



CITY OF ALEXANDRIA

Step2Savings Energy Challenge

Step 1: Establishing Your Baseline and Benchmarking

Introduction to ENERGY STAR Portfolio Manager
August 12, 2026





Agenda

Welcome!

Introductions

- **Name, Organization**

Step2Savings Energy Challenge Overview

Introduction to ENERGY STAR Portfolio Manager

- **Creating an Energy Star Portfolio Manager Account**
- **Tracking Energy Performance**
- **Resources and Tools**

Next Steps

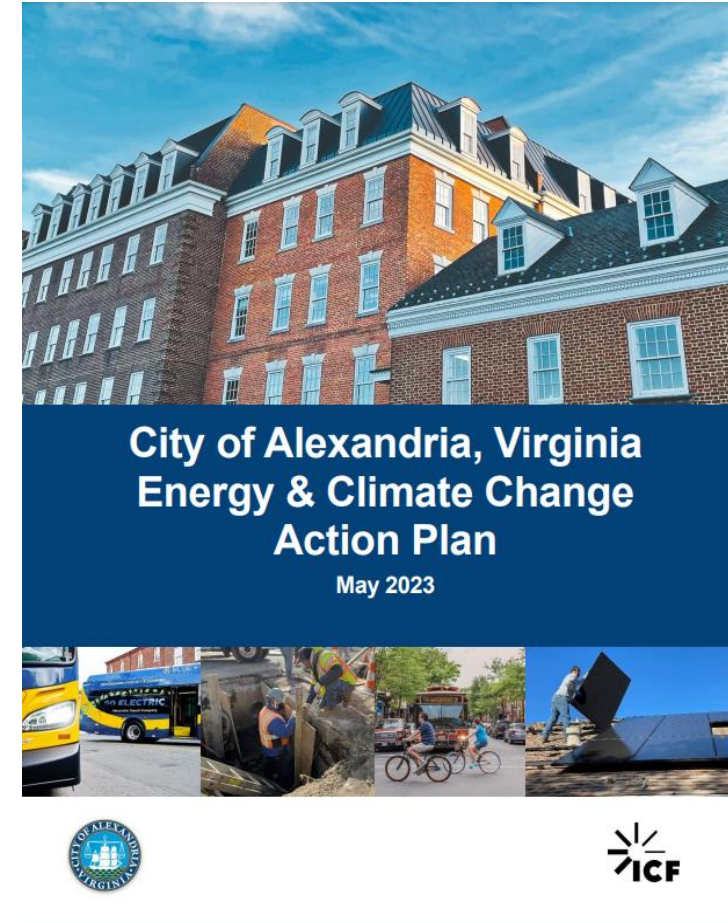
Q&A

Roundtable Discussion



Why the challenge now

- **By 2030: 53,000+** housing units retrofitted with efficiency upgrades or built to be high efficiency providing healthier buildings, lessen resident energy burden
 - > 81,539 total housing units
 - 36,694 units about 45% are in multi-unit residential properties
- ✓ **>50%** of existing housing units use **electric heat (Accomplished!)**





Step2Savings Energy Challenge

Overview

- FREE program to help multi-unit residential properties and places of worship increase energy and water efficiency, enhance resident comfort, and extend useful life of building systems

Who is it for - Owners and Property Managers of existing buildings

Your benefit

- Save money on utility bills, strengthening your bottom line
- Increase marketability by improving building health and performance
- Technical support for tracking and measuring building performance in ENERGY STAR Portfolio Manager
- EPA software tools to evaluate capital planning investments
- Potential joint procurement opportunities like heat pumps and smart thermostats
- Earn EPA Energy Star Certification



Energy Star Score

ENERGY STAR Score measures how well the property is performing to similar properties nationwide

Scale 1-100

1 the worst, 100 the best

50 is median score,

75 or higher score may earn ENERGY STAR Certification



<https://www.energystar.gov/buildings/building-recognition/building-certification>



Program Milestones

**Step 1:
Benchmarking and
Establishing your
Baseline**

August – October 2026



**Step 2:
Setting your Energy
Savings Target**

**November 2026 –
January 2027**



**Step 3:
Developing an
Energy Plan**

February – July 2027



Program Sign Up

Join the **Step2Savings Energy Challenge** today and realize

- Reduced energy use
- Cost savings on your utility bills
- Strengthening your market edge
- A healthier living environment for building residents
- Better planning and maximized return on investment

Public recognition of your leadership and success!!!



