

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Energy and Environment



BENCHMARKING GUIDE FOR MULTIFAMILY PROPERTIES

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Overview

This document provides guidance to building owners or their agents (such as property managers or service providers) on how the District benchmarking regulation (DC Official Code § 6-1451.03(c), and 20 DCMR 3513) applies to multifamily properties (including apartment complexes, condominiums, etc.) and how these properties can obtain the information they need to accurately benchmark their energy and water usage in Portfolio Manager.

This guide is focused on the particular parts of benchmarking that are specific to multifamily buildings in the District of Columbia. For general training on how to use Portfolio Manager and report data to the District of Columbia Department of Energy and Environment (DOEE), please view this training from the DC Sustainable Energy Utility website: <https://www.dcseu.com/for-my-business/benchmarking-in-dc>

Multifamily Benchmarking Requirements

All multifamily buildings over 50,000 square feet are required to report benchmarking data on an annual basis by April 1st. This benchmarking data should include whole building information, including usage by tenants. **You do not need to collect any space or utility information directly from residential tenants; aggregate data (which serves to protect tenant privacy) can be obtained from Pepco and Washington Gas.**

Note: If your property contains multiple separate structures that are individually metered for all energy sources, and each structure is less than 50,000 gross square feet in size, your property may be exempt from the benchmarking regulation entirely. In this case, please contact DOEE to request an exemption at info.benchmark@dc.gov.

DOEE Energy Benchmarking Guide for Multifamily Properties

What data do I need to benchmark a multifamily building?

Basic Property information:

- Facility Name
- Street Address
- Year Built
- DC Real Property ID or IDs: Your Square-Suffix-Lot (SSL), Parcel, or Condominium Complex Number. If your property covers multiple parcels or tax lots, and is not a condominium, enter all included SSL/parcel numbers. Condominium buildings are assigned a single complex number (the Square-Suffix-Regime number). These numbers can be looked up at <http://doee.dc.gov/page/am-i-required-benchmark>
- Total Gross Floor Area (Gross Floor Area is the total floor area, expressed in square feet, measured from the principal exterior surfaces of the building(s) and not including parking area)
- Occupancy Percentage

Multifamily Use Information:

- Gross floor area (sq. ft.)
- Total number of residential living units
- Total number of residential living units in a low-rise setting (1-4 stories)
- Total number of residential living units in a mid-rise setting (5-9 stories)
- Total number of residential living units in a high-rise setting (10 or more stories)
- Number of bedrooms
- Government subsidized housing (Yes or No)
- Resident population type
- Percent of floor area that is heated (in 10% increments)
- Percent of floor area that is cooled (in 10% increments)

Whole Building Utility Data:

- Electricity Consumption by month
- Natural Gas Consumption by month
- Water Consumption by month
- (And, if applicable, Fuel Oil Consumption, by delivery)

Note that none of this information requires collecting any data from individual tenants. If you do not enter values manually for any of the use characteristics, and let Portfolio Manager use default values instead, your ENERGY STAR score will not be accurate. DOEE generally does not allow the use of default values for benchmarking.

DOEE Energy Benchmarking Guide for Multifamily Properties

Handling Properties with Multiple Buildings

If your property contains only one structure, you may skip to the next section, “Listing Real Property ID”

Many multifamily properties are comprised of multiple buildings. It is usually more convenient to group these together as a single building in Portfolio Manager rather than doing each one separately (in Portfolio Manager this is referred to as a “campus”); the ENERGY STAR score is equally valid for one building or a group of buildings. Per the benchmarking regulation, if your property has meters shared across multiple buildings, or building systems (such as a central gas furnace) shared across multiple buildings without separate sub-metering, then the energy use cannot be attributed to any individual building. In such cases, the building must be benchmarked as single property in Portfolio Manager. If the property covers multiple tax lots and is not a condominium, you will need to also enter all tax lot numbers in the DC Real Property ID field.

