

GOVERNMENT OF THE DISTRICT OF COLUMBIA

District Department of the Environment



[Date]

[OWNER]
C/O [CARE_OF_NAME]
[ADDRESS]
[CITY_ST_ZIP]

Re: REQUIRED Energy and Water Benchmarking Report Not Received

Building Address: [PREMISE]
Owner of Record: [OWNER]
Unique Building Identifier: [UBI]
Office of Tax and Revenue Gross Square Footage: [GBA]
Benchmarking Required For Year(s): [DATA_YEARS]

Dear Building Owner or Manager:

The District Department of the Environment (DDOE) has not received the District Benchmarking Report due April 1, 2013, detailing the energy and water performance of your building listed above.

To avoid receiving a Notice of Violation, followed by a possible fine of up to \$100 per day, you must submit a complete and accurate District Benchmarking Report to DDOE by August 30, 2013. Because some data may take time to collect, we suggest beginning the process as soon as possible.

The Clean and Affordable Energy Act of 2008, and the Final Rulemaking for Energy Benchmarking of Private Buildings, established that all large private buildings must annually measure (“benchmark”) and report their energy and water consumption to DDOE, using the free U.S. EPA ENERGY STAR® Portfolio Manager tool (D.C. Official Code § 6-1451.03(c); 20 DCMR 3513). The District of Columbia has enacted these requirements in order to increase the energy performance data available to owners and to the market, and drive efficiency improvements. All buildings over 100,000 ft² were required to submit calendar year 2012 data by April 1, 2013; larger buildings must also report additional years:

Building Size	Utility Year Data	Deadline
Over 200,000 ft ²	2010, 2011, 2012	April 1, 2013 <i>[extended to August 30, 2013]</i>
150,000-200,000 ft ²	2011, 2012	
100,000-150,000 ft ²	2012	
50,000-100,000 ft ²	2013	Not Required until April 1, 2014

Failure to comply by August 30, 2013 will result in DDOE issuing a Notice of Violation. If the violation is still not corrected within 30 days of the mailing of the Notice of Violation, you may be fined of up to \$100 per day until the violation is corrected (D.C. Official Code § 6-1451.03(c); 20 DCMR 3513.14). **This letter is a reminder of your legal obligation to comply, and is not a Notice of Violation.**



PORTFOLIO MANAGER DOWNTIME

According to the United States Environmental Protection Agency (U.S. EPA), **ENERGY STAR Portfolio Manager will be offline for a major upgrade from June 26 through July 9, 2013.** All data will be retained during the upgrade. For more information, go to <http://www.energystar.gov/pmupgrade>

BUILDING SIZE

If you believe your building's size is substantially different from that provided by the Office of Tax and Revenue, please contact DDOE at info.benchmark@dc.gov. Always benchmark using your best understanding of your building's actual size, even if it differs from that listed by the tax office.

DATA COLLECTION

In order to comply with the requirement to benchmark your building, you will have to collect space use, energy, and water consumption data, including from some or all of your *non-residential* tenants. Non-residential tenants are *required by law* (20 DCMR 3513.6) to provide you with access to the data needed for benchmarking within thirty (30) calendar days of receiving a written request. *You are not required to request any data from residential tenants.* More information and forms at: <http://ddoe.dc.gov/page/energy-benchmarking-data-collection/>

You can request space use information using DDOE's **Non-Residential Tenant Information Form**, or via any other written method. You have multiple options for accessing tenant utility consumption data:

1. The tenant can fill out Section B of the **Non-Residential Tenant Information Form**.
2. The tenant can complete the **Utility Account Information Data Release Form**, which you then send to any applicable utility companies. Estimated turnaround time: up to **10 business days**.
3. If you have 5 or more electric user accounts, you can record all the meter numbers and provide them to Pepco. With this information, Pepco will give you **whole-building electricity consumption**, aggregated for privacy. Beginning in 2014, whole-building electricity data will be required for all buildings, *including multifamily residential*. Estimated turnaround time for Pepco: up to **30 calendar days**.

GET HELP

Key Documents:

Visit www.ddoe.dc.gov/energybenchmarking for all key documents including the regulation, the data collection worksheets, data request and release forms, and frequently asked questions.

Contact DDOE:

Have questions on enforcement? Contact DDOE at **202-671-3042** or info.benchmark@dc.gov.