**It takes less than 5
minutes to sign up.**

<https://www.alexandriava.gov/Step2Savings>



Energy Star Portfolio Manager

Free tool from the EPA to track building energy use using your electric, water and gas utility bills

Value

- Identify underperforming buildings
- Target for efficiency improvements
- Identify best practices from efficient buildings
- Set investment priorities, verify savings
- Monitor performance
- Robust source of education and information, case studies, tools

Measure so you can manage



<https://www.energystar.gov/buildings/benchmark>



Creating an Energy Star Portfolio Manager Account

Navigate to

<https://portfoliomanager.energystar.gov/pm/signup>

1 Create an Account

Accessing Your Account

Username: *

Password: *

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password: *



Selecting a Username

You cannot change your username, so choose wisely. For organizations with multiple properties, we recommend you **create a "corporate" account** which "owns" all of the properties and have an administrator share properties with employees' individual accounts as necessary.

2

About Yourself (Enter your professional or business contact information)

First Name: *

Last Name: *

Job Title: *

Email: *

Confirm Email: *

Note: We never share your email address with third parties.

Phone: *

Country: * Select Country

Language: English



First & Last Name for Organizations

If you are creating a corporate account, you can enter your organization's name in the first and last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Web Services Division



Creating an Energy Star Portfolio Manager Account

3

Reporting Units:

☒ Conventional EPA Units (e.g., kBtu/ft²)
☐ Metric Units (e.g., GJ/m²)

Street Address: *

City/Municipality: *

State/Province: *

Postal Code: *

About Your Organization

Organization Name: *

Primary Business or Service of Your Organization: *

Is your organization an ENERGY STAR Partner? ☐ Yes
☒ No



Primary Business or Service

If you have more than one "primary business," just pick the best option. Portfolio Manager will determine your category for a score based on the information, like square footage, that you enter for each of your property uses.

4

Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?

Do you want your username to be searchable by other Portfolio Manager users? You must select "Yes" if you want to [connect](#) with other users to allow automatic upload of utility data or to share properties.

☒ Yes
☐ No



Connecting with Others in Portfolio Manager

You can [connect with other people](#) in Portfolio Manager to easily share information. Your account must be searchable in order for others to send you a connectic request.





Sharing Energy Data

 **ENERGY STAR®**
PortfolioManager®

Welcome CITYOFALEXANDRIA: [Account](#) | [Notifications](#) | [ENERGY STAR](#) | [Contacts](#) | [Help](#) | [Sign Out](#)
[Settings](#) [Notifications](#)

[MyPortfolio](#) **Sharing** [Reporting](#) [Recognition](#)

My Shared Properties
(45)

[Share \(or Edit Access to\)
a Property](#)

[Share with your Utility or
Service Provider for exchanging
data](#)

[Download Sharing Report](#)

Sharing Notifications (0)

You have no new notifications.



Entering Data in ESPM Account

Navigate to: <https://portfoliomanager.energystar.gov/pm/login?testEnv=false>

Select Property Type – pick the building closest to the main use of the building

ENERGY STAR®
PortfolioManager®

Help | Login
Language: [English](#) | [Français](#) | [Español](#)

Portfolio Manager: What data is required to benchmark your property?

You can benchmark almost any type of property in Portfolio Manager! The information required varies depending on the type of property and whether or not the property is eligible for an [ENERGY STAR Score](#).

Pick your country and property type to get started.

Country: * [Why is this needed?](#)

Property Type: *

[+ Add Another Use Type](#)

You can look up more than one use type if needed. [Learn more about when to use different use types when setting up your property.](#)

Lookup Required Data

What Metrics Are Available?

All properties are eligible to receive metrics such as [Source EUI](#) by providing [Gross Floor Area](#) and 12 months of energy usage. The [ENERGY STAR Score](#) is available for specific property types and requires additional information. [Learn more about eligibility for the ENERGY STAR Score.](#)

.....

Benchmark Your Building

Energy Star Portfolio Manager Data Collection



Data Collection Needs

- Property Name
- Property Address
- Total Gross Floor Area
- Irrigated Area
- Year Built
- Occupancy
- Number of Buildings
 - * Number of Living Units
 - * Number of Bedrooms
- Minimum 12 consecutive months of energy data (3 years recommended)
- * Additional data needed for Multi-unit Housing



ENERGY STAR®
PortfolioManager®

Help | Login
Language: [English](#) | [Français](#) | [Español](#)

Portfolio Manager: What data is required to benchmark your property?

