Energize
Saint Paul

Benchmarking Training

April 4, 2024

SAINT PAUL
MINNESOTA

STPAUL.GOV

Agenda

- Introductions
- Benchmarking ordinance overview
- How to benchmark & comply
  1. Creating a Property in ENERGY STAR Portfolio Manager
  2. Setting up Meters
  3. Entering Water Meter Data
  4. Establishing Automatic Data Upload from Xcel Energy
  5. Data Submission
- Guided work time and energy efficiency resources

Meet the team

Russ Stark
Chief Resilience Officer

Kurt Schultz
Clean Energy Manager

Jim Williamette
Plan Review Supervisor

Ana De La Torre
Sustainability Coordinator

Cecilia Govrik
Energy Coordinator

Katie Jones
Program and Policy Manager

Matthew Douglas-May
Community Program Coordinator

Clayton Harger
Plan Review Examiner

Introduction to Benchmarking

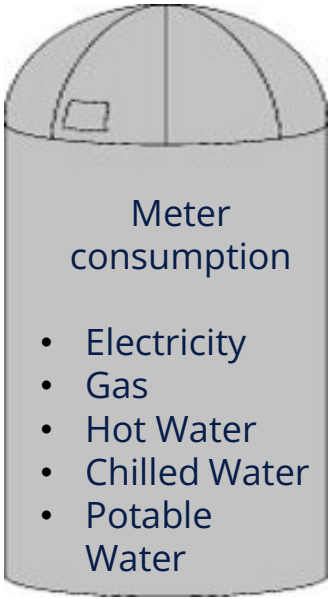
WHAT IS BENCHMARKING?

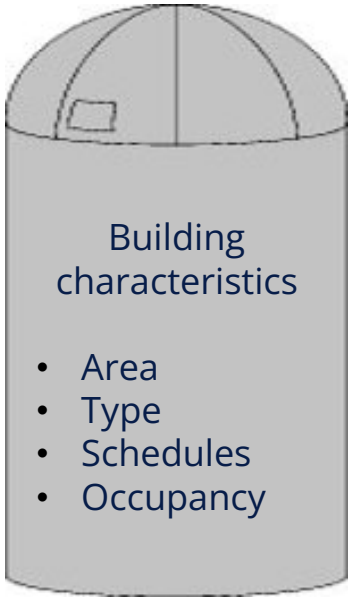
You can't manage what you don't measure

Benchmarking: is the ongoing review of building energy and water performance to ensure a building is using energy and water as anticipated—over time and relative to peers.

Energy and Water Use + Building Information = Energy Use Intensity (EUI) *kBtu/sqft/yr*

INSIGHTS FROM COMBINING DATA





Energy Use Intensity (EUI)

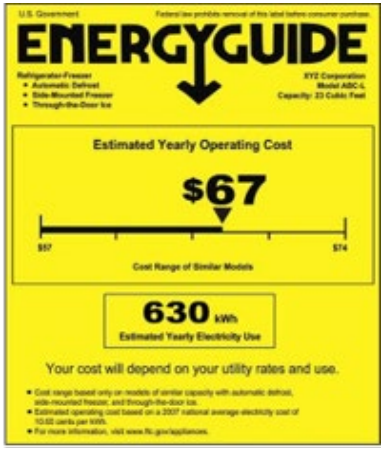
kBtu/sqft/yr

ENERGY STAR Score (1-100)

Greenhouse Gas Emissions

MEASUREMENT ➡ BETTER MANAGEMENT

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



WHY CHOOSE FULL DISCLOSURE?

Sharing your energy metrics brings economic and environmental benefits to both the properties and the City – **empowering the market to make data-driven decisions**

Energy Use Intensity (EUI)
kBtu/sqft/yr

ENERGY STAR Score (1-100)

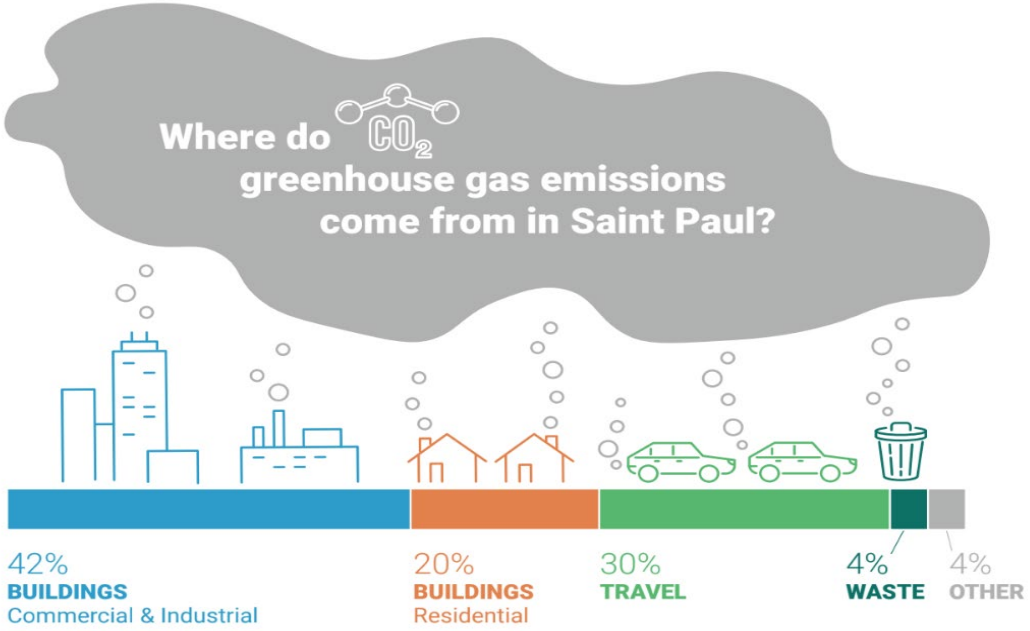
Greenhouse Gas Emissions

BENEFITS OF BENCHMARKING

- **Cost savings** and **brand enhancement** for building owners
- Well-established **best practice** – 30 other cities with mandates
- Many **leading buildings** are already doing this via Energy STAR, LEED, and others
- First step towards the objective of **lowering the environmental impact of existing buildings**

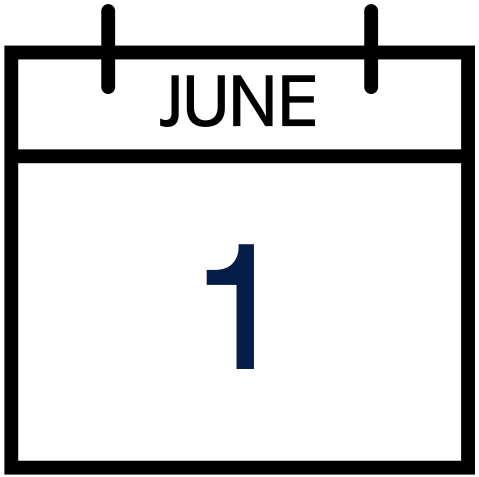
ACHIEVING CARBON GOALS

- Zero Net emissions by 2050 and 50% reduction by 2030
- Carbon neutral buildings by 2050 and city buildings by 2030



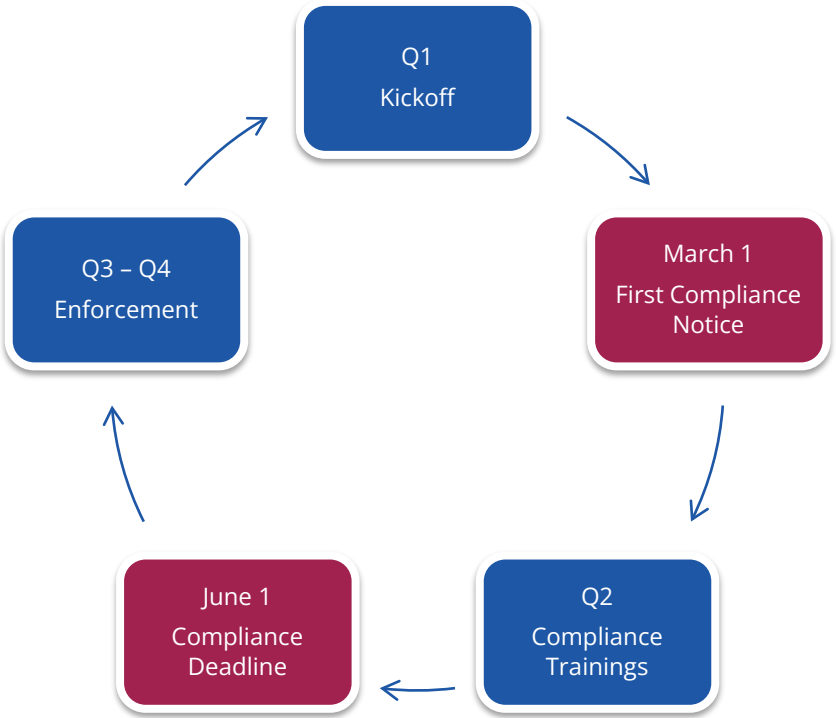
COMPLIANCE TIMELINE

The Energy Benchmarking ordinance requires that owners of multi-family and commercial properties 50,000 square feet and larger must benchmark energy and water use **annually by June 1.**



Annual Compliance Process

All properties 50,000 square feet and larger must benchmark annually by June 1



BENCHMARKING

HOW TO BENCHMARK & COMPLY WITH THE POLICY

SAINT PAUL
MINNESOTA

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Steps to Benchmark and Comply

1. Creating a Property in Portfolio Manager
2. Setting Up Meters and Entering Water Data
3. Establishing Automatic Data Upload from Xcel Energy
4. Data Submission

Let us know in the chat

Does your building fall under any of these less common situations? Let us know in the chat!

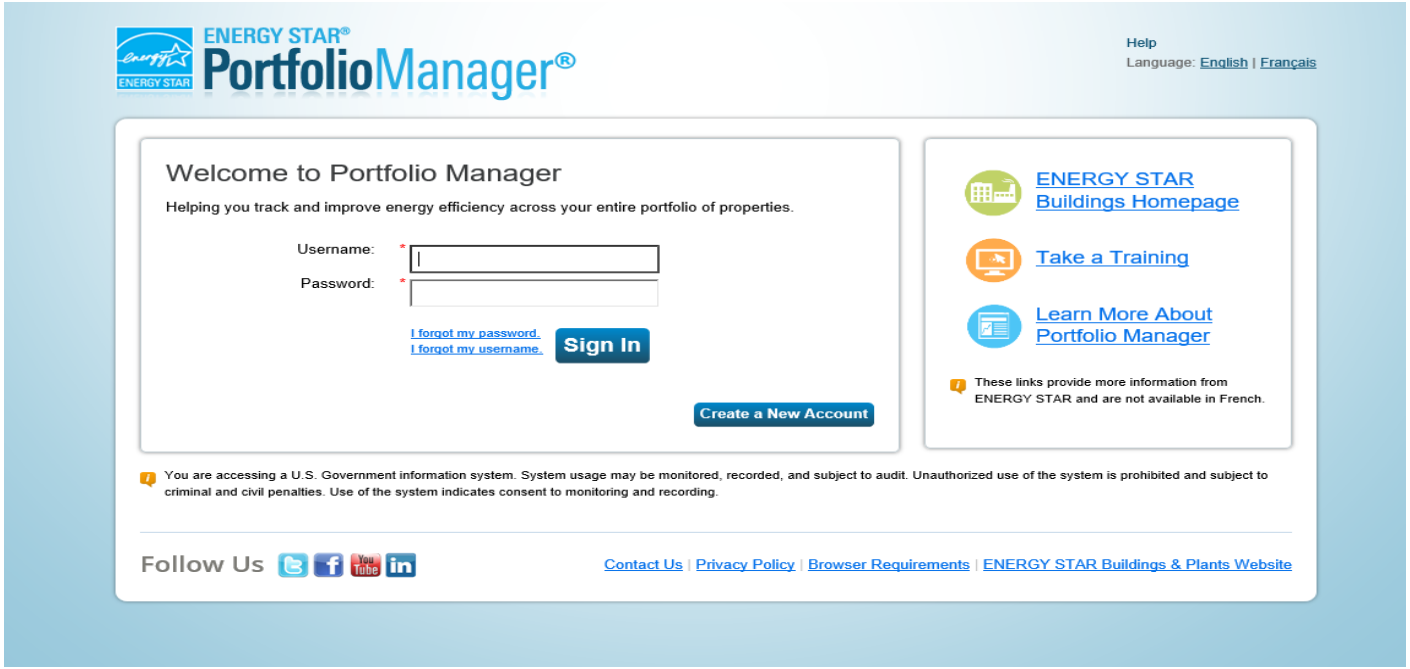
Are you:	Enter in the chat:
A District Energy customer?	"**District Energy**"
Benchmarking a campus?	"**Campus**"
Benchmarking a city-owned building?	"**City-owned**"
Part of the Sustainable Building Ordinance? (This is different than the Benchmarking Ordinance)	"**SBO**"

Efficient Buildings Collaborative Help Desk

Phone: 866-614-7542
Email: benchmarking@ci.stpaul.mn.us
Available Monday-Friday 9 a.m. – 5 p.m. CST
Schedule a Phone Appointment:
https://energyreporting.as.me/appointment

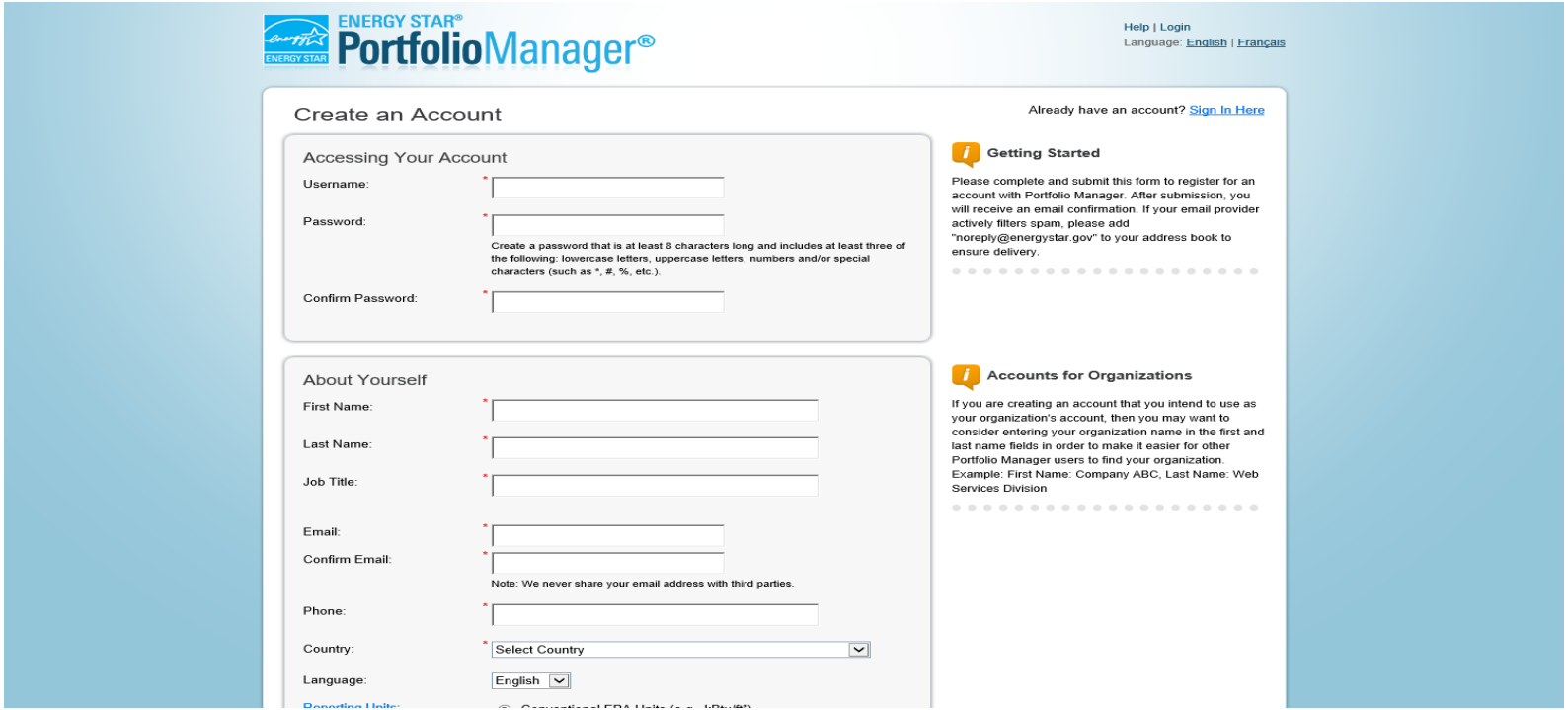
Create Account

portfoliomanager.energystar.gov/pm/login.html



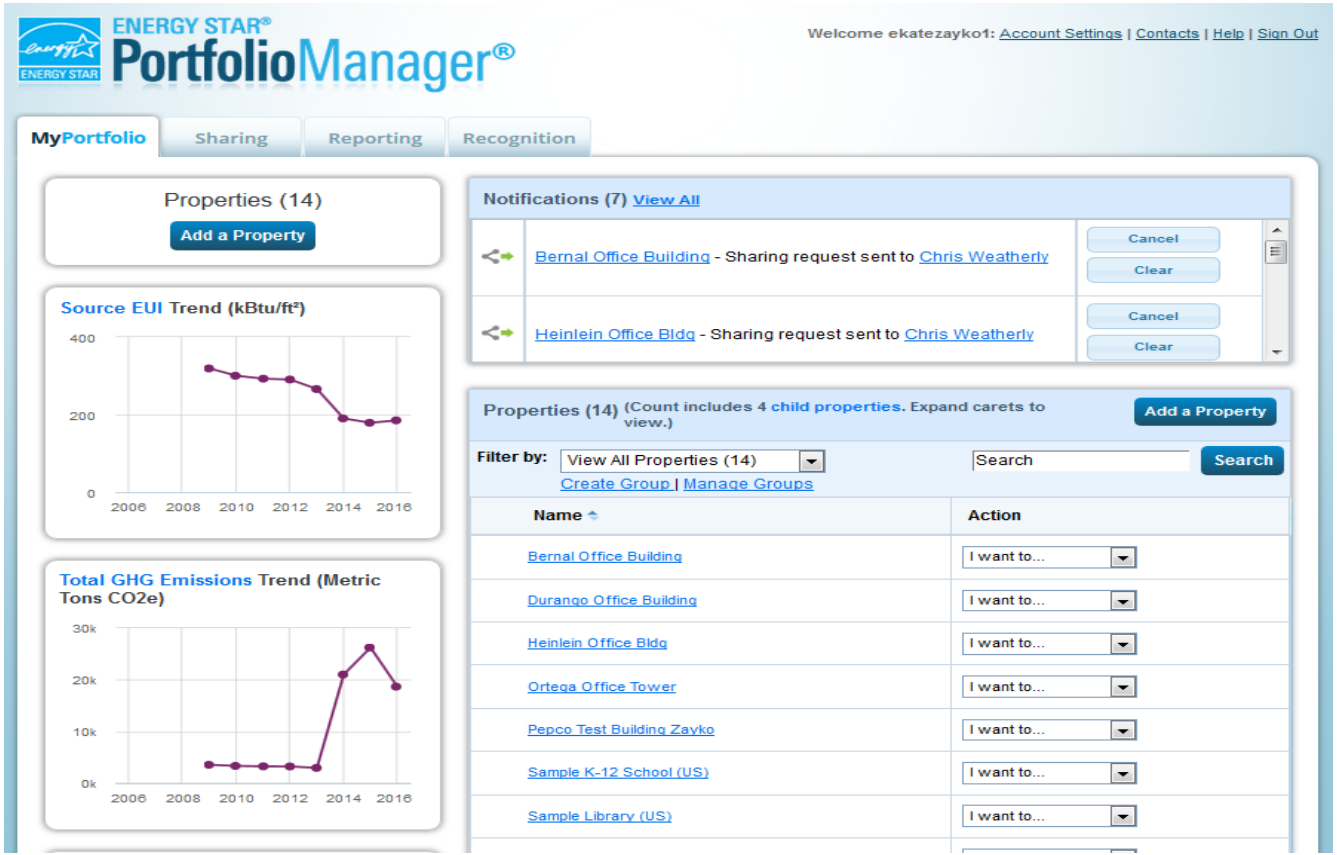
Contact ENERGY STAR for help gaining access to a company account:
https://energystar.my.site.com/PortfolioManager/s/contactsupport?_gl=1*xb17jd*_ga*Mzk3MTE4Nzk0LjE3MDg1NDQyMDQ.*_ga_S0KJTVVLQ6*MTcxMjIzNDQ4OC4xLjEuMTcxMjIzNDQ4OS4wLjAuMA..

