



SEATTLE  
**energy**  
**benchmarking**

# Introduction to Seattle Energy Benchmarking

September 1, 2020





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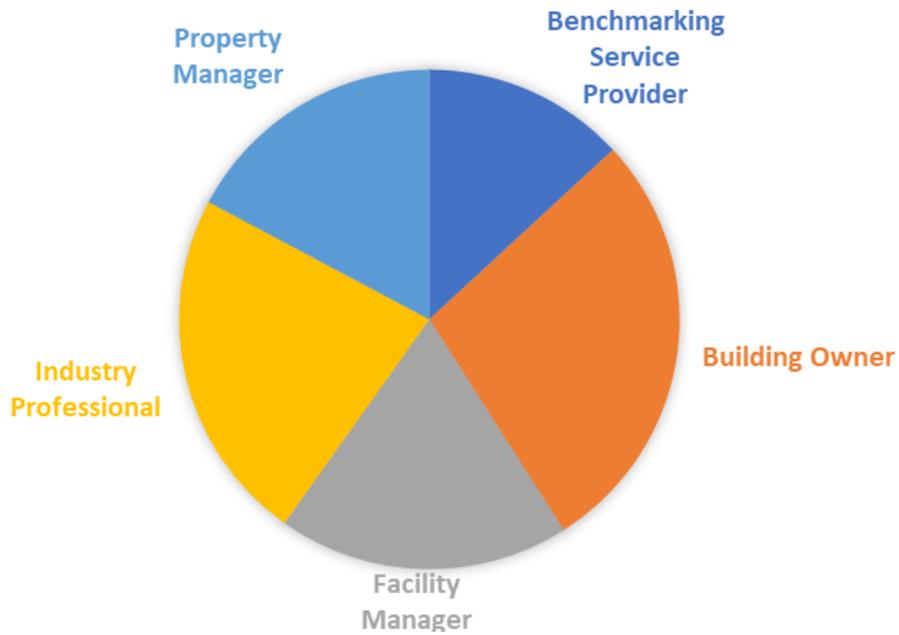
Seattle Office of Sustainability &  
Environment



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Northwest Energy Efficiency Council

# Introductions





**Training Scheduled to last an hour and a half including Q&A at the end**



**All participants will be muted**



**Questions can be submitted via the Q&A function directly in the zoom webinar**



**Look for this icon throughout the training for additional technical guidance**



**A copy of slides will be sent via email after the training, including a link to provide feedback**

- ✓ **Understand annual Seattle Energy Benchmarking requirement.**
- ✓ **Understand relationship to companion policies.**
- ✓ **Understand role of EPA Portfolio Manager.**
- ✓ **Learn how to report your building's energy benchmarking data to the City of Seattle and confirm compliance.**
- ✓ **Understand common reporting errors and data accuracy requirements.**
- ✓ **Learn about benchmarking resources.**

# What is Benchmarking?

## Building Information

- Gross floor area
- Types of uses
- Number of workers
- Hours of operation

+

## Total Energy Use

- Tenant meters
- Common area meters
- All fuel sources

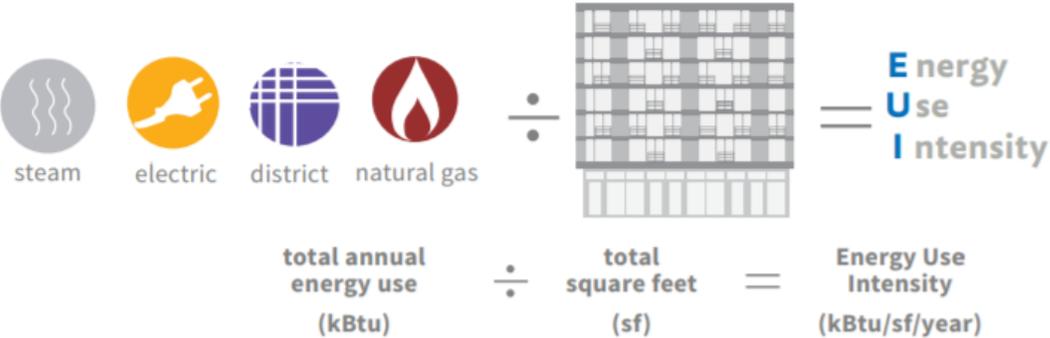
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# Building Energy Performance Benchmark



For more detailed information on this section watch training video(s): **Introduction to Benchmarking**

# Benchmarking Metric

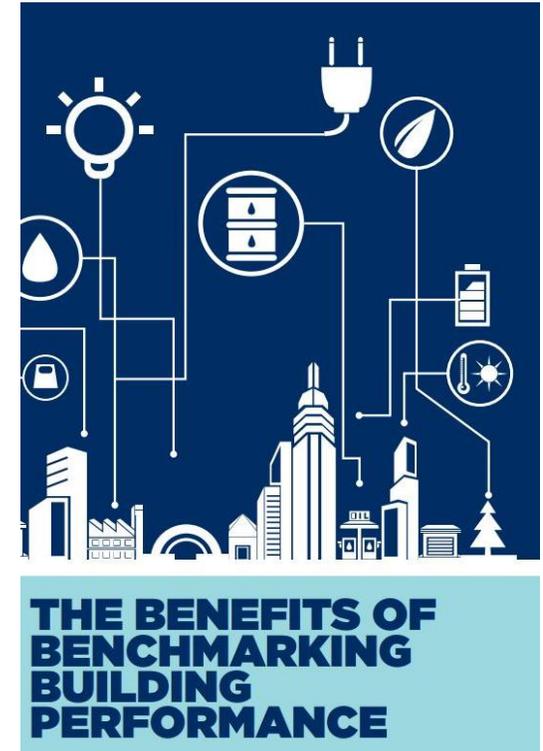


&



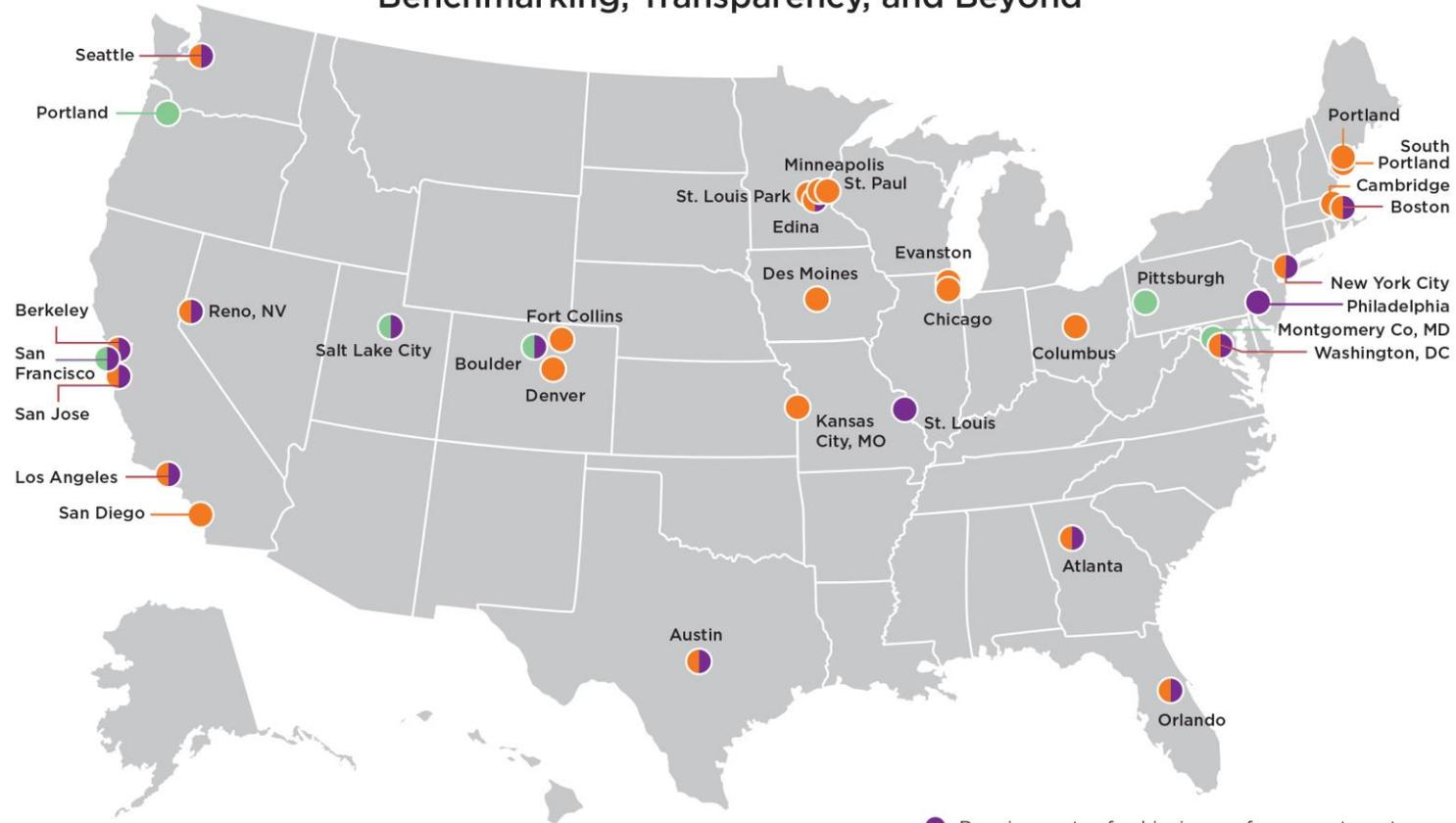
ENERGY STAR score

- Baseline understanding of building's energy use
- Metrics to rank building against others in your portfolio, allowing prioritization of energy efficiency investments
- Better understanding of how your building's energy performance compares to competitors
  - Annual disclosure via [Data.seattle.gov](https://data.seattle.gov)
  - [www.seattle.gov/energybenchmarkingmap](https://www.seattle.gov/energybenchmarkingmap)
- Basis of an energy management plan to drive continuous performance improvement
- For high performers, evidence of their building's additional value



