

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 (or the following Monday if April 1 falls on a weekend), 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.

Benchmarking reports are transmitted to DOEE using Automatic Annual Reporting through Portfolio Manager Web Services. Automatic Reporting allows DOEE to automatically download property use details and energy and water data from your Portfolio Manager account. This means you do not need to manually submit your benchmarking report to DOEE each year, and any changes or additions to your property(ies) will automatically be updated in our records. While DOEE is able to see and download data from your account, DOEE does **not** have the ability to edit, add, or delete any records in your Portfolio Manager account. **Please note that actual energy and water use information in Portfolio Manager will still need to be updated on an annual basis.**

**Disclaimer:** By enrolling in Automatic Annual Reporting, you are allowing DOEE to see all data input into your Portfolio Manager account, including cost information. However, DOEE will **NEVER** collect, download, or disclose any financial information. Please see the full Portfolio Manager Web Services Terms of Use in Appendix A.

If you have additional questions, please contact DOEE directly at the email address or phone number listed below.

- The Department of Energy and Environment (DOEE):
  - 202-671-3300
  - [info.benchmark@dc.gov](mailto:info.benchmark@dc.gov)

Assistance is also available from:

- EPA ENERGY STAR:
  - <https://portfoliomanager.zendesk.com/hc/en-us/requests/new>
  - <https://www.energystar.gov/buildings/training>

## **Enrolling in Automatic Annual Reporting**

### **Prior to Submitting Your Report to DOEE:**

#### **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.

In order to ensure your property is reported, it must have an address with “District of Columbia (D.C.)” set as the state, and have an Energy Use Intensity (EUI) number in Portfolio Manager. 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**.

- If you have previously entered your District of Columbia Real Property Unique ID, you can skip this step and move on to section C below. To verify if the ID has been previously entered, look at the Unique IDs section in the Details tab for the property in Portfolio Manager.

If you have not previously entered your District of Columbia Real Property Unique ID and need assistance, please refer to [Appendix B](#) at the end of this document.

#### **C. Run the Data Quality Checker**

Portfolio Manager features 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. DOEE *highly recommends* that you run this checker before submitting to DOEE, as it may be required in future reporting cycles.

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

## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

**MyPortfolio** | [Sharing](#) | [Reporting](#) | [Recognition](#)

**Test Office**

Portfolio Manager Property ID: [REDACTED] | [Map It](#)

Year Built: 2008 | [Edit](#)

[Change Metric](#)

**ENERGY STAR Score (1-100)**

Current Score: 1

Baseline Score: 1

[Summary](#) | [Details](#) | [Energy](#) | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

[Refresh](#) to see Source EUI Trend | [Change Metric](#)

**Metrics Summary** | [Change Metrics](#) | [Change Time Periods](#)

Metric	Dec 2018 (Energy Baseline)	Dec 2018 (Energy Current)	Change
ENERGY STAR Score (1-100)	1	1	0.00 (0.00%)
Source EUI (kBtu/ft²)	3,821.4	3,821.4	0.00 (0.00%)
Site EUI (kBtu/ft²)	1,364.8	1,364.8	0.00 (0.00%)
Energy Cost (\$)	60,000.00	60,000.00	0.00 (0.00%)
Total GHG Emissions Intensity (kgCO <sub>2</sub> e/ft²)	138.3	138.3	0.00 (0.00%)
Water Use (All Water Sources) (kgal)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total Waste (Disposed and Diverted) (Tons)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A

**Check for Possible Data Errors**

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

**Sharing this Property** | [Share](#)

**More About Sharing**

You haven't [shared your property](#) yet. Sharing can be helpful if you want to allow other people to view your property or help maintain or update information about it (e.g. property use details or meter data). You may also want to consider sharing with an organization who exchanges data to automatically update your meter information. [Learn more about exchanging data.](#)

[Copy Property](#) | [Transfer Ownership](#) | [Download Property to Excel](#)

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.**

## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

Please note that any alerts regarding waste tracking can be disregarded. Reporting waste consumption is *not* required by the District's benchmarking law.

