DENVER
CLIMATE ACTION, SUSTAINABILITY & RESILIENCY

Energize Denver

Benchmarking User Guide

Energize Denver Help Desk

Monday – Friday, 8am – 5pm MT

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ENERGIZE DENVER BENCHMARKING USER GUIDE

PURPOSE

The Energize Denver Benchmarking User Guide is intended for both first time and returning users, covering all steps needed to successfully benchmark your building and submit the report.

2025 UPDATES

Upgrading a building's performance and reducing its energy use to meet Energize Denver targets takes time, planning, and funding, and the city wants to support these efforts. The city strives to make compliance more practical and achievable.

Energize Denver launched a new Energize Denver Management Portal for building's 25,000 sq ft and larger to streamline annual reporting, visualize building progress, and enhance collaborative efforts toward compliance. Benchmarking report creation will still take place in ENERGY STAR® Portfolio Manager® (ESPM). Annual benchmarking reports will now be quickly submitted through the new Energize Denver Management Portal with real-time updates on status and progress.

Note for all buildings: Steps 4, 6, and 7 must be completed one time for each building, whether new or returning, in order to submit the annual report.
Previously benchmarked: Instructions are in *italics* below each step's title.

STEPS FOR BENCHMARKING

Prepare Benchmarking Report in ENERGY STAR Portfolio Manager

Data Verification

Submit Benchmarking Report in the Energize Denver Management Portal

ANNUAL BENCHMARKING REMINDER

Annually verify your building details in ENERGY STAR Portfolio Manager (ESPM), then visit the Energize Denver Management Portal and follow Step 8 to submit your annual Benchmarking Report.

PREPARE BENCHMARKING REPORT

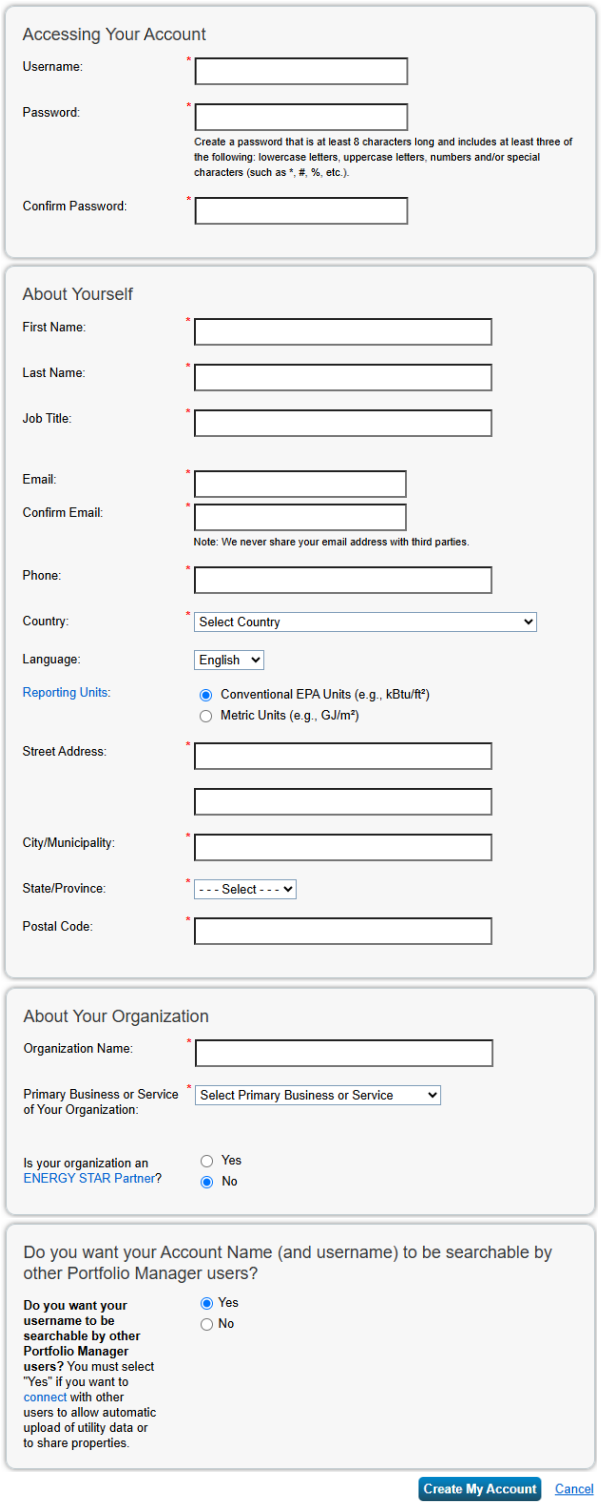
Step 1. Create or Login to your ESPM Account

