

City of Roseville Voluntary Benchmarking Program

Program Overview
March 11, 2021

Abby Finis
Great Plains Institute
afinis@gpsid.net

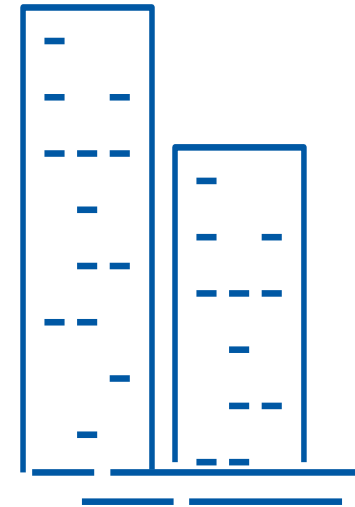
Katie Jones
CEE
kjones@mncee.org

Supported by Hennepin County

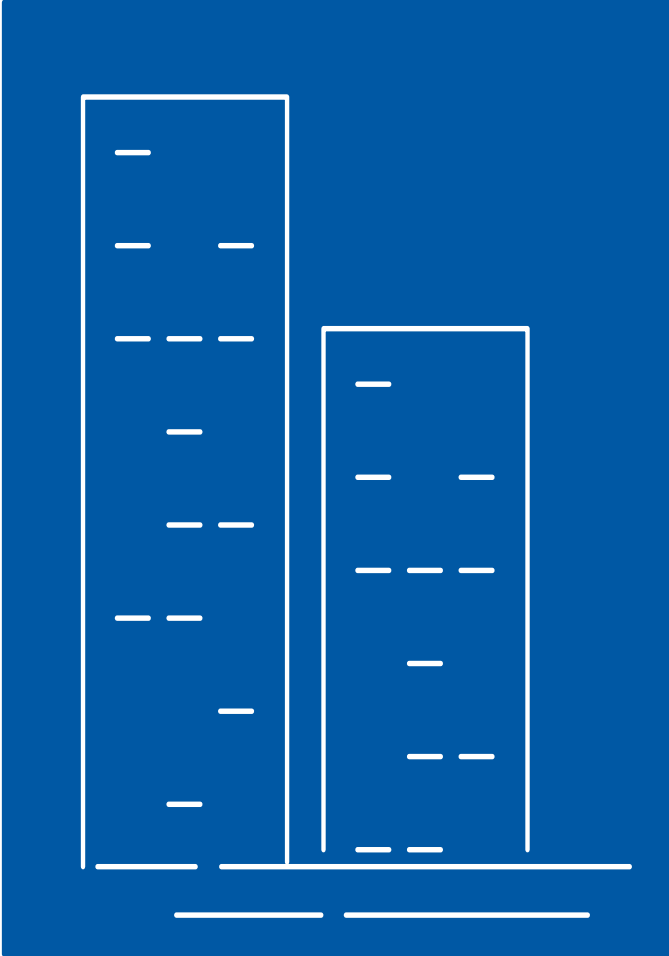


Presentation Overview

1. Efficient Buildings Collaborative
2. Building Benchmarking
3. City programs

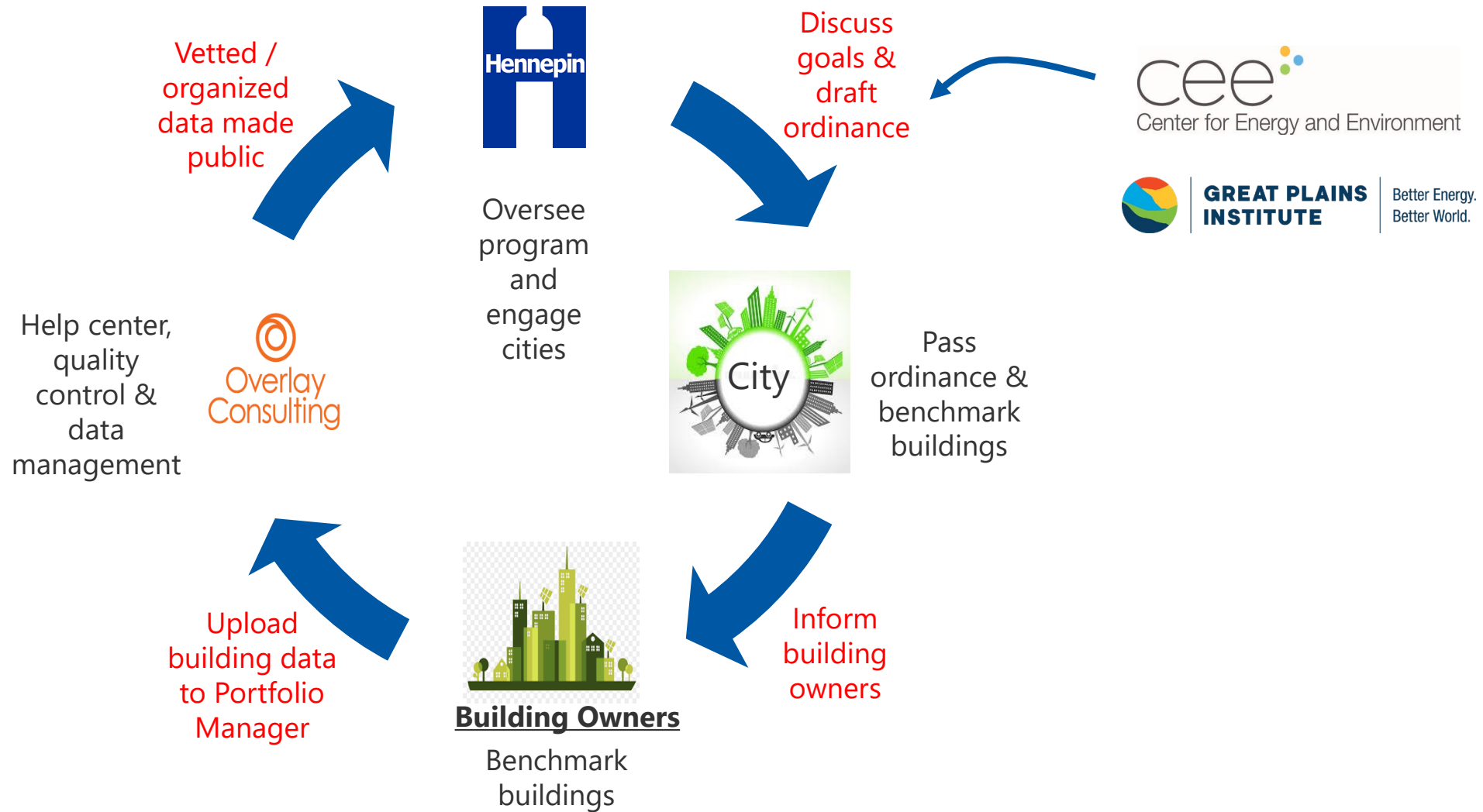


Efficient Buildings Collaborative



- Standardized process
- Shared resources
- Tools for implementation
- Economically feasible
- Basic uniformity across cities benefits building owners

Who is Involved?



What's the Process?



1. Policy and Implementation Development

2. Program Implementation

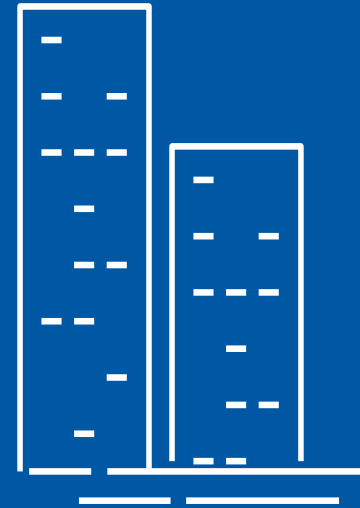
3. Market Valuation of Energy Efficiency

Policy and Implementation Development

Three workshops to create high-level plans for promoting a benchmarking policy in cities focusing on:

1. Policy framework development
2. Building stakeholder engagement
3. City operations needs

Facilitated by the Center for Energy and Environment and the Great Plains Institute.

