

City of St. Louis Benchmarking Guide

Learn How to Comply with the Building Energy Awareness Ordinance

City of St. Louis Building Energy Awareness Ordinance

Requirements:

- All municipal, institutional, commercial and multifamily buildings equal to or greater than 50,000 square feet must track and report energy and water use annually to the City of St. Louis using the free online tool ENERGY STAR Portfolio Manager.
- Private Buildings are required to **submit 2019 calendar year energy and water data by May 1, 2020**. Annual compliance is required each May 1 thereafter.

Buildings not in compliance with the ordinance will not be eligible for issuance of new residential or commercial occupancy permits. Fines also apply.

Benchmarking with ENERGY STAR Portfolio Manager

ENERGY STAR Portfolio Manager is a free, online energy, water, and waste benchmarking tool administered by the U.S. Environmental Protection Agency. **According to EPA, more than 40% of the commercial buildings market uses ENERGY STAR Portfolio Manager to measure and track their energy use.**

Facility owners and managers use ENERGY STAR Portfolio Manager to assess how their properties are performing using the tool's energy metrics. 21 types of buildings are eligible for the 1-100 ENERGY STAR score. A score of 50 represents typical performance, while a score of 75 indicates that your facility performs better than 75 percent of all similar facilities nationwide.

Buildings not eligible for the 1-100 score can compare their building's energy used per square foot (EUI) to the national median.

Refer to the **ENERGY STAR Portfolio Manager Quick Start Guide** for step-by-step instructions. This guide, along with multiple other step-by-step guides, video trainings, and webinars, is available on the **ENERGY STAR Portfolio Manager Training Page** (www.energystar.gov/buildings/training/training).

To log in or create an account, visit www.energystar.gov/benchmark.

www.stlbenchmarking.com

City of St. Louis | benchmarking@stlouis-mo.gov | 314-622-3616

USGBC-Missouri Gateway Chapter | usgbc-mogateway@mobot.org | 314-577-0854



Thanks to Ameren
Missouri for supporting
the creation of this guide.

Data Needed for Benchmarking

ENERGY STAR Portfolio Manager requires the following basic building details for all buildings:

- Property Name, Address, and a main point of contact
- Total Gross Floor Area
- Year Built (can be estimated)
- Occupancy (%)
- St. Louis Building ID (required for compliance, look up on www.stlbenchmarking.com)

Additional required details vary by building type. Refer to the

ENERGY STAR Data Collection Worksheet

(<https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>) for a full list of required details for your building type.

Gather utility data for water and all fuel types used at your property, including:

- Water (ccf)
- Electricity—purchased or generated onsite (kWh)
- Natural Gas (therms or ccf)
- District Steam (Klbs)
- Energy purchased in bulk such as Fuel Oil, propane, diesel, coal, etc.

Utility data needed:

- Start Date of Billing Cycle
- End Date of Billing Cycle
- Usage
- Cost (optional)
- Is this an estimation of usage? (Yes/No)

Ask for additional guidance if any of the following applies to your building:

- Generate green power onsite
- Building isn't individually metered, or is part of a campus
- Multi-tenant building

Compliance

Private buildings must submit energy and water data covering the period from January 1, 2019—December 31, 2019 to the City of St. Louis by May 1, 2020. Annual compliance is required each May 1 thereafter.

Buildings will report data using an ENERGY STAR Data Request Form. Links to the “Report Data” and “Building ID & Address Lookup” functions are located on the home page of www.stlbenchmarking.com.

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Reporting Checklist

1. Collect all data needed for benchmarking (refer to list on page 2).
2. Create an **ENERGY STAR Portfolio Manager** account or log in to your existing account at www.energystar.gov/benchmark

3. Benchmark your property.

Following the steps outlined in the **ENERGY STAR Quick Start Guide** or in the quick demonstration videos available at www.energystar.gov/buildings/training/training.

- ☐ Set up your property in Portfolio Manager
- ☐ Set up energy and water meters
- ☐ Add energy and water data

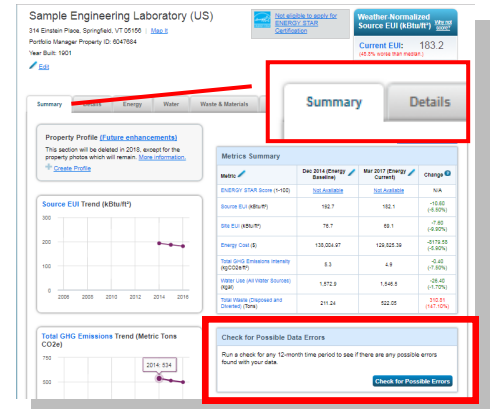
4. Check for Errors

Use Portfolio Manager's **Data Quality Checker** to find potential issues. Click on the link that reads "**Check for Possible Errors**" on your property's **Summary** tab.

