Energy Benchmarking of Existing Buildings

How to Report Benchmarking Results to DOEE

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 Department of Energy and Environment (DOEE) 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 DOEE.

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

Assistance is also available from:

- The Department of Energy and Environment (DOEE):
  - 202-671-3300
  - info.benchmark@dc.gov
  - http://doee.dc.gov/energybenchmarking
- EPA ENERGY STAR:
  - buildings@energystar.gov
  - https://www.energystar.gov/buildings/training

<u>Prior to Submitting Your Report to DOEE:</u>

A. Enter complete energy and water data for applicable calendar year

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.

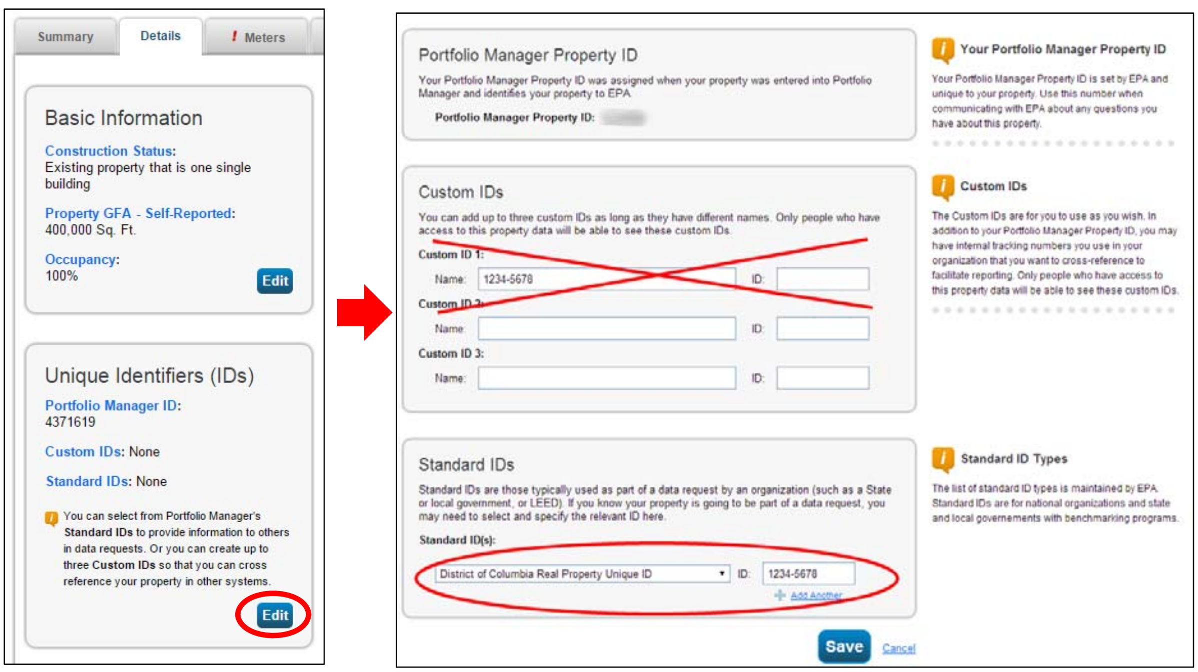
<u>You no longer have to wait 24 hours since the last change to report.</u> In order to ensure your property to shows up in the report, it must have an address with "District of Columbia (D.C.)" set as the state, and have an Energy Use Intensity (EUI) number. Additionally, you must have utility data 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 info 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 DOEE covered building list or on the District Master Address Repository. If your property covers multiple lots, enter all the lot numbers, separated by semicolons (e.g. 1234-5678; 2345-6789). 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 in previous years, you may need to move this number from old ID custom ID field, now called "Custom ID 1," to the new District Real Property Unique Identifier Field. DOEE and EPA are working to auto-populate field for you but that may not have yet occurred at the time of your submission.

