# How-to Guide for Boulder's Building Performance Ordinance Rating & Reporting Requirement

*Step-by-step compliance instructions for commercial and industrial building owners to rate and report their building energy usage through Portfolio Manager.*

*November 2015 (Amended January 2016)*

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## Rating and Reporting Checklist

- ☐ **Collect complete energy use data for the last calendar year for the whole building**
- ☐ **Create an account in EPA's ENERGY STAR Portfolio Manager tool**
- ☐ **Add your property to your Portfolio Manager account**
- ☐ **Add your Boulder Energy Reporting ID to the property**
- ☐ **Enter all energy consumption data for the entire past calendar year**
- ☐ **Run the data quality checker**
- ☐ **Submit your data to the City of Boulder by responding to the city's data request**

***Program Administrator***

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## Introduction

In support of community energy and climate goals, the City of Boulder enacted the Boulder Building Performance Ordinance (Ordinance No. 8071) on November 20, 2015. This ordinance requires privately-owned commercial and industrial buildings and city-owned buildings to do the following:

1. Annually rate and report building energy use using ENERGY STAR Portfolio Manager;
2. Perform energy assessments every ten years;
3. Perform retrocommissioning (RCx) every ten years and implement cost effective RCx measures within two years of the study; and
4. Implement one-time lighting upgrades.

This user guide provides step by step instructions on how building owners can comply with the annual rating and reporting requirement of the ordinance using ENERGY STAR Portfolio Manager.

## Are You Affected?

Affected buildings include large privately-owned commercial and industrial buildings (> 50,000 sf),[1] newly constructed[2] commercial and industrial buildings (>10,000 sf), and city-owned buildings (> 5,000 sf). The list of affected buildings, with building address and owner name, is available at BoulderBuildingPerformance.com.

[1] Large industrial or manufacturing campuses where multiple buildings are served by a central plant or single utility meter will be subject to the following custom requirements. This guide does not apply to these requirements. View these requirements here.
[2] Permitted since January 31, 2014 (when the new energy code went into effect).

## Claim Your Building

By December 1, the building owner must "Claim your Building" and assign a key point of contact at BoulderBuildingPerformance.com.

The building owner can designate a rating and reporting lead to be responsible for gathering data, entering it into Portfolio Manager, ensuring data verification, and reporting to the City. This person could be the building owner or another designated party, for example office staff, property manager or operator, leasing agent, or a third party energy consultant.

If the rating and reporting lead changes, or information about the building needs to be updated, please contact the Program Administrator.

## Compliance Deadlines

The Building Performance Ordinance features a phased compliance schedule with initial 2016 deadlines shown below.

| Affected Building | Rate and Report |
|---|---|
| City Buildings > 5,000 | **May 1, 2016** (and May 1 each year thereafter) |
| Existing buildings* > 50,000 sf<br>New buildings** > 10,000 sf | **August 1, 2016** (and June 1 each year thereafter) |
| Existing Buildings > 30,000 sf | **June 1, 2018** |
| Existing Buildings > 20,000 sf | **June 1, 2020** |
| **Large Industrial Campuses are subject to a deadline of June 1, 2016 for their custom requirements.*<br>***Any commercial or industrial building for which an initial building permit was issued on or after January 31, 2014.* | |

## Resources

For **FREE** assistance with or questions on rating and reporting using Portfolio Manager, visit the ENERGY STAR Portfolio Manager website or contact a local PACE Business Sustainability Advisor at 303-786-7223 or info@PACEpartners.com.[3]

For questions about complying with the ordinance, contact the Program Administrator.

For additional resources, trainings, and detailed ordinance information click here.

## Get Started

Follow this guide's step-by-step instructions for setting up your ENERGY STAR Portfolio Manager account, populating buildings and energy use, and reporting to the City of Boulder.

[3] Partners for a Clean Environment (PACE) provides FREE expert advisor services, financial incentives and a certification program to help businesses in the City of Boulder and Boulder County measure and gain recognition for their energy, waste, water, and transportation achievements.

## Step 1: Collect Building Energy Usage Data

Building energy usage data can include electricity, natural gas, steam, fuel oil, diesel, on-site solar or any other energy source. The data must cover consumption from January 1 through December 31 of the previous year, so you may need to access more than 12 months of utility bills to fully cover the year.

- If you pay the utility bills for the whole building, you can collect this consumption data through your Xcel Energy account, natural gas supplier account, or from past bills.
- If your tenants are responsible for paying their utility bills, you must work with them to collect the consumption data. Or, you can request whole building data from Xcel Energy for the fuels Xcel supplies (see box below). If you purchase natural gas from a different supplier than Xcel Energy, you should contact that supplier to see if you can request whole-building monthly consumption for the calendar year, or if you must collect the bills from your tenants.

***For additional guidance on how to collect your data from Xcel Energy view APPENDIX C.***

***Getting Whole Building Data from Xcel****. In 2015, Xcel is in the process of developing a whole-building data access portal which will allow building owners to automatically receive aggregate energy consumption data directly in their ENERGY STAR Portfolio Manager (ESPM) account. The portal is still in the early stages of development, but should be launched by the end of 2015, and will be FREE and accessible via the Xcel Energy website.*

*While the portal is under construction, Xcel is offering a manual version of this service via an email request inbox at benchmarking@xcelenergy.com. Building owners submit a request including the address of the building, and Xcel works with the owner to determine which meters belong to the building, to group meters in a way that lines up with the way they've set up their ESPM account, and to obtain individual tenant consent (where required per data privacy rules). Xcel then returns an .xlsx file in a format which can be uploaded to ESPM.*

***Data Privacy Rules****: Due to lobbying efforts by the City of Boulder and other concerned municipalities, The Public Utility Commission (PUC) has made it easier for building owners to access whole building energy use data required for rating and reporting by implementing a new data aggregation standard. If there are 4 or more meters in the building, and no one tenant consumes more than 50% of the total energy use, the building owner, or their designee, can receive whole building energy use data from Xcel Energy, even if the tenants are sub-metered. In the case this rule is not met, tenants must sign consent forms to allow Xcel Energy to release the data to the building owner. For other regulated utilities, the consent form is available from the PUC or that utility.*

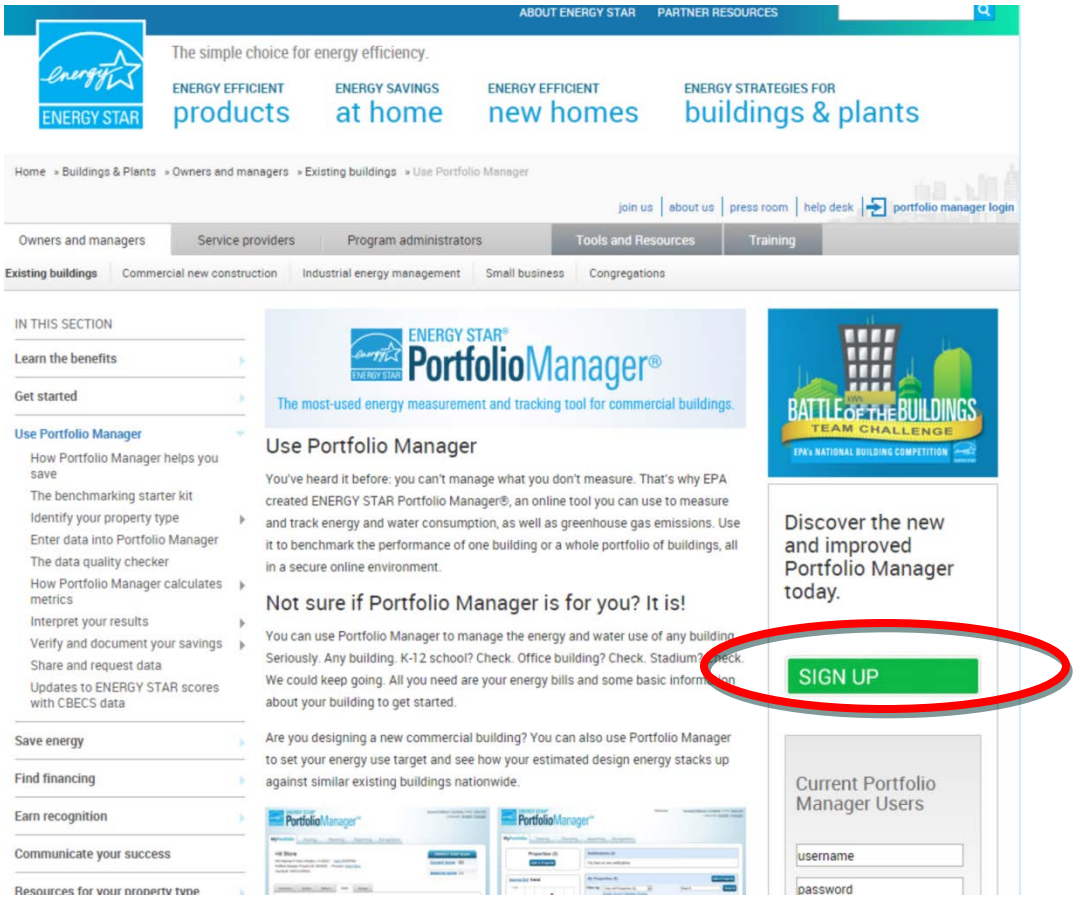
***Estimated Energy Use****. A building owner should be able to obtain whole building data from their tenants and/or their utility. If a tenant is not cooperating with this process, please inform them that they must respond to a data request within 30 days or they will be in violation of the city ordinance (Ordinance No. 807, Section 10-7.7-6(b)). If a tenant still fails to comply, contact the Program Administrator.*

*If whole-building data is not available from your utility and you have been unable to receive data from your tenants, or any other suitable channel, the city may instruct you to estimate energy use. See Appendix A: Energy Use Estimates for guidance in this case.*

## Step 2: Create an ENERGY STAR Portfolio Manager Account

If you already have an account with your buildings and meters added, skip to Step 4: Enter Usage Data for the Building.

