

Benchmarking Tip Sheet

2021 Reporting Season

Who currently needs to comply with the Benchmarking Ordinance?

- Municipal buildings
- Non-residential single-occupant buildings over 20,000 sq ft

*Other buildings will be required to benchmark as data becomes more accessible. For now, these are the only buildings required to benchmark for the 2021 reporting season.

Where can building owners and residents find more information on the Benchmarking Ordinance?

Click on the following link to read the full Benchmarking Ordinance, Chapter 6, Article X, Page 56 of the City of Portland's Codes and Ordinances:

<http://www.portlandmaine.gov/DocumentCenter/View/1070/Chapter-6-Buildings-and-Building-Regulations---Revised-1132020?bidId=>

Click on the following link to visit the Portland Sustainability Office's Benchmarking webpage with useful information on the Ordinance and compliance:

<http://portlandmaine.gov/2389/Energy-Benchmarking>

Where do building owners and/or residents go to begin reporting data?

The City relies upon Energy Star Portfolio Manager, an EPA program, as their benchmarking platform. To log-in to or sign-up for an account, use the following link:

<https://portfoliomanager.energystar.gov/pm/login.html>

What data do building owners and/or residents need to collect and share with the City?

Electricity, heating fuels (propane, kerosene, natural gas), and water usage from January 1, 2020 through December 31, 2020.

When creating their properties on Portfolio Manager, building owners will need to know the Year Built, Gross Floor Area, Irrigated Area, Occupancy, and Unique Building ID (referred to as Standard IDs in Portfolio Manager).

Click on the following link to look up Portfolio Manager terminology in their glossary:

<https://portfoliomanager.energystar.gov/pm/glossary>

Click on the following link to look up a building's City of Portland Unique Building ID (UBID):

<http://portlandmaine.gov/DocumentCenter/View/27706/Portland-Unique-Property-ID-Codes-for-Energy-Benchmarking-Updated-041420>

What are the general steps to benchmarking data?

- (1) Create an Energy Star Portfolio Manager account.
- (2) Create a property for every property that requires benchmarking by the City by using the “Add A Property” button via the MyPortfolio dashboard.
- (3) Create the necessary utility meters by following these steps for all meters:
 - i. Click on the blue property name listed on the MyPortfolio Dashboard.
 - ii. Open the Energy and/or Water tab.
 - iii. Click on the “Add A Meter” button.
 - iv. Fill out the necessary information to finish creating the meter.

*Note that both electricity and gas are classified as energy meters.
- (4) Fill in the data for all meters with the data supplied by the utility providers.
- (5) Within the Summary tab within each property, use the Data Quality Checker “Check for Possible Errors” button to check for potential errors before reporting.
- (6) Use the City-provided sharing link to report the benchmarking data for all required properties.

How do building owners and/or residents share their data from Energy Star Portfolio Manager with the City?

Once all of their energy account info has been inputted into Portfolio Manager, users can share their data with the City by using a City-provided Energy Star Portfolio Manager sharing link. Once open, building owners and residents will need to complete the following steps:

- (1) Log-in to their Energy Star Portfolio Manager account.
- (2) Select all properties with correct and complete data from their account which they will be reporting to the City.
- (3) Check for any flagged errors and correct.
- (4) Under “Action,” click on “I want to…” and select “Preview Response” and check for any obvious errors, and correct.
- (5) Under “Action,” click on “I want to…” and select “Send Response.”
- (6) Scroll to bottom and click blue button labeled “Send Response.”
- (7) Confirm action on next page.

Click on the following link to open the City’s Energy Start Portfolio Manager sharing form, which allows building owners and residents to easily report their inputted data to the City:

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/79d3d1c9-89e1-45c4-8442-cdf54866ea79>

Click on the following link to look up a building’s Portland Unique Building ID (UBID):
<http://portlandmaine.gov/DocumentCenter/View/27706/Portland-Unique-Property-ID-Codes-for-Energy-Benchmarking-Updated-041420>

Important Dates

Benchmarking data is due by **May 1, 2021**.

We are collecting energy and water data from **January 1, 2020 through December 31, 2020**.

General Tips and Tricks:

- For natural gas and electricity, you may have a deliverer and a supplier. You only need to report the numbers from the deliverer. For natural gas, Unitil acts as the deliverer. For electricity, use Central Maine Power (CMP).
- Make sure there are no data gaps between meter entries. Users need to change the date ranges to match the read dates provided by the utility. If there are any gaps between data entries, this will result in an error message.
- If a utility meter is either no longer in use or is suspended in use, users should close out the meter by adding the date the meter became inactive, which is the date of the very last bill for the meter.
- While Energy Star Portfolio Manager allows for users to input data using a spreadsheet, it is much more straight forward and will result in fewer error messages, if users manually input the data. If users are having trouble inputting the data with a spreadsheet, simply recommend they manually input the data.
- Make sure all properties have been set up to be linked to a UBID (Unique Building ID) so that they can be properly benchmarked. You should add the UBID when initially creating a property or when editing the property's attributes.

Additional Resources:

Here are some links to Energy Star Portfolio Manager resources that can be distributed to users to help guide them through the benchmarking process:

Portfolio Manager Quick Start Guide

https://www.energystar.gov/sites/default/files/tools/Portfolio%20Manager%20Quick%20Start%20Guide%20May%202019_Final_508.pdf

Portfolio Manager: What data is required to benchmark your property?

<https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>

How to Set Up a Property on Portfolio Manager: A Video

https://www.youtube.com/watch?v=-lob65wkVNM&list=PLMvJzVnMdhhsZUL3gj5AsA_UOuKjbvzrF&index=4

How to Set Up Energy, Water, and Waste Meters in Portfolio Manager: A Video

<https://www.youtube.com/watch?v=gRV2fERAQ38>

How to Respond to a Data Request in Portfolio Manager: A Video

https://www.youtube.com/watch?v=dqfzoCGIIDc&list=PLMvJzVnMdhhsZUL3gj5AsA_UOuKjbvzrF&index=7

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