

Obtain Energy Meter Usage Data – NRG Energy Center Minneapolis

To effectively comply with the Minneapolis Commercial Building Rating and Disclosure Policy, you will need energy data that covers during the time period from January 1 to December 31 of the reporting year to benchmark your building. Because of when your meters are read, it is best to collect your billing data from December of the year prior to the reporting year to January of the year following the reporting year. You can request these 14 months of usage from NRG.

Previous Reporting Year		Reporting Year												Following Year	
←	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	→
	If utility bill begins in Dec. and ends in Jan, include this bill info in reporting.	Include this bill info (energy or water consumption) in reporting.												If utility bill begins in Dec. and ends in Jan, include this bill info in reporting.	

Building owners and managers can:

- 1) Collect monthly billing statements from your company's accounts payable records or utility logs.
- 2) Request a report showing 14 months of consumption from NRG by filling out and signing the NRG Request/Consent Form included in Appendix A. This form must include the building's NRG account number and the address of the property. Please include your email address.

The signed consent form can either be mailed to:

Michael E. Dwyer
 Director, Sales and Marketing
 NRG Energy Center Minneapolis LLC
 2850 IDS Center
 80 South 8th Street
 Minneapolis, MN 55116
 ATTN: ANNUAL CUSTOMER CONSUMPTION HISTORY

OR

emailed to Michael.dwyer@nrg.com. Please include in the subject line of the email the following header:

RE: ANNUAL CUSTOMER CONSUMPTION HISTORY

You or the party you designate will receive the data electronically via email as a file in pdf format. The data will include monthly consumption/costs for the current year, monthly consumption/costs for the past four years, and a four-year average. In addition, the report includes Degree Days and a brief analysis that you can use to evaluate your building's thermal energy consumption. Typically, the Consumption History Report will be emailed back to you within 5 – 7 days.

If you sub meter thermal energy consumed by specific tenants or users within your building, the ordinance contains a provision that requires that the building owner or manager report this data also.

Once all energy usage data has been obtained, follow the instructions in Step 6 of the Portfolio Manager Guide to upload this information into Portfolio Manager.

Appendix A – NRG Request/Consent Form

INSTRUCTIONS:

1. Request to be sent on Owner/Property Manager's letterhead.
2. Request can be mailed to the address below or sent via:

FAX: 612.349.6067

EMAIL: Kelly.Burchfield@nrgenergy.com

3. Unless directed otherwise, all Consumption History reports will be sent via email.

RE: REQUEST FOR NRG ENERGY CONSUMPTION HISTORY

NRG Energy Center Minneapolis
2850 IDS Center
80 South Eighth Street
Minneapolis, MN 55402
ATTN: KELLY BURCHFIELD

Dear Kelly,

The undersigned is the Owner/Manager of the building named below and a customer of NRG Energy Center Minneapolis.

Building Name: _____
Building Address: _____
City/State/Zip: _____

Building Representative: _____
Title: _____
Company: _____
Address: _____
City/State/Zip: _____
Tel: _____
Email: _____

Please provide me with the most recent five year Annual Customer Consumption History report for the following services: **(Please check all that apply)**

Type of service: Steam Chilled Water Hot Water

Sincerely,

(Authorized Signature)
(Name)
(Title)

Appendix B – Preparing the Data for Upload into Portfolio Manager

As described by Step 6d of the How-To Guide, energy meter data can be uploaded directly into Portfolio Manager using a specially formatted spreadsheet. Because the NRG energy use data is provided in pdf format, you can not directly upload the file into Portfolio Manager. You will need to create an Excel spreadsheet to do this upload. Portfolio Manger provides a spreadsheet template (obtainable from [this link](#)) and you will need to manually fill in the appropriate data from the report into the spreadsheet template to create the uploadable file for each meter.

