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.

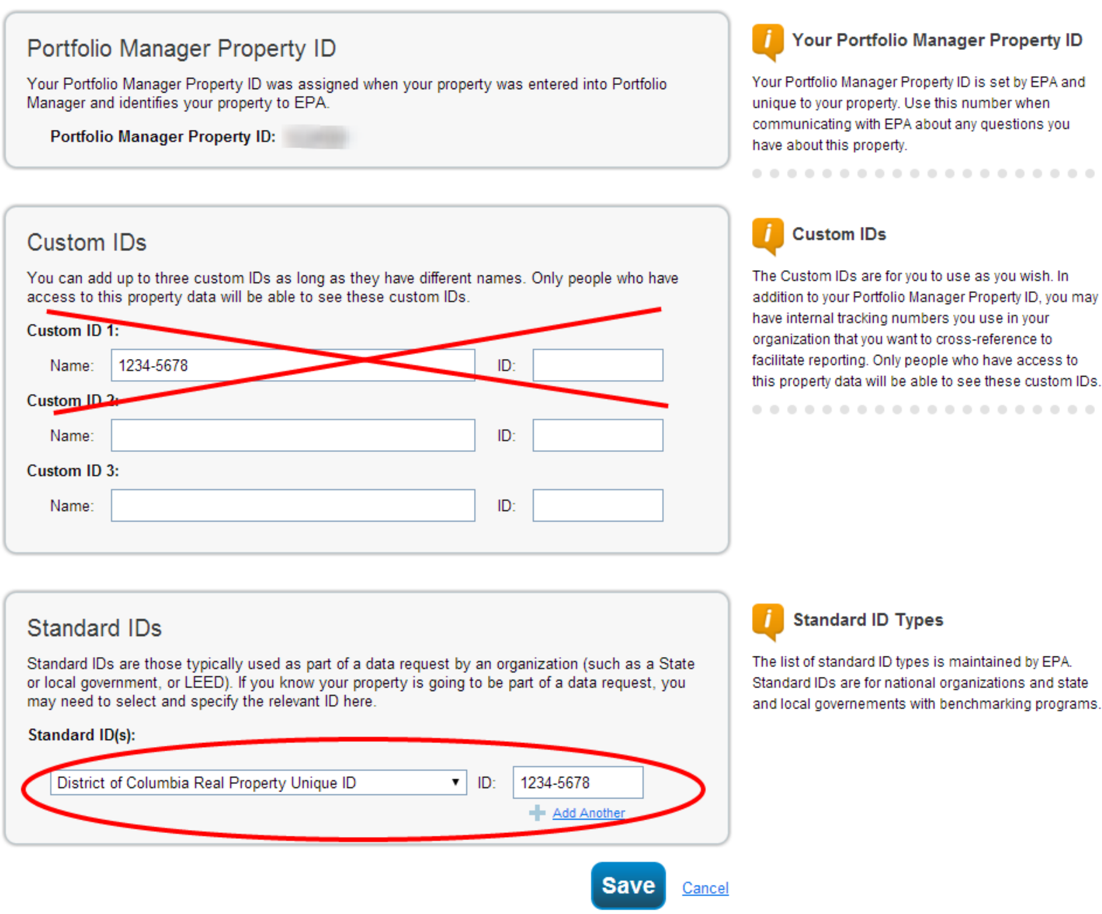
You no longer have to wait 24 hours since the last change to report. In order to ensure your property to shows up in the report, it must have an address with "District of Columbia (D.C.)" set as the state, and have an Energy Use Intensity (EUI) number. Additionally, you must have utility data covering 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.

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.

