City of Reno Commercial Buildings
Energy Efficiency How-To Guide
2020

A guide to completing an energy and water benchmarking submission in Portfolio Manager

Reno Ordinance information and resources are available at https://www.reno.gov/community/sustainability/energy-and-water-efficiency

The Ordinance text is available at https://library.municode.com/nv/reno/codes/administrative_code?nodeId=PT2READCO_TIT14BUCO_CH14.30ENWAEFPR_S14.30.011PETA

For questions on Reno's ordinance, contact reenergize@reno.gov or (775) 334-2067.

Portfolio Manager help, training webinars, and office hours are available, at https://portfoliomanager.energystar.gov/pm/help

Reporting Checklist

- ☐ 1. Collect data on water use and all types of energy used by the building
- ☐ 2. Create an account in EPA's Portfolio Manager
- ☐ 3. Add your property to your account
- ☐ 4. Enter the size and details of the building's uses
- ☐ 5. Set up your energy and water meters in Portfolio Manager with the correct units
- ☐ 6. Enter your energy and water use data
- ☐ 7. Run a data quality check
- ☐ 8. Add any contextual information
- ☐ 9. Add your Reno Building ID, which is the Washoe County Assessor's Parcel Number
- ☐ 10. Generate and submit your energy and water report

Table of Contents

Introduction

In 2015, the City of Reno committed to take action to reduce greenhouse gas emissions 28 percent by 2025 and 40 percent by 2030 to combat climate change and move to a low-emission, resilient society. To help achieve these goals, Reno amended *Title 14: Building and Construction of Administrative Code* to include the Energy and Water Efficiency Program, which establishes a citywide benchmarking ordinance, along with building performance targets and compliance pathways. Buildings are by far the city's largest consumers of energy and other resources, generating 66 percent of the city's greenhouse gas emissions. Therefore, improved building performance is essential for meeting the city's conservation goals.

Benchmarking is a basic first step toward improving energy and water efficiency in building. Under the ordinance, all buildings (residential and non-residential) over 30,000 square feet will eventually be required to benchmark energy and water performance, report performance information to the city, and to meet performance improvements as needed in order to meet targets.

By collecting benchmarking data on buildings and setting performance standards, the City of Reno will raise awareness of energy performance through data transparency, with the objective of unlocking energy and cost savings opportunities for businesses. It will also provide property owners with an opportunity to see how they can increase the value of their assets by pursuing energy-efficiency improvements. The ordinance was crafted with an eye toward solidifying Reno's status as a leader in supporting sustainable economic development, reducing greenhouse gas emissions, and improving public health outcomes through better indoor air quality and other benefits of better building performance and operations.

What Is Benchmarking?

Benchmarking is defined as the process of evaluating or comparing against a known standard. In the context of building efficiency, this means tracking utility consumption and comparing that building's performance against buildings of similar size, type, and use. Data is collected and used to establish a baseline, which enables evaluation of the building's energy usage, comparisons between buildings, and identifying potential savings.

Which Buildings Are Required to Benchmark?

The City of Reno's initiative is mandatory for the following properties:

- Covered city properties that exceed 10,000 square feet Gross Floor Area for which the City regularly pays annual energy and/or water bills and all fire stations.
- Covered local agency properties that are owned by a local agency of the state, political subdivision of the state, or other public entity that exceed 30,000 square feet Gross Floor Area for which the local agency pays annual energy and/or water bills.
- Covered public or private properties that exceed 30,000 square feet Gross Floor Area.

The building owner is responsible for reporting utility data. Non-residential tenants must, if asked, supply necessary information to the owner or association. Gross floor area is determined per the Square footage listed in Washoe County Assessor's Property Data records at https://www.washoecounty.us/assessor/cama/index.php

Real Property Assessment Data

Omit Closed Parcels 1 e

Search By All APN Owner Address NBC

Parcel Map Map Index WRMS Flood Plain TAX 011-062-20

WASHOE COUNTY ASSESSOR PROPERTY DATA 4/13/2020

Owner Information		
APN	**011-062-20**	Card 1 of 1
Situs 1	1 E 1ST ST RENO NV 89501	Bld # 1
Owner 1	RENO CITY OF	
Mail Address	C/O PROPERTY MANAGEMENT PO BOX 1900 RENO NV 89505	

Parcel Info & Legal Description	
Keyline Desc	RENO TOWNSITE LT 1, 2 & FRAC LT 3 BLK W
Subdivision	RENO TOWNSITE
Section	**Township** 19 **Range** 19
Record of Survey Map : **Parcel Map#** : **Sub Map#** 94	
Special Property Code	020

Building Information		XFOB	SUBAREA
Bld #1 Situs	1 E 1ST ST	**Property Name**	
Quality	C25 Commercial 2.5 (Above Average)	**Building Type**	Office Building
Stories	15	**2nd Occupancy**	BASEMENT FINISHED - COMMERCIAL
Year Built	1963	**WAY**	1974
Bedrooms	0	**Square Feet**	135887
Full Baths	0	**Finished Bsmt**	13860
Half Baths	0	**Unfin Bsmt**	0
Fixtures	0	**Basement Type**	FINISHED - COMMERCIAL
Fireplaces	0	**Gar Conv Sq Feet**	0
Heat Type	HOT/CHILL WATER	**Total Garage Area**	0

Buildings will be required to report utility data on the following schedule:

COVERED PROPERTY	FIRST REPORTING DATE	FIRST CALENDAR YEAR DATA REPORTED	SUBSEQUENT ANNUAL REPORTING DUE DATE
Mandatory city properties ≥ 10k sq. ft.	Apr 1, 2019	2018	April 1
Agency Properties and Private sector properties ≥ 100k sq. ft.	Apr. 1, 2020*	2019	April 1
Agency Properties and Private sector properties ≥ 50k sq. ft.	Apr. 1, 2021	2020	April 1
Agency Properties and Private sector properties ≥ 30k sq. ft.	Apr. 1, 2022	2021	April 1

*Please note that the first reporting date for properties ≥ 100k sq. ft has been changed from April 1, 2020 to July 1, 2020. The subsequent annual reporting due date remains unchanged.

In addition to utility data submission, additional performance goal verification reporting will be required beginning in April 2026. Buildings will be required to submit performance goal verification documentation every 7 years to demonstrate achievement of the performance targets defined under section 14.30.011, or has completed any of the efficiency actions defined under section 14.30.012. Buildings will be required to report on the following schedule:

Covered Property	First Reporting Date
Mandatory City properties ≥ 10k sq. ft.	2026 and every seven years there-after
Agency Properties and Private sector properties ≥ 100k sq. ft.	2028 and every seven years there-after
Agency Properties and Private sector properties ≥ 50k sq. ft.	2029 and every seven years there-after
Agency Properties and Private sector properties ≥ 30k sq. ft.	2032 and every seven years there-after

Performance reporting requirements, targets, exemptions, and all additional provisions can be found in Chapter 14.30 of the Reno Administrative Code.

Support

For resources, guidance, and additional information, visit https://www.reno.gov/community/sustainability/energy-and-water-efficiency. For assistance in using Portfolio Manager, visit www.energystar.gov/buildings/training. Questions about complying with the ordinance can be directed to reenergize@reno.gov or (775) 334-2067.

Get Started

Use this guide's instructions to complete your building's energy report.

Benchmarking Your Building:

1. Collect the Basics

1.1 A number of data points will need to be collected for any building to benchmark with Portfolio Manager. These include:

a. Main Purpose (the main use of the property)
b. Year built
c. Gross Floor Area
d. Occupancy (%)
e. Operating Hours and Irrigation Area, if applicable
f. At least a year of monthly energy bill data for the property

Collecting a year of monthly energy bills for electricity can be done electronically and may ease the overall benchmarking process. Building owners are responsible for collecting and inputting all data needed to benchmark the entire property. Many buildings will be able to retrieve electric utility data from NVEnergy. Electronic data retrieval when possible is recommended to setup a Portfolio Manager account for the first time or maintain accounts for multiple properties. Critical data points building owners will need are whole building electricity consumption by month for the last 13 months and gross floor area of the building.

Whole-building data can be compiled by:

- Reading a master meter.
- Collecting data from all tenants. If a building has several separately metered tenants, retrieving this data from the electric utility may require tenant authorization.
- Obtaining aggregated whole-building data from a utility company. For large buildings with several separately metered tenants, NVEnergy provides aggregated account data for the whole building. The data is not split out by individual tenants or meter numbers. The building owner or agent needs to submit an executed **Aggregated Account Data Request** form annually to NVEnergy, or as necessary. The form must include Owner/Agent name, address, number of units/tenants/meters, reporting timeframe, and contact email. See the following for an example.

Aggregated Account Data Request Form

____ (hereinafter "Building Owner") has agreed to participate in building benchmarking for the energy efficiency challenge for large buildings. The challenge encourages owners and managers of buildings above 25,000 square feet to benchmark and report annual energy and water use. NV Energy agrees to provide aggregated consumption data as requested below for Energy Star Certification or other similar program certification upon receipt of an executed Aggregated Account Request Form. The Building Owner or Agent shall submit an executed request form for aggregated building data annually or as necessary. NV Energy is willing to provide such assistance, subject to the following conditions:

1) NV Energy will not provide data identifiable to any specific NV Energy customer in the building as part of the standard reporting. The report will be delivered at the whole building level and not segregated by individual tenants or meter numbers.
2) The information is provided "As Is." While NV Energy will endeavor to provide accurate data based on the information provided, it makes no representations or warranties that the data will be error-free or complete.
3) If an Agent Company is identified below, Building Owner hereby authorizes NV Energy to provide the necessary information for all Building Owner accounts to the Agent Company.
4) Building Owner shall indemnify, defend and hold harmless NV Energy and its officers, employees and agents from all claims, liabilities and damages incurred by NV Energy as a result of the assistance it provides under this agreement, except to the extent caused by the gross negligence or willful misconduct of NV Energy.
5) Incomplete or inaccurate request forms cannot be processed. If these terms and conditions are acceptable to Building Owner, please complete the necessary information below and return the fully executed form with all necessary attachments to NV Energy at ALaRosa@nvenergy .com.

Building Owner: ____

Building Street Address: ____

Building City: ____ State: __________ Zip Code: _____________

Number of Units/Tenants/Meters: _____________

Agent Company: ______________________________ Agent Name: _______________________________

Agent Address, City, State, Zip Code: ____

Agent/Owner Phone Number: _______________________Agent/Owner Email: ____________________________

Report Timeframe: From (mm/yy): _______ To (mm/yy): ________

Report to be sent to (provide email address): ____

This request form and any applicable attachments referenced herein constitute the entire agreement of the parties with regard to the subject matter of this agreement, and may not be amended except in a writing signed by both parties.

Signature of Building Owner or its Authorized Agent: ____

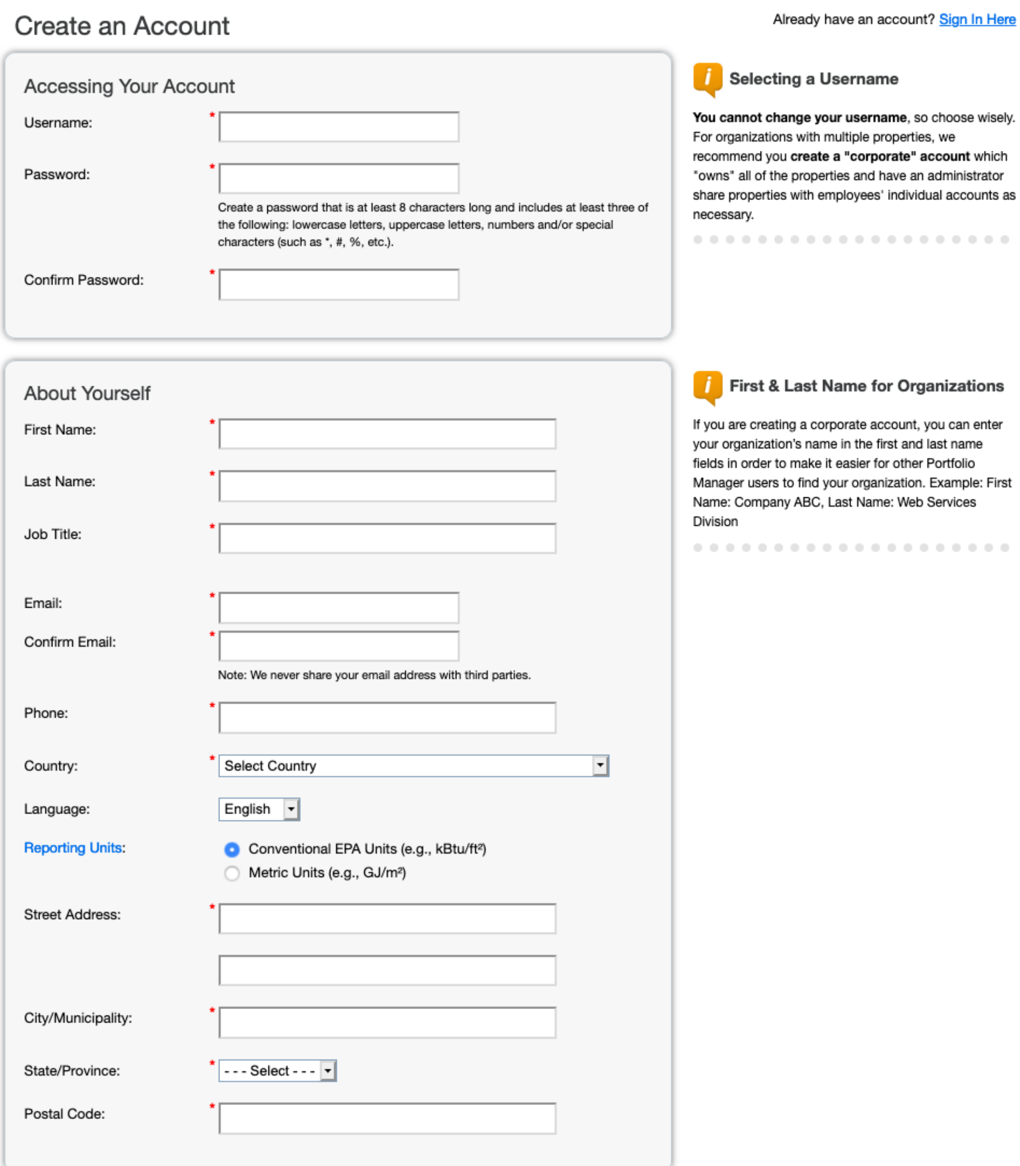
Print Name: _______________________________ Title: ______________________ Date: ________________