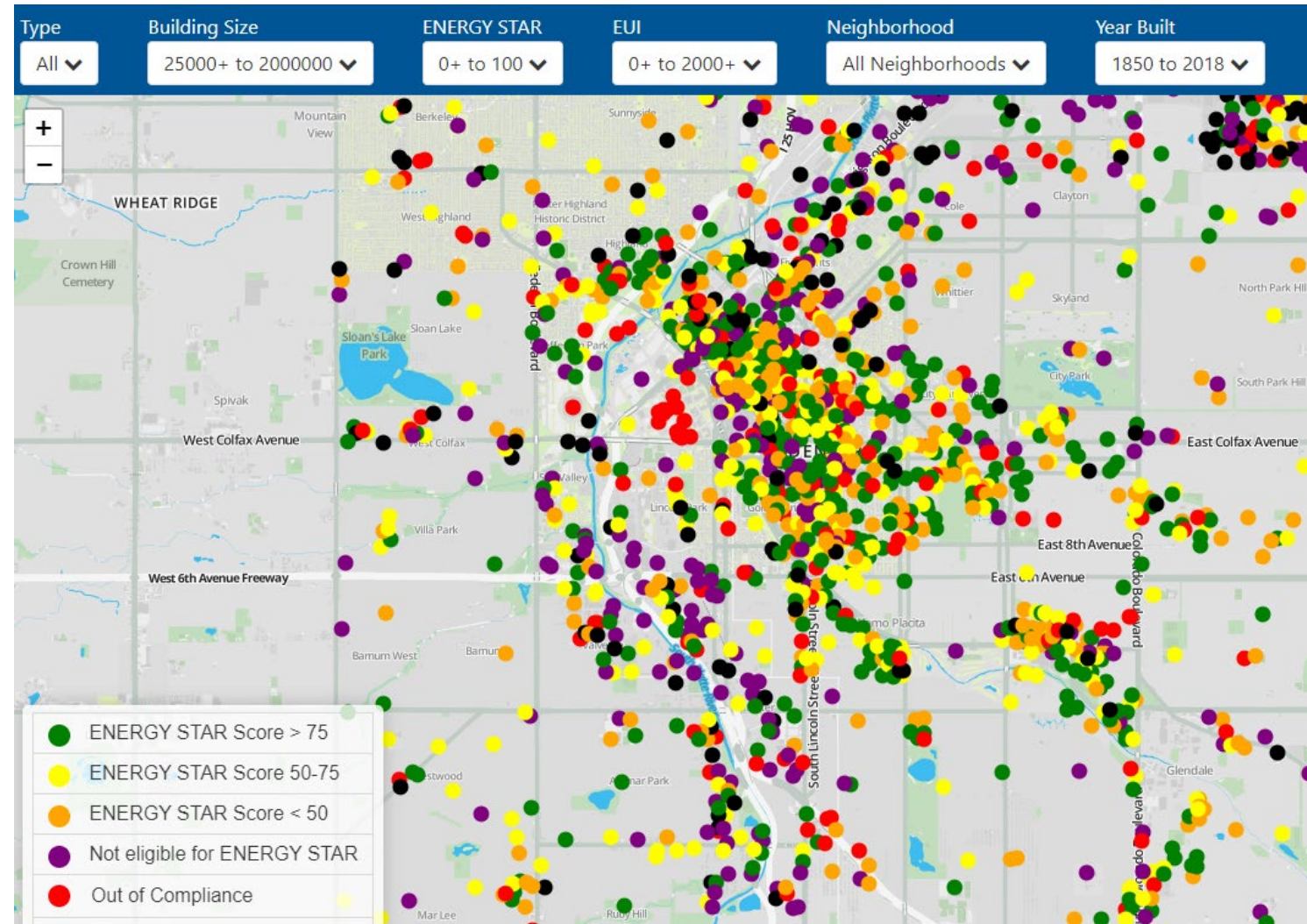


Program Implementation

Overlay Consulting to provide:

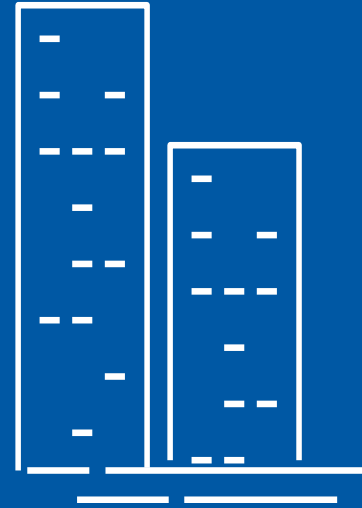
- Building list development
- Training
- Submission processing including quality control
- Enforcement processing
- Reporting

City to oversee general program management



Program Benefits

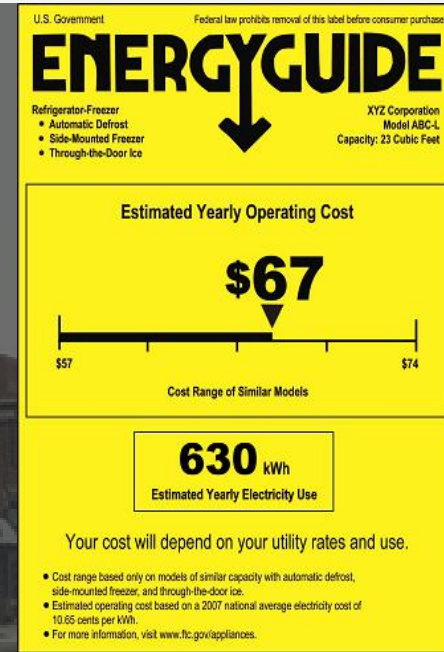
- Advice and guidance on policy development and implementation
- Technical assistance for building owners
- Quality assurance for building energy benchmarking data
- Shared, countywide GIS mapping tool to display benchmarking data



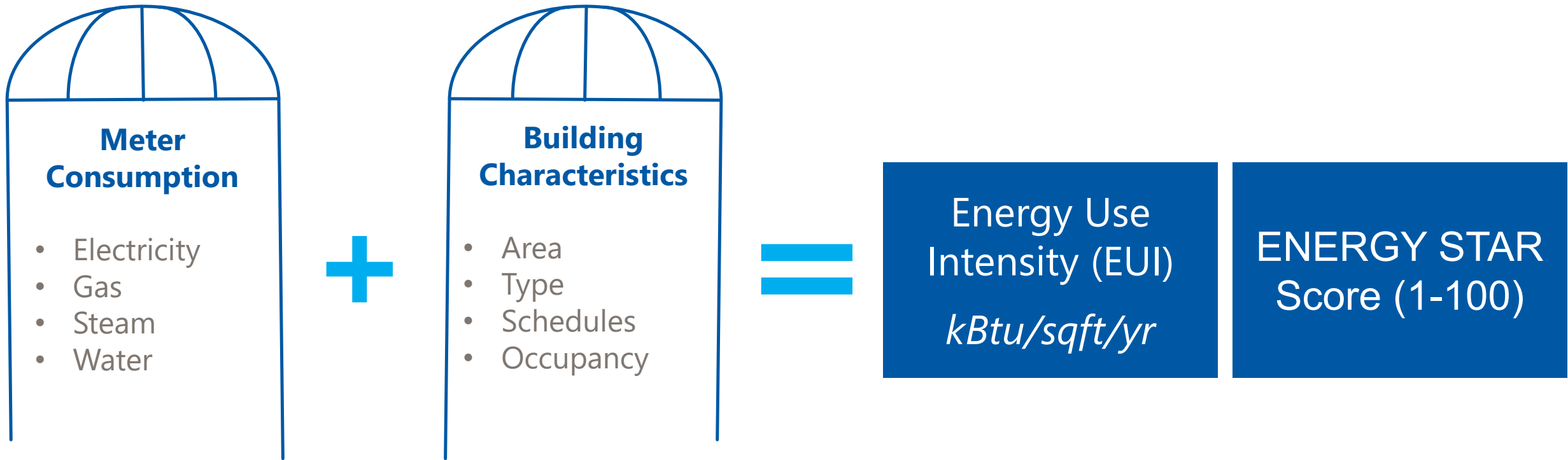
What is Benchmarking?

- You can't manage what you don't measure
- We measure many aspects of our daily lives
- There's great opportunity to save energy, but we can only know through better management

Nutrition Facts			
Serving Size 1 cup (228g)			
Servings per Container 2			
Amount Per Serving			
Calories 280		Calories from Fat 120	
		% Daily Value	
Total Fat	13g		20%
Saturated Fat	5g		25%
Trans Fat	2g		
Cholesterol	2mg		10%
Sodium	660mg		28%
Total Carbohydrate	31g		10%
Dietary Fiber	3g		0%
Sugars	5g		
Protein	5g		
Vitamin A	4%	Vitamin C	2%
Calcium	15%	Iron	4%
*Percent Daily Values are based on a 2,000-calorie diet. Your daily values may be higher or lower depending on your calorie needs.			
	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Fiber		25g	30g
Calories per gram:			
Fat	9	Carbohydrate	4
		Protein	4

