



# Energy Benchmarking User Guide

Version 6.0

**This guide contains step-by-step instructions on  
how to use Energy Star Portfolio Manager.  
Learn how to enter and submit your building's utility use data.**

Prepared by the Center for Energy and Environment (CEE)  
and the Minneapolis Health Department energy benchmarking team

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## About energy benchmarking

Benchmarking tracks and compares all of the utilities used by your building to similar buildings. Utilities include:

- Natural gas
- Electricity
- Steam
- Water
- Other utilities

By merging energy data with property details, you can understand your building's overall environmental performance for water and energy use.

The U.S. EPA's ENERGY STAR Portfolio Manager is an online free, benchmarking tool that allows you to measure, track and submit your building's energy and water use data to the City of Minneapolis. This how to guide provides step-by-step instructions on how to benchmark a building to determine its: Energy Use Intensity (EUI) This is the building's energy use per square foot (kBtu/sq. ft.) per year. A lower number indicates a more efficient building.

- 1-100 ENERGY STAR rating. About 22 20 types of buildings are eligible to receive an ENERGY STAR rating. A higher score indicates a more efficient building.

**If you already track your energy use, benchmarking is different.** Even if you are recording your building's energy use in an excel spreadsheet or with your building automation system, you have a limited ability to compare your consumption to similar buildings.

The added value of benchmarking is to gain an understanding of the efficiency potential of your building regardless of:

- Occupancy
- Weather variations
- Building type

## What you need to get started

For most properties, the process of benchmarking is relatively simple. It involves gathering some preliminary information about your property. Then, it involves setting up your building accounts with the Xcel Energy and CenterPoint Energy benchmarking tools (as applicable) to aggregate and automatically upload all meter data into your ENERGY STAR Portfolio Manager account.

**Benchmarking for the first time?** You will need the following accounts:

- Create an ENERGY STAR Portfolio Manager account (see the Portfolio Manager [Quick Start Guide](#))

- Create an [Xcel Energy Benchmarking Services Portal](#) account
- Create an [Energy Data Portal](#) account for CenterPoint Energy
- Access to your City of Minneapolis [Utility Billing account](#) for water consumption data
- (If applicable) Access to your district energy bills from [Clearway Community Energy](#)

More details on how to set up these accounts and what information needs to be entered will be described later.

**If you already have an Xcel Energy or CenterPoint Energy account** you still need to set up accounts for benchmarking.

You may have your own customer account with each utility, but you need to access whole building energy and water consumption data for your building. This means, even your tenants' energy use must be accounted for or you will not be in compliance with the City's Energy Benchmarking Policy.

The easiest way to obtain whole building energy and water consumption is to register an account with the utility energy benchmarking tools. The benchmarking tools automatically upload your whole building energy data to your Portfolio Manager Account. This will be discussed in detail in **Steps 2 & 3**.

## Important information about your property includes:

- **Property name**
- **Property address**
- [Property type](#) (click link to see definitions.)
- **Year built**
- **Building owner**
- **Gross floor area** (sq. ft.)
  - Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). This includes all areas inside the building(s) such as:
    - Occupied tenant areas
    - Common areas
    - Meeting areas
    - Break rooms
    - Restrooms
    - Elevator shafts
    - Mechanical equipment areas
    - Storage rooms.
  - **Gross Floor Area does not include** interstitial plenum space between floors, which may house pipes and ventilation or parking area.
- **Irrigated area** (sq. ft.)
  - Irrigated area is the amount of vegetated area that is frequently supplied, or irrigated, with water at the property site.

- **Parking area** (sq. ft.)
  - Parking refers to buildings and lots used for parking vehicles, including open, underground, closed, and partially closed parking lots.
- **Other building use types**
  - If your property is a mixed-use type or has other major amenities or tenants, such as swimming pools and data centers, it is helpful to know the square footage of these as well.)
- **Occupancy**
  - Occupancy is the amount of your property that is occupied or operational, meaning it is heated / cooled throughout the year or week.
- **Weekly operating hours**
- **Number of workers & computers on main shift** (if applicable)
- **Renewable electricity sources** (if applicable, in kWh units)

Important *utility information* about your property includes:

- Types of utilities in the building (electric, gas, district energy, water, backup generator fuel / delivered fuel, etc.)
- Rough estimate of the number of meters in the building
- Account number and log in information for Xcel Energy, CenterPoint Energy, City of Minneapolis water account, etc.

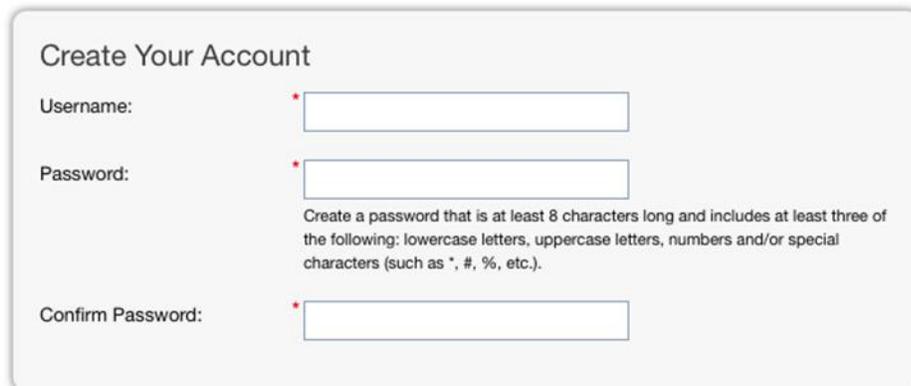
# Step 1 - Setting up your ENERGY STAR Portfolio Manager account

To comply with the City of Minneapolis benchmarking ordinance, you will benchmark your building's energy and water consumption using the ENERGY STAR Portfolio Manager tool. Check in with staff that have been with the property for a long time to see if someone has already set up an account. If a previous account exists, try to acquire the log in credentials to save yourself the time and effort.

## Registering an account

If your property is being benchmarked for the first time, register for an account at <https://portfoliomanager.energystar.gov/pm/signup>. 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](mailto:noreply@energystar.gov)" to your address book to ensure delivery.

Example registration page:



The image shows a registration form titled "Create Your Account". It contains three input fields: "Username:", "Password:", and "Confirm Password:". Each field has a red asterisk to its right. Below the "Password:" field, there is a note: "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.)."

**Keep a record of the username and password.** This will ensure that if there is staff turnover, the Portfolio Manager credentials are not lost.

### 1) Answer the basic questions about you and your organization on the next page.

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

If you have more than one "primary business," pick the best option. Portfolio Manager will use the information you enter here to determine your category for a score based on information like the square footage that you enter for each of your property uses.

For Reporting Units, choose "Conventional EPA Units (e.g., kBtu/ft2)."

For “Will you be using the web services API to develop software to exchange data with Portfolio Manager?” Choose No.

Example “About Yourself” page:

### About Yourself

First Name: \*

Last Name: \*

Job Title: \*

Email: \*

Confirm Email: \*

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

Phone: \*

Country: \*

Language:

Reporting Units:  Conventional EPA Units (e.g., kBtu/ft<sup>2</sup>)  
 Metric Units (e.g., GJ/m<sup>2</sup>)

Street Address: \*

City/Municipality: \*

State/Province: \*

Postal Code: \*

## 2) Account searchability in Portfolio Manager.

You can [connect with other](#) people in Portfolio Manager to easily share information and receive assistance from the Minneapolis Benchmarking Team. Your account must be searchable in order for others to send you a connection request.

### Searchability in Portfolio Manager

Can other people search for you and send you a [connection request](#)?

Yes  
 No

## 3) Create security questions and then create your account.

Portfolio Manager will randomly select one of your security questions to verify your identity in specific situations, for example, if you forget your password.

[Find more information on Portfolio Manager.](#)

You can also watch [this video](#), which provides a step-by-step guide to using Portfolio Manager.

Example of “Security Questions” Page.

### Recovering Access to Your Account

In the event that you forget your username or password, Portfolio Manager will ask for answers to your security questions to protect access to your account.

Security Question 1: \*

Your Answer: \*

Security Question 2: \*

Your Answer: \*

[Create My Account](#) [Cancel](#)

## Input property information into Portfolio Manager

Now that you have an ENERGY STAR Portfolio Manager account, you need to set up and add your property(ies) to your portfolio.

### 1) Under the MyPortfolio tab, choose 'Add a Property'

The screenshot displays the ENERGY STAR Portfolio Manager interface. On the left, there are three panels: 'Properties (0)' with a red-bordered 'Add a Property' button, 'Source EUI Trend (kBtu/ft²)', and 'Total GHG Emissions Trend (MtCO2e)'. On the right, there is a 'Notifications (0)' panel with the text 'You have no new notifications.', a 'My Properties (0)' panel with an 'Add a Property' button, a filter dropdown set to 'View All Properties (0)', a search bar, and a 'Download Entire Portfolio' link. Below the 'My Properties' panel is an information icon and a tip: '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.'

## 2) Set up a property.

On this screen, there are three fields to complete:

- A. Select the primary function of the property. 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.



**ACME BANK**

### Your Property's Primary Function

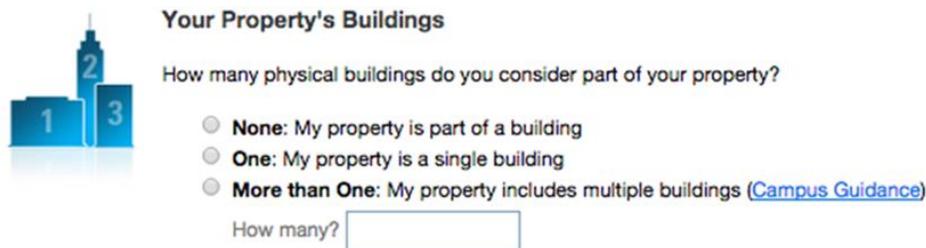
We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a primary function

[Learn more about primary functions/property types.](#)

- B. Select the number of buildings for the property.

Not sure what kind of property you are? Most people will select, "One: My property is a single building." If the property is a campus, please read the **Campus Benchmarking Instructions** in the appendix. (*A campus is a set of buildings on a shared energy meter or central heating plant (not including hospitals, senior care, or K-12 schools).*)



### Your Property's Buildings

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

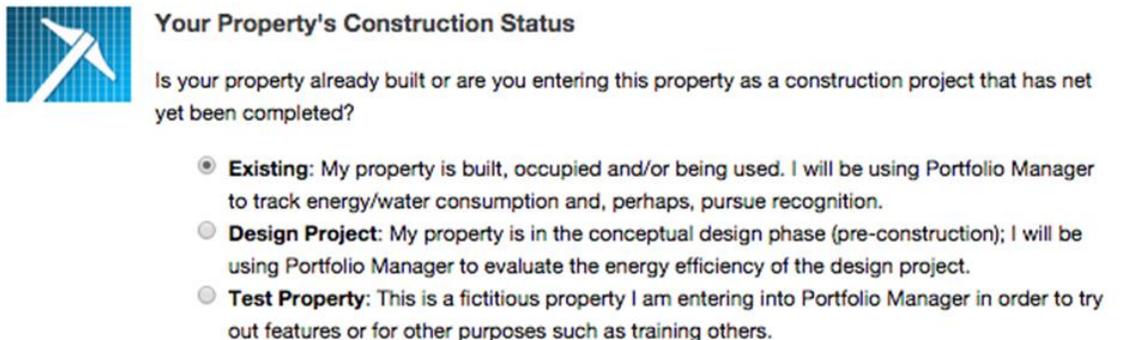
**None:** My property is part of a building

**One:** My property is a single building

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

How many?

- C. For your Property Construction Status, select **Existing**



### 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 a fictitious property I am entering into Portfolio Manager in order to try out features or for other purposes such as training others.

**Get Started!**

[Cancel](#)

D. Once you've filled out these three fields, click the blue **Get Started!** Button

### 3) Enter basic property information

Basic property information includes the building name, address, year built, occupancy and gross floor area (not including parking), featured in the image to the right.

A set of questions will later follow that pertain to the primary function of the property. Answer these questions to help Portfolio Manager understand how the building is being used as it related to energy and water use. If there are additional uses, Portfolio Manager will ask you for additional inputs to quantify those other uses.