Account Aggregation Request Form 7.3.2018.docx

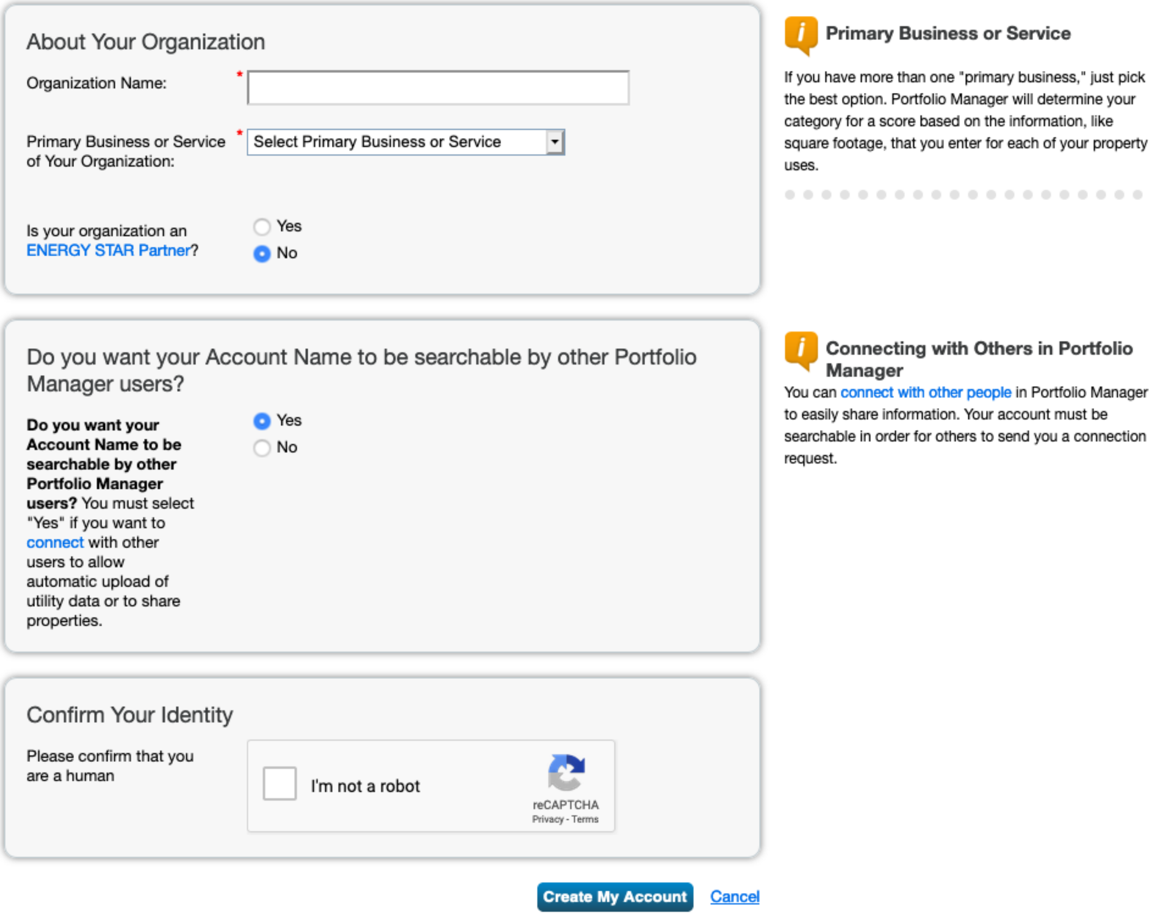
2. Register for a New Portfolio Manager User Account

2.1 Register for an ENERGY STAR Portfolio Manager user account via the following link: [https://portfoliomanager.energystar.gov/pm/signup.](https://portfoliomanager.energystar.gov/pm/signup)

2.2 Create an account and enter user details. Note: Due to likelihood of staff turnover at properties, participants are encouraged to create generic building accounts instead of persona individual accounts (ex. Username is RenoCityHall instead of JaneSmith). This simplifies account login transfers to new property owners or staff when turnovers occur.

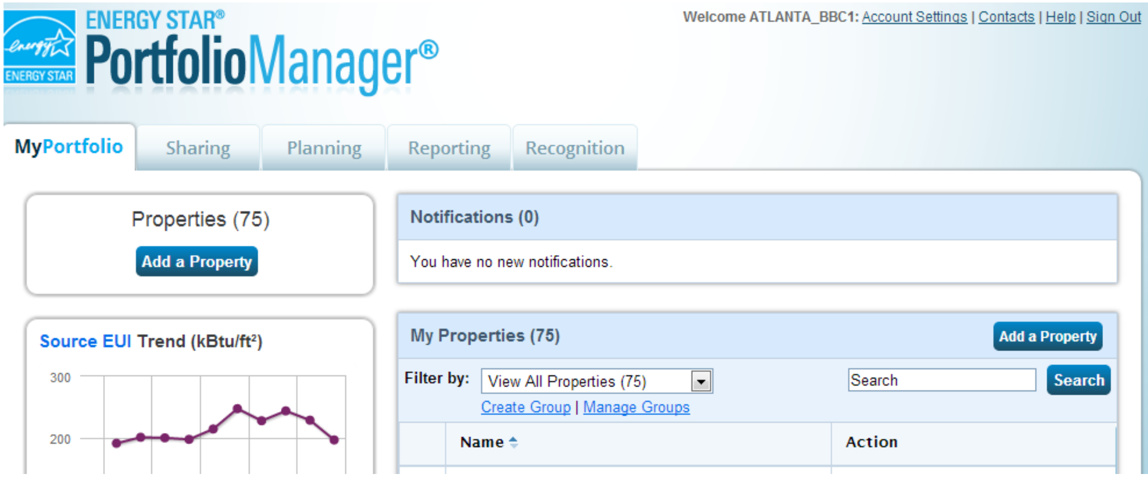


2.3 Enter organization name and set preferences for web services. Answer “No” to question 3. Set preferences for searchability by other Portfolio Manager users, confirm your identity, and click **Create My Account**.

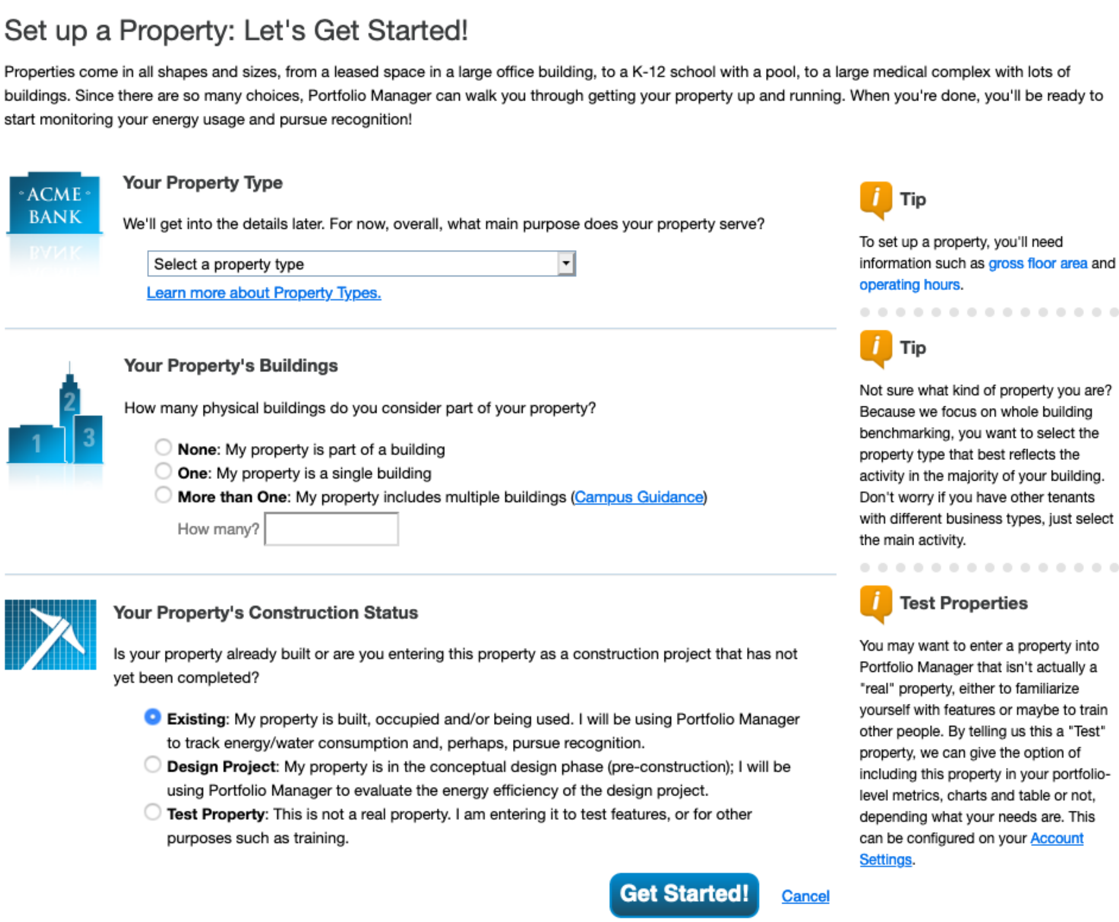


3. Add a New Property to Portfolio Manager

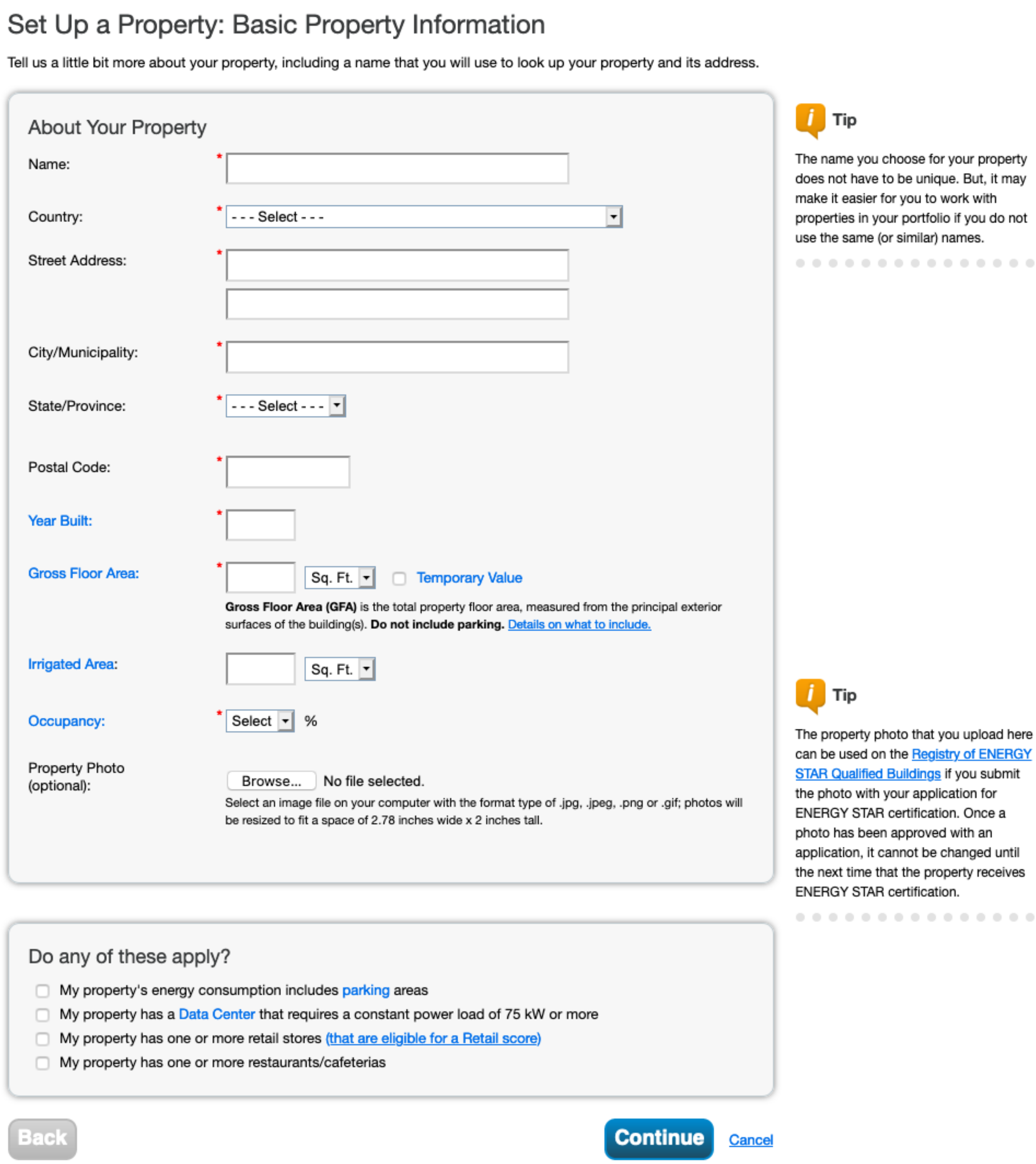
3.1 Click **Add a Property** on the **MyPortfolio tab**.



