

Prepare to Benchmark

Compliance Checklist and Questions and Answers



Compliance Checklist

The District of Columbia **Green Building Act (GBA)**, as amended by the **Clean and Affordable Energy Act**, requires owners of large buildings in the District to benchmark the energy and water performance of their buildings beginning in 2011. This law and pursuant regulation were passed to promote widespread understanding of energy and water use in the District, and to promote resource conservation. The District uses ENERGY STAR® Portfolio Manager, a free online tool developed by the US Environmental Protection Agency (EPA), to benchmark public and private buildings. The District of Columbia Government began benchmarking its public buildings starting with FY 2009 data. Reporting of 2010 energy and water performance data for private buildings begins in 2011. Please see the Compliance Checklist steps below for more information about private buildings benchmarking if you are the owner or designated benchmark administrator of a private building.

Getting Started

1. Determine if your property is subject to the benchmarking law, based on the following schedule:

Building Size:	Utility Year Data	Benchmark Report Due
Over 200,000 sq ft	2010*	July 1, 2011***
Over 150,000 sq ft	2011*	April 1, 2012**
Over 100,000 sq ft	2012*	April 1, 2013**
Over 50,000 sq ft	2013*	April 1, 2014**

*and each year that follows

**and annually thereafter on April 1 for the previous year's data

*** The deadline for reporting of 2010 benchmark information for private buildings is extended pending release of final regulations. See www.ddoe.dc.gov for details.

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/benchmark. If you and your administrator are new to benchmarking, download and review the **Portfolio Manager Starter Kit** and take available webinars on the site. For information on local trainings, see www.ddoe.dc.gov.
4. Review the District of Columbia regulation governing private building benchmarking and its supporting package, which includes this checklist and FAQs, the District **2010 Benchmark Data Collection Worksheet**, and information request letter templates for tenant data. These documents are available at www.ddoe.dc.gov.

Data Collection

5. Identify the data you will need to complete benchmarking for District requirements. This will include:
- unique building identifier using the District SSL or Parcel Number
 - 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
 - whole-building or individual meter energy and water utility information, as specified in Portfolio Manager and the District **2010 Benchmark Data Collection Worksheet**. You can use the worksheet to track all of the necessary data for your building.

6. Collect and compile the space use and utility information of your building for calendar year 2010. If you do not have direct access to tenant utility information, you will need to request it from your tenants using either the **Request for Residential Tenant Information** letter or the **Request for Non-Residential Tenant Information** letter. Twelve consecutive months of utility bills for all fuel types used in the building will be needed. See regulatory guidance and FAQs if you own a building that has been vacant, was recently completed, or has changed ownership in the last two years.

Data Entry

7. Enter building data into your Portfolio Manager account following District regulatory guidance for either a non-residential building or a residential building and the **2010 Benchmark Data Collection Worksheet**. Use guidance for the major portion of your building if you own a mixed-use property. Portfolio Manager allows for entry of additional space use information as needed.
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 reasonable effort to obtain that information.
9. Make sure you have identified your building in the “Unique Building Identifier” field in Portfolio Manager according to the following format:
- **For square, suffix, lot (SSL) properties:** The four-digit square number (begin with zero if your number is fewer than four digits), followed by a dash and the four-digit lot number (begin with zero if your number is fewer than four digits). Your entry should look like this: 0000-0000
 - **For properties identified by a parcel number:** Enter ‘PAR’ followed by your eight-digit parcel number (begin with zero if your number is fewer than eight digits). Your entry should look like this: PAR 00000000

Report Benchmark Results to the District

10. Access the **District Report Template** at www.ddoe.dc.gov and download it into your Portfolio Manager account. Select the “**District Report Template**” from the ‘Report’ dropdown menu in Portfolio Manager. This will collect all of the performance information required for District reporting.
11. Authorize EPA to release data in the **District Report Template** to DDOE, following instructions in the template.

Records Maintenance

12. Organize your benchmark documents so that they can be maintained for three years (this may include your email from Portfolio Manager confirming submission of the District Report Template, and relevant support documents) and shown to District representatives in case of an audit.