Create Account



Navigating Portfolio Manager

Portfolio level view



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)

750

500

250

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/ft²)	525.8	338.7	-187.1(-35.6%)
Site EUI (kBtu/ft²)	266.2	185.0	-81.2(-30.5%)
Energy Cost ($)	6,200.00	Not Available	N/A
Total GHG Emissions (Metric Tons CO2e)	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

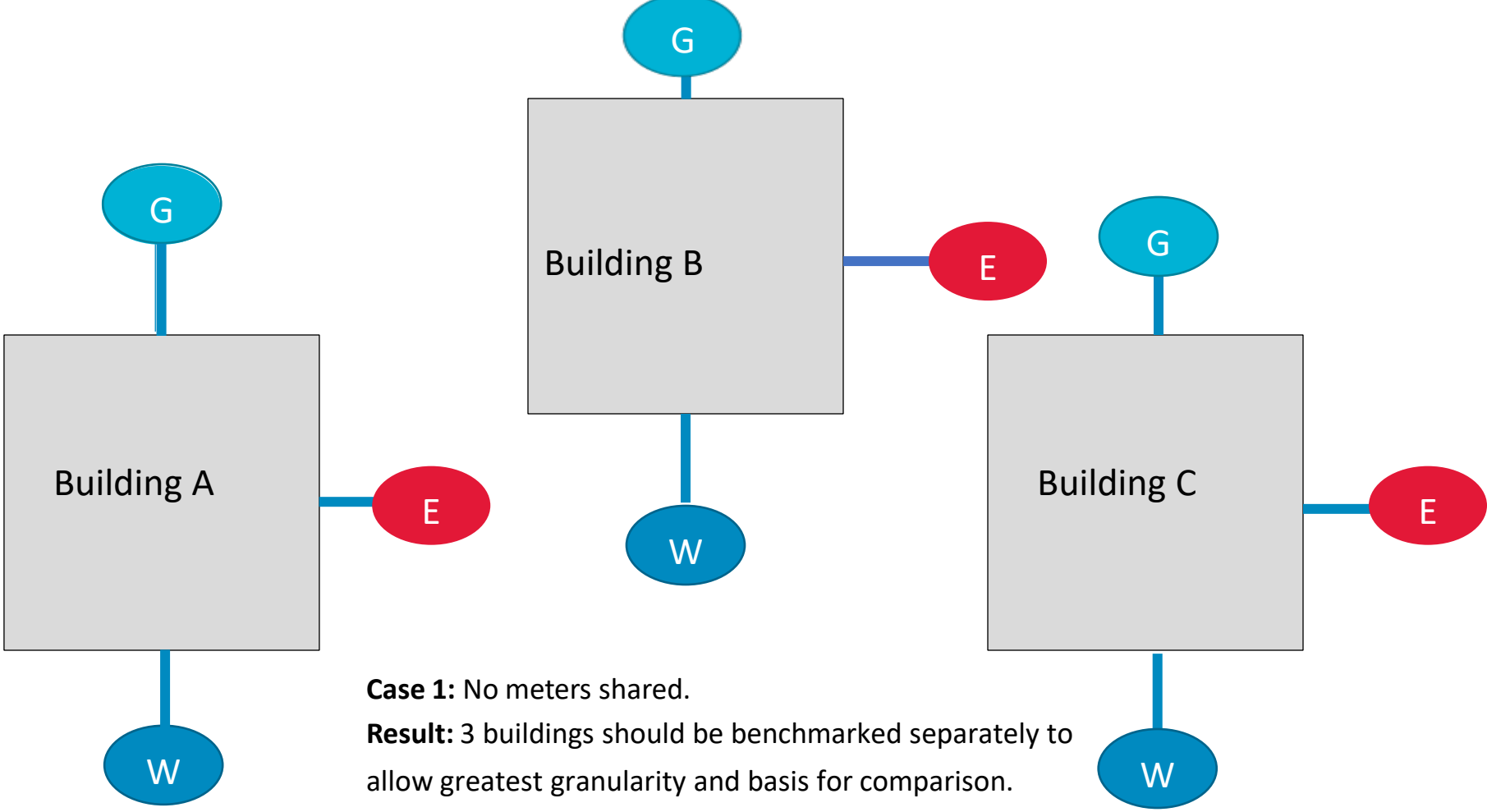
4 portfolio level tabs

7 property level tabs

Intuitive navigation – multiple ways to get to the same place

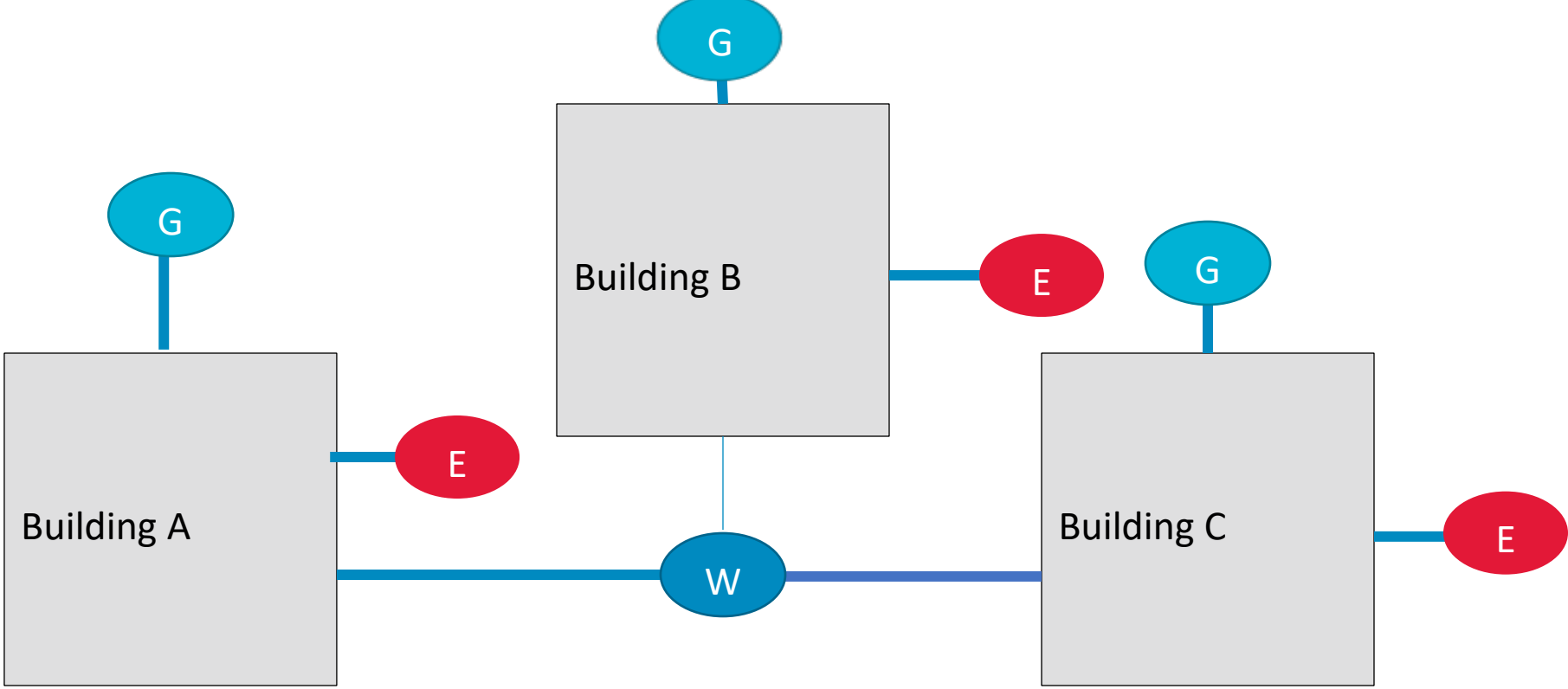
Identify Your Properties

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

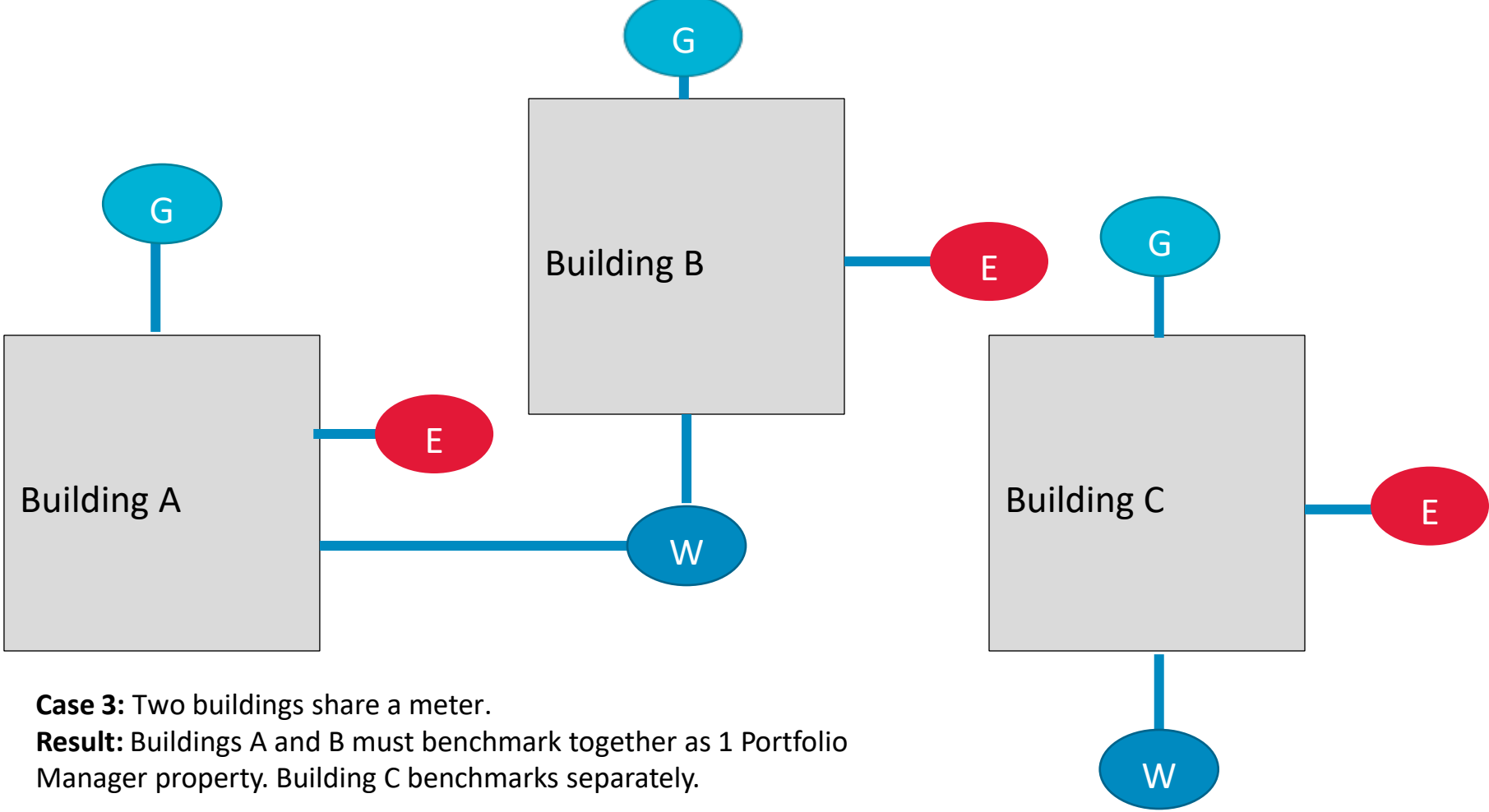


Case 1: No meters shared.

Result: 3 buildings should be benchmarked separately to allow greatest granularity and basis for comparison.



Case 2: Three buildings share a meter.
Result: Buildings A, B, and C must benchmark together as 1 Portfolio Manager property



Case 3: Two buildings share a meter.
Result: Buildings A and B must benchmark together as 1 Portfolio Manager property. Building C benchmarks separately.

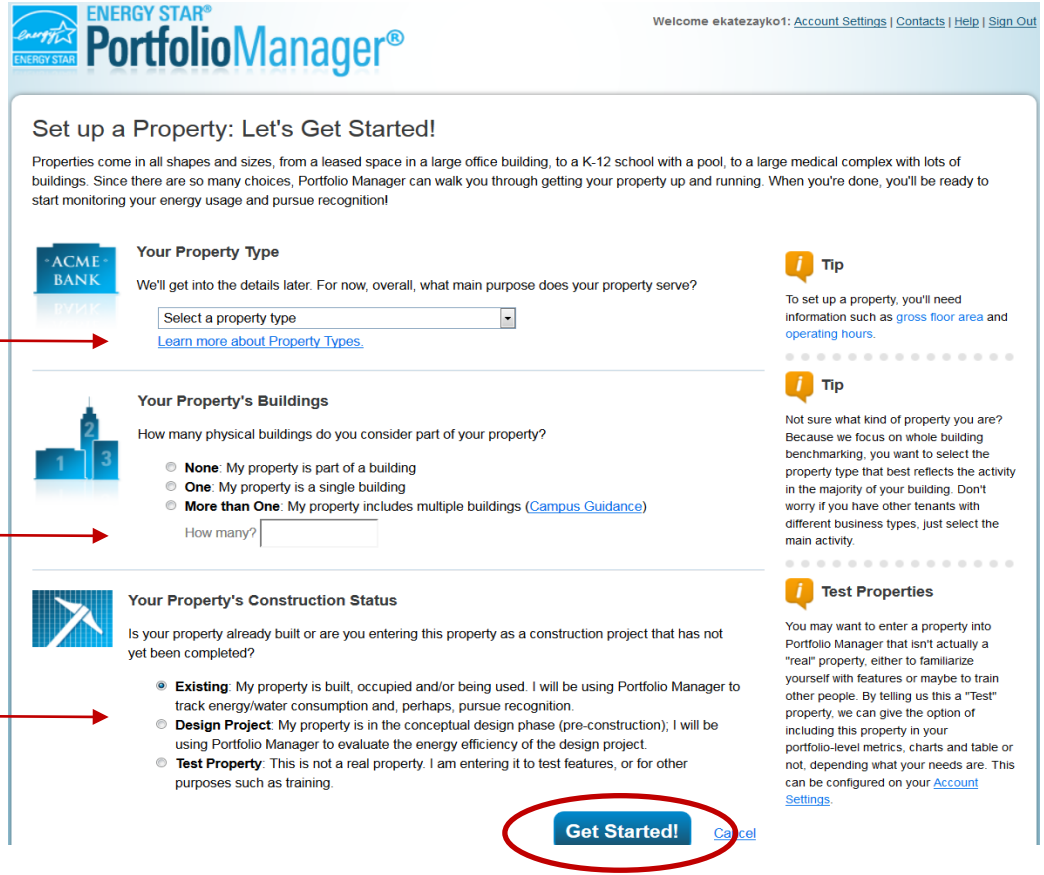
Add a Property

Add a Property: Existing Property

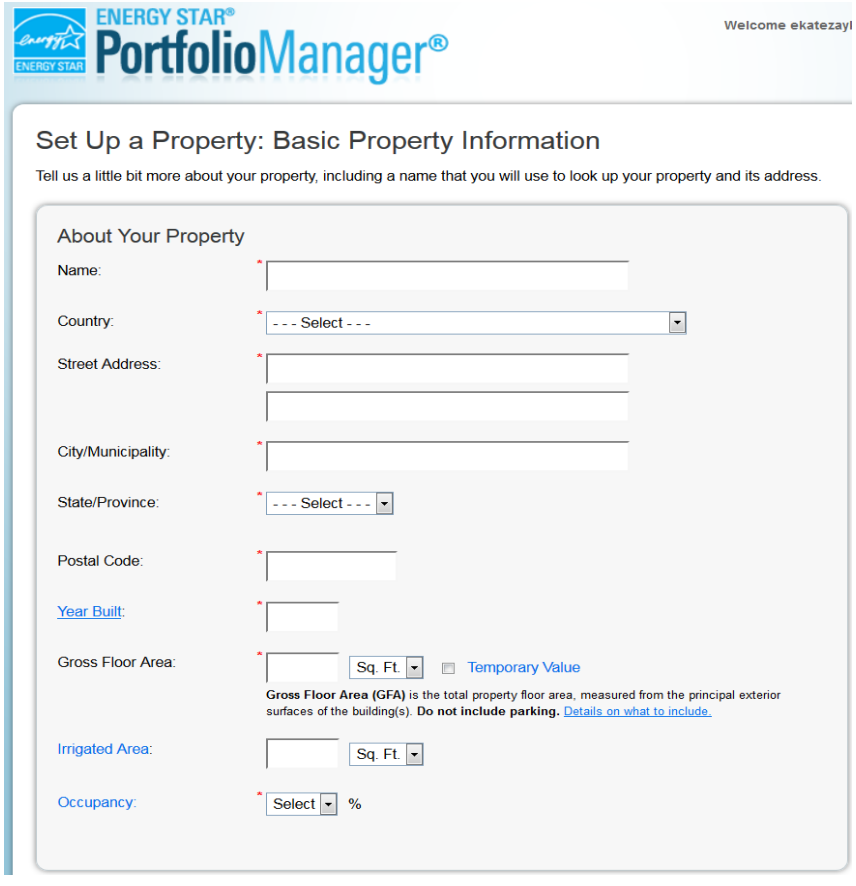
Property type

Number of buildings

Existing property



Enter Basic Property Information



A note on occupancy

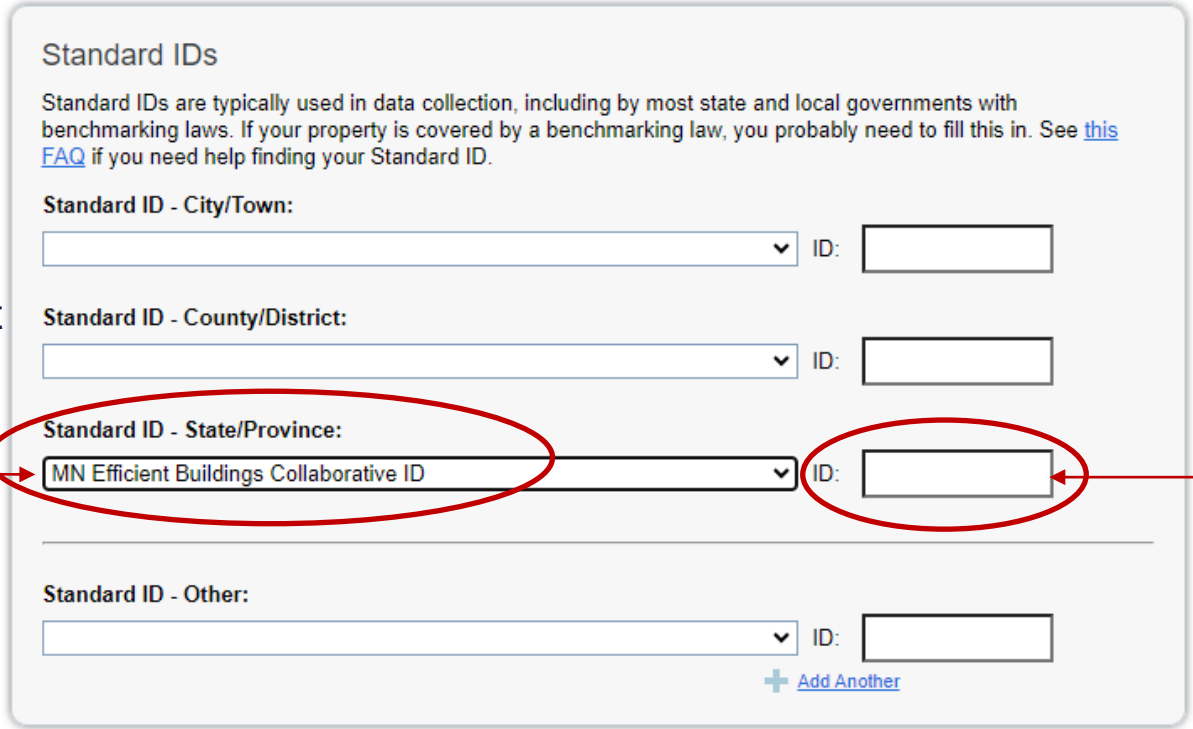
- **Occupancy is the percentage of your property's floor area that is occupied and operational.**
  - For example: if you have a 10-story building, that on average has 9 of its 10 floors fully leased and occupied, the occupancy would be 90%. If you have people working on all floors/areas of your building, then you are 100% occupied. You do not need to count empty cubicles for occupancy.

- Check your **Use Details** and make sure they accurately reflect the activity at your property. The value you enter for occupancy could affect your eligibility for ENERGY STAR certification.

Enter your EBC Building ID

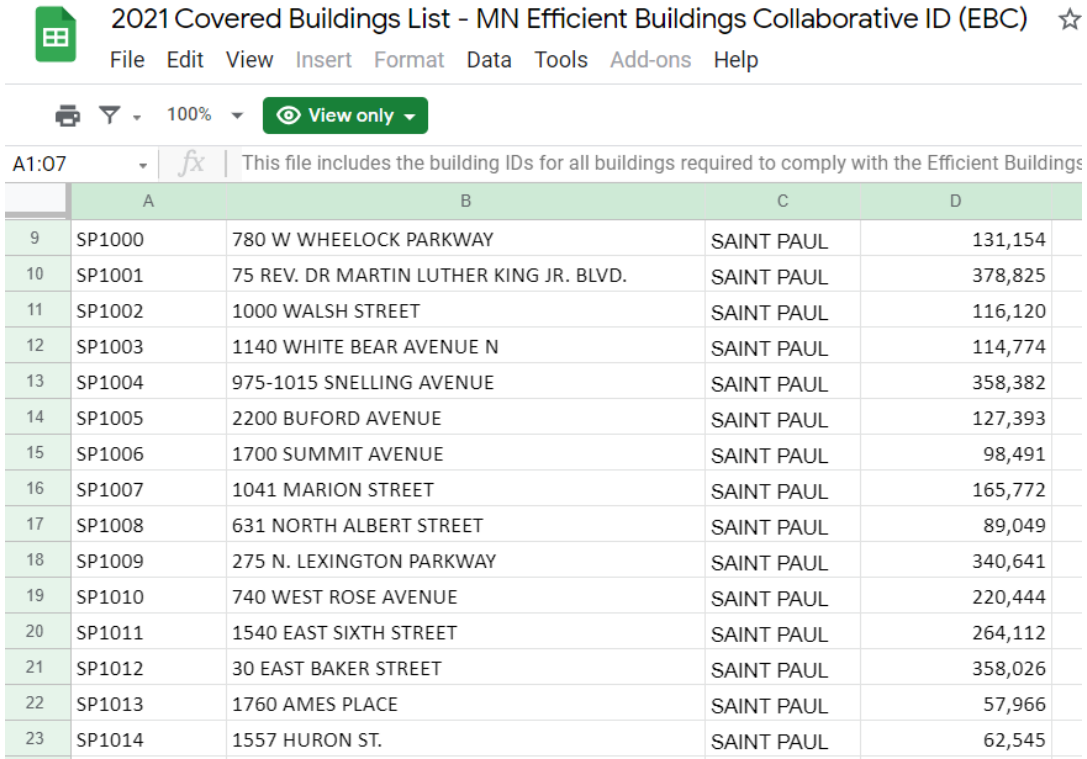
To find your Building ID, go to https://tinyurl.com/coveredbuildingslist21

Under State/Province, select “MN Efficient Buildings Collaborative ID”



Enter your EBC ID:

Find Your EBC Building ID



2021 Covered Buildings List - MN Efficient Buildings Collaborative ID (EBC)

File Edit View Insert Format Data Tools Add-ons Help

100% View only

A1:07 | This file includes the building IDs for all buildings required to comply with the Efficient Buildings

	A	B	C	D
9	SP1000	780 W WHEELOCK PARKWAY	SAINT PAUL	131,154
10	SP1001	75 REV. DR MARTIN LUTHER KING JR. BLVD.	SAINT PAUL	378,825
11	SP1002	1000 WALSH STREET	SAINT PAUL	116,120
12	SP1003	1140 WHITE BEAR AVENUE N	SAINT PAUL	114,774
13	SP1004	975-1015 SNELLING AVENUE	SAINT PAUL	358,382
14	SP1005	2200 BUFORD AVENUE	SAINT PAUL	127,393
15	SP1006	1700 SUMMIT AVENUE	SAINT PAUL	98,491
16	SP1007	1041 MARION STREET	SAINT PAUL	165,772
17	SP1008	631 NORTH ALBERT STREET	SAINT PAUL	89,049
18	SP1009	275 N. LEXINGTON PARKWAY	SAINT PAUL	340,641
19	SP1010	740 WEST ROSE AVENUE	SAINT PAUL	220,444
20	SP1011	1540 EAST SIXTH STREET	SAINT PAUL	264,112
21	SP1012	30 EAST BAKER STREET	SAINT PAUL	358,026
22	SP1013	1760 AMES PLACE	SAINT PAUL	57,966
23	SP1014	1557 HURON ST.	SAINT PAUL	62,545

Go to:
https://tinyurl.com/coveredbuildingslist21

Check the statements that apply

Do any of these apply?

