U.S. DEPARTMENT OF ENERGY

Federal Building Energy Use Benchmarking Guidance

August 2014 Update

Use of Energy and Water Efficiency Measures in Federal Buildings (42 U.S.C. § 8253[f])

United States Department of Energy
Washington, DC 20585

I. Background

A. Authority – Benchmarking Requirements

Section 432 of the Energy Independence and Security Act of 2007 (EISA) requires the Secretary of the United States Department of Energy (DOE) to select or develop a building energy use benchmarking system and to issue guidance for use of the system. EISA also requires designated agency energy managers to enter energy use data for each metered building under 42 U.S.C. § 8253(e) that is (or is a part of) a covered facility into a building energy use benchmarking system, such as the ENERGY STAR Portfolio Manager tool (Portfolio Manager) (*see* 42 U.S.C. § 8253(f)(8)(A), as referenced in section III of this Guidance and in Appendix A). In addition, energy managers shall post and update the benchmarked buildings' performance data each year in the web-based EISA section 432 Compliance Tracking System (CTS) developed by DOE to track compliance with Section 432 of EISA. *See* 42 U.S.C. § 8253(f)(8)(C).

On December 5, 2013, President Obama issued a Presidential Memorandum entitled *Federal Leadership on Energy Management* (Presidential Memorandum), which addresses the benchmarking of Federal buildings and disclosure of building performance data. Section 3(a)(iii) of the Presidential Memorandum directs each agency to "ensure that for any agency buildings metered for energy and water performance, the associated monthly performance data is entered into the EPA ENERGY STAR Portfolio Manager to better manage energy performance and allow for benchmarking." Section 3(a)(iv) directs agencies to "publicly disclose annual benchmark energy performance data through the Department of Energy web-based tracking system established under section 543(f)(7)(B) of NECPA (42 U.S.C. 8253(f)(7)(B))." Section 3(c)(ii) directs DOE through the Federal Energy Management Program (FEMP), in coordination with EPA, to revise and update this benchmarking guidance, "including necessary revisions to benchmark building performance data fields and disclosure policies."

B. Criteria for "Facilities", "Covered Facilities", and "Metered Buildings"

1. Criteria for "Facilities" and "Covered Facilities"

For the purpose of benchmarking building energy performance under section 432 of EISA, the term "facility" means "any building, installation, structure, or other property (including any applicable fixtures) owned or operated by, or constructed or manufactured and leased to, the Federal Government." *See* 42 U.S.C. § 8253(f)(1)(C)(i). The term "facility" also includes:

1. "A group of facilities at a single location or multiple locations managed as an integrated operation" (42 U.S.C. § 8253(f)(1)(C)(ii)(I)); and
2. "Contractor-operated facilities owned by the Federal Government" (42 U.S.C. § 8253(f)(1)(C)(ii)(II)).

The term "facility" does not include "any land or site for which the cost of utilities is not paid by the Federal Government" (42 U.S.C. § 8253(f)(1)(C)(iii)).

For the purpose of compliance with section 432 of EISA, the term "covered facilities" means "Federal facilities, including central utility plants and distribution systems and other energy intensive operations, that constitute at least 75 percent of facility energy use at each agency." 42 U.S.C. § 8253(f)(2)(B).

More information on EISA Federal facility criteria is found in **"Facility Energy Management Guidelines and Criteria for Energy and Water Evaluations in Covered Facilities"** http://energy.gov/sites/prod/files/2013/10/f3/eisa_s432_guidelines.pdf.

2. Criteria for "Metered Buildings"

Metering plays the central role in supplying performance data for building benchmarking. DOE has determined that the statutory requirement and Presidential Memorandum directives apply to each individual building that is outfitted with a meter under 42 U.S.C. § 8253(e)[1] and that is or is a part of a "covered facility." These may be buildings that are stand-alone and separately-billed, or multiple buildings that are separately metered on Federal campuses or installations. Metered buildings that are not (or are not part of) EISA "covered facilities" are not required to be benchmarked, but agencies are encouraged to benchmark and disclose the performance data of these buildings as well.

C. Definitions

Benchmarking – The practice of accounting for and comparing a metered building's current energy performance with its energy baseline or historical performance, or comparing a metered building's energy performance with the energy performance of similar types of buildings.

Benchmarked Building – A building in which complete building square footage and energy consumption data has been entered into Portfolio Manager for at least 12 consecutive months, enabling the building to receive weather-adjusted energy use intensity (EUI) metrics (Btu per gross square foot) and a performance rating for that performance period, if it is eligible. If water use is metered, annual water use must also be entered in Portfolio Manager for the building to be considered benchmarked under this requirement.

Building Energy Use Benchmarking System – A tool or system of tools that enables the energy performance of a metered building to be benchmarked. The Presidential Memorandum of December 5, 2013, *Federal Leadership on Energy Management* provides that each agency shall ensure that for any agency buildings metered for energy and water performance, the associated

[1] DOE has developed guidance on facility metering requirements under Federal Building Metering Guidance (per 42 U.S.C. § 8253(e), Metering of Energy Use), see http://energy.gov/eere/femp/downloads/guidance-electric-metering-federal-buildings

monthly performance data is entered into the EPA ENERGY STAR Portfolio Manager to better manage energy performance and allow for benchmarking. Therefore, ENERGY STAR Portfolio Manager is the designated building energy use benchmarking system for use in fulfilling Federal benchmarking requirements.

Energy Baseline – An initial 12-month period of metered energy consumption used as a point of reference for comparison purposes.

Rating – The relative indicator of performance obtained from a benchmarking tool, such as the ENERGY STAR Score from Portfolio Manager. The rating allows the energy performance of the metered building or facility to be compared over time with itself and with the energy performances of similar types of buildings and facilities.

II. Designated Benchmarking System

A. ENERGY STAR Portfolio Manager

ENERGY STAR Portfolio Manager is the building energy use benchmarking system that DOE has selected to use for metered buildings that are, or are part of, covered facilities. *See* 42 U.S.C. § 8253(f)(8). Portfolio Manager was selected because of the following characteristics:

1. Portfolio Manager compares the energy performance of a building to a statistically representative model created with data from the Energy Information Administration's Commercial Building Energy Consumption Survey (CBECS);
2. Portfolio Manager is able to provide an energy performance rating for several commercial building types that represent over 60 percent of the U.S. commercial floor space;
3. Portfolio Manager was designed for benchmarking and is capable of storing energy consumption data;
4. Portfolio Manager is a Web-based application with secure access. A Portfolio Manager user controls data access and chooses whether or not to share building data with other Portfolio Manager users;
5. All commercial and institutional buildings can use Portfolio Manager to track energy consumption over time, and also can track water consumption, energy costs, water costs, and carbon emissions; and
6. Portfolio Manager is simple to use, requires minimal, easy-to-acquire information, and is easily understood.

Portfolio Manager rates the energy consumed by a building or facility on a scale of 1 to 100, relative to similar buildings nationwide. Known as the ENERGY STAR Score, this score indicates how a building performs against peer facilities nationwide using weather normalized source energy data. It also adjusts for the unique operating characteristics of the building, such as operating hours and occupancy. The score indicates a percentile rank of the facility once all

required data is entered. A building with a score of 75 or higher is eligible for ENERGY STAR Certification. While attainment of ENERGY STAR Certification is encouraged, it is not required.

Building space types eligible to receive an ENERGY STAR score using Portfolio Manager include: offices, medical office buildings, hospitals, courthouses, warehouses, residence halls/dormitories, banks/financial institutions, hotels, K-12 schools, houses of worship, retail stores, supermarkets, multifamily housing, and wastewater treatment plants. Ratings for additional building space types are added periodically.

For those buildings that are not eligible to receive an ENERGY STAR Score using Portfolio Manager, the U.S. Environmental Protection Agency (EPA) includes the national median for a number of building types as a point of comparison. These national medians are neither normalized for climate nor adjusted for activities that may affect energy use. The national medians are expressed as energy use intensities and most are derived from CBECS. The national medians can be used for some building types that cannot receive a score.

Buildings do not have to receive an ENERGY STAR Score in order to be considered benchmarked under this requirement.

Portfolio Manager can track the energy use intensity of a campus or other collection of buildings at the same geographic location. However, most "campus" facilities cannot receive an ENERGY STAR Score. The only exceptions to this are hospital campuses, senior care facilities, hotels, schools, and multifamily housing, which must include support facilities if they are not part of the main building(s).

B. Alternative Benchmarking Tools

Formerly, agencies were permitted to use alternative benchmarking tools such as the Labs 21 Benchmarking Tool or the Data Center Energy Profiler to fulfill the requirement for laboratories and data centers. However, the Presidential Memorandum, *Federal Leadership on Energy Management* requires agencies to use ENERGY STAR Portfolio Manager as the benchmarking tool to comply with the Federal building benchmarking requirements. Agencies may continue to use these and other existing agency tools for their own internal benchmarking, but must also use ENERGY STAR Portfolio Manager to meet the benchmarking and disclosure requirements.

III. Benchmarking Requirements

A. Benchmarking Performance of Metered Buildings

DOE has determined that the statutory requirement and Presidential directive apply to each individually-metered building under 42 U.S.C. § 8253(e) that is (or is a part of) a "covered facility."

