Des Moines Energy and Water Use Benchmarking Compliance Checklist

The City of Des Moines requires 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 community awareness of energy use, identify efficiency opportunities, and reduce energy and water waste while reducing harmful emissions. This document guides building owners or their designated administrators through the necessary steps for compliance.

The following table shows this year’s benchmarking compliance dates:

<table>
<thead>
<tr>
<th>Which Buildings</th>
<th>Annual Reporting Date</th>
<th>Disclosure Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Buildings</td>
<td>June 30, 2023</td>
<td>December 31, 2023 (2022 data)</td>
</tr>
<tr>
<td>Non-City Buildings</td>
<td>July 1, 2023*</td>
<td>December 31, 2023 (2022 data)</td>
</tr>
</tbody>
</table>

*We are continuing to monitor reporting compliance. Updates and/or extensions will be posted to the benchmarking website: www.dsm.city/benchmarkingdsm.

☐ 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 Energy Star or approved alternative. Apply for an exemption online if applicable. If you have a question about whether your building needs to comply, email benchmarking@dmgov.org (this email is monitored Monday-Friday from 8 am – 5 pm).

☐ Step 2: Set Up Your Benchmarking Tool – ENERGY STAR Portfolio Manager
Energy Star is the preferred tool for the Des Moines Benchmarking Ordinance. If you are new to benchmarking you will need to register for an online ENERGY STAR Portfolio Manager account at: https://portfoliomanager.energystar.gov/pm/signup

This free online program allows you to enter and analyze energy and water consumption data and operational details for your buildings. Keep a record of your username and password.

☐ Step 3: Access your energy (electric and gas) and water usage information
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. Note: if you have three or fewer tenants, you will need to complete the Account Holder Release Form for each tenant and include that with your Aggregation Request Form. These forms are available online.

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, use the Water Account Aggregation Request Form available at 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. Note: if you have three or fewer tenants, you will need to complete the Account Holder Release Form for each tenant and include that with your Aggregation Request Form. These forms are available online.

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

- Log into your ENERGYSTAR Portfolio Manager (www.energystar.gov/benchmark) account
- Select “Add a Property” to enter required information about the building (links to video tutorials on how to do this are available online). 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 Standard ID field.**

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

- Create individual meter(s) in Portfolio Manager for your property (links to video tutorials on how to do this are available online).
  Use the following metrics:
  - Electric: kWh
  - Gas: Therms
  - Water: Cubic Feet (CF)

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

**Step 5: Report Results to the City by July 1st**

**ENERGY STAR Portfolio Manager Users:**
Visit 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.

**PDF on how to submit your data to the City** through Energy Star Portfolio Manager. Use the ‘Report Your Data’ Links on the City of Des Moines Benchmarking Website for Step 1.

**Step 6: Beyond Benchmarking**

If you would like additional assistance understanding your building data and/or your Energy Star Score, email benchmarking@dmgov.org

**Need help with compliance?** The City will be offering 40-min virtual technical assistance sessions where you can meet individually with City staff to get help with submitting your data. To request a spot, complete the form at: [HERE](#)