



Using ENERGY STAR Portfolio Manager to Comply + the Boulder Building Performance Ordinance

City of Boulder

Partners for A Clean Environment (PACE)

Xcel Energy

2:30pm – 4:30pm

March 3, 2016



Training Agenda



Building Performance Ordinance (25 min)

- Kimberlee Rankin, City of Boulder

Xcel Energy Resources (20 min)

- Bob Macauley, Xcel Energy

Using Energy Star Portfolio Manager (45 min)

- Sarah Linke, PACE

Hands-on assistance and questions (30 min)

- PACE Business Sustainability Advisors



City of Boulder Building Performance Ordinance

Overview

Kimberlee Rankin, Program Administrator



What do we hope to accomplish?



Objectives

- ✓ **Reduce** GHG Emissions
- ✓ **Improve** quality of the commercial building stock
- ✓ **Realize** cost effective efficiency
- ✓ **Increase** awareness of building energy performance metrics
- ✓ **Drive** market transformation
- ✓ **Inform** design of future programs and services

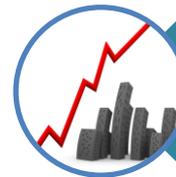
Who Benefits



Community
Members



Business
Tenants



Building
Owners

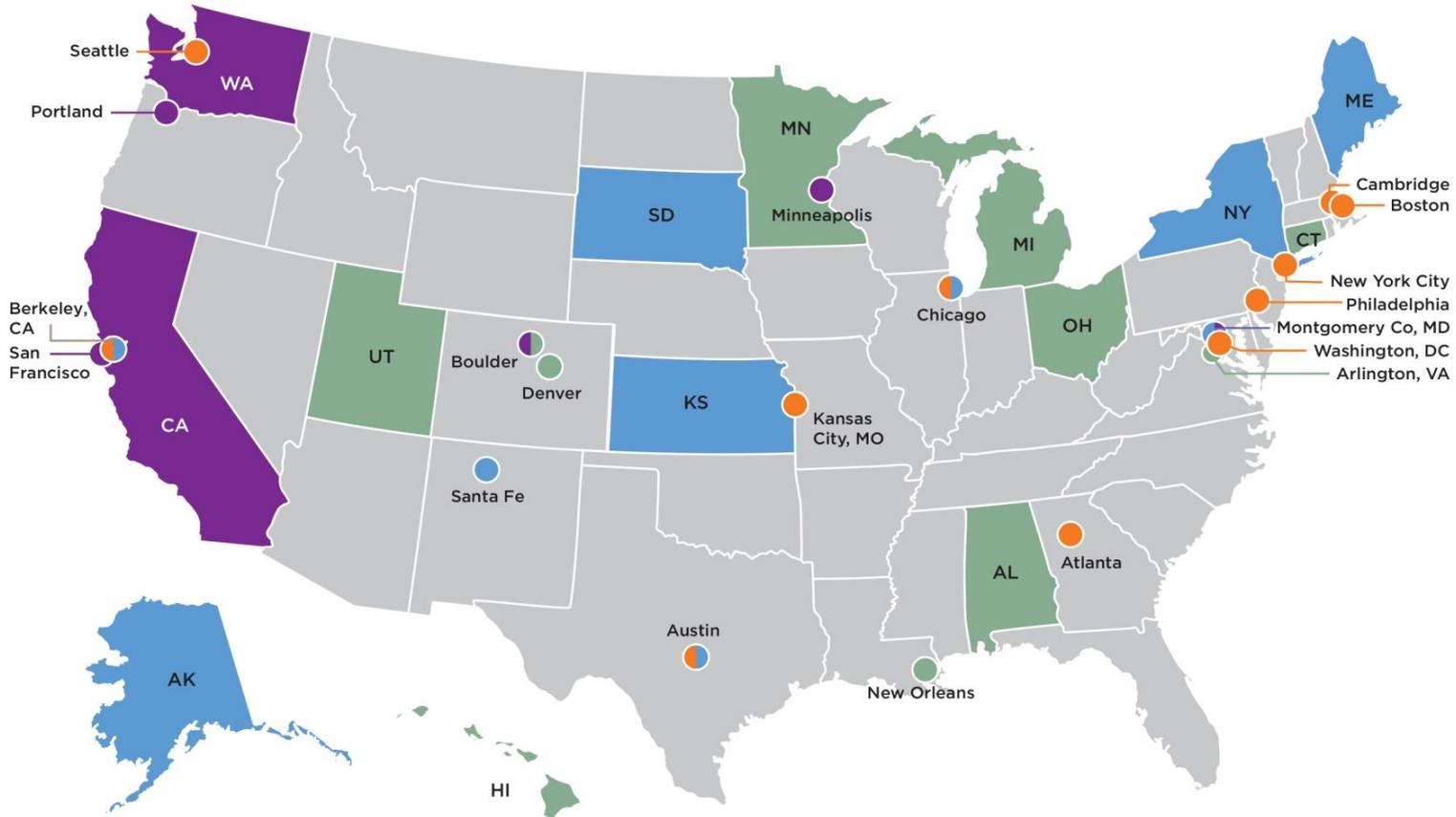


Policymakers

National Context



U.S. Building Benchmarking and Transparency Policies



- Commercial policy adopted
- Commercial & multifamily policy adopted
- Public buildings benchmarked
- Single-family transparency adopted

Defining Key Terms



RATING & REPORTING (R&R)

Measuring and comparing building energy performance metrics

Providing energy use and associated metrics to the city and tenants of the building

Disclosure

disseminating the reported energy use information to the public

Payback

the amount of time it takes for savings in operating costs (energy and maintenance) to pay back the initial capital investment (less any rebates)

Efficiency Requirements

RCx - Retrocommissioning

EA – Energy Assessment

Lighting Upgrades

Building Performance Ordinance



Scope

- Private sector C&I buildings $\geq 20,000$ sf
- City-owned buildings $\geq 5,000$ sf
- Newly built C&I buildings* $\geq 10,000$ sf
- Large Industrial Campuses**

*Any buildings permitted since the last energy code update (January 31, 2014).

**Three or more buildings at least partially used for manufacturing served by a central plant or single utility meter.

Requirements: Typical Buildings



- **Annually**
 - **Rate and Report**
 - **Publicly disclosed** after 2 year grace period
- **Every 10 years**
 - **ASHRAE*-equivalent Energy Assessments**
 - Buildings < 50,000 sf: Level I
 - Buildings ≥ 50,000 sf: Level II
 - **Retrocommissioning**
 - Implement measures with ≤ 2 year payback
- **One Time**
 - **Lighting Upgrade** to current IECC** for:
 - Interior and exterior max allowable lighting power
 - Interior and exterior timer/On-off controls
 - Exit signs
 - Occupancy sensors

*American Society of Heating, Refrigerating, and Air-Conditioning Engineers

**International Energy Conservation Code

Requirements: Large Industrial Campuses



- **Annually**
 - Submit a **written narrative** on efficiency activities and reduction goals
 - **Orally report** to the city a qualitative comparison of energy use to the prior year
- **Every 10 years**
 - ASHRAE*-equivalent **Energy Assessments**
 - Implement measures with payback < 1 years
- **One time**
 - **Lighting Upgrades** to current IECC**

*American Society of Heating, Refrigerating, and Air-Conditioning Engineers

**International Energy Conservation Code

Compliance Schedule



Start Year

2016 Buildings > 50,000 sf
New Buildings >10,000 sf
City Buildings > 5,000 sf
Large Industrial Campuses

2018 Buildings > 30,000 sf

2020 Buildings > 20,000 sf

Rating and Reporting

↓ 3 yrs

Energy Assessments &
Public Disclosure

↓ 2 yrs

Lighting & RCx

↓ 2 yrs

Implement cost effective
RCx Measures

Compliance Deadlines



Ordinance Requirement	City Buildings $\geq 5,000$ sf	Existing Buildings $\geq 50,000$ sf New Buildings $\geq 10,000$ sf,	Existing Buildings $\geq 30,000$ sf	Existing Buildings $\geq 20,000$ sf
Rating & Reporting	May 1, 2016	Aug. 1, 2016	2018	2020
Public Disclosure	2019	2019	2021	2023
Energy Assessments	2019	2019	2021	2023
Lighting Upgrades	2021	2021	2023	2025
Retrocommissioning	2021	2021	2023	2025
Implement Cost Effective RCx Measures	2023	2023	2025	2027

Enforcement



- **For owners**

- Fines of \$0.0025 per square foot per day (up to \$1,000 per day) of non-compliance.