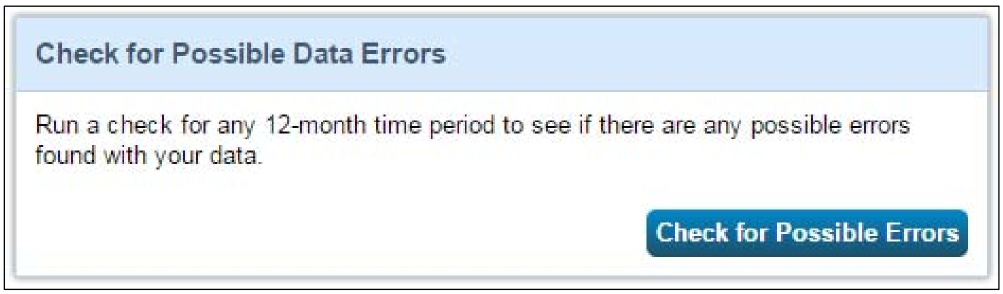
To enter or verify this data, navigate to a property and then click the "Details" tab. Click the edit box in the "Unique Identifiers (IDs)" section. You will then be able to edit the custom and standard IDs, as shown below.



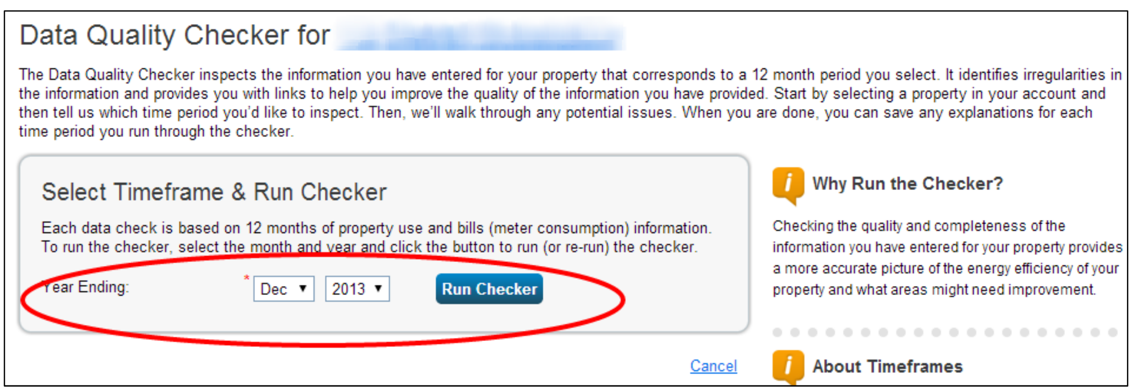
C. Run the Data Quality Checker

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. DOEE ***highly recommends*** that you run this checker before submitting to DOEE, if it is available.

The Data Quality Checker is accessible by selecting the "Check for Possible Errors" button from the Summary Tab of each property.



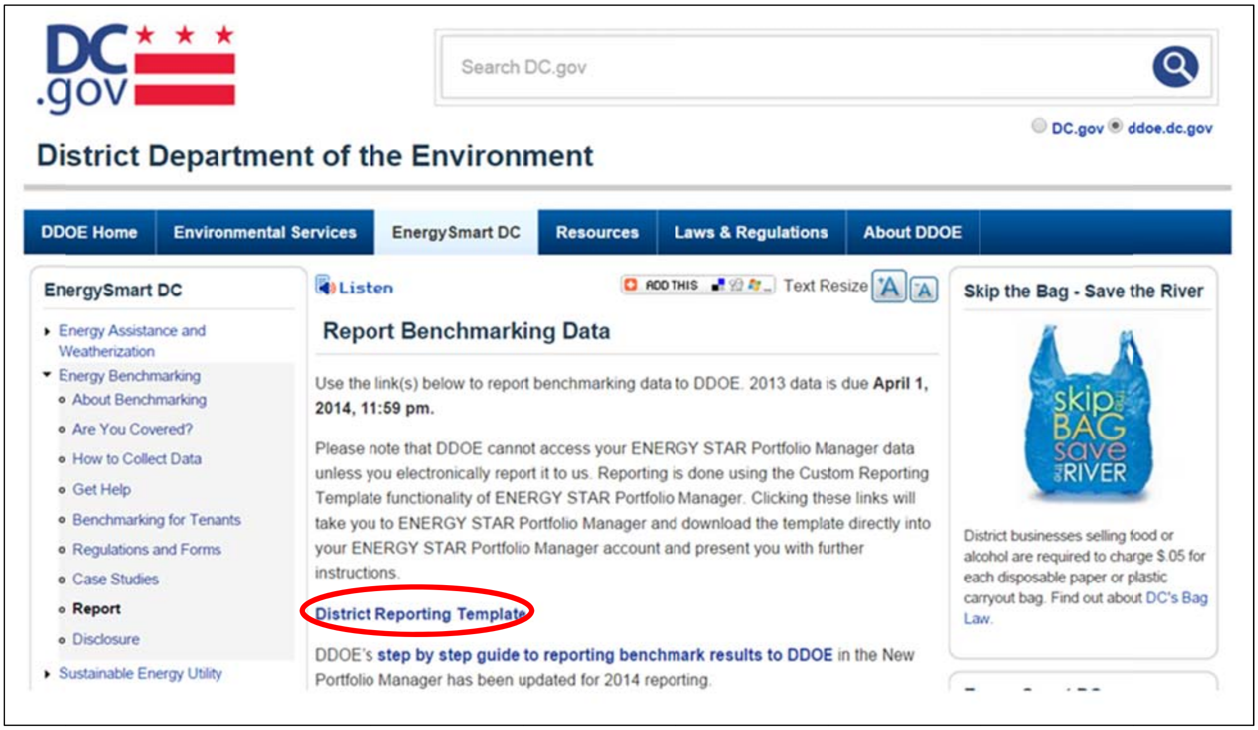
Once you click the button to "Check Data Quality," Select December for the month, select the year for which you are attempting to report , and click "Run Checker." **Make sure to fix any relevant alerts you get before reporting data to DOEE.**