1. Go to www.energystar.gov/benchmark, click "Sign Up" and provide the required information.
    a. If you are creating an account for your entire organization (e.g. for a property management company), consider setting up the first name and last name as the Company name.
    b. Select "conventional units" when completing the sign up.
    **c. Keep a record of your username and password** – it is not possible to change usernames and password recovery must go through the EPA.




*For additional guidance, see http://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-quick-start-guide*

## Step 3: Add Your Property

Once you have created an account, you can add your properties to the tool.[4]

1. Click "Add a Property" on the top left of the page.
2. Select the requested building characteristics such as primary function and number of buildings and click "Get Started."
    a. If your property, as listed on the **Affected Building List**, has multiple buildings, see this guidance on submitting your property as a campus.
    b. Note: If one building's gross floor area is less than the required square footage for the rating and reporting requirement, but is connected to the same meter as a building that is included on the affected buildings list, then the building owner should rate and report all buildings on the shared meter as a campus.
3. Provide the required property characteristics including name of property, address, year built, occupancy rate, and gross floor area.
    a. Building data such as year built can be found at the Boulder County Assessors Database. Building data such as the gross square footage can be found in the **Affected Building List** on the program website. If you believe any of this information is incorrect, please contact the Program Administrator.

***About Gross Floor Area**. GFA is the total property floor area, measured from the principal exterior surfaces of the building(s). Do **not** include parking.*

4. Carefully read and click any applicable check boxes and then click "Continue."
5. Review the **Basic Information** box and edit as needed. If your building has multiple uses, add additional space uses to your property by selecting an option in the drop down menu **Add Another Type of Use**, and then clicking "Add". This will open up a different list of attributes for that particular space type.
    a. If your property has an average occupancy rate less than 10% over 12 months, see *FAQ 6. What if my building isn't fully occupied?*

***How to Account for Parking.** When parking is part of a building, it does not count towards gross floor area, since Portfolio Manager focuses on the energy use of the actual building interior. For example, if you have a building with 100,000 square feet of office space and 20,000 square feet of parking, you should enter a gross floor area of 100,000 square feet into Portfolio Manager. You may be prompted to enter information on parking area, but it will not count towards your gross floor area.*

*You have two options to receive an ENERGY STAR score for a property with an exterior parking lot or parking garage:*

*Option 1. Sub-meter your parking and exclude its energy. (*Recommended*)*
- *Do not enter a parking Property Use*
- *Do not enter the energy for your parking in Portfolio Manager*

[4] If you need to upload multiple properties to the tool, we recommend using the tool's spreadsheet upload templates following the steps laid out on pages 3-4 of the guide: How to Get Utility Data into Portfolio Manager.

- *If your parking garage **is physically connected** with your building and part of a single structure, then the **parking (fully or partially enclosed) cannot be more than 75% of the total property GFA**. For example, a property that is 100,000 square foot, with 80,000 sq ft Parking and 20,000 sq ft Office is considered a Parking Garage by EPA and cannot receive an accurate ENERGY STAR score or earn ENERGY STAR certification. This limit does not apply to Open Parking Lots.*
- *If your parking garage **is not physically connected** to your building, but rather is a separate structure then there is no limit as to its size. For questions on underground parking see FAQ 2. How do I report standalone parking garages?*

*Option 2.* *Benchmark your parking and its energy use.*

- *Add a **Property Use** for your parking.*
  - *Report the Gross Floor Area (GFA) of each type of parking (Fully Enclosed, Partially Enclosed, and Open)*
- *Include all parking energy in your energy meters.*
- *Regardless of physical connection, the GFA of your Parking (Fully Enclosed and Partially Enclosed) **cannot account for more than 50%** of your total Property GFA.*

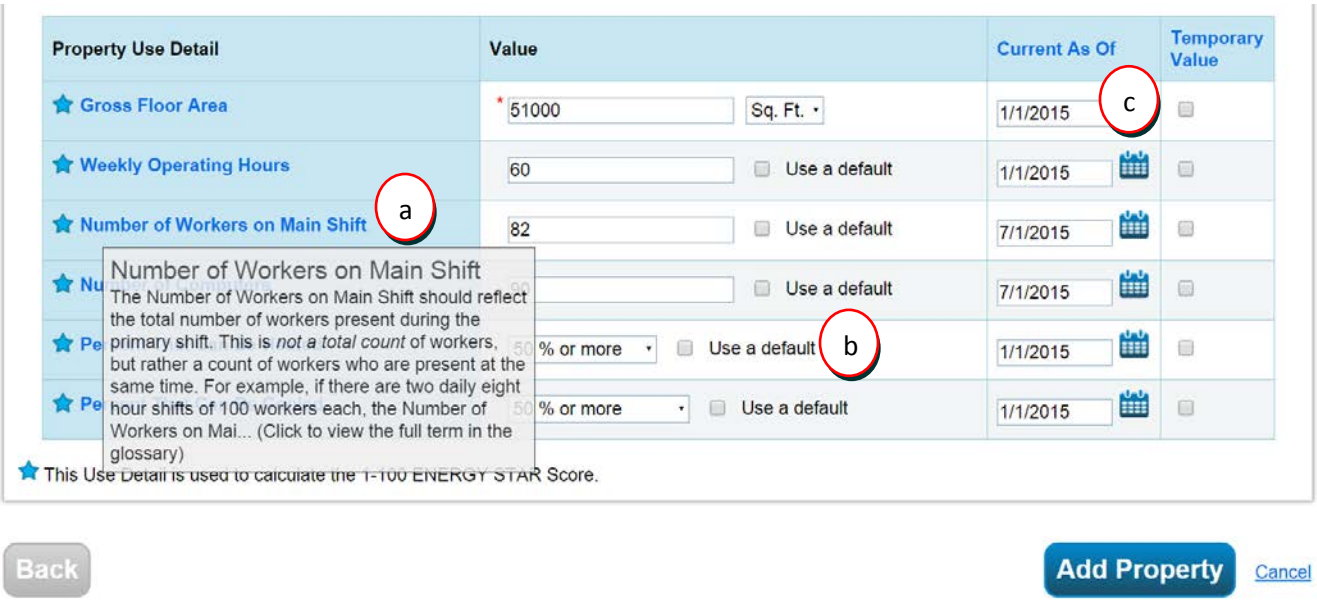
***Definitions**.*
*Open parking lots: Paved areas lit and used for parking vehicles.*
*Partially enclosed: Area of any parking structure that is not fully enclosed. Parking structures with partial or no walls.*
*Completely enclosed: Parking structure enclosed on all four side and has a roof (such as underground parking or a fully enclosed structure on first few floors of a building).*

*Review this document for more information on accounting for parking.*

6. Once you have added all use types for the building, enter the use details including the gross floor area, operating hours, numbers of computers, etc. for each use type.
   a. The specific use details required will differ based on the property type selected.
   b. More information about property types, definitions, and use details can be found here.
7. **Important things to note:**
   a. Hover the computer mouse over each property use characteristic for definitions.
   b. If you don't have all the information with you, select "Use a Default". You can change these numbers later, but the defaults work well for typical buildings and are accepted by the City for rating and reporting.
      i. Keep in mind, using default values will prevent you from getting an ENERGY STAR score if you are eligible for one, so be sure to update to actual values as soon as possible.
   c. The **Current As Of** date refers to the first day you'll be rating the building. This field auto populates from the date the building was built. You should update this date to reflect the first date of rating, for example, January 1, 2015. If your use details have changed since the first date of rating, you should update the date to reflect when that change occurred. *For example, if the operating hours have been 60 hours per week all year, update the **Current As Of** date to January 1, 2015; but, if the number of computers*

*increased July 01, 2015, you should update the **Current As Of** date to reflect the date the computers were added (so July 01, 2015).*

i. If any of these values change in the future, you should update the **Current As Of** date to reflect the date these changes occur.




