

Rating and Reporting Refresher

A refresher for complying with the Building Performance Ordinance Rating and Reporting Requirement each year



□ Verify your Building Information is Accurate

Once a building profile is set up in [Portfolio Manager](#), little time should be required to comply with the reporting requirement. Each year, before submitting the building energy report, the owner should verify the use details in Portfolio Manager are still accurate. Has the space use changed due to a new tenant? Has the occupancy of the building drastically changed? Has the square footage changed due to a renovation? Make any changes necessary in the profile to reflect the accurate use of the building.

□ Ensure Data is Uploaded and Up-to-Date

Affected building owners must submit energy reports that cover the entire calendar year, Jan 1 through Dec. 31, of the reporting year. This data must represent whole-building energy consumption, including both natural gas and electricity use from all building tenants. Owners must also ensure entire calendar year is reported. This may include verifying Xcel Energy has uploaded accurate and complete data into Portfolio Manager, or it may entail manually entering the data from utility bills (such as for third-party natural gas).

□ Run the Data Quality Checker

Once all energy data for the entire calendar year has been entered into Portfolio Manager, owners must run the Data Quality Checker under “Check for Possible Errors” on the Summary tab. Any red errors found related to energy use must be addressed before an energy report can be submitted.

□ Submit Report to City of Boulder

To comply with the Building Performance Ordinance, you must manually submit your energy report to the city through Portfolio Manager. **This step must be completed manually every year.** Click the required reporting link on the main [webpage](#) by selecting “Submit Data to City” in the Boulder Building Performance Resources link on the right sidebar.

The building contact will receive an email confirmation once the building is marked as ‘complied’ for that year’s reporting requirement.

Do you need further guidance with your rating and reporting?

- Review the **R&R How-to Guide** available at <https://bouldercolorado.gov/sustainability/boulder-building-performance-rating-reporting>
- Contact the **Boulder Building Performance Help Desk** at (844) 811-8785 or BPOhelpdesk@bouldercolorado.gov

- Review ENERGY STAR Portfolio Manager Resources
 - **ENERGY STAR Portfolio Manager Quick Start Guide:**
<http://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-quick-start-guide>
 - **ENERGY STAR Help Desk:**
<https://portfoliomanager.zendesk.com/hc/en-us>

- Get more information on the **Xcel Energy Benchmarking Portal** at www.xcelenergy.com/energybenchmarking

- For manufacturing buildings, access steps to submit using the **Energy Tracking Tool** at <https://bouldercolorado.gov/sustainability/boulder-building-performance-rating-reporting>

- Visit www.BoulderBuildingPerformance.com for more information.