Agencies should begin to use ENERGY STAR Portfolio Manager to track energy performance as soon as electricity is metered. All applicable sources of energy consumed by a building will need

to be entered into Portfolio Manager, including natural gas, steam, chilled water, propane, fuel oil, etc., to obtain a complete and accurate benchmarking result that can be used to assess the building's energy performance. Consumption for unmetered energy types can be obtained from billing information provided by the energy suppliers or estimated for buildings on multi-building campuses or installations.

Instances where a limited number of contiguous buildings (2 to 5) share electricity meters or centralized heating/cooling plants may be benchmarked as a property with multiple buildings in Portfolio Manager, providing a path for compliance for these types of facilities.

When a building is also metered for water consumption, water use must also be tracked in Portfolio Manager and disclosed.

Agencies with metered buildings that are less than 5,000 square feet should focus resources on benchmarking larger buildings in their inventories before benchmarking these smaller buildings.

Agency progress in benchmarking required buildings may be assessed annually in terms of percentage of buildings benchmarked per buildings metered for electricity in covered facilities or percentage of total covered facilities' square footage that is benchmarked.

B. Minimum Data Input Required for Benchmarking Metered Buildings

The following data is necessary in order to meet the statutory and Presidential Memorandum benchmarking requirements and to ensure that designated energy managers have the information they need to ensure the agency fulfills the requirements of EISA Section 432:

1. Building Characteristics:
    a. Type of building or facility (according to use, such as office, hospital, courthouse, warehouse, etc.);
    b. Building or facility location;
    c. All floor area (gross square feet) in the building;
    d. Building use details, which are specific to each building type (ex., occupancy and operating hour information), are optional but necessary for calculating a more accurate ENERGY STAR Score for eligible building types.
2. Energy Consumption – Includes (standard or advanced) metered monthly energy consumed by the building, as well as measured or estimated energy consumed from all other fuels.

Reporting building water consumption data is required to meet the Federal building benchmarking requirement for buildings that are metered for water use. Portfolio Manager provides multiple water consumption fields for reporting, but water use does not contribute to the ENERGY STAR score. CTS will accept reported water use data from Portfolio Manager, and will disclose the water use data to the public for those buildings metered for water use.

C. Benchmarking Data Reported to the Web-Based Compliance Tracking System

The annual performance information generated from Portfolio Manager from energy managers' inputs shall be posted into CTS for each fiscal year. The process of exporting annual benchmarking data from Portfolio Manager is explained in Appendix B.

This information shall be updated each year, and CTS will include the previous years' information to allow changes in building performance to be tracked over time.

Below is a summary of the building-level benchmarking metrics that are tracked annually in CTS:

- Building Name
- Building Identifier--- US Federal Real Property Profile Unique Identifier
- Location---city, state, zip code
- Type of building---per current ENERGY STAR Portfolio Manager types and mixed use/other (those that can be receive a score and those without scores)
- Building total floor space (Thou. Sq. Ft.)
- Annual energy use in terms of site-delivered million Btu
- Annual energy use in terms of source million Btu
- Annual site-delivered energy intensity (calculated kBtu/Sq. Ft.)
- Annual source energy intensity (calculated kBtu/Sq. Ft.)
- Annual weather-normalized site-delivered energy intensity (kBtu/Sq. Ft.)
- Annual weather-normalized source energy intensity (kBtu/Sq. Ft.)
- ENERGY STAR score for building type (1-100) (if applicable)
- Annual water use (thousand Gallons) (if metered)
- Annual water use intensity (Gallons/Sq. Ft.) (if metered)
- Greenhouse Gas Emissions (MT CO_2e)

DOE will make the building-level benchmarking information in the web-based tracking system available to the public at http://energy.gov/eere/femp/eisa-compliance-tracking-system-reports-and-data. Overall agency progress in benchmarking buildings will be tracked in CTS and also made available to the public. The detailed data dictionary including which data elements are available for public disclosure is contained in Appendix C.

D. Public Disclosure

EISA provides that, subject to certain exemptions, DOE must make the web-based tracking system available to Congress, other Federal agencies, and the public through the Internet. *See* 42 U.S.C. § 8253(f)(7)(C)(i). CTS provides data at the Federal agency level, facility-level, and sub-agency level (for some agencies). Each agency's data aggregated at the top-tier of its organization is publically available to demonstrate Government and agency progress in meeting the requirements for benchmarking. Sub-agency aggregated data is also available to the general public, at the discretion of the top-tier agency or Department. The CTS data findings are available to the public at http://energy.gov/eere/femp/eisa-compliance-tracking-system-reports-and-data.

In general, complete facility-level detailed data are publicly available within agency-defined organizational boundaries by default for the most recent and prior years. Facility- and building-level data are also available to the general public for review unless the Secretary of Energy grants an exemption from public disclosure for national security purposes.

Agencies may request that specific data from individual buildings and/or entire facilities not be made public if public disclosure would raise national security concerns. *See* 42 U.S.C. § 8253(f)(7)(C)(ii). The head (or appropriate delegate) of each top-tier Department or agency should submit a consolidated request to exempt data for specific covered facilities (and/or benchmarked buildings associated with the covered facilities) from public disclosure to the Secretary of Energy within 90 days of the release of this Guidance.

The non-disclosure requests must contain each of the following elements:

1. Identity of each covered facility and/or associated benchmarked buildings for which the exemption is sought,
2. The specific data elements sought to be withheld from the public, and
3. The reason public disclosure would affect national security.

Citation of agency internal guidance or other authorities supporting the decision is also encouraged. (See Appendix D for the format and process for requesting non-disclosure.) Requests **must not include** information that is sensitive or classified. Although facility-level data that is exempt from public disclosure will not be disclosed, this data will still be included in top-tier agency totals, to the extent possible. If, in the future, there is a need to apply the exemption to a facility because building stock/functions change, requests to withhold data from public disclosure must be submitted to the Secretary of Energy, through FEMP, 90 days prior to required non-disclosure. Changes to the exemption status of specific data for specific buildings must be submitted to the Secretary of Energy, through FEMP, 90 days prior to removal from public disclosure.

Greater transparency, through the provision of various data sets and reports for viewing by internal energy and facilities managers, other agency energy and facility managers, DOE, OMB, and the general public, is meant to accelerate continuous improvement of energy efficiency and water measures, adoption of best practices, demonstration and achievement of savings, and optimization of energy and water efficiency measures.

E. Periodic Review

This guidance will be reviewed, as necessary, to accommodate changes in statutory requirements or related guidance.

IV. Resources

1. **Energy Independence and Security Act, Section 432: Federal Facility Management and Benchmarking Requirements Overview:** http://energy.gov/eere/femp/eisa-section-432-federal-facility-management-and-benchmarking-requirements
2. **EISA 432 CTS Reports and Data:** View publicly-available reports and data illustrating Federal progress in meeting the requirements of Section 432 of EISA: http://energy.gov/eere/femp/eisa-compliance-tracking-system-reports-and-data
3. Federal Building Metering Guidance (per 42 U.S.C. § 8253(e), Metering of Energy Use), see http://energy.gov/eere/femp/downloads/guidance-electric-metering-federal-buildings
4. **Benchmarking Starter Kit** – The Benchmarking Starter Kit provides step-by-step guidance on how to benchmark a building using Portfolio Manager. The Benchmarking Starter Kit can be found on the ENERGY STAR website at www.energystar.gov.
5. **Energy Star Portfolio Manager FAQ, How do I input my building's CTS ID into Portfolio Manager?**: http://portfoliomanager.supportportal.com/link/portal/23002/23010/Article/35782/How-do-I-input-my-building-s-CTS-ID-into-Portfolio-Manager
6. **Energy Star Portfolio Manager FAQ, How do I export my buildings' data to CTS?**: http://portfoliomanager.supportportal.com/link/portal/23002/23010/Article/35783/How-do-I-export-my-buildings-data-to-CTS
7. **ENERGY STAR Portfolio Manager EISA 432 CTS Export Templates:** Release Federal agency benchmarking data to CTS: https://www.eisa-432-cts.eere.energy.gov/EISACTS/

Appendix A: 42 U.S.C. § 8253(f) (EISA 2007 Section 432)

The two statutory sections that directly pertain to benchmarking are as follows:

1. Web-Based Tracking System (42 U.S.C. § 8253(f)(7)(B)(i)) – *"Not later than 1 year after December 19, 2007, the Secretary shall develop and deploy a web-based tracking system required under this paragraph in a manner that tracks, at a minimum --"*

. . .

"(V) the benchmarking information disclosed under paragraph (8)(C)."

2. Benchmarking of Federal Facilities (42 U.S.C. § 8253(f)(8))

"(A) IN GENERAL.--The energy manager shall enter energy use data for each metered building that is (or is a part of) a facility that meets the criteria established by the Secretary under paragraph (2)(B) into a building energy use benchmarking system, such as the Energy Star Portfolio Manager.

(B) SYSTEM AND GUIDANCE.--Not later than 1 year after December 19, 2007, the Secretary shall--

(i) select or develop the building energy use benchmarking system required under this paragraph for each type of building; and

(ii) issue guidance for use of the system.

