

Boston's Building Energy Reporting and Disclosure Ordinance

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City of Boston

Environment Department



CITY OF BOSTON
Martin J. Walsh, Mayor



Today's Key Points

- Requires large buildings to annually report energy and water use
- Reports due May 15, 2015
- Today: go over the tools and resources available
 - Utility data services to provide whole-building data
 - EPA's Portfolio Manager tool to track, understand, and report energy use



Background

- 2010: Climate Action Leadership Committee & Community Advisory Committee
 - Achieve Boston’s greenhouse gas reduction targets for 2020 and beyond
- Recommendation for an energy reporting and disclosure ordinance
- Objective of helping owners, residents, and efficiency programs better understand efficiency opportunities
- Enacted by City Council in May 2013; seventh city to implement
- Advisory Committee of building owners helped develop regulations



Key Elements of the Ordinance

- Annual reporting of energy and water use

2013	City of Boston buildings
2014	Nonresidential buildings over 50,000 square feet
2015	Residential buildings over 50,000 square feet or 50 units
2016	Nonresidential buildings over 35,000 square feet
2017	Residential buildings over 35,000 square feet or 35 units

- 2014-5: includes multiple buildings on one lot over 100k sf or 100 units
- Five year action or assessment requirement
- Metrics on energy use made publicly available in fall 2015



How To Complete Your Reporting

- Collect energy and water data for 2014
 - Utilize utility data services
- Set up your building in Portfolio Manager: area, uses, etc.
- Upload energy and water data
- Include tax parcel number and any contextual information
- Submit report through Portfolio Manager to City



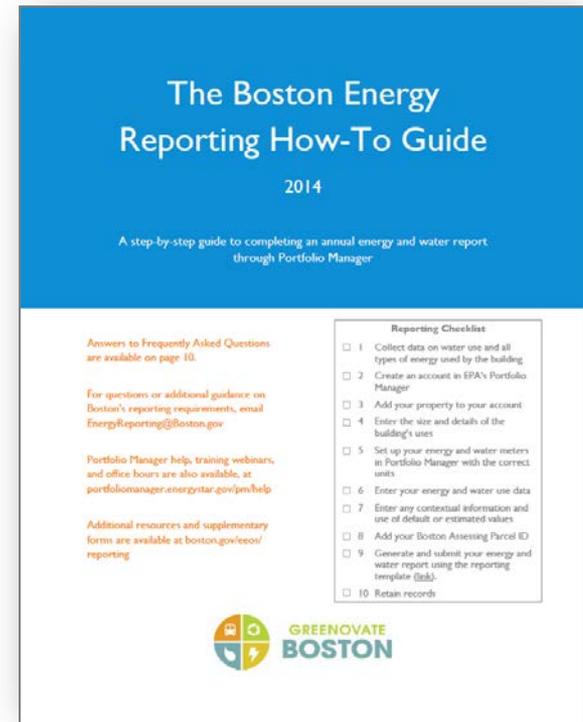
Important Points to Remember

- Whole building energy and water use
- Year 2014 data
- Buildings will have access to whole-building data from Eversource, National Grid, and Veolia
 - If entering your own bills: cover the whole year – January 1 to December 31



Additional Resources

- Visit boston.gov/eeos/reporting
- Step-by-step guide to reporting
- Links to EPA resources and videos, and utility data services



Last Year's Outcomes

- Over 900 buildings reported, covering 175 million sq. ft.
- Includes offices, warehouses, retail stores, convents, private high schools, and hotels
- Completed by facilities managers, accountants, property managers, and third-party providers
- Feedback collected for process improvements



Contact Us

- Visit boston.gov/eeos/reporting
- Send questions to EnergyReporting@boston.gov
- Call the Environment Department at (617) 635-3850



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Getting your Whole Building Energy Use From Eversource

- Owners and managers of large buildings required to annually report their energy and water use and greenhouse gas emissions
 - Reporting deadline of May 1 for Cambridge
 - Reporting deadline of May 15 for Boston
- In Boston, buildings required to conduct assessment or action every five years, with exemptions for highly efficient buildings and buildings making significant progress

- Web portal set up by Eversource
- Developed for building owners to comply with City Energy Reporting and Disclosure Ordinances.
- Can receive aggregate 'Whole Building' Energy usage for the previous year

- Buildings that have 3 or meters or have a meter with the majority of energy use in the building (<50%).
- Building owners that do not have a common meter in their buildings.
- The utilities have provided a joint form for both of these exceptions.