- ✓ Benchmark your commercial or multifamily building 20,000 SF + using **EPA Energy Star Portfolio Manager**
- ✓ **Report** accurate building performance data to the City of Seattle **annually**
- ✓ **Update** your existing account annually and **confirm compliance**
- ✓ **Disclose Energy Performance** upon request
- ✓ **Transparency of Building Energy Performance** – Seattle annually publishes benchmarking data at [data.seattle.gov](https://data.seattle.gov) and via a data visualization [www.seattle.gov/energybenchmarkingmap](https://www.seattle.gov/energybenchmarkingmap)

## U.S. City and County Policies for Existing Buildings: Benchmarking, Transparency, and Beyond

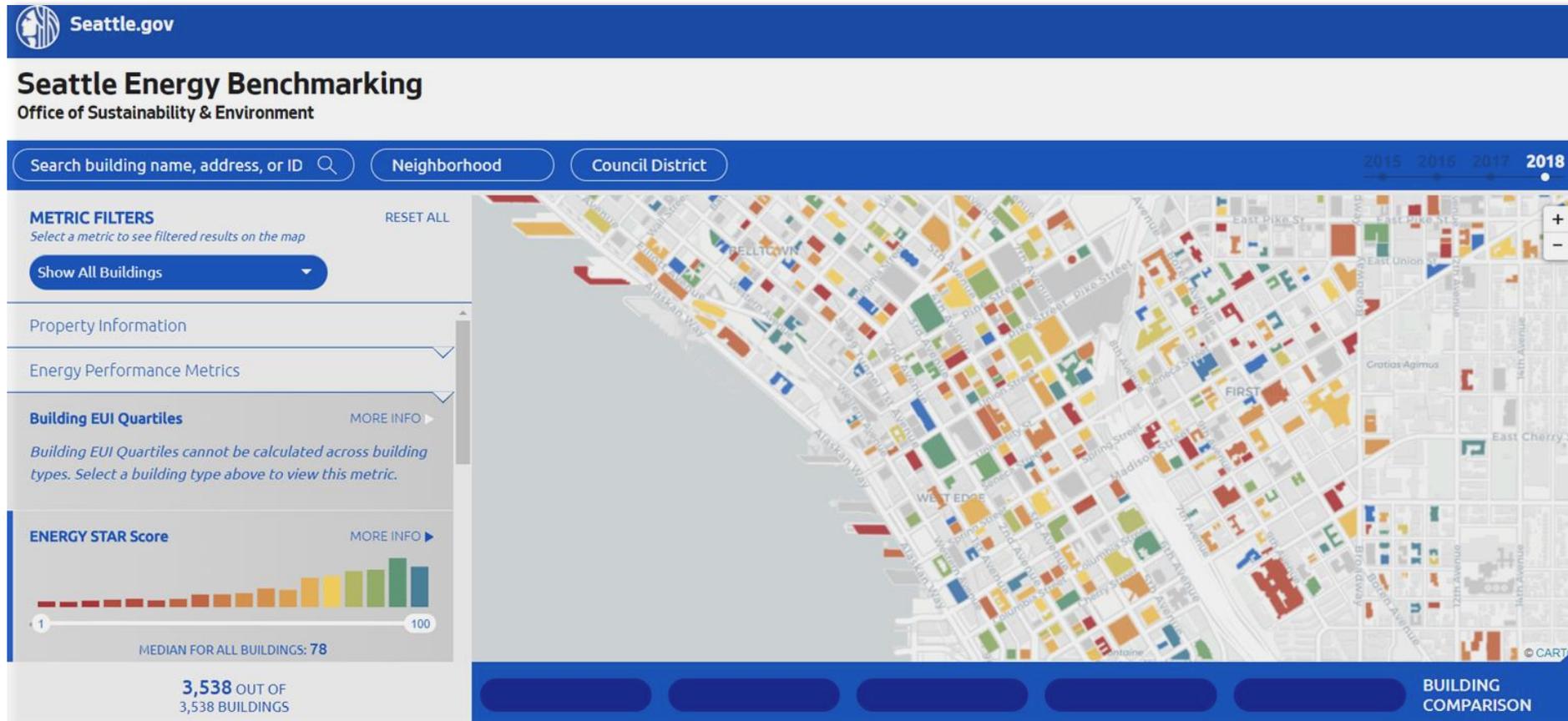


- Requirements of achieving performance targets or completing additional actions
- Benchmarking policy for public, commercial, and multifamily buildings adopted
- Benchmarking policy for public and commercial buildings adopted

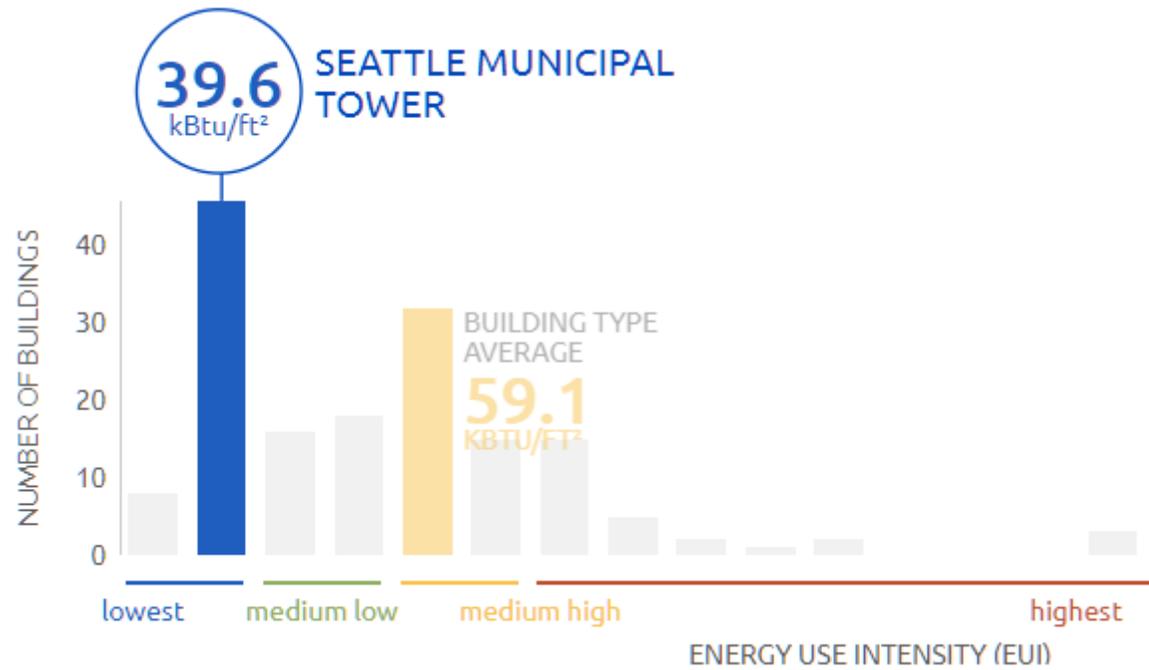
## Accurate Benchmarking Also Required Per Following:

- Seattle Building Tune-Ups (SMC 22.930)
- WA State Clean Buildings Act (HB 1257) / Building Performance Standards (RCW 19.27A.200)

Poll: Have you used the Energy Benchmarking data visualization map?

