Step 7: Submit your Data to the City of Boulder

When you have completed the steps above, the City of Boulder reporting template will allow you to generate and submit your report to the city through Portfolio Manager.

1. Access the Boulder Custom Reporting Template on the main <u>webpage</u> by selecting "Submit 2015 Data to City" in the Boulder Building Performance Resources.

2. This link will take you to the ENERGY STAR Portfolio Manager home page where you will need to sign in to your account.
3. Once signed in, the link will import the reporting template into your Portfolio Manager account and will launch a page titled **Respond to Data Request**. This page will include instructions for responding to the request.

Complete this form to respond to the "Data Request:City of Boulder Building Performance Program" for Kimberlee Rankin. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: Data Request:City of Boulder Building Performance Program

from Kimberlee Rankin (City of Boulder)

About this Data Request

Data Requested By: Kimberlee Rankin

Instructions: Building Owners,

Thank you for reporting your energy use to the City of Boulder, under the new Building Performance Program! Please visit the program website at www.BoulderBuildingPerformance.com for more infomation about all of the new requirements and supporting resources.

In order to share your data with the City, you must follow these steps:

1) Access the data request via the unique URL (emailed to you and also available on the website listed above)

This selection will import the reporting template into your Portfolio Manager account and will launch a page titled Respond to Data Request.

2) Choose the properties to report using the drop-down menu and click "Generate Response Preview." The timeline and metrics have already been chosen by the City of Boulder. Upon generating the response you will be taken back to the Reporting tab. make sure to select all of the properties on the 2016 Affected Buildings List (available on program website)

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

Also see the How to Respond to Data Requests guide.

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4. At the bottom of the page, you will need to choose the properties to report using the drop-down menu and click "Generate Response Preview."

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.

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Your Response

Select Information to Include:

Timeframe: * [Single Year ▽] [Dec 31 ▽] [2015 ▽]

If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * [One Property ▽] [- Select Property - ▽]

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

5. The timeline and metrics have already been chosen by the City of Boulder. Upon generating the response you will be taken back to the Reporting tab.

- o   If you see a red alert box, this means there is incomplete information. Click the "Read More" link to review the issues and use the links provided to correct them. Common mistakes include energy bills that do not cover the entire calendar year or blank square footage values.
- o   If you see a green box, your response has been generated and you are ready to submit.

6. You can preview this data response by selecting "Download Preview in Excel" from the dropdown in the **Action**.
7. When you are ready to submit to the city, in the **Action** column, select from the dropdown "Send Response."
8. On the page that appears, you must electronically sign your report by entering your Portfolio Manager login information and clicking "E-Sign Response."

9. You have signed successfully when you see a green alert with a checkmark.

10. Click "Send Data" and confirm submission by clicking "Continue." Your report has now been submitted to the city!
11. You will receive a confirmation email from the EPA informing you that your data has been submitted to the City of Boulder.
    o You can also access a Response Receipt on the **Reporting** page in Portfolio Manager.

For additional details on preparing a response to a data request, visit:
https://www.energystar.gov/sites/default/files/buildings/tools/EnergyStar_RespondData_508.pdf

You have now completed the required rating and reporting – thank you!

Additional Guidance? For questions on Portfolio Manager, or for guidance on other capabilities such as running reports to collect energy snapshots of your building, contact the Help Desk 8am-5pm MDT at BPOHelpdesk@bouldercolorado.gov or (844) 811-8785.

For questions on Xcel Energy benchmarking, view the user guide and contact information at http://www.xcelenergy.com/energybenchmarking.