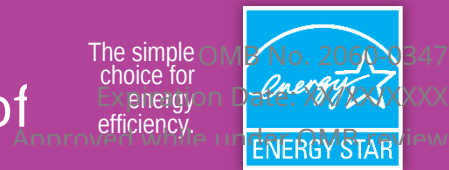


# 2020 ENERGY STAR® Awards

## Supplemental Guidance for Section 3A of the Energy Management POY



**Note:** This special guidance is only applicable to Commercial and Industrial Partners completing Section 3A of the *Partner of the Year – Energy Management* and Section 2A of the *Partner of the Year – Sustained Excellence Energy Management* applications. Separate instructions for Industrial Partners are included in those applications.

The *Demonstration of Energy Savings* section of the above applications is intended to assess actual, quantified energy performance improvements achieved by your organization during the past year, and requires applicants to provide a Partner of the Year (POY) report from ENERGY STAR Portfolio Manager documenting these improvements. This guidance document provides directions for generating the POY report which EPA will use in conjunction with other information requested in this section to assess the following:

- Reduction in energy consumption, energy use intensity, and greenhouse gas emissions achieved across the portfolio during the past year,
- Number of buildings that have earned the ENERGY STAR (if applicable),
- General movement toward improved energy performance, with context provided to explain performance results, if needed, and,
- Extent of portfolio-wide benchmarking, with context provided to explain why any buildings or building data cannot be included in portfolio-wide reporting (e.g., new building acquisitions, less than 24 months of data available, etc.).

# 2020 ENERGY STAR® Awards

## Supplemental Guidance for Section 3A of the Energy Management POY

The simple choice for energy efficiency.



### Directions for Generating a Partner of the Year (POY) Report

**Step 1.** Go to <https://www.energystar.gov/porfoliomanager> to log in to ENERGY STAR Portfolio Manager.

**Step 2.** Log in to the ENERGY STAR Portfolio Manager account that contains all of the buildings and benchmarking data for your organization. You must submit building data for your organization's entire portfolio. If you cannot provide benchmarking data for certain buildings, or the buildings are not reflected in the account, be sure to address this in Section 2 of the application.

**Step 3.** Click on the "Reporting" tab.

**Step 4.** Identify the "Partner of the Year Report" in the list of reports at the bottom of the page. A screenshot of the "Reporting" tab and the list of reports available is provided below.

Name	Status	Action
Partner of the Year Report	No Report Generated	Generate New Report
ENERGY STAR Certification Status	No Report Generated	I want to... Generate New Report
Performance Highlights	No Report Generated	I want to...
Energy Performance	No Report Generated	I want to...
Emissions Performance	No Report Generated	I want to...
Water Performance	No Report Generated	I want to...
Fuel Performance	No Report Generated	I want to...
Sustainable Buildings Checklist Report	No Report Generated	I want to...

**Step 5.** From the drop-down box in the "Action" column next to the report name, select "Generate New Report." You will then be taken to a screen titled "Create Partner of the Year Report," as illustrated below.

# 2020 ENERGY STAR® Awards

Supplement  
the Energy

The simple  
choice for  
energy  
efficiency.



MyPortfolio | Sharing | Reporting | Recognition | Admin | Processing

## Create Partner of the Year Report

In order to generate the spreadsheet, you will need to first select the timeframe of information to include as well as the properties from your account you would like to see in the spreadsheet. Once you have done this, you will be able to generate your spreadsheet.

- Select Timeframe**

Timeframe:

with period ending

Each property must have 12 full months of data for metrics to be calculated. If metrics cannot be calculated, 'N/A' will be displayed in your report. Pick the last day of the 12 month period that you want.
- Select Properties**

Properties:
- Review Included Metrics**

Metric Category	Metric Name
Property ID Numbers	Portfolio Manager Property ID
Property Information	Property Name
Property ID Numbers	Portfolio Manager Parent Property ID
Property Information	Parent Property Name
Property Information	City
Property Information	State/Province
Property Information	Postal Code
Property Information	Property GFA - Calculated (Buildings)
Property Information	Primary Property Type - Portfolio Manager-

[Generate Spreadsheet](#) [Cancel](#)

**Making Changes**

Once you select the time properties, they will be saved to your report. If you want to generate a report with a different time period, you will need to come here to make edits.