Listing multiple buildings in a single property

When initially creating a property, Property Use Detail will ask how many buildings are considered to be part of the property.

If, after the property has been created, you need to change this to reflect multiple buildings, go to the Details tab and click on the Edit button in the Basic Information box, as seen below:

The screenshot shows the 'Details' tab of the Portfolio Manager interface. On the left, the 'Basic Information' box contains the following details:

- Construction Status:** Existing property that is multiple buildings
- Gross Floor Area:** 150,000 Sq. Ft.
- Occupancy:** 100%

An 'Edit' button is located at the bottom right of the 'Basic Information' box, with a red arrow pointing to it. Below this box is the 'Unique Identifiers (IDs)' section.

On the right, the 'Property Uses and Use Details' section features a table with the following data:

Name	Primary Function	Gross Floor Area	Action
Multifamily Housing Use	Multifamily Housing	100,000 ft²	I want to...

Below the table, the following summary information is displayed:

- Property GFA (Buildings): 100,000 (used to calculate EUI)
- Property GFA (Buildings and Parking): 100,000

A red arrow also points to the 'View as Diagram' link above the table. At the bottom of the section, there is a note: "To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information."

Once there, scroll down to the Property Use Detail box and simply indicate how many buildings are included in the property.

DOEE Energy Benchmarking Guide for Multifamily Properties

Property Use Detail

* What is the primary function of your property?

Property type defined by Portfolio Manager: Multifamily Housing
Portfolio Manager considers your property to be this type based on the uses you have entered. If this type doesn't look correct to you, please [edit your use information](#).

How many physical buildings do you consider part of your property? None: My property is part of a building
 One: My property is a single building
 More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Construction Status: Existing
 Design
 Test

Year Built:

Gross Floor Area:
Gross Floor Area is the total floor area, expressed in square feet or square meters, measured from the principal exterior surfaces of the building(s) and not including parking area(s). [Learn More](#)

Occupancy: %

Creating a Campus

We recommend against using this option for benchmarking, as creating a campus is more complicated than grouping the buildings together. However, if you are interested in structuring your buildings as a campus, we suggest looking at this guide created by Energy Star:

http://www.energystar.gov/sites/default/files/tools/How_to_Benchmark_a_Campus_20140908_508.pdf

DOEE Energy Benchmarking Guide for Multifamily Properties

Listing DC Real Property ID(s)

You need to enter your real DC Real Property ID when benchmarking—without this, DOEE may not be able to match your submission to a covered tax lot and you may not be marked as being in compliance.

To list a DC Real Property ID, go to the Unique Identifiers box in the Details tab:

The screenshot shows the 'Multifamily Test' details page. The 'Unique Identifiers (IDs)' section is highlighted with a red arrow pointing to the 'Edit' button. The 'Property Uses and Use Details' table shows 'Multifamily Housing Use' with a Gross Floor Area of 100,000 ft². The 'Property Type' section shows 'Multifamily Housing' as the selected type.

Once you click on Edit, scroll down to Standard IDs, find “**District of Columbia Real Property Unique ID**” in the drop down list, and type the ID. If multiple IDs are associated with the property, separate each with a semi-colon, as shown below:

The screenshot shows the 'Standard IDs' section. It includes a text input field with the value 'District of Columbia Real Property Unique ID: 1234-5678; 9999-' and a 'Remove ID' button. Below it is a dropdown menu and an 'ID:' input field with an 'Add Another' button.

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](#)

DOEE Energy Benchmarking Guide for Multifamily Properties

Getting Utility Data

Useful terms

- **Whole building utility data:** Data for the total consumption of all energy and water used in the building. This includes owner-paid utility information, tenant usage information, data centers, ground-floor retail stores and restaurants, etc. This may be in the form of one central meter or a combination of house and tenant meters.
- **Aggregate data:** Monthly electricity or natural gas usage figures that account for multiple tenants (possibly the entirety of tenants in the building). There must be at least five tenants to obtain aggregate data in the District of Columbia.

Why is whole-building data needed?

