ANNUAL BENCHMARK COMPLIANCE INSTRUCTIONS
EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

The City of Los Angeles' Annual Benchmark Program was created by implementing Division 97 of the Los Angeles' Municipal Code (LAMC). It is the intent of that Division to reduce energy and water consumption in buildings, including existing buildings, in the City of Los Angeles. These efficiency improvements will lower the use of energy, water, and greenhouse gas emissions citywide.

The image below is an example of the top section of a Benchmark "Notice to Comply" letter. The information found in this section is necessary to complete Benchmark compliance. **Don't have this information? See the Additional Resources section on page 2**.

ANNUAL NOTICE TO COMPLY WITH THE BENCHMARK REQUIREMENTS OF THE EXISTING BUILDINGS ENERGY AND WATER EFFICIENCY (EBEWE) PROGRAM FOR CALENDAR YEAR 20YY

1	Building Address: 9999 SOMEWHERE ST Zip Code: 91234	**3**	Calendar Year to Benchmark: 20YY
2	LA City Building ID: 123456789012	**4**	Compliance Due Date: June 1, 20YY

Keep in mind, Benchmark compliance consists of registration, payment of fees, and submission of the annual benchmark report. Each *Calendar Year* must be benchmarked individually. You cannot benchmark different calendar years together, substitute benchmark data from other calendar years, nor submit partial data. See *Benchmarking FAQs* for scenarios related to estimating whole year data when only partial year is available.

The following are **general steps** to complete the Annual Benchmark compliance. For **detailed instructions**, see the *Benchmarking User Instruction Guides* (will be referred to as "Guide" for the rest of this document).

Step 1. Register your building with LADBS (*See Guide 2*).

1. Sign onto your EBEWE Registration account at *ladbsservices2.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 <u>cannot</u> be transferred from one user account to another.

2. Enter the LA City Building ID, Zip Code and Calendar Year as they appear in your Annual Notice to Comply.

3. Verify the Building Owner Contact Information. As instructed in the guide, please do not modify the owner information fields, inform EBEWE Team at *ladbs.ebewe@lacity.org* if corrections are needed.

Step 2. Pay the annual registration fee (*See Guide 2*).

Step 3. Submit the benchmarking report for your building using ENERGY STAR Portfolio Manager (ESPM)® to LADBS.

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 and set up your property profile (*See Guide 3 and 4*). Specific building information, such as Gross Floor Area, can be found through City building permits, the County Assessor, and other City data sites.

2. Manually enter or electronically obtain the **whole building**'s utility usage data from **LADWP and SoCalGas** for the calendar year you are benchmarking (*See Guides 5-8*).

3. Make sure the "Los Angeles Building ID" has been added to your Portfolio Manager Property Details (*See Guide 10*).

4. Run the Data Quality Checker for the calendar year you are benchmarking and resolve any energy and/or water meter errors (*See Guide 9*).

5. Send the benchmark report using the appropriate link in the next page (*See Guide 9*).

BENCHMARK REPORT SUBMISSION LINKS

2016	*ladbs.org/benchmarking2016*	2020	*ladbs.org/benchmarking2020*
2017	*ladbs.org/benchmarking2017*	2021	*ladbs.org/benchmarking2021*
2018	*ladbs.org/benchmarking2018*	2022	*ladbs.org/benchmarking2022*
2019	*ladbs.org/benchmarking2019*	2023	*ladbs.org/benchmarking2023*

ADDITIONAL RESOURCES.

LADBS

- Navigate to the "*EBEWE Program Ordinance and Amendments*" from the EBEWE Program Page: *ladbs.org/ebewe*.
- Navigate to the "*Benchmarking FAQs*" and the "*Find your Building ID*" Instructions from the Benchmarking Page: *ladbs.org/ebewe/ebewe-benchmarking-process-and-information*.
- Check your overall Benchmark compliance status: *ladbsservices2.lacity.org/EBEWECompliance*.
- Questions regarding notification letters, deadlines, and payment of fees/fines can be sent to *ladbs.ebewe@lacity.org*.
- ATLAS Map viewer: *ladbs.org/atlas*.
- Search Online Building Records: *ladbsdoc.lacity.org*.

Web Service

- To initiate the request* for the whole building's aggregated electric and water usage data, complete LADWP's Building Benchmarking Online Form that can be accessed at *ladwp.com/buildingbenchmarking*. See *Guide 6* for the complete instructions to enroll in LADWP's Web Service. ***Please allow <u>at least six (6) weeks</u> to complete request.**
- Questions regarding status of electric and water usage data requests, or issues with the electric and/or water usage data provided by LADWP can be sent to *usagedata@ladwp.com*.
- To initiate the request for the whole building's aggregated gas usage data, complete SoCalGas' Benchmarking Usage Request that can be accessed at *socalgas.com/for-your-business/energy-savings/benchmarking*. See *Guide 7* for the complete instructions to enroll in SoCalGas' Web Service.
- Questions regarding status of gas usage data requests, or issues with the gas usage data provided by SoCalGas can be sent to *SCGBenchmarking@semprautilities.com*.

Energy Star Portfolio Manager (ESPM)

ESPM is an online program developed and managed by the Environmental Protection Agency (EPA). LADBS does not manage, nor have access to it. Please direct your questions, concerns and training needs regarding the use of it as follows:

- Questions and Concerns (including reporting system issues): *portfoliomanager.energystar.gov/pm/help*
- Training, including upcoming and previous webinars related to using Energy Start Portfolio Manager: *energystar.gov/buildings/training/how_to_guides.*
- ENERGY STAR Certification: Refer to A/RCx FAQ # 16 at *ladbs.org/ebewe/audits-retro-commissioning*.

Other Resources

- EBEWE data posted on LA City's Open Data site (search Data Catalog by "EBEWE"): *data.lacity.org*.
- County Assessor: *portal.assessor.lacounty.gov*.
- EPA ENERGY STAR Service and Product Provider (SPP) Partners*:
  energystar.gov/buildings/save_energy_commercial_buildings/expert_help/find_spp/spp_partner_list.
  *LADBS does not endorse any service providers.
- **California Energy Commission**: State information regarding AB802 (Session Year 2015-2016):
  energy.ca.gov/programs-and-topics/programs/building-energy-benchmarking-program