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.

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.
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.boulderbldgper.org](http://www.boulderbldgper.org) for more information 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 (e-mailed 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, making sure to select all of the properties on the 2016 Affected Buildings List (available on program website).

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

Your Response

Select Information to Include:

- **Timeframe:** Single Year, Dec 31, 2015

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

- **Properties:** One Property, Select Property

  - The data requester 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.

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.

If you see a green box, your response has been generated and you are ready to submit.

A preview for your response to the data request “Data Request: City of Boulder Building Performance Program” on behalf of Kimberlee Rankin (TEST) is being generated.

You may view your response preview by selecting “Preview Response” or “Download Preview in Excel” from the action menu below. Large responses may take a long time to prepare. After you have viewed your response, you must select “Send Response” in order for your data to be released.

Please note that each property you included should have a full 12 months of information for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, “NA” will be displayed in your response.

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.
   - 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](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](http://www.xcelenergy.com/energybenchmarking).