Follow Up

13. If you have benchmarked in previous years, analyze your results to identify opportunities to increase efficiency. Compare your property’s current rating or current source energy intensity against last year’s rating; send staff to energy efficiency training as needed.

Frequently Asked Questions

What is the District benchmarking law?

Benchmarking of public and private buildings in the District is required by the Green Building Act, as amended by the Clean and Affordable Energy Act of 2008, to promote widespread understanding of energy and water use in the District's largest buildings, and to encourage property owners to pursue greater efficiency and save money. The Act requires building owners to evaluate the energy and water use of their buildings annually using the online ENERGY STAR® Portfolio Manager benchmarking tool developed and managed by the U.S. Environmental Protection Agency (EPA), and to report the results to the District Department of the Environment (DDOE). See the **Compliance Checklist** for the schedule of benchmark reporting according to building size. DDOE will publish benchmark results following the second year of reporting for each building size.

Portfolio Manager can be accessed at www.energystar.gov/benchmark. To read more about the **Clean and Affordable Energy Act** and the benchmarking regulations, please visit www.ddoe.dc.gov. District legislative requirements are further clarified in Resolutions of DCMR [TBD].

Why is the District requiring building benchmarking?

You can't improve what you don't measure. The District is requiring building benchmarking so that building owners and tenants, including the District Government, become more aware of how much energy and water is being used in the city's buildings, and can make more informed investment decisions. The use of Portfolio Manager as the District's benchmarking tool enables building owners to evaluate and compare their building's energy and water use in relation to similar buildings around the country, and determine whether improvements are in order. Building benchmarking is the foundation of a sound energy management plan, as outlined by the US EPA at www.energystar.gov/benchmark. Over 200,000 building owners across the country are already using benchmarking with Portfolio Manager to track and manage energy in their buildings. Owners of high-performing buildings are reaping the benefits of earning the ENERGY STAR® label, distinguishing their properties in the marketplace.

Who does the benchmark law apply to?

Owners of all buildings over 50,000 square feet will eventually fall under District benchmark requirements. See the **Compliance Checklist** for the schedule of benchmark reporting according to building size. In 2011, benchmark requirements will apply to all buildings over 200,000 square feet. The requirement applies to both residential and non-residential buildings.

When must I report benchmark results?

Private building owners are required to begin benchmarking their buildings using the ENERGY STAR® Portfolio Manager according to the following schedule:

Building Size:	Utility Year Data	Benchmark Report Due
Over 200,000 sq ft	2010*	July 1, 2011
Over 150,000 sq ft	2011*	April 1, 2012**
Over 100,000 sq ft	2012*	April 1, 2013**
Over 50,000 sq ft	2013*	April 1, 2014**

*and each year that follows

**and annually thereafter on April 1 for the previous year's data

*** The deadline for reporting of 2010 benchmark information for private buildings is extended pending release of final regulations. See www.ddoe.dc.gov for details.

Owners should plan to start collecting information for their buildings for the previous year by February of the year they are to report, to allow sufficient time to receive and enter information. As noted above, reporting for 2010 is being extended into late 2011.

Will the results of my benchmarking be made public?

Yes. District law requires that DDOE make the results of your building's benchmarking public following the second year of reporting. Results will be reported on the DDOE web site www.ddoe.dc.gov. Building owners and building addresses will also be reported, but no personal contact information and no financial information will be available to the public.

What exactly IS building energy benchmarking?

Building benchmarking is a method for evaluating the energy and water performance of a building in relation to that of similar buildings around the country. Energy utilities such as electricity, natural gas and other forms of energy are taken into account, as are the size of a building, its type of use, the number of occupants, geographic location, and other factors to calculate results. The District uses the ENERGY STAR® Portfolio Manager benchmarking tool as the required method for benchmarking public and private buildings.

What is Portfolio Manager?

Portfolio Manager is a free, web-based benchmark tool developed and maintained by the U.S. Environmental Protection (EPA). Portfolio Manager uses readily accessible building information including utility bills, building size, its type of use, the number of occupants, geographic location, and other information to calculate a performance rating that compares the building's energy and water use to similar buildings across the country. Many of the District's building owners are already tracking the energy and water use of their buildings with Portfolio Manager, and are using the tool as part of an energy management plan. Nationally, over 200,000 buildings have been benchmarked using Portfolio Manager. To find out more about Portfolio Manager go to: www.energystar.gov/benchmark.

