

Ann Arbor

Commercial and Multifamily Benchmarking

# HOW TO GUIDE

Step-by-step instruction to use the U.S. EPA's Portfolio Manager to comply with the City of Ann Arbor's Energy and Water Benchmarking requirements.

## Overview

Benchmarking and reporting to the City of Ann Arbor is a multi-step process. This guide provides step-by-step instructions on how to comply with the benchmarking ordinance:

- 1 [Check to see if your property is required to benchmark](#)
- 2 [Set up an ENERGY STAR Portfolio Manager Account and add your properties](#)
- 3 [Gather energy and water use data and enter them into ENERGY STAR Portfolio Manager](#)
- 4 [Connect to the City of Ann Arbor](#)

## What is Energy Benchmarking?

Benchmarking tracks the total energy (electricity, natural gas, and other utilities) and water used in a building. The U.S. EPA's [ENERGY STAR Portfolio Manager](#) is the standard for benchmarking. This Guide shows how to benchmark a building to determine the building's:

- Energy Use Intensity (EUI)
- ENERGY STAR rating

## Need Assistance Benchmarking?

Visit [a2gov.org/benchmarking](https://a2gov.org/benchmarking) for resources, include information on support provided by the Ann Arbor 2030 District and FAQs.

## 1 Check to see if your property is required to benchmark

All buildings over 20,000 gross square feet are required to track and report benchmarking data to the City on an annual basis by June 1 the following year. The City evaluates building size based on the documented or estimated size of buildings on a parcel.

Reporting requirements begin on the following schedule:

Ownership	Building(s) Size	Reporting Deadline Begins
City-Owned Buildings	>10,000 SF	December 31, 2021 (for 2021 data)
	>100,000 SF	June 1, 2022 (for 2021 data)
Non-Municipal Buildings	>50,000 SF	June 1, 2023 (for 2022 data)
	>20,000 SF	June 1, 2024 (for 2023 data)

**Step 1** Check the [Covered Building List](#) developed by the City of Ann Arbor and confirm the accuracy of the information. This includes:

- Building(s) size
- Building address
- Number of buildings on parcel
- Building owner or property manager

To correct errors, please contact the Help Desk at [benchmarking@a2gov.org](mailto:benchmarking@a2gov.org)

**Step 2** Look up the **Ann Arbor Benchmarking ID** for your covered properties in the [Covered Building List](#). You will need this number to report your benchmarking information to the City of Ann Arbor.

## 2 Set up an ENERGY STAR Portfolio Manager Account and add your properties to your portfolio

- ➔ For video instructions, watch [How to Set Up a Property in Portfolio Manager](#) demonstration
- ➔ For more detailed instructions, see the [Portfolio Manager Quick StartGuide](#)

### Step 1 Create a new account in [ENERGY STAR Portfolio Manager](#)

Here are some tips to make it easier to manage your ENERGY STAR Portfolio Manager account:

- ✓ **Do not use any special characters** in your username (letters and numbers only)
- ✓ **Keep a record** of the username and password – it is not possible to change usernames
- ✓ **Select “Yes”** for Under “Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?”

### Step 2 After creating your account, you will get an activation email to **verify your account**. The link must be activated with 24 hours

- ➔ If you don't see the email in your inbox, check your Spam or Junk folder.

### Step 3 Login with your new credentials, then select **Add a Property**

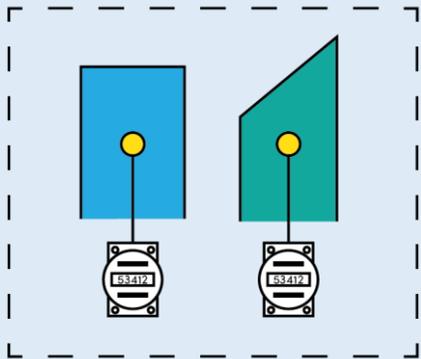
Covered Buildings are identified based on parcel information. If your parcel contains multiple buildings that singly or together contain square feet over the threshold of the ordinance, **you must benchmark and report information on all the buildings on that parcel.**

## Q: How do I benchmark multiple buildings on a single property?

Read ahead for instructions for three different scenarios:

- 1 [If your parcel contains multiple buildings that are separately metered](#)
- 2 [If your parcel contains multiple buildings that share a single meter, or your utility cannot separate out aggregated data by building](#)
- 3 [If your parcel is multifamily housing, hotel, hospital K-12 school, or senior living community](#)

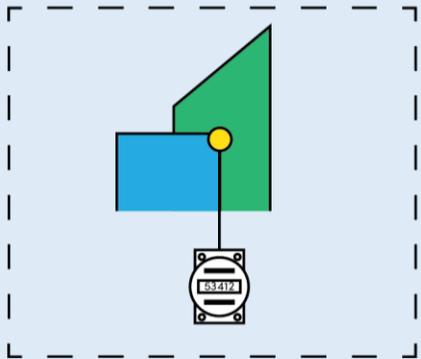
If your parcel contains multiple buildings that are separately metered:



**BENCHMARKING:** You can benchmark each building separately **or** as a campus (a group of buildings organized under a parent building) in ENERGY STAR Portfolio Manager. Repeat Step 4 for each building on your property.