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

Back

Continue Cancel

Answering these simple questions will help us guide you in entering your property correctly.

A note on parking

Parking refers to buildings and lots used for parking vehicles.

- This includes open parking lots, partially enclosed parking structures, and completely enclosed (or underground) parking structures. Parking structures may be free standing or physically connected to the property.
- Individual private garages in Multifamily Housing are NOT considered parking.

A note on parking

Sub-meter your parking and exclude its energy and Gross Floor Area (GFA).

- Do not enter a parking Property Use
- Do not enter the energy for your parking
- If your parking garage is **physically connected** with your building and part of a single structure, then the **parking (Fully or Partially Enclosed.) cannot be more than 75% of the total Property GFA.** For example, a property that is 100,000 square foot, with 80,000 sq ft Parking and 20,000 sq ft Office is considered a Parking Garage by EPA and is not permitted to earn ENERGY STAR certification. This limit does not apply to Open Parking Lots.
- If your parking garage is not physically connected to your building, but rather is a separate structure then there is no limit as to its size.

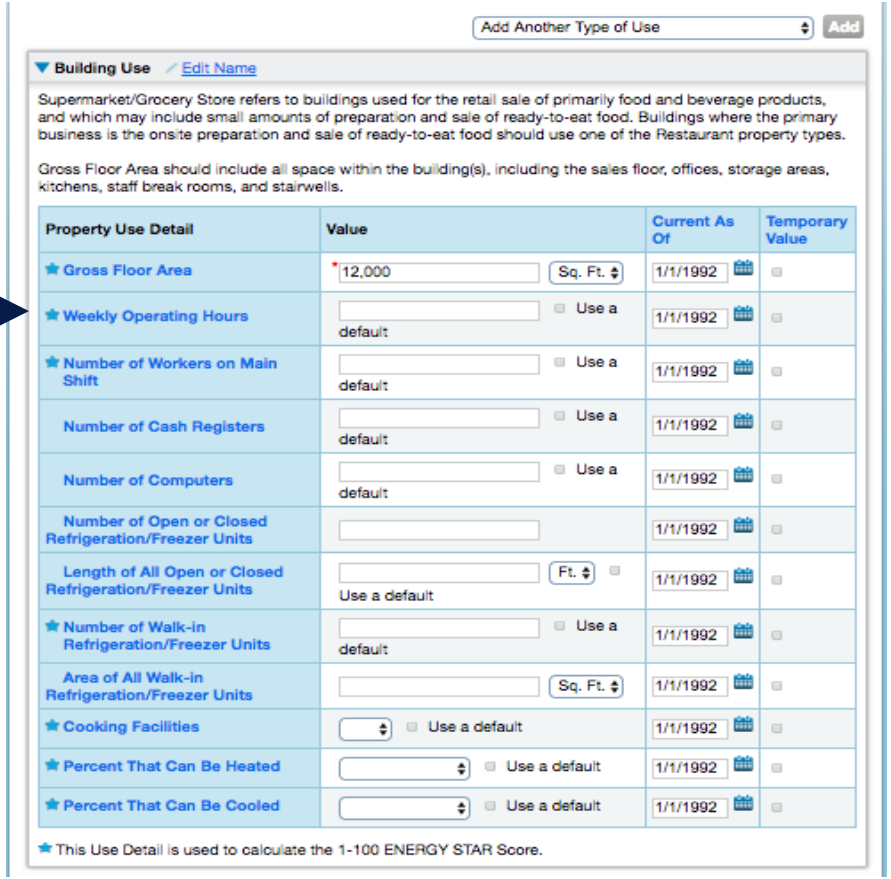
A note on parking

Benchmark your parking with your building and include its energy and GFA.

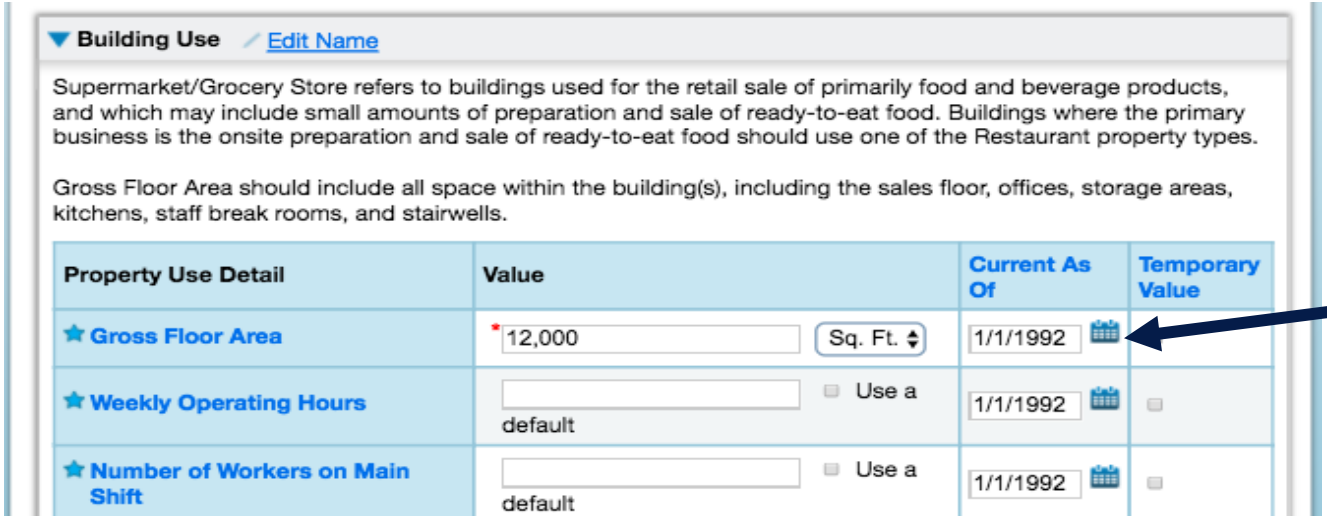
- Do not include Parking GFA in your Self-reported Property GFA
- Include your Parking GFA in a separate "Parking" Property Use
  - Report the GFA of each type of parking (Fully Enclosed, Partially Enclosed, and Open)
- Include all parking energy in your energy meters.
- Regardless of physical connection, the GFA of your Parking (Fully Enclosed and Partially Enclosed) **cannot account be more than 50% of your total Property GFA.**

Enter Property Use Details

Stars indicate that Use Detail is utilized to calculate ENERGY STAR score.



Enter Property Use Details

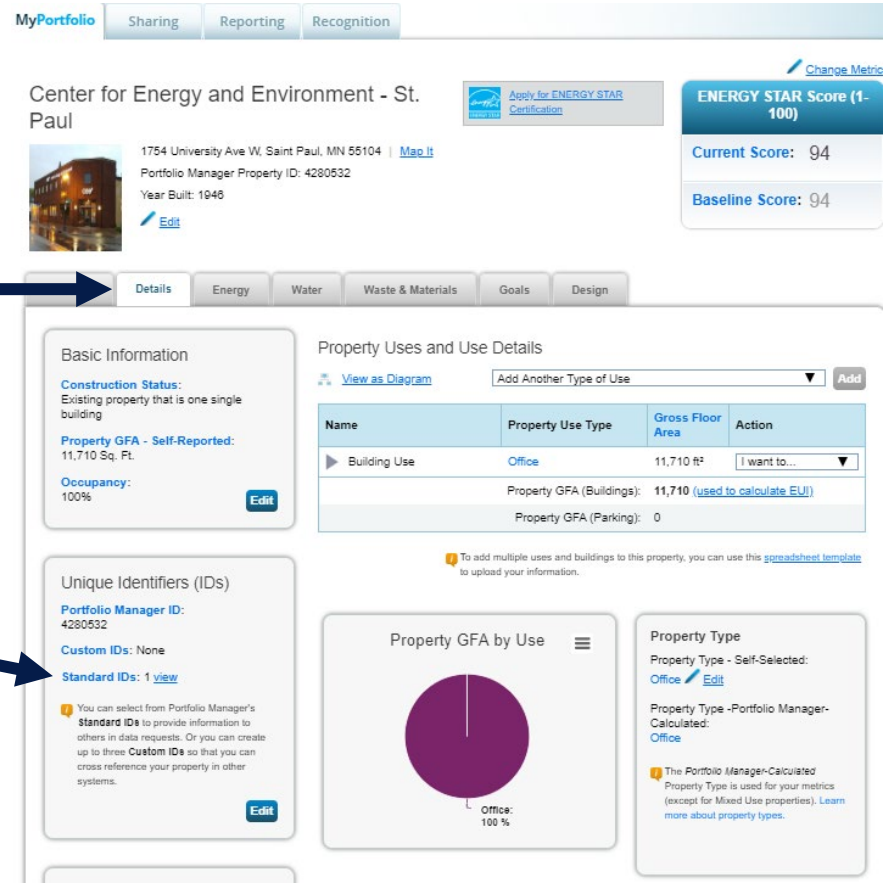


Use the year built if you know it, unless there has been a major renovation

Property Summary Tab

My Portfolio is on the Details Tab

Your EBC ID is listed as the Standard ID



Add and Set up a Property: More than One Building (Campus)

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.

Get Started! Cancel

Tip

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

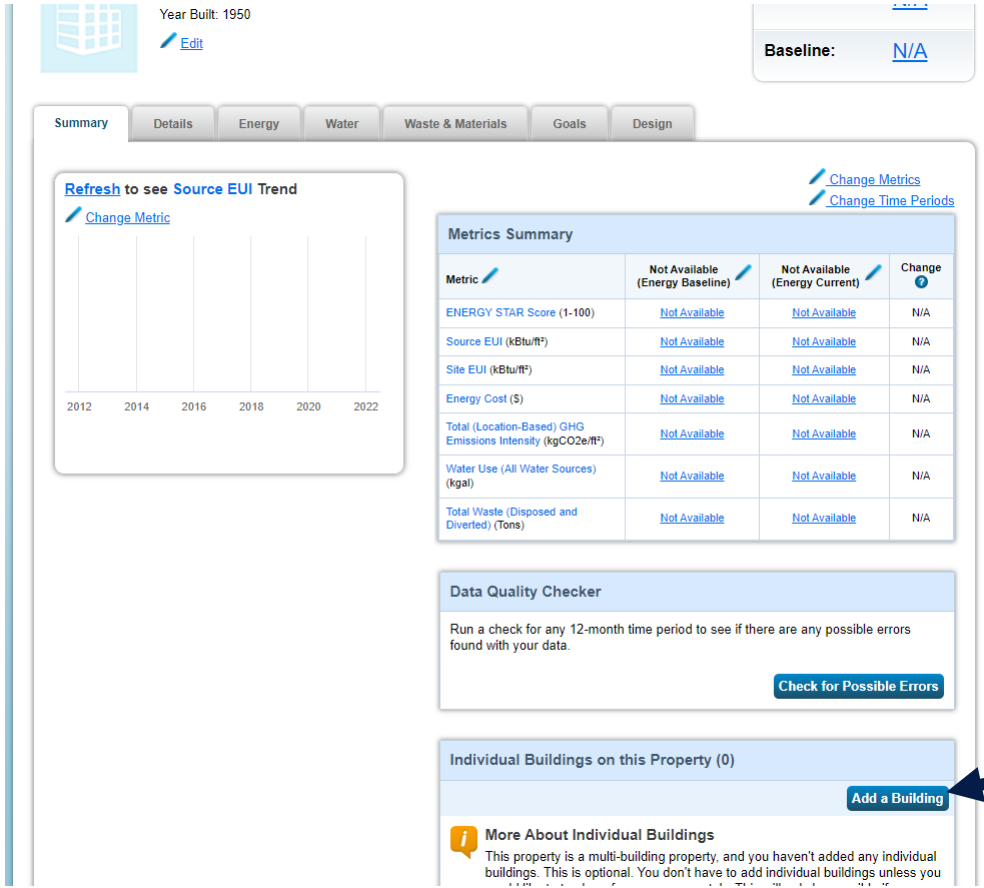
Tip

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.

Campus Configurations



Add the buildings on your campus

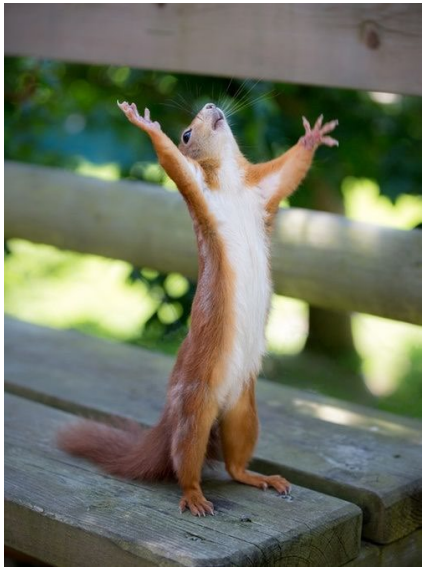
Efficient Buildings Collaborative Help Desk

Phone: 866-614-7542
Email: benchmarking@ci.stpaul.mn.us
Available Monday-Friday 9 a.m. – 5 p.m. CST
Schedule a Phone Appointment:
https://energyreporting.as.me/appointment

Steps to Benchmark and Comply

1. Creating a Property in Portfolio Manager
2. Setting Up Meters and Entering Water Data
3. Establishing Automatic Data Upload from Xcel Energy
4. Data Submission

BREAK TIME!



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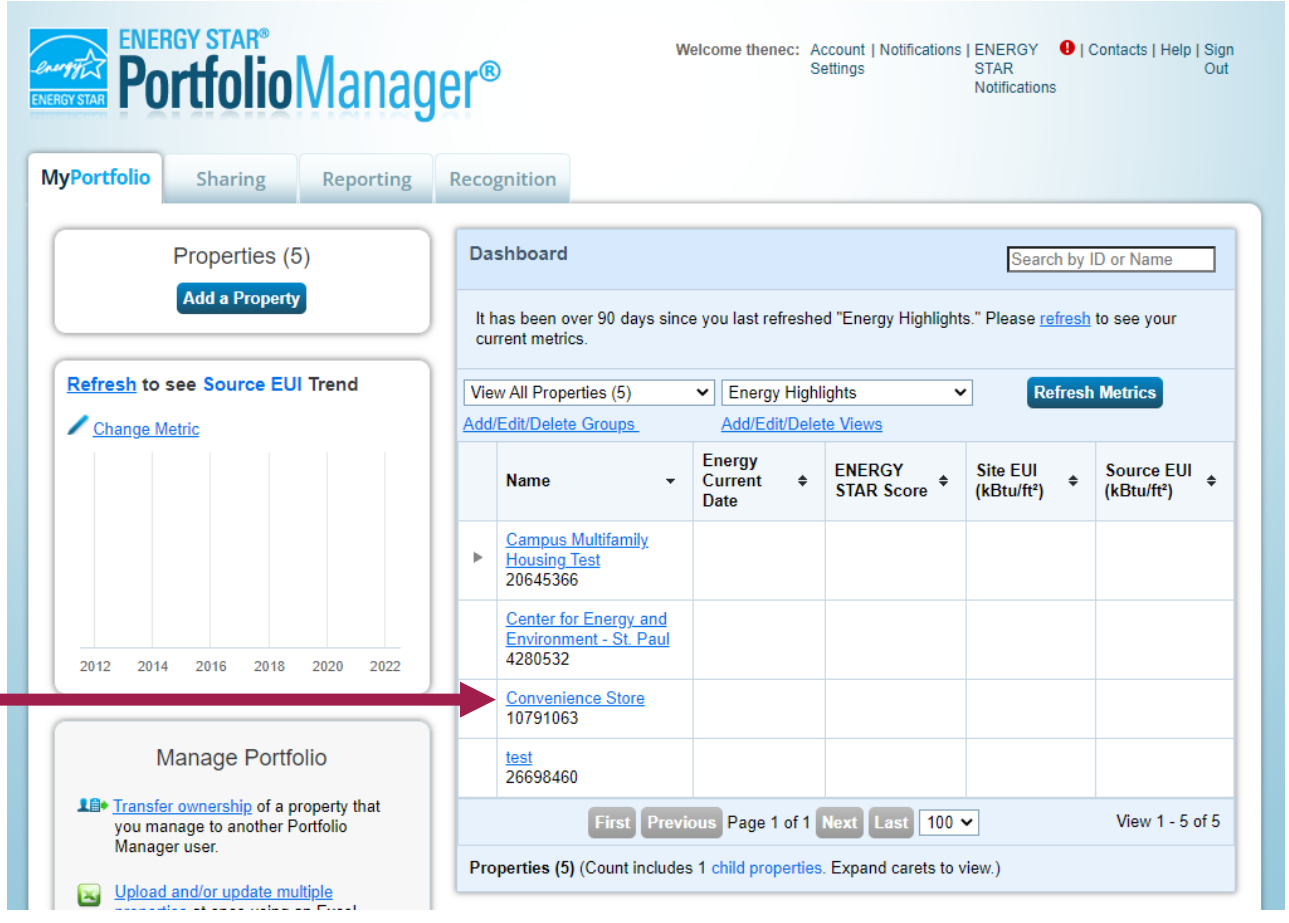
Navigate to Your Property

