



Medical and Recreational Cannabis Cultivation Business Guide to Energy Reporting and Carbon Offset Requirements

Step-by-step compliance instructions for medical and recreational cannabis cultivation businessowners to report their energy usage and carbon offsetting in Portfolio Manager.

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For assistance with or questions on reporting through ESPM, visit their [help site](#) or contact the city's ESPM help desk at 844-811-8785 or BPOHelpdesk@bouldercolorado.gov

Energy Reporting Checklist

- Collect complete energy use data for the last calendar year for your facility
- Create an account in the EPA's ENERGY STAR® Portfolio Manager® (ESPM) tool
- Add your facility as a property to your ESPM account
- Add your cannabis cultivation license number to the property
- Enter all energy consumption data since you became licensed, and every month thereafter
- Run the data quality checker
- Share your data with City of Boulder Staff

Program Administered by the
City of Boulder's
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Introduction

Licensed medical and recreational cannabis cultivation facilities are required to report their energy usage to the City of Boulder and offset 100 percent of their electricity use. Revisions to the city of Boulder's licensing requirements in 2015 include clarified language and modifications to the following reporting requirements detailed in Boulder Municipal Code Ordinance No. 8081.

- Chapter 6-14-8 Requirements Related to Operation of Medical Marijuana Businesses; (i) Renewable Energy Usage Required
- Chapter 6-14-9, Right of Entry – Records to Be Maintained; (g) Reporting of Energy Use and Carbon Offset Purchases.
- Chapter 6-16-8 Requirements Related to Operation of Recreational Marijuana Businesses; (i) Renewable Energy Usage Required.
- Chapter 6-16-9, Right of Entry – Records to be Maintained; (g) Reporting of Energy Use and Carbon Offset Purchases.

Report your energy use

All licensed facilities must be set up as a property in ENERGY STAR® Portfolio Manager® (ESPM) and your facility's energy use must be uploaded to the account on a regular basis. Your facility's energy use must also be shared with the city through your ESPM account. You will not need to actively re-share the data unless you cancel the share.

Offset your electricity use

Licensed cannabis cultivation facilities must comply with carbon offset requirements. See [Energy Requirements for Marijuana Grows](#) for program details.

Compliance

The ordinance requires all City of Boulder licensed cannabis cultivation facilities to provide the following information:

1. One complete calendar year of monthly energy use data (electricity and natural gas) through the ESPM online tool, regularly updated and current through at least the end of the prior year, and;
2. Proof of records showing how 100% of your facility's electricity use is offset by one or a combination of the following:
 - a. On-site installation of renewable energy,
 - b. Participation in a verified solar garden; and/or by
 - c. Purchasing offsets through a city-approved carbon offset program.

Resources

For questions about the program and requirements, contact the City of Boulder Climate Initiatives Department at EIOF@bouldercolorado.gov or 303-441-1931.

For assistance with or questions on reporting through ESPM, visit their [help site](#) or contact the city's ESPM help desk at 844-811-8785 or BPOHelpdesk@bouldercolorado.gov

Get Started

This user guide provides step-by-step instructions for how facility owners can comply with the reporting requirement of the ordinance using ENERGY STAR® Portfolio Manager® (ESPM).

The following steps will help you to set up your account, populate buildings and energy use, and report to the City of Boulder.

Step 1: Collect Facility Energy Usage Data

Energy usage data can include electricity, natural gas, steam, fuel oil, diesel, on-site solar or any other energy source. The data must cover consumption from January 1 through December 31 of the previous year, so you may need to access more than 12 months of utility bills to fully cover the year. You can collect this consumption data through your Xcel Energy account, natural gas supplier account, or from past bills.

Note: If you are the sole occupant of your building, see the box below on getting whole building data from Xcel.

Note: If you are a tenant of a larger building and your energy use is not metered separately, please contact the ESPM help desk for guidance.

Getting Whole Building Data from Xcel Energy. Xcel Energy offers a service that will automatically upload your utility usage data to Portfolio Manager on a monthly basis. All instructions for how to set up the Xcel Energy Auto-Upload service can be found in their [Benchmarking User Guide](#) or on the [Xcel Energy Benchmarking website](#). We recommend using this service because it saves you from manually uploading your building's energy data. This is the most easy and convenient option available.

If your data request has been denied by Xcel Energy for privacy reasons, please call the Xcel Energy Business Solutions Center at 800-481-4700 to be added as an authorized party on the Xcel Energy Account. If you continue to have issues with your requests being denied, please call Raeann M. at 715-737-7101.

For assistance with or questions on reporting through ESPM, visit their [help site](#) or contact the city's ESPM help desk at 844-811-8785 or BPOHelpdesk@bouldercolorado.gov

Step 2: Create an ENERGY STAR® Portfolio Manager® Account

If you already have an account with your facility and meters added, skip to Step 4: Assign your Cannabis Cultivation Business License Number.

1. Go to www.energystar.gov/buildings, click “Create account” and provide the required information.
 - a. Select “conventional units” when completing the sign up.
 - b. **Keep a record of your username and password** – it is not possible to change usernames and password recovery must go through the EPA.