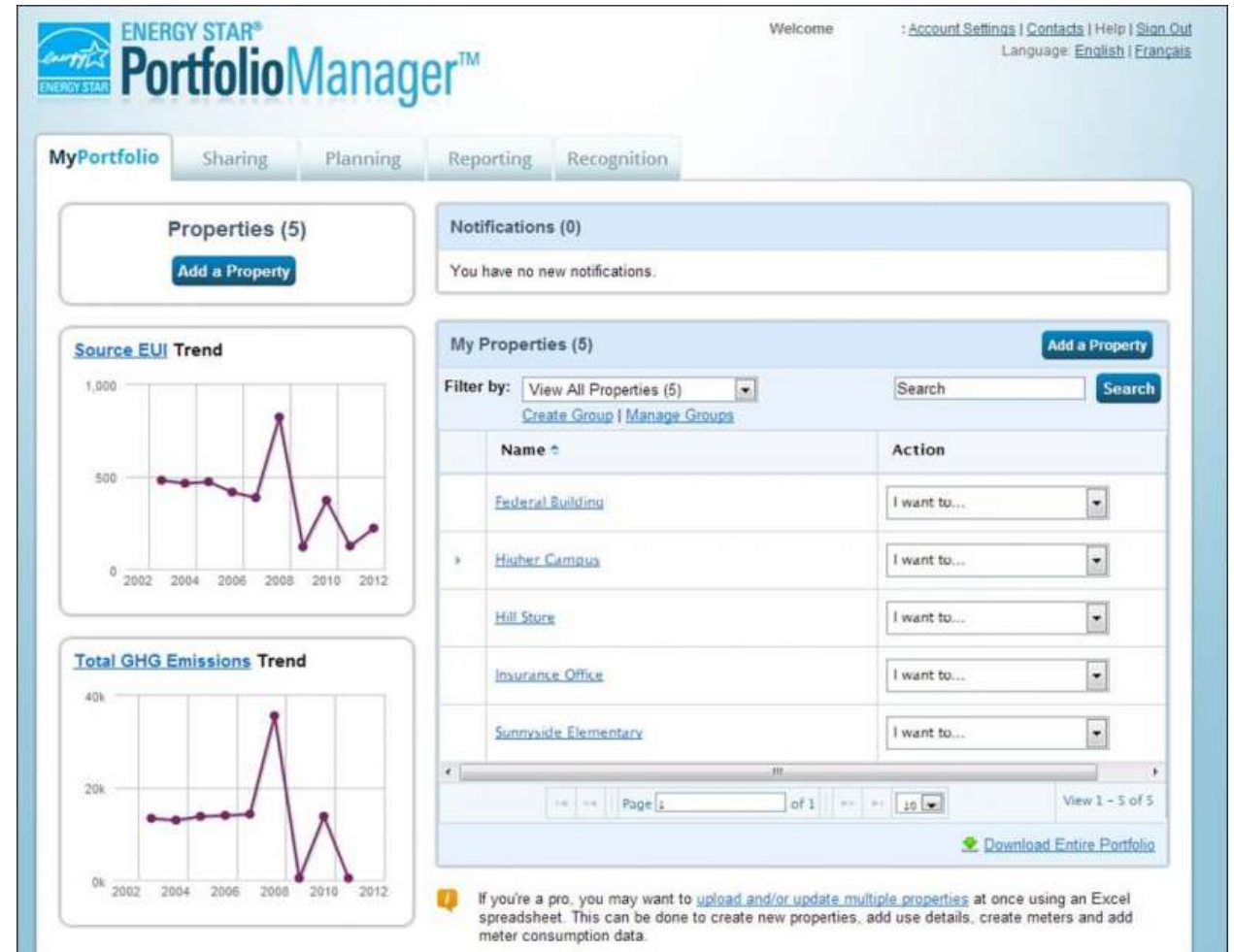


What is Benchmarking?

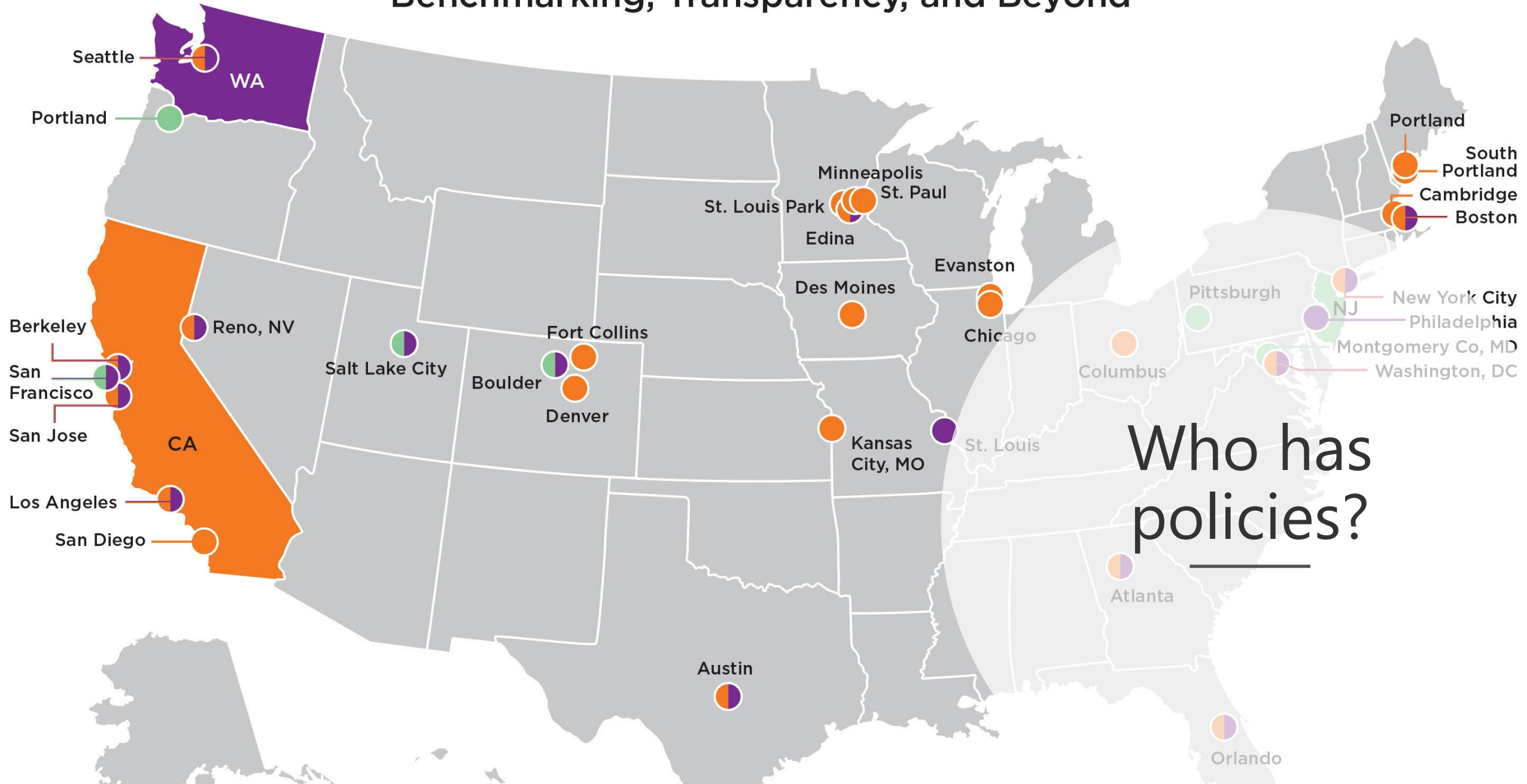


Transparency

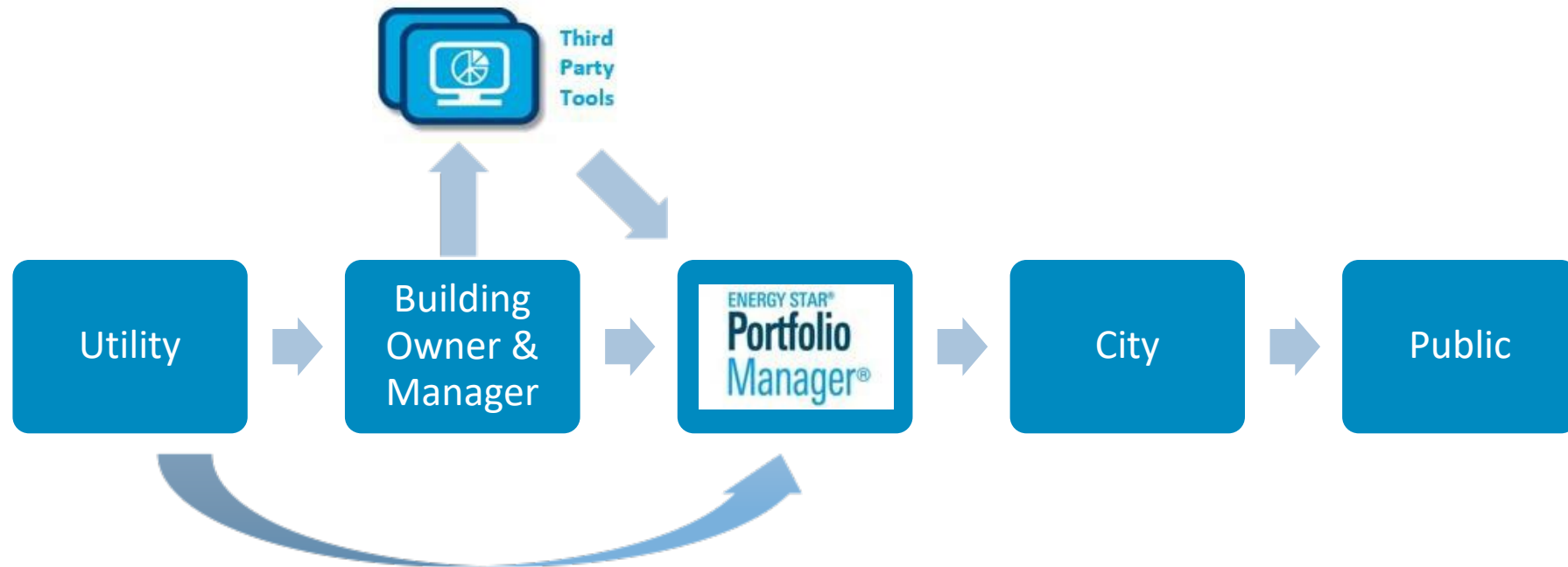
- **Buildings benchmark and disclose to the City via Portfolio Manager**
 - A few hours for initial set-up (depends on data organization status)
 - Couple hours/year on-going
- **City discloses the data publicly = market transparency**
- **Large commercial buildings and multi-family, does not include industrial**