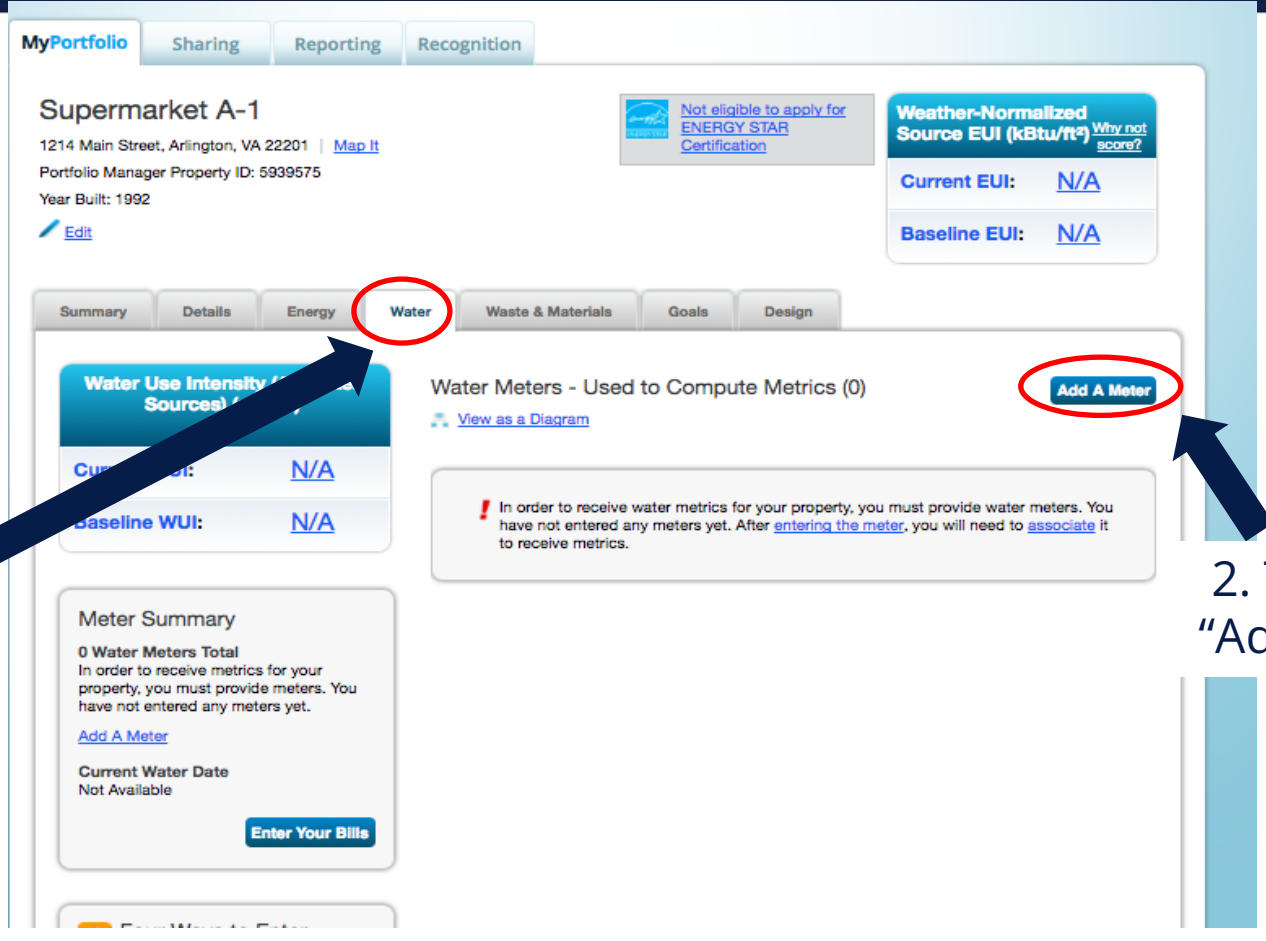
Portfolio level view

Click on your property



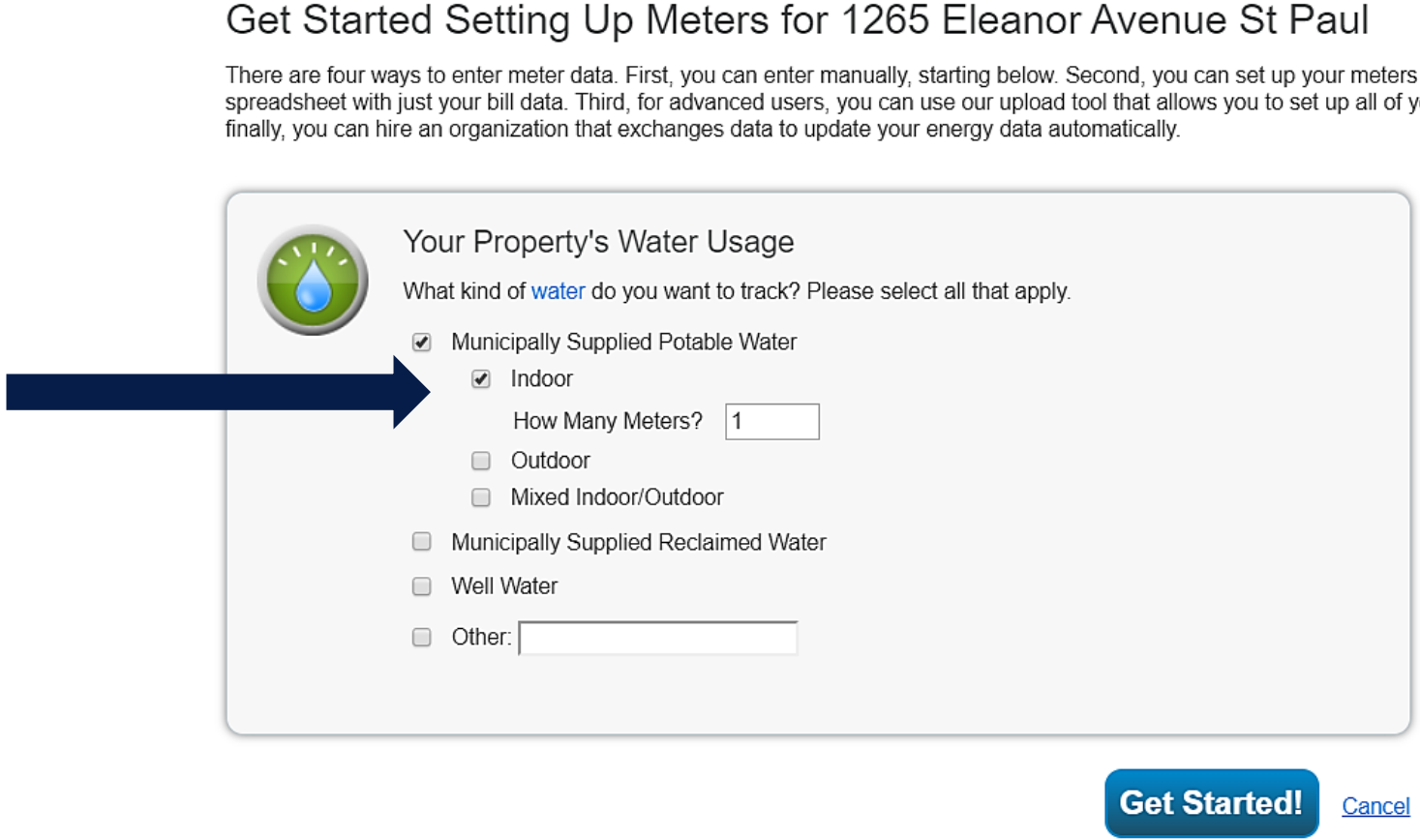
Add a Meter in the Water Tab

1. In ENERGY STAR Portfolio Manager, click the water tab.

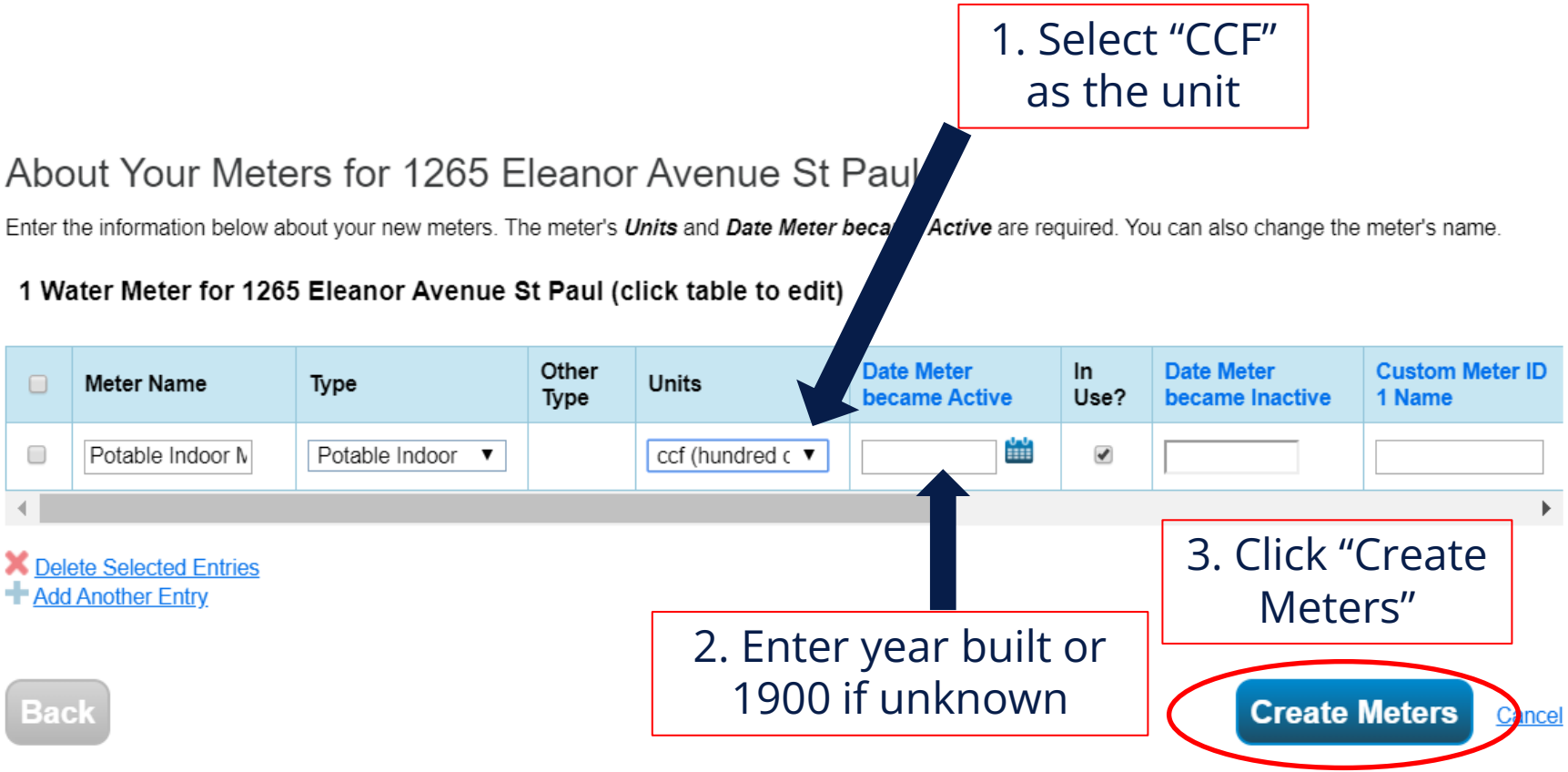


2. Then, click "Add A Meter"

Select All That Apply And Add No. Of Meters

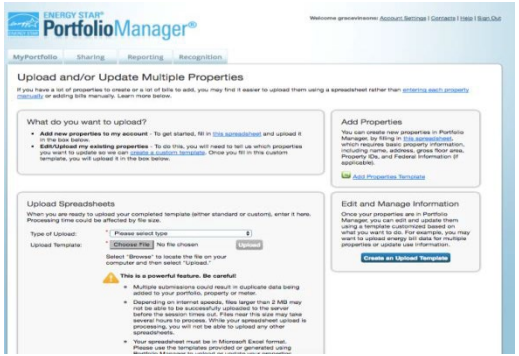


Add Meter Details and Create



Ways to Enter Data in Portfolio Manager

Manual Entry

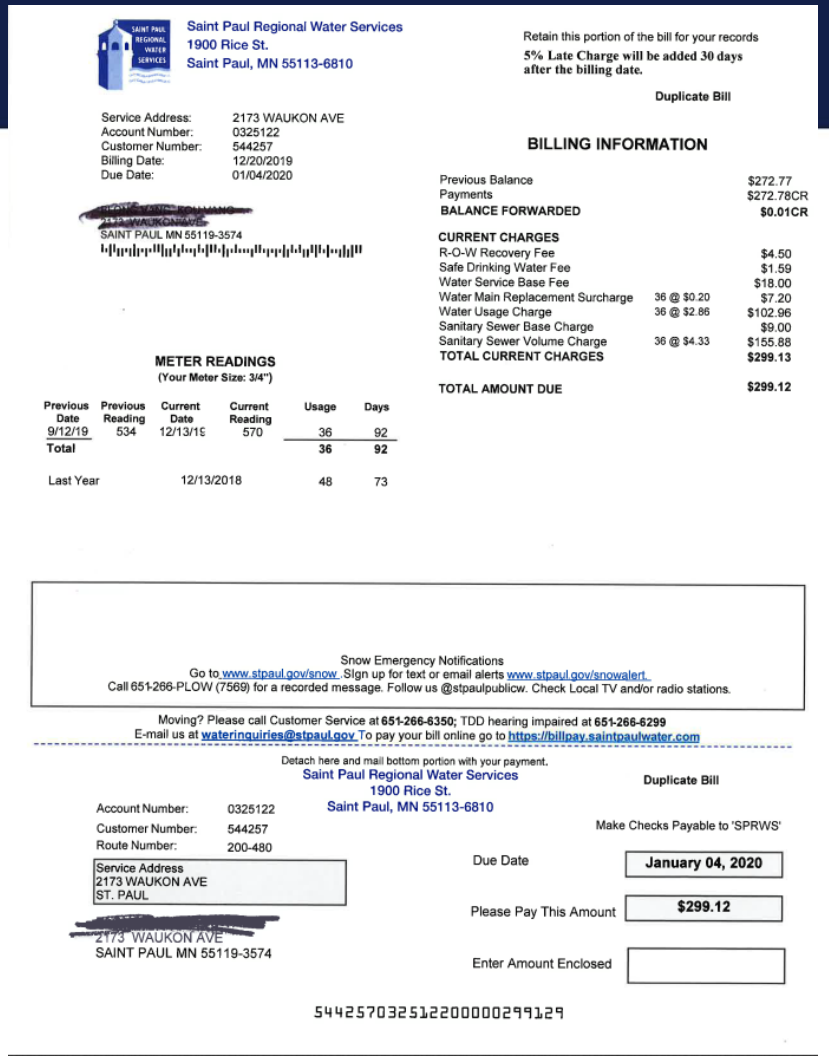


Spreadsheet Upload

Automatic Data Upload from Utility

Manual Water Data Entry

Collect all bills for the reporting (or previous) year, or email waterinquiries@ci.stpaul.mn.us



Saint Paul Regional Water Services
1900 Rice St.
Saint Paul, MN 55113-6810

Retain this portion of the bill for your records
5% Late Charge will be added 30 days after the billing date.

Duplicate Bill

Service Address: 2173 WAUKON AVE
Account Number: 0325122
Customer Number: 544257
Billing Date: 12/20/2019
Due Date: 01/04/2020

[redacted]
SAINT PAUL MN 55119-3574

BILLING INFORMATION

Previous Balance		$272.77
Payments		$272.78CR
BALANCE FORWARDED		**$0.01CR**
CURRENT CHARGES		
R-O-W Recovery Fee		$4.50
Safe Drinking Water Fee		$1.59
Water Service Base Fee		$18.00
Water Main Replacement Surcharge	36 @ $0.20	$7.20
Water Usage Charge	36 @ $2.86	$102.96
Sanitary Sewer Base Charge		$9.00
Sanitary Sewer Volume Charge	36 @ $4.33	$155.88
TOTAL CURRENT CHARGES		**$299.13**
TOTAL AMOUNT DUE		**$299.12**

METER READINGS
(Your Meter Size: 3/4")

Previous Date	Previous Reading	Current Date	Current Reading	Usage	Days
9/12/19	534	12/13/19	570	36	92
Total				**36**	**92**
Last Year		12/13/2018		48	73

Snow Emergency Notifications
Go to www.stpaul.gov/snow. SIgn up for text or email alerts www.stpaul.gov/snowalert.
Call 651-266-PLOW (7569) for a recorded message. Follow us @stpaulpublicw. Check Local TV and/or radio stations.

Moving? Please call Customer Service at **651-266-6350;** TDD hearing impaired at **651-266-6299**
E-mail us at **waterinquiries@stpaul.gov** To pay your bill online go to **https://billpay.saintpaulwater.com**

Detach here and mail bottom portion with your payment.

Saint Paul Regional Water Services
1900 Rice St.
Saint Paul, MN 55113-6810

Duplicate Bill

Account Number: 0325122
Customer Number: 544257
Route Number: 200-480

Service Address
2173 WAUKON AVE
ST. PAUL

[redacted]
2173 WAUKON AVE
SAINT PAUL MN 55119-3574

Make Checks Payable to 'SPRWS'

Due Date **January 04, 2020**

Please Pay This Amount **$299.12**

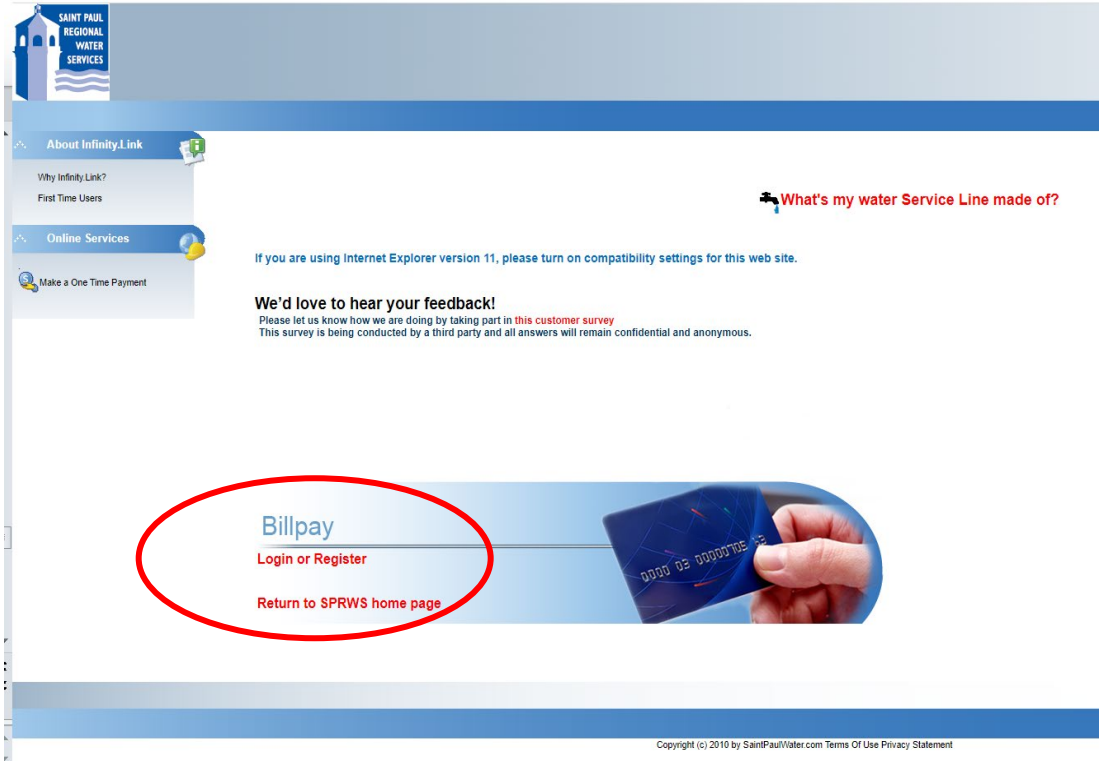
Enter Amount Enclosed

5442570325122000000299129

Access Water Data Online

You can access your water usage from the City of Saint Paul website by going to the Water Services billing webpage at:

https://billpay.saintpaulwater.com/ or email waterinquiries@ci.stpaul.mn.us



Add Meter Data Manually

Your Meter Entries for 1265 Eleanor Avenue St Paul

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Water Meter(s) for 1265 Eleanor Avenue St Paul

Potable Indoor Meter

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost ($)	Estimation
Click to add an entry					

Delete Selected
Add Another Ent
Learn how to copy/paste

Click to add an entry

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 | No file chosen | Upload

1 Water Meter(s) for 1265 Eleanor Avenue St Paul

Potable Indoor Meter

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost ($)	Estimation
☐	09/12/2019	12/13/2019	36		☐

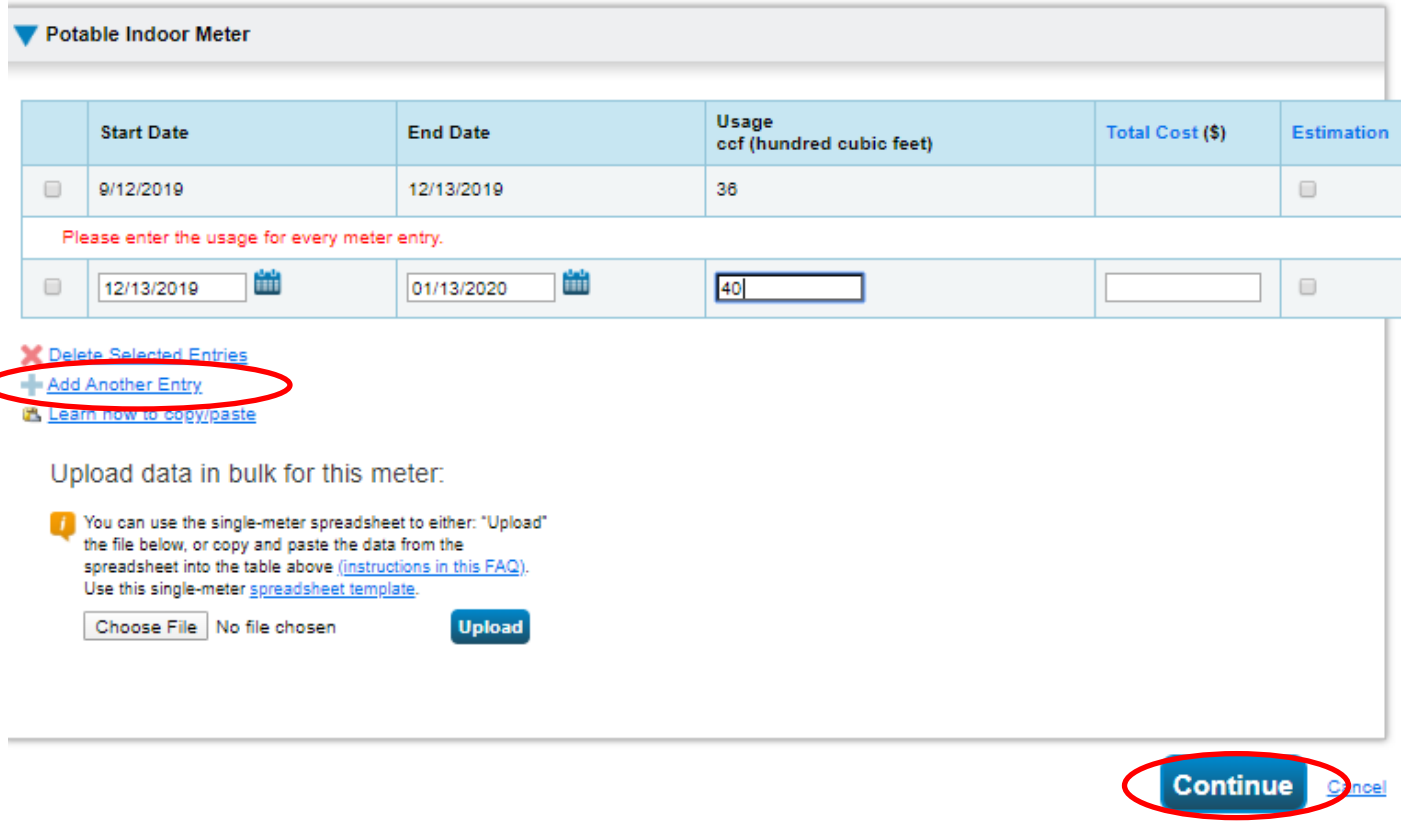
Delete Selected Entries
Add Another Entry
Learn how to copy/paste

METER READINGS
(Your Meter Size: 3/4")