How is the performance of my building measured and reported in Portfolio Manager?

Once utility information and basic building characteristics are entered into the Portfolio Manager software, the tool reports energy performance back in two formats. For many building types, including commercial office buildings, hotels, retail stores and other buildings, Portfolio Manager produces a percentile-based performance benchmark score (or "rating") of 1 – 100. Buildings earning a score of 50 perform at the national average for energy use. Thus, the 1-100 benchmark score allows a building owner to compare their building to similar ones across the country. A building with a score of 80, for example, performs in the top 20th percentile of buildings of its type. A building with a score of 35 is within the bottom 35th percentile of energy performance nationwide. Building performance scores are not available for all building types. However, all buildings are ratable. A multifamily building for example, can be rated using an Energy Use Intensity (EUI) metric, which is expressed in kBtu/sq ft. The EUI metric is somewhat more general than a 1-100 score, but is still useful as a comparison measure for performance. For example, in 2009 the District's libraries performed at an EUI of 250 kBtu/sq ft, just above the national average of 246 kBtu/sq ft.

How do I access and use Portfolio Manager?

Portfolio Manager is free and easily accessible at EPA's energy benchmarking site www.energystar.gov/benchmark. The easiest way to get started is to download the **Portfolio Manager Starter Kit**. Once you have reviewed the guidelines it is easy to log on and open an account. If you are new to Portfolio Manager, it is best to take a live or recorded webinar training for Portfolio Manager before starting actual benchmarking.

How do I create a Portfolio Manager account?

To create a Portfolio Manager account, go to www.energystar.gov/benchmark and click on the "New User? Register" Link. You will then fill out an Account Information form and complete the requested information, and your account will be created.

Where can I find Portfolio Manager training?

The EPA offers live and pre-recorded ENERGY STAR® webinars. More information is available at www.energystar.gov/benchmark; follow the 'Training' link. Information about trainings in DC can be found at www.ddoe.dc.gov.

What is the difference between LEED and ENERGY STAR®?

ENERGY STAR® is a U.S. Environmental Protection Agency (EPA) program that focuses on improving energy performance in buildings as a method of reducing greenhouse gas (GHG) emissions. Leadership in Energy and

Environmental Design (LEED) is a green building certification offered by the non-profit U.S. Green Building Council (USGBC).

ENERGY STAR® is a technical assistance and recognition program that offers owners and managers of all buildings access to free tools and resources to help them evaluate their energy performance and reduce energy use and GHG emissions. Organizations are encouraged to begin by benchmarking the performance of their buildings using ENERGY STAR®'s Portfolio Manager online energy tracking tool. For certain types of buildings that perform in the top 25% compared to their peers nationwide, the ENERGY STAR® label is available as an indicator of superior energy performance. Buildings carrying the ENERGY STAR® label consume on average about 35 percent less energy than their non-ENERGY STAR® counterparts.

LEED is a building certification process that looks at various aspects of “green building” and awards recognition to buildings that meet certain standards. Users of the LEED process earn credits in several categories associated with green buildings. These differ by the type of LEED certification, but generally include: sustainable sites, water efficiency, energy & atmosphere, materials & resources, indoor environmental quality, and innovation. While each category may have required prerequisites that must be met, for the bulk of the credits required for certification users can choose in which categories they wish to focus based on their own priorities. Energy efficiency may or may not be one of those priorities, depending on the user.

EPA believes that energy efficiency is the first step to green, and that all green buildings should be energy efficient. Using ENERGY STAR tools and resources, and ENERGY STAR recognition where available, will ensure that your green buildings (whether certified by LEED or another system) are truly energy efficient.

What if I haven't owned my building for a full year?

Building owners should begin benchmarking the **first full calendar year after**:

- the building receives its Temporary Certificate of Occupancy or Certificate of Occupancy (whichever comes first)
- the building changes ownership

My building is smaller than 50,000 square feet. Can it be benchmarked?