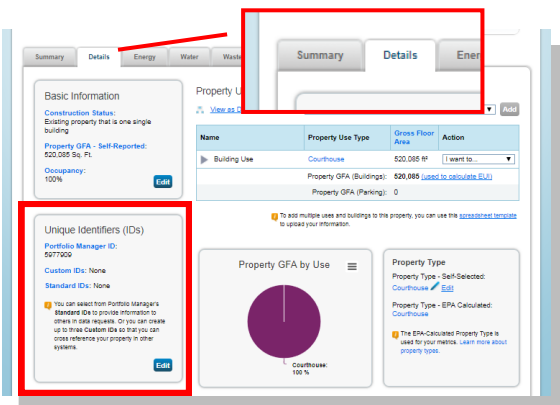
5. Add your **St. Louis Building ID** to your property.

This ID is required to track compliance.

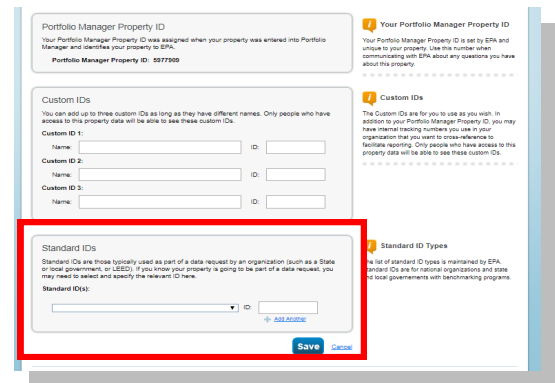
- ☐ Locate your St. Louis Building Id by clicking "**Building ID and Address Lookup**" on the homepage of www.stlbenchmarking.com. Alert us if you have issues locating your Building ID by emailing benchmarking@stlouis-mo.gov or calling 314-622-5689
- ☐ To add your St. Louis Building ID to your property, click on your property's **Details** tab. Look for the **Unique Identifiers** section in the bottom left. Click **Edit**. Locate the **Standard IDs** section, choose **St. Louis Building ID** from the drop down menu, and **enter your ID number**. Click **Save**.



Click **Check for Possible Errors** on your property's **Summary** Tab to use Portfolio Manager's Data Quality Checker.



Click on your property's **Details** Tab, then click **Edit** in the **Unique Identifiers** section in the bottom left.



Look for the **Standard IDs** Section. Choose **St. Louis Building ID** from the drop down menu, enter your ID number and click **Save**.

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Reporting Checklist (continued)

6. Generate and submit your energy and water report using the St. Louis Benchmarking Data Request.

❑ Access Data Request

Click on **Report Data** on the homepage of www.stlbenchmarking.com

❑ Create a Response

You will be directed to the **St. Louis's Benchmarking Report Data Request**. Select the property or properties you'll be reporting and whether you are submitting data on your own behalf or on behalf of someone else. Click **Generate Response Preview**.

The Report Data link on the homepage of www.stlbenchmarking.com will take you to St. Louis's Benchmarking Data Request. You may be asked to log in.

Select the property or properties you will be reporting and click Generate Response Preview.

You will be redirected to Portfolio Manager's Reporting page. Look for St. Louis 2019 Benchmarking Data Request, highlighted in green.



❑ Preview Response

You will be redirected to Portfolio Manager's Reporting page. You may then preview your response by selecting **Preview Response** (to view in your browser window) or **Download Preview in Excel**.

❑ Resolve any Data Quality Alerts

If Portfolio Manager determines your energy or water metrics cannot be calculated for one or more properties in the request, a **pink alert box** will appear after you generate the response preview. Click the **"Read More"** link in the box to go to the alert page, which will list all the properties affected. Links within the alerts will take you to the specific screen where the data issue can be fixed. After updating your properties to fix errors or omissions, click **"Generate an Updated Response"** to refresh the report. If any alerts remain, the pink alert box will appear on the Reporting tab after the revised report is generated.

❑ Submit Response

After you have reviewed and confirmed the data in the report, select **Send Response** from the drop-down menu next to the report's name on the Reporting page. E-sign the following page and click **Send Data** to complete the response. You will receive a confirmation email and a copy of the data.

A pink alert box means that your energy or water metrics can't be calculated. Click **Read More** to review and resolve errors or omissions.

Use the drop down menu to preview your response, generate a new response after you correct errors or omissions, and **send** your response.

Templates & Reports (21)

⚠ Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

Name	Status	Action
Data Request: St. Louis 2018 Benchmarking Data Request (Request from Rajiv Ravulapati)	⚠ Response Preview Generated: 1/02/2020 6:00 PM	I want to...

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