

Efficient Buildings Collaborative Compliance Checklist

A checklist for complying with the Efficient Buildings Collaborative using ENERGY STAR Portfolio Manager. Refer to the EBC website (<https://www.hennepin.us/benchmarking>) for more in-depth instructions on each of these steps.

❑ Create an Account in Energy Star Portfolio Manager and Add Your Building

Affected building owners must create a Portfolio Manager account prior to entering annual energy data. To register for a Portfolio Manager account, visit <https://portfoliomanager.energystar.gov/pm/signup>. Once an account is created, owners can add the building to their account. In “My Portfolio” click “Add a Property” and carefully read and follow the given instructions on how to add a building.

❑ Attach Your MN Efficient Buildings Collaborative ID

Each building required to report energy and water performance under the Efficient Buildings Collaborative has a unique ID, the **MN Efficient Buildings Collaborative ID**. Adding this ID to your building ensures the usage reported is connected to the correct building during compliance checks.

To locate your MN Efficient Buildings Collaborative ID, find your building on the Covered Buildings List on the program website. Add the ID to your building’s profile in Portfolio Manager under ‘Details’ > ‘Unique Identifiers’ > ‘Standard IDs’ > ‘MN Efficient Buildings Collaborative ID (EBC)’.

Enter Your Whole-Building Energy Data

Building owners must report calendar year (Jan 1 through Dec 31) whole-building energy. This includes whole-building energy consumption of electricity, natural gas, solar, district steam, district chilled water, etc.

If Xcel Energy or CenterPoint Energy provides energy to your building you can use [Xcel Energy’s Benchmarking Portal](#) or [CenterPoint Energy’s Energy Tracker](#) to set up automatic upload of aggregated whole-building energy data directly into your Portfolio Manager account for the fuels which Xcel Energy and CenterPoint Energy provides you. For all energy sources not provided by Xcel Energy or CenterPoint Energy, you will need to manually enter the usage into Portfolio Manager.

Enter Your Whole-Building Water Data (Voluntary in Edina)

Depending on your specific city’s requirements, you may also need to report calendar year (Jan 1 through Dec 31) whole-building water data. In Edina it is voluntary. If so, you will need to collect and manually enter your building’s water data in the Portfolio Manager ‘Water’ tab.

Run the Data Quality Checker

Once all energy (and possibly water) data for the entire calendar year has been entered into Portfolio Manager, owners must run the Data Quality Checker under “Check for Possible Errors” within the ‘Summary’ tab.

Submit Your Data to the City

Lastly, you must manually submit your energy report to the city through Portfolio Manager every year. Download the reporting link on the program webpage. You will need to “Generate a Response Preview” then “Send Response”. The report will then be reviewed and you will be notified if it has been approved or if additional work is needed.