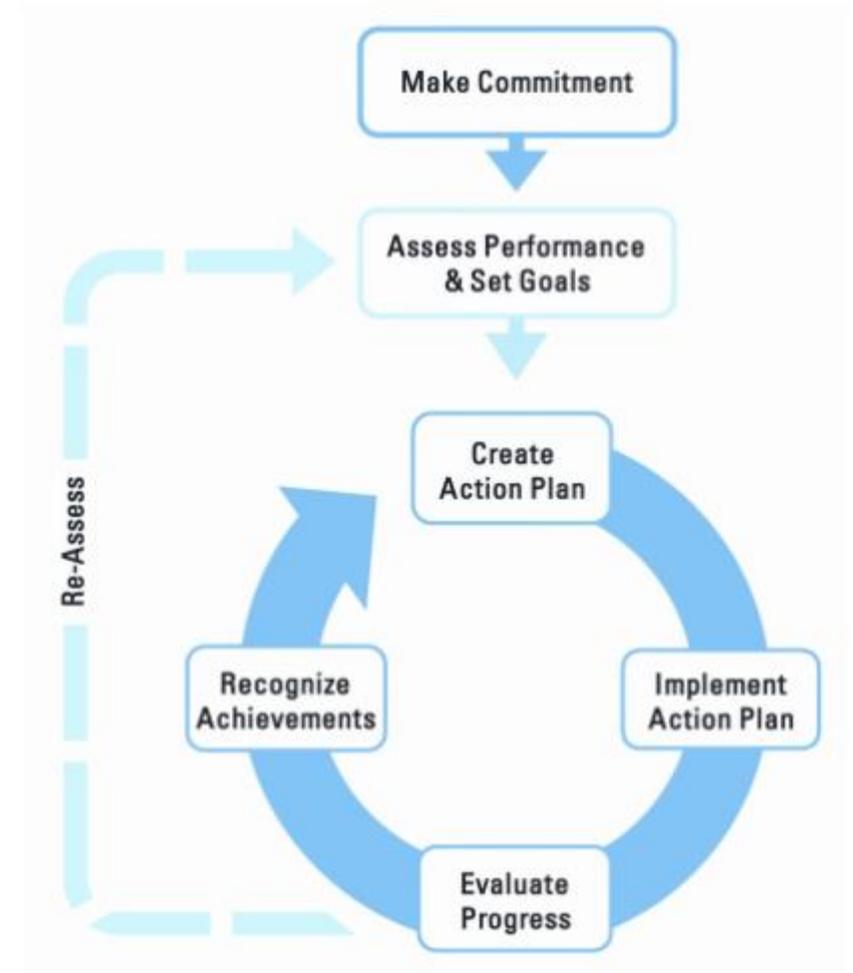
The screenshot shows the Seattle Energy Benchmarking web application interface. At the top left is the "Seattle.gov" logo. The main heading is "Seattle Energy Benchmarking" with the subtitle "Office of Sustainability & Environment". Below this is a search bar and filters for "Neighborhood" and "Council District". A year selector at the top right shows "2015 2016 2017 2018" with "2018" selected. On the left side, there are "METRIC FILTERS" with a "RESET ALL" button and a "Show All Buildings" dropdown menu. Below the filters are sections for "Property Information", "Energy Performance Metrics", "Building EUI Quartiles" (with a note that it cannot be calculated across building types), and "ENERGY STAR Score" (with a bar chart showing a median score of 78 out of 100). At the bottom left, it displays "3,538 OUT OF 3,538 BUILDINGS". At the bottom right, there is a "BUILDING COMPARISON" button. The main area is a map of Seattle with buildings colored according to their energy performance.

# Benchmarking Data Uses



[www.seattle.gov/energybenchmarkingmap](http://www.seattle.gov/energybenchmarkingmap)

[data.seattle.gov](http://data.seattle.gov)



## ENERGY STAR Portfolio Manager is...

- **A third party platform**, administered by **U.S. EPA**, to track and report your building's energy use
- **An industry standard**—building owners, managers, tenants, and state/local governments use Portfolio Manager
- **A metrics calculator**—energy consumption, greenhouse gas emissions, and ENERGY STAR score
- **A strategic energy management tool**—many built in functions beyond submitting annual energy reports

# What is Portfolio Manager?

## You can use Portfolio Manager to:



Assess whole building energy and water consumption



Track green power purchase



Share/report data with others



Track changes in energy, water, greenhouse gas emissions, and cost over time



Create custom reports



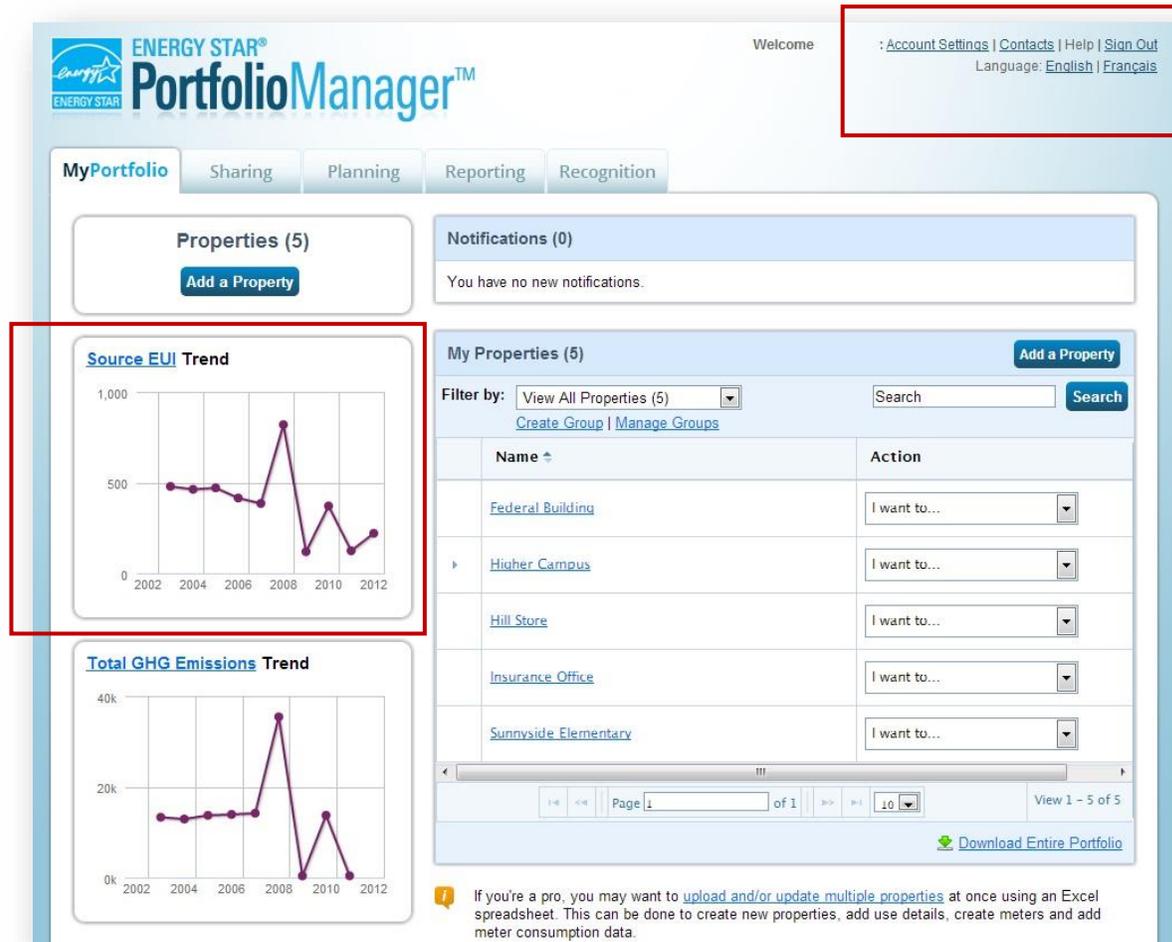
Apply for ENERGY STAR certification

# What is Portfolio Manager?

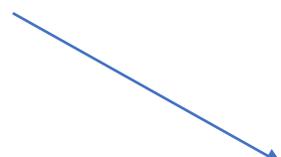
## Portfolio Manager account user interface

Account Management

Quick View:  
Trends in energy  
consumption



The screenshot shows the Portfolio Manager user interface. At the top, there is a navigation bar with the Energy Star logo and the text "PortfolioManager™". To the right of the logo, there is a "Welcome" message and a set of links: "Account Settings", "Contacts", "Help", "Sign Out", and "Language: English | Français". Below the navigation bar, there are tabs for "MyPortfolio", "Sharing", "Planning", "Reporting", and "Recognition". The main content area is divided into several sections. On the left, there is a "Properties (5)" section with an "Add a Property" button. Below this is a "Source EUI Trend" line graph showing energy consumption from 2002 to 2012. Below the graph is a "Total GHG Emissions Trend" line graph showing emissions from 2002 to 2012. On the right, there is a "Notifications (0)" section with the message "You have no new notifications." Below this is a "My Properties (5)" section with an "Add a Property" button. This section includes a filter dropdown set to "View All Properties (5)", a search box, and a "Search" button. Below the search box are links for "Create Group" and "Manage Groups". A table lists five properties: "Federal Building", "Higher Campus", "Hill Store", "Insurance Office", and "Sunnyside Elementary". Each property has an "Action" column with a dropdown menu set to "I want to...". At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "View 1 - 5 of 5". Below the table is a "Download Entire Portfolio" button. At the very bottom, there is a small information icon and a note: "If you're a pro, you may want to [upload and/or update multiple properties](#) at once using an Excel spreadsheet. This can be done to create new properties, add use details, create meters and add meter consumption data."



