



BENCHMARK COMPLIANCE INSTRUCTIONS

FOR REISSUED PROGRAM YEARS 2019, 2020, AND 2021



EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

Please be advised that “Public Order Under City of Los Angeles Emergency Authority – Tolling of Deadlines Prescribed in the LAMC” (Los Angeles Municipal Code) which suspended (tolled) the deadlines for submitting Benchmark data for Program Years 2019, 2020, and 2021 was rescinded effective February 28, 2023 per Mayor Karen Bass’ Executive Directive 1, Item 8 issued on December 16, 2022. Therefore, a Reissued Notice to Comply, dated March 7, 2023 was mailed to building owners for which our records showed their building(s) had not yet complied with one or more of the previously tolled Program Years.

The following provides instructions and additional resources for complying with *the Benchmark requirements of the Existing Buildings and Water Efficiency (EBEWE) Program* for Program Years 2019, 2020, and 2021 as mandated by Los Angeles Municipal Code Division 97, Article 1, Chapter IX. A full copy of the original ordinance and subsequent amendments are available at ladbs.org/docs/default-source/forms/green-building/ebewe-ordinances.pdf.

BENCHMARK COMPLIANCE INSTRUCTIONS

The only difference between these Benchmark instructions and prior years instructions are these instructions refer to all 3 Program Years that were tolled (PYs 2019, 2020, and 2021). Check the status of your building: ladbservices2.lacity.org/EBEWECompliance.

The Reissued Notices to Comply mailed to you (see sample of the top portion below) indicated in Box 3 the PYs for which our records showed the building specified in Box 1 had not yet complied. The sample below shows that the building complied with 2020, but had not yet complied with PYs 2019 and 2021:

REISSUED NOTICE TO COMPLY FOR BENCHMARK REQUIREMENTS EXISTING BUILDINGS ENERGY AND WATER EFFICIENCY (EBEWE) PROGRAM <u>PROGRAM YEAR(S) 2019 AND 2021</u>				
1	Building Address:	123 EXAMPLE ST	3	Program Year(s) to Benchmark:
	Zip Code:	90012		2019 AND 2021
2	LA City Building ID:	123456123456	4	Compliance Due Date:
				September 7, 2023

Keep in mind, Benchmark compliance consists of registration, payment of fees, and submission of the benchmark report. If you have multiple Program Years to process, do them individually. You cannot combine benchmark years together or reuse benchmark data from one year for another year. For example, PY 2019 data cannot be used for PY 2020 and/or PY 2021.

If you are not familiar with benchmarking, it is highly recommended that you use the following resources to assist you with completing the two Compliance Steps listed below.

- **Retrofit.LA Benchmarking Guide** — retrofit.la/benchmarking-guide-la/
- **EBEWE Website** — ladbs.org/ebewe

Step 1. Register your building with LADBS:

1. Sign onto your LADBS EBEWE Registration account at ladbservices2.lacity.org/ebewe and select “Register for Benchmarking”. If you don’t have an account, you will need to create one using that same link. Please note that account activity cannot be transferred from one user account to another.
2. Enter your Building ID and Zip Code as they appear in **boxes 2** and **1** of your Reissued Notice and select the Benchmark Program Year that you are processing. It will be either 2019, 2020, or 2021.
3. Update the Building Owner Contact Information as needed.
4. Pay the annual registration fee for the Benchmark Program Year you are processing (2019, 2020, or 2021).

Step 2. Submit the benchmarking report for your building using ENERGY STAR Portfolio Manager (ESPM)[®] to LADBS.

The following are general steps for submitting your report to LADBS. For detailed instructions, refer to the [Retrofit.LA Benchmarking Guide](#) referenced on the previous page.

1. Sign onto your ESPM account at portfoliomanager.energystar.gov/pm/login. If you don't have an ESPM account, you will need to create one using that same link.
2. Create your virtual building. If you previously set up your building in ESPM*, do not create a duplicate building. Instead, just continue using your previously created building. Specific building information, such as Gross Floor Area, can be found through City building permits, the County Assessor, and other City data sites.
3. Manually enter or electronically obtain the utility usage data from LADWP and SCG for the building in ESPM[®] for the applicable calendar year (2019, 2020, or 2021).
4. Under Standard IDs, add the "Los Angeles Building ID" to your report as they appear in **Box 2** of your Reissued Notice to Comply.
5. Run the Data Quality Checker for the applicable calendar year (2019, 2020, or 2021).
6. Send the benchmarking data to LADBS using the following link: ladbs.org/benchmarking *CALENDAR YEAR.
*CALENDAR YEAR is replaced with the year for which you are processing a Reissued Notice to Comply (2019, 2020, or 2021).

RESOURCES TO OBTAIN ADDITIONAL COMPLIANCE INFORMATION

For more details on complying with the Ordinance — see the following:

- A list of service providers and Benchmarking Assistance Request form by **Retrofit.LA (powered by LABBC)**:
 - retrofit.la/benchmarking-service-providers/ *LADBS does not endorse any service providers
 - retrofit.la/benchmarking-assistance-navigator/
- To obtain total electric energy and water consumption for the whole building, contact the LA Department of Water and Power (LADWP) at ladwp.com/buildingbenchmarking. ***Please allow at least six (6) weeks to obtain this information.**
- To obtain gas consumption for the whole building, please contact SoCal Gas Co. at: socalgas.com/for-your-business/energy-savings/energy-usage-requests.
- **California Energy Commission**: State information regarding AB802: energy.ca.gov/programs-and-topics/programs/building-energy-benchmarking-program
- **LADBS**: Information related to your Building ID visit lacitydbs.org/buildinginfo. Questions about notification letters, deadlines, and payment of fees/fines can be sent to ladbs.ebewe@lacity.org or visit ladbs.org/ebewe. General City data can be found at data.lacity.org.

For Energy Star Portfolio Manager (ESPM)

ESPM is an online program developed and managed by the Environmental Protection Agency. LADBS does not have access to it. Please direct your questions, concerns and training needs regarding the use of it as follows:

- Registry of ENERGY STAR Certified Buildings and Plants energystar.gov/buildings/certified_buildings_and_plants
- Questions and Concerns (including reporting system issues): portfoliomanager.energystar.gov/pm/help?theme=default
- Training, including upcoming and previous webinars related to using Energy Start Portfolio Manager: energystar.gov/buildings/training/how_to_guides
- Licensed Professional Finder: energystar.gov/buildings/lp_finder
- ENERGY STAR Guide for Licensed Professionals: energystar.gov/buildings/tools-and-resources/energy-star-guide-licensed-professionals