3.2 Answer questions about your property type, buildings, and construction status and then click **Get Started!** If you are benchmarking for a campus of buildings, click the blue **Campus Guidance hyperlink** in section 2, and use that document to guide you through the rest of your account setup.



3.3 Enter basic property information and select the boxes next to the statements that apply to your property. Then click Continue. If you mark any data as temporary, make sure you look up the exact values and edit that information before submitting any data submissions.


Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: *

Country: * - - - Select - - -

Street Address: *

City/Municipality: *

State/Province: * - - - Select - - -

Postal Code: *

Year Built: *

Gross Floor Area: * Sq. Ft. Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). **Do not include parking.** Details on what to include.

Irrigated Area: Sq. Ft.

Occupancy: * Select %

Property Photo (optional): Browse... No file selected.

Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

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 (that are eligible for a Retail score)
- My property has one or more restaurants/cafeterias

Back Continue Cancel

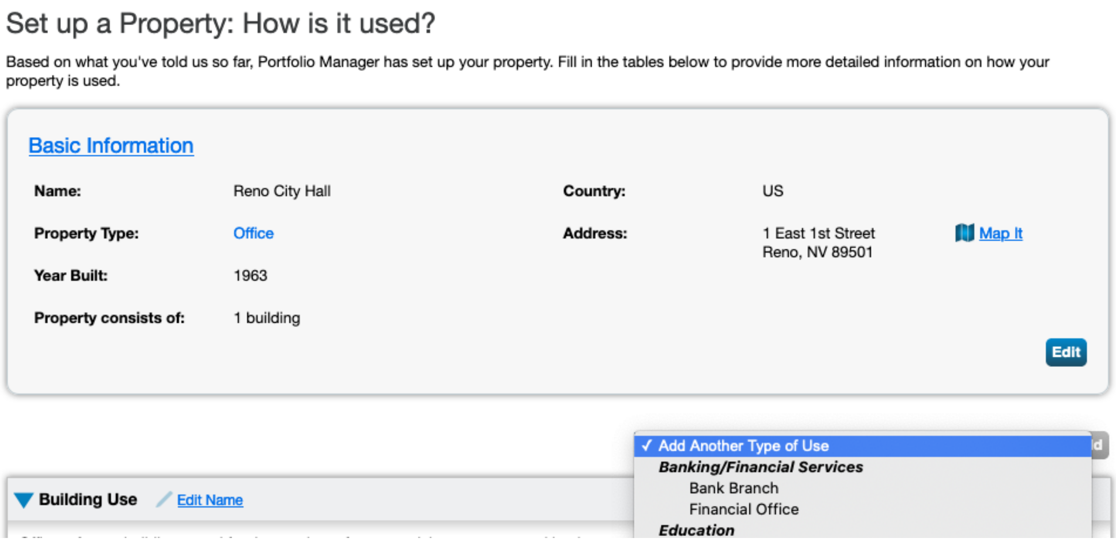
Tip

The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

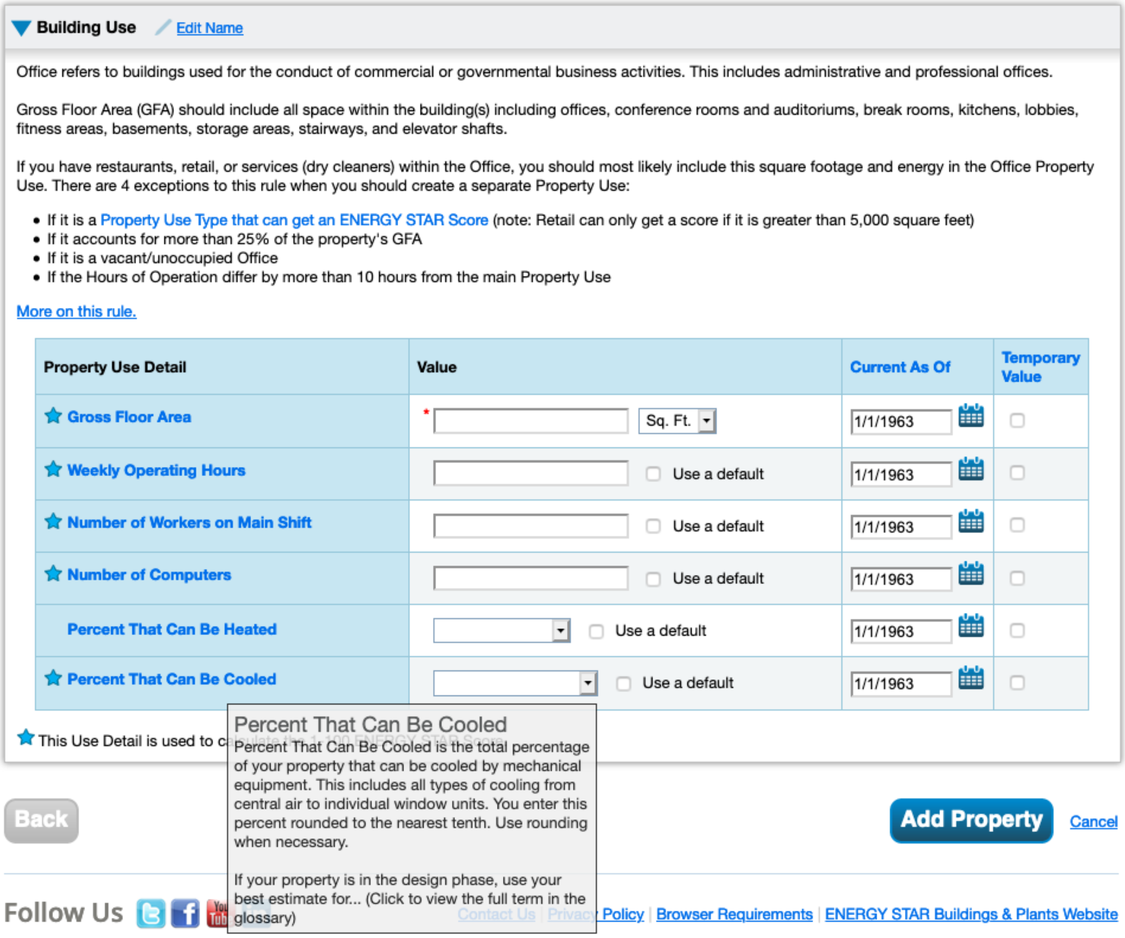
Tip

The property photo that you upload here can be used on the Registry of ENERGY STAR Qualified Buildings if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.

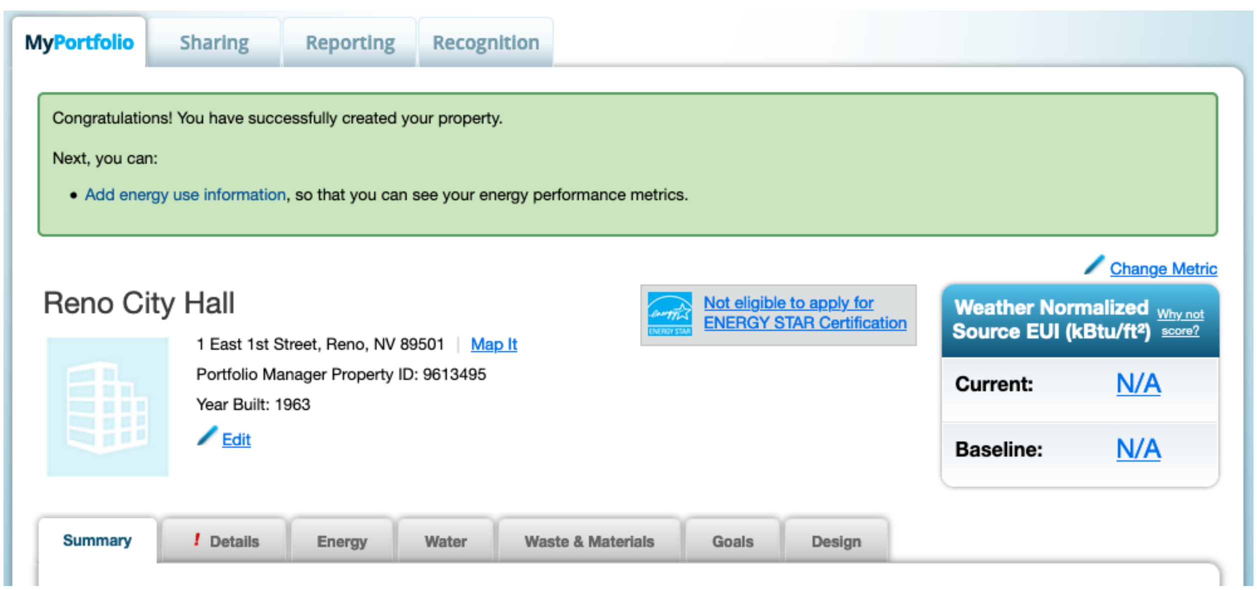
3.4 Select the space-use types that are applicable to your facility. By default, the gross floor area entered on the previous screen will be used for the primary space-use type. This value will need to be adjusted, if your facility contains more than one space-use type.



3.5 Enter space attribute details such as gross floor area, operating hours, and number of workers for each type of use. You can use default or temporary values at this time and enter more accurate data later. Hover over any items in **blue text** to see a brief definition of the term.

