Elevate Buildings

BENCHMARKING GUIDE

Table of Contents
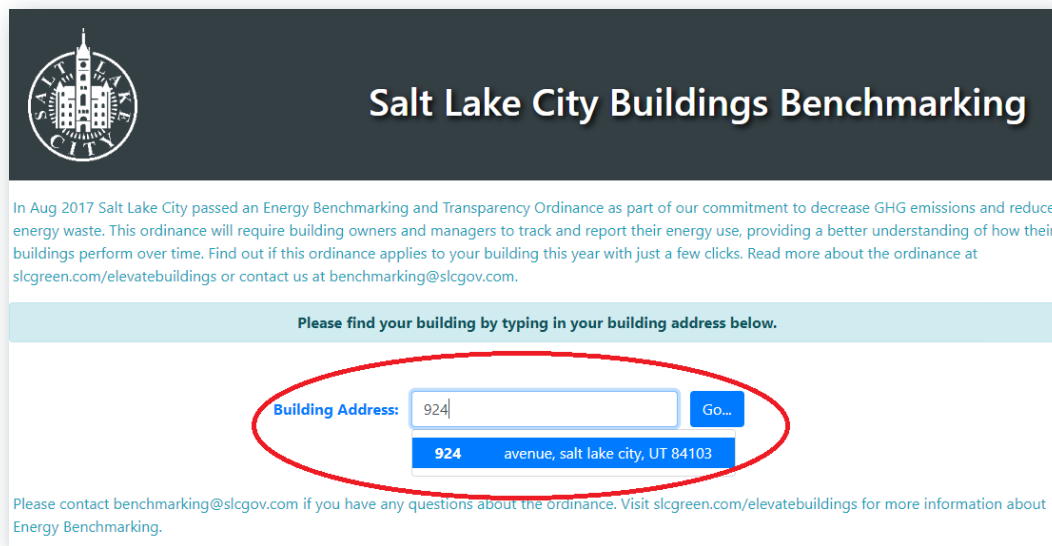
1 Your Unique Salt Lake City Standard ID and Contact Information

- Commercial buildings covered under Salt Lake City's Energy Benchmarking & Transparency Ordinance are assigned a **unique seven-digit Salt Lake City Standard ID**.

  This ID can be found by visiting www.slcbenchmarking.com and typing in your property address as it is written in your compliance notification, and then selecting it in the drop-down tab.
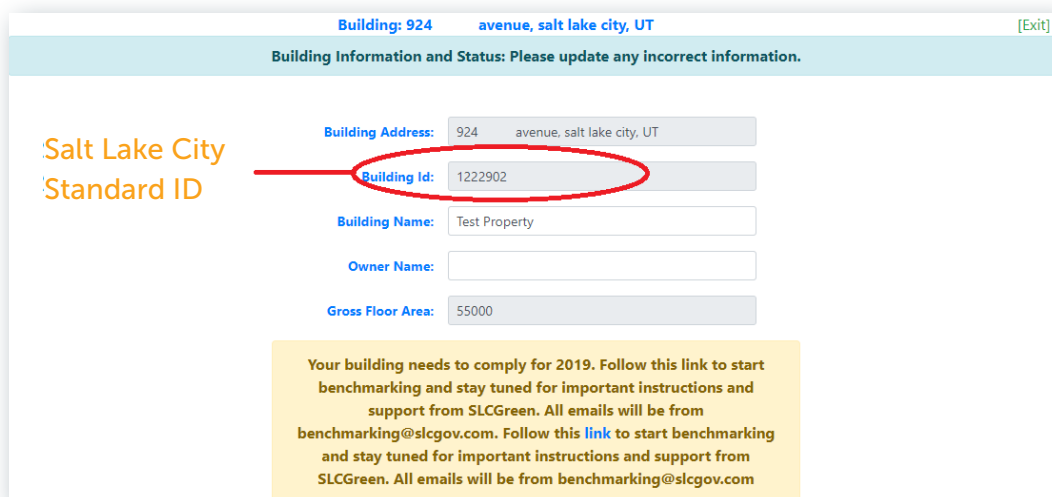
  *Note: Can't find your building? Contact benchmarking@slcgov.com or call 801-535-6477.

- When you have selected your property, you will see your **Salt Lake City Standard ID** in the **"Building ID"** field.