U.S. City, County, and State Policies for Existing Buildings: Benchmarking, Transparency, and Beyond



Benchmarking Data Flow

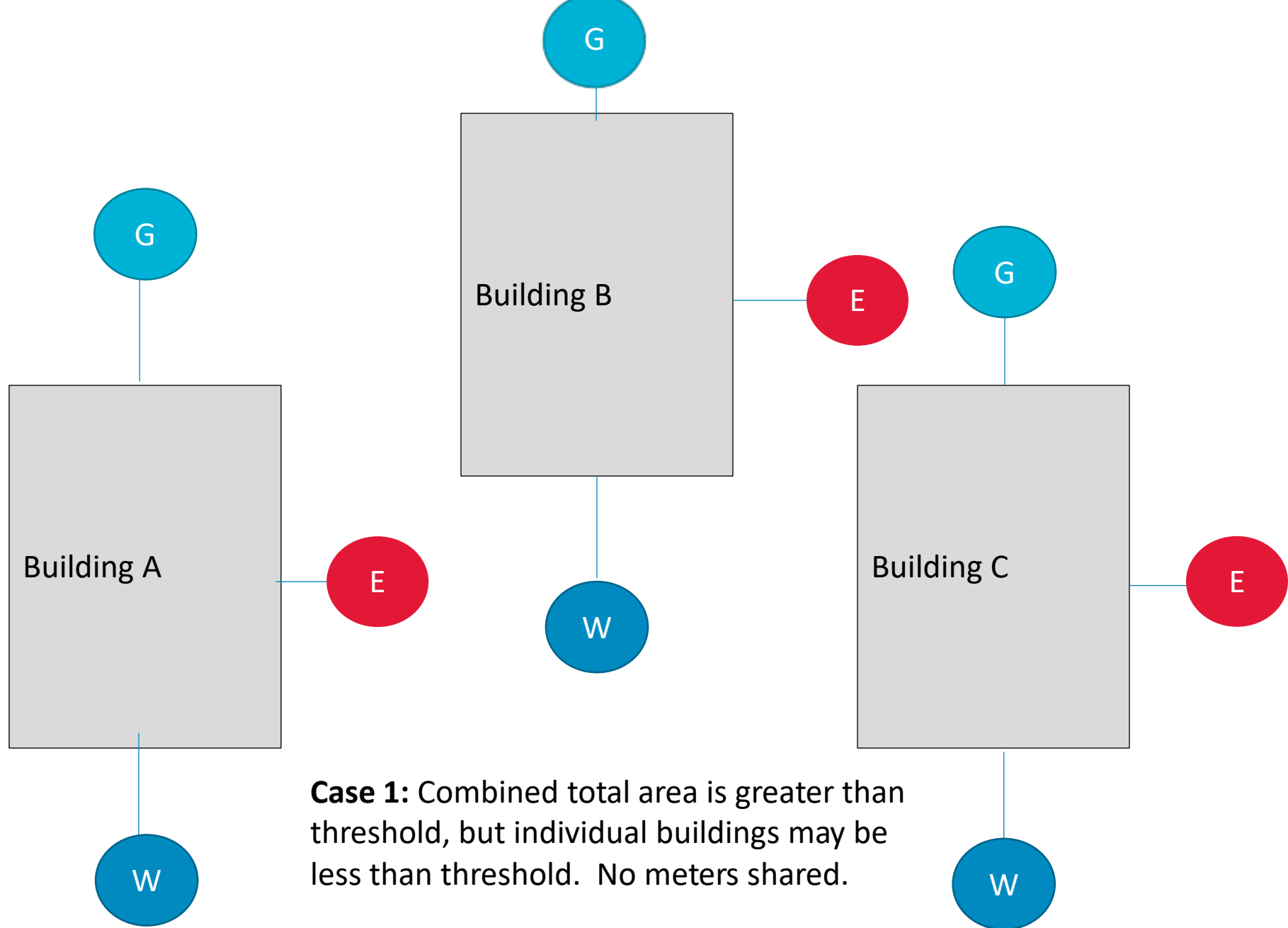


How to benchmark

- Setting up a Property in Portfolio Manager
- Setting up Automatic Electric Data Upload (Xcel Energy)
- Entering Water Meter Data
- Data Submission

Identify Your PM Properties

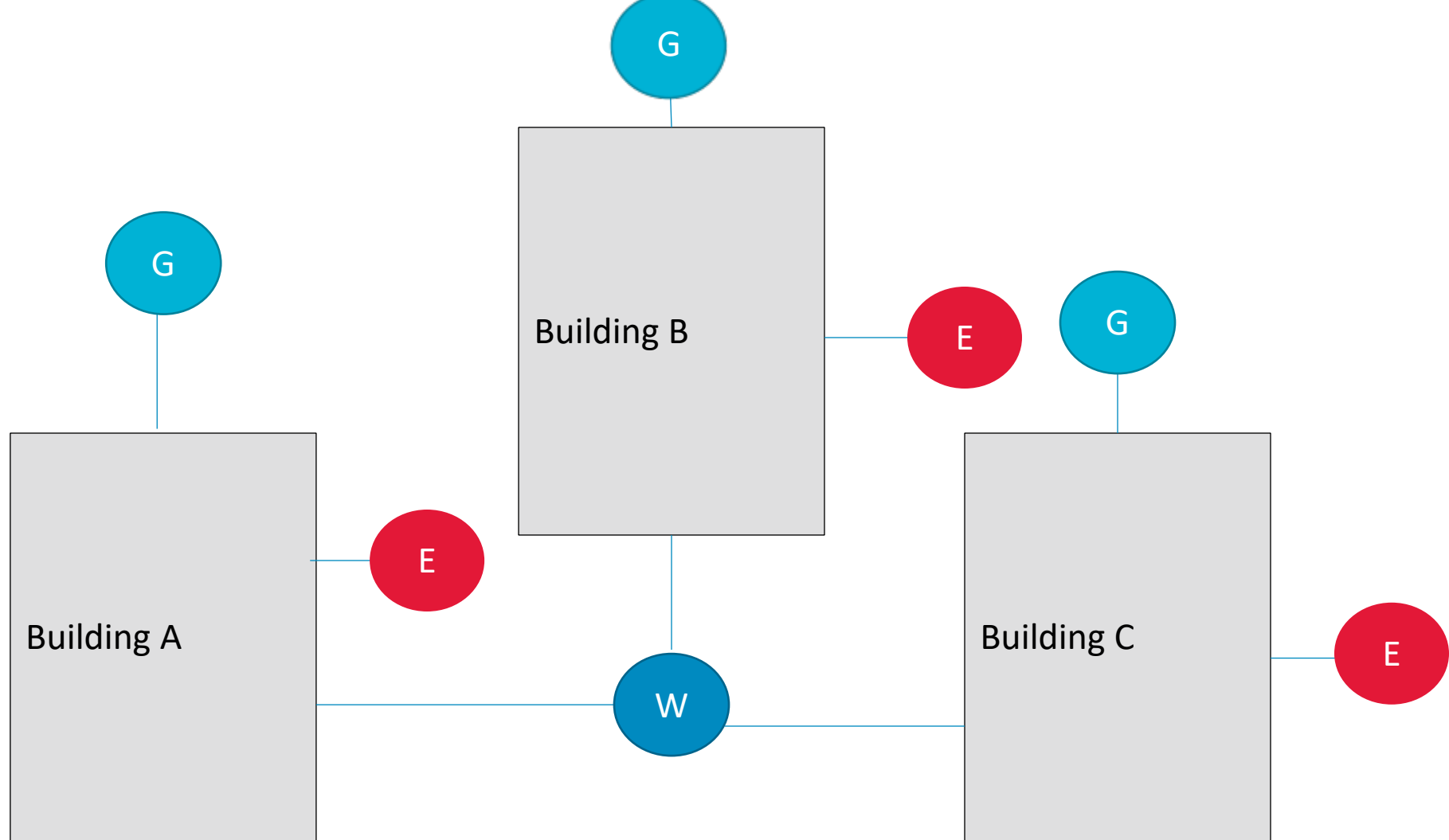
- Goal: establish greatest granularity among buildings to yield the most useful benchmarking result.
- Building that share meters need to benchmark on the same property.
- Buildings that do not share meters should be benchmarked on separate properties.



Case 1: Combined total area is greater than threshold, but individual buildings may be less than threshold. No meters shared.

Result: 3 buildings must be benchmarked separately as 3 Portfolio Manager properties.