The image shows a form titled "About Your Property" with the following fields:

- Name: [Text Input]
- Country: [Dropdown Menu: --- Select ---]
- Street Address: [Text Input]
- City/Municipality: [Text Input]
- State/Province: [Dropdown Menu: --- Select ---]
- Postal Code: [Text Input]
- Year Built: [Text Input]
- Gross Floor Area: [Text Input] [Sq. Ft.] [Temporary Value]
- Occupancy: [Dropdown Menu: Select] %

**Gross Floor Area** is the total floor area, expressed in square feet or square meters, measured from the principal exterior surfaces of the building(s) and not including parking areas(s). [Learn More](#)

**Gross Floor Area** is the total size, as measured between the principal exterior surfaces of the enclosing fixed walls of the building(s). This includes all areas inside the building(s) such as: occupied tenant areas, common areas, meeting areas, break rooms, restrooms, elevator shafts, mechanical equipment areas, and storage rooms. In the case where there is an atrium, you should count the Gross Floor Area at the base level only. Do not increase the size to accommodate open atrium space at higher levels.

Gross Floor Area is not:

- Inclusive of the interstitial plenum space between floors, which may house pipes and ventilation;
- The same as rentable, but rather includes all area inside the building(s). Leasable space would be a subset of Gross Floor Area;
- Inclusive of any exterior spaces such as balconies or exterior loading docks and driveways.

Below are the questions that appear if the primary function of the property is an office building. Notice that additional uses in the property could include parking areas, data centers, retail stores, and restaurants/cafeterias.

#### 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

Upon completion of this page, click **Continue**.

## Define how the property is used

On this screen, enter details about the primary use of the property (and supplementary property uses) based on your previous responses. For a better understanding of **Property Types, Definitions, and Use Details for ENERGY STAR Portfolio Manager**, [visit this EPA webpage](#).

Below is an example of the input screens for an Office Use with additional uses being a Data Center and Parking. Regardless of your property use type, the following advice applies:

- Any of these uses can be deleted if they do not apply
- Hover the computer mouse over each property use characteristics for definitions
- If you don't have all of the information, use Default/Temporary values. **Please update this with real information later or your score will not be accurate**
- Click on **Add Property** when you have completed this page

Example screenshot of property use details page for an office building

▼ Office Use [/ Edit Name](#)
Delete

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area should include all space within the building(s) including offices, conference rooms and auditoriums, kitchens used by staff, lobbies, fitness areas for staff, storage areas, stairways, and elevator shafts.

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	* <input type="text" value="10000"/> <span style="border: 1px solid #ccc; padding: 2px;">Sq. Ft.</span>	<input type="text" value="01/01/1930"/>	<input type="checkbox"/>
Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="01/01/1930"/>	<input type="checkbox"/>
Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="01/01/1930"/>	<input type="checkbox"/>
Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="01/01/1930"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="01/01/1930"/>	<input type="checkbox"/>
Percent That Can Be Cooled	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="01/01/1930"/>	<input type="checkbox"/>

Example screenshot of property use details page for a data center:

▼ **Data Center Use** / [Edit Name](#)
Delete

Data Center refers to buildings specifically designed and equipped to meet the needs of high density computing equipment, such as server racks, used for data storage and processing. Typically these facilities require dedicated uninterruptible power supplies and cooling systems. Data center functions may include traditional enterprise services, on-demand enterprise services, high performance computing, internet facilities, and/or hosting facilities.

Often Data Centers are free standing, mission critical computing centers. When a data center is located within a larger building, it will usually have its own power and cooling systems, and require a constant power load of 75 kW or more. Data Center is intended for sophisticated computing and server functions; it should not be used to represent a server closet or computer training area.

Gross Floor Area should include all space within the building(s) including raised floor computing space, server rack aisles, storage silos, control console areas, battery rooms, mechanical rooms for cooling equipment, administrative office areas, elevator shafts, stairways, break rooms and restrooms.

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	* <input type="text"/> Sq. Ft. ▾	01/01/1930	<input type="checkbox"/>
IT Energy Configuration	<input type="text"/> ▾ <input type="checkbox"/> Use a default	01/01/1930	<input type="checkbox"/>
UPS System Redundancy	<input type="text"/> ▾	01/01/1930	<input type="checkbox"/>
Cooling Equipment Redundancy	<input type="text"/> ▾	01/01/1930	<input type="checkbox"/>

Example screenshot of property use details page for parking lot space:

▼ **Parking Use** / [Edit Name](#)
Delete

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.

Property Use Detail	Value	Current As Of	Temporary Value
Open Parking Lot Size	* <input type="text"/> Sq. Ft. ▾	1/1/1950	<input type="checkbox"/>
Partially Enclosed Parking Garage Size	* <input type="text"/> Sq. Ft. ▾	1/1/1950	<input type="checkbox"/>
Completely Enclosed Parking Garage Size	* <input type="text"/> Sq. Ft. ▾	1/1/1950	<input type="checkbox"/>
Supplemental Heating	<input type="text"/> ▾ <input type="checkbox"/> Use a default	1/1/1950	<input type="checkbox"/>

[Back](#)

[Add Property](#) [Cancel](#)

# Input City of Minneapolis property ID or tax ID

You may enter your property ID or tax ID for your building in this section. This information is available on the City of Minneapolis [Property Information](#) website. To add this to your property information in Portfolio Manager, you will need to follow the steps below:

- 1) Click on the Details tab



2) Scroll down, and you'll see a box on the left titled "Unique Identifiers (IDs)." Click "Edit."

Summary Details Meters G

**Basic Information**  
[View/Edit all Details](#)

**Construction Status:**  
Existing

**Federal Property:**  
Not Set

**Service & Product Provider:**  
None ([Find a SPP](#))

**Editing basic information also includes name, address, etc.**

**Unique Identifiers (IDs)**

**Portfolio Manager ID:**  
1111111

**Standard IDs:** None

**Custom IDs:** None

**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**

3) On the next page, scroll down and you'll find the "Custom IDs" box. You'll be able to add up to three custom IDs in the "Custom ID box"

**Custom IDs**

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

**Custom ID 1:**  
Name:  ID:

**Custom ID 2:**  
Name:  ID:

**Custom ID 3:**  
Name:  ID:

**Custom IDs**

The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross-reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.

.....

## Step 2 - Setting up your Xcel Energy Benchmarking Services account

[Register for Xcel Energy's Benchmarking Portal.](#)

Note that this is not your log in to your Xcel Energy account, but rather a registration page to the portal that allows you to transfer your data back into your ENERGY STAR Portfolio Manager Account.

After a one-time set up, your aggregated, whole-building electric data will automatically upload to your Portfolio Manager Account.

- 1) To begin, click on the Energy tab of ENERGY STAR Portfolio Manager. Then select Add A Meter.**
- 2) Next, click this link to access the [Xcel Energy Benchmarking Web Services Tool user guide](#).**
- 3) Begin at Step 3 since you have already set up your Portfolio Manager account. Follow the instructions step-by-step until you reach Step 7.**

Step 7 and 8 will be completed by Xcel Energy staff, but it is recommended that you are patient and check your email regularly for updates regarding your tenant meter matching.

NOTE: If you have a major energy user in your building, you may be required to obtain tenant consent in order to comply with the City of Minneapolis' ordinance. If this is the case, you will receive an email from Xcel Energy requesting that you complete the tenant consent form and return it. If this is the case, please follow Step 10 to completion.

Resources: If you have questions or get stuck, email [benchmarking@xcelenergy.com](mailto:benchmarking@xcelenergy.com).

## Step 3 - Setting up your Energy Data Portal account with CenterPoint Energy

[Click here to register for the Energy Data Portal by CenterPoint Energy.](#)

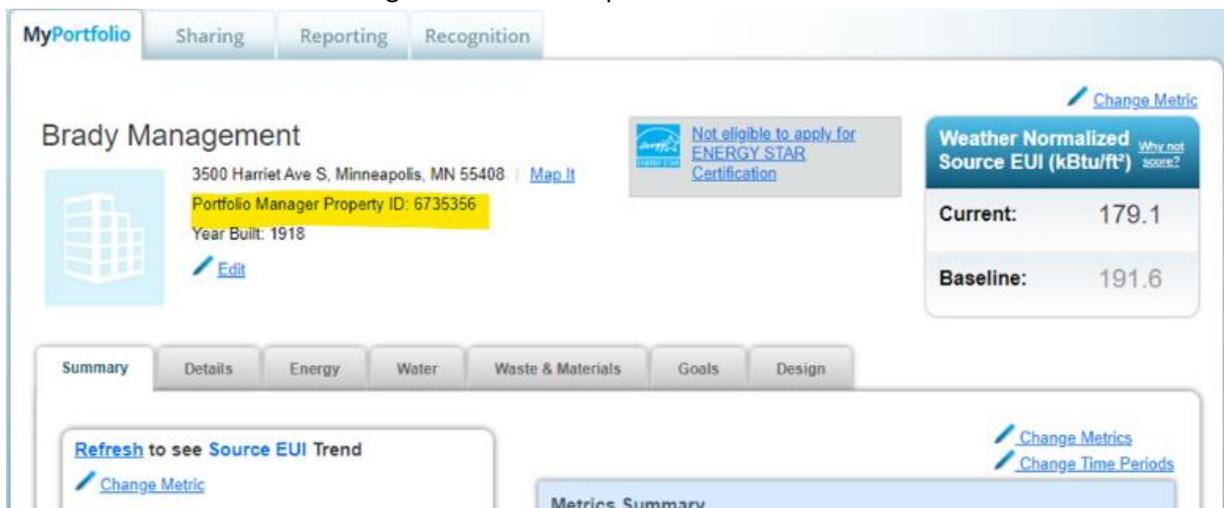
Note that this is not your log in to your CenterPoint Energy account, but rather a registration page to the portal that allows you to transfer your data back into your ENERGY STAR Portfolio Manager Account.

CenterPoint Energy also offers a tool for customers to automatically aggregate and upload their whole-building energy meter data into their Portfolio Manager account. Using the Energy Data Portal account by CenterPoint Energy is the most accurate, convenient way to benchmark your building(s) natural gas use to ensure that you are in compliance with the City of Minneapolis policy.

To set up your account, follow the instructions outlined in this [Energy Data Portal User Guide](#) for step-by-step guidance. The first step involves gathering your CenterPoint Energy bills for *all of your accounts*. While the CenterPoint Energy tool is faster at transferring data to your Portfolio Manager account when set up correctly, it takes more attention to the details outlined in each user guide step.

### ADVICE:

- When registering, consider making the username and password something that you can share with others during staff or management turnover.
- Also, when gathering your CenterPoint Energy bills, make note of your:
  - CenterPoint Energy account number (numbers that appear before the “-”)
  - Specific customer name, as it appears on bill
  - Service address (street number only) as it appears on bill
  - Portfolio Manager ID associated with the property(ies)
    - See image below for example



The screenshot displays the 'MyPortfolio' interface for a property named 'Brady Management'. The interface includes a navigation bar with tabs for 'Sharing', 'Reporting', and 'Recognition'. The main content area shows the property name 'Brady Management' and its address: '3500 Harriet Ave S, Minneapolis, MN 55408'. A 'Map It' link is provided. The 'Portfolio Manager Property ID' is highlighted in yellow as '6735356', and the 'Year Built' is listed as '1918'. An 'Edit' link is visible. A notification box states 'Not eligible to apply for ENERGY STAR Certification'. A 'Weather Normalized Source EUI (kBtu/ft²)' widget shows a 'Current' value of 179.1 and a 'Baseline' value of 191.6. Below this, a 'Metrics Summary' section is partially visible, with a 'Refresh to see Source EUI Trend' button and 'Change Metric' and 'Change Time Periods' links.