**REPORTING:** You **must** report the buildings as a **single campus**. If you are reporting a campus to the City of Ann Arbor for the first time, please contact [benchmarking@a2gov.org](mailto:benchmarking@a2gov.org) so city staff can correctly assign a single Ann Arbor Building ID to multiple buildings.

If your parcel contains multiple buildings that share a single meter OR your utility cannot separate out aggregated data by building:



**BENCHMARKING:** There are two options:

1. Set up each building **separately** in ENERGY STAR Portfolio Manager and allocate energy use based on relative square feet of each building, if they have similar use types. This option can provide you more insight into each building's performance. Repeat Step 4 for each building on your property

**OR**

2. Set up the property as a **campus** and assign the meter to the parent property.

**REPORTING:** You **must** report the buildings as a **single campus**. If you are reporting a campus to the City of Ann Arbor for the first time, please contact [benchmarking@a2gov.org](mailto:benchmarking@a2gov.org) so city staff can correctly assign a single Ann Arbor Building ID to multiple buildings.

If your property is multifamily housing or a hotel, hospital, K-12 school, or senior living community:

**BENCHMARKING:** It is recommended to benchmark each building separately to receive accurate and specific results

Multifamily housing and hotels, hospitals, K-12 schools, and senior living communities are eligible to receive an ENERGY STAR Score when benchmarked as a campus, or a group of buildings organized under a parent building. For more information on benchmarking as a campus see this **guide**.

**REPORTING:** You **must** report the buildings as a **single campus**. If you are reporting a campus to the City of Ann Arbor for the first time, please contact [benchmarking@a2gov.org](mailto:benchmarking@a2gov.org) so city staff can correctly assign a single Ann Arbor Building ID to multiple buildings.

#### **Step 4** Set Up Buildings in ENERGY STAR Portfolio Manager:

Based on the information above, you may need to repeat this step for each building on your covered property.

- 1 [Find your building's property type](#) based on ENERGY STAR Portfolio Manager's definitions
- 2 [Look up the information on your building](#) you'll need to benchmark with this worksheet.
- 3 Select the **Primary Property Type**

Q: What if my building has more than one use?

A: In general, ENERGY STAR Portfolio Manager recommends entering as few property types as possible. [Learn here if your building might benefit from entering multiple property types.](#)

- 4 Enter the **number of buildings**
  - a. Most people will select **“One: My property is a single building.”**
  - b. If your covered property is comprised of more than one building and is a:
    - i. K-12 School
    - ii. Multifamily Housing
    - iii. Hospital
    - iv. Hotel
    - v. Senior Living Community

You should select **“More than One: My property includes multiple buildings.”** You will set up your property as a campus and should follow [How to Benchmark a Campus in Portfolio Manager](#) for more instructions.

- 5 Select **“Get Started!”**
- 6 **Enter Basic Property Information** including the building name, address, year built, occupancy, and gross floor area (not including parking). Check any boxes that apply to your property.
- 7 Select **“Continue.”**
- 8 **Enter details about primary building use**, and additional property uses, based on the boxes checked on the prior page.

**Q: What if I don’t have this information on my property?**

If you don’t have accurate information, **you must request it from the tenant.** Use the Property Information Request form available in the [Benchmarking Resources](#) on the City of Ann Arbor website.

**If you can’t get this information**, you can select “Use a default.” If no default is provided, you may estimate the information.

**If you use a default value or estimate square footage or use detail** for any property use, you must note this in “Property Notes.”

### 3 Gather energy and water use data and enter them into ENERGY STAR Portfolio Manager

You will need to add data for the energy and water consumed on your property. This likely includes the following sources. See the links below for guides to transferring data from each source.

- 1 **Electricity:** From [DTE](#) or [Constellation](#)
- 2 **Natural Gas:** From [DTE](#) or [Constellation](#)
- 3 **Water:** From the [City of Ann Arbor](#)

If your building uses other sources of electricity, like onsite solar, steam, or propane, you should add these as well.

The following instructions explain how to set up streamlined or automated data transfers into ENERGY STAR Portfolio Manager. Over time, this will require less maintenance from you while still providing regular insights into how your buildings are performing.

You can always manually upload energy and water data into ENERGY STAR Portfolio Manager. For basic instructions on how to manually upload data, see the EPA's guide on [How to Get Utility Data into Portfolio Manager](#).

## 4 Connect to the City of Ann Arbor

Now that your buildings are set up in ENERGY STAR Portfolio Manager and have utility data added for the last calendar year added, it's time to **submit your benchmarking report to the City of Ann Arbor**. This is done in ENERGY STAR Portfolio Manager.

