Benchmarking Guide

How to comply with the
City of Los Angeles Existing Buildings
Energy & Water Efficiency Ordinance

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Updated: 2/21/2020

OVERVIEW

The Existing Buildings Energy and Water Efficiency (EBEWE) Ordinance is designed to encourage building owners to reduce energy and water consumption through benchmarking and performance requirements. These efforts will help building owners recognize opportunities for cost-effective improvements, while cutting energy and water waste and reducing greenhouse gas emissions.

The EBEWE Ordinance was established by Los Angeles Municipal Code (LAMC) Division 97, Article 1, Chapter IX, Ordinance No. 184674 and was amended by Ordinance Nos. 185198 and 185586. The EBEWE Program is commonly referred as the EBEWE Ordinance. Additional information and updates can found at www.betterbuildingsla.com.

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HOW TO COMPLY

The City (includes the Department of Water and Power, LADWP) and Southern California Gas Company have partnered to create a comprehensive, step-by-step Benchmarking Guide to help you navigate the annual benchmarking and reporting processes. The Guide will walk you through the entire process of benchmarking and reporting your building, with screenshots and guidance for each step.

First Year Benchmarking?

If your building is 20,000 SF or greater and ***your first*** benchmarking deadline is June 1, 2019, refer to this Benchmarking Guide for compliance steps.

Second or Third Year Benchmarking?

If your building is 50,000 SF or greater and June 1, 2019 is ***not your first year*** of reporting, please refer to the Ongoing Reporting Guide for compliance steps.

Get started

Review the process below, and determine which steps apply to your building:

1. **Register your Building with LADBS and submit the annual disclosure compliance fee by completing the steps in Section 1 of this Guide.**

   You must register your building, including paying the annual disclosure fee, no later than June 1st every year.

2. **Create a Portfolio Manager Account by completing the steps in Section 2 of this Guide.**

   If you already have an account, you can skip to **Section 3**.

3. **Create or update your Property Profile by completing the steps in Section 3 of this Guide.**

4. **Request whole-building electricity, water, and natural gas data for the prior calendar year to complete your benchmarking report in Portfolio Manager.**

   Request LADWP and/or SoCalGas to upload the prior calendar year's aggregated data by completing **Section 4** and/or **Section 5** of this Guide.

   LADWP and SoCalGas provide automated recurring data updates, so you only need to complete the request process with each utility once.

5. **Submit your Benchmarking Report to LADBS by completing the steps in Section 6 of this Guide.**

Questions?

If you have questions throughout the process, refer to www.betterbuildingsla.com/contact.

NOTE:

This guide will be updated continually as policies evolve on the State and local level so please be sure to check www.betterbuildingsla.com/benchmarking/how-to-comply or the latest version.

BENCHMARKING IDS AND LOGINS

We recommend completing the fields below and saving/printing this page for future reference.

Property Address(es)

LADBS Building ID[1]

Building AIN[2]

ENERGY STAR PORTFOLIO MANAGER Login

Username

Password

LA Department of Building and Safety Login

Username

Password

Portfolio Manager Property ID[3]

LADWP Property Admin ID[4]

1. **The LADBS Building ID is listed on the Notification Letter.**
   You may also look up here:
   www.ladbs.org/docs/default-source/publications/misc-publications/finding-your-building-id-in-bio-(building-information-online).pdf?sfvrsn=8
2. **The Building AIN may be obtained from LA County Assessor:**
   portal.assessor.lacounty.gov/
3. **The Portfolio Manager Property ID is listed under your property's name and address in the top navigation bar in ENERGY STAR Portfolio Manager.**
4. **The LADWP Property Admin ID is assigned by email to during the LADWP data request process.**