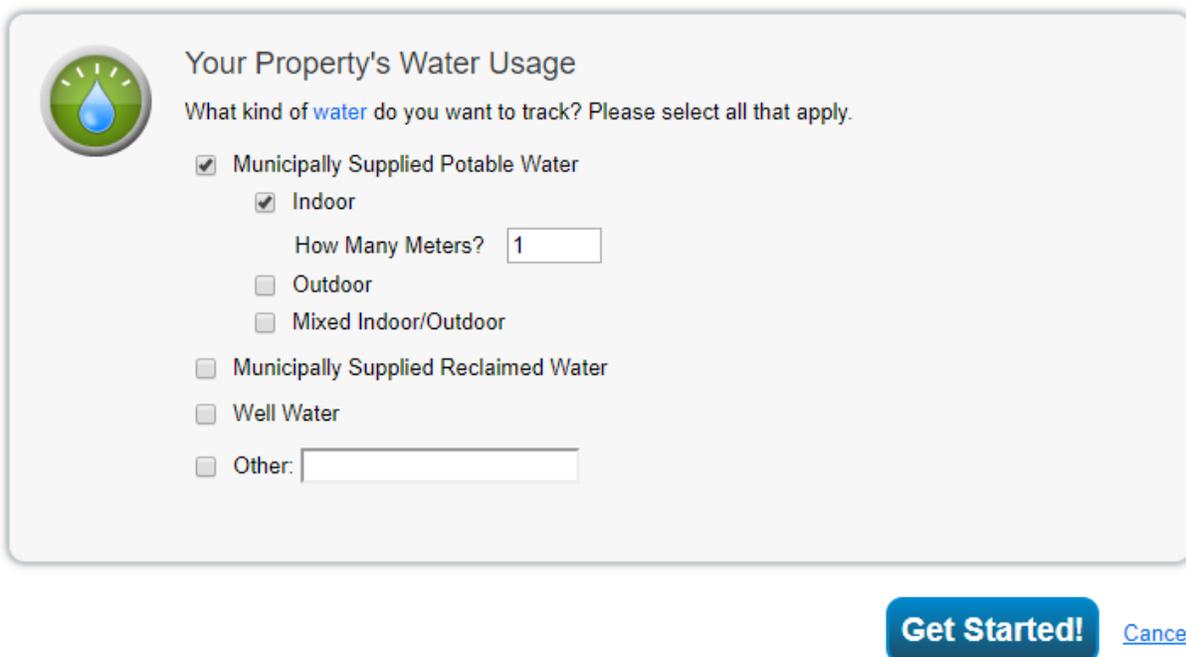
## Step 4 - Entering water meter data

[Log in to your City of Minneapolis water billing account here.](#)

For the City of Minneapolis Benchmarking ordinance, only water **consumption** data needs to be entered into your Portfolio Manager account and submitted to the City. This excludes your sewer meter readings, but includes any water used for irrigation or fire lines (if that value is different from “0” for that year.

- 1) In your ENERGY STAR Portfolio Manager Account, click on the “Water” tab. Once there, click “Add A Meter.”
- 2) Select “Municipally Supplied Potable Water” and select the type(s) of water meter(s) as well as the number of each water meter(s). (Note: Water consumption used for irrigation would be entered separately as an “outdoor” meter.)
- 3) Click Get Started! when you are ready.

Example screenshot of Step 2:



**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](#)

- 4) Enter the characteristics of your water meter. For “Units,” enter “ccf (hundred cubic feet).” For “Date Meter became Active,” you will want this to be at least January 1<sup>st</sup> of the year you are benchmarking. Likely, you will want to add 13-14 months of data to ensure that you are accounting for all of the water consumption for that calendar reporting year. When you are ready, click Create Meters.

1 Water Meter for Brady Management (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				<input checked="" type="checkbox"/>		

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

Back

Create Meters [Cancel](#)

5) At this stage, ENERGY STAR will prompt you to add your water consumption data for your meter. There are two ways to go about this, described below: 1) (recommended) upload a spreadsheet of your consumption data or 2) manually enter if you have a record of all water bills.

Below is a screenshot of where you can find the spreadsheet template to bulk upload water usage data into your ENERGY STAR Portfolio Manager account.

1 Water Meter(s) for Brady Management

▼ Potable Indoor Meter

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
<a href="#">Click to add an entry.</a>					

[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

Continue [Cancel](#)

## Option 1 (recommended for multiple entries): uploading a spreadsheet of water consumption data

- Download the utility meter data [spreadsheet template](#) from ENERGY STAR Portfolio Manager. Open the spreadsheet template in Microsoft Excel or Google Sheets.
- Now, log on to your City of Minneapolis water billing account <https://ub.minneapolismn.gov/app/login.jsp>
- From your home page, click **Billed Usage** on the left hand side of your screen as depicted in the next image.

**Home**

Address: 4717 NICOLLET AVE, MINNEAPOLIS, MN 55419

Balance: \$0.00

Account Meter Status: Water On

**My Current Bill**

Current Balance: \$0.00 due Dec 18, 2019

[Pay Bill](#)

Service	Current Charges	Past Due	Penalty
Water	\$0.00	\$0.00	\$0.00
Sewer	\$0.00	\$0.00	\$0.00
Refuse	\$0.00	\$0.00	\$0.00
Drainage	\$0.00	\$0.00	\$0.00

**Water Usage Summary:**

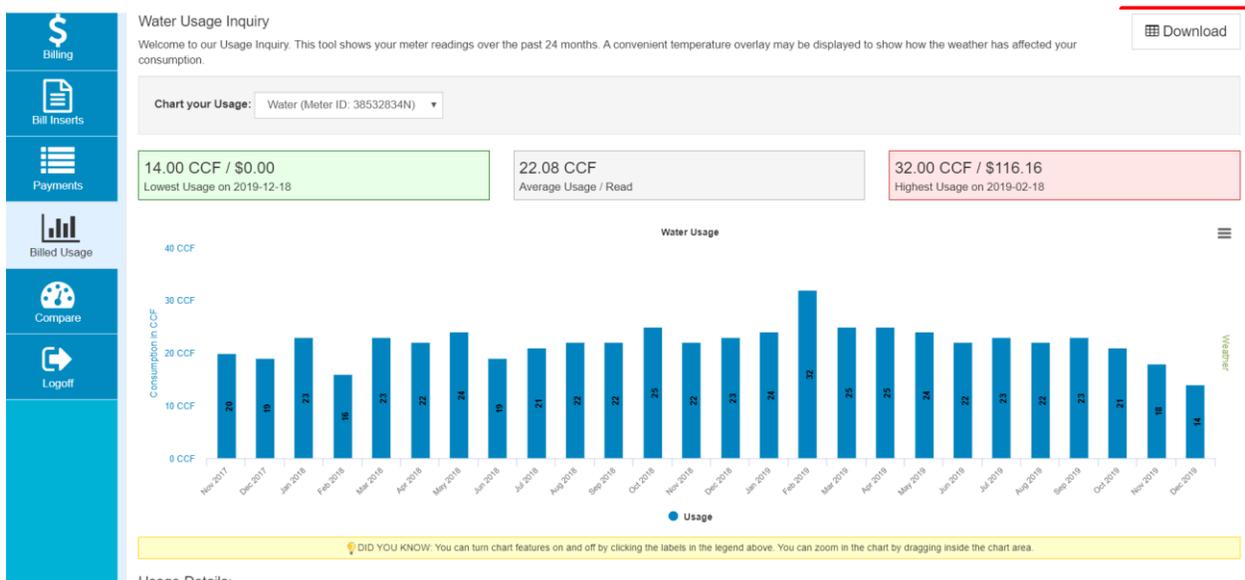
- You used 4 CCF less water compared to your previous bill
- Usage on your current bill dated Dec 18, 2019: 14 CCF
- Usage on your previous bill dated Nov 18, 2019: 18 CCF

**Why was your usage less?**

- There were 30 days in your current billing period compared with 31 days in your previous billing period.
- Check out our water conservation tips to help you save!

[View History](#)

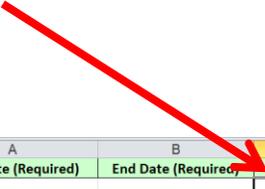
- This will show you your consumption history for water usage. Click the **“Download”** button in the top right of the screen to download this data. (See example below.)



- e. Open the spreadsheet containing your water consumption data.
- f. Copy the data (numbers only) under the column header “Usage in CCF” and paste it into the “Usage (Required)” column of the upload spreadsheet template as displayed in the image below.

	A	B	C	D	E	F	G	H	I
1	Meter	Date	Reading	D Days	Current Read	Usage in CCF	Water Am	Average C	Face
2	38532834	18-Dec-19	Actual Rea	30	6,515.00	14	0	0.47	1
3	38532834	18-Nov-19	Actual Rea	31	6,501.00	18	65.34	0.58	1
4	38532834	18-Oct-19	Actual Rea	30	6,483.00	21	76.23	0.7	1
5	38532834	18-Sep-19	Actual Rea	31	6,462.00	23	83.49	0.74	1
6	38532834	18-Aug-19	Actual Rea	31	6,439.00	22	79.86	0.71	1
7	38532834	18-Jul-19	Actual Rea	30	6,417.00	23	83.49	0.77	1
8	38532834	18-Jun-19	Actual Rea	31	6,394.00	22	79.86	0.71	1
9	38532834	18-May-19	Actual Rea	30	6,372.00	24	87.12	0.8	1
10	38532834	18-Apr-19	Actual Rea	31	6,348.00	25	90.75	0.81	1
11	38532834	18-Mar-19	Actual Rea	28	6,323.00	25	90.75	0.89	1
12	38532834	18-Feb-19	Actual Rea	31	6,298.00	32	116.16	1.03	1
13	38532834	18-Jan-19	Actual Rea	31	6,266.00	24	87.12	0.77	1
14	38532834	18-Dec-18	Actual Rea	30	6,242.00	23	82.34	0.77	1
15	38532834	18-Nov-18	Actual Rea	31	6,219.00	22	78.76	0.71	1
16	38532834	18-Oct-18	Actual Rea	30	6,197.00	25	89.5	0.83	1
17	38532834	18-Sep-18	Actual Rea	31	6,172.00	22	78.76	0.71	1
18	38532834	18-Aug-18	Actual Rea	31	6,150.00	22	78.76	0.71	1
19	38532834	18-Jul-18	Actual Rea	30	6,128.00	21	75.18	0.7	1

**f. Copy the Usage in CCF from your utility billing record into the upload spreadsheet.**



	A	B	C	D	E
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

**Usage**  
Usage is the amount of energy that was used between the Start and End dates.

**NOTE: If you only have the number “1” in your “Face” column of your water billing record, move on to the next step. If you have “1” and “2” in your “Face” column, read on:**

The “Face” column of your utility billing record indicates whether the meter was read at “low” (1) or “high” (2) flow rates. While this is used by the City of Minneapolis Water Department to assess customer demand, it does not affect the way that you as a customer are billed.

However, for the same month, you may have two “Usage in CCF” values read for Face 1 and Face 2. These values will need to be added, or “summed” for that month to get a single, aggregated monthly reading to upload into ENERGY STAR Portfolio Manager.

- g. Copy all data under the “Date” column of your utility bill record starting with the second date listed. See below for an example. Paste this into the “Start Date” of the upload spreadsheet template from ENERGY STAR Portfolio Manager.

	A	B	C	D	E	F	G	H	I
1	Meter	Date	Reading	D Days	Current Read	Usage in CCF	Water Am	Average C	Face
2	38532834	18-Dec-19	Actual Rea	30	6,515.00	14	0	0.47	1
3	38532834	18-Nov-19	Actual Rea	31	6,501.00	18	65.34	0.58	1
4	38532834	18-Oct-19	Actual Rea	30	6,483.00	21	76.23	0.7	1
5	38532834	18-Sep-19	Actual Rea	31	6,462.00	23	83.49	0.74	1
6	38532834	18-Aug-19	Actual Rea	31	6,439.00	22	79.86	0.71	1
7	38532834	18-Jul-19	Actual Rea	30	6,417.00	23	83.49	0.77	1
8	38532834	18-Jun-19	Actual Rea	31	6,394.00	22	79.86	0.71	1
9	38532834	18-May-19	Actual Rea	30	6,372.00	24	87.12	0.8	1
10	38532834	18-Apr-19	Actual Rea	31	6,348.00	25	90.75	0.81	1
11	38532834	18-Mar-19	Actual Rea	28	6,323.00	25	90.75	0.89	1
12	38532834	18-Feb-19	Actual Rea	31	6,298.00	32	116.16	1.03	1
13	38532834	18-Jan-19	Actual Rea	31	6,266.00	24	87.12	0.77	1
14	38532834	18-Dec-18	Actual Rea	30	6,242.00	23	82.34	0.77	1
15	38532834	18-Nov-18	Actual Rea	31	6,219.00	22	78.76	0.71	1
16	38532834	18-Oct-18	Actual Rea	30	6,197.00	25	89.5	0.83	1
17	38532834	18-Sep-18	Actual Rea	31	6,172.00	22	78.76	0.71	1
18	38532834	18-Aug-18	Actual Rea	31	6,150.00	22	78.76	0.71	1
19	38532834	18-Jul-18	Actual Rea	30	6,128.00	21	75.18	0.7	1

	A	B	C	D	E
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
2	11/18/2019			14	
3	10/18/2019			18	
4	9/18/2019			21	
5	8/18/2019			23	
6	7/18/2019			22	
7	6/18/2019			23	
8	5/18/2019			22	
9	4/18/2019			24	
10	3/18/2019			25	
11	2/18/2019			25	
12	1/18/2019			32	
13	12/18/2018			24	
14	11/18/2018			23	
15	10/18/2018			22	
16	9/18/2018			25	
17	8/18/2018			22	
18	7/18/2018			22	
19	6/18/2018			21	
20	5/18/2018			19	
21	4/18/2018			24	
22	3/18/2018			22	

- h. Now, copy all data under the “Date” column of your utility bill record, including the first date listed. Paste this into the “End Date” of the upload spreadsheet template from ENERGY STAR Portfolio Manager. See below for an example.

