

DETROIT BENCHMARKING ORDINANCE Data Jams!

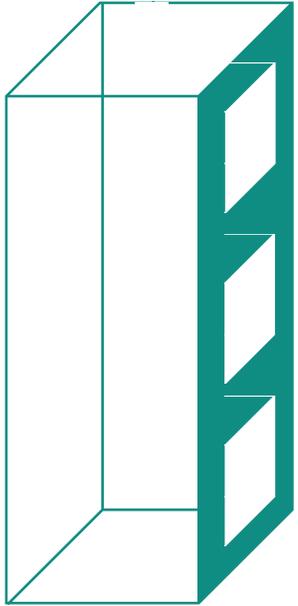


Please **sign in**, take a Name Tag and a Benchmarking Checklist

Enjoy some refreshments

Tea and water are available in the Kitchenette

Restrooms are near the elevators



DETROIT BENCHMARKING ORDINANCE



Data Jams Series 2025

May 5, 6 and 7

Agenda

- Introductions
- Why Benchmarking
- Detroit Benchmarking Overview
- What is ENERGY STAR and Portfolio Manager
 - How to Set Up ESPM Account
 - How to Set Up Building Profile(s)
 - How to Obtain Building ID(s)
 - How to Share Portfolio, Data with City
- How to access utility data
 - Automating data uploads
- How to manually input utility data into ESPM Account

Today's Speakers



EMMA HURBANIS

MEEA

Associate, Building
Codes and Policy



ZAHRA SEBLINI

City of Detroit

Senior Energy Analyst



KENDAL KUNEMAN

Detroit 2030 District

Executive Director



Addressing Climate Change in Detroit

Detroit Climate Strategy



→ **The City of Detroit's Climate Strategy is a framework for residents, businesses, city departments, and industry to achieve the City's emission goals and increase resilience as climate change impacts our daily lives.** This website provides interactive navigation to explore 4 action strategies centered on reducing our greenhouse gas emissions, and adapting to the effects of climate change.

This strategy was developed collaboratively between the Office of Sustainability, City departments, consulting partners, input from community engagements and informed by the Climate Equity Advisory Council (CEAC). This work supports existing efforts, including the City's, and responds to the Sustainability Action Agenda which was published in 2019 and updated in 2021.

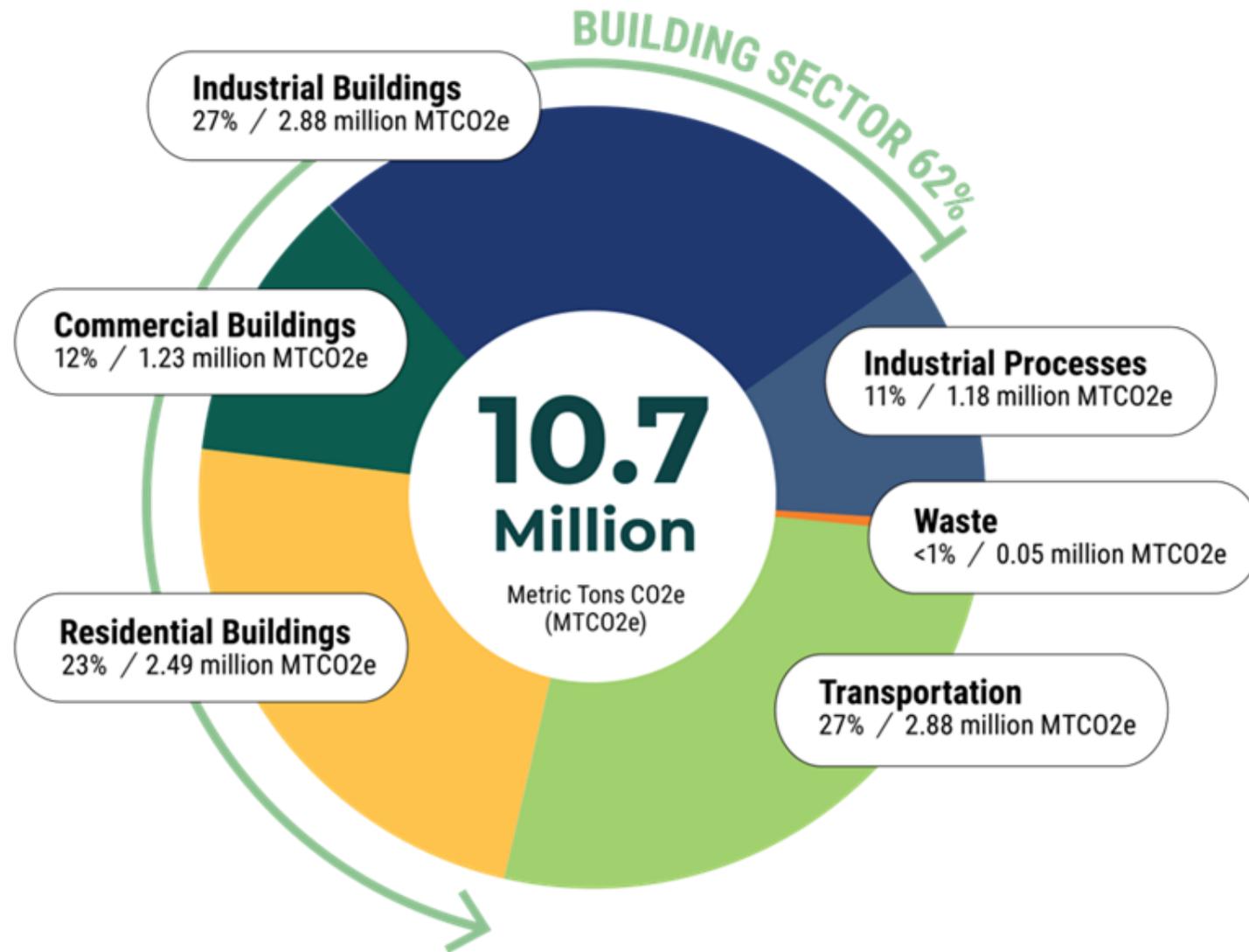
November 2023:

- City Published the Detroit Climate Strategy
- City Council unanimously approved the Benchmarking Ordinance.

Four Strategies

1. Transitioning to Clean Energy
2. Increasing Sustainable Mobility
- ▶ 3. Accelerating Energy Efficiency and Reducing Waste
4. Prioritizing Vulnerable Residents & Increase Resiliency

Purpose

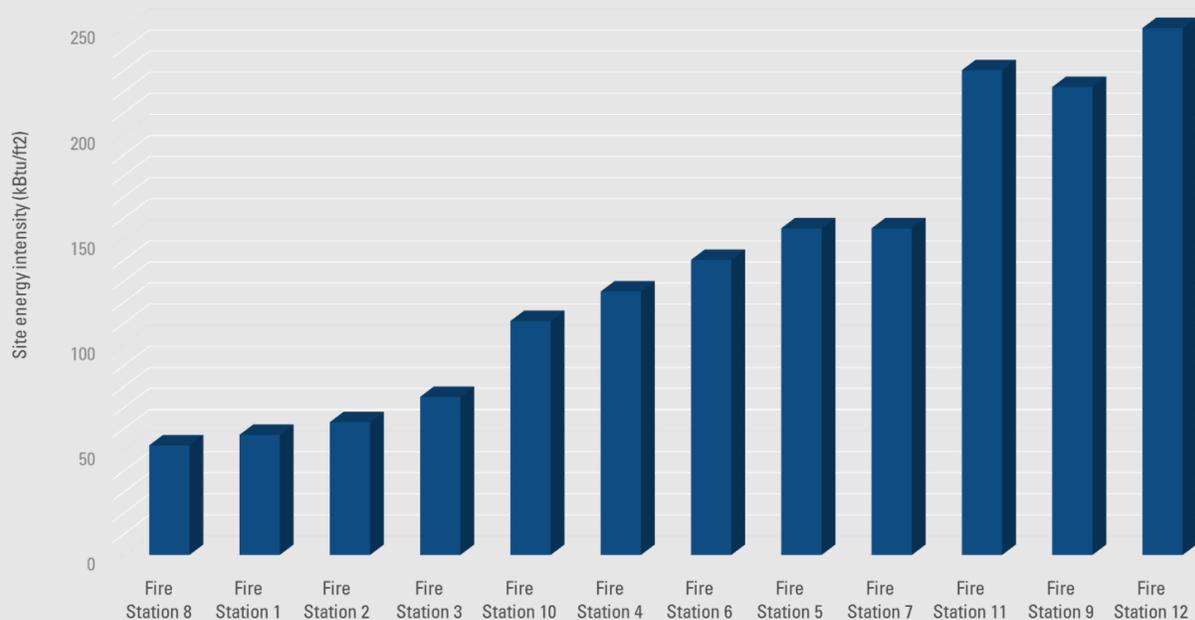


Detroit GHGs 2018 Data

- GHG Reduction goals
- Buildings are the largest portion of GHG in Detroit.
- Benchmarking enables us to manage and reduce energy and water usage.
- Reducing energy usage, reduces GHG emissions.

Benchmarking: EPA Case study

SAMPLE DATA



What is Benchmarking?

Benchmarking is a way to track the energy and water that a building uses and compare the resulting performance metrics against past performance and the performance of similar buildings. It's about turning information into action.

BENCHMARKING ORDINANCE

Report your *ELECTRIC, GAS, and WATER* data to the City of Detroit via Energy Start Portfolio.

**ALL BUILDINGS 25,000 SQFT
SQUARE FEET AND GREATER**

100,000 SQFT
AND GREATER
ARE REQUIRED
TO REPORT
DATA FROM

2023

DATA DUE ON

June 1

2025

FOR CALENDAR
YEAR

2024

COMPLIANCE
STATUS GOES
LIVE ON:

Oct 1



www.Detroitmi.gov/benchmarking

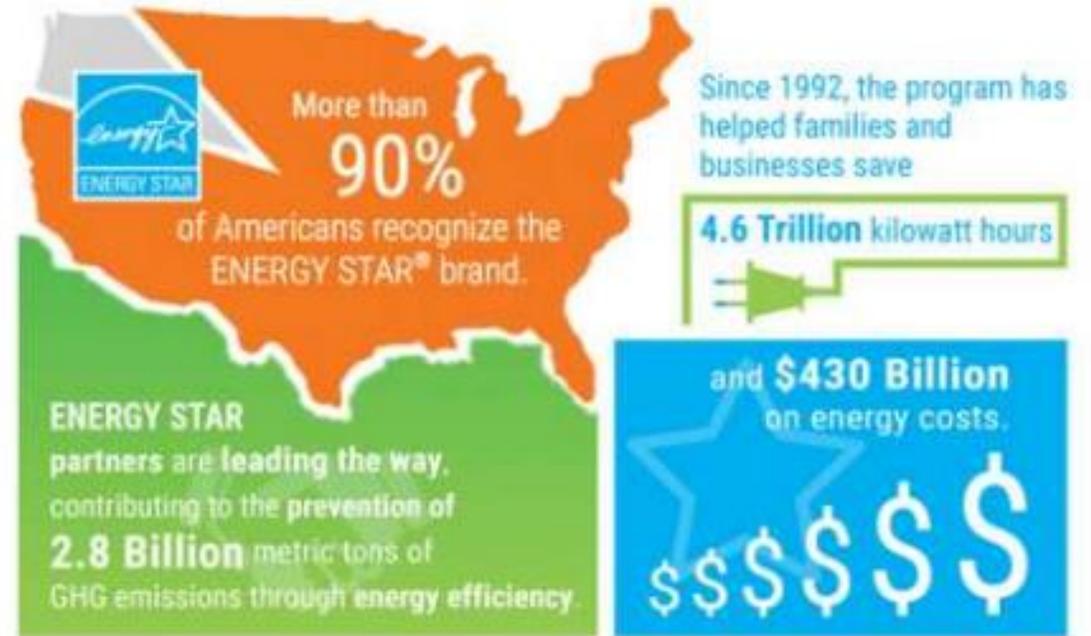
Help Desk

Stay in Touch!

- Help Desk home: tinyurl.com/Benchmarkinghelpdesk
- Inquiries: Benchmarking@detroitmi.gov
- Virtual Office Hours: tinyurl.com/BookingOfficehour

What is ENERGY STAR?

- Created by the EPA in 1992 to provide resources and tools for businesses and households manage and improve their energy use
- More than 700 utilities, state and local government, and nonprofits use ENERGY STAR in their efficiency programs



https://www.energystar.gov/about/origins_mission/energy_star_numbers

What is ENERGY STAR Portfolio Manager?



- A free online tool from the EPA that helps building managers:
 - Assess energy, water and waste/materials consumption
 - Track changes over time
 - 1-100 ENERGY STAR score

Why use ESPM?

- Measure energy, water and waste performance over time
- Set improvement goals to reduce usage
- Share and report performance to others (and certify!)



ENERGY STAR Portfolio Manager Tutorial

Using Portfolio Manager

- How to Create a Personal Account
- How to Create a Building Profile
- How to Enter Utility Data
- How to Share Data
- How to Run Reports



Create an Account

Create your personal profile/account

ENERGY STAR®
ENERGY STAR **PortfolioManager**®

Help | Login
Language: English | Français | Español

Create an Account

Already have an account? [Sign In Here](#)

Accessing Your Account

Username:

Password:

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password:

About Yourself

First Name:

Last Name:

Job Title:

Email:

Confirm Email:

Note: We never share your email address with third parties.

Phone:

Country:

Language:

Reporting Units: Conventional EPA Units (e.g., kBtu/ft²) Metric Units (e.g., GJ/m²)

Selecting a Username

You cannot change your username, so choose wisely. For organizations with multiple properties, we recommend you create a "corporate" account which "owns" all of the properties and has an administrator share properties with employees' individual accounts as necessary.

First & Last Name for Organizations

If you are creating a corporate account, you can enter your organization's name in the first and last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Web Services Division

Selecting a Username

You cannot change your username, so choose wisely. For organizations with multiple properties, we recommend you create a "corporate" account which "owns" all of the properties and have an administrator share properties with employees' individual accounts as necessary.

Navigating Portfolio Manager

Four Portfolio Level Tabs

ENERGY STAR®
Portfolio Manager®

Welcome LiputMM: Account | Notifications | ENERGY STAR Notifications | Settings | 1 | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Properties (0)
[Add a Property](#)

You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.

[Set up your first property](#) | [Add up to five sample properties](#)

Manage Portfolio

- [Upload and/or update multiple properties](#) at once using an Excel spreadsheet if you are a pro. This can be done to create new properties, add use details, create meters and add meter consumption data.
- [Download your entire portfolio to Excel](#) or create a [custom download](#).
- [Set a portfolio baseline and/or target](#) to help measure progress.
- [Add sample properties](#) to your account. Up to five sample properties with pre-populated data will be added to your portfolio for testing purposes.
- [Delete](#) properties from your account.

