

BENCHMARKING 101 FOR BUILDINGS 10,000-50,000 SQ. FT.



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

LEARNING OBJECTIVES

1. Understand energy benchmarking and its importance
2. Know when your building is required to report benchmarking data and understand the option to voluntarily report data
3. Practice adding a property, its use details, and entering energy and water meter data in Portfolio Manager®

SUSTAINABLE DC VISION



Make DC the healthiest, greenest,
most livable city in the country.

GOALS: 2032



ADAPT TO CLIMATE CHANGE

CLIMATE READY BUILDINGS

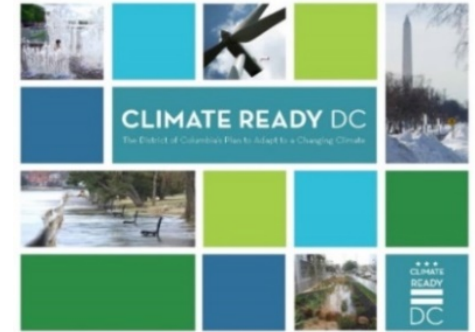
CUT ENERGY USE 50%

50% RENEWABLE ENERGY

NET ZERO NEW BUILDINGS

NET ZERO RETROFITS

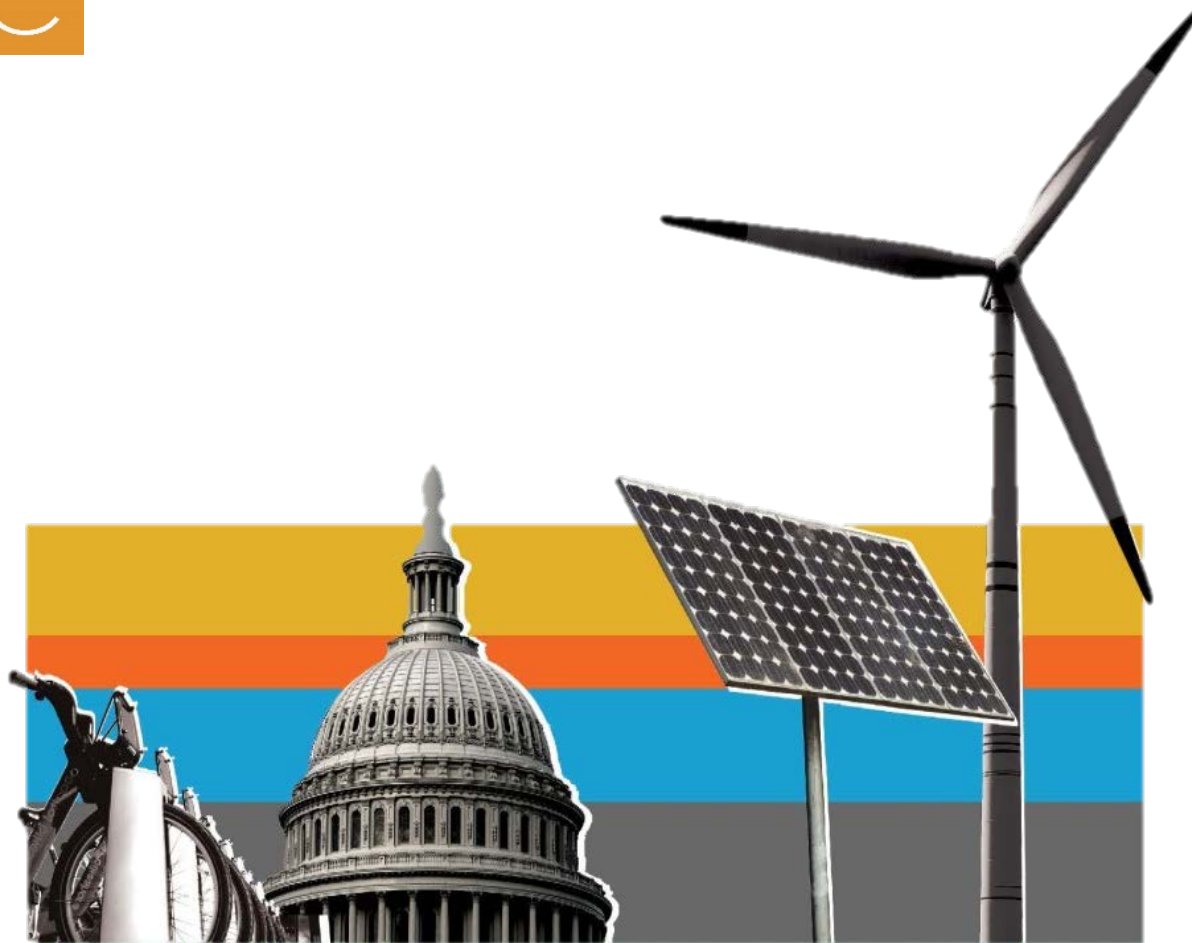
CUT GHG EMISSIONS 50%



MAYOR BOWSER: COMMITTED TO ZERO CARBON BY 2050



CLEAN ENERGY DC MEANS....



CLEAN ENERGY DC OMNIBUS AMENDMENT ACT OF 2018

NEW BUILDINGS

Adopt a **Net Zero Energy building code by 2026**

EXISTING BUILDINGS

Improve the performance of existing buildings by implementing a **Building Energy Performance Standard**

100% RENEWABLE ELECTRICITY

Require **100% renewable electricity** by 2032, and **10% from local solar** by 2041

BENCHMARKING BASICS

- Energy benchmarking means **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
- Helps owners to understand their buildings' energy use
- Helps DOE plan how to reduce District building energy use
- Drives market transformation (like fuel efficiency or "Nutrition Facts")





BENCHMARKING IN DC

- Clean and Affordable Energy Act of 2008 requires all private buildings >50,000 sq. ft. to report their **annual energy and water use**
- Annual reporting deadline is **April 1** of each year
- All reporting is done through the US EPA's ENERGY STAR Portfolio Manager®
- Failure to meet the reporting requirements results in a fine of up to \$100/day for every day that building is not in compliance

★ In **2022**, **buildings 25,000 – 49,999 sq. ft.** required to report (starting with their 2021 data)

★ In **2025**, **buildings 10,000 – 24,999 sq. ft.** required to report (starting with their 2024 data)

DOEE is encouraging buildings that are 10,000-49,999 sq. ft. to voluntarily benchmark their buildings before the required reporting year to become accustomed to the process. DOEE and the DC Sustainable Energy Utility (DCSEU) will offer one-on-one benchmarking support as an incentive.

