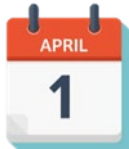


# ENERGYDC BENCHMARKING



## ENERGY BENCHMARKING FOR BUILDINGS IN THE DISTRICT

### WHAT IS BENCHMARKING?



District law requires all large private buildings within the District of Columbia, including multifamily residences, to collect and disclose their energy and water consumption to the Department of Energy and Environment (DOEE) annually. The reporting deadline is April 1st of each year for disclosure of the previous calendar year's data.

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. In the District, benchmarking and reporting is done using U.S. EPA's free ENERGY STAR® Portfolio Manager® tool. Summary data for each reported building is published on DOEE's website.

### IS MY BUILDING REQUIRED TO BENCHMARK?

All commercial and multifamily buildings over 50,000 gross square feet are required to report benchmarking data to the District on a yearly basis. Starting in 2022, the benchmarking building size threshold begins to drop. See the graphic below to determine when your building will need to start benchmarking. Also check your building plans or blueprints and the DOEE's Covered Building List to verify the square footage of your building.

BUILDING SIZE	REPORTING REQUIREMENT BEGINS
50,000+ ft <sup>2</sup>	2013
25,000-49,999 ft <sup>2</sup>	2022
10,000-24,999 ft <sup>2</sup>	2025

### WHAT INFORMATION DO I NEED TO BENCHMARK?

For a benchmarking report to be considered complete and accurate, you will need:

- DC Real Property Unique Identifier (SSL/Parcel/Complex Number)
- Property use details (gross floor area, operating hours, number of occupants, etc.)
- Whole-building energy and water data for the full calendar year being reported



More information on where and how to obtain this information can be found on the second page of this flyer under the Benchmarking Checklist.

### HOW CAN I GET HELP?

Not sure where to begin with benchmarking your building's energy use and increasing your building's energy efficiency?

- Visit the DOEE Benchmarking website at [www.doe.dc.gov/energybenchmarking](http://www.doe.dc.gov/energybenchmarking)
- View a Portfolio Manager 101 webinar video to help guide you through the benchmarking process: [www.energystar.gov/buildings/training/training](http://www.energystar.gov/buildings/training/training)
- Contact the DOEE Benchmarking Help Center at 202-671-3300 or email [info.benchmark@dc.gov](mailto:info.benchmark@dc.gov)
- Visit the DC Sustainable Energy Utility (DCSEU) website for help improving your building's energy efficiency: [www.dcseu.com](http://www.dcseu.com)

# ENERGY BENCHMARKING CHECKLIST

## GET STARTED (FOR FIRST-TIME BENCHMARKERS):

- Determine if your property is subject to the benchmarking law based on the current building size threshold outlined on the first page of this flyer.
- Create a Portfolio Manager account on EPA's benchmarking site, [www.energystar.gov/portfoliomanager](http://www.energystar.gov/portfoliomanager) or log in to your existing account.

## COLLECT AND ENTER DATA (FOR RETURNING BENCHMARKERS):

- Identify and collect the data you will need to complete District benchmarking requirements for the applicable calendar year. This will include:
  1. DC Real Property Unique ID: (SSL/Parcel/Complex Number)
    - Found in the Covered Building List ([doee.dc.gov/energybenchmarking](http://doee.dc.gov/energybenchmarking))
  2. Property Use Details:
    - Outlined in the EPA's Data Collection Worksheet ([portfoliomanager.energystar.gov/pm/datacollectionworksheet](http://portfoliomanager.energystar.gov/pm/datacollectionworksheet))
  3. Energy and Water Utility Information:
    - Aggregated whole-building data for multi-tenant buildings can be requested directly from Pepco and Washington Gas. See DOEE website for more information.
- Enter building and utility data into your Portfolio Manager account. For assistance, review available EPA trainings at [energystar.gov/buildings/training/training](http://energystar.gov/buildings/training/training) or contact the District Benchmarking Help Center directly.
- Run the Data Quality Check in Portfolio Manager for time period ending in December of the year you are reporting to identify any potential errors that may require your attention.

## REPORT RESULTS TO THE DISTRICT:

- Authorize the transfer of benchmarking data from Portfolio Manager to DOEE by reporting deadline of April 1. Visit the DOEE website for full instructions on how to enroll in Automatic Annual Reporting.

## FOLLOW-UP AND TAKE ACTION:

- Track your progress in Portfolio Manager. Maintain all benchmark documents related to your properties for at least three years after the submission date. If you acquire updated or corrected utility, floor area, or space use data, you must update the data in Portfolio Manager and notify DOEE within 30 days.
- Work with DOEE and DC SEU to access a multitude of resources to help maximize energy efficiency and save money. Visit [www.dcseu.com](http://www.dcseu.com) for more information.