The screenshot shows the ENERGY STAR website's 'Commercial Buildings' section. At the top left is the ENERGY STAR logo. Navigation links include 'ABOUT', 'FOR PARTNERS', and a search bar. Below these are links for 'Find Products', 'Save at Home', 'New Homes', 'Commercial Buildings', and 'Industrial Plants'. The main content area features a banner with the text 'Good energy management delivers environmental benefits and financial value.' Below the banner is the heading 'Discover the path to energy efficiency' followed by three cards: 'Benchmark' (Rate your building's energy performance), 'Save energy' (Cut your building's energy use by up to 30 percent), and 'Earn recognition' (Earn EPA's ENERGY STAR or other recognitions). At the bottom, there is a section titled 'Find the resources you need to save energy' with links for 'Resources by audience' and 'Resources by topic'. On the left side, there is a 'Commercial Buildings' sidebar with various options. At the bottom left, there is a 'Create account' button circled in red, next to a 'Forgot password?' link.

For additional guidance, see <http://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-quick-start-guide>

Step 3: Add a Property

Once you have created an account, you can add your facility as a property to the tool.¹ If you are a tenant in a multi-tenant building you will add the marijuana cultivation facility as a separate property, in order to solely capture the energy use of the marijuana cultivation facility. If the entire building required to comply with the *Boulder Building Performance Ordinance*, then you will add an additional property to capture the energy use of the entire building.

1. Click “Add a Property” on the top left of the page.
2. Select the requested property characteristics such as primary function and number of buildings and click “Get Started.”
 - a. Portfolio Manager does not have a Property Type selection for a cannabis cultivation facility. Therefore, select “Other” for the Property Type.
 - b. When identifying the number of buildings keep the following in mind:
 - i. If you are one tenant in a multi-tenant building, select “**None**: My property is part of a building”
 - ii. If you are the only tenant/owner for an entire building, then select “**One**: My property is a single building”
 - iii. If you are located in a building whose electricity meter serves multiple buildings, select “**More than One**: My property includes multiple buildings” and view the [Campus Guidance](#).



Your Property's Buildings

How many physical buildings do you consider part of your property?

- None**: My property is part of a building
 One: My property is a single building
 More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

3. Provide the required property characteristics including name of property, address, year built, occupancy rate, and gross floor area.
 - a. Building data such as year built can be found at the [Boulder County Assessors Database](#).

About Gross Floor Area. GFA is the total property floor area, measured from the principal exterior surfaces of the building(s). Do **not** include parking.
If your cultivation facility is a unit within a multi-use building, only enter the GFA of the cultivation facility.

¹ If you need to upload multiple properties to the tool, we recommend using the tool’s spreadsheet upload templates following the steps laid out on pages 3-4 of the guide: [How to Get Utility Data into Portfolio Manager](#).

How to Account for Parking. When parking is part of a building, it does not count towards gross floor area since Portfolio Manager focuses on the energy use of the actual building interior. For example, if you have a building with 100,000 square feet of office space and 20,000 square feet of parking, you should enter a gross floor area of 100,000 square feet into Portfolio Manager. You may be prompted to enter information on parking area, but it will not count towards your gross floor area.

You have two options to receive an ENERGY STAR score for a property with an exterior parking lot or parking garage:

Option 1. Sub-meter the parking and exclude its energy. (*Recommended*)

- Do not enter a parking Property Use
- Do not enter the energy for your parking in Portfolio Manager
- If your parking garage **is physically connected** with your building and part of a single structure, then the **parking (fully or partially enclosed) cannot be more than 75% of the total property GFA**. For example, a property that is 100,000 square feet, with 80,000 sq ft Parking and 20,000 sq ft Office is considered a Parking Garage by EPA and cannot receive an accurate ENERGY STAR score or earn ENERGY STAR certification. This limit does not apply to Open Parking Lots.
- If your parking garage **is not physically connected** to your building, but rather is a separate structure then there is no limit as to its size. For questions on underground parking see FAQ 2. How do I report standalone parking garages?

Option 2. Benchmark your parking and its energy use.

- Add a **Property Use** for your parking.
 - Report the Gross Floor Area (GFA) of each type of parking (Fully Enclosed, Partially Enclosed, and Open)
- Include all parking energy in your energy meters.
- Regardless of physical connection, the GFA of your Parking (Fully Enclosed and Partially Enclosed) **cannot account for more than 50%** of your total Property GFA.

Definitions.

Open parking lots: Paved areas lit and used for parking vehicles.

Partially enclosed: Area of any parking structure that is not fully enclosed. Parking structures with partial or no walls.

Completely enclosed: Parking structure enclosed on all four side and has a roof (such as underground parking or a fully enclosed structure on first few floors of a building).

Review [this document](#) for more information on accounting for parking.

4. Carefully read and click any applicable check boxes and then click “Continue.”
5. Enter values for the property use details which includes the operating hours, numbers of workers on main shift, and the number of computers.
6. **Important things to note:**
 - a. Hover the computer mouse over each property use characteristic for definitions.