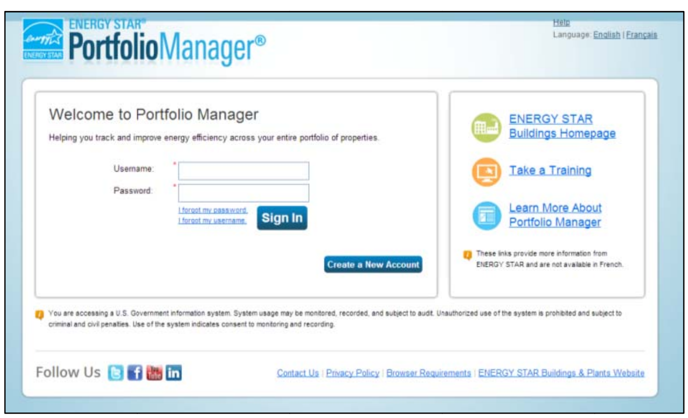
Reporting Your Benchmark Results to DOEE:

1. Access the District Reporting Template

Visit http://doee.dc.gov/energybenchmarking and click "Report" in the left sidebar to load the Reporting page. Click the link for the "District Reporting Template" for the applicable reporting year.



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

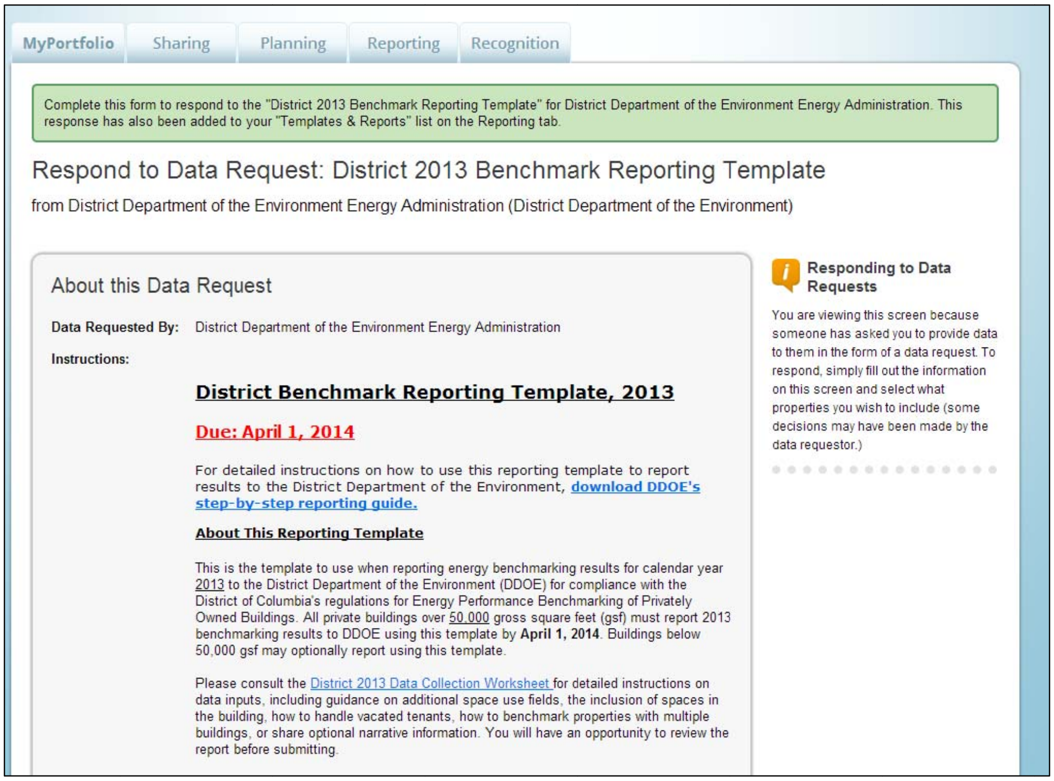


Clicking the link of DOEE's webpage will load the reporting template automatically.

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 Department of Energy and 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.