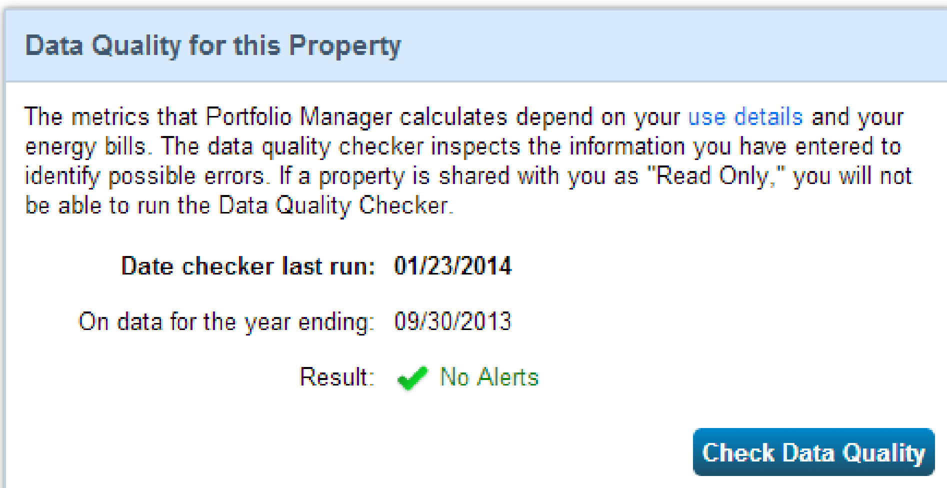
To enter or verify this data, navigate to a property and then click the "Property Details" tab. Click the edit box in the "Unique Identifiers (IDs)" section. You will then be able to edit the custom and standard IDs, as shown below. Click Save when done.



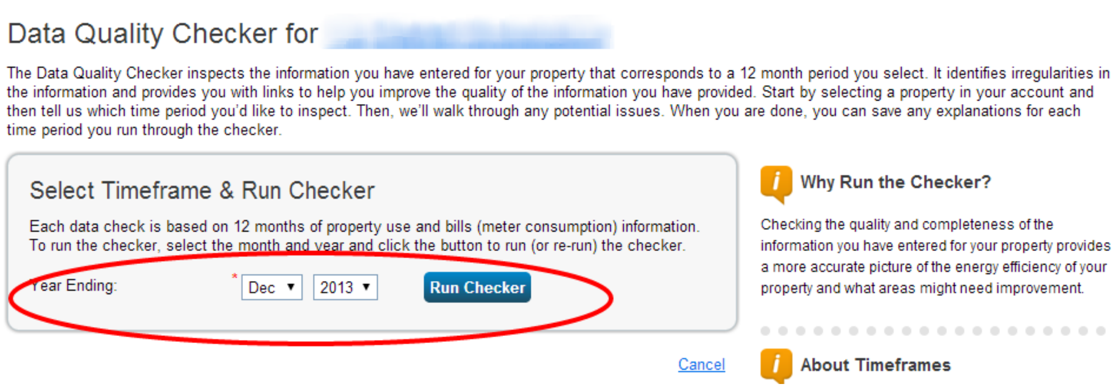
C. Run the Data Quality Checker

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.



