

City of Chula Vista Building Energy Saving Ordinance (BESO) **How To Benchmark**

Process Checklist

- Step 1: Find your Building ID..... page 2
- Step 2: Setup ENERGY STAR Portfolio Manager..... page 3
- Step 3: Add your energy data..... page 8
- Step 4: Run the data quality checker..... page 10
- Step 5: Submit Benchmarking Report..... page 11



Questions? We are happy to help. Please contact us at benchmark@chulavistaca.gov

Step 1: Find your Building ID

Where is my building ID?

Find your building ID on the Building ID Finder [here](#). Locate your property by name or address. You will need to enter this number in future steps.

If you don't find your property listed and believe you are required to benchmark, contact the City of Chula Vista at benchmark@chulavistaca.gov.



HINT: Consider saving your Building ID somewhere handy for future reference next year.

What if I have multiple buildings?

The Covered Building List may show a different building ID for each of your buildings, or it may group multiple buildings together into one building ID.

If you find that the way the Building ID Finder groups your buildings does not align with your benchmarking data or Portfolio Manager account please:

- Email benchmark@chulavistaca.gov and let us know how you would prefer to group them.
- Leave your building ID(s) blank for now and proceed with completing the Benchmarking process.
- The City of Chula Vista will assign you a new building ID and provide additional instructions if needed.

Step 2: Setup ENERGY STAR Portfolio Manager

What is ENERGY STAR Portfolio Manager?

ENERGY STAR Portfolio Manager is a free web-based tool created by the EPA. Portfolio Manager rates your building's energy performance from 1-100 by comparing your building to similar buildings across the country. The score takes into account information you provide about your building and operations.

By tracking and comparing energy usage, proactive building owners and operators can gain insights that lead to valuable energy bill savings and score improvements.

1 Create a Portfolio Manager account

It is free to setup an account, just register [here](#). Or if you already have an ENERGY STAR Portfolio Manager account, simply [log in](#).

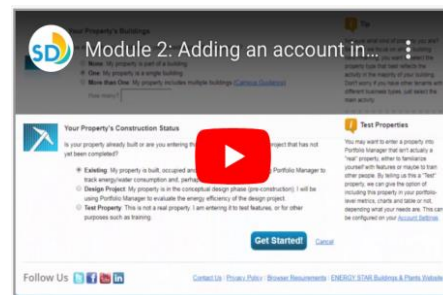
Need Help Creating an Account?

For a helpful video tutorial created by our friends at the City of San Diego, click [here](#).



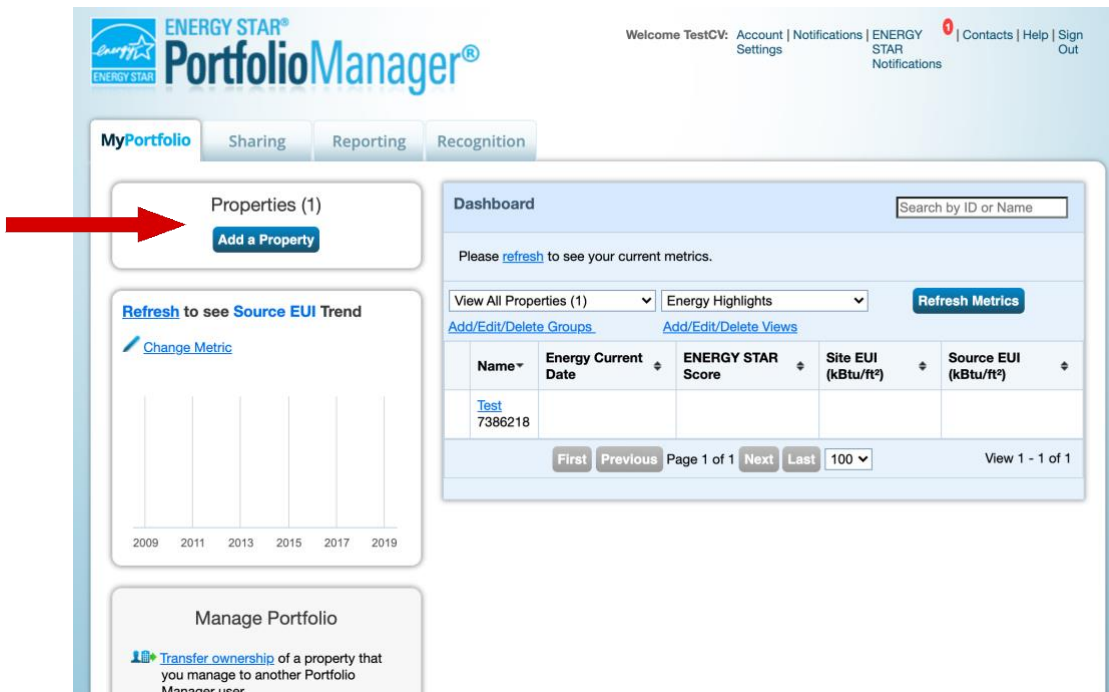
Need Help Adding Your Property?