# Benchmarking is a Multiple Step Process



## Collect Data

- ✓ Building Size
- ✓ Building property type- i.e. office, multifamily
- ✓ Energy fuel source(s) that serve the building



For more detailed instructions on this section watch training video(s): **Data Collection (Part A): Property Use Data & Data Collection (Part B): Energy Meter Data**

## Data Collection – Getting Started

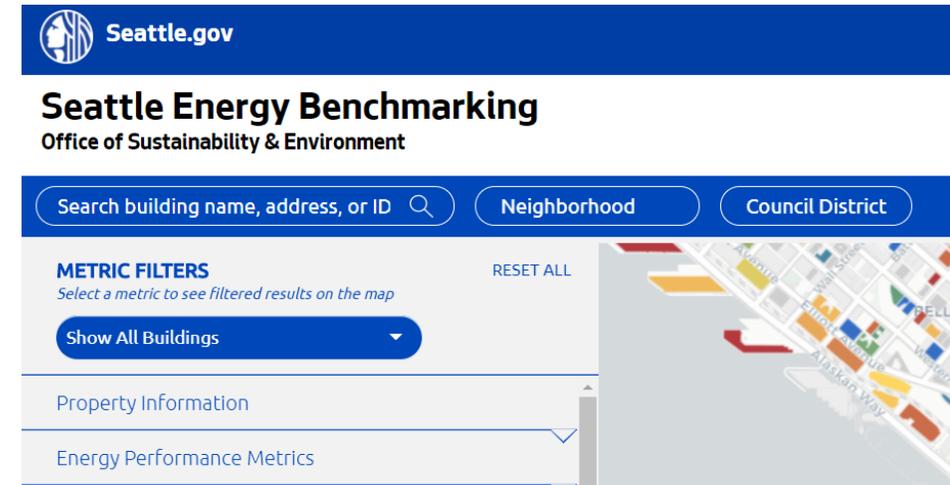
Data Collection requires gathering information on the building data AND the utilities serving the building

### Building Data:

- ✓ Building ID
- ✓ Building Size
- ✓ Building Space Uses and Characteristics

### Building Utilities:

- ✓ Common Areas
- ✓ Commercial Tenants
- ✓ Multifamily Tenants



STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

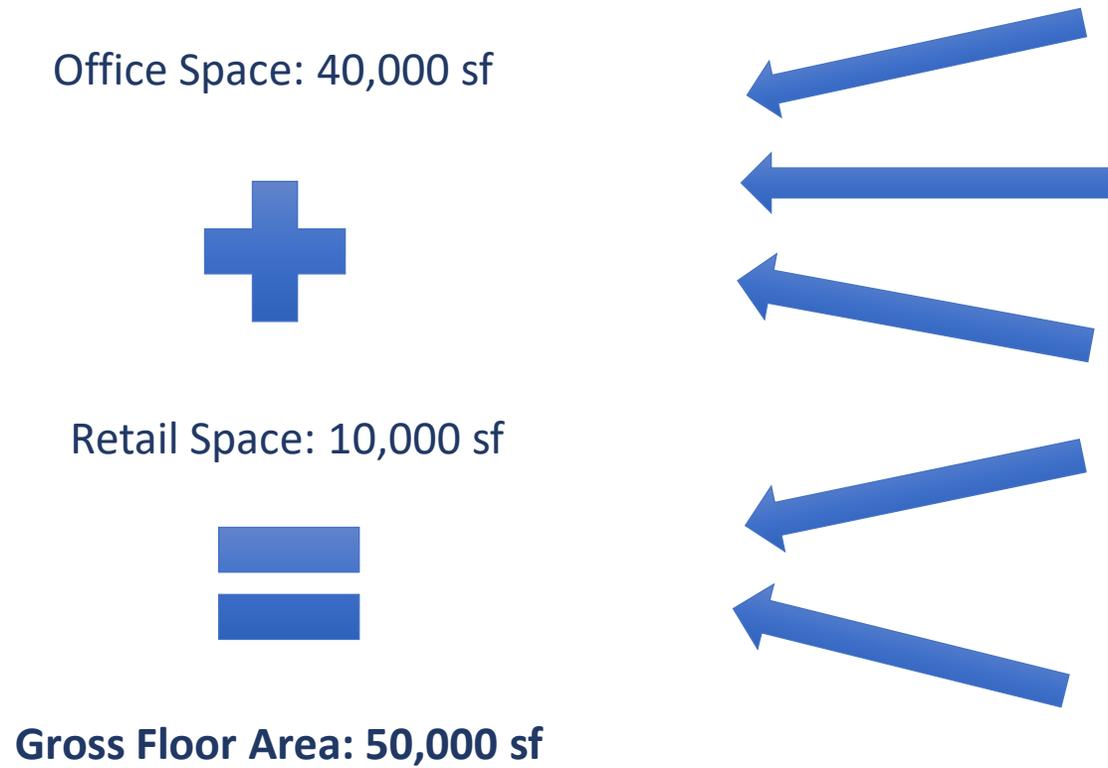
STEP 6

## Data Collection – Gross Floor Area

- Gross Floor Area (Whole Building): the total property square footage, as measured between the principal exterior surfaces of the enclosing fixed walls of the building(s).
  - What to Include in GFA: lobbies, breakrooms, stairwells
  - What to Exclude from GFA: exterior spaces (balconies, patios)
    - What about Parking? Do NOT include parking square footage in the whole building GFA. You can account for parking energy usage if the parking is not sub-metered, and enter the parking square footage as a separate use type.
- Gross Floor Area (For Each Major Use Type): for properties with multiple uses (i.e. office and retail), provide the gross floor area for each use type.



## What to Include in Your GFA?



## Data Collection- Property Use Details

- Property Use Details (based on use type): key operating characteristics for each major use type (i.e. hours of operation, number of workers, number of PC's).
- Data Collection Worksheet:  
<https://portfoliomanager.energy.gov/pm/dataCollectionWorksheet>

Pick your country and property type to get started.

Country: \*  [Why is this needed?](#)

Property Type: \*

[+ Add Another Use Type](#)

You can look up more than one use type if needed. [Learn more about when to use different use types when setting up your property.](#)

**Lookup Required Data**

STEP 1

STEP 2

STEP 3

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STEP 6

# Confirm Energy Utilities Serving Building



- You will need information about what utilities are used for **both** the common areas and tenant spaces.
- All buildings have Seattle City Light electric service, but many buildings also have Puget Sound Energy natural gas or Enwave steam serving their buildings
- How would you find out what utilities are serving your building?
  - Ask facility manager
  - Ask tenants
  - Conduct a building walk-through

STEP 1

STEP 2

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STEP 6

# Set-Up Property

## Collect Data

- ✓ Building Size
- ✓ Building property type- i.e. office, multifamily
- ✓ Energy fuel source(s) that serve the building



## Set up Property

- ✓ Create account in Portfolio Manager
- ✓ Enter property information & specific property use details



For more detailed instructions on this section watch training video: **Creating a Portfolio Manager Account and Entering Data**

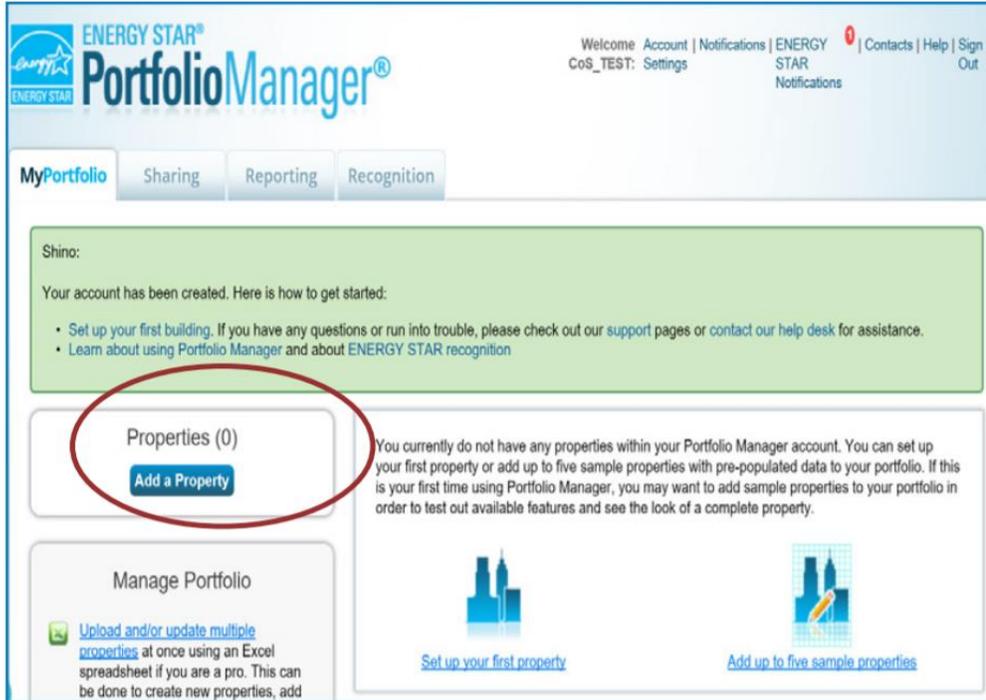
# Create Portfolio Manager Account



[www.energystar.gov/benchmark](http://www.energystar.gov/benchmark)



# Enter Basic Property Information



ENERGY STAR Portfolio Manager®

Welcome Account | Notifications | ENERGY STAR Notifications | CoS\_TEST: Settings | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Shino:

Your account has been created. Here is how to get started:

- Set up your first building. If you have any questions or run into trouble, please check out our support pages or contact our help desk for assistance.
- Learn about using Portfolio Manager and about ENERGY STAR recognition

Properties (0)

