



Guidance on Application Processes for the ENERGY STAR® Service and Product Provider Partnership

ENERGY STAR partners have learned that the key to effectively managing building energy consumption is to measure and track energy usage, allowing more informed decision-making about building design and operations. ENERGY STAR provides a wide range of tools and resources that enable Service and Product Providers (SPP) to offer valuable energy efficiency guidance to customers, and to garner recognition for both customers *and* your organization for successful energy management.

Applying to the Existing Commercial Buildings SPP Partnership Category

Requirement: SPPs that primarily work with existing commercial buildings must use EPA's ENERGY STAR measurement and tracking tool, Portfolio Manager, to benchmark at least 10 customer commercial buildings in the last 12 months, OR serve as the primary SPP helping at least one customer building to earn the ENERGY STAR certification in the last 12 months. *During the online application process, Portfolio Manager Building ID numbers will be requested. For automated benchmarking providers, these ID numbers can be located in the customer's Portfolio Manager account.* Further guidance on these activities is provided below.

Using Portfolio Manager to Measure and Track the Energy Performance of Customer Buildings

Portfolio Manager is an online, interactive energy management tool that allows you to track energy consumption and costs, water consumption and costs, and greenhouse gas emissions of commercial buildings and building portfolios. With this tool, you can help your customers:

- Assess building energy performance
- Identify strategic opportunities for savings in a building
- Prioritize and maximize opportunities for improvement
- Set performance goals
- Monitor progress of energy management goals over time
- Achieve recognition for successes

First, create a secure account in Portfolio Manager to start tracking energy performance of customer buildings. Enter building characteristics and energy consumption for your customer's buildings. When you have entered at least 11 consecutive months of complete building and energy usage data for a building, Portfolio Manager will generate a "benchmark".

An ENERGY STAR benchmark is a measurement of a building's energy performance as determined by the entered building information and energy data in Portfolio Manager. Types of ENERGY STAR "benchmarks" are:

- 1-100 Energy Performance Score: Commercial building types for which ENERGY STAR currently offers a 1-100 score are office, bank branch, courthouse, data center, dormitory, financial center, hospital, hotels, house of worship, K-12 school, medical office building, retail stores, senior care facility, supermarket, and warehouse. View full [criteria](#) for scoring building energy performance.
- Energy Use Intensity (EUI): All commercial buildings can receive a weather-normalized EUI in Portfolio Manager by entering a valid address, square footage, and at least 11 consecutive months of energy consumption data for all fuel types. Use the EUI to determine if a building is above, at, or below the national median energy intensity for that building type.

IMPORTANT:

You must make the following selections in your Portfolio Manager account to ensure you receive "credit" for your activity.

1. When creating your account, indicate that the primary business or service of your organization is "Service and Product Provider."
2. For each building tracked in your account, in the building's "General Information" section, enter your organization name as the "energy efficiency service and product provider".



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Benchmarking enables clear comparisons of building energy performance relative to past performance, against other buildings in a portfolio, and/or against similar buildings nationwide. Benchmarking customer buildings in Portfolio Manager will enable you to work with customers to achieve energy efficiency improvements and strive for ENERGY STAR recognition.

Earn the ENERGY STAR Certification for Customer Buildings

Commercial building types which are eligible for a 1-100 ENERGY STAR energy performance score that receive a 75 or higher are considered in the top quartile of facilities nationwide. These buildings can apply for the prestigious ENERGY STAR certification. Commercial buildings that have earned the ENERGY STAR certification use 35 percent less energy than typical buildings and generate one-third less carbon dioxide.

If a building earns a score of 75 or higher, help your customer submit a Statement of Energy Performance and Data Checklist that is verified by a Professional Engineer or Registered Architect to [apply for the ENERGY STAR](#).

Buildings that earn the ENERGY STAR are listed in the [Registry of ENERGY STAR Buildings and Plants](#). Work with your customers to create a detailed building profile in this online registry to further communicate achievements.

A building that has earned the ENERGY STAR label becomes eligible to reapply one year after the period covered in the previous application. Help your customers maintain the energy performance of their buildings and continue earning the ENERGY STAR year after year!

IMPORTANT:

When submitting an application for the ENERGY STAR through Portfolio Manager, be sure your company is named as the "Primary Service and Product Provider for this facility" during the application process. This will allow your company name to be featured in the Building Profile, and receive "credit" for your activity.

Applying to the Commercial New Construction SPP Partnership Category

Requirement: Commercial New Construction SPPs, comprised of architecture and A/E firms, are required to submit commercial building design projects that achieve Designed to Earn the ENERGY STAR to meet the initial Partnership Requirement. *Project information will be requested during the online application process.*

Eligible design projects are determined by using Target Finder and require approval from EPA. Prospective SPPs in this partnership category can visit the [Commercial Building Design](#) section of the ENERGY STAR website for detailed information on EPA's Building Design Guidance, online Target Finder tool, and how to apply for Designed to Earn the ENERGY STAR.

Applying to the Industrial SPP Partnership Category

Requirement: SPPs serving the industrial market can meet the initial Partnership Requirement for Industrial SPPs by working with an [ENERGY STAR Industrial partner](#) on at least one energy efficiency project in the most recent two-year period, and by submitting a Teaming Profile to EPA outlining the project scope and resulting savings for that project. *The Teaming Profile will be requested during the online application process.*

Teaming Profiles are co-authored by the SPP and customer, and showcase the expertise of an SPP in delivering energy efficiency to their industrial clientele. For examples, view posted [Teaming Profiles](#).