



# Cambridge Building Energy Use Disclosure Ordinance: Reporting Fact Sheet

Energy use in buildings accounts for about 80% of GHG emissions in Cambridge, with two-thirds of the total related to commercial, institutional, and large multifamily buildings. The Building Energy Use Disclosure Ordinance (BEUDO), enacted by the Cambridge City Council on July 28, 2014, is a key step in efforts to reduce Cambridge's greenhouse gas (GHG) emissions. For more information, visit the Cambridge Building Energy Use Disclosure Ordinance website, linked [here](#).

As part of this process, Cambridge requires building owners to benchmark their energy use and water use using the EPA's ENERGY STAR Portfolio Manager tool; and in order for Cambridge to effectively process this data, and use it to create sound development policies, building owners must report and share this data with Cambridge.

The following steps provide an overview of how to obtain property utility data from Eversource, upload data into Portfolio Manager and share data with Cambridge.

1. [Obtain energy and water data for your buildings](#)
2. [Upload energy data into Portfolio Manager](#)
3. [Upload water data into Portfolio Manager](#)
4. [Check your data before submitting](#)
5. [Share your Portfolio Manager account with the City of Cambridge](#)

## 1. Obtain energy and water data for your building(s)

If you already have an ENERGY STAR Portfolio Manager account set up with your property because of previous years' reporting, you will only need to update your meter entries for the most recent calendar year and submit the report each year.

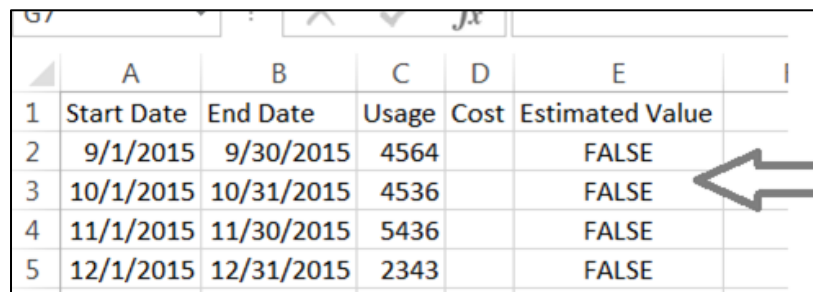
1. **If you use Eversource, request electricity and natural gas data through [the Eversource Data Portal](#).** You will need to request data for the previous calendar year. For example: If you are submitting a report in 2021, you will need to request data for calendar year 2020. It may take Eversource several days to process your request for annual energy usage. They will email you two separate spreadsheets for each fuel type with aggregate usage information. Alternatively, you can use your own copies of energy bills to update each meter for your property.
  - If you submit multiple requests for the same property, please compare your data to previous years to make sure there is no data duplication.
  - If your meters have changed or you have new meters, make sure to create a new search within the Eversource portal instead of using a prepopulated search from previous years. The next page contains procedures for adding a new meter in Portfolio Manager.
2. **If your property is receiving bills from another utility, you may manually upload your data.** Please proceed to the next section for the process of inputting data from these bills.

## 2. Upload energy data into Portfolio Manager

Log in Portfolio Manager and go to the Energy tab on your property page.

**Upload energy data into Portfolio Manager.** Click on the meter that you will be uploading data for, and you will be directed to a page that lists all of your historic entries. If you need to add a newly installed meter, please proceed to that section.

1. **If you are manually entering data from bills mailed to you,** click on "Add Another Entry" within the meter to add the dates and usage for each month. Be careful to enter data without gaps or overlaps in dates.
2. **If you are using spreadsheets obtained from Eversource,** you will need to edit the values in the last column titled, "Estimated Value" before using the bulk upload tool within each of your meters. **Please replace the word "False" with "No" for each entry.** Be sure to save the spreadsheets in a place where you will easily be able to find them for upload into Portfolio Manager.



	A	B	C	D	E	I
1	Start Date	End Date	Usage	Cost	Estimated Value	
2	9/1/2015	9/30/2015	4564		FALSE	
3	10/1/2015	10/31/2015	4536		FALSE	
4	11/1/2015	11/30/2015	5436		FALSE	
5	12/1/2015	12/31/2015	2343		FALSE	

Scroll to the bottom of the page to where it says, "Upload data in bulk for this meter" and click on "Choose File." Select the spreadsheet for your meter, and then click "Upload." Once your new entries appear, scroll to the bottom of the page, and click "Save Bills." Follow these instructions for all meters which you need to update.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Updated
<input type="checkbox"/>	9/2/2013	12/31/2014	170,295.4	12,772.16	<input type="checkbox"/>	<input type="checkbox"/>			1/29/2021 CambridgeEnr

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

[Download to Green Button XML](#)
[Download to Excel](#)

Upload data in bulk for this meter:

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

- Upload the completed file below
- Copy and Paste the data into the table above

No file chosen

**NOTE:** If there are gaps in the data received from Eversource, reach out to the Eversource helpdesk ([EnergyDisclosure@eversource.com](mailto:EnergyDisclosure@eversource.com)) to identify why there are gaps or overlaps in the data.