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: \* Dec 2013 **Run Checker**

[Cancel](#) [About Timeframes](#)

**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.

### Reporting Your Benchmark Results to DOEE (Automatic Annual Reporting):

Automatic Reporting requires a one-time property share with the District. After which, annual submission of the benchmarking report is automatic.

1. **Connect your account with District of Columbia in Portfolio Manager**
  - a. Click on the Contacts link in the upper right corner of the screen.
  - b. Search [Info.Benchmark@DC.Gov](mailto:Info.Benchmark@DC.Gov) and select “Search for Contacts”
  - c. From the search results, click “connect” next to “District of Columbia Annual Reporting”.

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications Settings | ENERGY STAR Notifications | **Contacts** | Help | Sign Out

MyPortfolio Sharing Reporting Recognition

**Search Results**

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

**Your Search Criteria**

Name:

Organization:

Username:

Email Address:

**Search**

District of Columbia Annual Reporting  
Annual Reporting Template with Department of Energy & Environment

**Connect**

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## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

### 2. Send Connection Request to DOEE

- d. Fill in your Contact Name and Contact Email.
- e. Agree to the Terms of Use and select “Send Connection Request”
  - i. Please note the District of Columbia processes new contact requests hourly. You will receive a confirmation email when your connection request has been processed.

### Send a Connection Request to [District of Columbia Annual Reporting](#) to Begin Exchanging Data

[District of Columbia Annual Reporting](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [District of Columbia Annual Reporting](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Contact Name:

\*

FirstName LastName

Example: FirstName LastName

Please provide a contact name; 1 - 100 Characters

Email Address:

\*

first.last@example.com

Example: info.benchmark@dc.gov

Please provide an email address you can be reached at.; 1 - 100 Characters

Terms of Use:

Terms of Use: I understand that the Environmental Protection Agency (EPA) requires information about Customer's facility, which Customer provides directly to the EPA. The information includes the Customer's monthly utility billing data, and other data as may be required by EPA's ENERGY STAR Portfolio Manager application in order to calculate Customer's benchmarking data and rating. This information helps Customer track the energy usage and efficiency of its facilities. By signing this agreement, I authorize, "read only" sharing of information supplied by the Customer to the EPA, including the Customer's property profile, energy consumption data, building square footage, and other characteristics; with the District of Columbia as may be required to fulfill the requirements of Section 6-1451.03; 20 DCMR 3513 of the D.C. Code. I also authorize the District of Columbia to electronically transfer whole-building data via web services from the EPA's ENERGY STAR Portfolio Manager application. This data transfer is at the request and on behalf of Customer and Customer agrees to release and hold harmless the District of Columbia from any liability, claims, demands, causes of action, damages or expenses resulting from any release of information or data from the EPA's ENERGY STAR Portfolio Manager application pursuant to this authorization. Data transferred under this agreement may be published as part of the District of Columbia's Benchmarking Disclosure.

Agreement:

\*

☒

I agree to my provider's ([District of Columbia Annual Reporting](#)) Terms of Use.

Send Connection Request

[Cancel](#)

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## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

### 3. After the connection request has been accepted. Go to the Sharing Tab and click “Share (or Edit Access to) a Property.

- f. Select the properties to share with District of Columbia Annual Reporting.
- g. Under Choose Permission, select the second option, “Personalized Sharing & Exchange Data”. Click Continue

MyPortfolio

Sharing

Reporting

Recognition

### Share (or Edit Access to) Properties

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them. If you have already shared properties, you can also use this form to edit people's access to your properties.

1

#### Select Properties

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

Multiple Properties

Select Properties

Selected Properties: 1

2

#### Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

District of Columbia Annual Reporting (District\_of\_Columbia\_A

3

#### Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

☐ Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).

☒ Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.

Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Add Contact" or "Add Organization" page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. After they accept your connection request, they will show up on the list to the left.

Exchanging Data

To get started, first [connect with an organization that exchanges data](#). Once you are connected, their name will appear on the selection list on the left. **Note:** you can now share in bulk for [exchanging data](#).

NEW Who gets to Share Forward?

