



DISTRICT
DEPARTMENT
OF THE
ENVIRONMENT



DC Building Energy Benchmarking

How to Report Benchmarking Results to DDOE

All privately-owned buildings over 50,000 gross square feet must annually report energy and water performance benchmarking data for the previous calendar year to the District Department of the Environment (DDOE) by April 1, as required by the District's benchmarking law (D.C. Official Code § 6-1451.03(c); 20 DCMR 3513). Reporting is done via the U.S. Environmental Protection Agency's (EPA) ENERGY STAR® Portfolio Manager® software tool. After all the data is entered into Portfolio Manager, you must affirmatively send the report to DDOE.

With the launch of the newest version of Portfolio Manager in July 2013, the process for reporting benchmarking information to DDOE has changed. This document offers a step-by-step guidance on how to submit your benchmarking report to DDOE.

Assistance is also available from:

- The District Department of the Environment (DDOE):
 - info.benchmark@dc.gov
 - <http://ddoe.dc.gov/energybenchmarking>
- The DC Sustainable Energy Utility (DC SEU) Benchmarking Help Center:
 - 202-525-7036
 - benchmarking@dcseu.com
 - <http://dcseu.com/for-my-business/benchmarking-help-center>
- EPA ENERGY STAR:
 - buildings@energystar.gov
 - <https://www.energystar.gov/buildings/training>

Prior to Submitting Your Report to DDOE:

A. Enter complete energy and water data for calendar year 2013 prior to reporting

You must create a Portfolio Manager account and enter energy and water data for your properties. Assistance with benchmarking is available at the resources above.

You no longer have to wait 24 hours since the last change to report. In order to ensure your property to show up in the report, it must have an address with "District of Columbia (D.C.);" set as the state, and have an Energy Use Intensity (EUI) number. Additionally, you must have utility data covering the period of January 1 – December 31 with no gaps between months of utility data, and no overlapping months, for the calendar year you are trying to report. The start dates for all energy and water meters and the space use information must also predate the calendar year you are trying to report.

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B. Identify your properties

You must identify each property with its **District of Columbia Real Property Unique ID**. This is your Square-Suffix-Lot, Parcel, or Complex number. You can find this number in the [DDOE 2014 covered building list](#) or on the [District Master Address Repository](#). If your property covers multiple lots, enter all the lot numbers, separated by semicolons. This data must be entered in a new “District of Columbia Real Property Unique ID” field, available from the drop down-for “Standard IDs.”

If you reported last year, you must move this number from old ID field, now called “Custom ID 1,” to the new “District of Columbia Real Property Unique ID” Field. DDOE and EPA are working to auto-populate field for you but that may not have yet occurred at the time of your submission.

To enter or verify this data, navigate to a property and then click the “Property Details” tab. Click the edit box in the “Unique Identifiers (IDs)” section. You will then be able to edit the custom and standard IDs, as shown below. Click Save when done.

Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Portfolio Manager Property ID:

i **Your Portfolio Manager Property ID**

Your Portfolio Manager Property ID is set by EPA and unique to your property. Use this number when communicating with EPA about any questions you have about this property.

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Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

~~Custom ID 1:
Name: ID:~~

~~Custom ID 2:
Name: ID:~~

Custom ID 3:
Name: ID:

i **Custom IDs**

The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross-reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.

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Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

ID:

[+ Add Another](#)

i **Standard ID Types**

The list of standard ID types is maintained by EPA. Standard IDs are for national organizations and state and local governments with benchmarking programs.

Save [Cancel](#)

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C. Run the Data Quality Checker

The New Portfolio Manager incorporates a “[Data Quality Checker](#)” tool. This checker runs a simple verification that compares your data with typical values. The checker then issues alerts that will help you identify energy values and property use details that are unusual given your building’s use, possible typos, incorrect meter readings, missing information, incorrect units of measure, and other common data entry issues. If a value is flagged that is actually accurate, you can provide an explanation. The data quality checker is currently only available for property types that are eligible for a 1-100 score. DDOE *highly recommends* that you run this checker before submitting to DDOE, if it is available.

The Data Quality Checker is accessible from the Summary Tab of each property.

Data Quality for this Property

The metrics that Portfolio Manager calculates depend on your [use details](#) and your energy bills. The data quality checker inspects the information you have entered to identify possible errors. If a property is shared with you as “Read Only,” you will not be able to run the Data Quality Checker.

Date checker last run: 01/23/2014

On data for the year ending: 09/30/2013

Result: ✔ No Alerts

[Check Data Quality](#)

Once you click the button to “Check Data Quality,” Select December 2013 as the timeframe and click “Run Checker.” **Make sure to fix any relevant alerts you get before reporting data to DDOE.**

Data Quality Checker for [Redacted]

The Data Quality Checker inspects the information you have entered for your property that corresponds to a 12 month period you select. It identifies irregularities in the information and provides you with links to help you improve the quality of the information you have provided. Start by selecting a property in your account and then tell us which time period you'd like to inspect. Then, we'll walk through any potential issues. When you are done, you can save any explanations for each time period you run through the checker.

