Building Owner Guide

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1. Introduction to the Building Energy Savings Program (BESP)

a. What is the Madison Building Energy Savings Program?

The Building Energy Savings Program is a building energy benchmarking and tune-ups program adopted by the City of Madison in 2023. This program will help large commercial building owners identify opportunities to increase energy efficiency, save money, and reduce the carbon footprint of their buildings, which currently account for 45% of community-wide greenhouse gas emissions.

Energy benchmarking involves assessing and analyzing a building's annual energy use. Energy benchmarking enables building owners and operators to understand current energy use patterns, identify opportunities to save energy and money, and track changes over time. Importantly, benchmarking does NOT require a building to meet a prescribed level of energy use.

Tune-ups involve assessing and reporting on your building's existing systems. More information on Tune-ups will be provided in a separate guide.

b. How to know if your building needs to benchmark

Covered Buildings List

To check if your building is covered by the Building Energy Savings Program (BESP) and needs to benchmark, check the Covered Buildings List on the BESP Official Website (Website Link)

The Covered Buildings List will be updated yearly so please review the newest list to verify your building's status.

Covered Buildings Size & Type

All non-residential, commercial buildings of at least 25,000 square feet (sq. ft) are covered by the BESP. In mixed-use buildings, only the non-residential portion of a building counts toward the size threshold and is covered by the program.

Key deadlines for benchmarking

Benchmarking is required for covered buildings over 100,000 sq. ft. (from 2024), over 50,000 sq. ft. (from 2025), and all buildings over 25,000 sq. ft. (from 2026), as indicated in the table below:

Covered Building Size	First Benchmarking Year	Deadline
Large buildings: >100,000 sq. ft.	2024 (for 2023 calendar year data)	September 6, 2024

Medium buildings: 50,000 - 99,999 sq. ft.	2025 (for 2024 calendar year data)	June 30, 2025
Small buildings: 25,000 - 49,999 sq. ft.	2026 (for 2025 calendar year data)	June 30, 2026

c. 60-day extensions and 1-year exemptions from benchmarking

The City's primary goal is to work with building owners to make sure they can complete building energy benchmarking, tune-ups, and improve the energy efficiency. While the City of Madison has the legal authority to assess fines for non-compliance, we have designed the Building Energy Savings Program (BESP) with a variety of compliance pathways and extensions in response to extenuating circumstances.

A building owner may apply for extensions or exemptions by submitting a ticket on the BESP Help Desk (Website Link).

Extensions

The City of Madison may grant a **60-day extension** during the current benchmarking year for the following reasons:

1. the building owner purchased the building within 180 days prior to the compliance deadline;
2. the building owner has encountered technical difficulties;
3. the building owner can demonstrate proof of financial hardship preventing completion of benchmarking; or
4. good cause is shown by the building owner, as determined by the Administrator.

Important Note: Extension requests must be made in writing to the BESP Help Desk prior to the deadline for submission (June 30, 2025) in order to be processed.

Exemptions

The City of Madison may grant an exemption from **one year of benchmarking** for the following reasons:

1. the building property did not have a certificate of occupancy for the full year to be benchmarked;
2. the building was demolished or otherwise not receiving utility services for at least 30 days of the year to be benchmarked; or
3. fifty percent or more of non-residential floor area of the building was physically vacant and not leased during a consecutive 6-month period within the 12- months of the calendar year to be benchmarked.

Important Note: Exemptions must be requested by no later than March 30, 2025.

d. Support available through the Help Desk

A free Help Desk service is available to help you complete your submission to the Building Energy Savings Program. Visit the BESP Help Desk website (https://madisonbesp.opentech.eco) for more information. The Help Desk consists of two main parts – the Knowledge Base and the Ticketing Forms.

Knowledge Base

The Knowledge Base contains articles and resources about:

- the Building Energy Savings Program requirements,
- how to set up your building in ENERGY STAR Portfolio Manager, and
- how to submit your property data to the Building Energy Savings Program using the Building Owner's Portal.

Ticket Forms

Ticket forms help you get in touch with the Help Desk support team. You can submit a ticket on the following topics:

- Ask a question (general information)
- Help using ENERGY STAR Portfolio Manager
- Help using the Building Owner Portal
- Request a 60-day deadline extension for benchmarking
- Request a 1-year exemption from benchmarking
- Report a bug or malfunction on the Building Owner's Portal or Help Desk

You can also reach the Help Desk by sending an email to madison-support@opentech.eco.

Office hours

One-on-one meetings (15- or 30-minute time slots) will be available to building owners on a case-by-case basis, as determined by the Help Desk.

Online training sessions

Training sessions will be scheduled leading up to the benchmarking deadline and will be held in an online webinar format. Check the BESP Official Website (Website Link) for more information on the training schedule.

2. Benchmarking How-To Guide

Getting Started

First, check the **Covered Buildings List** on the BESP Official Website (Website Link) and find your **Madison Building ID**. You will need your property's Madison Building ID to submit your property data. The Covered Buildings List will be updated yearly so please review the newest list to verify your building's status.

Second, make sure you have the following information about your building on hand:

- Property name and address
- 12 consecutive months of **whole-building** energy data, including electricity, natural gas, propane, etc.
- Total Gross Floor Area (sq. ft.) of each building (included on the Covered Buildings List)
- Property use(s)
- Year Built
- Occupancy (exact or estimate %)
- Number of Buildings (if applicable)

Additional data may be needed based on the selected building type. This information will be collected in ENERGY STAR Portfolio Manager before you can submit your data through the Building Owner Portal.

Whole-building data

As a building owner or representative, you are responsible for reporting energy use for the whole building, including tenant spaces and common areas. Tenant authorization is required for the information to be released, so please allow for extra time.

- Madison Gas & Electric customers: Fill out the form "Request for Whole-Building Energy Usage Data" (Website link) and follow the instructions.
- Alliant Energy customers: Fill out and submit the form "Authorization to Release Information" or provide a Letter of Authorization.

Reporting and Compliance in 3 Parts

To benchmark your building, this guidance will walk you through three parts, each using a specific set of tools:

Start here (Part 1) if your property needs to be set up in ENERGY STAR Portfolio Manager (ESPM)

- **PART 1** - Collect your property data using ENERGY STAR Portfolio Manager (ESPM)

Start here (Part 2) if your property already exists in ESPM

- **PART 2** - Submit your property using the Building Owner Portal (BOP)
- **PART 3** - Submission review & compliance using the Building Owner Portal (BOP)

PART 1 - Collect your property data using ENERGY STAR Portfolio Manager (ESPM)

Part 1 will walk you through the five steps needed to set up your property in ENERGY STAR Portfolio Manager. **If your property already exists in ESPM, please skip to (Part 2 – Submit your property using the Building Owner Portal (BOP) on page 24).**

1. Create an ENERGY STAR Portfolio Manager (ESPM) account
2. Add and set up your property
3. Add energy use information (energy meters and monthly data)
4. Use the Data Quality Checker to check your data and correct any errors
5. Share your property with the City of Madison in ESPM

a. Create an ENERGY STAR Portfolio Manager (ESPM) account

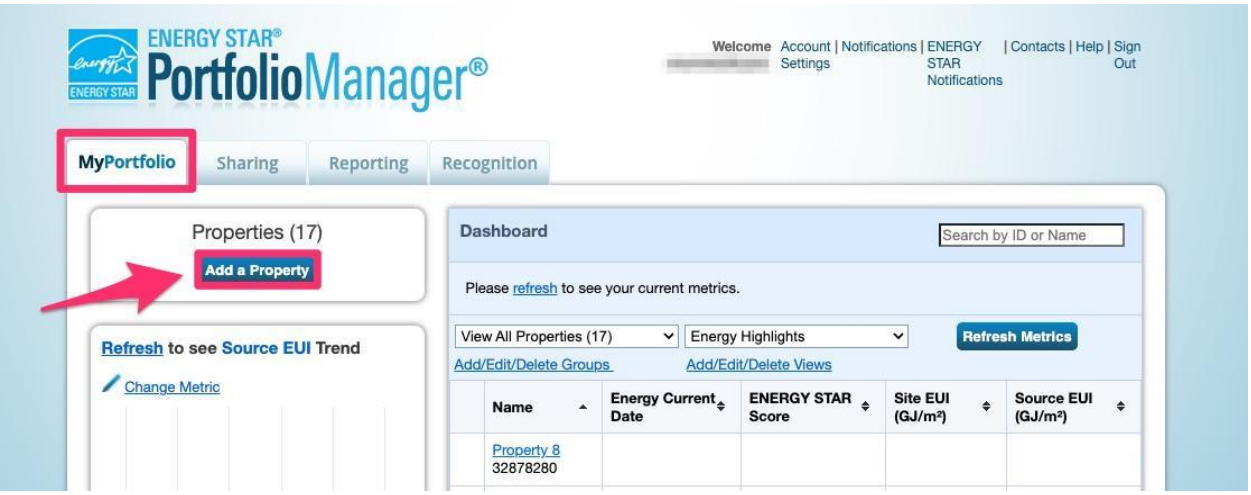
If you do not have an ESPM account, visit the ENERGY STAR Portfolio Manager website (portfoliomanager.energystar.gov) and click 'Create a New Account. Fill out the required information and then click 'Create my Account.' Make sure to select Conventional units (kBtu/ft^2) and to confirm that your username is searchable to other users.

> *Note: Make sure to keep a record of your username, because it cannot be recovered. The username also cannot be changed after it has been created.*

After completing the sign up form, you will receive an email to verify your account. Once you have completed the verification you are ready to get started.

b. Add & set up your property

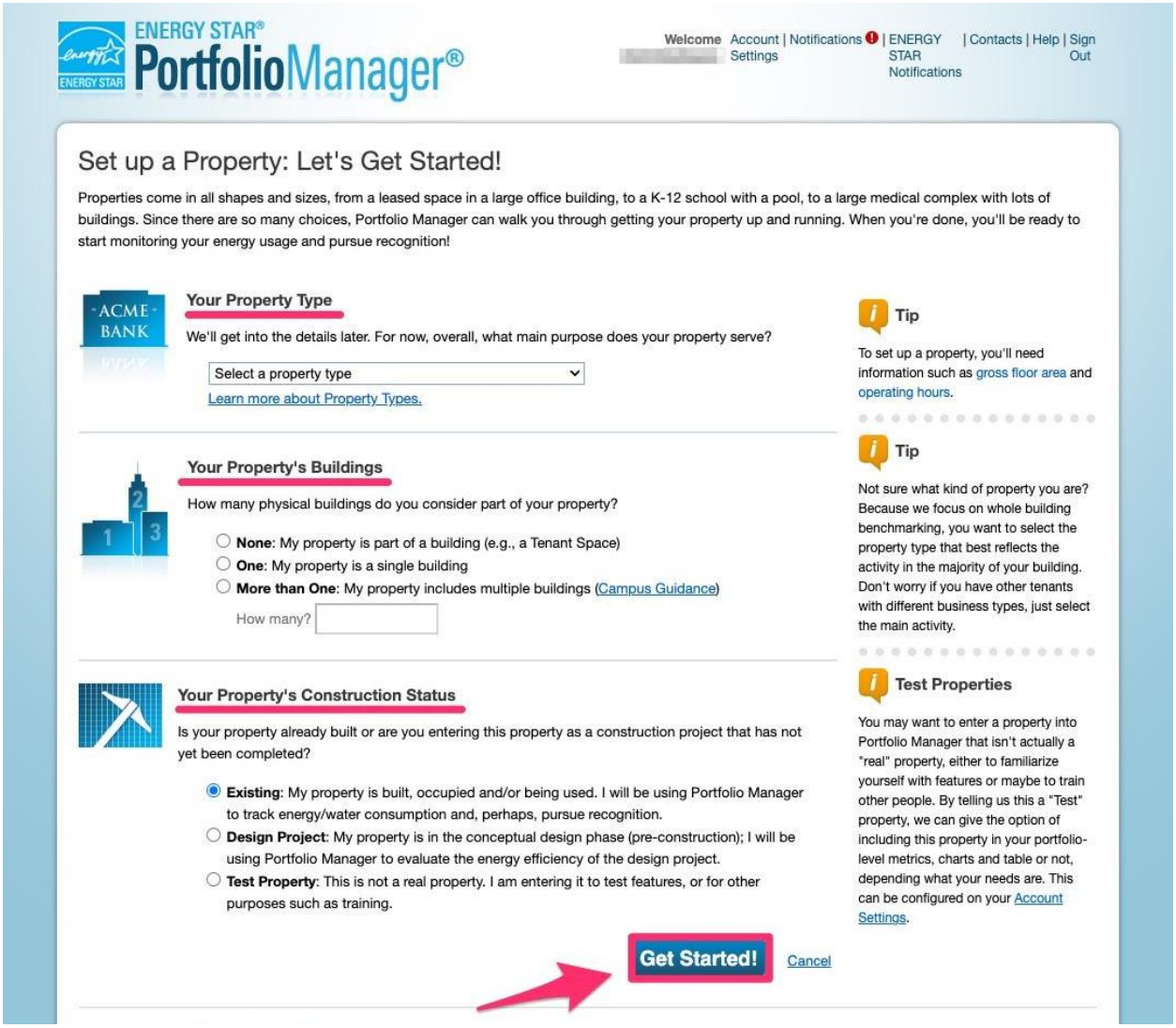
STEP 1 - After logging in to ESPM, click the 'Add a Property' button on the upper left of the MyPortfolio tab.



