How to Respond to the 2016 National Building Competition Data Request

This document provides a guide to submitting final building data for the 2016 ENERGY STAR® National Building Competition via a data request.

The data request is associated with a unique hyperlink (see instructions below) that will take you to Portfolio Manager®, where you can use these instructions to submit your data.

Responding to a data request is different from sharing a property with a contact because when you respond to a data request, you release only the information specified by the requestor for the designated time period(s).

> ### Process for Responding to Data Requests
>
> 1. Access the request.
> 2. Prepare a response.
> 3. Preview the response.
> 4. Submit the response.

For the final data request, you will be asked to submit the following building data. EPA may publish the metrics indicated with asterisks.

- Portfolio Manager property ID
- Property Name*
- Energy Current Date
- ENERGY STAR Score
- Primary Property Type - Self Selected
- Primary Property Type - EPA Calculated*
- Service and Product Provider*
- Address 1
- City*
- State*
- Country
- Postal Code
- Year Built*
- Property Floor Area (Building(s)) (ft²)
- Property Floor Area (Parking) (ft²)
- ENERGY STAR Certification - Eligibility
- ENERGY STAR Certification - Year(s) Certified
- Federal Agency/Department
- Site Energy Use (kBtu)
- Site EUI (kBtu/ft²)
- Weather Normalized Site EUI (kBtu/ft²)
- Source Energy Use (kBtu)
- Source EUI (kBtu/ft²)
- Weather Normalized Source EUI (kBtu/ft²)*
- Total GHG Emissions (MtCO2e) *
- GHG Emissions intensity (MtCO2e/ft²)
- Water Current Date [if competing]
- Water Use (kgal) [if competing]

1 Access the Request

Ô|æ\Á{|}Ác@Á{æ}\Áæ^][¸Á{Á^•][}åÁ{Ác@ÁÒÚOŽåææ^¯¯^•cÁ¦|Áã{@Á¦A}^|*^Áæ¸ã*•Á¦^&[*}ãĄ}Á|¦A}^|*^Áæ¸åÁ¸ææ^|Áæ¸ã*•Á^&[*}ãĄ}ÈÁ[¯Á¸ã|Aã^Áåã^&c¯åå{|*ÁA{|ÁU[|c¦|ĄÁTæ}æ^|Ẽ¸åÁc@Á{[¯c¯åÁ{c@Á**Respond to Data Request**Á¸ã^Ẽ¡Á[¯Á¸ã}cÁ¸æ&&^••Ác@Á¦^¯¯^•cæ¸æ¸æ¸|Ạ}^Ẽ¸ã|Ạã^Ạæ¸åÁ|}Ác@Á**Reporting tab**È

Data Request: Á

@c¸•ÈÐ[¦c¦|Ą{¸æ}æ^|È}^|¦*^•æ¸ÈÏ[¢ÐĐ{¸ÐÍ^]|[•c¸Ðaæ¸æÁÙ¸¯¯^•c¸Đ&&^¦ĐHH¬Fæ^Î¸ĚGJFIËÍà&¯Ë¸æ¸€ÍÁæ¸àà€GGFGÌJÎ¸à

2 Prepare a Response

U}Ác@Á**Respond to Data Request**Á¸ã^Ẽ¡[¢ã^Ác@Á^¯¯^•c¸åÁ¸¿|[{¸æ¸{|}Á¡|Ạæ&c@^&c¸}ÈÁ

QÁc@Á**About Your Response**Á^&c¸}Ẽ¡^|^&Á¿@Á•^¦¸@•¸ææc¸åÁà^ã*•Áà{¸ãc¸^åÈ

✓ Á Ù^|^&Á**myself**Á[¦Á•¸à{¸ã¸Ác@Á¦^•][}•^Á{}Á[¯¦Á[¸}Áà^@¸|¸È

✓ Á Ù^|^&Á**someone else**Á[¦Á&¡[•^¸å¸&|}¸æ&cÁã¸@¸Á@¡{¸Á[¯Áã^¸Áæ•Á[&æ¸¸^¸åÈÙ^|^&Ác@Á¸&¡}¸æ&cÁ¬[{Ác@Á¸å¡[]Ểå¡}}Á¸ã¸c¸¦Á&Ậà{|Á**Add a Contact**Á[¸¸æ¸åÁæ^¸¸^Á&[}¸æ&cÈ

QÁc@Á**Your Response**Á^&c¸}Ẽ¡^|^&Ạã¸-¡|¦{¸æ¸c¸|}Á[¡Áã¸&|¸å^¸åÁc@Á^•][}¸^È

✓ Á **Timeframe:** Á¯@Á^]¡|¸c¸ã*Á]^¸ã¸å¸•Á¡|Ác@Á¸G€FÎÁÔ[{]^¸æ¸c¸|}Áæå¸^Ác@Á¸^¸æ¸Á^}å¸*Á¸ÐÐFE€FÎÁ¸¸å¸c@Á^^æ¸Á}å¸*ÁFFĐH€€FÎẼ¸ã¸åÁ^¸¸Á[¯Á¸ã|Á[•å¸^¸¸¸¦|Á{¸å&@¸}ã*^Ác@¸•¸^Á&æ¸¯¯¯•ẼÁ^&c¸^•^ÁÚ[¦c¦|Ą{ÁTả¸æ}¸æ^¸|Á¸••^Áæ¸}¸¯æ¸ã¸åÁ¸^¸¸¸¸•^Á[¯Á{Á¸{|Á{æ¸}^|ÁÁ¦^¯¯¯ã¸•Á[¯Á{|Á{¸æ¸^Ạæ¸æ¸æÁ¦|Á^æ&@Á{|{]^¸¸ã*Á¸å¸ã*Á¬[{Á¸Û¸^¸|¸c¸{¸Áà^¸¦¸¸FĚG€FÎÁ[¸|ÁÞ[¢^{Áà^¸¦¸¸H€€FÎÈ