**Need to Change Metrics?**

Metrics in this template were created by EPA to help you understand aspects of your performance. If you would like to make your own report with different metrics, you can [customize your report](#).

**Step 6.** In the “Create Partner of the Year Report” screen, you must choose a timeframe for the report.

# 2020 ENERGY STAR® Awards

## Supplemental Guidance for Section 3A of the Energy Management POY

The simple choice for energy efficiency.



To choose a timeframe, you must select “**Compare Two Years**” from the drop-down menu, as illustrated in the screenshot above. The second period must be August 2019 or later, and should be the month for which you have complete energy data for the greatest number of buildings in your portfolio. The first period should be the same month one year prior. For example, the screenshot above will generate a report comparing August 2018 to August 2019.

**Step 7.** In the “Create Partner of the Year Report” screen, you must also select properties to include in the report.

You must choose “**All Properties**” from the drop-down menu, unless you have test or duplicate buildings in your account. In this case, select “Multiple Properties” from the drop-down and select all non-test or duplicate buildings to submit.

Please ensure that all non-test or duplicate benchmarked properties appear in the report, even if you do not have 24 months of data for all properties in your portfolio. ENERGY STAR asks you to do this because it is important to demonstrate the extent to which you are benchmarking the properties in your portfolio.

This screen also provides a list of metrics that are included in the report, provided under “Review Included Metrics.” You cannot change this selection of metrics.

**Step 8.** Click “Generate Spreadsheet” to generate the report. You will now be returned to the main page of the “Reporting” tab.

**Step 9.** In the list of “Templates and Reports” on the “Reporting” tab, you will see that your report has been generated, as illustrated in the screenshot below. In the “Action” column of the “Partner of the Year Report” row, use the drop-down menu to select “Download Current Report in Excel.”

Name	Status	Action
Partner of the Year Report	Generated: 9/01/2015 10:24 AM	I want to...
Performance Highlights	No Report Generated	I want to...
Energy Performance	No Report Generated	I want to...
Emissions Performance	No Report Generated	I want to...
Water Performance	No Report Generated	I want to...
Fuel Performance	No Report Generated	I want to...
ENERGY STAR Certification Status	No Report Generated	I want to...
Sustainable Buildings Checklist Report	No Report Generated	I want to...

Open the Excel document that is generated to view your data. When you do, you will see three tabs.

- Tab 1 “Summary” contains **the table you must paste into Section 3A of your Partner of the Year**

# 2020 ENERGY STAR® Awards

## Supplemental Guidance for Section 3A of the Energy Management POY

The simple choice for energy efficiency.



**Application**, and provide a discussion of the figures.

- Tab 2 “Information and Metrics” contains two rows for each of the buildings in your portfolio: one row contains data corresponding to the August 2019 (or later) period that you have selected, and the other line contains data corresponding to the comparison period selected, which should be 12 months prior.
- Tab 3 “Comparisons” contains one row for each building. The tab provides the calculated difference between the two time periods reported on the “Information and Metrics” tab for each metric.

With the information provided in this report, you can describe the energy consumption characteristics of your portfolio to demonstrate improvement, or give context for instances where little or no improvement is observed.

**Step 10.** If you want to re-generate your report (if you’ve updated any energy data or Use Details (square foot, etc.)), you can do so by choosing “Generate New Report” from the “Action” drop-down menu illustrated under Step 9. If you want to change the properties selected or the comparison time periods, from the Action menu, “Select Properties and Timeframes.”

ENERGY STAR® is the simple choice for energy efficiency. For 25 years, EPA’s ENERGY STAR program has been America’s resource for saving energy and protecting the environment. Join the millions already making a difference at [energystar.gov](http://energystar.gov).

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0347). Responses to this collection of information are voluntary (Section 103(g) Clean Air Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to average 14 hours per response. Send comments on the Agency’s need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.