NRG District Energy Use Reports

Below is a sample district steam consumption report for reporting year 2014 from NRG:

Minneapolis Energy Center, Inc.
ANNUAL CUSTOMER CONSUMPTION HISTORY
(Excludes Applicable Sales Tax)

Bldg Served:
Service Type: Steam
Contract Capacity:
Area Served (Sq Ft)
Capacity / Area:

Month	Actual Consumption 2010			Actual Consumption 2011			Actual Consumption 2012			Actual Consumption 2013			
	NORMAL HDD	HDD	MLBS COST	HDD	MLBS COST	COST	HDD	MLBS CCST	CCST	HDD	MLBS COST	COST	
Jan	1,616	1,575	611	11,671.57	1,524	751	13,085.77	1,636	680	12,119.69	1,277	507	8,267.80
Feb	1,273	1,300	497	9,792.93	1,325	643	11,519.73	1,257	560	10,279.55	1,066	441	8,178.43
Mar	1,034	1,023	398	7,928.74	840	444	8,396.97	1,111	467	8,766.06	670	355	6,600.04
Apr	560	717	305	4,585.95	389	271	4,877.61	703	315	5,266.85	450	339	2,358.65
May	222	203	218	4,711.00	243	258	5,215.00	300	258	4,415.86	156	246	5,053.39
Jun	44	83	211	4,583.00	12	253	5,129.00	60	197	4,002.94	42	228	4,770.91
Jul	7	10	206	4,492.00	0	220	4,564.00	0	158	3,337.61	0	223	4,692.45
Aug	20	2	213	4,620.00	0	165	3,623.00	0	152	3,235.24	4	226	4,739.53
Sep	178	21	223	4,209.00	128	273	5,472.00	124	168	3,458.80	92	221	4,661.06
Oct	516	624	318	6,460.00	233	273	5,472.00	237	240	4,731.04	399	253	5,163.24
Nov	978	560	279	5,749.00	703	334	6,516.00	793	372	6,982.94	809	362	4,250.27
Dec	1,428	1,458	674	11,424.00	1,669	697	10,005.00	1,079	465	9,431.21	1,159	506	9,157.03
TOTAL	7,876	7,576	4,153	80,227.19	7,066	4,582	83,876.08	7,300	4,032	76,027.79	6,124	3,907	67,892.80

Minneapolis Energy Center, Inc.
ANNUAL CUSTOMER CONSUMPTION HISTORY
(Excludes Applicable Sales Tax)

Bldg Served:
Service Type: Steam
Contract Capacity:
Area Served (Sq Ft)
Capacity / Area:

Month	Actual Consumption 2011			Actual Consumption 2012			Actual Consumption 2013			Actual Consumption 2014			
	NORMAL HDD	HDD	MLBS COST	HDD	MLBS COST	COST	HDD	MLBS CCST	CCST	HDD	MLBS COST	COST	
Jan	1,616	1,575	611	11,671.57	1,524	751	13,085.77	1,636	680	12,119.69	1,277	507	8,267.80
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Jun	44	83	211	4,583.00	12	253	5,129.00	60	197	4,002.94	42	228	4,770.91
Jul	7	10	206	4,492.00	0	220	4,564.00	0	158	3,337.61	0	223	4,692.45
Aug	20	2	213	4,620.00	0	165	3,623.00	0	152	3,235.24	4	226	4,739.53
Sep	178	21	223	4,209.00	128	273	5,472.00	124	168	3,458.80	92	221	4,661.06
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TOTAL	7,876	7,576	4,153	80,227.19	7,066	4,582	83,876.08	7,300	4,032	76,027.79	6,124	3,907	67,892.80

Note that the units for district steam is given in MLBS. This should be interpreted mLbs. or thousand pounds of steam. In Portfolio Manger, this unit is denoted as

kLbs. and you should choose this as the proper units for your NRG district stream usage. Be aware that Portfolio Manager allows you to select the data units in million pounds (MLbs.) but this would be the wrong unit selection for your NRG data.

Below is a sample chilled water consumption report:

Minneapolis Energy Center, Inc.
ANNUAL CUSTOMER CONSUMPTION HISTORY
(Excludes Applicable Sales Tax)

Bldg Served:
Service Type: Cold Water
Contract Capacity:
Area Served (Sq Ft):
Capacity / Area:

Month	NORMAL CDD	Actual Consumption 2011			Actual Consumption 2012			Actual Consumption 2013			Actual Consumption 2014		
		CDD	TONHRS	COST	CDD	TONHRS	COST	CDD	TONHRS	COST	CDD	TONHRS	COST
Jan	0	0	55,841	19,094.21	0	49,522	17,949.94	0	46,793	18,672.00	0	42,647	17,216.02
Feb	0	0	50,684	17,996.80	0	50,108	18,078.74	0	58,782	21,431.87	0	41,861	17,040.98
Mar	0	0	60,753	20,139.49	0	51,953	18,484.27	16	69,852	23,980.18	0	50,680	19,004.97
Apr	4	1	68,306	53,664.51	0	71,644	38,241.03	0	65,480	35,525.27	0	60,002	28,020.66
May	41	57	79,194	29,121.09	17	73,347	27,491.19	62	76,366	29,977.73	0	68,675	27,594.46
Jun	146	133	99,379	34,546.83	151	90,459	32,111.43	189	111,249	39,523.36	118	74,919	29,338.41
Jul	259	347	147,854	46,734.68	387	137,649	44,190.11	479	156,994	51,430.79	348	137,175	45,994.17
Aug	190	361	145,762	46,209.16	313	143,284	45,612.38	236	135,385	45,805.96	237	104,397	37,485.00
Sep	56	84	86,700	30,992.46	129	89,391	31,823.07	147	88,100	33,081.54	201	91,719	34,030.65
Oct	3	18	59,579	23,702.34	58	62,309	24,510.93	2	57,912	24,628.90	211	52,656	23,120.36
Nov	0	0	45,897	16,831.88	0	58,209	19,859.34	0	59,420	21,397.03	0	39,367	16,485.57
Dec	0	0	45,220	16,688	0	49,978	18,050	0	46,449	18,411	0	27,550	13,854
TOTAL	699	1,00	945,169	355,721	1,05	927,853	336,403	1,131	972,782	363,866	975	791,648	309,185

For each year, the monthly actual consumption is reported for your property. Since the Minneapolis Energy Disclosure Ordinance is only interested in your 2014 usage, you need only report the data under the 2014 column.

Creating the Portfolio Manger Upload Spreadsheets

After identifying the appropriate meter data from the NRG report, open the Portfolio Manager spreadsheet template in Excel. Manually input the usage information into the spreadsheet for the respective billing period. Inputting cost data is optional. Portfolio Manager requires a Start Date and End Date for each monthly usage period. For the monthly energy use data reported by NRG, the Start and End Dates will simply be the first and last day of each month. Since Portfolio Manager accepts district steam data in units of kLbs. (thousand pounds) and district chilled water data in units of ton hours, you can use the data directly off the NRG Energy Reports. Finally, since all the data is given as actual consumption, the inputs for the Estimated Value column on the upload spreadsheets will be FALSE. For the examples shown above, the spreadsheet for the district steam use in 2014 will be:

	A	B	C	D	E
1	Start Date	End Date	Usage	Cost	Estimated Value
2	1/1/14	1/31/14	507		FALSE
3	2/1/14	2/28/14	441		FALSE
4	3/1/14	3/31/14	355		FALSE
5	4/1/14	4/30/14	339		FALSE
6	5/1/14	5/31/14	246		FALSE
7	6/1/14	6/30/14	228		FALSE
8	7/1/14	7/31/14	223		FALSE
9	8/3/14	8/31/14	226		FALSE
10	9/1/14	9/30/14	221		FALSE
11	10/1/14	10/31/14	253		FALSE
12	11/1/14	11/30/14	362		FALSE
13	12/1/14	12/31/14	506		FALSE

and for the chilled water:

	A	B	C	D	E
1	Start Date	End Date	Usage	Cost	Estimated Value
2	1/1/14	1/31/14	42647		FALSE
3	2/1/14	2/28/14	41861		FALSE
4	3/1/14	3/31/14	50680		FALSE
5	4/1/14	4/30/14	60002		FALSE
6	5/1/14	5/31/14	68675		FALSE
7	6/1/14	6/30/14	74919		FALSE
8	7/1/14	7/31/14	137175		FALSE
9	8/3/14	8/31/14	104397		FALSE
10	9/1/14	9/30/14	91719		FALSE
11	10/1/14	10/31/14	52656		FALSE
12	11/1/14	11/30/14	39367		FALSE
13	12/1/14	12/31/14	27550		FALSE

Save the files at a location on your computer that you will be able to find and access the files later when you are required to upload the meter data into Portfolio Manager (as described by Step 6d of the How-To Guide).