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Benchmark Your Way To Building Energy Performance Standards

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Montgomery County Energy Summit



Montgomery County Benchmarking and Performance Standards Law

[Building Energy Use Benchmarking and Performance Standards law](#) was signed into law in May 2014, and amended in April 2022. The law:

Covers commercial & multifamily buildings 25,000 square feet and greater

Uses ENERGY STAR Portfolio Manager to collect data

Requires data to be submitted to the County by June 1st each year for public disclosure

Mandates data verification every 3 years



What Is Energy Benchmarking?

Track Annual Energy Use
Compare Measured Performance
Inform and Motivate Improvement



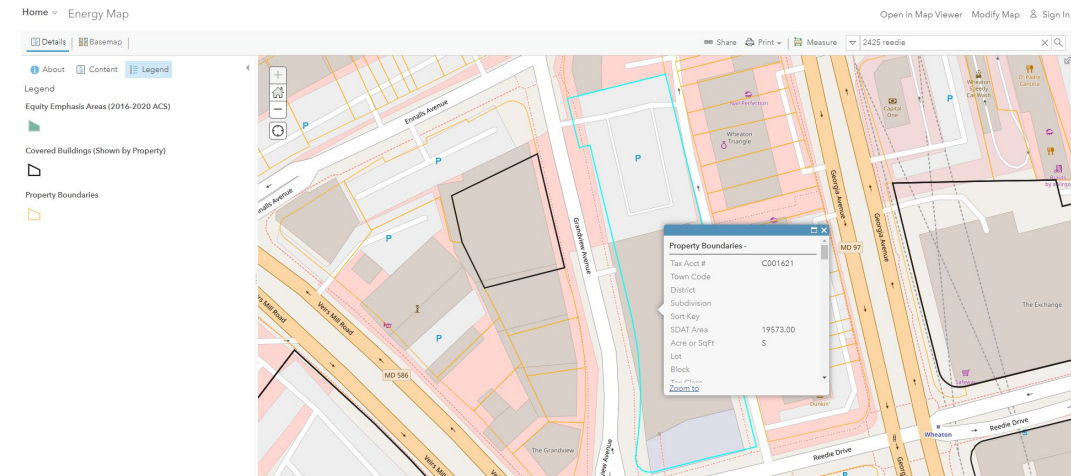
Building Benchmarking Timeline

Group	Building Coverage	First Calendar Year Benchmarking Period	First Benchmarking Deadline
County	County-owned buildings 50k+ gsf	2014	June 1, 2015
Group 1	Commercial buildings 250k+ gsf	2015	June 1, 2016
Group 2	Commercial buildings 50k - 250k gsf	2016	June 1, 2017
Group 3	Commercial buildings 25k - 50k gsf; County buildings 25k - 50k gsf; Previously exempted buildings of all sizes	2022	June 1, 2023
Group 4	Multifamily residential buildings 250k+ gsf	2022	June 1, 2023
Group 5	Multifamily residential buildings 25k - 250k gsf	2023	June 1, 2024



Is my building covered by the law?

- DEP publishes a [Covered Building Inventory](#) that lists the address and floor area of covered buildings
- [Online GIS map](#)
- The [Building Look Up](#) tool



Need to find your building?

Many benchmarking ordinances require a building ID as part of the report submission process. Seamlessly identify your building and current compliance status with our helpful lookup tool.

Search by Address

* Street

Search by Building ID

State/Province

Colorado

City

Akron

Search Address

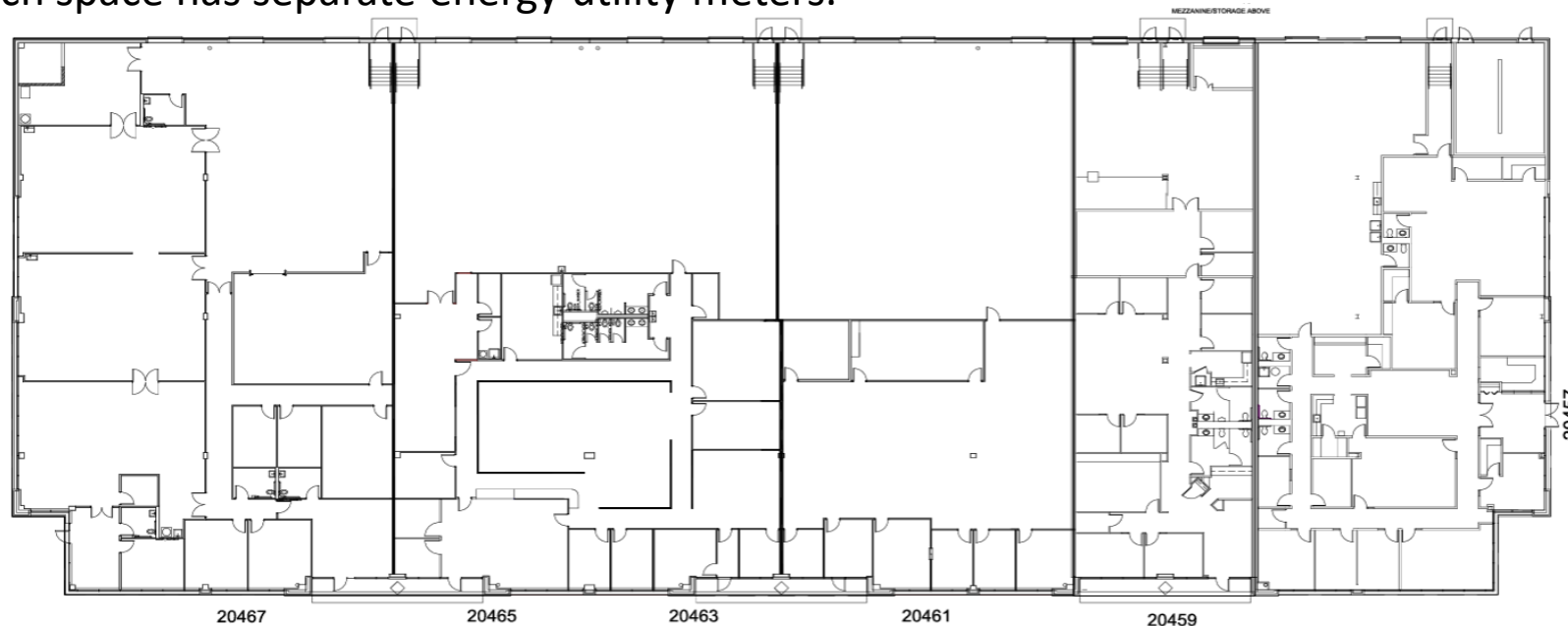
DEP-private-building-inventory.xlsx

DEP's private building inventory contains the Montgomery County Building ID and best known building gross square footage, both of which will be needed to benchmark your building. Each building owner will need to confirm their own building square footage to determine coverage under the law. Other information, such as land use category, building name, and owner name, are provided for context based on latest available records as the time of publishing. To better filter data, select the 2nd row, and then select the "Filter Views" option from the Data in the menu bar above.