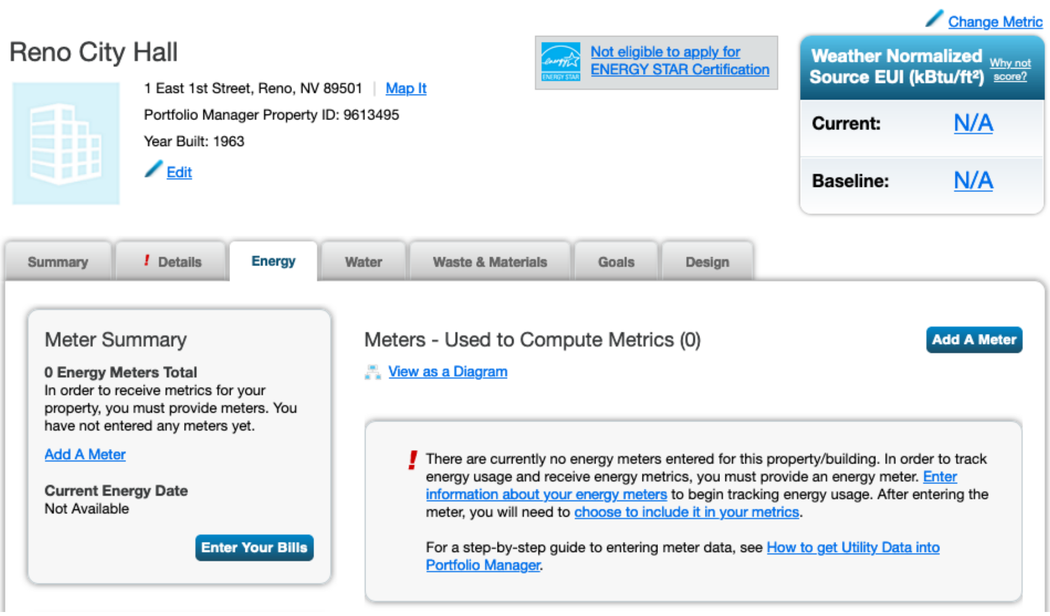


3.6 Click **Add Property**. When you have successfully added your property, you will see the property's **Summary Tab**.

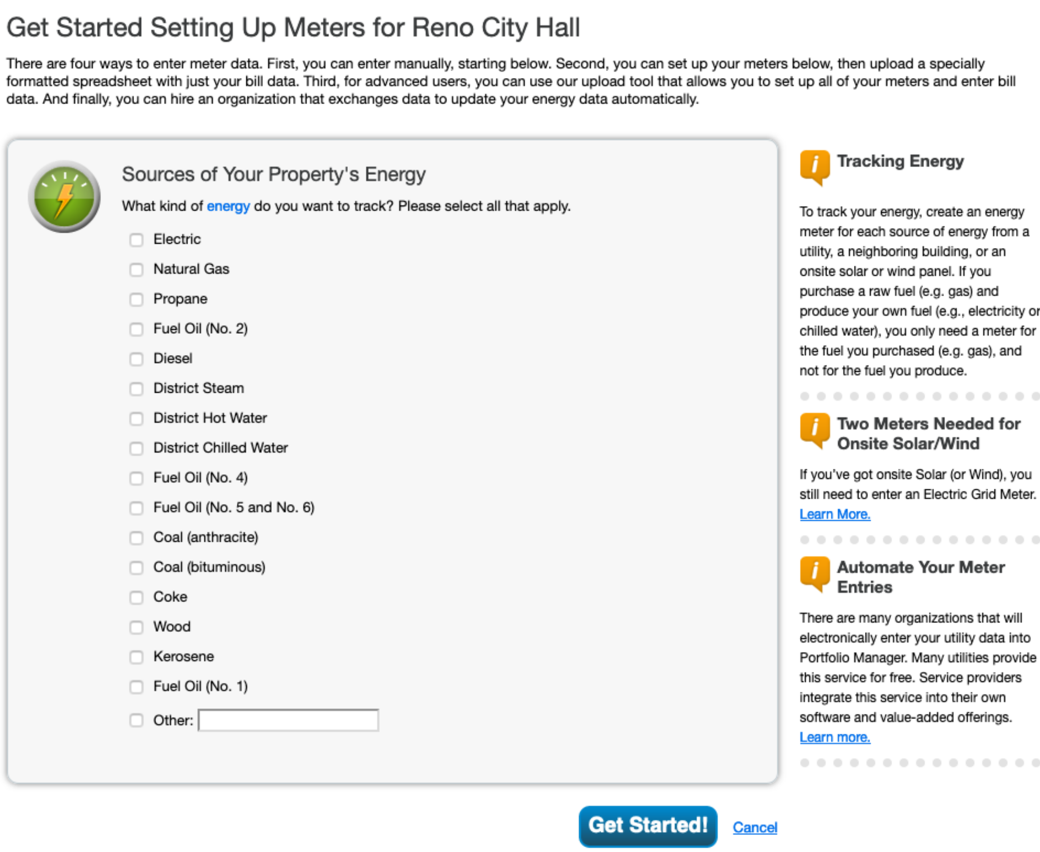


4. Input Utility Data for a Property

4.1 From the Summary page, **click on the Energy** tab and then click **Add A Meter**.



4.2 Select the sources of your property's energy usage, identify the number of meters, and then click **Get Started!**



4.3 For each utility meter, click anywhere on the row to open the editable boxes, assign a recognizable name, confirm the utility type, and select the appropriate units for consumption (i.e. kWh for electricity, therms for natural gas, or other unit that is used on your bill). Enter a **Date Meter became Active** that corresponds to the earliest bill entry that you would like to enter for the selected meter.

In naming meters (if there are more than one), it may be helpful to include the actual account or meter number or another descriptor that will enable you to identify it later. This is especially useful when transferring maintenance of the accounts to another person.

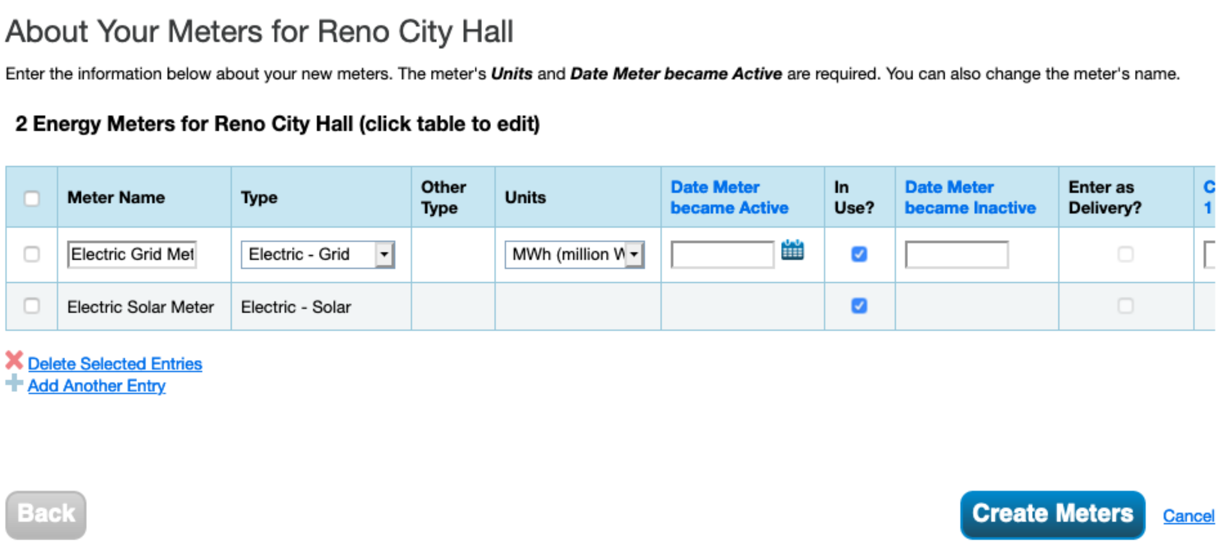
If the selected meter is no longer in use, click the checkbox under **In Use?** and enter the last meter read date under **Date Meter Became Inactive**. For all meters that are presently in use, the **Date Meter Became Inactive** field should be ignored, and will be grayed out if the **In Use** box is checked.

Some fuel types, such as fuel oil or propane, are typically delivered to a building rather than metered from a pipeline. The default option for these fuel types is to **Enter as Delivery**. For most utility types, the **Enter as Delivery?** field should be ignored.

If you would like to add additional meters (not bill entries), then click **Add Another Entry** and fill in the requisite information. Note that all meters do not need to be setup at once, and you can always add additional meters later. *If this is your first time, it is highly recommended that you setup only one meter***.**

To delete a meter, click the checkbox next to the meter name and choose **Delete Selected Entries**.

Click **Continue** after the details of the meter(s) have been completed to enter monthly bills.



4.4 There are two options for inputting utility data: a) manual data entry or b) upload data from spreadsheet. Instructions for each option are detailed below.

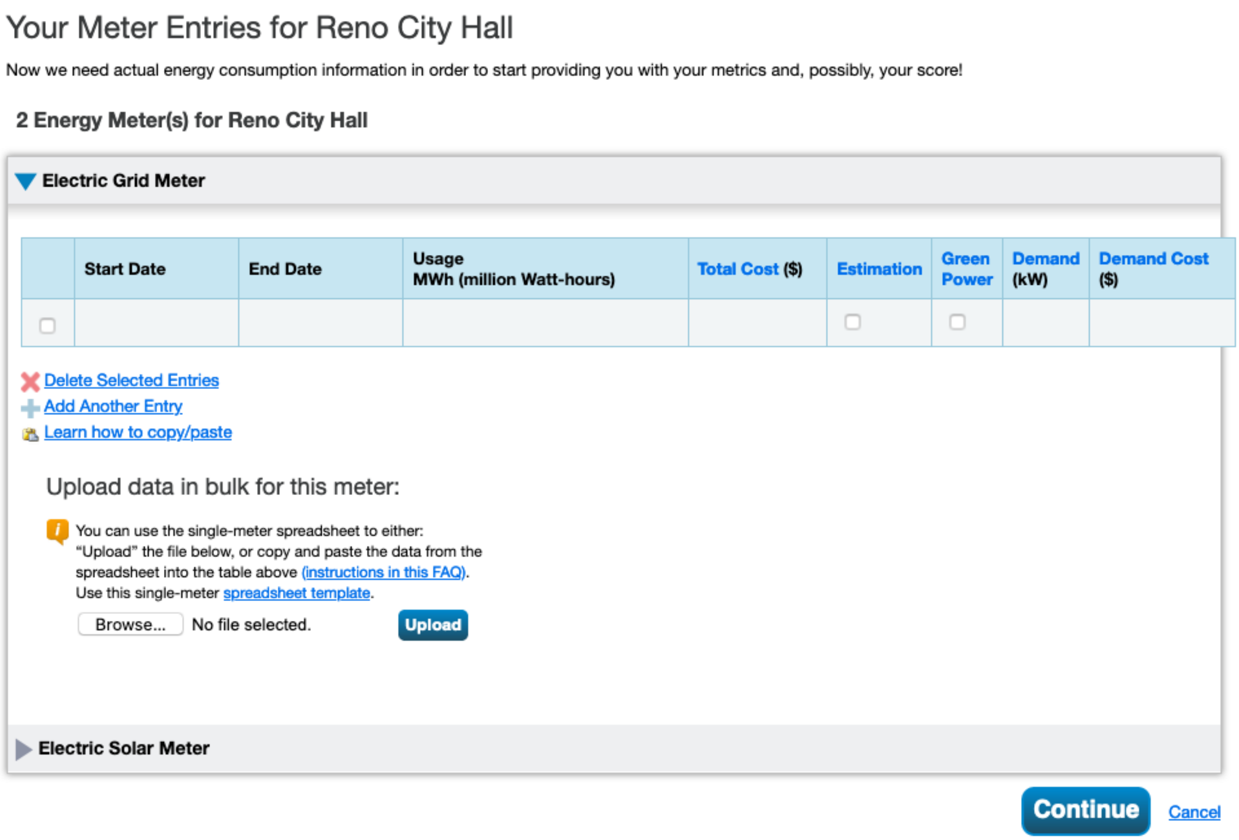
4a: Manual Data Entry

Manually enter data for each billing period. This method works best if you are inputting data from physical copies of bills, inputting only a few bills, or making corrections to previous entries.

Enter the first month of the bills for the meter. Click **Add Another Entry** to add a new row/bill. Add a new entry and input data until all bills have been entered for the selected meter. The **Estimation** field should be ignored.

<u>Bill Entry Input Tips</u>

a) Ensure that the correct units are applied to the bill entries. Return to the prior step to change the energy/water consumption units, if necessary.
b) The billing period (i.e. duration between **Start Date** and **End Date**) cannot exceed 65 days.
c) Bills can be entered in any order: ascending, descending, or random. If a bill is accidentally omitted, then you can input the missing bill as the last entry instead of repeating all bill entries.
d) Inputting cost information is strongly recommended because it enables Portfolio Manager to quantify the cost savings from your efforts.
e) Green Power, Demand, and Demand Cost fields (electricity only) should be ignored.

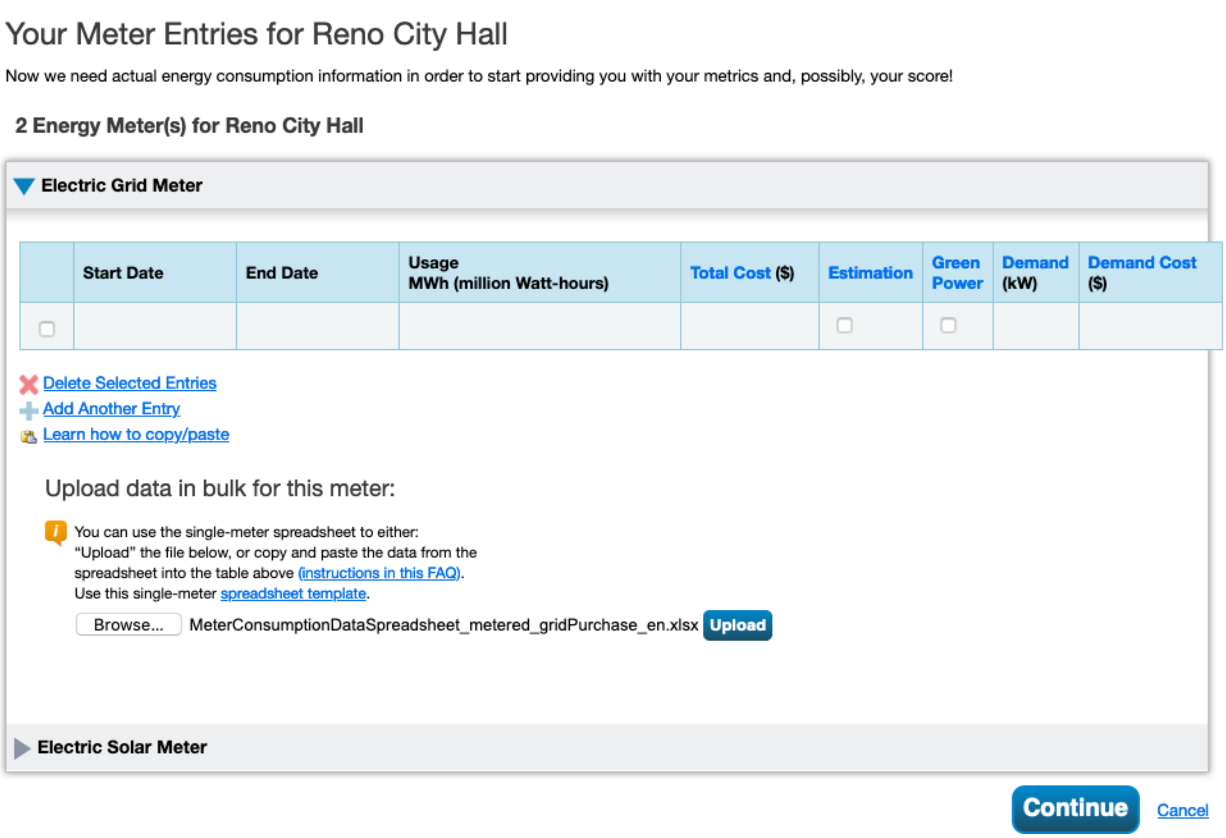


4b: Upload Data from Spreadsheet

Use the **single-meter spreadsheet template** to create a single-meter spreadsheet with bulk data for the meter. You can access this template by clicking the blue hyperlink that says "Spreadsheet Template" right above the Browse button as shown in the below picture. A different template file is used for energy generated onsite (e.g. solar or wind). Additionally, please note that a different template file is generated depending on what utility you are currently entering (i.e. if you're entering data for a natural gas meter, a natural gas template will export.)
Click the **Upload** button and **Browse** for the completed template file stored on your computer. After the file has been selected, the name of the file will appear to the right of the Browse button. Click the **Upload** button to input the template data into the meter entry fields.