- **For tenants**

- Tenants must respond to building owner data requests within 30 days of a request.
- Failure to do so will result in similar fines.

Exemptions



All Requirements

- Unconditioned and unlit buildings
- Financial hardship

Rating and Reporting

- Less than one year of energy use data

Public Disclosure

- Building information includes trade secrets, privileged or confidential commercial information

Energy Assessment

- Building received equivalent energy assessment within 10 years of the first deadline AND implemented cost-effective actions recommended

Exemptions Cont.



Efficiency Requirements

- ENERGY STAR certified
- LEED Existing Buildings: Operation & Maintenance (EBOM) Certified
- Building has demonstrated pattern of significant and consistent improvements and can provide all of the following:
 - Records for past 5 years of energy use or emissions
 - Narrative covering how reductions have been achieved
 - Proof of high efficiency compared to other similar buildings or to your 2015 baseline energy-use intensity (EUI)

Service Providers



- **Rating and Reporting**
 - Free assistance from PACE*
 - Manufacturing owners can get free assistance from SWEEP**
- **Energy Assessments and Retrocommissioning**
 - Must use an approved service provider
 - Approved providers will be listed on the program website
 - Lighting contractors do **not** have to be approved
- **Approved Service Provider List**
 - Must complete the training (coming in Spring 2016)

*Partners for A Clean Environment

**Southwest Energy Efficiency Project

Resources

www.BoulderBuildingPerformance.com



- Home Page
 - Ordinance
 - City Manager Rules
 - Exemption Request
 - Newsletter sign-up
 - FAQs
- How-to Comply
 - How-to Guides
 - Tenant Information Request
 - Cost Estimation Tool (coming soon)
 - Approved Service Provider Training and List (coming soon)
- Training & Rebates
 - Webinar recording and slides
 - ESPM training slides
 - City Level II EA Rebates
 - PACE EnergySmart custom and prescriptive rebates
 - Xcel custom and prescriptive rebates

The screenshot shows the homepage of Boulder Building Performance. At the top, there is a navigation bar with five colored buttons: ZERO WASTE (orange), ENERGY EFFICIENCY (blue), SOLAR HOME (green), ENERGY FUTURE (brown), and CLIMATE COMMITMENT (dark green). Below the navigation bar, the text "BOULDER BUILDING PERFORMANCE" is displayed. A large image of a modern building complex is featured. To the right, there is a "Related Video" section with a video player. Below the main image, there is a section titled "Energy Efficiency for Commercial and Industrial Buildings" with a brief description and a link to a "Boulder Building Performance Infographic". On the right side, there is a sidebar with a list of links: Boulder Building Performance Resources, Boulder Building Performance, 2016 Affected Building List @, How to Comply, Submit 2015 Data to City Training and Rebates, City Facilities: Efficiency Efforts, Energy Efficiency Financial Incentives for Businesses, Energy Loans From Elevations Credit Union, EnergySmart Business Rebates, and Xcel Energy Incentives.

R&R: What's Required?



Building Owners

- Collect whole-building energy data for previous calendar year
- Enter all energy data into ESPM
- Report data to the city
- Share the energy performance report with tenants

Building Tenants

- Share utility bills and access to space within 30 days of request from building owner
- Review the energy information provided by the owner to better understand energy performance in your space/building.

Rating and Reporting (R&R)



- First deadline is Aug. 1, 2016
 - Each year hereafter must R&R by June 1
- Resources
 - Tenant information request
 - How-to guide
- Required Tool
 - ENERGY STAR Portfolio Manager (ESPM)
 - Manufacturing facilities have alternatives

Manufacturing Facilities



- Primary energy use is assemblage, processing, and/or manufacturing products, **or** over 50% of building energy usage come from process loads
- Alternative tools available for R&R
 - EPA Energy Performance Indicator (EPI) Tool
 - ENERGY STAR Energy Tracking Tool
- Webinar Feb. 23 recording and slides on website

For free assistance, contact SWEEP's Neil Kolwey at nkolwey@swenergy.org



Using Xcel Energy Programs to Comply



- Energy Assessments
 - Xcel Energy’s Level I energy audit will not count for Level I requirements, but PACE is offering a Level I for free that does comply
 - If you participate in Xcel Energy’s Level I audit, you can discuss with the contractor opportunities to complete a Level II that would comply
- Retrocommissioning
 - Buildings < 50,000 sf: Building Tune-Up Program
 - Buildings \geq 50,000 sf: RCx Study Program
- If you choose to comply through participation in Xcel Energy programs the contractor used must be on the city’s Approved Provider List

QUESTIONS?



Next...

XCEL ENERGY

Questions?



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www.BoulderBuildingPerformance.com



Xcel Energy's Commercial – Industrial Energy Efficiency Programs 2016 Overview

Trade Relation Managers

Derek Shockley 303-294-2082 John.D.Shockley@XcelEnergy.com

Commercial Programs Handled by Derek:

- ◆ Lighting Efficiency, Data Center Efficiency
- ◆ Energy Design Assistance, Energy Efficient Buildings

Bob Macauley 303-294-2675 Robert.Macauley@XcelEnergy.com

Industrial Programs Handled by Bob:

- ◆ Heating - Cooling, Compressed Air, Motors/VFDs
- ◆ Refrigeration Efficiency, Energy Management Systems
- ◆ Recommissioning

Either of us can help you with Custom Efficiency and Energy Analysis

Colorado Contact Information Energy Efficiency Specialists

Business Solutions Center (BSC)

Energy Efficiency Specialists serve small to mid-sized business customers trade allies to help them develop long-term energy management programs.

1-855-839-8862 M - F 7 a.m. – 5 p.m. MT

- Learn about program details, qualifications and deadlines
- Get assistance with completing applications, rebate forms, customer proposals, projects and rebate status
- Request customer billing history (signed utility releases consent form required)
- Mid Market field rep available for on site help

Account Managers

- Account Managers serve largest electric-gas customers
 - ◆ Typically 500 kW demand or greater
- Once our customer has determined which trade ally they want to work with, we can bring in whatever resources needed to fulfill projects related to our energy efficiency programs.
- Contact an Account Manager to:
 - provide assistance for any energy savings opportunities that may qualify for a rebate
- Call the BSC at 855-839-8862 to see if you have an account manager.