Yes! All buildings can be benchmarked using Portfolio Manager. Your final benchmark result will be calculated as either an energy benchmark score as 0 to 100 or as an Energy Use Intensity (EUI) measure per square foot.

What are the benefits to voluntarily benchmarking my building and sharing data with the District if I am not legally required to do so?

You can't improve what you don't measure! Benchmarking your buildings helps you become more aware of how much energy and water is being used in your building(s), and can help you make more informed investment decisions. ENERGY STAR® Portfolio Manager enables building owners to evaluate and compare their building's energy and water use in relation to similar buildings around the country, and determine whether improvements are in order. Building benchmarking is the foundation of a sound energy management plan, as outlined by the US EPA at www.energystar.gov/benchmark. Over 200,000 building owners across the country are already using benchmarking with Portfolio Manager to track and manage energy in their buildings, and owners of high-performing buildings are reaping the benefits of earning the ENERGY STAR® label, distinguishing their properties in the marketplace.

How do I calculate the square footage of my building? What spaces should I include?

Calculate the gross square foot area of your building using the space attributes as defined by Portfolio Manager. The square footage entered in Portfolio Manager is the gross floor area, meaning the total floor area, for your building. The total square footage must include all supporting functions such as lobbies, stairways, restrooms, storage areas, elevator shafts, etc. Secondary spaces such as parking garages are not used to calculate gross

square feet; however, for the purposes of benchmarking, these spaces should be reported and accounted for in Portfolio Manager. More details can be found at www.energystar.gov/benchmark.

If you are unsure of your building's square footage, you can consult architectural plans or the Office of Tax and Revenue CAMA database at www.data.dc.gov. For residential buildings, the total gross building area (GBA) provided does not include garages; for commercial or mixed use buildings, garages are included as part of the total GBA.

Do I include the garage when calculating the gross square footage of my building?

As noted above, in the District, garages, whether enclosed or open, do not have to be included when calculating square footage of a building for the District reporting threshold. However, the garage and other parking facilities that contribute to the energy use of the building should be included in the benchmark calculations.

How do I account for vacant space in my building?

If vacant space averages at least 10% of the building floor area over the past 12 months, vacant space must be input in Portfolio Manager as a separate space. For the vacant space, use the following operating characteristics (ex: Office):

- Weekly Operating Hours = 0
- Workers on Main Shift = 0
- Number of PCs = 0
- Percent Heated and Percent Cooled = Report conditioning as it occurs in the vacant space

If occupancy changes significantly over time, square footage can periodically be reallocated between the vacant and occupied spaces. For example, if 20,000 sq. ft. of space is vacated:

1. Edit the floor area of the occupied space, selecting **Update**. Remove 20,000 sq. ft. from the floor area and change the effective date to when the space was vacated. Click **SAVE**.
2. Using the same **Update** procedure and the same effective date as in Step 1, remove a corresponding number of workers and PCs from the occupied office space.
3. Edit the floor area of the vacant space, selecting **Update**. Add 20,000 sq. ft. to the floor area and change the effective date to when the space was vacated. Click **SAVE**.

If you have *already benchmarked without inputting vacant space separately*, please edit historical data:

1. Determine the average vacant percentage over the past 12 months. If it is at least 10%, follow Steps 2-4.
2. Create a new "Office" space for vacant space, leaving the effective date as 01/01/year built. Input the average vacant floor area over the last 12 months; 0 operating hours, workers, and PCs; and percentages heated and cooled that are the same as the remainder of the building. Do not change the effective date for any space attribute. Click **SAVE**.
3. Edit the gross floor area of your previously-existing "Office" space, selecting **Correct**. Reduce the floor area by the same amount as the vacant square footage you just added. Do not change the effective date. Click **SAVE**.
4. If you had previously updated the existing "Office" space square footage as building functions changed (e.g., if space within the building was reallocated among office space and computer data center as tenancy changed), there may be a Revision History. If this is the case, it is important to also correct the historical floor area shown in the revision history. Click **EDIT** next to that number and remove the same square footage as in Step 3. Do not change the effective date. Click **SAVE**.

If you have already benchmarked your building with vacant space separate from occupied space, but have input vacant space operating hours, workers or PCs as anything other than zero, please change the attributes to zero.