<u>Upload Tips</u>

a) Fill out all fields in each row in the upload spreadsheet in the same number format as the template (e.g. cost of 630; not $630).
b) Input "No" for each entry in the **Estimation** field.
c) Do not paste or enter formulas into the upload spreadsheet. Copy data from another spreadsheet or source, then right click and choose "Paste Special" then select "Values Only".
d) Save the spreadsheet file in Excel format with a file extension of ".xls".
e) Make sure all dates are entered in the DD/MM/YYYY format.



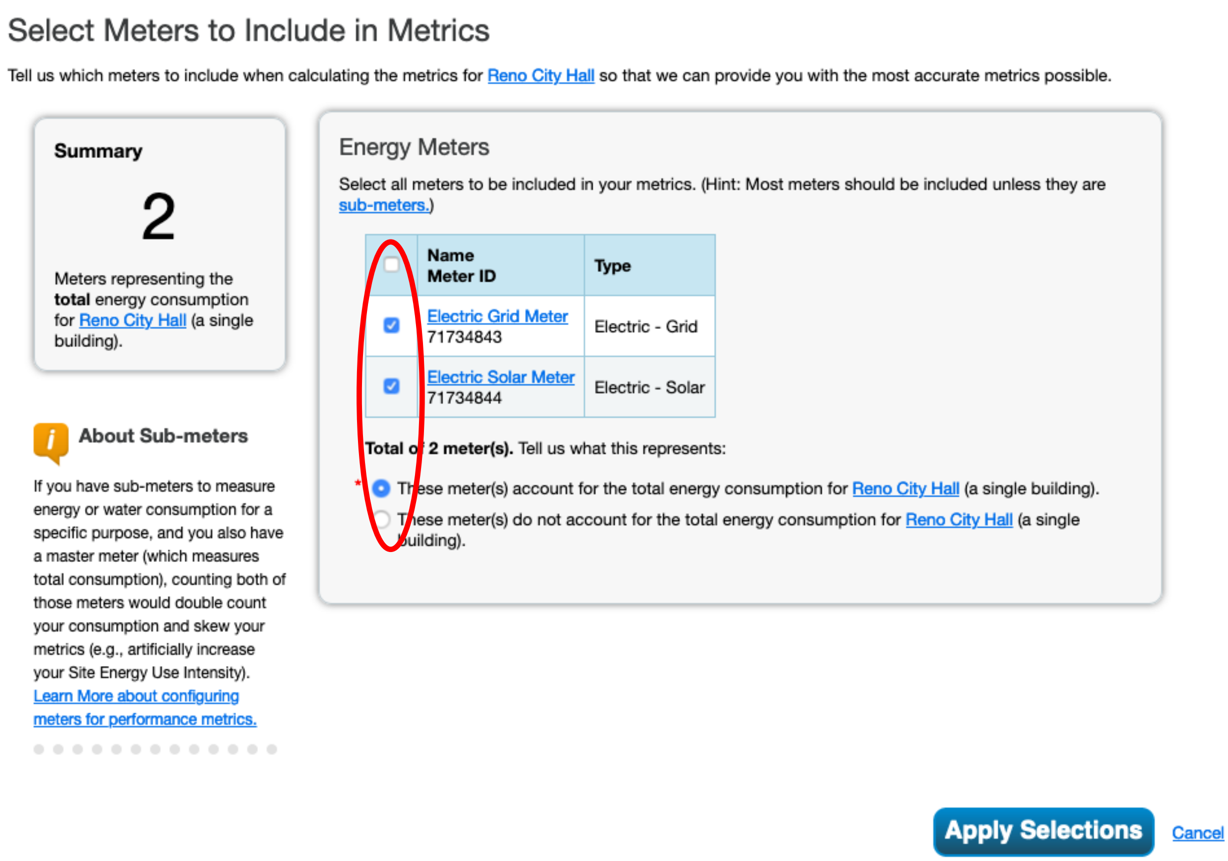
4.5 Many errors, such as duplicate bill entries, will be flagged as errors by Portfolio Manager. However, it is still easy to make small mistakes (e.g., add an extra zero) that have a large impact on your data. Be sure to review all bill entries before you click the **Continue** button.

4.6 Select the boxes of the meters that total your property's energy or water use on the Meters to Add to Total Consumption page. Click **Apply Selections**.

Metering Configuration Tips

a) Utilities that are submetered from a main utility meter should not be included in the energy metrics for the property, if the consumption for the main meter has been inputted separately. For example, cooling tower make-up water should not be included in the water-use metrics for the property if it is submetered from the main meter.

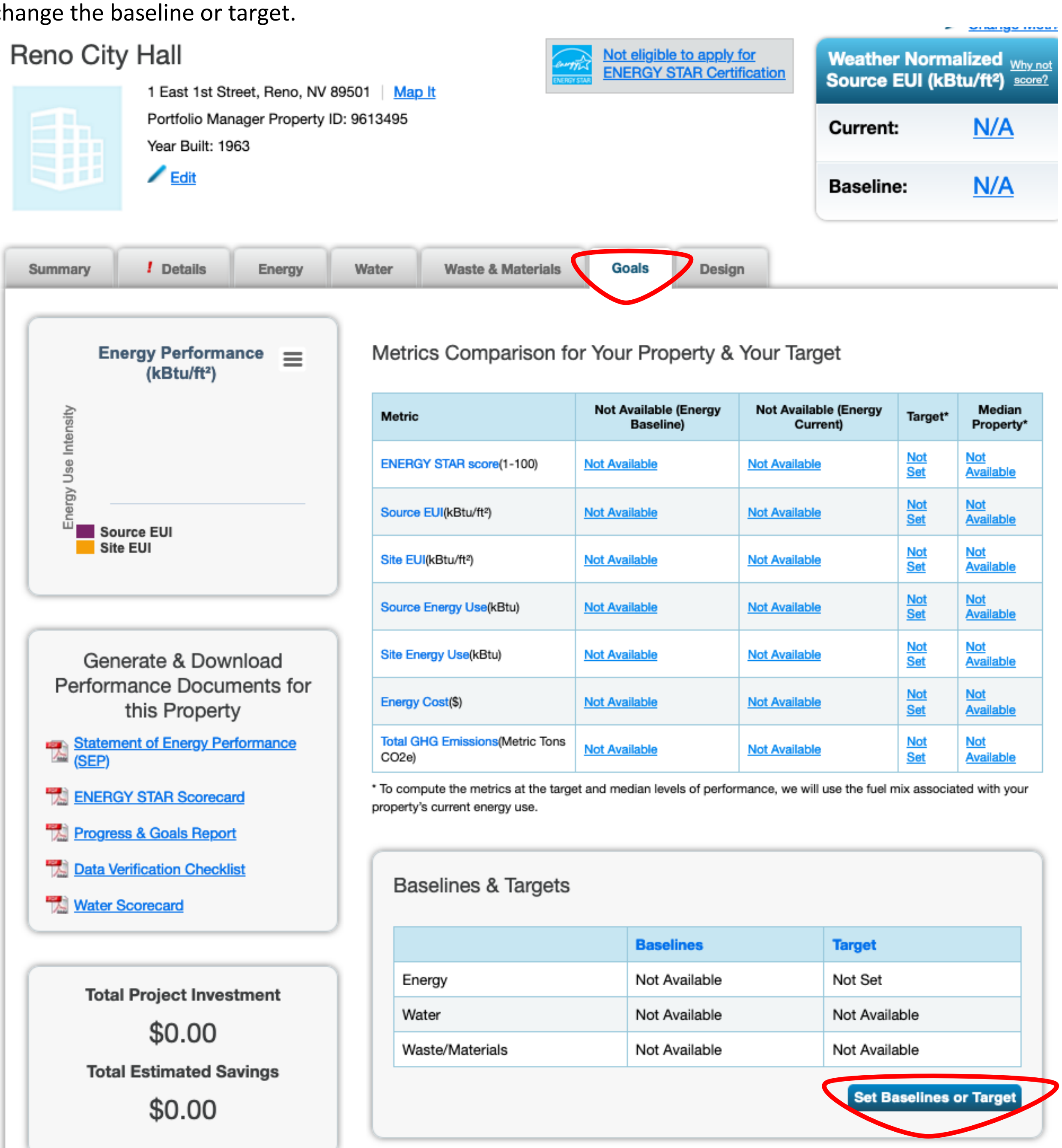
b) Energy or water generated onsite, if applicable.



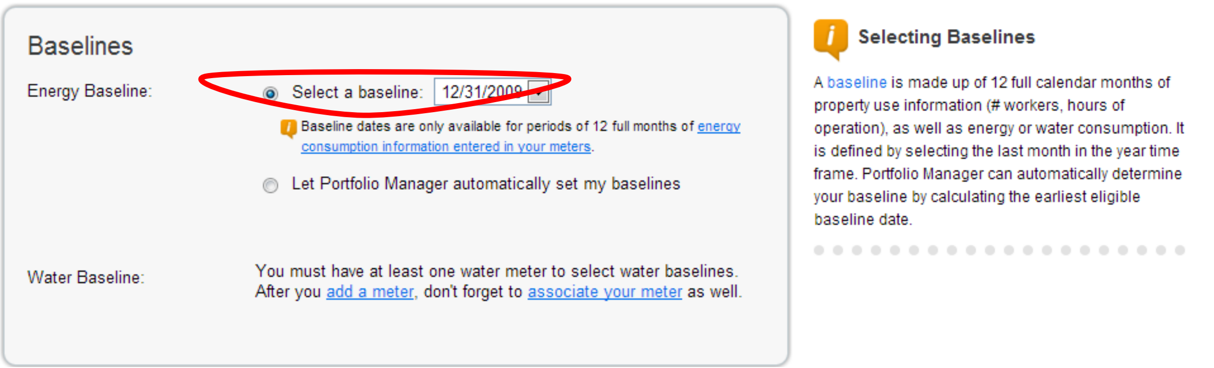
5. Set Baselines and Targets

Establishing a baseline and setting targets for improvement is a way to drive savings and to motivate all members of a building's community to participate in achieving improved building performance. Performance targets for the [City of Reno Ordinance can be found in Sec. 14.30.011.]

5.1 Select your property from the **My Properties** list and click on the **Goals Tab**. The Current Baselines and Targets for your property will be displayed in the **Baselines & Target** section. By default, Portfolio Manager will select the earliest 12 months of energy/water data as the baseline period. Click **Set Baselines or Target** to change the baseline or target.



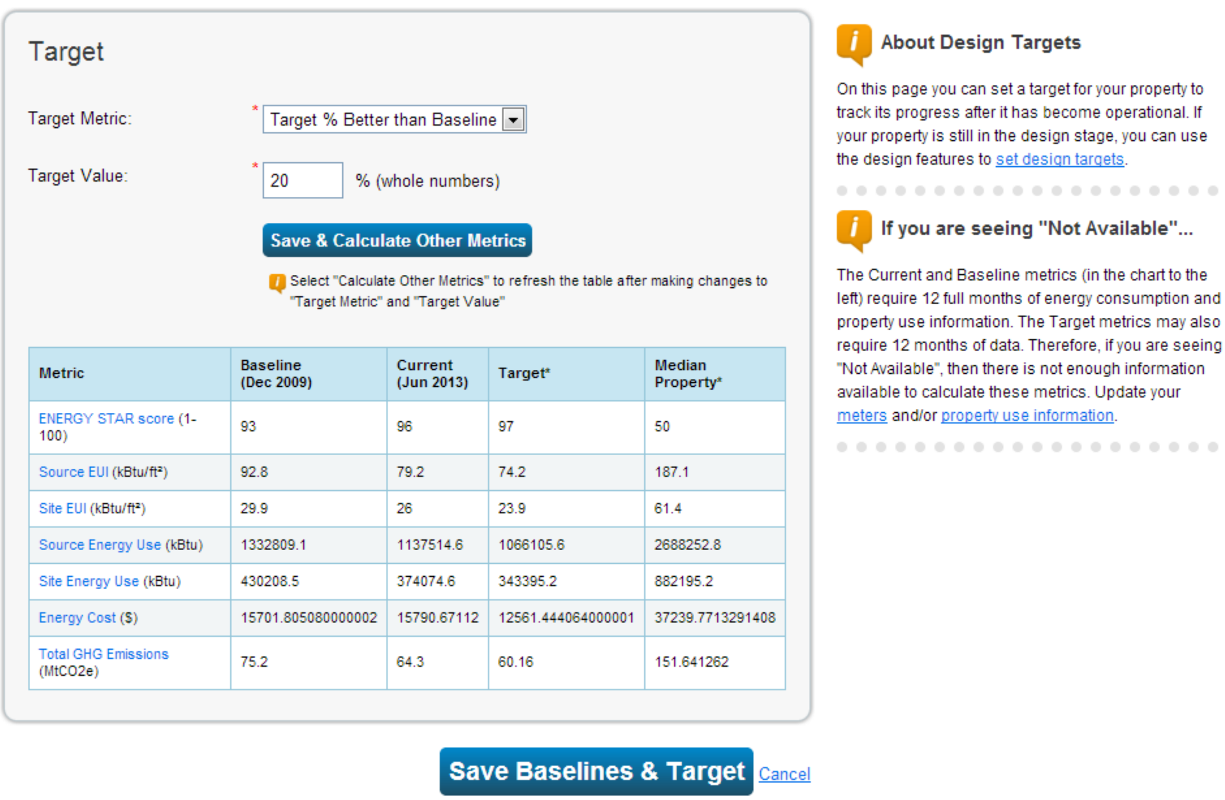
5.2 Set the baseline by selecting the billing period from the dropdown menu next to the **Select Baseline:** field. It is recommended that the baseline period is manually specified rather than selecting **Let Portfolio Manager automatically set my baselines**.