BENCHMARKING INFORMS BEPS

- **Clean Energy DC Omnibus Amendment Act of 2018** requires the establishment of a building energy performance standard (BEPS) that sets a minimum threshold for energy performance that will be “no lower than” the local median ENERGY STAR score by property type (or equivalent metric).
- District benchmarking data is used to set the BEPS and create baseline and performance periods for buildings entering a Compliance Cycle.
- Third party data verification required beginning CY2023 and every three (3) years

Building Size	Reporting Begins	Data Verification Required
50,000+ ft ²	2014 (with 2013 data)	2024 (with 2023 data)
25,000 - 49,999 ft ²	2022 (with 2021 data)	2024 (with 2023 data)
10,000 - 24,999 ft ²	2025 (with 2024 data)	2027 (with 2026 data)

BEPS APPLICABILITY

As the benchmarking requirements ratchet down in square footage over time, the buildings will be required to meet the BEPS in the following periods (BEPS Periods are 6 years) until all buildings 10,000 sq. ft. and over are following the performance standards.

BEPS 1:

Private buildings $\geq 50,000$ sq. ft.
and DC-owned $\geq 10,000$ sq. ft.

BEPS 2:

Private buildings $\geq 25,000$ sq. ft.
and DC-owned $\geq 10,000$ sq. ft.

BEPS 3:

Private buildings and
DC-owned $\geq 10,000$ sq. ft.



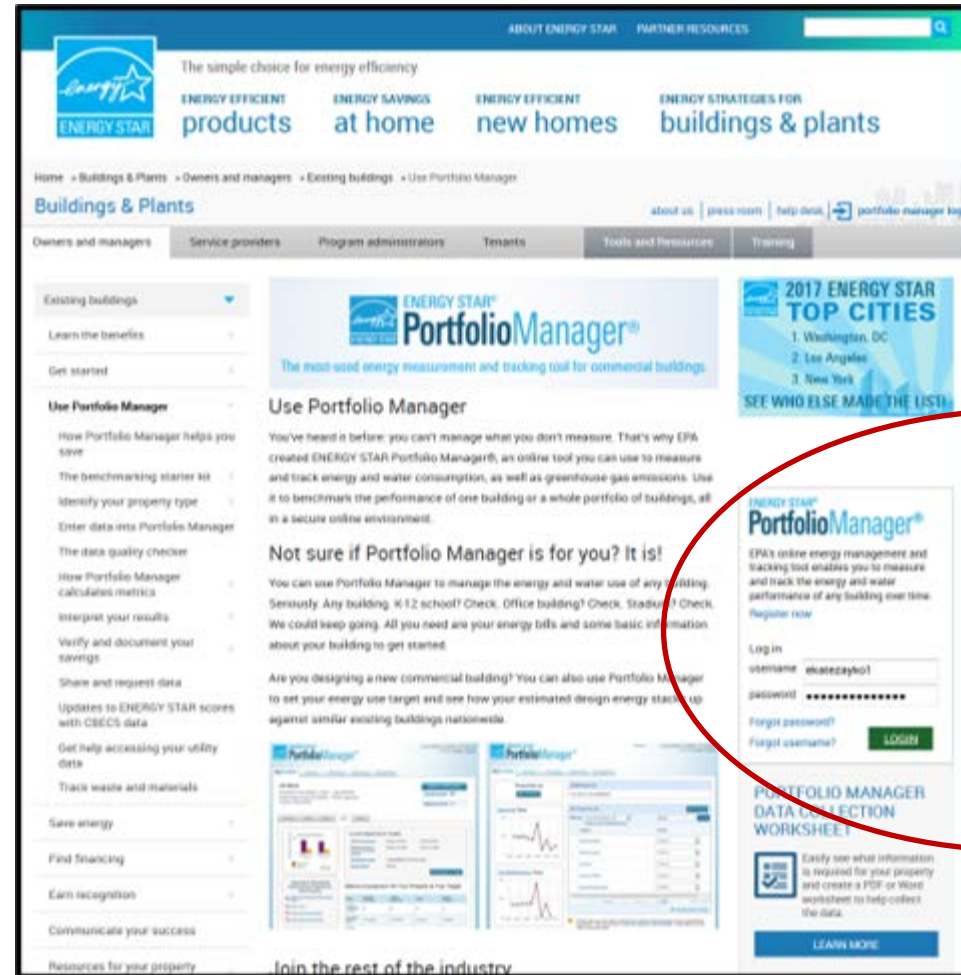
BENCHMARKING YOUR BUILDING OVERVIEW

- Create an account (or use an existing account) through ENERGY STAR Portfolio Manager®: <https://portfoliomanager.energystar.gov/pm/signup>
- Set up the property in Portfolio Manager
- Identify the data necessary for benchmarking:
<https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>
 - Property Information (primary use, square footage, year built)
 - Property Use Details (depends on property type)
- Identify your DC Real Property Unique ID (usually your SSL/SSR): https://mytax.dc.gov/_/
- Collect necessary data from non-residential tenants
- Collect 12 months of energy data (Pepco - electricity, Washington Gas - natural gas)
 - Note: do not collect energy data directly from residential tenants, take advantage of the utilities' aggregated data tools
- Collect water data from DC Water
- Enroll in Automatic Annual Reporting: <https://doee.dc.gov/node/572242>

GETTING STARTED - LIVE DEMONSTRATION

Create profile (or use an existing one) and log in at:

[Energystar.gov/portfoliomanager](https://energystar.gov/portfoliomanager)



1. Create a username, password

2. Log in

CREATE A PORTFOLIO MANAGER ACCOUNT

Enter data into Portfolio Manager

The data quality checker

How Portfolio Manager calculates metrics

Interpret your results

Verify and document your savings

Share and request data

Updates to ENERGY STAR® metrics with new market data

COVID-19 program changes

Get help accessing your utility data

Scorecard



Use Portfolio Manager

You've heard it before: you can't manage what you don't measure. That's why EPA created ENERGY STAR Portfolio Manager®, an online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions. Use it to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment.

Benchmark any type of building

You can use Portfolio Manager to manage the energy and water use of any building. All you need are your energy bills and some basic information about your building to get started.

Are you designing a new commercial building? You can also use Portfolio Manager to set your energy use target and see how your estimated design energy stacks up against similar existing buildings nationwide.



Get help

Looking for Portfolio Manager technical support? Visit our [help center](#).

ENERGY STAR® PortfolioManager®

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.

[Register now](#)

Log in

username

password

[Forgot password?](#)
[Forgot username?](#)

LOGIN


To create an account select "Register now"

Or log into an existing account

ADD A PROPERTY MANUALLY:

Click "Add a Property"



ENERGY STAR®

PortfolioManager®

Welcome juliafield: Account | Notifications 0 | ENERGY STAR Notifications 0 | Contacts | Help | Sign Out

MyPortfolio

Sharing

Reporting

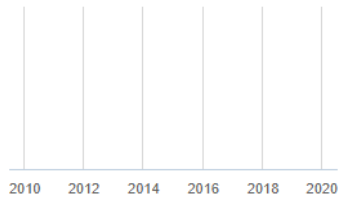
Recognition

Properties (12)

Add a Property


Refresh to see Source EUI Trend

[Change Metric](#)



2010 2012 2014 2016 2018 2020

Manage Portfolio

 [Transfer ownership](#) of a property that you manage to another Portfolio Manager user.

