

Better Buildings Alliance Annual Reporting Form

Company Name: _____
Company Contact Name: _____
E-mail Address: _____
Energy Saving Goal: _____
Base Year: _____
Year of Data Reported in this form: _____

	Baseline Year	Current Year	Previous Year
Square footage of United States building portfolio committed to energy savings goal:	0	0	0

Source Energy Consumed (see instructions for guidance):	Baseline Year	Current Year	Previous Year
Electricity	0	0	0
Natural gas	0	0	0
Other (please specify)	0	0	0
Total Source Energy Consumed, (kBtu):	0	0	0
Total Energy Usage Intensity (kBtu/sq ft)	0	0	0

Improvement in EUI since Previous Year: _____
Improvement in EUI since Baseline Year : _____

Please describe (1) any methods undertaken to normalize energy use data and (2) any adjustments to baseline energy use.

Please identify systems impacted and approximate savings from Alliance project team activities. (Example: participated in Lighting Project Team and used lighting specifications to upgrade parking lots for savings of 5,000 kWh and \$5,000 per year).

Please include other notable energy efficient technologies, strategies, and practices employed during the previous year to decrease intensity that you would like to share with DOE and/or other Alliance members.

Instructions for Completing the Better Buildings Alliance Annual Report Form

Reporting Form Field	Instructions												
Company Name:	Provide the name of the organization that has committed to the voluntary partnership												
Company Contact Name:	Provide the name of the person with the organization who is responsible and knowledgeable of this information.												
Address:	Provide the address for the organizational contact.												
Phone:	Provide the phone number for the organizational contact.												
E-mail Address:	Provide the email address for the organizational contact.												
Year of reported data:	Identify the current reporting year, in YYYY format.												
Base Year:	Identify the base year for your pledge agreement, in YYYY format.												
Square footage of building portfolio committed to energy savings goal	Provide the square footage of the building portfolio committed to the energy savings goal that your organization has set. This will be used to determine the EUI calculation. In most cases, this should incorporate all buildings in your portfolio. Some exceptions may apply. For instance, building management companies that do not have permission from clients to include client buildings in the total energy reduction goal may not be able to count those buildings. Contact your Account Manager or write to BBA@ee.doe.gov if you have additional questions.												
Source Energy Consumed	<p>Site energy is the amount of heat and electricity consumed by a building as reflected in utility bills. Source energy on the other hand is the raw fuel that is burned to create the heat and electricity, which is then used by a specific site. The factors used to restate site energy in terms of the total equivalent source energy units are called the source-site ratios. To calculate your source energy use, simply multiply your site energy use (in Btu) by the source-site ratio. For electricity generated on site (for example, with a CHP system), the recommended method for tracking is to report only the BTU content of the input fuel and not the resulting electricity.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th></th> <th>Site</th> <th>Source-Site Ratio</th> </tr> </thead> <tbody> <tr> <td>Natural Gas</td> <td>100 kBtu per therm</td> <td>1.05</td> </tr> <tr> <td>Electricity (purchased from grid)</td> <td>3.412 kBtu per kWh</td> <td>3.14</td> </tr> <tr> <td>Electricity (on-site solar or wind)</td> <td>3.412 kBtu/kWh</td> <td>1</td> </tr> </tbody> </table>		Site	Source-Site Ratio	Natural Gas	100 kBtu per therm	1.05	Electricity (purchased from grid)	3.412 kBtu per kWh	3.14	Electricity (on-site solar or wind)	3.412 kBtu/kWh	1
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	Fuel Oil, Diesel	138.6905 kBtu per gallon	1.01
	Propane	91.6476 kBtu per gallon	1.01
	Steam	1194 kBtu per kLbs	1.2
	Hot water	100 kBtu per therm	1.2
	Chilled water	12 kBtu per Ton Hour	1
	Wood	15380 kBtu per ton	1
	Coal/Coke	12.465 kBtu per pound	1
Total Source Energy Consumed (kBtu):	This represents the total primary energy consumed; this number is calculated by the spreadsheet (to calculate please sum all energy sources: electricity, natural gas, other).		
Total Energy Usage Intensity kBtu):	This represents the total energy intensity; this number is calculated by the spreadsheet (to calculate this number please divide the total source energy consumed by the total square footage committed to the energy savings goal).		
Improvement in EUI since Previous Year(%):	This number is calculated by the spreadsheet, reflecting the change in energy intensity experienced in current year.		
Improvement in EUI since Baseline Year (%)	This number is calculated by the spreadsheet, reflecting the change in energy intensity since the baseline year.		
Please describe any methods undertaken to normalize energy intensity data or adjust baseline data to account for economic and other factors that affect energy use:	Briefly describe adjustment made both the current and baseline for the pledge entity (i.e. weather interactions or increases or decreases in occupancy). If there were significant changes to the buiding portfolio, please explain those changes. For additional information, see DOE guidance documents, available on request from bba@doe.gov.		
Please describe the energy efficient technologies, strategies, and practices employed during the previous year to decrease intensity. Please identify systems impacted and approximate savings from project team activities. (Ex: used lighting specifications to upgrade 5 parking lots for savings of 10,000 MMBtu and \$5,000 per year; used implementation	Briefly describe, in general, the range of technologies, strategies and practices employed during the current year that resulted in a reduction in energy-intensity. Be sure to identify activites conducted in cooperation with program project teams. Identify systems and if possible, buildings that were impacted. Optional details: approximate energy savings (in \$ or Btu), type of fuel, geographic location, and additional descriptive details about the projects.		

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records Management Division, IM-23, Paperwork Reduction Project (1910-5141), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-5141), Washington, DC 20503.

In furtherance of the objectives of the Better Buildings Alliance the Department of Energy (DOE) may publicly post information submitted in response to this template on the Better Buildings Alliance website. Information submitted to DOE will be handled in accordance with all applicable federal laws, rules, or regulations, including but not limited to the Trade Secrets Act, 18 U.S.C. §1905, and the Freedom of Information Act (FOIA), 5 U.S.C. §552, and DOE's implementing regulations at 10 CFR 1004. Participation in the Better Buildings Challenge is voluntary. **Do not include any personal or confidential commercial and financial information in response to this template.** Commercial and financial information is considered to be confidential when its release would be likely either to harm the submitter's commercial interests or to affect the agency's ability to obtain information in the future. This statement serves as your written notice that DOE intends to publicly post this information. By submitting information in response to this template, you are certifying that this information does not contain confidential commercial or financial information.