8. When you have finished adding uses and details, click "Add Property".

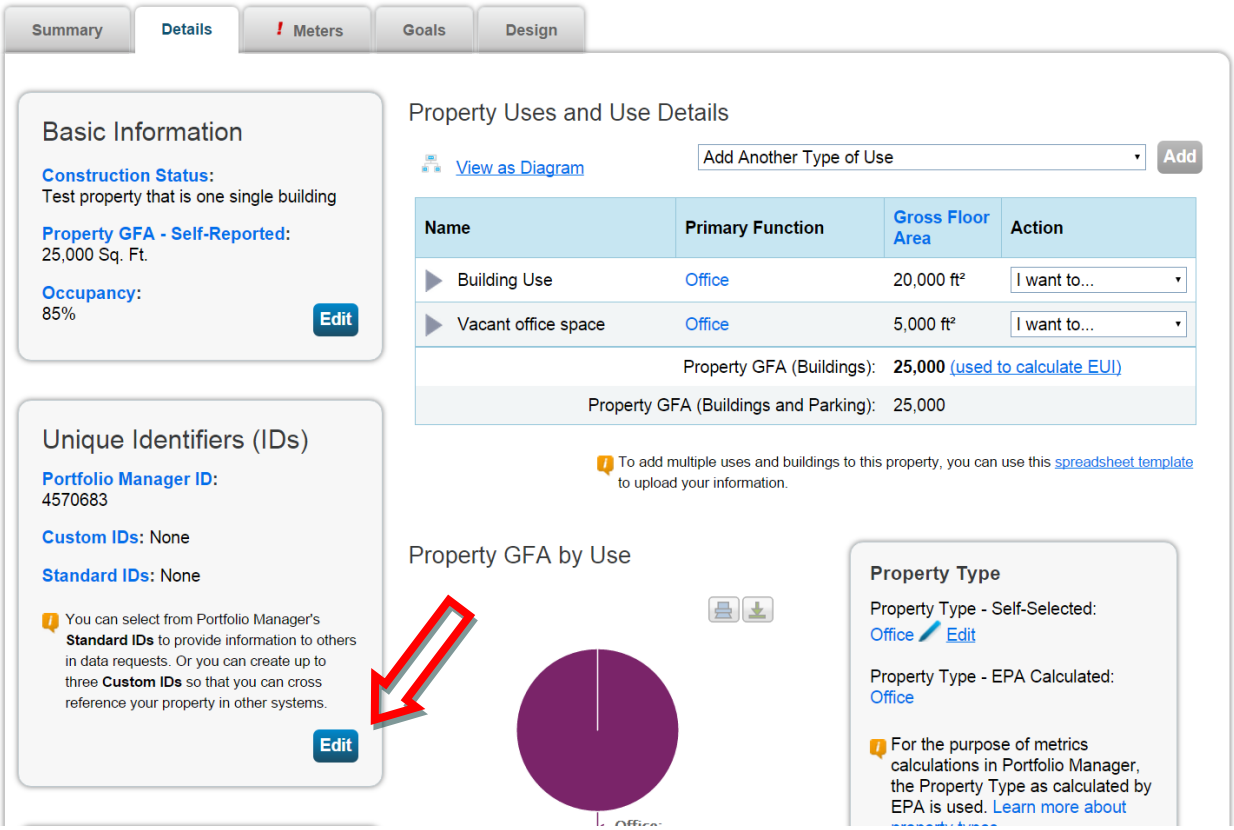
***Making Changes?** To edit these use details later, click "Correct Mistakes" from the **Action** drop-down in the **Details** tab or see Appendix B: Updating or Correcting the Portfolio Manager Report.*

## Step 4: Enter the Boulder Energy Reporting ID

Each building required to report energy performance under Boulder's Building Performance Ordinance has a unique ID, the **Boulder Energy Reporting ID. Adding this ID to your building ensures the usage reported is attributed to the correct building during compliance checks.**

*To locate your **Boulder Energy Reporting ID**, review your ordinance notification letter from the City of Boulder, or find your building on the **Affected Building List** on the program website.*

1. Open the **Details** sub-tab for your property.
2. Click "edit" in the box **Unique Identifiers (IDs)** in the bottom left.

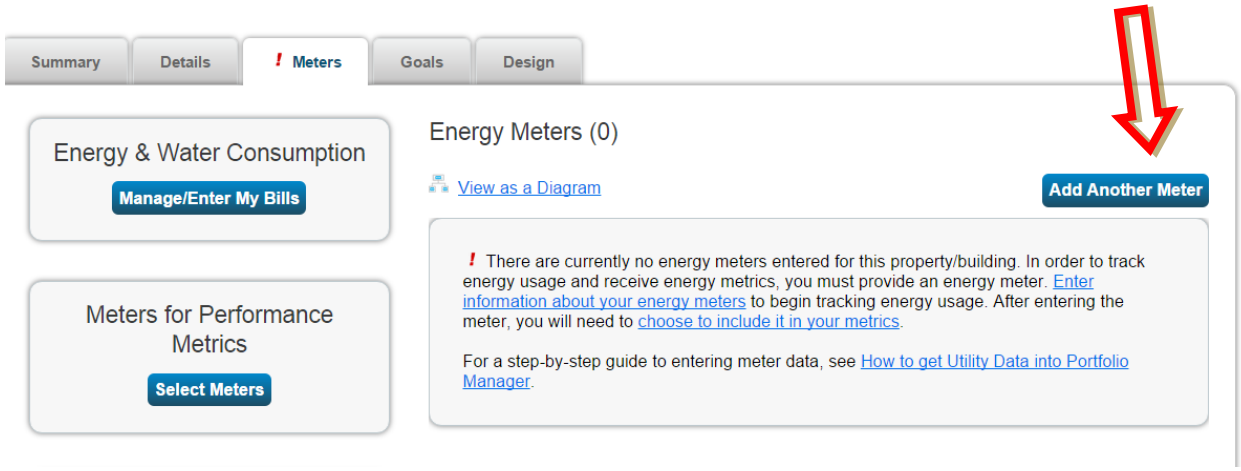



3. On the page that opens, scroll to the bottom and find the box that says **Standard IDs**.
4. In the dropdown box, select Boulder Energy Reporting ID.
5. Enter your Boulder Energy Reporting ID number in the ID box to the right and then click "Save".
6. You have now assigned your Boulder Energy Reporting ID to your building.

## Step 5: Enter Usage Data for the Building

In the **MyPortfolio** tab, you will now see the dashboard for your property.

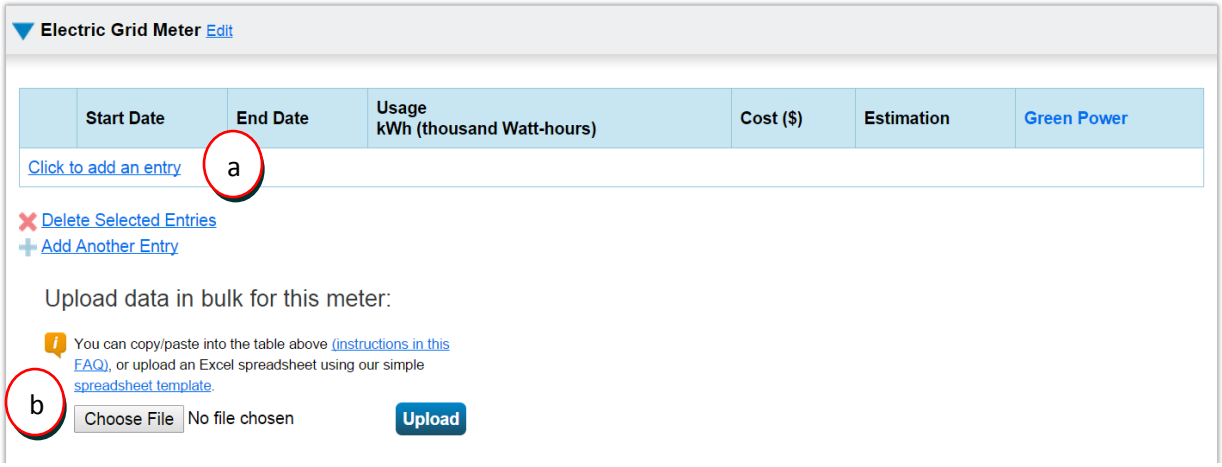
1. In the sub-tab **Meters**, click "Add Another Meter".




> *"Meter" in Portfolio Manager simply represents a source of energy or water use. Therefore, if you have received whole building data from Xcel Energy or another supplier, you can create just one 'meter' to represent the building's total electricity usage, for example.*

2. Check the applicable fuel type boxes for all meters, provide any additional requested information (such as whether the electricity is purchased from the grid or generated onsite and the number of meters), and then click "Get Started."
3. Click anywhere in the first meter to enter the meter information.
    a. **Date Meter became Active** will be the start date of the energy data you collected.
    b. Carefully check the units of the data you are providing and select the correct unit from the drop down.
    c. Note: You can rename your meters in this table. If you are entering data for multiple meters, it is helpful to rename them according to your utility bill to make them easily accessible. For example, you can rename "Natural Gas #1" to your Xcel bill meter name "G-acct2951754/prem300731099/meter00000AB35807."
4. Select "Create Meters." Now you can enter the calendar year consumption data (*Note: Entering costs is not required*).
5. There are two options for entering data, manually uploading data from monthly bills or uploading whole-building data in a spreadsheet format received from Xcel Energy or your natural gas provider. **Remember** – the data provided must cover the entire calendar year with no gaps.
    a. <u>If you are entering monthly data from bills</u>, select "Click to add an entry."
        i. Keep in mind your end date for one billing cycle should not overlap with the start date for the next cycle. (i.e. If your January entry ends on 1/31/2015, your February entry should begin on 2/1/2015).
        ii. Remember - You can also use the simple spreadsheet template to upload all of your meter data for the year rather than entering data directly into the table.

b. If you have received whole-building data from Xcel Energy, you can upload the data by downloading the spreadsheet template from Portfolio Manager, populating the template with the data received, then selecting "Choose File," selecting the data file on your local drive, and clicking "Upload."