Dashboard

Search by ID or Name

It has been over 90 days since you last refreshed "Energy Highlights." Please [refresh](#) to see your current metrics.

View All Properties (12)

Energy Highlights

Refresh Metrics

[Add/Edit/Delete Groups](#)

[Add/Edit/Delete Views](#)

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
Apartment Building 4 14253689				
Apartment Complex 14247725				
Apartment Test 1 14240612				
Energy Efficient Lofts 14275132				
Multifamily Apartment 14255194				
Sample DC Multifamily Building 14249058				

ADD AN EXISTING PROPERTY:


Select
Property
Type

Select
number of
buildings

Select
"Existing"
construction
status

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!




Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Multifamily Housing

[Learn more about Property Types.](#)



Your Property's Buildings


How many physical buildings do you consider part of your property?

☐ None: My property is part of a building (e.g., a Tenant Space)

☒ One: My property is a single building

☐ More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?



Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started!

[Cancel](#)

BASIC PROPERTY INFORMATION:

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name:

The DC Apartments

Country:

United States

Street Address:

101 Efficiency St NE

City/Municipality:

Washington

County:

State/Province:

District of Columbia (D.C.)

Postal Code:

20002

Year Built:

1980

Gross Floor Area:

48,000

Sq. Ft.

☐ Temporary Value

Irrigated Area:

1,000

Sq. Ft.

☐ Default Value

Occupancy:

100

%

Property Photo (optional):

Choose File

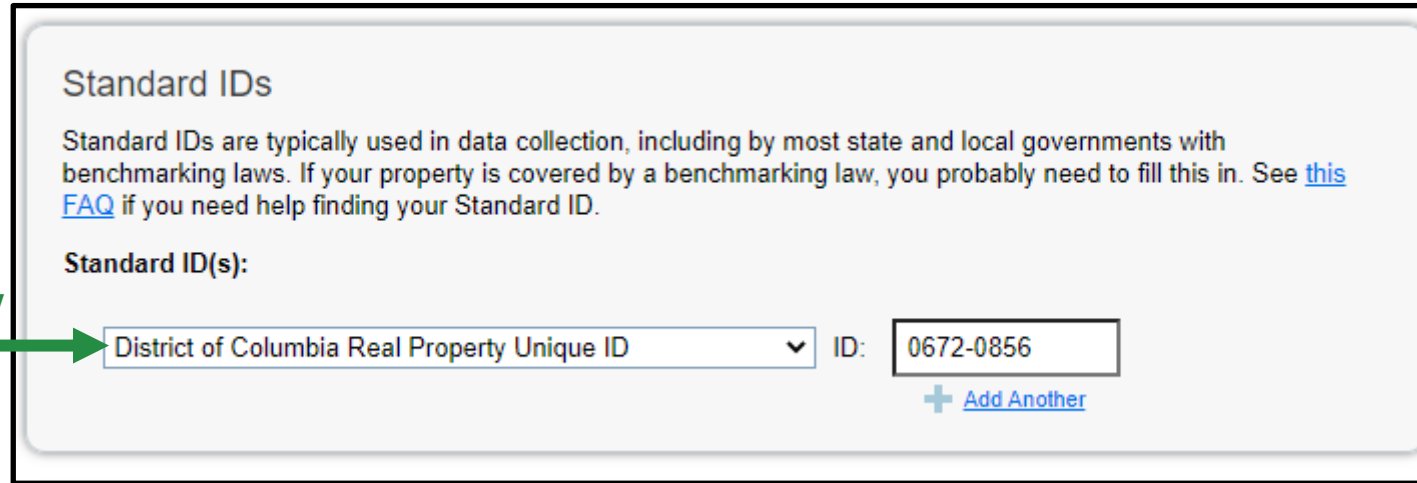
No file chosen

Make sure to measure your gross floor area as defined by ENERGY STAR

Make sure not to select “default value” or “Temporary Value”

BASIC PROPERTY INFORMATION: DC REAL PROPERTY UNIQUE ID

Select the "District of Columbia Real Property Unique ID"
(NOT the "District of Columbia Building Unique ID")



The screenshot shows a form titled "Standard IDs". Below the title is explanatory text: "Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID." Below this text is a label "Standard ID(s):". To the right of the label is a dropdown menu with the text "District of Columbia Real Property Unique ID" and a downward arrow. To the right of the dropdown is a label "ID:" followed by a text box containing the number "0672-0856". Below the text box is a blue link that says "+ Add Another". A green arrow from the text on the left points to the dropdown menu.

The **District of Columbia Real Property Unique ID** is the number that uniquely identifies your building in the District's records. It is the **Square-Suffix-Lot (SSL)** number from your District of Columbia Property Tax Records. For condominiums, it is the Square-Suffix-Regime (SSR) number.

You can find your District of Columbia Real Property Unique ID in DOEE's published covered building list or the Office of Tax and Revenue's online database:

- Covered Building List: <https://doee.dc.gov/node/572132>
- Office of Tax and Revenue: <https://mytax.dc.gov/>

BASIC PROPERTY INFORMATION: CHECK STATEMENTS THAT APPLY BOX

Check any
that apply

Do any of these apply?

- ☒ My property's energy consumption includes [parking](#) areas
- ☐ My property has a [heated swimming pool](#)
- ☐ My property has one or more retail stores ([that are eligible for a Retail score](#))
- ☐ My property has one or more restaurants/cafeterias
- ☐ My property has nursing/assisted care units

[Back](#) [Continue](#) [Cancel](#)

PROPERTY USE DETAILS & VALUES

This example is specific to multifamily housing; property use details are specific to property use-types

Required fields have a blue star (these fields calculate energy performance metrics)

▼ Building Use [Edit Name](#)

Multifamily Housing refers to residential properties that contain two or more residential living units. These properties may include low-rise buildings (1-4 stories), mid-rise buildings (5-9 stories), or high-rise buildings (10+ stories). Occupants of these buildings may include tenants, cooperators, and/or individual owners.

Eligibility for an ENERGY STAR score and certification for Multifamily properties:

- 2 units or more per building
- 20 units or more per property/campus
- At least 80% occupancy
- Communities of single-family homes are not eligible. If your property is a mix of multifamily and single-family homes, the property would still be eligible as long as the single-family homes are less than 25% of the total GFA.

