



# Cambridge Building Energy Use Disclosure Ordinance: Reporting Fact Sheet

## REPORTING AND SHARING IN PORTFOLIO MANAGER®

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; and in order for Cambridge to effectively process all of this data – and then use it to create sound development policies – building owners must report this data to and share it with Cambridge.

### Entering Data into Portfolio Manager

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. 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 2020, you will need to request data for calendar year 2019. It will 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.
- 2. Upload data into Portfolio Manager.**
  - If you are manually entering data, 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. 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 are using Eversource spreadsheets, 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 uploading 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	

In Portfolio Manager, go to the Energy tab on your property page. 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. Scroll to the bottom of the page to where it says “Upload data in bulk for this meter” and click on “Browse.” 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 you need to update.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power	Last Updated
<input type="checkbox"/>	12/14/2015	1/11/2016	170,295.4	12,772.16	<input type="checkbox"/>	<input type="checkbox"/>	9/13/2016 <a href="#">Andrew Held</a>

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

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

Upload data in bulk for this meter:

You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

[Cancel](#)

- **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.”

2. Use our [simple spreadsheet](#) (one meter) to upload or Copy/Paste

3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)

4. [Find an organization](#) to electronically enter your data into Portfolio Manager

Export Data by Calendar Month

Meters - Used to Compute Metrics (3)

[Change Meter Selections](#)

[View as a Diagram](#)

**Add A Meter**

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
<a href="#">Electric Grid Meter</a> 22230745	Electric - Grid	01/11/2016	Yes
<a href="#">Fuel Oil (No. 2)</a> 22230743	Fuel Oil (No. 2)	01/08/2016	Yes
<a href="#">Natural Gas</a> 22230742	Natural Gas	01/31/2016	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

- Upload your 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 because Portfolio Manager will pro-rate the data to include only usage for the current reporting year.

## Submitting Your Report to Cambridge

### Step 1: Enter your Cambridge Building ID

Follow the steps below to correctly identify your property within the U.S. Environmental Protection Agency (EPA)’s Portfolio Manager® tool.

- Select a property from the “MyPortfolio” page. On the property page, a second row of tabs will show up, as displayed here. Click on the “Details” tab.
- On the bottom left side of the Details tab, there is a box titled “Unique Identifiers (IDs)”. Click “Edit”.
- On the next page, locate the “Standard IDs” box. Click on the drop-down menu and select “Cambridge Building Energy Reporting ID”.
- In the field next to the drop-down menu called “ID”, manually enter your “Cambridge Building Energy Reporting ID” number(s). Then click “Save”.

Unique Identifiers (IDs)

Portfolio Manager ID:  
3999670

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**

Note: Building IDs have been posted on the Building Energy Use Disclosure [website](#). There is also a video tutorial on using the Cambridge CityViewer to get the unique building ID, linked [here](#).

The screenshot shows a dropdown menu with the following options: Austin Building ID, Austin Property ID, BOMA BEST Building ID, Boston Energy Reporting ID, Cambridge Building Energy Reporting ID (highlighted), Chicago Energy Benchmarking ID, CoStar Property ID, District of Columbia Building Unique ID, District of Columbia Real Property Unique ID, Green Globes CIEB Project ID, Green Globes NC Project ID, LEED Canada Project ID, LEED US Project ID, Minneapolis Building ID, Minneapolis Property ID, Montgomery County, MD Building ID (MBID), NYC Borough, Block and Lot (BBL), NYC Building Identification Number (BIN), Philadelphia Building ID, and Cambridge Building Energy Reporting ID. To the right, there are two 'ID:' input fields. Below the dropdown, a red circle highlights a field containing 'ID 1, ID 2, ID 3...'. At the bottom right, there are 'Save' and 'Cancel' buttons.

If you are submitting a property in Portfolio Manager that includes energy use for more than one building, enter the unique building ID for one of the buildings in the Cambridge Building Energy Reporting ID field (shown above) and enter ID for all other buildings whose energy use is included in the property record in the “Property Notes” box. The “Property Notes” box is located at the bottom of the Details tab.

#### Property Notes

Use the following area to keep notes on your property.

A large empty rectangular text box for entering property notes.

You have 1000 characters remaining for your notes.

Save Notes

## Step 2: Check Your Property’s Data before Submission

This section of the fact sheet will show you how to use built-in features in Portfolio Manager to 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 2020, you will select 2019 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:

Dec 31

2019

Run Checker

- The data quality results will generate on the time frame selected. Evaluate the results and adjust any of the errors that the data quality checker identifies for the respective property. NOTE: In order 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 below shows an example of missing data in meters. You can access these meters directly from this message by clicking on the links to the meters.