- b. Do not change 'Current As Of' dates.
- c. If you do not know exact values during this step, enter in your best guess and check the "Temporary Value" box. This is a virtual indicator reminding you to update this value later.

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	<input type="text" value="20,000"/> Sq. Ft. ▾	<input type="text" value="1/1/1995"/>	<input type="checkbox"/>
Weekly Operating Hours	<input type="text" value="45"/>	<input type="text" value="1/1/1995"/>	<input type="checkbox"/>
Number of Workers on Main Shift	<input type="text" value="8"/>	<input type="text" value="1/1/1995"/>	<input type="checkbox"/>
Number of Computers		<input type="text" value="1/1/1995"/>	<input type="checkbox"/>

Number of Workers on Main Shift
 The Number of Workers on Main Shift should reflect the total number of workers present during the primary shift. This is *not* a total count of workers, but rather a count of workers who are present at the same time. For example, if there are two daily eight hour shifts of 100 workers each, the Number of Workers on Ma... (Click to view the full term in the glossary)

Back
Add Property [Cancel](#)

7. When you have finished adding uses and details, click "Add Property".

Making Changes? To edit these use details later, click "Correct Mistakes" from the **Action** drop-down in the **Details** tab or see Page 18.

For assistance with or questions on reporting through ESPM, visit their [help site](#) or contact the city's ESPM help desk at 844-811-8785 or BPOHelpdesk@bouldercolorado.gov

Step 4: Assign your Cannabis Cultivation Business License Number

Each licensed cannabis cultivation facility owner is required to report energy use and has a license number from the City of Boulder. **This business license number will be your Boulder Energy Reporting ID. Adding this ID to your property ensures the usage reported is attributed to the correct facility during compliance checks.**

1. Open the **Details** sub-tab for your property.




2. Click “edit” in the box **Unique Identifiers (IDs)** in the bottom left. On the page that opens, scroll to the bottom and find the box that says **Standard IDs**.

Unique Identifiers (IDs)

Portfolio Manager ID:
14465379

Custom IDs: None

Standard 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](#)

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

ID:

[+ Add Another](#)

3. In the dropdown box, select **Boulder Energy Reporting ID**.
4. Enter your cannabis cultivation facility license ID number in the ID box to the right and then click “Save.”
 - a. If you have multiple licenses for one facility, please select one license number to enter for your ID. You must then report all license numbers applicable to this property in “Property Notes.”
 - i. Scroll to the bottom of the Details page and find a box titled “Property Notes.”
 - ii. In “Property Notes,” list all of the cannabis cultivation facility license numbers (if more than one) applicable to this facility/address. Click “Save Notes.”

Property Notes

Use the following area to keep notes on your property.

You have 1000 characters remaining for your notes.

[Save Notes](#)

Step 5: Enter Usage Data and Offsets for the Property

In the **MyPortfolio** tab, you will now see the dashboard for your property.

1. In the sub-tab **Energy**, click “Add A Meter.”

“Meter” in Portfolio Manager simply represents a source of energy or water use. Therefore, if you have received whole building data from Xcel Energy or another supplier, you can create just one ‘meter’ to represent the building’s total electricity usage, for example.

The screenshot shows the 'Energy' tab in the Portfolio Manager interface. On the left, there is a 'Meter Summary' section with 3 energy meters total (2 used for metrics, 1 not used), an 'Add A Meter' link, and a 'Current Energy Date' of Dec 31, 2021. Below this is a section titled 'Five Ways to Enter Bill Data' with three numbered instructions. The main area features a line chart titled 'Energy Use by Calendar Month (Not Weather Normalized)' showing 'Site Energy (kBtu)' from Jul '16 to Jul '21 for 'Electric - Grid' (blue line) and 'Natural Gas' (red line). Below the chart is a 'Refresh Chart' button and an 'Export Data by Calendar Month' link. At the bottom, there is a section for 'Meters - Used to Compute Metrics (2)' with 'Change Meter Selections' and 'View as a Diagram' links, and a circled 'Add A Meter' button.

2. Check the applicable fuel types and number of meters for all meters at the property
 - a. If you purchase electricity, under Electricity select “purchased from the grid”
 - b. If you generate electricity onsite through solar panels or wind turbines, select the “generated onsite.”

Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
 - purchased from the grid
How Many Meters?
 - generated onsite with my own solar panels
How Many Meters?
 - generated onsite with my own wind turbines
How Many Meters?

