Energize Denver -and- Denver’s New Green Building Policy

February 21st, 2019
CREJ PACE Expo
Denver’s Greenhouse Gas Emissions

- Commercial and Multi-family Buildings: 57%
- Single Family Residential Buildings: 14%
- Transportation: 27%
- Street Lights: 1%
- Waste: 1%
$1.3 billion opportunity in Denver

Denver Climate Goals, 80x50 Plan

- Energy Efficient Existing Buildings
  - Buildings use 10% less energy in 2020
  - Buildings use 30% less energy in 2030
  - Heating emissions reduced 50% by 2040
  - Buildings use 50% less energy in 2050
- Net Zero Energy New Buildings by 2035
  - Electric Vehicles
    - 15% of Denver vehicle registrations are electric by 2025
    - 30% of Denver vehicle registrations are electric by 2030
    - 100% of light duty vehicles are electric by 2050
Existing Buildings
CITY MPG
23

FUEL ECONOMY
INFORMATION

HIGHWAY MPG
30

1.6 Liter 16v DOHC Fuel Injected
Auto/Manual Transmissions
Full-Size Air Conditioning
Keyless Entry
19 Gal. Fuel Tank
Estimated Annual Fuel Cost:
$560

The comparison ratings are based on a vehicle equipped with all standard equipment.

Fuel Economy Guide available at the dealership.
ENERGY STAR score distribution

Number of Buildings

ENERGY STAR Score

Average 66
Median 73
Energy Performance Data - Benchmarking

www.energizedenver.org
Wellington Webb Municipal Office Building
201 W Colfax Avenue
Time Frame: Jan - Dec 2016
Square footage: 677,832
Year Built: 1900
Denver Building ID: 2639

Your ENERGY STAR Score
94

HOW ARE YOU DOING?

GREAT
GOOD
BELOW AVERAGE

YOU
efficient municipals
you
all municipals

Comparison is to the average EUI of the top quartile of buildings in Denver (top quartile group defined by their ENERGY STAR score).

You could save approximately $40,332/yr
ENERGY USE WAS CUT BY 4.5% BY THE 1161 BUILDINGS THAT REPORTED IN BOTH 2016 AND 2017.
**Green Building Ordinance - Compliance Options for Existing Buildings**

**Green Roof / Green Space**
- Anywhere on building or zone lot
- Green area equivalent to the least of:
  - 2% of floor area of the building
  - 18% of the total roof area
  - Available roof space

**Solar**
- Anywhere on building or zone lot
- Onsite solar or other renewable equivalent to the least of:
  - 5% of the floor area
  - 42% of the total roof area
  - An area equal to an amount required to provide 100% of building electricity use

**Certification**
- One of the following:
  - LEED Certification, minimum silver
  - Enterprise Green Communities certification
  - National Green Building Standard ICC/ASHRAE 700
  - Equivalent certification approved by the building official

**Energy Program**
- Enroll in a flexible energy program that includes various energy efficiency and renewable options designed to achieve similar greenhouse gas emission reductions as the on-site solar option.
- Comply with one of many pathways in the Energy Program within 5 years.
- Can enroll early to “bank” efficiency projects for next roof replacement

**Pay for Offsite Green**
- Payment to Green Building Fund of:
  - $50.00 per square foot of green space coverage required but not provided

*If the roof is a character-defining roof, CPD may allow alternative roof materials*
Energy Program

Existing buildings enroll in a flexible energy program to achieve greenhouse gas emission reductions over the course of 5 years.

Compliance Options in the Energy Program:

- ENERGY STAR score of 85 or higher
- 10%-15% improvement in energy use intensity (EUI)
- Off-site solar
- LEED Silver
- On-site solar

Enroll **before** it's time for a roof replacement

**Why??**

- Choose a “baseline year” from the last five years
- Get credit for energy-efficient improvements made before it’s time for a roof replacement
- Enrollment is valid for 20 years or through one roof replacement, whichever is **longer**

Enroll now: [www.denvergov.org/EnergizeDenver](http://www.denvergov.org/EnergizeDenver) > Energy Program
Awards and Outreach

Energy Efficiency Awards

Smart Leasing
New Buildings
Green Building Ordinance - Compliance Options for New Buildings

Cool Roof Required* Plus ONE of the Following Options:

- **Green Roof / Green Space**
  - Anywhere on building or zone lot
  - Green area equivalent to the lesser of:
    - 10% of gross floor area of the building
    - 60% of the total roof area
    - Available roof space

- **Green Plus Solar or Energy Efficiency**
  - Anywhere on building or zone lot, or off-site for solar
  - Green area equivalent to the lesser of:
    - 3% gross floor area
    - 18% of total roof area
    - Available roof space

  COMBINED WITH ONE OF THE FOLLOWING:
  1) Onsite solar equiv. to the lesser of:
     - 7% of the floor area
     - 42% of total roof area
  2) Offsite solar equivalent to the onsite solar plus a minimum 2.5% energy cost savings from energy efficiency above code
  3) 5% energy cost savings from energy efficiency above code

- **Solar or Energy Efficiency**
  - Anywhere on building or zone lot, or off-site
  - Onsite solar or other renewable equiv. to your choice of:
    - 70% of the total roof area
    - 100% of annual average electricity used at the building
    - Proof that the building is Net Zero
  OR
  - Offsite solar equiv. to your choice of:
    - 100% of building electricity use
    - Amount equivalent to required onsite solar plus minimum 6% energy cost savings from energy
  OR
  - Minimum 12% energy cost savings from energy efficiency above code

- **Certification**
  - One of the following:
    - LEED Certification, minimum gold
    - Enterprise Green Communities certification
    - National Green Building Standard ICC/ASHRAE 700
    - Equivalent certification approved by the building official

* If the proposed roof is a character-defining roof, CPD may allow alternative roof materials
2019 Code Adoption Process

Amendment Proposal Development
• Now-end of April
• Anyone may submit an amendment.