  *Note: It is important to add your Salt Lake City **Standard ID** into the **"Standard ID's"** section of your building's Portfolio Manager profile, as this is how your energy data will be uploaded to Salt Lake City records.

● As you scroll below, you will also find three fields in which to **update contact information** regarding your property: Owner Contact, Property Manager Contact, and Benchmarker Contact. To update the contact information, you must enter all fields and then click **"Update Contact."** By filling in this information, the Salt Lake City Sustainability Department will be able to send you email notifications regarding upcoming compliance dates and ordinance updates.

2 Setting up your Portfolio Manager Account

● If you're creating your Portfolio Manager account for the first time, visit https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager.

In the middle right-side of the homepage, you will see the login window. Select the blue link that says **"Register Now"**.

Here you will create a Username and Password for your account, as well as providing information about yourself as a user and your organization.

● When all of the required fields are updated, click the **"Create My Account"** button at the bottom of the screen.

❸ Adding a Property to your Portfolio Manager Account

● Under the **"My Portfolio"** tab of your home screen, click **"Add a Property"**.
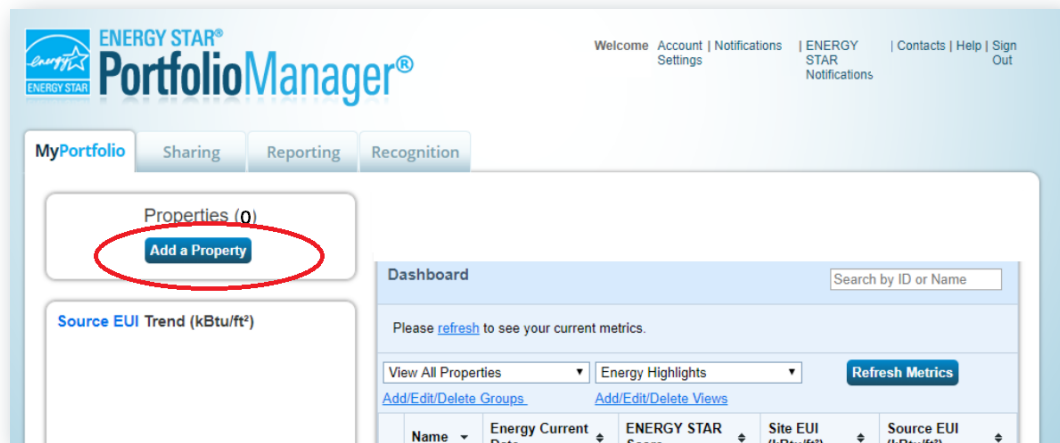
● From here, **select your property type** from the drop-down tab. *Note: Certain property types are not eligible for an ENERGY STAR score, and will instead receive an Energy Usage Intensity (EUI) metric.

Select the number of buildings representing this property. *Note: If your property is a campus of buildings that share one or more meters, see Portfolio Manager's instructions on profiling a campus here.

Select **"Existing"** under your property's construction status, and then click **"Get Started"**.

● From here, you will be able to enter necessary information about your property, such as year built, gross floor area, and occupancy—once completed, select **"Continue"**.

● On the next screen, you can enter more detailed information about your building, such as weekly operating hours, number of workers in the building, number of computers, and the percentage of the building space that can be cooled. This information is used to **calculate the ENERGY STAR score** of your building.