Portfolio Manager generates a 1-100 score for the efficiency of the building by comparing the buildings to other similar buildings nationwide, adjusting for size, weather, and use factors. (The number of the score represents the percentile your building is in; a building with a score of 75 performs better than 75% of similar buildings.) These comparisons are based on a national survey of buildings using whole-building data. Without data on the total energy consumption of your building, including tenant usage, your energy use will be underreported and your score will be artificially inflated (often to 100).

Do you need aggregate data?

If the owner or manager of a multifamily property pays all the energy and water bills for the property, there is no need to request aggregated data. You can simply collect and enter into Portfolio Manager the energy and water consumption for the “master” or “house” meters for all energy sources and water. Multifamily buildings usually are almost always master-metered for water, and usually master-metered if they use natural gas. However, in some cases, tenants may have individual gas meters. Additionally, many tenants have their own electricity meters. Whenever you have 5 or more tenants with their own meters, you must request aggregated whole-building data from the utility company.

Obtaining aggregate data

Both Pepco and Washington Gas can work with property owners to obtain aggregate data usage for properties with 5 or more tenants, either residential or non-residential. Pepco has also developed a tool called Resource Advisor, which allows property owners/managers to obtain aggregate data that is automatically uploaded into Portfolio Manager on a monthly basis.

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To obtain aggregate data from both Pepco and Washington Gas, you'll need to know the building address, the service period you are requesting, and the **meter numbers** (or account numbers). Note that the meter numbers are not the same as the account number; they are not tied to an individual and should not change if tenants move in or out of the building. An address alone may not be enough for the utility companies to identify the complete set of meter data.

How long does it take to get the data?

Both Pepco and Washington Gas state that it can take up to thirty days to provide you with the aggregate data. Although they can often process your request faster, we advise you to make your request at least one month in advance of needing the data.

How do I obtain the meter numbers?

Many properties keep the meter numbers on record; your property management or maintenance staff may have them. However, if the records are unavailable then you will have to physically check the meters. In many multifamily properties, the meters are grouped together either just outside the building, in the basement, or in a room on each floor. See the picture below for an example.

In rare cases, such as with some condominiums, the meters may be located on the residents' property or may be otherwise inaccessible without permission from the residents. If you believe this is the case, you may be able to get aggregate data from Pepco and/or Washington Gas based on a list of addresses. If that does not work, you may need to gather the meter numbers from your tenants. Contact the utilities to find the proper solution and make sure to prepare well in advance so you will have sufficient time prior to the deadline.



Electric Meters



Gas Meters

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Requesting Aggregate Utility Data

Electricity: Pepco

To get aggregate data from Pepco, you request the data and get signed up for their "Resource Advisor" tool. With Resource Advisor, you now have the ability to automatically load your building's electricity data directly into Portfolio Manager® to calculate your ENERGY STAR® score. Resource Advisor can also be used to request whole-building data for your building electronically. There is no fee for using Resource Advisor.

Pepco Benchmarking Page:

<https://www.pepco.com/pages/myhome/energymanagement/energybenchmarking.aspx>

Pepco Data Request Sheet:

[https://www.pepco.com/uploadedFiles/www.pepco.com/Content/Forms/Pages/EnergyManagement\(1\)/Request%20for%20Aggregate%20Usage%20Data\(1\).xlsx](https://www.pepco.com/uploadedFiles/www.pepco.com/Content/Forms/Pages/EnergyManagement(1)/Request%20for%20Aggregate%20Usage%20Data(1).xlsx)

Pepco Key Account Support Team:

Phone Inquiries: (202) 872-2040

Fax data requests to: (202) 872-3225

E-mail to: kast-south@pepco.com

To request the data, fill out the data request sheet, including all meter numbers, and email it to Pepco. When filling out the form, please make sure to include your DC Real property ID (your SSL, Parcel, or Complex number) and *not your employer tax ID* in the field for tax ID. You may need to create additional rows in the excel spreadsheet to fit all your meters.