You can benchmark almost any type of property in Portfolio Manager! The information required varies depending on the type of property and whether or not the property is eligible for an [ENERGY STAR Score](#).

Pick your country and property type to get started.

Country: * United States [Why is this needed?](#)

Property Type: * Multifamily Housing

[+ Add Another Use Type](#)

You can look up more than one use type if needed. [Learn more about when to use different use types when setting up your property.](#)

Lookup Required Data

What Metrics Are Available?

All properties are eligible to receive metrics such as [Source EUI](#) by providing [Gross Floor Area](#) and 12 months of energy usage. The [ENERGY STAR Score](#) is available for specific property types and requires additional information. [Learn more about eligibility for the ENERGY STAR Score.](#)

Data Collected for All Properties

- Property Name
- Property Address
- Total Gross Floor Area of Property
- Irrigated Area
- Year Built/Planned for Construction Completion
- Occupancy
- Number of Buildings
- 12 consecutive months of energy data

Additional Data Collected for Multifamily Housing

The following information is required to get an ENERGY STAR Score [\(if eligible\)](#):

- Gross Floor Area
- Total Number of Residential Living Units
- Number of Residential Living Units in a Low-rise Building (1-4 stories)
- Number of Residential Living Units in a Mid-rise Building (5-9 stories)
- Number of Residential Living Units in a High-rise Building (10 or more stories)
- Number of Bedrooms

The following information is **optional** and not used to calculate a score; it may inform future analysis and score revisions by EPA and/or may help you manage and compare your properties:

- Common Entrance
- Resident Population Type
- Government Subsidized Housing
- Number of Laundry Hookups in All Units
- Number of Laundry Hookups in Common Area(s)
- Percent That Can Be Heated
- Percent That Can Be Cooled

Start Collecting Data

Create a document with the information above.