Group	Montgomery County Building ID	Street Address	City	Zip	Building Gross Floor Area	Land Use Category	Land Use Description	Building Name	Owner Name	First Benchmarking Deadline
3	00152444	100 Maryland Avenue	Rockville	20850-2322	131,203	Government Building	Government Building	Council Office Building	MONTGOMERY COUNTY	June 1, 2015
4	00152455	27 Courthouse Sq	Rockville	20850-2308	92,450	Government Building	Government Building	Grey Courthouse Building	MONTGOMERY COUNTY	June 1, 2015
5	00278265	1700 Apple Ln	Silver Spring	20904	54,022	Government Building	Government Building	White Oak Community Recreation Center	MONTGOMERY COUNTY	June 1, 2015
6	00952594	8106 Georgia Avenue	Silver Spring	20910	40,655	Government Building	Government Building	Progress Place (New)	MONTGOMERY COUNTY MD	June 1, 2023
7	00952594_A	8106 Georgia Ave	Silver Spring	20910	35,894	Government Building	Government Building	Fire Station #01	MONTGOMERY COUNTY MD	June 1, 2023
8	00954200	2000 Dennis Ave	Silver Spring	20902	53,432	Government Building	Government Building	Dennis Ave Health Center	MONTGOMERY COUNTY MARI	June 1, 2015
9	01093362	11701 Georgia Ave	Silver Spring	20902	94,000	Government Building	Government Building	Wheaton	MONTGOMERY COUNTY	June 1, 2015
10	01311981	3950 Ferrara Drive	Silver Spring	20906	51,543	Government Building	Government Building	Holiday Park Senior Center	MONTGOMERY COUNTY	June 1, 2015
11	01775544	18330 Montgomery Village	Gaithersburg	20879	51,000	Government Building	Government Building	Gaithersburg Library	MONTGOMERY COUNTY	June 1, 2015
12	01823533	5301 Tucker Ln	Rockville	20852	206,159	Government Building	Government Building	Strathmore Concert Hall	MONTGOMERY COUNTY	June 1, 2015
13	01966255	1301 Piccard Dr	Rockville	20850	93,915	Government Building	Government Building	Piccard Office Building	MONTGOMERY COUNTY MARI	June 1, 2015
14	02253130	101 Monroe Street	Rockville	20850	234,976	Government Building	Government Building	Executive Office Building	MONTGOMERY COUNTY	June 1, 2015
15	02362285	12900 Middlebrook Rd	Germantown	20874	94,873	Government Building	Government Building	Upcounty Regional Services Center	MONTGOMERY COUNTY	June 1, 2015
16	02469995	401 Hungerford Dr	Rockville	20850	82,888	Government Building	Government Building	Ihfa Administrative Offices	MONTGOMERY COUNTY	June 1, 2015
17	03257260	100 Edison Park Drive	Gaithersburg	20878	373,116	Government Building	Government Building	Public Safety Headquarters	MONTGOMERY COUNTY MD	June 1, 2015
18	03214200	19840 Century Blvd	Germantown	20878-7207	49,189	Government Building	Government Building	Germantown Library	MONTGOMERY COUNTY	June 1, 2015
19	03444741	21 Maryland Ave	Gaithersburg	20877	98,060	Government Building	Government Building	Rockville Memorial Library	MONTGOMERY COUNTY	June 1, 2015
20	03690710	50 Maryland Avenue	Rockville	20850	166,000	Government Building	Government Building	Circuit Court South Tower	MONTGOMERY COUNTY	June 1, 2015
21	03690720_A	50 Maryland Avenue	Rockville	20850	324,084	Government Building	Government Building	Circuit Court North Tower	MONTGOMERY COUNTY	June 1, 2015
22	03731970	8751 Snouffer School Rd	Gaithersburg	20879	180,447	Government Building	Government Building	Public Safety Training Academy	MONTGOMERY COUNTY MARI	June 1, 2015
23	03735204	900 Wayne Ave	Silver Spring	20910	88,929	Government Building	Government Building	Silver Spring Library	MONTGOMERY COUNTY MARI	June 1, 2015
24	00018631	21200 Conant Dr	Clarksville	20871	525,966	Office	Industrial - Engineering & Research	LANTHAN CATERING LLC	FRIENDSHIP PROPERTIES	June 1, 2016
25	00046844	6881 Rockledge Drive	Bethesda	20817	326,500	Office	Office Building	Center for Leadership Excellence	LOCKEED MARTIN CORP	June 1, 2016
26	00046844_A	6881 Rockledge Drive	Bethesda	20817	260,000	Office	Office Building	Corporate Headquarters	LOCKEED MARTIN CORP	June 1, 2016
27	00050794	11100 Rockville Pike	Rockville	20852	294,788	Office	Office Building	One Central Plaza	BISEK FMO OFFICE ONE CENTR	June 1, 2016
28	00135792	5650 Fishers Ln	Rockville	20852	1,403,544	Institutional/Community Fc	Office Building	5650 Fishers Lane	FISHERS LANE LLC	June 1, 2016
29	00260351	11255 New Hampshire Av	Silver Spring	20904	426,089	Retail	Department Store	White Oak Shopping LTD PTNSHP	SAUL SUBSIDIARY LTD PTNSHP	June 1, 2016
30	00494214	5530 Wisconsin Avenue	Chevy Chase	20815	804,876	Office	Office Building	Chevy Chase Building	FRIENDSHIP PROPERTIES	June 1, 2016

Exemptions

1. A building that can document that it is a single building less than 25,000 gross square feet.
2. Your building may be exempt if it contains individually owned or leased spaces where:
 - Each space is less than 25,000 gross square feet, **AND**
 - Each space does not share and is not connected by any interior space (even hallways), **AND**
 - Each space has its own energy systems (like HVAC and hot water heating) and there are no shared energy systems between spaces, **AND**
 - Each space has separate energy utility meters.



