



**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



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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



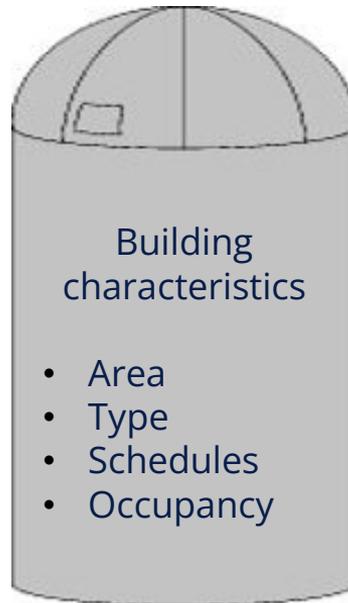
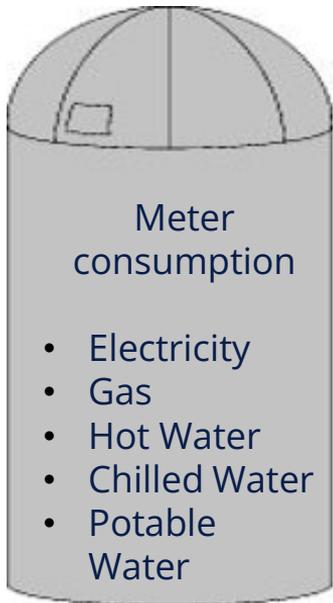
Building
Information



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

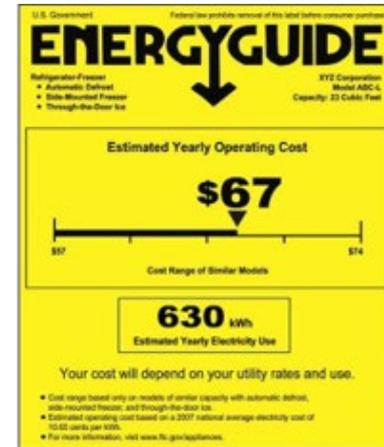
- You can't manage what you don't measure
- We measure many aspects of our daily lives
- There's great opportunity to save energy and money, but we can only know through better measurement and disclosure

Nutrition Facts	
Serving Size 1 cup (228g) Servings per Container 2	
Amount Per Serving	
Calories 200	Calories from Fat 120
% Daily Value*	
Total Fat 13g	20%
Saturated Fat 5g	25%
Trans Fat 2g	
Cholesterol 20mg	10%
Sodium 600mg	20%
Total Carbohydrate 31g	10%
Dietary Fiber 3g	6%
Sugars 5g	
Protein 5g	
Vitamin A 4%	Vitamin C 2%
Calcium 15%	Iron 4%

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Sat. Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Total Carbohydrate	300g	375g
Fiber	25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

*Percent Daily Values are based on a diet of other people's misdeeds.





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

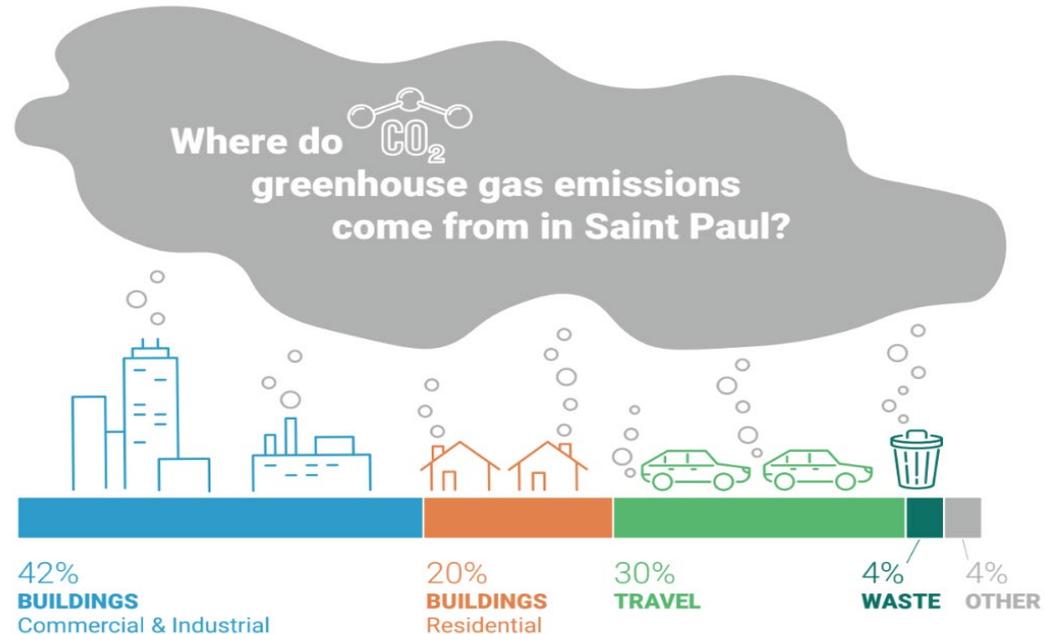
- **Cost savings** and **brand enhancement** for building owners
- Well-established **best practice** – 30 other cities with mandates
- Many **leading buildings** are already doing this via Energy STAR, LEED, and others
- First step towards the objective of **lowering the environmental impact of existing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





ACHIEVING CARBON GOALS

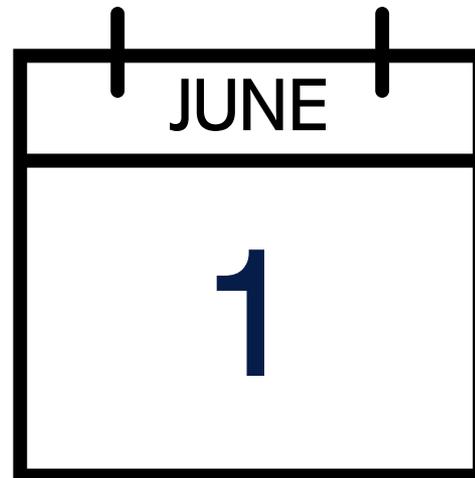
- Zero Net emissions by 2050 and 50% reduction by 2030
- Carbon neutral buildings by 2050 and city buildings by 2030





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



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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

The screenshot shows the Energy Star Portfolio Manager login interface. At the top left is the Energy Star logo and the text 'ENERGY STAR® PortfolioManager®'. At the top right, there is a 'Help' link and language options for 'English' and 'Français'. The main content area is divided into two columns. The left column is titled 'Welcome to Portfolio Manager' and includes the text 'Helping you track and improve energy efficiency across your entire portfolio of properties.' Below this are input fields for 'Username:' and 'Password:', each with a red asterisk. There are two links: 'Forgot my password.' and 'Forgot my username.'. A blue 'Sign In' button is positioned to the right of the password field. Below the sign-in area is a blue 'Create a New Account' button. The right column contains three links with icons: 'ENERGY STAR Buildings Homepage' (green building icon), 'Take a Training' (orange monitor icon), and 'Learn More About Portfolio Manager' (blue document icon). Below these links is a small yellow warning icon and the text: 'These links provide more information from ENERGY STAR and are not available in French.' At the bottom of the page, there is a disclaimer: 'You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording.' Below the disclaimer are social media icons for Twitter, Facebook, YouTube, and LinkedIn, followed by the text 'Follow Us'. At the very bottom, there are links for 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

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*MTcxMjlzNDQ4OC4xLjEuMTcxMjlzNDQ4OS4wLjAuMA..



