



Prepare to Benchmark Compliance Checklist

The District of Columbia **Green Building Act (GBA) of 2006**, as amended by the **Clean and Affordable Energy Act of 2008**, requires owners of large buildings in the District to benchmark the energy and water performance of their buildings. These laws and pursuant regulations 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 United States 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. 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	2010-2012	April 1, 2013**
Over 150,000 sq ft	2011-2012	April 1, 2013**
Over 100,000 sq ft	2012	April 1, 2013*
Over 50,000 sq ft	2013	April 1, 2014*

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

**The deadline for reporting of 2010 and 2011 benchmark information for private buildings has been extended as a result of delays in the finalization of the regulation

2. Decide who will be the person or people 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, available at <http://ddoe.dc.gov/energybenchmarking>. These documents include the **District Benchmark Data Collection Worksheet** for the applicable year(s), and the model **Non-Residential Tenant Information Form**.

Data Collection

5. Identify the data you will need to complete benchmarking for District requirements. This will include:
- unique building identifier as listed on the DDOE covered building list.
 - 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 (where available) or individual meter energy and water utility information, as specified in Portfolio Manager and the **District Benchmark Data Collection Worksheet** for the applicable year. 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 the applicable calendar year(s). If you do not have direct access to non-residential tenant utility information, you will need to request it from your non-residential tenants. DDOE has prepared a form, the **Non-Residential Tenant Information Request Form**, to assist you in this process. Make sure you are consulting the appropriate year's forms as you must request all

applicable information on the forms. **If you have only residential tenants, you do not need to collect any tenant data.** Utility bills for all fuel types used in the building and water will be needed, covering the full calendar year. Up to fourteen months of bills may be needed to cover the full year. If your building was recently completed, or has changed ownership in the last two years, you must benchmark beginning with the first full calendar year after the issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy, or after a change in ownership.

Data Entry

- 7. Enter building data into your Portfolio Manager account. Contact the DC SEU technical support helpline at 202-525-7036 or benchmarking@dcseu.com for technical assistance.
- 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. You may also optionally enter contextual information about a building that you wish to be disclosed in the notes field to help explain the score/EUI.
- 9. Make sure you have identified your building in the “Unique Building Identifier” field in Portfolio Manager according to the following format:
 - **For properties identified by a Square, Suffix, Lot (SSL) number:** 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
 - **For Condominiums:** The eight digit complex number composed of the Square, Suffix, and Regime. Each condominium complex is assigned a unique regime code upon creation.

Report Benchmark Results to the District

- 10. Access the **District Report Template** for the appropriate year or years 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.

Recommended 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.