DISTRICT
DEPARTMENT
OF THE
ENVIRONMENT

DC
SUSTAINABLE ENERGY
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# DC BUILDING ENERGY BENCHMARKING

The Clean and Affordable Energy Act of 2008 established that all private buildings over 50,000 gross square feet 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).

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

## WHAT IS BENCHMARKING?
Benchmarking is defined as 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 has chosen U.S. EPA's free, industry-standard ENERGY STAR® Portfolio Manager® tool for benchmarking and reporting.

## IS MY BUILDING REQUIRED TO BENCHMARK?
ALL commercial and multifamily buildings over 50,000 gross square feet are required to report benchmarking data to the District on a yearly basis. Check your building plans or blueprints and the DDOE's Covered Building List to determine the square footage of your building.

## WHAT HAS CHANGED FOR REPORTING IN 2015?
Whole building data is now available from all utilities and is required for benchmarking of all building types.  Visit http://ddoe.dc.gov/page/energy-benchmarking-data-collection for more information. DDOE recommends that each building owner or manager run the Data Quality Checker in Portfolio Manager before submitting results to DDOE.

## HOW CAN I GET HELP?
Not sure where to begin with benchmarking your building's energy use and increasing your building's energy efficiency? Here a few ways to help you get started:

### Need Help Benchmarking?
DDOE maintains a Benchmarking Help Center to provide technical assistance by phone at 202-671-3300 or 202-525-7036, by e-mail at info.benchmark@dc.gov. Go to www.ddoe.dc.gov/energybenchmarking for training resources and the latest DDOE data collection worksheet and tenant and utility data request forms. You can also get Portolio Manager training from U.S. EPA at www.energystar.gov/benchmark.

### Take the Next Step.
Benchmarking your energy use is just the first step.  The DC Sustainable Energy Utility (DCSEU) offers a multitude resources and incentives to help maximize efficiency and reduce energy usage in your buildings. Visit www.dcseu.com for more information.

### Prefer to Hire a Professional?
The DCSEU maintains a list of consulting firms offering benchmarking services in the Washington, DC metro area located here www.dcseu.com/docs/DC-SEU-Service-Provider.pdf.

### Enhanced Access to Utility Data

Pepco has introduced "Resource Advisor," a powerful new free online tool for accessing and uploading building-level electricity data. With Resource Advisor, you will have online access to your whole building's electricity use history and receive monthly updates. Resource Advisor helps you automatically load your whole building data directly into Portfolio Manager® to calculate your ENERGY STAR® score and keep it updated. For more information, visit http://www.pepco.com/my-business/energy-benchmarking.

# BENCHMARKING CHECKLIST

## Get Started

☐ 1. Determine if your property is subject to the benchmarking law based on the current Covered Building List located here www.ddoe.dc.gov/page/am-i-required-benchmark.

☐ 2. Decide who will be your benchmarking administrator, the person responsible for gathering building data and entering it into Portfolio Manager.

☐ 3. Create a Portfolio Manager account on EPA's benchmark site, www.energystar.gov/portfoliomanager or log in to your existing account.

☐ 4. Review the District of Columbia documents for data collection and reporting which can be found at www.ddoe.dc.gov/energybenchmarking.

## Collect Data

☐ 5. Identify the data you will need to complete benchmarking for District requirements. This will include:
   - *DC Real Property Unique ID (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*
   - *Use 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. Up to fourteen consecutive months of utility bills for all fuel types used in the building may be needed in order to cover a full calendar year. Aggregated whole-building data for many multi-tenant buildings can be requested directly from Pepco and Washington Gas. Visit http://ddoe.dc.gov/page/energy-benchmarking-data-collection for more information.

☐ 7. Enter building and utility data into your Portfolio Manager account. Refer to reverse side for links to supplemental documents or the technical helpline.

☐ 8. Run the Data Quality Checker for the time period ending in December of the year you are reportings and explain any inconsistencies that remain once any errors have been corrected.

## Report Results to the District

☐ 9. Access the District Reporting Template at www.ddoe.dc.gov/energybenchmarking and download it into your Portfolio Manager account. Select the "Reporting" tab, find the District Benchmark Reporting Template for the applicable year, and select "Respond to Data Request" from the menu.

☐ 10. Once a Response Preview has been generated, click on "Download Preview in Excel" and check the resulting spreadsheet for any errors. Once you are comfortable with your submission select "Send Response", entering your username and password and clicking "E-Sign Response", and finally clicking "Send Data".

## Track Progress

☐ 11. Compare your score to previous years to track your progress. Maintain all benchmark documents related to your properties for at least three years after the submission date.

## Take Action

☐ 12. Work with DDOE and the DCSEU to access a multitude of resources to help maximize energy efficiency and save money. Visit www.dcseu.com for more information.

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