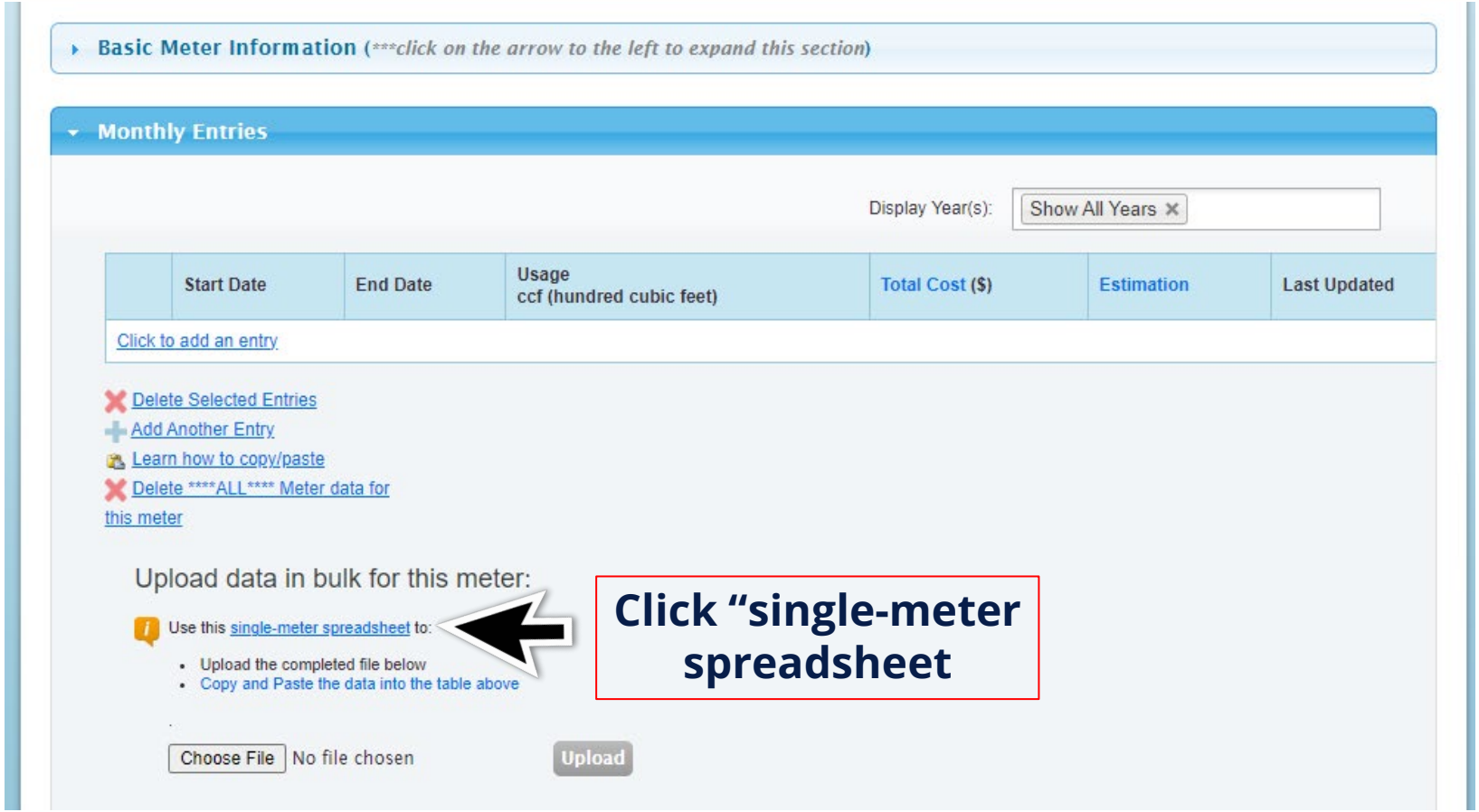
Previous Date	Previous Reading	Current Date	Current Reading	Usage	Days
9/12/19	534	12/13/19	570	36	92
Total				**36**	**92**
Last Year		12/13/2018		48	73

ADD ENTRIES UNTIL YOU HAVE A FULL YEAR OF DATA

13 MONTHS OF BILLS MAY BE REQUIRED



Add Meter Data by Spreadsheet



Input Water Billing Data into Excel Spreadsheet

G10

	A	B	C	D	E	F
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)	
2	12/15/2021	1/14/2022	21	$205.00	No	
3	1/15/2022	2/14/2022	21	$205.00	No	
4	2/15/2022	3/14/2022	21	$205.00	No	
5	3/15/2022	4/14/2022	21	$205.00	No	
6	4/15/2022	5/14/2022	18	$201.83	No	
7	5/15/2022	6/14/2022	18	$201.83	No	
8	6/15/2022	7/14/2022	18	$201.83	No	
9	7/15/2022	8/14/2022				
10	8/15/2022	9/14/2022				
11	9/15/2022	10/14/2022				
12	10/15/2022	11/14/2022				
13	11/15/2022	12/14/2022				
14	12/15/2022	1/14/2023				
15						
16						

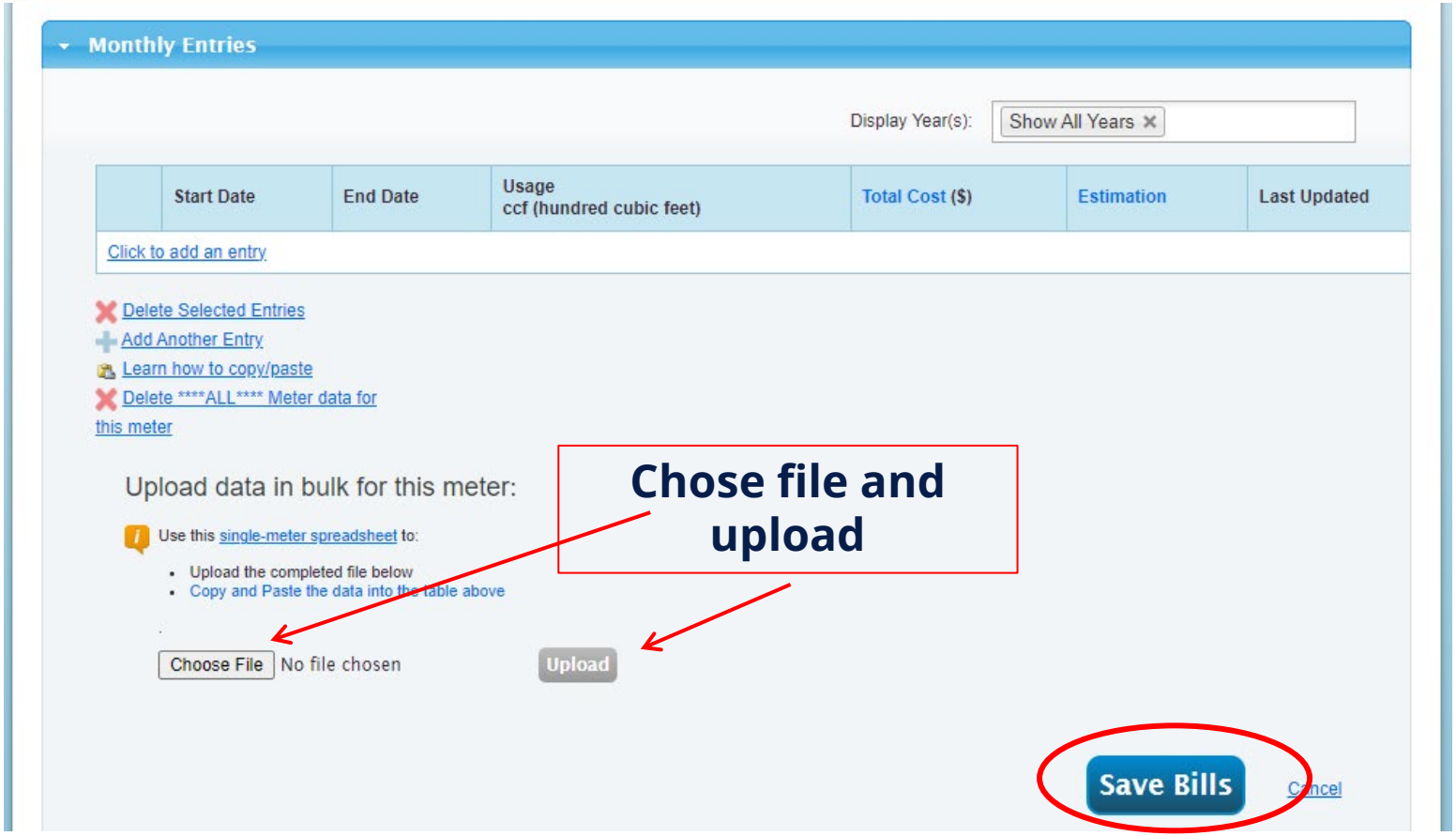
Input "No"

METER READINGS

(Your Meter Size: 3/4")

Previous Date	Previous Reading	Current Date	Current Reading	Usage	Days
9/12/19	534	12/13/19	570	36	92
Total				**36**	**92**
Last Year		12/13/2018		48	73

Upload Spreadsheet



Check Errors, Fix, Save Bills again

Manage Bills (Meter Entries) for Convenience Store

You have successfully updated the basic meter information for Potable Indoor Meter.

Congratulations! You have successfully updated your bills (i.e., consumption information) to Potable Indoor Meter.

⚠ The date that the meter became active which you have entered for Potable Indoor Meter (12/14/2020) creates a gap of missing bills for this meter. There are no bills entered between the date that the meter became active which you selected and the first bill you have entered. If you continue, your metrics may not be able to be calculated until this missing information is entered.

Meter Selection: Potable Indoor Meter - 157938879

Basic Meter Information (***click on the arrow to the left to expand this section*)

Monthly Entries

Display Year(s): Show All Years ×

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost ($)	Estimation	Last Updated
	⚠ The date that the meter became active which you have entered for Potable Indoor Meter (12/14/2020) creates a gap of missing bills for this meter. There are no bill entered between the date that the meter became active which you selected and the first bill you have entered. If you continue, your metrics may not be able to be calculated until this missing information is entered.					
☐	12/15/2021	1/14/2022	21	205	☐	5/1/2023 thenec
☐	1/15/2022	2/14/2022	21	205	☐	5/1/2023 thenec

Select Meters Used for Metrics (reporting)

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

1 Water Meters Total

1 - Not Used in Metrics

Add A Meter

Current Water Date
Not Available

Enter Your Bills

Water Meters - Used to Compute Metrics (0)

Add A Meter

View as a Diagram

! No meters selected for performance metrics.

You have not selected any meters to be included in your water metric calculations.
Learn more about choosing meters to be included in your metrics.

What to do:
Tell us which meters to include in your performance metrics.

Additional Water Meters - Not Used in Metrics (1)

Change Meter Selections

Name Meter ID	Water Meter Type	Most Recent Bill Date	In Use? (Inactive Date)
Potable Indoor Meter 157938879	Potable Indoor	01/14/2023	Yes

Download Annual Totals by Meter

Your meter entries have been added to your meters!

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for 1265 Eleanor Avenue St Paul so that we can provide you with the most accurate metrics possible.

Summary

1

Meters representing the **total** water consumption for 1265 Eleanor Avenue St Paul (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). Learn More about configuring meters for performance metrics.

Water Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are sub-meters.)

	Name Meter ID	Type
☑	Potable Indoor Meter 34823455	Potable Indoor
☑	Potable Indoor Meter 72689297	Potable Indoor

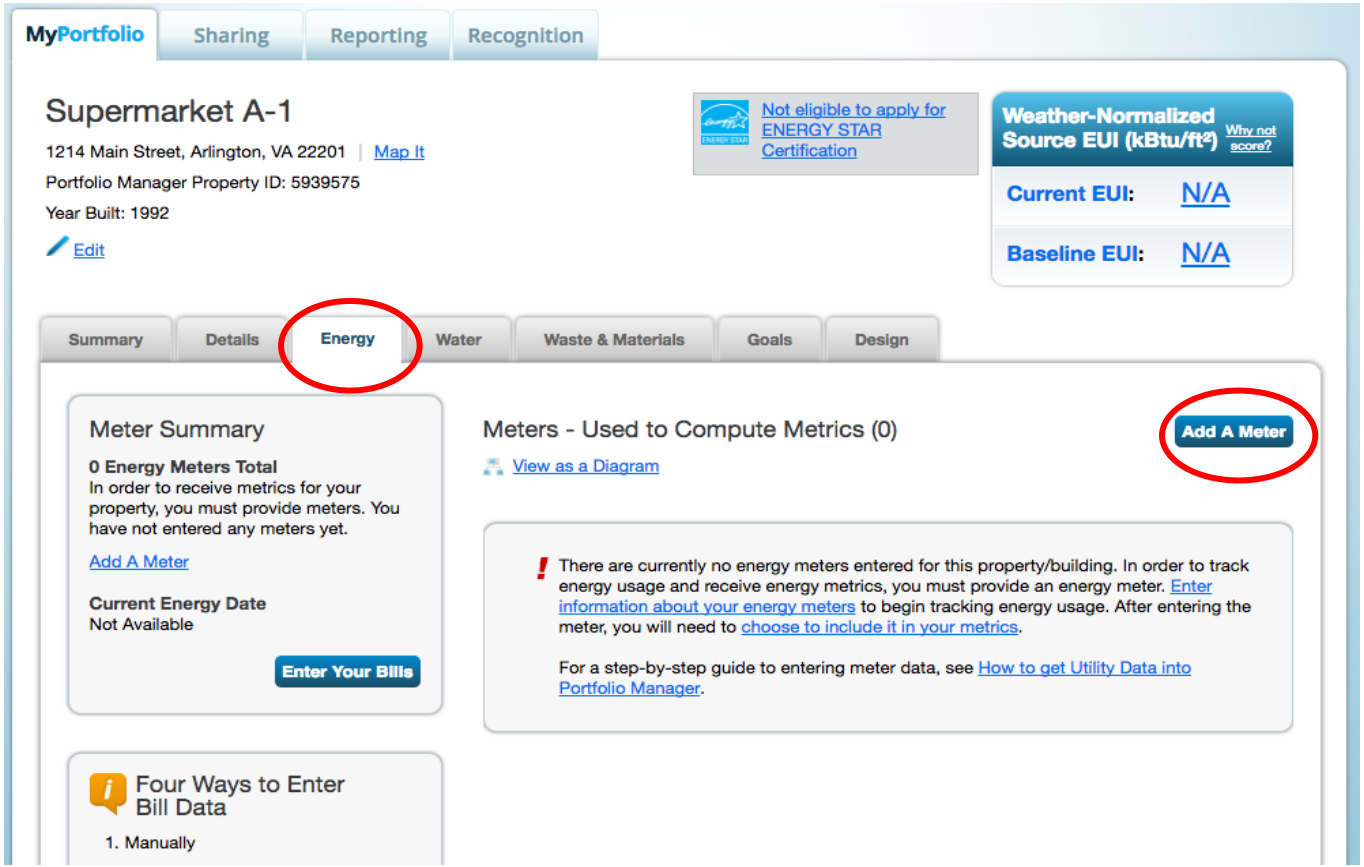
Total of 1 water meter(s). Tell us what these meter(s) measure:

* ◉ These meter(s) account for the total water consumption for 1265 Eleanor Avenue St Paul (a single building).

○ These meter(s) do not account for the total water consumption for 1265 Eleanor Avenue St Paul (a single building).

