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ENERGY STAR®, a U.S. Environmental Protection Agency and U.S. Department of Energy program, helps us all save money and protect our environment through energy efficient products and practices. For more information, visit [www.energystar.gov](http://www.energystar.gov).

## Meeting the Requirements of the 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 decisions to be made about building operations. ENERGY STAR provides a wealth of tools and resources that enable Service and Product Providers (SPP) to offer valuable energy efficiency guidance to customers, and garner recognition for customers *and* your organization for energy management successes.

If your organization has used Portfolio Manager to earn at least 10 benchmarks for customer commercial buildings in the last 12 months, and/or served as the primary SPP helping at least one customer building to earn the ENERGY STAR label in the last 12 months, you can apply to become an ENERGY STAR SPP partner in the **Existing Commercial Buildings** SPP partnership category.

## Use 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 existing commercial buildings and entire commercial building portfolios. By entering information on customer buildings and energy consumption, you can help customers:

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

[Create a secure account](#) in Portfolio Manager to start tracking energy performance of customer buildings.

**NOTE: When creating your account, in responding to the question on primary business or service of your organization, you must identify your organization as a “Service and Product Provider.”**

Once you have created an account, you are ready to begin entering building characteristic and energy consumption information for customer buildings. When you have entered at least 11 consecutive months of complete building and energy usage data for each building that you track in Portfolio Manager, Portfolio Manager will generate a “benchmark” measuring the energy performance for that building.

### What is a Benchmark?

An ENERGY STAR benchmark is a measurement of a building’s energy performance resulting from entering building information and at least 11 consecutive months of building energy data into Portfolio Manager. Commercial buildings can earn one or both types of benchmarks, outlined below:

- **1-100 Energy Performance Rating:** Commercial building types for which ENERGY STAR currently offers a 1-100 rating are offices, bank branches, financial centers, retail stores, courthouses, hospitals, hotels, K-12 schools, medical offices, supermarkets, dormitories, and warehouses. These building types can earn a 1-100 rating by entering a valid building address, square footage, space-specific operating characteristics, and at least 11 consecutive months of energy consumption data for all fuel types. View full [criteria for rating](#).
- **Energy Use Intensity (EUI) Index:** All commercial buildings can receive a weather-normalized EUI in Portfolio Manager by entering a valid building 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 average energy intensity for that building type.

**NOTE: When selecting a space type for a building, if a customer building should be classified as a space that is not specifically listed in Portfolio Manager, please select the space type “Other.”**



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### What is a Benchmark? (Continued)

After receiving a building's first benchmark, another benchmark is earned each time energy data is added for a building (e.g. monthly when new utility bills are received).

**NOTE: For the purpose of meeting Partnership Requirements for Existing Commercial Buildings SPPs, SPPs must achieve and maintain at least 10 benchmarks in the most recent 12 month period, not to exceed 2 benchmarks per customer building. These 10 benchmarks can be comprised of Energy Performance Ratings and/or EUI indices.**

Benchmarks enable clear comparisons of building energy performance relative to past performance, against other buildings in a portfolio, or against similar buildings nationwide. Benchmarking customer buildings in Portfolio Manager will enable you to work with customers to set investment priorities, identify under-performing buildings, verify efficiency improvements, and strive for ENERGY STAR recognition.

### Earn the ENERGY STAR Label for Customer Buildings

Commercial building types which are eligible for a 1-100 Energy Performance Rating that score a 75 or higher rate in the top quartile of facilities in the nation. These buildings can apply for the prestigious ENERGY STAR label. Commercial buildings that have earned the ENERGY STAR use on average 35 percent less energy than typical buildings and generate one-third less carbon dioxide.

If a building earns a rating of 75 or higher, advise your customer that once the Statement of Energy Performance and Energy Checklist are verified by a professional engineer, the building is eligible to [apply for the ENERGY STAR](#).

**NOTE: 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" in the general building information section. This will allow your company name to be featured in the Building Profile, and allow you to meet the Partnership Requirement for Existing Commercial Buildings SPPs of taking the lead in helping at least one customer building to earn the ENERGY STAR in the most recent 12 month period.**



Buildings that earn the ENERGY STAR label are listed in the registry of ENERGY STAR [Labeled Buildings and Plants](#). Work with your customers to create a detailed building profile to be linked to their building in the online registry. The profile includes the ENERGY STAR rating and energy intensity of the building, building size and location, efficient technologies used, and a summary of the building's successes. This building profile provides you and your customers with the opportunity 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!

### Commercial New Construction and Industrial SPP Partnership Categories

**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 for Commercial New Construction SPPs. 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 Web site for detailed information on EPA's Building Design Guidance, online Target Finder tool, and how to apply for Designed to Earn the ENERGY STAR.

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 2 year period and submitting a Teaming Profile to EPA outlining the project scope and resulting savings for that project. [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.