Code Committee Meetings
• April-August

Code Adoption – City Council Process
• Fall 2019
Goals for Today
Learn How to Comply

1) Benchmark your building
   • Portfolio Manager
   • Xcel Auto-upload

2) Generate and submit your benchmarking report to the City of Denver’s Department of Public Health and Environment
Questions?

www.denvergov.org/EnergizeDenver
email: EnergizeDenver@denvergov.org
phone: 1-844-536-4528
schedule an appointment
Benchmarking Building Energy Use

Presented by:

Taylor Gries

Energize Denver Help Desk
Agenda

Energy Star® Portfolio Manager® Overview

Steps to Set Up Profile

Energy Upload

Common Building Types
Energy Star® Portfolio Manager® Overview
Benefits of Benchmarking

In a recent study, the EPA found:

- Buildings that were benchmarked consistently reduced energy use by an average of **2.4% per year, for a total savings of 7% in 3 years**

- Buildings that started out as poor performers saved even more
Consistency is key

• Benchmarking works best when it’s done consistently over time

• Imagine a weight-loss plan in which you only weigh yourself once a year
  – You can’t manage what you’re not measuring
ENERGY STAR Portfolio Manager

- The EPA created ENERGY STAR Portfolio Manager®, a free online tool you can use to measure and track energy, waste, and water consumption, as well as greenhouse gas emissions.
- Used to benchmark the performance of one building or a whole portfolio of buildings,
  - Compared to a national dataset and to itself year over year.
Why Benchmark with ENERGY STAR Portfolio Manager

• Since 1999, tens of thousands of buildings and plants across America -- such as schools, hospitals, skyscrapers, retail stores, and manufacturing plants -- have benchmarked with ENERGY STAR Portfolio Manager to learn more about their energy performance.

• All buildings receive Energy Use Intensity information (Energy/sf/yr), most building types can also receive a 1-100 ENERGY STAR score.

• Buildings with a score over 75 on a 1-100 scale have the option to get ENERGY STAR certified.

• On average, ENERGY STAR certified buildings use 35 percent less energy and cause 35 percent fewer greenhouse gas emissions than similar buildings.
Benchmarking with Portfolio Manager is the industry standard

- ~500,000 properties and 50% of commercial buildings square footage benchmarking energy use
- ~30,000 properties are ENERGY STAR certified
Every 4 years, the Department of Energy conducts a survey of a statistically representative sample of buildings in the US, and in 2012 conducted 6,720 interviews. The survey identifies building characteristics which are statistically significant in predicting building energy use. 1-100 scores in Portfolio Manager based on CBECS data. Some less common building types will not receive a score, but will still receive energy use intensity (EUI) data to report to the City.

When ENERGY STAR metrics were updated, the new calculations were applied across all time periods, which means scores and metrics for all historical periods may have changed.

The following 1–100 ENERGY STAR score models were updated:

- Bank branches
- Courthouses
- Financial offices
- Hotels
- Houses of worship
- K-12 schools
- Offices
- Retail, including retail store and wholesale club/supercenter
- Supermarkets
- Warehouses, including refrigerated, non-refrigerated, and distribution centers

Energy Star Score Updates

Do you benchmark in Portfolio Manager®? On August 26, 2018, 1-100 ENERGY STAR scores and source energy metrics will change for all buildings. Below are estimated average score changes for select property types.

-12

-13

-7

-1

+1

-9

-16

-10

*office, financial office, courthouse
Energy Star Score Calculation

EPA’s 1 – 100 ENERGY STAR score

Nationally representative survey - CBECS gathers data on building characteristics and energy use from thousands of buildings across the US

EPA analyzes & filters the data - ensuring data robustness and quality

EPA creates a statistical model that correlates the energy data of the property use details to identify the key drivers of energy use, accounting for weather variations

Compares the actual energy data for a building to the modeled estimate to determine where the building ranks relative to its peers
Steps to Set Up Profile
Step 1: Create Your Account

- Create an Account in Energy Star® Portfolio Manager®
  - Create username and password
- Fill out basic information about yourself and your company/organization
- Click ‘Create My Account’
  - Activate Account via Email

https://portfoliomanager.energystar.gov/pm/login.html
Step 2: Add a Property

1. Add a Property

- Add a Property

2. Set Up a Property

- Building Use Type
- Single Structure vs Campus
A. Building Use Types

- EPA recommends that you enter your buildings according to the primary use and that you enter as few additional Use Types as possible
- When you **should** create an additional Use Type:
  - If it is a Use Type that can get an ENERGY STAR Score. (Note: Retail can only get a score if it is greater than 5,000 sq ft)
  - If the Use Type accounts for more than 25% of the property's GFA
  - If the Use Type is a vacant/unoccupied space (and the vacancy is greater than 10% of the property's GFA)
  - If the Weekly Hours for the Use Type differ by more than 10% for the same Property Type AND that Property Type can get a score (ex: you have two Office tenants, and their hours differ by more than 10%)
  - If Parking Areas are metered with another Use Type
Use Types that can receive an ENERGY STAR score

These Use Types cannot be excluded even if they are under 10% of the GFA
B. Single Structure vs Campus

• Buildings should be benchmarked as single structures

• Why: EPA’s national energy performance model and scale is based on a statistical analysis of individual buildings, not campuses of buildings

• Owners of multiple buildings that share one energy meter for one or more of their energy sources may comply with the ordinance by benchmarking those buildings together as a single building
B. Single Structure

- **Definition:** A building where all of its parts share an actual, physical connection that is complete and indivisible
  - In other words, a building must share functional space that cannot be divided (such as underground parking, an atrium, or conference space)
  - Hallways or interior walking paths between buildings are not considered functional, shared space, even if they are lighted and/or heated

- A series of buildings situated closely together as a plaza or campus, (even if sharing a common heating or cooling source), is **NOT** considered a single structure, it is considered a campus of buildings

- Buildings that have multiple towers connected by common concourse levels and/or hallways may be a single structure if there are common areas that cannot truly be divided or separated among the towers and share conditioned air space

- Please reach out to the Energize Denver Help Desk for assistance on benchmarking a campus
Step 3: Create a Property

- Address
- Year Built
- Gross Floor Area*
- Irrigated Area
  - You may leave this section blank
- Occupancy
  - The percentage of your property’s Gross Floor Area (GFA) that is occupied and operational
Gross Floor Area

- **Total Property Gross Floor Area**
  - The total property square footage, as measured between the exterior walls of the building
  - Does not equal Leasable Space
  - Does not include parking

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**Include in GFA:**
- Lobbies
- Tenant Areas
- Common Areas
- Meeting Rooms
- Break Rooms
- Atriums (count the base level only)
- Restrooms
- Elevator Shafts
- Stairwells
- Mechanical Equipment Areas
- Basements
- Storage Rooms
- Laundry Rooms

**Don’t Include in GFA:**
- Exterior spaces
- Balconies
- Patios
- Exterior Loading Docks
- Driveways
- Covered Walkways
- Crawl Spaces
- Outdoor Courts (Tennis, Basketball, etc.)
- The interstitial plenum space between floors (which house pipes and ventilation)
- Parking
Step 3a: Add Parking Use Type

- The Energy Star tool is intended to assess the efficiency of the building, not the parking lot
  - If sub-metered, then parking meters and square footage may be excluded
  - If it’s not sub-metered, the parking square footage should be included as a separate use type
Step 4: Property Use Details