Previously Benchmarked: If you already have an ESPM account for your building, login at portfoliomanager.energystar.gov/pm/login and go to Step 2.

To prepare a benchmarking report, an ESPM account is required to enter building details and whole-building energy usage data needed for the report.

Create a new account in ESPM:

1. Visit the ENERGY STAR Portfolio Manager website sign-up page at: portfoliomanager.energystar.gov/pm/signup
2. Create a unique username and password in the box titled "Accessing Your Account." Make note of this information, you cannot change your username after your account is created.
3. Enter information about yourself in the box titled "About Yourself." For the option to select "Reporting Units," choose "Conventional EPA Units (e.g., kBtu/ft2)"
4. Enter information about your organization in the box titled "About Your Organization."
5. In the box asking, "Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?" choose "Yes."
6. In the box titled "Confirm Your Identity," click the box next to "I'm not a robot."
7. Click "Create My Account" at the bottom of the page.

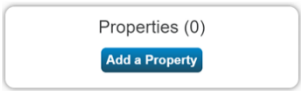


Step 2. Add a Property and Denver Building ID in ESPM

Previously Benchmarked: If you already have a Property in ESPM, update and confirm your Property Details. Follow these steps to add another Property or see Step 2.3.b to confirm your Denver Building ID.

Once an account is created, add your building(s):

1. Click “Add a Property”.



2. Select your building’s characteristics, click “Get Started!” to enter Basic Property Information.

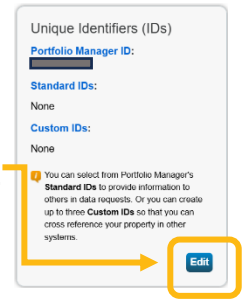
3. Enter your Denver Building ID. To find your Denver Building ID, visit: lookup.energizedenver.org.

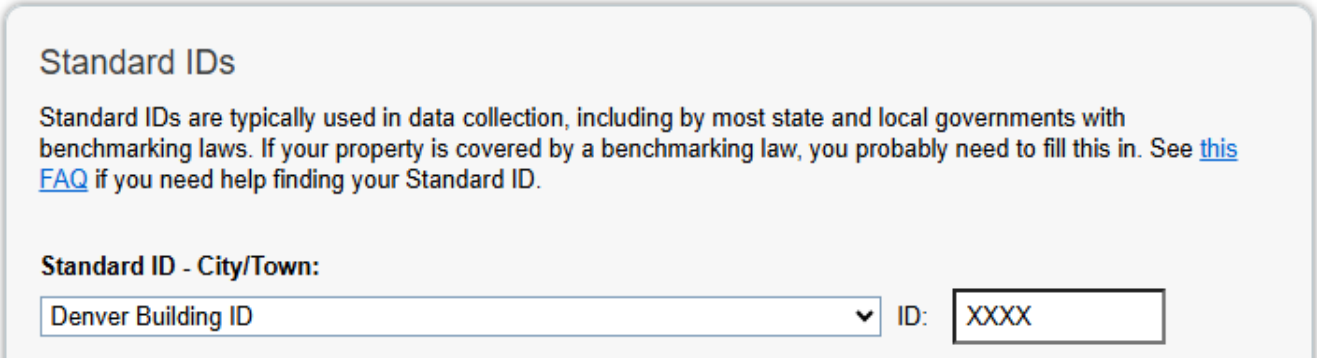
   a. Enter when adding a Property
   When adding a Property you will be given the option to add the Building ID.