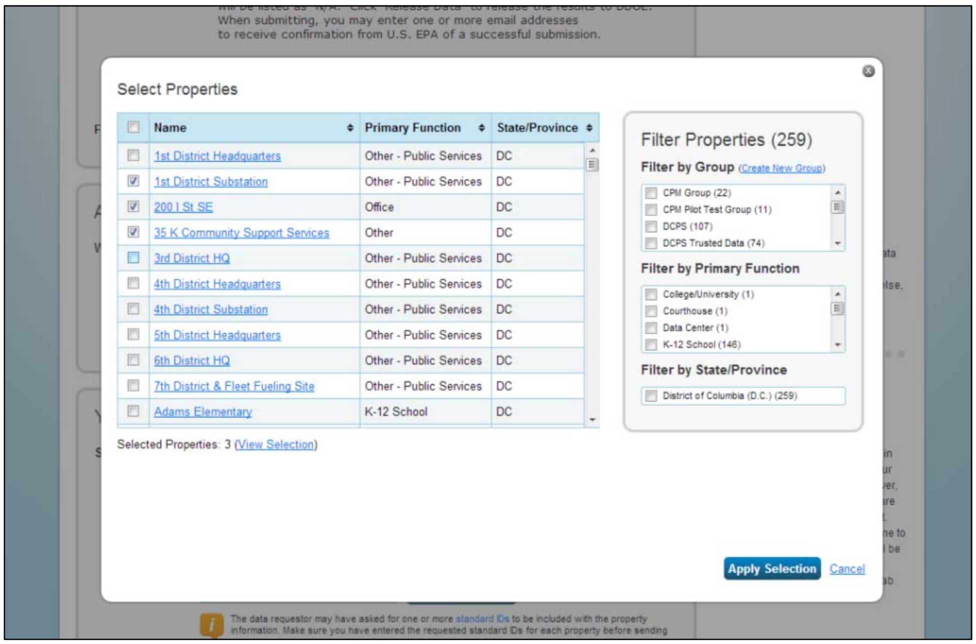
If the data is being submitted on behalf of one of your contacts, select their name from the dropdown list. If that person or organization is not in the dropdown list, click "Add a Contact" and fill out the required contact information. DOEE will send any correspondence about your submission to the email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

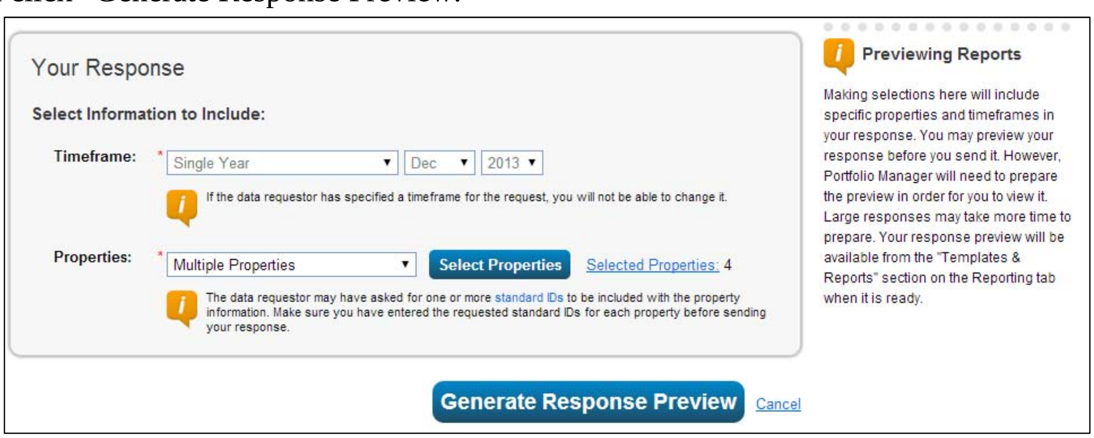
If you selected "One Property," select it from the property drop down menu that will appear.

