

Fort Collins Building Energy and Water Scoring (BEWS)

Building Energy and Water Scoring (BEWS) Program Overview & Reporting Instructions

The City of Fort Collins requires annual reporting of building energy and water usage through the Building Energy and Water Scoring (BEWS) program. Currently, only energy reporting is mandatory; water reporting is not required at this time.

Each spring, the City initiates the annual reporting cycle by submitting a request through the ENERGY STAR® Portfolio Manager®. This is followed by an email notification indicating that the report is due by **June 1**.

We've already set up our account so that both the City and Xcel Energy automatically import data into our instance of the Portfolio Manager. Below is a summary of the process and detailed steps to complete the report.

Steps to Submit the Report to the City

1. Log into Portfolio Manager

Access ENERGY STAR Portfolio Manager® account using the credentials stored in Dashlane.

2. Confirm Building Information

Ensure all required building information is accurate and complete for the previous calendar year. You can verify and update this information under the **Details** tab. This was last adjusted following the completion of the Sanctuary and basement in 2023.

3. Verify Utility Data

To confirm that utility data has been imported:

- Click on **Foothills Unitarian Church** in Portfolio Manager.
- Go to the **Energy** tab to see charts displaying the latest billing data. Ensure that everything for the previous year has been completed.
- Click on the meters and errors in reports will be listed at the top of the page. If there are errors, steps to fix them should be listed. Proceed once all the errors have been addressed.

4. Submit Your Report

Ensure that your electric and gas meter data covers **January 1 - December 31**.

Steps to submit:

- Navigate to the **Reporting** tab, then the **Data Request from Others** section.
- Use the **“I want to...”** drop-down next to the previous year Fort Collins BEWS Data Request and select **“Respond to Data Request”**. This will generate the report that needs to be sent.
- Use the **“I want to...”** drop-down next to the previous year Fort Collins BEWS Data Request and select **“Send Response”**.
- Complete the submission form and click **Send Data**.

If the dropdown is greyed out, refresh the page and try again.

5. Confirmation and Follow-Up

Once submitted, you should receive an email within 24 hours from the BEWS Help Center with one of the following statuses:

- **Pending Revisions** (additional information required)
- **In Compliance** (submission accepted)

Your report is not considered complete until you receive an **“In Compliance”** confirmation. You can check your building's status on the [Fort Collins Benchmarking Map](#).

Resources & Support

- Program website: fcgov.com/BEWS
- Help Center: BuildingScoring@fcgov.com | (970) 416-2733

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