Get technical assistance from the DC Sustainable Energy Utility Benchmarking Help Center:

Hotline: 202-525-7036 or benchmarking@dcseu.org.

In-person, Hands-on Training: Check training schedule at www.dcseu.com/events

Prefer to Hire a Professional?

The DC SEU maintains a list of consulting firms offering benchmarking services in the Washington, DC metro area: <http://dcseu.com/docs/DC-SEU-Service-Provider.pdf>

ENCLOSED

Fact Sheet and Compliance Checklist – All the steps you need to get in compliance!

Benchmarking Case Study – Learn how your peers have used benchmarking to drive savings!



DC BUILDING ENERGY BENCHMARKING

The Clean and Affordable Energy Act of 2008 established that all private buildings over 50,000 gross square feet (gsf) 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); final regulations were published in January 2013.

The first reporting deadline is set for April 1, 2013. Beginning with the second year of reported data, the DDOE will publish summary results for each building on its website.

In order to streamline the process of benchmarking, the DDOE has chosen U.S. EPA's free, industry-standard ENERGY STAR® Portfolio Manager tool as the standard software for benchmarking and reporting.

WHAT IS ENERGY BENCHMARKING?

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. These comparisons have been shown to drive energy efficiency upgrades and increase occupancy rates and property values. The District of Columbia plans to continue to be a leader in sustainability and sees energy benchmarking as an integral part of this mission.

IS MY BUILDING REQUIRED TO BENCHMARK?

By 2014, all commercial and multifamily buildings over 50,000 square feet will be required to report benchmarking data to the District on a yearly basis. In 2013, all buildings over 100,000 gsf will have to report 2012 data. Largest buildings will have to report additional years of benchmarking data; however, DDOE is requiring less detail in these reports. Below is a guideline for the initial reporting phases based on a building's gross square footage. Once the initial report is made, continue to report every following April 1.

BUILDING SIZE (g.s.f.)	UTILITY YEAR DATA	DEADLINE
200,000+	2010–2012	April 1, 2013
150,000–200,000	2011–2012	April 1, 2013
100,000–150,000	2012	April 1, 2013
50,000+	2013	April 1, 2014

HOW CAN I GET HELP BENCHMARKING MY BUILDING?

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

- **Call us!**
The DC SEU 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.
- **Need assistance with forms?**
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."

Key Facts on Tenant Data and Fines

All non-residential tenants are required to provide energy, water and space use data within 30 days of the building owner's request.

Building owners or non-residential tenants that don't report within 30 days after receiving a notice of violation can be fined up to \$100/day.

Residential tenants are not required to provide energy, water, or space use information.

Benchmarking Checklist

Getting Started

- 1. Determine if your property is subject to the benchmarking law based on the schedule listed on the opposite page.
- 2. Decide who will be your benchmarking administrator, the person responsible for gathering building data and entering it into the Portfolio Manager.
- 3. Create a Portfolio Manager account on EPA's benchmark site, www.energystar.gov/istar/pmpam.
- 4. Review the District of Columbia documents for 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:
 - Unique building identifier (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
 - Space 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. Twelve consecutive months of utility bills for all fuel types used in the building will be needed for each 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 data into your Portfolio Manager account. Refer to reverse side for links to supplemental documents or the technical helpline.
- 8. If you are entering incomplete building data, be sure to include a note of justification in the "Notes" field in Portfolio Manager, explaining why only partial data is being reported. Be prepared to provide proof of making a reasonable effort to obtain that information.
- 9. Make sure you have identified your building in the "Unique Building Identifier" field in Portfolio Manager using the District SSL Parcel, or Complex Number as listed at www.ddoe.dc.gov/energybenchmarking.

Report Benchmark Results to the District

- 10. Before June 26th, access each annual District Report Template at www.ddoe.dc.gov/energybenchmarking and download it into your Portfolio Manager account. Select the "Generate Reports and Graphs," then the 'Select a Report Template' dropdown, and finally the specific annual template. The building data will automatically populate.
- 11. Authorize EPA to release data in the District Report Template to DDOE, following instructions in the template. No reporting can occur from June 26th - July 10th as the tool is being upgraded. Call the Help Center for reporting help after July 10th.

Records Maintenance

- 12. Maintain all benchmark documents related to your properties for at least three years.

Follow Up

- 13. 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.