Gross Floor Area (GFA) should include all buildings that are part of the multifamily property, including any separate management offices or other buildings that may not contain living units. Gross Floor Area should include all fully-enclosed space within the outside surfaces of the exterior walls of the building(s) including living space in each unit (including occupied and unoccupied units), interior common areas (e.g. lobbies, offices, community rooms, common kitchens, fitness rooms, indoor pools), hallways, stairwells, elevator shafts, connecting corridors between buildings, storage areas, and mechanical space such as a boiler room. Open air stairwells, breezeways, and other similar areas that are not fully-enclosed should not be included in the GFA.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* 48,000 Sq. Ft. ▼	1/1/1980 📅	<input type="checkbox"/>
★ Total Number of Residential Living Units	40 <input type="checkbox"/> Use a default	1/1/1980 📅	<input type="checkbox"/>
★ Number of Residential Living Units in a Low-rise Building (1-4 stories)	0 <input type="checkbox"/> Use a default	1/1/1980 📅	<input type="checkbox"/>
★ Number of Residential Living Units in a Mid-rise Building (5-9 stories)	40 <input type="checkbox"/> Use a default	1/1/1980 📅	<input type="checkbox"/>
★ Number of Residential Living Units in a High-rise Building (10 or more stories)	0 <input type="checkbox"/> Use a default	1/1/1980 📅	<input type="checkbox"/>
★ Number of Bedrooms	60 <input type="checkbox"/> Use a default	1/1/1980 📅	<input type="checkbox"/>
Resident Population Type	▼	1/1/1980 📅	<input type="checkbox"/>
Government Subsidized Housing	▼	1/1/1980 📅	<input type="checkbox"/>
Number of Laundry Hookups in All Units	▼	1/1/1980 📅	<input type="checkbox"/>

PROPERTY USE DETAILS & VALUES: PARKING (if applicable)

Parking Use

Edit Name

Delete

Parking refers to buildings and lots used for parking vehicles. This includes [open parking lots](#), [partially enclosed parking structures](#), and [completely enclosed \(or underground\) parking structures](#). Parking structures may be free standing or physically connected to the property. Individual private garages in Multifamily Housing are not considered Parking.

Property Use Detail	Value	Current As Of	Temporary Value
Open Parking Lot Size	* <input type="text" value="0"/> Sq. Ft. ▼	<input type="text" value="1/1/1980"/>	<input type="checkbox"/>
Partially Enclosed Parking Garage Size	* <input type="text" value="0"/> Sq. Ft. ▼	<input type="text" value="1/1/1980"/>	<input type="checkbox"/>
Completely Enclosed Parking Garage	* <input type="text" value="3000"/> Sq. Ft. ▼	<input type="text" value="1/1/1980"/>	<input type="checkbox"/>
Supplemental Heating	<input type="text" value="No"/> ▼ <input type="checkbox"/> Use a default	<input type="text" value="1/1/1980"/>	<input type="checkbox"/>

Back

Add Property


Cancel

Click "Add a Property"

Make sure to
uncheck the "Use a
default" box

ENERGY METER TAB: ADD A METER

The DC Apartments



101 Efficiency St NE, Washington, DC 20002 | [Map It](#)
Portfolio Manager Property ID: 14441042
Year Built: 1980
[Edit](#)

Not currently eligible for
ENERGY STAR
Certification

[Change Metric](#)
**Weather Normalized
Source EUI (kBtu/ft²)** [Why not
score?](#)
Current: [N/A](#)
Baseline: [N/A](#)

SummaryDetails**Energy**WaterWaste & MaterialsGoalsDesign

Meter Summary

0 Energy Meters Total
In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Energy Date
Not Available

[Enter Your Bills](#)


Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

! There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. [Enter information about your energy meters](#) to begin tracking energy usage. After entering the meter, you will need to [choose to include it in your metrics](#).

For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).


Your utility, Pepco, may be able to send energy data directly to this building record, using Portfolio Manager web services. [Click here](#) for additional information and to see if this option is right for you. If this is what you would like to do, you can [connect](#) with Pepco to get the process started.

**Four Ways to Enter
Bill Data**

ENERGY METER TAB: ADDITIONAL INFORMATION

Get Started Setting Up Meters for The DC Apartments

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters to be tracked by a spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters. 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

☒ purchased from the grid

How Many Meters?

☐ generated onsite with my own solar panels

☐ generated onsite with my own wind turbines

☒ Natural Gas

How Many Meters?

☐ Propane

☐ Fuel Oil (No. 2)

☐ Diesel

☐ District Steam

☐ District Hot Water

☐ District Chilled Water

☐ Fuel Oil (No. 4)

☐ Fuel Oil (No. 5 and No. 6)

☐ Coal (anthracite)

☐ Coal (bituminous)

☐ Coke

☐ Wood

☐ Kerosene

☐ Fuel Oil (No. 1)

☐ Other:

Get Started!

Cancel

Select the types of energy you want to track and enter the number of meters

Requesting information from tenants:

You can request property use details and meter data from **non-residential tenants**, but you cannot collect energy data directly from **residential tenants**.

Requesting information from utilities:

If you have 5 or more electric or natural gas meters on the premises, you can receive aggregated whole building consumption data from Pepco and/or Washington Gas through online tools.

For more information:

<https://doee.dc.gov/page/energy-benchmarking-data-collection#aggregate%20data>

Click "Get Started!" to proceed

ENERGY METER TAB: ABOUT YOUR METERS

About Your Meters for The DC Apartments

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.

2 Energy Meters for The DC Apartments (click table to edit) 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	01/01/2020	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Electric Grid Me	Electric - Grid		kWh (thousan	01/01/2020	<input checked="" type="checkbox"/>		<input type="checkbox"/>

✖ Delete Selected Entries

✚ Add Another Entry

Back

Create Meters Cancel

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Report Natural Gas units in "therms" and Electric in "kWh"

Click "Create Meters" to proceed



ENERGY METER TAB: READING YOUR NATURAL GAS BILL

Usually on
page 2 of your
bill you will find
"Your charges
in detail"

Page 2 of 2

7

Your charges in detail

Rate Class: Residential Heating
Next Read Date: December 8, 2017

Meter Number	From date	To date	Reading Type	Previous Reading	Current Reading	Consumption Billed CCF
J04357	10/10/17	11/7/17	Actual	2,976	3,000	24
						Total CCF

Total Therms(TH) used for 29 days
Total CCFx1.033

Charges this period	Previous Bill Amount	
	Payment October 24, 2017	\$18.36
	Thank you	\$-18.36
	Balance brought forward	\$0.00
DISTRIBUTION SERVICE		
	RES Surcharge	\$0.04
	Distribution Charge 24.8 TH x .3621	\$8.98
	PROJECT pipes Adjustment	\$0.87
	Customer Charge	\$13.10
NATURAL GAS SUPPLY SERVICE		
	PGC 24.8 TH x .4809	\$11.93
TAXES		
	DC Rights-of-Way Fee	\$0.91
	Sustainable Energy Trust Fund 24.8 TH x .01505	\$0.37
	Energy Assistance Trust Fund 24.8 TH x .00834	\$0.21
	Delivery Tax 24.8 TH x .07070	\$1.75
	Total Current Washington Gas Charges	\$38.16
	Total Washington Gas Charges This Period	\$38.16

Washington Gas protects customers' account information. It is shared only with the person whose name appears on the account, and only that person can authorize that a second name be added.