For a helpful video tutorial created by our friends at the City of San Diego, click [here](#).



2 Add your property

Log in to Portfolio Manager at <http://www.energystar.gov/portfoliomanager>. Next you will see the **My Portfolio** tab. Click **Add a Property**.



- In the first section titled "About Your Property" enter your property information.
- For the next section titled "Standard IDs" select **Unique Building Identifier (UBID)** in the **Standard IDs** drop-down menu. Then enter your Building ID from Step 1. You can find also find it again using our Building ID Finder [here](#).
- Click continue

ENERGY STAR® PortfolioManager® Welcome TestCV | Account | Notifications | Settings

Set Up a Property **Basic Property Information**

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: 10th Ave Retail Plaza

Country: United States

Street Address: 555 10th Ave

City/Municipality: Chula Vista

County: San Diego

State/Province: --- Select ---

Postal Code: 92102

Year Built: 1983

Gross Floor Area: 21,000 Sq. Ft. Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. [Details on what to include.](#)

Irrigated Area: 2,500 Sq. Ft.

Occupancy: 95 %

Property Photo (optional): No file chosen
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

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):

Unique Building Identifier (UBID) ID: [+ Add Another](#)

Do any of these apply?

My property's energy consumption includes parking areas

Already have your property set up in ENERGY STAR Portfolio Manager?

If your building has been benchmarked before it should already be setup in ENERGY STAR Portfolio Manager. [Log in](#) and verify you building information is up-to-date.

In addition, on the **Details** tab for your property, be sure to verify that your Building ID from Step 1 appears in the **Unique Identifiers (IDs)** section under **Standard IDs**.

- If you see the word **None** listed next to **Standard IDs** then **Edit** to add your Building ID as a **Unique Building Identifier (UBID)**

EPA Sample Office
123 Main Street, Arlington, VA 22206 | [Map It](#)
Portfolio Manager Property ID: 25688958
Year Built: 1975
[Edit](#)

Not currently eligible for ENERGY STAR Certification

ENERGY STAR Score (1-100)
Current Score: 1
Baseline Score: 1

Summary | **Details** | Energy | Water | Waste & Materials | Goals | Design

Basic Information
Construction Status: Test property that is one single building
Property GFA - Self-Reported: 275,000 Sq. Ft.
Occupancy: 95% [Edit](#)

Property Uses and Use Details
[View as Diagram](#) Add Another Type of Use [Add](#)

| Name | Property Use Type | Gross Floor Area | Action |
|---------------------------|-------------------|---------------------------------|--------------|
| ▶ Building Use | Office | 275,000 ft² | I want to... |
| Property GFA (Buildings): | | 275,000 (used to calculate EUJ) | |
| Property GFA (Parking): | | 0 | |

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: 25688958
Custom IDs: None
Standard IDs: None [Edit](#)

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.