**Full Access** - Automatically includes "Share Forward" rights  
**Read Only** - Automatically does NOT include "Share Forward" rights  
**Custom** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.  
**Exchange Data** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Continue

Cancel

## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

### 4. On the next screen, choose “Exchange Data” for each property

**Share Your Property(ies)**

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

**Select Permissions for Each Contact**

The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
<span>test child 3 (6684856)</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">District of Columbia Annual Reporting</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> <a href="#">Edit</a>

Some of your contacts already have access to the properties you selected. When you select "Share Property(ies)" their access levels will be changed. No acceptance is required.

[Share Property\(ies\)](#) [Cancel](#)

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### 5. On the Access Permissions page:

- h. Enter the DC Real Property Unique ID for the report.
  - i. If this report covers multiple DC Real Property Unique IDs, enter others under the “Additional DC Real Property ID” field.
  - ii. If you do not know your District of Columbia Real Property Unique ID and need assistance, please refer to the [Appendix](#) at the end of this document.

Select Access Permissions to [test child 3](#) for [District of Columbia Annual Reporting](#).

The following information is required by [District of Columbia Annual Reporting](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Property Contact Name: \*  Example: First Name, Last Name  
Please provide the primary contact for this property; 1 - 100 Characters

Property Contact Email: \*  Example: info.benchmark@dc.gov  
Please provide the primary email for this property; 1 - 100 Characters

DC Real Property ID: \*  Example: 06720259  
Please provide one of the DC Real Property ID Associated with this Property. If you are submitting a property that covers multiple DC Real Property IDs, please place them in the box below. Do you use any spaces or dashmarks. If you do not know your DC Real Property ID please see the covered building list; 1 - 11 Characters [More Information](#)

Additional DC Real Property ID:  Example: 06720259  
Please provide any additional DC Real Property IDs covered by this Property if applicable. Do you use any spaces or dashmarks, and separate all IDs by semi-colons; 1 - 100 Characters

## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

- i. Select Access Permissions as follows:
  - i. Property Information: Read Only
  - ii. All Meter Information: Read Only
    - 1. Please note you only need to share meters that have consumption data for them. If you have a separate meter to track energy costs you do not need to share the meter with DOEE.
  - iii. Goals, Improvements, & Checklists: Read Only
  - iv. Recognition: None
  - v. For Share Forward: No

Select the permission level below that you would like to grant [District of Columbia Annual Reporting](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ All Meter Information			
▼ Energy Meters			
Electric Grid Meter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>		<input type="radio"/>

Additional Options:

Item	Yes	No
<b>* Share Forward</b> Allow District of Columbia Annual Reporting to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>

- j. Click “Apply Selections & Authorize Exchange”

### 6. When you have completed the Access Permissions checklist for all buildings you are sharing, select “Share Property(ies)”

- i. Please note the District of Columbia processes new property requests hourly. You will receive a confirmation email when your property share request has been processed.



## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

MyPortfolio

Sharing

Reporting

Recognition

### Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
<span>test_child_3 (6684856)</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">District of Columbia Annual Reporting</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> <a href="#">Edit</a>

Some of your contacts already have access to the properties you selected. When you select "Share Property(ies)" their access levels will be changed. No acceptance is required.

Share Property(ies)

[Cancel](#)

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- Once you have received confirmation that your share request was processed properly, you are finished. DOEE will now have the ability to pull the required benchmarking data directly from Portfolio Manager. DOEE will review your data and follow up with you accordingly (to either accept your data or request changes/more information).

## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

### **Appendix A – Portfolio Manager Web Services Terms of Use**

**Background:** The U.S. Environmental Protection Agency (EPA) ENERGY STAR Portfolio Manager application requires you to provide information to EPA about your building, including monthly utility use data, building square footage, property use information, and other data necessary to assess energy performance (the “Information and Data”). The security and privacy of the Information and Data is set forth in EPA’s [Portfolio Manager Privacy Policy](#).