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SECTION 1

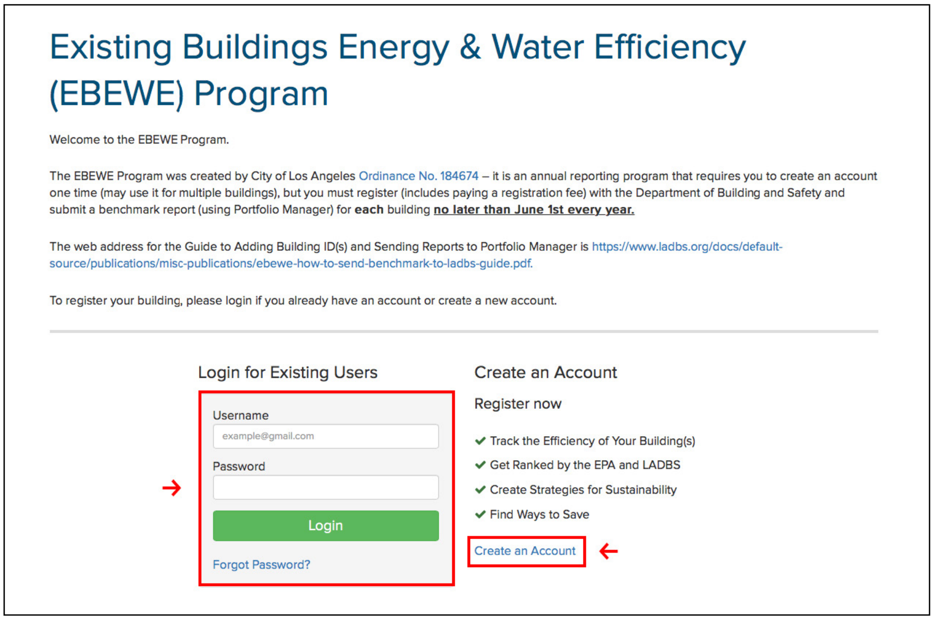
Register with LADBS

REGISTER WITH LADBS

1.1. To register your building and submit the annual compliance fee, please login or create an account on the LADBS website: www.ladbsservices2.lacity.org/OnlineServices/Login/Login.

NOTE:
You must register your building and remit the Annual Disclosure Compliance Fee no later than **June 1st** every year.

Login if you have an *existing account*, otherwise click "Create an Account":



Existing Buildings Energy & Water Efficiency (EBEWE) Program

Welcome to the EBEWE Program.

The EBEWE Program was created by City of Los Angeles Ordinance No. 184674 – it is an annual reporting program that requires you to create an account one time (may use it for multiple buildings), but you must register (includes paying a registration fee) with the Department of Building and Safety and submit a benchmark report (using Portfolio Manager) for **each** building **no later than June 1st every year.**

The web address for the Guide to Adding Building ID(s) and Sending Reports to Portfolio Manager is https://www.ladbs.org/docs/default-source/publications/misc-publications/ebewe-how-to-send-benchmark-to-ladbs-guide.pdf.

To register your building, please login if you already have an account or create a new account.

Login for Existing Users

Username: example@gmail.com

Password:

Login

Forgot Password?