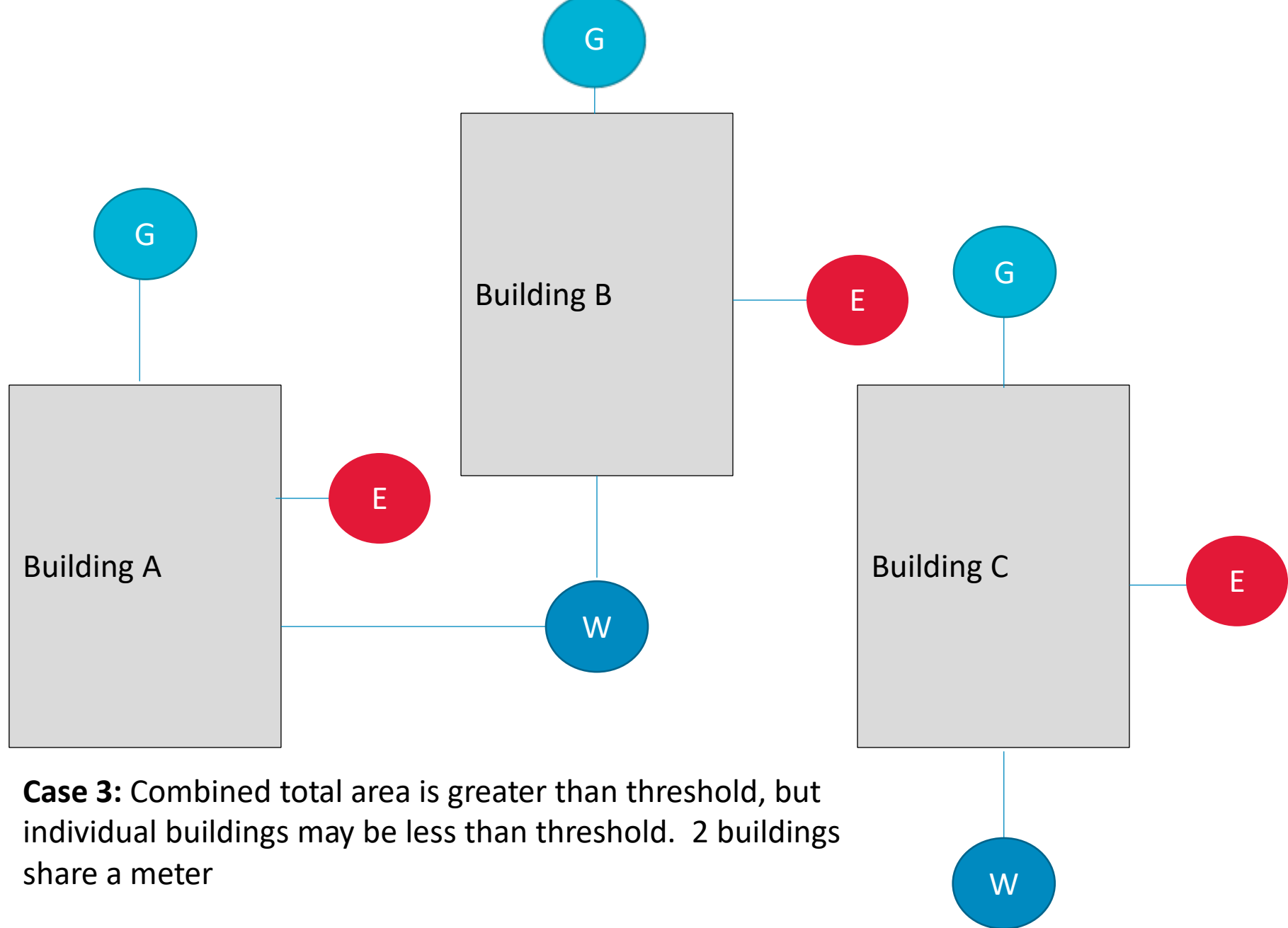
1 City Parcel



Case 2: Combined total area is greater than threshold, but individual buildings may be less than threshold. 3 buildings share a meter.

Result: Buildings A, B, and C must benchmark together as 1 Portfolio Manager property

1 City Parcel



Case 3: Combined total area is greater than threshold, but individual buildings may be less than threshold. 2 buildings share a meter

Result: Buildings A and B must benchmark together as 1 Portfolio Manager property. Building C benchmarks separately.

1 City Parcel

Setting Up A Portfolio Manager Account

portfoliomanager.energystar.gov/pm/login.html

 **ENERGY STAR®**
PortfolioManager®

Help
Language: [English](#) | [Français](#)

Welcome to Portfolio Manager

Helping you track and improve energy efficiency across your entire portfolio of properties.

Username: *

Password: *

[I forgot my password.](#)
[I forgot my username.](#) **Sign In**

Create a New Account

 [ENERGY STAR Buildings Homepage](#)

 [Take a Training](#)

 [Learn More About Portfolio Manager](#)

 These links provide more information from ENERGY STAR and are not available in French.

 You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording.

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Create Account


ENERGY STAR®
PortfolioManager®

[Help](#) | [Login](#)
 Language: [English](#) | [Français](#)

Create an Account

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

Accessing 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:

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.

About Yourself

First Name:

Last Name:

Job Title:

Email:

Confirm Email:

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

Phone:

Country:

Language:

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

Navigating Portfolio Manager

Portfolio
level view



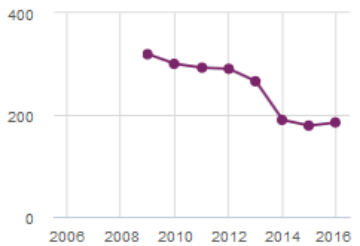
 **ENERGY STAR®**
PortfolioManager®

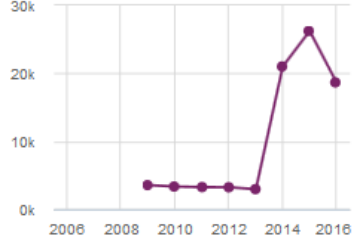
Welcome ekatezayko1: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio

Sharing | Reporting | Recognition

Properties (14)
[Add a Property](#)

Source EUI Trend (kBtu/ft²)


Total GHG Emissions Trend (Metric Tons CO2e)


Notifications (7) [View All](#)

➔	Bernal Office Building - Sharing request sent to Chris Weatherly	Cancel Clear
➔	Heinlein Office Bldg - Sharing request sent to Chris Weatherly	Cancel Clear

Properties (14) (Count includes 4 [child properties](#). Expand carets to view.) [Add a Property](#)

Filter by: [View All Properties \(14\)](#) [Search](#)
[Create Group](#) | [Manage Groups](#)

Name	Action
Bernal Office Building	I want to...
Durango Office Building	I want to...
Heinlein Office Bldg	I want to...
Ortega Office Tower	I want to...
Peppo Test Building Zayko	I want to...
Sample K-12 School (US)	I want to...
Sample Library (US)	I want to...

Navigating Portfolio Manager

Property
level view



MyPortfolio

Sharing

Reporting

Recognition

Bernal Office Building

110 Hibiscus Lane, San Antonio, TX 78213 | [Map It](#)

Portfolio Manager Property ID: 1694151

Year Built: 1990

[Edit](#)

[Finish your application for ENERGY STAR Certification](#)

ENERGY STAR Score
(1-100)

Current Score: 89

Baseline Score: 48

Summary

Details

! Energy

Water

! Waste & Materials

Goals

Design

Notifications (1)

[Bernal Office Building - Sharing request sent to Chris Weatherly](#)

Cancel

Clear

Property Profile [\(Changes coming Fall 2017\)](#)

This section will be deleted in the Fall of 2017, except for the property photos which will remain. [More information.](#)

[+ Create Profile](#)

Source EUI Trend (kBtu/ft²)

Metrics Summary [Change Time Period](#)

Metric	Dec 2009 (Energy Baseline)	Mar 2017 (Energy Current)	Change
ENERGY STAR score (1-100)	48	89	41(85.4%)
Source EUI (kBtu/ft ²)	525.8	338.7	-187.1(-35.6%)
Site EUI (kBtu/ft ²)	266.2	185.0	-81.2(-30.5%)
Energy Cost (\$)	6,200.00	Not Available	N/A
Total GHG Emissions (Metric Tons CO ₂ e)	568.0	366.7	-201.3(-35.4%)
Water Use (All Water Sources) (kgal)	578.3	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

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](#)