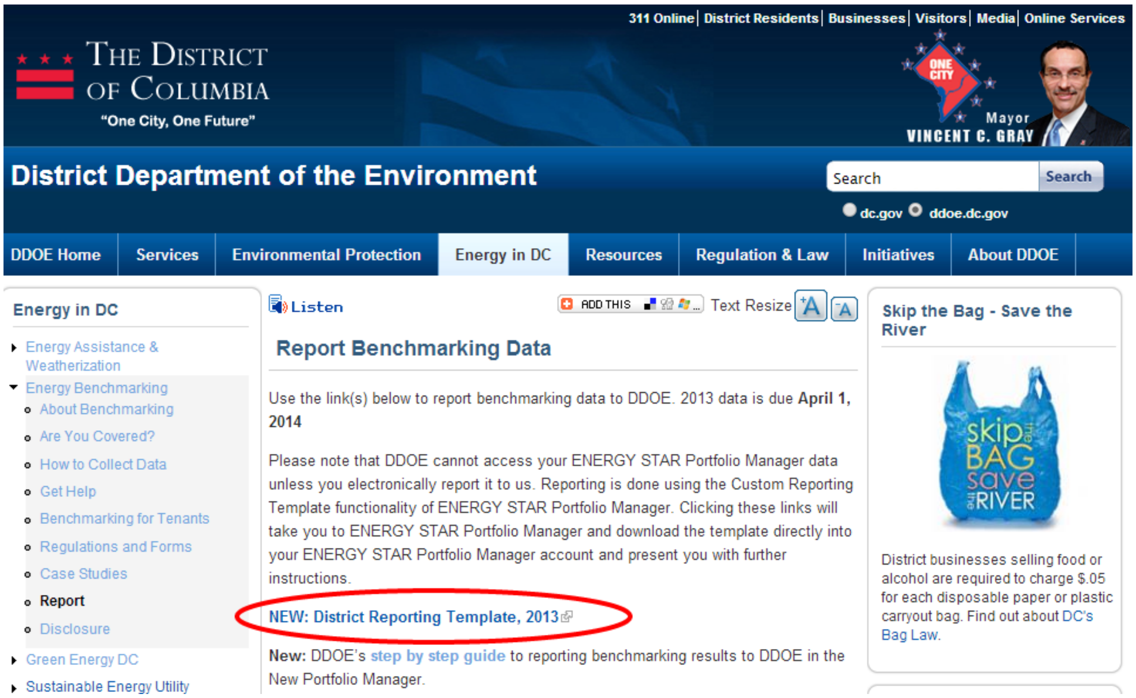
Once you click the button to "Check Data Quality," Select December 2013 as the timeframe and click "Run Checker." **Make sure to fix any relevant alerts you get before reporting data to DDOE.**



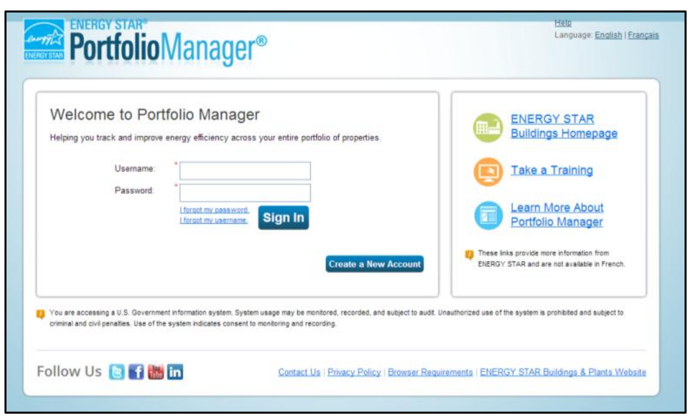
Reporting Your Benchmark Results for 2013 to DDOE:

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**”