Select Timeframe & Run Checker

Each data check is based on 12 months of property use and bills (meter consumption) information. To run the checker, select the month and year and click the button to run (or re-run) the checker.

Year Ending: [Run Checker](#)

[Cancel](#)

Why Run the Checker?

Checking the quality and completeness of the information you have entered for your property provides a more accurate picture of the energy efficiency of your property and what areas might need improvement.

About Timeframes

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Reporting Your Benchmark Results for 2013 to DDOE:

1. Access the District Reporting Template

Visit <http://ddoe.dc.gov/energybenchmarking> and click “Report” in the left sidebar to load the Reporting page. Click the link for the [“District Reporting Template, 2013”](#)

The screenshot shows the DDOE website interface. At the top, there is a header for 'THE DISTRICT OF COLUMBIA' and 'District Department of the Environment'. A navigation menu includes 'DDOE Home', 'Services', 'Environmental Protection', 'Energy in DC', 'Resources', 'Regulation & Law', 'Initiatives', and 'About DDOE'. The 'Energy in DC' sidebar lists various categories, with 'Report' highlighted. The main content area is titled 'Report Benchmarking Data' and contains instructions for reporting data. A red circle highlights the link 'NEW: District Reporting Template, 2013' in the sidebar. To the right, there is a promotional banner for 'Skip the Bag - Save the River'.

2. Log in to your Portfolio Manager account and load the reporting template

The screenshot shows the ENERGY STAR Portfolio Manager login page. It features a 'Welcome to Portfolio Manager' message and a login form with 'Username' and 'Password' fields. A 'Sign in' button is located below the form. To the right, there are links for 'ENERGY STAR Buildings Homepage', 'Take a Training', and 'Learn More About Portfolio Manager'. At the bottom, there is a footer with social media links and a disclaimer.

Clicking the link of DDOE’s webpage will load the reporting template automatically.

To locate previously loaded District Reporting Templates, click the “Reporting” tab, scroll down to “Templates and Reports” section, find the “District [Year] Benchmark Reporting Template (Request from District Department of the Environment Energy Administration)” and select “Respond to Data Request” from the dropdown to the right of that line.

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3. Read the Instructions

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'MyPortfolio', 'Sharing', 'Planning', 'Reporting', and 'Recognition'. Below the navigation bar is a green notification box stating: 'Complete this form to respond to the "District 2013 Benchmark Reporting Template" for District Department of the Environment Energy Administration. This response has also been added to your "Templates & Reports" list on the Reporting tab.' The main heading is 'Respond to Data Request: District 2013 Benchmark Reporting Template' from the District Department of the Environment Energy Administration. The page is divided into two columns. The left column is titled 'About this Data Request' and contains the following text: 'Data Requested By: District Department of the Environment Energy Administration', 'Instructions: **District Benchmark Reporting Template, 2013**', '**Due: April 1, 2014**', and a link to 'download DDOE's step-by-step reporting guide.' Below this is a section titled 'About This Reporting Template' which explains the template's purpose and provides a link to the 'District 2013 Data Collection Worksheet'. The right column is titled 'Responding to Data Requests' and contains a message: 'You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)' with a progress indicator below it.

4. Identify the submitter

Select whether the information is being submitted on behalf yourself, or someone else.

If the data is being submitted on behalf of one of your contacts, select their name from the dropdown list. If that person or organization is not in the dropdown list, click “Add a Contact” and fill out the required contact information. DDOE will send any correspondence about your submission to the email address of the contact selected.

The screenshot shows a form section titled 'About Your Response'. The question is 'Who is this data being submitted on behalf of?'. There are two radio button options: 'myself' and 'someone else', with 'someone else' selected. Below the radio buttons is a dropdown menu with the text '- Select a contact -' and a blue link 'Add a Contact'.

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5. Select Buildings

Under “Your Response,” select “One Property,” “Multiple Properties,” or “All Properties.” (Timeframe is locked for the report. It is not necessary to select a timeframe.)

If you selected “One Property,” select it from the property drop down menu that will appear.

If you selected “Multiple Properties,” click the “Select Properties” Button. A pop-up will appear with a list of your properties. Use the filter options to filter the list, and then click the individual check boxes to select properties one by one. You may also click the blue checkbox in the header row to select all properties in the list. Once you’re done, click “Apply Selection.”