**Add a Property**

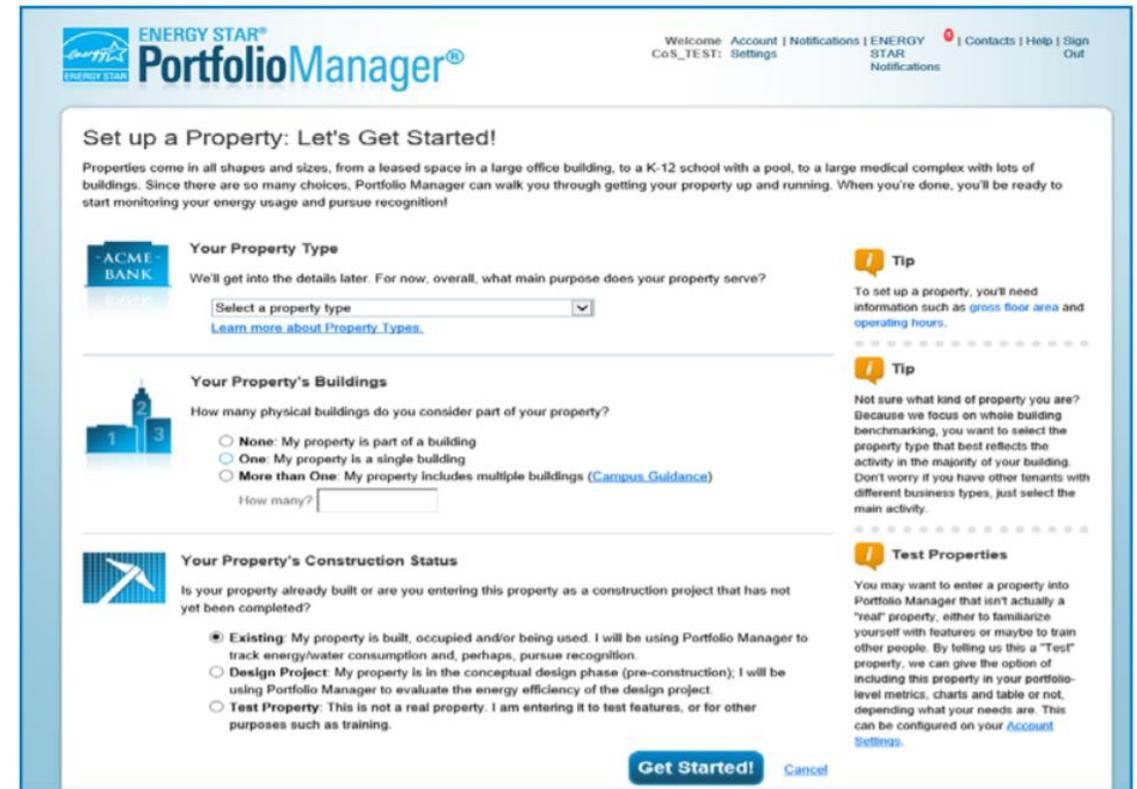
You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.

Manage Portfolio

Upload and/or update multiple properties at once using an Excel spreadsheet if you are a pro. This can be done to create new properties, add

Set up your first property

Add up to five sample properties



ENERGY STAR Portfolio Manager®

Welcome Account | Notifications | ENERGY STAR Notifications | CoS\_TEST: 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!

**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

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## Buildings With Multiple Property Uses

Secondary space uses are required to be entered if the total of that aggregated use type is greater than 5,000 SF (*i.e. if you have three retail tenants that are 2,000 SF each, you would create one retail space use and enter 6,000 SF*).



The City of Seattle requires the following to be entered regardless of size:

- Data Centers
- Laboratories
- Restaurants, including full service and fast food

### Property Uses and Use Details

 [View as Diagram](#)

Add Another Type of Use

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Non-Refrigerated Warehouse	105,894 ft <sup>2</sup>	I want to... <input type="text"/>
▶ Office Use	Office	12,825 ft <sup>2</sup>	I want to... <input type="text"/>
▶ Multifamily Housing Use	Multifamily Housing	6,800 ft <sup>2</sup>	I want to... <input type="text"/>
Property GFA (Buildings):		125,519	<a href="#">(used to calculate EUI)</a>
Property GFA (Parking):		0	

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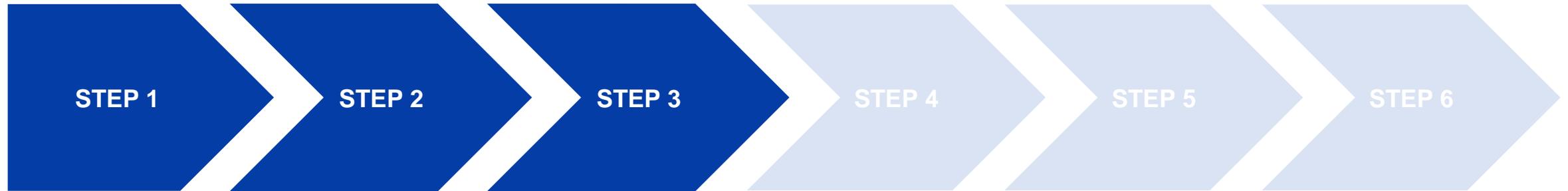
# Obtain Energy Usage Data

## Collect Data

- ✓ Building Size
- ✓ Building property type- i.e. office, multifamily
- ✓ Energy fuel source(s) that serve the building

## Obtain Energy Data

- ✓ Set-up Seattle City Light Automated Data Exchange
- ✓ Set-up Puget Sound Energy Data Exchange, for buildings with natural gas



## Set up Property

- ✓ Create account in Portfolio Manager
- ✓ Enter property information & specific property use details



Aggregated energy consumption for whole building by energy source

- Virtual meters
- Enroll with your utilities to receive data uploads directly to your Portfolio Manager Account
- Provide authorization as needed
- Ongoing data feeds -monthly updates with a 3 month energy usage data lag

# Seattle City Light Automated Data

## Fill out consumption request

- ✓ Enter PM Username
- ✓ List ALL addresses for property
- ✓ Account holder signature required if there is only 1 SCL customer per property

## Add SCL contacts in PM

- ✓ Add SCL as a contact to receive automated data from SCL

## Share property and meter with SCL

- ✓ Share your property and meter with SCL via sharing tab
- ✓ Give read only access to property info and full access to the SCL Meter



For more detailed instructions on this section watch training video: **Obtaining Data Usage: Seattle City Light**



## Confirm SCL Attachments

- ✓ Does your username look correct?
- ✓ Does aggregated meter list match your list of meters from site?

## Set-up SCL Virtual Meter

- ✓ Follow instructions on the SCL credentials form
- ✓ Avoid typos by directly copying and pasting credentials into PM

## Check for data

- ✓ You will receive data within 4 hours
- ✓ Confirm there is Jan-Dec 31 data for the previous year without any gaps or overlaps
- ✓ There will always be 3 month lag

# Seattle City Light Automated Data



**City of Seattle, Seattle City Light**  
Portfolio Manager Automated Benchmarking Consumption Request\*



**Instructions**

1. Typing is preferred, so the information is legible.
2. Before filling out this form, setup your User Account in Portfolio Manager.
3. Do not setup your meter in Portfolio Manager. We will supply your meter information.
4. Read our Terms and Conditions: [http://seattle.gov/light/accounts/energyusage/docs/abs\\_tcs.pdf](http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf)
5. You do not need the Account Holder signature, if there is more than one account holder in the building.

**New Request**       **Add/Remove/Change Meters**

**To be completed by Building Owner or Authorized Property Management Agent:**

<b>Portfolio Manager Username</b>	<i>(Carefully choose your UserID. We strongly discourage changes in Userids, unless absolutely necessary.)</i>			
Building Name	Primary Address	Zip		
Alternate Address(es)	Example: Side or rear entrance with alternate street address.			
Recent Construction?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there more than one electric utility account associated w/building?	Yes <input type="checkbox"/> No** <input type="checkbox"/>	<i>(If No, Account Holder's signature required, below.)</i>
Additional Comments	List any additional information that will help Seattle City Light with your request.			
<b>Owner/Authorized Management Firm</b>	Mailing Address		Tel ( ) - x	
	City	State	Zip	
<b>Authorized Consultant?</b>	N/A <input type="checkbox"/>	Tel ( ) - x		
	City	State	Zip	
<b>Account Holder**</b> <i>(Required, if there is only one electric utility account associated w/building.)</i>	I authorize Seattle City Light to release the energy use and/or account data to the Building Owner/Authorized Agent. I agree to release and hold Seattle City Light and the City of Seattle harmless from any liability, claims, or damages related to the release of such data.			
	Print Name	Sign _____	Date	
<b>Owner</b> <input type="checkbox"/> <b>or</b> <b>Authorized Agent</b> <input type="checkbox"/>	Print Name	Sign _____	Date	



Fill out SCL authorization form and email to:  
SCL\_Portfolio\_Manager@seattle.gov

- **Username** (Make sure it matches your PM Account Username you will be using)
- **Primary Address**
- **Alternate Addresses** (Include ALL Residential and Commercial Addresses)
- **More than 1 SCL Account?** No Account Holder Signature is Required.
- **Only 1 SCL Account?** You will need the Account Holder Signature.



## 1. SCL Meter List



- Ensure that all onsite electric meters are being accounted for
- If there are any missing meters or unwanted meters on your aggregated meter list, contact Seattle City Light at [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov)

	A	B	C	D	E	F	G
1	PREMISE C	METER #	STATUS	SERVICE ADDRESS			
2	168703	768921	ACTIVE	3635 WOODLAND PARK AVE N			
3	510460	861857	ACTIVE	3635 WOODLAND PARK AVE N APT 231			
4	510524	861886	ACTIVE	3635 WOODLAND PARK AVE N APT 340			
5	510577	861956	ACTIVE	3635 WOODLAND PARK AVE N APT 514			
6	510581	861953	ACTIVE	3635 WOODLAND PARK AVE N APT 518			
7	510585	861940	ACTIVE	3635 WOODLAND PARK AVE N APT 522			

## 2. SCL Meter Credentials



- Is your UN spelled correctly?
- **(Tip)** Copy + Paste all information listed on the Credentials directly into your PM account to avoid typos.