Create Account



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

Create an Account

Accessing Your Account

Username:

Password:

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password:

About Yourself

First Name:

Last Name:

Job Title:

Email:

Confirm Email:

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

Phone:

Country:

Language:

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

Getting Started

Please complete and submit this form to register for an account with Portfolio Manager. After submission, you will receive an email confirmation. If your email provider actively filters spam, please add "noreply@energystar.gov" to your address book to ensure delivery.

Accounts for Organizations

If you are creating an account that you intend to use as your organization's account, then you may want to consider entering your organization name in the first and last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Web Services Division



Navigating Portfolio Manager

Portfolio
level view



ENERGY STAR®
ENERGY STAR PortfolioManager®

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

MyPortfolio | Sharing | Reporting | Recognition

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

Notifications (7) [View All](#)

- [Bernal Office Building](#) - Sharing request sent to [Chris Weatherly](#)
[Cancel](#) [Clear](#)
- [Heinlein Office Bldg](#) - Sharing request sent to [Chris Weatherly](#)
[Cancel](#) [Clear](#)

Source EUI Trend (kBtu/ft²)

Year	Source EUI (kBtu/ft²)
2009	350
2010	320
2011	310
2012	310
2013	280
2014	200
2015	190
2016	200

Total GHG Emissions Trend (Metric Tons CO2e)

Year	Total GHG Emissions (Metric Tons CO2e)
2009	5k
2010	5k
2011	5k
2012	5k
2013	5k
2014	22k
2015	28k
2016	20k

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

Filter by: [Search](#)
[Create Group](#) | [Manage Groups](#)

Name	Action
Bernal Office Building	<input type="text" value="I want to..."/>
Durango Office Building	<input type="text" value="I want to..."/>
Heinlein Office Bldg	<input type="text" value="I want to..."/>
Ortega Office Tower	<input type="text" value="I want to..."/>
Pepco Test Building Zavko	<input type="text" value="I want to..."/>
Sample K-12 School (US)	<input type="text" value="I want to..."/>
Sample Library (US)	<input type="text" value="I want to..."/>



Navigating Portfolio Manager

Property level view



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

Bernal Office Building

110 Hibiscus Lane, San Antonio, TX 78213 | [Map It](#)
Portfolio Manager Property ID: 1694151
Year Built: 1990
[Edit](#)

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

ENERGY STAR Score (1-100)
Current Score: 89
Baseline Score: 48

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

Notifications (1)
[Bernal Office Building - Sharing request sent to Chris Weatherly](#) | [Cancel](#) | [Clear](#)

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

Source EUI Trend (kBtu/ft²)

Year	Source EUI (kBtu/ft ²)
Dec 2009	525.8
Mar 2017	185.0

Metrics Summary [Change Time Period](#)

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

Check for Possible Data Errors
Run a check for any 12-month time period to see if there are any possible errors found with your data.
[Check for Possible Errors](#)