### ! 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 (01/01/2019 - 12/31/2019).

- [Natural Gas](#) (missing bills for 01/01/2019 - 01/01/2020)
- [Electric Grid Meter](#) (missing bills for 01/01/2019 - 01/01/2020)
- [Natural Gas](#) (missing bills for 01/01/2019 - 01/01/2020)
- [Electric Grid Meter](#) (missing bills for 01/01/2019 - 01/01/2020)
- [Electric Grid Meter](#) (missing bills for 01/01/2019 - 01/01/2020)

#### 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.

### Step 3: Responding to Cambridge's Data Request

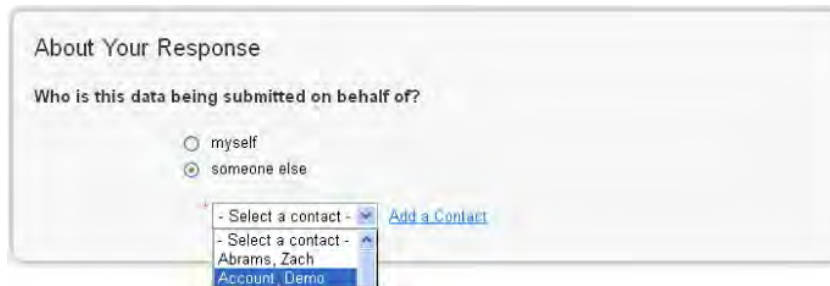
This section will show you how you to respond to Cambridge's data request within your Portfolio Manager account.

1. To access the Data Request, follow the link provided here:

### [BEUDO Data Request Link](#)

By logging in to Portfolio Manager through this link, you will be taken to the page "Respond to a Data Request: 2020 Cambridge Building Energy and Water Use Data for Calendar Year 2019". Once you have logged in using this link, you can also access the request by clicking on the "Reporting" tab in Portfolio Manager, scrolling to the "Templates & Reports" section of the page, and clicking in the drop down menu to "Respond to a Data Request".

2. In the "About Your Response" section, select whose data is being submitted. Select "myself" to submit the response on your own behalf; OR select "someone else" to choose from one of your contacts within Portfolio Manager.



3. In the "Your Response" section, the timeframe will default to January 1, 2019 - December 31, 2019.

In the properties field, select the properties that need to be reported to Cambridge. If you are reporting multiple properties, select the drop-down menu and click "Multiple Properties". A window similar to the "Select Properties" image below will appear. Select all applicable properties by clicking on the checkboxes to the left of the property name, and then click "Apply Selection".

Once you have selected the properties to include in the report, click "Generate Response Preview".

## Your Response

### Select Information to Include:

**Timeframe:** \*



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

**Properties:** \*



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.

## Select Properties

Search:

<input type="checkbox"/>	Name	Property Type	State/Province
<input type="checkbox"/>	<a href="#">Office</a>	Financial Office	MD
<input type="checkbox"/>	<a href="#">Sample K-12 School (US)</a>	K-12 School	AZ
<input type="checkbox"/>	<a href="#">Sample K-12 School (US)</a>	K-12 School	AZ
<input type="checkbox"/>	<a href="#">Sample K-12 School (US)</a>	K-12 School	AZ
<input type="checkbox"/>	<a href="#">Sample Office (US)</a>	Office	VA
<input type="checkbox"/>	<a href="#">Sample Office (US)</a>	Office	VA
<input type="checkbox"/>	<a href="#">Sample Office (US)</a>	Office	VA
<input type="checkbox"/>	<a href="#">Sample Office (US)</a>	Office	VA
<input type="checkbox"/>	<a href="#">Test Multifamily</a>	Multifamily Housing	VA
<input type="checkbox"/>	<a href="#">Test Multifamily</a>	Multifamily Housing	VA

### Filter Properties (10)

#### Filter by Property Type

- Financial Office (1)
- K-12 School (3)
- Multifamily Housing (2)

#### Filter by Construction Status

- Existing (5)
- Test (5)

#### Filter by State/Province

- Arizona (3)
- Maryland (1)
- Virginia (6)

#### Filter by Shared from

- None - My Properties (FDA) (10)

- After you generate the response preview, you will be taken to the “Reporting” tab (you can also access the “Reporting” tab separately to view your response to this data request for future reference). It is recommended that you preview the data being submitted to Cambridge. To do so, select “Preview Response” from the “Action” drop-down menu next to the report name. Select “Download Preview in Excel” to review the information in Excel. **Check to be sure you have entered both energy and water data.**

If you want to select different properties for your response, select “Edit Properties and Timeframe.” Finally, if you make these or other changes to property data, select “Generate an Updated Response” from the drop-down menu, and then complete the information on the “Respond to Data Request” page.

- After you have reviewed and confirmed the data in the report, select “Send Response” from the Action drop-down menu next to the report name. This will lead you to the “Confirm Response to Data Request” page.

Name	Status	Action
2020 Cambridge Building Energy and Water Use Data Request for Calendar Year 2019 (Request from John Bolduc)	Response Preview Generated: 2/07/2020 12:15 PM	I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response <b>Send Response</b> Delete Response
Test	Last Modified: 2/07/2020 7:06 AM	
Sample Template	Last Modified: 2/07/2020 7:04 AM	

- You can choose to share this report with multiple people by selecting their names from your Portfolio Manager contact list. Then, ensure that the format of your data for the email attachment is selected to “Excel”. You must then “E-Sign” your response by entering your username and password. Click “E-Sign Response”.



Finally, click “Send Data” to send your data and complete the response. You will receive a confirmation email with a receipt and a copy of the data submitted. Congratulations, you have successfully reported your data to Cambridge!

## 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.