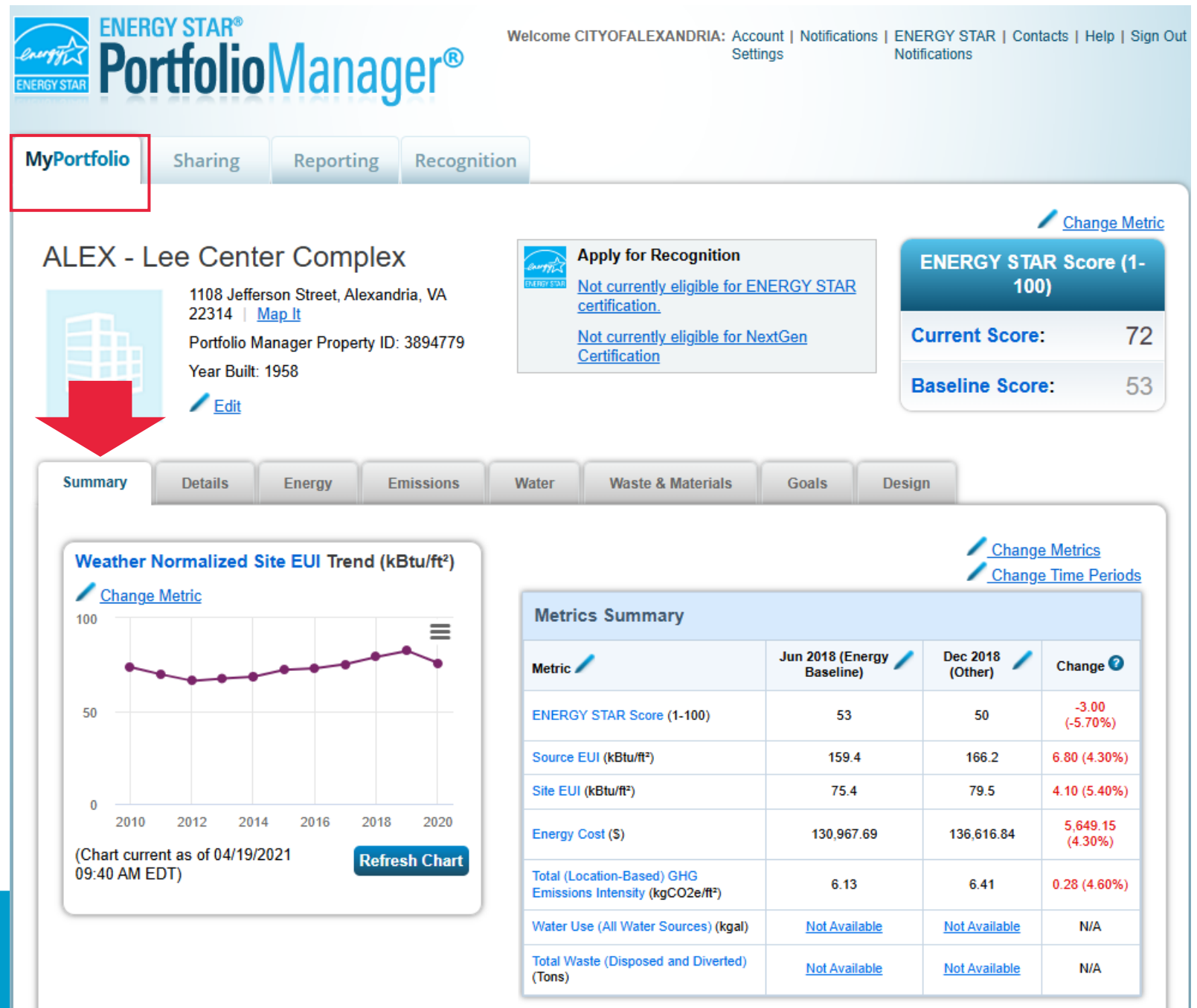
Create PDF **Create Word**



Energy Star Portfolio Manager Property Dashboard

My Portfolio

Dashboard Summary





Energy Star Portfolio Manager Property Dashboard

My Portfolio

Details

MyPortfolio

Sharing

Reporting

Recognition

ALEX - Lee Center Complex

1108 Jefferson Street, Alexandria, VA 22314 | [Map It](#)

Portfolio Manager Property ID: 3894779

Year Built: 1958

Apply for Recognition
[Not currently eligible for ENERGY STAR certification.](#)
[Not currently eligible for NextGen Certification](#)

[Change Metric](#)

ENERGY STAR Score (1-100)
Current Score: 72
Baseline Score: 53

Summary

Details

Energy

Emissions

Water

Waste & Materials

Goals

Design

Basic Information

Construction Status:
Existing property that is one single building

Property GFA - Self-Reported:
91,915 Sq. Ft.

Occupancy:
100%

Edit

Unique Identifiers (IDs)

Portfolio Manager ID:

Property Uses and Use Details

[View as Diagram](#)

Add Another Type of Use

Add

Name	Property Use Type	Gross Floor Area	Action
Office Use	Office	91,915 ft²	I want to...
Custom Use Details (Learn More)			I want to...

Property GFA (Buildings): 91,915 ([used to calculate EUI](#))

Property GFA (Parking): 0

To edit multiple uses for this property (or multiple properties), you can use the [Update Use](#)

Property GFA by Use

Office: 100 %

Property Type

Property Type - Self-Selected:
[Office](#) [Edit](#)

Property Type -Portfolio Manager-Calculated:
[Office](#)

The Portfolio Manager-Calculated Property Type is used for your metrics (except for Mixed Use properties). [Learn more about property types.](#)



Energy Star Portfolio Manager Property Dashboard

My Portfolio

Energy

MyPortfolio

Sharing

Reporting

Recognition

[Change Metric](#)

ALEX - Lee Center Complex



1108 Jefferson Street, Alexandria, VA
22314 | [Map It](#)

Portfolio Manager Property ID: 3894779

Year Built: 1958

[Edit](#)



Apply for Recognition

[Not currently eligible for ENERGY STAR certification.](#)

[Not currently eligible for NextGen Certification](#)

ENERGY STAR Score (1-100)

Current Score: 72

Baseline Score: 53

Summary

Details

Energy

Emissions

Water

Waste & Materials

Goals

Design

Meter Summary

3 Energy Meters Total

3 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date
Jun 30, 2026

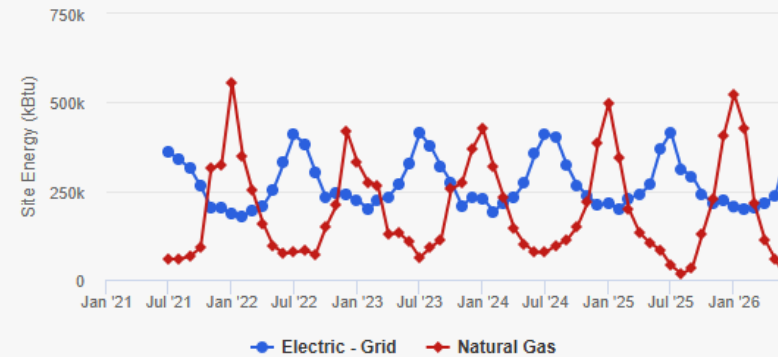
[Enter Your Bills](#)