3. Once all fuel types are selected, click “Get Started.”
4. Click in the first meter to enter the meter information.
 - a. **Date Meter became Active** will be the start date of the energy data you collected.
 - b. Carefully check the **units** of the data you are providing and select the correct unit from the drop down.
 - c. Note: You can rename your meters in this table. If you are entering data for multiple meters, it is helpful to rename them according to your utility bill to make them easily accessible. For example, you can rename “Natural Gas #1” to your Xcel bill meter name “G-acct2951754/prem300731099/meter00000AB35807.” If you are aggregating the onsite meters into one virtual meter you can name, the meter “Whole Building Electricity”.
5. Select “Create Meters.” Now you can enter the calendar year consumption data (*Note: Entering costs is not required*).
6. There are three options for entering data for all meter types, manually uploading data from monthly bills, uploading whole-building data in a spreadsheet format, or setting up Xcel auto-upload. **Remember** – the data provided must cover the entire calendar year with no gaps.
 - a. If you are entering monthly data from bills, select “Click to add an entry.”
 - i. Keep in mind there should not be any gaps or overlaps in your billing end date and the next entries billing start date.
 - ii. After you have entered usage data for each month of the year, click “Continue.”
 - iii. If you wish to manually add data to your meters later, skip data entry and click “Continue.” You can always access your meters by clicking on the energy sub-tab and located under the graph are your property’s meter.
 - b. If you are using a spreadsheet, to upload your energy usage you will select ‘single-meter-spreadsheet. Save the file that downloads to your computer then click “Continue” located at the bottom of the page.
 - i. Once the spreadsheet has been filled out to capture the energy usage for the entire year, open the relevant virtual meter in Portfolio Manager and click “Choose File”, then locate and select the spreadsheet.
 - c. If you are setting up Xcel’s Auto-Upload, don’t add any entries and click “Continue” located at the bottom of the page.

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
Click to add an entry	a						

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

i Use this [single-meter spreadsheet](#) to: **b**

- Upload the completed file below
- [Copy and Paste the data into the table above](#)

No file chosen

c

[Cancel](#)

7. A new page will ask which meters of those you created should be included in the property’s total consumption.
 - a. With the boxes checked next to the meter name(s) just created, select “These meter(s) account for the total energy consumption” for this property.
 - b. Then click “Apply Selections”.

If your property uses on-site or off-site renewable energy, additional information is required for each data entry.

1. Offsite Renewable Energy (Green Power for Electric Grid Meters)
 - a. If you purchase green power from your utility or through renewable energy credits (RECs), you should check the box under **Green Power** for each month to report detailson the purchase.

	Start Date	End Date	Usage MWh (million Watt-hours)	Cost (\$)	Estimation	Green Power
<input type="checkbox"/>	1/1/2015	1/31/2015	2,750		<input type="checkbox"/>	<input checked="" type="checkbox"/> Edit

- b. You can then click “Edit” under **Green Power** for each applicable month when purchases were made and provide the following:
 - i. Quantity of green power in the units matching that of the energy use reported;
 - ii. Fuel source and percent (i.e. 100% wind, or 50% biomass/50% hydro); and
 - iii. Generation location by plant ID or eGRID subregion, if information is available.

Quantity: MWh (million Watt-hours) * The quantity of green power must be entered in the same units as your energy usage for this time period.

Fuel Source(s):

- Biogas
- Biomass
- Geothermal
- Small Hydropower
- Solar
- Wind
- How Much? %
- Unknown

Generation Location:

- I know the specific plant where the energy was generated.
- I don't know the specific plant, but I know the eGRID Subregion (US) or Province (Canada) where the energy was generated.
- eGRID subregion (US) or Province (Canada):
- I don't know anything about where the energy was generated.

[Save](#)

- c. Once you have provided the green power details, click “Save”

2. Onsite Renewable Energy
 - a. If you generate onsite electricity or wind power, you must identify the energy amount you use onsite and the energy amount you export after generated, if any.
 - b. You must also select the appropriate ownership of the RECs from the generated electricity from the drop down under **REC Ownership**.

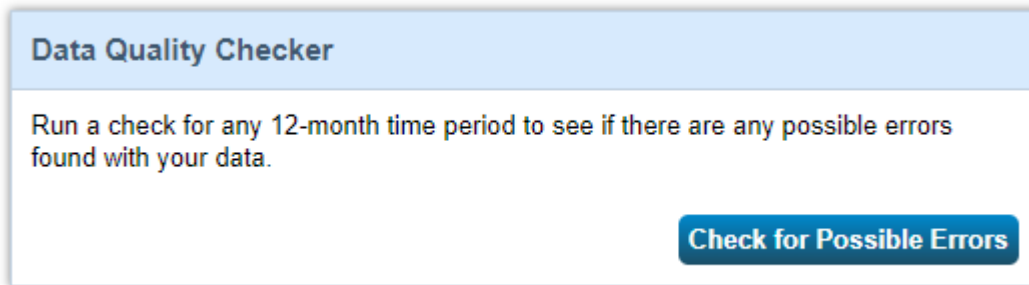
	Start Date	End Date	Energy Used On Site MWh (million Watt-hours)	Energy Exported Offsite MWh (million Watt-hours)	Estimation	REC Ownership
<input type="checkbox"/>	01/01/2015	01/31/2015	<input type="text" value="350"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="Owned"/> <input type="text" value="Arbitrage"/> <input type="text" value="Sold"/>

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Step 6: Run the Data Quality Checker

The Data Quality Checker is a built-in tool in Portfolio Manager that runs a set of basic data checks to identify potential data entry errors. Common alerts include temporary values, default values, less than 12 months of data, etc.