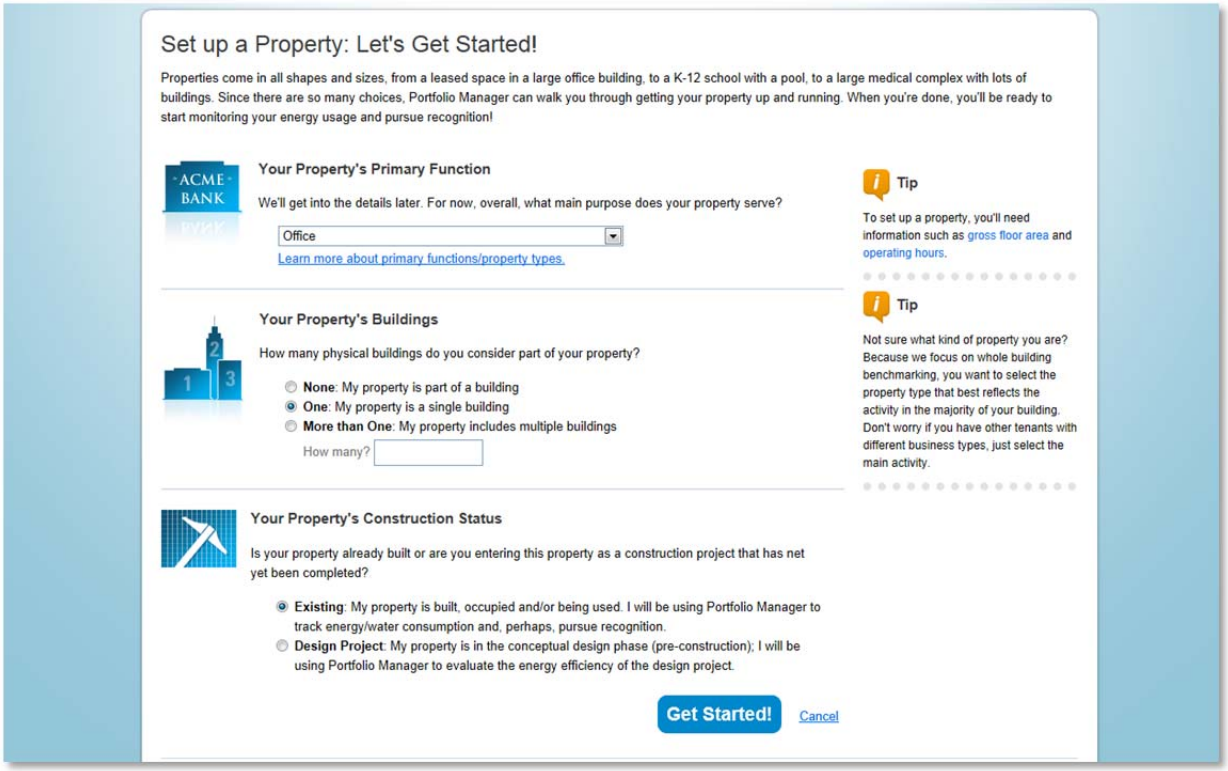
(C) PUBLIC DISCLOSURE.--Each energy manager shall post the information entered into, or generated by, a benchmarking system under this subsection, on the web-based tracking system under paragraph (7)(B). The energy manager shall update such information each year, and shall include in such reporting previous years' information to allow changes in building performance to be tracked over time."

Appendix B: Export of Annual Benchmarking Data from Portfolio Manager to CTS

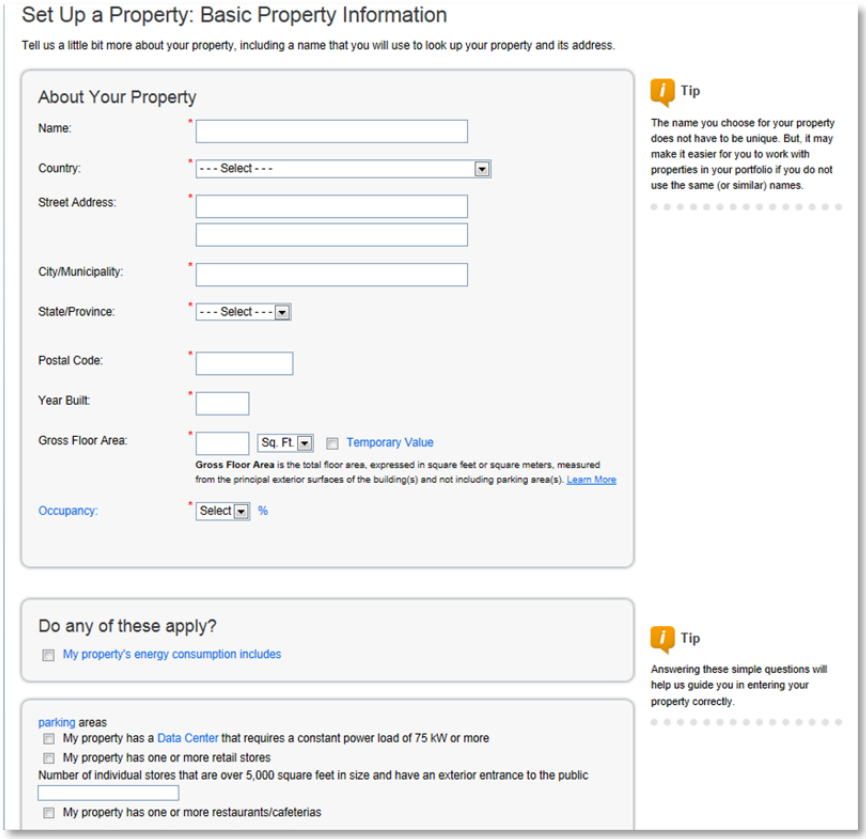
A. Add/Edit metered property information in Portfolio Manager

This section describes the overall process for entering benchmarking data into Portfolio Manager with respect to CTS requirements. Specific instruction in the use of the Portfolio Manager website is available on-line within the application.

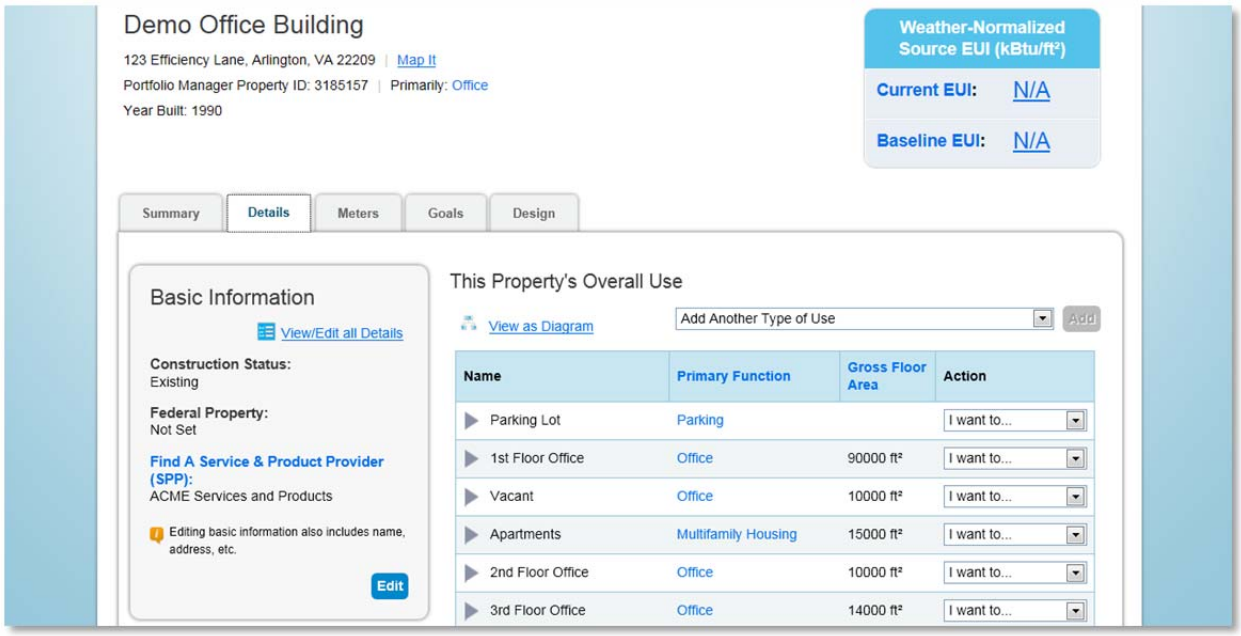
1) Once registered and logged into Portfolio Manager, access the "Add a Property" function from the "My Portfolio" page. To access the information below for an existing building in Portfolio Manager, select the building you wish to edit and then click "Edit" in the "Basic Information" table on the property's "Details" tab
2) Proceed to the "Set up a Property: Let's Get Started!" page (see screen shot below)
    a. Select the property's Primary Function from the list
    b. Specify whether the property is part of a building, a single building, or multiple buildings
    c. Specify whether the property is an existing property or in the Design phase