	A	B	C	D	E	F	G	H	I
1	Meter	Date	Reading	D Days	Current Read	Usage in CCF	Water Am	Average C	Face
2	38532834	18-Dec-19	Actual Rea	30	6,515.00	14	0	0.47	1
3	38532834	18-Nov-19	Actual Rea	31	6,501.00	18	65.34	0.58	1
4	38532834	18-Oct-19	Actual Rea	30	6,483.00	21	76.23	0.7	1
5	38532834	18-Sep-19	Actual Rea	31	6,462.00	23	83.49	0.74	1
6	38532834	18-Aug-19	Actual Rea	31	6,439.00	22	79.86	0.71	1
7	38532834	18-Jul-19	Actual Rea	30	6,417.00	23	83.49	0.77	1
8	38532834	18-Jun-19	Actual Rea	31	6,394.00	22	79.86	0.71	1
9	38532834	18-May-19	Actual Rea	30	6,372.00	24	87.12	0.8	1
10	38532834	18-Apr-19	Actual Rea	31	6,348.00	25	90.75	0.81	1
11	38532834	18-Mar-19	Actual Rea	28	6,323.00	25	90.75	0.89	1
12	38532834	18-Feb-19	Actual Rea	31	6,298.00	32	116.16	1.03	1
13	38532834	18-Jan-19	Actual Rea	31	6,266.00	24	87.12	0.77	1
14	38532834	18-Dec-18	Actual Rea	30	6,242.00	23	82.34	0.77	1
15	38532834	18-Nov-18	Actual Rea	31	6,219.00	22	78.76	0.71	1
16	38532834	18-Oct-18	Actual Rea	30	6,197.00	25	89.5	0.83	1
17	38532834	18-Sep-18	Actual Rea	31	6,172.00	22	78.76	0.71	1
18	38532834	18-Aug-18	Actual Rea	31	6,150.00	22	78.76	0.71	1
19	38532834	18-Jul-18	Actual Rea	30	6,128.00	21	75.18	0.7	1

	A	B	C	D	E
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
2	11/18/2019	12/18/2019	14		
3	10/18/2019	11/18/2019	18		
4	9/18/2019	10/18/2019	21		
5	8/18/2019	9/18/2019	23		
6	7/18/2019	8/18/2019	22		
7	6/18/2019	7/18/2019	23		
8	5/18/2019	6/18/2019	22		
9	4/18/2019	5/18/2019	24		
10	3/18/2019	4/18/2019	25		
11	2/18/2019	3/18/2019	25		
12	1/18/2019	2/18/2019	32		
13	12/18/2018	1/18/2019	24		
14	11/18/2018	12/18/2018	23		
15	10/18/2018	11/18/2018	22		
16	9/18/2018	10/18/2018	25		
17	8/18/2018	9/18/2018	22		
18	7/18/2018	8/18/2018	22		
19	6/18/2018	7/18/2018	21		
20	5/18/2018	6/18/2018	19		
21	4/18/2018	5/18/2018	24		
22	3/18/2018	4/18/2018	22		

The goal of this is to get the “Start Date” and “End Date” to line up such that a full month of consumption history is accounted for. In the example below, you can see that each month overlaps perfectly with each Start Date corresponding with the previous entry’s End Date.

	A	B	C	D	E
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
2	11/18/2019	12/18/2019	14		
3	10/18/2019	11/18/2019	18		
4	9/18/2019	10/18/2019	21		
5	8/18/2019	9/18/2019	23		
6	7/18/2019	8/18/2019	22		

- i. In the “Estimation” column, enter “No” for each entry because this data reflects actual meter readings from our utility bill record.

- j. Make sure that every row that has had data entered in it has values in each of the green, required columns. An example of a filled spreadsheet is below. When you are finished, Save your spreadsheet to your computer in a location you can find it.

	A	B	C	D	E
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
2	11/18/2019	12/18/2019	14		No
3	10/18/2019	11/18/2019	18		No
4	9/18/2019	10/18/2019	21		No
5	8/18/2019	9/18/2019	23		No
6	7/18/2019	8/18/2019	22		No
7	6/18/2019	7/18/2019	23		No
8	5/18/2019	6/18/2019	22		No
9	4/18/2019	5/18/2019	24		No
10	3/18/2019	4/18/2019	25		No
11	2/18/2019	3/18/2019	25		No
12	1/18/2019	2/18/2019	32		No
13	12/18/2018	1/18/2019	24		No
14	11/18/2018	12/18/2018	23		No
15	10/18/2018	11/18/2018	22		No
16	9/18/2018	10/18/2018	25		No
17	8/18/2018	9/18/2018	22		No
18	7/18/2018	8/18/2018	22		No
19	6/18/2018	7/18/2018	21		No
20	5/18/2018	6/18/2018	19		No
21	4/18/2018	5/18/2018	24		No
22	3/18/2018	4/18/2018	22		No

- k. Go back into your ENERGY STAR Portfolio Manager page for your water meter. Click “Choose File,” select the file from your local folders and click “Upload.”

▼ Potable Indoor Meter

Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
<a href="#">Click to add an entry</a>				

[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](#).

MeterConsum...n (12).xls

[Cancel](#)

- l. If error fields appear, hover over the error and follow the ENERGY STAR Portfolio Manager hints to resolve the errors. When no more exist, click “Continue.”

<input type="checkbox"/>	04/18/2018	05/18/2018	24	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	03/18/2018	04/18/2018	22	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	02/18/2018	03/18/2018	23	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	01/18/2018	02/18/2018	16	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	12/18/2017	01/18/2018	23	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	11/18/2017	12/18/2017	19	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/18/2017	11/18/2017	20	<input type="text"/>	<input type="checkbox"/>

[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](#)

This should take you to a page titled “*Select Meters to Include in Metrics.*” If you do not see this, go back to your Water Tab for the property you are working on. Scroll down the page and toward the bottom left, you should see an option “You Are Tracking: Edit.” Click the “Edit” button and continue the instructions.

- m. **Select that “These meter(s) account for the total water consumption for Your building” and then click “Apply Selections.”**

## Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [Mum and Dad's Place](#) so that we can provide you with the most accurate metrics possible.

### Summary

**1**

Meters representing the **total** water consumption for [Mum and Dad's Place](#) (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"/>	<a href="#">Potable Indoor Meter</a> 34823455	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 [Mum and Dad's Place](#) (a single building).
- These meter(s) do not account for the total water consumption for [Mum and Dad's Place](#) (a single building).

**Apply Selections** [Cancel](#)

Your water data should now be successfully entered, and you should see a green banner at the top of your screen (example below). You can move on to the next step.

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

## Option 2: manually entering water bills

- a) To enter your water bills manually, start by collecting all 13 to 14 water bills that account for your property(ies) full calendar year of water consumption for all meters in that building(s). Then, in ENERGY STAR Portfolio Manager, click **“Add another Entry”**

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation	Last Updated
<a href="#">Delete Selected Entries</a>						
<a href="#">Add Another Entry</a>						
<a href="#">Learn how to copy/paste</a>						
<a href="#">Delete All Entries</a>						

[Download](#) to Excel

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](#).

No file chosen

- b) Portfolio Manager will automatically assume a Start Date and an End Date for you. Correct this to the *earliest* bill that you have record of.

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	<input type="text" value="12/21/2018"/>	<input type="text" value="01/21/2019"/>	<input type="text" value="32"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="text" value="1/21/2019"/>	<input type="text" value="2/21/2019"/>			<input type="checkbox"/>	

[Delete Selected Entries](#)

[Add Another Entry](#)

[Learn how to copy/paste](#)

[Delete All Entries](#)

[Download](#) to Excel

- c) Enter the consumption values associated for that month under the **“Usage ccf (hundred cubic feet)”** column.
- NOTE: If you are looking at your water bill, only enter consumption values. This means you should not enter values for sewage or fire lines, unless your fire line went off for that year.
- d) Once you have entered all water consumption for the required benchmarking reporting year, click **“Save Bills.”**

## Step 5 - Reporting your data to the City

**This is the final step.** In order to comply with the City of Minneapolis' Energy Disclosure Ordinance, you need to report your property(ies)'s energy and water data to the City. This is done using the "Reporting" function of Portfolio Manager. The City will create a report template called a "Data Request Link" in Portfolio Manager that will automatically select the data fields to collect for the property(ies) that you have entered.

**Access the data request link from the City of Minneapolis Energy Benchmarking Website:**

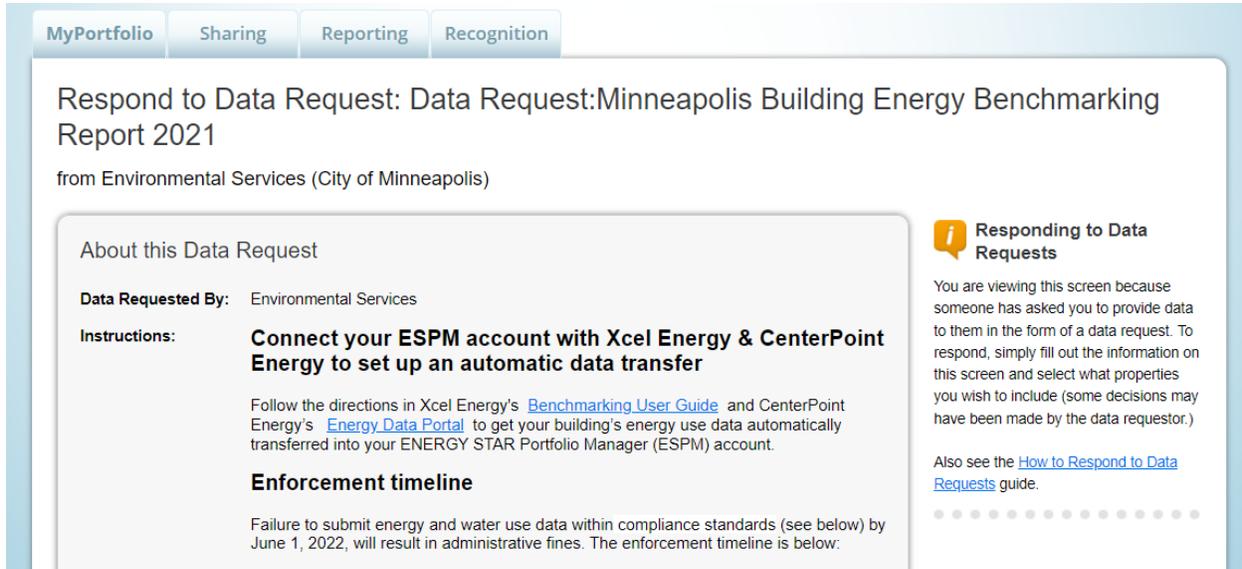
<http://www.minneapolismn.gov/environment/energybenchmarking>

**NOTE:** The data request link is different every year and is updated annually in late winter.

Clicking the Data Request Link will bring you to the Respond to Data Request page in ENERGY STAR Portfolio Manager. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Follow the instructions on the next page to complete the final step of benchmarking and disclosure for the City of Minneapolis policy.

Below is an example of the Data Request Link for reporting year 2021.



The screenshot shows the 'Respond to Data Request' page in ENERGY STAR Portfolio Manager. The page title is 'Respond to Data Request: Data Request:Minneapolis Building Energy Benchmarking Report 2021' from Environmental Services (City of Minneapolis). The page is divided into two main sections. On the left, under 'About this Data Request', it states 'Data Requested By: Environmental Services'. Below this, under 'Instructions', it reads: 'Connect your ESPM account with Xcel Energy & CenterPoint Energy to set up an automatic data transfer'. It provides links to 'Benchmarking User Guide' and 'Energy Data Portal'. An 'Enforcement timeline' section states that failure to submit data by June 1, 2022, will result in administrative fines. On the right, an information icon is followed by the heading 'Responding to Data Requests'. The text explains that the user is viewing this screen because someone has asked for data and provides instructions on how to respond. A link to 'How to Respond to Data Requests' guide is also provided. At the bottom right, there is a progress indicator with 10 dots, the first of which is filled.

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.

Your Response

Select Information to Include:

**Timeframe:** \* Single Year | Dec 31 | 2021

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.

**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.

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

- 1) To report your benchmarking progress to the City, scroll down to the very bottom of the page to "Your Response." Select the number of buildings you are reporting on behalf of. Then click "Generate Response Preview."
- 2) Your Response Preview will then be generated and will appear at the top of your Templates & Reports. If it appears green, there are no errors. If you see a red error message, you need to go back and correct erroneous data.