Five Ways to Enter Bill Data

1. Manual ([Instructions here](#))
2. Use our [simple spreadsheet](#) (on the bottom of each meter's Manage Bills page) to upload or Copy/Paste
3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)
4. [Hire an organization](#) to electronically enter your data
5. See if your utility offers this service in the [US](#) or [Canada](#).

Energy Use by Calendar Month (Not Weather Normalized)



[Refresh Chart](#)

Meters - Used to Compute Metrics (3)

[Add A Meter](#)

[Change Meter Selections](#)

[View as a Diagram](#)

Meter Name Portfolio Manager Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
LEE_ELEC	Electric - Grid	07/01/2026	Yes
LEE_NG1	Natural Gas	07/01/2026	Yes
LEE_NG2	Natural Gas	07/01/2026	Yes

[Download Annual Totals by Meter](#)



Energy Star Portfolio Manager Property Dashboard

My Portfolio

Emissions

MyPortfolio

Sharing

Reporting

Recognition

ALEX - Lee Center Complex



1108 Jefferson Street, Alexandria, VA
22314 | [Map It](#)

Portfolio Manager Property ID: 3894779

Year Built: 1958

[Edit](#)



Apply for Recognition

[Not currently eligible for ENERGY STAR
certification.](#)

[Not currently eligible for NextGen
Certification](#)

[Change Metric](#)

ENERGY STAR Score (1-100)

Current Score: 72

Baseline Score: 53

Summary

Details

Energy

Emissions

Water

Waste & Materials

Goals

Design

Green Power

This property has:

- ✕ Offsite green power (none entered)
- ✕ Onsite renewable energy (none entered)

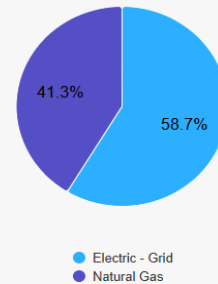
[Manage Green Power](#)

Emissions Summary

[Change Metrics](#) [Change Time Period](#)

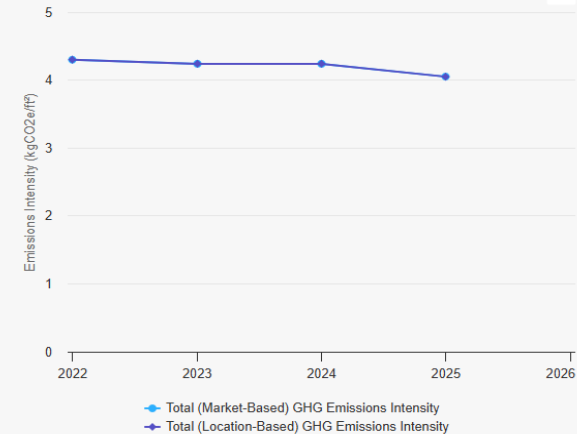
Metric	Jun 2018 (Energy Baseline)	Jun 2026 (Energy Current)	Change ?
Total (Location-Based) GHG Emissions Intensity (kgCO ₂ e/ft ²)	6.13	3.95	-2.18 (-35.6%)
Total (Market-Based) GHG Emissions Intensity (kgCO ₂ e/ft ²)	6.13	3.95	-2.18 (-35.6%)
Direct GHG Emissions Intensity (kgCO ₂ e/ft ²)	1.57	1.27	-0.30 (-19.1%)

Fuel Mix (Current Period)



Total Emissions Intensity - Comparison to National Median

Emissions Over Time





Energy Star Portfolio Manager Property Dashboard

My Portfolio

Water

MyPortfolio

Sharing

Reporting

Recognition

ALEX - Lee Center Complex



1108 Jefferson Street, Alexandria, VA
22314 | [Map It](#)
Portfolio Manager Property ID: 3894779
Year Built: 1958

[Edit](#)



Apply for Recognition

[Not currently eligible for ENERGY STAR certification.](#)

[Not currently eligible for NextGen Certification](#)

[Change Metric](#)

ENERGY STAR Score (1-100)

Current Score: 72

Baseline Score: 53



Summary

Details

Energy

Emissions

Water

Waste & Materials

Goals

Design

Water Use Intensity (All Water Sources) (gal/ft²)

Current WUI: [N/A](#)

Baseline WUI: [N/A](#)

Meter Summary

0 Water Meters Total

In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Water Date
Not Available

[Enter Your Bills](#)

Water Meters - Used to Compute Metrics (0)

[Add A Meter](#)

[View as a Diagram](#)

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it to receive metrics.