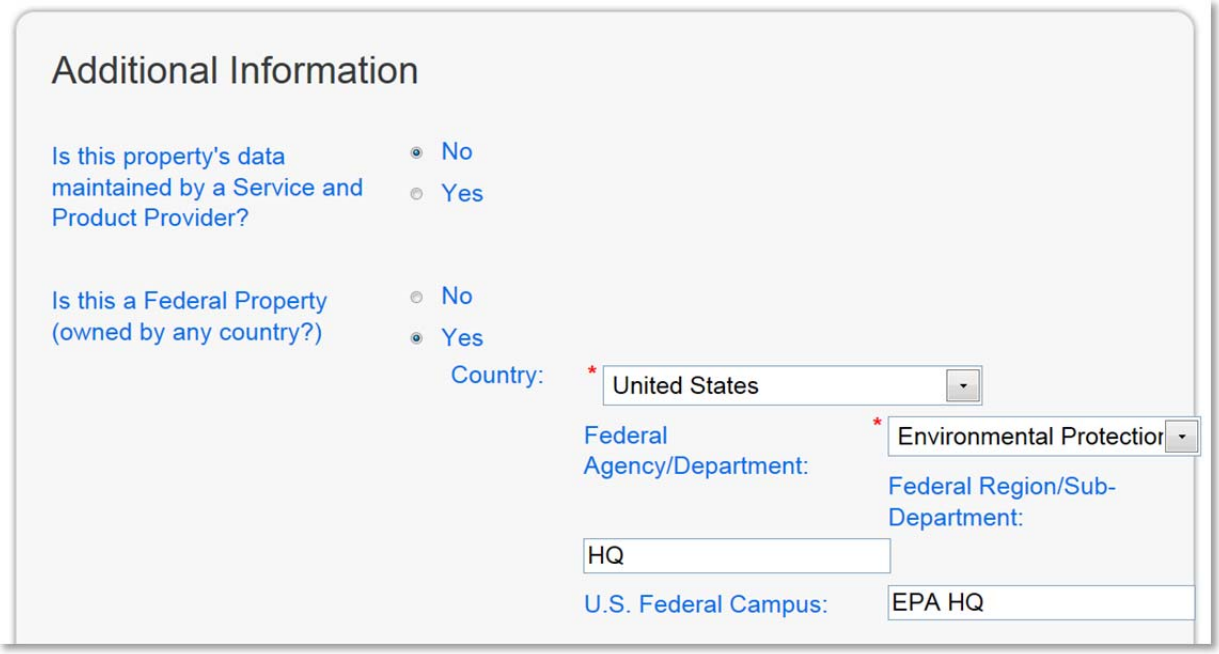
3) Click “Get Started!” to continue to the “Set Up a Property: Basic Property Information” page or “Edit Property” page
    a. Enter the property’s basic information



4) Click “Continue” to proceed to the “Set up a Property: How is it used?” page
    a. Specify the property’s use details, then click “Add Property”
5) After the property has been added, go to the Details tab



6) In the Basic Information box, click "Edit"
   a. Scroll down to the "Additional Information" box, and be sure to indicate that this is a federal property
   b. A dropdown menu will appear allowing you to select the country whose government occupies the property
   c. After selecting the country, a dropdown menu will appear allowing users to select the agency that occupies the property
   d. Further text boxes will appear allowing users to specify the sub-department and federal campus

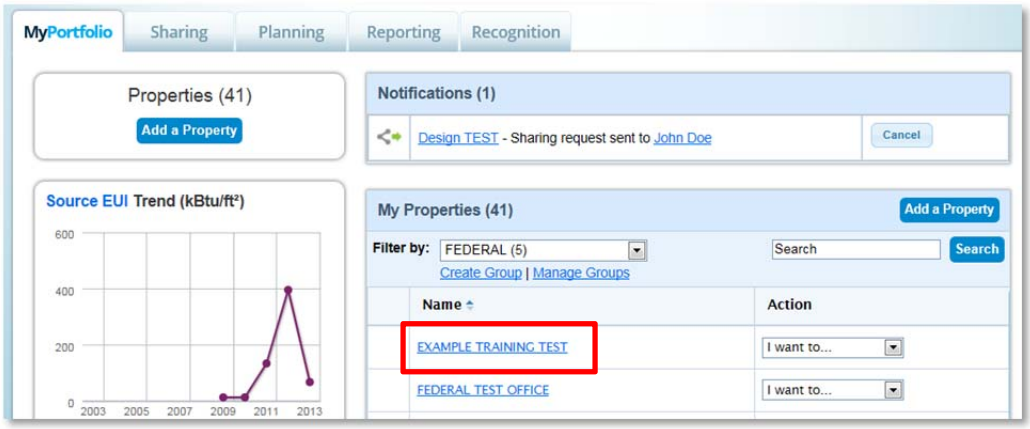


B. Add the Building's CTS ID to the Property Record

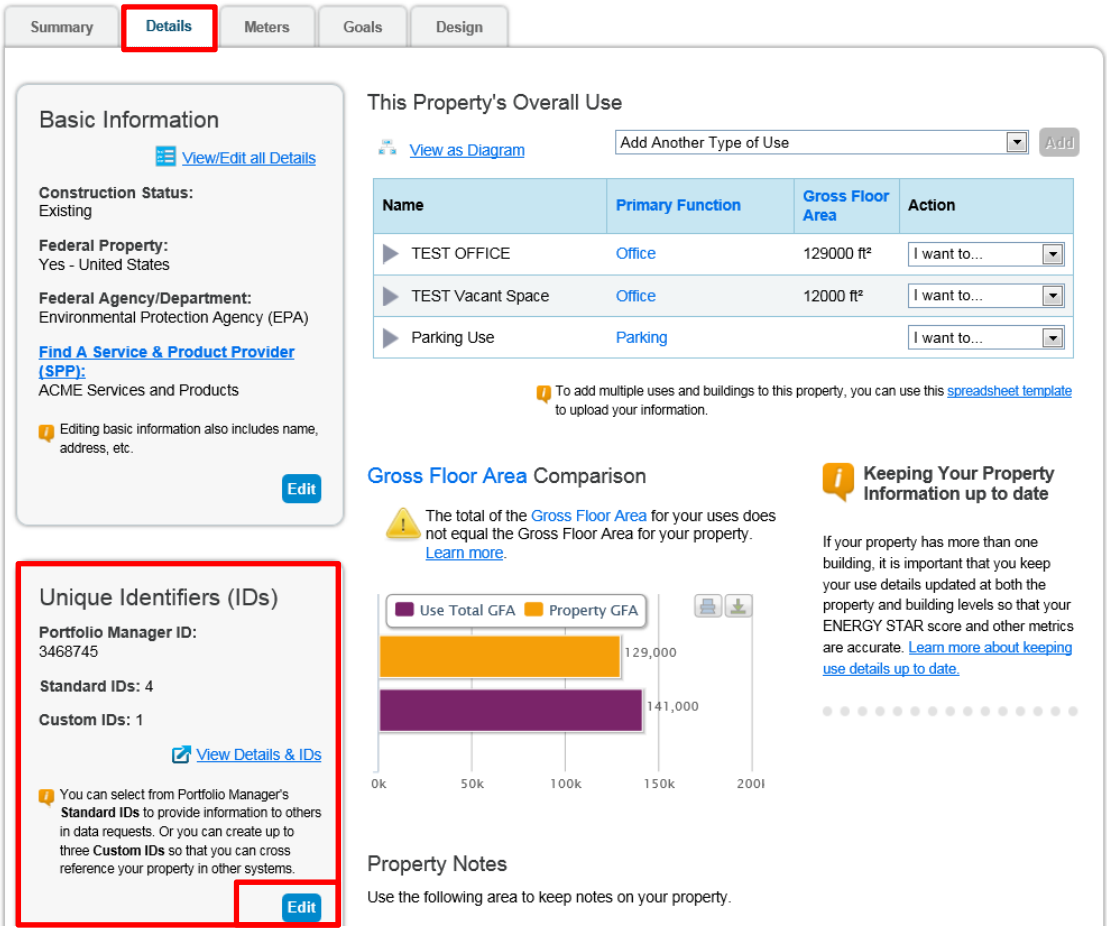
Portfolio Manager allows you to use any of three different methods to enter data. Each can be used to input the CTS ID, known in the tool as the "U.S. Agency Designated Covered Facility ID" for your building for release to the Federal Energy Management Program's Compliance Tracking System (CTS).

1) **Manual Entry**

In order to enter the CTS ID manually for your building in Portfolio Manager, you'll start by clicking to open up a property from the starting My Portfolio tab.