### Step 1 Complete a data quality check

The Ann Arbor benchmarking ordinance requires submitted data to use the Data Quality Checker within ENERGY STAR Portfolio Manager.

This runs a set of basic data checks on your property to help you identify possible errors to fix.

- 1 Go to the **Summary** tab of your property
- 2 Scroll down to the Data Quality Checker and select **“Check for Possible Errors”**

The screenshot displays the ENERGY STAR Portfolio Manager interface for a property named 'Sample Office (US)'. The interface includes a navigation bar with tabs for MyPortfolio, Sharing, Reporting, Recognition, Admin, and Processing. The property details section shows the address (123 Main Street, Arlington, VA 22206), Portfolio Manager Property ID (9948848), and Year Built (1975). A notification indicates the property is 'Not currently eligible for ENERGY STAR Certification'. The ENERGY STAR Score is shown as 28, with a Baseline Score of 31. The Metrics Summary table provides a comparison of various metrics between Dec 2016 (Energy Baseline) and Dec 2018 (Energy Current), including changes in percentage and absolute values. The Data Quality Checker section is located at the bottom, with a 'Check for Possible Errors' button highlighted by a red circle.

Metric	Dec 2016 (Energy Baseline)	Dec 2018 (Energy Current)	Change
ENERGY STAR Score (1-100)	31	28	-3.00 (-9.70%)
Source EUI (kBtu/ft <sup>2</sup> )	248.2	259.2	11.00 (4.40%)
Site EUI (kBtu/ft <sup>2</sup> )	108.9	113.0	6.10 (5.70%)
Energy Cost (\$)	538,427.83	563,816.39	24,388.56 (4.50%)
Total GHG Emissions Intensity (kgCO <sub>2</sub> e/ft <sup>2</sup> )	9.9	10.4	0.50 (5.10%)
Water Use (All Water Sources) (kgal)	3,354.6	3,450.7	96.10 (2.90%)
Total Waste (Disposed and Diverted) (Tons)	804.05	817.65	13.60 (1.70%)

### Step 2 Add Your Ann Arbor Benchmarking ID

- 1 Find your **Ann Arbor Benchmarking ID** for your covered property in the Covered Building List
- 2 On the property page, select **Details**
- 3 On the left-hand side, under “**Unique Identifiers (IDs)**”, select “**Edit**”

### Unique Identifiers (IDs)

**Portfolio Manager ID:**  
[Redacted]

**Custom IDs:** 1 [view](#)

**Standard 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.



4 Under **Standard ID(s)**, enter the following information:

**NAME:** Ann Arbor Building ID

**ID:** [[Your Ann Arbor Benchmarking ID], format A2BLD-#####]

### Standard IDs

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

**Standard ID(s):**

Ann Arbor Building ID



ID:

A2BLD-#####

[Add Another](#)

5 Select **“Save”**

### Step 3 Connect your account to the City of Ann Arbor

You will submit your benchmarking report within ENERGY STAR Portfolio Manager. In order to do so, you must first be “connected” to them.

- 1 Click **Contacts** in the upper right-hand of the screen. The directory shows your current list of contacts.
- 2 Click **Add Contact**.
- 3 Search for **“Ann Arbor Benchmarking Reporting”**
- 4 Select **“Connect”**

You will receive a notification email of a successful connection to the City of Ann Arbor.

### Step 4 Decide how you would like to submit your report

You have two options to submit a benchmarking report to the City of Ann Arbor:

**1 [Share Your Property with the City of Ann Arbor](#)**

You can streamline your submission process by sharing your covered property with the City of Ann Arbor. This is a one-time step you can take to have your annual submission automated in future years. You won't have to remember to submit a report each year, or to send a follow up if you have an errors or mistakes to correct.

- **Only requires one-time action to share data with the City of Ann Arbor.** In future years, you won't have to repeat any reporting steps.
- **Easily share updated information if there are any errors or warnings to correct.** You won't have to submit another report if you need to make any changes.

**2 [Prepare a One-Time Report](#)**

You can prepare and submit a one-time report to the City of Ann Arbor. If you choose this option, you will have to manually do this each time you need to submit a benchmarking report to the City, including for every annual deadline and if you need to correct any mistakes or errors in your report.

**Step 5** Option 1: Share Your Property with the City of Ann Arbor

- 1 Click the **Sharing** Tab
- 2 Click “Share with your Utility or Service Provider for Exchanging Data.”



- 3 Select the **properties** you want to share from the drop-down menu
- 4 Select “Ann Arbor Benchmarking Reporting”
- 5 Select “Full Access” and “Share Property(ies).”

Your properties are now fully set up to automatically report to the City of Ann Arbor.

**Step 6** Option 2: Prepare a One-Time Report

Links for each calendar year’s reporting forms are posted on [a2gov.org/benchmarking](http://a2gov.org/benchmarking).

You will have to prepare and submit the report from this for every annual deadline and if you have to make any changes to your submission.