Exemptions

3. A building for which more than 50% of the total gross floor area is used for:

- Public assembly in a building without walls; or,
- [Industrial uses](#) where the majority of energy is consumed for manufacturing, the generation of electric power or district thermal energy to be consumed offsite, or for other process loads; or,
- [Transportation](#), [communications](#), or [utility infrastructure](#).

Montgomery County Building Energy Benchmarking Reporting Portal

<https://mcenergybenchmarking.org/>

Waivers

Must be applied for annually by May 1st at

Montgomery County Building Energy Benchmarking Reporting Portal

<https://mcenergybenchmarking.org/>

Financial Distress

- Subject of a tax lien sale or public auction due to property tax arrearages;
- Controlled by a court appointed receiver;
- Recently acquired by a deed in lieu of foreclosure

Vacancy

On average, less than one full-time-equivalent employee occupied the building during the calendar year being reported;

Demolition

The covered building was demolished or received its demolition permit during the calendar year for which benchmarking is required

New Construction

The covered building is newly constructed and has received its certificate of use and occupancy during the calendar year for which benchmarking is required

How to report if...

My property has multiple buildings but there is only one MBID?



How to report if...

My apartment has retail on the first floor



How to report if...

My property is a strip mall with a tenant greater than 25,000 sqft



Need Help?

Benchmarking HOW-TO GUIDE

[link](#)

DEP Help Desk

Energy@MontgomeryCountyMD.Gov

240-777-7707

Schedule one on one virtual session

[link](#)

Montgomery County Green Bank's Technical Assistance Program

[link](#)

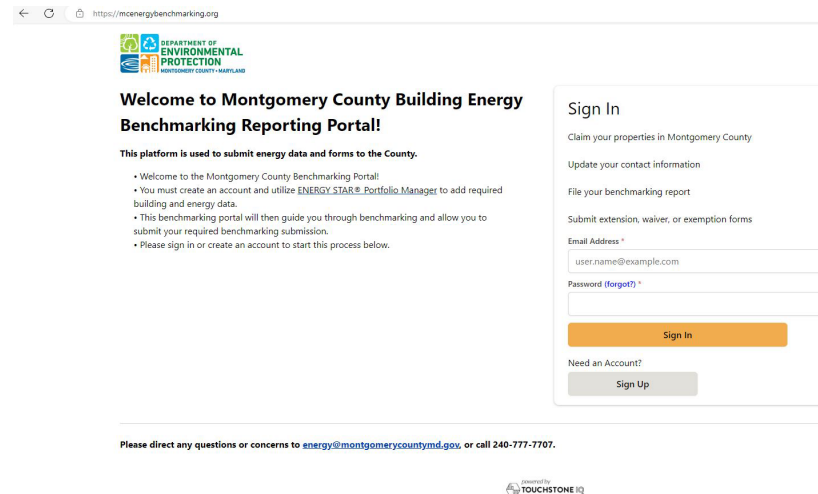
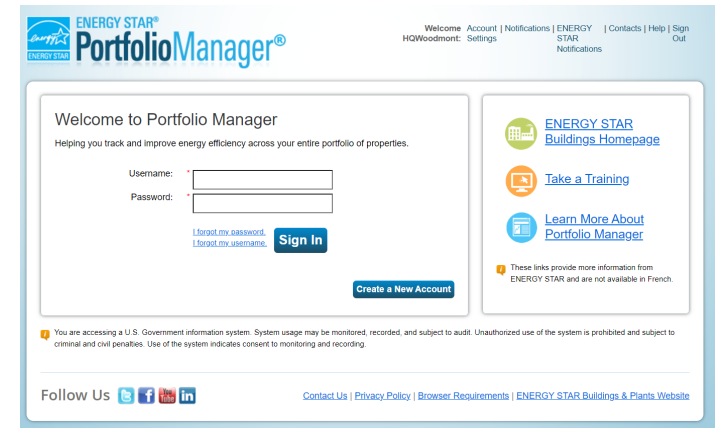


Montgomery County Benchmarking Ambassadors

[link](#)

Three Steps To Successful Reporting:

1. Benchmark in ENERGY STAR Portfolio Manager
2. Data Verification
3. Submit Data to DEP via our new Montgomery County Building Energy Benchmarking Portal

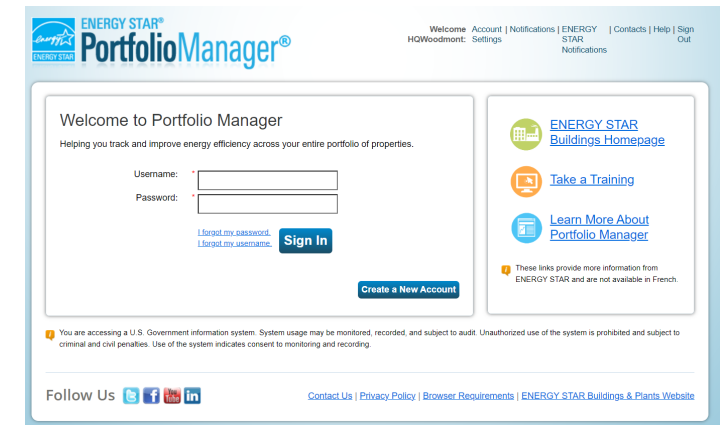


STEP 1: Benchmarking in ENERGY STAR Portfolio Manager



To compile a complete report, you will need to gather:

- Address
- Montgomery County Building ID
- Gross floor area
- Property use type(s)
- Energy bills for all fuels used in the building (e.g. electric, gas, steam, chilled water, generator power, solar, etc.) covering January 1 through December 31 of the reporting year.