Once you have entered or uploaded the property's complete usage data for the year, you will be asked which meters should be included in the property's total consumption.

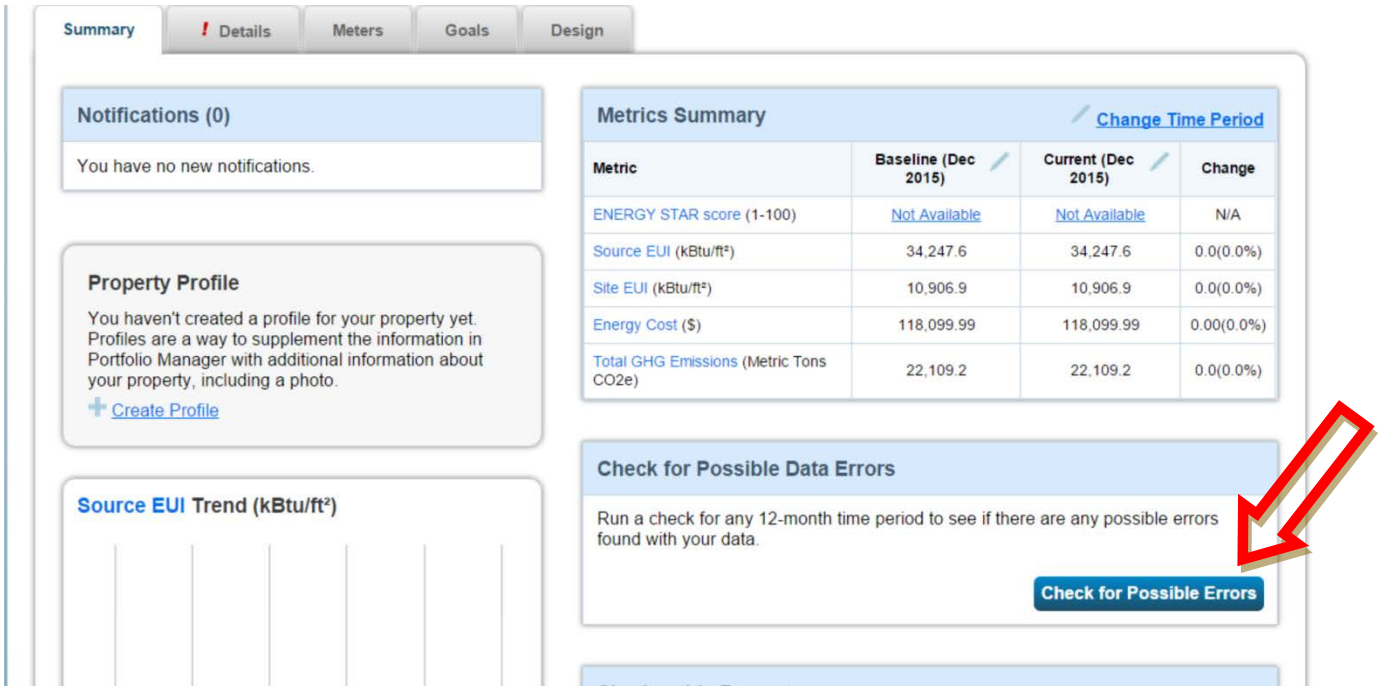
6. Check the boxes for each meter for the property and select the option "these meters account for the total energy/water consumption for this property".
7. Then click "Apply Selections".
8. You will now see your property dashboard has updated with the usage data.

*You can confirm that you have entered all information correctly by viewing the box in the top-right corner of the Summary tab of your property's page in the tool. Completed data will result in a number in either the Source EUI or ENERGY STAR Score fields:*

## Step 6: Run the Data Quality Checker

The Data Quality Checker is a built-in tool in Portfolio Manager that runs a set of basic data checks to identify potential data entry errors. Common alerts include temporary values, default values, less than 12 months of data, etc.

1. On the property's **Summary** sub-tab, under **Check for Possible Data Errors**, select "Check for Possible Errors".

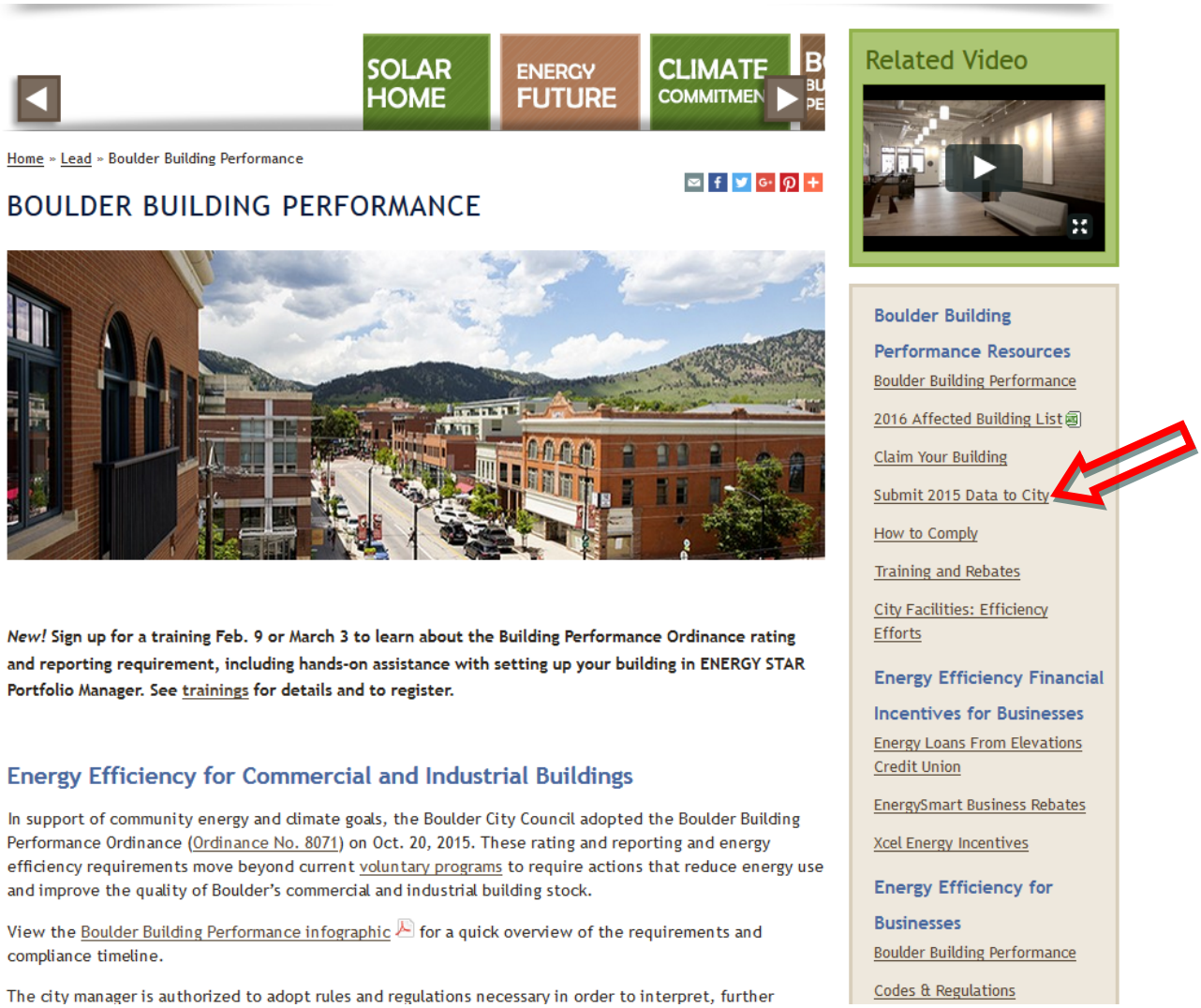



2. Select the last day of the year you are rating, for example December 31, 2015, and click "Run Checker".
3. Review the list of alerts (if any) and Portfolio Manager's suggestions to address the issue(s).
   - Common alerts include temporary or estimated values or less than 12 full calendar months of energy bills.
4. Following the links in the explanations, make corrections or updates to your property details to address as many alerts as possible. Temporary values (estimations) for energy data are acceptable, but you are required to fix any alert related to data covering less than 12 full months. Submittals to the City will be subject to a quality control review and will be rejected if data input errors are found. In that case, building owners will have thirty days to correct the errors and resubmit the data through Portfolio Manager.
5. Once you have made all applicable changes, re-run the checker to ensure that the alerts have been addressed.

