Your Questions about the 2014 National Building Competition…Answered!

Can't find the answer to your question here? Check out www.energystar.gov/buildingshelp.

Eligibility Questions

1. ***Are all types of buildings eligible to compete?***
   Yes, any type of commercial building is eligible to compete, as long as you can submit energy data for all fuel sources for the entire building through Portfolio Manager. Industrial buildings are eligible to compete only if 60% or more of the site's energy load is due to non-production process utility systems, such as lighting, heating, and ventilation. All energy data must be submitted through Portfolio Manager. All buildings have the option of also competing in a water-saving category.

2. ***How many buildings can be on a team, and do they have to be related?***
   A team must consist of at least 5 buildings. There is no cap on the number of buildings on a team. The buildings on a team can be leased, owned, occupied, or managed by one organization or multiple organizations. A building can compete on more than one team, and all buildings entered as part of a team will automatically be entered to compete individually. Examples of team membership could include:

   - Your entire portfolio of buildings
   - All schools in a school district
   - Five stores and a warehouse operated by a retailer
   - Ten buildings in a business improvement district
   - Multiple clients of an energy consulting firm
   - Ten baseball stadiums that are members of a national association

3. ***Can buildings drop out of the competition?***
   While buildings cannot be withdrawn from the competition, you can choose to not submit midpoint or final data for competitors. Every building that enters the competition will be included in the complete list of participants that is posted throughout the duration of the competition, even if the building does not submit midpoint or final data. This list includes percent change energy and water use intensity values and will show "N/A" if data is missing for any time period.

   Teams on which any single building does not enter midpoint or final data will not be eligible for recognition. However, the individual buildings for which data was submitted will still be eligible for building-level recognition.

4. **Our building competed in last year's Battle of the Buildings. Can we compete again this year?**
   Yes, absolutely!

5. ***Can facilities with "campuses" compete? We have just one meter for all our buildings.***
   Yes. Schools, hospitals, hotels, senior care facilities, and multifamily housing can be benchmarked as campuses. For these building types, enter all meters from all structures on the campus (master meters and any sub-meters, if applicable) into your Portfolio Manager account. Note that if your building is a college campus, each building must be individually metered.

6. ***Is building eligibility based on the ENERGY STAR score?***
   No. A building need only report complete, whole building energy use in Portfolio Manager for calendar year 2013 to be entered into the competition.

7. ***Can we compete if the building we manage is not an ENERGY STAR partner?***
   Yes. Any building that has the required energy data entered in Portfolio Manager for the baseline period (calendar year 2013) and submits the data to EPA by May 16, 2014 is eligible to compete. To join ENERGY STAR as a partner, visit www.energystar.gov/join.

8. ***As a service provider, can we enter client buildings?***
   Yes. This is a great opportunity to work with the building and its owner and/or tenants to improve energy efficiency.

9. ***Is there a minimum square footage/occupant/energy load to apply?***
   There are no minimum square footage/occupancy/energy load requirements.

10. ***Does the building need to be ENERGY STAR certified to be eligible?***
    No. This competition is open to all buildings, not just those that have earned EPA's ENERGY STAR.

11. ***How much does it cost to apply?***
    There is no cost to apply or participate in the competition. If you qualify for energy or water recognition at the end of the competition, you'll be required to have your energy or water data verified by a licensed professional (Professional Engineer or Registered Architect) to receive official EPA recognition.

About the Competition

1. ***What recognition will be given this year?***
   EPA will provide the following recognition for the 2014 ENERGY STAR National Building Competition for both energy and water savings:

   - *Biggest Energy Loser - Team:* The team that reduces total weather normalized source energy use or water use the most on a percentage basis from 2013 to 2014.

   - *Biggest Energy Loser - Building:* The building that reduces total weather normalized source energy use or water use the most on a percentage basis from 2013 to 2014.

   - *Top Building by Category:* Competitors in each building category that reduce total weather normalized source energy or water use the most on a percentage basis from 2013 to 2014.

   - *20% Improvement:* Any team or competitor that improves weather normalized source energy or water use by 20% or more from 2013 to 2014.

2. ***Can a building earn recognition individually <u>and</u> as part of a team?***
   Yes.

3. ***What kind of publicity will EPA provide?***
   EPA will chronicle the highlights of the competition through traditional and social media. Competitors are encouraged to help spread the word among their local publications and affiliated media, and EPA will provide press release templates and creative materials for competitors to use.

4. ***What is the baseline period and improvement period?***
   The baseline is January 1, 2013 to December 31, 2013, and the improvement period (which will be compared against the baseline) is January 1, 2014 to December 31, 2014.

5. ***Why is EPA using January 1, 2013 as an energy data start date?***
   To accurately calculate a building's energy performance, Portfolio Manager requires at least 12 months of historical energy data. Therefore, we need two 12-month periods to compare against each other to judge the competition. To sustain interest and excitement among competitors, we've compressed the public outreach portion, which is why the competition doesn't officially launch until July 2014.

6. ***Will my data be shared or published?***
   Yes. Data submitted at the start, midpoint, and end of the competition will be posted to EPA's ENERGY STAR National Building Competition: Battle of the Buildings website (www.energystar.gov/battleofthebuildings). However, EPA will *not* publish square footage or total energy use.

7. **How often will I need to submit data?**
    You will be required to submit data three times over the course of the competition, as requested by EPA, at the start, midpoint, and end of the competition.

8. **When is the best time to apply for the competition? We're just starting to make energy efficiency improvements. Should we apply now or wait until next year?**
    We can't guarantee that there will be a competition next year. We encourage you to apply this year and enjoy the learning opportunity the competition offers. An important takeaway from past competitions is that we can't predict how everyone will perform. In past years, some buildings that seemed perfectly poised to make big reductions didn't, and some that we didn't expect to move at all ended up with double-digit reductions. The greatest determinant of performance is a strategic, well-executed energy management program.