- This section is dependent on your building type
- Ex. Office Use Details

<table>
<thead>
<tr>
<th>Property Use Detail</th>
<th>Value</th>
<th>Current As Of</th>
<th>Temporary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>💫 Gross Floor Area</td>
<td>*(□) Sq. Ft.</td>
<td>01/01/2001</td>
<td></td>
</tr>
<tr>
<td>💫 Weekly Operating Hours</td>
<td>*(□)</td>
<td>01/01/2001</td>
<td></td>
</tr>
<tr>
<td>💫 Number of Workers on Main Shift</td>
<td>*(□)</td>
<td>01/01/2001</td>
<td></td>
</tr>
<tr>
<td>💫 Number of Computers</td>
<td>*(□)</td>
<td>01/01/2001</td>
<td></td>
</tr>
<tr>
<td>Percent That Can Be Heated</td>
<td>*(□)</td>
<td>01/01/2001</td>
<td></td>
</tr>
<tr>
<td>Percent That Can Be Cooled</td>
<td>*(□)</td>
<td>01/01/2001</td>
<td></td>
</tr>
</tbody>
</table>
Congratulations! You have successfully created your property.

Next, you can:

- **Add energy use information**, so that you can see your energy performance metrics.

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**Source EUI Trend (kBtu/ft²)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Source EUI (kBtu/ft²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>Not Available</td>
</tr>
<tr>
<td>2008</td>
<td>Not Available</td>
</tr>
<tr>
<td>2009</td>
<td>Not Available</td>
</tr>
<tr>
<td>2010</td>
<td>Not Available</td>
</tr>
<tr>
<td>2011</td>
<td>Not Available</td>
</tr>
<tr>
<td>2012</td>
<td>Not Available</td>
</tr>
<tr>
<td>2013</td>
<td>Not Available</td>
</tr>
<tr>
<td>2014</td>
<td>Not Available</td>
</tr>
<tr>
<td>2015</td>
<td>Not Available</td>
</tr>
<tr>
<td>2016</td>
<td>Not Available</td>
</tr>
<tr>
<td>2017</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

---

**Metrics Summary**

<table>
<thead>
<tr>
<th>Metric</th>
<th>Not Available (Energy Baseline)</th>
<th>Not Available (Energy Current)</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENERGY STAR Score (1-100)</td>
<td>Not Available</td>
<td>Not Available</td>
<td>N/A</td>
</tr>
<tr>
<td>Source EUI (kBtu/ft²)</td>
<td>Not Available</td>
<td>Not Available</td>
<td>N/A</td>
</tr>
<tr>
<td>Site EUI (kBtu/ft²)</td>
<td>Not Available</td>
<td>Not Available</td>
<td>N/A</td>
</tr>
<tr>
<td>Energy Cost ($)</td>
<td>Not Available</td>
<td>Not Available</td>
<td>N/A</td>
</tr>
<tr>
<td>Total GHG Emissions Intensity (CO2e/ft²)</td>
<td>Not Available</td>
<td>Not Available</td>
<td>N/A</td>
</tr>
<tr>
<td>Water Use (All Water Sources) (hpa)</td>
<td>Not Available</td>
<td>Not Available</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Waste (Disposed and Diverted) (Tons)</td>
<td>Not Available</td>
<td>Not Available</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Step 5 (Case Specific): Add Additional Use Types

- In the ‘Details’ tab, click ‘Add Another Type of Use’
Step 6: Add Your Denver Building ID

• To be in compliance, a Denver Building ID must be entered for your building in your Portfolio Manager profile

• Unique 4-digit identifier used to track compliance

• Denver Building ID’s can be found at www.denvergov.org/energizedenver

• Only 1 Building ID per submission
  – If you were mistakenly assigned 2 Building IDs, please reach out to the Help Center for assistance
Step 6: Add Your Denver Building ID

- Click on the ‘Details’ tab
- Click ‘Edit’
Step 6: Add Your Denver Building ID

Edit Test Office with Data Center's Property Identifiers (IDs)

There are several different types of IDs that you can assign to your property. These IDs help you cross-reference your property in any other systems you may be using in addition to Portfolio Manager.

Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:
- Name: [ ]
- ID: [ ]

Custom ID 2:
- Name: [ ]
- ID: [ ]

Custom ID 3:
- Name: [ ]
- ID: [ ]

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: [ ]
Step 6: Add Your Denver Building ID

- Under ‘Standard IDs’, select ‘Denver Building ID’
- Enter your 4-digit ID number
- Click ‘Save’
Step 7: Create Energy Meters

- In the “Energy” tab, you will need to create the building’s energy meters
- Click on ‘Add a Meter’
Step 7: Create Energy Meters

Get Started Setting Up Meters for

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters in a 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 data automatically. 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
  - [ ] purchased from the grid
    - How Many Meters? 1
  - [ ] generated onsite with my own solar panels
  - [ ] generated onsite with my own wind turbines

- [ ] Natural Gas
  - How Many Meters? 1
  - [ ] Propane
  - [ ] Fuel Oil (No. 2)
  - [ ] Diesel
  - [ ] District Steam
  - [ ] District Hot Water
### Step 7: Create Energy Meters

**Electric:** kWh
**Gas Xcel:** Therms
**Other Natural Gas Provider:** Mbtu/MMbtu

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#### About Your Meters for 3415 Vision Dr (click table to edit)

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.

<table>
<thead>
<tr>
<th>Meter Name</th>
<th>Type</th>
<th>Other Type</th>
<th>Units</th>
<th>Date Meter became Active</th>
<th>In Use?</th>
<th>Date Meter became Inactive</th>
<th>Enter as Delivery?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Gas</td>
<td>Natural Gas</td>
<td></td>
<td>therms</td>
<td>01/01/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Grid Meters</td>
<td>Electric - Grid</td>
<td>kWh (thousand)</td>
<td>01/01/2017</td>
<td>01/01/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Allowable 10% Exclusion

EPA allows for the exclusion of square footage and energy use in a building in limited situations. These situations are defined as those where ALL of the following four conditions are met:

• The space excluded is of a type that cannot receive an ENERGY STAR Score, e.g., restaurant

• The total energy use of the space excluded is metered and that measured energy use is also excluded from the total energy use of the building

• The sum of all square footage excluded represents no more than 10% of the building’s total gross square footage

• The total floor area of the space excluded is excluded from Portfolio Manager and is not included in the benchmark EUI
Common Meter Exclusions

1. Actual metered energy consumption of things exterior to and **not** related to the operation of the building

2. Parking structures if separately metered
Can it be excluded?

- Parking that is master metered with the building - No
- The energy consumed by a large LED billboard or sign on the side of a building which is not related to building tenants - Yes
- The metered energy use of a cell phone tower on the roof or grounds of a building. - Yes
- The energy use of vending machines located outside of the retail store. - No
- The metered energy use of electric vehicle charging stations in the parking area of a building. - Yes
- Heated sidewalks - No
Step 8: Adding Energy Data

Three ways to enter energy data for your property or portfolio:

- Manual upload
- Uploading spreadsheets
- Xcel Auto-Upload
Step 8: Adding Energy Data

1. You can enter actual energy consumption information for these meters, or you can continue with setting up your meters and enter energy bills later.