STEP 2 - Answer questions about your property

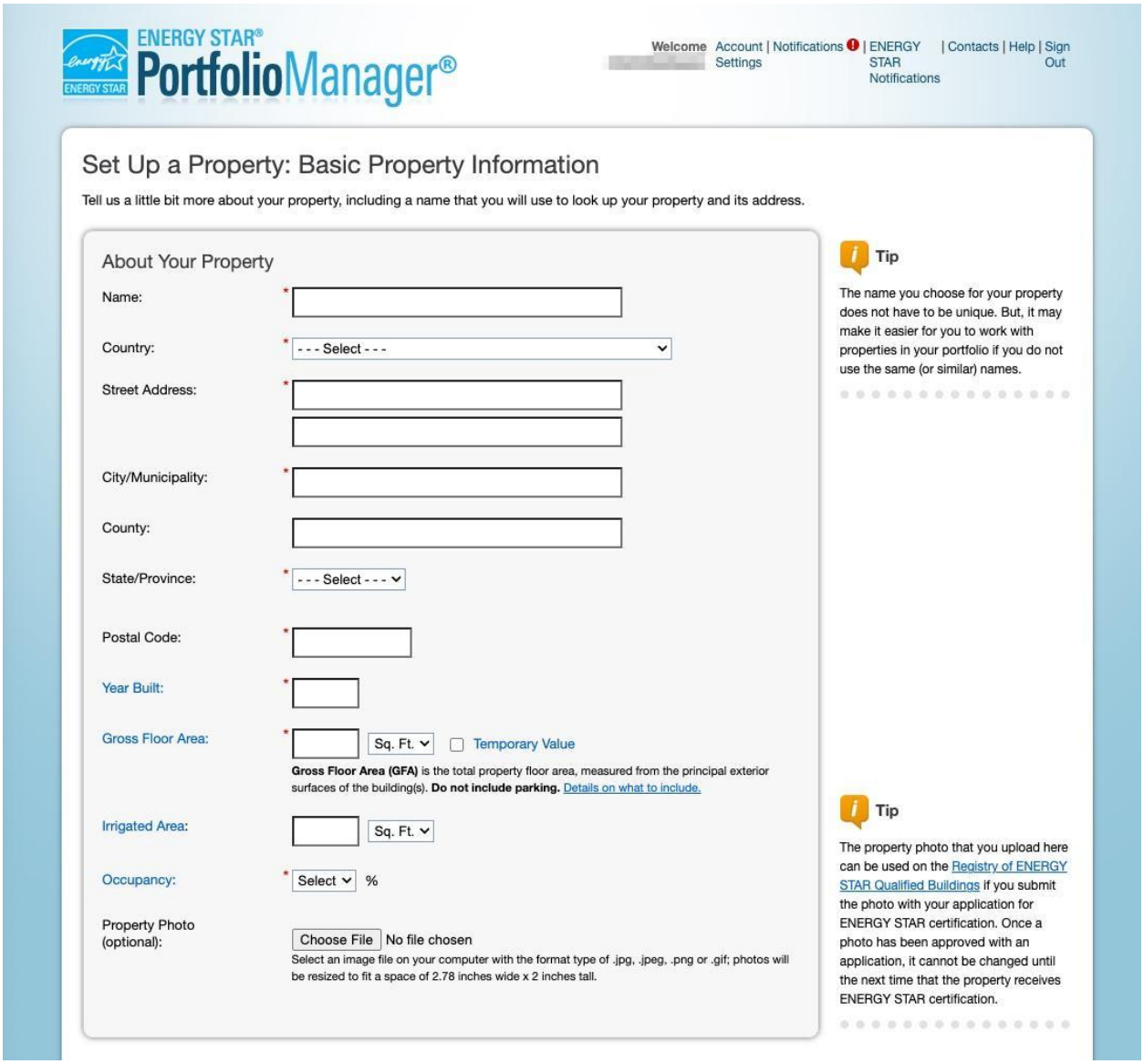
- Property type (Main property type)
- Number of buildings (Partial building, Single building, or Multiple buildings)
- Construction Status ('Existing')

After adding this information, click 'Get Started.'



STEP 3 - Add basic property information for all required fields (with a red star *).

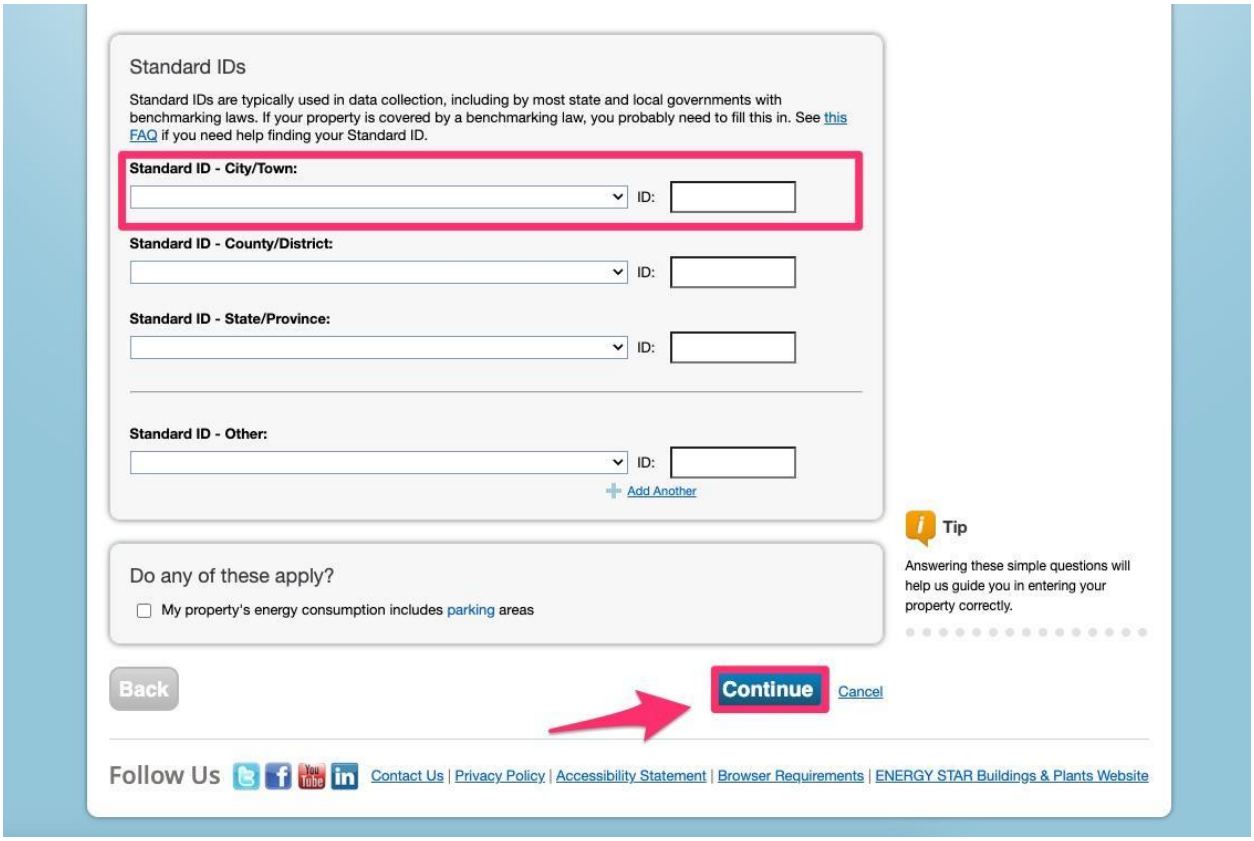
- Property name
- Country
- Address
- City/Municipality
- State
- Zip code
- Year built
- Gross Floor Area (GFA) in square feet
- Occupancy



STEP 4 - Add your building's Madison Building ID to your property in ESPM in the section 'Standard IDs' using one of the two options below. This important step enables the proper submission and tracking of your property in the BESP.

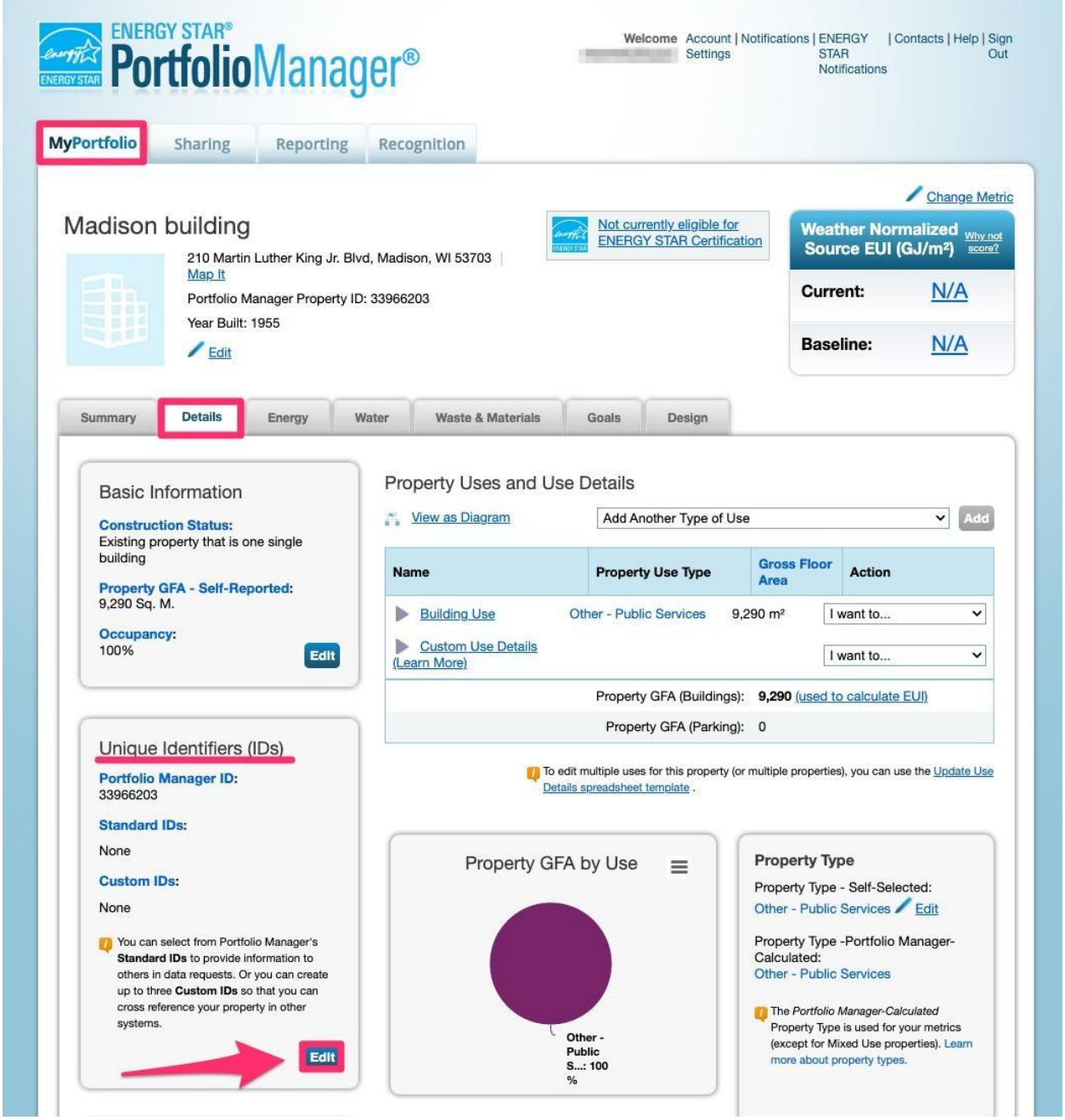
OPTION 1: Add your Madison Building ID to a new ESPM property.

- Continuing from the previous step of setting up your new property, scroll down to find the field 'Standard ID - City/ Town' and select "Madison, WI Building ID".
- In the ID field, add the Madison Building ID number for your property which was assigned to you by the City of Madison on the Covered Buildings List. You can find your Madison Building ID on the Covered Buildings List of the BESP Official Website (Website Link) or when you have claimed your property in the Building Owner Portal (See PART 2 - b "Claim your property" on page 24)
- After adding this information, click 'Continue'



OPTION 2: Add your Madison Building ID to an existing ESPM property.

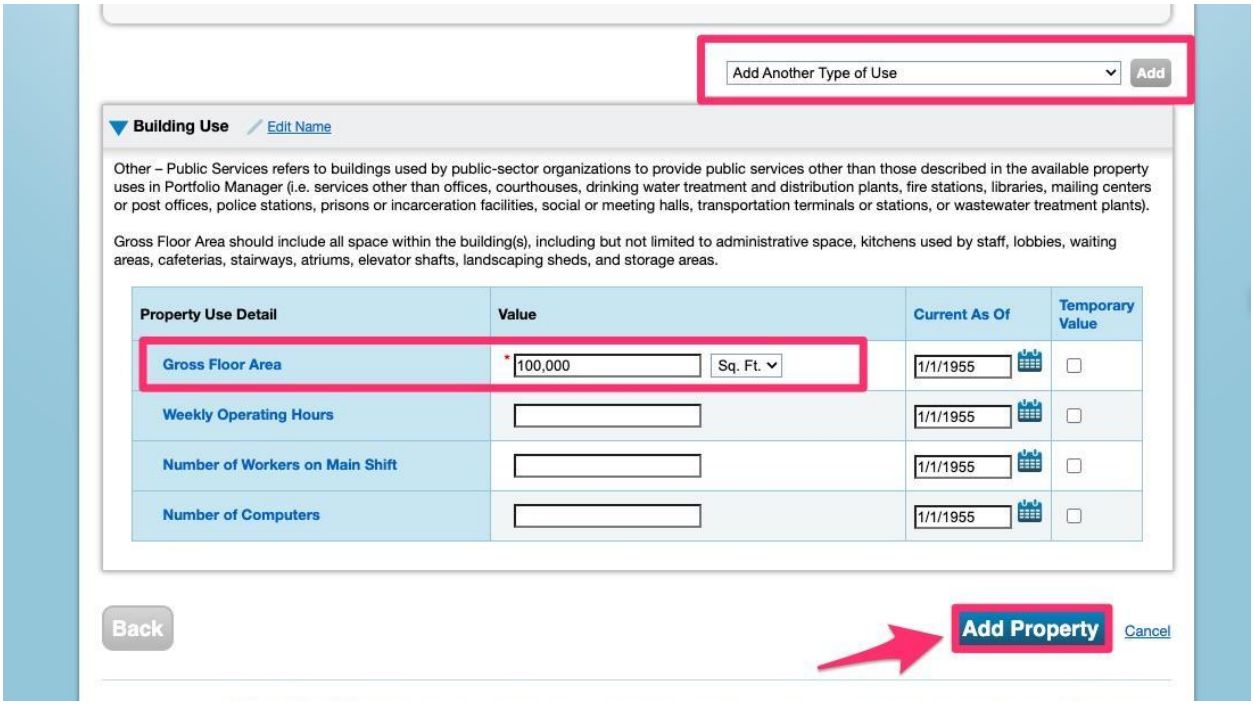
- To add your Madison Building ID to an existing property, select the property from the 'MyPortfolio' tab, click on the 'Details' tab and click the Edit button under 'Unique Identifiers (IDs)'.
- Add your Madison Building ID from the Covered Buildings List and then click 'Save.'



STEP 5 - Complete your property set-up by answering required fields (with a red star *) about how it is used.