Customer Choice Program: You now have the option of buying natural gas from natural gas suppliers. Washington Gas will still deliver the natural gas to your home or business and will be available around-the-clock to respond to any emergency involving your gas service. Exercising this choice could result in lower gas costs, and ultimately, a lower gas bill. For more information about the Choice Program and to see a list of Suppliers, go to washingtongas.com/pages/CustomerChoiceinDC or call 703-750-1000.

About your supplier

Your gas is supplied and distributed by Washington Gas. Washington Gas is regulated by the Public Service Commission of the District of Columbia. Washington Gas will furnish rate schedule and bill calculation data upon request.

DC Commission phone: 202-626-5100
Fax: 202-393-1389 TTY/TTD: 711 or 202-855-1234
DC Commission address: 1325 G Street, NW
8th Floor, Washington DC 20005

Other Contacts

Bill Inquiries: 202-626-5100
711 for TTY/TDD; voice relay
Bill inquiries outside your local calling area:
1-800-752-7520

If you smell gas: 911 or 703-750-1400
Office of People's Counsel (OPC) represents District of Columbia utility ratepayers before the Public Service Commission in matters regarding the rates and services provided by utilities in DC. Visit the OPC website at www.opc.dc.gov, or write to 1133 15th Street, NW, Ste 500, Washington DC 20005, or call 202-727-3071.

Useful Information

CCF: A unit of measurement for the amount of gas used. One CCF = 100 cubic feet.

Distribution charge: Covers the monthly cost of transporting your gas through our pipes and storage tanks to your meter. The charge is based on the amount of gas used.

Customer charge: Covers certain other costs of providing your service, including depreciation of equipment, taxes, maintenance and repair of customer lines, and expenses such as meter reading and billing.

PGC (Purchased Gas Charge): The cost of the natural gas we buy, plus the cost of transporting it to our system.

Therm (TH): A measure of the energy in natural gas, equal to the amount of gas (in CCFs) times a heat content factor.

For more information about this bill or terminology used, please visit our web site at washingtongas.com/pages/UnderstandingYourBill

8

Report your
"Total Therms"
NOT the "Total
CCF"



ENERGY METER TAB: READING YOUR ELECTRIC BILL

Usually on page 2 of your bill you will find "Details of your Electric Charges"



PEPCO CUSTOMER
Account number: 1234 5678 999

Your electric bill for the period
June 2, 2020 to July 1, 2020

Details of your Electric Charges
Residential-R
Electricity you used this period

Meter Number	Energy Type	End Date	Start Date	Number Of Days	Total Use
TXA11115XXXX	Use (kWh)	Jul 1	Jun 2	30	675
		Reading 062335	Reading 061660	Multiplier 1	

Your meter records electric energy use in hourly intervals. Your bill is the total of all hourly intervals recorded during your billing period. End and start date kWh meter readings are provided for informational purposes only. Please visit My Account at [pepco.com](#) to view your energy use data.

Your next bill period is scheduled to end on August 3, 2020

Delivery Charges: These charges reflect the cost of bringing electricity to you. Current charges for 30 days, **summer rates in effect.**

Type of charge	How we calculate this charge	Amount(\$)
Distribution Services:		
Customer Charge		15.09
Exelon Base Rate Credit		1.37-
Energy Charge	First 400 kWh X \$0.0105490 per kWh	4.22
Energy Charge	Last 275 kWh X \$0.0253790 per kWh	6.98
Residential Aid Discount Surcharge	675 kWh X \$0.0006340 per kWh	0.43
Administrative Credit	675 kWh X \$0.0003761- per kWh	0.25-
Underground Project Charge	675 kWh X \$0.0000300- per kWh	0.02-
Subtotal (Set by DC PSC)		25.08
EDIT Credit 5 Year - KWH	First 400 kWh X \$0.0001400- per kWh	0.06-
EDIT Credit 5 Year - KWH	Last 275 kWh X \$0.0003900- per kWh	0.11-
EDIT Credit 10 Year - KWH	First 400 kWh X \$0.0004700- per kWh	0.19-
EDIT Credit 10 Year - KWH	Last 275 kWh X \$0.0013300- per kWh	0.37-

Report your "Total Use"



ENERGY METER TAB: ADD METER ENTRIES AND FILL IN DATA MANUALLY

Add the start and end dates from your utility bill and enter the therms consumed

Click "Add Another Entry" to add another monthly entry

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 The DC Apartments

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

2 Energy Meter(s) for The DC Apartments

Natural Gas

	Start Date	End Date	Usage therms	Total Cost (\$)	Estimation
<input type="checkbox"/>	1/1/2020	2/1/2020	4,473		<input type="checkbox"/>
<input type="checkbox"/>	2/1/2020	3/1/2020	4,590		<input type="checkbox"/>
<input type="checkbox"/>	3/1/2020	4/1/2020			<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="04/01/2020"/>	<input type="text" value="05/01/2020"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Delete Selected Entries

Add Another Entry

Learn how to copy/paste

Upload data in bulk for this meter:

Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- [Copy and Paste the data into the table above](#)

No file chosen

To generate accurate metrics, enter at least 12 consecutive months of data for all fuels consumed in the building. If the start and end dates of the meter bill fall in the middle of the month, you will need to enter 13-14 billing periods in order to get a complete 12 calendar months of data.

Bills must span from January 1st through December 31st for the report to be complete.

ENERGY METER TAB: ADD METER DATA BY UPLOADING SPREADSHEET

Monthly Entries

Display Year(s):

Show All Years ✕

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Upd
------------	----------	---------------------------------	-----------------	------------	-------------	-------------	------------------	----------

[Click to add an entry](#)

✕ Delete Selected Entries

➕ Add Another Entry

📄 Learn how to copy/paste

✕ Delete All Entries

Upload data in bulk for this meter:

📄 Use this [single-meter spreadsheet](#) to:

Upload the completed file below

Copy and Paste the data into the table above

Choose File

Electric_PM_Upload.xlsx

Upload

Save Bills

Cancel

1. Download the “single-meter spreadsheet” template and fill in your meter bill information

	A	B	C	D	E	F	G
	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)	Demand (Optional)	Demand Cost (Optional)
1	1/1/2020	1/31/2020	31800		No		
2	2/1/2020	2/29/2020	27300		No		
3	3/1/2020	3/31/2020	26100		No		
4	4/1/2020	4/30/2020	23100		No		
5	5/1/2020	5/31/2020	32100		No		
6	6/1/2020	6/30/2020	35700		No		
7	7/1/2020	7/31/2020	46046		No		
8	8/1/2020	8/31/2020	48309		No		
9	9/1/2020	9/30/2020	39818		No		
10	10/1/2020	10/31/2020	30534		No		
11	11/1/2020	11/30/2020	30575		No		
12	12/1/2020	12/31/2020	31139		No		
13							
14							
15							

Click “Save Bills” to proceed

2. Save the file as a .xlsx and select “Choose File” and “Upload” the file

★ ★ ★

ENERGY METER TAB: METERS TO ADD TO TOTAL CONSUMPTION

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [The DC Apartments](#) so that we can provide you with the most accurate metrics possible.