- If you need to add a newly installed meter**, click on the "Add a Meter" button, and follow the prompts to the usage entry page. Make sure that the box on the left side of this page is marked that "You Are Tracking: Total Consumption for Your Property."

4. Find an organization to electronically enter your data

Export Data by Calendar Month

Meters - Used to Compute Metrics (3)

Change Meter Selections  
View as a Diagram

Name	Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
<a href="#">Electric Grid Meter</a>	15431200	Electric - Grid	12/31/2014	Yes
<a href="#">Electric Grid Meter #2</a>	10697849	Electric - Grid	12/31/2014	Yes
<a href="#">Natural Gas #1</a>	10697840	Natural Gas	12/31/2014	Yes

Download Annual Totals by Meter

Your Property is: [Edit](#)

A Single Building  
 Part of a Building  
 A Campus of Multiple Buildings

You Are Tracking: [Edit](#)

Total energy consumption for your property  
 Partial energy consumption for your property

### 3. Upload water data into Portfolio Manager

You can access the Cambridge Water Department's online water payment system to collect your water bill values at this [link](#). Account numbers are needed to access the bills.

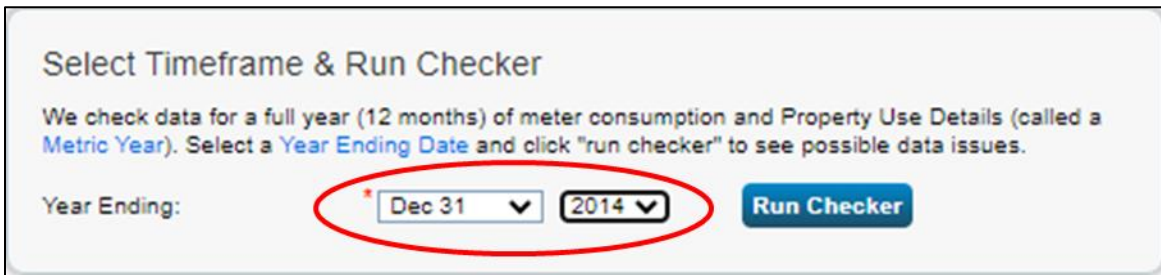
**You will need to manually enter each quarterly usage value into Portfolio Manager on the Water tab.** It is OK to enter values that extend back to the previous year or go into the next reporting year, as Portfolio Manager will pro-rate the data to include only usage for the current reporting year.

#### 4. Check your data before submission

Using built-in features in Portfolio Manager will ensure you are submitting high-quality data.

1. Select a property from the “MyPortfolio” page. On the property’s “Summary” tab, locate the “Check for Possible Data Errors” box in the middle-right of the page. Click “Check for Possible Errors” button.
2. On the Data Quality Checker screen, select “Dec 31” and choose the reporting year from the “Year Ending” fields.

**NOTE:** The reporting year should be the year prior to the year you are submitting. For example: If you are submitting your data in 2021, you will select 2020 in the “Year Ending Field.” This will tell Portfolio Manager to run its checks on the data for the calendar year in which you are reporting. Click “Run checker.”