Detailed Biennial Plan

- **2015/2016 Biennial Plan was approved and implemented 9-1-15**
- **Rebate programs subject to 60/90 days notice of change or cancellation**
- **2017/2018 will be submitted by June 2016**
- **All filings are available on our web-site**
- **Visit XcelEnergy.Com to review program filings**

How Xcel Energy Helps

- Provides incentives to customers to adopt energy-efficient technologies
- Rebates provide trade partners a tool to promote energy efficiency in the marketplace
- Xcel Energy brand name and neutral third party endorsement

Results: long term energy savings and quicker project payback for customers

Xcel Energy's Efficiency Programs

- **Cash rebates (not bill credits)**
- **Qualifications:**
 - ◆ **Colorado business customers who buy electricity and/or gas directly from Xcel Energy**
 - ◆ **Customers must pay monthly Demand Side Management Cost Adjustment (DSMCA).**
 - ◆ **Gas Transport customers do not qualify**
- **Xcel Energy customer can assign rebate to alternate recipient**



Xcel Energy's Commercial Energy Efficiency Program Descriptions

Business Programs Summary

1. Studies & Audit-Based Incentives

◆ **Preapproval required**

2. Prescriptive Rebate Programs

◆ **Preapproval NOT required**

3. CUSTOM Rebate Programs

◆ **Preapproval required**

Studies/Audits

Xcel Energy funds a portion of a study – identifying energy saving opportunities.

■ *****Preapproval required**

■ Customer can take advantage of rebates from prescriptive or custom programs based on study recommendations.

Included programs:

- Energy Analysis
- Recommissioning RCx
- Building Tune-up BTU
- Refrigeration Efficiency
- Small Business Lighting
- Compressed Air

Recommissioning - RCx

- **Recommissioning is the process of reviewing existing equipment and systems within a building to ensure that they are working as efficiently as possible and operating as intended.**
- **Xcel Energy's Recommissioning program is designed to assist electric and natural gas business customers to improve the efficiency of their existing building operations by identifying existing functional systems that can be "tuned up" to run as efficiently as possible through low- or no-cost improvements.**
- **Xcel Energy offers rebates for Recommissioning studies and the implementation of Recommissioning measures.**
- **You can use an RCx Provider of your choice but they do need to be part of the preapproval process.**

Recommissioning - RCx

- Xcel Energy's RCx program covers both Recommissioning and retro commissioning.
- Recommissioning is commissioning a building that has already been commissioned in the past.
- Retro commissioning is commissioning a building that has never been commissioned.
- Examples of typical Recommissioning measures include:
 - Calibration/tune-up of Energy Management System points
 - Adjustment of outside air and return dampers
 - Resetting the chilled water and hot water supply temperatures
 - Optimizing start/stop of air handlers and makeup air units (early shutdown in the evening, late start in the morning)
 - Resetting of a chiller's condenser water temperature
 - Eliminating simultaneous heating and cooling

RCx - How to Get Started

- **Call your Xcel Energy account manager or our Business Solutions Center at 1-855-839-8862.**
- **Minimum building size is 50,000 sq. ft.**
- **Complete and return the preapproval application, a study proposal, and Addendum A (completed by your RCx study provider).**
- **We'll review your application and let you know how much study funding you qualify for. Once preapproved, you can begin your study.**
- **When your study is finished, we'll review the recommendations and energy savings calculations and let you know what additional rebates you qualify for.**
- **After your study is approved and paid for, submit the study rebate application to us with invoices.**
- **Implement the RCx measures you choose and submit your signed application and invoices to receive your RCx rebate. Please note: if you implement other types of measures, you may need to apply for one or more of our other business rebates.**

Building Tune-up Program BTU

- **To qualify, you must:**
- **Be an Xcel Energy retail business customer served both electricity and natural gas or electricity only within our service area in Colorado**
- **Have a building of 5,000-75,000 square feet**
- **RCx for smaller buildings**

Building Tune-up Program BTU

- **Call your Xcel Energy account manager or our Business Solutions Center at 1-855-839-8862.**
- **Complete and return the application form.**
- **We'll review your application and contact you to schedule an onsite audit through Nexant our 3rd party vendor.**
- **When your audit is finished, we'll review the recommendations and energy savings calculations and let you know what additional rebates you qualify for.**
- **Implement the additional recommissioning measures you choose and submit your signed application and invoices to receive your recommissioning rebate.**
- **Please note: if you implement other types of measures, you may need to apply for one or more of our other business rebates.**

Building Tune-up Program BTU

- Cost is based on Customer size
- Building is 5,000 sq. ft.-25,000 sq. ft. (\$250 charge)
- Building is 25,001 sq. ft.-50,000 sq. ft. (\$500 charge)
- Building is 50,001 sq. ft.-75,000 sq. ft. (\$1,000 charge)
- The charge will appear on your energy bill following the completion of the assessment.

Building Tune-up Program BTU

- Additional implementation rebates may also be available and are identical to the full Recommissioning program rebates of \$400/kW saved and \$ 4/Dth saved. Should you choose to complete additional energy-saving upgrades, the Building Tune-Up program consultant will serve as a liaison between you and your contractor to ensure quality installation.
- Xcel Energy has contracted and authorized Nexant, Inc. to perform Building Tune-Up audits and implement approved no cost and low cost measures at customer facilities for the Building Tune-Up Program.

Prescriptive Programs

Predetermined rebate amounts and related savings for various energy-saving technologies

- **No preapproval required**
- Offer a set rebate amount and are based on defined equipment and efficiency qualifications as listed on each programs application.
- Most prescriptive programs have a 60% rebate project cap.

Programs include:

- **Cooling Efficiency**
- **Heating Efficiency**
 - ◆ **25% bonus through 7-31-16**
- **Motors and Variable Frequency Drives**
- **Small Business Lighting**
- **Commercial Refrigeration**

Custom (Non-prescriptive) Programs

For equipment and conservation efforts outside Prescriptive requirements or not covered by the Prescriptive Programs

- *****Preapproval required**
- Rebate amounts and energy savings vary by project

Programs include:

- **Straight Custom Efficiency:**
 - ◆ Windows
 - ◆ Insulation
 - ◆ Geothermal applications
 - ◆ Roofing
 - ◆ Window tinting
- Energy Management Systems
- Business New Construction
 - ◆ Energy Design Assistance
- Data Center Efficiency

New on-line tools now available

- Before you make any commitments to a project, use our expertise to help you make the best decision and confirm your rebate eligibility, preapproval is required.
- Tell us about your proposed project prior to filling out an application.
- [Application](#) – This is the application used to start your project
- [Workbook](#) – This MS Excel workbook is used to evaluate your proposal.
- [Guidelines for a Customized Solution](#) – Utilize the helpful-hints information sheet.

Custom Programs

- Preapproval letter will outline energy savings and rebate amount
- Will also include time frame for implementation – typically 24 months
- If project scope changes it may require reanalysis
- Rebate amounts vary with the project's energy savings. But the more energy your project saves, the more rebate dollars you earn – up to \$400 per kilowatt (KW) of electricity and \$4 per dekatherm (Dth) of gas saved.

Contact Info

- **Business Solutions Center**
 - ◆ **1-855-839-8862**
- **Account Managers**
 - ◆ **Call BSC to get contact info**
- **Bob Macauley**
 - ◆ **303-294-2675**
 - ◆ **Robert.Macauley@XcelEnergy.com**
- **XcelEnergy.com**

ENERGY STAR Portfolio Manager Training

March 3, 2016



What is ENERGY STAR Portfolio Manager?

- It was **developed by the U.S. Environmental Protection Agency (EPA)** to help property owners and managers track utility data.
- It is an **interactive energy management tool** that allows you to track and assess energy and water consumption across your entire portfolio of buildings in a secure online environment.
- It can help you **identify under-performing buildings, verify efficiency improvements, and receive recognition** for superior energy performance.
- It is **available at no-cost** to all users.
- **Required tool** of the Building Performance Ordinance.