Select **Correct** and do not change the effective date when editing these attributes.

How do I prepare for benchmarking?

There are many ways you can prepare for benchmarking including:

- Learn about Portfolio Manager. Go to www.energystar.gov/benchmark to find out more.
- Attend a local training or take a webinar. Local benchmark training started in DC in April 2010. ENERGY STAR® webinars are ongoing. Go to www.ddoe.dc.gov for a schedule.
- Open a Portfolio Manager account.
- Collect 2010 energy utility, water utility, and space use information that will be needed to complete your benchmarking in Portfolio Manager. A list of requirements by building type can be found on the District's Data Collection Worksheet at www.ddoe.dc.gov.
- Please note: “Space Use Attributes” information will be required for both residential and non-residential buildings benchmarked in the District. This will help you calculate results if only partial utility information is available.
 - For information about reporting requirements for your building, visit www.ddoe.dc.gov.
 - For help choosing the appropriate building type, refer to the Portfolio Manager Help at www.energystar.gov/benchmark and click on “Space Type Definitions.”
 - Some buildings may contain multiple space types within a single building (e.g. office, data center, and parking OR K-12 school and swimming pool). Select as many major space types as are applicable to your building and fill in their respective information as necessary.
 - If your building has multiple tenants with the same space type, these spaces should be entered separately only when the number of weekly operating hours among tenants differs by more than 10 hours. For example, in a 100,000 square foot (SF) office building where 75,000 SF operates 60 hours a week and 25,000 SF operates 80 hours a week, please list as two separate spaces – one 75,000 SF space and one 25,000 SF space.
- Check with your local industry association for information and updates on benchmarking. If you’re new to energy benchmarking, visit www.energystar.gov/benchmark for more information, or talk to a colleague who has benchmarked their buildings.
- Prepare to enter final results under District guidelines in Fall 2011.

If I am already benchmarking am I all set?

Almost. Benchmarking under District guidelines is based on EPA’s standard Portfolio Manager requirements. All definitions and processes are based on Portfolio Manager guidance. However, some data that is “optional” in Portfolio Manager benchmarking will be required under District regulations. Namely, these are:

- Water utility data for your building
- Space use attribute information
- Inclusion of metered parking garages and facilities in benchmarking

See the District **2010 Benchmark Data Collection Worksheet** for a full set of District data requirements within Portfolio Manager.

How is benchmarking in Portfolio Manager different under District requirements?

Benchmarking under District guidelines is based on EPA’s standard Portfolio Manager requirements. All definitions and processes are based on Portfolio Manager guidance. However, some data that is “optional” in Portfolio Manager benchmarking will be required under District regulations. Namely, these are:

- Water utility data for your building
- Space use attribute information
- Inclusion of metered parking garages and facilities in benchmarking

See the District **2010 Benchmark Data Collection Worksheet** for a full set of District data requirements within Portfolio Manager.

How do I collect the required energy utility, water utility, and space use information?

Reference your energy and water bills for information about use. Pepco, Washington Gas, and DC Water include usage for the last 12 months on each bill. More utility history is available online or by calling customer service.

To request relevant utility and space use information from tenants, use either the **Request for Non-Residential Tenant Information** template letter or the **Request for Residential Tenant Information** template letter in the regulatory support package. The package is available at www.ddoe.dc.gov. See the proposed regulations for a schedule of mailing requirements for tenant information requests.

What types of buildings can be benchmarked using Portfolio Manager?

Any type of building can be benchmarked, or rated for energy and water performance using the Portfolio Manager tool. A percentile-based performance score (or “rating”) of 1-100 is available for the following building types:

- Bank/Financial Institution
- Courthouse
- Data Center
- Hospital (Acute Care and Children's)
- Hotel
- House of Worship
- K-12 School
- Medical Office
- Office
- Residence Hall/Dormitory
- Retail Store
- Senior Care Facility
- Supermarket
- Warehouse (refrigerated and unrefrigerated)

All other building types, for example multifamily buildings and municipal buildings such as libraries and fire stations, can be benchmarked with the less precise but still useful Energy Use Intensity (EUI) metric, measured in kBtu/sq ft. Most buildings that achieve a EUI result can still be compared to similar building types for energy performance.