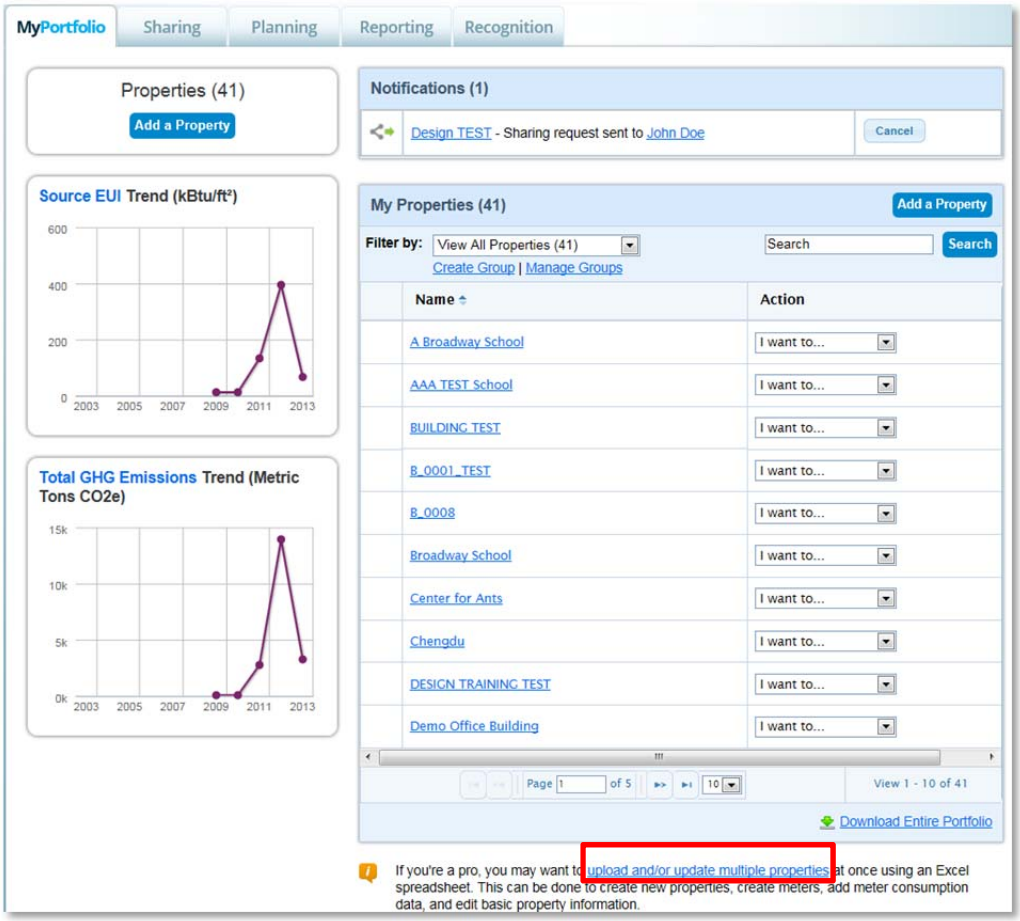
Once you've opened the property, you'll click on the Details tab, scroll down to the Unique Identifiers (IDs) box on the left, and click Edit.



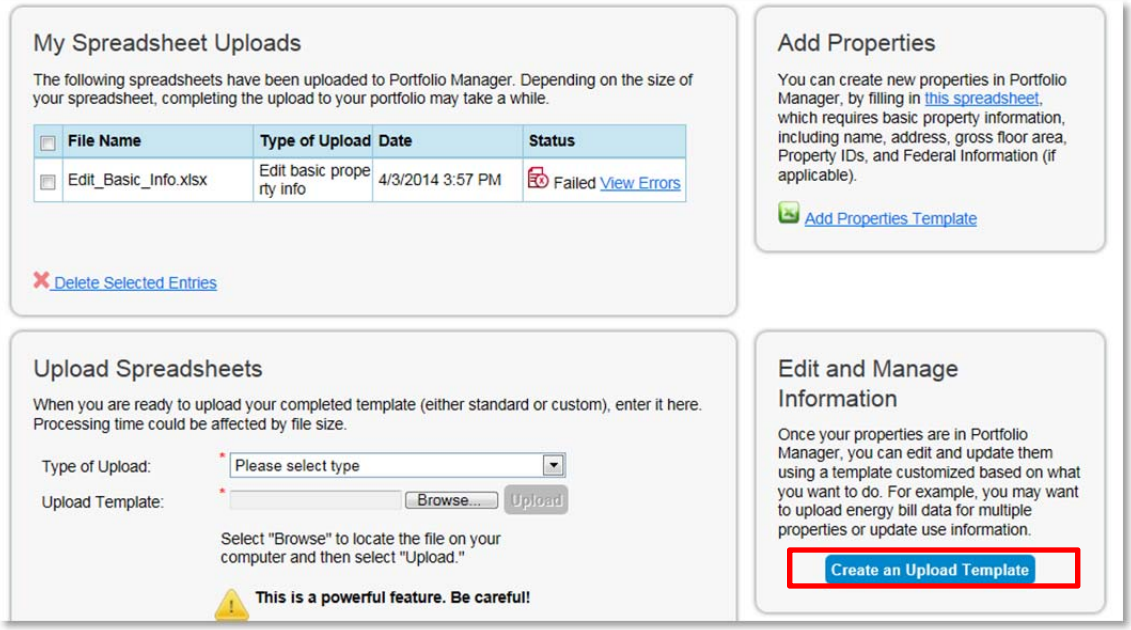
On the resulting Property Identifiers screen, scroll down to the Standard IDs box and select “U.S. Agency Designated Covered Facility ID” from the dropdown menu, and enter the appropriate value for your building. You will also need to add in your building’s U.S. Federal Real Property Unique Identifier here, which is an individual building-level ID. Once you’ve added all of the necessary IDs, click Save.

2) Upload Templates

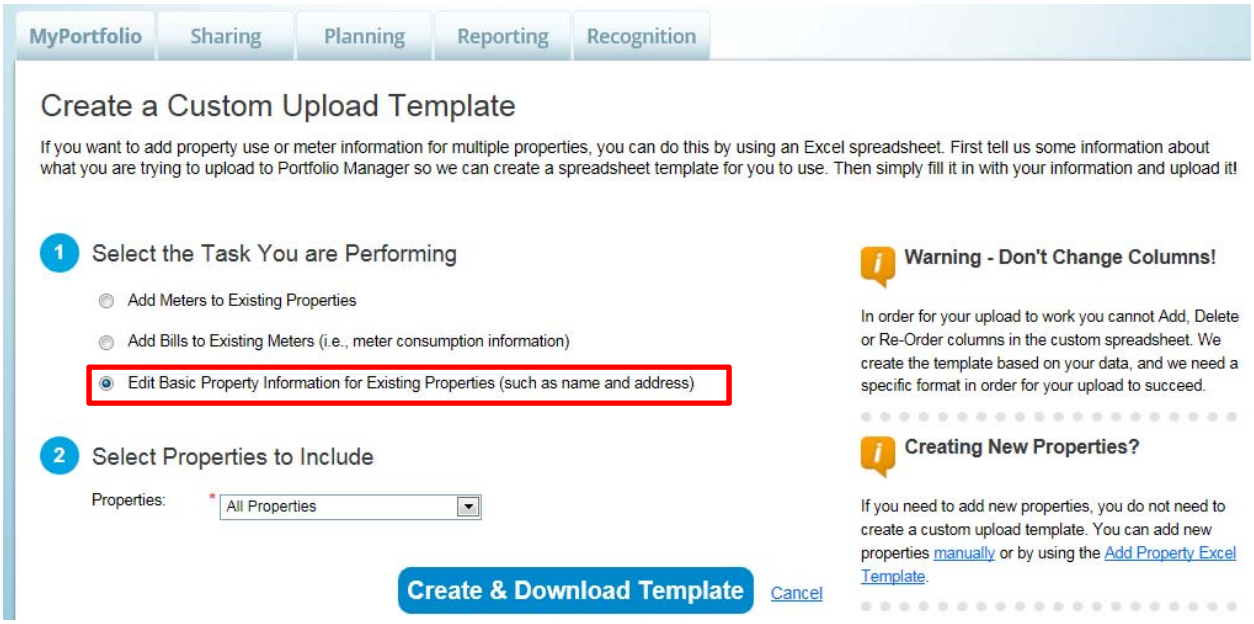
You can add CTS IDs to your properties in bulk via spreadsheet upload template. To start, scroll down to the bottom of the opening My Portfolio tab and click "upload and/or update multiple properties."



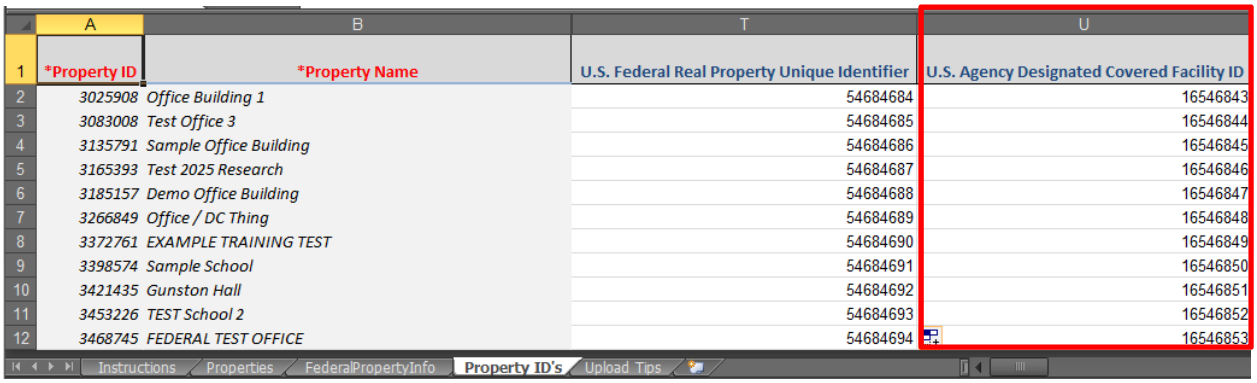
On the next screen, select Create an Upload Template.



You'll then select Edit Basic Property Information for Existing Properties, select the properties for which you need to input IDs, and click Create & Download Template.