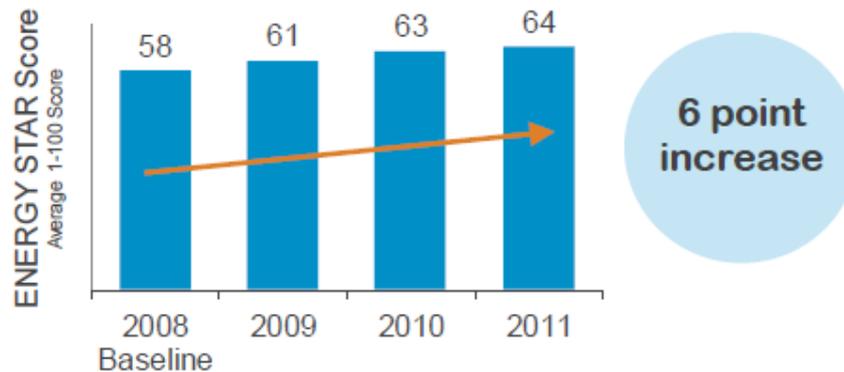
Why Benchmark?

- Establish a baseline energy performance for each property using Portfolio Manager.
- Set goals for energy performance.
- You can't manage what you don't measure!
- Prioritize investments.
- Conduct ongoing measurement and verification of improvements—both financial and environmental.
- Earn recognition from Partners for a Clean Environment and the EPA.



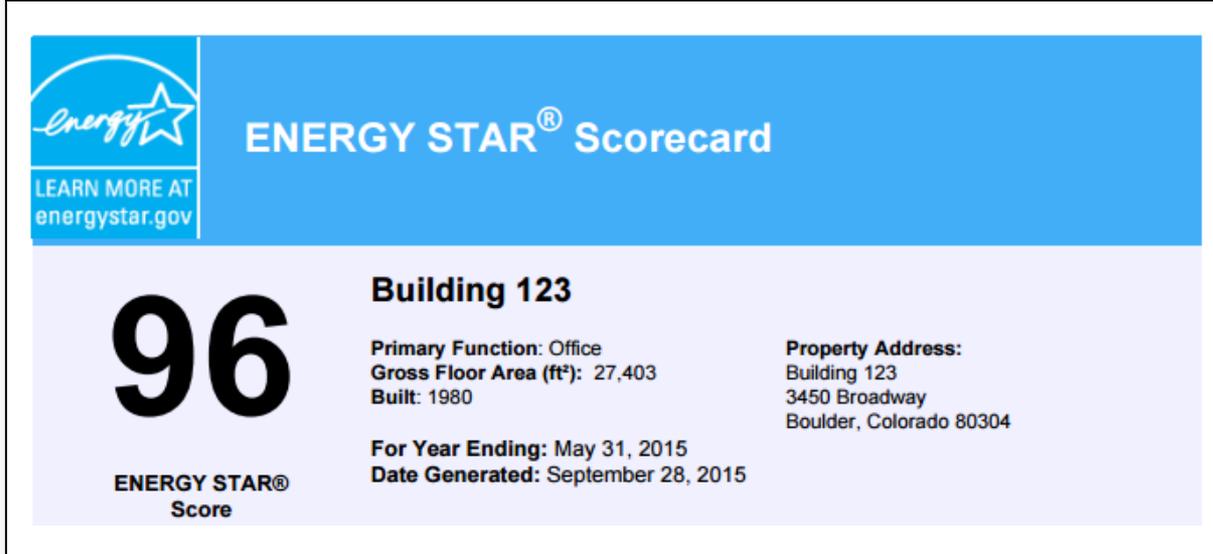
Measure and Manage

Energy Savings in Portfolio Manager



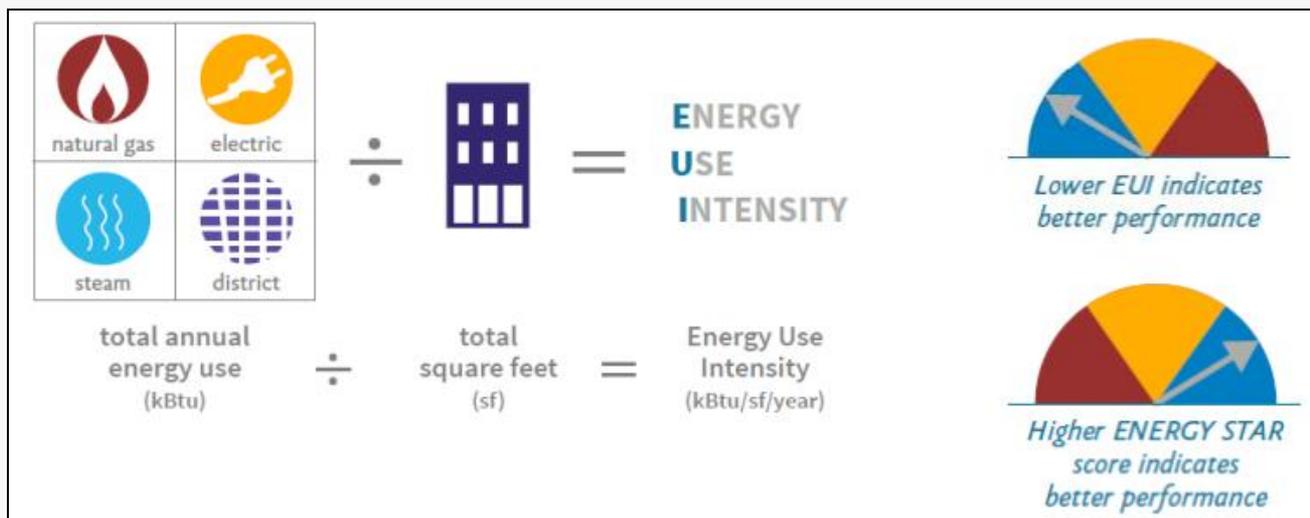
**7% average energy savings and
6 point ENERGY STAR score increase
among Portfolio Manager buildings**

What Does My ESPM Score Mean?



- The ENERGY STAR energy performance scale indicates how efficiently buildings use energy on a 1-100 percentage scale; a score of 75 or better indicates performance better than 75% of comparable buildings.
- The ENERGY STAR score accounts for the impact of weather variations
- The energy performance score compares your building's energy use to the actual energy use of similar buildings around the country.

Energy Use Intensity (EUI)



For most property types in Portfolio Manager, the Energy Use Intensity (EUI) is expressed as energy per square foot per year.

- Site EUI: the amount of heat and electricity consumed by a building (onsite only)
- Source EUI: represents the total amount of raw fuel that is required to operate the building. Includes transmission, delivery, and production losses

Property Types Eligible for ENERGY STAR Score

- Bank Branch
- Barracks
- Courthouse
- Data Center
- Distribution Center
- Financial Office
- Hospital (General Medicine & Surgical)
- Hotel
- K-12 Schools
- Medical Office
- Multi-family Housing
- Non- Refrigerated Warehouse
- Office
- Refrigerated Warehouse
- Residence Halls/ Dormitory
- Retail Store
- Senior Care Community
- Supermarket/Grocery Store
- Wastewater Treatment Plant
- Wholesale Club/Supercenter
- Worship facility

Getting Started!