4 Adding Energy Meters to your Property

● In your property's profile, select the **"Energy"** tab and then click **"Add A Meter"**.
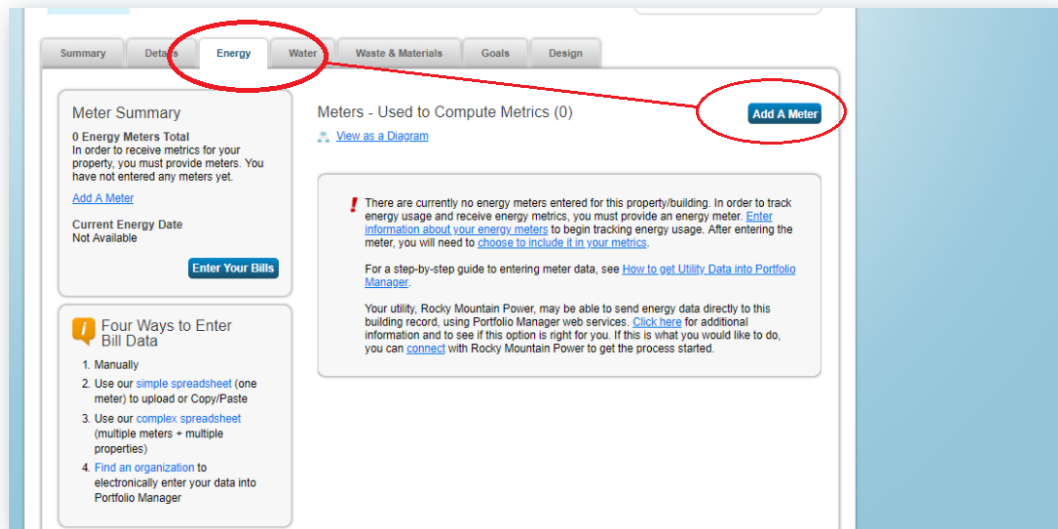
● For each meter you create, you will designate whether it is electric or natural gas.

Click **"Get Started!"**
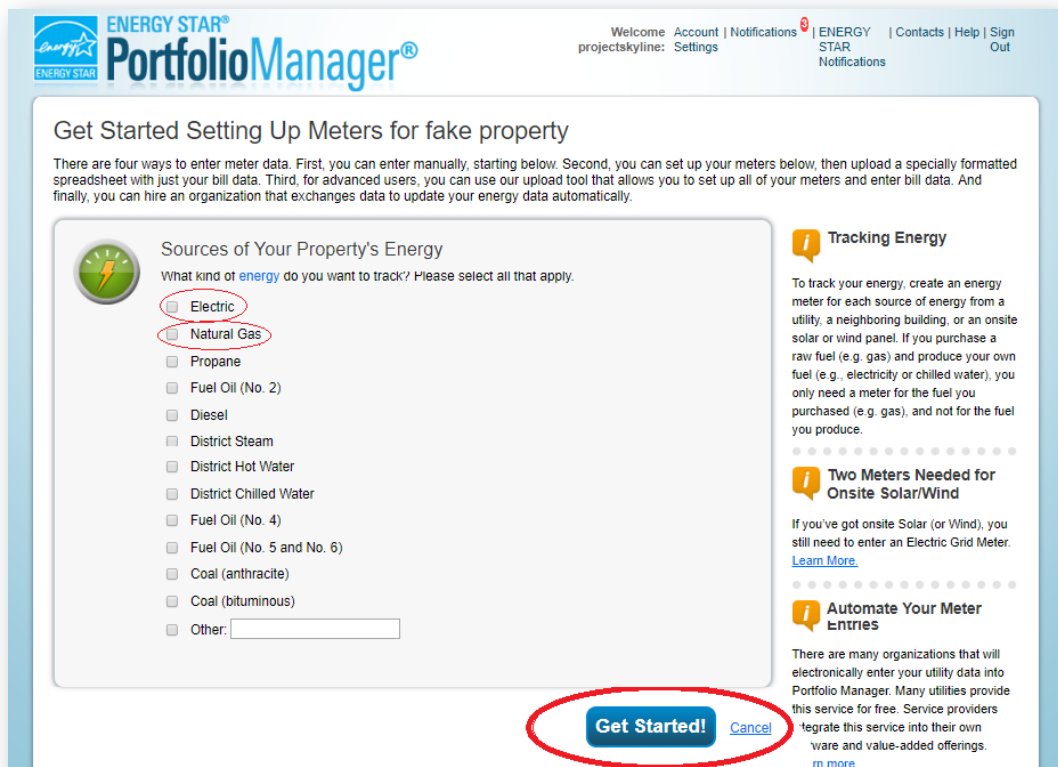
● Next, go to the **"About Your Meters"** table, select the **Units** field to show a drop-down menu.

Select a name for your meter under the **"Meter Name"** column.

*Note: If you plan to use automated energy benchmarking services for your building's profile (more on page 13), name your meters according to the meter number associated with your utility account.

● For **Electricity** meters, choose **kWh** (kilowatt hours).

For **Natural Gas** meters: If you are using your Dominion Billing statement, you will select the unit **Mbtu** (which is the same as DTH found on your Dominion bill). If you are using Dominion's Automated Business Benchmarking services, you will select the unit **Therms**.