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."

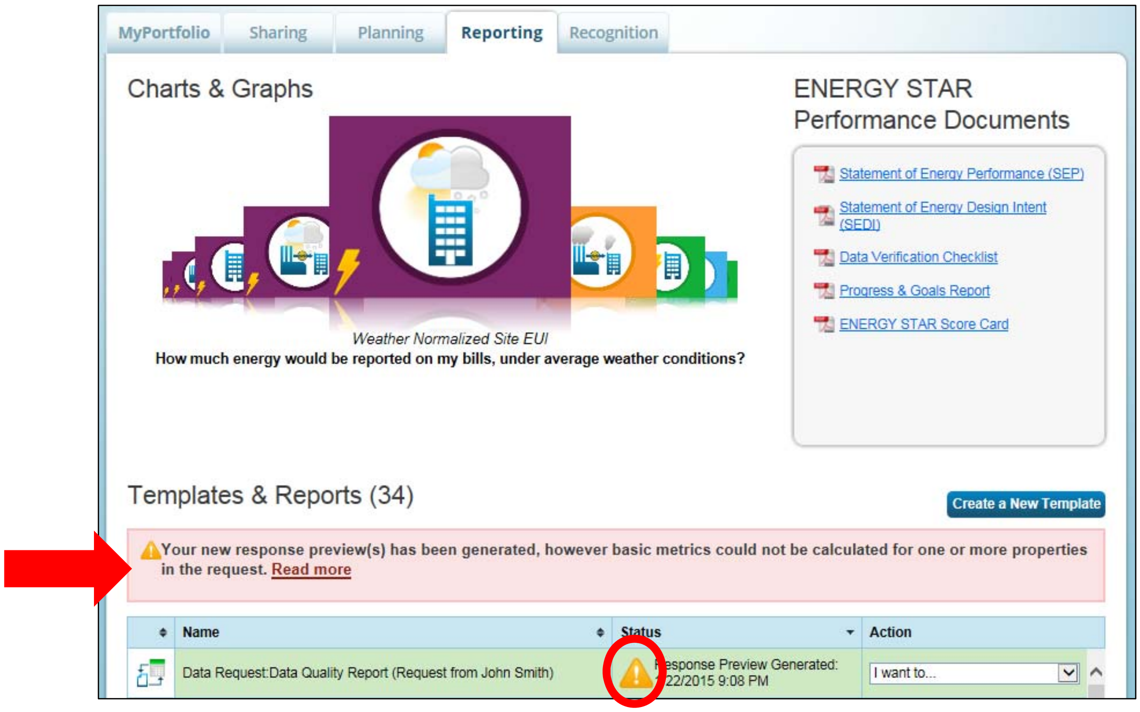


6. Verification

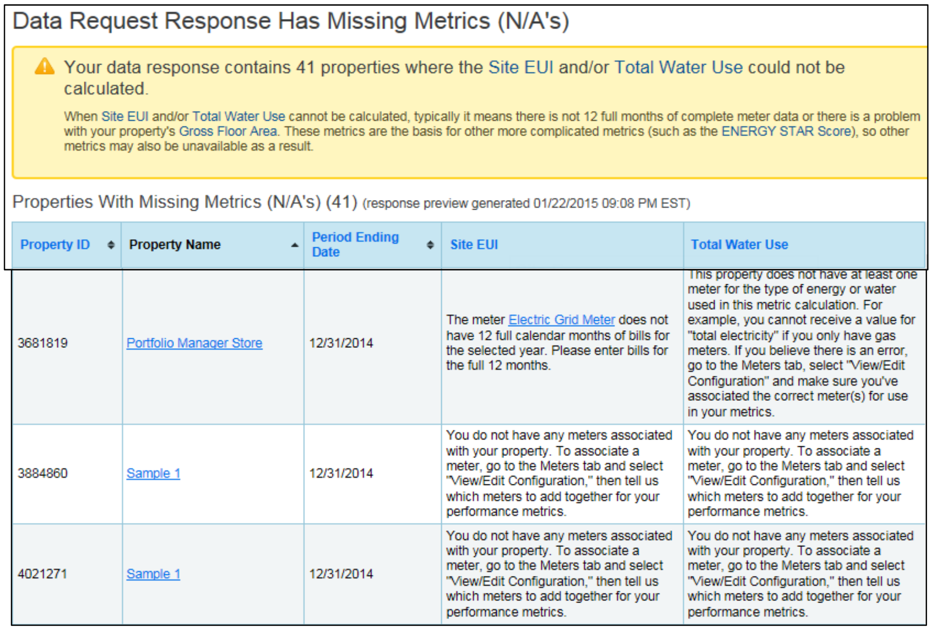
Verify that the number of selected properties matches the number you want to report and then click "Generate Response Preview."