Apply Selections Cancel

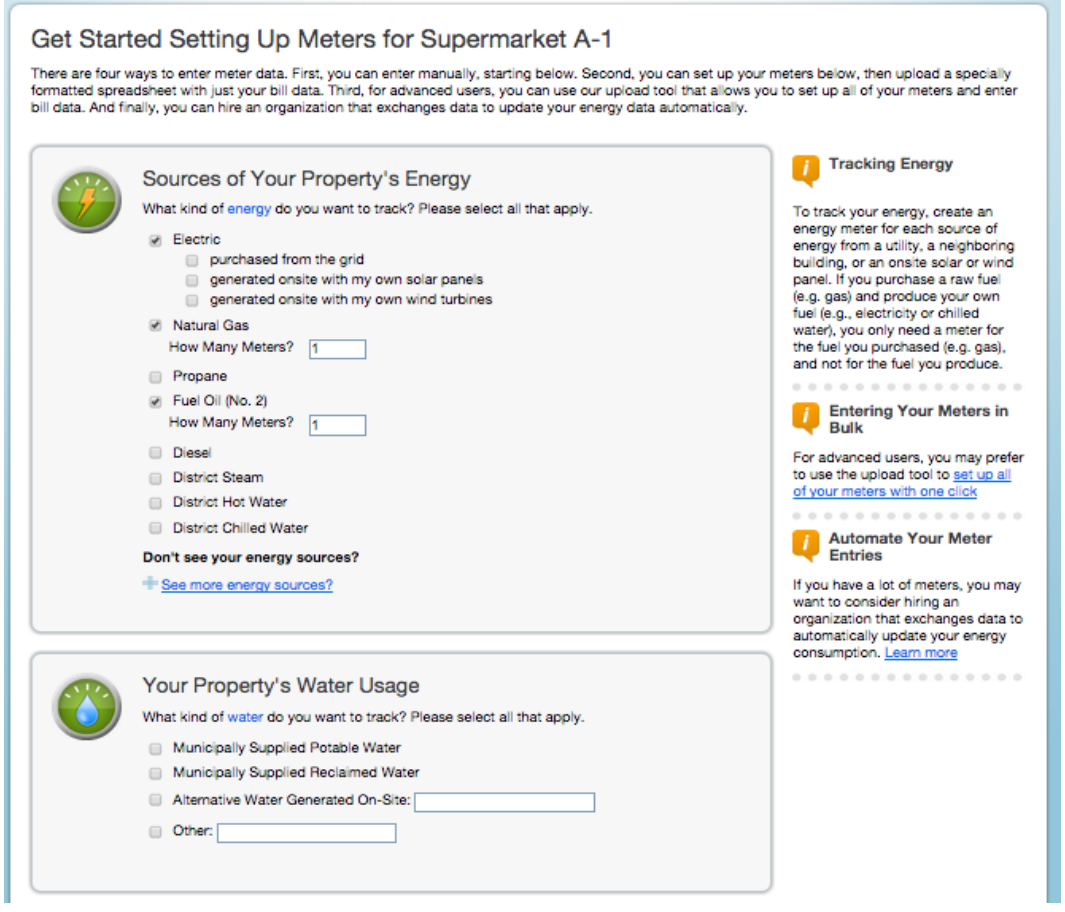
Create Energy Meters



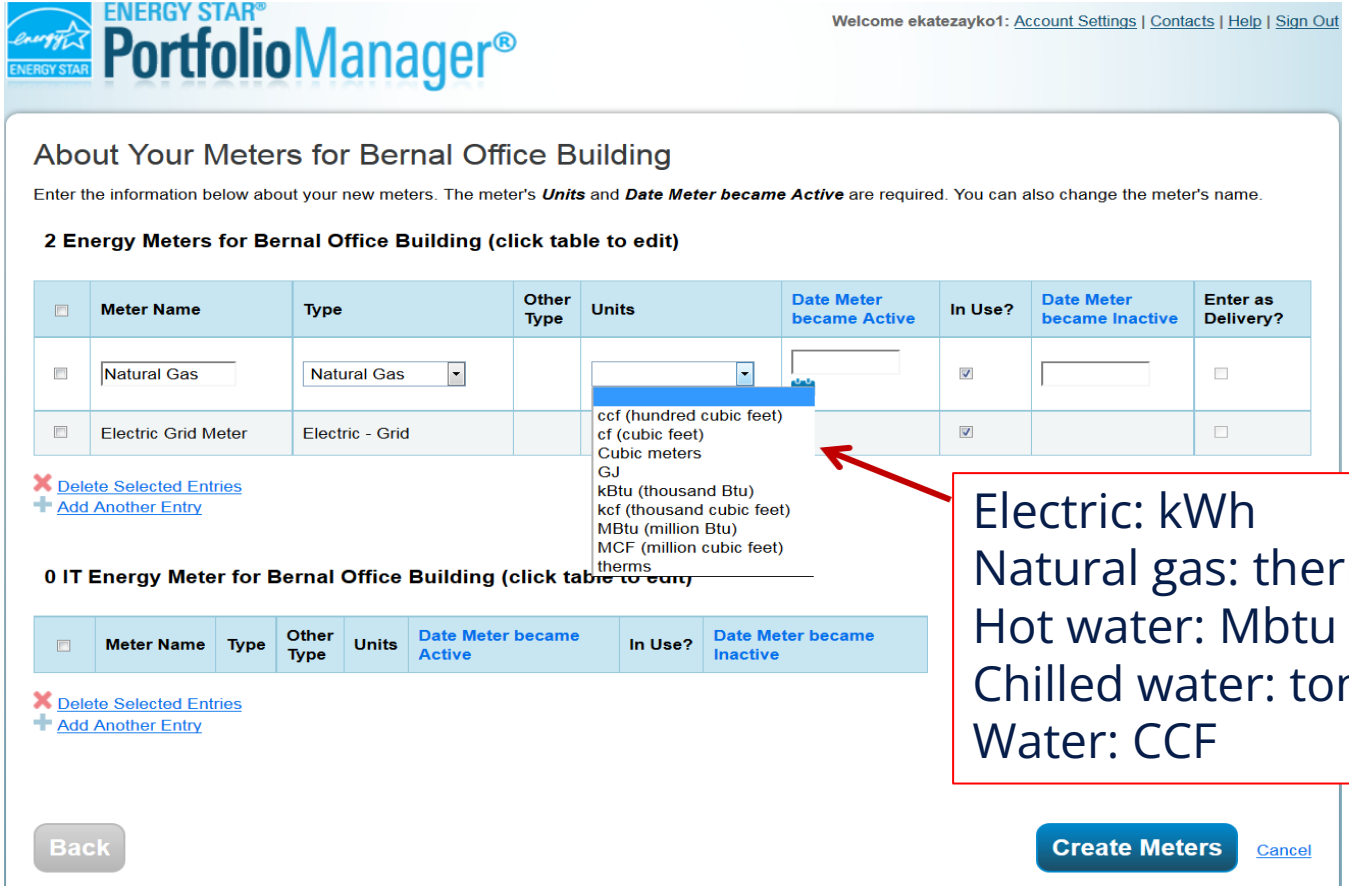
Choose Types of Meters to Create

Create all applicable meters

Do not create District Energy meters if using portal



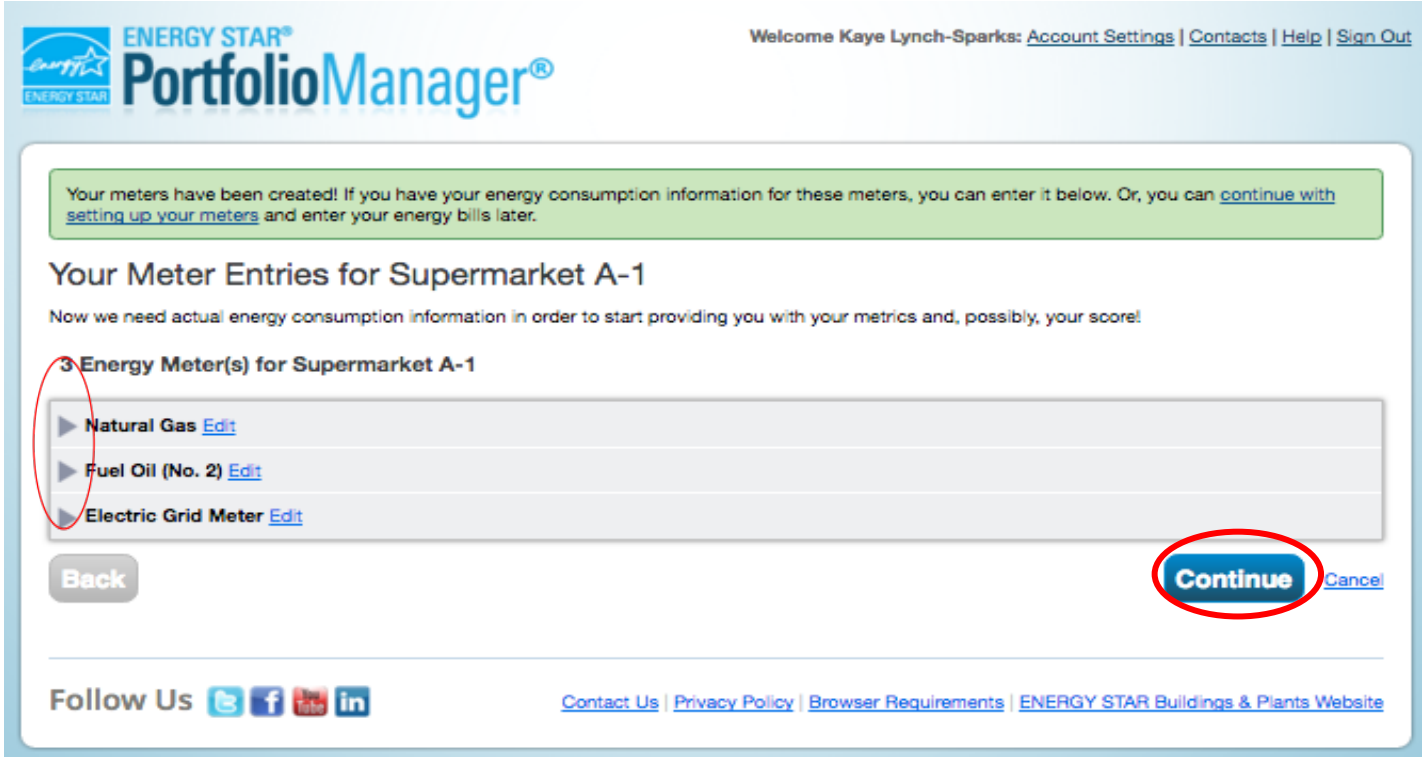
Input Meter Units and Dates



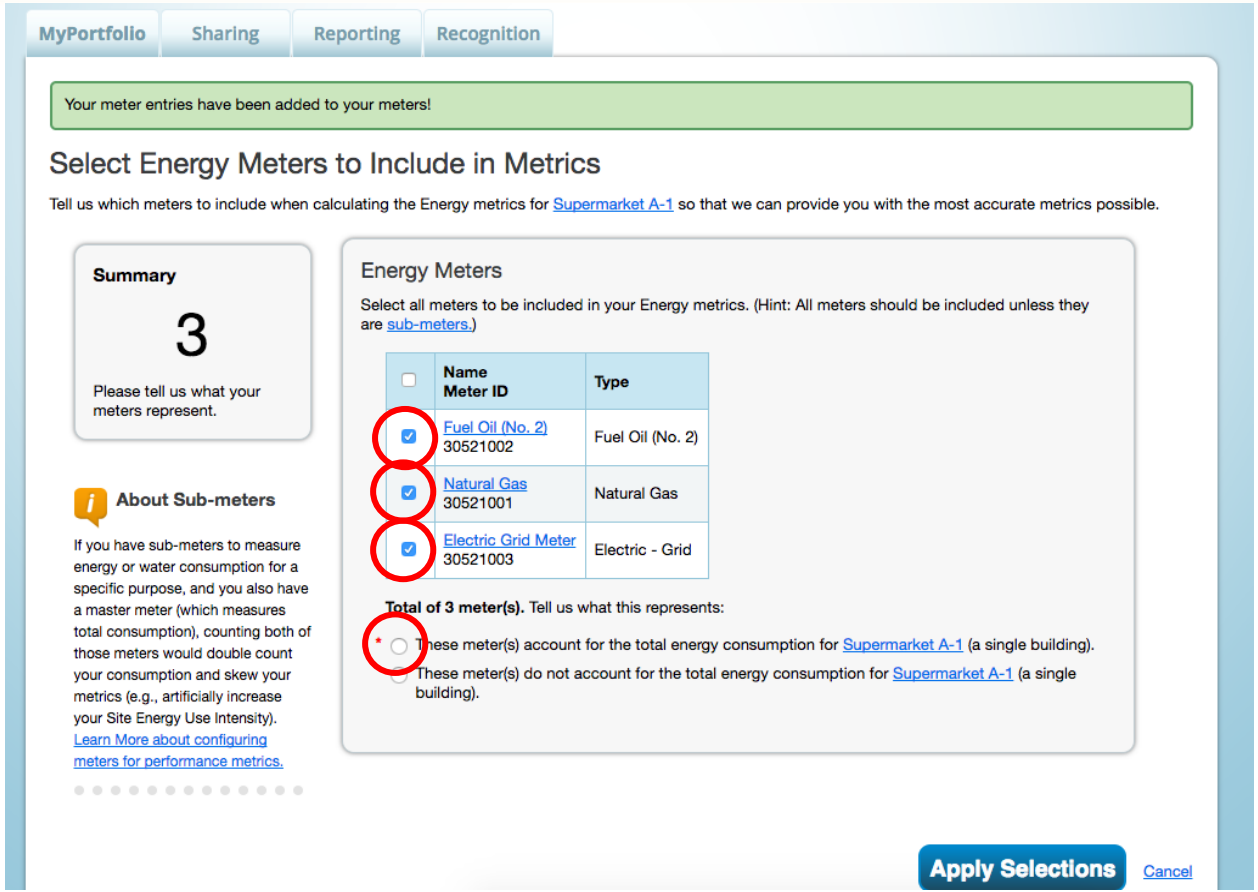
Electric: kWh
Natural gas: therms
Hot water: Mbtu
Chilled water: ton-hrs
Water: CCF

Once Meters are Created, Click Continue

Expand meter by clicking arrow

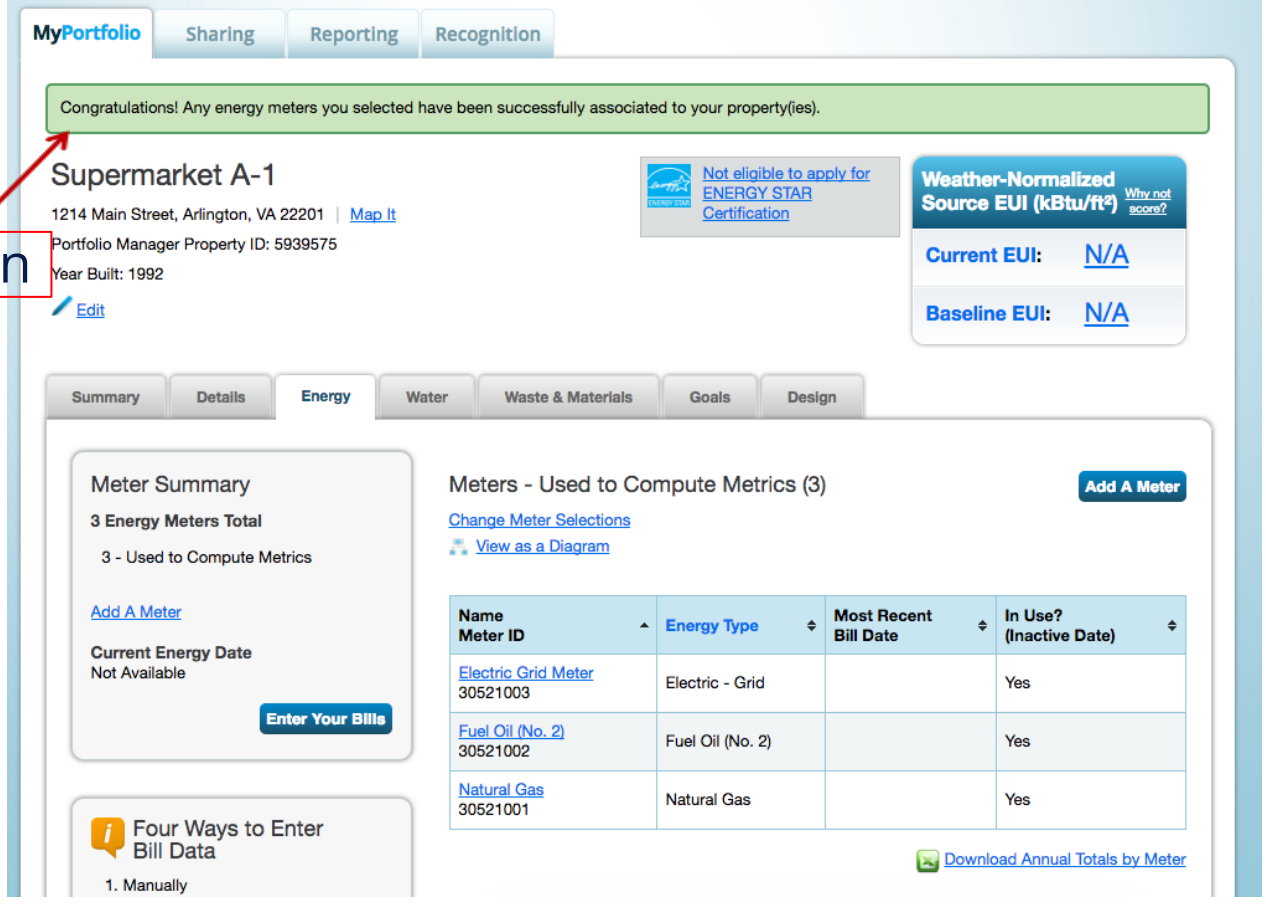


Add to Total Consumption for reporting



Energy Meters Tab: Meters Added and Displayed

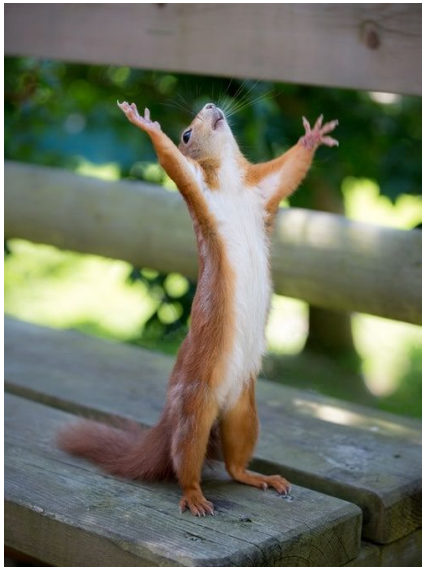
Notification



Steps to Benchmark and Comply

1. Creating a Property in Portfolio Manager
2. Setting up Meters and Entering Water Data
3. Establishing Automatic Data Upload from Xcel Energy
4. Data Submission

BREAK TIME!



Efficient Buildings Collaborative Help Desk

Phone: 866-614-7542
Email: benchmarking@ci.stpaul.mn.us
Available Monday-Friday 9 a.m. – 5 p.m. CST
Schedule a Phone Appointment:
https://energyreporting.as.me/appointment

XCEL ENERGY'S BENCHMARKING PROGRAM

Tyler Carroll I Program Manager

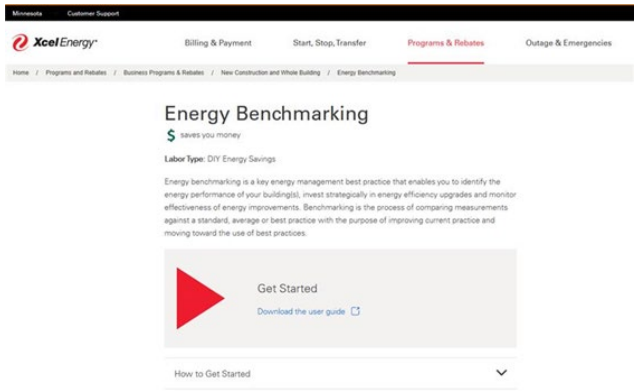
Charlie Geaves I Program Assistant

Updated 2021

XCEL ENERGY BENCHMARKING

MN: https://mn.my.xcelenergy.com/s/business/cost-savings/energy-benchmarking

CO: https://co.my.xcelenergy.com/s/business/cost-savings/energy-benchmarking



Questions? Email us at benchmarking@xcelenergy.com

XCEL ENERGY BENCHMARKING

A Quick Reminder: 1 Meter per fuel type

- Create 1 virtual meter for your building's electric usage
- Create 1 virtual meter for your building's gas usage

XCEL ENERGY BENCHMARKING

1. Start on Step 4 in the Xcel Energy Benchmarking User Guide

2. Sign up for a benchmarking portal account at:
   http://xcelenergy.force.com/benchmarking/login

3. Click Sign Up

4. Enter all information and click submit

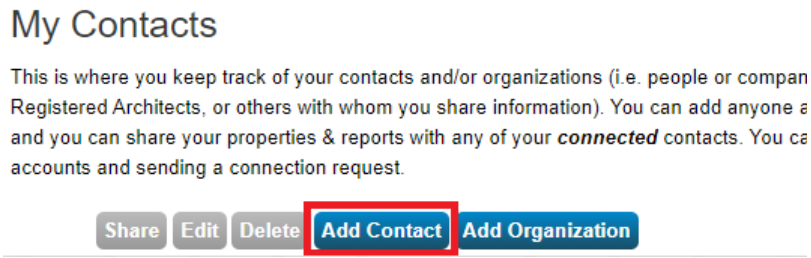
Note: Your email will be your username as well as where all automated emails will arrive. This can be changed later by emailing benchmarking@xcelenergy.com

5. You will receive an email confirmation

XCEL ENERGY BENCHMARKING

1. Step 5: Connecting Portfolio Manager to Xcel Energy's Portal
2. In your Portfolio Manager home page, click "Contacts" in the upper right corner

3. Click "Add Contact" on the next page



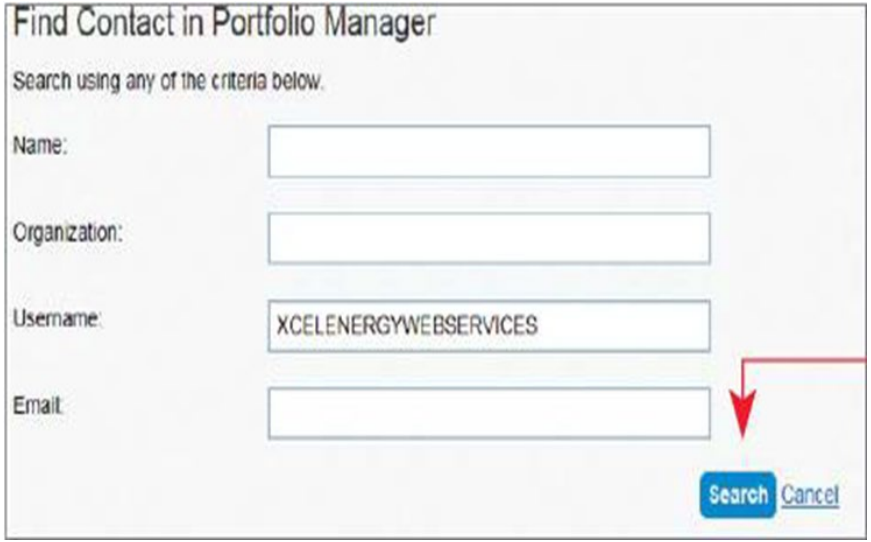
XCEL ENERGY BENCHMARKING

4. In the Username field enter XCELENERGYWEBSERVICES

5. Click search

6. Click connect on the next page

In the “Contacts” link

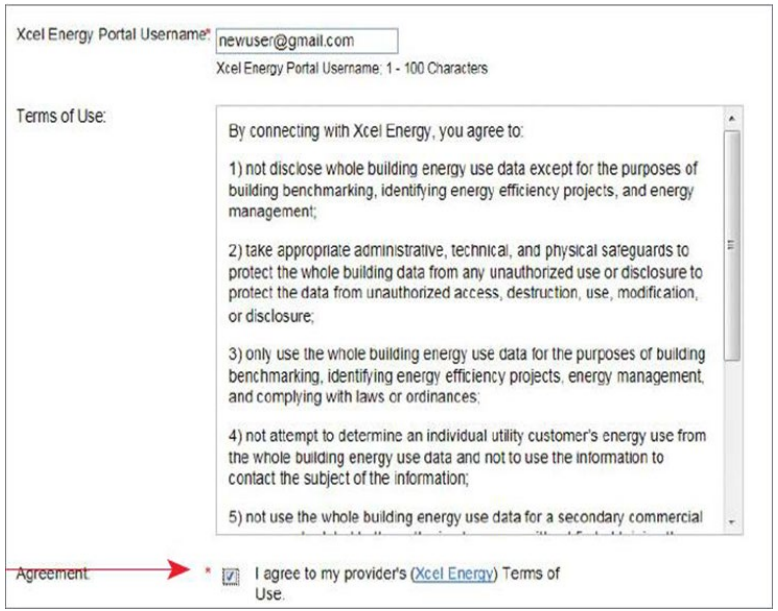


XCEL ENERGY BENCHMARKING

1. Enter Xcel Energy Portal Username
- (email address you just used)

2. Accept the Terms of Use

3. Click “Send Connection Request”



XCEL ENERGY BENCHMARKING

1. Step 6: Share your property & meters with Xcel Energy

XCEL ENERGY BENCHMARKING

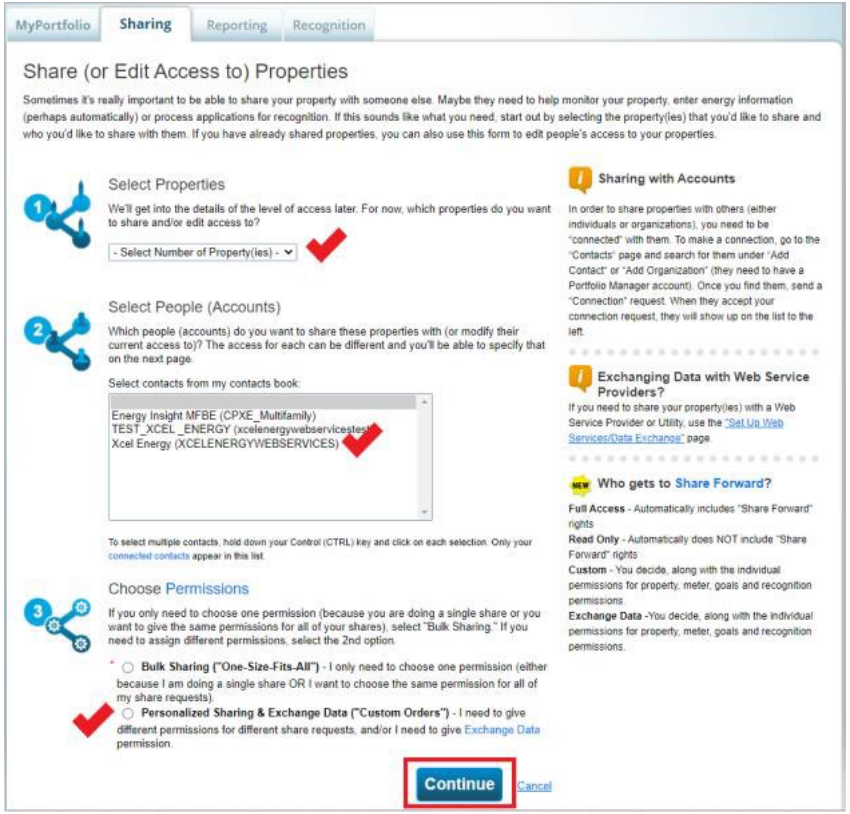
1. Select your property(ies)

2. Who you want to share it with

- (XCELENERGYWEBSERVICES)

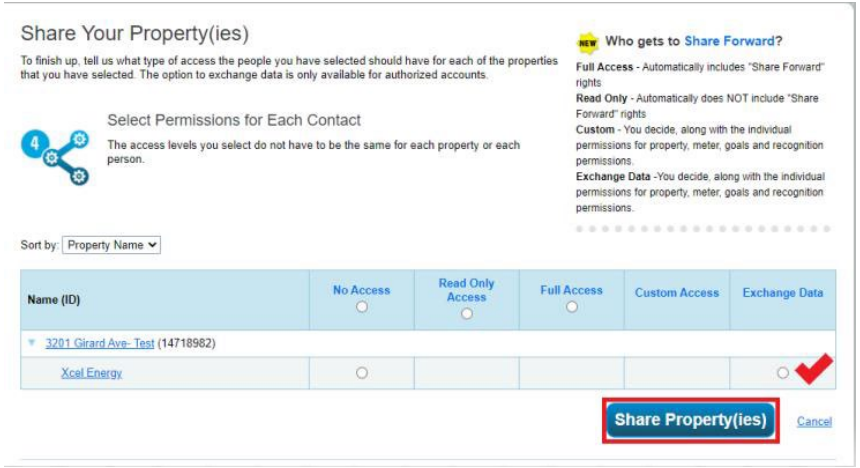
3. Select ‘Personalize Sharing and Exchange Data’