● Under the **"Date Meter Became Active"**, select a date in which you intend to enter your first bill.

 Be sure that the **"In Use"** box has been checked for each active meter.

● Finally, click the **"Create Meters"** tab. Repeat this process for all active Electricity and Natural Gas meters in your building.

5 Entering your Energy Data

- There are **three ways** t**o enter energy data** into your building's profile on Portfolio Manager:
  1. Manual Entry
  2. Uploading a Spreadsheet
  3. Subscribing to free Automated Energy Benchmarking services made available by both Rocky Mountain Power and Dominion Energy. *Automated services are recommended for buildings with several meters and buildings with tenants who manage their own utility account.

1. Manual Entry of Energy Data

Select the meter you wish to enter energy consumption data for and select **"Click to add an entry."**

Input the **"Start Date"** and **"End Date"** information for each monthly entry, as well as the energy usage for that particular month.

*Note: You do not need to include information for **"Total Cost"**, **"Demand"**, or **"Demand Cost"** as part of Salt Lake City's benchmarking reporting.

Enter 12 full months of energy consumption information for the year in which you are reporting. When you are finished, click the **"Save Bills"** button at the bottom right of the screen.

*Note: If an entry begins after January 1st or ends before December 31st, you will want to add an additional entry before or after those dates to ensure that a full year of data is represented for the year in which you are reporting.

2. Uploading a Spreadsheet

If you choose, you may also organize your annual energy consumption data for your meters in a spreadsheet format that can be downloaded from Portfolio Manager.

Under the **"Monthly Entries"** tab at the bottom of the screen, click on the highlighted blue link that reads **"Spreadsheet Template"**.
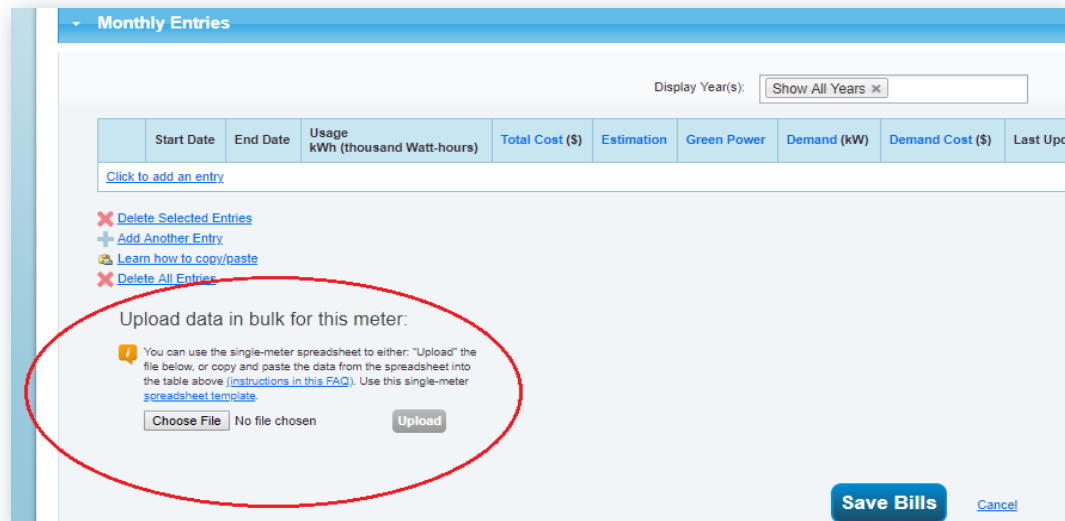
After you have downloaded the spreadsheet, enter the start dates, end dates, and energy usage for each monthly entry. *Note: You need to indicate if the entries are estimations (select **"yes"** or **"no"** in the drop down tab in Column E).
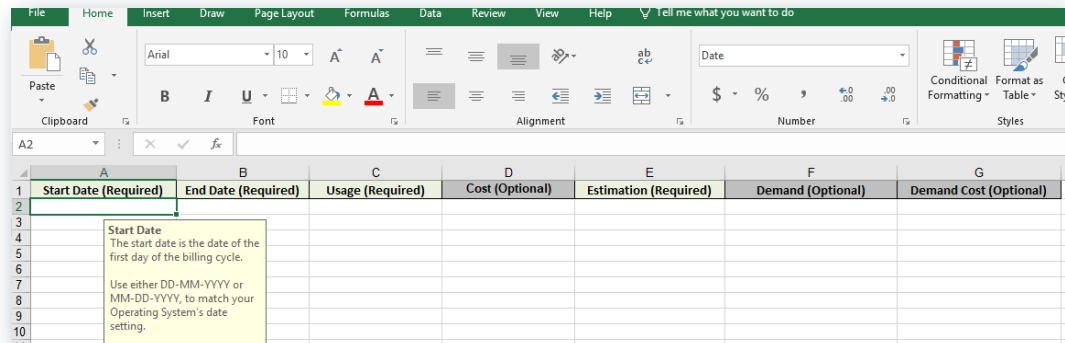
When the spreadsheet is complete with a **full year of energy data** for the year in which you are reporting, click on **"Choose File"**, select the spreadsheet file, and then select the **"Upload"** button).
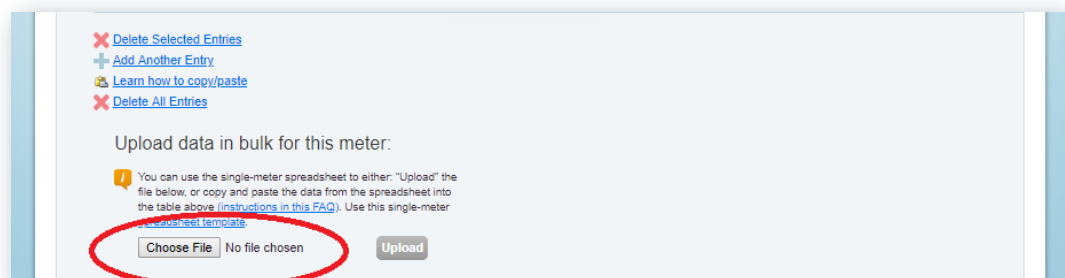
3. Automated Energy Benchmarking Services