Follow Us [t](#) [f](#) [v](#) [in](#) [Contact Us](#) | [Privacy Policy](#) | [Accessibility Statement](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

Roadmap Overview

The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text 'ENERGY STAR® PortfolioManager®'. To the right, a user greeting reads 'Welcome LiputMM: Account | Notifications | ENERGY STAR Notifications | Settings | Contacts | Help | Sign Out'. Below the header is a navigation bar with tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'MyPortfolio' tab is selected and circled in red. Below the navigation bar, the 'Properties (0)' section is circled in red, containing an 'Add a Property' button. To the right of this section is a message: 'You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.' Below this message are two icons: one for 'Set up your first property' and another for 'Add up to five sample properties'. On the left side, under the 'Manage Portfolio' heading, there are five actions: 'Upload and/or update multiple properties', 'Download your entire portfolio to Excel or create a custom download', 'Set a portfolio baseline and/or target to help measure progress', 'Add sample properties', and 'Delete properties from your account'. At the bottom, there is a 'Follow Us' section with social media icons for Twitter, Facebook, YouTube, and LinkedIn, followed by links for 'Contact Us', 'Privacy Policy', 'Accessibility Statement', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

ENERGY STAR® PortfolioManager®

Welcome LiputMM: Account | Notifications | ENERGY STAR Notifications | Settings | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

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[Set up your first property](#) | [Add up to five sample properties](#)

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- [Add sample properties](#) to your account. Up to five sample properties with pre-populated data will be added to your portfolio for testing purposes.
- [Delete](#) properties from your account.

Follow Us [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#) | [Contact Us](#) | [Privacy Policy](#) | [Accessibility Statement](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

Add a Property

Select a Primary Function

- More than 50% of the property's purpose

ENERGY STAR® PortfolioManager®

Welcome LiputMM: Account Settings | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type
We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

- Select a property type
- Banking/Financial Services
 - Bank Branch
 - Financial Office
- Education
 - Adult Education
 - College/University
 - K-12 School
 - Pre-school/Daycare
 - Vocational School
 - Other
- Electric Vehicle Charging Station
 - Electric Vehicle Charging Station
- Entertainment/Public Assembly
 - Convention Center
 - Movie Theater
 - Museum
 - Performing Arts
 - Recreation
 - Social/Meeting Hall

Tip
To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip
Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity. ([Campus Guidance](#))

Test Properties
You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project: My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started! [Cancel](#)

Add a Property

- Your Property's Buildings: Select **One: My property is a single building**
- Your Property's Construction Status: **Existing**
- Then click **“Get Started”**

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. We start monitoring your energy usage and pursue recognition!

ACME BANK

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types](#)

Your Property's Buildings

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

None: My property is part of a building (e.g., a Tenant Space)

One: My property is a single building

More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project: My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started! [Cancel](#)

Add a Property

- Basic Property Information
 - Name building something anyone would recognize as this building
 - “Gross Floor Area” includes all square footage inside the walls of a property (this is different from Rentable and Leasable SF)
- Review the options at the bottom and select if any apply to your property; parking is commonly selected if a property has on-site parking (a surface lot or garage)

About Your Property

Name: *

Country: *

Street Address: *

City/Municipality: *

County:

State/Province: *

Postal Code: *

Year Built: *

Gross Floor Area: * 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:

Occupancy: * %

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.

Tip
The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

Tip
The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.

Do any of these apply?

- My property's energy consumption includes [parking](#) areas
- My property has a [Data Center](#) that requires a constant power load of 75 kW or more
- My property has one or more retail stores ([that are eligible for a Retail score](#))
- My property has one or more restaurants/cafeterias

[Cancel](#)

Add a Property: Multifamily Property Use Details

Data Collected for Multifamily Housing Uses

The following information is required to get an ENERGY STAR Score (if eligible):

Gross Floor Area

Total Number of Residential Living Units

Number of Residential Living Units in a Low-rise Building (1-4 stories)

Number of Residential Living Units in a Mid-rise Building (5-9 stories)

Number of Residential Living Units in a High-rise Building (10 or more stories)

Number of Bedrooms

Add a Property: Office Property Use Details

Additional Data Collected for Office

The following information is required to get an ENERGY STAR Score ([if eligible](#)):

- Gross Floor Area
- Weekly Operating Hours
- Number of Workers on Main Shift
- Number of Computers
- Percent That Can Be Cooled

The following information is **optional** and not used to calculate a score; it may inform future analysis and score revisions by EPA and/or may help you manage and compare your properties:

- Percent That Can Be Heated

Add a Property: Worship Facility Property Use Details

Additional Data Collected for Worship Facility

The following information is required to get an ENERGY STAR Score ([if eligible](#)):

- Gross Floor Area
- Weekly Operating Hours
- Seating Capacity
- Gross Floor Area Used for Food Preparation
- Percent That Can Be Heated
- Percent That Can Be Cooled

The following information is **optional** and not used to calculate a score; it may inform future analysis and score revisions by EPA and/or may help you manage and compare your properties:

- Cooking Facilities
- Number of Weekdays Open
- Number of Computers
- Number of Commercial Refrigeration/Freezer Units
- Ceiling Height

Add a Property: Parking Questions

▼ Parking Use / [Edit Name](#)

Delete

Parking refers to buildings and lots used for parking vehicles. This includes [open parking lots](#), [partially enclosed parking structures](#), and [completely enclosed \(or underground\) parking structures](#). Parking structures may be free standing or physically connected to the property. Individual private garages in Multifamily Housing are not considered Parking.

For parking Gross Floor Area (GFA) include all square footage in the garage such as ramps, offices, storage rooms, mechanical rooms, elevator shafts, and stairwells.