Property GFA by Use
Office: 100 %

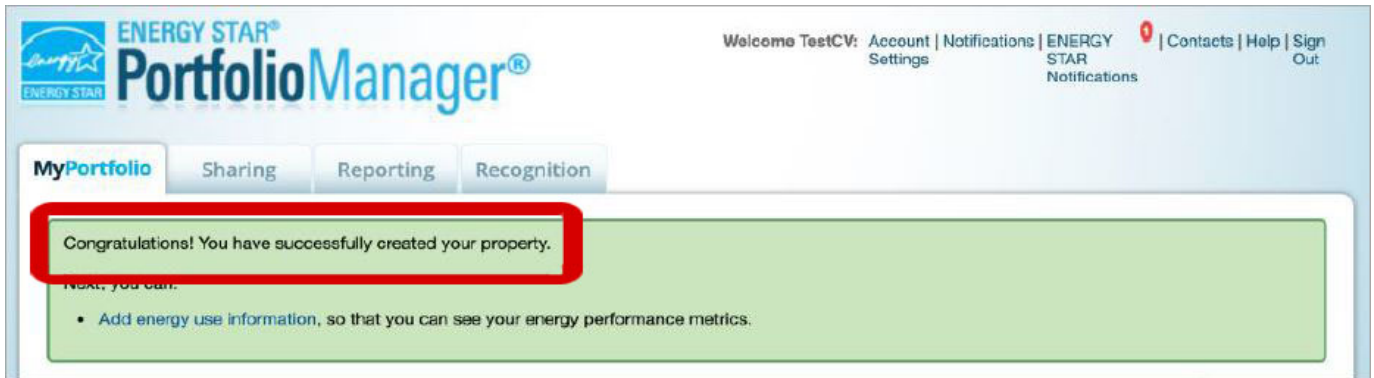
Property Type
Property Type - Self-Selected: Office [Edit](#)
Property Type -Portfolio Manager-Calculated: Office

The Portfolio Manager-Calculated Property Type is used for your metrics (except for Mixed Use properties). [Learn more about property types.](#)

Additional Information

3 Proceed to the next step

Once you see the **Congratulations!** message below shown, proceed to Step 3: Add your energy data.



Step 3: Add your energy data

There are two ways to add your building's energy data to Portfolio Manager. You can request that SDG&E upload your energy consumption data automatically, or choose to input energy bill information manually.

We recommend Option 1.

Already connected this property to SDG&E?

If your building has been benchmarked before you may have already established a data upload connection between SDG&E and ENERGY STAR Portfolio Manager. In that case you may skip to Step 4: Run the data quality checker.

1 Option 1: Set up a data connection between SDG&E and your Portfolio Manager account.

PROS:

- Energy consumption data is automatically transferred into Portfolio Manager.
- Remains connected and automatically uploads new data each month.
- Able to handle requests for aggregated data, as well as requests for individual meter data.

CONS:

- Connection setup takes several steps and 24-72 hours to establish.
- Does not include utility cost and demand data, only consumption.

Setting up a data connection between your Portfolio Manager account and SDG&E is a multi-step process, but you only have to do it once. Please view the [SDG&E Benchmarking Data Request Portal User Guide](#) for detailed step-by-step instructions and visuals.

Need help with establishing a data connection?

If you get stuck or want some extra assistance, we recommend [this helpful video](#) from our friends at the City of San Diego.



2 Option 2: Enter energy bill data manually

PROS:

- No need to go through data connection process.
- Allows you to enter and track additional data such as utility costs and demand.

CONS:

- Requires access to energy bills for all meters.
- Requires data entry to benchmark each year.

To proceed with manual entry click either **Add energy use information**, or, on the **Energy** tab click **Enter Your Bills**. Both paths are indicated to the left.

EPA Sample Office
123 Main Street, Arlington, VA 22206 | [Map It](#)
Portfolio Manager Property ID: 25688958
Year Built: 1975
[Edit](#)

Not currently eligible for ENERGY STAR Certification

ENERGY STAR Score (1-100)
Current Score: 1
Baseline Score: 1

Summary Details **Energy** Water Waste & Materials Goals Design

Meter Summary
2 Energy Meters Total
2 - Used to Compute Metrics
[Add A Meter](#)
Current Energy Date
Jan 31, 2022
Enter Your Bills

Five Ways to Enter Bill Data
1. Manual ([Instructions here](#))
2. Use our [simple spreadsheet](#) (on the bottom of each meter's Manage Bills page) to upload or Copy/Paste
3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)
4. [Hire an organization](#) to electronically enter your data
5. See if your [utility offers this service](#)

Your Property is: [Edit](#)
 A Single Building
 Part of a Building

Energy Use by Calendar Month (Not Weather Normalized)
Site Energy (kBtu)
Data not generated
Refresh Chart

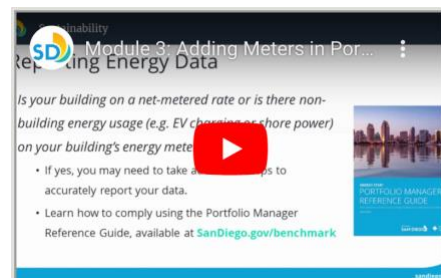
Meters - Used to Compute Metrics (2) **Add A Meter**
[Change Meter Selections](#)
[View as a Diagram](#)

| Name | Meter ID | Energy Type | Most Recent Bill Date | In Use? (Inactive Date) |
|-------------------------------------|-----------|-----------------|-----------------------|-------------------------|
| Electric Grid Meter | 154901622 | Electric - Grid | 02/24/2022 | Yes |
| Natural Gas | 154901621 | Natural Gas | 04/30/2022 | Yes |

[Download Annual Totals by Meter](#)

Need help entering billing data or adding meters?