5.3 Set the target by selecting **Target % Better than Baseline** from the dropdown menu for the **Target Metric** field. Input “20” into the **Target Value** field to aim for a 20 percent savings. Click **Save & Calculate Other Metrics** to save your selection and refresh the data in the table.

The information displayed in the table below is very useful for seeing where the performance of your property started (**Baseline**), where it is currently (**Current**), and the performance goal for 2020 (**Target**). The table also displays the energy use metrics for a median property (i.e. typical building of the same space-use, location, and space-attributes) as a point of reference.

Click **Save Baselines & Target** to finish.



Metric	Baseline (Dec 2009)	Current (Jun 2013)	Target*	Median Property*
ENERGY STAR score (1-100)	93	96	97	50
Source EUI (kBtu/ft²)	92.8	79.2	74.2	187.1
Site EUI (kBtu/ft²)	29.9	26	23.9	61.4
Source Energy Use (kBtu)	1332809.1	1137514.6	1066105.6	2688252.8
Site Energy Use (kBtu)	430208.5	374074.6	343395.2	882195.2
Energy Cost ($)	15701.805080000002	15790.67112	12561.444064000001	37239.7713291408
Total GHG Emissions (MtCO2e)	75.2	64.3	60.16	151.641262

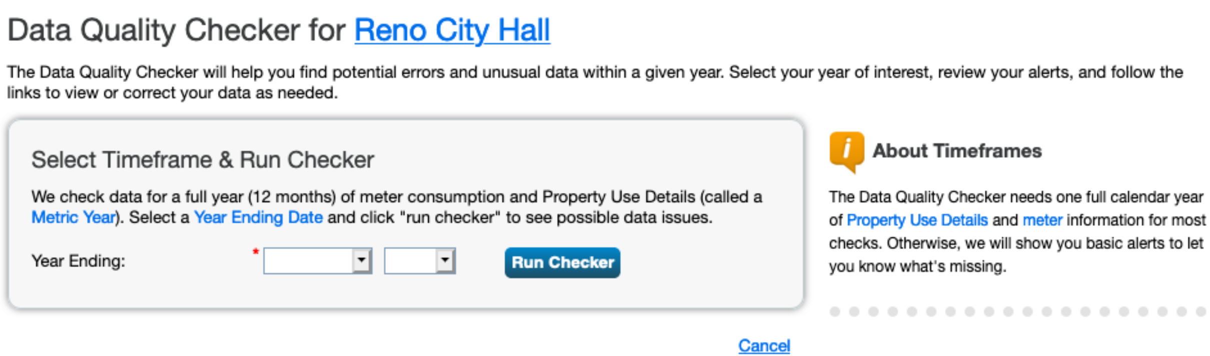
6. Reporting: Sending a Benchmarking Submission

It is easy to see trends and track improvement for your entire portfolio of buildings using a variety of graphs and reports generated by Portfolio Manager. Follow these steps to view reports about your properties and to assess progress.

6.1 Run a data quality check. Click on the **Summary** tab for your property. Under **Check for Possible Data Errors**, click the **Check for Possible Errors** button. Run the check for the year of interest. The data checker will identify any potential problems in the data you entered.

A common first-time error is "Less than 12 Full Calendar Months of Bills." Revisit the identified meter and make sure all of the past year is covered, with no gaps. For other common errors, you can check the Portfolio Manager FAQ at https://portfoliomanager.energystar.gov/pm/help.

You can re-run the checker once you have made any necessary corrections. Once you are satisfied that you have addressed any errors, proceed to the next step.



6.2 Enter any contextual information about your building's energy performance. Click on the **Details** tab and scroll down to **Property Notes**. You should enter here any relevant contextual information about your building that you want to be included when energy metrics are publicly disclosed.

You also record here if:

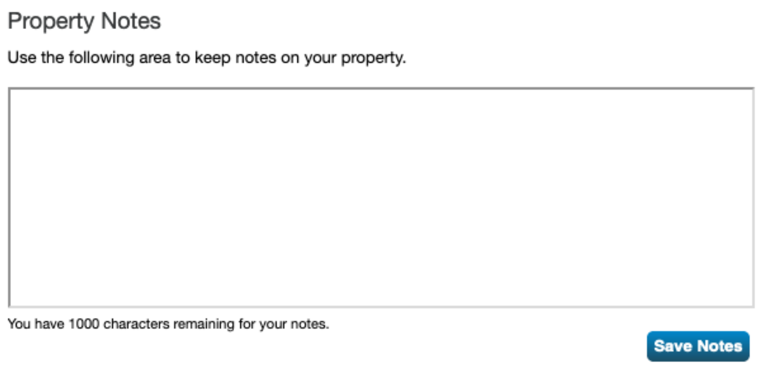
a) You used any default energy values;

b) You estimated floor area or a property use detail;

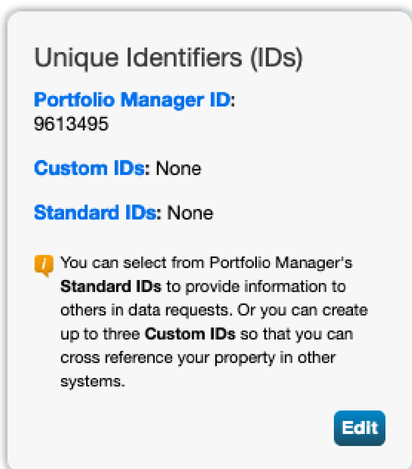
c) If you chose to use self-metered energy data instead of utility-provided data, and what the difference is;

d) Reporting was completed by a tenant who leases the whole building.

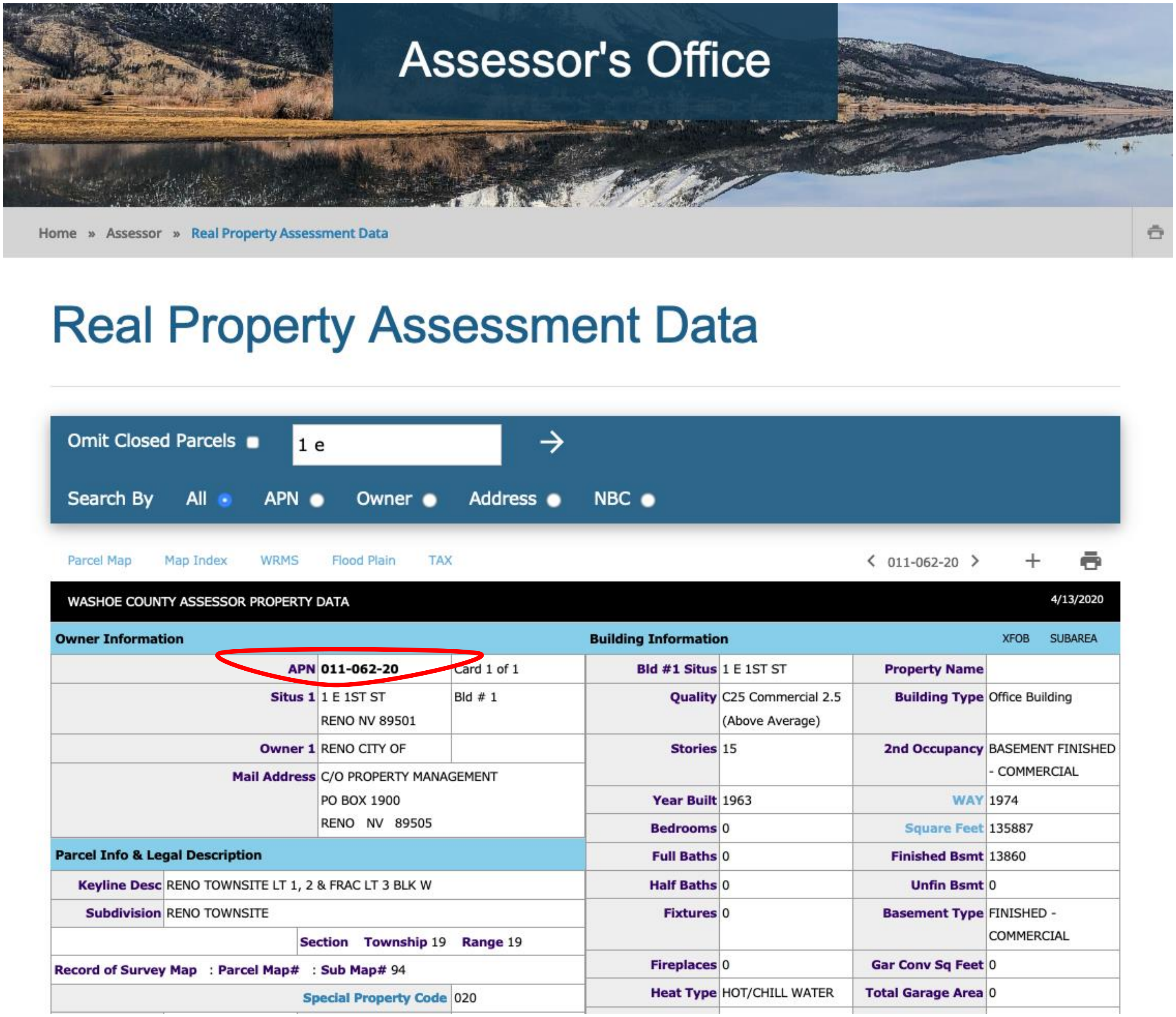
Click **Save Notes** when you're done.



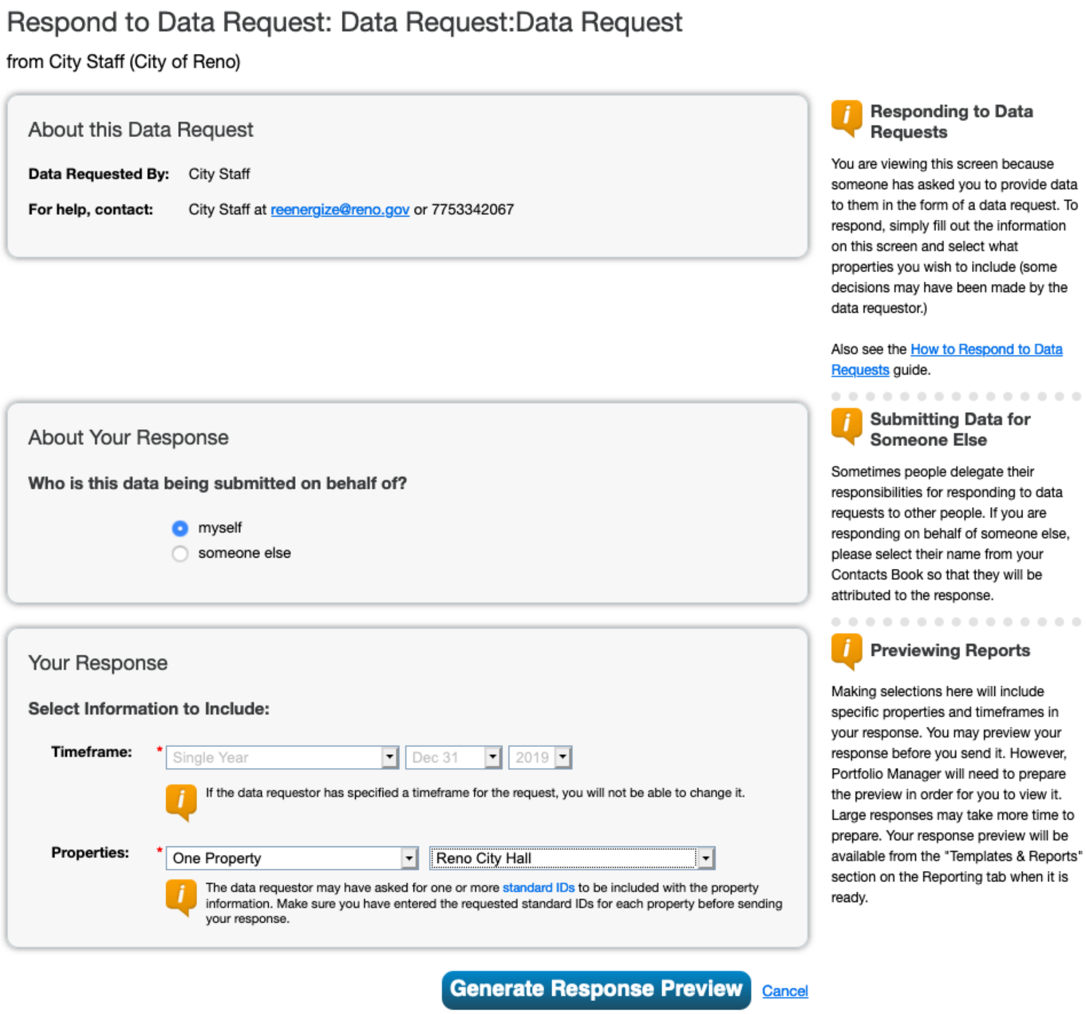
6.3 Also in the **Details** tab, add your Reno Building ID Number to the Unique Identifiers box by clicking on **Edit**. This identifier helps ensure that your energy and water report is attributed to the right building during compliance checks.



