



## How to Benchmark Properties with Offsite Green Power

Users can track the purchase, consumption, and emissions impact of offsite green power, including bundled green power products and unbundled renewable energy certificates (RECs). This document lays out the steps to track the use of offsite renewable energy at your building to obtain accurate metrics for energy and emissions performance.

### 1 Understand the Data Required by Portfolio Manager

Unlike onsite-generated renewable energy, when you purchase offsite green power, your electricity still comes from the grid. Therefore, when tracking offsite green power, you need to specify the amount or percentage of grid electricity for which you also own RECs. You must also provide additional information regarding the RECs themselves.

**NOTE:** The use of offsite green power will not improve a property’s ENERGY STAR score, as it does not lower the actual quantity of energy required to operate a building. However, the purchase of offsite green power (including unbundled RECs) will be reflected in the property’s avoided emissions and its market-based emissions (coming soon!).

### 2 Enter Your Offsite Green Power Details

In most cases, you should have already set up a “Grid Electricity” meter within your property’s Portfolio Manager record. If you need help setting up meters, see [How to Get Utility Data Into Portfolio Manager](#).

Once this meter has been created, you can tell Portfolio Manager about your Green Power purchases.

1. From the “Energy” tab of your property, scroll down to locate the “Green Power” section on the left sidebar and click on “Manage Green Power.”

This will bring you to a new page from which you will be able to enter more information about your Offsite Green Power purchases (as well as your Onsite Green Power generation, which is covered in the guide [How To Benchmark Properties with Onsite Renewable Energy](#)).



#### Table of Contents

- Part 1: Understand the Required Data
- Part 2: Enter Your Offsite Green Power Details
- Appendix A: Offsite Renewable Energy Defined



Figure 1: “Manage Green Power” selection

### Green Power Information for [ABC Hotel](#)

Below is a summary of the green power that has been entered for this property. EPA only counts power as "green" if the associated RECs are owned. [Learn more about green power in Portfolio Manager](#)

Offsite Green Power Purchases [Add Offsite Green Power Purchase](#)

No [offsite green power purchases](#) have been entered for this property.

Onsite Renewable Energy-REC Ownership Information [Add Onsite Renewable Energy](#)

No [onsite renewable energy](#) has been entered for this property.

[Close](#)

Figure 2: New user interface for managing green power information

2. Once you click on "Add Offsite Green Power Purchase" you will be asked to answer a series of questions, as shown below.
  - **Attestation of REC Ownership:** The first thing you'll need to do is attest that you own the RECs, and you've retired them, or they've been retired on your behalf. **You can most likely confirm the ownership and retirement of the actual RECs in the contract you have with the entity selling the green power.**

Some utilities are mandated by their state to supply a specified percentage of their electricity from renewable sources. Utility customers in these markets purchase and receive renewable energy as part of their standard electricity service without any proactive measures on their part. In the "standard offering," this renewable energy does not convey the environmental benefits with it. Customers can only claim REC ownership when they go "above and beyond" the standard offering, and they have a contract which confirms RECs are retired on behalf of a customer. If the green power is above the standard offering, the mandated amount of green power does convey to the customer.

#### Enter Offsite Green Power Purchase for [EPA Sample K-12 School](#)

Portfolio Manager's GHG emissions calculations are aligned with WRI's Greenhouse Gas Protocol. All green power should meet [these requirements](#).

**⚠ BEFORE PROCEEDING:** You must own and retire the RECs (or have them retired on your behalf) for them to count as green power in Portfolio Manager. [See this FAQ for more information on how to confirm you own the RECs.](#)

\* Does this green power meet these REC ownership and retirement requirements?

Yes, I attest that we own these RECs and have retired them, or they have been retired on our behalf.

Figure 3: Checkbox ensuring REC ownership and retirement requirements are met

- Dates:** Enter the dates for which this green power applies. All dates in the future will automatically be marked as an “estimate.” If your green power is in a long-term or open-ended contract, you might want to enter one year at a time. This will allow you to confirm the green power that you received at the end of that year, before any annual reporting.