Summary

2

Meters representing the total energy consumption for [The DC Apartments](#) (a single building).

About Sub-meters

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.](#)

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)


<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Natural Gas 97362153	Natural Gas
<input checked="" type="checkbox"/>	Electric Grid Meter 97362154	Electric - Grid

Total of 2 meter(s). Tell us what this represents:

* ☒ These meter(s) account for the total energy consumption for [The DC Apartments](#) (a single building).
☐ These meter(s) do not account for the total energy consumption for [The DC Apartments](#) (a single building).

Apply Selections[Cancel](#)

The DC Apartments




101 Efficiency St NE, Washington, DC 20001 | [Map It](#)

Portfolio Manager Property ID: 14285285

Year Built: 1980

[Edit](#)



Not currently eligible for
ENERGY STAR
Certification

ENERGY STAR Score (1-100)

Current Score: 30

Baseline Score: 30

Summary

Details

Energy

Water

Waste & Materials

Goals

Design

Meter Summary

2 Energy Meters Total

2 - Used to Compute Metrics

[Add A Meter](#)

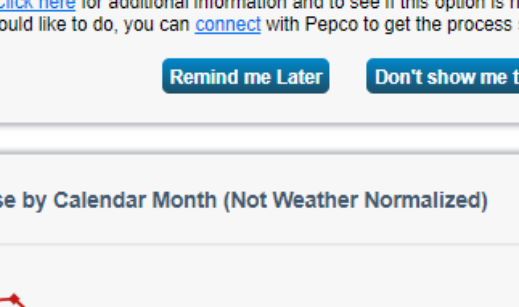
Current Energy Date
Dec 31, 2020

[Enter Your Bills](#)

Your utility, Pepco, may be able to send energy data directly to this building record, using Portfolio Manager web services. [Click here](#) for additional information and to see if this option is right for you. If this is what you would like to do, you can [connect](#) with Pepco to get the process started.

[Remind me Later](#) [Don't show me this again](#)

Energy Use by Calendar Month (Not Weather Normalized)



Month	Electric - Grid (kBtu)	Natural Gas (kBtu)
Dec 19	100k	450k
Jan 20	100k	460k
Feb 20	100k	460k
Mar 20	100k	350k
Apr 20	100k	150k
May 20	100k	50k
Jun 20	100k	30k
Jul 20	100k	30k
Aug 20	100k	50k
Sep 20	100k	30k
Oct 20	100k	50k
Nov 20	100k	250k
Dec 20	100k	350k

Site Energy (kBtu)

Electric - Grid Natural Gas


[Export Data by Calendar Month](#)

Four Ways to Enter Bill Data

1. Manual ([Instructions here](#))
2. Use our simple spreadsheet (on the bottom of each meter's Manage Bills page) to upload or [Copy/Paste](#)
3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)
4. Find an organization to electronically enter your data

WATER METER TAB: ADD METER ENTRIES AND FILL IN DATA MANUALLY

The DC Apartments



101 Efficiency St NE, Washington, DC 20002 | [Map It](#)

Portfolio Manager Property ID: 14441042

Year Built: 1980

[Edit](#)

Not currently eligible for ENERGY STAR Certification

ENERGY STAR Score (1-100)

Current Score: 31

Baseline Score: 31

Summary

Details

Energy

Water

Waste & Materials

Goals

Design

Water Score (1-100)

Current Score: N/A

Baseline Score: N/A

noSelection

Water Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it to receive metrics.

Meter Summary

0 Water Meters Total


Add A Meter

Go to the "Water" tab and select "Add A Meter"

Select type of water meter and click "Get Started!"

Get Started Setting Up Meters for The DC Apartments

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



Your Property's Water Usage

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

☒ Municipally Supplied Potable Water

☐ Indoor

☐ Outdoor

☒ Mixed Indoor/Outdoor

How Many Meters?

☐ Municipally Supplied Reclaimed Water

☐ Well Water

☐ Other:

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)


Get Started!

Cancel

WATER METER TAB: READING YOUR WATER BILL

Usually on
page 1 of your
bill you will find
your meter
reading





Service Address
YYY Street name NE
Washington, DC 20002-5923

Account Number 0redacted
Square/Suffix/Lot 0123/ /4567
Impervious Surface Square Footage 800

Customer Service / Servicio Al Cliente: (202) 354-3600
Emergencies / Emergencia: (202) 612-3400

Bill Summary

Billing Date	07/02/15
Previous Balance	\$52.00
Payments as of 07/01/15 - Thank you	\$52.00 CR
Late Fees From Prior Balance	\$0.00
Outstanding Amount Due	\$0.00
Total Current Bill	\$61.00
Total Amount Due - Please Pay by 07/27/15	
\$61.00	

Meter Number	Prior Read Date	Current Read Date	Number Of Days	Prior Read	Current Read	Usage (CCF)	Usage (Gallons)	Read Type
98765432	05/29/15	06/30/15	32	890	894	4	2,992	ACTUAL

CURRENT WATER AND SEWER CHARGES - RESIDENTIAL

Metering Fee	\$3.86
Water Services 4 CCF x \$ 3.88	\$15.52
Sewer Services 4 CCF x \$ 4.74	\$18.96
Clean Rivers IAC 1 ERU x \$ 16.75	\$16.75

CURRENT CHARGES AND CREDITS

DC Government PILOT Fee 4 CCF x \$.46	\$1.84
DC Government Right of Way Fee 4 CCF x \$.17	\$0.68
DC Govt Stormwater Fee 1 ERU x \$ 2.67	\$2.67
SPLASH Contribution	\$0.72

IMPORTANT MESSAGES

Report the units
in "Gallons"



WATER METER TAB: ADDING WATER METER INFORMATION

About Your Meters for The DC Apartments

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 Water Meter for The DC Apartments (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name	Custom Meter ID 1 Value
<input type="checkbox"/>	Potable: Mixed Indoor/Outdoor Meter	Potable: Mixed Indoor/Outdoor		Gallons (US)	01/01/2020	<input checked="" type="checkbox"/>			