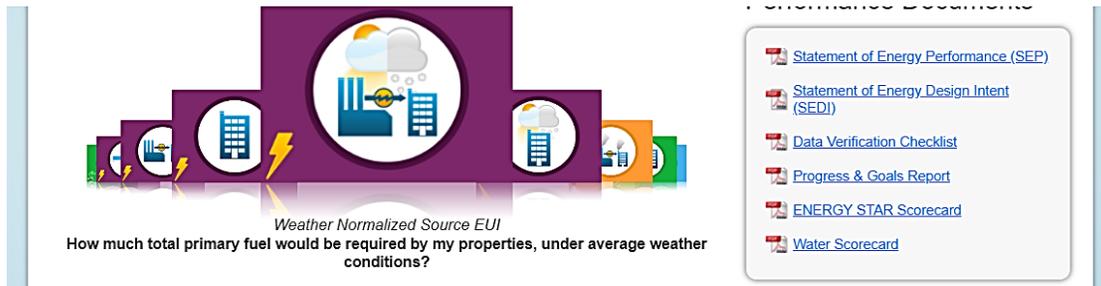
Example screenshot of a property that does not have all basic metrics entered for the full calendar reporting year.

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
Data Request: Minneapolis Building Energy Benchmarking Report 2018 (Request from Environmental Services)	Response Preview Generated: 12/26/2019 3:56 PM	I want to...

3) If all data checks clear, under the Action column on the far right, select “Send Response” from the drop down.

Example screenshot of a property that has all basic metrics entered for the full calendar reporting year. This screen is where you can select “Send Response” to the City when you are ready.



**Weather Normalized Source EUI**  
How much total primary fuel would be required by my properties, under average weather conditions?

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Scorecard
- Water Scorecard

Templates & Reports (17) [Create a New Template](#)

Your new response preview(s) has been generated.

Name	Status	Action
Data Request: Minneapolis Building Energy Benchmarking Report 2018 (Request from Environmental Services)	Response Preview Generated: 12/26/2019 3:50 PM	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response <b>Send Response</b> Delete Response Download my Responses in Excel
Data Request: Efficient Buildings Cooperative 2019 (Request from Efficient Buildings Collaborative)	No Response Preview Generated	
2014 Annual Energy Benchmark Summary - San Francisco (Due 4/1/2015) (Request from San Francisco Department of Environment)	No Response Preview Generated	
Data Request: Efficient Buildings Cooperative 2018 (Request from Efficient Buildings Collaborative)	No Response Preview Generated	
Data Request: Minneapolis Building Energy Benchmarking Report 2017 (Request from Environmental Services)	Closed: 2/07/2019 1:11 PM	I want to...
Data Request: Minneapolis Building Energy Benchmarking Report 2016 (Request from Environmental Services)	Closed: 9/11/2018 12:06 PM	I want to...
Data Request: Minneapolis Building Energy Benchmarking Report 2017 (Request from Environmental Services)	Closed: 1/19/2018 1:00 PM	I want to...

**4) This will take you to the final page where you will enter your specifications for sending your data response to the City.**

- a. If you would like to send a confirmation receipt, you can add contacts from your Portfolio Manager account or enter the desired email address to receive a receipt copy.

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

Select contacts from your contacts book:

- Abbie Tosh (theexcelsiorgroup)
- Brady Steigauf (bsteigauf)
- Katie Jones (katjana06)
- Kristina Smitten (ksmitten)
- Rick Chase (V2Morrow)
- Shelby Webb (thelakesmgr)
- SyNERGY Conservice (SYNERG)
- Xcel Energy (XCELENERGYWEE)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

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 Environmental Services with City of Minneapolis.

Your username: \*

Your password: \*

**E-Sign Response**

**Send Data** [Cancel](#)

**i 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.

**i About Signing Your Response**

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

**5) Under the "E-Sign your Data Response, then "Send Data," check the disclaimer box and sign your data response with your username and password for your ENERGY STAR Portfolio Manager account. Then click "Send Data."**

**6) Wait up to a few minutes to receive a confirmation email that your response has been successfully sent to the City of Minneapolis.**

If you do not need to enter solar or district energy consumption, you are now finished with the benchmarking process!

## Appendix A - Setting up and entering your District Energy meter data

If you are a Clearway Energy customer, you will need to enter your district energy consumption into ENERGY STAR Portfolio Manager to accurately account for all energy used by the building and to comply with the City of Minneapolis Energy Disclosure policy.

You will need to report energy data that covers the time period from January 1 to December 31 of the reporting year to benchmark your building. Because of when your meters are read, it is best to collect your billing data from December of the year prior to the reporting year to January of the year following the reporting year. You can request these 14 months of usage from Clearway Energy. See below for clarification.

Previous Reporting Year	Reporting Year												Following Year
← Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan →
If utility bill begins in Dec. and ends in Jan, include this bill info in reporting.	Include this bill info (energy or water consumption) in reporting.											If utility bill begins in Dec. and ends in Jan, include this bill info in reporting.	

Building owners and managers can:

- a. Collect monthly billing statements from your company’s accounts payable records or utility logs.
- b. Request a benchmarking report showing 14 months of energy consumption from Clearway Energy by emailing [minneapolisinfo@clearwayenergy.com](mailto:minneapolisinfo@clearwayenergy.com) with your building’s Clearway Energy account number and the address of the property. Please include your email address.

Once you have your district energy bills, follow the steps below to report your district energy consumption data:

- 1) Set up a meter in the “Energy” tab of ENERGY STAR Portfolio Manager.
- 2) Select “District Steam” and set the “Units” to “kLbs. (thousand pounds).” **Note: Clearway Energy bills customers using the unit “MLbs.” This is short for 1000 lbs.** For this reason, it is important that your units are in “kLbs.” in Portfolio Manager so that the consumption data you are entering are of equivalent value in ENERGY STAR Portfolio Manager.
- 3) Enter the date your meter became active (or the most recent bill date you have available) and click “Create Meters.”
- 4) Select “Click to add an entry” and begin to enter your 14 months of energy usage from Clearway Energy.

- 5) Once you have a full, 365 day calendar year of consumption for the reporting year, you can save your progress. If all energy and water use is now accounted for the building in ENERGY STAR Portfolio Manager, you can now submit your benchmarking data response to the City of Minneapolis using “STEP 5 - REPORTING YOUR DATA TO THE City” of this user guide.

# Appendix B - Setting up your solar meter

If the property you are benchmarking produces some or all of its energy from solar photovoltaic panels located on the property, there are some unique considerations and metrics to look for as you enter your solar production into ENERGY STAR Portfolio Manager.

For ENERGY STAR Portfolio Manager to provide accurate building efficiency metrics, **all** electric use for the building must be accounted for, including energy sourced from your solar panels. In some cases, due to the meter set up of your solar array and your building, Xcel Energy’s Web Service tool cannot automatically upload your solar data into Portfolio Manager. For these reasons, if your property has on-site solar, the following steps are recommended:

**Step 1)** Begin by looking at two or more of your Xcel Energy bills. Check if there is a line item on the bill for a credit for solar production. There are a number of pages of your bill that hint to whether you are receiving credit for solar production, shown in the example below. If you notice any of these, move on to **Step 2a** (pg. 34). If not, review the flowchart on the next page to determine if **Step 2b** or **Step 2c** best matches your situation.

**Example Bill:**



**Step 1 example:** One place on your Xcel Energy bill that hints to whether solar is being tracked by Xcel is under “Monthly Electricity Usage,” then under the “Charge” column. If you see a “CR” for a credit value, this value could match your compensation for your solar production (indicated by kWh). The corresponding “Usage Units” that you received credit for is the amount of solar produced for that bill cycle.

A second way to confirm that Xcel is tracking your solar production is under your “Other Recurring Charges Details.” Note here that several lines relate to solar in this example.

Page 2 of 10

MAILING ADDRESS		ACCOUNT NUMBER		DUE DATE
PETER A SCHMITT KATIE JONES 2219 BRYANT AVE S APT 3 MINNEAPOLIS MN 55405-3072		51-9537892-4		01/22/2020
STATEMENT NUMBER	STATEMENT DATE	CREDIT AMOUNT		
666577797	12/23/2019	-\$598.75 CR		

SERVICE ADDRESS:	2219 BRYANT AVE S APT 3 MINNEAPOLIS, MN 55405-3072
NEXT READ DATE:	01/20/20
<b>ELECTRICITY SERVICE DETAILS</b>	
PREMISES NUMBER:	303690151
INVOICE NUMBER:	0817326232

METER READING INFORMATION			
METER 22270643	Read Dates: 11/12/19 - 12/15/19 (33 Days)		
DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total Energy	8128 Actual	7585 Actual	543 kWh

ELECTRICITY CHARGES		RATE: Residential Service	
DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$10.00
Energy Charge Winter	543 kWh	\$0.059080	\$32.51
Fuel Cost Charge	543 kWh	\$0.022376	\$12.15
Decoupling Adj	543 kWh	-\$0.001056	-\$0.57 CR
Affordability Chrg			\$0.98
Resource Adjustment			\$1.84
<b>Subtotal</b>			<b>\$56.91</b>
City Fees		5.00%	\$2.85
<b>Total</b>			<b>\$59.76</b>

OTHER RECURRING CHARGES DETAILS	
DESCRIPTION	CHARGE
Solar*Rewards Community Solar	
Production Credit	
Solar Production Period	November 2019
SRCD040899 REC credit >250kW 516.87 kWh x -0.155830	-\$80.55 CR
<b>Total</b>	<b>-\$80.55 CR</b>

<b>Premises Total</b>	<b>-\$20.79 CR</b>
-----------------------	--------------------

# Instruction flowchart for setting up your solar meter



Have Solar Energy



**Step 1.** Can see solar tracked on bill  
(in front of the meter)

**Step 1.** Can't see solar tracked  
on bill (behind the meter)

**Step 2a.** (pg. 34) Take 2 electric bills and 'test' if solar is being aggregated by Xcel Energy tool by calculating 1 calendar month's energy consumption. If it is *roughly* equal, the Xcel Tool is not aggregating solar data.

**Step 2b.** (pg. 46) Have an alternative tracking method for solar production

**Step 2c.** (pg. 48) Don't have a tracking method

**Step 3c -6c.** (pg. 46 - 47) Create a solar meter in Portfolio Manager and add solar data from your tracking method

**Step 3a.** (pg 35) Xcel Tool is aggregating the solar data w/ consumption data (making electric use seem low)

**Step 3b.** (pg. 40) Xcel Tool isn't aggregating the solar data w/ consumption data

**Step 3d.** (pg. 48) In Portfolio Manager on the "Details" tab of the property add into the "Property Notes" that you do not have a tracking method for solar production then submit your benchmarking data as normal.

**Steps 4a - 8a.** (pg. 35 - 38) Create a new electric meter in Portfolio Manager. This will be your solar meter. Then, add solar data that appears on your bill.

**Steps 4b - 8b.** (pg. 40 - 44) Create two new meters in Portfolio Manager. Make one grid meter a "grid deduct" and subtract your solar production from grid. Make the second meter a solar meter. Add solar data as appears on your tracking method.

**Steps 9a - 10a.** (pg. 38 -39) In Portfolio Manager on the "Details" tab of the property add into the "Property Notes" that you are tracking your solar production.

**Steps 10b - 11b.** (pg. 44 -45) In Portfolio Manager on the "Details" tab of the property, add into the "Property Notes" that you subtracted solar production via a deduct grid meter and added the solar production onto your solar meter.

## ***Follow if solar production is tracked on Xcel Energy bills***

If your solar production is being tracked on your energy bills, the steps you need to take depend on whether or not Xcel Energy's benchmarking tool is aggregating and uploading your solar production or not. As mentioned previously, the answer to that question is a result of how the energy meters were set up.