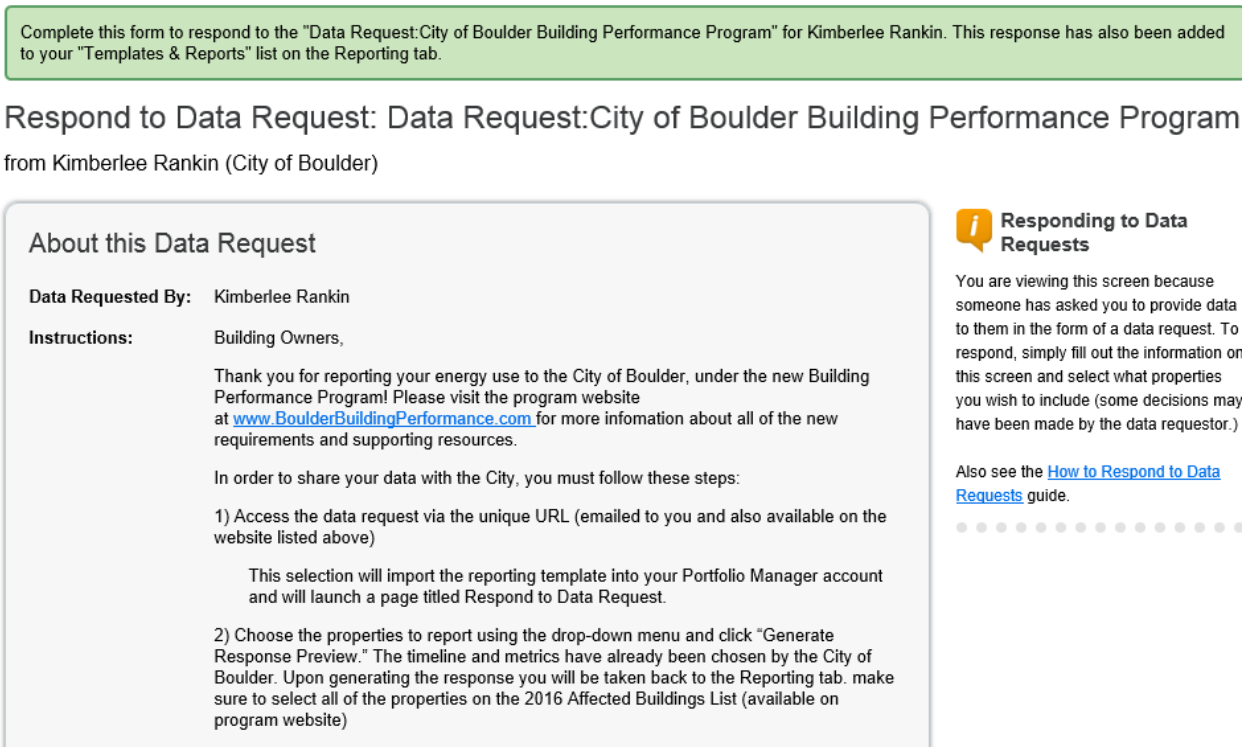
## Step 7: Submit your Data to the City of Boulder

When you have completed the steps above, the City of Boulder reporting template will allow you to generate and submit your report to the city through Portfolio Manager.

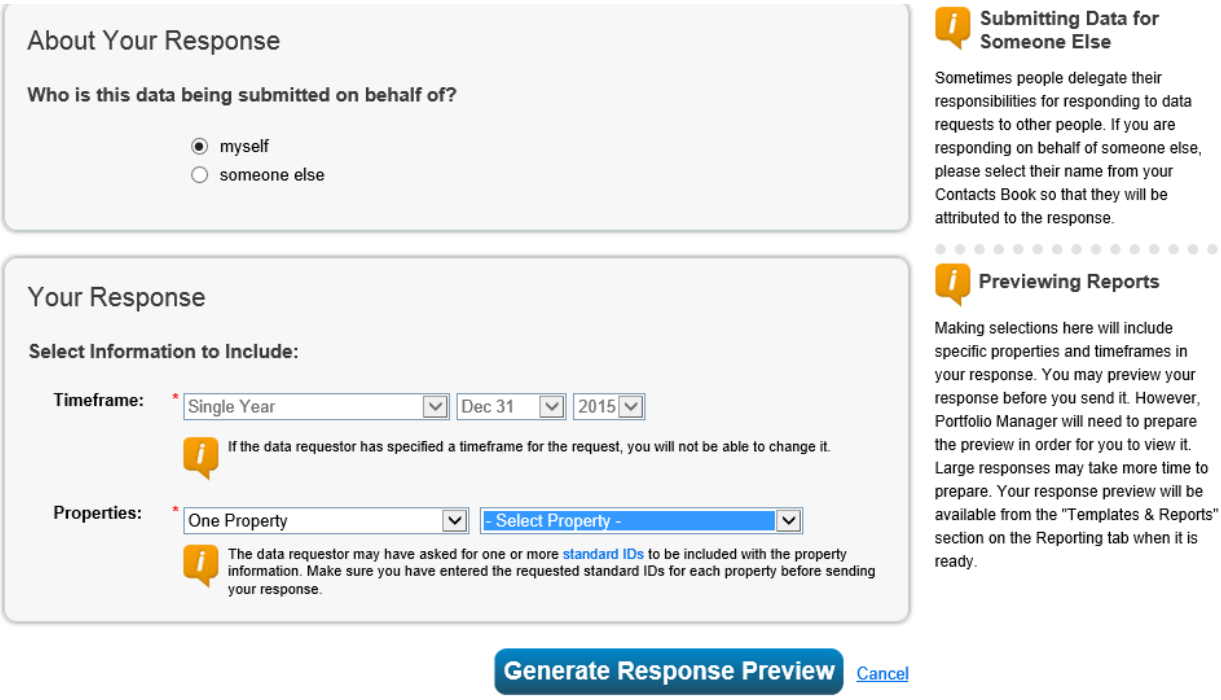
1. Access the Boulder Custom Reporting Template on the main webpage by selecting "Submit 2015 Data to City" in the Boulder Building Performance Resources.




2. This link will take you to the ENERGY STAR Portfolio Manager home page where you will need to sign in to your account.
3. Once signed in, the link will import the reporting template into your Portfolio Manager account and will launch a page titled **Respond to Data Request**. This page will include instructions for responding to the request.

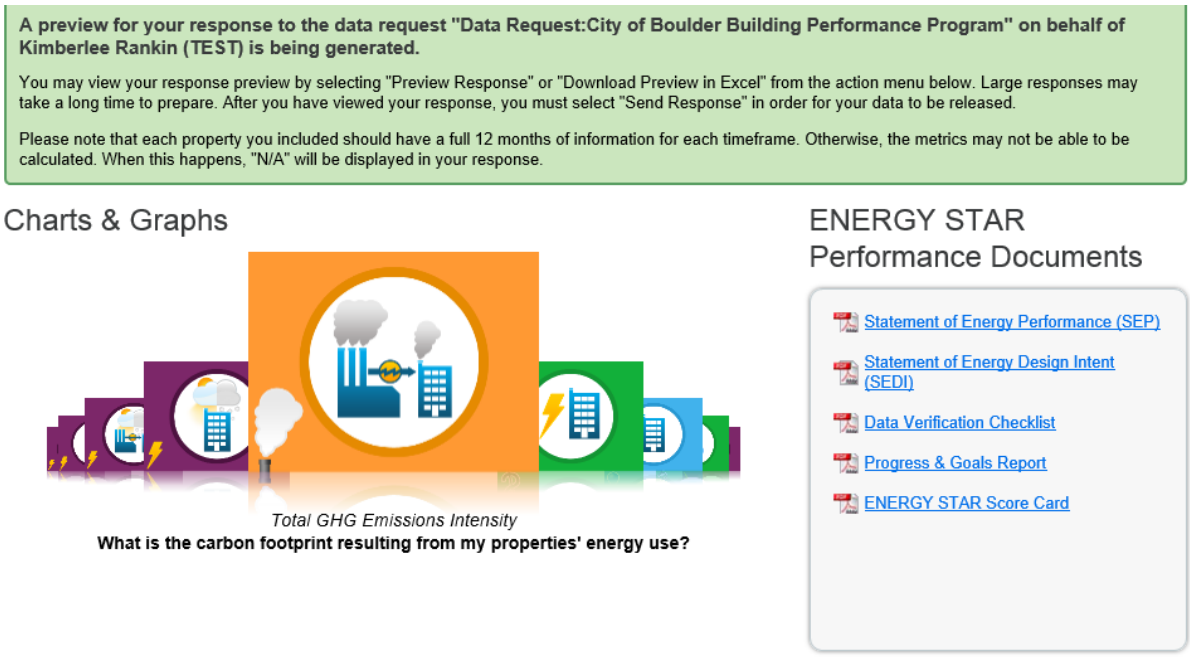


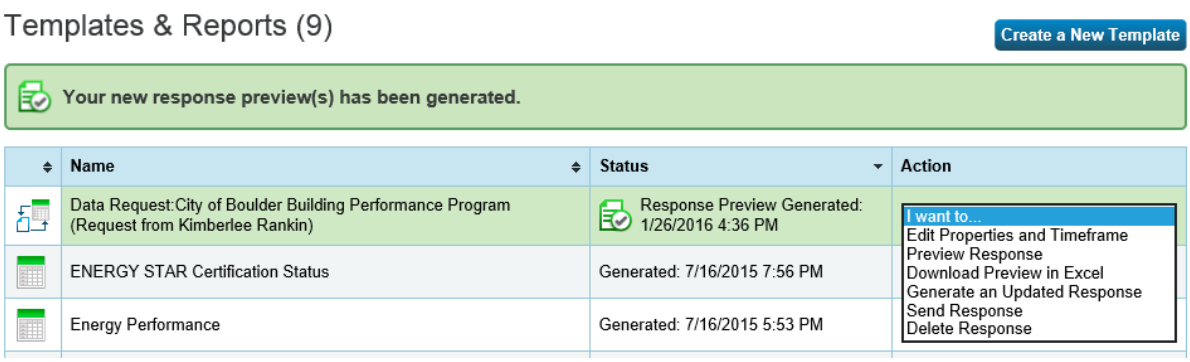

4. At the bottom of the page, you will need to choose the properties to report using the drop-down menu and click "Generate Response Preview."