STEP 1: Benchmarking in ENERGY STAR Portfolio Manager



MBID

- The Montgomery County Building ID (MBID) is your building's unique identification number.

MyPortfolio | Sharing | Reporting | Recognition

Benchmarking Test Office

111 Rockville Rd, Rockville, MD 20850 | [Map It](#)

Portfolio Manager Property ID: 12347059

Year Built: 2002

[Edit](#)

Not currently eligible for ENERGY STAR Certification

Change Metric

ENERGY STAR Score (1-100)

Current Score: 38

Baseline Score: 49

Summary | **Details** | Energy | Water | Waste & Materials | Goals | Design

Unique Identifiers (IDs)

Portfolio Manager ID: 12347059

Custom IDs: None

Standard IDs: 1 [view](#)

You can select from Portfolio Manager's Standard IDs to provide information to others in data requests. Or you can create up to three Custom IDs so that you can cross reference your property in other systems.

[Edit](#)

Without entering the MBID in Portfolio Manager exactly as it appears (including any leading zeros), your property will be deemed non-compliant.

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:

ID:

Standard ID - County/District:

Montgomery County, MD Building ID (MBID) ID: 01234567

Standard ID - State/Province:

ID:

Standard ID - Other:

ID:

[+ Add Another](#)

Gross Floor Area

- Gross floor area is measured as the space between the exterior surfaces of the building's enclosing fixed walls:
 - **INCLUDES** tenant areas, common areas, meeting areas, restrooms, elevator shafts, stairways, basement space, mechanical equipment areas, and storage rooms.
 - **EXCLUDES** all parking areas, exterior loading docks, exterior balconies, driveways, unroofed light wells, and plenums between floors.

If you are struggling to verify your building's GFA, the Montgomery County Green Bank may be able to provide technical assistance and connect you with a vendor to obtain an accurate GFA measurement.

STEP 1: Benchmarking in ENERGY STAR Portfolio Manager



Property Use Types

- Entering the gross floor area of each property type in the building will allow DEP to provide you an accurate area-weighted building energy performance standard target that takes the size of each property use type into account.
- DEP recommends breaking out all property use types and gross floor area in ENERGY STAR Portfolio Manager if they meet one of the following criteria:
 - The space accounts for at least 10% of the property's total GFA
 - The space is a high-intensity use type (like data center, laboratory, restaurant, supermarket, swimming pool, etc).

The screenshot displays the 'Details' tab of the ENERGY STAR Portfolio Manager interface. On the left, the 'Basic Information' section shows: Construction Status: Existing property that is one single building; Property GFA - Self-Reported: 250,204 Sq. Ft.; Occupancy: 90%. An 'Edit' button is visible. Below this is the 'Unique Identifiers (IDs)' section. The main area is titled 'Property Uses and Use Details' and includes a 'View as Diagram' link, an 'Add Another Type of Use' dropdown, and an 'Add' button. A table lists the property uses:

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Office	250,204 ft ²	I want to... ▼
▶ Parking Use	Parking	50,913 ft ²	I want to... ▼
▶ Custom Use Details (Learn More)			I want to... ▼

Summary statistics at the bottom of the table:

- Property GFA (Buildings): **250,204** (used to calculate EUI)
- Property GFA (Parking): 50,913

STEP 1: Benchmarking in ENERGY STAR Portfolio Manager

Report Energy Consumption



Gather **ALL** utility bills for your whole-building energy data for **ALL** the calendar days of 2023

Option 1: Gather your bills

- Best when the property is master metered
- May need more than 12 bills to cover all the calendar days of 2023
- Enter start date, end date, usage and unit of measure exactly as the bill says
- **Must include all energy use in the building, not just common area**

Option 2: Request data from your utility providers

- Best when there are multiple tenants
- Must sync data aggregation portal to ESPM: Energy usage data will be automatically entered into ESPM
- More details regarding this process will be discussed on a future slide

Details of your Electric Charges

Non-Residential-MGT-LV IIB - service number
Electricity you used this period

<u>Meter Number</u>	<u>Energy Type</u> Use (kWh)	<u>End Date</u> Feb 26 <u>Reading</u> 006709	<u>Start Date</u> Jan 30 <u>Reading</u> 006596	<u>Number Of Days</u> 28 <u>Multiplier</u> 80	<u>Total Use</u> 9096
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<u>Meter Number</u>	<u>Energy Type</u> On-Peak Use (kWh)	<u>End Date</u> Feb 26 <u>Reading</u> 003466	<u>Start Date</u> Jan 30 <u>Reading</u> 003412	<u>Number Of Days</u> 28 <u>Multiplier</u> 80	<u>Total Use</u> 4355
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<u>Meter Number</u>	<u>Energy Type</u> Int-Peak Use (kWh)	<u>End Date</u> Feb 26 <u>Reading</u> 002334	<u>Start Date</u> Jan 30 <u>Reading</u> 002293	<u>Number Of Days</u> 28 <u>Multiplier</u> 80	<u>Total Use</u> 3294
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<u>Meter Number</u>	<u>Energy Type</u> Off-Peak Use (kWh)	<u>End Date</u> Feb 26 <u>Reading</u> 000907	<u>Start Date</u> Jan 30 <u>Reading</u> 000889	<u>Number Of Days</u> 28 <u>Multiplier</u> 80	<u>Total Use</u> 1447
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<u>Meter Number</u>	<u>Energy Type</u> On-Peak Demand (kW)	<u>End Date</u> Feb 26	<u>Start Date</u> Jan 30	<u>Number Of Days</u> 28	<u>Total Use</u> 81.30
	Int-Peak Demand (kW)	Feb 26	Jan 30	28	79.26
	Off-Peak Demand (kW)	Feb 26	Jan 30	28	40.75

Total use-kWh	9096
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▶ Basic Meter Information (***click on the arrow to the left to expand this section)

▶ Monthly Entries

Display Year(s):

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation
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01/30/2023 02/26/2023 9096

Your charges in detail

Rate Class: Commercial and Industrial Heating

Next Read Date: April 11, 2022

Meter Number	From date	To date	Reading Type	Previous Reading	Current Reading	Consumption Billed CCF
	2/10/22	3/9/22	Actual	77,601	78,806	1,205
Total CCF						1,205
Total Therms(TH) used for 28 days (Total CCFx1.166)						1,405.0

*SI factor of 1.1213 and BTU of 1.040.

