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. After all the data is entered into Portfolio Manager, you must affirmatively send the report to DOEE.

Please note that as of 2019 DOEE now offers Automatic Annual Reporting through Portfolio Manager Web Services. All who report buildings via Automatic Annual Reporting **DO NOT** need to submit data via the Benchmarking Reporting Template. **Please note that actual energy and water use information in Portfolio Manager will still need to be updated on an annual basis.**

If you wish to report your data to DOEE using Automated Reporting, please follow these instructions.

Assistance is also available from:

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

**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 to shows up in the report, it must have an address with “District of Columbia (D.C.)” set as the state, and have an Energy Use Intensity (EUI) number. Additionally, you must have utility data covering the period of January 1 – December 31 with no gaps between months of utility data, and no overlapping months, for the calendar year you are trying to report. The start dates for all energy and water meters and the space use info must also predate the calendar year you are trying to report.
B. Identify your properties

You must identify each property with its District of Columbia Real Property Unique ID.

- 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 the Appendix 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.

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

Once you click the button to “Check Data Quality,” Select December for the month, select the year for which you are attempting to report, and click “Run Checker.” Make sure to fix any relevant alerts you get before reporting data to DOEE. Please note that any alerts regarding waste tracking can be disregarded. Reporting waste consumption is not required by the District’s benchmarking law.
Reporting Your Benchmark Results to DOEE (Automatic Annual Reporting):

Starting in 2019 the District of Columbia now accepts Benchmarking Reports via Portfolio Manager Web Services. This new method for reporting requires a one-time property share with the District. After which, annual submission of the benchmarking report is automatic. Please note that actual energy and water use information in Portfolio Manager will still need to be updated on an annual basis.

This reporting method is an alternative to the benchmarking reporting template and is not mandatory. If you choose to use Automatic Reporting, you DO NOT need to submit the benchmarking reporting template.

To enable Automatic Reporting please take the following steps:

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 and select “Search for Contacts”
   c. From the search results, click “connect” next to “District of Columbia Annual Reporting”.
2. **Fill out Web Services Fields**
   
   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.
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
4. On the next screen, choose “Exchange Data” for each property
5. On the Access Permissions page:
   h. Enter the DC Real Property ID for the report.
      i. If this report covers multiple DC Real Property 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.
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.
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.

7. 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).
Appendix – 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.