

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>
- EPA ENERGY STAR:
 - <https://portfoliomanager.zendesk.com/hc/en-us/requests/new>
 - <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 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.

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

B. Identify your properties

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

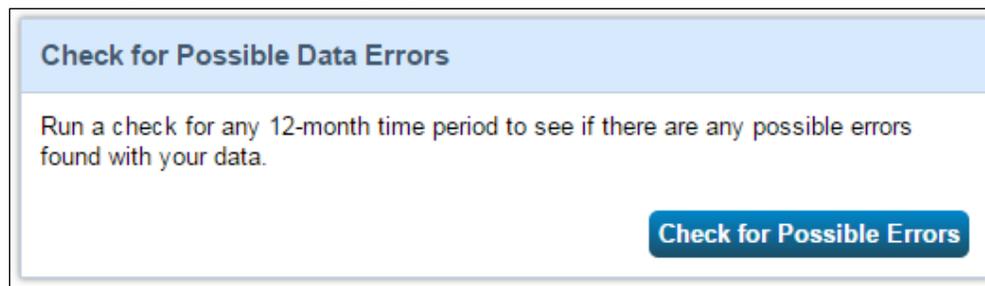
- If you have previously entered your District of Columbia Real Property Unique ID, you can skip this step and move on to section C below. To verify if the ID has been previously entered, look at the Unique IDs section in the Details tab for the property in Portfolio Manager.

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.**

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

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](#)

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.

About Timeframes

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”.

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there is a navigation bar with "Welcome Account | Notifications 22 | ENERGY STAR Notifications 1 | **Contacts** | Help | Sign Out". Below this is a secondary navigation bar with "MyPortfolio", "Sharing", "Reporting", and "Recognition". The main content area is titled "Search Results" and includes a brief explanation of the "Connect" feature. On the left, there is a "Your Search Criteria" form with fields for Name, Organization, Username, and Email Address. The "Email Address" field contains "info.benchmark@dc.gov" and is highlighted with a red box. A "Search" button is located below the form. On the right, there is a table of search results with a "Connect" button for each entry. The second entry, "District of Columbia Annual Reporting Annual Reporting Template with Department of Energy & Environment", is highlighted with a red box. At the bottom of the page, there are social media links and a footer with "Contact Us | Privacy Policy | Browser Requirements | ENERGY STAR Buildings & Plants Website".

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications 22 | ENERGY STAR Notifications 1 | **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

DC Benchmarking Help Center Help Center with Department of Energy and Environment, DC Government	Connect
Department of Energy and Environment Government of the District of Columbia Energy Benchmarking Program with Department of Energy and Environment	Connect
District of Columbia Annual Reporting Annual Reporting Template with Department of Energy & Environment	Connect
Marie Conway Energy Benchmarking with DDOE	Connect

Page 1 of 1 | 50 | 1 - 4 of 4

Tip
Can't find what you are looking for? Try adjusting your search criteria.

Follow Us

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

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.

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

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: * Example: FirstName LastName
Please provide a contact name; 1 - 100 Characters

Email Address: * 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](#)

Follow Us     [Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

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

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

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 [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

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your [connected contacts](#) appear in this list.

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.

[Cancel](#)

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](#).**

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.

4. On the next screen, choose "Exchange Data" for each property

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
test_child_3 (6684856)	<input type="radio"/>				
District of Columbia Annual Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

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.

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

Follow Us

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

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.

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

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

- 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"/>	<input type="radio"/>

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

Additional Options:

Item	Yes	No
<p>* Share Forward 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.</p>	<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.

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
test_child_3 (6684856)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
District of Columbia Annual Reporting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Edit

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.

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

Follow Us

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

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).

DOEE Energy Benchmarking: How to Report Benchmarking Results to DOEE

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.

The screenshot displays the 'Unique Identifiers (IDs)' section of a web form. It is divided into three main areas: 'Portfolio Manager Property ID', 'Custom IDs', and 'Standard IDs'.
1. **Portfolio Manager Property ID:** A text field containing a greyed-out ID.
2. **Custom IDs:** Three rows, each with 'Name' and 'ID' input fields. The first row is crossed out with a large red 'X'.
3. **Standard IDs:** A section with a dropdown menu and an 'ID' input field. The dropdown menu is set to 'District of Columbia Real Property Unique ID' and is circled in red. The 'ID' field contains '1234-5678'.
To the left of the form is a large empty rectangular box with a red circle at its bottom right corner. A red arrow points from this circle to the red circle around the dropdown menu in the 'Standard IDs' section. On the right side of the form, there are three informational callouts: 'Your Portfolio Manager Property ID', 'Custom IDs', and 'Standard ID Types'. At the bottom right, there are 'Save' and 'Cancel' buttons.