Delete Selected Entries

Add Another Entry

Back

Create Meters

Cancel

Click table to edit and report water usage in "Gallons (US) or "kGal (US)" (thousand gallons)

Click "Create Meters" to proceed

1 Water Meter(s) for The DC Apartments

Potable: Mixed Indoor/Outdoor Meter

	Start Date	End Date	Usage Gallons (US)	Total Cost (\$)	Estimation
<input type="checkbox"/>	01/01/2020	01/31/2020	149,600.00		<input type="checkbox"/>
<input type="checkbox"/>	02/01/2020	02/29/2020	130,900.00		<input type="checkbox"/>
<input type="checkbox"/>	03/01/2020	03/31/2020	130,900.00		<input type="checkbox"/>
<input type="checkbox"/>	04/01/2020	04/30/2020	130,900.00		<input type="checkbox"/>
<input type="checkbox"/>	05/01/2020	05/31/2020	144,364.00		<input type="checkbox"/>
<input type="checkbox"/>	06/01/2020	06/30/2020	131,648.00		<input type="checkbox"/>
<input type="checkbox"/>	07/01/2020	07/31/2020	130,900.00		<input type="checkbox"/>
<input type="checkbox"/>	08/01/2020	08/31/2020	157,828.00		<input type="checkbox"/>
<input type="checkbox"/>	09/01/2020	09/30/2020	130,900.00		<input type="checkbox"/>
<input type="checkbox"/>	10/01/2020	10/31/2020	149,600.00		<input type="checkbox"/>
<input type="checkbox"/>	11/01/2020	11/30/2020	151,844.00		<input type="checkbox"/>
<input type="checkbox"/>	12/01/2020	12/31/2020	121,924.00		<input type="checkbox"/>

Delete Selected Entries

Add Another Entry

Learn how to copy/paste

Upload data in bulk for this meter:

Use this single-meter spreadsheet to:

Upload the completed file below

Copy and Paste the data into the table above

Choose File

No file chosen

Upload

Continue

Cancel

Enter meter information manually or upload a spreadsheet and click "Continue"

WATER METER TAB: METERS TO ADD TO TOTAL CONSUMPTION

Summary

1

Meters representing the total water consumption for [The DC Apartments](#) (a single building).

i

About Sub-meters

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.](#)

Water Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Potable: Mixed Indoor/Outdoor Meter 97362623	Potable: Mixed Indoor/Outdoor

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

* ☒ These meter(s) account for the total water consumption for [The DC Apartments](#) (a single building).

☐ These meter(s) do not account for the total water consumption for [The DC Apartments](#) (a single building).

Apply Selections

[Cancel](#)

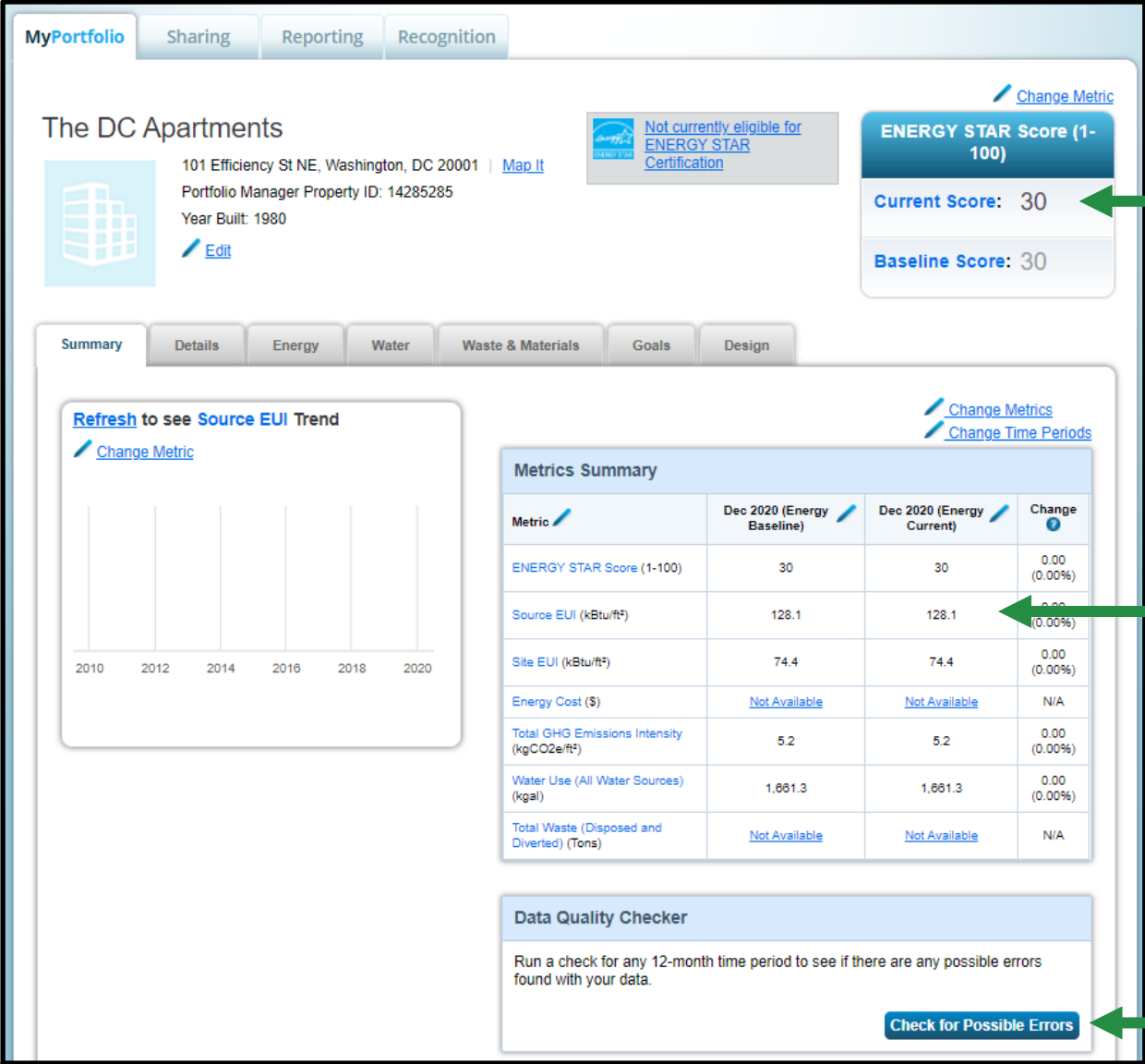
Select the meters to include in your water metrics

Select whether these meters account for the total water consumption for the building

Click "Apply Selections" to proceed

★ ★ ★

SUMMARY TAB: REVIEW YOUR ENERGY PERFORMANCE METRICS



ENERGY STAR Score: measure of how well your property is performing relative to similar properties, when normalized for climate and operational characteristics.