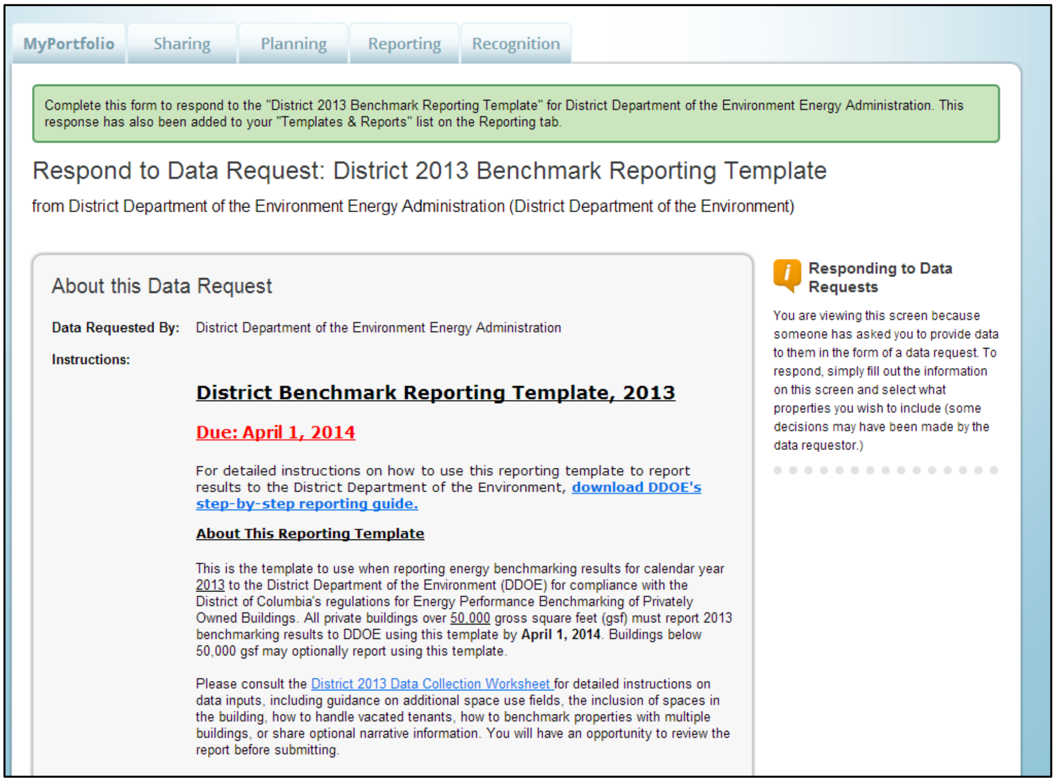
2. Log in to your Portfolio Manager account and load the reporting template



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.

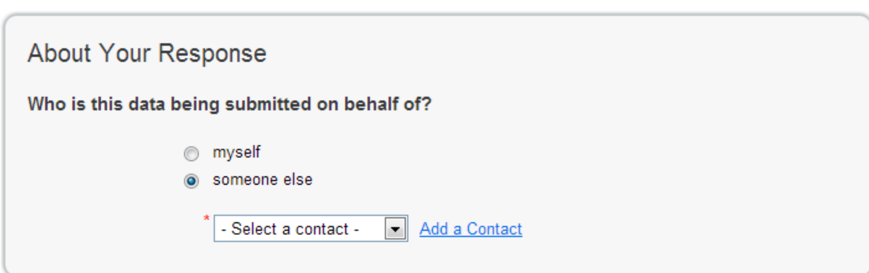
3. Read the Instructions



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.