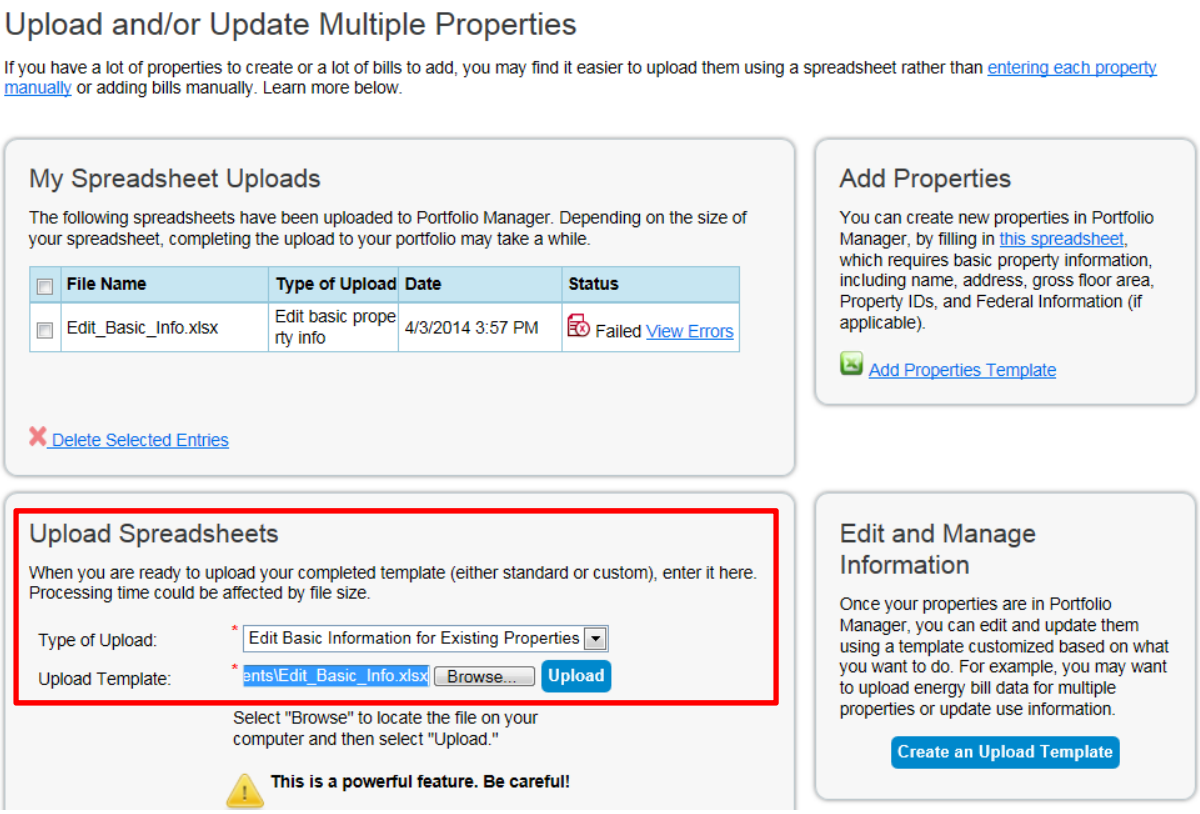
After downloading the document, go to the Property ID's tab to enter the necessary federal IDs for each property along with any other information you'd like to update.



	A	B	T	U
1	*Property ID	*Property Name	U.S. Federal Real Property Unique Identifier	U.S. Agency Designated Covered Facility ID
2	3025908	Office Building 1	54684684	16546843
3	3083008	Test Office 3	54684685	16546844
4	3135791	Sample Office Building	54684686	16546845
5	3165393	Test 2025 Research	54684687	16546846
6	3185157	Demo Office Building	54684688	16546847
7	3266849	Office / DC Thing	54684689	16546848
8	3372761	EXAMPLE TRAINING TEST	54684690	16546849
9	3398574	Sample School	54684691	16546850
10	3421435	Gunston Hall	54684692	16546851
11	3453226	TEST School 2	54684693	16546852
12	3468745	FEDERAL TEST OFFICE	54684694	16546853

Instructions | Properties | FederalPropertyInfo | Property ID's | Upload Tips

Once you've completed and saved the Spreadsheet upload template, specify the type of spreadsheet you're uploading on the Upload page, browse for the completed upload template file on your computer or network, and click Upload.

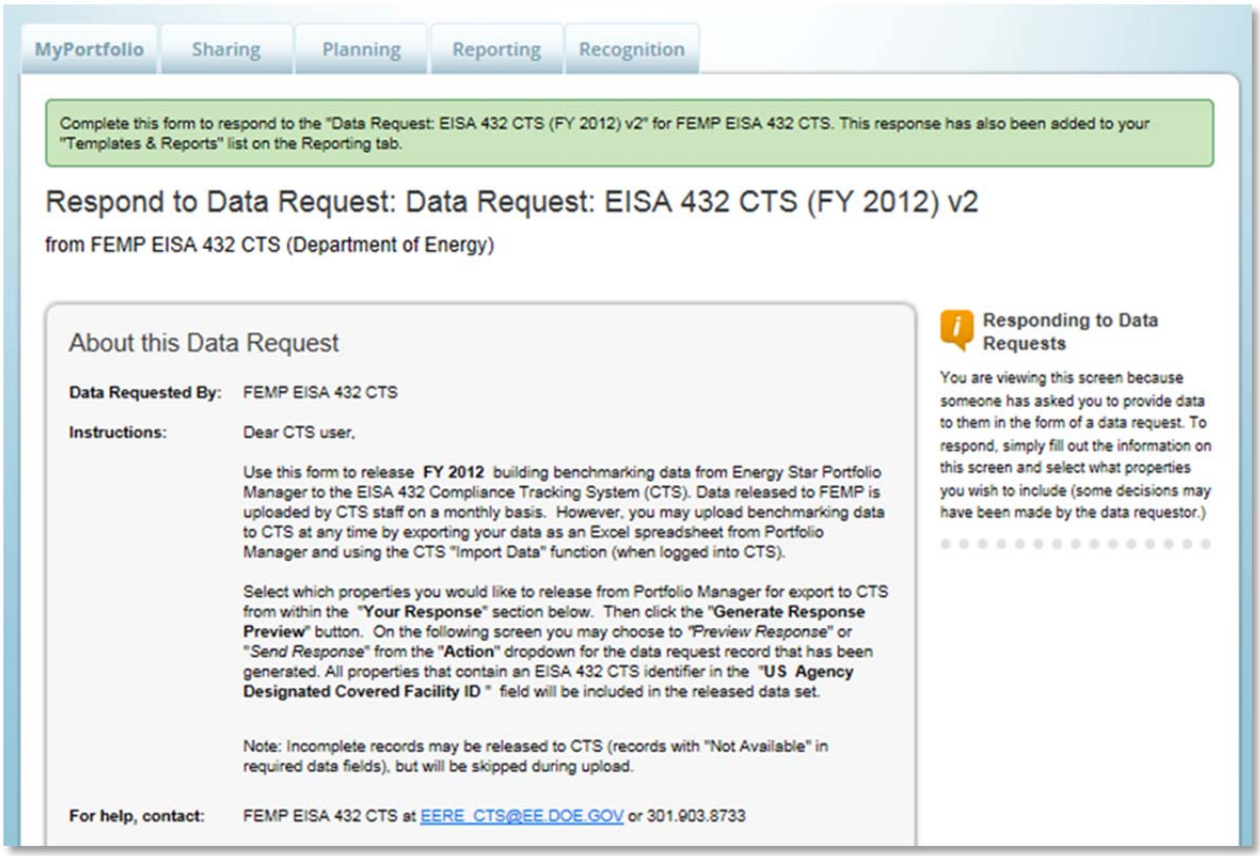


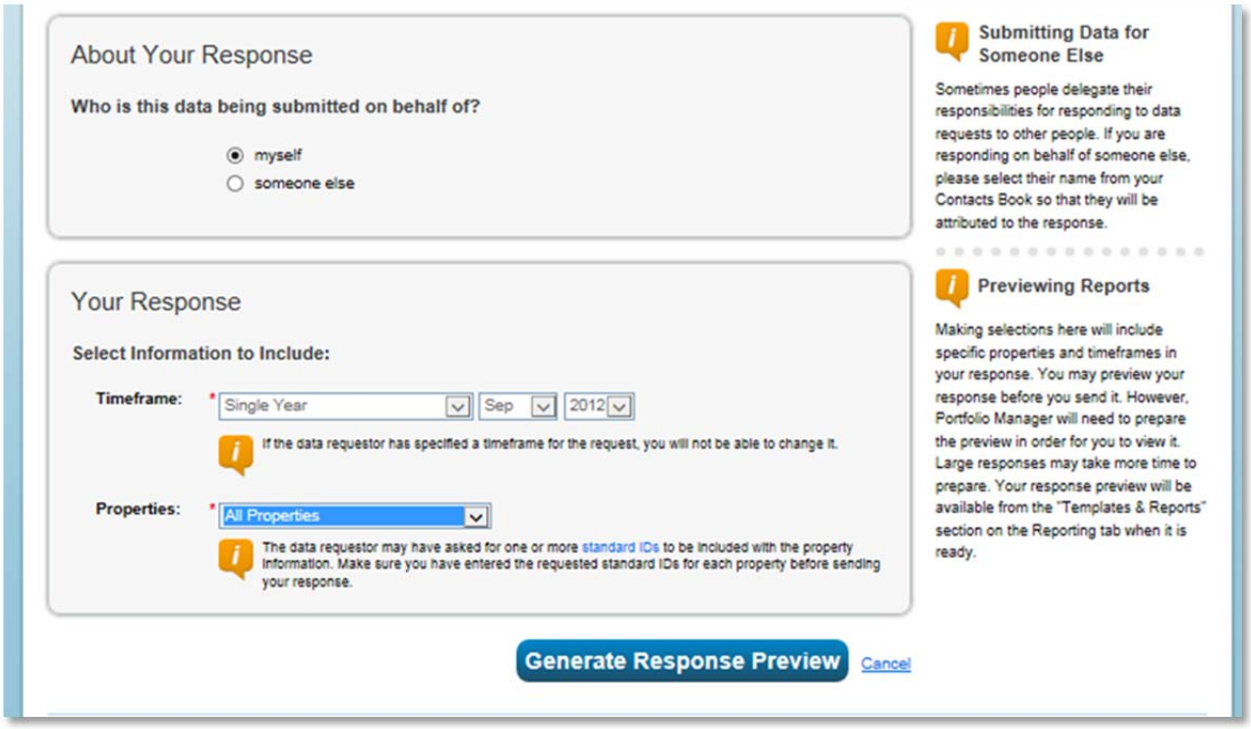
3) Portfolio Manager Web Services

The third option is to work with a third party software provider to automatically upload your agency's building data into Portfolio Manager and download metrics. You can find a list of our active providers and their contact information here and access our web services homepage for more information.