Charges this period	Previous Bill Amount	\$6,615.67
	Payment February 14, 2022	\$-4,197.95
	Thank you	
	Balance brought forward	\$2,417.72
	DISTRIBUTION SERVICE	
	Distribution Charge 300.0 TH x .5095	\$152.85
	Distribution Charge 1,105.0 TH x .3089	\$341.33
	STRIDE Surcharge	\$24.22
	EmPower MD Surcharge	\$5.34
	System Charge	\$41.95
	NATURAL GAS SUPPLY SERVICE	
	PGC 1,405.0 TH x .7222	\$1,014.69
	TAXES	
	Montgomery County Tax 1,405.0 TH x .1741295	\$244.65
MD Gross Receipts Tax Surcharge	\$0.15	
Sales Tax @ 0.0600	\$94.83	
Total Current Washington Gas Charges	\$1,920.01	
Total Washington Gas Charges This Period	\$4,337.73	

About your supplier

Your gas is supplied and distributed by Washington Gas.

Washington Gas is regulated by the Maryland Public Service Commission. www.psc.state.md.us.

Washington Gas will furnish rate schedule and bill calculation data upon request.

MD Commission phone: 800-492-0474

MD Commission address: William Donald Schaefer Tower 6 St Paul St., 16th Fl, Baltimore MD 21202

Other Contacts



Bill Inquiries: 844-WASHGAS
711 for TTY/TDD; voice relay



If you smell gas: Call 911 then 844-WASHGAS

Useful Information

CCF: A unit of measurement for the amount of gas used. One CCF = 100 cubic feet.


Distribution charge: Covers the monthly cost of transporting your gas through our pipes and storage tanks to your meter. The charge is based on the amount of gas used.

PGC (Purchased Gas Charge): The cost of the

STEP 1: Benchmarking in ENERGY STAR Portfolio Manager



Report Energy Consumption: Data Aggregation

- Gather AT LEAST 1 meter number from each building
- Must sync data aggregation portal to ESPM: Energy usage data will be automatically entered into ESPM
 - **Pepco**
 - Energy Usage Data System (EUDS) 
 - Must re-enroll in the new portal: expect a minimum of 3-4 weeks of turnaround time
 - Less than 4 tenants: will need the consent of each tenant
 - List building addresses with one known account number or meter number at the address
 - **Washington Gas**
 - Need to upload all gas meter numbers servicing the buildings
 - **Potomac Edison**
 - Customers must send an email to customer service with a list of meter number servicing the property and the timeframe that data is needed or login to their account to obtain data electronically.
 - **Baltimore Gas & Electric (BG&E)**
 - Visit their benchmarking website and follow the steps to obtain data.

Reach out to us if you need help with data syncing

STEP 2: Data Verification

Data verification must be performed if:

- This is the first-year reporting data OR it has been 3 years or more since data was last verified

Options:

- ENERGY STAR Certification
- Have a Recognized Data Verifier review and sign-off on your report.

What does a Recognized Data Verifier verify?

- Address
- Montgomery County Building ID (MBID)
- Gross Floor Area
- Property Use Type(s)
- Energy Consumption: Energy bills for all fuels used in the building (e.g. electric, gas, steam, chilled water, generator power, solar, etc.) covering January 1 through December 31 of the reporting year.

Data Verification Guide ([Google Doc](#))

STEP 2: Data Verification

Recognized Data Verifier



A “**recognized data verifier**” is an in-house or third-party professional with a current verification credential approved by the DEP Director. These include:

Professional Engineer (PE)	LEED-Fellow - For outstanding APs	Certified Facility Manager (CFM)
Licensed Architect	Building Energy Modeling Professional (BEMP)	Certified Building Commissioning Professional (CBCP)
Registered Architect (RA)	Commissioning Process Management Professional Certification (CPMP)	Certified Measurement and Verification Professional (CMVP)
Certified Energy Manager (CEM)	Operations and Performance Management Professional (OPMP)	Existing Building Commissioning Professional (EBCP)
Building Energy Assessment Professional (BEAP)	Certified Commissioning Professional (CCP)	RPA/FMA High Performance Designation (RPA/FMA-HP)
Certified Energy Auditor (CEA)	Associate Commissioning Professional (ACP)	Systems Maintenance Technician (SMT)
LEED - Professional with specialty in Operations + Maintenance (LEED-AP O+M)	Sustainability Facility Professional (SFP)	Systems Maintenance Administrator (SMA)
		Real Property Administrator (RPA) with caveat requirements ¹
		Certified Property Manager (CPM) with caveat requirements ²

Steps to complete data verification

- Step 1 - Run The Data Quality Checker Within Portfolio Manager
- Step 2 - Collect Any Information Needed From The Building Owner
- Step 3 - Review The Data In Portfolio Manager Using The Energy Star Data Verification Checklist
- Step 4 - Complete and Sign The Energy Star Data Verification Checklist
- Step 5 - Enter Your Credential Information Into ENERGY STAR Portfolio Manager
- Step 6 - Confirm The Building Is Shared With Montgomery County DEP In ENERGY STAR Portfolio Manager



NEW

Steps to complete data verification

Step 1 - Run The Data Quality Checker Within Portfolio Manager

The screenshot shows the Portfolio Manager interface for a property named 'Office Demo'. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'MyPortfolio' tab is active. Below the tabs, the property name 'Office Demo' is displayed next to a building icon. To the right of the icon, the address '2425 Reedie Dr, Potomac, MD 20902' and 'Map It' link are shown, along with 'Portfolio Manager Property ID: 33026639' and 'Year Built: 2005'. An 'Edit' link is also present. A 'Change Metric' link is located at the top right. A box indicates the property is 'Not currently eligible for ENERGY STAR Certification'. A 'Weather Normalized Source EUI (kBtu/ft²)' widget shows 'Current: N/A' and 'Baseline: N/A'. At the bottom, there are tabs for 'Summary', 'Details', 'Energy', 'Water', 'Waste & Materials', 'Goals', and 'Design'.