Raw data file (.csv format)

Start Date	End Date	Usage	Cost	Estimated Value
1/1/2013	1/31/2013	5600		FALSE
2/1/2013	2/28/2013	5570		FALSE
3/1/2013	3/31/2013	4900		FALSE
4/1/2013	4/30/2013	4700		FALSE
5/1/2013	5/31/2013	4029		FALSE
6/1/2013	6/30/2013	3900		FALSE
7/1/2013	7/31/2013	4502		FALSE
8/1/2013	8/31/2013	5000		FALSE
9/1/2013	9/30/2013	4100		FALSE
10/1/2013	10/31/2013	3800		FALSE
11/1/2013	11/30/2013	3925		FALSE
12/1/2013	12/31/2013	4660		FALSE

James Cater

Utility Program Liaison – City of Boston

Eversource Energy

(781) 441-8639

james.cater@eversource.com

Energy Reporting and Disclosure Portal URL:

<https://www.eversource.com/ccberdoapps/energydisclosurereporting/energydisclosurelogin.aspx>

nationalgrid

HERE WITH YOU. HERE FOR YOU.

Boston BERDO Support – Requesting Usage from National Grid



April 16, 2015



BERDO Support Webpage

nationalgrid

HERE WITH YOU. HERE FOR YOU.

nationalgrid
HERE WITH YOU. HERE FOR YOU.

Sign in Register Massachusetts [Change region] Report a gas emergency Report a power outage

Type your question here GO

Massachusetts gas service Bills and payments Products and services for home Products and services for business Energy efficiency services For business partners Customer support

Boston Building Energy Reporting and Disclosure Ordinance Support

National Grid's Boston Building Energy Reporting and Disclosure Ordinance support provides Boston building owners the building usage information they need to comply with BERDO.

Requesting gas usage data

Follow these simple steps to request your building's gas usage data

[Learn more](#)

[Tenant Authorization Form](#)

[Property Owner Verification Form](#)

Important information

Helpful links and resources to help you comply with BERDO.

[NSTAR Energy Reporting and Disclosure Portal](#)

[EnergyStar Portfolio Manager Trainings](#)

Review the ordinance

Check the City of Boston's latest BERDO news and training opportunities.

[Learn more](#)

Other energy efficiency solutions

National Grid is committed to improving the energy performance of Massachusetts homes and businesses. View a list of the other energy efficiency solutions that we offer to our residential, commercial, and industrial customers.

[View energy efficiency solutions](#)

www.ngrid.com/BERDO

BERDO Usage Request Options

1. Email: BERDOSupport@nationalgrid.com
 - In subject line put BERDO Usage Request
 - In the email, please be sure to include:
 - Your Name & Building Owner Name
 - The Service Address and 10 digit National Grid Account Number of each account being requested
 - Number of Tenants
 - A signed copy of Tenant Authorization Form(if required)
 - For use when fewer than 4 tenants/accounts per property or a single tenant's usage exceeds 50% of Property annual energy usage
 - A signed copy of the Property Owner Verification Form
 - Contact Telephone Number
 - File Format requested (.xls or .csv)
 - Email address you would like the file sent
2. Call National Grid's Customer Assistance at: **1-800-732-3400**
 - Please let the Representative know you are calling regarding BERDO
 - Be prepared to provide the same information as listed above.