The form looks like this:

DOEE Energy Benchmarking Guide for Multifamily Properties

Request for Aggregated Building Electricity Consumption Data

Please provide the building information requested in the highlighted fields, read and indicate acceptance of the terms for the release of energy consumption data at the end of this form and return this document as instructed below. Thank you.

Name of Requestor		Company	
Building Service Address		Telephone	
		Fax No.	
DC Property Tax ID		Email Address	
Service Period			
From (Month-Year)			
To (Month-Year)			
Meter Numbers (or Pepco Account Numbers)			

Once you have entered the information into the Pepco Data Request Sheet and sent it to Pepco, they will set you up with a Resource Advisor account. Pepco will send you a guide with step-by-step instructions once they've been able to obtain the right data. It can take more than 24 hours to get the Resource Advisor account to transfer the data into Portfolio Manager, so plan accordingly.

Once you are set up in Resource Advisor, you can then either download the data out of Resource Advisor and manually input it into Portfolio Manager, or set Portfolio Manager and Resource Advisor up to electronically transfer the data. We recommend that you set up the electronic sync. It takes more time but is worth it as your data will be automatically updated each month, making it easy for you to track your energy use, get updates of any mistakes, and benchmark and report your building to DOEE much faster next year.

If you download the data and import it manually, follow the example provided below for Natural Gas, entitled "Creating a Meter and Entering Usage."

If you want to set up Resource Advisor to transfer the data to Portfolio Manager for you, please consult Pepco's detailed step-by-step guide on "Connecting Portfolio Manager to Resource Advisor."

Once Resource Advisor and Portfolio Manager are synced, you can clearly see which meter information comes from Resource Advisor.

DOEE Energy Benchmarking Guide for Multifamily Properties

Energy Meters (3)

[View as a Diagram](#)

[Add Another Meter](#)

Name	Energy Type	Most Recent Bill Date	Action
Owner-Paid Electric	Electric - Grid	01/01/2015	I want to...
Owner-Paid Natural Gas	Natural Gas	01/16/2015	I want to...
Site_123_Efficiency_Street_Electric_Power	Electric - Grid		I want to...

Manage Bills (Meter Entries) for [Multifamily Test](#)

be selected.

Site_123_Efficiency_Street_EI

Display Year(s): 2015

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power	Last Updated
<input type="checkbox"/>	1/1/2015	1/31/2015	239		<input type="checkbox"/>		4/30/2015 Schneider Electric Web Services

Next, make sure the tenant meters are included in the performance metrics. Go to the meters tab and look for the box that says "Meters for Performance Metrics."

Summary Details **Meters** Goals Design

Energy & Water Consumption

[Manage/Enter My Bills](#)

Meters for Performance Metrics

[Select Meters](#)

Utility & Weather

Electric Distribution Utility (EDU): Potomac Electric Power Co [Pepco Holdings Inc]

Regional Power Grid: Mid Atlantic

Weather Station: WASHINGTON/NATIONAL (724050)

Your electric distribution utility (EDU) and weather station selections affect the calculation of your energy metrics.

[Edit](#)

Energy Meters (3)

[View as a Diagram](#)

[Add Another Meter](#)

Name	Energy Type	Most Recent Bill Date	Action
Owner-Paid Electric	Electric - Grid	01/01/2015	I want to...
Owner-Paid Natural Gas	Natural Gas	01/16/2015	I want to...
Site_123_Efficiency_Street_Electric_Power	Electric - Grid		I want to...

Water Meters (1)

[View as a Diagram](#)

[Add Another Meter](#)

Name	Water Meter	Most Recent Bill Date	Action
Potable, Combined Indoor/Outdoor or Other Meter	Potable, Combined Indoor/Outdoor or Other	01/29/2015	I want to...

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Once there, make sure you have checked the box for each meter that contributes to the building's energy and ensure the option "These meter(s) account for the total energy/water consumption for this property" is checked for both energy and water meters.