Under **Standard IDs**, select Reno Building ID. Enter your eight-digit Reno Building ID and click **Save**. Reno's Building ID's are the building's Assessor's Parcel Number (APN), which can be located at the Washoe County Assessor's Office Real Property Assessment Data Website: https://www.washoecounty.us/assessor/cama/index.php

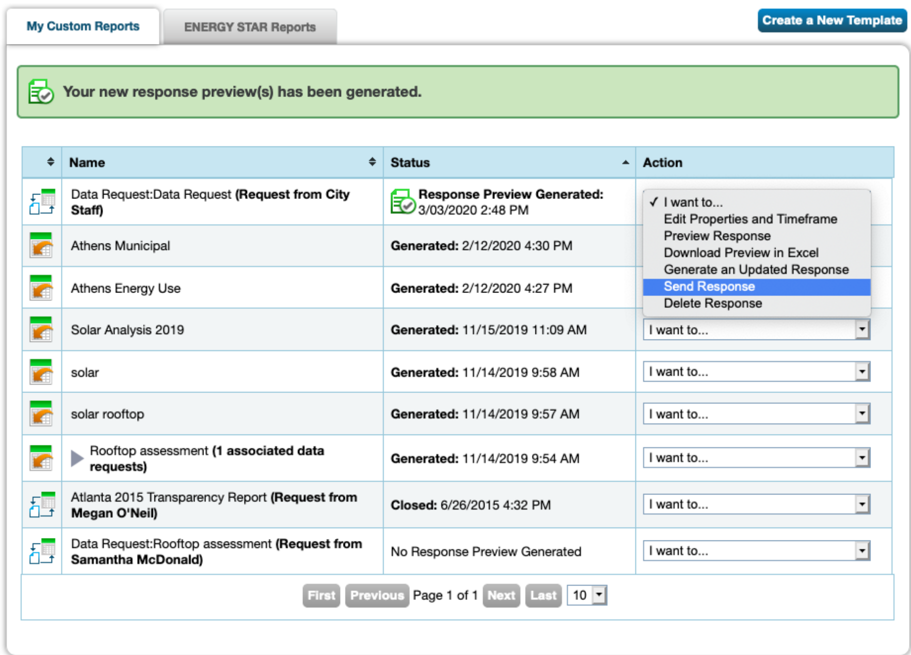


6.4 Report your data to the City of Reno. Visit https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/4c87e215-db8b-4325-b3e4-68bc189713bf and you will be taken to the Respond to Data Request page in Portfolio Manager. Under Your Response, select from the drop-down menu which properties to include in the response. Click Generate Response Preview.



Data Quality Note: If the data or account has any issues an alert message will pop up on the next page. Please click “read more” to fix the issue before sending or contact reenergize@reno.gov or (775) 334-2067 if you are not able to resolve the issue.

If there are no data quality alerts, scroll down to Templates & Reports and find the item that says, “Data Request (Request from City Staff)”. Select “Send Response” from the Action drop-down list next to the report name.



Electronically sign your report by entering your login information and clicking E-Sign Response. Once your information is confirmed, click Send Data. You will receive a confirmation email informing you that your data has been submitted to the City of Reno.

Confirm Response to Data Request from City Staff (City of Reno)

By clicking Send Data, you will release data to City Staff (City of Reno). You will receive a confirmation email with a receipt and a copy of the data attached.

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

Select contacts from your contacts book:

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 City Staff with City of Reno.

Your username: *

Your password: * E-Sign Response

Send Data Cancel

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.

About Signing Your Response

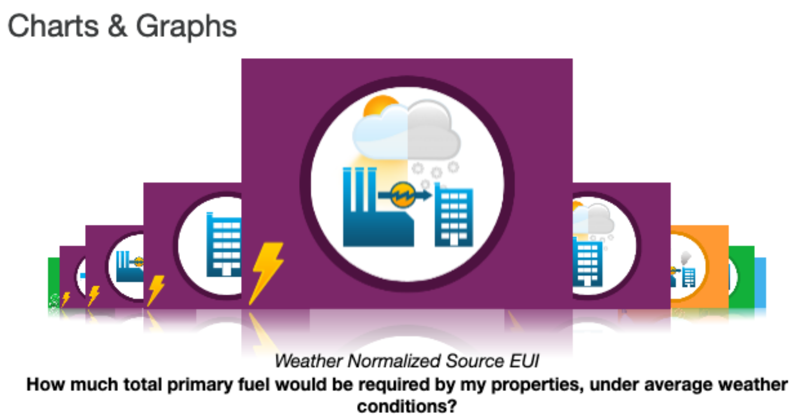
Please provide login credentials (username and password) to electronically sign your response.

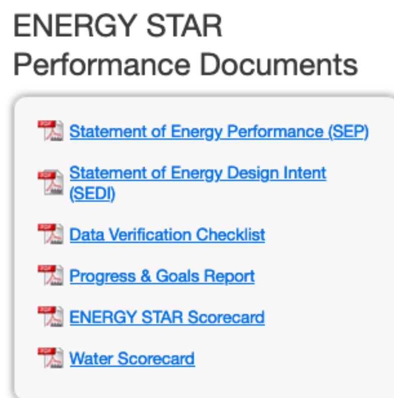
THIS COMPLETES THE REPORTING REQUIREMENTS – CONGRATULATIONS!

7. Engaging Your Reporting Data: View Results and Track Progress

It is easy to see trends and track improvement for your entire portfolio of buildings using a variety of graphs and reports generated by Portfolio Manager. Follow these steps to view reports about your properties and to assess progress.

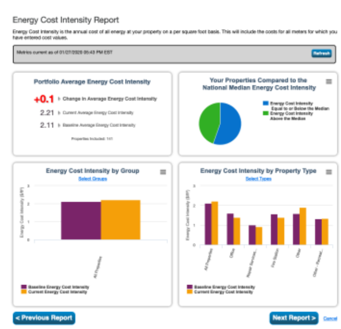
7.1 Click the **Reporting tab** to view graphs and reports for a property or portfolio and click on the **Charts & Graphs** options to instantly see colorful graphs of how your portfolio or group of properties is performing. You can print graphs or download the images to incorporate into a presentation or document.





7.2 The following metrics are displayed on the **Charts & Graphs Page** of the **Reporting Tab**:

- ENERGY STARENERGY STAR Score
- Source EUI
- Site EUI
- Weather Normalized Source EUI
- Total GHG Emissions Intensity
- Energy Cost Intensity
- Indoor Water Use Intensity
- Indoor Water Cost Intensity



The **Charts & Graphs** page for each of these metrics contains the following graphics:

- Average Baseline Period Metric, Average Current Period Metric, and Change in Average Metric
- Eligibility for ENERGY STAR or Comparison to National Median
- Metric by Group
- Metric by Property Type

7.3 At the bottom of the **Charts & Graphs** page for each metric, there is a **Raw Data for these Charts & Graphs** section. The following tables are available for each metric:

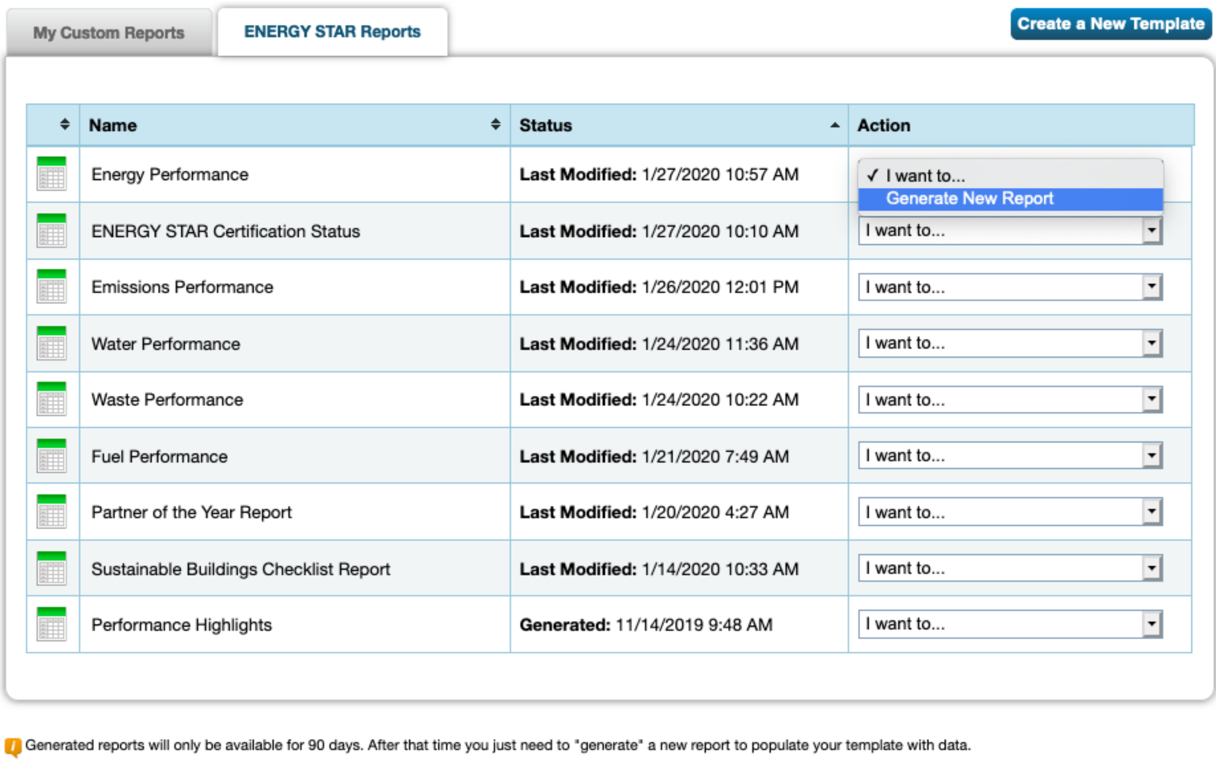
- Averages by group
- Averages by property type
- Averages by state
- Complete reference table

7.4 Click the **Previous Report** or **Next Report** to see other pre-defined Charts & Graphs.

7.5 Return to the **Reporting Page** by clicking the **Reporting Tab**. There are pre-defined report templates under the **Templates & Reports** section. A template is the framework for a report. A report must be generated from the template before you can view metrics about your properties.

- Each report template has an icon to the left of the **Name** field that indicates the type of report. The pre-defined reports have an icon that looks like a spreadsheet. Custom report templates have an arrow superimposed on the icon for the pre-defined reports, such as the icon shown for the **Utility Summary** report below.
- The **Status** for each report is displayed to the right of the **Name** field. The status for the template displays the time at which the last **Action** for that template was performed.
- The **Action** field for each template is drop-down list showing available actions. If no report has been previously generated, then the only available action is to **Generate New Report**. Once a report has been generated from the template, then additional actions will appear in the **Action** menu.