Ezra McCarthy

Lead Analyst, C&I Program Strategy, MA

ezra.mccarthy@nationalgrid.com

or

BERDOSupport@nationalgrid.com



Using ENERGY STAR® Portfolio Manager®

Linda Darveau
Darveau.linda@epa.gov



Agenda

- Background on Portfolio Manager
- Portfolio Manager – Nuts and Bolts of Using It



What is ENERGY STAR® PortfolioManager®?

- **Management Tool** – Helps business and organizations by offering a platform to:
 - Assess whole building energy and water consumption
 - Track changes in energy, water, greenhouse gas emissions, and cost over time
 - Share/report data with others
 - Compare one building against a national sample of similar buildings
- **Metrics Calculator** – Provides key performance metrics to integrate into a strategic management plan
 - Energy consumption (weather normalized)
 - Water consumption (indoor, outdoor)
 - Greenhouse gas emissions (indirect, direct, total, avoided)
 - ENERGY STAR 1-to-100 score (available for many building types)

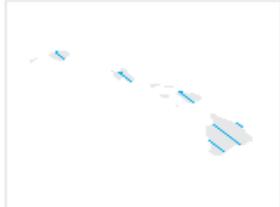
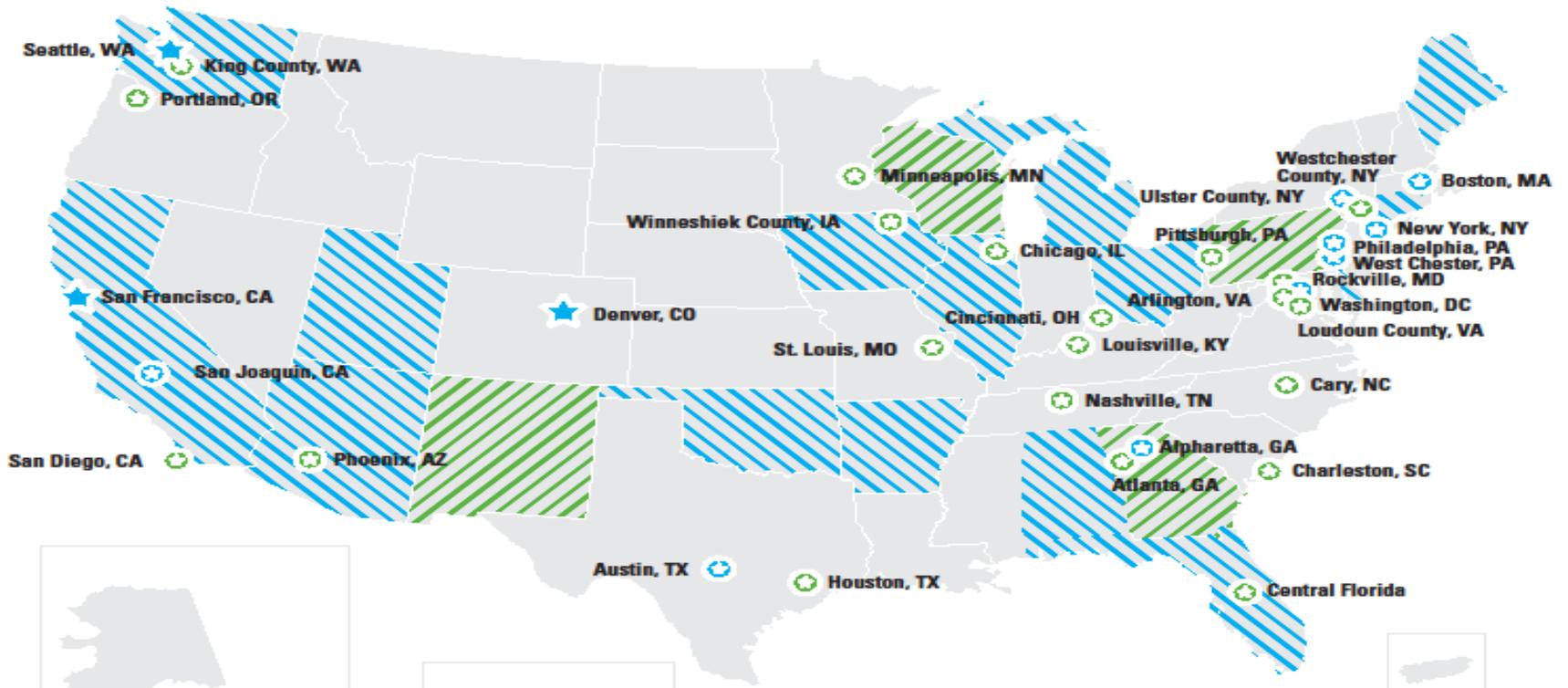
→ **Accessible in a free, online secure platform:** www.energystar.gov/benchmark