7. **Check Data Quality Alerts**
   In the main reporting page, you will see "Response Preview Generated" next to the line for the template. If Portfolio Manager detects that at least one property within the response cannot receive an annual site EUI or Water Use metric for the performance period, a pink alert box then appears on the Reporting tab to notify you. There will also be an alert icon (⚠) next to the affected data request in the "Templates & Reports" table. Clicking "Read more" will direct you to a page that contains more details.



After clicking "Read more", you will see the alert page, listing all properties for which "Not Available" is present in the Site EUI or Water Use field alongside specific data quality alerts. The links within the alerts will take you to the specific screen where the data issue can be fixed.



Data Request Response Has Missing Metrics (N/A's)

Your data response contains 41 properties where the Site EUI and/or Total Water Use could not be calculated.

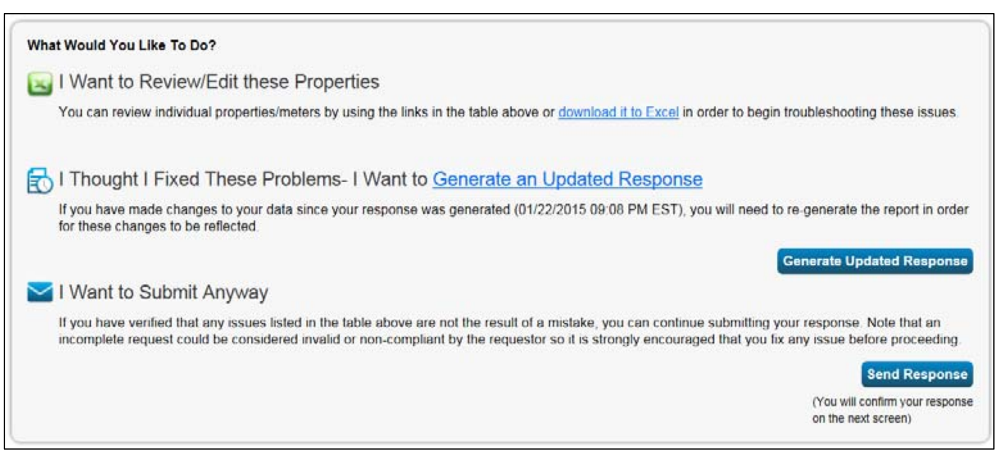
When Site EUI and/or Total Water Use cannot be calculated, typically it means there is not 12 full months of complete meter data or there is a problem with your property's Gross Floor Area. These metrics are the basis for other more complicated metrics (such as the ENERGY STAR Score), so other metrics may also be unavailable as a result.

Properties With Missing Metrics (N/A's) (41) (response preview generated 01/22/2015 09:08 PM EST)

Property ID	Property Name	Period Ending Date	Site EUI	Total Water Use
3681819	Portfolio Manager Store	12/31/2014	The meter Electric Grid Meter does not have 12 full calendar months of bills for the selected year. Please enter bills for the full 12 months.	This property does not have at least one meter for the type of energy or water used in this metric calculation. For example, you cannot receive a value for "total electricity" if you only have gas meters. If you believe there is an error, go to the Meters tab, select "View/Edit Configuration" and make sure you've associated the correct meter(s) for use in your metrics.
3884860	Sample 1	12/31/2014	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.
4021271	Sample 1	12/31/2014	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.

At the bottom of the alert page, you will be given three options:

1. Review and edit the properties to resolve the alerts prior to generating a new report and submitting data
2. Generate a new report to account for changes/fixes made since the last report was generated
3. Bypass the alerts and submit the data as a response to the request



What Would You Like To Do?

I Want to Review/Edit these Properties

You can review individual properties/meters by using the links in the table above or download it to Excel in order to begin troubleshooting these issues.