My building is not eligible for a performance rating benchmark score. Can I still benchmark?

Yes. All building are ratable within Portfolio Manager. If your building type is not eligible for a performance benchmark score from 1-100, you will receive an Energy Use Intensity (EUI) result in kBtu/sq ft. The District will accept results in both metrics.

I have a mixed-use building. Can I benchmark it using Portfolio Manager?

Yes. Portfolio Manager provides guidelines for incorporating various use types within a multi-use building. You will need to account for each major building use when you benchmark.

I am purchasing green power generated and delivered by my local utility. Will this improve my benchmark rating?

No. The ENERGY STAR® rating is a measure of the thermodynamic performance of your building, which is determined by the amount and type of fuel your building consumes. The rating is designed to reflect the energy efficiency of the building, not the efficiency of the utility (or source) supplying energy to your building. Each fuel in Portfolio Manager is assigned one national source-to-site factor, which does not provide either a credit or a penalty to a building due to

efficiency of the local grid. This provides an equitable evaluation of the building's performance relative to the national building stock.

Once I know how my buildings perform, how do I go about improving the poor ones?

Once you have rated your buildings, the objective is to improve their energy performance. EPA provides many resources to help you in this effort. First, use the proven [Guidelines for Energy Management](#) offered by ENERGY STAR® to determine where to start and how to maximize the return on your upgrade investments. Second, refer to the EPA's [Building Upgrade Manual](#) to learn more about specific upgrade strategies and technologies. Additional information on energy management, efficient technologies, and financial evaluation can be found on the [Tools & Resources](#) page on the ENERGY STAR Website.

As you implement new management strategies and technical upgrades, you can use Portfolio Manager to track changes in your buildings' energy performance and verify improvement.

My tenants manage their own energy use. Do I still need to get this information from them?

Yes. As a building owner you need to ask tenants for energy and water use information; use DDOE's template non-residential or residential request letter to obtain information from your tenants. You are required by law to ask your tenants for necessary information to complete your benchmarking. Non-residential tenants are legally obligated to provide the requested information to the building owner. Failure of a non-residential tenant to provide requested information, or of an owner to report benchmark results, may subject each party to a fine of \$100 per day of noncompliance. Compliance is voluntary for residential tenants.

Are tenants required to provide energy and water use information to a building owner?

Non-residential tenants are legally obligated to provide the requested information to the owner. Failure of a tenant to provide requested information, or of an owner to report benchmark results, may subject each party to a fine of \$100 per day of noncompliance. Residential tenants may provide information on a voluntary basis; however, please note that regardless of tenant response rate failure to report benchmark results may subject an owner to a fine of \$100 per day of noncompliance.

What should I do if one of my tenants leaves the building mid-year?

The building owner should ask the tenant to complete a Non-Residential Tenant Information Form for the period that the tenant occupied the building. The tenant is expected to provide the form to the building owner as soon as practicable after the tenant has vacated the building.

I do not have all of the tenant information required for benchmarking. What should I do?

Building owners should make a reasonable effort to obtain the required tenant information, including sending a Non-Residential or Residential Tenant Information form to each tenant. You may be asked to provide proof of this effort during an audit. If you are unable to obtain complete building information, you may follow one of the following methods for benchmarking your building:

- Owners of non-residential buildings should use *partial building benchmark reporting*, which includes available whole-building information, common area information, and available tenant information
- Owners of residential buildings should use *extrapolation benchmark reporting* or *partial building benchmark reporting*.
 - To complete extrapolation benchmark reporting, follow these steps:
 - Obtaining energy, water, and space use information for all common areas and for a minimum of ten percent (10%) of residential units in each apartment line (residential units stacked above one another, with approximately the same square footage) in the building
 - For a utility type that is not metered for the whole building, extrapolation must be performed each month as follows: Total energy or water use = [(U1 / N1) * T1] + [(U2 / N2)* T2] + [(U3 / N3) * T3]...[(Un / Nn) * Tn], where:
 - U is the total utility usage (energy or water) collected by a building owner for the month for 10% or more of the apartments in the specified apartment line for a given utility type

- N is the number of apartments in the specified apartment line for which the utility use was collected
- T is the total number of apartments in the specified apartment line
- 1 refers to apartment line 1
- 2 refers to apartment line 2
- n refers to the total number of apartment lines in the building, or the final apartment line under consideration in the building
- To complete residential partial building benchmark reporting, use available whole-building information and common area information. A partial building benchmark report must include a note of justification explaining why only partial data was used and reported, and provide proof of reasonable effort to obtain benchmark information. The District retains the right audit all reports, whether complete or partial, for accuracy of reporting.