Both Rocky Mountain Power and Dominion Energy offer free automated energy benchmarking services for commercial customers. When set-up and activated, these services will populate your building's Portfolio Manager profile with energy consumption data on a monthly basis. Automated services are ideal for buildings with multiple meters or tenants that manage their own meter accounts in your building.

Rocky Mountain Power

To request your **electric energy use data** from Rocky Mountain Power, obtain the tenant data release form, or ask questions, visit: https://www.rockymountainpower.net/savings-energy-choices/business/benchmarking.html

Rocky Mountain Power's automated data exchange will require that you set up an account in **Resource Advisor** and then connect the account to your Portfolio Manager account. Once your request has been processed, you will receive instructions via email to complete the connection.

Once the process is complete, both the energy meter and the aggregated data will automatically populate in the **Energy** tab of your Portfolio Manager account and will be updated monthly on an ongoing basis.
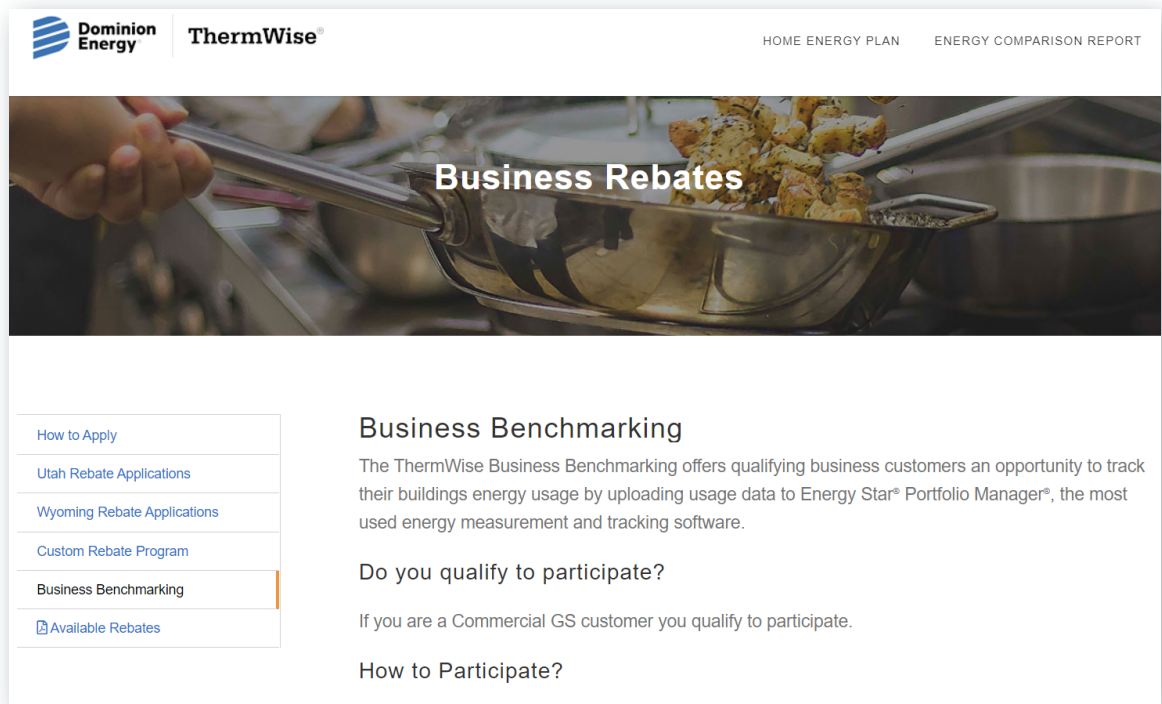
Dominion Energy