- To complete this step, add the Gross Floor Area (in square feet) for each property use. The total square footage of your combined property uses should match the square footage of your property that you entered in Step 3.
- If your property has multiple property uses (for example Office and Retail) you can add the additional property uses here. *Note: Please use the minimum number of property uses possible as per ESPM guidance (Website link).*
- When you have completed this step, click 'Add Property'.

  Note: Weekly Operating Hours, Number of Workers on Main Shift and Number of Computers are not required for the BESP. These fields are used to calculate the building's ENERGY STAR Score, which is useful for building owners and managers but not required for compliance with the BESP.



c. Add energy use information (energy meters & monthly data)

You can add energy use information manually or by setting up an automatic data exchange with your utility provider. Please see below for specific instructions based on your utility provider.

Madison Gas & Electric customers (MG&E)

MG&E Business Customers should use the MyMeter tool to add energy use information to their ESPM property. This will automatically create meters and add monthly energy data to your ESPM property from MyMeter.

To learn more, please visit the MG&E Website (Website Link) to:

- Sign up for MyMeter (Website Link) or
- Follow the steps in the Benchmarking Guide (PDF Link) on how to automatically create meters and add monthly energy data to your ESPM property from MyMeter.

Whole-building data - As a building owner or representative you are responsible for reporting energy use for the whole building, including tenant spaces and common areas. To obtain tenant data as an MG&E customer, you will need to fill out the form "Request for Whole-Building Energy Usage Data" (Website link) and follow the instructions. Tenant authorization is required for the information to be released, so please allow for extra time.

Please contact business@mge.com for any additional assistance.

Alliant Energy customers

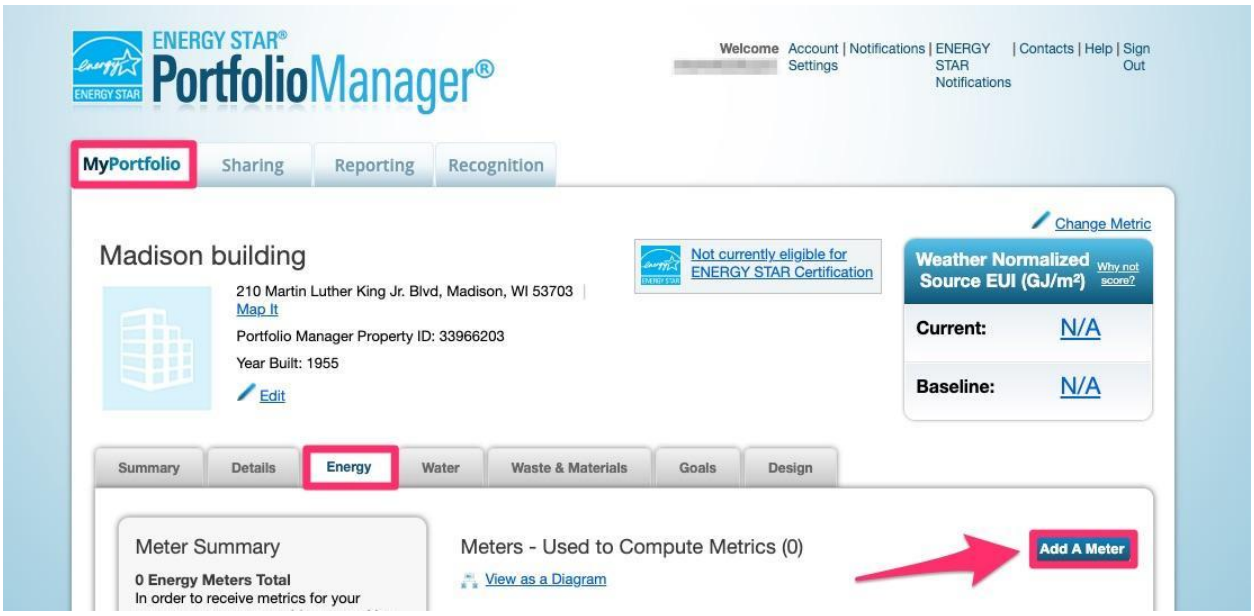
Alliant customers will need to add their property's energy use information manually to their ESPM property.

Whole-building data - As a building owner or representative you are responsible for reporting energy use for the whole building, including tenant spaces and common areas. To obtain tenant data as an Alliant customer, you will need to fill out and submit the form "Authorization to Release Information" or provide a Letter of Authorization to allow Alliant to release the aggregated energy use data as a spreadsheet. Tenant authorization is required for the information to be released, so please allow for extra time.

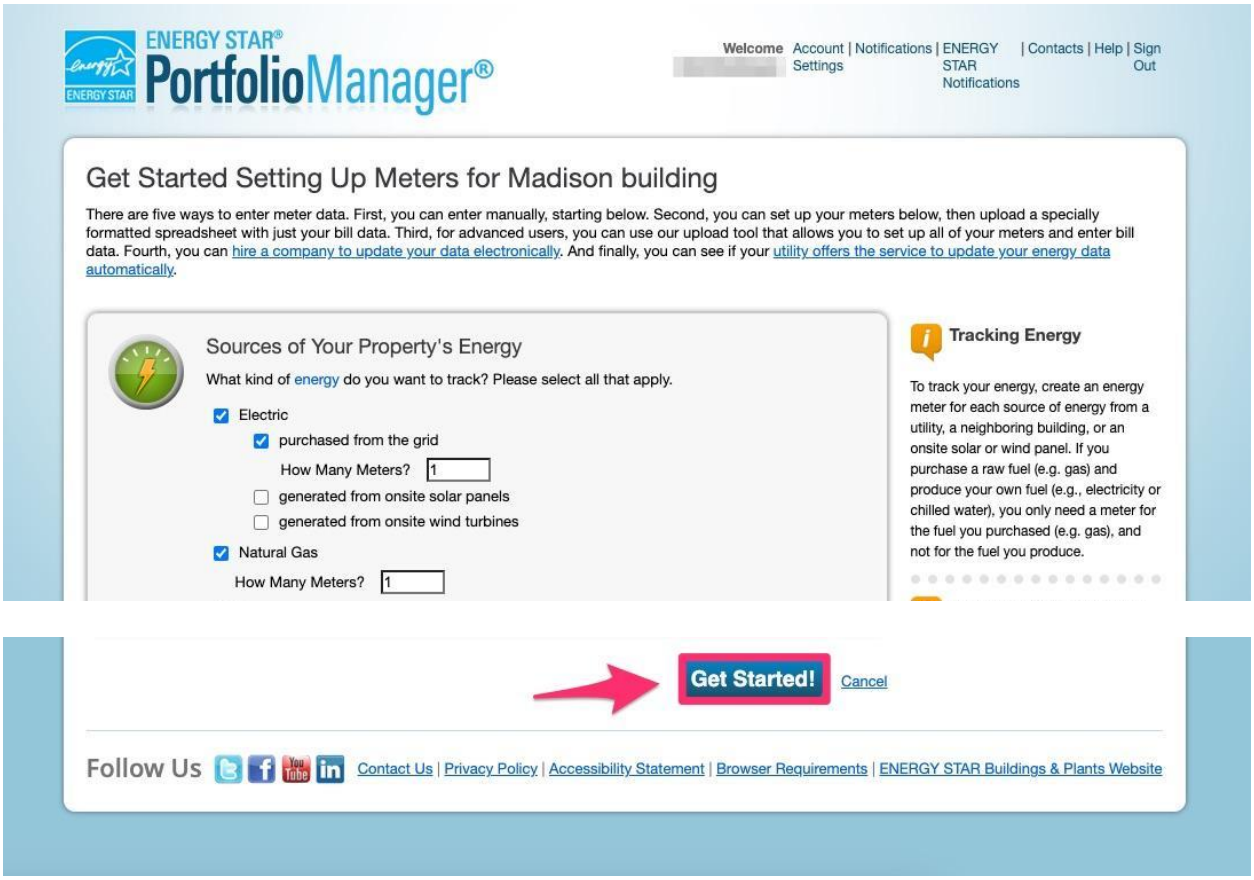
Please contact businesscenter@alliantenergy.com or visit the Business Resource Center (Website link) for additional information.

Adding energy use manually

STEP 1 - Select your property from the MyPortfolio tab and click on the Energy tab. Click on 'Add a Meter'.



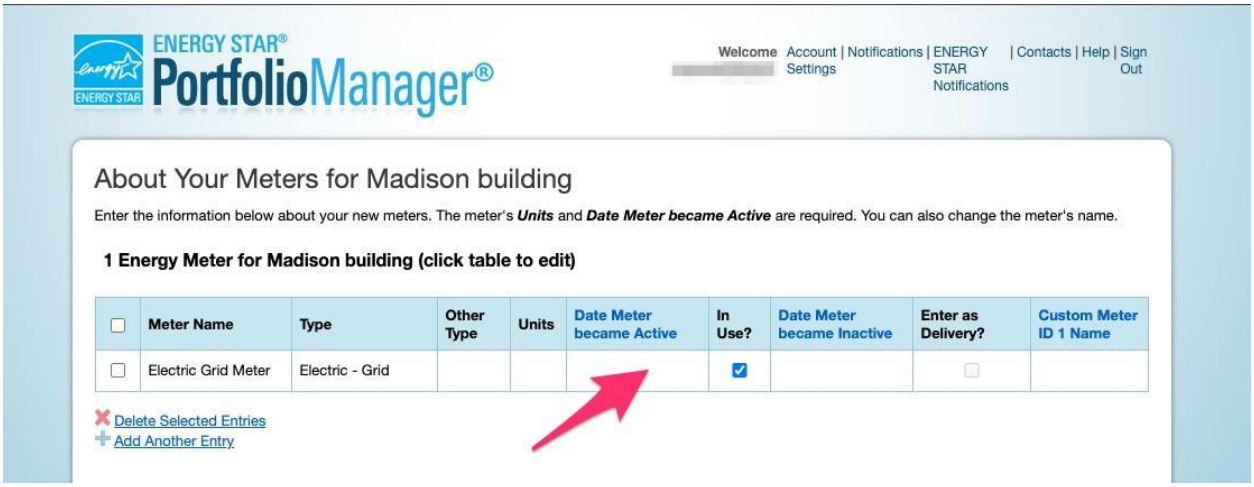
STEP 2 - Select the type(s) of meter(s) (Electric or Gas, etc.), the energy source (Purchased from the grid or generated onsite) and enter the number of meters for each energy type. After adding this information, click 'Get Started.'



STEP 3 - Click the white rectangle below 'Date Meter became Active' to start adding the required information about your meters:

- Meter name (can include type of meter and account # for easy identification)
- Meter type (Electric, Gas or other)
- Units (ex. Electric meter units = kWh; Gas meter units = kBtu - please confirm with your utility provider)
- Data meter became active (if unknown, add the year your property was built)

After adding this information, click 'Create Meter(s).'



STEP 4 - Once you have created your meter(s), you are now ready to add monthly energy use information. There are three options to add monthly energy data to your meter in ESPM:

OPTION 1: Add monthly data manually based on your monthly energy bill(s)

- Click 'add entry' and add the required information for each month, then click 'Save Bills.'

OPTION 2: Add monthly data in bulk from an excel spreadsheet

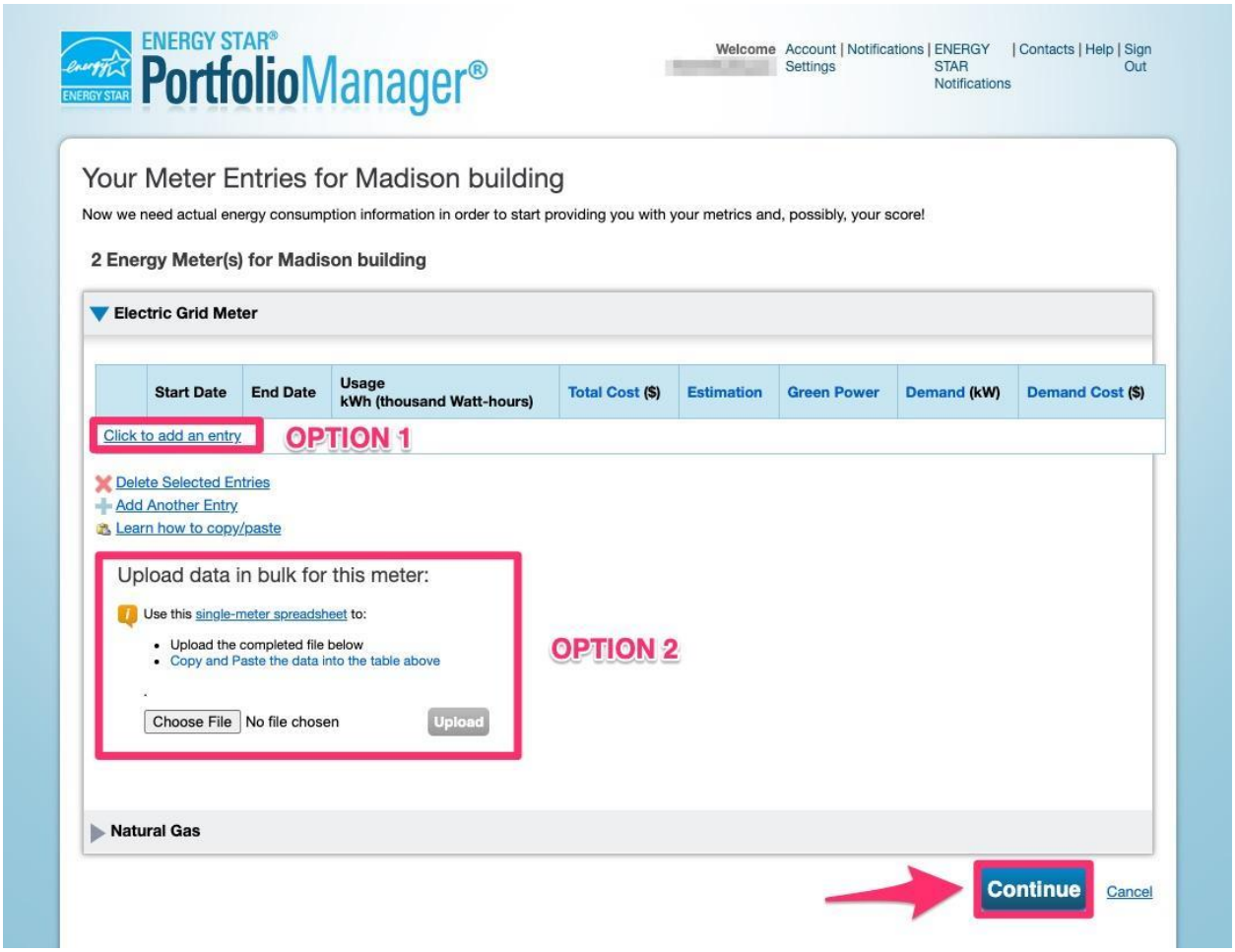
- Download the single-meter spreadsheet, add the required information and upload the spreadsheet to 'Upload data in bulk for this meter.'