1. On the property's **Summary** sub-tab, under **Data Quality Checker**, select "Check for Possible Errors".



2. Select the last day of the year you are rating, for example December 31, 2021, and click "Run Checker."
3. Review the list of alerts (if any) and Portfolio Manager's suggestions to address the issue(s).
 - Common alerts include temporary or estimated values or less than 12 full calendar months of energy bills.
4. Following the links in the explanations, make corrections or updates to your property details to address as many alerts as possible. You are required to fix any alert related to data covering less than 12 full months. Submittals to the city will be subject to a quality control review and will be rejected if data input errors are found. In that case, building owners will have thirty days to correct the errors and resubmit the data through Portfolio Manager.
5. Once you have made all applicable changes, re-run the checker to ensure that the alerts have been addressed.

For assistance with or questions on reporting through ESPM, visit their [help site](#) or contact the city's ESPM help desk at 844-811-8785 or BPOHelpdesk@bouldercolorado.gov

Step 7: Share your Data with the City of Boulder

When you have completed the steps above, you must share your property with the City of Boulder for compliance.

First, you must make sure you are connected with the City of Boulder’s ESPM account prior to sharing the data. Then, you must share your data through ESPM with the city account.

To connect with the city’s ESPM Account:

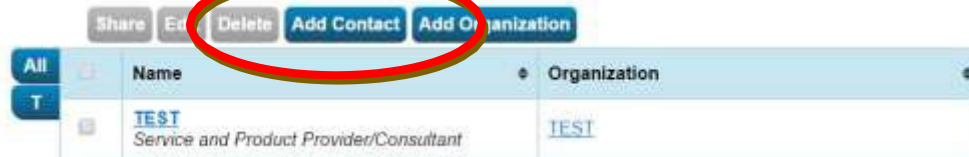
1. On the top right of your account, click “Contacts”



2. Select “Add Contact”

My Contacts

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can “connect” to other Portfolio Manager users by searching for their accounts and sending a connection request.



3. Update the search by typing “City of Boulder” for **Organization**. Click “Search.”

Find Contact in Portfolio Manager

Search using any of the criteria below.

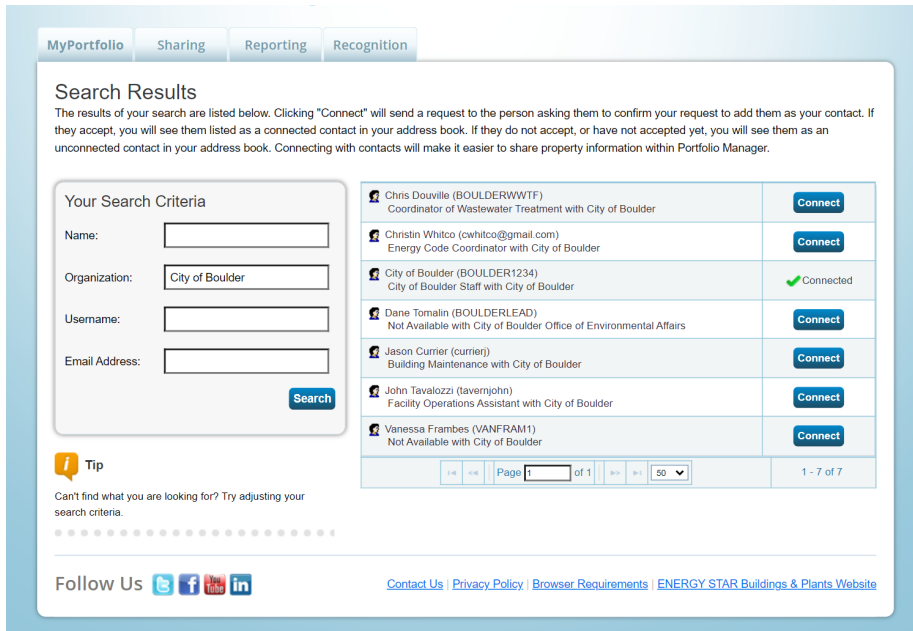
Name:

Organization:

Username:

Email:

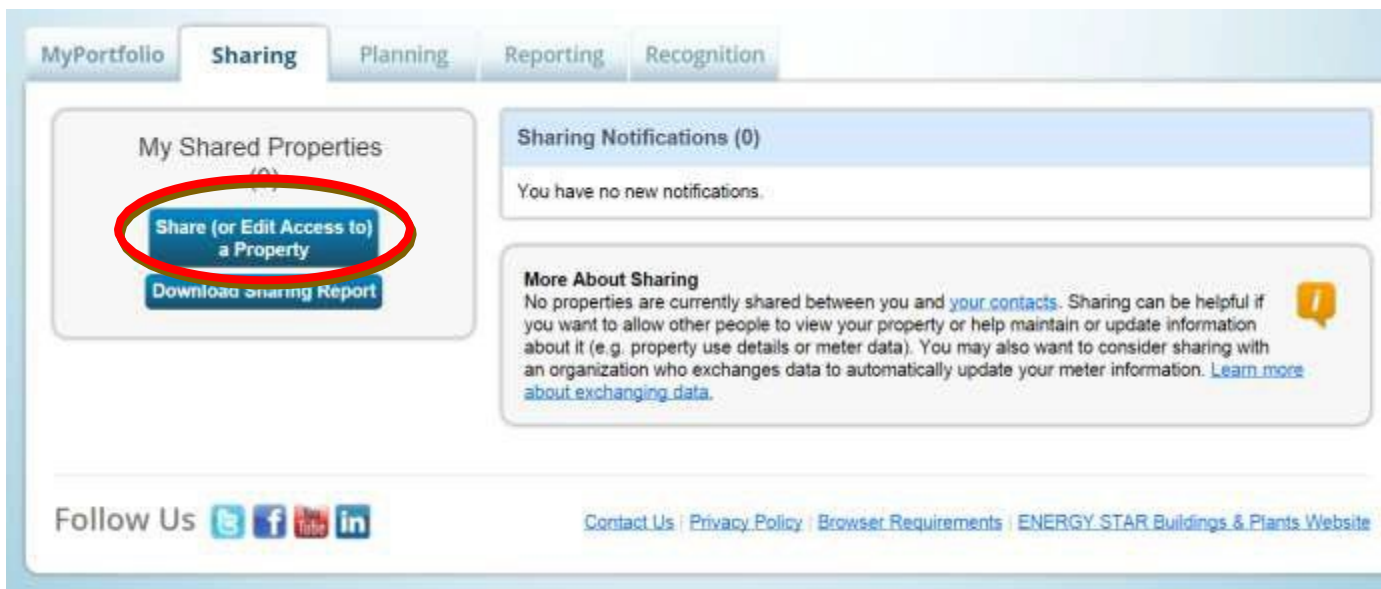
4. In the search results, find City of Boulder Staff and click “Connect.” This will send a connection request to the city.



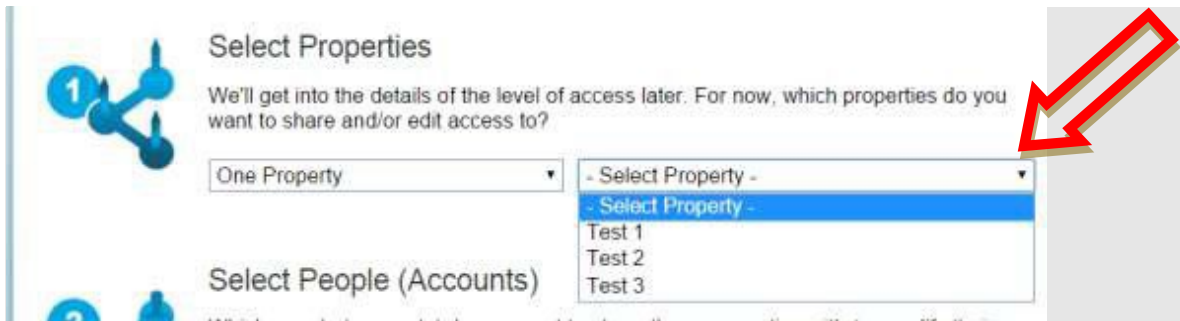
5. Once the city receives and accepts the connection request, the city will show up in your list of contacts under the **Sharing** tab. You will receive a notification in your Portfolio Manager account when the city accepts your connection request.

To share data with the city:

6. Once your connection request is accepted, you can share your data with the city. Click the **Sharing** tab on the main Portfolio Manager page and select “Share a Property.”



7. Select the number of properties for which you want to share energy data and then select the properties from the drop down.



8. Next, select the account you are going to share the data with. This will be the City of Boulder Staff account.
9. You must next choose the permissions you are granting for the data share. Because you will be sharing one property or multiple properties for the same purpose, select "Bulk Sharing." The city needs to be able to view all of the information but does not need editing access. Therefore, select "Read Only Access" from the list.

Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

* **Bulk Sharing ("One-Size-Fits-All")** - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).

- Read Only Access**
- Full Access
- Custom Access (meters are all shared at the same level)
- Exchange Data (Bulk sharing is only available offline at this time, read [this FAQ](#) to learn how request your bulk share. We are working to integrate this feature in the future.)
- Remove Access

Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give [Exchange Data](#) permission.

10. Finally, click "Share Property(ies)."
 - o After you share your property with the city, you will see notifications on both the **MyPortfolio** and **Sharing** tabs that your share request was sent. You will also receive notification that the city has accepted your share request.
 - o Note – once a sharing request is issued and accepted, you will not need to issue a share request for each of the quarterly deadlines. However, if you cancel the share, you will need to re-submit a share request before the next quarterly deadline.

You have now completed the required reporting – thank you!

Errors or Updates? If, after submitting your data to the city, you discover that any shared information is inaccurate or must be updated, you must make the appropriate changes to the property in Portfolio Manager, generate an updated response, and re-submit it to the city within 30 days of discovering the inaccuracy. Follow these instructions to update/correct shared information:

1. First, update or correct data by selecting the property in the Properties box in the **MyPortfolio** tab and selecting from the **Action** dropdown “Update Use Details” (if a change occurred in the building you want record of, such as additional square footage was added during a remodel) or “Correct Mistakes” (if you want to replace information reported previously that was incorrect).
2. After you save the changes, email the Program Administrator a narrative that describes the change that occurred, the original values and new values, and the reasoning for the change.