   - Use the City/Town menu to select Denver Building ID.
   - Enter the Denver Building ID.

   b. Enter for an existing Property
   If the Property is already created and needs to add the Building ID.

   - Visit the “Details” tab.
   - Click “Edit” Unique Idenitifiers (IDs).
   - Use the City/Town menu to select Denver Building ID.
   - Enter the Denver Building ID.





4. Answer the final questions for Property creation and click “Continue”.

5. Enter Values related to building use and operations:
   a. Have tenants? Collect use details from tenants using the ESPM Data Collection Worksheet.
   b. Don’t know exact values during this step? The “Temporary Value” check box can help you remember to update this value later prior to submitting the bechmarking report.
   c. **Do not** select “Use a default”.
   d. **Do not** change “Current As Of” dates.

6. Click “Add Property”.

Repeat Step 2 to add/edit all of your buildings in ESPM.

Step 3. Create Meters & Add Energy Data in ESPM

Previously Benchmarked: If you already have Meters created in ESPM, add or confirm last year's usage. For instructions on establishing auto-upload of your utility data, see below for more information by fuel use.

Create virtual utility Meters to account for all fuel sources that power the whole-building:

1. Visit the "Energy" tab and click "Add A Meter" to setup automatic or manual data entry. 

    a. Select all the Sources of Energy used at the building and click "Get Started!"

    b. Click in the table to enter the following fields for each Meter:
        i. **Units**: The units selected should match those shown on your bills.
        ii. **Date Meter became Active**: The start date of the earliest data entry in the meter.
        Pick a date at least one full calendar year in the past. After adding the meter, Visit the "Energy" tab and select the Meter to View Basic Meter Information and adjust this date to match the first entry, if needed.

    c. After adding information to all meters for those two fields, click "Create Meters". 

    d. Click "Continue" to skip and add data later or setup auto-upload.

    e. With all of your new meters checked, select "These meter(s) account for the total energy consumption for…" and click "Apply Selections". 

Add last year's whole-building energy consumption data covering Jan 1 – Dec 31 of the calendar year:

Energy Source	Electricity and Natural Gas	Steam, Chilled Water, Transport Gas
Data Entry Options	• Manual Entry • Auto-Upload* (Recommended, if available)	• Manual Entry

**Required for Xcel Energy customers of multi-tenant buildings with more than one meter for data aggregation.*

    a. Setup Auto-Upload (Xcel Energy only)

        i. Customers can follow the Xcel Energy Benchmarking User Guide for instructions on establishing on-going automatic delivery of whole building data.

    b. Manually Enter Data

        ii. Visit the "Energy" tab and click on a meter. Two options exist for manually entering data to a meter:

            1. Find the section labeled "Upload data in bulk for this meter and download the meter spreadsheet to enter your bills. Save the spreadsheet and upload the spreadsheet to the meter. The spreadsheet is specific to the fuel type, download a new spreadsheet from each meter.

            2. Enter your data directly into the meter by clicking on the "Click to add an entry" link to fill out the entry details and using the "Add Another Entry" link below to add each additional meter entry.

        iii. Click the "Save Bills" button at the bottom. 

    Repeat b, option 1 or 2, for each meter to add whole building data manually.