Navigating Portfolio Manager

4 portfolio level tabs



7 property level tabs

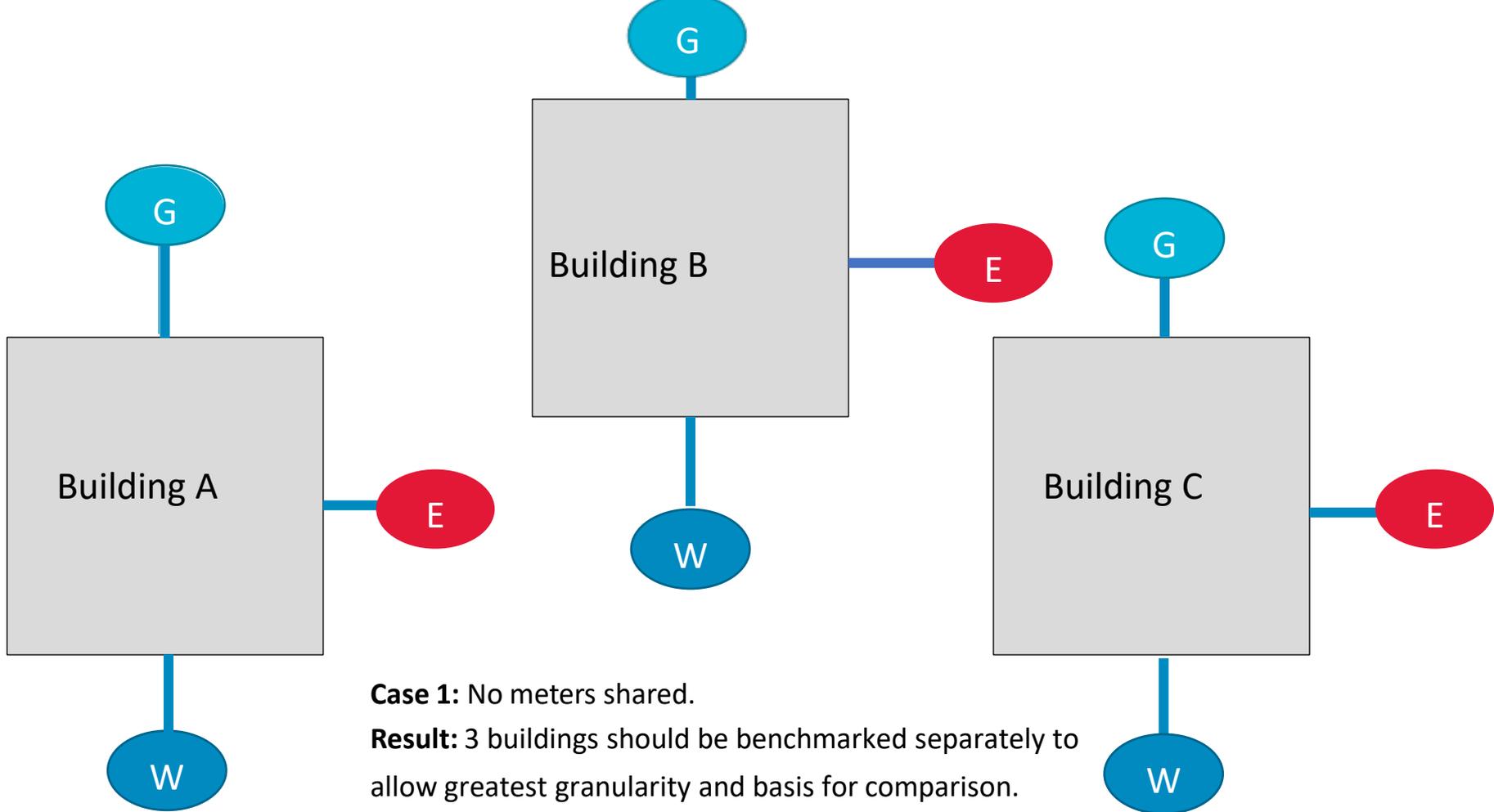


Intuitive navigation – multiple ways to get to the same place



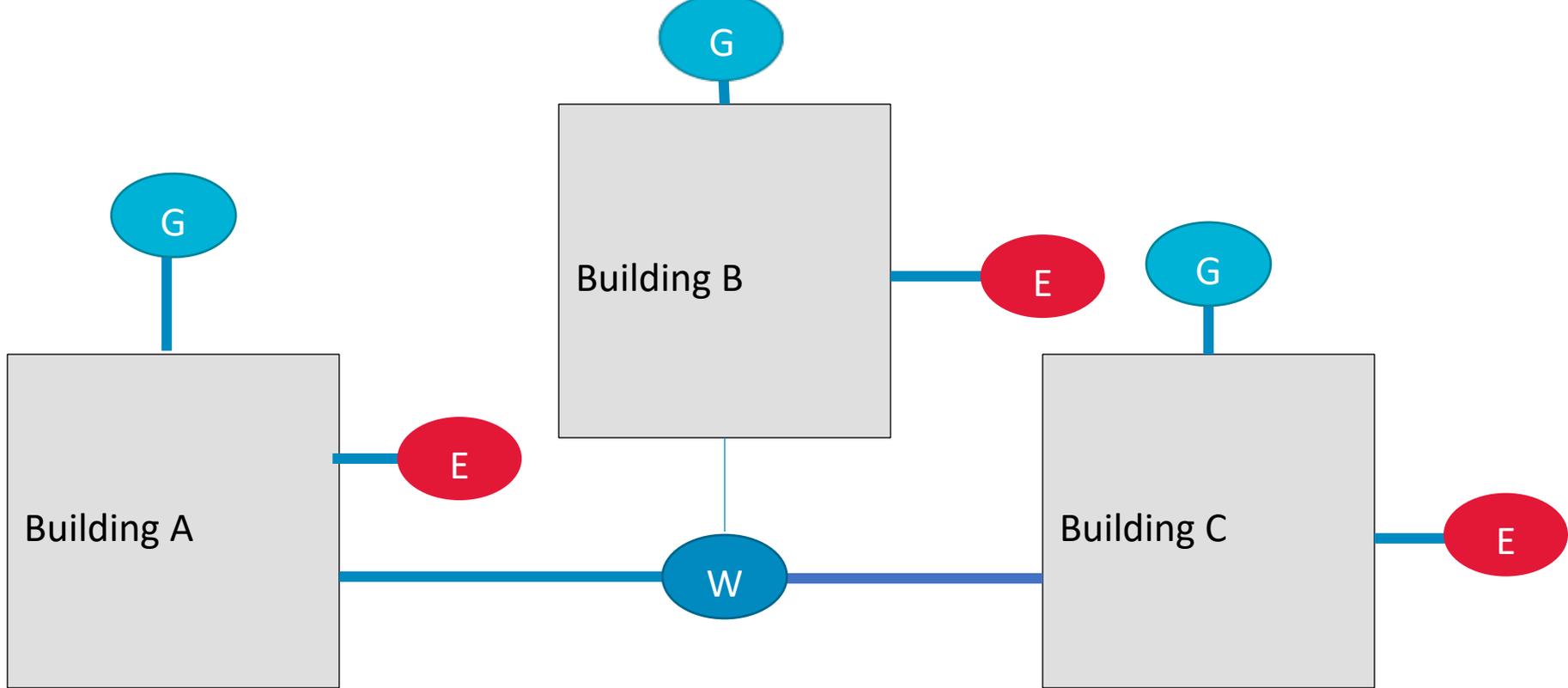
Identify Your Properties

- 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.



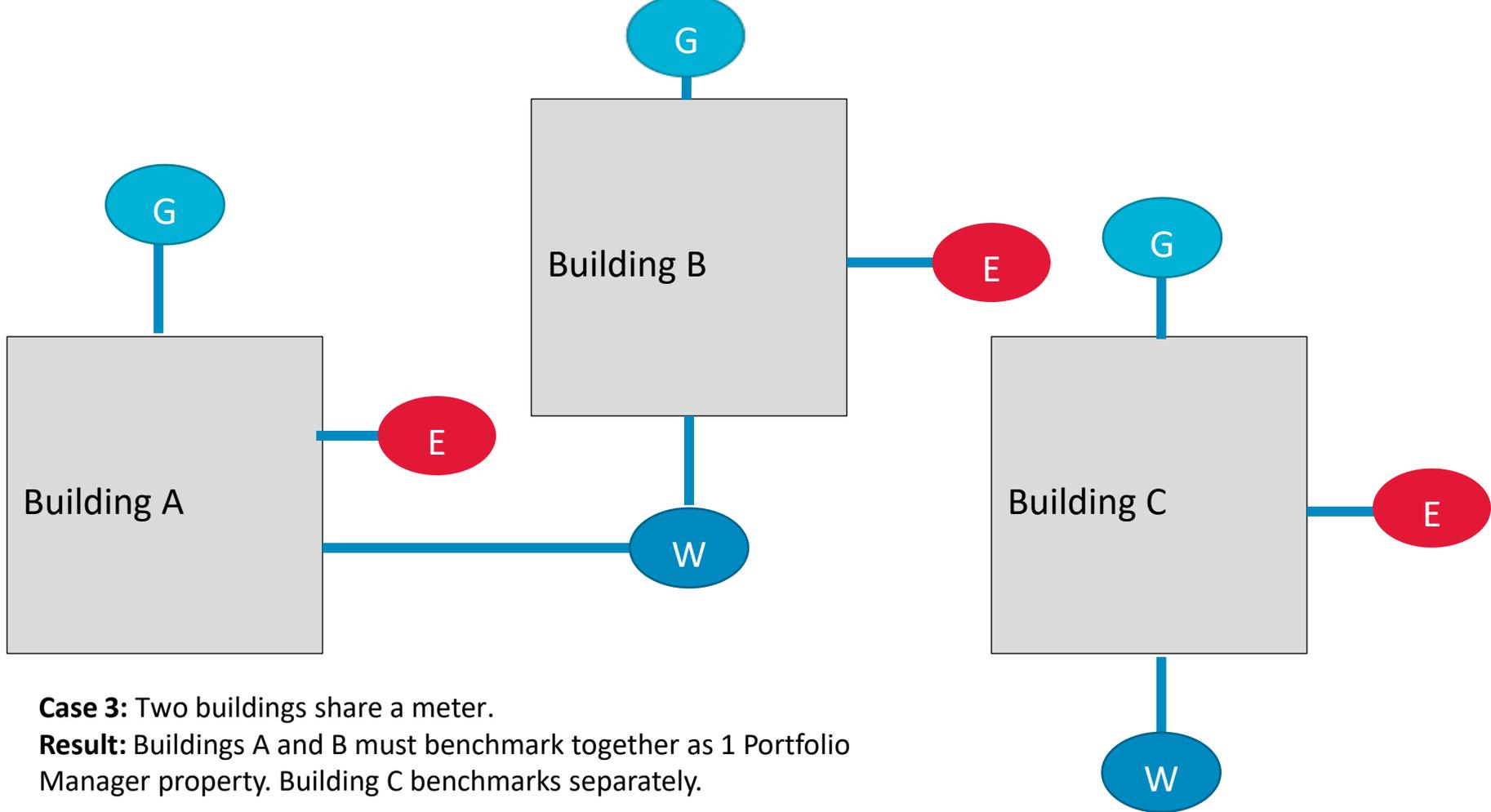
Case 1: No meters shared.