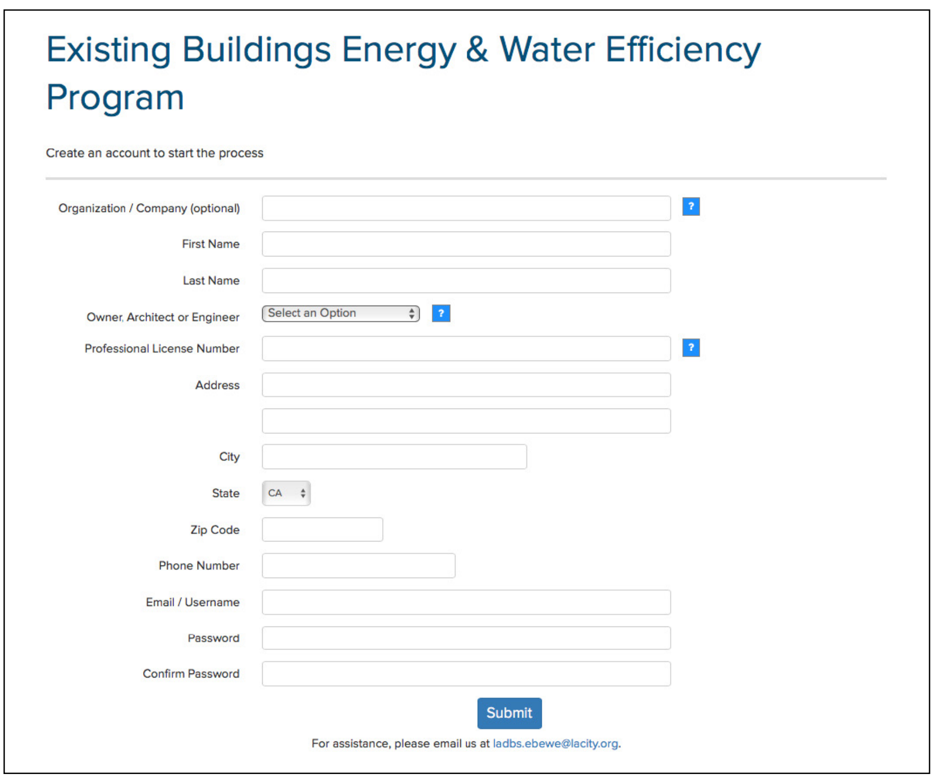
Create an Account

Register now

- Track the Efficiency of Your Building(s)
- Get Ranked by the EPA and LADBS
- Create Strategies for Sustainability
- Find Ways to Save

Create an Account

If creating a *new account*, complete the page below:



Existing Buildings Energy & Water Efficiency Program

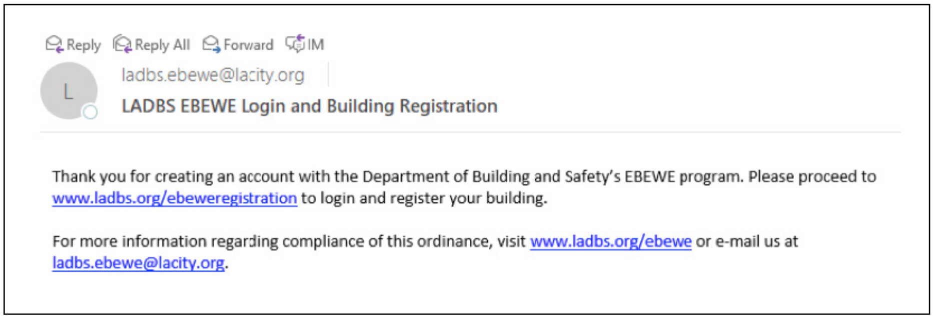
Create an account to start the process

Organization / Company (optional)
First Name
Last Name
Owner, Architect or Engineer: Select an Option
Professional License Number
Address
City
State: CA
Zip Code
Phone Number
Email / Username
Password
Confirm Password

Submit

For assistance, please email us at ladbs.ebewe@lacity.org.

Once completed and submitted, you will receive a confirmation email from LADBS regarding your login (see below).



Reply Reply All Forward IM

ladbs.ebewe@lacity.org

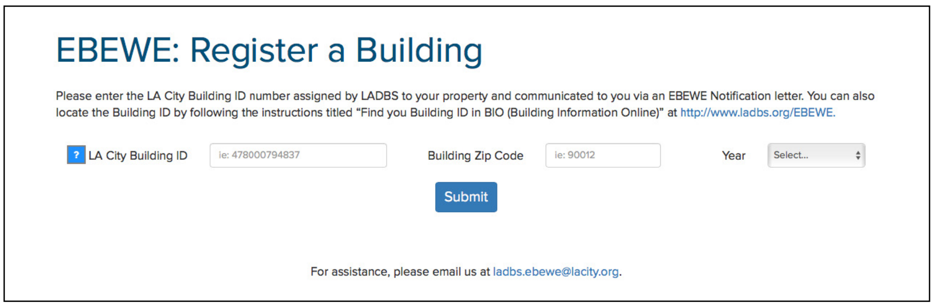
LADBS EBEWE Login and Building Registration

Thank you for creating an account with the Department of Building and Safety's EBEWE program. Please proceed to www.ladbs.org/ebeweregistration to login and register your building.