**Step 2a)** To check if your solar production is being aggregated and uploaded into your Portfolio Manager account by Xcel Energy's Benchmarking Tool, you need to compare what the tool is uploading for a given month compared to what appears on your bill (for your house meter or the meter for your common area) for that month. Note: Xcel Energy's benchmarking tool does not always upload data for the same billing dates that appear on your bill, so you will need to calculate a monthly average and compare. To do this, first look at two consecutive electric bills for your house meter from around the same time of year. Then,

- a. Note when Xcel Energy is uploading electric data into your Portfolio Manager account versus the billing dates on your bills. The dates likely vary from when your meters are read and you are billed. *For example, Xcel's benchmarking tool might have uploaded data from the 12<sup>th</sup> of February (which is 28 days) to the 15<sup>th</sup> of March (which is 31 days), meaning it is uploading 31 days of electric consumption data. However, your billing period (on your bills) might be from February 4<sup>th</sup> to March 9<sup>th</sup>, which is 33 days.* The example on Page 32 shows you where on your bill you can find the read dates.
- b. Now look at your two energy bills. Calculate the average daily energy use between the two bills (i.e. total kWh on bills ÷ number of days covered under the bill reading periods = average use per day). For example, for the bill provided on Page 32 you would calculate: 543 kWh ÷ 33 days = 16.45 kWh/day. However, you need to do this for two consecutive billing months as opposed to one (e.g. March and April).
- c. Then, look at what Xcel Energy's benchmarking tool uploaded into your Portfolio Manager account for the same two months you were looking at with your bills (e.g. March and April). Note how many days are associated with the consumption values in Portfolio Manager, as these could be more / less than 31 days. Calculate the average daily use for these two months.
- d. Now compare the two average daily uses. *In the example Step 2a, Xcel Energy's tool is uploading 31 days of usage to Portfolio Manager. Taking the average calculated from utility bills in Step 2b., Xcel's tool should be uploading ~509.95 kWh (because 31 days x 16.45 kWh/day = 509.95) from the start date 2/12/20XX to 3/15/20XX into Portfolio Manager.*
- e. Ask yourself: How do the values compare? If the values are noticeably lower, move on to **Step 3a on page 35**. Lower usage likely indicates that your solar production is being aggregated and uploaded by Xcel Energy as a negative value, making your whole building's energy usage appear artificially low. If the values are similar, Xcel Energy's tool is not aggregating and uploading your solar data. This means your buildings efficiency metrics are accurate, but you are not getting credit for using renewable energy. In this case, move on to **Step 3b on page 40**.

**Follow the steps below if: Solar production appears on your Xcel Energy bill, AND Xcel Energy Benchmarking tool is uploading your solar data to Portfolio Manager (making your energy usage appear lower)**

The steps below will help you enter and track your solar production data so that your building’s efficiency metrics are accurate, and your greenhouse gas emissions calculated by ENERGY STAR Portfolio Manager properly reflect your renewable energy use.

**Step 3a)** Log on to ENERGY STAR Portfolio Manager. Then, click the “Energy” Tab of the property you are working on.

**Step 4a)** From there, click “Add A Meter.”

**Step 5a)** Select “Electric” and then “generated onsite with my own solar panels.” Then hit “Get Started!”

**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

How Many Meters?

**Step 6a)** Enter “kWh” for “Units” and enter the earliest meter reading date you would like to enter for the “Date Meter Became Active.” Then, click “Continue.”

1 Energy Meter for Brady Steigauf (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?	C
<input type="checkbox"/>	Electric Solar Me	Electric - Solar ▼		kWh (thousai ▼)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	1

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

**Step 7a)** Begin entering your solar energy production data from your bills, making sure to cover the time period from January 1 to December 31 of the reporting year. Because of when your meters are read, it is best to collect your billing data from December of the year previous to the reporting year to January of the year following the reporting year. This may include 14 months of utility bills. *Note that for solar meter data, you must enter whether the energy produced was used on site or exported (surplus).*

- i. Enter the start and end dates for the bills.
- ii. If the building used all the energy produced onsite, enter the solar production value under “Energy Used On Site kWh (thousand Watt-hours).”
  - a. **How do I know? See example 7ii. on next page.** Generally, production is lowest in winter months when all or most of the energy produced is used on site. If your bill included a positive charge from Xcel Energy (you owed them), it means you used all the energy produced on site.
- iii. If the building sold any energy back to the grid, meaning the building did not use any energy from Xcel Energy’s grid, enter the surplus energy produced into the column “Energy Exported Offsite kWh (thousand Watt-hours).” Otherwise, you must enter “0” as the value exported.
  - a. **How do I know? See example 7iii. on next page.** Generally, production is highest in summer months when energy is most likely to be exported to the grid. If Xcel Energy *paid you* a credit (negative value), the excess energy was exported offsite.
- iv. For the “REC Ownership<sup>1</sup>,” select “Yes” unless you participated in Xcel Energy’s Solar\*Rewards program, in which case you would select “No.” If you subscribe to a Community Solar Garden, you would also select “No.”

**Example of ENERGY STAR Portfolio Manager’s data entry fields for solar data.**

1 Energy Meter(s) for Brady Steigauf

▼ Electric Solar Meter

	Start Date	End Date	Energy Used On Site kWh (thousand Watt-hours)	Energy Exported Offsite kWh (thousand Watt-hours)	Estimation	REC Ownership
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> ▼

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

<sup>1</sup> Renewable Energy Credits (RECs) are the currency used to measure the renewable energy produced and used to meet renewable energy goals. When RECs are owned, they are retired on your behalf, which allows you to say that they are offsetting or using renewable energy.



DAILY AVERAGES	Last Year	This Year
Temperature	25° F	27° F
Electricity kWh	61.1	51.7
Electricity Cost	\$6.55	\$4.89

**Step 7ii. example – On Site Energy**

**Use:** Based on this energy bill, the solar production was read at **67 kWh** under “Usage: Total Delivered by Customer.” Since this value is smaller than “Total Delivered by Xcel” at 1640 kWh, all energy that was produced was used “on site.”

In this example, 67 kWh would be entered into Portfolio Manager under “Energy Used On Site.”

MAILING ADDRESS	ACCOUNT NUMBER	DUE DATE	
PETER A SCHMITT KATIE JONES 2219 BRYANT AVE S APT 3 MINNEAPOLIS MN 55405-3072	51-9537892-4	01/22/2020	
	STATEMENT NUMBER	STATEMENT DATE	CREDIT AMOUNT
	666577797	12/23/2019	-\$598.75 CR

SERVICE ADDRESS: # HOUSE 2219 BRYANT AVE S HOUSE MINNEAPOLIS, MN 55405-3071  
NEXT READ DATE: 01/20/20

**ELECTRICITY SERVICE DETAILS**

PREMISES NUMBER: 304757899  
INVOICE NUMBER: 0817322903

METER READING INFORMATION			
METER 145373491	Read Dates: 11/12/19 - 12/15/19 (33 Days)		
DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total Delivered by Xcel	17220 Actual	15622 Actual	1702 kWh
Total Delivered by Customer	6663 Actual	6596 Actual	67 kWh
Net Delivered by Xcel	1640 Actual	0 Actual	1640 kWh
Net Generated by Customer	0 Actual	0 Actual	0 kWh

ELECTRICITY CHARGES			
RATE: Net Energy Billing Svc			
DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$10.00
Basic Service Chg			\$3.15
Energy Charge Winter	1640 kWh	\$0.059880	\$98.20
Energy Charge Winter	0 kWh	-\$0.123280	\$0.00
Fuel Cost Charge	1640 kWh	\$0.022378	\$36.70
Decoupling Adj	1640 kWh	-\$0.001056	-\$1.73 CR
Affordability Chrg			\$0.98
Resource Adjustment			\$6.48
<b>Subtotal</b>			<b>\$153.78</b>
City Fees		5.00%	\$7.54
<b>Total</b>			<b>\$161.32</b>
<b>Premises Total</b>			<b>\$161.32</b>



DAILY AVERAGES	Last Year	This Year
Temperature	76° F	74° F
Electricity kWh	1.1	1.5
Electricity Cost	\$1.01	-\$3.09

**Step 7iii. example – Exported**

**Energy:** Based on this July bill, the solar production was **864 kWh** under “Usage: Total Delivered by Customer.” Since this is larger than “Usage: Total Delivered by Xcel,” energy was exported.

In this example, **819 kWh** would be entered into Portfolio Manager, which is found under “Usage: Net Generated by Customer.” This reflects what was produced minus what was purchased from the grid.

MAILING ADDRESS	ACCOUNT NUMBER	DUE DATE	
PETER A SCHMITT KATIE JONES 2219 BRYANT AVE S APT 3 MINNEAPOLIS MN 55405-3072	51-9537892-4	08/19/2019	
	STATEMENT NUMBER	STATEMENT DATE	CREDIT AMOUNT
	646930216	07/23/2019	-\$375.59 CR

SERVICE ADDRESS: # HOUSE 2219 BRYANT AVE S HOUSE MINNEAPOLIS, MN 55405-3071  
NEXT READ DATE: 08/16/19

**ELECTRICITY SERVICE DETAILS**

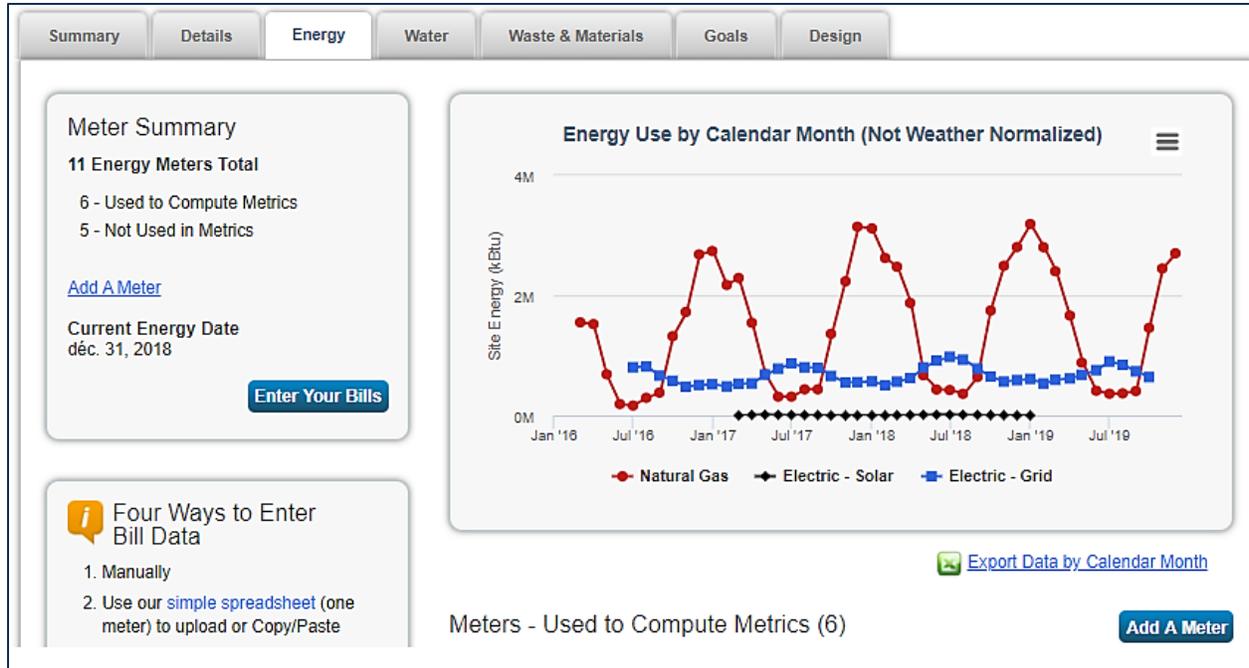
PREMISES NUMBER: 304757899  
INVOICE NUMBER: 0792935462

METER READING INFORMATION			
METER 145373491	Read Dates: 06/16/19 - 07/16/19 (30 Days)		
DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total Delivered by Xcel	14728 Actual	14683 Actual	45 kWh
Total Delivered by Customer	3903 Actual	3039 Actual	864 kWh
Net Delivered by Xcel	0 Actual	0 Actual	0 kWh
Net Generated by Customer	819 Actual	0 Actual	819 kWh

ELECTRICITY CHARGES			
RATE: Net Energy Billing Svc			
DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$10.00
Basic Service Chg			\$3.15
Energy Charge Summer	0 kWh	\$0.103010	\$0.00
Energy Charge Summer	819 kWh	-\$0.132220	-\$108.29 CR
Fuel Cost Charge	0 kWh	\$0.024160	\$0.00
Decoupling Adj	0 kWh	-\$0.001056	\$0.00
Affordability Chrg			\$0.98
Resource Adjustment			\$0.05
<b>Subtotal</b>			<b>-\$94.11 CR</b>
City Fees		5.00%	\$0.55
Transit Improvement Tax		0.50%	\$0.05
City Tax		0.50%	\$0.05
County Tax		0.15%	\$0.02
State Tax		6.875%	\$0.79
<b>Total</b>			<b>-\$92.65 CR</b>
<b>Premises Total</b>			<b>-\$92.65 CR</b>

**Step 8a)** Click “Save Bills.” Then, check that your solar meter is being tracked on the chart on the Energy Tab for this property. (If you need help or clarification, you can see **Step M** of the “**Entering Water Meter Data**” section of this manual for similar instructions.)