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





Add a Property

The screenshot shows the ENERGY STAR Portfolio Manager dashboard. At the top left is the ENERGY STAR logo. The main header reads "ENERGY STAR® PortfolioManager®". Below this are four tabs: "MyPortfolio" (selected), "Sharing", "Reporting", and "Recognition".

The "MyPortfolio" section contains a box titled "Properties (14)" with a blue "Add a Property" button. Below this is a "Source EUI Trend (kBtu/ft²)" line graph. The y-axis ranges from 200 to 400. The graph shows a downward trend from approximately 350 to 250 over five data points.

On the right side, there is a "Notifications (7) View" section with two entries: "Bernal Office Bu" and "Heinlein Office E", each with a share icon. Below this is a "Properties (14) (Cou" section.



Add a Property: Existing Property

ENERGY STAR®
ENERGY STAR PortfolioManager®

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

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Property type

Number of buildings

Existing property

ACME BANK

Your Property Type

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

Select a property type

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

None: My property is part of a building

One: My property is a single building

More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project: My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

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

Tip

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

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started! [Cancel](#)



Enter Basic Property Information

 ENERGY STAR®
PortfolioManager®

Welcome ekatezayl

Set Up a Property: Basic Property Information

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

About Your Property

Name:

Country:

Street Address:

City/Municipality:

State/Province:

Postal Code:

[Year Built:](#)

Gross Floor Area: [Temporary Value](#)

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

[Irrigated Area:](#) %

[Occupancy:](#) %



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”

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town: ID:

Standard ID - County/District: ID:

Standard ID - State/Province: ID:

Standard ID - Other: ID:

[+ Add Another](#)

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:O7 fx 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/coveredbbuildingslist21>



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

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



Back

Continue

[Cancel](#)



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.



Add Another Type of Use

Building Use / [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.

Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, and stairwells.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	12,000 <input type="text"/> Sq. Ft. <input type="button" value="↓"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
Number of Cash Registers	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
Number of Computers	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
Number of Open or Closed Refrigeration/Freezer Units	<input type="text"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
Length of All Open or Closed Refrigeration/Freezer Units	<input type="text"/> Ft. <input type="button" value="↓"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
★ Number of Walk-in Refrigeration/Freezer Units	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
Area of All Walk-in Refrigeration/Freezer Units	<input type="text"/> Sq. Ft. <input type="button" value="↓"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
★ Cooking Facilities	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
★ Percent That Can Be Heated	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> Use a default <input type="checkbox"/>	1/1/1992 <input type="button" value="📅"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.



Enter Property Use Details

▼ Building Use [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.

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Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	<input type="text" value="12,000"/> <input type="button" value="Sq. Ft. ↓"/>	<input type="text" value="1/1/1992"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1992"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1992"/>	<input type="checkbox"/>

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





Property Summary Tab

MyPortfolio | Sharing | Reporting | Recognition

Center for Energy and Environment - St. Paul

1754 University Ave W, Saint Paul, MN 55104 | [Map It](#)

Portfolio Manager Property ID: 4280532

Year Built: 1948

[Edit](#)

[Apply for ENERGY STAR Certification](#)

[Change Metric](#)

ENERGY STAR Score (1-100)

Current Score: 94

Baseline Score: 94

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

Basic Information

Construction Status:
Existing property that is one single building

Property GFA - Self-Reported:
11,710 Sq. Ft.

Occupancy:
100% [Edit](#)

Property Uses and Use Details

[View as Diagram](#) | Add Another Type of Use [Add](#)

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Office	11,710 ft ²	I want to... <input type="text"/>

Property GFA (Buildings): 11,710 (used to calculate EUI)

Property GFA (Parking): 0

[To add multiple uses and buildings to this property, you can use this spreadsheet template to upload your information.](#)

Unique Identifiers (IDs)

Portfolio Manager ID:
4280532

Custom IDs: None

Standard IDs: 1 [view](#)

You can select from Portfolio Manager's standard IDs to provide information to others in data requests. Or you can create up to three Custom IDs so that you can cross-reference your property in other systems. [Edit](#)

Property GFA by Use

Office: 100%

Property Type

Property Type - Self-Selected:
Office [Edit](#)

Property Type -Portfolio Manager-Calculated:
Office

The Portfolio Manager-Calculated Property Type is used for your metrics (except for Mixed Use properties). Learn more about property types.

My Portfolio is on the Details Tab



Your EBC ID is listed as the Standard ID





Campus Configurations



Year Built: 1950

[Edit](#)

Baseline: [N/A](#)

Summary

Details

Energy

Water

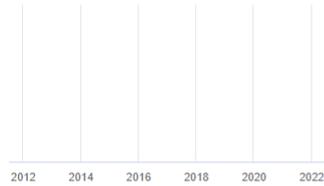
Waste & Materials

Goals

Design

[Refresh](#) to see **Source EUI** Trend

[Change Metric](#)



[Change Metrics](#)

[Change Time Periods](#)

Metrics Summary

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total (Location-Based) GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Data Quality Checker

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](#)

Individual Buildings on this Property (0)

[Add a Building](#)



More About Individual Buildings

This property is a multi-building property, and you haven't added any individual buildings. This is optional. You don't have to add individual buildings unless you

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!



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>



Navigate to Your Property

Portfolio level view



Click on your property



ENERGY STAR® PortfolioManager®

Welcome thenec: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

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

Properties (5) [Add a Property](#)

[Refresh](#) to see [Source EUI Trend](#)
[Change Metric](#)

2012 2014 2016 2018 2020 2022

Dashboard

It has been over 90 days since you last refreshed "Energy Highlights." Please [refresh](#) to see your current metrics.

View All Properties (5) | Energy Highlights | [Refresh Metrics](#)

[Add/Edit/Delete Groups](#) | [Add/Edit/Delete Views](#)

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
Campus Multifamily Housing Test 20645366				
Center for Energy and Environment - St. Paul 4280532				
Convenience Store 10791063				
test 26698460				

First Previous Page 1 of 1 Next Last 100 View 1 - 5 of 5

Properties (5) (Count includes 1 child properties. Expand carets to view.)

Manage Portfolio

[Transfer ownership](#) of a property that you manage to another Portfolio Manager user.

[Upload and/or update multiple](#)



Add a Meter in the Water Tab

MyPortfolio | Sharing | Reporting | Recognition

Supermarket A-1
1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 5939575
Year Built: 1992
[Edit](#)

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

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

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

Water Use Intensity
Current WUI: **N/A**
Baseline WUI: **N/A**

Water Meters - Used to Compute Metrics (0)
[View as a Diagram](#)

Add A Meter

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

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

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

Get Started Setting Up Meters for 1265 Eleanor Avenue St Paul

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters b spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of you finally, you can hire an organization that exchanges data to update your energy data automatically.



Your Property's Water Usage

What kind of [water](#) do you want to track? Please select all that apply.

