

DC BUILDING ENERGY BENCHMARKING

The Clean and Affordable Energy Act of 2008 established that all private buildings over 50,000 gross square feet (gsf) within the District of Columbia, including multifamily residences, must measure and disclose their energy and water consumption to the District Department of the Environment (DDOE); final regulations were published in January 2013.

The first reporting deadline is set for April 1, 2013. Beginning with the second year of reported data, the DDOE will publish summary results for each building on its website.

In order to streamline the process of benchmarking, the DDOE has chosen U.S. EPA's free, industry-standard ENERGY STAR® Portfolio Manager tool as the standard software for benchmarking and reporting.

WHAT IS ENERGY BENCHMARKING?

Energy benchmarking means tracking a building's energy and water use and using a standard metric to compare the building's performance against past performance and to its peers nationwide. These comparisons have been shown to drive energy efficiency upgrades and increase occupancy rates and property values. The District of Columbia plans to continue to be a leader in sustainability and sees energy benchmarking as an integral part of this mission.

IS MY BUILDING REQUIRED TO BENCHMARK?

By 2014, all commercial and multifamily buildings over 50,000 square feet will be required to report benchmarking data to the District on a yearly basis. In 2013, all buildings over 100,000 gsf will have to report 2012 data. Largest buildings will have to report additional years of benchmarking data; however, DDOE is requiring less detail in these reports. Below is a guideline for the initial reporting phases based on a building's gross square footage. Once initial report is made, continue to report every following April 1.

BUILDING SIZE (g.s.f.)	UTILITY YEAR DATA	DEADLINE
200,000+	2010–2012	April 1, 2013
150,000–200,000	2011–2012	April 1, 2013
100,000–150,000	2012	April 1, 2013
50,000+	2013	April 1, 2014

HOW CAN I GET HELP BENCHMARKING MY BUILDING?

Not sure where to begin with benchmarking your building's energy use? Here a few ways to help you get started:

- **Call us!**
The DC SEU has created a Benchmarking Help Center to provide technical assistance by phone at (202) 525-7036, by e-mail at benchmarking@dcseu.com, and in person. Hands-on training schedule is at www.dcseu.com.
- **Need assistance with forms?**
Go to www.ddoe.dc.gov/energybenchmarking for DDOE data collection and tenant data request forms.
- **Ready to learn more about ENERGY STAR® Portfolio Manager?**
Go to www.energystar.gov/benchmark and find the "Benchmarking Starter Kit."

Key Facts on Tenant Data and Fines

All non-residential tenants are required to provide energy, water and space use data within 30 days of the building owner's request.

Building owners or non-residential tenants that don't report by the deadline can be fined up to \$100/day.

Residential tenants are not required to provide energy, water, or space use information.

Benchmarking Checklist

Getting Started

- ☐ 1. Determine if your property is subject to the benchmarking law based on the schedule listed on the opposite page.
- ☐ 2. Decide who will be your benchmarking administrator, the person responsible for gathering building data and entering it into the Portfolio Manager.
- ☐ 3. Create a Portfolio Manager account on EPA's benchmark site, www.energystar.gov/benchmark.
- ☐ 4. Review the District of Columbia documents for data collection and reporting which can be found at www.ddoe.dc.gov/energybenchmarking.

Data Collection

- ☐ 5. Identify the data you will need to complete benchmarking for District requirements. This will include:
 - Unique building identifier (SSL / Parcel / Complex Number); list provided on DDOE's website
 - Gross floor area of the building and of each major space use type within the building
 - Space attributes, including operating hours and other information for each major space use type, as specified in the District Data Collection Worksheet
 - Whole-building or individual meter energy and water utility information
- ☐ 6. Collect and compile the space use and utility information of your building for the applicable calendar year(s), including information for any non-residential tenants. Twelve consecutive months of utility bills for all fuel types used in the building will be needed for each year. **Aggregated whole-building data for many multi-tenant buildings can be requested directly from Pepco** at www.pepco.com/business/services/consumptionrequestform.
- ☐ 7. Enter building data into your Portfolio Manager account. Refer to reverse side for links to supplemental documents or the technical helpline.
- ☐ 8. If you are entering incomplete building data, be sure to include a note of justification in the "Notes" field in Portfolio Manager, explaining why only partial data is being reported. Be prepared to provide proof of making a reasonable effort to obtain that information.
- ☐ 9. Make sure you have identified your building in the "Unique Building Identifier" field in Portfolio Manager using the District SSL Parcel, or Complex Number as listed at www.ddoe.dc.gov

Report Benchmark Results to the District

- ☐ 10. Access the District Report Template for the appropriate years at www.ddoe.dc.gov and download it into your Portfolio Manager account. Select the "District Report Template" from the 'Report' dropdown menu in Portfolio Manager. This will collect all of the performance information required for District reporting.
- ☐ 11. Authorize EPA to release data in the District Report Template to DDOE, following instructions in the template.

Records Maintenance

- ☐ 12. Maintain all benchmark documents related to your properties for at least three years.

Follow Up

- ☐ 13. If you have benchmarked in previous years, compare your property's current rating or current source energy intensity against last year's rating; send staff to energy efficiency training as needed.