**Example of the home screen of the “Energy” Tab once solar production is entered.**



**Step 9a)** Finally, click on the “Details” tab in Portfolio Manager for the property you are working on.

The screenshot shows the 'Details' tab for property '1265 Eleanor'. The address is 1265 Eleanor Ave, Saint Paul, MN 55116. The Portfolio Manager Property ID is 6087031, and the year built is 1912. A 'Change Metric' link is visible. A 'Weather Normalized Source EUI (kBtu/ft²)' box shows a 'Current' value of 116.6 and a 'Baseline' value of 118.6. A note indicates the property is 'Not eligible to apply for ENERGY STAR Certification'.

The 'Property Uses and Use Details' section is highlighted with a red box. It includes a 'View as Diagram' link and an 'Add Another Type of Use' dropdown. Below is a table of property uses:

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Single Family Home	989 ft²	I want to...

At the bottom, it states 'Property GFA (Buildings): 989 (used to calculate EUI)'.

**Step 10a)** Scroll down to the bottom of the Details tab page and in the Property Notes section, enter a note explaining that you can see that solar data is being tracked on your bill, but since the Xcel Energy benchmarking tool is aggregating and uploading that solar data it was not being included as part of your electric consumption in Portfolio Manager. Therefore, you have tracked it separately with the solar meter.

**Example Note below:**

### Property Notes

Use the following area to keep notes on your property.

I have solar PV on my property and I can see that solar data is being tracked on my bill. However, since the Xcel Energy benchmarking tool is uploading that solar data it is not being included as part of my electric consumption. I have tracked it separately with an additional solar meter.

You have 711 characters remaining for your notes.

Save Notes

**Follow the instructions below if: Solar production appears on your Xcel Energy bill, AND Xcel Energy Benchmarking tool is not uploading solar data to Portfolio Manager**

**Step 3b)** Since Xcel Energy’s benchmarking tool is not aggregating and uploading your solar production, the total consumption on your Xcel Energy bill should look similar to the total consumption reflected in your Portfolio Manager account. This means your energy consumption is accurate, but you are not getting credit for producing some or all of your own energy through renewables.

The steps below will help you enter and track your solar production data so that your building’s efficiency metrics are accurate, and your greenhouse gas emissions calculated by ENERGY STAR Portfolio Manager reflect your renewable energy use. To do so, you will need to create a deduct meter to subtract your solar production from what Xcel Energy’s tool is uploading for your grid consumption and then create a separate meter for your solar production that will add that consumption back in while correcting your greenhouse gas metrics.

**Step 4b)** Log on to ENERGY STAR Portfolio Manager. Then, click the “Energy” Tab of the property you are working on. From there, click “Add A Meter.”

**Step 5b)** Select “Electric” and then select both “purchased from the grid” and “generated onsite with my own solar panels” Then hit “Get Started!”

**Step 6b)** Enter “kWh” for “Units” and enter the earliest meter reading date you would like to enter for the “Date Meter Became Active.” It is recommended that you name these meters to avoid future confusion, such as “Grid Deduct” for the grid meter and “Solar Production” for the solar meter. Then, click “Create Meters.”

Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name	Custom M 1 Value
Electric - Grid		kWh (thousand	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Grid Deduct	
Electric - Solar		kWh (thousand Watt-hours)	<input type="text"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Solar Production	

**Step 7b)** For your Electric **Grid** meter, enter your solar energy production data from your bills as **negative values**. Be sure to cover the time period from January 1 to December 31 (a full calendar year) of the reporting year to comply with the City’s benchmarking policy. See the example below for an example of how to enter a bill. When you enter a negative value into Portfolio Manager, it will prompt you to provide a justification. Select “I am subtracting solar or wind energy generated at my property.”

**METER READING INFORMATION**

DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total Delivered by Xcel	17330 Actual	15623 Actual	1707 kWh
Total Delivered by Customer	6663 Actual	6596 Actual	67 kWh
Net Delivered by Xcel	1640 Actual	0 Actual	1640 kWh
Net Generated by Customer	0 Actual	0 Actual	0 kWh

**ELECTRICITY CHARGES**

DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$10.00
Basic Service Chg			\$3.15
Energy Charge Winter	1640 kWh	\$0.059880	\$98.20
Energy Charge Winter	0 kWh	-\$0.123280	\$0.00
Fuel Cost Charge	1640 kWh	\$0.022378	\$36.70
Decoupling Adj	1640 kWh	-\$0.001056	-\$1.73 CR

2 Energy Meter(s) for Brady Management

▼ Electric Grid Meter

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
11/12/2019	12/15/2019	-67					

**Negative Consumption Justification**

You have entered negative usage values for this meter, which is unusual. Please provide the reason for which you are reporting negative meter usage values. **Depending on your situation, you may not be able to simply enter negative readings off your meter – additional calculations may be required.** If your meter is negative for more than one reason, or for a different reason entirely, please select “Other” to provide an explanation of your negative meter.

- My utility bill shows negative values.
- I am subtracting **energy that I purchased from a utility** (such as grid electricity).
  - o Energy being sent to another building
  - o Energy being used for part of my property that I want to exclude (e.g., cell tower or parking garage)
- I am subtracting **energy that I produced at my property** using a central plant on site (such as chilled water, on site, or energy from an onsite CHP/cogeneration system).
  - o Energy being sent to another building
  - o Energy being used for part of my property that I want to exclude (e.g., cell tower or parking garage)
- I am subtracting solar or wind energy generated at my property.

Do not enter a separate meter for renewable energy you export. We offer a special column in onsite Solar and Wind meters, where you can enter information about exports to the grid or to other properties. You may want to consult the [Technical Reference for Green Power](#).

Other

Select “I am subtracting solar or wind energy generated at my property.”

**Step 8b)** Next, for your electric **solar** meter, enter your solar energy production data from your bills, making sure to cover the time period from January 1 to December 31 of the reporting year. Because of when your meters are read, it is best to collect your billing data from December of the year previous to the reporting year to January of the year following the reporting year. This may include 14 months of utility bills. *Note that for solar meter data, you must enter whether the energy produced was used on site or exported (surplus).*

- i. Enter the start and end dates for the bills.
- ii. If the building used all the energy produced onsite, enter the solar production value under “Energy Used On Site kWh (thousand Watt-hours).”
  - a. **How do I know? See example 8ii. on next page.** Generally, production is lowest in winter months when all or most of the energy produced is used on site. If your bill included a positive charge from Xcel Energy (you owed them), it means you used all the energy produced on site.
- iii. If the building sold any energy back to the grid, meaning the building did not use any energy from Xcel Energy’s grid, enter the surplus energy produced into the column “Energy Exported Offsite kWh (thousand Watt-hours).” Otherwise, you must enter “0” as the value exported.
  - a. **How do I know? See example 8iii. on next page.** Generally, production is highest in summer months when energy is most likely to be exported to the grid. If Xcel Energy *paid you* a credit (negative value), the excess energy was exported offsite.
- iv. For the “REC Ownership<sup>2</sup>,” select “Yes” unless you participated in Xcel Energy’s Solar\*Rewards program, in which case you would select “No.” If you subscribe to a Community Solar Garden, you would also select “No.”

**Example of ENERGY STAR Portfolio Manager’s data entry fields for solar data.**

1 Energy Meter(s) for Brady Steigauf

▼ Electric Solar Meter

	Start Date	End Date	Energy Used On Site kWh (thousand Watt-hours)	Energy Exported Offsite kWh (thousand Watt-hours)	Estimation	REC Ownership
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> ▼

[✖ Delete Selected Entries](#)  
[+ Add Another Entry](#)  
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<sup>2</sup> Renewable Energy Credits (RECs) are the currency used to measure the renewable energy produced and used to meet renewable energy goals. When RECs are owned, they are retired on your behalf, which allows you to say that they are offsetting or using renewable energy.



DAILY AVERAGES	Last Year	This Year
Temperature	25° F	27° F
Electricity kWh	61.1	51.7
Electricity Cost	\$6.55	\$4.89

MAILING ADDRESS	ACCOUNT NUMBER	DUE DATE	
PETER A SCHMITT KATIE JONES 2219 BRYANT AVE S APT 3 MINNEAPOLIS MN 55405-3072	51-9537892-4	01/22/2020	
	STATEMENT NUMBER	STATEMENT DATE	CREDIT AMOUNT
	666577797	12/23/2019	-\$598.75 CR

SERVICE ADDRESS: # HOUSE 2219 BRYANT AVE S HOUSE MINNEAPOLIS, MN 55405-3071  
 NEXT READ DATE: 01/20/20

**ELECTRICITY SERVICE DETAILS**

PREMISES NUMBER: 304757899  
 INVOICE NUMBER: 0817322903

METER READING INFORMATION			
METER 145373491	Read Dates: 11/12/19 - 12/15/19 (33 Days)		
DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total Delivered by Xcel	17220 Actual	15622 Actual	1702 kWh
Total Delivered by Customer	6663 Actual	6596 Actual	67 kWh
Net Delivered by Xcel	1640 Actual	0 Actual	1640 kWh
Net Generated by Customer	0 Actual	0 Actual	0 kWh

ELECTRICITY CHARGES			
RATE: Net Energy Billing Svc			
DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$10.00
Basic Service Chg			\$3.15
Energy Charge Winter	1640 kWh	\$0.059880	\$98.20
Energy Charge Winter	0 kWh	-\$0.123280	\$0.00
Fuel Cost Charge	1640 kWh	\$0.022378	\$36.70
Decoupling Adj	1640 kWh	-\$0.001056	-\$1.73 CR
Affordability Chrg			\$0.98
Resource Adjustment			\$6.48
<b>Subtotal</b>			<b>\$153.78</b>
City Fees		5.00%	\$7.54
<b>Total</b>			<b>\$161.32</b>
<b>Premises Total</b>			<b>\$161.32</b>

**Step 8ii. example – On Site Energy**

**Use:** Based on this energy bill, the solar production was read at **67 kWh** under “Usage: Total Delivered by Customer.” Since this value is smaller than “Usage: Total Delivered by Xcel” at 1640 kWh, all energy that was produced was used “on site.”

In this example, 67 kWh would be entered into Portfolio Manager under “Energy Used On Site.”



DAILY AVERAGES	Last Year	This Year
Temperature	76° F	74° F
Electricity kWh	1.1	1.5
Electricity Cost	\$1.01	-\$3.09

MAILING ADDRESS	ACCOUNT NUMBER	DUE DATE	
PETER A SCHMITT KATIE JONES 2219 BRYANT AVE S APT 3 MINNEAPOLIS MN 55405-3072	51-9537892-4	08/19/2019	
	STATEMENT NUMBER	STATEMENT DATE	CREDIT AMOUNT
	646930216	07/23/2019	-\$375.59 CR

SERVICE ADDRESS: # HOUSE 2219 BRYANT AVE S HOUSE MINNEAPOLIS, MN 55405-3071  
 NEXT READ DATE: 08/16/19

**ELECTRICITY SERVICE DETAILS**

PREMISES NUMBER: 304757899  
 INVOICE NUMBER: 0792935462

METER READING INFORMATION			
METER 145373491	Read Dates: 06/16/19 - 07/16/19 (30 Days)		
DESCRIPTION	CURRENT READING	PREVIOUS READING	USAGE
Total Delivered by Xcel	14728 Actual	14683 Actual	45 kWh
Total Delivered by Customer	3903 Actual	3039 Actual	864 kWh
Net Delivered by Xcel	0 Actual	0 Actual	0 kWh
Net Generated by Customer	819 Actual	0 Actual	819 kWh

ELECTRICITY CHARGES			
RATE: Net Energy Billing Svc			
DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$10.00
Basic Service Chg			\$3.15
Energy Charge Summer	0 kWh	\$0.103010	\$0.00
Energy Charge Summer	819 kWh	-\$0.132220	-\$108.29 CR
Fuel Cost Charge	0 kWh	\$0.024160	\$0.00
Decoupling Adj	0 kWh	-\$0.001056	\$0.00
Affordability Chrg			\$0.98
Resource Adjustment			\$0.05
<b>Subtotal</b>			<b>-\$94.11 CR</b>
City Fees		5.00%	\$0.55
Transit Improvement Tax		0.50%	\$0.05
City Tax		0.50%	\$0.05
County Tax		0.15%	\$0.02
State Tax		6.875%	\$0.79
<b>Total</b>			<b>-\$92.65 CR</b>
<b>Premises Total</b>			<b>-\$92.65 CR</b>