Getting Started

Helpful data to have prior to setting up the building in Portfolio Manager

- Primary function of the building
- Name, address, ZIP/postal code
- Year built
- Gross Floor Area (outside wall to outside wall)
- Use details
 - Weekly operating hours, number of computers, number of workers on the main shift, etc.
- Energy bills which includes property-specific utility usage from all purchased and on-site generated energy for all fuel types

Logging On

<https://portfoliomanager.energystar.gov/pm/login>

The screenshot shows the Energy Star Portfolio Manager website. At the top, there is a navigation bar with "ABOUT ENERGY STAR" and "PARTNER RESOURCES". Below this is the Energy Star logo and the tagline "The simple choice for energy efficiency." The main navigation includes "ENERGY EFFICIENT products", "ENERGY SAVINGS at home", "ENERGY EFFICIENT new homes", and "ENERGY STRATEGIES FOR buildings & plants". A breadcrumb trail reads: Home » Buildings & Plants » Owners and managers » Existing buildings » Use Portfolio Manager. A search bar is in the top right. A secondary navigation bar includes "join us", "about us", "press room", "help desk", and "portfolio manager login" (circled in yellow with an arrow). Below this is a menu with "Owners and managers" (selected), "Service providers", "Program administrators", "Tools and Resources", and "Train". Under "Existing buildings", there are sub-categories: "Commercial new construction", "Industrial energy management", "Small business", and "Congregations". The main content area features a "Use Portfolio Manager" banner with the Energy Star logo and the text "The most-used energy measurement and tracking tool for commercial buildings." Below the banner is a section titled "Use Portfolio Manager" with a description: "You've heard it before: you can't manage what you don't measure. That's why EPA created ENERGY STAR Portfolio Manager®, an online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions. Use it to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment." Below this is a call to action: "Not sure if Portfolio Manager is for you? It is!". On the right side, there is a "Login to your account" overlay with fields for "Username:" and "Password: password", and buttons for "forgot username?", "forgot password?", "Login", and "New user? Register" (circled in yellow with an arrow). At the bottom right, there is a promotional banner for "DISCOVER THE BUILDINGS TEAM CHALLENGE" and "EPA's NATIONAL BUILDING COMPETITION".

Creating an Account

Before you enter your first property in Portfolio Manager, you will need to set up the account to which all your buildings will be tied



Welcome Slinke318: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Create an Account

Already have an account? [Sign In Here](#)

Create Your Account

Username:

Password:

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password:

About Yourself

First Name:

Last Name:

Job Title:

Email:

Confirm Email:

Note: We never share your email address with third parties.

Phone:

Country:

Language:

Reporting Units:

- Conventional EPA Units (e.g., kBtu/ft²)
- Metric Units (e.g., GJ/m²)

Getting Started

Please complete and submit this form to register for an account with Portfolio Manager. After submission, you will receive an email confirmation. If your email provider actively filters spam, please add "noreply@energystar.gov" to your address book to ensure delivery.

Accounts for Organizations

If you are creating an account that you intend to use as your organization's account, then you may want to consider entering your organization name in the first and last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Web Services Division

Adding a Property

To add a property, select the link “Set up your first building” highlighted in the green box

The screenshot shows the ENERGY STAR Portfolio Manager dashboard. At the top, the logo and navigation tabs (MyPortfolio, Sharing, Planning, Reporting, Recognition) are visible. A green box highlights a message from Sarah: "Your account has been created. Here is how to get started:" with two bullet points: "Set up your first building" and "Learn about using Portfolio Manager and about ENERGY STAR recognition". A yellow arrow points from the text on the left to the "Set up your first building" link. Below the message are four main sections: "Properties (0)" with an "Add a Property" button; "Notifications (0)" with the text "You have no new notifications."; "Source EUI Trend (kBtu/ft²)" with a blank chart area; and "Properties (0)" with a filter dropdown set to "View All Properties (0)", a search bar, and a "Search" button. A "Download Entire Portfolio" link is at the bottom right. An information icon and text at the bottom right state: "If you're a pro, you may want to upload and/or update multiple properties at once using an Excel spreadsheet. This can be done to create new properties, create meters, add meter consumption data, and edit basic property information."

More about property types definitions, use and details [here](#).

More about multiple buildings [here](#)

Test properties can be set up to practice using the system

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!



Your Property's Primary Function

We'll get into the details later. For now, overall, what main purpose does your property serve?

Office

[Learn more about primary functions/property types.](#)



Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).



Your Property's Buildings

How many physical buildings do you consider part of your property?

- None:** My property is part of a building
- One:** My property is a single building
- More than One:** My property includes multiple buildings ([Campus Guidance](#))

How many?



Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.



Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

- Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- Test Property:** This is a fictitious property I am entering into Portfolio Manager in order to try out features or for other purposes such as training others.



Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started!

[Cancel](#)

Include address for the specific property location being entered

Building attributes can be found at the Boulder County Assessors Database:

<http://maps.bouldercounty.org/bo-co/PropertyViewer>

Occupancy is the percentage of your property's Gross Floor Area that is occupied and operational.

Does your energy consumption include a parking lot, Data Center, a retail store or restaurant?

About Your Property

Name: *

Country: *

Street Address: *

City/Municipality: *

State/Province: *

Postal Code: *

Year Built: *

Gross Floor Area: * Temporary Value

Occupancy: * %

GFA: The total floor area inside the building envelope, including the external walls, and excluding the roof

Gross Floor Area is the total floor area, expressed in square feet or square meters, measured from the principal exterior surfaces of the building(s) and not including parking area(s). [Learn More](#)

Do any of these apply?

- My property's energy consumption includes [parking](#) areas
- My property has a [Data Center](#) that requires a constant power load of 75 kW or more
- My property has one or more retail stores
- My property has one or more restaurants/cafeterias

Property Details

While hovering over the blue text, the definition for each word or phrase will appear

If you use default values when initially setting up the property, you will be ineligible for an ENERGY STAR score unless you go back and enter the actual data

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* 27403 <input type="text"/> Sq. Ft. ▼	1/1/1980 	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980 	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980 	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980 	<input type="checkbox"/>
★ Percent That Can Be Heated	<input type="text"/> ▼ <input type="checkbox"/> Use a default	1/1/1980 	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> ▼ <input type="checkbox"/> Use a default	1/1/1980 	<input type="checkbox"/>

Revise Property Information

The screenshot shows a web interface with tabs for Summary, Details, Meters, Goals, and Design. The 'Details' tab is active. On the left, there is a 'Basic Information' section with fields for Construction Status (Test property that is one single building), Property GFA - Self-Reported (27,403 Sq. Ft.), and Occupancy (95%), along with an 'Edit' button. Below this is a section for 'Unique Identifiers (IDs)'. The main area is titled 'Property Uses and Use Details' and includes a 'View as Diagram' link, an 'Add Another Type of Use' dropdown menu, and an 'Add' button. A table lists property uses with columns for Name, Primary Function, Gross Floor Area (time-weighted), and Action. The table contains two rows: 'Office Use' with 'Office' as the primary function and '27,403 ft²' as the area, and 'Parking Use' with 'Parking' as the primary function and '11,000 ft²' as the area. Below the table, there are two rows for 'Property GFA (Buildings): 27,403 (used to)' and 'Property GFA (Parking): 11,000'. An action dropdown menu is open over the 'Office Use' row, showing options: 'I want to...', 'I want to...', 'Update with New Information', 'View Update History', 'Correct Mistakes', and 'Delete use'.