ENERGY STAR Score – Eligible Building Types

- Bank branch
- Barracks
- Courthouse
- Data center
- Distribution center
- Financial office
- Hospital (general medical & surgical)
- Hotel
- K-12 school
- Medical office
- Multifamily housing
- Non-refrigerated warehouse
- Office
- Refrigerated warehouse
- Residence hall/ dormitory
- Retail store
- Senior care community
- Supermarket/grocery store
- Wastewater treatment plant
- Wholesale club/supercenter
- Worship facility

- The 1 – 100 ENERGY STAR score compares building to other similar buildings across the country .
- 50 = median energy performance
- 75+ = top energy performer



-  Local Benchmarking Policy
-  Local Voluntary Program
-  Local Benchmarking Policy and Voluntary Program
-  State Benchmarking Policy
-  State Voluntary Program

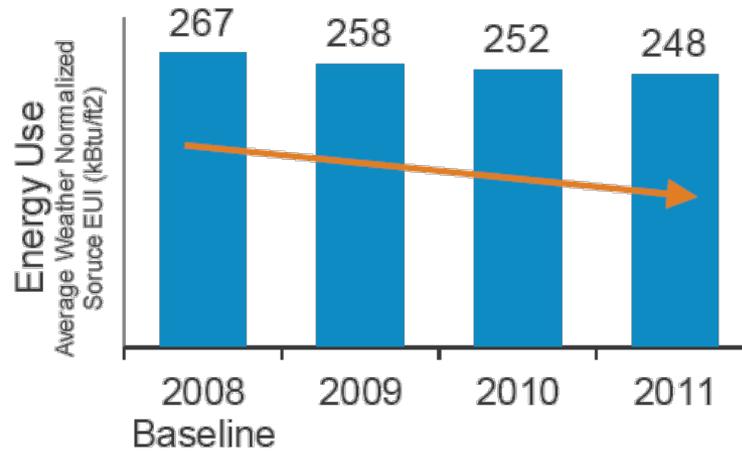


Value of Benchmarking

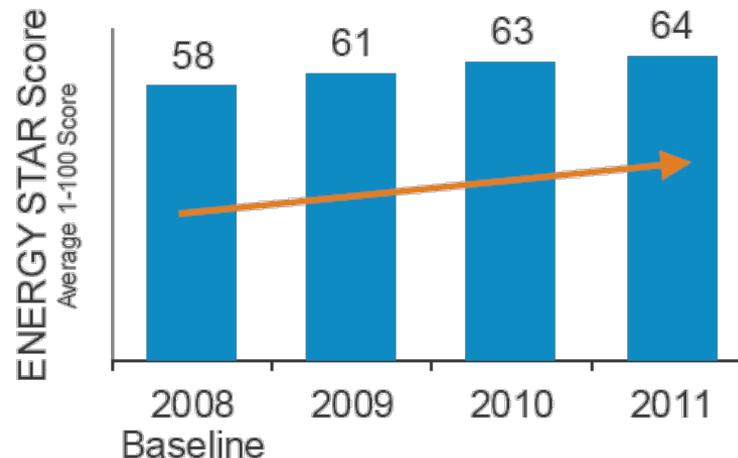
Consistent benchmarking in buildings results in energy savings and improved performance