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

Data Quality Checker for [Office Demo](#)

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your [links](#) to view or correct your data as needed.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a [Metric Year](#)). Select a [Year Ending Date](#) and click "run checker" to see possible data issues.

Year Ending:

* Dec 31

2023

[Run Checker](#)

Steps to complete data verification

Step 1 - Run The Data Quality Checker Within Portfolio Manager

Step 2 - Collect Any Information Needed From The Building Owner

- Address
- Montgomery County Building ID
- Gross floor area: Blueprints, Architectural Plans, BOMA documents
 - SDAT real property look-up tool ([link](#))
 - The plat/survey document for the property ([link](#)): (note you'll need the plat # from SDAT)
- Property use type(s): rent rolls
- Energy Consumption: Energy bills for all fuels used in the building (e.g. electric, gas, steam, chilled water, generator power, solar, etc.) covering January 1 through December 31 of the reporting year.
 - # of units in the buildings
 - Meter Numbers by Fuel Type
 - Utility and Energy Bills
 - Utility data aggregation platform (to review meters included)
 - List of Addresses Served by Shared Systems

Steps to complete data verification

Step 1 - Run The Data Quality Checker Within Portfolio Manager

Step 2 - Collect Any Information Needed From The Building Owner

Step 3 - Review The Data In Portfolio Manager Using The Energy Star Data Verification Checklist

Steps to complete data verification

Step 1 - Run The Data Quality Checker Within Portfolio Manager

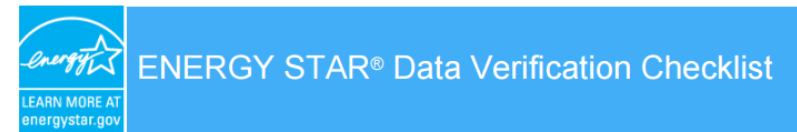
Step 2 - Collect Any Information Needed From The Building Owner

Step 3 - Review The Data In Portfolio Manager Using The Energy Star Data Verification Checklist

Step 4 - Complete and Sign the ENERGY STAR Data Verification Checklist

Use ENERGY STAR Data Verification Checklist as a Guide:

- Generated within Portfolio Manager, Reporting Tab
- Review in hard-copy, signature and credential info required
- Skip the Indoor Environmental Standards, Water Use
- Discuss errors with building owner
- Return completed form to building owner
- Site visit is not required!



86
ENERGY STAR®
Score¹

Sample Property
Primary Function: Office
Gross Floor Area (ft²): 200,000
Built: 1980
For Year Ending: 04/30/2013
Date Generated: 06/28/2013

1. The ENERGY STAR score is a 1-to-100 assessment of a building's energy efficiency as compared with similar building nationwide, adjusting for climate and business activity.

Property & Contact Information		
Property Address Sample Property 123 Main Street Arlington, Virginia 22030 Property ID: 5000023	Property Owner Wellington Commercial Property Managers 1 Washington Blvd Arlington, VA 22030 () - () - ()	Primary Contact Jane Smith 1 Washington Blvd Arlington, VA 22030 () - () - () jsmith@wcbp.com

1. Review of Whole Property Characteristics

Basic Property Information

1) **Property Name:** Sample Property Yes No
Is this the official name of the property?

Steps to complete data verification

Step 1 - Run The Data Quality Checker Within Portfolio Manager

Step 2 - Collect Any Information Needed From The Building Owner

Step 3 - Review The Data In Portfolio Manager Using The Energy Star Data Verification Checklist

Step 4 - Complete And Sign The Energy Star Data Verification Checklist

Step 5 - Enter Your Credential Information Into ENERGY STAR Portfolio Manager

Once complete, enter Recognized Data Verifier credential info in the [Verification fields on the Details tab](#). You'll need:

- **Calendar year of data verified and date of verification**
- **Name and contact info**
- **Credential (name/acronym)**
- **Credential identifier (ID #, state of issue)**

DO NOT ENTER COMPANY AS A DATA VERIFIER

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. Below these, the main content area displays property information for 'Benchmarking Test Property' at '255 Rockville Pike, Rockville, MD 20850'. The 'Details' tab is selected and highlighted with an orange box. To the right, there is a 'Weather Normalized Source EUI (kBtu/ft²)' section with 'Current: N/A' and 'Baseline: N/A'. Below the tabs, the 'Verification' section is visible, containing a text box with instructions: 'If you must comply with a state or local benchmarking law or other third-party program, you may also be required to verify your information. See your [local or state law for details](#).' An 'Add Verification Information' button is located at the bottom right of the verification section, highlighted with an orange box.

Steps to complete data verification

Step 1 - Run The Data Quality Checker Within Portfolio Manager

Step 2 - Collect Any Information Needed From The Building Owner

Step 3 - Review The Data In Portfolio Manager Using The Energy Star Data Verification Checklist

Step 4 - Complete And Sign The Energy Star Data Verification Checklist

Step 5 - Enter Your Credential Information Into Energy Star Portfolio Manager

Step 6 - Confirm The Building Is Shared With Montgomery County DEP In ENERGY STAR Portfolio Manager



The screenshot displays the Energy Star Portfolio Manager interface. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area shows 'Office Demo' with the address '2425 Reedie Dr, Potomac, MD 20902' and 'Portfolio Manager Property ID: 33026639'. A 'Sharing this Property' dialog box is open, showing that '2 People Have Access to this Property'. The dialog includes a table with columns for Name, Permissions, and Action. The table lists 'Montgomery County Department of Environmental Protection (MontgomeryDEP)' with the permission 'Exchange Data Shared by Yin Wu' and an action dropdown menu set to 'I want to...'. A 'Share' button is visible in the top right of the dialog.

Name	Permissions	Action
Montgomery County Department of Environmental Protection (MontgomeryDEP)	Exchange Data Shared by Yin Wu	I want to... ▼

STEP 3: Submit Data to DEP!

1. Share Your Building With Montgomery County DEP Within **ENERGY STAR Portfolio Manager**
2. Submit within [Montgomery County Building Energy Benchmarking Reporting Portal](#)

mcenergybenchmarking.org

DEPARTMENT OF ENVIRONMENTAL PROTECTION
MONTGOMERY COUNTY • MARYLAND

Welcome to Montgomery County Building Energy Benchmarking Reporting Portal!

