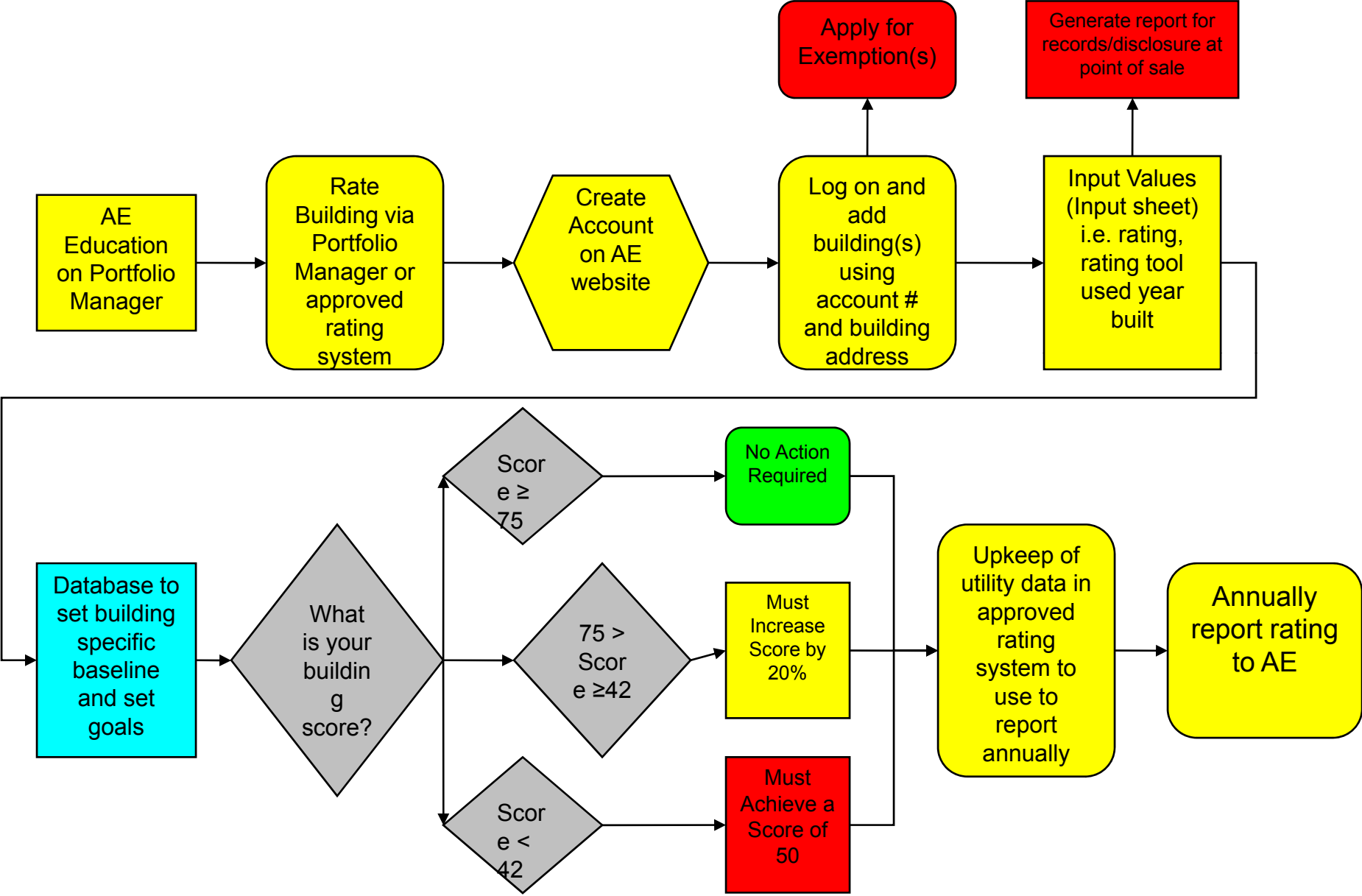


# Flow Chart of Energy Efficiency Upgrade Ordinance



## Detailed Explanation of Flowchart

- Austin Energy has been and will continue to provide training on Portfolio Manager to assist the public with the compliance with the city ordinance.
- It is the responsibility of the building owner to rate their building(s) using either portfolio manager or Austin Energy's Nexxus online rating tool (found at [Austinenergy.com](http://Austinenergy.com)).
- Go to Austin Energy's reporting site and register to obtain a username and password
- Log on to AE's reporting site using the newly obtained username and password.
- If applying for exemption please do so with an explanation of why and your exemption will be reviewed.
- Add a new building to your account. Input AE electric account number and physical address
- Input required values (such as rating, rating tool, square footage, and year built).
- A report of compliance will be generated, keep this for your records.
- Depending on your building score a goal will be issued. If your score is above a 75 the only requirement is to keep it above a 75.

### **3 year goal:**

80% of all commercial buildings must achieve the greater of, Improving  $\frac{1}{2}$  the difference between their baseline score and 50 or improving their baseline score by 10% up to a 75

### **Or**

40% of all commercial buildings must achieve the greater of, improving their baseline score to 50 or improving their baseline score by 20% up to a 75

### **5 year goal:**

80% of all commercial buildings must achieve the greater of, improving their baseline score to 50 or improving their baseline score by 20% up to a 75

- The continuous upkeep of your Portfolio Manager/Nexxus account is required as you will be required to report your score annually to Austin Energy.
- Annually Log on to AE's reporting site and input your updated score (including those with a score of 75 or above).