Are there other options for benchmarking my portfolio that do not require manual data entry into Portfolio Manager?

Several energy information and bill handling providers have integrated the EPA's energy performance rating system into their products and services. A complete list can be found [here](#).

Can building management systems be linked to Portfolio Manager to automatically enter data?

It is possible to import building data from other tracking systems into Portfolio Manager using a downloadable Excel template. This template minimizes the need for manual data entry of building information by providing a simple way to move data from commercial utility tracking software or in-house tracking tools to a common spreadsheet format that can then be uploaded into Portfolio Manager. The import procedure is currently available for Office Buildings, K-12 Schools, Hotels, Hospitals, Warehouses, Medical Offices, Residence Halls, Supermarkets/Grocery Stores, and Other. It is intended to facilitate initial one time loading of large sets of building data (10 or more buildings or campuses). At this time it is not capable of updating information already in Portfolio Manager.

Portfolio Manager also allows you to update multiple meter entries at a time through **Multi Facility Meter Update**, available under **My Portfolio** in Portfolio Manager. This functionality enables you to download an Excel template which will list each facility and meter with the specified number of meter entries you select. You can then transfer data from your in-house tracking tool to the spreadsheet and upload the spreadsheet into Portfolio Manager.

Finally, a number of service providers offer automated benchmarking. For more information on this resource, visit the [Service Providers Offer Automated Benchmarking webpage](#).

How do I determine the percentage of my building that is heated and/or cooled?

You should determine what percentage of the floor space is supplied with hot and cool air through HVAC systems. Most office buildings are 100% heated and cooled, although some may have unfinished basements or storage areas that are not conditioned.

What is the definition of a “Data Center”?

The term “data center” applies to spaces specifically designed and equipped to meet the needs of high density computing equipment such as server racks used for data storage and processing. Typically, these facilities require dedicated, uninterruptible power supplies and cooling systems. Data Center functions may include traditional enterprise services, on-demand enterprise services, high performance computing, internet facilities, and/or hosting facilities. Data Centers are often free-standing, mission-critical computing centers. When a Data Center is located within a larger building, it usually has its own power and cooling systems. It is also common to have raised floor space to facilitate equipment cooling. The Data Center space is intended for sophisticated computing and server functions; *it should not be used to represent a server closet or computer training area.*

Should my server closets, computer training areas, telecom closets, or print/copy rooms be listed as "Data Center" space?

No, these are not defined as a "Data Center". The Data Center space type is intended for sophisticated computing and server functions which typically include high density computing equipment, dedicated cooling systems, uninterruptible power supplies (UPS), and raised floors.

Server rooms that do not meet the definition of a "data center" but have separate cooling systems and operating hours that differ from the rest of the building should be entered as a separate space in Portfolio Manager using the Office space type. In this space, enter the weekly operating hours (typically 168 hours), zero workers, and a number of PCs that approximates the number of servers in the space.

All other spaces mentioned here (including server rooms without separate cooling systems, computer training areas, telecom closets, print/copy rooms, and other areas that may have formerly been classified as Computer Data Center but do not meet the current definition of "Data Center") should be included in the total gross floor area input for the building's main space type (e.g., Office).

How do I submit my data to the D.C. Government?

- Make sure all required data for your building has been entered into Portfolio Manager following the District **2010 Benchmark Data Collection Worksheet**.
- Access **the District Report Template** at www.ddoe.dc.gov and download it into your Portfolio manager account. After logging into your Portfolio Manager account, select "Access My Portfolio" on the top left of the screen.
- Under "Report and Analysis" on the right side of the screen, select "Generate Reports and Graphs." Click the drop-down menu titled "Select a Report Template" and choose "District Benchmark Template"
- On the left side of the screen, select the building(s) that you are submitting. Once done, click the "Release Data" button in the upper right corner. EPA will then send a confirmation to the account contact.