BENCHMARKING:

CAPITAL GAINS

One Franklin Square
Washington, DC

There are many reasons One Franklin Square is a star in Washington, D.C.: it's one of the few tall buildings in the District; its distinctive 24kt gold pinnacles make a noticeable punch in the skyline; and it was featured in the finale of Dan Brown's popular novel *The Lost Symbol*. However, if you look beyond the unique exterior, you'll see that One Franklin Square is an energy star, too.

With 839 **ENERGY STAR**® certifications under its belt and a company-wide policy requiring energy tracking, the real estate firm Hines, which owns and manages the building, knows the value of measuring its energy use and uses the information to achieve big savings.

When the company first benchmarked energy use at One Franklin Square in 1999 they found that it performed respectably well with an **ENERGY STAR** rating of 77 out of 100.

But they also knew that even small changes to improve performance add up quickly—and they have. As a result of energy improvements they have implemented since they started benchmarking, the company has reduced utility consumption by *six million kilowatt-hours* per year. And those savings continue to grow. Over the last 18 years utility rates have increased by 125% in the DC area, but Hines' tenants have only seen 19% of that thanks to these improvements.

Tracking and rating the energy performance of the building through benchmarking allowed Hines to determine how much energy the building was consuming and what improvements could be made.

Hines' Engineering Manager, Mark Jensen, said, "Any owner can spend a lot of capital on reducing overall utilities, but having the knowledge and experience to make operational changes that reduce utility consumption while maintaining tenant comfort and satisfaction, is paramount." Lowering utility costs also gives the building a better position in a competitive market. Today, One Franklin Square has further improved its **ENERGY STAR** rating to 89 and is LEED Gold certified.

One Franklin Square Stats:

Address	1301 K Street, NW, Suite 1180 West, Washington, DC
Year Built	1989
Size	12 stories, 591,840 sq. feet
Type of Use	Office space and retail
Major tenants	Pricewaterhouse Coopers, LLP, Reed Smith LLP, SNR Denton, Xerox Corporation
Building Owner/ Property Manager	Hines
Certifications	LEED Gold, ENERGY STAR



“As utility rates continued to rise, the cost per square foot for utilities steadily declined due to operational changes and technology upgrades.”

MARK JENSEN
Engineering
Manager



How did they do it?

Most of the changes were hardly noticeable to tenants. In fact, they were able to reduce their utility charges by 13% in the first three years with no capital changes. Looking at the hourly energy needs of the tenants helped them to implement smart operational changes that required no financial investment at all. To increase their energy savings, Hines looked to other projects. Installing frequency drives on the pumps and motors throughout the building helped to ensure that these parts wouldn't be left running in off-hours. These drives have a lower startup cost and run on static pressure, offering a more efficient use of electricity. Switching from incandescent lighting to compact fluorescent bulbs added to energy savings in the common spaces. Tenants have also adopted more efficient lighting, swapping their incandescent bulbs for fluorescents through a Hines-sponsored exchange program.

Spending less on energy is a benefit that is passed directly onto tenants. One Franklin Square puts the spotlight on maintaining low operating costs while decreasing their overall environmental footprint.

Savings Up Close:

- Operational changes.

Project Cost	\$0
Annual Savings	2,100,000 kWh
Payback	Immediate

- Added variable frequency drives throughout building.

Project Cost	197,500 (spread over 9 years)
Annual Savings	\$92,500
Payback	<2.5 years

- Installed LED lighting in garage.

Project Cost	\$50,400
Annual Savings	\$10,853
Payback	<5 years



Other energy saving measures included:

- > Refitting the 5-level garage with lower wattage lamps
- > Installing self-dimming light fixtures in stairwells
- > Transitioning to LED bulbs where possible



**GET STARTED
SAVING
TODAY:**

Washington, D.C.'s building energy benchmarking policy requires nonresidential and multifamily buildings over 50,000 sq. ft. and municipal buildings over 10,000 sq. ft. to report building energy use with the EPA's free online tool, **ENERGY STAR Portfolio Manager**.

Need assistance benchmarking your building?

Contact the DC SEU at 202-525-7036 or benchmarking@dcseu.com

The DC SEU also offers financial and technical assistance to help you save energy and money.

DCSEU

DISTRICT OF COLUMBIA SUSTAINABLE ENERGY UTILITY

Questions about DDOE's benchmarking regulation?

Contact DDOE at 202-671-3042 or info.benchmark@dc.gov