<input type="checkbox"/>	Name	Primary Function	State/Province
<input type="checkbox"/>	1st District Headquarters	Other - Public Services	DC
<input checked="" type="checkbox"/>	1st District Substation	Other - Public Services	DC
<input checked="" type="checkbox"/>	200 I St SE	Office	DC
<input checked="" type="checkbox"/>	35 K Community Support Services	Other	DC
<input type="checkbox"/>	3rd District HQ	Other - Public Services	DC
<input type="checkbox"/>	4th District Headquarters	Other - Public Services	DC
<input type="checkbox"/>	4th District Substation	Other - Public Services	DC
<input type="checkbox"/>	5th District Headquarters	Other - Public Services	DC
<input type="checkbox"/>	6th District HQ	Other - Public Services	DC
<input type="checkbox"/>	7th District & Fleet Fueling Site	Other - Public Services	DC
<input type="checkbox"/>	Adams Elementary	K-12 School	DC

Selected Properties: 3 ([View Selection](#))

[Apply Selection](#) [Cancel](#)

6. Verification

Verify that the number of selected properties matches the number you want to report and then click “Generate Response Preview.”

Your Response

Select Information to Include:

Timeframe: *

If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * [Select Properties](#) [Selected Properties: 4](#)

The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

[Generate Response Preview](#) [Cancel](#)

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the “Templates & Reports” section on the Reporting tab when it is ready.

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7. Review Preview

In the main reporting page, you will see “Response Preview Generated” next to the line for the template. Select “Download Preview in Excel” from the dropdown menu to view the response preview. (For ease of review, DDOE recommends downloading the response preview as a spreadsheet, instead of viewing the preview in the web browser.)

The screenshot shows the DDOE Energy Benchmarking interface. At the top left, there is a section titled "Charts & Graphs" featuring a large purple graphic with a circular gauge and the text "ENERGY STAR score" and "What are the average ENERGY STAR scores of my properties?". To the right, under "ENERGY STAR Performance Documents", there are links for "Statement of Energy Performance (SEP)", "Statement of Energy Design Intent (SEDI)", "Data Verification Checklist", and "ENERGY STAR Score Card". Below this is a "Templates & Reports (17)" section with a "Create a New Template" button. A green notification bar states "Your new response preview(s) has been generated." Below the notification is a table with columns for Name, Status, and Action.

Name	Status	Action
District 2012 Benchmark Reporting Template (Request from District Department of the Environment Energy Administration)	Response Preview Generated: 8/06/2013 5:26 PM	I want to...
Energy Performance	Generated: 8/02/2013 12:25 PM	I want to...
Water Performance	No Report Generated	I want to...

Verify that the response is complete by checking that a few key values required by the benchmarking regulation are present:

- **District of Columbia Real Property Unique ID** – Column K
- **Property Floor Area** – Column O
- **Site EUI** – Column S
- **Weather-Normalized Source EUI** – Column T
- **Water Use** – Column V
- **Metered Areas (Energy)** – Column U
- **Metered Areas (Water)** – Column V
- **Electricity Use Grid Purchase** – Column AX

If any of these values show “0” or “Not Available,” your report is not complete and will not be accepted by DDOE. If you need to make any changes, go back to the “My Portfolio” tab in Portfolio Manage and make any corrections, and then return to the “Reporting” tab, select “Generate an Updated Response” from the dropdown menu, and repeat steps 3-7.

Property ID	Property Name	Year Ending	Address 1	Address 2	City	State/Province	Postal Code	District of Columbia Real Property Unique ID	District of Columbia Building Unique ID	Property Notes	Property Floor Area (Buildings and Parking) (SF)	Property Floor Area (Building(s)) (SF)
3969597	Test DC Building	12/31/2013	123 Energy St	Not Available	Washington	District of Columbia (D.C.)	20001	0000-0000	Not Available	Not Available	75000	75000

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8. Set Up Response Submission

Once you have verified the preview, select “Send Response” from the dropdown menu.

On the submission page, select who you want to get copies of the confirmation email from EPA. Hold down the Control (Ctrl) key to select multiple names. Choose the file format for the copy of the data you will receive.

Re-enter your username and password and click “E-Sign Response.”

Confirm Response to Data Request from District Department of the Environment
Energy Administration (District Department of the Environment)

By clicking Send Data, you will release data to District Department of the Environment Energy Administration (District Department of the Environment). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?
Select contacts from your contacts book:

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.
Only your [connected contacts](#) appear in the list.

2 What format would you like your data in for the email attachment?

Excel
 XML

3 E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to District Department of the Environment Energy Administration with District Department of the Environment.

Your username:

Your password:

[Cancel](#)

About Releasing Your Data
Once you have chosen to release your data, there is no way to retract it. Please [review](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

About Signing Your Response
Please provide login credentials (username and password) to electronically sign your response.

9. Send Data

Click the “Send Data” button, and then confirm the submission. You’ll receive an email confirmation from U.S. EPA that you have successfully sent data to DDOE, along with a copy of the data you submitted.

10. Save Documentation

You are required to retain copies of all documents related to benchmarking for three years. These include:

- A copy of the confirmation email from EPA ENERGY STAR,
- A copy of the data submission as an Excel or XML file,
- A copy of any worksheets or other documents used to collect input data,
- A copy of any requests sent to tenants, and any responses received from them, and
- A copy of any requests sent to utility companies, and the data received.