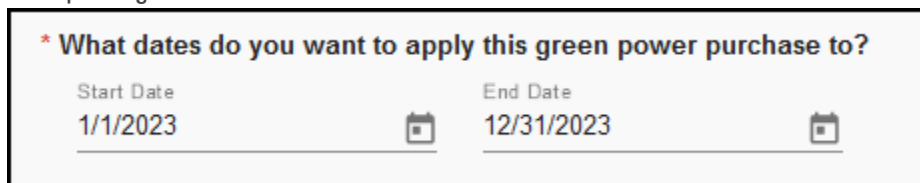


Figure 4: Entering green power purchase dates

- Quantity of Green Power:** The quantity of any green power you’ve purchased can be either a fixed amount, or a percentage of one or more of your electricity meters. The quantity should be confirmed at the end of the time period. For example, if you have a contract with your utility to purchase 50% green power, you’ll need to confirm at the end of the contract period that your utility indeed retired RECs equaling 50% of your energy use for the contract period. Often the contract is for a minimum amount of green power, and the actual amount could be higher.

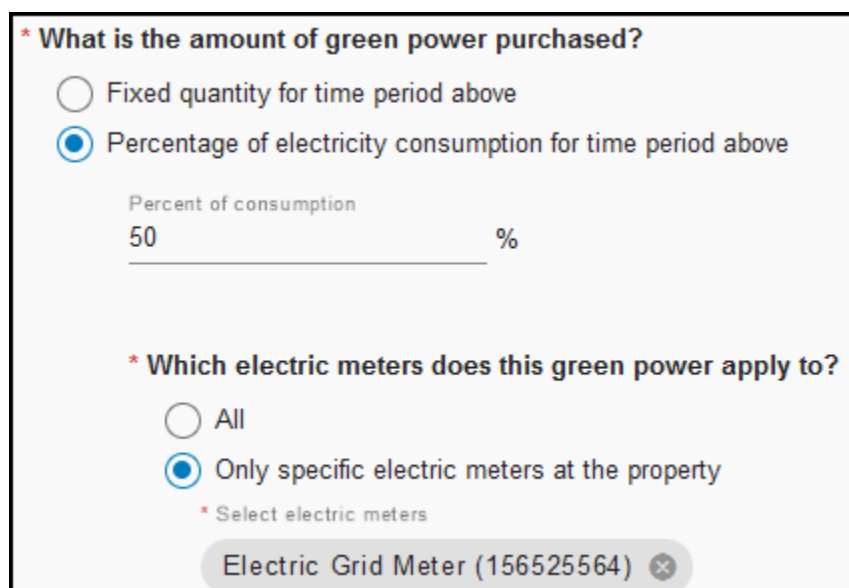


Figure 5: Entering amount green power purchase

- Generation Location:** This is the location where the green power was generated. This only affects the Avoided Emissions metric but may be required for other reporting mandates or programs. It’s possible the green power could come from multiple locations, in that case select “Unknown/Nonspecific Location” and your Avoided Emissions will be calculated based on the National Average.

\* Where was the green power generated? ⓘ

Unknown/Nonspecific location

Enter postal code

Select eGRID subregion/Canadian province

\* eGRID subregion/Canadian province

NEWE (New England) ▼

Figure 6: Entering where green power generated

- **Estimated Data:** If any part of this green power is not confirmed, you should mark this data as estimated.

\* Is any of the amount above an [estimate](#)?

No, this is the actual amount of green power delivered

Yes, some or all of the amount is an estimate

⚠ After you have received final confirmation of green power delivery, you can come back and update this form to verify final details.

Figure 7: Confirming if the green power includes estimates

- **Type of Green Power:** There are multiple green power purchase types to choose from. For more information, please refer to the following FAQ: [What are the eligible Green Power Product Types? \(site.com\)](#).

\* [What type of green power purchase is this?](#)

Type of green power purchase

Community Choice Aggregation ▼

Figure 8: Confirming type of green power



### Types of Green Power

The following types of green power are available: Community Choice Aggregation\*, Community Solar\*, Competitive Product (direct purchase), Financial/Virtual PPA, Physical PPA, Unbundles RECs, Utility Green Tariff\*, Utility Product\*, Unknown

\*NextGen requires Green-e Certification

- **Green-e Certified:** Lastly, you can add if your green power is verified by [Green-e](#), the most common third-party certification for Green Power in the US. One of the major concerns with buying green power is ensuring that organizations get what they pay for. It can be difficult to substantiate claims made about the quantity and characteristics of the product purchased. FAQ: [What is third-party certification for Green Power?](#)

\* Is this green power [certified by Green-e](#)? (\*\*NextGen requires Green-e certification for CCAs, community solar, utility products, and utility tariffs.)