OPTION 3: Set up an automatic exchange of data between your ESPM property and your utility provider.

- This option is available to MG&E Customers using the MyMeter tool. To learn more, please visit the MG&E Website (Website Link).

Click 'Continue' to move on to the final step of setting up your meters.

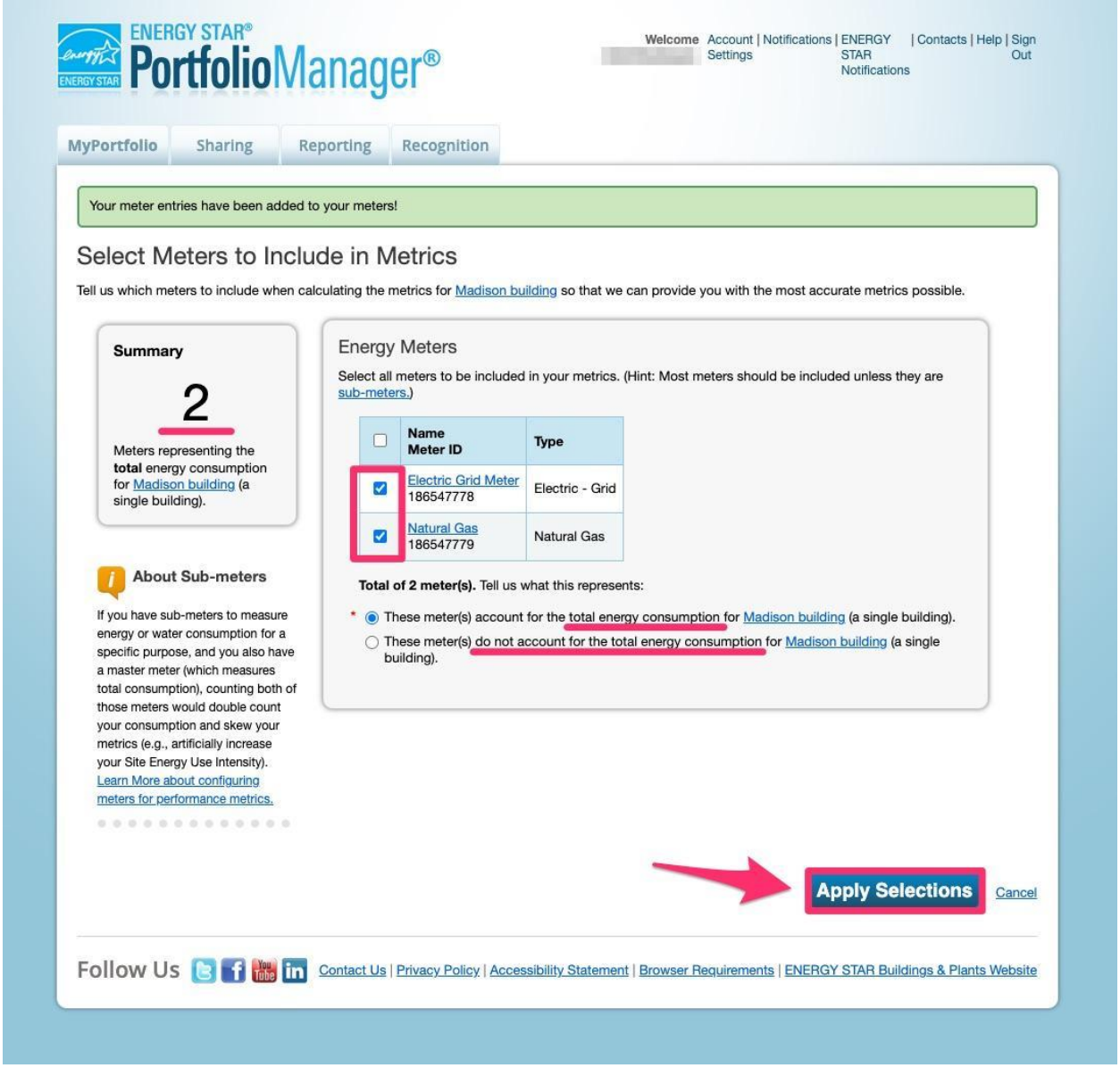
Note: You are not required to enter monthly data immediately to finish setting up your meters.



STEP 5 - Select which meters to include for your property and confirm if these meters represent the total energy usage of your property, or only represent the partial energy usage of the building.

When you have completed this step, click 'Apply Selections.'

Whole-building data - As a building owner or representative, you are responsible for reporting energy use for the whole-building, including tenant spaces and common areas. Please review the information provided for MG&E and Alliant customers in PART 1 – c (p. 13) or contact your utility provider for more information.

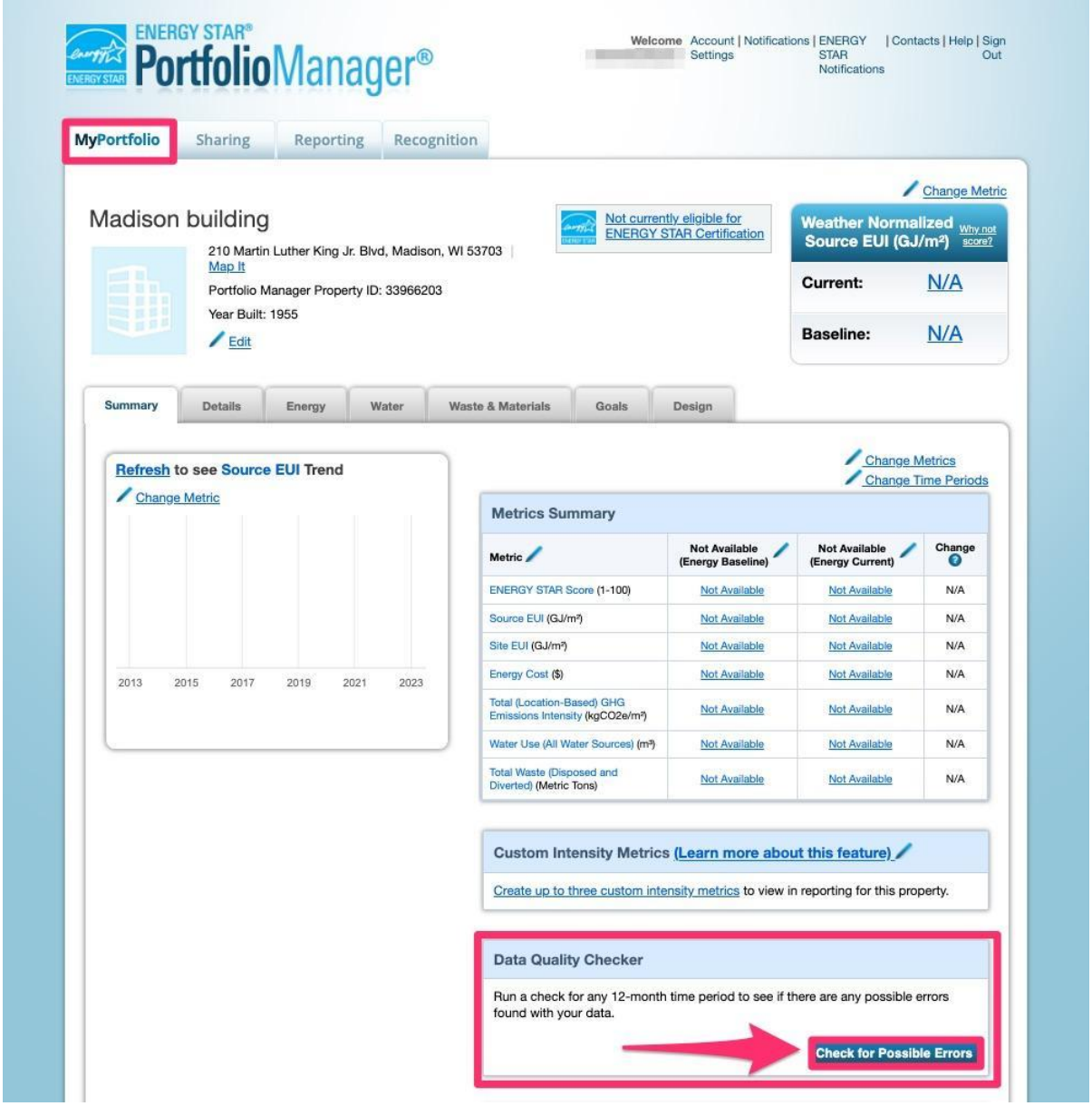


d. Use the Data Quality Checker to check your data for issues and correct errors

Before sharing your property with the Building Energy Savings Program, you need to check your data for any errors. The best way is to do this directly in ENERGY STAR Portfolio Manager using the Data Quality Checker.

STEP 1 - From the MyPortfolio tab, select the property that you want to check for data errors and select 'Check for Possible Errors' in the Data Quality Checker section.

STEP 1 – (continued)

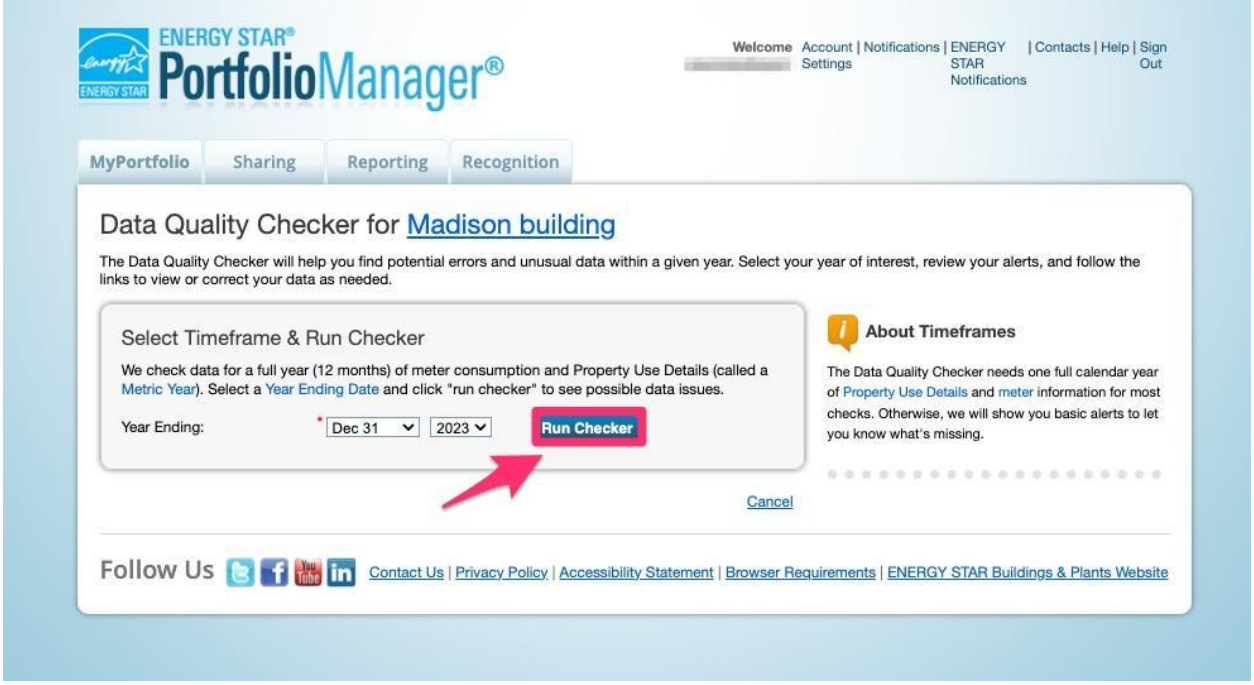


STEP 2 - Select the last day of the year for the 12-months of data you would like to check. For example, the 2024 submission will include data from Jan 1, 2023 to Dec 31, 2023. Once you have added this information, click 'Run Checker.'

The Data Quality Checker will flag the exact months which are missing monthly energy use, have duplicate monthly energy use or any potential quality errors.

> *Note: The BESP only requires monthly energy use data, it does not require water or waste to be reported.*

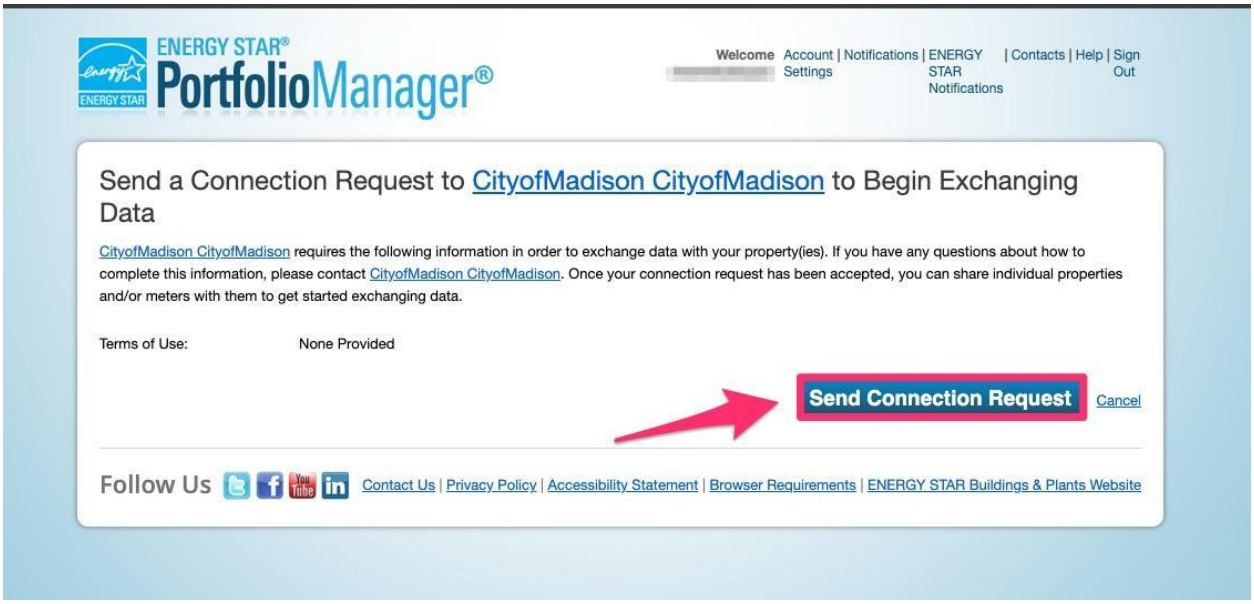
STEP 2 – (continued)