Navigating Portfolio Manager

4 portfolio level tabs

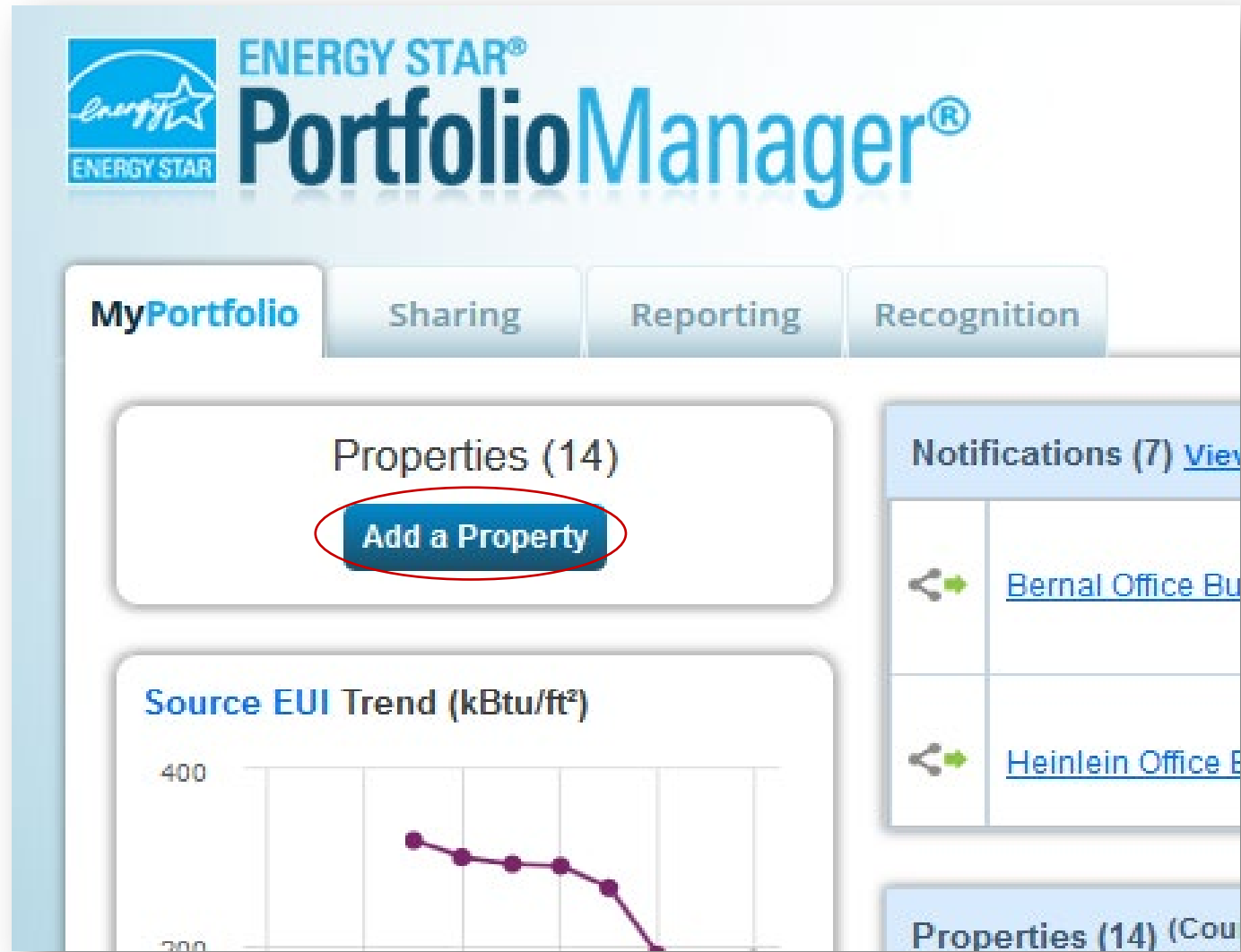


7 property level tabs



Intuitive navigation – multiple ways to get to the same place

Add a Property



The screenshot displays the ENERGY STAR PortfolioManager interface. At the top, the logo features the ENERGY STAR icon and the text "ENERGY STAR® PortfolioManager®". Below the logo is a navigation bar with four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "MyPortfolio" tab is active. In the main content area, there is a section titled "Properties (14)" which contains a blue button labeled "Add a Property". This button is circled in red. Below this section is a "Source EUI Trend (kBtu/ft²)" chart showing a downward trend from approximately 380 to 300. To the right of the main content area is a "Notifications (7) View" section with two entries: "Bernal Office Bu" and "Heinlein Office B". At the bottom right, there is a partial view of a "Properties (14) (Cou" section.

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PortfolioManager®

MyPortfolio Sharing Reporting Recognition

Properties (14)

Add a Property

Source EUI Trend (kBtu/ft²)

400

300

Notifications (7) View

Bernal Office Bu

Heinlein Office B

Properties (14) (Cou

Add a Property: Existing Property

Select
Property
Type

Select
number of
buildings

Select
construction
status

 **ENERGY STAR®**
PortfolioManager®

Welcome ekatezayko1: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

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 Type

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

Select a property type 

[Learn more about Property Types.](#)



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?



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 not a real property. I am entering it to test features, or for other purposes such as training.

 **Tip**

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

 **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.

 **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](#).

 [Cancel](#)

Enter Basic Property Information

 ENERGY STAR®
PortfolioManager®

Welcome ekatezayl

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name:

*

Country:

*

--- Select ---

▼

Street Address:

*

City/Municipality:

*

State/Province:

*

--- Select ---

▼

Postal Code:

*

[Year Built:](#)

*

Gross Floor Area:

*

Sq. Ft. ▼

☐ [Temporary Value](#)

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). **Do not include parking.** [Details on what to include.](#)

[Irrigated Area:](#)

Sq. Ft. ▼

[Occupancy:](#)

*

Select ▼

%

Property Summary Tab

MyPortfolio

SharingReportingRecognition

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map it](#)

Portfolio Manager Property ID: 5939575

Year Built: 1992

[Edit](#)

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

Weather-Normalized Source EUI (kBtu/ft²) [Why not score?](#)

Current EUI: [N/A](#)

Baseline EUI: [N/A](#)

SummaryDetailsEnergyWaterWaste & MaterialsGoalsDesign

Notifications (0)

You have no new notifications.

Property Profile [\(Changes coming Fall 2017\)](#)

This section will be deleted in the Fall of 2017, except for the property photos which will remain. [More information.](#)

[+ Create Profile](#)

Source EUI Trend (kBtu/ft²)

Metrics Summary

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions (Metric Tons CO2e)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Meter Tabs

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

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 5939575
Year Built: 1992
[Edit](#)

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

Weather-Normalized Source EUI (kBtu/ft²) [Why not score?](#)
Current EUI: [N/A](#)
Baseline EUI: [N/A](#)

[Summary](#) | [Details](#) | **[Energy](#)** | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

Notifications (0)

You have no new notifications.

Property Profile [\(Changes coming Fall 2017\)](#)

This section will be deleted in the Fall of 2017, except for the property photos which will remain. [More information.](#)
[+ Create Profile](#)

Source EUI Trend (kBtu/ft²)

--	--	--	--	--	--

Metrics Summary

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions (Metric Tons CO2e)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Check for Possible Data Errors

Energy Meter Tab

The screenshot shows the 'MyPortfolio' interface for 'Supermarket A-1'. The 'Energy' tab is selected and highlighted with a red circle. The interface includes a top navigation bar with 'Sharing', 'Reporting', and 'Recognition' tabs. The main content area is divided into two columns. The left column contains a 'Meter Summary' section with the text '0 Energy Meters Total' and a message explaining that meters must be provided to receive metrics. It includes an 'Add A Meter' link and a 'Current Energy Date' field showing 'Not Available'. Below this is a 'Four Ways to Enter Bill Data' section with a list of three methods: manually, using a simple spreadsheet, and using a complex spreadsheet. The right column contains a 'Meters - Used to Compute Metrics (0)' section with a 'View as a Diagram' link and an 'Add A Meter' button, which is also highlighted with a red circle. A large informational message box is present, stating that no energy meters are currently entered and providing instructions on how to track energy usage and receive metrics, including links to 'Enter information about your energy meters' and 'How to get Utility Data into Portfolio Manager'.

MyPortfolio | Sharing | Reporting | Recognition

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 5939575
Year Built: 1992
[Edit](#)

Not eligible to apply for **ENERGY STAR** Certification

Weather-Normalized Source EUI (kBtu/ft²) Why not score?

Current EUI: [N/A](#)

Baseline EUI: [N/A](#)

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary

0 Energy Meters Total
In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Energy Date
Not Available

[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

Add A Meter

! There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. [Enter information about your energy meters](#) to begin tracking energy usage. After entering the meter, you will need to [choose to include it in your metrics](#).

For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).

