



# Senior Stewards Acting for the Environment

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## SSAFE CASE STUDY REPORT Carbon Footprint

**Community:** Collington, a Kendal Affiliate

**Location:** Mitchellville, MD

**Recorder:** Joel Brody

**Date Submitted:** 09/20/2023 (updated 01/19/2024)

**Who to Contact for More Information:** Joel Brody [jfbrody@hotmail.com](mailto:jfbrody@hotmail.com)

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### Summary:

Collington has set up the Environmental Protection Agency's Portfolio Manager to provide both a benchmark and ongoing tools to measure Collington's residential and commercial building energy use and greenhouse gas emissions.

### Objective:

Develop a carbon budget that details existing greenhouse gas emissions produced by Collington operations and provides a framework for addressing future reductions.

### Project Description:

The project began in October 2022 when the Chair of the Climate Action Committee asked for a volunteer to help with the setup of Portfolio Manager to determine a baseline year of Collington's greenhouse gas emissions (GHG) and energy usage. The goal was to provide a vehicle to easily measure Collington's progress in achieving a 50% reduction in GHG against the baseline by 2030 and to be carbon neutral by 2050.

### Methodology (Activities, Steps):

The project consisted of the following tasks:

- Training was conducted on the use of Portfolio Manager.
- Collington's CFO set up a Portfolio Manager account and gave full access and update privileges to Joel Brody.
- Joel Brody entered the property detail information.
- Joel Brody entered the 4 types of energy/meters that have been in use at Collington: Electric; Natural Gas; Propane; Diesel.
- For each energy type/meter, Joel Brody started entering available usage and cost data.
- Rather than use the standard reports, Joel Brody developed custom Portfolio Manage Reports for Collington's greenhouse gas emissions and energy usage.

### Funding Needed (Amount, Sources):

To date, no money was required.

### Involvement or Support of Community Administration:

The Chief Financial Officer is the main contact for obtaining energy usage data.



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## Key Challenges:

- Collington has over 360 residential and 9 commercial electricity accounts.
- We were not given access to the electricity bills, so data entry could not be completed.
- Given the limited resources in Collington's finance department, we needed to determine a process to provide ongoing usage data for entry into Portfolio Manager in a timely and accurate way.
- Continuing to enter energy usage data and provide reports such as greenhouse gas emissions progress against the benchmark.

## Outcome (Results):

- Further research on both the Portfolio Manager's and PEPCO's website in early December 2023 revealed a new online tool, the Energy Usage Data System (EUDS), that could easily be used to download aggregate electricity usage data, in both a spreadsheet as well as being able to be downloaded directly into Portfolio Manager, for all the meters used by Collington.
- To date we have usage data as follows:
  - 2019 energy usage which seems complete.
  - Electricity usage data for 2020 through the first 11 months of 2023
  - Diesel 2020-2021
  - Natural Gas 2019 thru February 2023
  - Propane 2020 through March 2021
- We will be working with the CFO to get the missing Diesel, Natural Gas, and Propane usage data. We expect to receive ongoing monthly updates from EUDS.
- Using the custom reports we created, a variety of metrics were easily obtained, such as GHG emissions, energy use intensity (EUI), etc.

## Lessons Learned:

- The online training and webinars provided by the EPA are a decent first step. Getting on and using the Portfolio Manager is the best way to learn an easy-to-use program.
- EPA's EUDS's online help center is excellent and very responsive.
- Joel Brody can be a Portfolio Manager resource to other communities in getting started..
- Buy-in from the Administration for obtaining data from the energy usage/bills is a necessary condition for the successful operation of this project.

## Next Steps or Follow-Up:

- The Collington Portfolio Manager contact (currently, Joel Brody) will follow up with the CFO in 1Q24 to determine a process for obtaining the missing energy data.
- Collington's current Portfolio Manager contact (Joel Brody) will recruit and train additional Collington residents on how to use Portfolio Manager in order to ensure ongoing leadership to sustain this effort to track our residential and commercial energy use and greenhouse emissions over time.

## Resources:

Entering data into Portfolio Manager and getting reports is a simple one-person task. Here is a link to a presentation on EUDS.

[https://www.pepco.com/SiteCollectionDocuments/WaysToSave/PHI\\_BO\\_TrainingDeck\\_2023.pdf](https://www.pepco.com/SiteCollectionDocuments/WaysToSave/PHI_BO_TrainingDeck_2023.pdf)