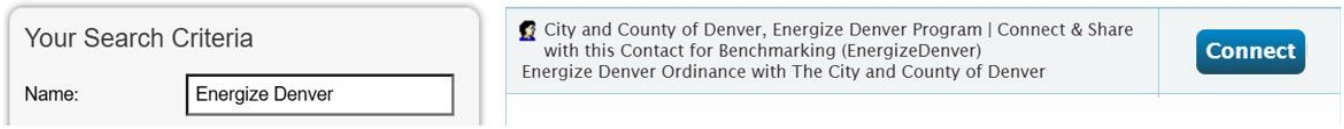
Step 4. Connect & Share Property in ESPM

New & Previously Benchmarked: To prepare a benchmarking report, ***everyone must complete Step 4 one time.***

Connect with "Energize Denver"

1. Visit the "Contacts" page and click the "**Add New Contacts/Connections**" button. 

2. **Search by Name** for "**Energize Denver**" and click "Connect" to connect with the City and County of Denver.

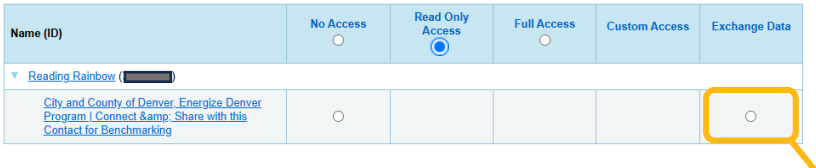


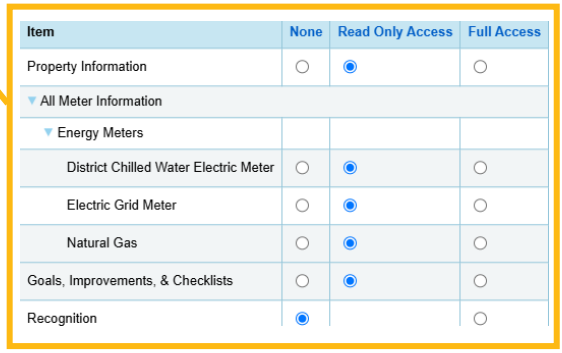
A notification will be sent inside ESPM when the connection request has been accepted (5-10 min).
Once accepted, you have completed the one-time setup and this step will not be repeated annually.

Share each Denver Property with Energize Denver: *A Denver Building ID is required for a successful Share*.

Before continuing, confirm your Denver Building ID has been correctly added to all of your Denver buildings. For instructions on adding an ID, visit Step 2.4.b.

1. Visit the "Sharing" tab and click the "Share (or Edit Access to a Property) button.
2. Click "Select Properties" to select all Denver buildings required to submit a benchmarking report.
3. Select the "**City and County of Denver, Energize Denver Program**" from your contacts book.
4. Select "Personalized Sharing & Exhange Data" and click the "Continue" button.
5. Select "Read Only Access" in the header and click the button in the "Exchange Data" Column to reveal a pop-up.





6. Select "Read Only Access" when available.
7. Choose "None" for Recognition.
8. Select "Yes" for "Share Forward".
9. Click "Apply Selections & Authorize Exchange".
10. Click the "Share Property(ies)" button to enable submission of the benchmarking report.

Each Property only needs to be "Shared" once to enable benchmarking. **After completing these steps to successfully "Share each Property," this step will not be repeated annually.**

DATA VERIFICATION

Step 5. Verify Data & Submit Data Verification Checklist (DVC)

New & Previously Benchmarked: You must submit a Data Verification Checklist verified by a third-party during one of three times:

- *With your 2025 benchmarking report (verifying 2024 energy use and building information)*
- *With your 2026 benchmarking report (verifying 2025 energy use and building information)*
- *With a previous target adjustment application. If you completed a data verification previously, you do not need to complete another one until the evaluation of your final target.*

A third-party verifier will review each benchmarking report for accuracy and could assist with any adjustments needed in ESPM to help the building get the right energy efficiency target. During the review, they will complete and sign a Data Verification Checklist PDF and enter their information into your Property in ESPM.

Owner Action - Hire a third-party verifier and submit the completed DVC:

The third-party provider must be **in good standing** and have one of the following **licenses or credentials**:	The data verifier **cannot** be:
• Professional Engineer (PE) issued w/n the U.S.* • Registered Architect (RA) issued w/n the U.S.* • Certified Energy Manager (CEM from AEE) • Building Energy Assessment Professional (BEAP from ASHRAE) • Energy Management Professional (EMP from EMA)	• The building owner or an employee of the building owner; or • The building owner's designee who prepares or submits the benchmarking report; or • A designee's employee who prepares or submits the benchmarking report.