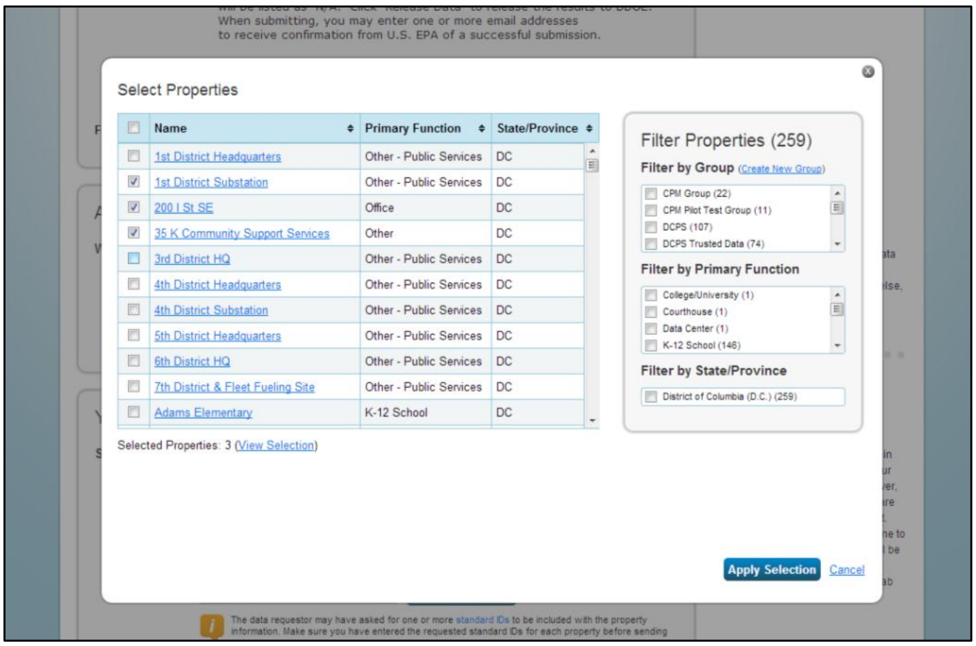


5. Select Buildings

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.)

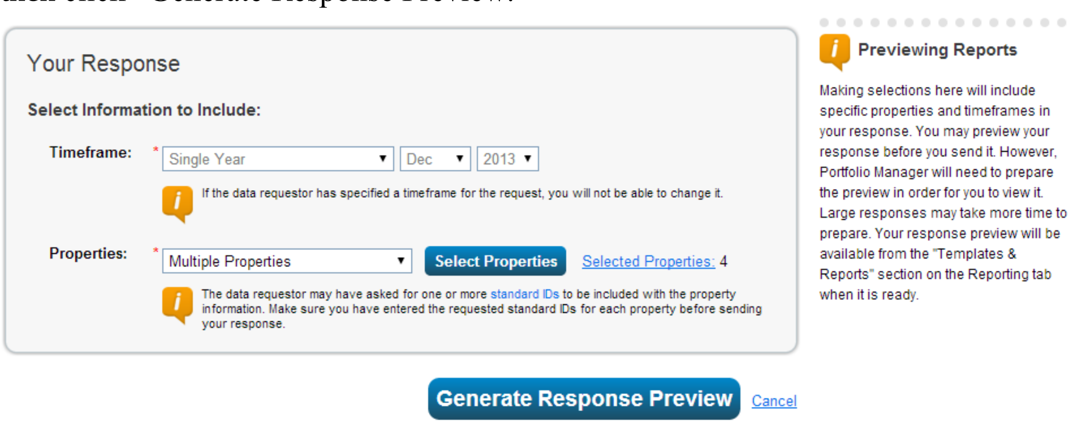
If you selected "One Property," select it from the property drop down menu that will appear.

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."