Parking Metrics (which are all [time weighted](#)) include:

- **Parking – Gross Floor Area** is the Parking GFA for the Partially Enclosed and Completely Enclosed Parking Garages. When the property is a Parking Garage, this is the value used for the Property GFA.
- **Parking – Open Parking Lot Size**
- **Parking – Partially Enclosed Parking Garage Size**
- **Parking – Completely Enclosed Parking Garage Size**

If your property is a Parking Garage (meaning you only have one property type which is Parking), then what you see on the Details tab will be slightly different than the metrics you'll see in reporting. This is done for clarity in this special case.

- Instead of **Property GFA (Buildings)**, you'll see **Property GFA (Parking Structure)** because the "building" is the Parking structure in this case.
- Instead of **Property GFA (Parking)**, you'll see **Property GFA (Open Parking Lots)**

Property Use Detail	Value	Current As Of	Temporary Value
Open Parking Lot Size	* <input type="text"/> Sq. Ft. ▼	1/1/1954	<input type="checkbox"/>
Partially Enclosed Parking Garage Size	* <input type="text"/> Sq. Ft. ▼	1/1/1954	<input type="checkbox"/>
Completely Enclosed Parking Garage	* <input type="text"/> Sq. Ft. ▼	1/1/1954	<input type="checkbox"/>
Supplemental Heating	<input type="text"/> ▼ <input type="checkbox"/> Use a default	1/1/1954	<input type="checkbox"/>

Add Detroit Building ID

1. Find your Detroit Building ID using the look up tool.
2. Add the Detroit Building ID to your building's Energy Star Portfolio Manager Profile.



Standard IDs

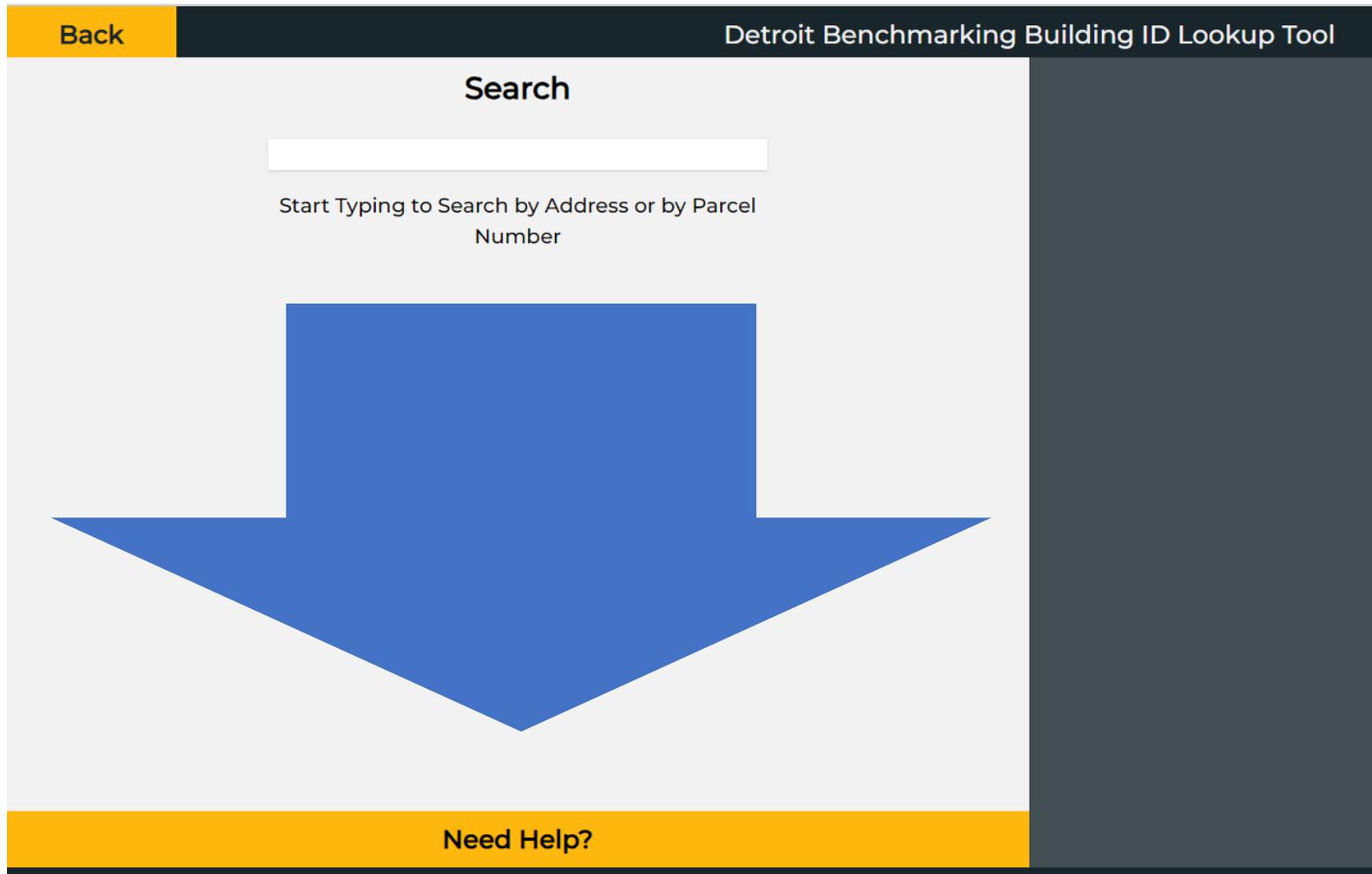
Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:

Ann Arbor Building ID
Atlanta Building ID
Austin Property ID
Berkeley Building ID
Boston Energy Reporting ID
Boulder Energy Reporting ID
Cambridge Building Energy Reporting ID
Chelsea, MA, Building ID
Chicago Energy Benchmarking ID
Columbus Building ID
Denver Building ID
Des Moines Building ID
Detroit Building ID
District of Columbia Real Property Unique ID
Evanston Building ID
Fort Collins Building ID
Kansas City Building Reporting ID
Lexington, MA, Reporting ID
Longmont CO Energy Benchmarking Building ID

ID:
ID:
ID:
ID:
[Add Another](#)

Click the need help button!



Connecting your Energy Star Portfolio Manager Profile to the City

Connect to the City

1. Connect to Detroit Benchmarking Reporting in Energy Star
2. Share buildings and meters

Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

MyPortfolio **Sharing** Reporting Recognition

My Shared Properties (1)

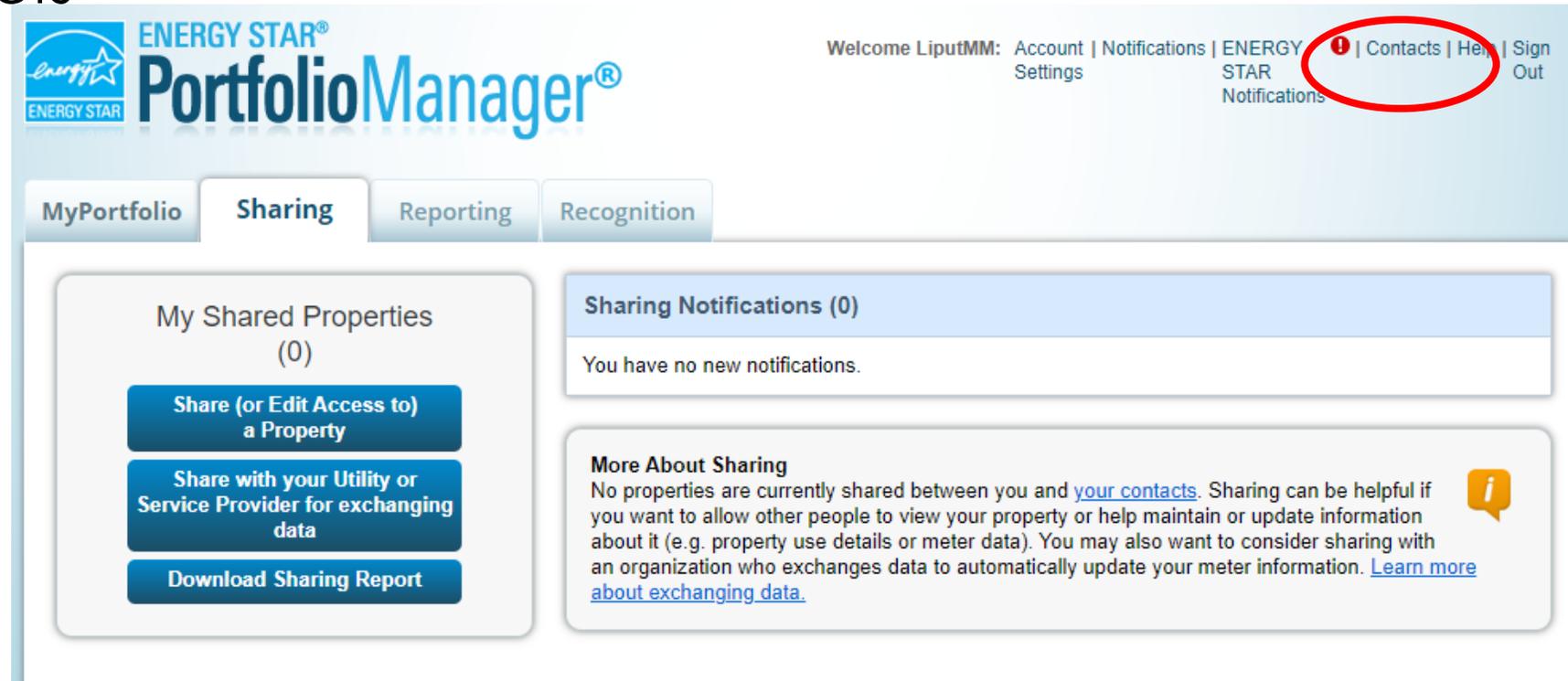
Sharing Notif

	Potable I Reporting accepted
	Meter nu because
	Electric C Reporting

Overview of Shared Properties [Learn more about Sharing Pro](#)

Sharing Properties

- Share properties with others to allow them to view or edit data
- Before you can Share a Property, need to add Contacts



The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR® PortfolioManager®". On the top right, a navigation menu includes "Welcome LiputMM:", "Account Settings", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out". The "Contacts" link is circled in red. Below the navigation bar are four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "Sharing" tab is active. The main content area is divided into two columns. The left column, titled "My Shared Properties (0)", contains three buttons: "Share (or Edit Access to) a Property", "Share with your Utility or Service Provider for exchanging data", and "Download Sharing Report". The right column contains a "Sharing Notifications (0)" section with the text "You have no new notifications." and a "More About Sharing" section with an information icon and text explaining that no properties are currently shared and providing a link to "Learn more about exchanging data."

