



## Energy Benchmarking of Existing Buildings

### How to Report Benchmarking Results to DDOE

Due to the launch of the newest version of the U.S. Environmental Protection Agency’s (EPA) ENERGY STAR® Portfolio Manager® software on July 17, 2013, the process for reporting energy and water benchmarking information to the Government of the District of Columbia has changed. This document offers a step by step guide on how to submit your benchmarking report to the District Department of the Environment (DDOE) via Portfolio Manager, as required by the District’s benchmarking law (D.C. Official Code § 6-1451.03(c); 20 DCMR 3513).

Assistance is also available from:

- DDOE: <http://ddoe.dc.gov/energybenchmarking> or [info.benchmark@dc.gov](mailto:info.benchmark@dc.gov)
- The DC Sustainable Energy Utility (DC SEU) Benchmarking Help Center: 202-525-7036 or [benchmarking@dcseu.com](mailto:benchmarking@dcseu.com)
- EPA ENERGY STAR: <https://www.energystar.gov/buildings/training> or [buildings@energystar.gov](mailto:buildings@energystar.gov)

**Note: In 2013 only, some large buildings are required to report multiple years of historical data, per the table below. Each year of data is reported separately. You must repeat the process described below for each year you want to report.**

Over 200,000 gross square feet:	Submit 2010, 2011, and 2012 reports
150,000 to 200,00 gross square feet:	Submit 2011 and 2012 reports
100,000 to 150,000 gross square feet:	Submit 2012 report only

#### **Prior to reporting, your benchmarking data must be complete**

You must create a Portfolio Manager account and enter energy and water data for your properties. You must include the Unique Property Identifier, as listed on the [DDOE Covered Buildings List](#), in the field labeled “Custom ID 1.” (*Do NOT use the new Standard IDs “District of Columbia Real Property Unique ID” or “District of Columbia Building Unique ID,” as these fields are newly implemented by EPA and not supported for 2010, 2011, and 2012 reporting.*)

In order for your property to show 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. (It is not necessary that the building has a 1-100 score.) 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 must also predate the calendar year you are trying to report.

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

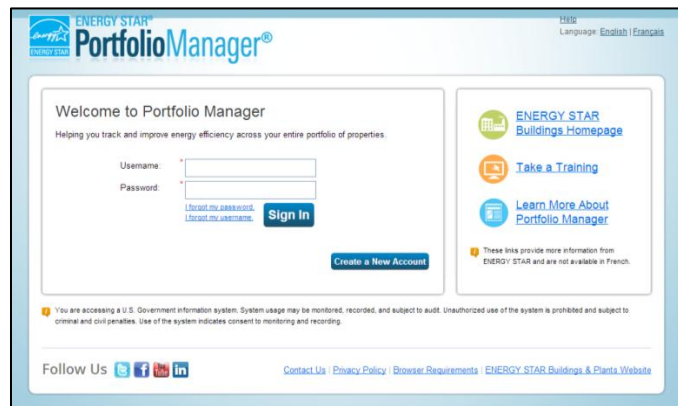
### 1. Access the District Reporting Template

Visit <http://ddoe.dc.gov/energybenchmarking> and click “Report” to load the Reporting page. Click the link for the “District Reporting Template, [Year]” for the year you want to report. You may also just click on the links in this document:

- [District Reporting Template, 2010](#)
- [District Reporting Template, 2011](#)
- [District Reporting Template, 2012](#)



### 2. Log in to your Portfolio Manager account and load the reporting template



Clicking the link of DDOE’s webpage will load the reporting template automatically.

To locate previously loaded District Reporting Templates, click the “Reporting” tab, scroll down to “Templates and Reports” section, find the “District [Year] Benchmark Reporting Template (Request from District Department of the Environment Energy Administration)” and select “Respond to Data Request” from the dropdown to the right of that line.

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

## 3. Read the Instructions



## 4. Identify the submitter

Select whether the information is being submitted on behalf yourself, or someone else.

If the data is being submitted on behalf of one of your contacts, select their name from the dropdown list. If that person or organization is not in the dropdown list, click “Add a Contact” and fill out the required contact information. DDOE will send any correspondence about your submission to the email address of the contact selected.

### About Your Response

Who is this data being submitted on behalf of?

myself

someone else

\* - Select a contact - [Add a Contact](#)

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

### 5. Select Buildings

Under “Your Response,” select “One Property,” “Multiple Properties,” or “All Properties.” (Timeframe is locked for the report. It is not necessary to select a timeframe.)

If you selected “One Property,” select it from the property drop down menu that will appear.

If you selected “Multiple Properties,” click the “Select Properties” Button. A pop-up will appear with a list of your properties. Use the filter options to filter the list, and then click the individual check boxes to select properties one by one. You may also click the blue checkbox in the header row to select all properties in the list. Once you’re done, click “Apply Selection.”

