ENERGY BENCHMARKING
FOR BUILDINGS IN THE DISTRICT

WHAT IS BENCHMARKING?

The Clean and Affordable Energy Act of 2008 established that all private buildings over 50,000 gross square feet within the District of Columbia, including multifamily residences, must measure and disclose their energy and water consumption to the Department of Energy and Environment (DOEE). The annual reporting deadline is **April 1st** of each year, for the previous calendar year.

Benchmarking is defined as tracking a building's energy and water use and using a standard metric to compare the building's performance against past performance and to its peers nationwide. In the District, benchmarking and reporting is done using U.S. EPA's free ENERGY STAR® Portfolio Manager® tool. Summary data for each reported building is published on DOEE's website.

IS MY BUILDING REQUIRED TO BENCHMARK?

All commercial and multifamily buildings over 50,000 gross square feet are required to report benchmarking data to the District on a yearly basis. Check your building plans or blueprints and the DOEE's Covered Building List to determine the square footage of your building.

WHAT INFORMATION DO I NEED ?

You will need to gather specific space type information for your building, such as the gross floor area, operating hours, and number of occupants. Additionally, you will need to gather 12 full calendar months of data for the requested reporting year for all energy sources and water, from January 1 through December 31. Note that whole building data is required under this regulation, and this data is available from all utilities in the District. See the reverse side of this flyer for more information.

HOW CAN I GET HELP?

Not sure where to begin with benchmarking your building's energy use and increasing your building's energy efficiency?

- Visit the DOEE Benchmarking website at doee.dc.gov/energybenchmarking

- Contact the DOEE Benchmarking Help Center at 202-671-3300 or info.benchmark@dc.gov

- View a webinar video to help guide you through the benchmarking process: bit.ly/DCBenchmarkVideo

- Visit the DC Sustainable Energy Utility (DCSEU) website at dcseu.com:

  o Gather information on the multitude of resources and incentives offered by DC SEU to help you maximize efficiency and reduce energy usage in your buildings

  o Obtain a contact list of consulting firms offering benchmarking services in the DC metro area: dcseu.com/docs/DC-SEU-Service-Provider.pdf

DOEE ENERGY BENCHMARKING CHECKLIST

Get Started

☐ 1. Determine if your property is subject to the benchmarking law based on the current Covered Building List located here: doee.dc.gov/page/am-i-required-benchmark

☐ 2. Create a Portfolio Manager account on EPA's benchmarking site, energystar.gov/portfoliomanager or log in to your existing account.

☐ 3. Review the latest District Data Collection Worksheet:
doee.dc.gov/publication/final-benchmarking-rulemaking

Collect and Enter Data

☐ 4. Identify the data you will need to complete benchmarking for District requirements. This will include:

- DC Real Property Unique ID (SSL/Parcel/Complex Number) as noted in the Covered Building List (see step 1 above)
- Gross floor area of the building of each major space use type within the building
- Space use attributes, as noted in the District Data Collection worksheet (see step 3 above)
- Whole-building or individual meter energy and water utility information

☐ 5. Collect the above information for your building for the applicable calendar year(s), including information for any non-residential tenants. Aggregated whole-building data for multi-tenant buildings can be requested directly from Pepco and Washington Gas at doee.dc.gov/page/energy-benchmarking-data-collection.

☐ 6. Enter building and utility data into your Portfolio Manager account. For assistance, see the steps above for supplemental documents or contact the Benchmarking Help Center (see reverse side for contact information).

☐ 7. Run the Data Quality Checker for time period ending in December of the year you are reporting to identify any potential errors that may require your attention.

Report Results to the District

☐ 8. Review the step-by-step reporting guide and access the appropriate District Reporting Template at doee.dc.gov/page/report-benchmarking-data. Download the template to your Portfolio Manager account, select the property or properties that you wish to report at the bottom of the screen, and click "Generate Response Preview."

☐ 9. Review and fix any potential errors that may appear in the Templates and Reports page of Portfolio Manager. When you are comfortable with your submission, select "Send Response," and complete the requested information to report your data.

Track Progress

☐ 10.Compare your score to previous years to track your progress in Portfolio Manager. Maintain all benchmark documents related to your properties for at least three years after the submission date. If you acquire updated or corrected utility, floor area, or space use data, you must update the data in Portfolio Manager and re-report within 30 days.

Take Action

☐ 11.Work with DOEE and DCSEU to access a multitude of resources to help maximize energy efficiency and save money.
Visit dcseu.com for more information.

E-mail: info.benchmark@dc.gov

Call: 202-671-3300

DEPARTMENT OF ENERGY & ENVIRONMENT

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