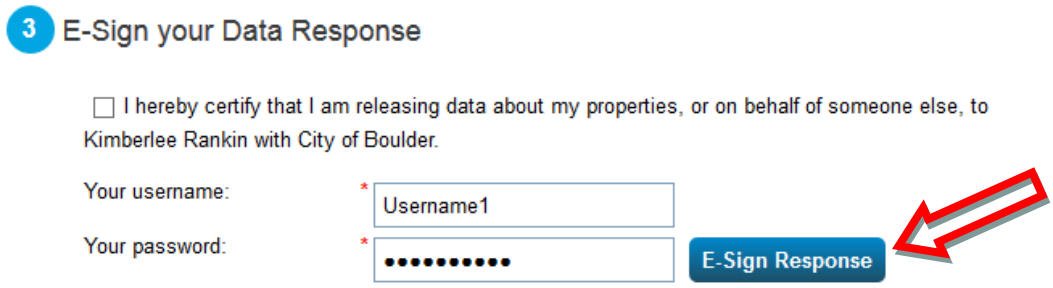

5. The timeline and metrics have already been chosen by the City of Boulder. Upon generating the response you will be taken back to the Reporting tab.

- If you see a red alert box, this means there is incomplete information. Click the "Read More" link to review the issues and use the links provided to correct them. Common mistakes include energy bills that do not cover the entire calendar year or blank square footage values.
- If you see a green box, your response has been generated and you are ready to submit.

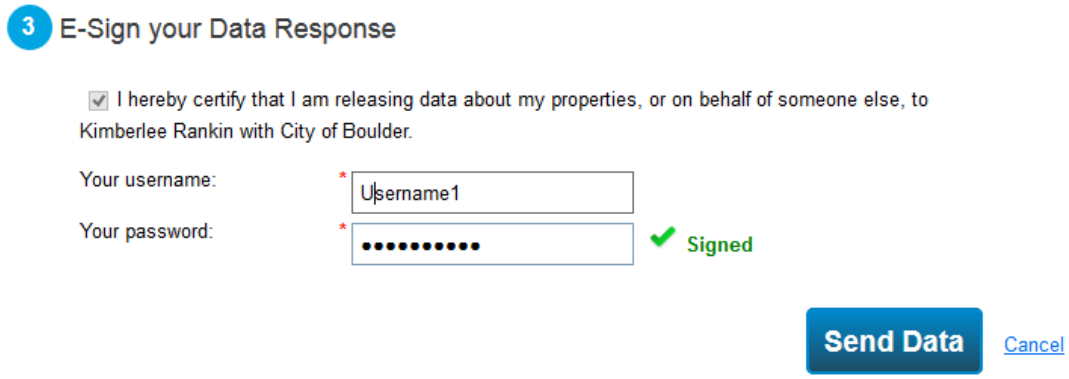



6. You can preview this data response by selecting "Download Preview in Excel" from the dropdown in the **Action**.
7. When you are ready to submit to the city, in the **Action** column, select from the dropdown "Send Response."
8. On the page that appears, you must electronically sign your report by entering your Portfolio Manager login information and clicking "E-Sign Response."




9. You have signed successfully when you see a green alert with a checkmark.




10. Click "Send Data" and confirm submission by clicking "Continue." Your report has now been submitted to the city!
11. You will receive a confirmation email from the EPA informing you that your data has been submitted to the City of Boulder.
    - You can also access a Response Receipt on the **Reporting** page in Portfolio Manager.

*For additional details on preparing a response to a data request, visit:*
*https://www.energystar.gov/sites/default/files/buildings/tools/EnergyStar_RespondData_508.pdf*

## You have now completed the required rating and reporting – thank you!

**Errors or Updates?** If, after submitting your data to the city, you discover that any reported rating information is inaccurate or must be updated, you must make the appropriate changes to the property in Portfolio Manager, generate an updated response, and re-submit it to the City within 30 days of discovering the inaccuracy. See Appendix B: Updating or Correcting the Portfolio Manager Report for instructions on updating your data.

**Additional Guidance?** For questions on Portfolio Manager, or for guidance on other capabilities such as running reports to collect energy snapshots of your building, contact a local PACE Business Sustainability Advisor by calling 303-786-7223 or emailing info@PACEpartners.com.

# Appendix A: Energy Use Estimates

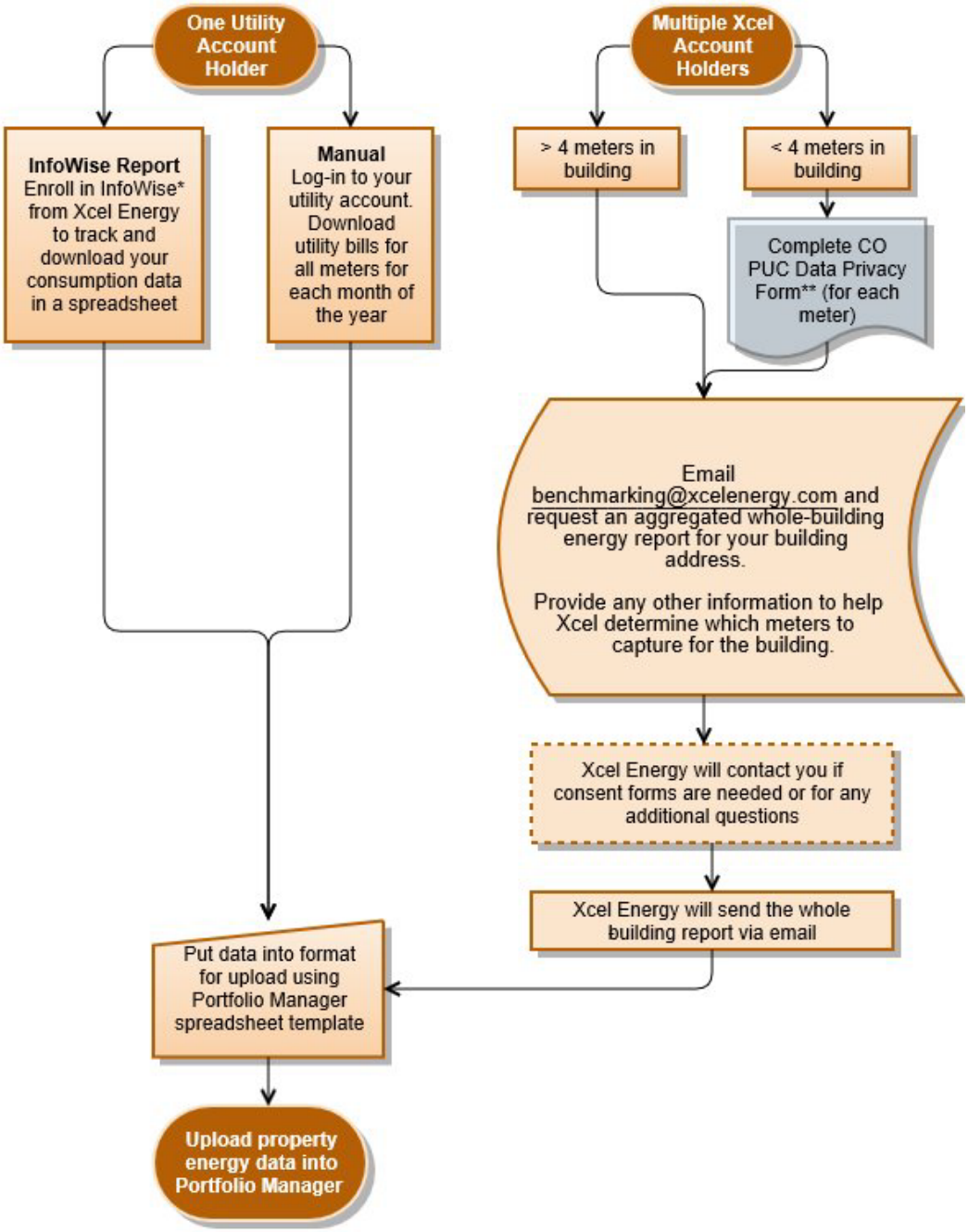
COMNG SOON!

## Appendix B: Updating or Correcting the Portfolio Manager Report

If, after submitting your data to the city, you discover that any reported rating information is inaccurate, you must make the appropriate changes to the building's Portfolio Manager Profile and generate an updated response and re-submit it to the City within 30 days of discovering the inaccuracy. Follow these instructions to re-report updated or corrected information to the City.