2. Upload data in bulk for this meter:

   - You can copy/paste into the table above (instructions in the FAQ), or upload an Excel spreadsheet using our simple spreadsheet template.
Step 8: Adding Energy Data

- Year Built: 2007
- Current Score: 65
- Baseline Score: 58

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 (multiple meters + multiple properties)
4. Find an organization to
No Energy Star Score or EUI

The diagram shows a section of a webpage from the ENERGY STAR platform. It highlights the information that the property is not eligible for an Energy Star score due to insufficient data for the current year. The screen indicates that the Current EUI and Baseline EUI are both N/A. The reasons for not scoring include insufficient data for Baseline or Current Date. Other reasons listed are:

1. Insufficient data for Baseline or Current Date
2. You have gaps
3. You have overlaps
4. Your "Date Meter became Active" is AFTER some of your bills, so those bills are ignored
5. Your "Date Meter became Inactive" is BEFORE some of your bills, so those bills are ignored
6. You haven't entered 12 full calendar months of data

There is a list of all of your meters (these do NOT all necessarily have errors):

- Natural Gas
- Electric, Grid Meter

The screenshot includes a table with Property Uses and Use Details, showing the property's GFA, construction status, occupancy, and other relevant information.
Step 9: Data Quality Checker

- Run the Data Quality Checker
  - This is a built-in tool in Portfolio Manager that runs a set of basic data checks to identify potential data entry errors
  - Common alerts include temporary values, default values, less than 12 months of data, etc.
Step 9: Data Quality Checker

- Set the ‘Year Ending’ to ‘December 31, 2017’ and click ‘Run Checker’
  - Will pull up alerts for data that is incomplete as well as how to correct the issue
Xcel Auto-Upload Considerations

• This will be discussed at further length in the next presentation

• Name your meters
  – Label as accurately as possible to help Xcel map accounts
  – Consider accurate property addresses as names

• If the building has solar, electricity data cannot be entered as net meter data
  – Portfolio Manager uses gross energy used by the building for calculations
  – Xcel will not auto-upload solar generation data
  – If there are separate accounts for electricity consumption vs. solar generation, then the building is not net metered
Has building ownership changed?

- Transfer property in Energy Star Portfolio Manager
- Transfer property in Xcel Energy Benchmarking Portal
Transfer Property in Portfolio Manager

• New Owner
  – Create account in Portfolio Manager
  – Set up Account in Xcel Energy Benchmarking Portal
  – Connect the accounts
  – Add the old owner as a contact
  – Once the old owner has transferred the property, click on Notifications and check the box to Accept transfer of ownership
Transfer Property in Portfolio Manager (continued)

- Old Owner
  - Add new owner as a contact
  - Transfer the property to the new owner
- Select the property being transferred and select transfer ownership at the bottom of the summary page
Transfer Property in Portfolio Manager (continued)

- Old Owner (continued)
  - Select the properties to include and account to transfer and select Transfer Property
Transfer Property in Xcel Energy Benchmarking Portal

- Email benchmarking@xcelenergy.com that the property has been transferred and ask the same to be done in Xcel Energy’s Benchmarking Portal.
Common Building Types
Common Building Types: Office

- Office applies to facility spaces used for general office, professional, and administrative purposes.
- The total gross floor area should include all supporting functions such as kitchens used by staff, lobbies, atria, conference rooms and auditoria, fitness areas for staff, storage areas, stairways, elevator shafts, etc.
## Office Use Details

### Property Uses and Use Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Property Use Type</th>
<th>Gross Floor Area</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Office</td>
<td>606,682 ft²</td>
<td>I want to...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Value</th>
<th>Current As Of</th>
<th>Temporary Value?</th>
</tr>
</thead>
<tbody>
<tr>
<td>606,682 ft²</td>
<td>07/01/2014</td>
<td>No</td>
</tr>
<tr>
<td>45</td>
<td>01/01/1980</td>
<td>No</td>
</tr>
<tr>
<td>1748</td>
<td>01/01/2016</td>
<td>No</td>
</tr>
<tr>
<td>1923</td>
<td>01/01/2016</td>
<td>No</td>
</tr>
<tr>
<td>50 % or more</td>
<td>01/01/1980</td>
<td>No</td>
</tr>
<tr>
<td>50 % or more</td>
<td>01/01/1980</td>
<td>No</td>
</tr>
</tbody>
</table>
Office - Attributes

• **Number of Computers**
  – Indicates the total number of personal computers and servers in this office space. It includes desktop computers, laptops, and servers
  – **It does not** include display monitors, flat screen TVs, tablets, fax machines, etc.

• **Workers on Main Shift**
  – Indicates the number of employees who are present during the main shift.
  – **Not** the total number of employees or visitors who are in a building during an entire 24 hour period
    • Visitors to the building should **not** be included in the count of workers
    • A call center with multiple shifts should only count the employees there on the main or peak shift

• **Weekly Operating Hours**
  – The total number of hours per week that this Office is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel
    • “Weekly operating hours” should only include hours when the building is occupied by a majority of the workers
## Office – Floor Area Attribute

<table>
<thead>
<tr>
<th>Name</th>
<th>Property Use Type</th>
<th>Gross Floor Area</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Office</td>
<td>616,626 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>Covered Parking</td>
<td>Parking</td>
<td>241,080 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>Office (Call Center)</td>
<td>Office</td>
<td>132,313 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>! Data Center Use</td>
<td>Data Center</td>
<td>14,173 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>UMB Bank</td>
<td>Financial Office</td>
<td>10,610 ft²</td>
<td>I want to...</td>
</tr>
<tr>
<td>Starbucks</td>
<td>Restaurant</td>
<td>1,800 ft²</td>
<td>I want to...</td>
</tr>
</tbody>
</table>

Property GFA (Buildings): **775,522** *(used to calculate EUI)*

Property GFA (Parking): 241,080

---

**Pie Chart:**
- **Office:** 74.3%
- **Parking:** 22.03%
- **Financial Office:** 1.07%
- **Data Center:** 1.43%
- **Restaurant:** 1.18%