Yes

No

Figure 9: Choosing if green power is Green-e certified

All fields marked with a red asterisk are required and must be entered in order to save your information. Below the required information, you can enter notes and optional use details regarding your Offsite Green Power.

**Optional Information**  
Disclaimer: This optional data is not used by Portfolio Manager.

Green Power Provider/Project Owner	Contract Start Date	Contract End Date
Generation Facility Name	\$ Cost	Units per kWh (thousa... <span style="font-size: small;">▼</span>
Generation Facility Commercial Operation Date	Rated Capacity of Project/Offtake	Units kW <span style="font-size: small;">▼</span>
Fuel Source(s) <span style="font-size: small;">▼</span>	Renewable Generation Technology <span style="font-size: small;">▼</span>	

Cancel
Save

Figure 10: Entering optional details

- Once you have completed the entry of your Offsite Green Power details, click “Save” and you will be returned to the “Green Power Information” page, where you will see a summary of the details you just entered. If you need to update this information, click on the pencil icon under the “View/Edit” column header.

Your Green Power purchase information has been saved.

Green Power Information for [ABC Hotel](#)

Below is a summary of the green power that has been entered for this property. EPA only counts power as “green” if the associated RECs are owned. [Learn more about green power in Portfolio Manager](#)

Offsite Green Power Purchases Add Offsite Green Power Purchase

Search

<input type="checkbox"/>	Start Date ↓	End Date	Type	Amount	Meters Percentage Applied to	Green-e Certification	Estimate	View/Edit
<input type="checkbox"/>	1/1/2023	12/31/2023	Utility Green Tariff	50%	1	Yes	No	

Items per page: 10    1 – 1 of 1    |< < > >|

Delete Selected

Figure 11: “Green Power Information” page after initial setup

In the example above, for the period 1/1/23 – 12/31/23 Portfolio Manager will treat 50% of all usage in the “Grid Electricity” meter as “Offsite Green Power.” This will be reflected most directly in the “Market-Based” Emissions metrics (coming soon!), which in this example will count half of all grid electricity in 2023 as zero emissions

## Appendix A: Offsite Green Power Defined

*Note: Please reference our detailed [Green Power Technical Reference](#) for further details.*

Offsite green power is a product you purchase from your local utility or third-party supplier. In the case of utility green power products/tariffs, you will receive RECs “bundled” with the underlying physical electricity as part of a single product. In such cases, the actual electricity is sourced from the various power plants in your area, while the RECs represent the environmental attributes of green power (and may be generated in another part of the country). Although the RECs were generated elsewhere, they are bundled to your electricity purchase, and therefore, you own the rights to reflect the emissions benefits in your GHG reporting. The emissions benefit (in the Avoided Emissions metrics) is based on the location where your RECs were generated, not the location of your property.

In some cases, you may purchase your electricity from a local utility and purchase your RECs separately. This may occur if your organization makes a corporate purchase of RECs to cover electricity use across a portfolio of properties. Although these RECs are not bundled with electricity at the time of purchase, you can effectively “bundle” them in Portfolio Manager, by entering “Offsite Green Power.”

The purchase of offsite green power is a GHG reduction strategy. When you purchase offsite green power, you purchase the rights to claim “zero emissions” for the corresponding quantity of electricity consumed in the operation of your building. However, you are still purchasing and receiving your electricity from the local grid. Like any other building that receives its electricity from the grid, the national site-to-source conversion factor for grid electricity (2.80) will be applied to all electricity consumption, which will impact your ENERGY STAR score. The Source EUI and ENERGY STAR metrics reflect the fact that purchasing RECs does not change the thermodynamic energy requirements of your building. Furthermore, when calculating “Location-Based” Indirect and Total GHG Emissions, Portfolio Manager will apply the electric emissions factor corresponding to the eGRID subregion in which your building located.

However, when calculating “Market-Based” Indirect and Total GHG Emissions (Coming soon!), “Offsite Green Power” will count as a zero-emissions fuel source. For this reason, the computation of your site energy and source energy are unchanged.



### Learn More!

- About Portfolio Manager: [energystar.gov/benchmark](https://energystar.gov/benchmark)
- ENERGY STAR Guide for Licensed Professionals [energystar.gov/LPGuide](https://energystar.gov/LPGuide)
- ENERGY STAR for Buildings: [energystar.gov/buildings](https://energystar.gov/buildings)