This platform is used to submit energy data and forms to the County.

- Welcome to the Montgomery County Benchmarking Portal!
- You must create an account and utilize [ENERGY STAR® Portfolio Manager](#) to add required building and energy data.
- This benchmarking portal will then guide you through benchmarking and allow you to submit your required benchmarking submission.
- Please sign in or create an account to start this process below.

Sign In

Claim your properties in Montgomery County

Update your contact information

File your benchmarking report

Submit extension, waiver, or exemption forms

Email Address *

user.name@example.com

Password (forgot?) *

Sign In

Need an Account?

Sign Up

NEW

Please direct any questions or concerns to energy@montgomerycountymd.gov, or call 240-777-7707.

STEP 3: Submit Data to DEP

Connect with DEP in ENERGY STAR Portfolio Manager

1. Connect with Montgomery County DEP within **ENERGY STAR Portfolio Manager**
 - Add Contacts "**MontgomeryDEP**".

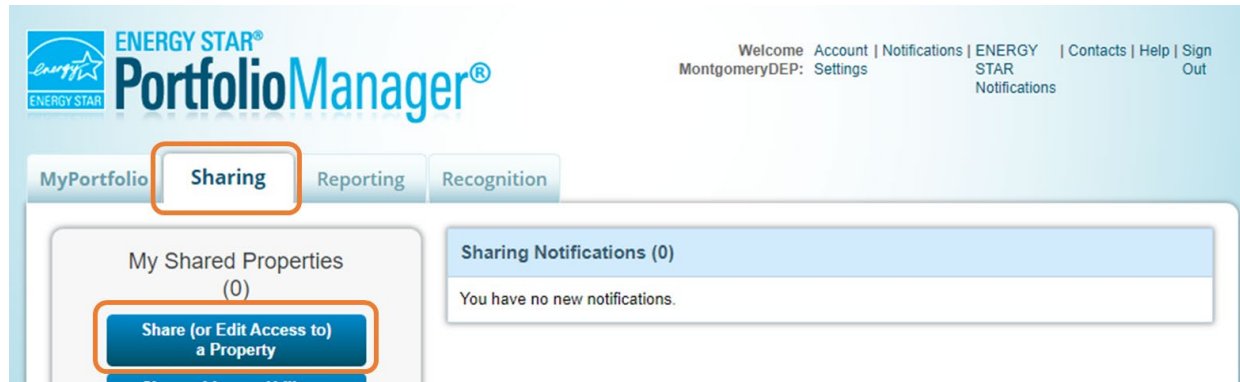
The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top, the navigation bar includes 'Welcome Account | Notifications | ENERGY STAR | **Contacts** | Help | Sign Out'. The main content area is titled 'My Contacts and Organizations' and contains a search bar for existing contacts and a button labeled 'Add New Contacts/Connections'. To the right, a 'Your Search Criteria' form is shown with fields for Name, Organization, Username (containing 'MontgomeryDEP'), and Email Address, along with a 'Search' button. Below the search criteria, a message prompts the user to 'Send a Connection Request to [Montgomery County Department of Environmental Protection](#) to Begin Exchanging Data'. The message includes instructions on how to complete the request and a 'Send Connection Request' button highlighted with an orange box. A 'Cancel' link is also present. In the bottom right corner, there is a red starburst graphic with the word 'NEW'.

STEP 3: Submit Data to DEP

Share Your Buildings with DEP in ENERGY STAR Portfolio Manager

2) Share read-only access with Montgomery County DEP

After successfully sharing your building profile with DEP, must share access to any new meters added



Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions, select the 2nd option.

- Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).
- Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.



Select the permission level below that you would like to grant [Montgomery County Department of Environmental Protection](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ All Meter Information			
▼ Energy Meters			
Electric Grid Meter #1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Electric Grid Meter #2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Natural Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



STEP 3: Submit Data to DEP

Claim Your Building in the Reporting Portal

1. Create an account and claim your building within the [Montgomery County Building Energy Benchmarking Reporting Portal](#)



Welcome to Montgomery County Building Energy Benchmarking Reporting Portal!

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- Please sign in or create an account to start this process below.

Sign In

Claim your properties in Montgomery County

Update your contact information

File your benchmarking report

Submit extension, waiver, or exemption forms

Email Address *

Password (forgot?) *

Need an Account?

My Buildings

Claim My Buildings

- Use the [Private Covered Buildings Inventory](#) to find your Montgomery County Building ID (MBID). You can copy any of these into the search to find and claim your property.
- You may also search by address, but please note that the address on file may not exactly match that in your records.
- If a property was previously claimed by another account holder, you may still request to claim the property. The Montgomery County Building Energy Team will be notified of the claim request and will either move the property to your account or reach out by email with further questions. This process ensures that two reports are not submitted for the same property.

Search

MBID	Building Name	Street	City	Compliance Status	Use Type	Gross Floor Area	Portal Owner	Claim
No Matching Results								
Data is not available for this section								

Search

MBID	Building Name	Street	City	Compliance Status	Use Type	Gross Floor Area	Portal Owner	Claim
99999999	Montgomery County Test Office	2425 Reedie Dr	Wheaton	Pending Revisions	Office	51000	Rob.Harris.Mogo.*****.Com	<input type="button" value="⊕"/>



STEP 3: Submit Data to DEP!

1. Create an account and claim your building within the **Montgomery County Building Energy Benchmarking Reporting Portal**
2. **Submit**

My Buildings

Claim Buildings

My Buildings

Reporting Year: Filter buildings:

Reporting Year	MBID	Building Name	Street	City	Compliance Status	Due Date	Actions
2024	00051112		11617 Old Georgetown Rd	Rockville	Not Submitted	06/01/2023	Actions for 00051112 Submission
2024	00551394		4905 Del Ray Ave	Bethesda	Not Submitted	06/01/2023	
2024	03163535	Hampshire Lodging Inc	7411 New Hampshire Ave	Adelphi	Not Submitted	06/01/2023	

Property Manager | Owner Information | MBID | Gross Floor Area | Property Use Types | Renewable Energy | Data Verification | [Submit Data to DEP](#)

Submit Data to DEP

1. Running the Data Quality Checker before submitting your data can help avoid errors. See this [link](#) for how to run data quality checker and help resolve common data quality issues before you submit.
2. Ensure you have shared your property with DEP via ENERGY STAR Portfolio Manager. DEP's Portfolio Manager username is "MontgomeryDEP". [Here is how to share your property.](#)

[Submit my Data](#)



Submit Data to DEP!