How will the District check results?

Expect verification within the Portfolio Manager tool, and spot checks by the District Department of the Environment. More information on this will be released in the proposed and final regulations on www.ddoe.dc.gov.

Is there a penalty for noncompliance?

Yes. Building owners who do not report benchmark results to DDOE, and non-residential tenants who do not provide requested information to the owner, may be fined up to \$100 per day for each day of noncompliance.

How long should I keep my benchmarking records?

Building owners should keep benchmark results and supporting records for at least three years. Benchmark results and supporting records should be available for inspection and audit by DDOE during normal business hours, following reasonable notice. Examples of supporting records include:

- U.S. EPA and DDOE confirmation emails with a proof-of-submission date
- A copy of the building owner's energy, water, and space use attribute information entered into Portfolio Manager
- Copies of applicable tenant information forms and letters

I still have questions. How do I get more information?

- Visit the District Department of the Environment's webpage: www.ddoe.dc.gov
- Visit the EPA's ENERGY STAR® webpage: www.energystar.gov/benchmark.
 - To view ENERGY STAR® FAQs, click "Portfolio Manager FAQs" from the "Selected Resources" menu on the right side of the page.

- To view EPA ENERGY STAR® training information, click “Training” from the “Quick Finder” menu on the right side of the page.
- Contact DDOE at (202) 671-3042 or info.benchmark@dc.gov

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Glossary

Apartment line – residential units that are stacked one above another, and that have substantially similar shapes and square footage.

Benchmark results – the outcome generated by Portfolio Manager that includes either Energy Use Intensity (EUI) and or a 1-100 benchmark score.

Building owner – an individual, partnership, corporation, trust, association, firm, joint stock company, organization, commission, or other private entity either possessing title or designated to govern a privately-owned building, or an agent authorized to act on behalf of the private entity.

Director – the Director of the District Department of the Environment.

District Benchmark Results and Compliance Report – the Portfolio Manager report that includes benchmark results, identifies reporting methodology, and confirms completion of a building's benchmarking to the District.

District Benchmark Template – the template developed by DDOE in partnership with U.S. EPA, that exports from Portfolio Manager the building information required for building owners to fulfill District benchmarking requirements.

District Data Collection Worksheet – the list of data fields required to fulfill District benchmarking requirements.

Effective Date- date the benchmarking regulations enter into force/become effective

ENERGY STAR® Portfolio Manager benchmarking tool or Portfolio Manager – the system developed by U.S. EPA that rates the performance of a building using the U.S. EPA's national Energy Performance Rating system.

Extrapolated benchmark reporting – an alternative benchmarking method that includes available whole-building information, common area information, and additionally, available tenant information that accounts for at least ten percent (10%) of residential units in each apartment line in the building.

Non-Residential Tenant Information Form – the District form used by a building owner to collect the information required for benchmarking from a non-residential tenant.

Non-Residential Tenant Notification Letter – the District form letter used by a building owner to inform a non-residential tenant that the tenant is required to provide the information required for benchmarking.

Partial-building benchmark reporting – an alternative benchmarking method that includes available whole-building information, common area information, and for non-residential buildings only, available tenant information.

Residential Tenant Information Form – the District form used by a building owner to collect the information required for benchmarking from a residential tenant.

Residential Tenant Notification Letter – the District form letter used by a building owner to request the information required for benchmarking from a residential tenant.

Space use attributes – information such as the conditioned floor area, weekly operating hours, the number of occupied units, and the number of computers in use as defined by the Portfolio Manager, according to a building type.

Tenant – a person leasing, renting, or occupying a non-residential or residential apartment, condominium, cooperative, office, or other space in a building.

U.S. EPA – the U.S. Environmental Protection Agency.

Utility – a company distributing, supplying, or transmitting electricity, natural gas, or other fuel for heating, cooling, or power generation, or water to a building.

Whole-building information – information on space use attributes or on one or more of the building's utilities, that is complete for an entire building.

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