Four Ways to Enter Bill Data

1. Manually
2. Use our [simple spreadsheet](#) (one meter) to upload or Copy/Paste
3. Use our [complex spreadsheet](#)

Add Meter Entries and Fill in Data

Basic Meter Information

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
☐					☐	☐		

[Delete Selected Entries](#)

[Add Another Entry](#)

[Learn how to copy/paste](#)

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

[Cancel](#)

How To Guide: Electric Demand Tracking

<https://www.energystar.gov/buildings/tools-and-resources/how-track-electric-demand-portfolio-manager>

Use a spreadsheet to upload or copy and paste

How to benchmark

- Setting up a Property in Portfolio Manager
- Setting up Automatic Electric Data Upload (Xcel Energy)
- Entering Water Meter Data
- Data Submission



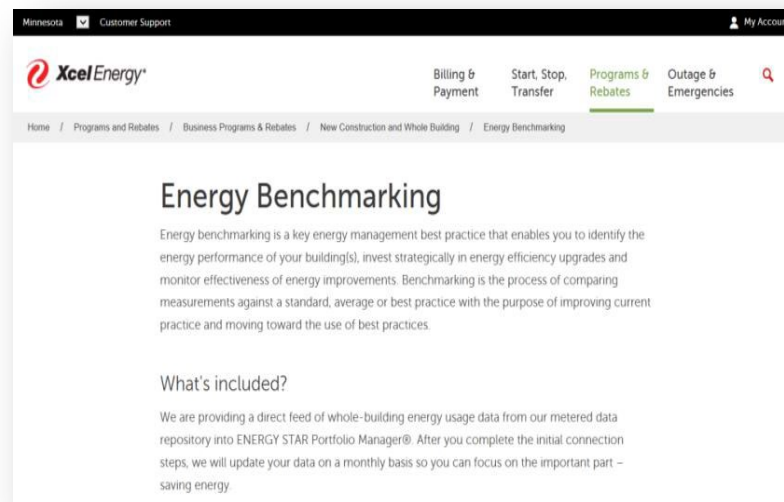
Xcel Energy's Benchmarking Program



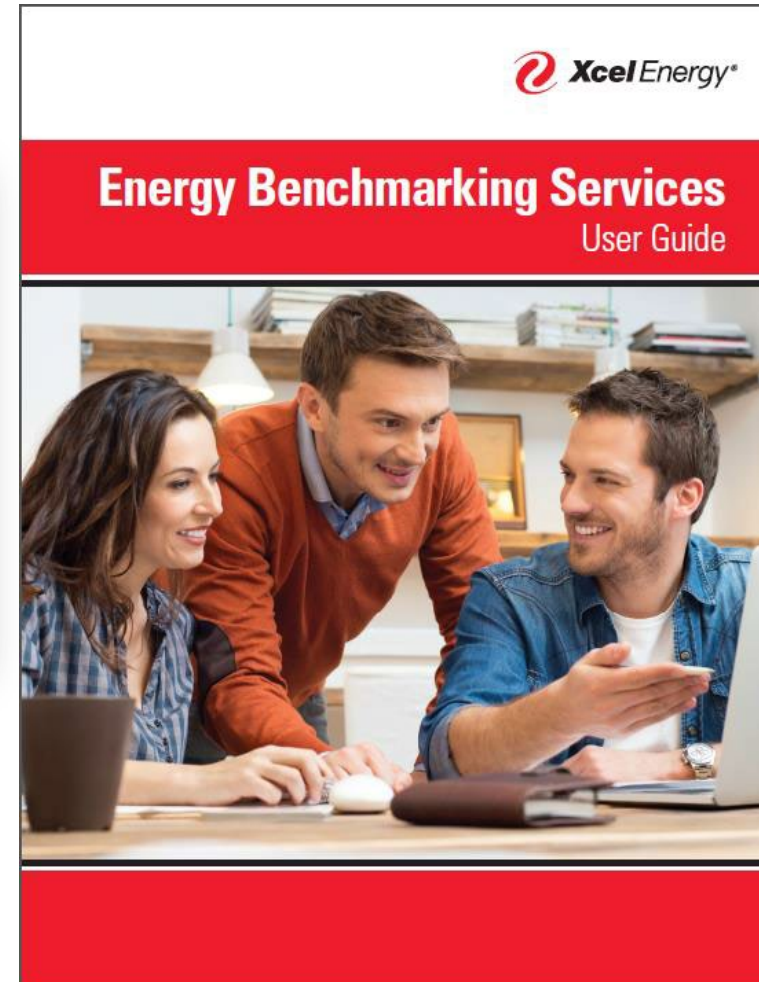
Xcel Energy Benchmarking



www.xcelenergy.com/energybenchmarking



Questions? Email us at
benchmarking@xcelenergy.com

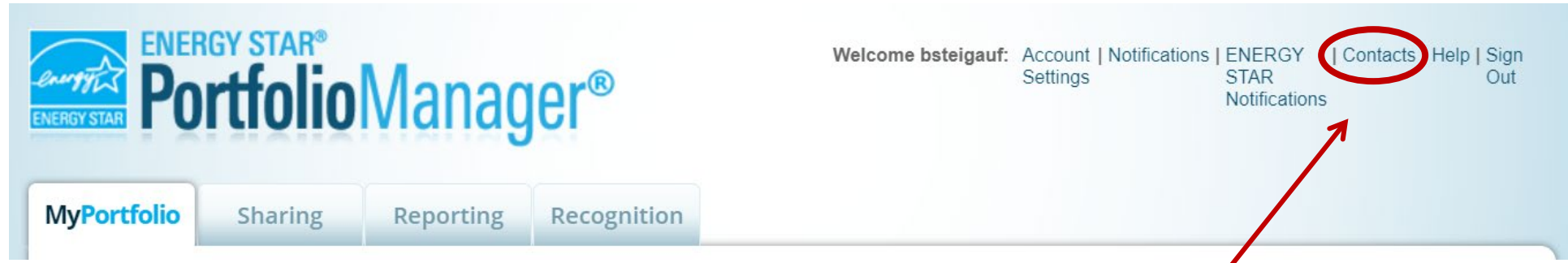


Xcel Energy Benchmarking



- Sign up for Xcel's portal
 - Connect with Xcel in Portfolio Manager
 - Share your Property in Xcel
-
- Details here: www.xcelenergy.com/energybenchmarking

Sharing Your Portfolio Manager Account



Click “Contacts”

Sharing your account can allow:

- Others in your organization to view your account
- Others outside of your organization to view your account
- Utility tools to connect and upload your energy data for you

Sharing Your Portfolio Manager Account



The screenshot shows the Energy Star Portfolio Manager interface. At the top, the logo and navigation tabs (MyPortfolio, Sharing, Reporting, Recognition) are visible. The 'My Contacts' section is active, displaying a description of the contact management feature. Below the description, a row of buttons includes 'Share', 'Edit', 'Delete', 'Add Contact', and 'Add Organization'. The 'Add Contact' button is circled in red. Below this row is a table header with columns for 'All', 'Name', and 'Organization'. A red arrow points from the text 'Click "Add Contact"' at the bottom of the image to the 'Add Contact' button.

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PortfolioManager®

Welcome bsteigauf: [Account](#) | [Notifications](#) | [Settings](#)

MyContacts |

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they are a Portfolio Manager user, and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager accounts and sending a connection request.

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

All	☐	Name	Organization
-----	--------------------------	------	--------------

Click "Add Contact"

Add the utility

MyPortfolio Sharing Reporting Recognition

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a Port Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the cc Manager account, then you can create an entry within your personal contacts.

Find Contact in Portfolio Manager

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

1. Enter “XCELENERGYWEBSERVICES” in the “Name” field

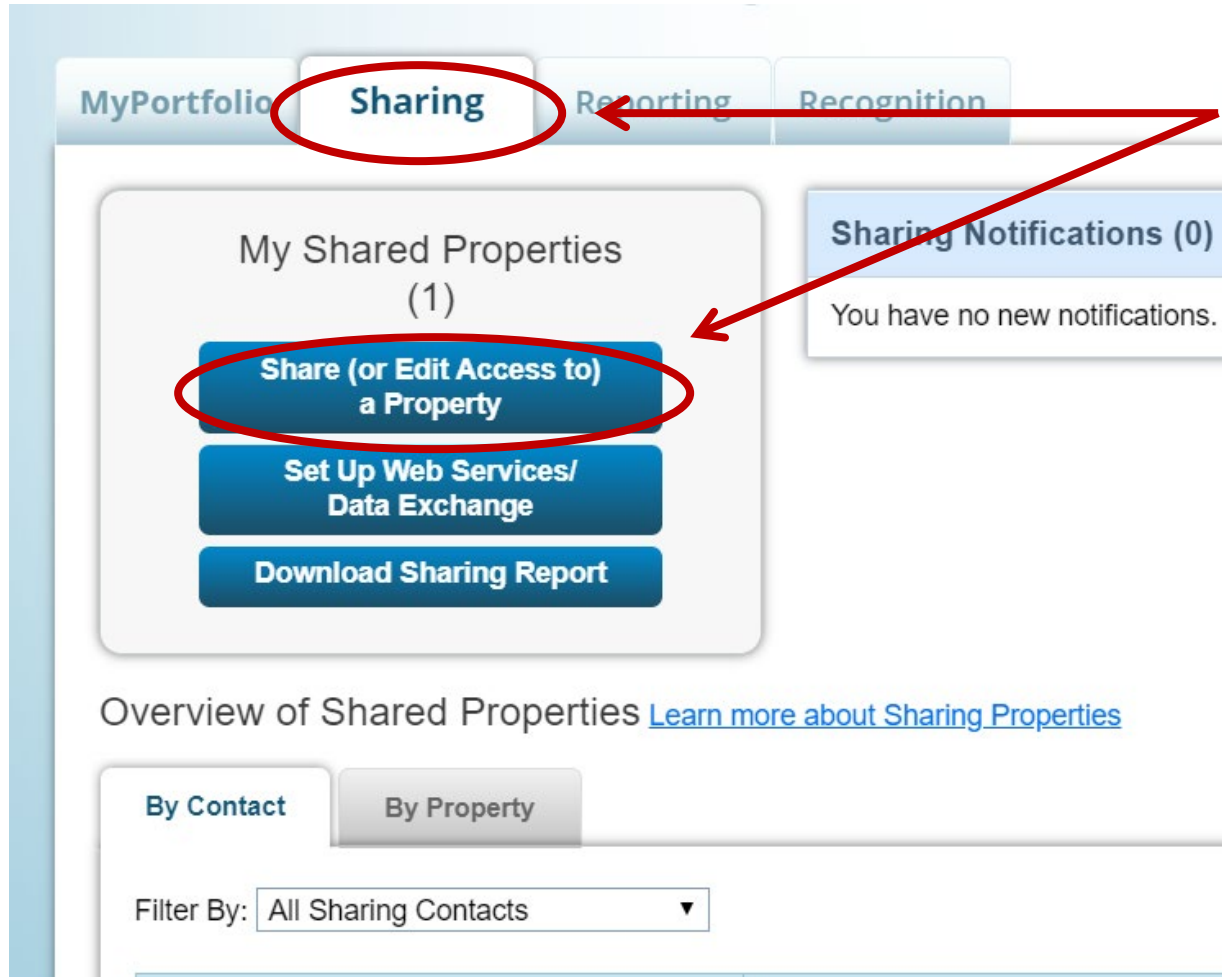
2.