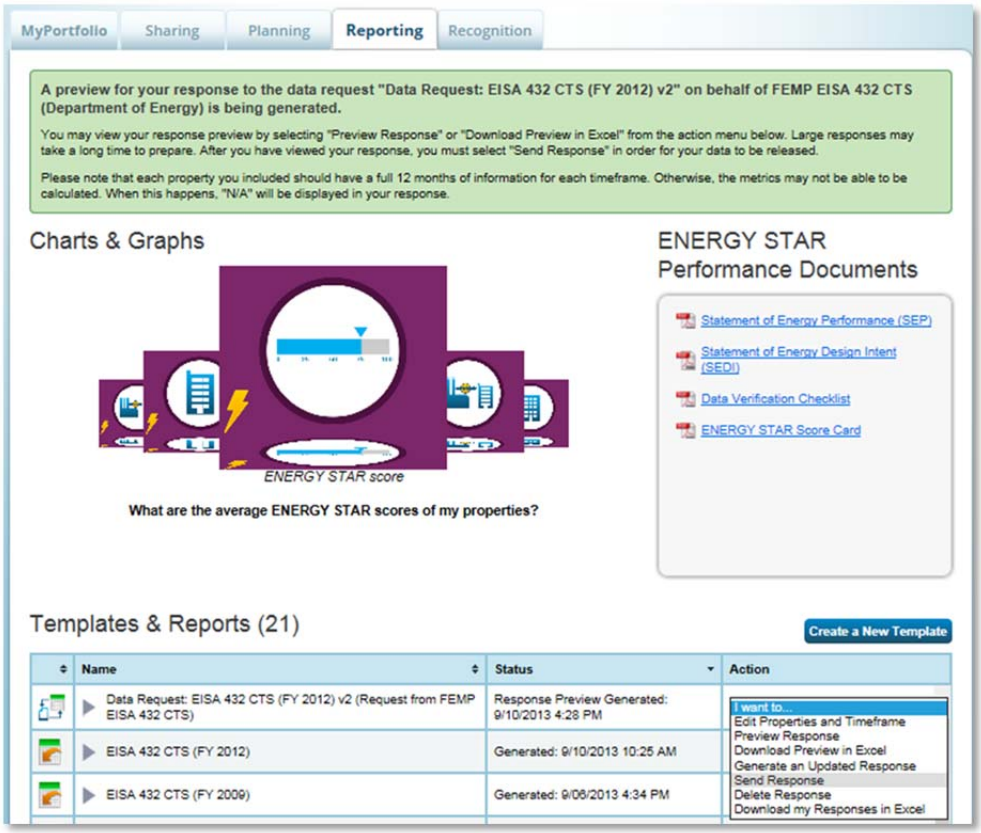
C. Export Instructions

1. FEMP provides a link to the CTS Data Request Template on its web site at https://www.eisa-432-cts.eere.energy.gov/EISACTS/Login.aspx.
2. Click the link, and you will be prompted to log into Portfolio Manager. If you have already logged in, you will be taken to the "Respond to Data Request" page.
3. On that page, select the properties with data that you would like to release to CTS, and specify whether you are releasing your own data or releasing data on behalf of someone else. Click "Generate Response Preview."

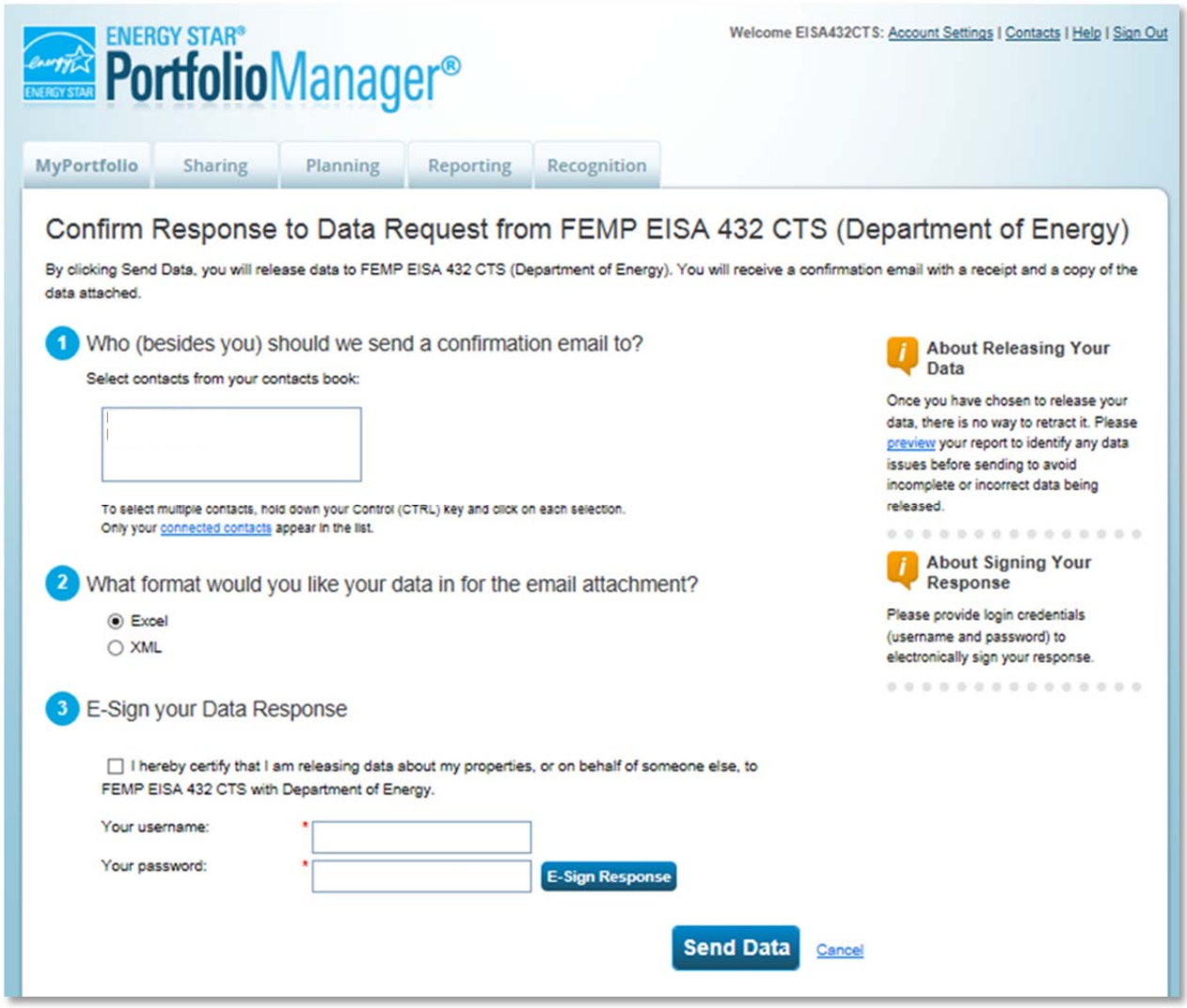




4. You will be taken back to the Reporting tab while the response preview generates. Once the preview has generated, you can preview the response in Portfolio Manager or Excel, generate an updated response to account for newly entered data, send or delete the response, or edit the properties you included in your response in step 3.



5. Once you are satisfied with the data you are releasing, click “Send Response” on the dropdown menu.
6. On the next page, choose which of your Portfolio Manager contacts should receive a confirmation email when the data is released, the format of the data to be included in the email attachment, and e-sign your data response by entering your Portfolio Manager account credentials. Click “Send Data”.
    a. Data is uploaded by CTS staff on a monthly basis. However, you may upload benchmarking data to CTS at any time by exporting your data as an Excel spreadsheet from Portfolio Manager and using the CTS "Import Data" function (when logged into CTS).



D. Data Mapping from Portfolio Manager to CTS

The following fields will be exported from Portfolio Manager for import into CTS. Most of these fields map directly to a corresponding field in CTS. Special notes of explanation are indicated in parenthesis. The CTS import will validate by data type and required fields (indicated by "*"). Differences in magnitude of units between the two systems are highlighted in **Red**.