e. Share your properties with the City of Madison on ESPM

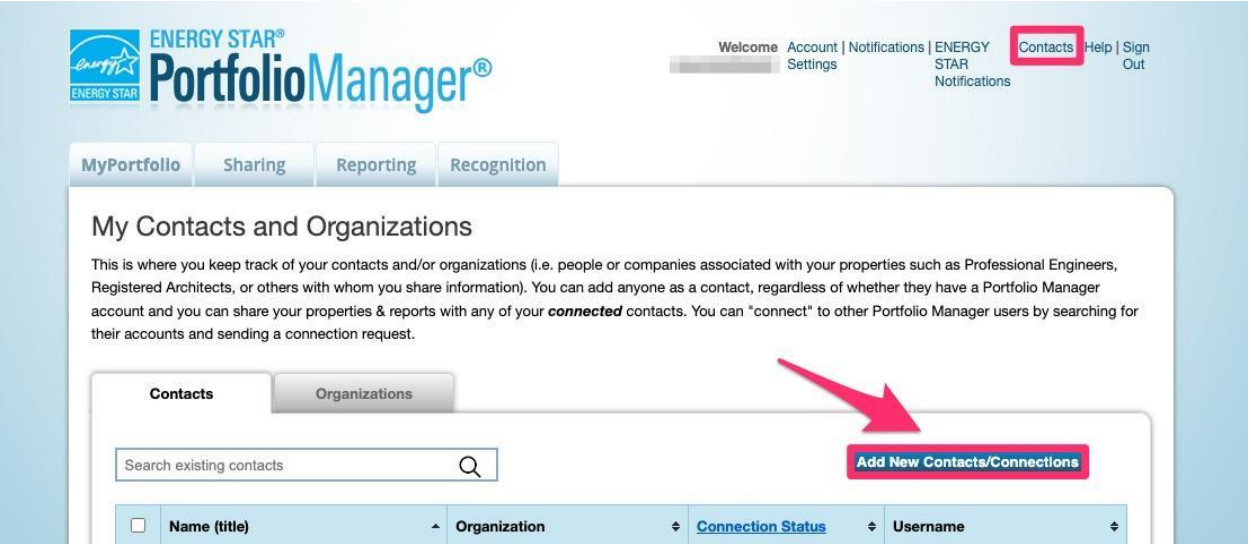
STEP 1 – Send a connection request to the City of Madison Benchmarking ESPM account. You have two options for completing this step.

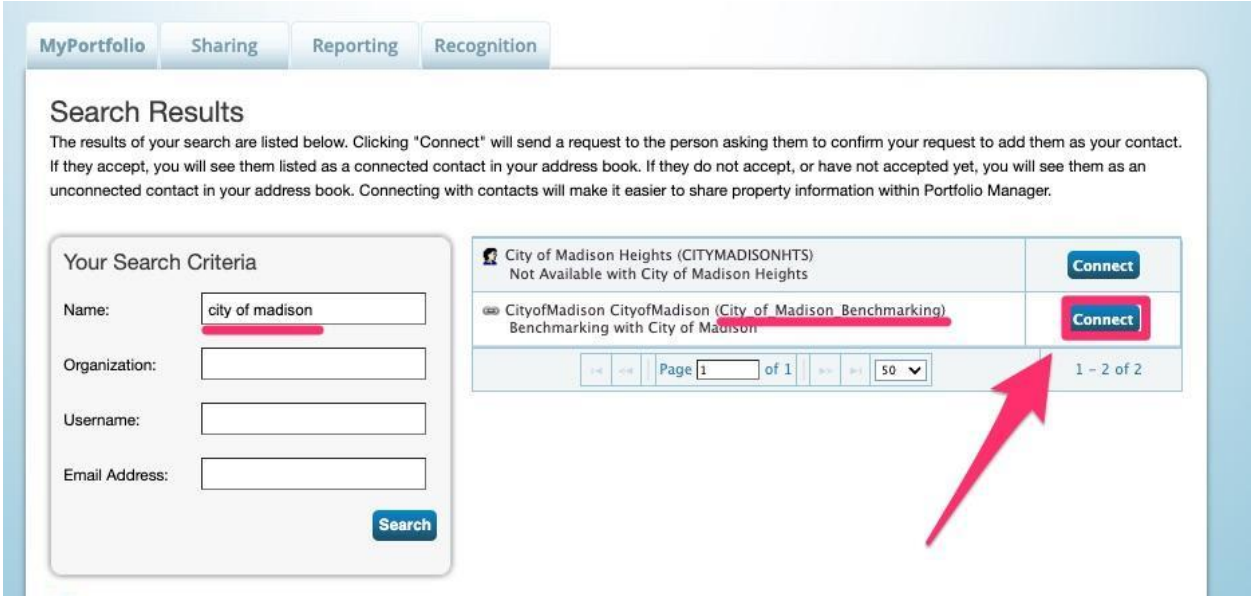
OPTION 1: Add the City of Madison Benchmarking as a contact on ESPM by clicking on the Connection Request Link.



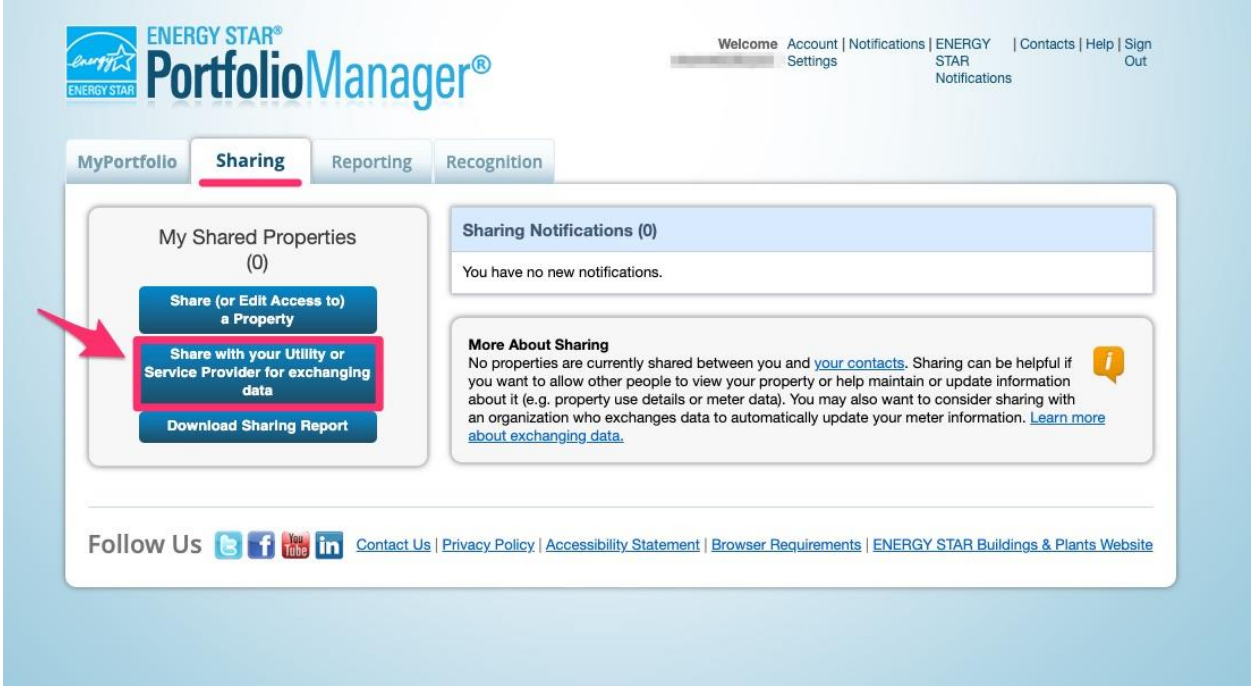
OPTION 2: Follow the steps below to manually add the City of Madison to your ESPM contacts.

- Click on 'Contacts' on the upper right hand corner, then 'Add New Contacts/Connections.'
- Search for the BESP ESPM account by entering 'city of madison' in the Name field under 'Connect with an Existing User for Sharing' and clicking 'Search.' Connect with the 'City_of_Madison_Benchmarking' account.





STEP 2 - After your request to connect has been approved (up to 2 business days), share your property directly with the 'City_of_Madison_Benchmarking' account. Click on the 'Sharing' tab and then on 'Share with your Utility or Service Provider for exchanging data'.

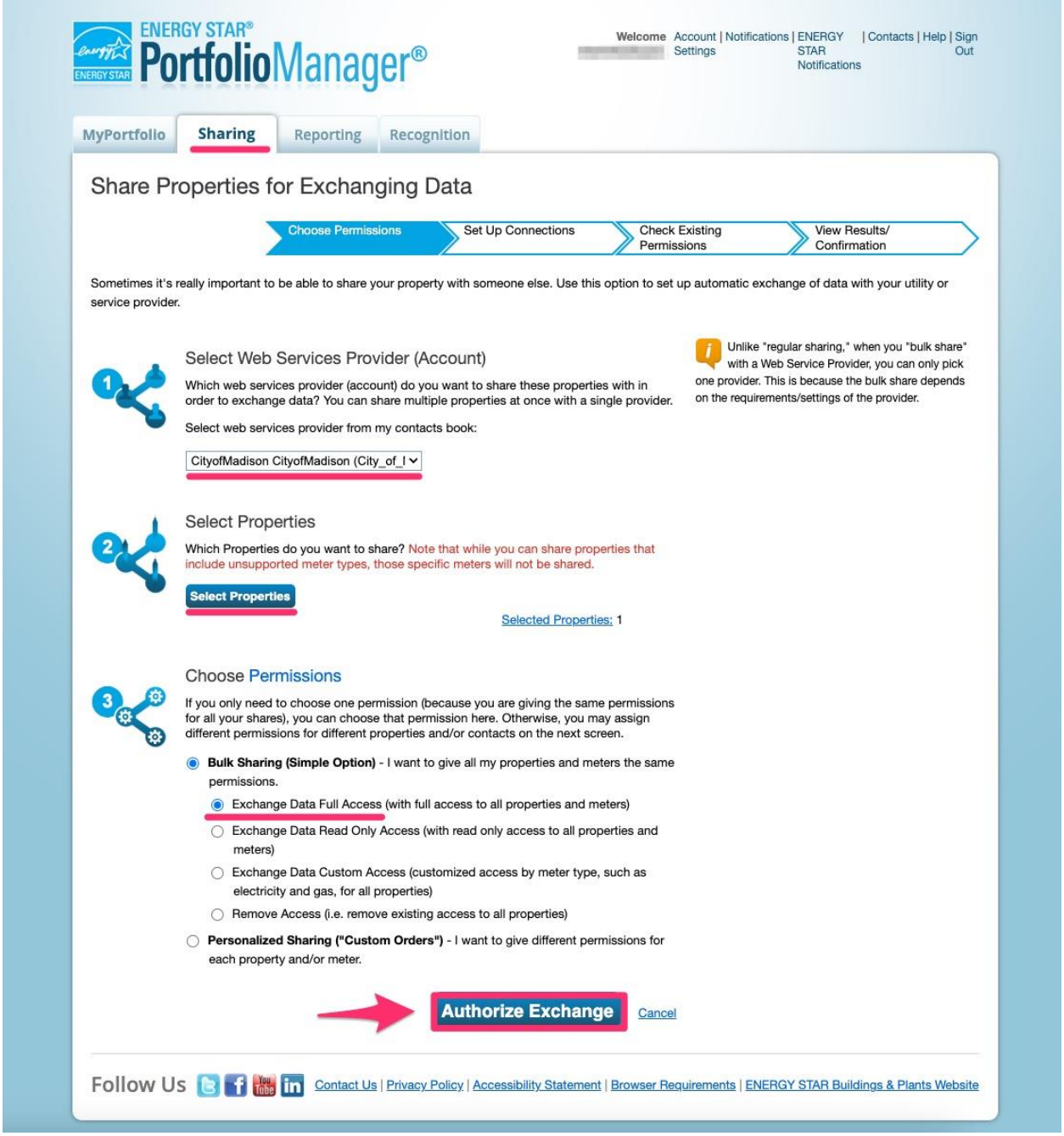


STEP 3 - Share your properties by completing the information required:

- Select Web Services Provider (Account) to share with (City_of_Madison_Benchmarking)
- Select property(ies) to share
- Choose Permissions (access rights) for sharing with the City of Madison. You must select 'Bulk Sharing (Simple Option) and 'Exchange Data Full Access.'