Name	Primary Function	Gross Floor Area (time-weighted)	Action
▶ Office Use	Office	27,403 ft ²	I want to... I want to... Update with New Information View Update History Correct Mistakes Delete use
▶ Parking Use	Parking	11,000 ft ²	
Property GFA (Buildings):		27,403 (used to)	
Property GFA (Parking):		11,000	

- To edit your property use information at a later date, go to the Details tab and select “Correct Mistakes” from the Action drop down.
- You can also add additional property use types on this tab. For example, if you have a restaurant in part of the building, select “Add Another Type of Use” and select “Restaurant” from the drop down.

Example of Office Space

Name: *

Property Use Detail	Value	Current As Of
★ Gross Floor Area	* <input type="text"/> Sq. Ft. ▼	<input type="text" value="1/1/1980"/> 
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1980"/> 
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1980"/> 
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1980"/> 
★ Percent That Can Be Heated	<input type="text"/> ▼ <input type="checkbox"/> Use a default	<input type="text" value="1/1/1980"/> 
★ Percent That Can Be Cooled	<input type="text"/> ▼ <input type="checkbox"/> Use a default	<input type="text" value="1/1/1980"/> 

Example of Retail Store

▼ Retail Store Use / [Edit Name](#)
Delete

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text"/> Sq. Ft. ▼	1/1/1980	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
★ Number of Cash Registers	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
★ Number of Open or Closed Refrigeration/Freezer Units	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
Length of All Open or Closed Refrigeration/Freezer Units	<input type="text"/> Ft. ▼	1/1/1980	<input type="checkbox"/>
★ Number of Walk-in Refrigeration/Freezer Units	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
Area of All Walk-in Refrigeration/Freezer Units	<input type="text"/> Sq. Ft. ▼	1/1/1980	<input type="checkbox"/>
★ Single Store	<input type="text"/> ▼ <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
★ Exterior Entrance to the Public	<input type="text"/> ▼ <input type="checkbox"/> Use a default	1/1/1980	<input type="checkbox"/>
Cooking Facilities	<input type="text"/> ▼	1/1/1980	<input type="checkbox"/>

Enter the Boulder Energy Reporting ID

Summary Details Meters Goals Design

Basic Information

Construction Status:
Test property that is one single building

Property GFA - Self-Reported:
27,403 Sq. Ft.

Occupancy:
95%

[Edit](#)

Unique Identifiers (IDs)

Portfolio Manager ID:
4545350

Custom IDs: None

Standard IDs: None

 You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems.

[Edit](#)

Property Uses and Use Details

[View as Diagram](#) [Add](#)

Name	Primary Function	Gross Floor Area (time-weighted)	Action
▶ Office Use	Office	27,403 ft ²	I want to... ▼
▶ Parking Use	Parking	11,000 ft ²	I want to... ▼
Property GFA (Buildings):		27,403 (used to calculate EUI)	
Property GFA (Parking):		11,000	

 To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

ID:

[+ Add Another](#)

*Select "Boulder Energy Reporting ID" from the drop down along with your building ID

Adding Utility Info

Summary Details **Meters** Goals Design

Energy & Water Consumption
Manage/Enter My Bills

Meters for Performance Metrics
Select Meters

Utility & Weather
Electric Distribution Utility (EDU):
Public Service Co of Colorado [Xcel
Energy Inc]
Regional Power Grid:
CO Eastern WY

Energy Meters (0)
 [View as a Diagram](#) **Add Another Meter**

In order to receive a score for your property, you must provide an energy meter. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it in order to receive a score.
For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).

Water Meters (0)
 [View as a Diagram](#) **Add Another Meter**

You have not entered any water meters yet. After [entering the meter](#), you will need to

The data must cover consumption from January 1 through December 31 of the previous year

Select your Energy Sources

Get Started Setting Up Meters for Building 123

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water

Don't see your energy sources?

[+ See more energy sources?](#)



Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.



Entering Your Meters in Bulk

For advanced users, you may prefer to use the upload tool to [set up all of your](#)



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
 - purchased from the grid
 - How Many Meters?
 - generated onsite with my own solar panels
 - generated onsite with my own wind turbines

About Your Meters for Building 123

Date Meter became active should be the first day of your utility info.

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.



3 Energy Meters for Building 123 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input checked="" type="checkbox"/>	Natural Gas	Natural Gas		therms	09/14/1980	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="Electric Grid Me"/>	<input type="text" value="Electric - Grid"/>		<input type="text" value="kWh (thousand)"/>	<input type="text" value="09/14/1980"/> 	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Electric Solar Meter	Electric - Solar		kWh (thousand Watt-hours)	9/14/2013	<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)

[Add Another Entry](#)

0 Water Meter for Building 123 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
--------------------------	------------	------	------------	-------	--------------------------	---------	----------------------------

[Delete Selected Entries](#)

[Add Another Entry](#)

If you have multiple electric and gas meters that you'd like to keep separate, it is helpful to name them according to your Xcel utility bill to make them easily accessible.

- Example: (Xcel Gas Meter): G-acct2951754/prem300731099/meter00000AB35807

If using the Xcel Energy Benchmarking Portal, you can simply have a house meter for electric and gas usage.

Entering Utility Data

When entering utility data for your building, you have three options for data entry:

- [Manual Entry \(line by line\)](#)
- [Upload Bulk Data \(using the Excel spreadsheet\)](#)
- Xcel Energy Benchmarking Portal

Click here if you want to enter utility data line by line

Download Template here if you choose to upload bulk data

▼ **Natural Gas** [Edit](#)

	Start Date	End Date	Usage therms
Click to add an entry			

✖ [Delete Selected Entries](#)
+ [Add Another Entry](#)

Upload data in bulk for this meter:

 You can copy/paste into the table above [\(instructions in this FAQ\)](#), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

No file chosen

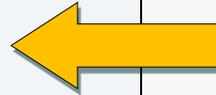
Utility Data Upload Template

Upload data in bulk for this meter:

 You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

Choose File No file chosen

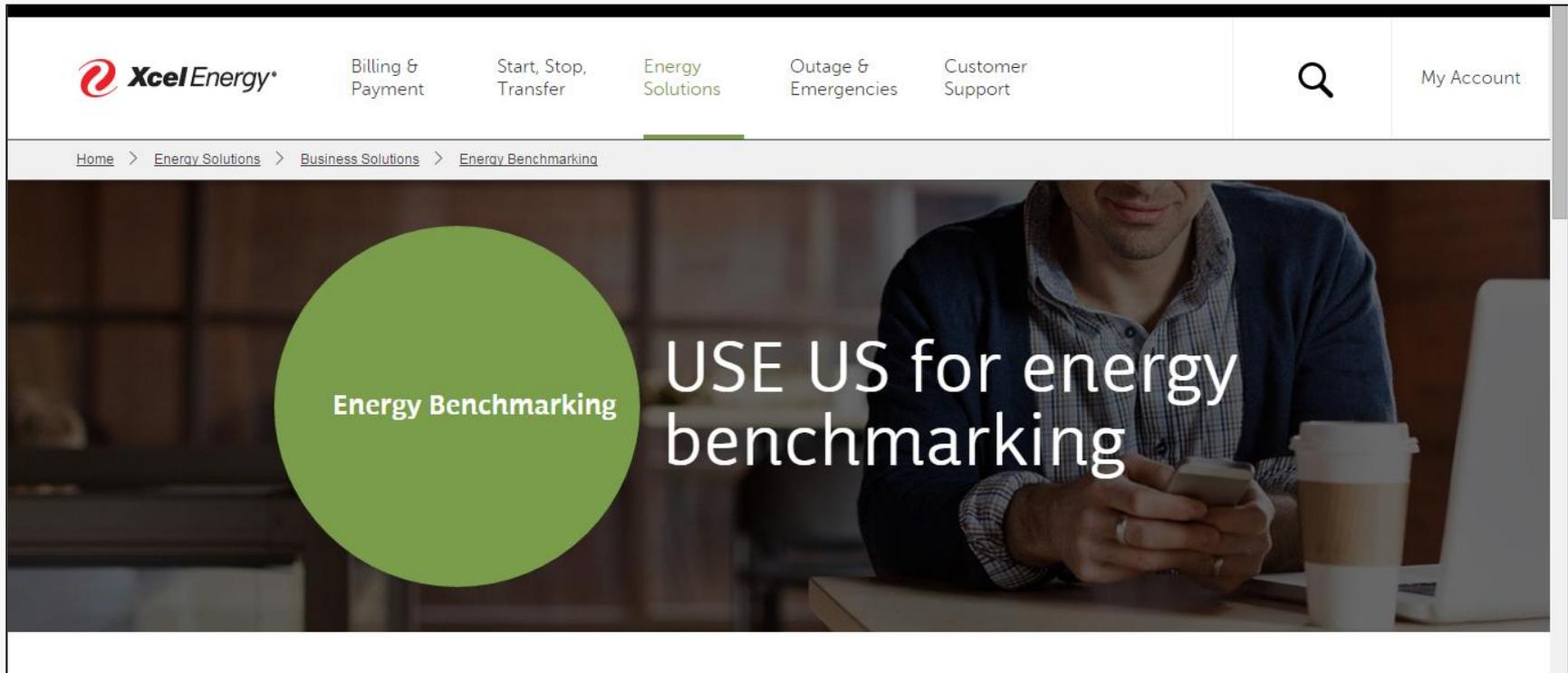
Upload



MeterConsumptionDataSpreadsheet_metered_en.xlsx - Microsoft Excel

	A	B	C	D	E
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
2	1/7/2013	2/6/2013	1686	\$191.05	No
3	2/7/2013	3/7/2013	1122	\$127.10	No
4	3/8/2013	4/8/2013	1078	\$122.51	No
5	4/9/2013	5/7/2013	1006	\$114.83	No

Xcel Energy Benchmarking Portal



http://www.xcelenergy.com/Programs_and_Rebates/Business_Programs_and_Rebates/New_Construction_and_Whole_Building/Energy_Benchmarking

What is it?



- Direct access to whole-building energy usage data via ENERGY STAR® Portfolio Manager®

	Start Date	End Date	Usage kWh (thousand Watt-hours)
<input type="checkbox"/>	5/1/2015	5/31/2015	856,876.35
<input type="checkbox"/>	6/1/2015	6/30/2015	956,597.6
<input type="checkbox"/>	7/1/2015	7/31/2015	857,553.29
<input type="checkbox"/>	8/1/2015	8/31/2015	918,058.89



How does it work?



1

Create account in Xcel Energy's new Benchmarking Portal

2

Connect with the Xcel Energy user in Portfolio Manager and "share" buildings and meters

3

Wait for the data to start flowing!

Access terms



- ✓ You need to have an account in Portfolio Manager
- ✓ You need to be authorized by the building owner to access energy data for their property
- ✓ If there are fewer than four tenants in the building or if one tenant uses more than 50% of the building's energy in a given month, you'll need to obtain consent from tenants



Ready to get started?



Go to the website

www.xcelenergy.com/energybenchmarking

Energy Benchmarking

USE US for energy benchmarking

Energy benchmarking is a key energy management best practice that enables you to identify the energy performance of your building(s), invest strategically in energy efficiency upgrades and monitor effectiveness of energy improvements. Benchmarking is the process of comparing measurements against a standard, average or best practice with the purpose of improving current practice and moving toward the use of best practices.

What's included?

We are providing a direct feed of whole-building energy usage data from our metered data repository into ENERGY STAR Portfolio Manager®. After you

Questions? Email us at benchmarking@xcelenergy.com

Download the User Guide

Xcel Energy

Energy Benchmarking Services User Guide

in ON

Xcel Energy Benchmarking Portal

1. Once you have your ENERGY STAR Portfolio Manager account set up, log in to the Xcel Energy Benchmarking Portal to establish the energy data connection. You will need to start a new account to login here. You CANNOT use your existing Xcel Energy login info.
2. Log back into ENERGY STAR Portfolio Manager® and connect your account with Xcel Energy.

Resources:

- Xcel Energy Benchmarking Main Website
- Xcel Energy Benchmarking Portal:
<https://xcelenergy.force.com/benchmarking/login>
- Xcel Energy Benchmarking Services User Guide. This guide will walk you through the entire process step by step.
- Xcel Energy Benchmarking Email help desk:
benchmarking@xcelenergy.com



Data Quality Checker

MyPortfolio | [Sharing](#) | [Planning](#) | [Reporting](#) | [Recognition](#)

Building 123

3450 Broadway, Boulder, CO 80304 | [Map It](#)
Portfolio Manager Property ID: 4545350
Year Built: 1980
[Edit](#)

ENERGY STAR Score (1-100)

Current Score: 96

Baseline Score: 96

[Not eligible to apply for ENERGY STAR Certification](#)

Summary | [Details](#) | [Meters](#) | [Goals](#) | [Design](#)

Notifications (0)

You have no new notifications.

Property Profile

You haven't created a profile for your property yet. Profiles are a way to supplement the information in Portfolio Manager with additional information about your property, including a photo.

[+ Create Profile](#)

Source EUI Trend (kBtu/ft²)

Year	Source EUI (kBtu/ft ²)
2015	89.9

Metrics Summary

[Change Time Period](#)

Metric	Baseline (May 2014)	Current (May 2015)	Change
ENERGY STAR score (1-100)	96	96	0(0.0%)
Source EUI (kBtu/ft ²)	95.5	89.9	-5.6(-5.9%)
Site EUI (kBtu/ft ²)	82.3	78.4	-3.9(-4.7%)
Energy Cost (\$)	15,374.64	14,092.39	-1282.25(-8.3%)
Total GHG Emissions (Metric Tons CO2e)	143.7	134.1	-9.6(-6.7%)

Check for Possible Data Errors

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

Reports

MyPortfolio | Sharing | Planning | **Reporting** | Recognition

Charts & Graphs

Weather Normalized Site EUI
How much energy would be reported on my bills, under average weather conditions?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Score Card](#)

There will be a list of 5 reports that you can download instantly.

- Statement of Energy Performance (SEP)- Provides your ENERGY STAR score and Energy Consumption and Energy Use Intensity (EUI) details
- Statement of Energy Design Intent (SEDI)- Provides an overview of your design metrics.
- Data Verification Checklist - Outlines the building data, used when the building is reviewed by an engineer
- Progress & Goals Report – Outlines Energy Use, Greenhouse Gas Emissions and Water consumption
- ENERGY STAR Score Card - Shows your ENERGY STAR score and square footage of the property

Reporting to the City of Boulder

Home > Lead > Boulder Building Performance

BOULDER BUILDING PERFORMANCE

New! Sign up for a training Feb. 9 or March 3 to learn about the Building Performance Ordinance rating and reporting requirement, including hands-on assistance with setting up your building in ENERGY STAR Portfolio Manager. See [trainings](#) for details and to register.