Meters to add to Total Consumption for Metrics for Multifamily Test

Tell us which meters to include when calculating the total usage for this property so that we can provide you with the most accurate metrics possible.

Property Totals

Energy Meters
Check the boxes for the meters that should be included in the energy metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Owner-Paid Electric
<input checked="" type="checkbox"/>	Site_123 Efficiency Street_Electric Power
<input checked="" type="checkbox"/>	Owner-Paid Natural Gas

Total of 3 energy meter(s). Tell us what these meter(s) measure:

These meter(s) account for the total energy consumption for this property.
 These meter(s) do not account for the total energy consumption for this property.

Water Meters
Check the boxes for the meters that should be included in the water metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Potable: Combined Indoor/Outdoor or Other Meter

Total of 1 water meter(s). Tell us what these meter(s) measure:

These meter(s) account for the total water consumption for this property.
 These meter(s) do not account for the total water consumption for this property.

Annotations:

- A red box with the text "Make sure that all meters that contribute to the building's total energy consumption are selected." is positioned to the right of the Energy Meters table, with a bracket pointing to the checked boxes.
- A red box with the text "Check these!" is positioned to the left of the Water Meters table, with an arrow pointing to the checked box.
- Red arrows also point from the "Check these!" box to the radio button options for both Energy and Water meters.

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Natural Gas: Washington Gas

Washington Gas Benchmarking Page:

<http://www.washingtongas.com/pages/EnergyBenchmarking>

Washington Gas Aggregated Data Request Form (copy and paste into browser):

<http://www.washingtongas.com/FileUpload/File/Customer%20Information/WGL%20Request%20for%20Aggregate%20Usage%20Data2.pdf>

Washington Gas Contact Info:

Phone: (703) 750-4773 (Choose Option 2)

Fax utility waiver requests to: (703) 750-4441

Email aggregate data requests to: aggregateddata@washgas.com

Single meter usage request: customersupport@washgas.com or custsrv@washgas.com

Once you have entered the information into the Washington Gas Data Request Sheet, you will receive an email with the aggregate data, which you can then enter into Portfolio Manager.

Aggregated data from Washington Gas, for example, may look something like this:

Washington Gas 555 Sample St	
Natural Gas (therms)	
Date	Volume
01/2014	200
02/2014	200
03/2014	200
04/2014	200
05/2014	200
06/2014	200
07/2014	200
08/2014	200
09/2014	200
10/2014	200
11/2014	200
12/2014	200
Total	2400

Once you have the data you need, enter it into Portfolio Manager. There is a way to upload a spreadsheet, but to prevent errors we recommend manually copying in the entries.

DOEE Energy Benchmarking Guide for Multifamily Properties

For clarity and simplification, we recommend having a separate meter for aggregate tenant data and at least one separate one for owner-paid data. An ideal set-up in the Meters Tab of the property would look something like this:

Energy Meters (4)

 [View as a Diagram](#)

[Add Another Meter](#)

Name ▲	Energy Type ◆	Most Recent Bill Date ◆	Action
Aggregate Tenant Electric	Electric - Grid	01/01/2015	I want to... ▼
Aggregate Tenant Natural Gas	Natural Gas	01/02/2015	I want to... ▼
Owner-Paid Electric	Electric - Grid	01/01/2015	I want to... ▼
Owner-Paid Natural Gas	Natural Gas	01/16/2015	I want to... ▼

DOEE Energy Benchmarking Guide for Multifamily Properties

Creating a Meter and Entering Usage (using Natural Gas as an example)

To get started with creating a meter, go to the Meters tab. On the right side of the page it will list any meters you have already created (with separate sections for Energy and Water meters) and give you the option to add another meter.

The screenshot shows the 'Meters' tab selected. On the left, there are three utility-related sections: 'Energy & Water Consumption' with a 'Manage/Enter My Bills' button, 'Meters for Performance Metrics' with a 'Select Meters' button, and 'Utility & Weather' with an 'Edit' button. The main area is divided into two sections: 'Energy Meters (2)' and 'Water Meters (1)'. Each section has a 'View as a Diagram' link and an 'Add Another Meter' button. A red arrow points to the 'Add Another Meter' button in the Energy Meters section.