When you have completed this step, click 'Authorize Exchange'

STEP 3 – (continued)



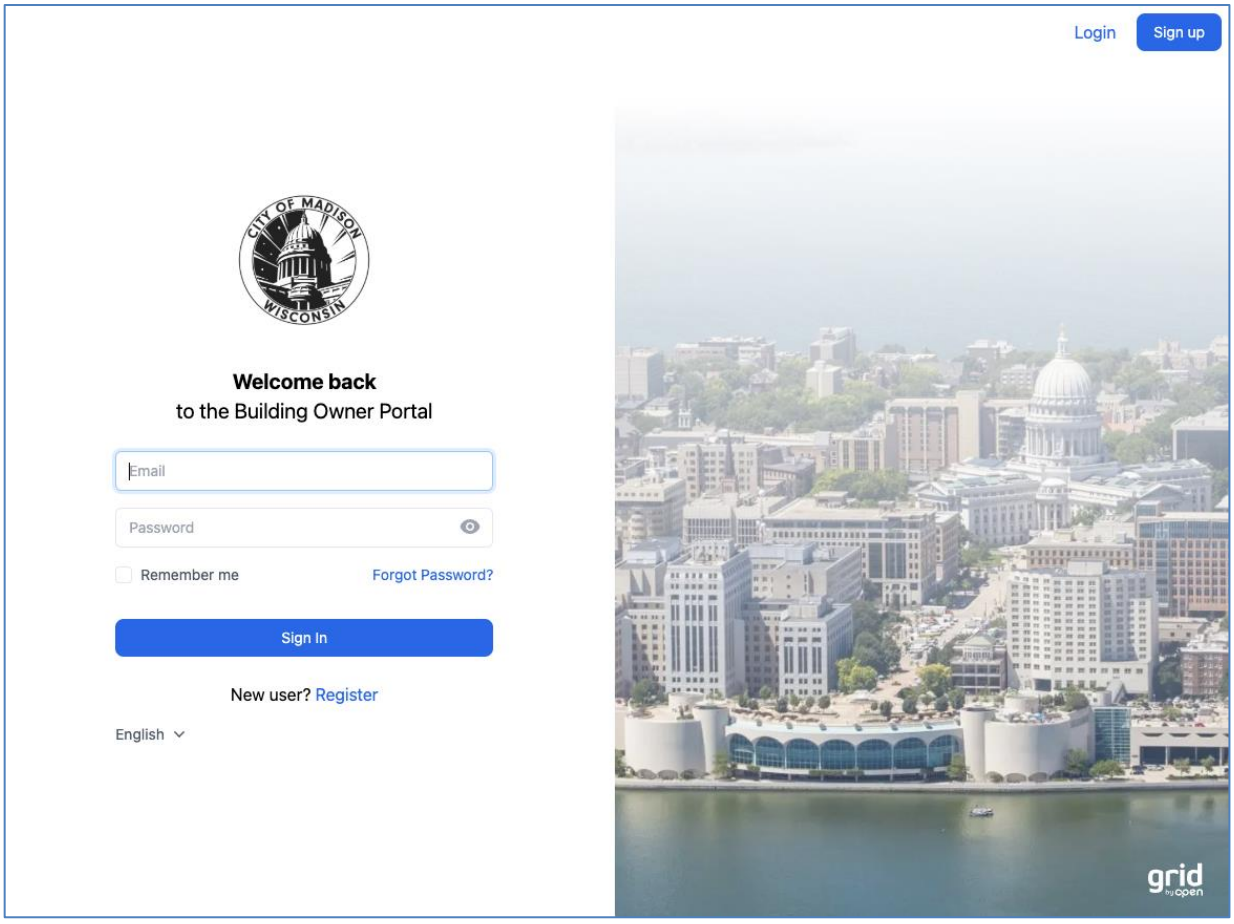
PART 2 - Submit your property using the Building Owner Portal (BOP)

Now that you have completed the required steps in PART 1 (p. 7-22), you are now ready to submit your building to the BESP using the Building Owner Portal (BOP). The BOP is where you can make your data submission, year after year, and track your submission status as it gets reviewed. It's also where you can access your buildings' scorecards once they are ready.

a. Create a Building Owner Portal account

To create an account on the Building Owner Portal, visit https://bop.opentech.eco and click on 'Register.'

Once on the registration page, fill-out your contact information, choose and confirm a password, and click on 'Register.' You will receive an email from "no-reply@opentech.eco" asking you to confirm your registration.



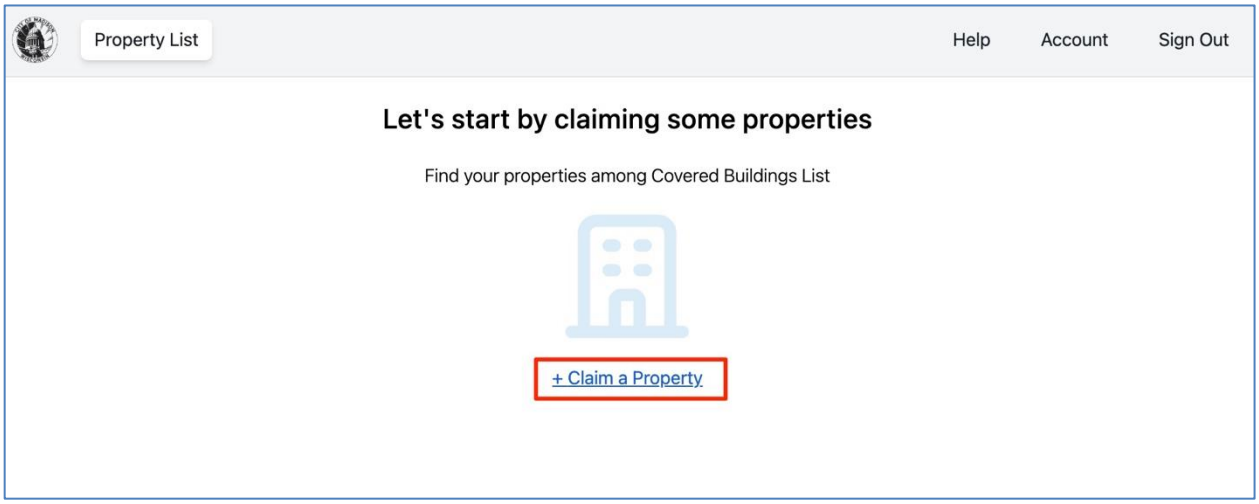
b. Claim your property

To complete benchmarking for a property for the BESP, you must first 'claim' the property on the Building Owner's Portal. By claiming a property, you become the main point of contact

('data contact') for the claimed property responsible for submitting the property's benchmarking information to the BESP from that point forward.

Note: The primary data contact can be changed easily any time by un-claiming the property in the BOP or by submitting a Help Desk ticket.

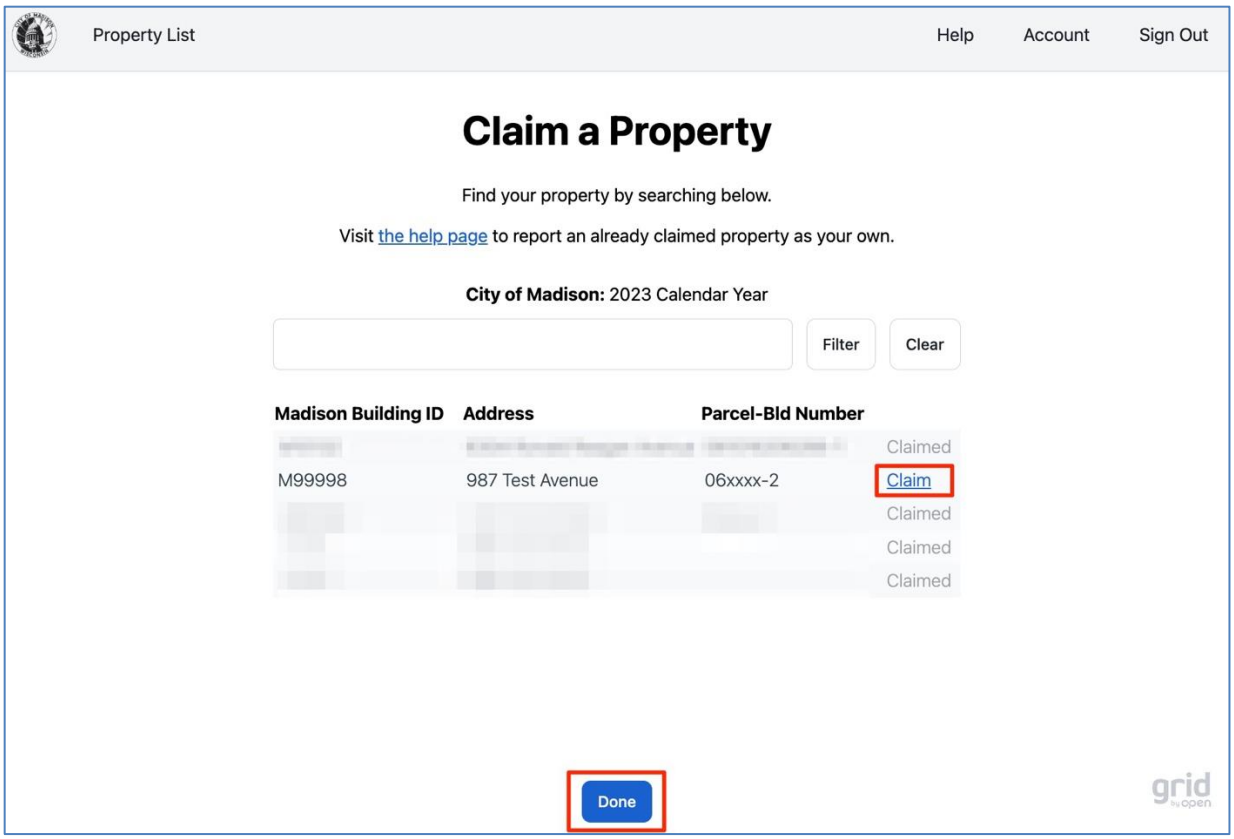
STEP 1 - After logging in to the Building Owner Portal (https://bop.opentech.eco), click on 'Claim a Property'.



STEP 2 - Search for your property using the address or Madison Building ID.

> *Note: If you are unable to find your property, it could mean that it is not included on the Covered Buildings List or that the property is missing from the list. Please contact us for more information by submitting an 'Ask a Question' Ticket on the Help Desk.*

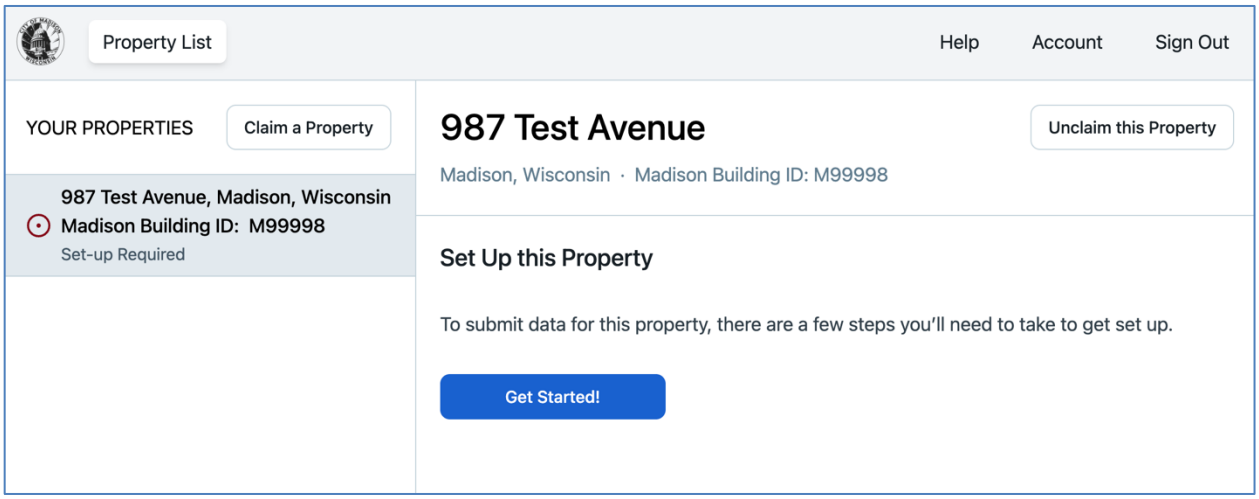
STEP 3 - Claim your property by clicking on the 'Claim' button. If you will be submitting for multiple buildings, repeat steps 1 & 2 until you have claimed all your buildings.



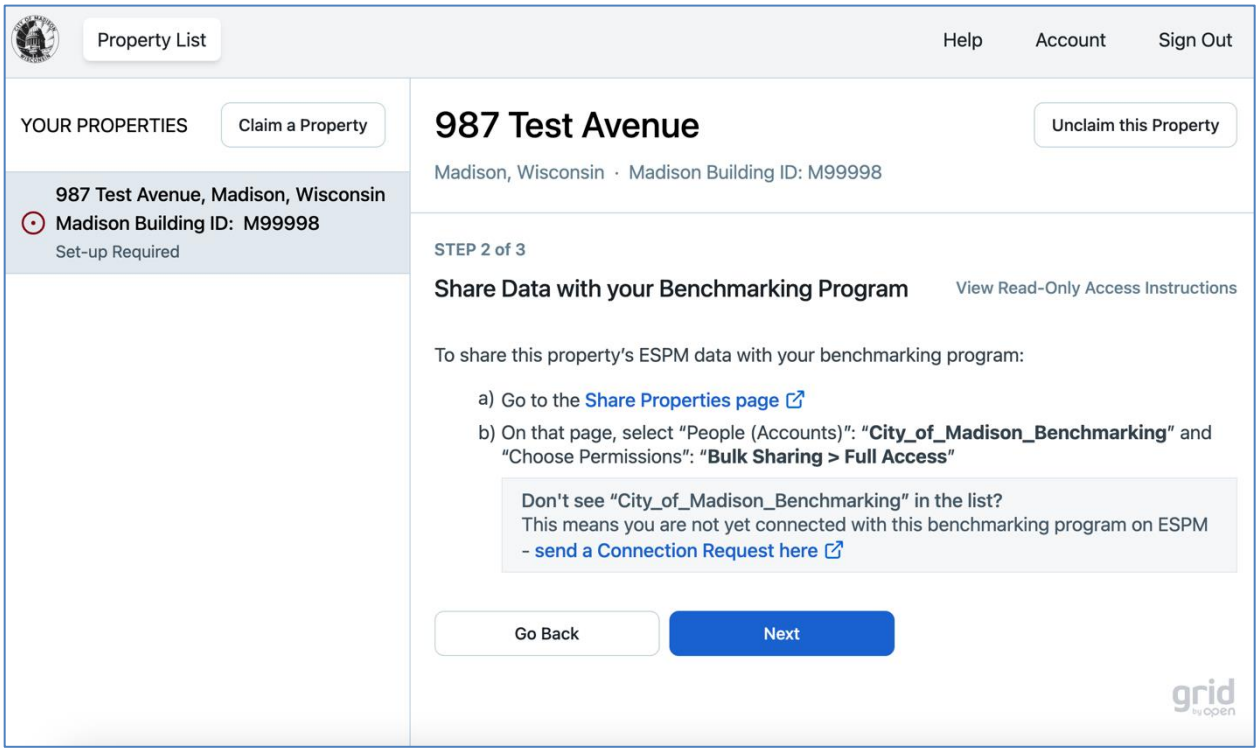
c. Set up your property & submit it to the BESP

To set up your property in the Building Owner Portal (BOP), you must first have completed the steps in PART 1 (p. 7-22)

STEP 1 - After logging in to the Building Owner Portal (https://bop.opentech.eco), click on 'Property List' in the top navigation bar, select one of your claimed properties on the left sidebar, and click on the 'Get Started' button.



STEP 2 – Confirm that you have shared your property on ESPM with the City of Madison. If not, follow the instructions and links in the Building Owner Portal to share access to your properties.