PART 1: Authorization Credentials <i>(Information provided by Seattle City Light)</i>	
Please read our Terms and Conditions:	<a href="http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf">http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf</a>
Meters included in profile:	Verify the meters listed in the attachment are accurate. If you do not agree with the meter list or if there was no attachment, email <a href="mailto:scl_portfolio_manager@seattle.gov">scl_portfolio_manager@seattle.gov</a>
Authorized Portfolio Manager Username:	<b>USERNAME (SAMPLE)</b>
Virtual Meter Name:	1234_5th_ave_ne_sampleapts_11092017ppi3744506912 (SAMPLE)
Parent Premise ID:	3744506912 (SAMPLE)



## Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [TEST APARTMENTS](#) so that we can provide you with the most accurate metrics possible.

### Summary

1

Meters representing the **total** energy consumption for [TEST APARTMENTS](#) (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

### Energy 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"/>	<a href="#">1234 5th ave ne sampleapts 11092017ppi37445</a> 06912 49776541	Electric - Grid

**Total of 1 meter(s).** Tell us what this represents:

- \*  These meter(s) account for the total energy consumption for [TEST APARTMENTS](#) (a single building).
- These meter(s) do not account for the total energy consumption for [TEST APARTMENTS](#) (a single building).

STEP 1

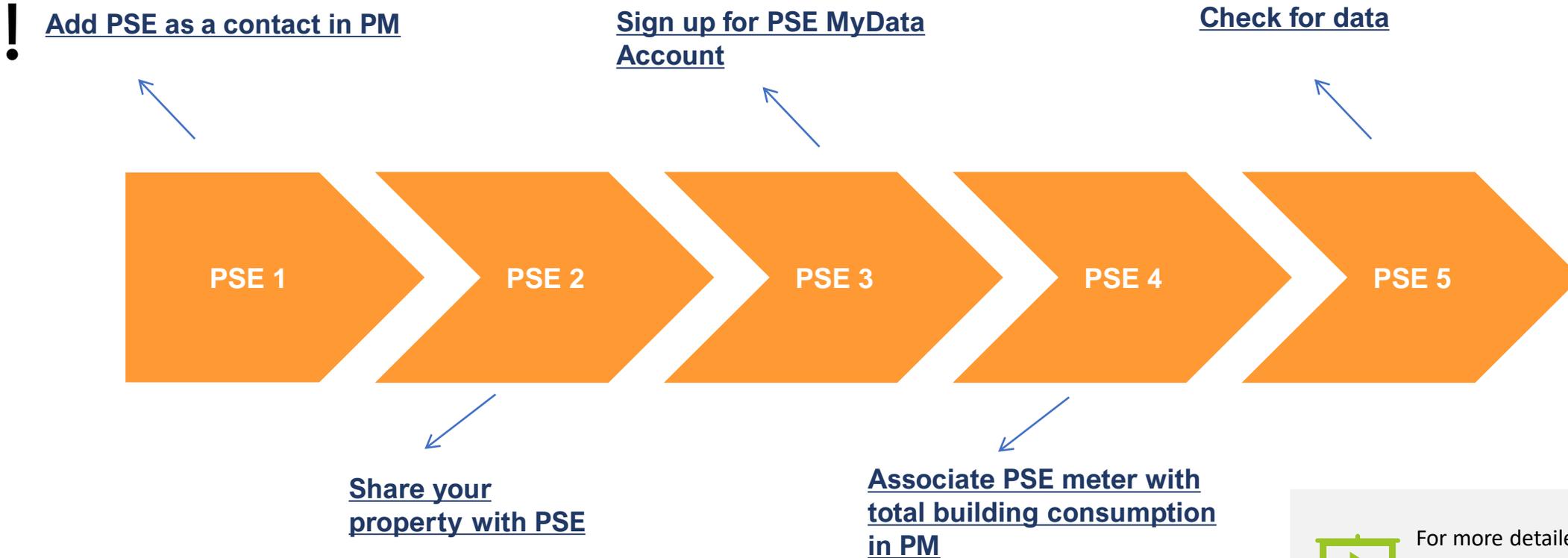
STEP 2

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For more detailed instructions on this section watch training video: **Obtaining Data Usage: Puget Sound Energy**

1.

## [Add new building](#)

### TEST APARTMENTS

Delete

MultifamilyHousing

Please select either meter numbers or addresses:  Meter number(s)  Address(es)

Which best describes the address(es) for this location? \*

- Address for each unit/suite/apt
- Primary address with multiple unit/suite/apt numbers
- Primary address with range of unit numbers

Continue

2.

### TUSCANY AT LAKE CITY CONDOMINIUM

[Hide Details]

This building has been created and is ready for your review. Please choose your report preferences and complete your request.

Status: Pending Information

Please choose how you prefer to receive data: \*

- Individual Meters
- Whole Building
- Cycle Based on Billing

Reporting Options: \*

- Monthly
- One Time Only
- Post to Energy Star

\*  Confirm the addresses and meter numbers below accurately represent your building.

If you see a problem, either click on Delete Address or contact PSE to add or correct the address/meter. You may fill in the Tenant/Unit Name before clicking Submit to complete your request.

Tenant/Unit Name:

14300 32ND AVE NE, SEATTLE, WA 98125

Delete Address

 0000479551

Submit

Back

# Confirm Energy Use

## Collect Data

- ✓ Building Size
- ✓ Building property type- i.e. office, multifamily
- ✓ Energy fuel source(s) that serve the building

## Obtain Energy Data

- ✓ Set-up Seattle City Light Automated Data Exchange
- ✓ Set-up Puget Sound Energy Data Exchange, for buildings with natural gas



## Set up Property

- ✓ Create account in Portfolio Manager
- ✓ Enter property information & specific property use details

## Confirm Energy Use

- ✓ Verify account has energy metrics for current reporting year

# Confirm Energy Use Intensity (EUI)



A Site EUI ending December 31 for the required year must be available to report to the City. The EUI indicates the energy use per square foot per year (kBtu/sq. ft.) and can be used to compare the building's energy use to other similar building types.



# Confirm Energy Use Intensity (EUI)

In your Portfolio Manager account, click on the building's "Summary" tab to review your Metrics Summary.

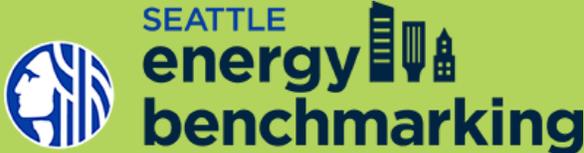
Metrics Summary			
Metric 	Dec 2018 (Other) 	Dec 2019 (Other) 	Change 
ENERGY STAR Score (1-100)	<a href="#">Not Available</a>	100	N/A
Source EUI (kBtu/ft <sup>2</sup> )	<a href="#">Not Available</a>	53.6	N/A
<b>Site EUI (kBtu/ft<sup>2</sup>)</b>	<a href="#">Not Available</a>	21.2	N/A
Energy Cost (\$)	<a href="#">Not Available</a>	26,420.89	N/A
Total GHG Emissions Intensity (kgCO <sub>2</sub> e/ft <sup>2</sup> )	<a href="#">Not Available</a>	1.7	N/A
Water Use (All Water Sources) (kgal)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total Waste (Disposed and Diverted) (Tons)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A



For more detailed instructions on this section watch training video: **Confirming Energy Use & Submitting Report to City of Seattle**



# Confirm Energy Use Intensity (EUI)



To generate the **Statement of Energy Performance** (SEP) Report, click on the *Reporting* tab in Portfolio Manager and click on the PDF link to create report.

**ENERGY STAR® Statement of Energy Performance**

**77**  
ENERGY STAR® Score<sup>1</sup>

**Sample Property**  
Primary Property Function: Office  
Gross Floor Area (ft<sup>2</sup>): 50,419  
Built: 1951  
For Year Ending: July 31, 2014  
Date Generated: October 01, 2014

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

**Property & Contact Information**

Property Address	Property Owner	Primary Contact
Sample Property 123 Main St Boston, Massachusetts 02134	Property Inc. 123 Early Bird St. Washington, DC 20460 202-999-9876	Jane Doe 123 Early Bird St. Washington, DC 20460 555-123-4567 jane_doe@propertyinc.com

Property ID: 3681885

**Energy Consumption and Energy Use Intensity (EUI)**

Site EUI	Annual Energy by Fuel	National Median Comparison
75.7 kBtu/ft <sup>2</sup>	Electric - Grid (kBtu) 2,453,824 (64%) Natural Gas (kBtu) 1,273,766 (33%) Propane (kBtu) 91,000 (2%)	National Median Site EUI (kBtu/ft <sup>2</sup> ) 103.5 National Median Source EUI (kBtu/ft <sup>2</sup> ) 247.6 % Diff from National Median Source EUI -27%

**Source EUI**  
181.2 kBtu/ft<sup>2</sup>

**Annual Emissions**  
Greenhouse Gas Emissions (Metric Tons CO<sub>2</sub>e/year) 311

**Signature & Stamp of Verifying Professional**

I \_\_\_\_\_ (Name) verify that the above information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Licensed Professional**