I Thought I Fixed These Problems- I Want to Generate an Updated Response

If you have made changes to your data since your response was generated (01/22/2015 09:08 PM EST), you will need to re-generate the report in order for these changes to be reflected.

Generate Updated Response

I Want to Submit Anyway

If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

Send Response

(You will confirm your response on the next screen)

Clicking “download it to Excel” under “I Want to Review/Edit These Properties” will export the contents of the list shown in step 3 to Excel where they can be saved, shared, filtered, sorted, etc.

	A	B	C	D	E
1	Properties With Missing Metrics (N/A's)				
2	Current as of: 01/22/2015 09:08 PM EST				
3	Number of properties/buildings in report: 41*				
4					
5	Property ID	Property Name	Period Ending Date	Site EUI	Total Water Use
27	4021271	Sample 1	12/31/2014	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.
28	4021272	Sample 2	12/31/2014	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.	You do not have any meters associated with your property. To associate a meter, go to the Meters tab and select "View/Edit Configuration," then tell us which meters to add together for your performance metrics.
29	3398574	Sample School	12/31/2014	The meter [Diesel] does not have 12 full calendar months of bills for the selected year. Please enter bills for the full 12 months.The meter [TEST SCHOOL METER] does not have 12 full calendar months of bills for the selected year. Please enter bills for the full 12 months.The meter [Natural Gas] does not have 12 full calendar months of bills for the selected year. Please enter bills for the full 12 months.	The meter [TEST WATER] does not have 12 full calendar months of bills for the selected year. Please enter bills for the full 12 months.

Clicking “Generate an Updated Response” will refresh the report to account for any updates made to the properties since the initial report, with the list of associated alerts, was generated. If any alerts remain, the pink screen will appear once again on the Reporting tab after the revised report is generated and include a link to the updated list of alerts.

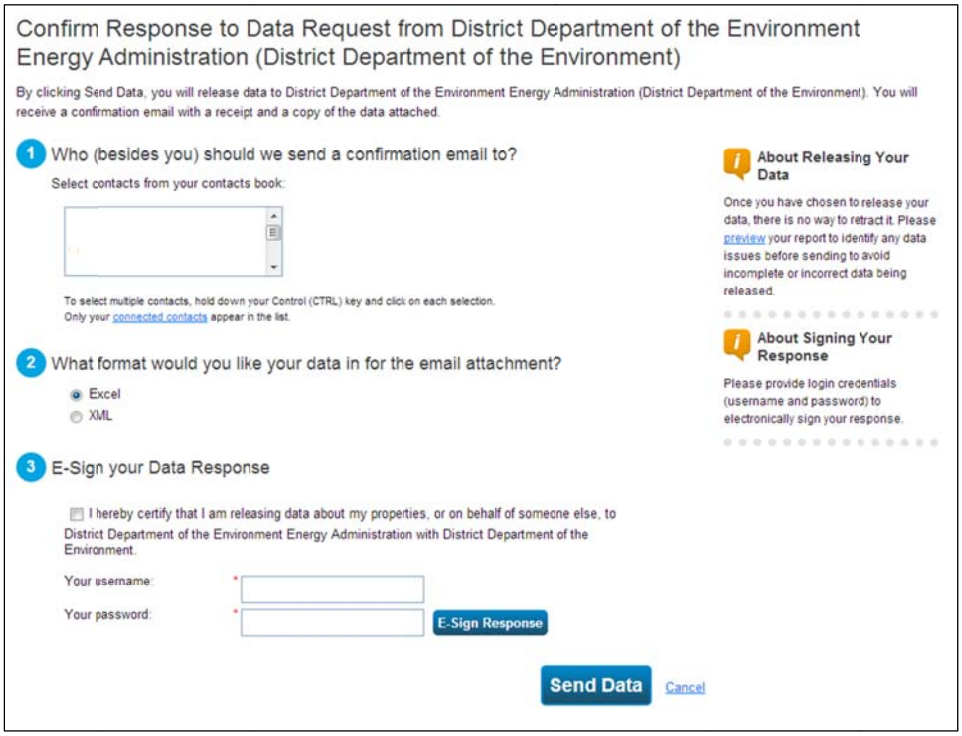
If no alerts remain, the pink box will not appear, and users can send their response to the data request using the “I want to…” dropdown menu next to their generated response in the “Templates & Reports” table.

8. Set Up Response Submission

Once you have checked all the data quality alerts and made corrections where necessary, 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 DOEE, 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.