Access EPA's Data Trends report series at www.energystar.gov/datatrends

Energy Savings in Portfolio Manager



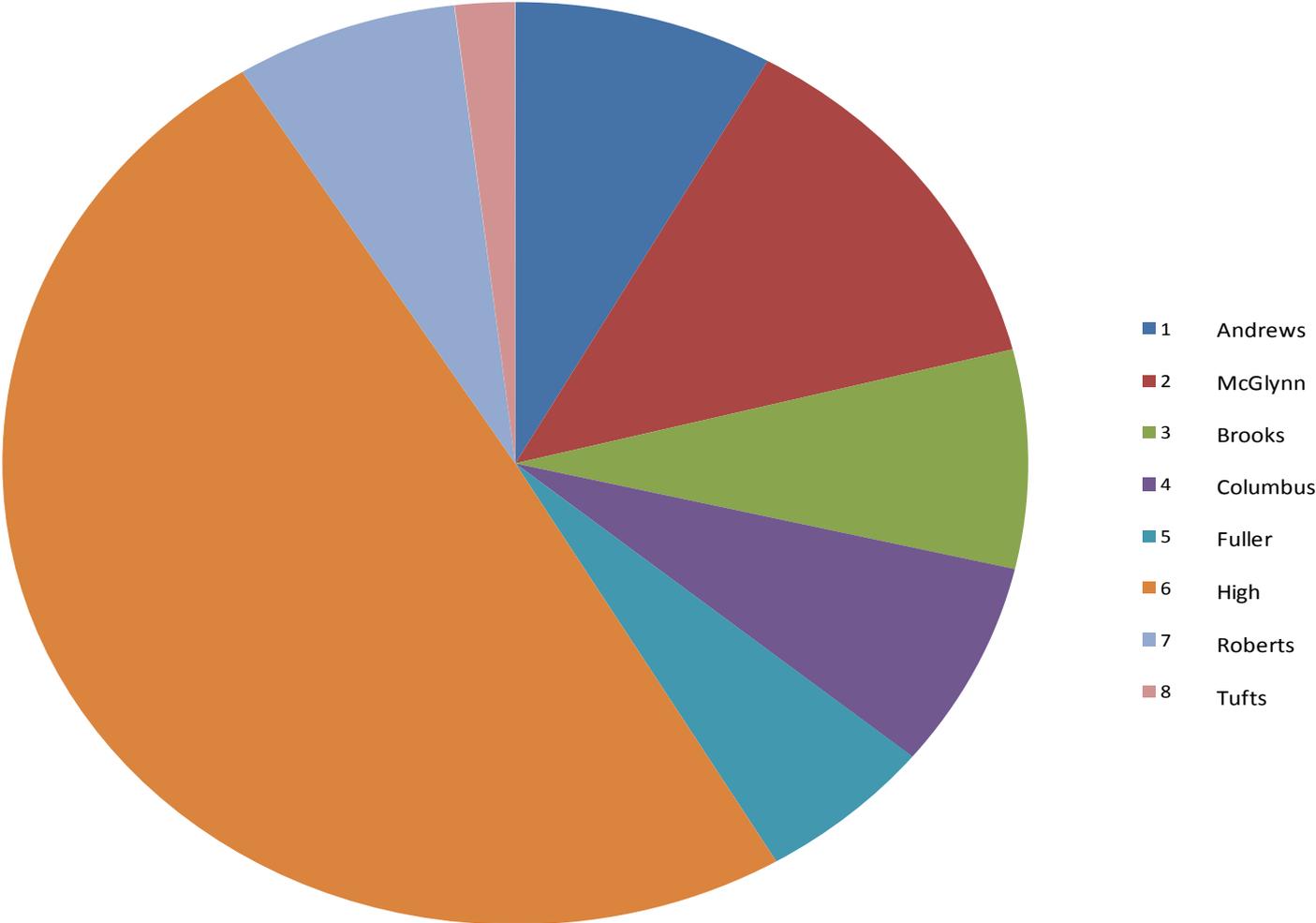
7% Savings



6 point increase

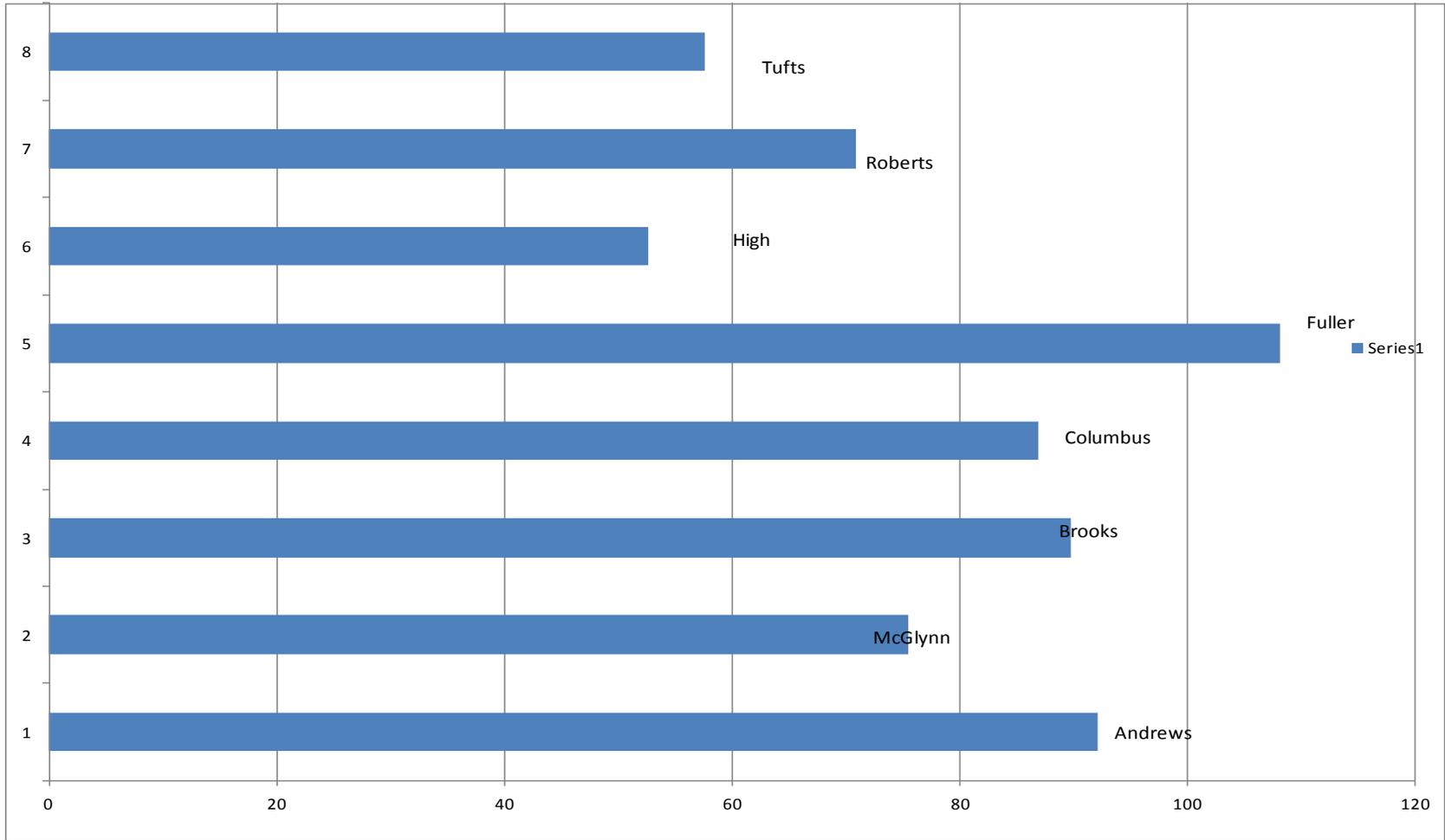


Medford Public Schools- Total Energy Use





Medford Public Schools –EUI -KBTU/Sq Ft





To Get Started Benchmarking in Portfolio Manager

Mandatory Data Needs

- Address including Zip code of building (to normalize data for weather)
- Gross square footage of facility (includes secondary spaces)
- 1 year of energy data (all fuel types)
- 1 year of water data