John Smith  
4 Privet Dr  
Arlington, VA 22201  
703-111-1234  
john\_smith@energyinspectors.com

Professional Engineer Stamp (if applicable)



# Add Contacts in Portfolio Manager

## Collect Data

- ✓ Building Size
- ✓ Building property type- i.e. office, multifamily
- ✓ Energy fuel source(s) that serve the building

## Obtain Energy Data

- ✓ Set-up Seattle City Light Automated Data Exchange
- ✓ Set-up Puget Sound Energy Data Exchange, for buildings with natural gas

## Add Contacts

- ✓ Add City of Seattle as a contact to share your benchmarking report



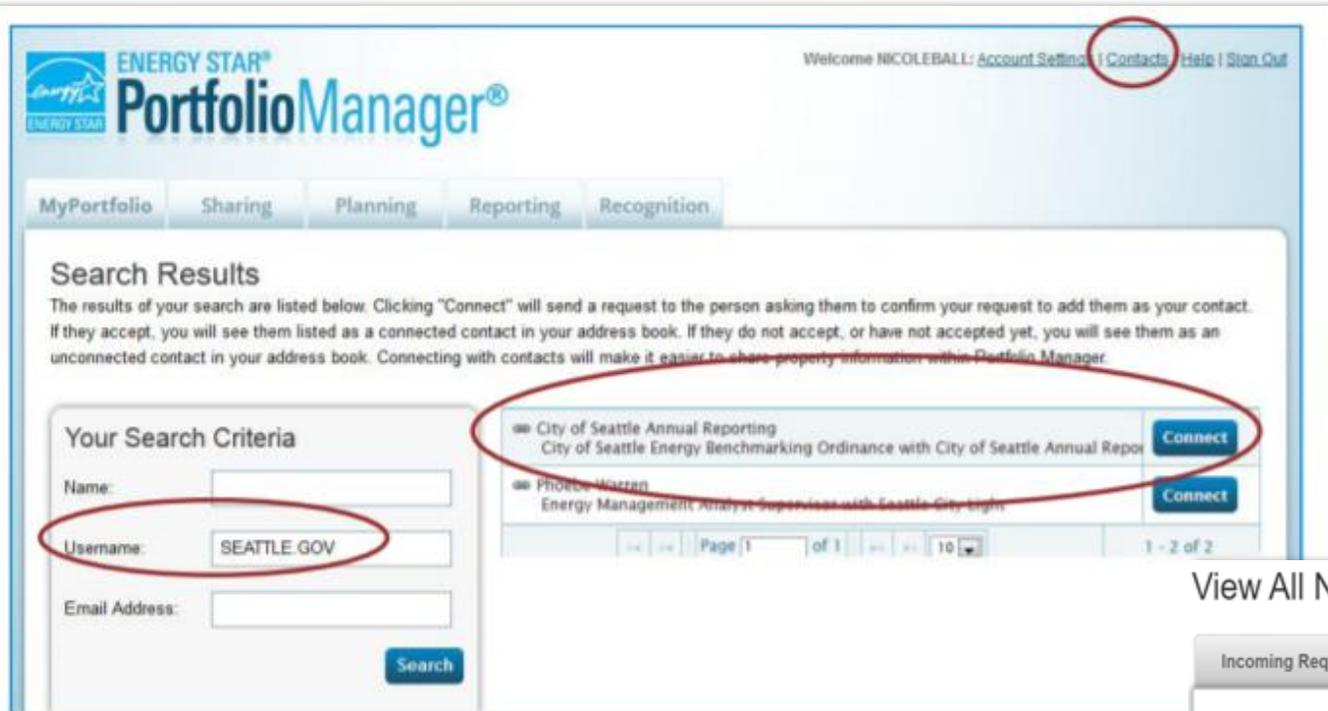
## Set up Property

- ✓ Create account in Portfolio Manager
- ✓ Enter property information & specific property use details

## Confirm Energy Use

- ✓ Verify account has energy metrics for current reporting year

# Add the City of Seattle as a Contact



ENERGY STAR®  
PortfolioManager®

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

MyPortfolio | Sharing | Planning | Reporting | Recognition

### Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

**Your Search Criteria**

Name:

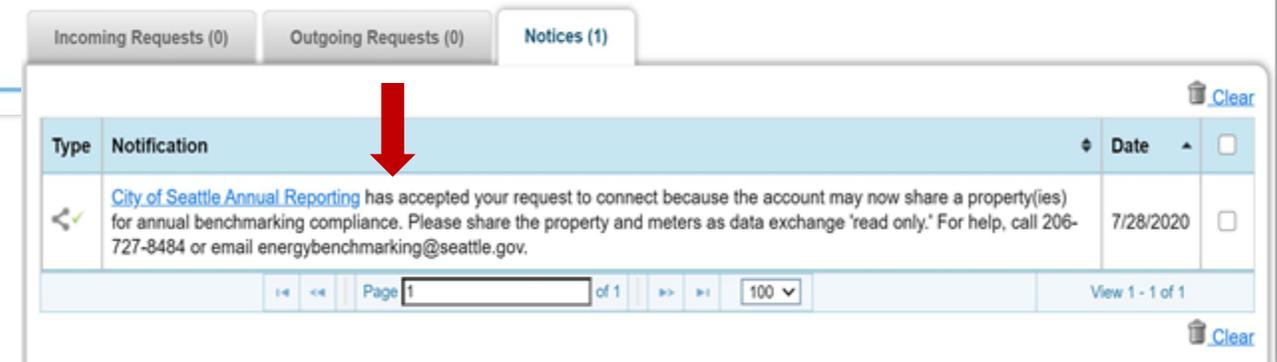
Username:

Email Address:

City of Seattle Annual Reporting City of Seattle Energy Benchmarking Ordinance with City of Seattle Annual Report	<input type="button" value="Connect"/>
Phyllis Warren Energy Management Analyst Supervisor with Seattle City Light	<input type="button" value="Connect"/>

Page 1 of 1

## View All Notifications (1)



Incoming Requests (0) | Outgoing Requests (0) | **Notices (1)**

Type	Notification	Date	<input type="checkbox"/>
	City of Seattle Annual Reporting has accepted your request to connect because the account may now share a property(ies) for annual benchmarking compliance. Please share the property and meters as data exchange 'read only.' For help, call 206-727-8484 or email energybenchmarking@seattle.gov.	7/28/2020	<input type="checkbox"/>

Page 1 of 1



For more detailed instructions on this section watch training video: **Confirming Energy Use & Submitting Report to City of Seattle**

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

# Share Building Data with City of Seattle



## Collect Data

- ✓ Building Size
- ✓ Building property type- i.e. office, multifamily
- ✓ Energy fuel source(s) that serve the building

## Obtain Energy Data

- ✓ Set-up Seattle City Light Automated Data Exchange
- ✓ Set-up Puget Sound Energy Data Exchange, for buildings with natural gas

## Add Contacts

- ✓ Add City of Seattle as a contact to share your benchmarking report



## Set up Property

- ✓ Create account in Portfolio Manager
- ✓ Enter property information & specific property use details

## Confirm Energy Use

- ✓ Verify account has energy metrics for current reporting year

## Share Building

- ✓ Share building with City of Seattle, so your benchmarking report can be downloaded

# Share Building with the City of Seattle

MyPortfolio | Sharing | Planning | Reporting | Recognition

## Share Your Property(ies)

Sometimes it's really important to be able to share your property with someone else. Maybe they need to see information (perhaps automatically) or process applications for recognition. If this sounds like what you'd like to share and who you'd like to share with them.

**1**  **Select Properties to Share**  
We'll get into the details of the level of access later. For now, which properties do you want to share?

Multiple Properties   
[Selected Properties: 2](#)

**2**  **Select People (Accounts) to Share With**  
Which people (accounts) do you want to share these properties with? 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:

- Annual Reporting, City of Seattle
- steenson, john

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



For more detailed instructions on this section watch training video: **Confirming Energy Use & Submitting Report to City of Seattle**

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

**Poll:** Which step do you think is the most commonly missed?



# New Benchmarking Compliance Check Process



- ✓ Building submits annual benchmarking report
- ✓ Check compliance status on **Energy Benchmarking Compliance Portal**

A screenshot of the "Seattle's Benchmarking Compliance Search 2019 Reporting Year" web portal. The page features a header with the Seattle Energy Benchmarking logo and a "SCHEDULED UPDATES" notice. Below the header, there are three numbered steps: 1. Make sure your Portfolio Manager account is updated and you've gone through the Annual Compliance Checklist. 2. Find your Building ID and/or Portfolio Manager user name and search below. 3. If not compliant, use the resources on the right to fix any issues or contact the help desk at energybenchmarking@seattle.gov. To the right of the steps are four buttons: "How to Guide", "Fix Default Data Issues", "Get Started with Verification", and "Annual Compliance Checklist". Below these is a "Compliance Resources" section with a "Help Desk" link and the email address energybenchmarking@seattle.gov. At the bottom, there are two search buttons: "SEARCH BY BUILDING ID" and "SEARCH BY USER NAME", followed by a text input field labeled "Enter Your OSE Building ID" and a "Search Results" section.

