



Prepare to Benchmark Compliance Checklist

The District of Columbia **Green Building Act (GBA)**, as amended by the **Clean and Affordable Energy Act**, requires owners of large buildings in the District to benchmark the energy and water performance of their buildings. These laws and pursuant regulations were passed to promote widespread understanding of energy and water use in the District, and to promote resource conservation. The District uses ENERGY STAR® Portfolio Manager, a free online tool developed by the United States Environmental Protection Agency (EPA), to benchmark public and private buildings. The District of Columbia Government began benchmarking its public buildings starting with FY 2009 data. Reporting of 2010 and 2011 energy and water performance data for private buildings begins in 2012. Please see the Compliance Checklist steps below for more information about private buildings benchmarking if you are the owner or designated benchmark administrator of a private building.

Getting Started

1. Determine if your property is subject to the benchmarking law, based on the following schedule:

Building Size:	Utility Year Data	Benchmark Report Due
Over 200,000 sq ft	2010*	July 1, 2011***
Over 150,000 sq ft	2011*	April 1, 2012**
Over 100,000 sq ft	2012*	April 1, 2013**
Over 50,000 sq ft	2013*	April 1, 2014**

*and each year that follows

**and annually thereafter on April 1 for the previous year's data

*** The deadline for reporting of 2010 and 2011 benchmark information for private buildings is extended pending adoption of final regulations. See www.ddoe.dc.gov for details.

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. If you and your administrator are new to benchmarking, download and review the **Portfolio Manager Starter Kit** and take available webinars on the site. For information on local trainings, see www.ddoe.dc.gov.
4. Review the District of Columbia regulation governing private building benchmarking and its supporting package, which includes this checklist and FAQs, the **District Benchmark Data Collection Worksheet for the applicable year(s)**, and information request letter templates for tenant data. These documents are available at www.ddoe.dc.gov.

Data Collection

5. Identify the data you will need to complete benchmarking for District requirements. This will include:
- unique building identifier using the District SSL or Parcel Number
 - 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
 - whole-building or individual meter energy and water utility information, as specified in Portfolio Manager and the *current* **District Benchmark Data Collection Worksheet**. You can use the worksheet to track all of the necessary data for your building.

6. Collect and compile the space use and utility information of your building for the applicable calendar year(s). If you do not have direct access to tenant utility information, you will need to request it from your non-residential tenants using the *current Request for Non-Residential Tenant Information* letter. If you have only residential tenants, you do not need to collect any tenant data. Twelve consecutive months of utility bills for all fuel types used in the building will be needed. If your building was recently completed, or has changed ownership in the last two years, you must benchmark beginning with the first full calendar year after the issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy, or after a change in ownership.

Data Entry

7. Enter building data into your Portfolio Manager account.
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 reasonable effort to obtain that information.
9. Make sure you have identified your building in the “Unique Building Identifier” field in Portfolio Manager according to the following format:
- **For square, suffix, lot (SSL) properties:** The four-digit square number (begin with zero if your number is fewer than four digits), followed by a dash and the four-digit lot number (begin with zero if your number is fewer than four digits). Your entry should look like this: 0000-0000
 - **For properties identified by a parcel number:** Enter ‘PAR’ followed by your eight-digit parcel number (begin with zero if your number is fewer than eight digits). Your entry should look like this: PAR 00000000

Report Benchmark Results to the District

10. Access the **District Report Template** for the appropriate year or years at www.d DOE .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. Organize your benchmark documents so that they can be maintained for three years (this may include your email from Portfolio Manager confirming submission of the District Report Template, and relevant support documents) and shown to District representatives in case of an audit.

Follow Up

13. If you have benchmarked in previous years, analyze your results to identify opportunities to increase efficiency. Compare your property’s current rating or current source energy intensity against last year’s rating; send staff to energy efficiency training as needed.