Add a Contact

- Click “Contacts” in the upper right-hand corner of the screen
- Click “Add New Contacts/Connections”
- Search the “Username” box for **DetroitSustainability**
- Select “Connect” to send a connection request

ENERGY STAR®
PortfolioManager®

Welcome LiputMM: Account | Notifications | ENERGY STAR | Settings | Notifications | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a Portfolio Manager account. If you find the person, send a Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the contact you would like to add does not have a Portfolio Manager account, then you can create an entry within your personal contacts.

Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

i Connecting with Other Users
If you think your contact already has an account in Portfolio Manager, search for them. If you find the person, send a Connection Request, and if they accept they will be added to your Contacts. You can easily [share your property](#) information with your contacts.

i Keeping Information for Non-Portfolio Manager Users
If the person you want to add does not have a Portfolio Manager account and does NOT need one, you can still add their information to your account. Sometimes you need to add a contact name that doesn't have a Portfolio Manager account to a report or certification application (ex: Signatory, Property Owner).

Share a Property

- Select the properties to share
- Select **DetroitSustainability** to share with from your Contacts list

The screenshot displays the Energy Star Portfolio Manager interface, specifically the 'Sharing' tab. At the top, the user is logged in as 'LiputMM' and has access to account settings, notifications, and help. The main navigation includes 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'My Shared Properties' section shows 0 shared properties and offers options to 'Share (or Edit Access to) Properties', 'Share with your Utility or Service Provider for exchanging data' (highlighted with a red circle), and 'Download Sharing Report'. The 'Sharing Notifications' section indicates 0 notifications. The main content area is titled 'Share (or Edit Access to) Properties' and provides instructions on how to share properties. It includes three numbered steps: 1. Select Properties, 2. Select People (Accounts), and 3. Choose Permissions. There are also informational sections on the right side, such as 'Sharing with Accounts', 'Exchanging Data with Web Service Providers?', and 'Who gets to Share Forward?'.

Share a Property

- Select “Bulk Sharing (Simple Option)”
- Select “Exchange Data Full Access ”
- Select "Authorize Exchange"



Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

- Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions
- Exchange Data Full Access (with full access to all properties and meters)
- Exchange Data Read Only Access (with read only access to all properties and meters)
- Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
- Remove Access (i.e. remove existing access to all properties)
- Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter.

[Authorize Exchange](#)

[Cancel](#)

Accessing Utility Data

Utility Bills

If you have 12 months of utility bills or usage data, you will be able to enter this manually today!

Utilities in this service area:

1. DTE – Electric and Gas
2. Constellation - Gas
3. DWSD - Water
4. Detroit Thermal - Steam

Accessing your Electric and Gas Data



Methods of accessing your DTE data			
Track 1	Direct Request	Contact your DTE Account manager or Customer Service	Free
Track 2	Bills	Access your bills on the DTE site	Free
Track 3	Become a member of DETROIT 2030 DISTRICT [®] 	Enroll your building in the DTE Data hub	Free
		Enroll your building in a premium membership with Detroit 2030 District	Paid

DTE Energy Data Hub enrollment

1. Become a Member of the Detroit 2030 District
 - Single Building Enrollment Form
2. Submit Enrollment and Consent Forms
 - Once you are a Detroit 2030 District Member, you may enroll your buildings into the DTE Energy Data Hub

For landlords --

3. Collect Consent Forms (less than 15 tenants)
 - If building is tenant occupied and has fewer than 5 tenants, have tenant fill out consent form and send to ENERGYPARTNERSHIP_Account@dteenergy.com

A more
detailed guide
is available:
[DTE Energy
Data Hub
guide](#)

Accessing your Natural Gas Data



Option 1	Direct Request	Contact your Constellation Representative or Customer Care gascustomer@constellation.com to Request your Usage Data	Free
Option 2	Direct Access	Access your invoices and customizable Usage reports via our on-line portal https://energymanager.constellation.com	Free
Option 3	Utility Bill Management	Constellation will streamline data collection for all your utilities for ENERGY STAR Portfolio annual reporting .	Included in fee-based service

Accessing your Water Usage Data



To fill out the form, you need:

- Account Number
- Meter Number
- Copy of water bill
- Detroit Building ID associated with your property
- Consent to share data through ESPM

Fill out this Water Data Automation Request Form

tinyurl.com/WATERBENCH

Accessing your Steam Data



Collect information from your bill:

- Building address
- Account Number
- Year reporting

**e-mail your request
with your information**



reporting@detroitthermal.com

Manual Meter Data Entry

Add Meter Information

Add Meters for each fuel type

civic opera building

20 N Wacker Drive, Chicago, IL 60606 | [Map It](#)

Portfolio Manager Property ID: 35978434

Year Built: 1954

[Edit](#)

[Change Metric](#)

Not currently eligible for ENERGY STAR Certification

Weather Normalized Source EUI (kBtu/ft²) Why not score?