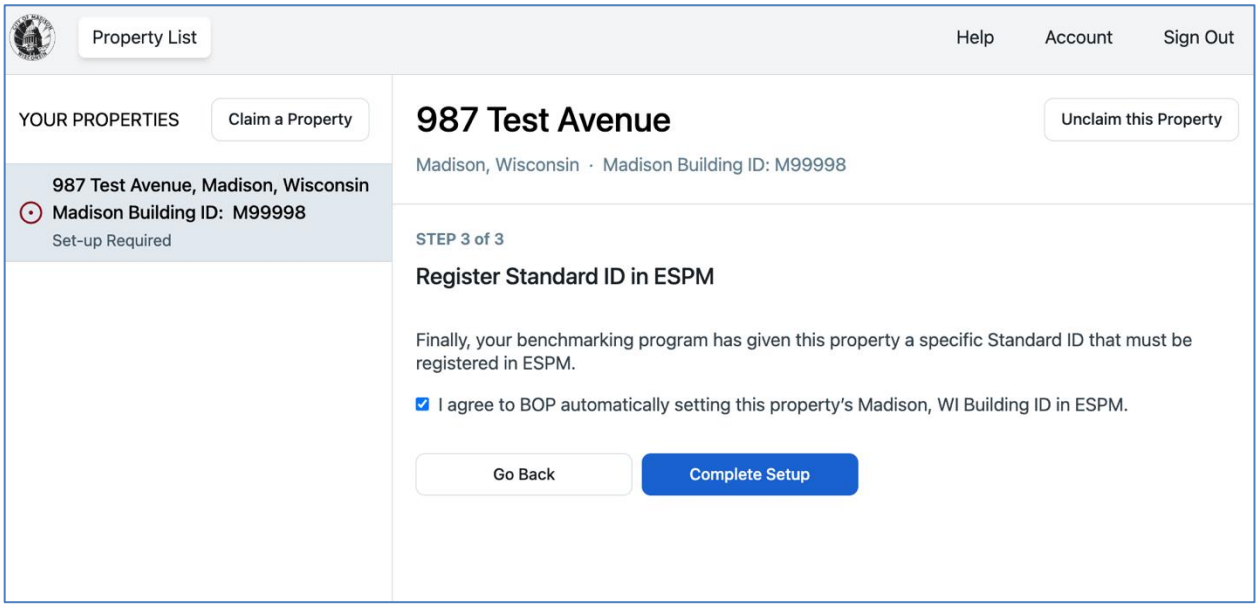


STEP 3 – Add, or confirm that you have added, your property's Madison Building ID (assigned to you on the Covered Buildings List) to your ESPM property in the 'Standard ID- City/ Town' field.

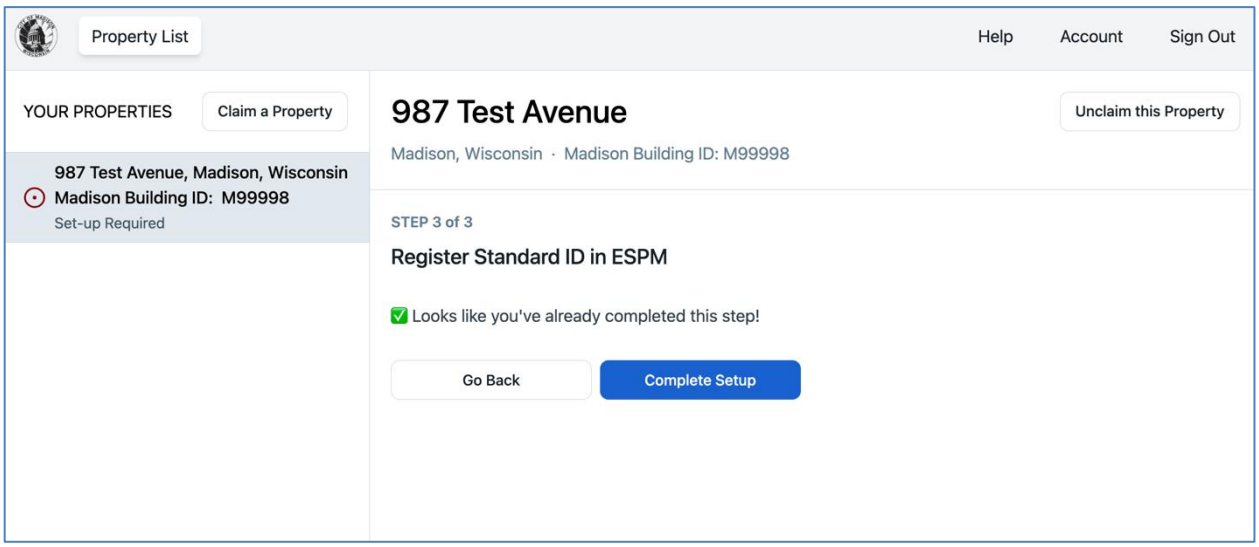
For detailed instructions on how to add your Madison Building ID (MBID) to your ESPM Property, review PART 1 - b (p.7).

If you have shared the property on ESPM with full access rights, you will be able to apply the Madison ID to your ESPM property from the Building Owner Portal. Click the checkbox "I agree to BOP automatically setting this property's Madison, WI Building ID in ESPM" and then click 'Complete Setup'.

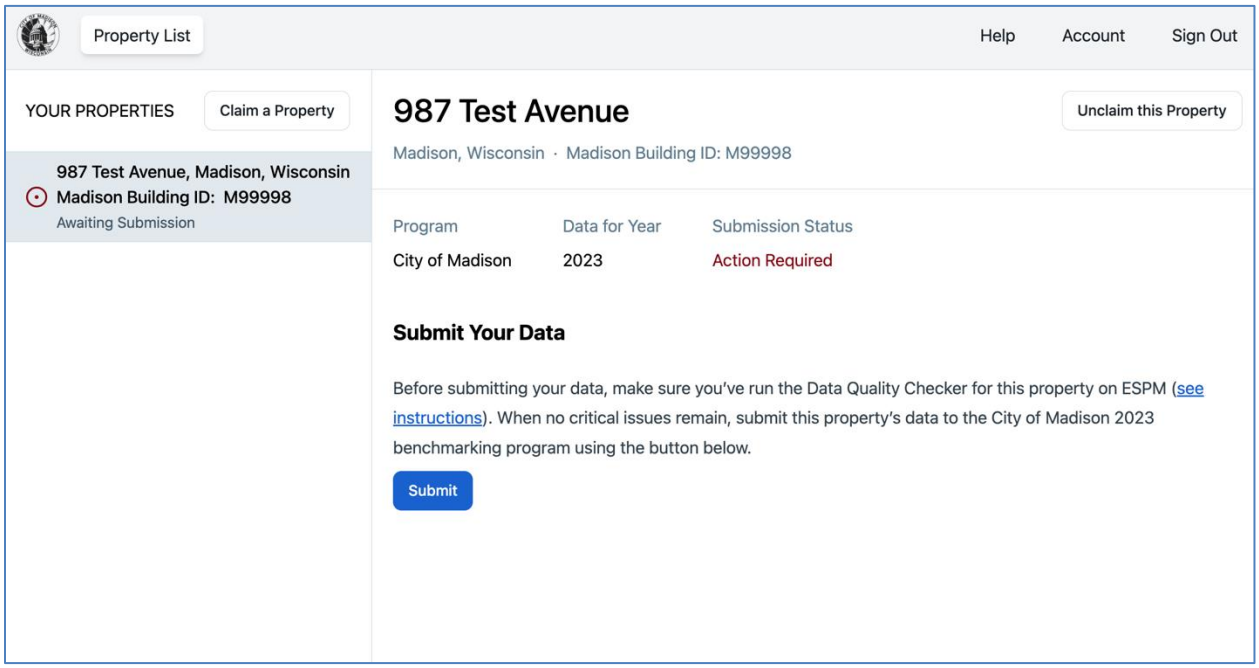
STEP 3 – (continued)



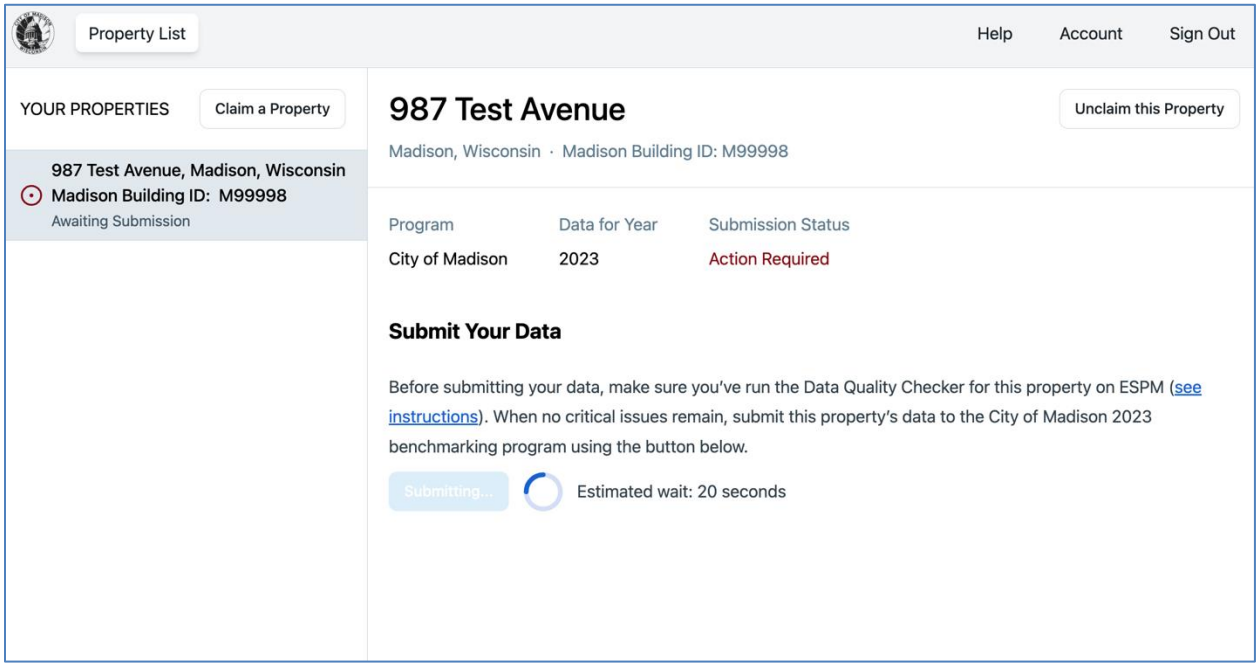
If you have already added your Madison Building ID to your property in ESPM, the message below will appear. Click 'Complete Setup' to move to the next step.



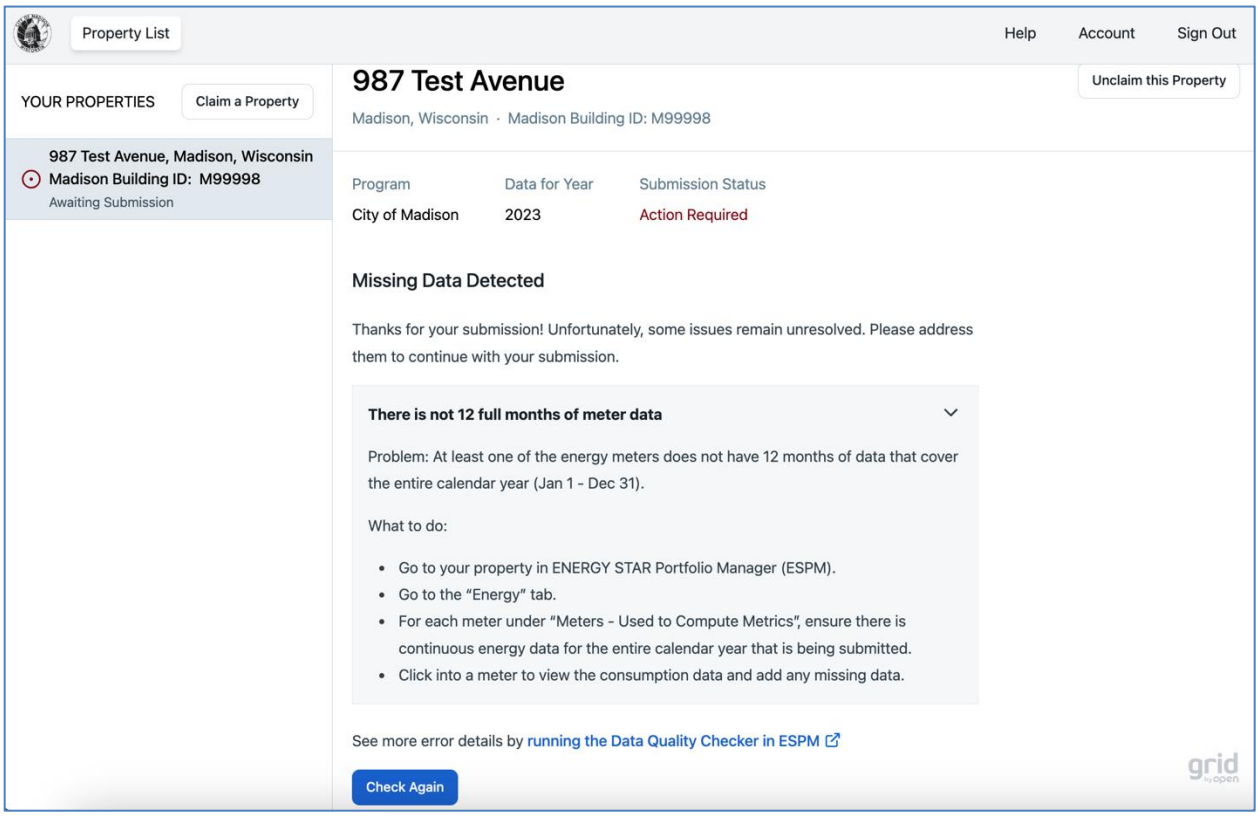
STEP 4 - Click 'Submit' to submit your property to the Madison BESP. This will launch the Data Quality Checker to check that your property data is complete before you can finish the submission process.