Our friends at the City of San Diego have created a [helpful overview video](#).



Step 4: Run the data quality checker

The data quality checker will review your building and energy data to make sure you have all the necessary elements to submit your benchmarking report.

1 Select the property and click 'Check for Possible Errors'

After you have logged into your ENERGY STAR Portfolio Manager account, on the **MyPortfolio** tab, click your property name on the **Dashboard**. Then scroll down and click the button **Check for Possible Errors**.

2 Select Timeframe and click 'Run Checker'

The data quality checker reviews 12 months of data. Choose the appropriate year-ending date for the year you are reporting. For example in 2023, you are required to submit data for the year 2022. So you would select **Dec 31** in the first drop down field, and **2022** in the second.

Then click on the **Run Checker** button.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click "run checker" to see possible data issues.

Year Ending:

Run Checker
←

i **About Timeframes**

The Data Quality Checker needs one full calendar year of **Property Use Details** and **meter** information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

3 Review the alerts

The data quality checker will potentially display two types of alerts. Next to the alert symbols you will find tiny triangles that you can click to expand and display a complete explanation.



Any red alerts must be fixed before you can submit your benchmarking report.



Yellow alerts warn of possible issues. Review these and fix them where appropriate, however please note that not all yellow alerts need to be resolved before submission. **Water and waste data are not required by Chula Vista.**

After addressing all red alerts and reviewing the yellow ones, click the **Run Checker** button again to ensure the intended alerts are fixed.

Step 5: Submit Benchmarking Report

Now you are ready to submit your benchmarking report electronically to the City of Chula Vista!

1 Click the Chula Vista reporting link on the Benchmarking Webpage

ENERGY STAR Portfolio Manager can submit the required data to the City of Chula Vista automatically. The most recent reporting link is available the City's website:

www.chulavistaca.gov/benchmark

After clicking the reporting link, you may be asked to log in to your ENERGY STAR Portfolio Manager account once again.

2 Generate a preview of your response

Next you will come to a page titled **Respond to Data Request...** Scroll down and complete the fields. Note that the **Timeframe** field is already completed for you and cannot be changed. Click the blue "Select Properties" button to choose the properties you would like to submit to the City and then click "Apply Selection." Then 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 2022

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

Properties: * Select Properties Selected Properties: 0

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.

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

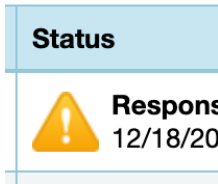
Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

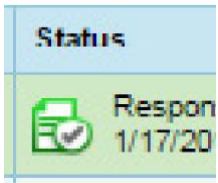
Generate Response Preview [Cancel](#)

3 Locate Draft Response and Submit

On the following screen scroll down to find the **Templates and Reports** section. You will see the Chula Vista data request draft response in the top row.



If you see a yellow alert in the **Status** column, you still have some unresolved errors. Click the **I want too...** drop-down menu under the **Action** column, and select View Errors. Follow the on screen instructions to resolve them.



If your response generated successfully, you will see a green document icon with a check mark. From here you may preview, download, or edit your response.

When you are ready, go ahead and select Send Response as shown to the right.



Charts & Graphs



ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

| Name | Status | Action |
|--|---|--|
| 2023 Chula Vista Benchmarking Reporting Template (Request from Benchmark Chula Vista) | Response Preview Generated: 8/29/2023 2:37 PM No errors found | I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate a New Response Send Response Delete Response |
| 2023 California Energy Commission Benchmarking (Request from California Energy Commission) | No Response Preview Generated | |

First Previous Page 1 of 1 Next Last 10

On the following screen complete the three final steps and click **Send Data** to send your submission. You will see a green confirmation message and receive a confirmation email.