- Municipally Supplied Potable Water
 - Indoor
 - How Many Meters?
 - Outdoor
 - Mixed Indoor/Outdoor
- Municipally Supplied Reclaimed Water
- Well Water
- Other:



[Get Started!](#)

[Cancel](#)



Add Meter Details and Create

1. Select "CCF"
as the unit

About Your Meters for 1265 Eleanor Avenue St Paul

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.

1 Water Meter for 1265 Eleanor Avenue St Paul (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name
<input type="checkbox"/>	Potable Indoor M	Potable Indoor ▼		ccf (hundred c ▼)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

[✖ Delete Selected Entries](#)
[+ Add Another Entry](#)

Back

2. Enter year built or
1900 if unknown

3. Click "Create
Meters"

Create Meters

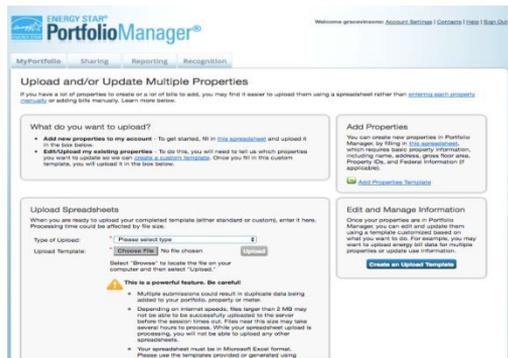
[Cancel](#)



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



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

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

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

Make Checks Payable to 'SPRWS'

Service Address
2173 WAUKON AVE
ST. PAUL

Due Date **January 04, 2020**

Please Pay This Amount **\$299.12**

Enter Amount Enclosed

2173 WAUKON AVE
SAINT PAUL MN 55119-3574

544257032512200000299129



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

SAINT PAUL REGIONAL WATER SERVICES

[About Infinity.Link](#)
Why Infinity Link?
First Time Users

[Online Services](#)
Make a One Time Payment

[What's my water Service Line made of?](#)

If you are using Internet Explorer version 11, please turn on compatibility settings for this web site.

We'd love to hear your feedback!
Please let us know how we are doing by taking part in [this customer survey](#).
This survey is being conducted by a third party and all answers will remain confidential and anonymous.

Billpay
[Login or Register](#)
[Return to SPRWS home page](#)

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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 Entry](#)
- [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
<input type="checkbox"/>	09/12/2019	12/13/2019	36	<input type="text"/>	<input type="checkbox"/>

[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

▼ Potable Indoor Meter

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
<input type="checkbox"/>	9/12/2019	12/13/2019	36		<input type="checkbox"/>
Please enter the usage for every meter entry.					
<input type="checkbox"/>	<input type="text" value="12/13/2019"/>	<input type="text" value="01/13/2020"/>	<input type="text" value="40"/>	<input type="text"/>	<input type="checkbox"/>

[X Delete Selected Entries](#)
[+ Add Another Entry](#)
[📄 Learn how to copy/paste](#)

Upload data in bulk for this meter:

i 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](#).

No file chosen

[Cancel](#)



Add Meter Data by Spreadsheet

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

▼ Monthly Entries

Display Year(s):

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

[Click to add an entry](#)

- [X Delete Selected Entries](#)
- [+ Add Another Entry](#)
- [📄 Learn how to copy/paste](#)
- [X Delete ****ALL**** Meter data for this meter](#)

Upload data in bulk for this meter:

-  Use this [single-meter spreadsheet](#) to:
- Upload the completed file below
 - [Copy and Paste the data into the table above](#)



Click "single-meter spreadsheet"

No file chosen



Input Water Billing Data into Excel Spreadsheet

	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		18	\$201.83	No
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

Monthly Entries

Display Year(s):

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

[Click to add an entry.](#)

[X Delete Selected Entries](#)
[+ Add Another Entry](#)
[📄 Learn how to copy/paste](#)
[X Delete ***ALL*** Meter data for this meter](#)

Upload data in bulk for this meter:

Chose file and upload

Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- [Copy and Paste the data into the table above](#)

No file chosen

[Cancel](#)



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:

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

▾ Monthly Entries

Display Year(s):

	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 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.

<input type="checkbox"/>	12/15/2021	1/14/2022	21	205	<input type="checkbox"/>	5/1/2023 thenec
<input type="checkbox"/>	1/15/2022	2/14/2022	21	205	<input type="checkbox"/>	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)

[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](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Potable Indoor Meter 34823455	Potable Indoor
<input checked="" type="checkbox"/>	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

MyPortfolio | Sharing | Reporting | Recognition

Supermarket A-1

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

Not eligible to apply for ENERGY STAR Certification

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

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

Meter Summary

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

[Add A Meter](#)

Current Energy Date
Not Available

[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

[Add A Meter](#)

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

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

i Four Ways to Enter Bill Data

1. Manually



Choose Types of Meters to Create

Create all applicable meters

Do not create District Energy meters if using portal

Get Started Setting Up Meters for Supermarket A-1

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted 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 meters and enter bill data. And 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
 - generated onsite with my own solar panels
 - generated onsite with my own wind turbines
- Natural Gas
 - How Many Meters?
- Propane
- Fuel Oil (No. 2)
 - How Many Meters?
- Diesel
- District Steam
- District Hot Water
- District Chilled Water

Don't see your energy sources?

[+ See more energy sources?](#)

Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Entering Your Meters in Bulk

For advanced users, you may prefer to use the upload tool to [set up all of your meters with one click](#)

Automate Your Meter Entries

If you have a lot of meters, you may want to consider hiring an organization that exchanges data to automatically update your energy consumption. [Learn more](#)



Your Property's Water Usage

What kind of [water](#) do you want to track? Please select all that apply.

- Municipally Supplied Potable Water
- Municipally Supplied Reclaimed Water
- Alternative Water Generated On-Site:
- Other:



Input Meter Units and Dates

About Your Meters for Bernal Office Building

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.

2 Energy Meters for Bernal Office Building (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	Natural Gas	Natural Gas				<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

0 IT Energy Meter for Bernal Office Building (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
--------------------------	------------	------	------------	-------	--------------------------	---------	----------------------------

[Delete Selected Entries](#)
[Add Another Entry](#)

- ccf (hundred cubic feet)
- cf (cubic feet)
- Cubic meters
- GJ
- kBtu (thousand Btu)
- kcf (thousand cubic feet)
- MBtu (million Btu)
- MCF (million cubic feet)
- therms

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

Back

Create Meters

Cancel



Once Meters are Created, Click Continue

Expand
meter by
clicking
arrow

 ENERGY STAR®
PortfolioManager®

Welcome Kaye Lynch-Sparks: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

Your Meter Entries for Supermarket A-1

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

3 Energy Meter(s) for Supermarket A-1

- ▶ Natural Gas [Edit](#)
- ▶ Fuel Oil (No. 2) [Edit](#)
- ▶ Electric Grid Meter [Edit](#)

[Back](#) [Continue](#) [Cancel](#)

Follow Us    

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)



Add to Total Consumption for reporting

MyPortfolio

Sharing

Reporting

Recognition

Your meter entries have been added to your meters!