**Actions:**
- I want to...
- Update with New Information
- View Update History
- Correct Mistakes
- Delete use
IT or Server Room vs. Data Centers

- Most Office buildings have IT or Server Rooms, *not* Data Centers
- The Data Center space is intended for sophisticated computing and server functions; it should not be used to represent a server closet or computer training area
  - Data Centers must be separately metered in order to list this space type in Portfolio Manager
- Server rooms that do not meet the definition of a "Data Center" but have separate cooling systems and operating hours that differ from the rest of the building *should be entered as a separate space in Portfolio Manager using the Office space type*
  - In this space, enter the weekly operating hours (typically 168 hours), zero workers, and the number of PCs in the IT Room that includes the count of servers in the space
- Server rooms without separate cooling systems, computer training areas, telecom closets, print/copy rooms, should be included in the total gross floor area input for the building's main space type (e.g., Office)
Common Building Types: Multifamily Housing

Multifamily: residential properties that contain two or more residential living units

- Gross Floor Area should include:
  - any separate management offices
  - All fully-enclosed space within the outside surfaces of the exterior walls of the building(s)
  - living space in each unit, interior common areas, hallways, stairwells, elevator shafts, connecting corridors between buildings, storage areas, and mechanical space
  - Open air stairwells, breezeways, and other similar areas that are not fully-enclosed should not be included in the GFA.
## Multifamily Housing Use Details

<table>
<thead>
<tr>
<th>Property Use Detail</th>
<th>Value</th>
<th>Current As Of</th>
<th>Temporary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Floor Area</strong></td>
<td>![Sqr. Ft.]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Total Number of Residential Living Units</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Number of Residential Living Units in a Low-rise Setting (1-4 stories)</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Number of Residential Living Units in a Mid-rise Setting (5-9 stories)</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Number of Residential Living Units in a High-rise Setting (10 or more stories)</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Number of Bedrooms</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Resident Population Type</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Government Subsidized Housing</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Number of Laundry Hookups in All Units</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Number of Laundry Hookups in Common Area(s)</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Percent That Can Be Heated</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Percent That Can Be Cooled</strong></td>
<td>![ ]</td>
<td>![1/1/1996]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>
Multifamily Housing – Attributes

• Property Use Details
  – Gross Floor Area
  – Total Number of Residential Living Units
    • Number of units in a building that is low-rise (1-4 floors)
    • Number of units in a building that is mid-rise (5-9 floors)
    • Number of units in a building that is high-rise (10 or more floors)
  – Total Number of Bedrooms

Required for 1-100 ENERGY STAR score and certification:
• 20+ units
• 12 months of whole-property data
Low, Mid, or High Rise?

Floors: 31
Low-rise units: 0
Mid-rise units: 0
High-rise units: 333

Floors: 4-5
Low-rise units: 256 – most of the building has 4 floors
Mid-rise units: 34 – one tower on the end has 5 floors
High-rise units: 0
Multifamily Housing – Attributes

Other building use factors:

• Retail space > 5,000 sf
• Parking areas – Open, Semi-enclosed, Enclosed
• Swimming pools
• Assisted care units
• Other use types in the building (office, restaurant, etc)
  – Will need the energy data associated with those spaces
  – May exclude these from building area and energy use if they fit exclusion criteria discussed later

Leasing offices and other areas that support residents are considered part of the “Multifamily” use type
For multifamily sites with multiple buildings, can benchmark as a “Campus”:

- Set up a “parent” property that includes the aggregate information for all buildings on the site (gross floor area, units, energy consumption)
- Individual buildings can be set up as “child” properties and need to report separately to the City if they are individually metered
Tenant Consent: the 4/50 Rule

- Owners must get consent from tenants to obtain their energy data if either of the following applies:
  - The building has less than 4 tenants
  - One tenant uses greater than 50% of the building’s energy
Common Building Types: Retail

• Retail Store applies to facility space used to conduct the retail sale of consumer product goods
  – Stores must be at least 5,000 square feet and have an exterior entrance to the public

• Retail segments typically included under this definition are: Department Stores, Discount Stores, Supercenters, Warehouse Clubs, Drug Stores, Dollar Stores, Home Center/Hardware Stores, and Apparel/Hard Line Specialty Stores (e.g. books, clothing, office products, toys, home goods, electronics)

• The total gross floor area should include all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, etc.
# Retail Use Details

<table>
<thead>
<tr>
<th>Property Use Detail</th>
<th>Value</th>
<th>Current As Of</th>
<th>Temporary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Floor Area</strong></td>
<td>*</td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Operating Hours</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Workers on Main Shift</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Open or Closed Refrigeration/Freezer Units</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Length of All Open or Closed Refrigeration/Freezer Units</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Walk-in Refrigeration/Freezer Units</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Area of All Walk-in Refrigeration/Freezer Units</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Single Store</strong></td>
<td>▼</td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Exterior Entrance to the Public</strong></td>
<td>▼</td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Computers</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Cash Registers</strong></td>
<td></td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Cooking Facilities</strong></td>
<td>▼</td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Percent That Can Be Heated</strong></td>
<td>▼</td>
<td>1/1/1996</td>
<td></td>
</tr>
<tr>
<td><strong>Percent That Can Be Cooled</strong></td>
<td>▼</td>
<td>1/1/1996</td>
<td></td>
</tr>
</tbody>
</table>
Help Center

Monday-Friday: 8am-5pm
(844) 536-4528
EnergizeDenver@denvergov.org
Schedule a Phone Meeting:
https://calendly.com/energizedenver/energize-denver-call
Energy Benchmarking Services

Q1 2018
How it’s worked in the past:

1. Collect billing data from historic utility bills
2. Manually enter or upload data into Portfolio Manager
3. Repeat each month

- Inconsistent availability of tenant data
- Error-prone
- Time, resource intensive
Xcel Energy Solution Overview

- **Free, easy access** tool for **whole-building** energy consumption data

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Usage kWh (thousand Watt-hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/1/2015</td>
<td>5/31/2015</td>
<td>856,876.35</td>
</tr>
<tr>
<td>6/1/2015</td>
<td>6/30/2015</td>
<td>956,597.6</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>7/31/2015</td>
<td>857,553.29</td>
</tr>
<tr>
<td>8/1/2015</td>
<td>8/31/2015</td>
<td>918,058.89</td>
</tr>
</tbody>
</table>

- Initial Upload = **36 months** of history
- Ongoing Upload = every month thereafter
New Process Walkthrough
Steps 1 – 3 are in Energy Star Portfolio Manager

https://portfoliomanager.energystar.gov/pm/

• Step 1:
  – Create an account in Portfolio Manager

• Step 2:
  – Create a property in Portfolio Manager

• Step 3:
  – Create Meters in Portfolio Manager
Energy Benchmarking Services

Download the user guide

Energy Benchmarking

Energy benchmarking is a key energy management best practice that enables you to identify the energy performance of your buildings, 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 complete the initial connection steps, we will update your data on a monthly basis so you can focus on the important part – saving energy.