Source Energy Use Intensity (EUI): total amount of raw fuel that is required to operate your property divided by the property's Gross Floor Area.

Your property is now set up! You can “Check for Possible Errors” and submit your report to DOE by enrolling in automatic reporting

AUTOMATIC REPORTING

- DOEE accepts Benchmarking Reports via Portfolio Manager Web Services. This requires a one-time property share with the District, after which annual submission of the benchmarking report is automatic.
- You will need to update energy and water use information in Portfolio Manager every year by the reporting deadline of April 1.
- With Automatic Reporting, DOEE can view and download data from your property, but it does NOT have the ability to edit, add, or delete any data.
- DOEE will be able to see all data input into your Portfolio Manager account, including cost information. However, DOEE will NOT collect, download, or disclose any financial information during reporting process.

BENCHMARKING RESOURCES

- ENERGY STAR Portfolio Manager offers multiple webinars and recorded videos that cover the basics of how to benchmark a building and use the Portfolio Manager tool
 - We recommend **Portfolio Manager 101** for buildings that are benchmarking for the first time
 - Upcoming webinars of interest:
 - January 26 (at 1pm, just after our training): [A Beginner's Guide to Using Portfolio Manager for Benchmarking Law Compliance](#)
 - February 24: [Using Benchmarking Results to Understand your Building's Performance](#)
 - March 30: [To Efficiency & Beyond! How to Benefit from Benchmarking Compliance with Strategies for Improving your Energy Performance](#)
 - Full list of upcoming webinars, recorded presentations, and demonstration videos: www.energystar.gov/buildings/training/training

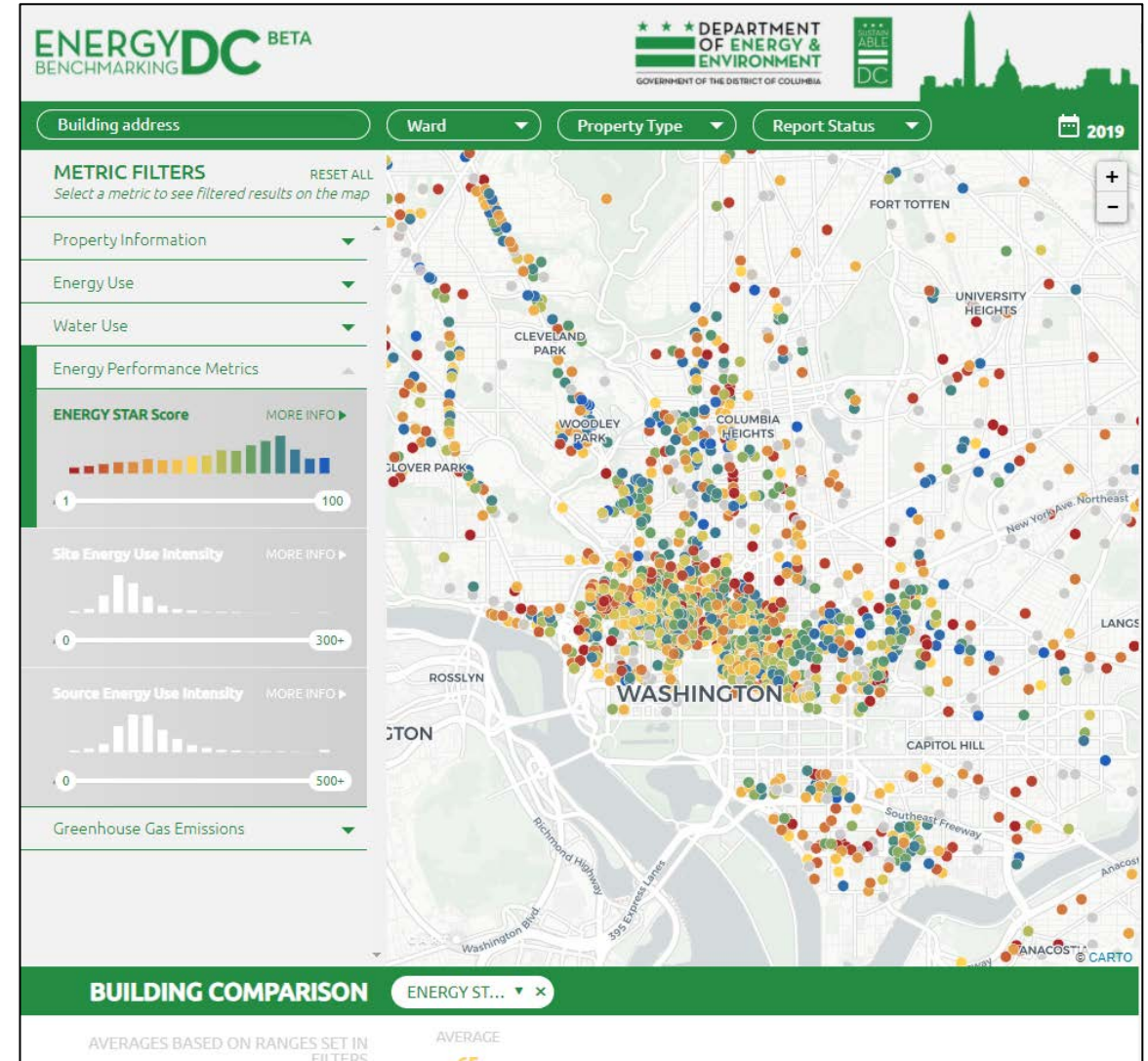
BENCHMARKING RESOURCES

More resources:

- Portfolio Manager maintains a comprehensive list of FAQs:
<https://energystar-mesa.force.com/PortfolioManager/s/>
- DOE website has two additional webinars at
<https://doee.dc.gov/page/get-help-benchmarking>
 - “How to Enroll in Automatic Reporting”
 - “Multi-Tenant Buildings”

PUBLIC DISCLOSURE

- Benchmarking reports are publicly disclosed on our benchmarking disclosure map and OpenDataDC.
- If you are voluntarily reporting your building before it is required, your data **will not** be publicly disclosed
- Data disclosed **after** a building submits their second annual required report



Map: energybenchmarkingdc.org

OpenData: opendata.dc.gov/datasets/building-energy-benchmarks

BENEFITS OF EARLY REPORTING

- Staff become accustomed to the process of benchmarking
- One-on-one benchmarking help provided by DOEE and DC Sustainable Energy Utility (DCSEU)
- Connection to DOEE partners, like DCSEU, who offer various services and rebate programs to buildings
- Jump start preparing your building to meet its building energy performance standard (BEPS)



BENCHMARKING HELP CENTER

If you have questions, please contact us at:

Email: info.benchmark@dc.gov

Website: doee.dc.gov/energybenchmarking