Select Energy Meters to Include in Metrics

Tell us which meters to include when calculating the Energy metrics for [Supermarket A-1](#) so that we can provide you with the most accurate metrics possible.

Summary

3

Please tell us what your meters represent.



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.](#)



Energy Meters

Select all meters to be included in your Energy metrics. (Hint: All meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Fuel Oil (No. 2) 30521002	Fuel Oil (No. 2)
<input checked="" type="checkbox"/>	Natural Gas 30521001	Natural Gas
<input checked="" type="checkbox"/>	Electric Grid Meter 30521003	Electric - Grid

Total of 3 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [Supermarket A-1](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Supermarket A-1](#) (a single building).

Apply Selections

Cancel



Energy Meters Tab: Meters Added and Displayed

MyPortfolio | Sharing | Reporting | Recognition

Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

Supermarket A-1
1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 5939575
Year Built: 1992
[Edit](#)

Not eligible to apply for ENERGY STAR Certification

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

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

Meter Summary
3 Energy Meters Total
3 - Used to Compute Metrics
[Add A Meter](#)
Current Energy Date
Not Available
[Enter Your Bills](#)

Meters - Used to Compute Metrics (3)
[Change Meter Selections](#)
[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter 30521003	Electric - Grid		Yes
Fuel Oil (No. 2) 30521002	Fuel Oil (No. 2)		Yes
Natural Gas 30521001	Natural Gas		Yes

[Download Annual Totals by Meter](#)

Notification

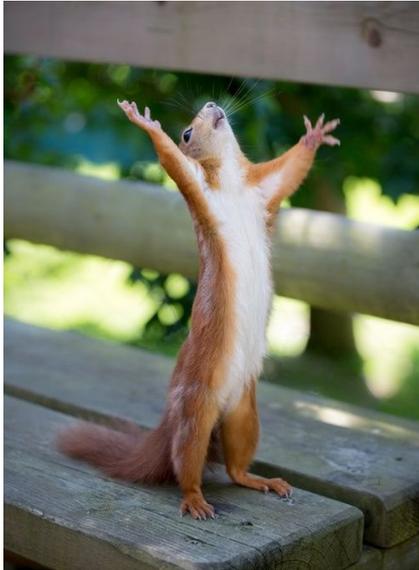


Steps to Benchmark and Comply

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 | Program Manager

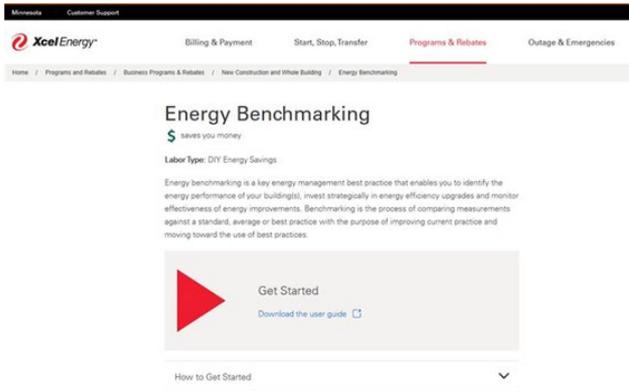
Charlie Geaves | Program Assistant

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

My Contacts

This is where you keep track of your contacts and/or organizations (i.e. people or companies, Registered Architects, or others with whom you share information). You can add anyone a and you can share your properties & reports with any of your *connected* contacts. You can also manage accounts and sending a connection request.

Share Edit Delete **Add Contact** Add Organization

XCEL ENERGY BENCHMARKING

4. In the Username field enter
XCELENERGYWEBSERVICES

5. Click search

6. Click connect on the next page

In the “Contacts” link

Find Contact in Portfolio Manager

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

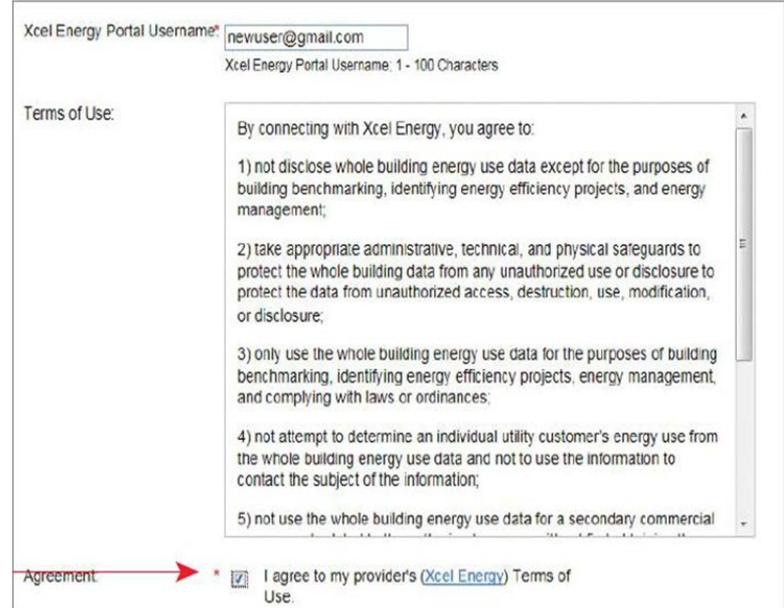
XCEL ENERGY BENCHMARKING

1. Enter Xcel Energy Portal Username

- (email address you just used)

2. Accept the Terms of Use

3. Click “Send Connection Request”



Xcel Energy Portal Username:
Xcel Energy Portal Username, 1 - 100 Characters

Terms of Use:

By connecting with Xcel Energy, you agree to:

- 1) not disclose whole building energy use data except for the purposes of building benchmarking, identifying energy efficiency projects, and energy management;
- 2) take appropriate administrative, technical, and physical safeguards to protect the whole building data from any unauthorized use or disclosure to protect the data from unauthorized access, destruction, use, modification, or disclosure;
- 3) only use the whole building energy use data for the purposes of building benchmarking, identifying energy efficiency projects, energy management, and complying with laws or ordinances;
- 4) not attempt to determine an individual utility customer's energy use from the whole building energy use data and not to use the information to contact the subject of the information;
- 5) not use the whole building energy use data for a secondary commercial

Agreement I agree to my provider's (Xcel Energy) Terms of Use.

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

MyPortfolio **Sharing** Reporting Recognition

Share (or Edit Access to) Properties

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them. If you have already shared properties, you can also use this form to edit people's access to your properties.

1 Select Properties
We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?
- Select Number of Property(ies) -

2 Select People (Accounts)
Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.
Select contacts from my contacts book:
Energy Insight MFBE (CPXE_Multifamily)
TEST_XCEL_ENERGY (xcelenergywebservices)
Xcel Energy (XCELENERGYWEBSERVICES)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your **connected contacts** appear in this list.

3 Choose Permissions
If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions, select the 2nd option.
 Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).
 Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.

4 Continue [Cancel](#)

Sharing with Accounts
In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your connection request, they will show up on the list to the left.

Exchanging Data with Web Service Providers?
If you need to share your property(ies) with a Web Service Provider or Utility, use the "Set Up Web Services/Data Exchange" page.

Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights
Read Only - Automatically does NOT include "Share Forward" rights
Custom - You decide, along with the individual permissions for property, meter, goats and recognition permissions.
Exchange Data - You decide, along with the individual permissions for property, meter, goats and recognition permissions.