Get Started

Download the User Guide

www.xcelenergy.com/energybenchmarking
Create an Account in the Xcel Energy Portal

Log in to ENERGY STAR Portfolio Manager®. After you complete the initial connection steps, we will update your data on a monthly basis so you can focus on the important part – saving energy.

Get Started

1. Set up an account with ENERGY STAR Portfolio Manager® along with the properties that you’d like to benchmark.

2. Once you have that set up, log in to the Xcel Energy Benchmarking Portal to establish the energy data connection.

3. Log back into ENERGY STAR Portfolio Manager® and connect your account with Xcel Energy.

What next?

With your benchmarking data, you can identify energy efficiency opportunities. Here are a few resources to help make targeted improvements.
Create an Account in the Xcel Energy Portal

Connecting to our Energy Benchmarking service

**Step 4** Set up an account in the Xcel Energy Benchmarking portal

Xcel Energy Benchmarking portal: https://xcelenergy.force.com/benchmarking

1. Click on **Sign Up**.

2. Enter your information.

3. Click on the e-mail link you received from Xcel Energy and log in to the portal.
Connect your Portfolio Manager Account with Xcel Energy’s

Step 5
Back in Portfolio Manager, connect your account with Xcel Energy

1. In Portfolio Manager, click on *Contacts*.

   ![Welcome](image)

2. Click on *Add Contact*.

   ![Add Contact](image)

3. Under contact username, type: **XCELENERGYWEBSERVICES** and click on *Search*.

   ![Search](image)

4. When the contact shows up, click on *Connect*.

   ![Connect](image)
Connect your Portfolio Manager Account with Xcel Energy’s

5. Type in your log-in email you set up for the Xcel Energy Benchmarking portal. (You must use the same email address used to create your account in Step 4, on page 6 of this user guide.) Then agree to Terms of Use by checking the box.

6. Click on Send Connection Request.

7. Xcel Energy will notify you via email when your account connection request has been received and connected. Allow 30 minutes.

8. When the email arrives, log back in to your Portfolio Manager account.
Connect your Portfolio Manager Account with Xcel Energy’s

From: No Reply Benchmarking <noreplybenchmarking@xcelenergy.com>
Date: January 18, 2017 at 10:00:02 AM CST
To: “drew@ewb-mn.org” <drew@ewb-mn.org>
Subject: Account connected!

Congratulations! You’ve successfully connected with Xcel Energy’s Web Services Account in Portfolio Manager®, which means you’re one step closer to receiving an automated feed of whole-building energy data for all of your properties.

What's next?
1) If you’re not already logged in to your Portfolio Manager account, go ahead and log back in: http://portfoliomanager.energystar.gov/
2) In Portfolio Manager®, share the properties and associated electricity and/or natural gas meters with us
3) Wait for notification from us to complete your initial setup

You can also see details of your progress throughout the initial connection phase in Xcel Energy’s Benchmarking Portal at this link: https://xcelenergy.force.com/benchmarking/0010B00001oQuiE

Stuck? Shoot us an email at benchmarking@xcelenergy.com
Share your properties and meters with Xcel Energy

**Step 6**

8. Give full access to property information as well as all Xcel Energy delivered fuel meters**. If you do not share with full access, Xcel Energy will not be able to update your property.

9. Make a selection regarding “Share forward.”
   (This gives Xcel Energy permission to share the property with others. If you’re participating in an Xcel Energy program or plan to at some point in the future, this may be beneficial, but is not required.)

10. Click on Apply Selections and Authorize Exchange.

11. Scroll down, and click on Share Property(ies).

12. Verify Sharing Requests have been sent.
    Your sharing notifications will automatically appear in the Sharing Notifications section of the Sharing Tab under your Portfolio Manager account.

13. Xcel Energy retrieves connection requests.
    When Xcel Energy has retrieved the share requests, they will be automatically accepted and an email will be sent to you. **Allow 30 minutes.** If your requests were declined for any reason, go back to Step 6 and ensure that the appropriate permission levels have been set for both the Property and Meters.
Xcel Energy Verifies your Relationship with the Property Owner

Step 7 Back in Portfolio Manager, connect your account with Xcel Energy

We require that if anyone other than the building owner is requesting data on the building owner’s behalf, that requester needs to obtain authorization from the building owner before proceeding. If you are the building owner, this step will not require any action from you. If you are not, this authorization can be completed using the customer energy usage data release forms found at the following link: xcelenergy.com/DataConsent

Use the following instructions when completing the consent form:

1) Specify your (the third party’s) contact information, including identifying a contact person who the customer may contact with questions related to the data release request.

2) Describe the purpose(s) of the proposed use of customer energy usage data. Be sure to include Energy Benchmarking in your description of the purpose.

3) Provide the consent form to the customer of record and have the customer enter their account number, service address and name in the customer section of the consent form, and sign and date the form.

4) Submit the completed release request consent form to Xcel Energy, by sending an email to datarequest@xcelenergy.com and copying benchmarking@xcelenergy.com. Invalid or incomplete forms will be returned, and their request for information release will not be honored.
Xcel Energy identifies the tenants in your building and maps them to the meters you created in Portfolio Manager.

**Step 8** Xcel Energy will compile your tenant list.

This may take up to five business days, depending on the complexity of the building. We will send you an e-mail if we get stuck. No action is required of you at this stage.
Step 9 Tenant to meter matching

We will make an initial attempt to match tenants to the meters you shared in Step 3. If we have any questions, we'll reach out to you.

The system will analyze the configuration to see if individual customer consent forms are required. At this point, you will receive an email from us indicating one of the following:

a. Individual tenant consent is required (Step 10)

b. Consumption data was successfully published to your Portfolio Manager account (Step 11)

If you need to adjust the tenant list for any reason, create a task for Xcel Energy within the Benchmarking Portal.

- Scroll down to open activities and click on New Task
- Fill out the form, click on Send.

We will contact you if we have any additional questions.
**Step 10** Work through consent process

Note that if you chose option 1 when setting up your meters, this step may not apply to you. Depending on the number of tenants in your building, you may require consent from individual tenants.

1. Receive notification from Xcel Energy telling you that consent forms are required from one or more tenants.
   1. Click on the link embedded in the notification email to download a copy of the customer consent form.
   2. Complete the consent form with the required tenants according to the directions in Step 7.
   3. Email consent form to benchmarking@xcelenergy.com
2. Xcel Energy will validate the consent form and notify you if more information is needed.
Xcel Energy applies its data privacy rules to the specific tenant combinations in your building.