Five Ways to Enter Bill Data

1. Manual ([Instructions here](#))
2. Use our [simple spreadsheet](#) (on the bottom of each meter's Manage Bills page) to upload or Copy/Paste
3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)
4. [Hire an organization](#) to electronically enter your data
5. See if your utility offers this service in the [US](#) or [Canada](#).



Energy Star Portfolio Manager Property Dashboard

My Portfolio

Goals

MyPortfolio

SharingReportingRecognition

ALEX - Lee Center Complex

1108 Jefferson Street, Alexandria, VA 22314 | [Map It](#)

Portfolio Manager Property ID: 3894779

Year Built: 1958

[Edit](#)

Apply for Recognition

[Not currently eligible for ENERGY STAR certification.](#)

[Not currently eligible for NextGen Certification](#)

Change Metric

ENERGY STAR Score (1-100)

Current Score:72

Baseline Score:53

SummaryDetailsEnergyEmissionsWaterWaste & MaterialsGoalsDesign

Energy Performance (kBtu/ft²)

Energy Use Intensity

200

Baseline (Jun 2018)

Current (Jun 2026)

Source EUI

Site EUI

Generate & Download Performance Documents for this Property

[Statement of Energy Performance \(SEP\)](#)

[ENERGY STAR Scorecard](#)

[Progress & Goals Report](#)

[Data Verification Checklist](#)

[Water Scorecard](#)

Progress Towards your Energy Target

Change Time Period

Metric	Jun 30 2013 (undefined)	Jun 30 2014 (undefined)	Target*	Median Property*
ENERGY STAR score(1-100)	63	60	76	50
Source EUI(kBtu/ft²)	153.6	152.7	119.5	175.5
Site EUI(kBtu/ft²)	65.4	69.3	56.6	79.6
Source Energy Use(kBtu)	14120985.6	14036006.1	10985316.7	16132431.7
Site Energy Use(kBtu)	6012855.0	6367838.5	5200698.1	7318942.3
Energy Cost(\$)	129886.29	98118.59	98225.77	112773.68
Total (Location-Based) GHG Emissions(Metric Tons CO2e)	638.59	596.85	422.26	686.00

undefined

* To compute the target and median metrics, we use the fuel mix associated with your property's current energy use.

Baselines & Targets

Energy Projects (0)

Add Project

Name	Date Implemented	Estimated Savings	Action
Energy	06/30/2018	25%	
Water	06/30/2018	Not Available	
Waste/Materials	Not Available	Not Available	