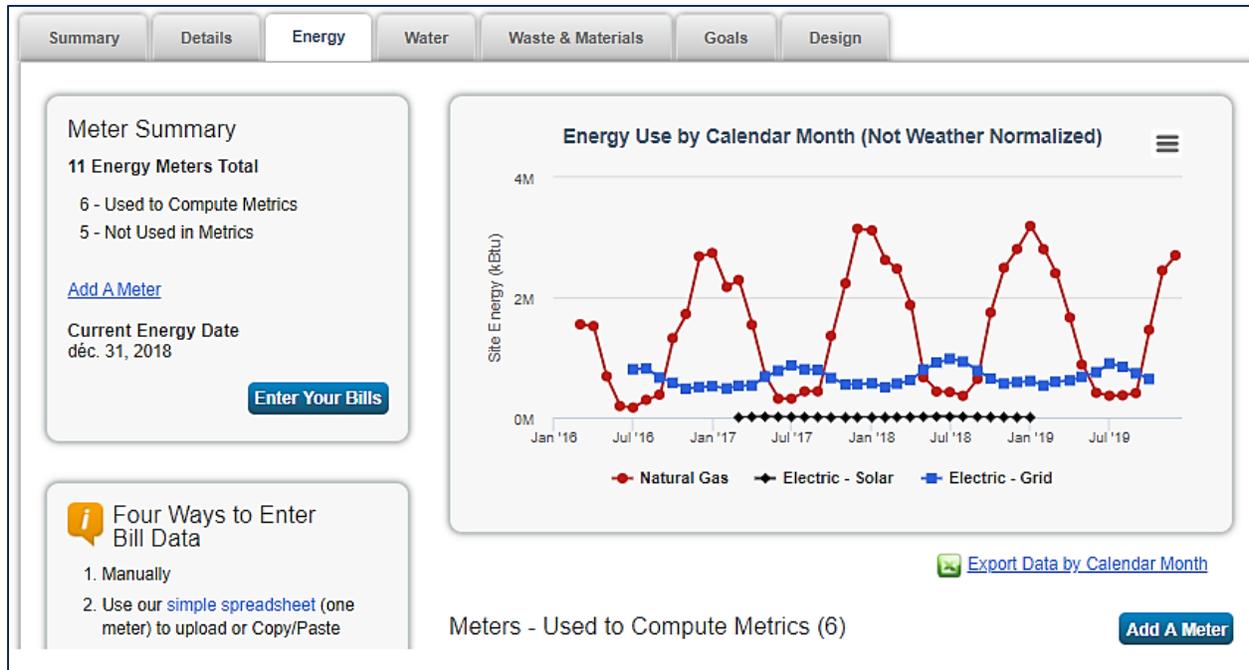
**Step 8iii. example – Exported**

**Energy:** Based on this July bill, the solar production was **864 kWh** under “Usage: Total Delivered by Customer.” Since this is larger than “Usage: Total Delivered by Xcel,” energy was exported.

In this example, **819 kWh** would be entered into Portfolio Manager, which is found under “Usage: Net Generated by Customer.” This reflects what was produced minus what was purchased from the grid.

**Step 9b)** Click “Save Bills.” Then, check that your solar meter is being tracked on the chart on the Energy Tab for this property. (If you need help or clarification, you can see **Step M** of the “**Entering Water Meter Data**” section in this manual for similar instructions.)

**Example of the home screen of the “Energy” Tab once solar production is entered.**



**Step 10b)** Finally, click on the “Details” tab in Portfolio Manager for the property you are working on.

The screenshot shows the 'Details' tab for property 1265 Eleanor. The address is 1265 Eleanor Ave, Saint Paul, MN 55116. The Portfolio Manager Property ID is 6087031, and the year built is 1912. A 'Change Metric' link is visible. A 'Weather Normalized Source EUI (kBtu/ft²)' box shows a 'Current' value of 116.6 and a 'Baseline' value of 118.6. The 'Details' tab is highlighted with a red box. Below the tabs, the 'Basic Information' section shows 'Construction Status' as 'Existing property that is one single building' and 'Property GFA - Self-Reported' as 989 Sq. Ft. The 'Property Uses and Use Details' section includes a 'View as Diagram' link and a table of property uses.

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Single Family Home	989 ft²	I want to...

Property GFA (Buildings): 989 (used to calculate EUI)

**Step 11b)** Scroll down to the bottom of the Details tab page and in the Property Notes section, enter a note explaining that you can see your solar production data tracked on your bills, but since Xcel Energy is not aggregating the solar production data, the tool is uploading accurate consumption data into your ENERGY STAR Portfolio Manager. Therefore, you have tracked your solar production to report to the City that some of your energy is generated by solar as opposed to grid-purchased electricity.

**Example Note below:**

## Property Notes

Use the following area to keep notes on your property.

I can see solar tracked on my energy bill, but the Xcel Energy tool is not aggregating the solar data because my consumption values appear similar to what the benchmarking tool is uploading into my Portfolio Manager account.

However, to track my solar production accurately, I have created a deduct meter for the grid and added the solar data back in to report that some of my energy consumption was renewable.

You have 589 characters remaining for your notes.

**Save Notes**

**Follow the steps below if: Solar production does not appear on my Xcel Energy bills, but I have an alternative way of tracking my production**

If you cannot find your solar production values on your Xcel Energy bills, but have an alternative tracking method, follow the instructions below to enter your solar production into ENERGY STAR Portfolio Manager.

**Step 2b)** Log on to ENERGY STAR Portfolio Manager. Then, click the “Energy” Tab of the property you are working on. From there, click “Add A Meter.”

**Step 3c)** Select “Electric” and then “generated onsite with my own solar panels.” Then hit “Get Started!”

**Step 4c)** Enter “kWh” for “Units” and enter the earliest meter reading date you would like to enter for the “Date Meter Became Active.” Then, click “Continue.”

1 Energy Meter for Brady Steigauf (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?	C
<input type="checkbox"/>	Electric Solar Me	Electric - Solar		kWh (thousa	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	1

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

**Example of ENERGY STAR Portfolio Manager’s data entry fields for solar data.**

1 Energy Meter(s) for Brady Steigauf

▼ Electric Solar Meter

<input type="checkbox"/>	Start Date	End Date	Energy Used On Site kWh (thousand Watt-hours)	Energy Exported Offsite kWh (thousand Watt-hours)	Estimation	REC Ownership
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

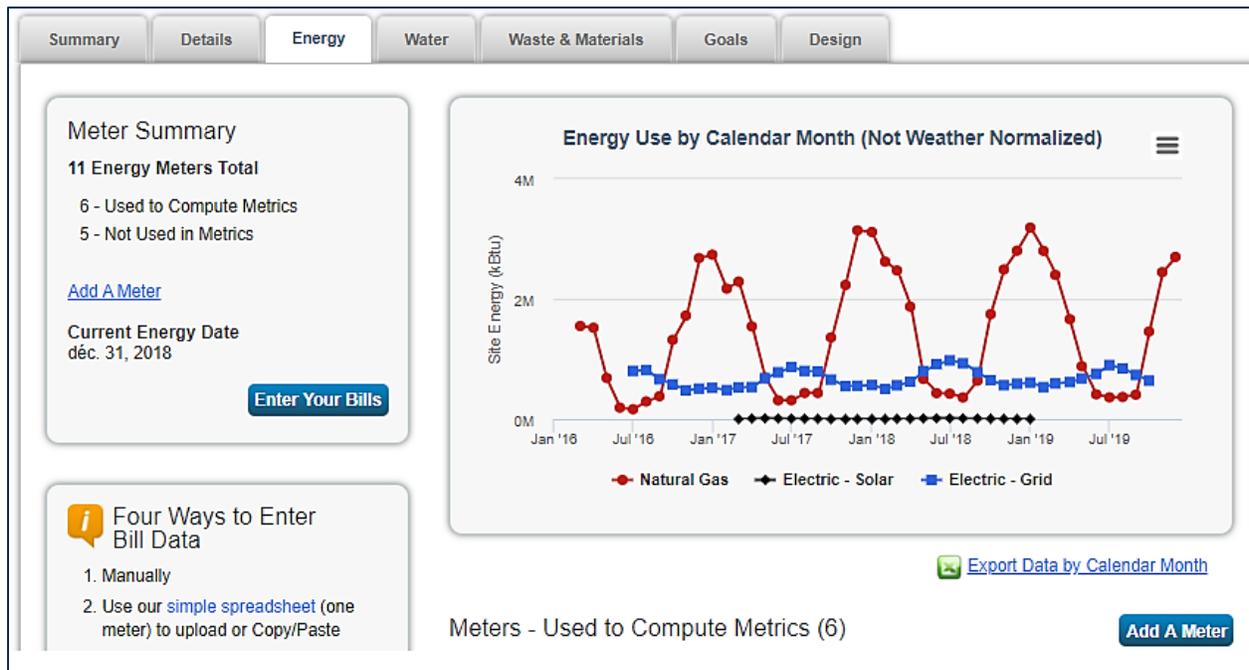
[Delete Selected Entries](#)  
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**Step 5c)** Begin entering your solar energy production data from your alternative tracking method, making sure to cover the time period from January 1 to December 31 of the reporting year. Because of when your meters are read, it is best to collect your solar production data from December of the year previous to the reporting year to January of the year following the reporting year. This may include 14 months of production data. *Note that for solar meter data, you must enter whether the energy produced was used on site or exported (surplus).*

- i. Enter the start and end dates for your solar production meter reads.
- ii. Enter your solar production values under “Energy Used On Site kWh (thousand Watt-hours).”
- iii. Under the column “Energy Exported Offsite kWh (thousand Watt-hours),” enter “0” as the value exported.
- iv. For the “REC Ownership<sup>3</sup>,” select “Yes” unless you are subscribing to a Community Solar Garden, in which case you would select “No.”

**Step 6c)** Click “Save Bills.” Then, check that your solar meter is being tracked on the chart on the Energy Tab for this property. (If you need help or clarification, you can see **Step M** of “**Entering Water Meter Data**” in this manual for similar instructions.)

**Example of the home screen of the “Energy” Tab once solar production is entered.**

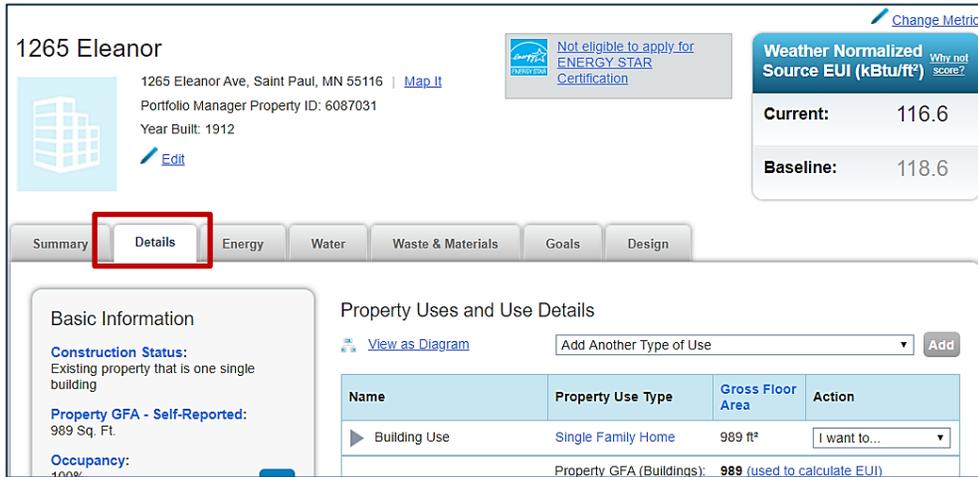


<sup>3</sup> Renewable Energy Credits (RECs) are the currency used to measure the renewable energy produced and used to meet renewable energy goals. When RECs are owned, they are retired on your behalf, which allows you to say that they are offsetting or using renewable energy.

**Follow the steps below if: Solar production does not appear on my Xcel Energy bills and I do not have an alternative way of tracking my production**

If solar production does not appear on your energy bills and you don't have an alternative tracking method, then there is very little you can do to record or report your solar production to the City. Follow the steps below to describe your situation in the property notes section so that the City is aware that you have unreported solar energy use.

**Step 2c)** Click on the "Details" tab in Portfolio Manager for the property you are working on.



**Step 3d)** Scroll down to the bottom of the Details tab page and in the Property Notes section, enter a note explaining that some or all of your energy use is sourced from solar production, but that the production values are not tracked on your energy bills from Xcel Energy and that you don't have any other tracking method.

**Example Note below:**

**Property Notes**

Use the following area to keep notes on your property.

I have solar PV meters on the rooftop of my building, but I don't see the production values on my Xcel Energy bill and I don't have an alternative tracking method. Therefore, I am unable to enter my solar production amount into ENERGY STAR Portfolio Manager.

You have 742 characters remaining for your notes.

**Save Notes**