1 - 1 of 1

3. Accept Terms of Agreement and click “Send Connection Request”

[Send Connection Request](#)

Sharing Your Portfolio Manager Account



Click the “Sharing” tab at the top of the page and then click “Share (or Edit Access to) a Property.”

How to benchmark

- Setting up a Property in Portfolio Manager
- Setting up Automatic Electric Data Upload (Xcel Energy)
- Entering Water Meter Data
- Data Submission

Water Tab

The screenshot displays the 'MyPortfolio' interface for 'Supermarket A-1'. The top navigation bar includes 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The property details section shows the address '1214 Main Street, Arlington, VA 22201', 'Portfolio Manager Property ID: 5939575', and 'Year Built: 1992'. A red circle highlights the 'Water' tab in the main navigation bar. The 'Water' tab content area features a 'Water Use Intensity (All Water Sources) (gal/ft²)' section with 'Current WUI: N/A' and 'Baseline WUI: N/A'. A 'Meter Summary' box indicates '0 Water Meters Total' and provides an 'Add A Meter' link. A 'Water Meters - Used to Compute Metrics (0)' section includes a 'View as a Diagram' link and a red warning icon with text explaining that water metrics require meter data. A red circle highlights the 'Add A Meter' button in the top right corner of the water meters section.

MyPortfolio | Sharing | Reporting | Recognition

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 5939575
Year Built: 1992
[Edit](#)

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

Weather-Normalized Source EUI (kBtu/ft²) [Why not score?](#)

Current EUI: [N/A](#)
Baseline EUI: [N/A](#)

Summary | Details | Energy | **Water** | Waste & Materials | Goals | Design

Water Use Intensity (All Water Sources) (gal/ft²)

Current WUI: [N/A](#)
Baseline WUI: [N/A](#)

Meter Summary

0 Water Meters Total
In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.
[Add A Meter](#)

Current Water Date
Not Available
[Enter Your Bills](#)

Water Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it to receive metrics.

[Add A Meter](#)

Upload Water Data

▼ Potable Indoor Meter

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
--	------------	----------	-----------------------------------	-----------------	------------

[Click to add an entry.](#)

✖ [Delete Selected Entries](#)

[+ Add Another Entry](#)

 [Learn how to copy/paste](#)

Upload data in bulk for this meter:

 You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

Choose File

MeterConsum...n (12).xlsx

Upload

Continue

[Cancel](#)

How to benchmark

- Setting up a Property in Portfolio Manager
- Setting up Automatic Electric Data Upload (Xcel Energy)
- Entering Water Meter Data
- Data Submission

Submit data

1. Find the submission link on the City's benchmarking webpage:
www.cityofroseville.com/3554/Voluntary-Benchmarking

Reporting Tab

The screenshot shows the 'Reporting' tab in a software interface. At the top, there are four tabs: 'MyPortfolio', 'Sharing', 'Reporting' (selected), and 'Recognition'. Below the tabs, the main content area is divided into two sections. The left section, titled 'Charts & Graphs', features a large purple square with a circular icon containing a sun, clouds, and buildings, with a lightning bolt. Below this icon, the text reads: 'Weather Normalized Source EUI' and 'How much total primary fuel would be required by my properties, under average weather conditions?'. The right section, titled 'ENERGY STAR Performance Documents', contains a list of five documents with red document icons: 'Statement of Energy Performance (SEP)', 'Statement of Energy Design Intent (SEDI)', 'Data Verification Checklist', 'Progress & Goals Report', and 'ENERGY STAR Score Card'. At the bottom, there is a section titled 'Templates & Reports (14)' with a 'Create a New Template' button. Below this title is a table with three columns: 'Name', 'Status', and 'Action'. The table contains six rows of data. Red arrows point from callout boxes to specific elements: one from 'Choose from pre-set chart & graph options' to the purple square icon, one from 'Download performance documents' to the 'ENERGY STAR Performance Documents' list, and one from 'Create and generate templates & reports' to the 'Templates & Reports' table.

Choose from pre-set chart & graph options

Download performance documents

Create and generate templates & reports

MyPortfolio Sharing **Reporting** Recognition

Charts & Graphs

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](#)

Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?

Templates & Reports (14) [Create a New Template](#)

Name	Status	Action
Data Request:Data Request 2 (Request from Owen Gray)	Response Preview Generated: 3/02/2017 1:02 PM	I want to...
Data Request:Data Request (Request from Owen Gray)	Response Preview Generated: 3/02/2017 12:59 PM	I want to...
Weather Normalized Data1	No Report Generated	I want to...
Weather Normalized Data	No Report Generated	I want to...
Weather Normalized Data2	No Report Generated	I want to...
Water Performance	No Report Generated	I want to...

For help, contact: Environmental Services at MPLSEnergyStar@minneapolismn.gov or 612-673-3091

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.

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 report for you to view it. This 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.

1. Read and scroll down

Your Response

Select Information to Include:

Timeframe: *

2. Select number of properties, and then, property name

Properties: *

3. Click 'Generate Response Preview'

Generate Response Preview

[Cancel](#)

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MyPortfolio | Sharing | **Reporting** | Recognition

A preview for your response to the data request "Data Request: Minneapolis Building Energy Benchmarking Report 2018" on behalf of Katie Jones (Center for Energy and Environment) 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



Weather Normalized Source EUI
How much total primary fuel would be required by my properties, 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 Scorecard](#)
- [Water Scorecard](#)

4. Review alerts and correct errors.

Templates & Reports (24)

Create a New Template

⚠ Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

⚡	Name	⚡	Status	Action
	Data Request: Minneapolis Building Energy Benchmarking Report 2018 (Request from Environmental Services)		Response Preview Generated: 3/19/2019 8:13 AM	I want to...
	2014 Annual Energy Benchmark Summary - See Energy / Dis			

MyPortfolio Sharing Planning **Reporting** Recognition

Charts & Graphs



Weather Normalized Source EUI
How much total primary fuel would be required by my properties, 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](#)

Templates & Reports (12)

Name	Status	Action
Data Request: Minneapolis Building Energy Benchmarking Report 2015 (Request from Environmental Services)	Response Preview Generated: 7/29/2016 4:05 PM	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response View Missing Metrics (N/A's)
Data Request: Minneapolis Private Building Energy Benchmarking 2014 (Request from Environmental Services)	Closed: 2/24/2016 1:53 PM	
Timeframe test	Generated: 12/30/2015 1:01 PM	
Data Request: Minneapolis Energy Benchmarking Report 2013 (Request from Environmental Services)	Closed: 6/18/2015 11:55 AM	
Sustainable Buildings Checklist Report	No Report Generated	I want to...
Energy Performance	No Report Generated	I want to...
Performance Highlights	No Report Generated	I want to...
Water Performance	No Report Generated	I want to...
Fuel Performance	No Report Generated	I want to...
ENERGY STAR Certification Status	No Report Generated	I want to...
Partner of the Year Report	No Report Generated	I want to...

5. Click 'send response' and follow prompts

Confirm Response to Data Request from Environmental Services (City of Minneapolis)

By clicking Send Data, you will release data to Environmental Services (City of Minneapolis). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

Allina Medical (ECEALLIN)
Brian Millberg (ENERGYCA5)
CBED mncee (disclosurehelp@mr
Christopher Kellner (alatuslic)
Colliers Property Management (cro
Dave Burrill (midtown2015)
Dennis Cavner (dpcavner)
Dirk Gunder (Dirk Gunder)
Environmental Services (MPLSBE

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

2 What format would you like your data in for the email attachment?

☒ Excel

6. Check box. Enter username and password. Click "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 Environmental Services with City of Minneapolis.

Your username:

MPLSBENCHMARK

Your password:

E-Sign Response

Send Data

About Releasing Your Data

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

About Signing Your Response

Please provide login credentials (username and password) to electronically sign your response.

7. Click "Send Data"