Energy Efficiency for Commercial and Industrial Buildings

In support of community energy and climate goals, the Boulder City Council adopted the Boulder Building Performance Ordinance ([Ordinance No. 8071](#)) on Oct. 20, 2015. These rating and reporting and energy efficiency requirements move beyond current [voluntary programs](#) to require actions that reduce energy use and improve the quality of Boulder's commercial and industrial building stock.

View the [Boulder Building Performance infographic](#)  for a quick overview of the requirements and compliance timeline.

The city manager is authorized to adopt rules and regulations necessary in order to interpret, further

Boulder Building Performance Resources

- [Boulder Building Performance](#)
- [2016 Affected Building List](#) 
- [Claim Your Building](#)
- [Submit 2015 Data to City](#)
- [How to Comply](#)
- [Training and Rebates](#)
- [City Facilities: Efficiency Efforts](#)
- Energy Efficiency Financial Incentives for Businesses**
 - [Energy Loans From Elevations Credit Union](#)
 - [EnergySmart Business Rebates](#)
 - [Xcel Energy Incentives](#)
- Energy Efficiency for Businesses**
 - [Boulder Building Performance](#)
 - [Codes & Regulations](#)

Reporting to the City of Boulder

Complete this form to respond to the "Data Request:City of Boulder Building Performance Program" for Kimberlee Rankin. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: Data Request:City of Boulder Building Performance Program
from Kimberlee Rankin (City of Boulder)

About this Data Request

Data Requested By: Kimberlee Rankin

Instructions: Building Owners,

Thank you for reporting your energy use to the City of Boulder, under the new Building Performance Program! Please visit the program website at www.BoulderBuildingPerformance.com for more information about all of the new requirements and supporting resources.

In order to share your data with the City, you must follow these steps:

1) Access the data request via the unique website listed above)

This selection will import the reporting and will launch a page titled Respond

2) Choose the properties to report using the "Response Preview." The timeline and metrics have already been chosen by the City of Boulder. Upon generating the response you will be able to select all of the properties on the program website)

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

Also see the [How to Respond to Data Requests](#) guide.

Click "Generate Response Preview."
The timeline and metrics have already been chosen by the City of Boulder

About Your Response

Who is this data being submitted on behalf of?

- myself
 someone else

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Your Response

Select Information to Include:

Timeframe: * Single Year [v] Dec 31 [v] 2015 [v]

i If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * One Property [v] - Select Property - [v]

i The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

Generate Response Preview [Cancel](#)

Reporting to the City of Boulder

- 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.
- If you see a **green box**, your response has been generated and you are ready to submit.

A preview for your response to the data request "Data Request:City of Boulder Building Performance Program" on behalf of Kimberlee Rankin (TEST) is being generated.

You may view your response preview by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. Large responses may take a long time to prepare. After you have viewed your response, you must select "Send Response" in order for your data to be released.

Please note that each property you included should have a full 12 months of information for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, "N/A" will be displayed in your response.

Charts & Graphs

Total GHG Emissions Intensity
What is the carbon footprint resulting from my properties' energy use?

ENERGY STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Score Card

Templates & Reports (9)

Create a New Template

Your new response preview(s) has been generated.

Name	Status	Action
Data Request City of Boulder Building Performance Program (Request from Kimberlee Rankin)	Response Preview Generated: 1/25/2016 4:36 PM	Send Response Delete Response
ENERGY STAR Certification Status	Generated: 7/16/2015 7:56 PM	
Energy Performance	Generated: 7/15/2015 5:53 PM	

Reporting to the City of Boulder

- On the page that appears, you must electronically sign your report by entering your Portfolio Manager login information and clicking “E-Sign Response.”

3 E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Kimberlee Rankin with City of Boulder.

Your username: *

Your password: *

E-Sign Response 

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

3 E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Kimberlee Rankin with City of Boulder.

Your username: *

Your password: *  Signed

Send Data [Cancel](#)

Questions?

Kimberlee Rankin, City of Boulder

RankinK@bouldercolorado.gov

303.441.4227



Bob Macauley, Xcel Energy

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303.294.2675



Sarah Linke, PACE

slinke@bouldercounty.org

303.441.1086



www.BoulderBuildingPerformance.com



Energy Benchmarking with Xcel Energy

Bob Macauley | March 2016



Frequently Asked Questions

Account Setup



- I work for an energy services firm – can I obtain data for buildings even though I’m not the owner?
 - Yes, provided the building owner has authorized you to receive data on their behalf. Use Xcel Energy approved authorization forms at: [http://www.xcelenergy.com/Billing & Payment/Customer Data & Privacy/Customer Energy Usage Data Release Forms](http://www.xcelenergy.com/Billing_&Payment/Customer_Data_&Privacy/Customer_Energy_Usage_Data_Release_Forms)
- I’m not set up in Portfolio Manager yet – how do I do that?
 - Our user guide contains steps for quick setup, but the EPA developed a [benchmarking starter kit](#) exactly for this purpose
- When connecting with Xcel Energy’s web services account in Portfolio Manager, it asks me for an “XE Portal Username” – what is that?
 - This is the email address you used when you signed up in the Xcel Energy benchmarking portal. It allows us to ensure that the same entity making the request is the one in our records

Tenant consent



- How will I know if tenant consent is required?
 - If tenant consent is required, our system will automatically send you an email notifying you. Follow the directions in the email or reach out to us at benchmarking@xcelenergy.com with questions
- What forms should I use when getting consent from tenants?
 - To be certain your form will be accepted, make sure to use the most current version of the data release form for your state. All forms are available on Xcel Energy's website at [http://www.xcelenergy.com/Billing & Payment/Customer Data & Privacy/Customer Energy Usage Data Release Forms](http://www.xcelenergy.com/Billing_&Payment/Customer_Data_&Privacy/Customer_Energy_Usage_Data_Release_Forms)

Energy data transfer



- How will I know when energy data has been posted to my account in Portfolio Manager?
 - You will receive notification from Xcel Energy letting you know when we have successfully transferred data to your account.
- In Portfolio Manager, where will the usage go?
 - Under the meters tab for each property, you will see a list of all the meters you have set up for your property. Click the ones you have shared with Xcel Energy and you will find the usage we sent over.
- How much historical energy data will I get?
 - On the initial population of your building, we will load three years (36 months) of data. Each month after that, we will update the last six months with any new readings or adjustments.

Energy data transfer (continued)



- I've received energy data in my Portfolio Manager account. Why don't the start and end dates line up with my energy bills?
 - We allocate energy usage from each tenant's individual readings across the months spanned in that reading. This allows us to add up multiple tenants' usage and avoid double-counting any energy.
- My energy data doesn't go up until the last month. Why is that?
 - To account for meter reading schedules, we only post energy consumption data for months that are at least 45 days in the past. On average, you will see data up to two months into the past.
- I have energy data for all my Xcel Energy meters. How do I get data for fuels not served by Xcel Energy?
 - Visit <http://www.energystar.gov/buildings/tools-and-resources/how-get-data-portfolio-manager> for more information.

Potential future system enhancements



- I've received energy data in my Portfolio Manager account, but not cost – why is that?
 - Compared with energy consumption data, cost information presents a larger technical challenge to include in a system like this.
- I have a photovoltaic solar array on the roof of my building – can the system break the energy generated by this system for me?
 - Currently, no. We are working to understand the best way to address this situation.
- I have another idea for a system enhancement. Who do I send that to?
 - We welcome your feedback. Email us at benchmarking@xcelenergy.com



Xcel Energy[®]

RESPONSIBLE BY NATURE[®]



Thank you, and happy benchmarking!

- Bob Macauley | Robert.Macauley@XcelEnergy.com