Helpful Data

(defaults may be used in lieu of this info to generate a rating)

- Number of occupants
- Number of computers
- Weekly operating hours
- Others (depending on space type)



Entering Data into Portfolio Manager

- 3 ways to enter data for your properties:
 1. Enter data manually
 2. Upload data using spreadsheet templates (bulk upload approach)
 3. Work with 3rd party providers that exchange data directly with Portfolio Manager via web services



General Workflow of Portfolio Manager

- Add a property (enter details about it) Only have to do this once!
- Enter energy and water consumption data (meter data)
- Generate reports – standard templates or create your own

www.energystar.gov/benchmark



Live Demonstration: How To:

- Create an account
- Navigate Portfolio Manager
- Add a property and enter details about it
- Enter energy and water consumption data
- Enter the Energy Reporting ID number for Boston or Cambridge

<http://www.energystar.gov/>



Help & Contact Information

- ENERGY STAR Buildings & Plants – Help Portal:
www.energystar.gov/buildingshelp
- Portfolio Manager resources available at:
portfoliomanager.energystar.gov
 - Step-by-step documents (PDF)
 - Recorded webinars, short training videos
 - Regular live webinars and online “Office Hours” sessions
www.energystar.gov/buildings/training
- Contact:
Lisa Grogan-McCulloch
US EPA Region 1
617-918-1481
Grogan-McCulloch.lisa@epa.gov

Submitting Your Report

Nikhil Nadkarni



CITY OF BOSTON
Martin J. Walsh, Mayor



Sending Your Report

- Add in any contextual information for disclosure (optional)
- Add in your tax parcel number
- Click on the reporting template link to generate, preview, and send your report through Portfolio Manager



Add Contextual Info (optional)

Summary Details Meters Goals Design

Basic Information

[View/Edit all Details](#)

Construction Status:
Existing

Federal Property:
Not Set

[Find A Service & Product Provider \(SPP\)](#):
Empty

Editing basic information also includes name, address, etc.

[Edit](#)

Property Uses and Use Details

[View as Diagram](#) Add Another Type of Use [Add](#)

Name	Primary Function	Gross Floor Area	Action
▶ Building Use	Office	60000 ft ²	I want to...
▶ Parking Use	Parking		I want to...

To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Unique Identifiers (IDs)

Portfolio Manager ID:
3944043

Standard IDs: None

Custom 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.

[Edit](#)

Gross Floor Area Comparison

The total of the Gross Floor Area for your uses equals the Gross Floor Area for your property. [Learn more.](#)

Category	Value
Use Total GFA	60,000
Property GFA	60,000

Keeping Your Property Information up to date

If your property has more than one building, it is important that you keep your use details updated at both the property and building levels so that your ENERGY STAR score and other metrics are accurate. [Learn more about keeping use details up to date.](#)

Property Notes

Use the following area to keep notes on your property.

[Delete this Property](#)

Caution! Deleting your property is permanent.



Add Contextual Info (optional)

up to
cross
items.

0k 20k 40k 60k 80k

Edit

Property Notes

Use the following area to keep notes on your property.

y is

You have 1000 characters remaining for your notes.

Save Notes

Add Parcel Number

Summary **Details** Meters Goals Design

Basic Information

[View/Edit all Details](#)

Construction Status:
Existing

Federal Property:
Not Set

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Add Parcel Number

Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Portfolio Manager Property ID: 3944043

Your Portfolio Manager Property ID

Your Portfolio Manager Property ID is set by EPA and unique to your property. Use this number when communicating with EPA about any questions you have about this property.

Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:

Name: ID:

Custom ID 2:

Name: ID:

Custom ID 3:

Name: ID:

Custom IDs

The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross-reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.

Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

ID:

[+ Add Another](#)

Standard ID Types

The list of standard ID types is maintained by EPA. Standard IDs are for national organizations and state and local governments with benchmarking programs.

Save [Cancel](#)



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Send Report

The screenshot displays a web page titled "How to Comply" with a sub-header "Reporting Deadline: May 15, 2015". The main content is under "Reporting Requirements", stating that properties over 50,000 gross square feet or with 50+ residential units must report. It lists two categories of buildings: those over 50,000 gross square feet or with 50+ residential units, and tax parcels with multiple buildings totaling at least 100,000 gross square feet or 100 residential units. A link for "Properties Required to Report in 2015 - Draft List" is provided. Below this is a "How To Get Started" section with a link to a "User Guide". It explains that buildings should use the "Energy Star Portfolio Manager" tool and lists utility data services. A link for the "Reporting Template for Calendar Year 2014 Data" is also present. The footer notes that additional resources are available.

How to Comply
Reporting Deadline: May 15, 2015

Reporting Requirements

The following properties are required to report on their energy and water use this May:

- Any building over 50,000 gross square feet or with 50 or more residential units must report.
- Any tax parcel with multiple buildings that sum to at least 100,000 gross square feet or 100 residential units must report on all of its buildings.

Non-residential buildings over 50,000 square feet were required to begin reporting last year.

[Properties Required to Report in 2015 - Draft List](#)

How To Get Started

- We recommend getting started by using this step-by-step guide (with answers to Frequently Asked Questions):
[How To Comply - User Guide](#)
- Buildings need to report their energy and water use through [Energy Star Portfolio Manager](#), a free Web-based tool developed by EPA that allows building owners to track their energy efficiency and electronically submit a report to the City.
[Portfolio Manager Helpdesk and Tutorials](#)

Since reporting requires data for the building, the utilities NSTAR, National Grid, and Veolia are making whole-building energy use data available to building owners.

Utility Data Services

- Once all data have been entered into Portfolio Manager, the following link allows you to generate and send a report from your Portfolio Manager account to the City.
[Reporting Template for Calendar Year 2014 Data](#)

Additional resources, including information on whole-building energy data and supplementary forms, are available [here](#):

Sign up to receive emails:
Email:
Name:

Training & E

Questions
Questions can be asked at [energyreporting](#)

Energy Efficiency Programs
Renew Boston is a public-private partnership between the City of Boston, private partners, Boston business and co-op associations, and co-op associations to provide assistance and support through energy efficiency programs. Visit [RenewBoston.org](#) for more information.

Resources

- [Final Ordinance](#)
- [Approved Regulations](#)
- [Energy Star Portfolio Manager](#)

- Boston.gov/eeos/reporting
- Click on “Reporting Template”



Send Report

MyPortfolio | Sharing | Planning | Reporting | Recognition

Complete this form to respond to the "Boston Energy Reporting Template for Calendar Year 2014 Data" for City of Boston Environment Department. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: Boston Energy Reporting Template for Calendar Year 2014 Data

from City of Boston Environment Department (City of Boston)

About this Data Request

Data Request

Instructions:

Your Response

Select Information to Include:

Timeframe: * Single Year | Dec | 2013

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

Properties: * One Property | Acme Corp

i 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.

[Generate Response Preview](#) [Cancel](#)

i Responding to Data

screen because you to provide data a data request. To it the information lect what include (some been made by the



Send Report

Templates & Reports (20)

Create a New Template

 Your new response preview(s) has been generated.

◆	Name	◆	Status	▼	Action
	Boston Energy Reporting Template for Calendar Year 2013 Data (Request from City of Boston Environment Department)		Response Preview Generated: 2/20/2014 10:57 AM		I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response
					
					
					



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Send Report

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.
Only your [connected contacts](#) appear in the list.

2 What format would you like your data in for the email attachment?

- Excel
 XML

3 E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to City of Boston Environment Department with City of Boston.

Your username:

Your password:

E-Sign Response

Send Data

[Cancel](#)



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