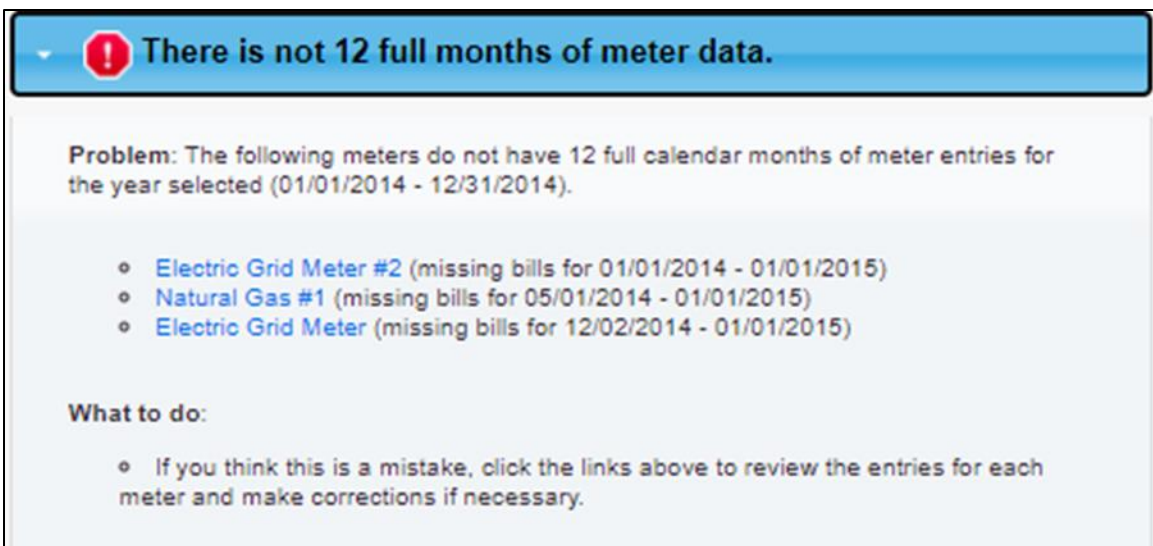


Select Timeframe & Run Checker

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:

3. The data quality results will generate for the time frame selected. Evaluate the results and adjust any of the errors that the data quality checker identifies for the respective property.



**There is not 12 full months of meter data.**

**Problem:** The following meters do not have 12 full calendar months of meter entries for the year selected (01/01/2014 - 12/31/2014).

- [Electric Grid Meter #2](#) (missing bills for 01/01/2014 - 01/01/2015)
- [Natural Gas #1](#) (missing bills for 05/01/2014 - 01/01/2015)
- [Electric Grid Meter](#) (missing bills for 12/02/2014 - 01/01/2015)

**What to do:**

- If you think this is a mistake, click the links above to review the entries for each meter and make corrections if necessary.

**NOTE:** For a property to show complete annual data for all meters entered in Portfolio Manager, the energy meters must span from January 1 to December 31 of the reporting year. The image above shows an example of missing data in meters. You can access these meters directly from this message by clicking on the links

## 5. Share your Portfolio Manager account with the City of Cambridge

In order to streamline the transfer of data into the new BEUDO management platform, the City of Cambridge will now use ENERGY STAR Portfolio Manager's third-party data sharing capabilities. Owners and managers reporting their 2021 data to BEUDO are **asked to provide read-only access of their Portfolio Manager data for covered properties** with an account managed by City of Cambridge. The City **will not** have access to edit or directly view any of the building owner data.

This section contains the specific steps you need to take to share your account with the City.

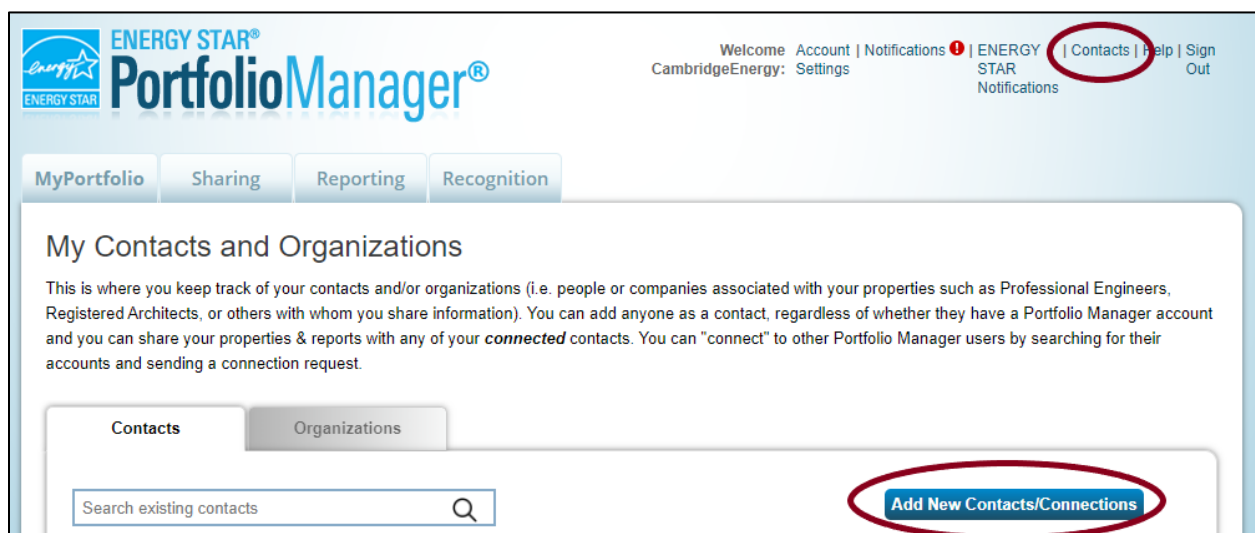
### 1. Verify your account information

Before proceeding with the steps to share your data, check to ensure:

1. The unique Cambridge Building IDs are entered and correct for all of your covered properties.
  - In your Homepage, click the individual property names to open their profile.
  - Under the Details Tab, scroll to the IDs box to click and view the Standard ID for that building.
2. Your contact email address in Portfolio Manager is correct.
  - Go to Account Settings in the top right menu, update your email address.

