



energy use intensity reporting

this form is being submitted for

Placed-in-Service

Final

CHFA requires that once constructed, all buildings are required to annually assess and report their energy performance using the free [ENERGY STAR® Portfolio Manager®](https://portfoliomanager.energystar.gov) tool also found at: portfoliomanager.energystar.gov.

For relevant resources for multifamily housing, please refer to the [Multifamily Housing](#) guide.

To get started, please refer to the [How To Set Up Your Portfolio Manager Guide](#).

when should annual reporting begin?

Building owners are required to submit an annual benchmarking report on June 1 every year. Owners of buildings constructed after 2021 must begin complying with the annual benchmarking requirements in the year following the receipt of a certificate of occupancy.

Please list the anticipated date of the first annual report: June 1, 20____.

After the initial report, annual updates should be reported as part of the project’s annual Program Compliance Reporting.

what data should be reported?

Using the Portfolio Manager tool, please report the project’s ENERGY STAR Score and Water Score.

The 1–100 ENERGY STAR score, helps illustrate how your building’s energy consumption compared to similar buildings nationwide. Please refer to the [data collection worksheet](#) to understand use details required for the ENERGY STAR Score.

The 1–100 WATER score, helps illustrate how your building’s water use compares to similar buildings nationwide. Please find the [information needed for the Water Score](#) here.

how will data be shared with chfa?

For full instructions on how to connect and share your property data with CHFA, please refer to the [How to Share Properties with Other Portfolio Manager Users](#) guide.

Please connect with CHFA’s account: multifamilyenergyusereporting@chfainfo.com.

Once connected, please provide Read Only Access, which will allow CHFA to view your property data.

signature

Sponsor Printed Name

Sponsor Signature

Date