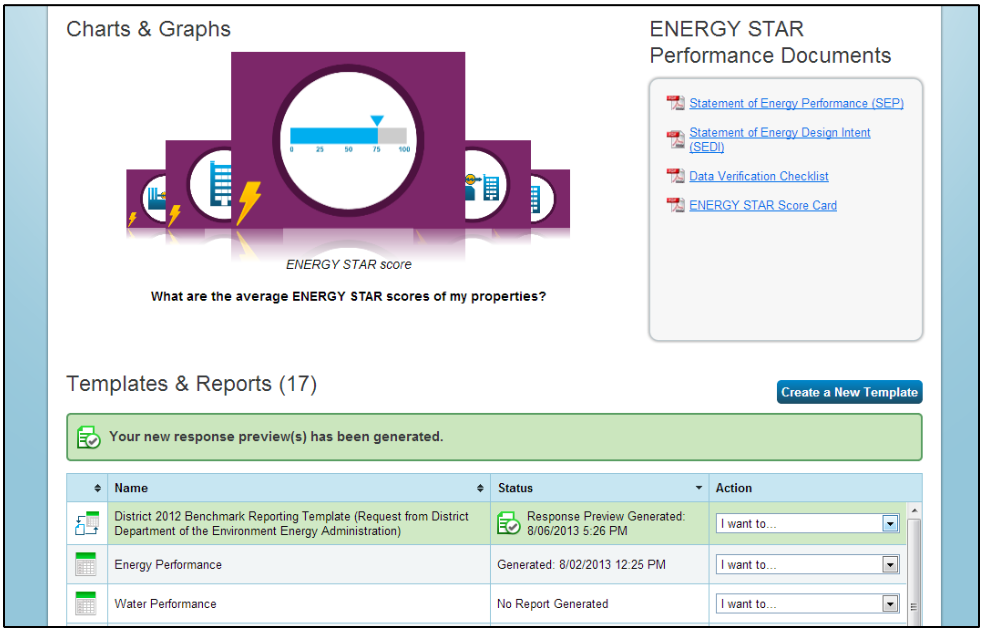
6. Verification

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



7. Review Preview

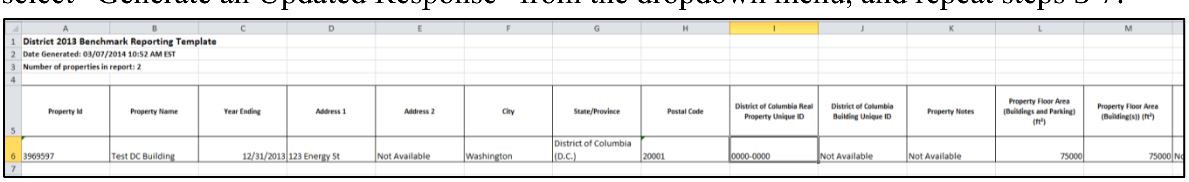
In the main reporting page, you will see "Response Preview Generated" next to the line for the template. Select "Download Preview in Excel" from the dropdown menu to view the response preview. (For ease of review, DDOE recomends downloading the response preview as a spreadsheet, instead of viewing the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



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.

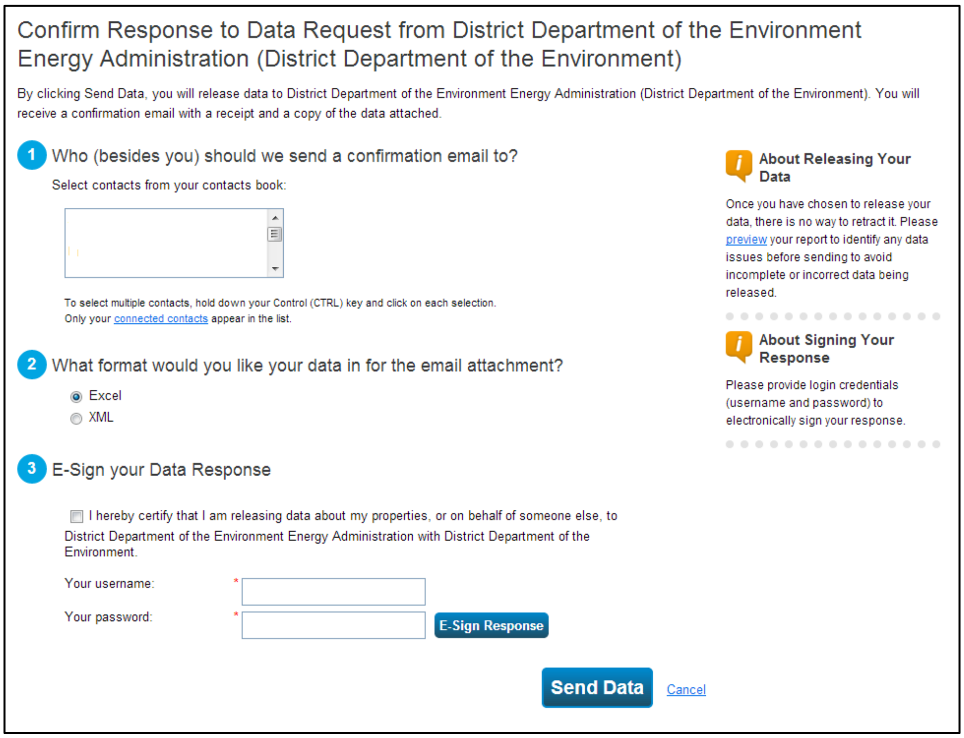


8. Set Up Response Submission

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."



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