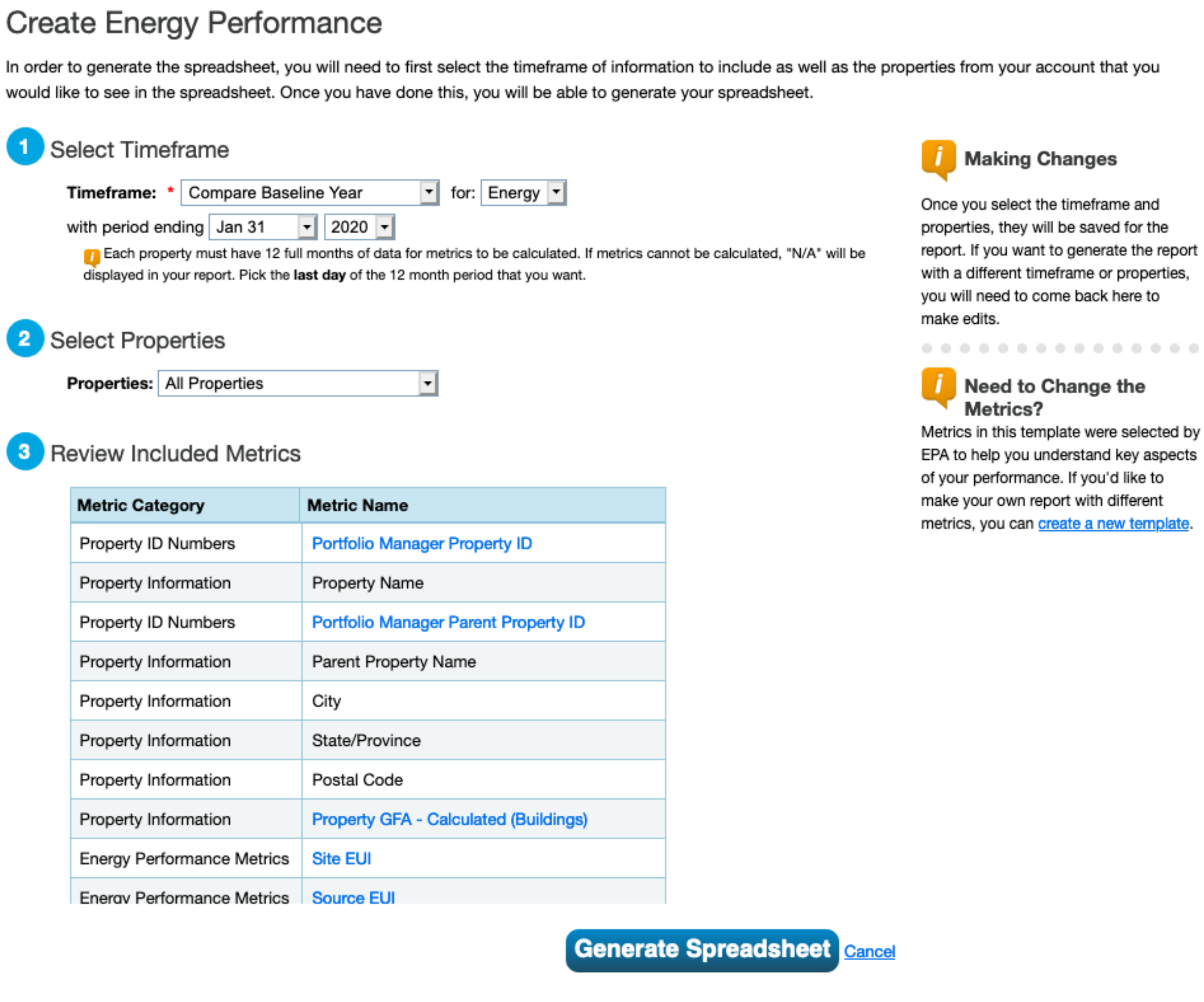
Select **Generate New Report** for the **Energy Performance** template.



7.6 The next step in generating a report from the **Energy Performance** template is to define the details of the metrics displayed in the report.

- Timeframe: The timeframe specifies the desired performance period and the performace period against which to compare. **Current Year** provides a report for the most recent 12 months.
- Property to Include: These are the properties that will be included in your report. If **One Property** is selected, then another dropdown menu will appear with a list of your properties from which the desired property can be selected. If **All Properties** are selected, then a report will be generated for all properties in your portfolio. If **Multiple Properties** are selected, then a **Select Properties** button will appear that links to a checklist to select desired properties.
- Review Included Metrics: This section displays a table of metrics that will be included in the report. Hover over the blue items for additional information. These metrics cannot be changed in a predefined template, but a new custom template can be created on the **Reporting** page if desired.

Select **Compare Baseline Year** for the timeframe. Select **All Properties** for Selected Properties. Then, click **Generate Spreadsheet**.



7.7 A notification will appear on the **Reporting Page** and the **Status** column of the report will change to Generated. From the **Action** menu, select **View Current Report**. The Energy Performance Report will be displayed for all of your properties. This report can also be downloaded as a spreadsheet by clicking the **Download Report** button in the **Action** menu.

Charts & Graphs

Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

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

My Custom Reports | **ENERGY STAR Reports** | Create a New Template

Your new report(s) has been generated

	Name	Status	Action
	Energy Performance	**Generated:** 1/27/2020 6:14 PM	✓ I want to... View Current Report Download Current Report in Excel Download Current Report in XML Generate New Report Select Properties and Timeframes
	ENERGY STAR Certification Status	**Last Modified:** 1/27/2020 10:10 AM	
	Emissions Performance	**Last Modified:** 1/26/2020 12:01 PM	
	Water Performance	**Last Modified:** 1/24/2020 11:36 AM	I want to...
	Waste Performance	**Last Modified:** 1/24/2020 10:22 AM	I want to...
	Fuel Performance	**Last Modified:** 1/21/2020 7:49 AM	I want to...
	Partner of the Year Report	**Last Modified:** 1/20/2020 4:27 AM	I want to...
	Sustainable Buildings Checklist Report	**Last Modified:** 1/14/2020 10:33 AM	I want to...
	Performance Highlights	**Generated:** 11/14/2019 9:48 AM	I want to...

8. Frequently Asked Questions

General Questions

When does this ordinance affect me?

Commercial buildings that are 100,000 square feet or greater in gross square footage will need to report energy consumption by April 1st, 2020, commercial buildings that are 50,000 square feet or greater in gross square footage will need to report energy consumption by April 1st, 2021, and commercial buildings that are 30,000 square feet or greater in gross square footage will need to report energy consumption by April 1st, 2022. The City has developed educational forms to simplify this process for building owners, and there are several training resources available. Performance reporting requrements, targets, and exceptions can be found in Chapter 14.30 of the Reno Administrative Code.

How will it affect my building operations?

The ordinance will bring opportunities for performance improvement to the attention of the building owner and managers. The building owners and managers that take advantage of these opportunities can expect to see an improvement in building energy performance that will reduce energy costs to the building owner and tenants. A number of incentives exist to help individuals take advantage of these opportunities. Contact reenergize@reno.gov or (775) 334-2067 for more information.

How will my portfolio be affected?

Building owners will be able to take advantage of ENERGY STAR Portfolio Manager to quickly identify and track parts of portfolios that are struggling with energy performance, to compare building performance from year-to-year, and to benchmark buildings against the rest of the nation, controlling for operations and weather. Many may also discover that parts of portfolios are eligible for recognition and certifications, like ENERGY STAR. The impact on the portfolio will ultimately be determined by the opportunities for increased energy efficiency that each building owner chooses to pursue.

How much time will it take to benchmark a building?

The time varies based on an individual's familiarity with ENERGY STAR Portfolio Manager and having energy and water data on hand. There are two main methods of benchmarking using the software: manual or automatic upload.

What kind of effort is required to send a benchmarking submission?

Reporting a benchmarking submission is a two-click process. Owners will click a link provided by the City, then click "Submit Data", and ENERGY STAR Portfolio Manager will auto-populate the submission and send the subset of non-financial data required for benchmarking compliance to the City.

Is there a penalty for non-compliance?

If ordinance requirements are not met, the City will issue a written warning for the first violation. If updated information is not provided within 30 days of the issuance of the initial warning, a fine will be imposed. For each subsequent violation, the fine will increase.

Special Issues

Which property uses should I select to represent my building?

Portfolio Manager has approximately 80 different property use categories. You should accurately represent all uses that are found within your building. A list of property types, definitions, and use details is available at: https://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details

How is parking reported? How do I report standalone parking garages?

When parking is part of a building, it does not count towards gross floor area, since Portfolio Manager focuses on the energy use of the actual building interior. For example, if you have a building with 100,000 square feet of office space and 20,000 square feet of parking, you should enter a gross floor area of 100,000 square feet into Portfolio Manager. You may be prompted to enter information on parking area, but it will not count towards your gross floor area. We recommend reading the ENERGY STAR guidance here: https://www.energystar.gov/buildings/tools-and-resources/energy-star-score-parking

(If you are submetering your parking areas and able to exclude their energy use, you may do so in your reporting.) *Standalone parking garages*: If you are reporting a standalone parking garage, EPA recommends that you select the "Other" building type when creating the building. Do not check off "My building's energy use includes parking areas." Instead, just enter the total area of the garage (i.e., including parking) as the area of the building. This will prevent any error messages from coming up as you continue.

What if I don't use the data available from my utility?

If whole building data is available from a utility, you must use either the utility data or use actual, whole building data from your own source (such as data obtained from all tenants or from a building management system). Use of defaults or extrapolation is not permitted. If you choose to use whole building data from your source, i.e. foregoing utility-provided data, the reason and an explanation of the difference must be noted in the "Property Notes" section.

How do I determine the gross floor area for a building or for a property use within the building?

Many building owners will have information on gross floor area from leasing, sale, or other transactional documents. Other buildings will have plans that can provide dimensions for the building and/or individual property uses. In conjunction, the gross floor area of common spaces and commercial condos can be estimated from building plans or measured; the City may also offer additional guidance, as needed, on measuring or estimating floor space. The calculation of gross floor area is a one-time step, necessary only in the first year of reporting. Any estimation of floor area must be noted in "Property Notes."

What if my building isn't fully occupied?

Report the percentage of the building that is occupied when you first create the building within Portfolio Manager. For office buildings with 10 percent or higher vacancy, see EPA's guidance here: https://portfoliomanager.zendesk.com/hc/en-us/articles/211026358-How-do-I-account-for-vacant-space-in-my-Office-.

Are there any energy uses that are not part of my building's energy use?

Systems or subsystems that meet the following criteria:

1. Owned by tenants, condominium owners, cooperative share owners,
2. The owners have the full maintenance responsibility,
3. The system(s) are within these owners' leased/owned space, and
4. The owners pay all the energy bills as metered or sub-metered

What if I have multiple buildings on one lot, or multiple buildings that share meters?

Some parcels in Reno have multiple buildings on them; other owners may have buildings in close proximity that share meters or systems. The metering set up will help you determine how to report these buildings:

All the energy sources and water are separately metered by building. Each building needs to be reported as a separate building.

One or more energy sources or water is not separately metered by building. For each type of energy or water use where this is the case, you need to apportion by square footage, as long as the uses of the buildings are generally similar and the vacancy rates of the buildings are generally similar. If these conditions are met, then apportion any shared usage by the square footage of the buildings and mark the data as an "Estimation" when you enter the values into Portfolio Manager.

It isn't appropriate to apportion shared energy or water use. If the buildings don't meet the criteria for apportionment, report them in Portfolio Manager as a multi-building property. Or, if they're on one lot and have similar uses, report them as a single building in Portfolio Manager. City staff can assist in this determination – email reenergize@reno.gov.

What if there is split ownership of the building?

The primary owner listed in the records of the Washoe County Assessor Property Data (https://www.washoecounty.us/assessor/cama/index.php) is responsible for compliance with all aspects of the ordinance.

What is Source EUI? What is an ENERGY STAR score? How are they calculated?

Energy use intensity (EUI) is the building's energy use per square foot. Portfolio Manager typically shows a building's Source EUI, which is a complete assessment of the fuel required for operating the building, accounting for any losses during the conversion of fuel to electricity and electric transmission and distribution. When you see Weather Normalized Source EUI, this is an estimate of what the Source EUI would have been in a year with "normal" weather conditions. For example, in a very hot year, Portfolio Manager might estimate your Weather Normalized Source EUI to be lower than your actual Source EUI.

ENERGY STAR score, or rating, is a percentile score, on a scale of 1-100, comparing your building's energy performance with that of similar buildings in the U.S. The score normalizes for climate, weather, building size, number of employees, and other operational factors. A score close to 100 indicates a very high-performing building.

What if my building doesn't receive an ENERGY STAR score?

Only some building types will receive an ENERGY STAR score, due to limitations in the national comparative dataset. Thus, many buildings will submit their energy reports to the City without an ENERGY STAR score.

How are data centers reported in Portfolio Manager?

Portfolio Manager defines a data center as a space "specifically designed and equipped to meet the needs of high density computing equipment such as server racks." You can add a data center as a property use type. To receive an ENERGY STAR score for a data center, energy use must be measured at the output of the uninterruptible power supply. Data center energy use is reported as separate value in your energy and water report, so the data center does not affect your building's energy use intensity.

Can I use data from an energy or building management system?

Yes, if the system provides accurate whole-building data. Many such EMS or BMS can upload energy and water data directly into Portfolio Manager. As discussed in Step 7, you must note in "Property Notes" if you do not use utility-provided data, and an explanation of any difference.

What if I generate electricity through on-site generation like solar panels?

You can enter this into Portfolio Manager when setting up your meters. Obtain data from your installer on the energy used, any energy exported out to the grid, and about any renewable energy certificates generated. If you report your renewable energy generation and use accurately, it will be reflected in your building's greenhouse gas emissions.

What if the building is under construction or newly built?

A newly constructed building built under the currently adopted International Energy Conservation Code, if it is covered by this ordinance, is required to report its energy use for the first full calendar year after receiving a Certificate of Occupancy.

What if I purchased the building in the past year?

Buildings that have transferred ownership are exempt from reporting requirements during the calendar year for which benchmarking is required, at the discretion of the city manager or an appointed code compliance officer.

9. Additional Resources

Do you have additional questions that were not answered by this guide? For general questions or questions related to the ordinance and its requirements, please email reenergize@reno.gov or call (775) 334-2067. For technical questions about Portfolio Manager, please consult the Portfolio Manager Frequent Questions page. The Portfolio Manager Knowledge Base continues to be updated, expanded, and refined as additional questions arise and software issues become apparent.