To request automated benchmarking services for your **natural gas meters**, visit Dominion Energy's Business Benchmarking page at: https://www.thermwise.com/business-benchmarking/

This service allows Dominion Energy's Commercial GS customers to enroll at within their Web Self Service online account and connect their Portfolio Manager account online.

6 Report your Data: Responding to Salt Lake City's Data Request

- At the beginning of each year, Salt Lake City posts a **Data Request** for the previous year's energy data (for example, in January 2019, a data request for 2018 energy data is posted on slcgreen.com/elevate).

  When your building's profile is populated with a full year of energy data, you may respond to the annual data request at any time **between January through the to annual May 1st** reporting deadline.

  *Note: Any building not reported by the May 1st deadline will not be in compliance for the reporting year until a response to Salt Lake City's data request has been submitted.

Verify that your Energy Data is Complete

- Your building's profile should contain full energy consumption data for the year that you're reporting.

  Click on the **"Energy"** tab in your building's profile and verify:
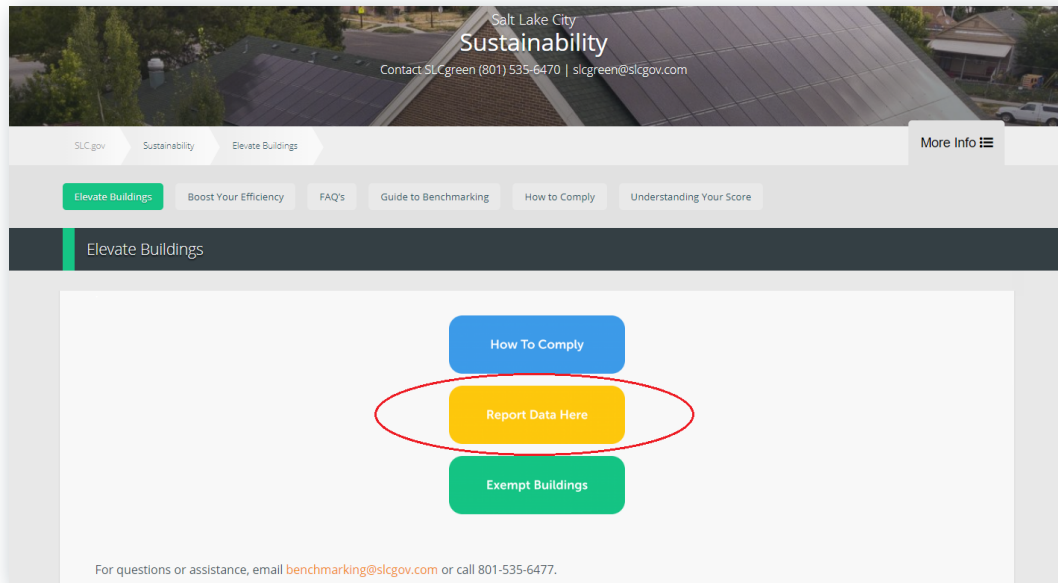   - All active energy meters in your building are included in your building's profile