**Terms of Use:** By consenting to this agreement, you authorize “read only” sharing of the Information and Data with the District of Columbia to fulfill the District’s Green Building Requirements set forth at D.C. Code §§ 6-1451.01—.11, the District’s Building Energy Performance Standards (BEPS) Program requirements set forth at D.C. Code § 8-1772.21, and the associated regulations. You also authorize the District of Columbia to electronically transfer whole-building Information and Data via web services from the EPA ENERGY STAR Portfolio Manager application.

Information and Data transferred under this agreement is at your request and on your behalf. You agree to release and hold harmless the District of Columbia from any liability, claims, demands, causes of action, damages or expenses resulting from any release of Information and Data from the EPA ENERGY STAR Portfolio Manager application pursuant to this authorization.

Information and Data transferred under this agreement may be used by the District to assess a building’s compliance with the District’s Benchmarking Program (*see* D.C. Code § 6-1451.03; 20 DCMR 3513 – 3516) and BEPS Programs. Information and Data transferred under this agreement may also be used for the purpose of identifying industry trends, and evaluating District-wide energy efficiency, energy assistance, and renewable energy programs. With the exception of Information and Data protected from disclosure under the District’s Freedom of Information Act, *see* below, Information and Data transferred under this agreement may be published as part of the District of Columbia’s Benchmarking Disclosure ([link](#)) or otherwise made public by the District.

**Freedom of Information Act:** Portfolio Manager Information and Data transferred to the District, including that which is stored in an electronic format, is considered a public record under the District’s Freedom of Information Act (FOIA) (*see* D.C. Code §§ 2-531—539). Under FOIA, any person has the right to request access to records. All public bodies of the District government are required to disclose public records, except for those records, or portions of records, that are protected from disclosure by the exemptions; exemptions include trade secrets and commercial or financial information, and information of a personal nature (*see* D.C. Code § 2-534(a)).

**False Statements:** Under D.C. Code§ 22–2405, willfully making a material false statement in writing, directly or indirectly, to any instrumentality of the District government, under circumstances in which the statement could be reasonably relied upon as true, is punishable by a fine or imprisonment for not more than 180 days, or both.

## DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

### **Appendix B – Entering your DC Real Property Unique ID**

In order to match your Portfolio Manager property to the DOEE official buildings database when DOEE pulls your data out of Portfolio Manager, you must include the DC Real Property Unique ID in your benchmarking report. Please note that you will need to enter a DC Real Property Unique ID in two places to enroll in automatic reporting: Once during the property connection process and once on the details tab. Without a property ID match, we cannot confirm your submission and your property may be deemed non-compliant.

For most buildings, the DC Real Property Unique ID 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).

During the property connection process with DOEE you will be prompted to enter the DC Real Property ID” associated with the property. Please see [step 5](#) for more information.

This data must be entered in a new “District of Columbia Real Property Unique ID” field, available from the drop down-for “Standard IDs”. **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.

The image displays two screenshots of the DOEE Energy Benchmarking interface. The left screenshot shows the 'Details' tab with 'Basic Information' and 'Unique Identifiers (IDs)' sections. The right screenshot shows the 'Edit' form for 'Unique Identifiers (IDs)' with sections for 'Portfolio Manager Property ID', 'Custom IDs', and 'Standard IDs'. Red circles and lines highlight the 'Edit' button and the 'Standard IDs' section.

**Left Screenshot (Details Tab):**

- Summary** | **Details** | **Meters**
- Basic Information**
  - Construction Status: Existing property that is one single building
  - Property GFA - Self-Reported: 400,000 Sq. Ft.
  - Occupancy: 100%
  - Edit**
- Unique Identifiers (IDs)**
  - Portfolio Manager ID: 4371619
  - Custom IDs: None
  - Standard IDs: None
  - Edit**

**Right Screenshot (Edit Form):**

- 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: [Redacted]
- 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: 1234-5678 ID: [Redacted]
  - Custom ID 2: Name: [Redacted] ID: [Redacted]
  - Custom ID 3: Name: [Redacted] ID: [Redacted]
- 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): District of Columbia Real Property Unique ID ID: 1234-5678 **Add Another**
  - Save** **Cancel**