default values. **Enter your Des Moines Building ID into the Des Moines Building ID field.**

  Your Des Moines Building ID is available on your notification letter or can be found online at: [www.dsm.city/benchmarkingdsm](http://www.dsm.city/benchmarkingdsm)

- Enter your monthly usage data based on your monthly utility statements. Ensure all electrical, gas and water meters for the property are entered.

### Step 5: Report Results to the City by May 1

**ENERGY STAR Portfolio Manager Users:**

Visit [www.dsm.city/benchmarkingdsm](http://www.dsm.city/benchmarkingdsm) and click on the “Report Data” button. Follow the prompt to log into your Portfolio Manager account. Once you are logged in, you will be guided through how to submit your data. For your record, retain any confirmation email you receive.

**Iowa B3 Benchmarking Program Users:**

Ensure the reporting year data has been entered for all 12 months. Iowa B3 will submit your entered data to the City on May 1.

### Step 6: Beyond Benchmarking

If you would like additional assistance understanding your building data and/or your Energy Star Score, email sustainability@dmgov.org or MidAmerican Energy Company at NES@midamerican.com. Over time, as you benchmark your building and see how it stacks up against similar buildings locally or nationally, you can set energy and water use reduction targets.

Want help benchmarking? Attend a free hands-on assistance open lab session at Des Moines Central Library (1000 Grand Ave). Parking is free in the library garage for up to two hours. **Registration required. Sign up for a session at:** [www.surveymonkey.com/r/benchmarkingdsm](http://www.surveymonkey.com/r/benchmarkingdsm)

- **Sessions available for Iowa B3 Benchmarking Program users:** Hosted by IEDA and Willdan
  - Tuesday, February 4 from 10 AM – 12 PM
  - Thursday, February 6 from 1 PM – 3 PM
  - Tuesday, February 25 from 10 AM – 12 PM
  - Thursday, March 5 from 1 PM – 3 PM

- **Sessions available for EnergyStar Portfolio Manager users.** Hosted by The Energy Group
  - Tuesday, February 4 from 1 PM – 3 PM
  - Thursday, February 6 from 10 AM – 12 PM
  - Tuesday, February 18 from 1 PM – 3 PM
  - Thursday, February 20 from 10 AM – 12 PM