Name	Energy Type	Most Recent Bill Date	Action
Owner-Paid Electric	Electric - Grid	01/01/2015	I want to...
Owner-Paid Natural Gas	Natural Gas	01/16/2015	I want to...

Name	Water Meter	Most Recent Bill Date	Action
Potable: Combined Indoor/Outdoor or Other Meter	Potable: Combined Indoor/Outdoor or Other	01/29/2015	I want to...

DOEE Energy Benchmarking Guide for Multifamily Properties

There you can select what types of meters you want to set up, and how many of each. As you can see below, we have indicated that we want to create a single Natural Gas meter.

Get Started Setting Up Meters for Multifamily Test

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
How Many Meters?
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water

Don't see your energy sources?
[+ See more energy sources?](#)



Your Property's Water Usage

What kind of **water** do you want to track? Please select all that apply.

- Municipally Supplied Potable Water
- Municipally Supplied Reclaimed Water
- Alternative Water Generated On-Site:
- Other:

[Get Started!](#) [Cancel](#)

When you click “Get Started!” the next page will allow you to enter information about the meter before you actually enter any usage.

Meter Name: This can be any name you choose. We recommend choosing one that is clearly identifiable from the other meters you create to eliminate future confusion.

DOEE Energy Benchmarking Guide for Multifamily Properties

Units: The units are what measurement type is shown when you receive utility bills. Make sure this is accurate before you start entering bills. As you can see from the image below, we have selected therms as the unit of measurement for natural gas.

Date Meter became Active: This refers to the date the meter was installed, not today's date. You don't need to necessarily know exactly when the meter was installed; just make sure the date is before any usage occurs. If you are recording usage for 2013, make sure this date is before 2013.

In Use: Keep this checked. It indicates that the meter is still being used.

Date Meter became Inactive: This is only filled out if the meter is no longer active, but you still want to keep its usage on record. Otherwise, leave it blank.

About Your Meters for Multifamily Test

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter for Multifamily Test (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	Natural Gas	Natural Gas		therms	1/1/2012	<input checked="" type="checkbox"/>		<input type="checkbox"/>

[✖ Delete Selected Entries](#)
[+ Add Another Entry](#)

0 Water Meter for Multifamily Test (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
--------------------------	------------	------	------------	-------	--------------------------	---------	----------------------------

[✖ Delete Selected Entries](#)
[+ Add Another Entry](#)

[Cancel](#)

After you click "Create Meters" you are ready to start entering usage data. Remember that you need to have a separate entry for each billing period; you cannot create one entry that summarizes the entire year's usage. There is no need to enter cost; when you report benchmarking to DOEE, this information will not show.

To add another entry, click on "Add Another Entry," as shown below:

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Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

Your Meter Entries for Multifamily Test

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Energy Meter(s) for Multifamily Test

▼ **Natural Gas** [Edit](#)

	Start Date	End Date	Usage therms	Cost (\$)	Estimation
<input type="checkbox"/>	01/01/2013	02/01/2013	150	<input type="text"/>	<input type="checkbox"/>

[X Delete Selected Entries](#)
[+ Add Another Entry](#)

Upload data in bulk for this meter:

You can copy/paste into the table above, or upload an Excel spreadsheet using our [spreadsheet template](#).

No file chosen

[Cancel](#)

On the next screen, make sure you have checked the box for each meter that contributes to the building's energy and make sure the option "These meter(s) account for the total energy/water consumption for this property" is checked for both energy and water meters.

Once you click "Apply Selections," the new meter and any new usage information will be saved.

DOEE Energy Benchmarking Guide for Multifamily Properties

Meters to add to Total Consumption for Metrics for Multifamily Test

Tell us which meters to include when calculating the total usage for this property so that we can provide you with the most accurate metrics possible.