From: No Name
Date: June 1
To: "drew"
Subject: T

Due to the fact you need to take [blank]

1) Obtain
a. First, find [https://xcel](https://xcel)
b. Obtain [http://www.xcel](http://www.xcel)
c. Attach "forms" but

2) If possible provide how you’d need help

---

(1) REQUESTOR INFORMATION:

Requesting entity name: [blank]
Contact person: [blank]
Physical & mailing address: [blank]
Phone: [blank], Fax: [blank]
Email: [blank]

(2) CONSENT TO RELEASE CUSTOMER ENERGY USAGE DATA

We – the entity identified above – have asked you to authorize Xcel Energy to disclose your Customer Energy Usage Data to us so that we may:

- [ ] Provide you with products or services you requested
- [ ] Offer you products/services that may interest you
- [ ] Determine your eligibility for an energy program
- [ ] Analyze your data
- [ ] Other (specify): [blank]

(3) INFORMATION WE ARE REQUESTING

We are requesting access to your Customer Energy Usage Data, which is specific information that Xcel Energy collects from your utility meter (check all service types that apply):

- [ ] Electric
- [ ] Natural Gas
- [ ] Steam

Xcel Energy’s standard report of Customer Energy Usage Data contains monthly usage information. Depending on the type of utility meter
### Initial Data Transfer

<table>
<thead>
<tr>
<th>Date</th>
<th>From Date</th>
<th>To Date</th>
<th>CID</th>
<th>Status</th>
<th>Auto-Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/2014</td>
<td>3/31/2014</td>
<td>228,139.11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/1/2014</td>
<td>4/30/2014</td>
<td>201,326.34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/1/2014</td>
<td>6/30/2014</td>
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</tr>
<tr>
<td>7/1/2014</td>
<td>7/31/2014</td>
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<td>9/30/2014</td>
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<td>207,740.41</td>
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<td>11/1/2014</td>
<td>11/30/2014</td>
<td>204,988.72</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Your Property is:**
- **Edit**
  - A Single Building
  - Part of a Building
  - A Campus of Multiple Buildings

- **Electric - Grid Meter Common**
  - CID: 2432326
  - Consumed: 11/30/2016
  - Indicated: Yes

- **Electric - Grid Meter Residential**
  - CID: 2432327
  - Consumed: 11/30/2016
  - Indicated: Yes

- **Natural Gas Common**
  - CID: 25158945
  - Consumed: 11/30/2016
  - Indicated: Yes
From: No Reply Benchmarking <noreplybenchmarking@xcelenergy.com>
Date: June 7, 2016 at 2:24:36 AM CDT
To: "quirk.drew@gmail.com" <quirk.drew@gmail.com>
Subject: We've added new data for Buckley Housing in Portfolio Manager®!

We just finished adding new energy data for Buckley Housing. Log in to Portfolio Manager® to see your updated metrics.

If you’re ready to take the next step in saving energy and money, take a look at the programs available to you through Xcel Energy. Follow this link or contact your Account Manager or call a representative from the Business Solutions Center at 1-800-481-4700.

As always, you’re able to check in on the status of your connection and property setup in Xcel Energy’s Benchmarking Portal at this link: https://xcelenergy.force.com/benchmarking/a52U0000000XZb8

Other questions? Shoot us an email at benchmarking@xcelenergy.com

Thanks,

Xcel Energy
Setup Process Recap

- **Account Setup**: 5-10 min
- **Account Connection**: 0-30 min
- **Connect Properties**: 0-30 min
- **Building Owner Verification**: 2-3 days
- **Tenant Identification**: 3-5 days
- **Data Privacy Consent forms if needed**: 0-? days
- **Auto-Upload**: 2x per day
- **Ongoing Upload 45 days out**: monthly

Budget 1 hr

Expect 5-10 days
Current System Limitations

• Xcel Energy delivered fuels only (although Portfolio Manager can be used for others)
• Only energy data (kWh, therms) at this time
• Only actual consumption (not solar production) at this time

  - **Have you changed natural gas providers?**

  • From a Transport provider to Xcel Energy: Have monthly natural gas data automatically uploaded to your account from Xcel Energy (Recommended). [xcelenergy.com/energybenchmarking](http://xcelenergy.com/energybenchmarking)

  • From Xcel Energy to a Transport provider: You must now manually add your natural gas data to your Portfolio Manager account. Xcel Energy’s auto-upload feature will no longer work for your natural gas data.
On-Site Energy Audit through Xcel Energy

- **Energy Analysis on-site energy audit** – Xcel Energy sends an energy advisor to your facility to conduct a comprehensive on-site energy audit, which is a comprehensive audit of your facility’s lighting, heating, cooling, and motors and drives equipment.
- You receive a detailed report including energy conservation opportunities and the associated cost, savings, payback and available rebates.
- Available to electric and gas customers in Colorado.
- Select your building size below.
  - $125 – building size <50,000 square feet
  - $250 – building size 50,000–150,000 square feet
  - $500 – building size >150,000 square feet
How to sign up

1. Call your Account Manager or Business Solutions Center Representative
2. 855.839.8862 or email: energyefficiency@xcelenergy.com
3. Fill out an application (available online)
4. An Energy Advisor will call to schedule a walk-through
FAQs

Getting started

Are you able to aggregate / sum up all the electricity data for the building?
Yes, we can aggregate all of the tenant meters for you into one “whole-building” meter in Portfolio Manager. Refer to Step 3 in our Energy Benchmarking User Guide for more information.

How do I get started?
Visit our website as well as the steps outlined in the Energy Benchmarking User Guide. If you have any questions along the way, email us at benchmarking@xcelenergy.com.

What are the data privacy rules to access data?
First, we need to verify that you have a relationship with the building owner. If you are not the building owner, we will need to get you authorized on the building owner’s Xcel Energy account at the property. This can be done by completing a consent form with the building owner as the customer of record. Alternatively, the building owner can contact Xcel Energy at 1-800-481-4700 and have them request to add you as an authorized contact on their account.

Once this step is complete, we also have protections on the energy usage data. If you are requesting whole building energy data for a property with multiple Xcel Energy customers, as long as there are more than three tenants and as long as no individual tenant uses more than 50% of the building’s energy in a given month, no further consent forms are needed. If either of these conditions is not met, or if you are looking specifically for individual tenant data, you will need to have consent forms signed by those tenants.