XCEL ENERGY BENCHMARKING

1. Select the 'Exchange Data' bullet

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Who gets to Share Forward?

- Full Access** - Automatically includes "Share Forward" rights
- Read Only** - Automatically does NOT include "Share Forward" rights
- Custom** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
- Exchange Data** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
3201 Girard Ave- Test (14718982)	<input type="radio"/>				
Xcel Energy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

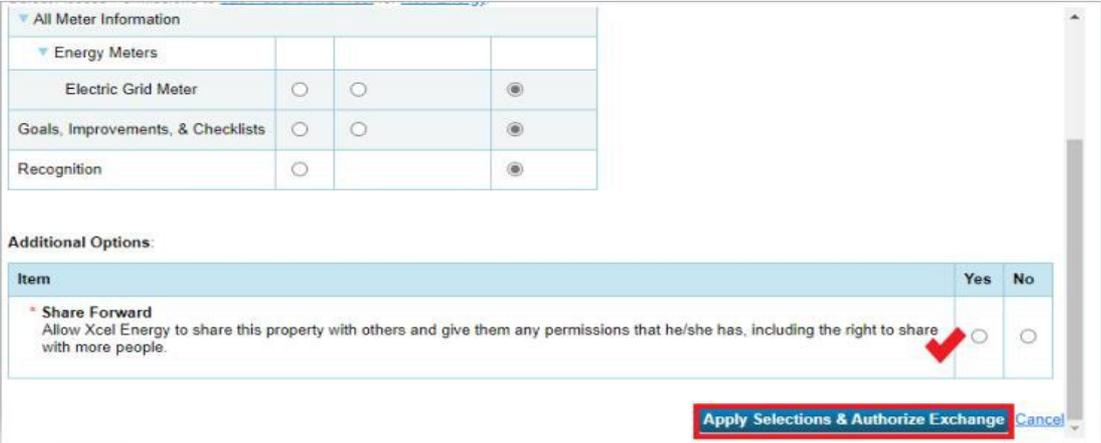
Share Property(ies) [Cancel](#)

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

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ All Meter Information			
▼ Energy Meters			
Electric Grid Meter #1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Electric Grid Meter #2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Recognition	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

XCEL ENERGY BENCHMARKING

1. Select 'Yes' or 'No' on "Share Forward"
2. Click 'Apply Selections & Authorize Exchanges'
3. Click 'Share Property(ies)' on the next screen



The screenshot displays a web interface for Xcel Energy Benchmarking. It features a table under 'All Meter Information' with columns for 'Energy Meters', 'Goals, Improvements, & Checklists', and 'Recognition'. Below this is an 'Additional Options' section with a table for 'Share Forward'.

All Meter Information			
Energy Meters			
Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Recognition	<input type="radio"/>		<input checked="" type="radio"/>

Additional Options:

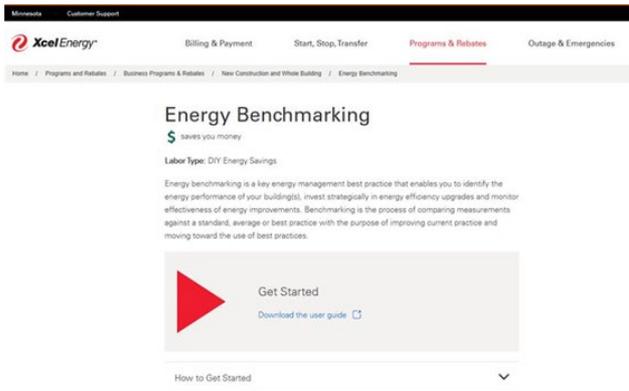
Item	Yes	No
* Share Forward Allow Xcel Energy to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Apply Selections & Authorize Exchange Cancel

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





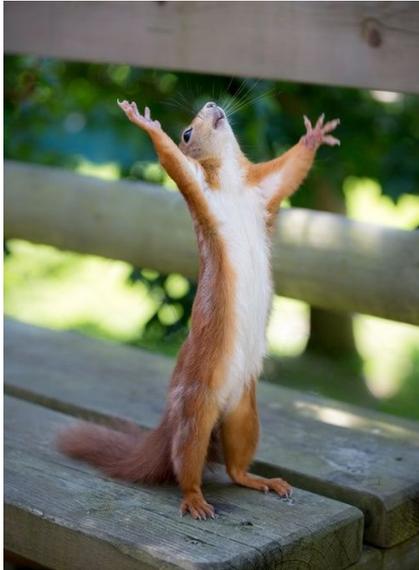
District Energy St. Paul

- 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!



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**



Double Check EBC ID is On Details Tab

My Portfolio is on the Details Tab



Your EBC ID is listed as the Standard ID



MyPortfolio | Sharing | Reporting | Recognition

Center for Energy and Environment - St. Paul

1754 University Ave W. Saint Paul, MN 55104 | [Map It](#)
Portfolio Manager Property ID: 4280532
Year Built: 1948 | [Edit](#)

[Apply for ENERGY STAR Certification](#) | [Change Metric](#)

ENERGY STAR Score (1-100)
Current Score: 94
Baseline Score: 94

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

Basic Information
Construction Status: Existing property that is one single building
Property GFA - Self-Reported: 11,710 Sq. Ft.
Occupancy: 100% [Edit](#)

Property Uses and Use Details
[View as Diagram](#) | Add Another Type of Use [Add](#)

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Office	11,710 ft ²	I want to... <input type="text"/>
Property GFA (Buildings):		11,710 (used to calculate EUI)	
Property GFA (Parking):		0	

ⓘ To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Unique Identifiers (IDs)
Portfolio Manager ID: 4280532
Custom IDs: None
Standard IDs: 1 [view](#)

ⓘ You can select from Portfolio Manager's **standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross-reference your property in other systems. [Edit](#)

Property GFA by Use

Property Type
Property Type - Self-Selected: Office [Edit](#)
Property Type - Portfolio Manager-Calculated: Office

ⓘ The **Portfolio Manager-Calculated** Property Type is used for your metrics (except for Mixed Use properties). [Learn more about property types.](#)



Run Data Quality Checker

Summary Details Energy Water Waste & Materials Goals Design

[Refresh](#) to see [Source EUI Trend](#)
[Change Metric](#)

[Change Metrics](#)
[Change Time Periods](#)

Metrics Summary

Metric	Dec 2022 (Water Baseline)	Dec 2022 (Water Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total (Location-Based) GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	177.3	177.3	0.00 (0.00%)
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Data Quality Checker

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](#)

Summary tab

Run Data Quality Checker

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a [Metric Year](#)). Select a [Year Ending Date](#) and click "run checker" to see possible data issues.

Year Ending: Dec 31 2022 [Run Checker](#)



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

Submit your property's benchmarking data here!

Report your building's full data (recommended)

To comply with the benchmarking ordinance, you may choose between two compliance pathways. Both compliance pathways take the same amount of time to complete. Choosing the full disclosure pathway (above) allows the City to provide personalized support, deliver building score cards, and recognize your leadership. The full disclosure compliance pathway submits all building, energy, and water data to the City, while the partial disclosure compliance pathway (below) only submits the building characteristic data.

