



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Code) which suspended (tolled) the deadlines for submitting Benchmark data for Program Years 2019, 2020, and 2021 was rescinded effective February 28, 2023 per Mayor Karen Bass’ Executive Directive 1, Item 8 issued on December 16, 2022.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 image below is an example of the top section of a Benchmark “Reissued Notice to Comply” letter. The information found in this section is necessary to complete Benchmark compliance. Box 3 indicates all the tolled Program Year (PY) for which our records showed the building specified in Box 1 had not yet complied with. In the example below, the building complied with PY 2020, but not PYs 2019 and 2021. **Don’t have this information? See the Additional Resources section on page 2.**

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: Zip Code:	123 EXAMPLE ST 90012	3 Program Year(s) to Benchmark: 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. Each *Program Year* must be benchmarked individually. You cannot benchmark different program years together, substitute benchmark data from other program years, nor submit partial data. See [Benchmarking FAQs](#) for scenarios related to estimating whole year data when only partial year is available.

Do the following steps for each of the Program Year indicated in your Reissued Notice to Comply. For detailed instructions, see [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 LADBS 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 cannot be transferred from one user account to another.
2. Enter the Building ID, Zip Code and Program Year that you want to process.
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 program 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 program year you are benchmarking and resolve any energy and/or water meter errors (*See Guide 9*).
5. Send the benchmarking report using the appropriate link in the next page (*See Guide 9*).

BENCHMARK REPORT SUBMISSION LINKS

2019 ladbs.org/benchmarking2019 2020 ladbs.org/benchmarking2020 2021 ladbs.org/benchmarking2021

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 at least six (6) weeks 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