4. Click Continue



XCEL ENERGY BENCHMARKING

1. Select the ‘Exchange Data’ bullet

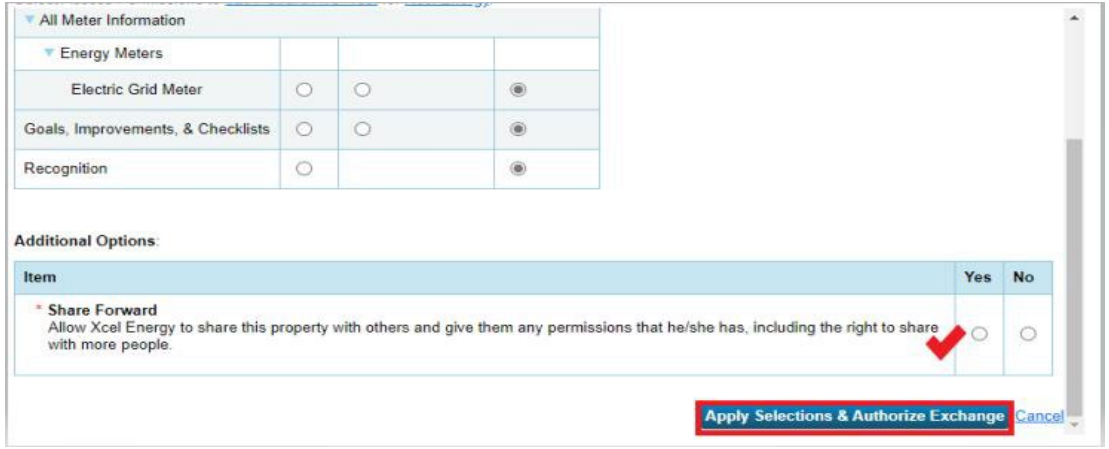


2. In the pop-up select “full access” for every field

Item	None	Read Only Access	Full Access
Property Information	○	○	◉
▼ All Meter Information			
▼ Energy Meters			
Electric Grid Meter #1	○	○	◉
Electric Grid Meter #2	○	○	◉
Goals, Improvements, & Checklists	○	○	◉
Recognition	○		◉

XCEL ENERGY BENCHMARKING

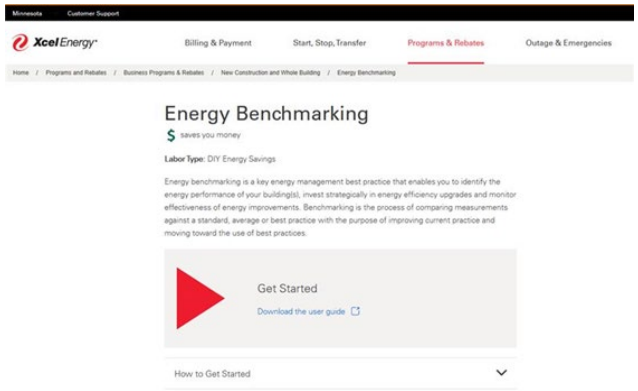
1. Select ‘Yes’ or ‘No’ on “Share Forward”
2. Click ‘Apply Selections & Authorize Exhanges’
3. Click ‘Share Property(ies)’ on the next screen



XCEL ENERGY BENCHMARKING

MN: https://mn.my.xcelenergy.com/s/business/cost-savings/energy-benchmarking

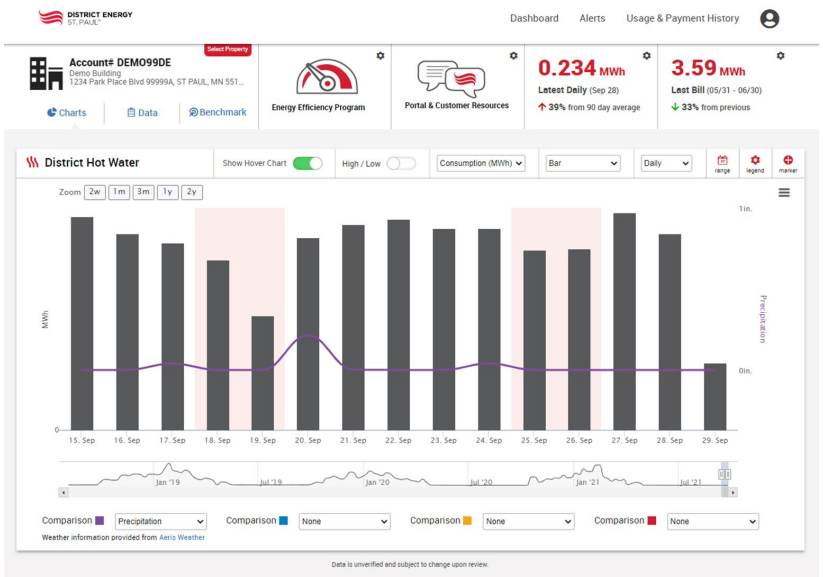
CO: https://co.my.xcelenergy.com/s/business/cost-savings/energy-benchmarking



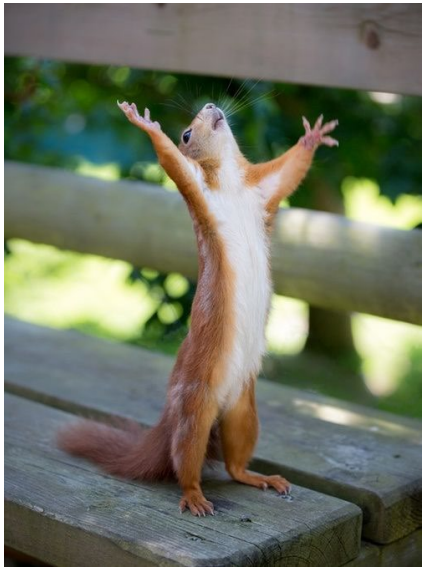
Questions? Email us at benchmarking@xcelenergy.com

District Energy St. Paul

- District Energy St. Paul Customer Portal
  - Track your energy trends
  - Access billing history
  - Automatically connect your energy data to Energy Star Portfolio Manager
- Energy efficiency project funding and engineering support – apply online
- Customer Portal Resources
  - https://www.districtenergy.com/customer-resources/customer-portal-resources/
  - portalhelp@districtenergy.com



BREAK TIME!



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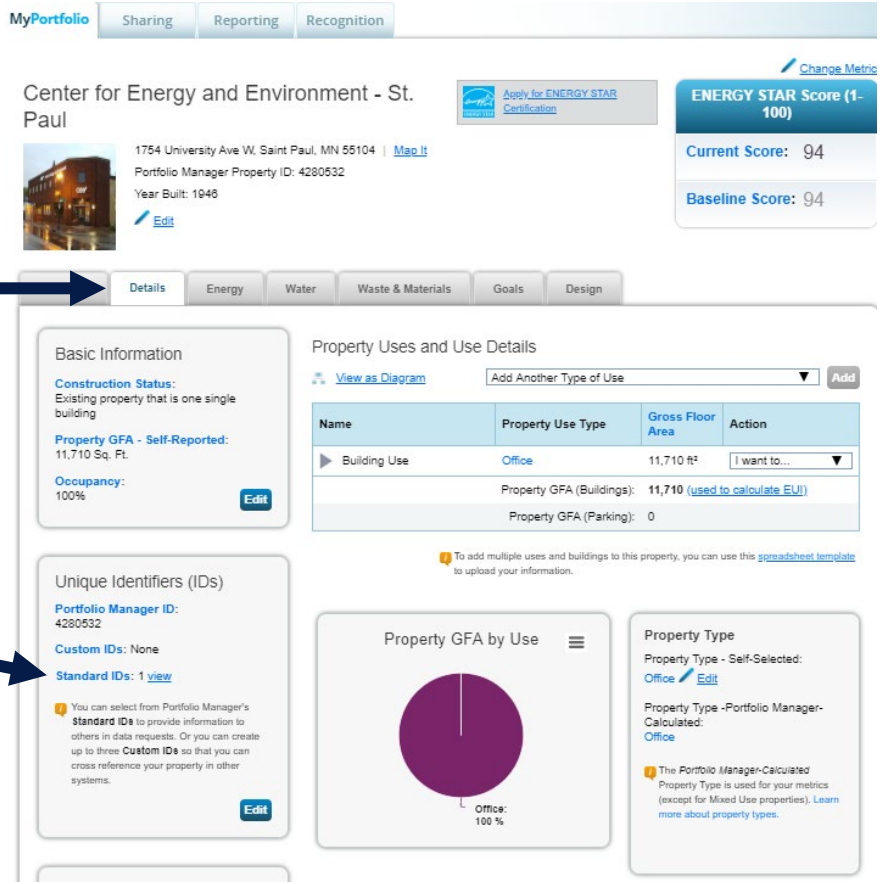
Steps to Benchmark and Comply

1. Creating a Property in Portfolio Manager
2. Setting up Meters and Entering Water Data
3. Establishing Automatic Data Upload from Xcel Energy
4. Data Submission

Double Check EBC ID is On Details Tab

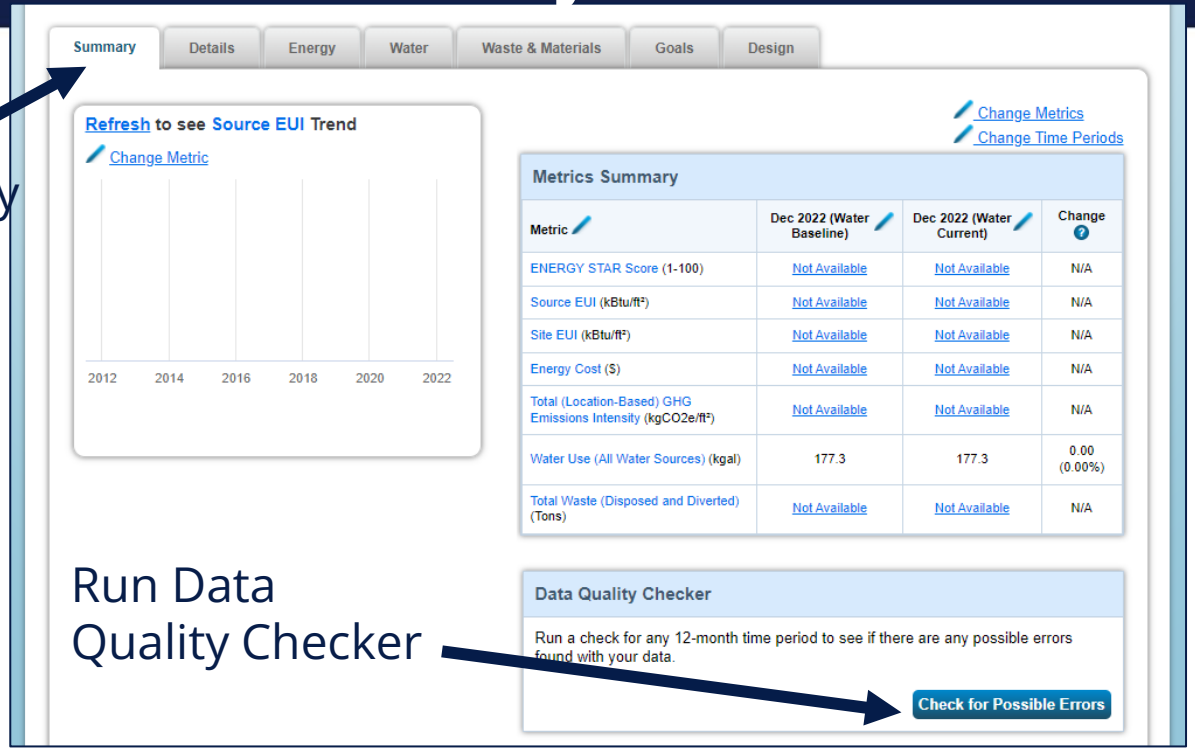
My Portfolio is on the Details Tab

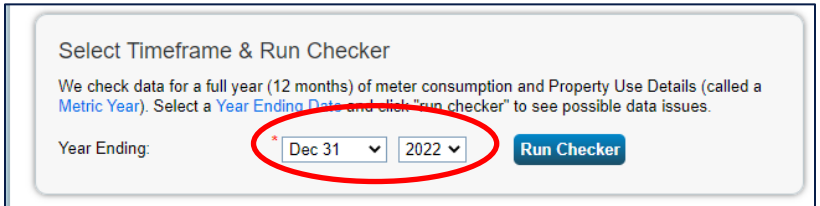
Your EBC ID is listed as the Standard ID



Run Data Quality Checker

Summary tab



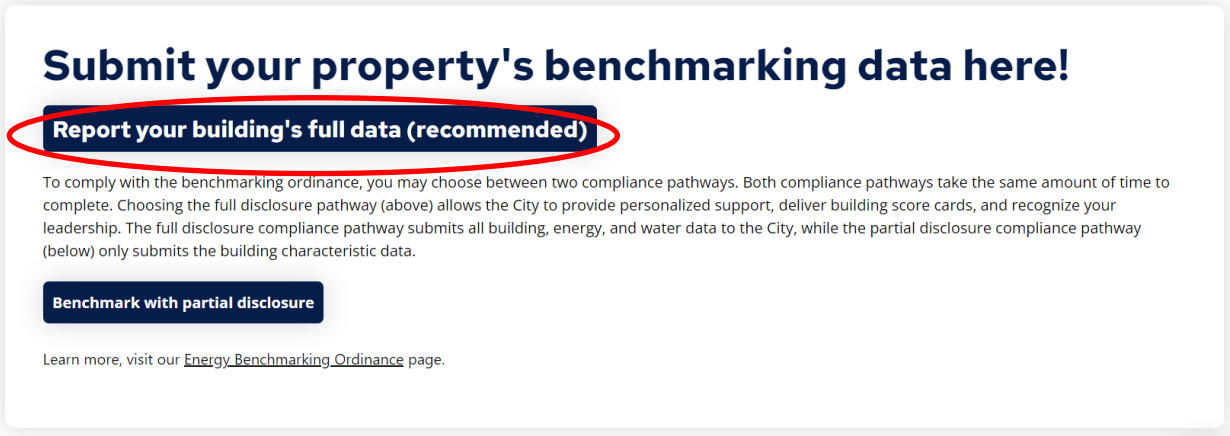


Find Compliance Link on City Website

1. Go to this website:

   https://www.stpaul.gov/departments/mayors-office/energize-saint-paul/benchmark-here

2. Select disclosure option

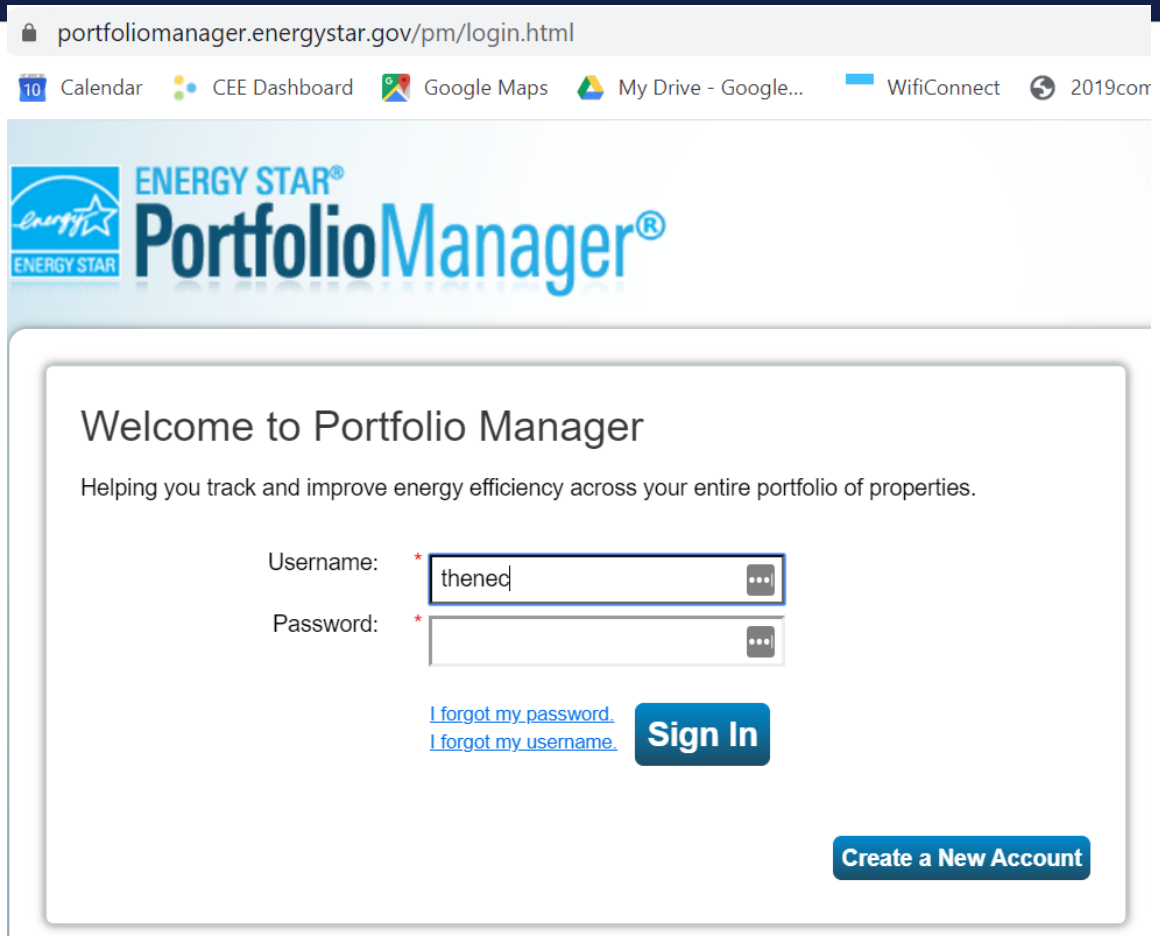


Full disclosure continues to be the best choice

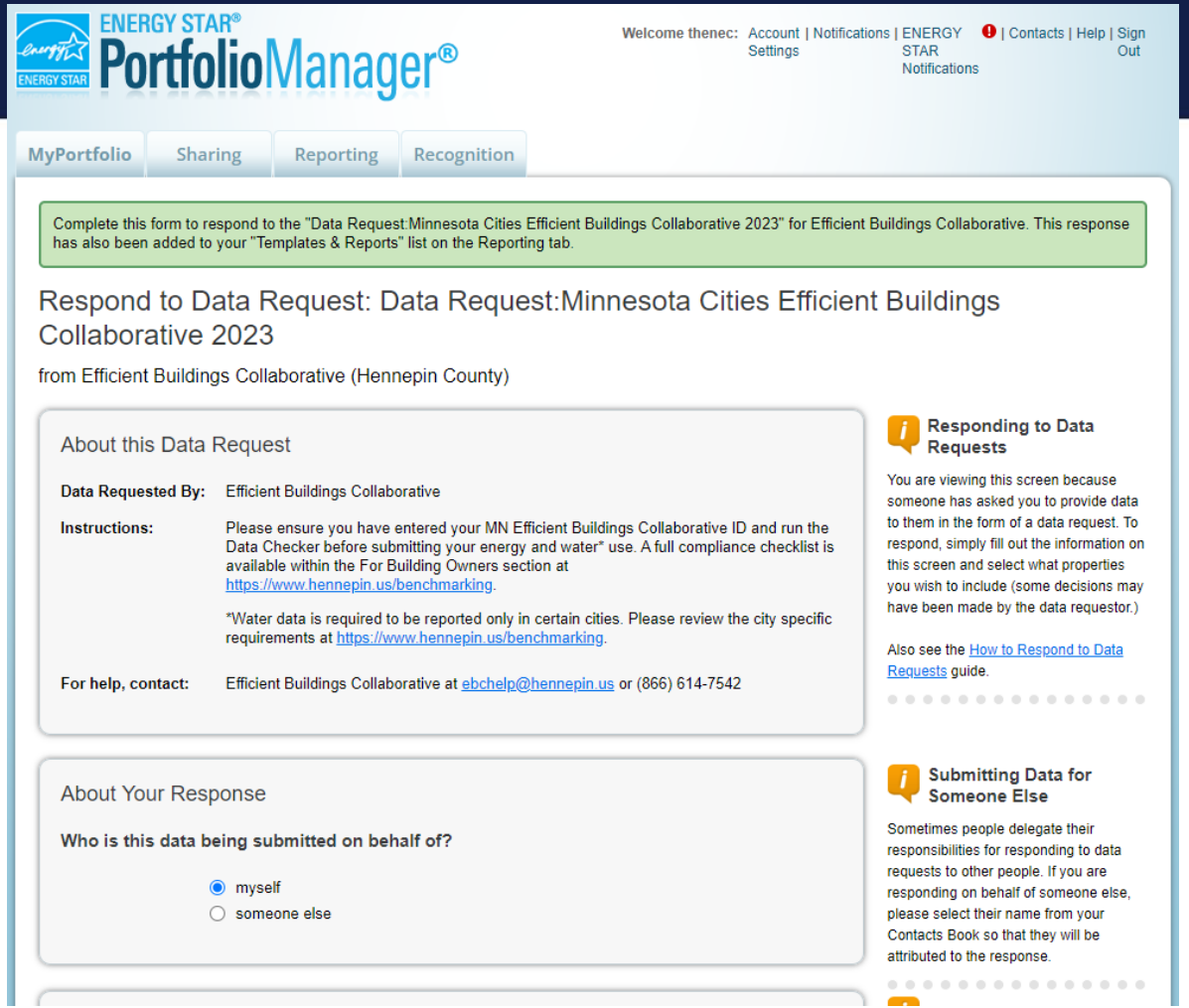
	Comply with ordinance	Receive recognition for your leadership in Race to Reduce	Receive Energy Score Card and personalized support
Full disclosure	✓	✓	✓
Partial disclosure	✓		

A whopping 90% of you chose “full disclosure!”

Log in to your Portfolio Manager account



You'll be taken to this page



About Your Response

Who is this data being submitted on behalf of?