undefined

Set Baselines or Target

Total Project Investment

\$0.00

Total Estimated Savings

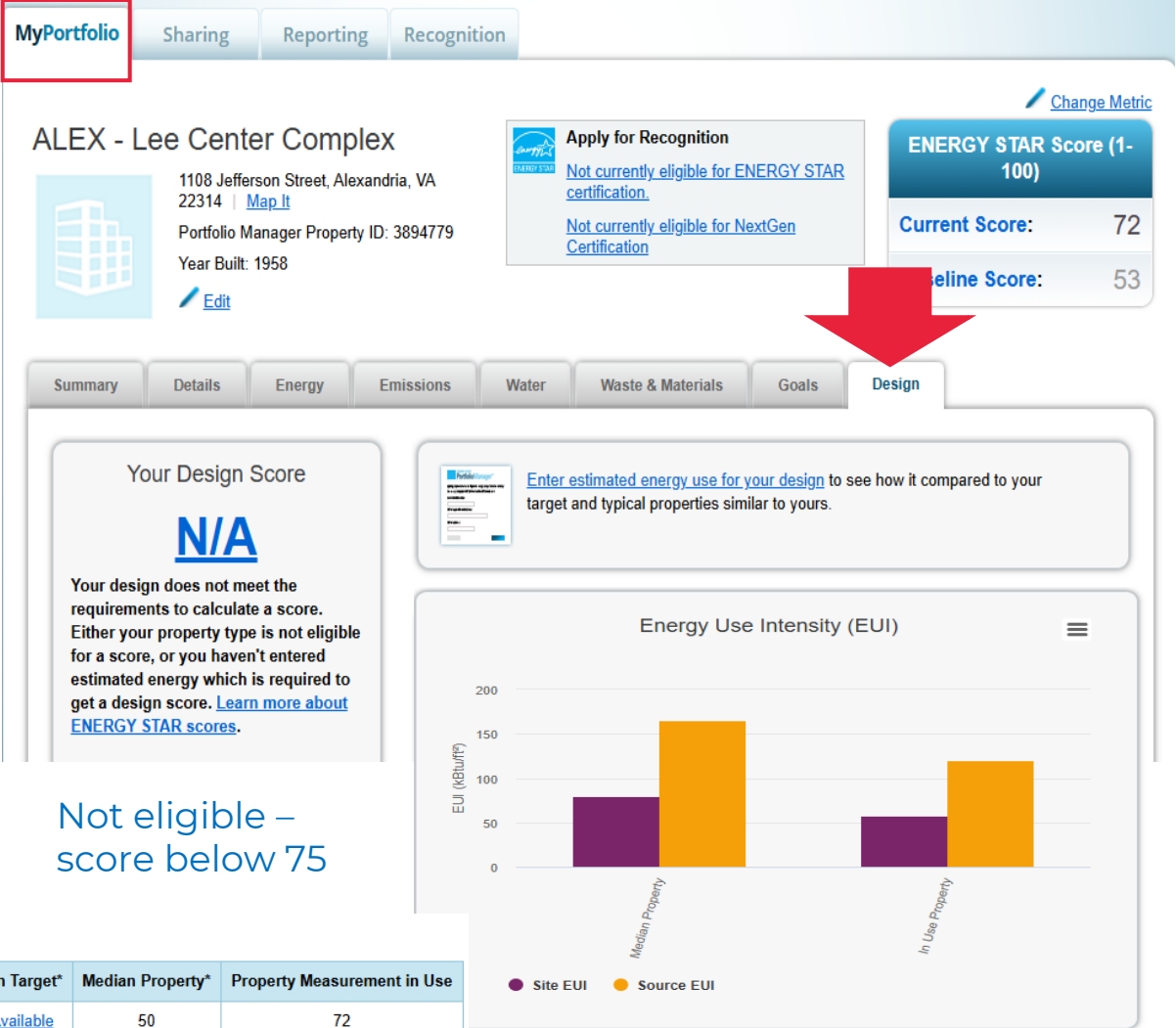
\$0.00



Energy Star Portfolio Manager Property Dashboard

My Portfolio

Design



Not eligible –
score below 75

Metrics Comparison for Your Design and/or Target

Metric	Design Project	Design Target*	Median Property*	Property Measurement in Use
ENERGY STAR score (1-100)	Not Available	Not Available	50	72
Source EUI (kBtu/ft²)	Not Available	Not Available	165.7	119.7
Site EUI (kBtu/ft²)	Not Available	Not Available	79.8	57.6
Source Energy Use (kBtu)	Not Available	Not Available	15,231,261.3	10,999,507.3
Site Energy Use (kBtu)	Not Available	Not Available	7,334,294.0	5,296,581.8
Energy Cost (\$)	Not Available	Not Available	202,117.27	145,962.35
Total (Location-Based) GHG Emissions (Metric Tons CO2e)	Not Available	Not Available	502.12	362.61

* The calculations for the "Design Target" metrics, will either use the [average fuel mix for your state](#), or if you've entered estimated design energy, then we'll use that fuel mix. The calculations for the National "Median Property" are based on a comparison to a similar property that has a score of 50. These metrics will be calculated the same as the Design Target metrics, with one exception: once operational data is entered, the actual fuel mix and operational property use details are used.



Tracking Energy Performance

What Metrics Are Available?

All properties are eligible to receive metrics such as Source EUI and Site EUI by providing Gross Floor Area and 12 months of energy usage.

Measuring performance to similar building type in same region can be filtered by:

- Data year
- Gross floor area
- State – Climate zone
- Year built
- Weekly Operating Hours



SHOW ME

Energy Use Intensity (kBtu/sq. ft.)

☒ Site EUI

☐ Source EUI

☐ Weather Normalized Site EUI

☐ Weather Normalized Source EUI

Other Metrics

☐ ENERGY STAR Score

☐ Percent Electricity

☐ Water Use Intensity (gal/sq. ft.)

