

2023 ENERGY STAR® Awards

Supplemental Guidance for Energy Management Applications (for Commercial Building Partners only)

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Note: This special guidance is only applicable to **Commercial Building Partners** (including institutional organizations) completing the following applications:

- *Partner of the Year – Energy Management (Section 4A)*
- *Partner of the Year – Sustained Excellence Energy Management (Section 2)*

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. It 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 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 ENERGY STAR certification (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.).

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

1. Go to <https://www.energystar.gov/portfoliomanager>
2. Log in to the ENERGY STAR Portfolio Manager account that contains all 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 the application.
3. Click on the "Reporting" tab, and then the ENERGY STAR Reports sub-tab.
4. Identify the "Partner of the Year Report" in the list of reports at the bottom of the page.
5. From the "Action" menu, select "Generate New Report."

The screenshot shows the ENERGY STAR Portfolio Manager interface. The 'Reporting' tab is selected and circled in red. Below the navigation tabs, there are sections for 'Charts & Graphs' and 'ENERGY STAR Performance Documents'. The 'ENERGY STAR Reports' sub-tab is also circled in red. A green notification bar states 'Your new report(s) has been generated'. Below this, a table lists reports, with the 'Partner of the Year Report' circled in red. The 'Action' menu for this report is open, showing options like 'View Current Report', 'Download Current Report in Excel', and 'Generate New Report', with 'Generate New Report' circled in red.

Name	Status	Action
Partner of the Year Report	Generated: 6/10/2022 1:00 PM	I want to... I want to... View Current Report Download Current Report in Excel Download Current Report in XML Generate New Report Select Properties and Timeframes I want to...
Emissions Performance	Last Modified: 6/10/2022 12:45 PM	
Performance Highlights	Last Modified: 6/10/2022 11:34 AM	
Energy Performance	Last Modified: 6/09/2022 6:22 PM	

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6. You should now be on the “Create Partner of the Year Report” screen, where you’ll need to fill in the timeframe and choose properties:
 - a. **Select a timeframe.** You must select “**Compare Two Years**” from the drop-down menu, as illustrated in the screenshot below. The period ending date (second date chosen) must be in August 2022 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 date should be the same month one year prior. For example, if your period ending date is August 31, 2022, then the report will compare the year ending August 31, 2021 to the year ending August 31, 2022.
 - b. **Select Properties.** 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.
 - c. 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.
7. Click “Generate Spreadsheet” to generate the report.

1 Select Timeframe

Timeframe: **Compare Two Years**

Aug 31 | 2021 | with period ending Aug 31 | 2022

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.

2 Select Properties

Properties: **Select Properties** Selected Items: 48

3 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-Calculated

Generate Spreadsheet [Cancel](#)

Making Changes
Once you select the timeframe and properties, they will be saved for the report. If you want to generate the report with a different timeframe or properties, you will need to come back here to make edits.

Need to Change the Metrics?
Metrics in this template were selected by EPA to help you understand key aspects of your performance. If you'd like to make your own report with different metrics, you can [create a new template](#).

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- You will now be returned to the main page of the “Reporting” tab. Your report might be generated, or it might take a few minutes to complete. You can reload the page to see if it’s complete. To review your report, in the “Action” menu, select “Download Current Report in Excel.”

The screenshot shows the "ENERGY STAR Reports" tab in a web application. At the top, there are three tabs: "Data Requests from Others", "My Reports and Templates", and "ENERGY STAR Reports". A green notification bar at the top of the content area says "Your new report(s) has been generated". Below this is a table with four columns: "Name", "Status", and "Action". The table contains four rows of reports:

Name	Status	Action
Partner of the Year Report	Generated: 6/10/2022 1:28 PM	I want to...
ENERGY STAR Certification Status	Last Modified: 6/10/2022 1:10 PM	I want to...
Emissions Performance	Last Modified: 6/10/2022 12:45 PM	I want to...
Performance Highlights	Last Modified: 6/10/2022 11:34 AM	I want to...

In the Excel file, you will see three tabs.

- Tab 1 “Summary”** contains the table you must paste into your application along with a discussion of the results.
- Tab 2 “Information and Metrics”** contains two rows for each of the buildings in your portfolio: one row contains data corresponding to the August 2022 (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. It 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.

- If you want to re-generate your report (if you’ve updated any energy data or Use Details (square foot, etc.)), you can “Generate New Report” from the “Action” menu again. If you want to change the properties selected or the comparison time periods, from the Action menu, choose “Select Properties and Timeframes.”

ENERGY STAR® is the government-backed symbol for energy efficiency, providing simple, credible, and unbiased information that consumers and businesses rely on to make well-informed decisions.