✓ Á **Properties:** Á¸Û^|^&¸c@¸Á}¸{Áà^¸¦¸Á¸,¦¸|[]^¸ã¸•Á[¸Áã¸&¸¸å¸^Ại¸c@Á^•][}^ẼÁ[¯Á•^|^&Á**Multiple Properties**È

Screenshot 1

About Your Response

Who is this data being submitted on behalf of?

○ myself
● someone else

* - Select a contact - ▾   Add a Contact
- Select a contact -
Abrams, Zach
Account, Demo

Screenshot 2

Your Response

Select Information to Include:

Timeframe: * Compare Two Years ▾
Aug 31 ▾ 2016 ▾ with Nov 30 ▾ 2016 ▾
ⓘ If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * Multiple Properties ▾ [Select Properties] Selected Properties: 0
ⓘ The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

☐	Name	Primary Function	State/Province
☐	101 1M sf Office Building	Office	MA
☐	120 Office Property	Office	MA
☐	201 100k sf Office Building	Office	MA
☐	201 1M sf Office Building	Office	MA
☐	Biomass Facility	Energy/Power Station	DC
☐	Elementary School	K-12 School	TN
☐	K-12 School	K-12 School	CO
☐	L2 Office	Office	DC
☐	Medical Office	Medical Office	DC
☐	MF Test	Multifamily Housing	CO
☐	Office 2	Office	DC
☐	Prison	Prison/Incarceration	CA
☐	St L	Other	MO
☐	TEST School	K-12 School	TN
☐	TEST Tower	Office	IL

Selected Properties: 0 (View Selection)

Filter Properties (20)

Filter by Group (Create New Group)
☐ Mid-Atlantic (6)
☐ Mid-West (1)
☐ Northeast (6)
☐ South (3)

Filter by Primary Function
☐ College/University (1)
☐ Drinking Water Treatment & Distribution (1)
☐ Energy/Power Station (1)

Filter by State/Province
☐ California (1)
☐ Colorado (2)
☐ District of Columbia (D.C.) (6)
☐ Illinois (1)

Filter by Shared from
☐ Sherri Levin (7)

[Apply Selection] Cancel

you must specify which properties to include. Click **Select Properties** and then choose the properties from the list and click **Apply Selection**. If there are many properties in your account, you can quickly identify properties to include in your response by sorting them based on group name, primary function, location, or by using the filter function.

Click **Generate Response Preview** after you have selected completed each section of the **Respond to Data Request** page.

3 Preview Response

After you generate the response preview, you can view it in on the **Reporting** tab. You will see a notification in the **Templates & Reports** section when your preview is available.

You can preview the response before sending it.

✓ Select **Preview Response** from the drop-down menu next to the report name to review the response in your browser window.

✓ Select **Download Preview in Excel** to review the information in Excel.

NOTE: If you make changes to property data before submitting, select **Generate an Updated Response** from the drop-down menu, and then complete the information on the **Respond to Data Request** page. If you select **Delete Response**, the response will not be released and will be removed from your account. You will need to go back to the Data Request link to access the request and begin a new response.

NOTE: If you are competing in the Energy Only portion of the Competition, you may disregard any alerts pertaining to the Water data at your property. If you are unsure if you are competing in the Energy and Water portion of the Competition, check the public competitor listing at www.energystar.gov/BattleoftheBuildings.

4 Submit Response

After you have reviewed and confirmed the data in the report, select **Send Response** from the **Action** drop-down menu next to the report name.

Select options on the **Confirm Response to Data Request** page.

✓ Select who else you want to receive a confirmation email. To add a contact, click **Contacts** in the upper right-hand corner.

✓ Select the format of your data for the email attachment.

✓ E-Sign your response by entering your username and password. Then click **E-Sign Response**.
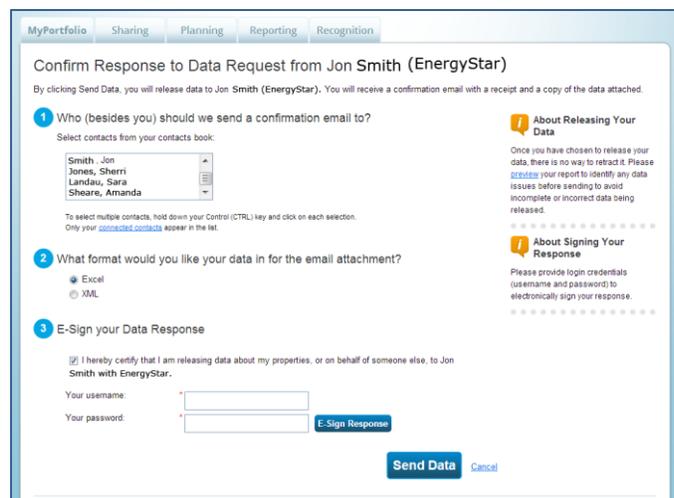
Click **Send Data** to send your data and complete the response. You will receive a confirmation email with a receipt and a copy of the data submitted.