☐ Water Score (Multi-family Only)

Site EUI (kBtu/sq. ft.)

Results based on 100,000+ properties

Display first by Property Type Subcategory

Then by (optional) (Select an option)

Note: Dashes indicate categories with 5 or fewer data points. Categories with zero data points have been omitted.

Property Type Subcategory	25th ↓ Percentile	Median	75th ↑ Percentile	Property ↑ Count
All Selected Property Type Subcategories	34.4	57.1	87.4	100,000+
Mixed Use Property	37.7	60.3	95.7	1,000-2,499
Movie Theater	63.5	75.6	90.6	500-999
Multifamily Housing	30.8	45.9	70.0	50,000-99,999
Museum	32.2	62.4	117.1	250-500
Non-Refrigerated Warehouse	8.3	20.0	39.5	2,500-9,999
Office	37.6	50.8	69.5	10,000-49,999

Link to: ENERGY STAR Portfolio Manager Data Explorer
<https://portfoliomanager.energystar.gov/dataExplorer/>



Access to Preset Charts & Graphs

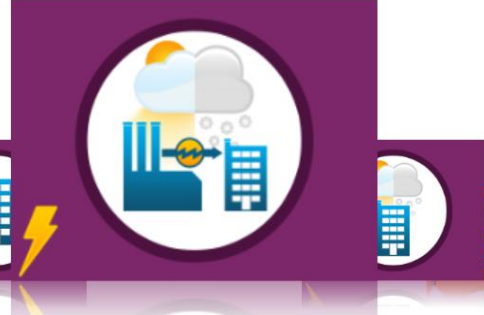
Use Energy Star Portfolio Manager Standard Reports


ENERGY STAR®
PortfolioManager®

Welcome Office of Climate Action:
[Account](#) |
[Notifications](#) |
[ENERGY STAR Notifications](#) |
[Contacts](#) |
[Help](#) |
[Sign Out](#)

MyPortfolio
Sharing
Reporting
Recognition

Charts & Graphs



Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

Data Requests from Others
My Reports and Templates
ENERGY STAR Reports

Create a New Template

Name	Status	Action
ENERGY STAR Certification Status	Last Modified: N/A	I want to...
Partner of the Year Report	Last Modified: N/A	I want to...
Sustainable Buildings Checklist Report	Last Modified: N/A	I want to...
Emissions Performance	Last Modified: N/A	I want to...
Energy Performance	Last Modified: N/A	I want to...
Performance Highlights	Last Modified: N/A	I want to...
Data Quality	Last Modified: N/A	I want to...
Water Performance	Last Modified: N/A	I want to...
Fuel Performance	Last Modified: N/A	I want to...
Waste Performance	Last Modified: N/A	I want to...

Download
Performance
Documents

- Generate Custom Report Templates



Resources and Tools

Search by topic - tools and resources library

<https://www.energystar.gov/buildings/tools-and-resources>



ABOUT FOR PARTNERS

SEARCH



Find Products

Save at Home

New Homes

Commercial Buildings

Industrial Plants

[Home](#) » [Commercial Buildings](#) » Tools and Resources

Tools and Resources

Search Library

Search Library

Sort by

Relevance

Apply

Browse tools and resources by:

Topic

- ☐ Commercial building design (8)
- ☐ Energy management guidance (133)
- ☐ Benchmarking (42)

- [Benchmark](#)
- [Save Energy](#)
- [Earn Recognition](#)
- [Resources by Audience](#)
- [Resources by Topic](#)
- [Training](#)



Next Steps

Coming soon! Webinar #2: Accessing Your Building's Data
September 16, 2-3PM

- ⑩ Finish creating your ESPM account
- ⑩ Collect minimum 12 consecutive months of utility bills – gas, electric, (optional: water) (recommend 36 months)
- ⑩ Download [Data Collection Worksheet](#)
- ⑩ Complete Data Collection Worksheet Checklist for 1 or more buildings

Questions?



Roundtable Discussion Guidelines

- Please introduce yourself when speaking
- Use the raise hand feature to speak
- Comments can be included in the chat
- Wait to speak until the current speaker finishes their thoughts
- Be respectful of others' ideas
- Mute your microphone when not speaking



CITY OF ALEXANDRIA



Valerie Amor, Energy Manager
valerie.amor@alexandriava.gov