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 webpage by selecting "Submit 2015 Data to City" in the Boulder Building Performance Resources.



<u>Home</u> » <u>Lead</u> » Boulder Building Performance

BOULDER BUILDING PERFORMANCE







New! Sign up for a training Feb. 9 or March 3 to learn about the Building Performance Ordinance rating and reporting requirement, including hands-on assistance with setting up your building in ENERGY STAR Portfolio Manager. See trainings for details and to register.

Energy Efficiency for Commercial and Industrial Buildings

In support of community energy and dimate goals, the Boulder City Council adopted the Boulder Building Performance Ordinance (Ordinance No. 8071) on Oct. 20, 2015. These rating and reporting and energy efficiency requirements move beyond current voluntary programs to require actions that reduce energy use and improve the quality of Boulder's commercial and industrial building stock.

View the Boulder Building Performance infographic 🔑 for a quick overview of the requirements and compliance timeline.

The city manager is authorized to adopt rules and regulations necessary in order to interpret, further

Boulder Building Performance Resources Boulder Building Performance 2016 Affected Building List @ Claim Your Building Submit 2015 Data to Ci How to Comply Training and Rebates City Facilities: Efficiency **Energy Efficiency Financial** Incentives for Businesses **Energy Loans From Elevations** Credit Union EnergySmart Business Rebates Xcel Energy Incentives

Energy Efficiency for

Businesses

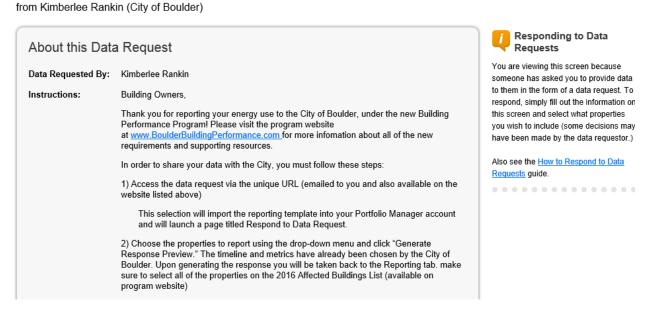
Boulder Building Performance

Codes & Regulations

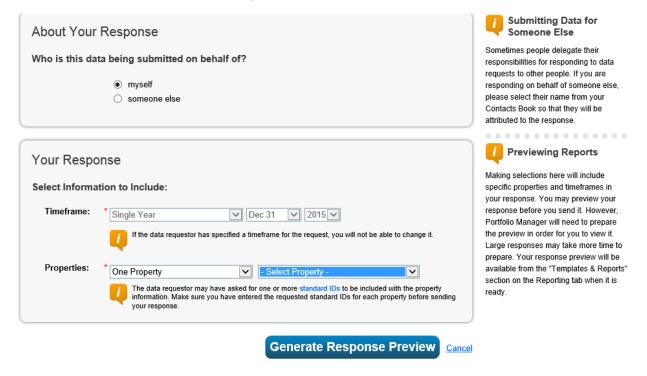
- 2. This link will take you to the ENERGY STAR Portfolio Manager home page where you will need to sign in to your account.
- 3. Once signed in, the link will import the reporting template into your Portfolio Manager account and will launch a page titled Respond to Data Request. This page will include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

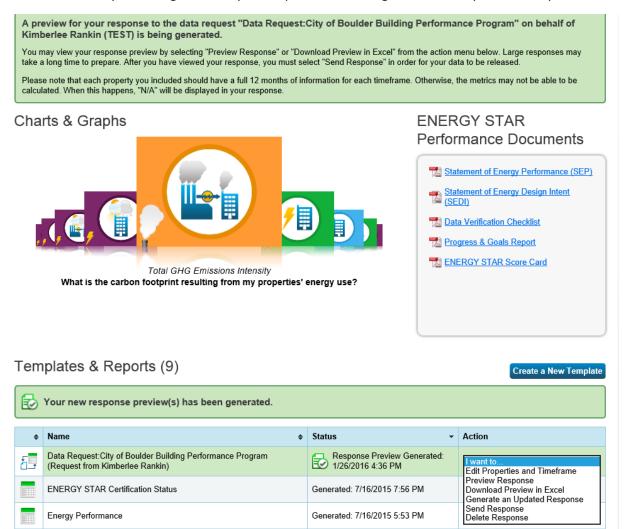


4. At the bottom of the page, you will need to choose the properties to report using the drop-down menu and click "Generate Response Preview."



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.

- 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.

Your password:

3 E-Sign your Data Response

☑ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Kimberlee Rankin with City of Boulder.

Your username:

* Username1

Send Data Cancel

- 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.

Signed

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.