## Compliance Status:

**Green = Compliant:** Report has been submitted to City of Seattle with no flagged errors-compliant for 2018 reporting

**Red= Not Compliant:** Further action is required

## Reporting Issue Flags:

- **Portfolio Manager Not Connected to The City of Seattle**: Your Portfolio Manager Account/building has not been shared with City of Seattle Annual Report (Step 5 & 6 in How to Guide).
- **Missing EUI or Electricity Data**: Your building in Portfolio Manager does not have complete energy data for the whole calendar year required to report.
- **Default Data**: Your building in Portfolio Manager is using default data values (temporary) for building space use characteristics, i.e. number of workers, hours of operation, etc.
- **Account Requires Verification**: Your building in Portfolio Manager has been flagged for reporting data anomalies.

# When Verification is Required

Data Issue	Definition
Outlier - EUI	Buildings outside the outlier thresholds set for each property type and weighted to account for additional property uses.
Outlier – ENERGY STAR	Buildings with an ENERGY STAR score of 1 or 100.
Possible Energy Data Error	Buildings with +/-50% change in EUI, electricity, gas, or steam from previous reporting years.
Possible Missing Fuel	Buildings with a non-electric fuel use in a past benchmarking report but not reported in current reporting year.

**Poll:** Have you completed a data verification submission?

## Common errors found and corrected in Portfolio Manager are:

- Incorrect building square footage
- Incorrect benchmarking of parking square footage
- Incorrect property types
- Incorrect or missing secondary space types
- Missing fuel sources
- Missing tenant meters
- Automated data exchange error(s) in monthly consumption



## Data Verification requires a review of your building's benchmarking report in Portfolio Manager & online submittal

- Square footage
- Space types and details
- Energy meters



For more detailed instructions on this section watch training video: **Verifying Energy Benchmarking Accuracy**



**SEATTLE energy benchmarking DATA VERIFICATION REQUIREMENTS**

DO NOT SUBMIT—THIS FORM IS FOR DATA COLLECTION PURPOSES ONLY

The City of Seattle is now identifying annual benchmarking reports with possible errors and requiring further review. This applies to buildings with extremely low or high energy use (outliers), buildings that could be missing required data, and buildings with potential errors in their data. **Accurate annual reporting is a requirement per Seattle Municipal Code (22.920.120)**. Reports with possible errors require additional verification to be considered compliant.

**If your report is flagged for verification, you must do the following:**

1. **Review** the following instructions to understand the required steps to verify the accuracy of your building's ENERGY STAR® Portfolio Manager account.
2. **Collect** required information for data verification; **review** your Portfolio Manager account for errors; and update or **make corrections** where necessary. Account review requires research outside of Portfolio Manager and coordination with utilities if signed up for automated data exchange. **The review process can take up to two weeks to complete the research and allow time for back and forth with utilities and/or building tenants.** Tip: Use this worksheet to collect the required information that will be necessary to submit online to fulfill your data verification requirement.
3. **Complete and submit** the Energy Benchmarking Data Verification online form.

**STEP 1 CONTACT AND BUILDING INFORMATION**

You will need the following information when reviewing your Portfolio Manager account and submitting the online verification form to the City of Seattle. Note: if you do not have access to the Portfolio Manager account associated with the building requiring verification, please see the [Energy Benchmarking FAQ](#) on steps to gain access to account.

- Seattle OSE Building ID (1-5) digits \_\_\_\_\_
- Building Name \_\_\_\_\_
- Building Address- Primary \_\_\_\_\_
- Building Address- Additional\* \_\_\_\_\_
- EPA Portfolio Manager ID (7 digits) \_\_\_\_\_
- Name & Contact Information \_\_\_\_\_
- Relationship to Building \_\_\_\_\_
- Number of buildings included in benchmarking report \_\_\_\_\_

**Need Help finding your Seattle OSE Building ID? Visit [www.seattle.gov/energybenchmarkingmap](http://www.seattle.gov/energybenchmarkingmap) and search by address or zoom into the building. Click on the building and you'll see an OSE Building ID between 1-5 digits.**

**\*Tip:** It is important to use [King County Assessor's Parcel Viewer Map](#) to identify **additional addresses** associated with the building as utility meters are often linked to these addresses. You can search by address or parcel number.



Contact the Help Desk at [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov) or 206-727-8484 for support.

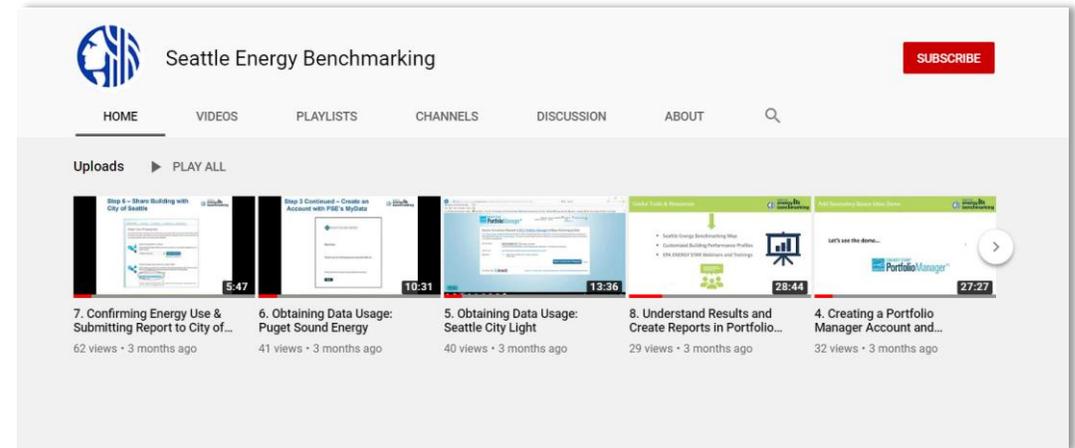
Seattle Office of Sustainability & Environment 1

**Poll:** Have you watched any of our Energy Benchmarking Training Videos?

- Seattle Benchmarking How to Guide
- Data Verification Requirements Worksheet
- Correcting Default Values How to Guide—Multifamily and Commercial
- Compliance Checklist
- Annual Update Checklist
- FAQs
- Benchmarking Training Video Series



[www.seattle.gov/energybenchmarking](http://www.seattle.gov/energybenchmarking)



## ENERGY STAR Portfolio Manager: Additional Guidance

- How to generate standard reports and performance documents guide
- Ask the expert
- Advanced user webinars

Events by Program [View Events by Date](#) | [View Event Recordings](#)

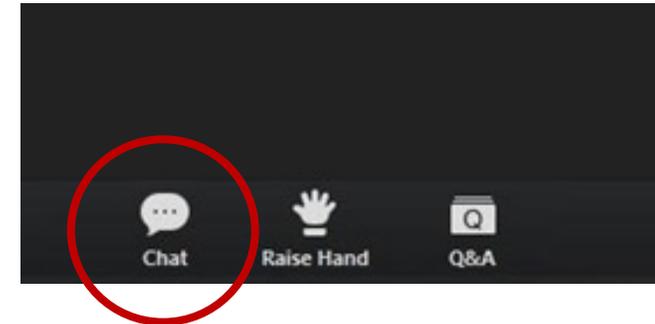
English : [New York Time](#)

Show past events  Show only events that require registration

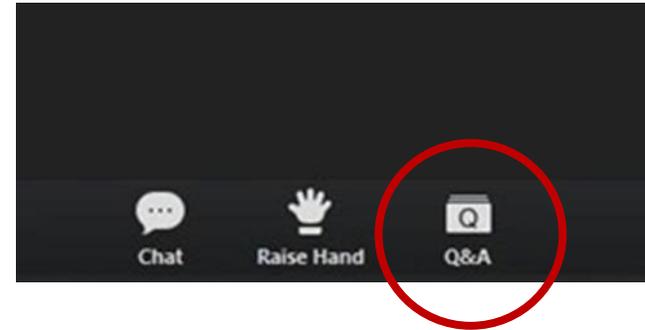
Date & Time	Topic	Panelist
▼ 2020 ENERGY STAR Webinars		
Click "More..." to view and register for all 2020 ENERGY STAR webinars!		
Sep 3, 2020 12:00 pm	<a href="#">Benchmarking Water &amp; Wastewater Treatment Plants in Portfolio Manager</a>	<a href="#">Register</a>
Sep 9, 2020 1:00 pm	<a href="#">Portfolio Manager 101</a>	<a href="#">Register</a>
Sep 10, 2020 1:00 pm	<a href="#">Innovative Technologies Part 1 – Battery Storage</a>	<a href="#">Register</a>
	<a href="#">More...</a>	
▼ Other Events		
Sep 2, 2020 12:00 pm	<a href="#">Ask the Expert</a>	<a href="#">Register</a>
Sep 16, 2020 12:00 pm	<a href="#">Ask the Expert</a>	<a href="#">Register</a>
Sep 30, 2020 12:00 pm	<a href="#">Ask the Expert</a>	<a href="#">Register</a>
Oct 14, 2020 12:00 pm	<a href="#">Ask the Expert</a>	<a href="#">Register</a>
Oct 28, 2020 12:00 pm	<a href="#">Ask the Expert</a>	<a href="#">Register</a>

# Sign-up For Account Review

- For building specific compliance questions or for free account review, go to chat box and click the link to sign up
- Technical assistance staff will follow-up with an appointment time



- Add your question to the Q&A



# Additional Questions?



Call or email help desk staff

**206-727-8484**

[energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov)