    - All active energy meters have been selected to be included in your energy metrics
    - Energy meters have 12 full months of energy data
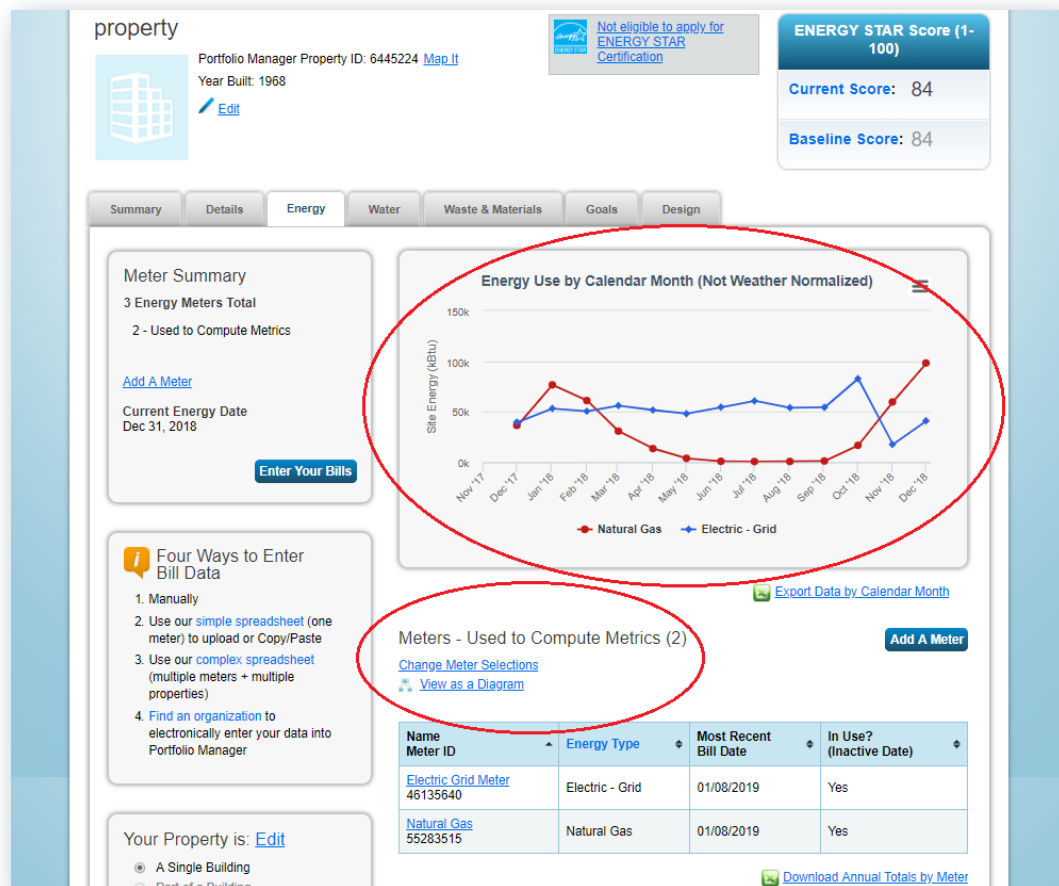
7 Respond to Salt Lake City's Data Request

- Visit www.slcgreen.com/elevate.

  Click on the **"Report Data Here"** button.

- When you click on the **"Report Data Here"** button, you will be redirected to the Data Request response page hosted on the ENERGY STAR Portfolio Manager website.

  Scroll to the bottom of the Data Request form and select the number of properties you will be reporting.

  A corresponding dropdown tab will appear to the right where you can select the specific property/ properties you will be responding for. Click **"Generate Response Preview."**

● On the **"Templates & Reports"** table, you will see that a response preview has been generated. Click on the far-right column labeled **"Action"** and select **"Send Response"** from the drop-down menu.

● At the bottom of the Confirm Response page, **click the box on step 3** certifying your release of data to Salt Lake City Corporation, and **e-sign your response** by typing in your Portfolio Manager Username and Password in the corresponding boxes.

When this step is complete, you will see a green check mark verifying that your response has been signed. You may now click the **"Send Data"** button and your data report will be sent.

slcgreen.com/**elevate**