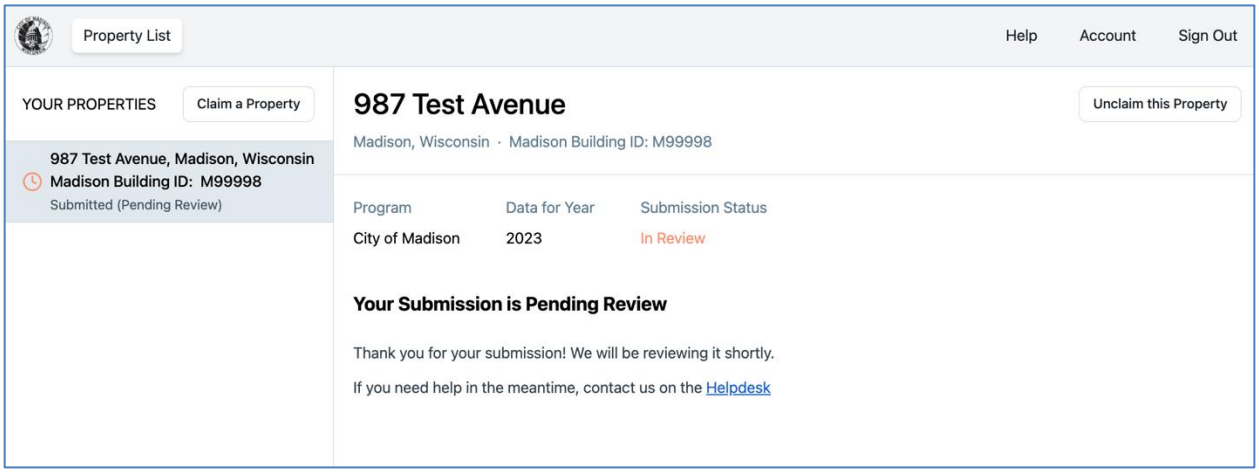
The Data Quality Checker may take up to 20 seconds to check your property data for errors.



If errors are detected, you will receive an error message. Go to ESPM and correct the data errors, before clicking 'Check Again'. You will not be able to submit your building's benchmarking data to the Madison BESP without completing this step.



Once your property has passed the Data Quality Checker, your submission status will change to 'In Review'.



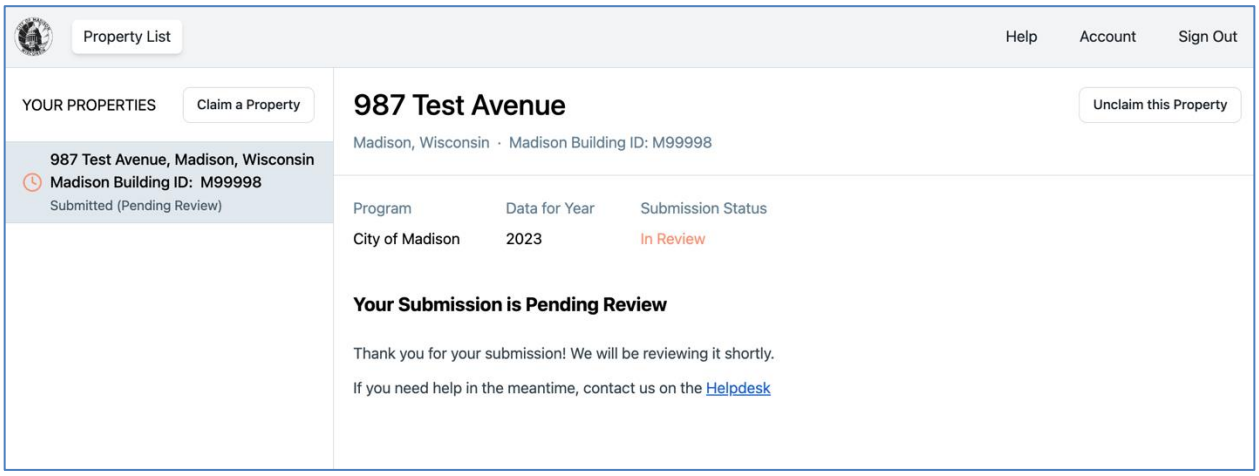
PART 3 - Submission review & compliance using the Building Owner Portal (BOP)

a. Check the status of your submission

You can track the current status of your submission(s) at any time in the Building Owner Portal (BOP).

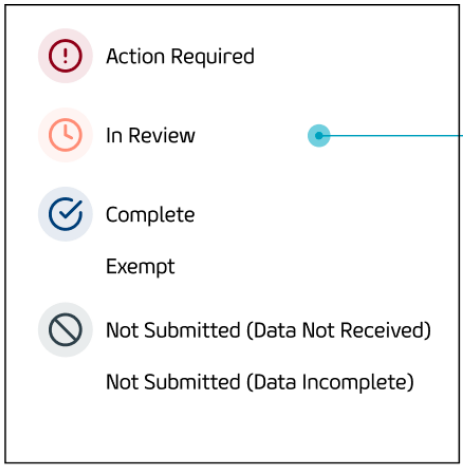
STEP 1 - After logging in to the Building Owner Portal (https://bop.opentech.eco), click on 'Property List' in the top navigation bar and select one of your claimed properties on the left sidebar.

STEP 2 - Review your submission status under the Submission Status title.



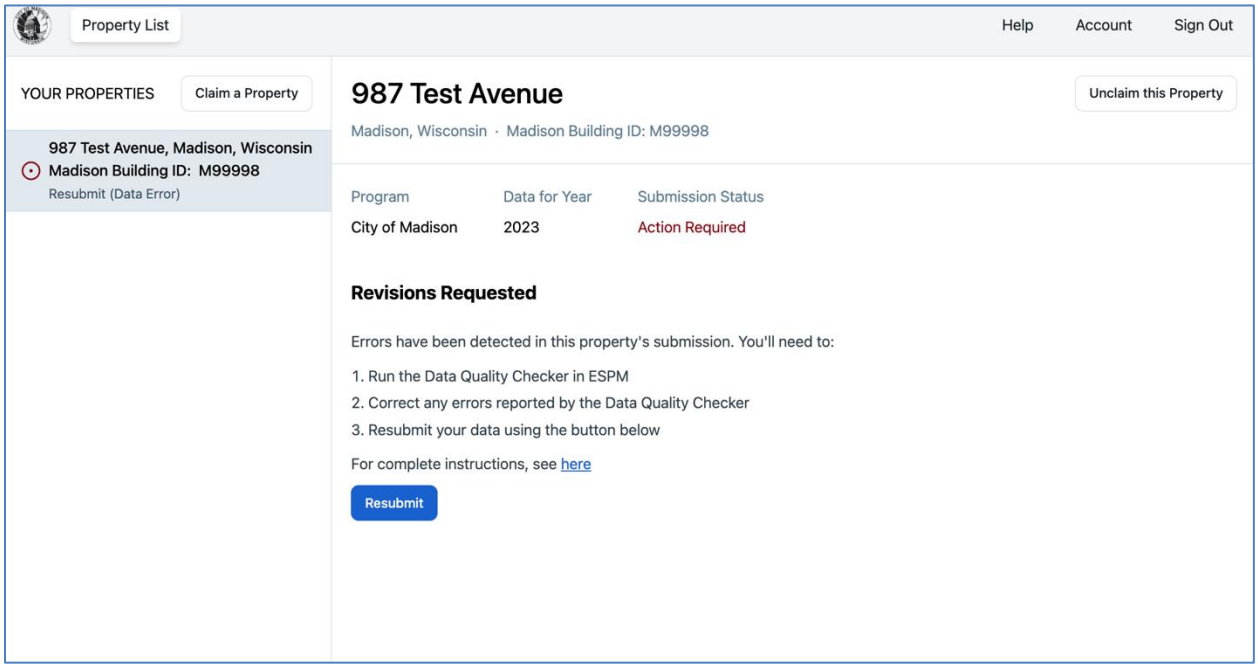
Your submission can show one of the following statuses:

- **Action required**: Action is required from the building owner (submission has been reviewed by the BESP team)
- **In review**: The submission is being reviewed by the BESP team.
- **Complete**: The submission has been accepted and is complete.
- **Exempt**: The property was granted an exemption from the reporting year of benchmarking.
- **Not submitted (Data not received)**: No submission was received for the property.
- **Not submitted (Data incomplete)**: No submission was received for the property.



b. Correct data errors & resubmit your property to the BESP

If your property is flagged with a data error, your submission status will be updated to 'Action Required' and your property will be flagged with a notification ‘Revisions Requested’ in the Building Owner Portal.



To fix this, follow the steps below:

1. Run the Data Quality Checker on ESPM

(For help, review the article “Use the data quality checker to check your data for issues and correct any errors”)

2. Correct all errors in ESPM

3. Click 'Resubmit'

If your property data passes the data quality check, it will be submitted, and your property’s status will be updated to ‘In Review’.

c. How to know if your submission to the BESP has been accepted

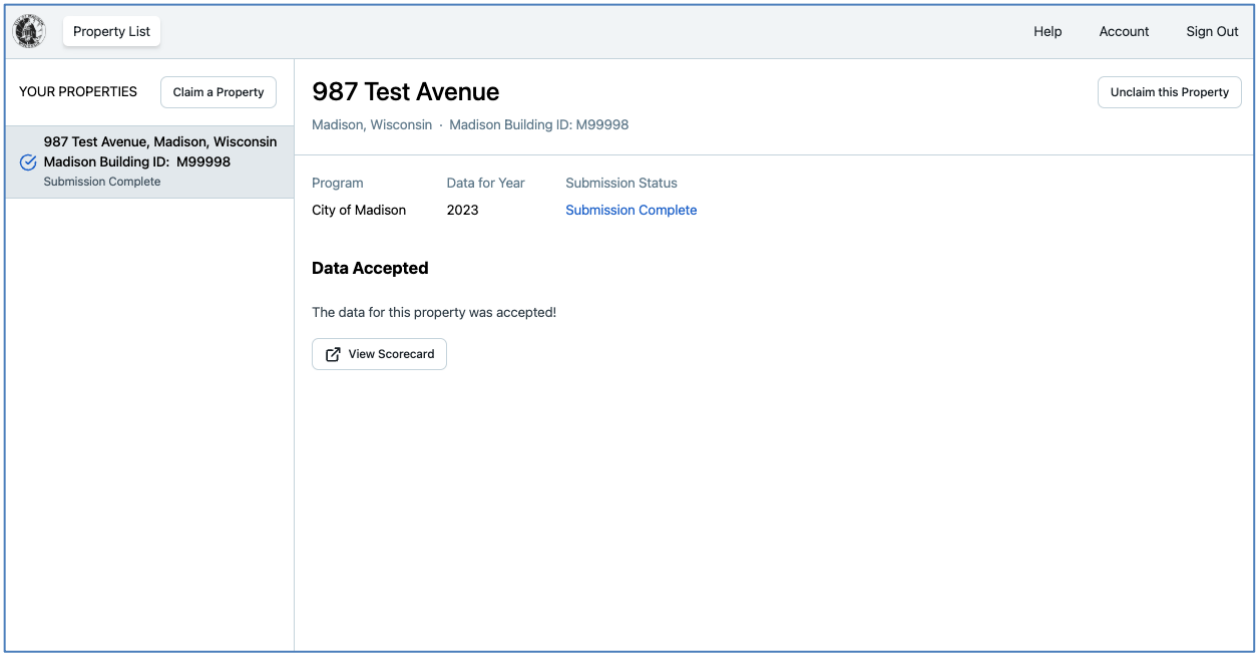
If your submission has been accepted, your property's status will be updated to 'Complete.' You will also receive an email with confirmation of your compliance for the current benchmarking year of the BESP.

d. Get your building performance Scorecard

After your submission has been accepted, you will receive a personalized building performance Scorecard. The Scorecards are issued once the majority of the covered buildings data has been submitted, reviewed and accepted. The Scorecard will show:

- how your property's energy use and greenhouse gas emissions compare to other, similar buildings in Madison;
- provide unique insights on how you can improve your building's energy efficiency, including which improvements will generate the most cost savings; and
- available rebate and incentives to help pay for any efficiency upgrades you might be considering.
-

When your scorecard is ready, the View Scorecard button will appear in the Building Owner Portal. Click View Scorecard to review your Building Performance Scorecard (*please note, initial loading can take up to 30 seconds*).



1. Glossary

Administrator: the Sustainability and Resilience Manager of the City of Madison.

Base Building Systems: the systems or sub-systems subsystems of a building that use energy and/or impact energy consumption including but not limited to: (1) primary HVAC (heating, ventilation, air conditioning) systems; (2) conveying systems; (3) domestic hot water systems; (4) electrical and lighting systems. Base building systems shall not include life safety systems, such as fire detection and suppression, and equipment used for industrial or manufacturing processes.

Benchmarking: the assessment of a building's energy use and efficiency.

Benchmarking Report: a report the ENERGY STAR Statement of Energy Performance, generated by ENERGY STAR Portfolio Manager, summarizing the annual energy performance of a building.

Building Owner or Owner: the owner of record of a building. In the case of a building held in cooperative or condominium form of ownership, the term Building Owner or Owner shall refer to the board of managers, board of directors, condominium association, or other representative body of the jointly owned building with authority to make decisions about building assessments and alterations to the building.

Building Tune-Up or Tune-Up: a review of base building systems an inspection by a tune-up specialist and subsequent appropriate corrective actions to increase a covered building's energy efficiency.

Certificate of Occupancy: the certificate issued by the Building Inspection Division under Section 29.11 allowing the building to be occupied.

Commercial Building: public buildings and places of employment subject to the commercial building code, Wis. Admin. Code Ch. SPS 361-366, and Wis. Admin Code Ch. SPS 375-379, excluding buildings used solely for multifamily housing, manufacturing, or industrial purposes.

Corrective Actions: operational adjustments, maintenance or minor repairs to existing building equipment or systems to resolve issues identified during the building tune-up assessment. These corrective actions will all be minor repairs, which is defined as low-cost repairs to existing equipment.

Covered Building: buildings required to comply with either Subsection (3) or (4).

ENERGY STAR Portfolio Manager®: the tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative energy performance of similar buildings nationwide.

ENERGY STAR Score: The 1-100 score calculated by ENERGY STAR Portfolio Manager® that measures how well the property is performing relative to similar properties, when normalized

for climate and operational characteristics. 1 represents the worst performing buildings and 100 represents the best performing buildings.

GHG: Greenhouse gas emissions, in tons of CO2 (carbon dioxide) equivalents.

Gross Floor Area: For single buildings, measure the GFA between the outside surface of the exterior walls of the building(s). This includes all areas inside the building(s) including supporting areas. GFA is not the same as rentable space, but rather includes all the areas inside the building(s).

- Include in GFA: lobbies, tenant areas, common areas, meeting rooms, break rooms, atriums (count the base level only), restrooms, elevator shafts, stairwells, mechanical equipment areas, basements, storage rooms.
- Do not include in GFA: exterior spaces, balconies, patios, exterior loading docks, driveways, covered walkways, outdoor play courts (tennis, basketball, etc.), parking, the interstitial plenum space between floors (which house pipes and ventilation), crawl spaces.

Tenant: a person occupying or holding possession of a building or premises pursuant to a rental lease agreement.