1. First, update or correct data by selecting the property in the Properties box in the **MyPortfolio** tab and selecting from the **Action** dropdown "Update Use Details" (If a change occurred in the building you want record of, such as additional square footage was added during a remodel) or "Correct Mistakes" (if you want to replace information reported previously that was incorrect).
2. After you save the changes, you must generate an updated report.
3. Under the **Reporting** tab, find the Boulder Reporting Template and from the **Action** dropdown, select "Generate an updated response".
    a. If Portfolio Manager generates an alert that some energy metrics could not be calculated, review and resolve any issue before submitting your response. If you make any changes you will need to generate an updated response.
4. You can preview the updated response by selecting "Download Preview in Excel" from the dropdown in the **Action** column in the **Reporting** tab.
5. Once you have reviewed and confirmed the data has been corrected, select "Send Response" in the **Action** drop down menu for the Boulder Reporting Template under **Template & Reports**.
6. On the page that appears, you must electronically sign your report by entering your Portfolio Manager login information and clicking "E-Sign Response".
7. Once your information is confirmed by a green **Signed** alert with a checkmark, click "Send Data" and confirm submission by clicking "Continue." Your updated report has now been submitted to the City and will automatically replace the data previously sent.
8. You will receive a confirmation email from the EPA informing you that your data has been submitted to the City of Boulder.
    a. Save this email as proof of submission.

# Appendix C: How to Get your Data from Xcel Energy[5]




**InfoWise* from Xcel Energy is a paid service that offers energy management reporting and monitoring solutions and includes real time information on both consumption and demand levels, as well as summary reports. Contact your Xcel Energy Representative or call 1-800-303-9890 to enroll.*

***Complete the CO PUC Data Privacy Consent Form here.*

[5] If you purchase natural gas from a supplier other than Xcel Energy, contact that supplier to determine how best to collect your consumption data.

# Frequently Asked Questions

## 1. Which property uses should I select to represent my building?

Portfolio Manager has approximately 80 different property use categories. You should accurately represent all uses that are found within your building. A list of definitions is available at: www.energystar.gov/buildings/sites/default/uploads/tools/PropertyUseDetailsandDefinition.pdf

## 2. How do I report standalone parking garages?

If you are reporting a standalone parking garage, EPA recommends that you select the "Other" building type when creating the building. Do not check off "My building's energy use includes parking areas." Instead, just enter the total area of the garage (i.e., including parking) as the area of the building. This will prevent any error messages from coming up as you continue.

The ENERGY STAR score provides an assessment of the building, not its parking area. If it is not possible to sub-meter your parking area, then Portfolio Manager will estimate the amount of energy parking uses and subtract that out before calculating your metrics. Learn more in the technical reference for parking.

## 3. How is exterior site lighting reported (not parking)?

If site lighting (landscape, signage, safety lighting, etc) is on a different meter, the energy use from these areas should be included. Although you do not include these outdoor areas when calculating the Gross Floor Area (GFA) of a building in Portfolio Manager, you should include the energy use associated with these areas. The Portfolio Manager algorithms assume buildings of your type are expected to have outdoor usage, too. The GFA refers specifically to interior space. But the energy use evaluated in our algorithms should be all energy required to operate your building, which includes the energy used both inside and out.

### 3a. If it's not separately metered, is there a way for folks to input how much 24/7 site lighting they have, and normalize for operation hours?

No. Specific hours of operation for the site lighting aren't an available input in Portfolio Manager.

## 4. I do not purchase my natural gas from Xcel. How do I get my natural gas consumption?

You will need to collect your natural gas bills and manually enter them into Portfolio Manager. Or, contact your natural gas supplier to determine the best method for collecting your monthly consumption for the calendar year.

## 5. What if I can't obtain whole building data from my utility?

A building owner should be able to obtain whole building data from their tenants and/or their utility. If a tenant is not cooperating with this process, please inform them that they must respond to a data request within 30 days or they will be in violation of the city ordinance (*Ordinance No. 8071, Section 10-7.7-6(b)*). If a tenant still fails to comply, contact the Program Administrator.

If whole-building data is not available from your utility and you have been unable to receive data from your tenants, or any other suitable channel, the city may instruct you to estimate energy use. See Appendix A: Energy Use Estimates for guidance in this case.

## 6. How do I determine the gross floor area for a building or for a property use within the building?

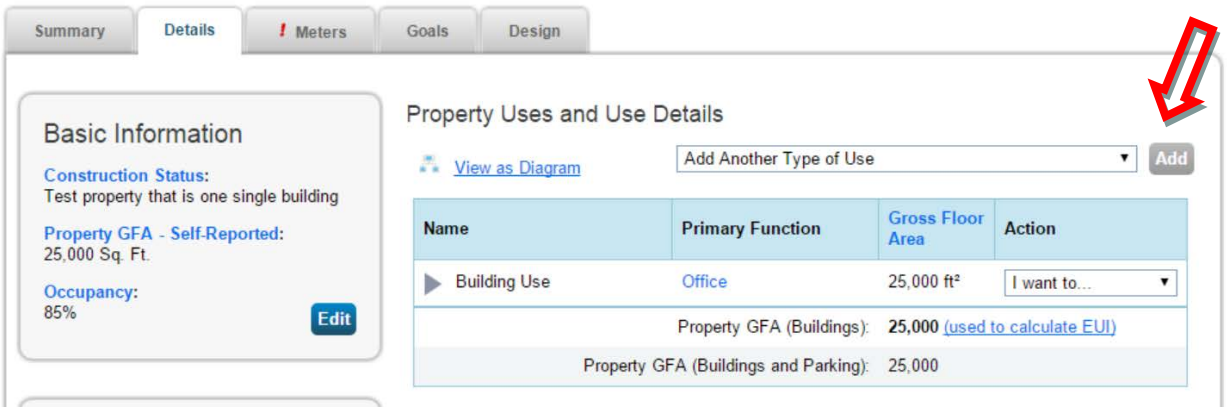
Many building owners will have information on gross floor area from leasing, sale, or other transactional documents. Other buildings will have plans that can provide dimensions for the building and/or individual property uses. Boulder County's tax assessor records may also have records of square footage in its permit database, however those records are often organized by parcel or building section, while rating and reporting happens at the building level. In conjunction, the gross floor area of common spaces and commercial condos can be estimated from building plans or measured; the City may also offer additional guidance, as needed, on measuring or estimating floor space.

The calculation of gross floor area is a one-time step, necessary only in the first year of reporting. Any estimation of floor area must be noted in "Property Notes." If the building square footage changes due to a physical change in the building such as a remodel, in Portfolio Manager go to the **Details** sub-tab for the property and under **Property Uses and Use Details**, select from the **Action** dropdown "Update with New Information." Then adjust the square footage and update the **Current As Of** date with the date the change took effect.

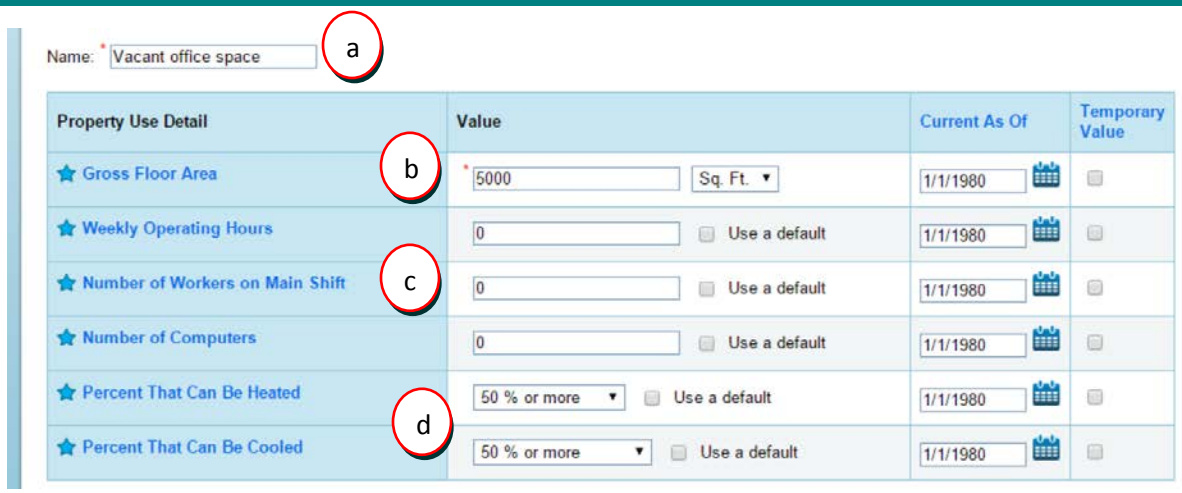
## 7. What if my building isn't fully occupied?

Report the percentage of the building that is occupied when you first create the building within Portfolio Manager. For office buildings with 10% or higher vacancy over 12 months, the vacant space must be input into Portfolio Manager separately from the occupied space as another use type with zero operating hours, computers, and workers. Follow these steps to add a vacant space to your property.