Benchmark with partial disclosure

Learn more, visit our [Energy Benchmarking Ordinance](#) page.



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

portfoliomanager.energystar.gov/pm/login.html

Calendar CEE Dashboard Google Maps My Drive - Google... WifiConnect 2019cor



Welcome to Portfolio Manager

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

Username: *

Password: *

[I forgot my password.](#)
[I forgot my username.](#)

Sign In

Create a New Account



Complete this form to respond to the "Data Request:Minnesota Cities Efficient Buildings Collaborative 2023" for Efficient Buildings Collaborative. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: Data Request:Minnesota Cities Efficient Buildings Collaborative 2023

from Efficient Buildings Collaborative (Hennepin County)

About this Data Request

Data Requested By: Efficient Buildings Collaborative

Instructions: Please ensure you have entered your MN Efficient Buildings Collaborative ID and run the Data Checker before submitting your energy and water* use. A full compliance checklist is available within the For Building Owners section at <https://www.hennepin.us/benchmarking>.

*Water data is required to be reported only in certain cities. Please review the city specific requirements at <https://www.hennepin.us/benchmarking>.

For help, contact: Efficient Buildings Collaborative at ebchelp@hennepin.us or (866) 614-7542

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

Also see the [How to Respond to Data Requests](#) guide.

About Your Response

Who is this data being submitted on behalf of?

- myself
 someone else

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

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: *

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

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.

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.

[Cancel](#)



Select Properties to Report

Select Properties

Search:

<input type="checkbox"/>	Name	Part of Larger Property	Property Type	State/Province
<input type="checkbox"/>	Apartment 1	Campus Multifamily Housing Test	Bank Branch	MN
<input type="checkbox"/>	Campus Multifamily Housing Test	Campus Multifamily Housing Test	Office	MN
<input type="checkbox"/>	Center for Energy and Environment - St. Paul	Not Applicable: Single Building	Office	MN
<input checked="" type="checkbox"/>	Convenience Store	Not Applicable: Single Building	Convenience Store without Gas Station	MN
<input type="checkbox"/>	test	Not Applicable: Single Building	Multifamily Housing	AK

Filter Properties (5)

Filter by Property Type

- Bank Branch (1)
- Convenience Store without Gas Station (1)
- Multifamily Housing (1)

Filter by Construction Status

- Existing (3)
- Test (2)

Filter by State/Province

- Alaska (1)
- Minnesota (4)

Filter by Shared from

- None - My Properties (PDA) (5)

Scroll down to apply selection

Minnesota (4)

Filter by Shared from

- None - My Properties (PDA) (5)

Apply Selection [Cancel](#)



About Your Response

Who is this data being submitted on behalf of?

- myself
 someone else

Your Response

Select Information to Include:

Timeframe: *

 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.

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the 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"

3. Click 'Generate Response Preview'

[Generate Response Preview](#) [Cancel](#)



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](#)

4. Review alerts and correct errors.

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



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](#)

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	<ul style="list-style-type: none">I want to...I want to...Edit Properties and TimeframePreview ResponseDownload Preview in ExcelGenerate a New ResponseSend ResponseDelete Response
Data Request: Indianapolis Voluntary Benchmarking	Closed: 2/09/2024 12:00 PM	
Data Request: Minnesota Cities Efficient Buildings Collaborative 2022 (Request from EBC Help)		
Data Request: Minnesota Cities Efficient Buildings Collaborative 2023 (Request from Efficient Buildings Collaborative)	Closed: 9/05/2023 9:42 AM	
Data Request (NON-DISCLOSED) Minnesota Cities		

5. Click 'send response' and follow prompts



Finalize and Send Data Request from Efficient Buildings Collaborative (Hennepin County)

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

Select contacts from your contacts book:

Brady Steigauf (bsteigauf)
Katie Jones (katjana06)
Mark Hancock (MHANCOCKCEE)
Molly Janis Smith (thenec)
Thomas Howlett (thowlett)
Xcel Energy (XCELENERGYWEB)

To select multiple contacts, hold down your Control (CT)

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

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

- Excel
 XML

3 E-Sign your Data Response, then "Send Data"

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Efficient Buildings Collaborative with Hennepin County.

Your username:

Your password:

E-Sign Response

4 Send Data

By clicking Send Data, you will release data to Efficient Buildings Collaborative (Hennepin County). You will receive a confirmation email with a receipt and a copy of the data attached.

Send Data Cancel

About Releasing Your Data

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

About Signing Your Response

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

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

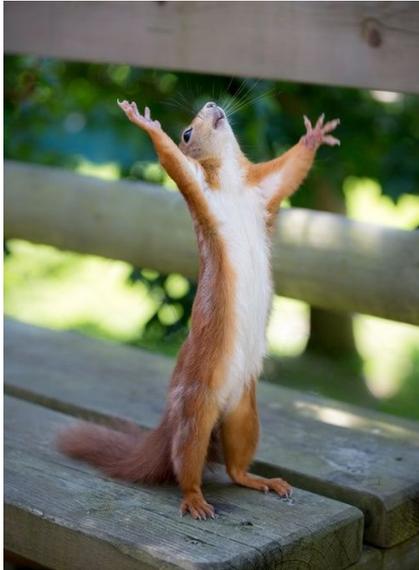


Breakout rooms: What do you need help with?

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



SAINT PAUL
MINNESOTA

STPAUL.GOV



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

Key Resources

With sufficient resources devoted to each component, the organization runs like a well-oiled machine and the process continues or accelerates.





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



BUILDING ENERGY REPORT CARD 2021 Saint Paul



Building Energy Performance Profile

SP1988

885 St. Paul Ave

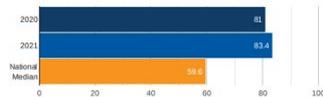
82,220 sq.ft.

Your Building's Energy Use Intensity (EUI)¹ **83.4** kWh/sq.ft.

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

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

Your building's EUI²



Energy Spending³

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[®]



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.



Next Steps

01 MAKE A PLAN

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.

02 TAKE ACTION

View Xcel Energy's [Cost Saving Programs](#), Xcel Energy 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.

03 GET RECOGNITION

You've improved the energy efficiency of your building; now it's time to celebrate. Check out the [EBC Tag](#) 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 fees 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>





Climate Dashboard

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

Saint Paul Climate Dashboard

Home About Categories Actions Indicators

Energy Use in Buildings / Energy Benchmarking Ordinance

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Progress On time

Not started Planning In process Completed

Timeline
Ongoing

Responsible organizations
PED

Climate Plan Key
LC-2. LC-2 Energy benchmarking requirement

Category
Energy Use in Buildings

Contact persons

 **Kurt Schultz**
Program Coordinator
City of Saint Paul
[Contact information](#)

Information updated 01/19/2024

627 Benchmarked properties
Using in total 10.58 million¹ MMBtu² equal to

 72,181 households

 45% of citywide building energy

 20% of citywide GHG emissions



Energize Saint Paul Partners



SAINT PAUL
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Business Review Council



DISTRICT ENERGY
ST. PAUL™





Now, let's answer more questions!

**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
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Thank you!



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