** A third-party provider with this licence may perform verification on benchmarking they have previously completed for the building.*

1. You can find trained vendors in our Service Directory.
2. "Connect and Share" each Denver Property in ESPM with the third-party verifier for review.
    a. This process is similar to Step 4 in this guide with different permissions. Step-by-step instructions can be found in the Data Verification Process Guide.
3. Submit the completed and signed Data Verification Checklist PDF through the Data Verification Submission Form.

Data Verifier Action – Complete the checklist, sign the PDF, and enter your info in ESPM:

1. For step-by-step instructions on the data verification process, see the Data Verification Process Guide.
2. Complete the review and fill out the Data Verification Checklist.
3. Sign the Data Verification Checklist PDF to deliver to the building owner.
4. Enter your credentials and information in the Property inside ESPM.

SUBMIT ANNUAL BENCHMARKING REPORT

Step 6. Register for the Energize Denver Management Portal

New & Previously Benchmarked: ***Each person who uses the portal must complete Step 6 one time.***

Visit portal.energizedenver.org to Register, or contact the Help Desk for assistance with this step. Each person will have their own login to the portal, but users can collaborate by sharing their account or claimed buildings with others. For more information on collaboration, see page 4 in the Portal User Guide (found in the Portal).

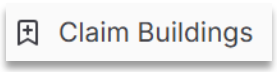
Step 7. Claim Building(s) in the Energize Denver Management Portal

New & Previously Benchmarked: ***Step 7 must be completed once by a single building contact.***

One building representative will claim the building inside the portal and then invite others to collaborate on that building. The building must be "claimed" to be able to submit the annual benchmarking report. Additional details on inviting others to collaborate are available in the Energize Denver Management Portal User Guide, page 4.

Claim Building(s):

1. Login to the Energize Denver Management Portal.
2. Visit the "Claim Buildings" page to find and claim buildings.
3. Return to the "Dashboard" to view metrics of all claimed buildings.



Congratulations! You have completed initial setup steps required to submit benchmarking reports in the Portal! Moving forward, you can submit a benchmarking report through your Portal account with the click of a button.

Step 8. Submit Benchmarking Report through the Portal

New & Previously Benchmarked: All reports must be submitted through the Energize Denver Management Portal.

Submit Benchmarking Report:

1. From the Dashboard or My Buildings page click the Submit button next to the building.
2. Choose the Reporting Year. No change is needed if submitting for the current reporting year.
3. Manage and confirm building contacts to never miss important updates.
4. If prompted, address any additional questions that appear.
5. Click the Submit button to send in the Benchmarking Report.

Real-Time Feedback:

Once submitted, the Benchmarking Report will be reviewed immediately to provide instant feedback. View your building's Benchmarking Status, along with the number of tripped flags (if any), on both the Dashboard and the My Buildings page. There are four possible statuses that may appear in the Benchmarking Status field:

- **Not Submitted** indicates a benchmarking report has not yet been submitted for that Reporting Year.
- **In Compliance** indicates an error-free report was submitted for that Reporting Year.
- **Needs Revisions** indicates action is required for that Reporting Year. View actions needed by clicking on the number in the Alerts & Flags column of your Dashboard. To resolve, update and resubmit the benchmarking report, apply for a standard target adjustment, or connect with Help Desk to provide an explanation.
- **Exempt** indicates a benchmarking exemption request was submitted and approved for that Reporting Year.

You'll also receive an email notification detailing the status of your submission. If your report Needs Revisions, the email will list the specific data quality flags and provide instructions for resolving them. All necessary data corrections must be made in ESPM. Once corrections are completed, return to the Energize Denver Management Portal and repeat Step 8 to resubmit the updated Benchmarking Report.