9. **I submitted the data release report according to the step-by-step instructions. Is that all I have to do to enter to compete?**
    Yes, a data release report is all that is needed for individual buildings to enter the competition. As long as EPA receives your report before the May 16, 2014 deadline, and none of the required data fields are marked "N/A," the individual buildings you have submitted are in the competition. For buildings competing as part of a team, you must separately submit a list of the team's building IDs. More information about how to quickly and easily enter buildings and teams to the competition will be posted at www.energystar.gov/battleofthebuildings

    You'll receive a confirmation email in late June with a welcome packet and an invitation to join a Webinar about preparing for competition launch.

10. **I am an energy services company or service and product provider – how can I make sure my name is listed at www.energystar.gov/battleofthebuildings?**
    First, you must be an ENERGY STAR partner in order to be listed online. To learn more about ENERGY STAR partnership, please visit this site: http://www.energystar.gov/buildings/about-us/become-energy-star-partner

    Second, you must either be affiliated with at least one competing building within Portfolio Manager, or you must directly enter at least one building yourself via your Portfolio Manager account. To ensure that you are affiliated with a client's building, make sure you are listed as the SPP. To do this, go to the property Details tab, in the Basic Info box choose to View/Edit All Details, and scroll to the bottom of the page to edit the Additional Information section.

Portfolio Manager Questions

1. **I haven't started a Portfolio Manager account yet. How long does it take to benchmark a building and apply for the competition?**
    That depends on how organized you are and the complexity of your building. You'll need to enter your building characteristics and energy data for the 2013 calendar year which serves as the competition baseline. If you have this information at your fingertips, it can take as little as an hour.

2. **How do I benchmark my energy and water use in Portfolio Manager?**
    You can get started quickly by following the simple Quick Start guide to benchmarking, at http://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-quick-start-guide

3. **What if the building doesn't have consistent occupancy over the competition period?**
    Given the spirit of the competition, buildings should be fully operational and occupied, and engaged in business as usual, for the duration of the competition.

4. **Will there be any verification of the data in Portfolio Manager?**
    Yes, but only for presumptive winners in the recognition categories. Recognition requires verification of building energy use data by a licensed professional engineer or registered architect.

Data Release Report Questions

1. *I would like to enter my entire portfolio in the competition. Is there a way to enter a portfolio and submit reports across a portfolio, rather than building by building?*
   Yes. You can easily choose to enter one, several, or all of the buildings in your portfolio. Just download and follow the step-by-step instructions for responding to a data request, here: http://www.energystar.gov/tools-and-resources/how-respond-data-requests-portfolio-manager .

2. *I realized I made a mistake after I submitted my report. Can I resubmit my report?*
   Yes, as long as you do so by the May 16th deadline. The resubmitted report will update the previously submitted information with the new data you provide. For example, if you enter 10 buildings, then correct a data entry mistake for one of them, you can resubmit the corrected building and only data for that single building will be replaced. The other nine will remain in the system unchanged.

3. *The instructions say I must provide energy use data for the calendar year (January 1, 2013-December 31, 2013), but my utility bills do not correspond exactly with the days of the month. For example, my first bill for the year includes my building's energy use for the second half of December 2012, and first half of January 2013. How should I enter this information?*
   In this case, you may need to enter your building's energy use data for 13 months instead of 12. In this example, to complete your data request report for 2013, you will need to enter the data from your first bill (which contained information from December 2013) as well as the following 12 bills, for a total of 13 bills. Enter the start and end dates as they appear on the 13 bills. Portfolio Manager will use the full calendar year (12 months) data and will time-weight any entries that fall partially into the 12-month period of the calendar year.

4. *I entered my building's information into Portfolio Manager, but it doesn't appear in the data request report.*
   The report requests data for a particular period of time, and if your data is not current though that date, the building will not be included in the report. Baseline data is required for calendar year 2013, so please ensure you have energy data for each competing building through December 31, 2013. Midpoint data is required through June 30, 2014, and final data is required through December 31, 2014.

Benchmarking and Improving Water Efficiency Questions

1. *We don't track our outdoor water use in Portfolio Manager. Does this mean we can't participate in the water category of the competition?*
   You can still participate in the competition. Buildings will report water use in Portfolio Manager – this could be indoor only, outdoor only, or indoor/outdoor. The metric used to assess performance is the percentage of total water use reduced over the period of performance.

2. *What measures can I take to reduce my building's water use?*
   Please take a look at the following resources, which provide a variety of best management practices and tips for reducing commercial or institutional building water use.

   - Arizona Municipal Water Users Association and Black and Veatch, 2008. *Facility Manger's Guide to Water Management*: www.amwua.org/pdfs/facility_managers_guide.pdf.

   - East Bay Municipal Utility District, 2008. *WaterSmart Guidebook: A Water-Use Efficiency Plan Review Guide for New Businesses:* www.ebmud.com/for-customers/conservation-rebates-and-services/commercial/watersmart-guidebook.

   - North Carolina Department of Environment and Natural Resources, 2009. *Water Efficiency Manual for Commercial, Industrial and Institutional Facilities*: www.p2pays.org/ref/01/00692.pdf.

   - U.S. Department of Energy's Federal Energy Management Program. Federal Water Efficiency Best Management Practices: http://www1.eere.energy.gov/femp/program/waterefficiency_bmp.html.

   - U.S. EPA's WaterSense® Program: http://www.epa.gov/watersense/commercial/index.html.