Consent forms and instructions for filling them out can be found at the following link: https://www.xcelenergy.com/billing_and_payment/customer_data_&_privacy/customer_energy_usage_data_release_forms
FAQs

Account Connection Stage

How do I connect to the service?
Take a look our [website](#) as well as the steps outlined in the [Energy Benchmarking User Guide](#). After you complete those, we’ll be able to automatically transfer the data you need into your ENERGY STAR account.

How do I connect my Portfolio Manager Account with Xcel Energy’s?
Take a look at Step 5 in the [Energy Benchmarking User Guide](#). This guide should be a helpful resource for you as you go step-by-step through the connection process.

Account connection was declined
Review Steps 1-5 in the [Energy Benchmarking User Guide](#) and try again. Be sure that you have created an account in the Xcel Energy Benchmarking Portal before attempting to connect with us in ENERGY STAR Portfolio Manager.

What is the Xcel Energy Portal Username?
The Xcel Energy Portal Username is the email address that you used to sign up for the [Xcel Energy Benchmarking Portal](#). Review steps 1-5 in the [Energy Benchmarking User Guide](#) for more information.

I set up an account in Xcel Energy’s portal, but I didn’t receive the password reset email
Go the [login page](#) again and click the “forgot your password” link and follow the steps there to see if it gets you back on the right track. We can sort this out for you on the back end if that doesn’t work.
FAQs

Consent Forms

I am not the building owner – what do I need to do?
Complete a consent form with the building owner to become authorized on their accounts. Use the consent forms at the following link:

https://www.xcelenergy.com/billing_and_payment/customer_data_&_privacy/customer_energy_usage_data_release_forms

Where can I find consent forms?
Consent forms and instructions for filling them out can be found at the following link:
https://www.xcelenergy.com/billing_and_payment/customer_data_&_privacy/customer_energy_usage_data_release_forms

Why is consent required?
We take customer privacy and confidentiality interests seriously. If you are requesting whole building energy data for a property with multiple Xcel Energy customers, as long as there are more than three tenants and as long as no individual tenant uses more than 50% of the building’s energy in a given month, no consent forms are needed. If either of these conditions is not met, or if you are looking specifically for individual tenant data, you will need to have consent forms signed by those tenants.

Consent forms and instructions for filling them out can be found at the following link:
https://www.xcelenergy.com/billing_and_payment/customer_data_&_privacy/customer_energy_usage_data_release_forms

How do I fill out a consent form?
Please reach out to the team at datarequest@xcelenergy.com for help with your consent form.

[Alternatively, reach out to the data request team at datarequest@xcelenergy.com to help the customer out. If you have experience with the consent form process and can answer the customer’s question, do that as well.]
FAQs

Consumption Data

Gas Transportation Customers
If you receive your natural gas from a third-party provider, we are not currently able to transfer this data to Portfolio Manager for you. Please work directly with your third-party provider in order to access this information.

District Steam and Chilled Water Customers
If you receive district steam and chilled water, we are not currently able to transfer this data to Portfolio Manager for you. Please work directly with your district steam and chilled water provider to access this information.

*for Xcel Energy district steam and chilled water customers, configure your meters in Portfolio Manager as follows:

<table>
<thead>
<tr>
<th>District Service</th>
<th>Meter Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam</td>
<td>District Steam</td>
<td>kLbs. (thousand pounds)</td>
</tr>
<tr>
<td>Chilled Water</td>
<td>District Chilled Water from an electric-driven chiller</td>
<td>ton hours</td>
</tr>
</tbody>
</table>
**District Steam Bill**

**OTHER RECURRING CHARGES DETAILS**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam Billing Period</td>
<td>02/01/17 - 02/28/17</td>
</tr>
<tr>
<td>Meter 2031</td>
<td></td>
</tr>
<tr>
<td>Consumption</td>
<td>1440</td>
</tr>
<tr>
<td>Peak Day Mlb</td>
<td>120</td>
</tr>
<tr>
<td>Service &amp; Facility Chrg</td>
<td>$200.00</td>
</tr>
<tr>
<td>Steam Capacity Charge</td>
<td>120 Mlb x $40.000000</td>
</tr>
<tr>
<td>Steam Consumption Charge</td>
<td>1440 Mlb x $6.602000</td>
</tr>
<tr>
<td>Steam Cost Adj</td>
<td>1440 Mlb x $8.679000</td>
</tr>
<tr>
<td>GRSA</td>
<td>$4,616.09</td>
</tr>
<tr>
<td>Franchise Fee</td>
<td>3.00%</td>
</tr>
<tr>
<td>Sales Tax</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$33,758.13</strong></td>
</tr>
</tbody>
</table>
FAQs

Onsite Solar or Wind Generation Customers
For customers with a solar photovoltaic (PV) system or wind turbine, Xcel Energy currently is not able to transfer the electricity generation data to Portfolio Manager for you. Please refer to your Xcel Energy billing statements to access this information. Note that Xcel Energy will transfer the gross electricity provided to the site from the grid under the Electric Grid Meter in Portfolio Manager. You will need to create an additional Electric Solar Meter or Electric Wind Meter for the onsite generation system and enter the production data for that system with that meter. More information can be found at https://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-technical-reference-green-power

What energy units do meters need to be set to?
Units for electricity are kWh and units for gas are Therms.
FAQs

• 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?
Denver Benchmarking Data Request

A step-by-step guide on how to submit your data report in Portfolio Manager
1) Click the link data request link to load the City’s data request template into your Portfolio Manager Account.

2) Log in to your Portfolio Manager account.
1) Scroll to the bottom of the data request screen and select ‘One Property’ or ‘Multiple Properties’. Choose the appropriate properties that need to comply with the ordinance.

2) Click on ‘Generate Response Preview’
Step 3: Preview Your Response to Our Data Request

1) Under the ‘Action’ dropdown next to the Denver Benchmarking Data Request, click ‘preview response’
Step 4: Verify the Response

1) Verify your information is correct and accurate.

2) Click ‘close’ when finished.
1) Under the ‘Action’ dropdown next to the Data Request, click ‘send response’.
Step 6: E-Sign the Response

1) Select another name from your account to receive a confirmation email (optional).

2) Add additional emails that are not on your account (optional).

3) Choose the format in which you would like a copy of your report to sent

4) E-sign your response using your account username and password.

5) Submit the report.
Incentives and Support

• Website with all compliance details
  www.denvergov.org/EnergizeDenver

• Trainings from February – May

• Benchmarking “Help Sessions” providing 1 on 1 support

• Free call center to provide education, training and answer questions about benchmarking. 1-844-536-4528

• Free score cards to building owners with information about incentives and market comparison data.
www.denvergov.org/EnergizeDenver
email: EnergizeDenver@denvergov.org
phone: 1-844-536-4528