**For assistance with or questions on reporting through
ESPM, visit their [help site](#)
or contact the city's ESPM help desk at 844-811-8785
or BPOHelpdesk@bouldercolorado.gov**

Appendix A: Frequently Asked Questions

1. Which property uses should I select to represent my building?

Portfolio Manager has approximately 80 different property use categories, but it does not have cannabis cultivation facilities. You should select “Other” when reporting on your marijuana facility. A list of definitions is available at: [Property Types](#).

2. How do I report standalone parking garages?

If you are reporting a standalone parking garage, EPA recommends that you select the “Other” building type when creating the building. Do not check off “My building’s energy use includes parking areas.” Instead, just enter the total area of the garage (i.e., including parking) as the area of the building. This will prevent any error messages from coming up as you continue.

The ENERGY STAR score provides an assessment of the building, not its parking area. If it is not possible to sub-meter your parking area, then Portfolio Manager will estimate the amount of energy parking uses and subtract that out before calculating your metrics. Learn more in the [technical reference for parking](#).

3. How is exterior site lighting reported (not parking)?

If site lighting (landscape, signage, safety lighting, etc.) is on a different meter, the energy use from these areas should be included. Although you do not include these outdoor areas when calculating the Gross Floor Area (GFA) of a building in Portfolio Manager, you should include the energy use associated with these areas. The Portfolio Manager algorithms assume buildings of your type are expected to have outdoor usage, too. The GFA refers specifically to interior space. But the energy use evaluated in our algorithms should be all energy required to operate your building, which includes the energy used both inside and out.

3a. If it’s not separately metered, is there a way for folks to input how much 24/7 site lighting they have, and normalize for operation hours?

No. Specific hours of operation for the site lighting aren’t an available input in Portfolio Manager.

4. I do not purchase my natural gas from Xcel. How do I get my natural gas consumption?

You will need to collect your natural gas bills and manually enter them into Portfolio Manager. Or contact your natural gas supplier to determine the best method for collecting your monthly consumption for the calendar year.

5. How do I determine the gross floor area for a building or for a property use within the building?

Many building owners will have information on gross floor area from leasing, sale, or other transactional documents. Other buildings will have plans that can provide dimensions for the building and/or individual property uses. Boulder County’s tax assessor records may also have records of square footage in its [permit database](#), however those records are often organized by parcel or building section, while rating and reporting happens at the building level. In conjunction, the gross floor area of common

spaces and commercial condos can be estimated from building plans or measured; the City may also offer additional guidance, as needed, on measuring or estimating floor space.

The calculation of gross floor area is a one-time step, necessary only in the first year of reporting. Any estimation of floor area must be noted in "Property Notes." If the building square footage changes due to a physical change in the building such as a remodel, in Portfolio Manager go to the **Details** sub-tab for the property and under **Property Uses and Use Details**, select from the **Action** dropdown "Update with New Information." Then adjust the square footage and update the **Current As Of** date with the date the change took effect.

6. What if my building isn't fully occupied?

Report the percentage of the building that is occupied when you first create the building within Portfolio Manager. For office buildings with 10% or higher vacancy over 12 months, the vacant space must be input into Portfolio Manager separately from the occupied space as another use type with zero operating hours, computers, and workers. Follow these steps to add a vacant space to your property.

1. Select your property in Portfolio Manager and open the **Details** sub tab.
2. Under Property Uses and Use Details, from the dropdown select the type of use that the vacant area would be if occupied and click "Add."

The screenshot shows the 'Property Uses and Use Details' section of the Portfolio Manager interface. On the left, there is a 'Basic Information' sidebar with fields for Construction Status, Property GFA (Self-Reported: 25,000 Sq. Ft.), and Occupancy (85%). The main area contains a table with columns: Name, Primary Function, Gross Floor Area, and Action. A red arrow points to the 'Add' button next to the 'Add Another Type of Use' dropdown menu.

Name	Primary Function	Gross Floor Area	Action
▶ Building Use	Office	25,000 ft ²	I want to...
Property GFA (Buildings):		25,000	(used to calculate EUI)
Property GFA (Buildings and Parking):		25,000	

3. On the page that opens, provide details of this space.
 - a. Under name, identify the space as vacant.
 - b. Enter the vacant square footage.
 - c. Enter 0 for the operating hours, workers, and numbers of computers.
 - d. Select the percent heated and cooled for the conditioning occurring in the vacant space.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	5000 Sq. Ft.	1/1/1980	
★ Weekly Operating Hours	0 Use a default	1/1/1980	
★ Number of Workers on Main Shift	0 Use a default	1/1/1980	
★ Number of Computers	0 Use a default	1/1/1980	
★ Percent That Can Be Heated	50 % or more Use a default	1/1/1980	
★ Percent That Can Be Cooled	50 % or more Use a default	1/1/1980	

4. Click “Save Use.”
5. Under Property Uses and Use Details, you should now have more than one space use and the applicable square footage for each use.
 - a. In some cases, the gross floor area for these uses may now sum to more than the building square footage. There will be an alert “!” next to the Property GFA if this is the case.