1. Create an account and claim your building within the **Montgomery County Building Energy Benchmarking Reporting Portal**

2. Submit

Reporting for previous years? Use the reporting year drop down menu to choose previous reporting year

My Buildings

Reporting Year: Filter buildings:

Reporting Year	MBID	Building Name	Street	City	Compliance Status	Due Date	Actions
2024	00051112		11617 Old Georgetown Rd	Rockville	Not Submitted	06/01/2023	<input type="button" value="Actions for 00051112"/> <input type="button" value="Submission"/>
2024	00551394		4905 Del Ray Ave	Bethesda	Not Submitted	06/01/2023	
2024	03163335	Hampshire Lodging Inc	7411 New Hampshire Ave	Adelphi	Not Submitted	06/01/2023	

Property Manager | Owner Information | MBID | Gross Floor Area | Property Use Types | Renewable Energy | Data Verification |

Submit Data to DEP

- Running the Data Quality Checker before submitting your data can help avoid errors. See this [link](#) for how to run data quality checker and help resolve common data quality issues before you submit.
- Ensure you have shared your property with DEP via ENERGY STAR Portfolio Manager. DEP's Portfolio Manager username is "MontgomeryDEP". [Here is how to share your property.](#)



After submission:



Building Info

Details about the building

MBID 00034004

ESPM ID 25416327

Compliance Status Pending Revisions

Building Name

Street Address 16315 Budd Rd

Suite Not Available



Alerts and Flags

Data quality alerts that are active on the building

Verifier credentials are missing

Period Ending Date for Year Verified is more than 3 years from last verification year or if data verification year is N/A



Submission Data

Energy and water usage information reported to ENERGY STAR® Portfolio Manager

Largest Property Type Other - Recreation

Site EUI (Energy Use Intensity kBtu/sq ft) 1.5

Weather Normalized Site EUI 1.5

ENERGY STAR Score Not Available

ENERGY STAR Certified No

Total Site Energy Usage (kBtu) 44640.6

Total Electricity Usage (kBtu) 13083.4

Natural Gas Use (kBtu) Not Available

Direct Emissions 0.0

After submission: Resolving data flags

- Data verification is due
- Low site EUI
- Drastic change in natural gas/electricity use
- Missing weather-normalized Site EUI
- No natural gas usage

After submission: Resolving data flags

- Energy Data Not Available

Building Info <small>Details about the building</small>		Alerts and Flags <small>Data quality alerts that are active on the building</small>		Submission Data <small>Energy and water usage information reported to ENERGY STAR® Portfolio Manager</small>	
MBID	03155193	Weather Normalized Site EUI (kBtu/ft²) field should be a number greater than 0		Largest Property Type	Self-Storage Facility
ESPM ID	3663405	Natural Gas Use (kBtu) field should have a number greater than 0.		Site EUI (Energy Use Intensity kBtu/sq ft)	Not Available
Compliance Status	Pending Revisions	Change in electricity use from previous year is greater than 50%.		Weather Normalized Site EUI	Not Available
Building Name	0380-Rockville - Parklawn Drive			ENERGY STAR Score	Not Available
Street Address	11850 Parklawn Drive			ENERGY STAR Certified	No
Suite	Not Available			Total Site Energy Usage (kBtu)	Not Available
				Total Electricity Usage (kBtu)	Not Available
				Natural Gas Use (kBtu)	Not Available
				Direct Emissions	0.0
				Direct Emissions Intensity	0.0

After submission

Check your building's reporting status:

[CY 2023 Benchmarking Compliance Status Report](#)

[CY 2022 Benchmarking Compliance Status Report](#)

CY2023 Montgomery County Benchmarking Compliance Status Report

File Edit View Insert Format Data Tools Extensions Help

100% View only

A1:I1 Buildings In Compliance with the Montgomery County Benchmarking Law, CY 2023 Reporting

	A	B	C	D	E
1	Buildings <u>In Compliance</u> with the Montgomery County Benchmarking Law, CY				
2	Last Updated: 03/11/2024				
3	CY 2022 energy benchmarking reports are due to DEP by June 3, 2024. This list will be updated on a weekly basis. Please email at energy@montgomerycountymd.gov if you have any questions. DEP's benchmarking website also has resources.				
4	Montgomery County Bu	Status	Street	City	Benchmarking Group
5	00045122	exempt	4910 strathmore a	kensington	Group 5
6	00049836	in compliance	6006 executive blv	rockville	Group 3
7	00079582	in compliance	12420 parklawn dr	rockville	Group 2
8	00079616	in compliance	5630 fishers ln	rockville	Group 2
9	00079627_B	exempt	12441 parklawn	rockville	Group 3
10	00134888	in compliance	12320 parklawn dr	rockville	Group 3
11	00156748	in compliance	50 west edmonsto	rockville	Group 2
12	00263640	exempt	10100 new hampsl	silver spring	Group 5
13	00421424	in compliance	4401 east-west hig	university park	Group 3
14	00423718	in compliance	5260 western ave	chevy chase	Group 2
15	00433535	in compliance	7220 wisconsin ave	bethesda	Group 3
16	00445668	in compliance	5000 bradley blv	chevy chase	Group 3
17	00551394	in compliance	4905 del ray ave	bethesda	Group 3
18	00662943	in compliance	5400 westbard ave	bethesda	Group 3
19	00928696	exempt	13949 penn shop r	mount airy	Group 3
20	00952880	in compliance	8555 16th st	silver spring	Group 2
21	00964991	in compliance	8750 arliss st	silver spring	Group 3
22	00974181	in compliance	9715 summit ave	kensington	Group 3

In Compliance Not In Compliance Data Flags Pending Revision

Q&A