1) Property Information Data
   a. ***Property ID** (Portfolio Manager internal identifier – Note: This will be used as the CTS Building Identifier starting 10-1-2014)
   b. ***Property Name** ("***Building Name***" in CTS)
   c. ***Federal Agency/Department** (top tier "***Agency***" name in CTS)
   d. **Federal Region/Sub-Department ("*Sub-Agency*"** in CTS)
   e. ***US Agency Designated Covered Facility ID** (Note: This field must contain the CTS "***Agency Designated Covered Facility ID***" in order to match the building in Portfolio Manager with the corresponding CTS Covered Facility record)
   f. ***US Federal Real Property Unique Identifier** (building/ asset level identifier used in CTS as the unique building identifier. Note: This identifier will not be required after 9-30-2014)
   g. ***Primary Property Type - Self Selected** ("***Building Type***" in CTS)
   h. ***City** ("***Building City***" in CTS)
   i. ***State/Province** ("***Building State***" in CTS)
   j. ***Postal Code** ("***Building Zip Code***" in CTS)
   k. **U.S. Federal Campus** (Portfolio Manager designation – for future CTS use)
   l. **Number of Buildings** (related to Portfolio Manager Campus functionality – future CTS use)
   m. **Occupancy** (Portfolio Manager designation – not currently used in CTS)
   n. **Property Notes** (optional "***Comments***" in CTS)

2) Benchmarking Data The following data fields will be generated (aggregated or calculated) by the Portfolio Manager export report function:
   a. ***Year Ending** (maps to the Benchmarking "***Fiscal Year***" in CTS)
   b. ***Property Floor Area (Building(s)) (ft^2)** (**Sq. Ft.** in PM, Thou. Sq. Ft. in CTS)
   c. ***Site Energy Use** (**kBtu** in PM, Million Btu in CTS)
   d. ***Source Energy Use** (**kBtu** in PM, Million Btu in CTS)
   e. ***Site EUI (kBtu/Sq. Ft.)**
   f. ***Source EUI (kBtu/Sq. Ft.)**
   g. ***Weather Normalized Site EUI (kBtu/Sq. Ft.)**
   h. ***Weather Normalized Source EUI (kBtu/Sq. Ft.)**
   i. **ENERGY STAR Score** (1-100) (optional "***Energy Star Rating***" in CTS)
   j. ***** The total of all of the following fields from Portfolio Manager yields the "***Annual Water Consumption***" in CTS (kGal)

i. **Municipally Supplied Potable Water: Combined Indoor/Outdoor or Other Use (kgal)**
ii. **Municipally Supplied Potable Water – Indoor Use (kgal)**
iii. **Municipally Supplied Potable Water - Outdoor Use (kgal)**
iv. **Other Water Sources: Combined Indoor/Outdoor or Other Use (kgal)**
v. **Other water Sources – Indoor Use (kgal)**
vi. **Other Water Sources – Outdoor Use (kgal)**

k. **Total GHG Emissions (MtCO2e)** (optional in CTS)
l. **Guiding Principles - % Complete (Yes or Not Applicable)** (maps to the "***Guiding Principles Completed***" Y/N field in CTS; 100% = "Y") (optional in CTS)

3) Submitter Data The following data is included in the Portfolio Manager export for the individual releasing the data to CTS:
   a. **On Behalf Of**
   b. **Organization**
   c. **Phone**
   d. **Email**
   e. **Generation Date**
   f. **Release Date**

Appendix C: EISA Compliance Tracking System Data Dictionary for Benchmarked Buildings

Field Name	Description/ Data Type	Description	Available to Public
Agency			
Agency Acronym	Text	Top-tier Agency Acronym	Yes
Agency Name	Text	The Top-tier department/agency to which the covered facility is associated.	Yes
Sub-Agency Acroynm	Text	Sub-Agency Acroynm	Conditional
Sub-Agency Name	Text	The sub-agency/bureau/region to which the covered facility is associated.	Conditional
Facility			
Facility Name	Text: (75 char max)	The name of the Covered Facility	Yes
Agency Designated Covered Facility ID	Text: (25 char max)	Agency assigned internal covered facility identifier. This identifier must be unique across the top-tier agency.	Yes
Facility City	Text: (50 char max)	City where Covered Facility is located.	Yes
Facility State	Text: (50 char max)	State where Covered Facility is located.	Yes
Facility Zip Code	Text: (50 char max)	The Zip Code where the Covered Facility is located.	Yes
Facility Energy Manager Unique ID	Text: (50 char max)	The Agency designated unique identifier for the energy manager assigned to the covered facility. (May be used to indicate FEM assignment compliance to statute)	No
Facility Energy Manager	Text	The user within CTS who is designated as the FEM for this facility.	No
Facility Energy Manager Designated	Selection: (Y/N)	Does this facility have an facility energy manager assigned?	Yes
Facility Comment (for public)	Text: (1000 char max)	Facility level comment	Yes
Benchmarked Building			
Building Name	Text (100 char max)	Benchmarked Building name	Yes
Real Property Unique Identifier	Text: (25 char max)	Unique identifier for the benchmarked building. This identifier must be unique across the top-tier agency.	No
Building City	Text (50 char max)	Building City	Yes
Building State	Text (50 char max)	Building State	Yes
Building Zip Code	Text (50 char max)	Building Zip Code	Yes

Field Name	Description/ Data Type	Description	Available to Public
Public Disclosure Exemption	Selection: (Y/N)	Is this benchmarked building data exempt from public disclosure?	No
Reason for Public Disclosure Exemption	Text: (250 char max)	Describe reason for the public disclosure exemption indicated above	No
Benchmarking Activity			
Benchmarking Activity Year	Date: (4 digit year)	The Fiscal Year of the benchmarking activity.	Yes
Benchmarking System	Selection: (list)	Benchmarking system used: 1. ENERGY STAR Portfolio Manager 2. Labs 21 Benchmarking Tool 3. Data Center Energy Profiler (DC Pro) 4. Other Approved System	Yes
Total Floor Space Benchmarked	Numeric: (Thou. Sq Ft)	Building Area benchmarked	Yes
Real Property Unique Identifier	Text: (25 char max)	Unique identifier for the benchmarked building. (asset level real property profile identifier) This identifier must be unique across the top-tier agency.	No
Building Type	Selection: (list)	Current Energy Star Portfolio Manager building types categories that can receive an ENERGY STAR Score are listed below: • Banking/financial services • Education • Entertainment/public assembly • Food sales and service • Healthcare • Lodging/residential • Manufacturing/industrial • Mixed use • Office • Parking • Public services • Religious worship • Retail • Technology/science • Services • Utility • Warehouse/storage A complete list of Energy Star property types is located here: http://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types	Yes
Annual Site Energy Use	Numeric: (Million Btu)	Annual Energy Use in terms of site-delivered Btu	Yes
Annual Source Energy Use	Numeric: (Million Btu)	Annual Energy Use in terms of source Btu	Yes

Field Name	Description/ Data Type	Description	Available to Public
Annual Site Energy Intensity	Numeric: (kBtu/Sq Ft)	Annual site-delivered energy intensity	Yes
Annual Source Energy Intensity	Numeric: (kBtu /Sq Ft)	Annual source energy intensity	Yes
Annual Weather-normalized Site Energy Intensity	Numeric: (kBtu /Sq Ft)	Annual weather-normalized site-delivered energy intensity	Yes
Annual Weather-normalized Source Energy Intensity	Numeric: (kBtu /Sq Ft)	Annual weather-normalized source energy intensity	Yes
Energy Star Rating	Integer: (1-100)	Energy Star Rating (if applicable building type)	Yes
Annual Water Consumption	Numeric: (Thou. Gallons)	Annual Potable Water Use	If metered
Annual Water Intensity	Numeric: (Gallons/Sq Ft)	Annual Water Intensity	If metered
Green House Gas Emissions	Numeric: (Metric Tonnes of CO2e)	Equivalent CO2 emissions of source energy usage	No
Guiding Principles Complete	Selection: (Y/N)	Completion of Sustainability Guiding Principles	No
Benchmarking Comment (for public)	Text: (2000 char max)	Note for annual benchmarking activity	Yes

Appendix D: Format for Requesting Exemption from Public Disclosure for National Security Purposes

SENSITIVE AND CLASSIFIED INFORMATION MUST NOT BE INCLUDED ON THIS FORM

Date: (mm-dd-yyyy)

To: Secretary of Energy
c/o Federal Energy Management Program, EE-2L
1000 Independence Avenue, SW
Washington, DC 20585
EISA-432-Guidance@doe.gov

From: (Name of Authorizing Official)
(Agency Name)
(Phone Number)
(E-mail Address)

Subject: Request for Exemption from Public Disclosure of 42 U.S.C. 8253(f) Covered Facility Data for National Security Purposes

The following subject facilities and associated data elements are requested to be exempt from public disclosure for the stated reason pertaining to national security:

Facility Name: (Name(s) of Covered Facility(ies) for which exemption and non-disclosure of the data elements below is requested)
Agency Facility #: (Agency-provided identifier(s) in CTS for the Covered Facility(ies) for which exemption from public disclosure is requested)

Data elements not to be disclosed at the facility level (check all that apply):
□ City
□ State
□ Zip Code
□ Gross Square Footage
□ Total Annual Energy Use
□ Total Annual Water Use
□ Evaluation Findings
□ Implemented Project Data
□ Metered Building Benchmarking Data (List all applicable buildings associated with the Covered Facility)

Reason for Public Disclosure Exemption: _____

Other Considerations: (i.e., special requests, rationale for excluding data from agency totals, and citation of agency internal guidance or other authorities supporting the decision.)