Property Totals



Energy Meters

Check the boxes for the meters that should be included in the energy metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Natural Gas
<input checked="" type="checkbox"/>	Owner-Paid Electric
<input checked="" type="checkbox"/>	Owner-Paid Natural Gas

Total of 3 energy meter(s). Tell us what these meter(s) measure:

* These meter(s) account for the total energy consumption for this property.
 These meter(s) do not account for the total energy consumption for this property.



Water Meters

Check the boxes for the meters that should be included in the water metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Potable: Combined Indoor/Outdoor or Other Meter

Total of 1 water meter(s). Tell us what these meter(s) measure:

* These meter(s) account for the total water consumption for this property.
 These meter(s) do not account for the total water consumption for this property.

 Because of the wide variety of ways that people meter their properties, after you create meters for your property in Portfolio Manager, you must indicate which meters to use for your property metrics. In some cases, you will not want a meter to count for your metrics. For example, if you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Apply Selections [Cancel](#)

Once you have entered all the appropriate information for these meters, you will need to make sure the tenant meters are included in the performance metrics. To check that, go to the meters tab and look for the box labeled “Meters for Performance Metrics.”

DOEE Energy Benchmarking Guide for Multifamily Properties

Summary Details **Meters** Goals Design

Energy & Water Consumption
[Manage/Enter My Bills](#)

Meters for Performance Metrics
[Select Meters](#)

Utility & Weather
Electric Distribution Utility (EDU):
Potomac Electric Power Co [Pepco Holdings Inc]

Regional Power Grid:
Mid Atlantic

Energy Meters (4)
[View as a Diagram](#) [Add Another Meter](#)

Name	Energy Type	Most Recent Bill Date	Action
Aggregate Tenant Electric	Electric - Grid	01/01/2015	I want to...
Aggregate Tenant Natural Gas	Natural Gas	01/02/2015	I want to...
Owner-Paid Electric	Electric - Grid	01/01/2015	I want to...
Owner-Paid Natural Gas	Natural Gas	01/16/2015	I want to...

Water Meters (1)

Meters to add to Total Consumption for Metrics for Multifamily Test

Tell us which meters to include when calculating the total usage for this property so that we can provide you with the most accurate metrics possible.

Property Totals

Energy Meters
Check the boxes for the meters that should be included in the energy metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Aggregate Tenant Electric
<input checked="" type="checkbox"/>	Owner-Paid Electric
<input checked="" type="checkbox"/>	Owner-Paid Natural Gas
<input checked="" type="checkbox"/>	Aggregate Tenant Natural Gas

Total of 4 energy meter(s). Tell us what these meter(s) measure:

These meter(s) account for the total energy consumption for this property.
 These meter(s) do not account for the total energy consumption for this property.

Water Meters
Check the boxes for the meters that should be included in the water metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Potable: Combined Indoor/Outdoor or Other Meter

Total of 1 water meter(s). Tell us what these meter(s) measure:

These meter(s) account for the total water consumption for this property.
 These meter(s) do not account for the total water consumption for this property.

Check these!

Make sure that all meters that contribute to the building's total energy consumption are selected.

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Reporting to DOEE

Once all your data is entered, you should receive an ENERGY STAR score. However, in order to be in compliance, you must report the data to DOEE. Since Portfolio Manager is a U.S. EPA tool, DOEE cannot access your ENERGY STAR Portfolio Manager data unless you electronically report it to us. Reporting is done using the Custom Reporting Template functionality of ENERGY STAR Portfolio Manager. Please go to our website reporting page to download a guide to reporting, and report your data:

<http://doee.dc.gov/page/report-benchmarking-data>

Once you report, you will get an email from EPA confirming your report has been sent, followed within a few days by another email from DOEE informing you as to whether we have accepted your submission or whether there are any errors that need correction.

If you need any further assistance, you can contact our Benchmarking Help Center at info.benchmark@dc.gov or 202-671-3300.