



DC BUILDING ENERGY BENCHMARKING

The Clean and Affordable Energy Act of 2008 established that all private buildings over 50,000 gross square feet within the District of Columbia, including multifamily residences, must measure and disclose their energy and water consumption to the District Department of the Environment (DDOE).

This year's reporting deadline is set as **April 1, 2014**. Beginning with the second year of reported data, DDOE will publish summary results for each building on its website.

WHAT IS BENCHMARKING?

Benchmarking is defined as 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. These comparisons have been shown to drive energy efficiency upgrades and increase occupancy rates and property values. The District of Columbia has chosen U.S. EPA's free, industry-standard ENERGY STAR® Portfolio Manager® tool for benchmarking and reporting.

IS MY BUILDING REQUIRED TO BENCHMARK?

As of this year, all commercial and multifamily buildings over 50,000 gross square feet are required to report benchmarking data to the District on a yearly basis. Check your building plans or blueprints and the DDOE's Covered Building List to determine the square footage of your building.

WHAT HAS CHANGED FROM LAST YEAR?

Whole building reporting for electrical utility data is now required for all types of buildings, including multifamily buildings. Buildings with 5 or more meters should request aggregate data from Pepco thirty days before the deadline at www.pepco.com/business/services/consumptionrequestform. DDOE now recommends that each building owner or manager run the Data Quality Checker, a new feature installed as part of the update to Portfolio Manager.

HOW CAN I GET HELP BENCHMARKING MY BUILDING?

Not sure where to begin with benchmarking your building's energy use? Here are a few ways to help you get started:

Call us!

The DC Sustainable Energy Utility (DCSEU) has created a Benchmarking Help Center to provide technical assistance by phone at 202-525-7036, by e-mail at benchmarking@dcseu.com, and in person. Hands-on training schedule is at www.dcseu.com.

Consult DDOE Guidance

Go to www.ddoe.dc.gov/energybenchmarking for DDOE data collection and tenant data request forms.

Ready to learn more about ENERGY STAR Portfolio Manager?

Go to www.energystar.gov/benchmark and find the "Benchmarking Starter Kit."

Prefer to Hire a Professional?

The DCSEU maintains a list of consulting firms offering benchmarking services in the Washington, DC metro area as part of the Benchmarking Help Center located here www.dcseu.com/for-my-business/benchmarking-help-center.

New Guidance on Tenant Spaces

Building owners are now able to exclude certain non-residential tenant spaces that fit all of the following characteristics:

1. Non-rateable space type, in ratable building
2. Separately metered for all energy use
3. Usage is significantly different than the majority of the building
4. Constitutes less than 10% of the total building square footage

Consult the DDOE 2013 Data Collection Worksheet for more information.

BENCHMARKING CHECKLIST

Getting Started

- 1. Determine if your property is subject to the benchmarking law based on the current Covered Building List located here www.ddoe.dc.gov/page/am-i-required-benchmark.
- 2. Decide who will be your benchmarking administrator, the person responsible for gathering building data and entering it into Portfolio Manager.
- 3. Create a Portfolio Manager account on EPA's benchmark site, www.energystar.gov/portfoliomanager or log in to your existing account.
- 4. Review the District of Columbia documents for 2013 data collection and reporting which can be found at www.ddoe.dc.gov/energybenchmarking.

Data Collection

- 5. Identify the data you will need to complete benchmarking for District requirements. This will include:
 - *DC Real Property Unique ID (SSL / Parcel / Complex Number); list provided on DDOE's website*
 - *Gross floor area of the building and of each major space use type within the building*
 - *Use attributes, including operating hours and other information for each major space use type, as specified in the District Data Collection Worksheet*
 - *Whole-building or individual meter energy and water utility information*
- 6. Collect and compile the space use and utility information of your building for the applicable calendar year(s), including information for any non-residential tenants. Up to fourteen consecutive months of utility bills for all fuel types used in the building may be needed in order to cover a full calendar year. Aggregated whole-building data for many multi-tenant buildings can be requested directly from Pepco at www.pepco.com/business/services/consumptionrequestform.
- 7. Enter building and utility data into your Portfolio Manager account. Refer to reverse side for links to supplemental documents or the technical helpline.
- 8. Run the Data Quality Checker for the time period ending on Dec 2013 and explain any inconsistencies that remain once any errors have been corrected.

Report Benchmark Results to the District

- 9. Access the 2013 District Report Template at www.ddoe.dc.gov/energybenchmarking and download it into your Portfolio Manager account. Select the "Reporting" tab, find the District 2013 Benchmark Reporting Template, and select "Respond to Data Request" from the dropdown menu.
- 10. Once a Response Preview has been generated, click on "Download Preview in Excel" and check the resulting spreadsheet for any errors. Once you are comfortable with your submission select "Send Response", entering your username and password and clicking "E-Sign Response", and finally clicking "Send Data".

Records Maintenance

- 11. Maintain all benchmark documents related to your properties for at least three years after the submission date.

Follow Up

- 12. If you have benchmarked in previous years, compare your property's current rating or current source energy intensity against last year's rating; send staff to energy efficiency training as needed.



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