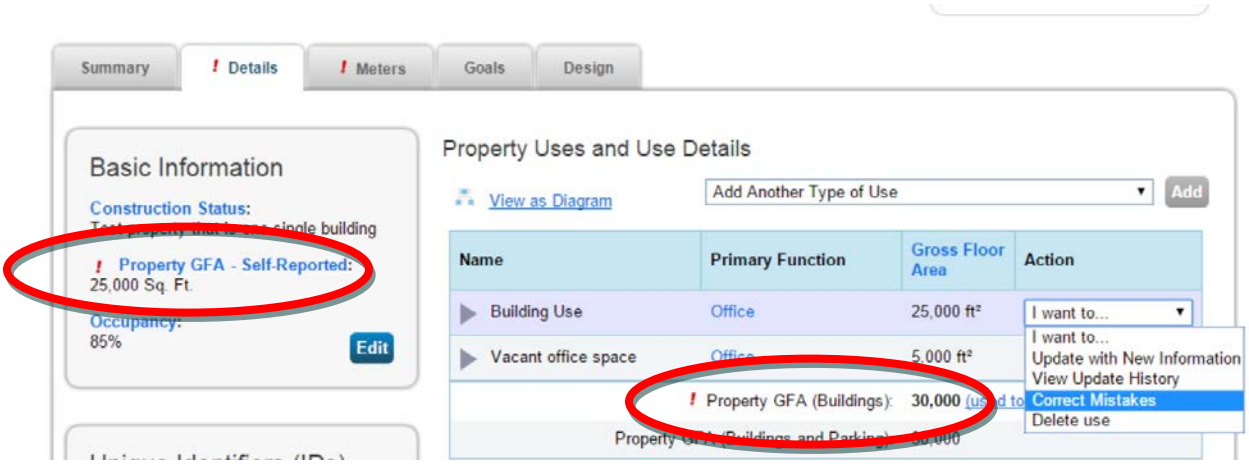
1. Select your property in Portfolio Manager and open the **Details** sub tab.
2. Under Property Uses and Use Details, from the dropdown select the type of use that the vacant area would be if occupied and click "Add."



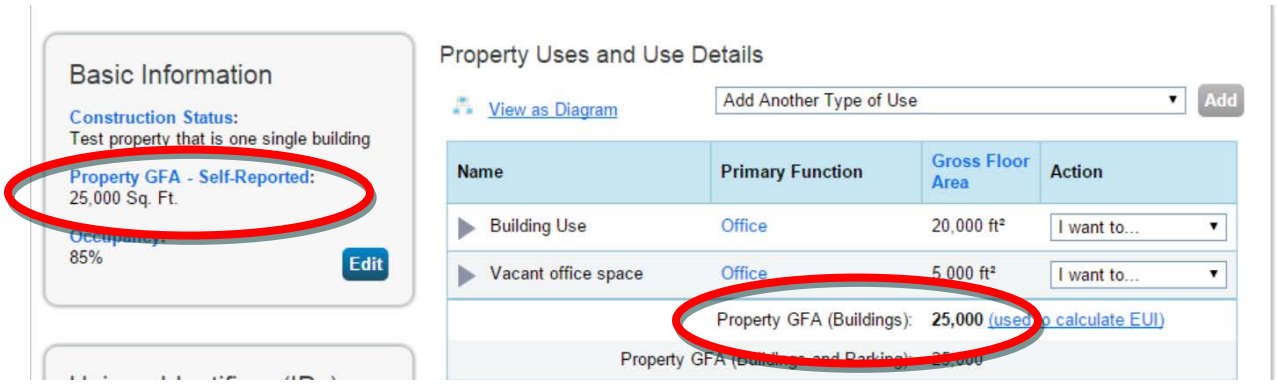

3. On the page that opens, provide details of this space.
    a. Under name, identify the space as vacant.
    b. Enter the vacant square footage.
    c. Enter 0 for the operating hours, workers, and numbers of computers.
    d. Select the percent heated and cooled for the conditioning occurring in the vacant space.




4. Click "Save Use."
5. Under Property Uses and Use Details, you should now have more than one space use and the applicable square footage for each use.
    a. In some cases, the gross floor area for these uses may now sum to more than the building square footage. There will be an alert "!" next to the Property GFA if this is the case.




    b. In this case, you must select the original property use in the list that currently represents the whole building square footage, and update the square footage to be less than the vacant space.
        i. From the **Action** drop down for the original use, select "Correct Mistakes."
        ii. In the new window, under **Gross Floor Area**, in the column **Value**, update the square footage.
        iii. Click "Save Corrections."
        iv. The property GFA should now match.




## 8. What if my whole building is rented by a single tenant?

If your building has a single tenant who has assumed management of the entire building, you and your tenant can agree to delegate reporting duties to the tenant. This delegation must be noted in the "Property Notes" section of Portfolio Manager. You must also make sure that this tenant is assigned as the point of contact for this building with the city by **Claiming your Building** on the program website.

## 9. Are there any energy uses that are not part of my building's energy use?

Cell phone towers, radio masts, and any external billboards used for leased advertising space are not part of building energy use, and may be excluded if submetered. If you are not using whole-building data, and are submetering your parking areas, you may exclude parking area energy use since parking doesn't count towards your gross floor area.

## 10. What if there is split ownership of the building?

The primary owner listed in the Boulder County Tax Assessor records is responsible for compliance with all aspects of the ordinance. Please refer to the **Affected Building List** on the program website to see the primary owner assigned to each building.

## 11. What is Source EUI? What is an ENERGY STAR score? How are they calculated?

Energy use intensity (EUI) is the building's energy use per square foot. Source energy accounts for all the energy used in delivering energy to a building, including power generation and transmission and distribution losses. Site energy is the amount of energy consumed by a building as reflected in utility bills. Portfolio Manager typically shows a building's Source EUI, which is a complete assessment of the fuel required for operating the building. When you see Weather Normalized Source EUI, this is an estimate of what the Source EUI would have been in a year with "normal" weather conditions. For example, in a very hot year, Portfolio Manager might estimate your Weather Normalized Source EUI to be lower than your actual Source EUI. This allows an owner to more accurately compare a building's efficiency from year to year.

The ENERGY STAR score is a percentile score, on a scale of 1-100, comparing your building's energy performance with that of similar buildings in the U.S. The score normalizes for climate, weather, building size, number of employees, and other operational factors. A score close to 100 indicates the most energy efficient building. A score of 75 or above qualifies a building for ENERGY STAR Certification.

## 12. What if my building doesn't receive an ENERGY STAR score?

Only some building types will receive an ENERGY STAR score, due to limitations in the national comparative dataset. Thus, many buildings will submit their energy reports to the City without an ENERGY STAR score. The following building types are eligible for a score:

- Bank branch
- Barracks
- Courthouse
- Data center
- Distribution center
- Financial office
- Hospital (general medical & surgical)
- Hotel
- K-12 school
- Medical office
- Multifamily housing
- Non-refrigerated warehouse
- Office
- Refrigerated warehouse
- Residence hall/ dormitory
- Retail store
- Senior care community
- Supermarket/grocery store
- Wastewater treatment plant
- Wholesale club/supercenter
- Worship facility

If your building type is on the list and you still didn't receive a score, there may be an error in your data or submission. Contact a local PACE Business Sustainability Advisor for free assistance by calling 303-786-7223 or emailing info@PACEpartners.com.

## 13. How are data centers scored in ENERYG STAR Portfolio Manager?

Portfolio Manager defines a data center as a space "specifically designed and equipped to meet the needs of high density computing equipment such as server racks." You can add a data center as a property use type. To receive an ENERGY STAR score for a data center, IT energy use must be measured at the output of the uninterruptible power supply.

## 14. Can I use data from an energy or building management system?

Yes, if the system provides accurate whole-building data. Many such systems can upload energy data directly into Portfolio Manager. You must note in "Property Notes" if you do not use utility-provided data, and an explanation of any difference.

## 15. What if I generate electricity through on-site solar panels?

Onsite green power is not subject to traditional generation, transmission, and distribution losses. As long as you retain the Renewable Energy Credits (RECs), this benefit is reflected in the ENERGY STAR score and Source EUI by assigning onsite electricity a source conversion factor of 1.0 rather than the 3.34 value that is used for grid-sourced electricity. As such, a property with onsite solar or wind power is likely to receive a higher score. The electricity use from onsite solar and wind must be reported and included in your total energy consumption and ENERGY STAR score calculation. The use of onsite renewable electricity is part of your overall site energy consumption (i.e. the energy requirement of your property).

You can enter this into Portfolio Manager when setting up your meters. Obtain data from your installer on the energy used, any energy exported out to the grid, and about any renewable energy certificates generated. If you report your renewable energy generation and use accurately, it will be reflected in your building's greenhouse gas emissions. For additional details on green power, see this document.

## 16. What if the building is under construction or newly built?

A newly constructed building, if it meets the threshold for being affected by this ordinance, is required to report its energy use for the first full calendar year after receiving a Certificate of Occupancy.

## 17. What if I purchased the building in the past year?

Buildings that have transferred ownership are not exempt from reporting requirements. The reporting regulations require the seller to transfer to the new owner any information that has been collected for completing the energy report.

## 18. What can I do to make my building more efficient?

ENERGY STAR offers a wealth of resources to improve building efficiency including financial calculators to evaluate energy efficiency measures, the Guidelines for Strategic Energy Management, and the Building Upgrade Manual.

Partners for a Clean Environment (PACE) provides free expert advisor services, financial incentives and a certification program to help businesses measure and gain recognition for their energy, waste, water, and transportation achievements. For free assistance, contact a PACE Business Sustainability Advisor* at 303-786-7223 or info@PACEpartners.com.

**Provided by Boulder County and the City of Boulder Climate Action Plan (CAP) tax dollars supporting businesses and building owners in achieving their energy efficiency goals.*

**Not finding your question?** Visit ENERGY STAR FAQs here or contact a local PACE Business Sustainability Advisor by calling 303-786-7223 or emailing info@PACEpartners.com.