- (•) myself
- ( ) someone else

1. Read and scroll down

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

Your Response

Select Information to Include:

Timeframe: * Single Year | Dec 31 | 2022

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

Properties: * Select Properties Selected Properties: 0

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

Generate Response Preview Cancel

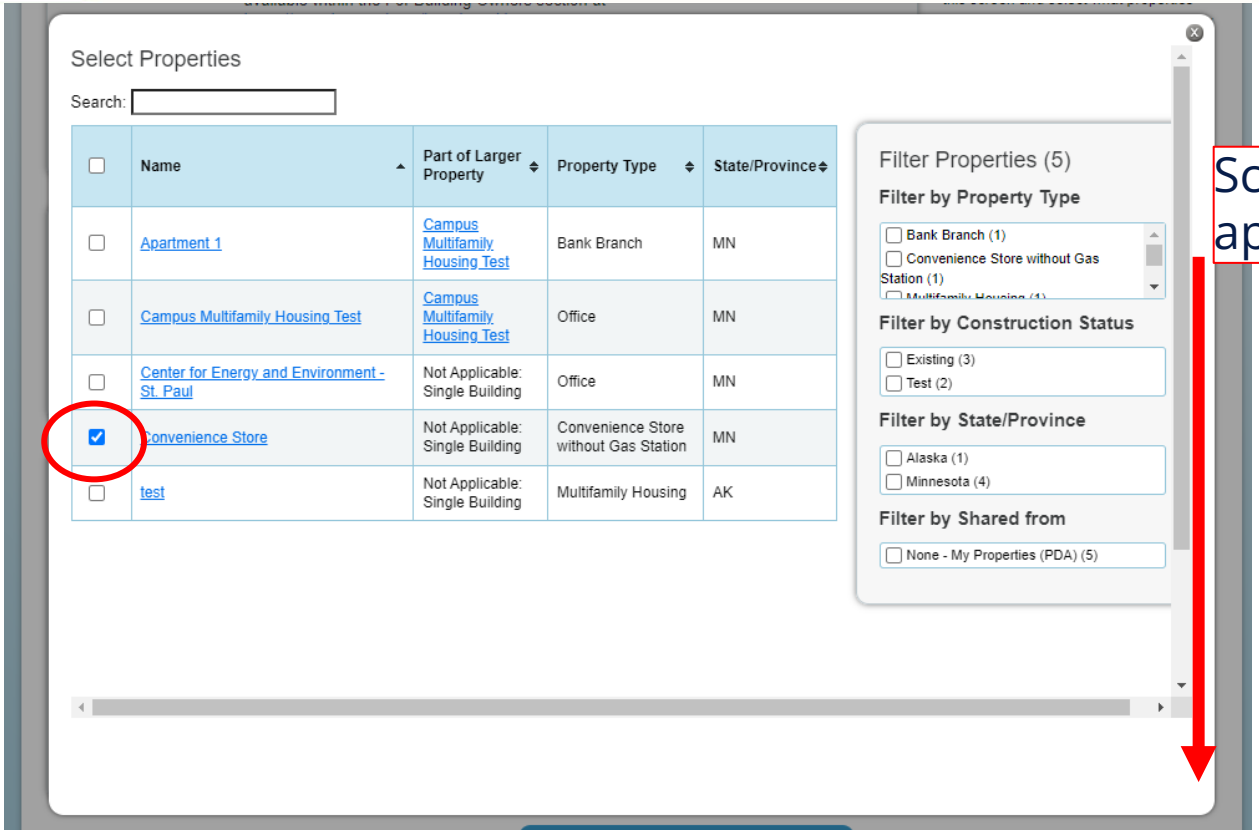
Submitting Data for Someone Else

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 added to the response.

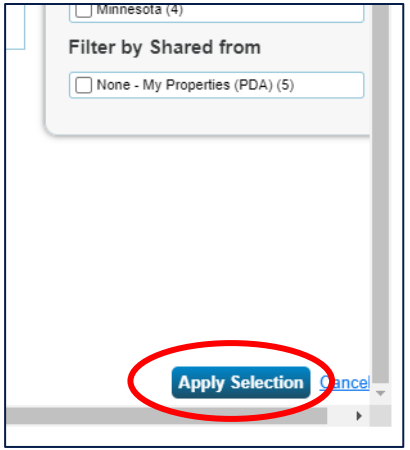
Previewing Reports

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 preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

Select Properties to Report



Scroll down to apply selection



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3. Click ‘Generate Response Preview’

ENERGY STAR® Portfolio Manager®

Welcome thenec: Account Settings | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

A preview for your response to the data request "Data Request:Minnesota Cities Efficient Buildings Collaborative 2023" on behalf of Molly Janis Smith (Neighborhood Energy Connection) is being generated.

Refresh this page to see if your report is ready. Large responses may take a long time to prepare.

View your report by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. After you have viewed your report, you must select "Send Response" in order for your data to be sent to the requesting organization.

Please note: each property must have 12-full months of data for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, "N/A" will be displayed in your report.

Charts & Graphs

Energy Cost Intensity

How much do I spend on energy for my properties, on a per square foot basis?

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

Data Requests from Others | My Reports and Templates | ENERGY STAR Reports

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

4. Review alerts and correct errors.

Click “Send Response”

MyPortfolio | Sharing | **Reporting** | Recognition

Charts & Graphs

Source EUI

What is the total energy footprint of my properties, including raw fuel associated with generation and transmission?

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

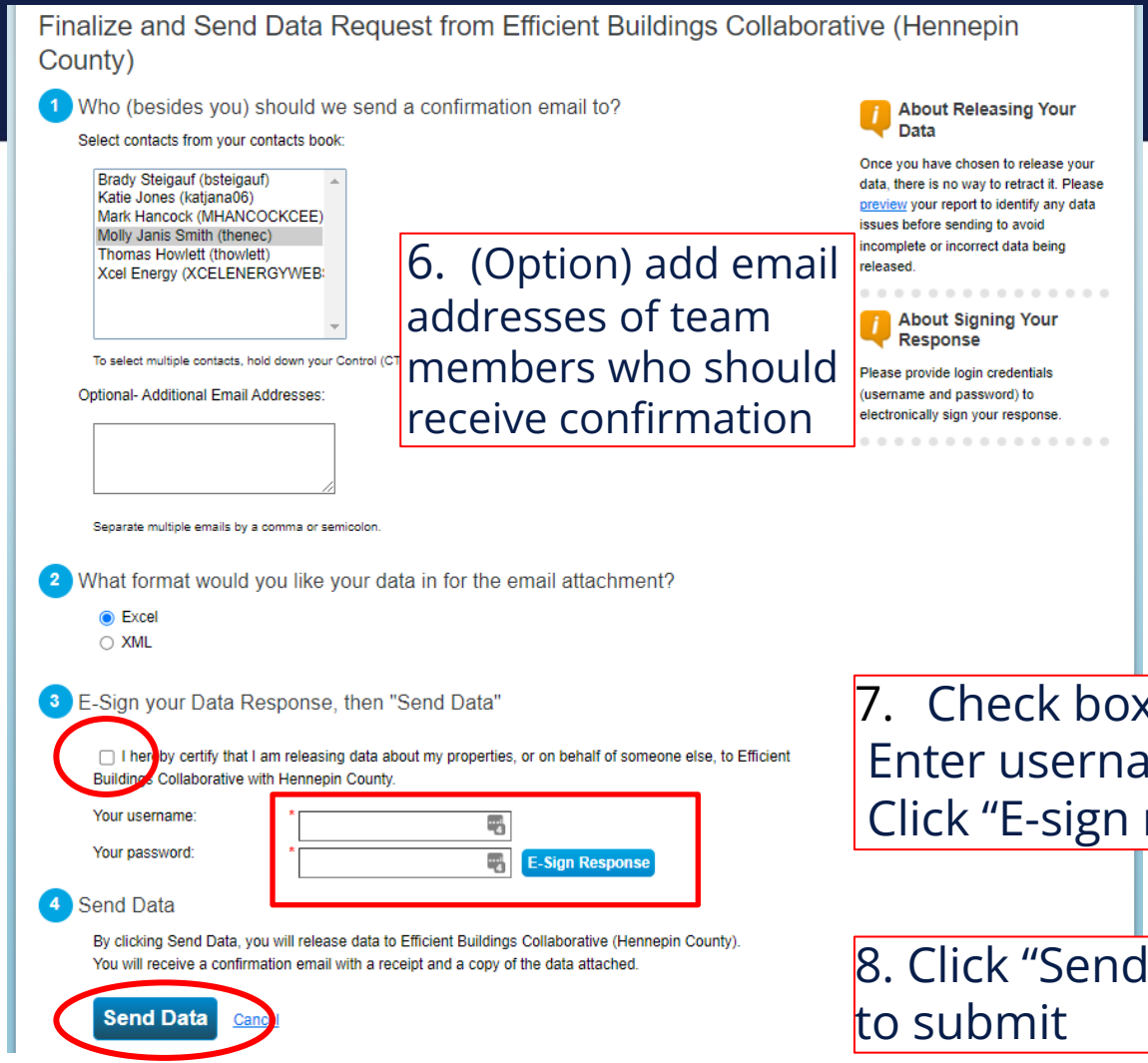
Data Requests from Others | My Reports and Templates | ENERGY STAR Reports

Create a New Template

5. Click ‘send response’ and follow prompts

Name	Status	Action
Minnesota Cities Efficient Buildings Collaborative 2024 **(Request from Efficient Buildings Collaborative)**	**Response Preview Generated:** 4/04/2024 11:55 AM Errors found	I want to...
Data Request: Minnesota Cities Efficient Buildings Collaborative 2022 **(Request from EBC Help)**	**Closed:** 2/09/2024 12:00 PM	
Collaborative 2023 **(Request from Efficient Buildings Collaborative)**	**Closed:** 9/05/2023 9:42 AM	

I want to...
- I want to...
- Edit Properties and Timeframe
- Preview Response
- Download Preview in Excel
- Generate a New Response
- Send Response
- Delete Response



6. (Option) add email addresses of team members who should receive confirmation

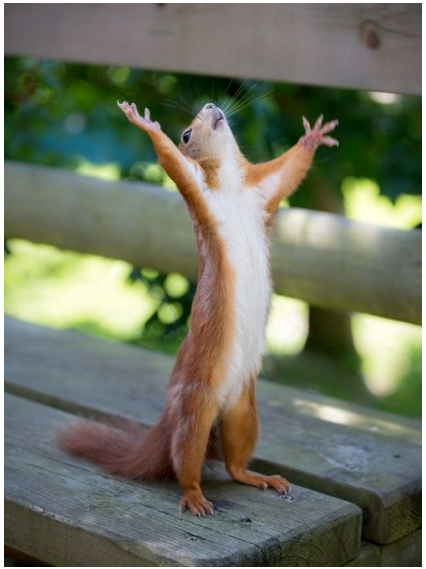
7. Check box.
Enter username and password.
Click “E-sign response”

8. Click “Send Data” to submit

Breakout rooms: What do you need help with?

Are you:	Enter in the chat:
In need of help from Xcel Energy?	**“Xcel Energy”**
A District Energy customer?	“**District Energy**”
Benchmarking a campus?	“**Campus**”
Benchmarking a city-owned building?	“**City-owned**”
Part of the Sustainable Building Ordinance? (This is different than the Benchmarking Ordinance)	“**SBO**”

BREAK TIME!



Efficient Buildings Collaborative Help Desk

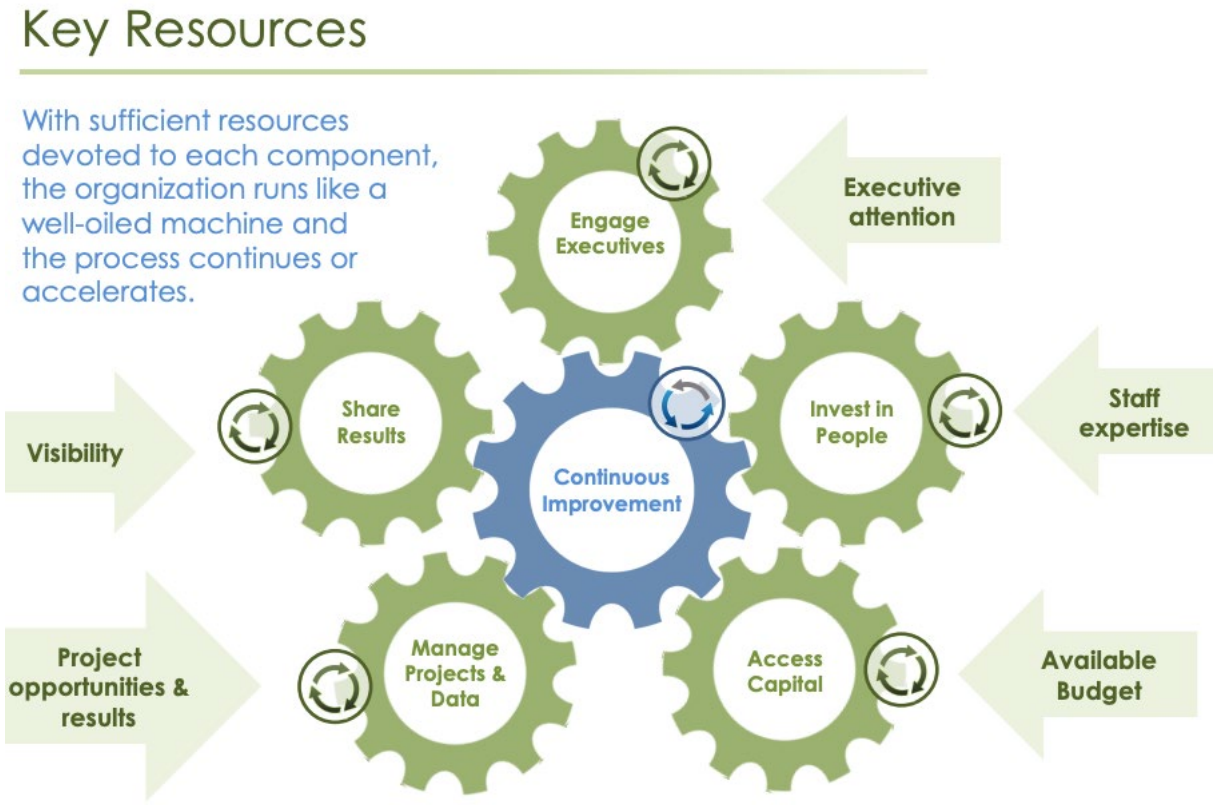
Phone: 866-614-7542
Email: benchmarking@ci.stpaul.mn.us
Available Monday-Friday 9 a.m. – 5 p.m. CST
Schedule a Phone Appointment:
https://energyreporting.as.me/appointment

Energize Saint Paul

WHY FOCUS ON ENERGY MANAGEMENT?

Building owners can save 5 – 20 percent annually on their energy bills by implementing O&M best practices.

- ENERGY STAR



Full disclosure continues to be the best choice

	Comply with ordinance	Receive recognition for your leadership in Race to Reduce	Receive Energy Score Card and personalized support
Full disclosure	✓	✓	✓
Partial disclosure	✓		

A whopping 90% of you chose “full disclosure!”

RACE TO REDUCE BENEFITS: BUILDING REPORT CARD

EBC

BUILDING ENERGY REPORT CARD
2021 Saint Paul



Building Energy Performance Profile

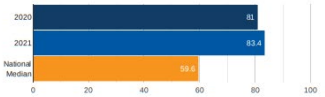
SP1988 | **885 St. Paul Ave** | **82,220 sq.ft.**

Your Building's Energy Use Intensity (EUI)[1] **83.4** kBtu/ft²

Your Building's EUI increased: **2.96%**

Your building is using **40% more** energy than the national median for Multifamily Housing.

Your building's EUI[2]



Energy Spending[3]

You currently spend $55,007.54 per year on energy > **If you improved energy performance by 15%, you could save up to $8,251**

ENERGY STAR®

ENERGY STAR

Your building's ENERGY STAR score helps you assess how your building is performing by comparing its performance to other buildings across the country, normalized by building type and climate. A score above 50 means your building is performing better than 50 percent of like buildings nationwide. A score of 75 or higher may be eligible for certification.

Learn more here

Next Steps

01 MAKE A PLAN	02 TAKE ACTION	03 GET RECOGNITION
Xcel Energy and CenterPoint Energy offer a variety of **energy audits, studies, and resources** to help identify areas of possible improvement in your building as well as offers guidance on how to take advantage of their findings.	View Xcel Energy's **Cost Saving Programs** guide and CenterPoint Energy's **Efficiency Programs & Rebates** page for information on how to perform different energy efficiency upgrades, choose a vendor, and qualify for rebates.	You've improved the energy efficiency of your building; now it's time to celebrate. Check out the EBC Map to see how your building compares to other buildings in the city and state.

Rebates and Funding

- Contact your city's sustainability department for information on any current rebates and incentives.
- **Xcel Energy** and **CenterPoint Energy** offer rebates to assist with the upfront costs for a variety of projects that will increase energy efficiencies, such as equipment upgrades, tune-ups, and lighting retrofits.
- **MinnPACE(Minnesota Property Assessed Clean Energy)** provides commercial building owners with funding for renewable energy projects and efficiency upgrades.
  - For more information, contact MinnPACE at 651-204-6236.
- **Minnesota Department of Commerce** provides up to $2,500 for business owners to make efficiency projects possible through their Energy Smart Program.
  - For more information, call Rob Friend at 651-292-3915 or email **rfriend@mnchamber.com**.
- **Center for Energy and Environment** provides loans to businesses looking to make cost-effective energy efficiency improvements.
  - For more information, call Jim Hasnik at 612-335-5885 or email **jhasnik@mncee.org**.

Thank You

Thank you for reporting your building's benchmarking data through the Efficient Buildings Collaborative. This report card shows how your building is performing year-to-year and how it compares to similar buildings. Our goal is to help you understand and improve your building's energy performance, which can reduce operating costs and increase the value of your building.

Questions?
Visit Our Website
Help Desk:
EBCHelp@hennepin.us
866-614-7542

[1] Site Energy Use Intensity (EUI) is your building's annual energy use (all types) divided by square feet. When possible, this value is weather normalized.
[2] National Site EUI by building type from Energy Star Portfolio Manager's Technical Reference for U.S. Energy Use Intensity by Property Type
[3] Energy spending dollar values are estimated based on current utility energy rates and self-reported energy consumption. Estimates do not include all fixed and demand charges, and may be lower than actual spend and savings potential.

Recognition

Each year the City recognizes buildings for leadership and improvements in energy efficiency

The 2023 Recognition Ceremony awarded certificates to:

- 3 buildings for achieving high energy savings from retrofit and new construction projects
- 9 buildings for obtaining ENERGY STAR Certifications

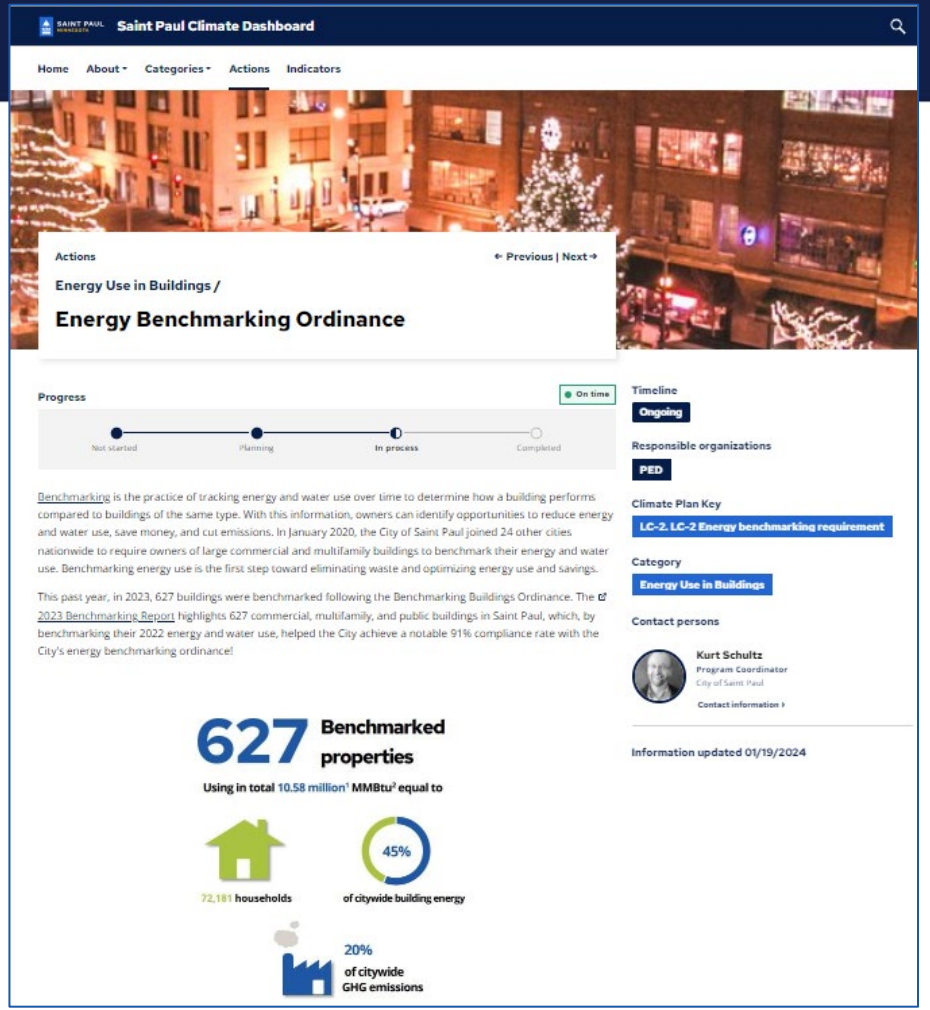
Read the stories at:
https://www.stpaul.gov/departments/mayors-office/energize-saint-paul/recognition

2022 ENERGY STAR CERTIFIED FACILITY
www.energystar.gov

Climate Dashboard

- Energy Benchmarking data & much more can be found on the Saint Paul Climate Action Dashboard

- **climateaction.stpaul.gov**



Energize Saint Paul Partners

SAINT PAUL
MINNESOTA

Business Review Council

DISTRICT ENERGY
ST. PAUL™

Xcel Energy®

Greater Saint Paul
BOMA
Federated with Building Owners & Managers Association International

cee
Center for Energy and Environment

Saint Paul
PORT AUTHORITY

Now, let's answer more questions!

Efficient Buildings Collaborative Help Desk

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Energize
Saint Paul

Thank you!

SAINT PAUL
MINNESOTA

STPAUL.GOV