<input type="checkbox"/>	Name	Primary Function	State/Province
<input type="checkbox"/>	1st District Headquarters	Other - Public Services	DC
<input checked="" type="checkbox"/>	1st District Substation	Other - Public Services	DC
<input checked="" type="checkbox"/>	200 I St SE	Office	DC
<input checked="" type="checkbox"/>	35 K Community Support Services	Other	DC
<input type="checkbox"/>	3rd District HQ	Other - Public Services	DC
<input type="checkbox"/>	4th District Headquarters	Other - Public Services	DC
<input type="checkbox"/>	4th District Substation	Other - Public Services	DC
<input type="checkbox"/>	5th District Headquarters	Other - Public Services	DC
<input type="checkbox"/>	6th District HQ	Other - Public Services	DC
<input type="checkbox"/>	7th District & Fleet Fueling Site	Other - Public Services	DC
<input type="checkbox"/>	Adams Elementary	K-12 School	DC

Selected Properties: 3 ([View Selection](#))

**Filter Properties (259)**

**Filter by Group** ([Create New Group](#))

- CPM Group (22)
- CPM Pilot Test Group (11)
- DCPS (107)
- DCPS Trusted Data (74)

**Filter by Primary Function**

- College/University (1)
- Courthouse (1)
- Data Center (1)
- K-12 School (146)

**Filter by State/Province**

- District of Columbia (D.C.) (259)

[Apply Selection](#) [Cancel](#)

### 6. Verification

Verify that the number of selected properties matches the number you want to report and then click “Generate Response Preview.”

**Your Response**

Select Information to include:

Timeframe:

Properties:  [Select Properties](#) Selected Properties: 3

[Generate Response Preview](#) [Cancel](#)

**Previewing Reports**

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the “Templates & Reports” section on the Reporting tab when it is ready.

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

### 7. Review Preview

In the main reporting page, you will see “Response Preview Generated” next to the line for the template. Select “Download Preview in Excel” from the dropdown menu to view the response preview. (For ease of review, DDOE recommends downloading the response preview as a spreadsheet, instead of viewing the preview in the web browser.)

Name	Status	Action
District 2012 Benchmark Reporting Template (Request from District Department of the Environment Energy Administration)	Response Preview Generated: 8/06/2013 5:26 PM	I want to...
Energy Performance	Generated: 8/02/2013 12:25 PM	I want to...
Water Performance	No Report Generated	I want to...

While the spreadsheet has hundreds of columns, verify that the response is complete by simply checking that couple key values required by the benchmarking regulation:

- Verify that there is a numerical value under “Site EUI” (usually column AE or AG) for each building, as all buildings should have *some* Energy Use Intensity (EUI). If there is in reality no energy use in the building, explain why in the “Notes” field.
- Verify that your building’s *Unique Building Identifier* is listed under “Custom Property ID 1 – ID” (usually column D or F)—this is the Square Suffix Lot, Parcel, or Complex number, as listed on [DDOE’s covered building list](#). (Note that the 2010, 2011, and 2012 templates do NOT support the newly implemented Standard IDs “District of Columbia Real Property Unique ID” or “District of Columbia Building Unique ID.”)

If you need to make any changes, go back to the “My Portfolio” tab in Portfolio Manage and make any corrections, and then return to the “Reporting” tab, select “Generate an Updated Response” from the dropdown menu, and repeat steps 3-7.

Property Id	Property Name	Year Ending	Custom Property ID 1 - ID	Property Notes	Property Floor Area (Buildings and Parking) (ft <sup>2</sup> )	Address 1	Address 2	City	State/Province
3350192	Sample DC Multifamily A	12/31/2012	Not Available	Energy Manager: Hanna Grene	305000	101 Efficiency Street NW	Not Available	Washington	District of Columbia (D.C.)

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

### 8. Set Up Response Submission

Once you have verified the preview, select “Send Response” from the dropdown menu.

On the submission page, select who you want to get copies of the confirmation email from EPA. Hold down the Control (Ctrl) key to select multiple names. Choose the file format for the copy of the data you will receive.

Re-enter your username and password and click “E-Sign Response.”

Confirm Response to Data Request from District Department of the Environment Energy Administration (District Department of the Environment)

By clicking Send Data, you will release data to District Department of the Environment Energy Administration (District Department of the Environment). You will receive a confirmation email with a receipt and a copy of the data attached.

**1** Who (besides you) should we send a confirmation email to?  
Select contacts from your contacts book:

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

**2** What format would you like your data in for the email attachment?

Excel  
 XML

**3** E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to District Department of the Environment Energy Administration with District Department of the Environment.

Your username: \*

Your password: \*

[Cancel](#)

**About Releasing Your Data**

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

**About Signing Your Response**

Please provide login credentials (username and password) to electronically sign your response.

### 9. Send Data

Click the “Send Data” button, and then confirm the submission. You’ll receive an email confirmation from U.S. EPA that you have successfully sent data to DDOE, along with a copy of the data you submitted.

### 10. Save Documentation

You are required to retain copies of all documents related to benchmarking for three years. These include:

- A copy of the confirmation email from EPA ENERGY STAR,
- A copy of the data submission as an Excel or XML file,
- A copy of any worksheets or other documents used to collect input data,
- A copy of any requests sent to tenants, and any responses received from them, and
- A copy of any requests sent to utility companies, and the data received.