Name	Primary Function	Gross Floor Area	Action
▶ Building Use	Office	25,000 ft²	I want to: I want to: Update with New Information View Update History Correct Mistakes Delete use
▶ Vacant office space	Office	5,000 ft²	
		! Property GFA (Buildings): 30,000	

- b. In this case, you must select the original property use in the list that currently represents the whole building square footage and update the square footage to be less than the vacant space.
 - i. From the **Action** drop down for the original use, select “Correct Mistakes.”
 - ii. In the new window, under **Gross Floor Area**, in the column **Value**, update the square footage.
 - iii. Click “Save Corrections”.
 - iv. The property GFA should now match.



7. Are there any energy uses that are not part of my building's energy use?

Cell phone towers, radio masts, and any external billboards used for leased advertising space are not part of building energy use and may be excluded if sub metered. If you are not using whole-building data, and are submetering your parking areas, you may exclude parking area energy use since parking doesn't count towards your gross floor area.

8. What if there is split ownership of the building?

The primary owner listed in the Boulder County Tax Assessor records is responsible for compliance with all aspects of the ordinance. Please refer to the **Affected Building List** on the program [website](#) to see the primary owner assigned to each building.

9. What is Source EUI? What is an ENERGY STAR score? How are they calculated?

Energy use intensity (EUI) is the building's energy use per square foot. Source energy accounts for all the energy used in delivering energy to a building, including power generation and transmission and distribution losses. Site energy is the amount of energy consumed by a building as reflected in utility bills. Portfolio Manager typically shows a building's Source EUI, which is a complete assessment of the fuel required for operating the building. When you see Weather Normalized Source EUI, this is an estimate of what the Source EUI would have been in a year with "normal" weather conditions. For example, in a very hot year, Portfolio Manager might estimate your Weather Normalized Source EUI to be lower than your actual Source EUI. This allows an owner to compare a building's efficiency more accurately from year to year.

The ENERGY STAR score is a percentile score, on a scale of 1-100, comparing your building's energy performance with that of similar buildings in the U.S. The score normalizes for climate, weather, building size, number of employees, and other operational factors. A score close to 100 indicates the most energy efficient building. A score of 75 or above qualifies a building for [ENERGY STAR® Certification](#).

10. Can I use data from an energy or building management system?

Yes, if the system provides accurate whole-building data. Many such systems can upload energy data directly into Portfolio Manager. You must note in "Property Notes" if you do not use utility-provided data, and an explanation of any difference.

11. What if I generate electricity through on-site solar panels?

Onsite green power is not subject to traditional generation, transmission, and distribution losses. As long as you retain the Renewable Energy Credits (RECs), this benefit is reflected in the ENERGY STAR score and Source EUI by assigning onsite electricity a source conversion factor of 1.0 rather than the 3.34 value that is used for grid-sourced electricity. As such, a property with onsite solar or wind power is likely to receive a higher score. The electricity use from onsite solar and wind must be reported and included in your total energy consumption and ENERGY STAR score calculation. The use of onsite renewable electricity is part of your overall site energy consumption (i.e., the energy requirement of your property).

You can enter this into Portfolio Manager when setting up your meters. Obtain data from your installer on the energy used, any energy exported out to the grid, and about any renewable energy certificates generated. If you report your renewable energy generation and use accurately, it will be reflected in your building's greenhouse gas emissions. For additional details on green power, [see this document](#).

12. What if the building is under construction or newly built?

A newly constructed marijuana facility will be required to share data following the first full quarter of the year where complete data is available. For example, if the building certificate of occupancy begins March 1, 2016, the facility will be required to share data for the calendar year's second quarter, with a deadline of June 30, 2016.

13. What if I purchased the building in the past year?

Buildings that have transferred ownership are not exempt from reporting requirements. The reporting regulations require the seller to transfer to the new owner any information that has been collected for completing the energy report.

14. What can I do to make my building more efficient?

ENERGY STAR® offers a wealth of resources to improve building efficiency including [financial calculator](#) to evaluate energy efficiency measures, the [Guidelines for Strategic Energy Management](#), and [the Building Upgrade Manual](#).

Partners for a Clean Environment (PACE) provides free expert advisor services, financial incentives and a certification program to help businesses measure and gain recognition for their energy, waste, water, and transportation achievements. For free assistance, contact a PACE Business Sustainability Advisor* at 303-786-7223 or info@PACEpartners.com.

**Provided by Boulder County and the City of Boulder Climate Action Plan (CAP) tax dollars supporting businesses and building owners in achieving their energy efficiency goals.*

**For assistance with or questions on reporting through
ESPM, visit their [help site](#)
or contact the city's ESPM help desk at 844-811-8785
or BPOHelpdesk@bouldercolorado.gov**