### 2. Connect your account to the City of Cambridge

1. Click Contacts in the upper right-hand corner of the screen.
2. Click Add New Contacts button.
3. Search for the username "CambridgeEnergy" with name/title "City of Cambridge Building Energy Use Disclosure Ordinance."
4. Click the blue Connect button.



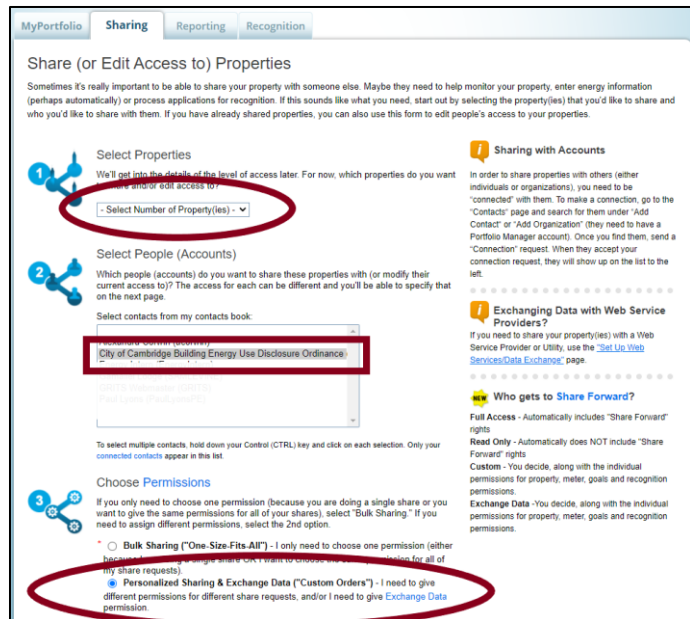
**Note: All connection requests must be approved before you can continue to the next step.**

Portfolio Manager will approve these requests in cycles of 30 minutes. If you have not received a notification in PM within one hour of submitting a request, please contact the Help Desk at [BEUDO@cambridgema.gov](mailto:BEUDO@cambridgema.gov)

### 3. Share your properties

Building owners should only share buildings which are subject to the BEUDO ordinance. Please check the City BEUDO page to verify which of your buildings are subject to reporting requirements: [www.cambridgema.gov/BEUDO](http://www.cambridgema.gov/BEUDO)

- Go to the Sharing tab:
  - Click **"Share (or Edit Access) to a property"** button.
  - On the next screen: Select the properties to share.
  - Select **CambridgeEnergy** as the recipient.
  - Select the **"Personalized Sharing & Exchange Data ("Custom Orders")"** option and click **Continue**.



- For each property that you wish to share with the City, click the button under Exchange Data.  
*Please note that this must be done for each individual property row.*



On the next screen, selecting the properties will open a menu allowing to specify which data attributes to share.

The City is requesting “Read Only” access to “Property Information” and “All Meter Information.”  
 Reporters should not share “Goals, Improvements and Checklists” or “Recognition” information.

Select Access Permissions to [City of Cambridge Building Energy Use Disclosure Ordinance](#).  
 The following information is required by [City of Cambridge Building Energy Use Disclosure Ordinance](#) in order to provide service to your property(ies).  
 If you have any questions about how to complete this information, please contact them directly.

Select the permission level below that you would like to grant [City of Cambridge Building Energy Use Disclosure Ordinance](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ All Meter Information			
▼ Energy Meters			
11737940038	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
15984730018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
15984750016	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16108930013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16108940012	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

3. Select the **Share Forward** option.
4. Click **Apply Selections and Authorize Exchange**.
5. Exit the popup menu and **click Share Property(ies) to complete the data exchange**.

Additional Options:

Item	Yes	No
* Share Forward Allow City of Cambridge Building Energy Use Disclosure Ordinance to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input checked="" type="radio"/>	<input type="radio"/>

**Apply Selections & Authorize Exchange** [Cancel](#)

You will receive an automated message in Portfolio Manager once we receive your account connection.

### Contact Information

The City of Cambridge is providing a help desk to assist building owners and their agents in complying with the ordinance; the help desk is operated by ICF.

Questions related to benchmarking in Portfolio Manager, or accessing energy data and building attribute information can be directed to the help desk by contacting: [energyhelpdesk@cambridgema.gov](mailto:energyhelpdesk@cambridgema.gov) and (617) 250-4205.