Current:	N/A
Baseline:	N/A

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

Meter Summary

0 Energy Meters Total

In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Energy Date
Not Available

[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

[Add A Meter](#)

! There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. [Enter information about your energy meters](#) to begin tracking energy usage. After entering the meter, you will need to [choose to include it in your metrics](#).

For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).

Your utility, Commonwealth Edison, may be able to send energy data directly to this building record, using Portfolio Manager web services. [Click here](#) for additional information and to see if this option is right for you. If this is what you would like to do, you can [connect](#) with Commonwealth Edison to get the process started.

i Five Ways to Enter Bill Data

1. Manual ([Instructions here](#))

Add Meter Information

Select Energy Source(s)



Welcome LiputMM: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Help](#) | [Sign Out](#)

Get Started Setting Up Meters for civic opera building

There are five ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. Fourth, you can [hire a company to update your data electronically](#). And finally, you can see if your [utility offers the service to update your energy data automatically](#).

Sources of Your Property's Energy

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

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)
- Other:

Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More](#).

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more](#).

Entering Data

Uploading Data

- Make sure end dates and start dates do not overlap (it is ok for them to be the same date)
- Need 1 full year of data
- Common errors include:
 - Misaligned dates
 - Missing data

Click the “+” to manually add entries

Upload a spreadsheet using a template

ENERGY STAR®
PortfolioManager®

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Manage Bills (Meter Entries) for [civic opera building](#)

Meter Selection: Electric Grid Meter - 194228122

Basic Meter Information *(***click on the arrow to the left to expand this section)*

Monthly Entries

Display Year(s): Show All Years x

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Demand (kW)	Demand Cost (\$)	Last Upd.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

[Delete Selected Entries](#)
[+ Add Another Entry](#)
[Learn how to copy/paste](#)
[Delete ****ALL**** Meter data for this meter](#)

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

[Cancel](#)

Add Water Meter Information

- Create Meters
 - Go to the Water tab on your dashboard and select “Add a Meter”
 - Select what type of water is billed and how many meters for each option
 - In most cases, you will only select “indoor” and set up 1 meter

 **Your Property's Water Usage**

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

- Municipally Supplied Potable Water**
 - Indoor**
How Many Meters?
 - Outdoor**
How Many Meters?
 - Mixed Indoor/Outdoor**
- Municipally Supplied Reclaimed Water**
- Well Water**
- Other:**

 [Get Started!](#) [Cancel](#)

Entering Data: Water Meters

Uploading Data

- Data entry process is Typically, electric and natural gas – be sure the “Date Meter Became Active” matches start of first bill
- Select appropriate units according to water bill
 - Typically, in thousand gallons

2 Water Meters for civic opera building (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name	Custom Meter ID 1 Value
<input type="checkbox"/>	Potable Indoor Meter	Potable Indoor				<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Potable Outdoor Meter	Potable Outdoor				<input checked="" type="checkbox"/>			

[✖ Delete Selected Entries](#)
[+ Add Another Entry](#)

Meter Selection:

▶ Basic Meter Information (***click on the arrow to the left to expand this section)

▼ Monthly Entries

Display Year(s):

<input type="checkbox"/>	Start Date	End Date	Usage kGal (thousand gallons) (US)	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	

ONE-ON-ONE HELP WITH COMPLIANCE

THE OFFICE OF SUSTAINABILITY

Book free 30 minutes with the Office of Sustainability.

tinyurl.com/BookingOfficehour

DETROIT 2030 DISTRICT: FREE

Non-profits, houses of worship, childcare centers and affordable housing are eligible to receive free one-on-one technical assistance.

DETROIT 2030 DISTRICT

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DETROIT ENERGY CHALLENGE



AWARDS BREAKFAST

June 12, 2025

Detroit Energy Challenge Awards Breakfast

8:30 AM - 11:00 AM

Zero Net Energy Center | 1358 Abbott Street, Detroit 48226

Join us for the fourth annual Detroit Energy Challenge Awards Breakfast while we honor Detroit building owners and managers for reducing energy consumption in their buildings. Come enjoy a hot breakfast, network with our competitors, business, and industry professionals, and enjoy visiting the exhibitor tables and listening to our special guest speakers.

For more information, such as speaker bios and an agenda, and to purchase tickets visit the link below:

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Helpful Resources

- ENERGY STAR Portfolio Manager Data Collection Worksheet for Property Managers
 - <https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>
- ENERGY STAR Portfolio Manager Glossary terms
 - <https://portfoliomanager.energystar.gov/pm/glossary>
- ENERGY STAR Training Documents
 - <https://www.energystar.gov/buildings/training/training>
- ENERGY STAR tools for your home
 - <https://www.energystar.gov/campaign/assessYourHome>

Questions?

Contact

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BENCHMARKING@DETROITMI.GOV

Kendal Kuneman

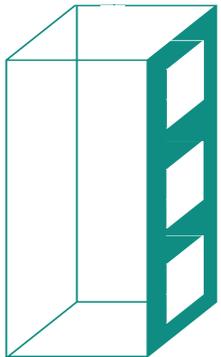
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Energy Star Information
www.energystar.gov/buildings



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