For more information regarding compliance of this ordinance, visit www.ladbs.org/ebewe or e-mail us at ladbs.ebewe@lacity.org.

Then, proceed to www.ladbs.org/ebeweregistration to login and continue registering your building.

1.2. Register each assigned to you with LADBS (EBEWE Program) – this includes paying the annual disclosure compliance fee.



EBEWE: Register a Building

Please enter the LA City Building ID number assigned by LADBS to your property and communicated to you via an EBEWE Notification letter. You can also locate the Building ID by following the instructions titled "Find you Building ID in BIO (Building Information Online)" at http://www.ladbs.org/EBEWE.

LA City Building ID ie: 478000794837 Building Zip Code ie: 90012 Year Select...

Submit

For assistance, please email us at ladbs.ebewe@lacity.org.

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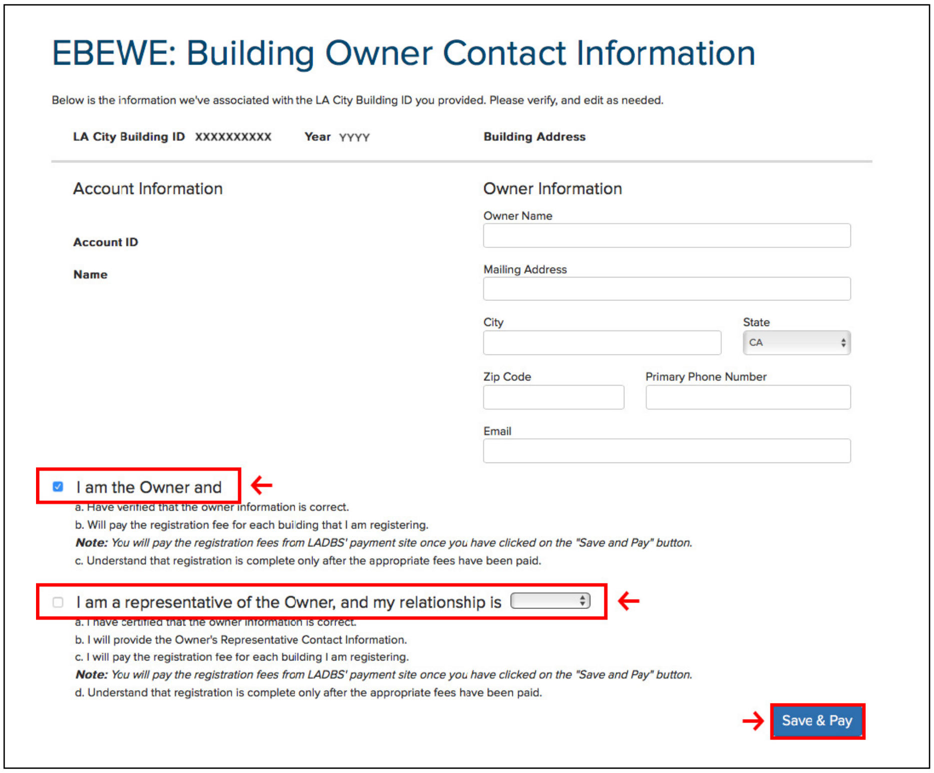
1.3. On the next page, verify, complete, or edit the owner information.

- Then click **"Save and Pay"**.


EBEWE: Building Owner Contact Information

Below is the information we've associated with the LA City Building ID you provided. Please verify, and edit as needed.

LA City Building ID XXXXXXXXXX **Year** YYYY **Building Address**

Account Information

Account ID

Name

Owner Information

Owner Name

Mailing Address

City

State

CA

Zip Code

Primary Phone Number

Email

I am the Owner and

a. Have verified that the owner information is correct.

b. Will pay the registration fee for each building that I am registering.

Note: *You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.*

c. Understand that registration is complete only after the appropriate fees have been paid.

I am a representative of the Owner, and my relationship is

a. I have certified that the owner information is correct.

b. I will provide the Owner's Representative Contact Information.

c. I will pay the registration fee for each building I am registering.

Note: *You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.*

d. Understand that registration is complete only after the appropriate fees have been paid.

Save & Pay

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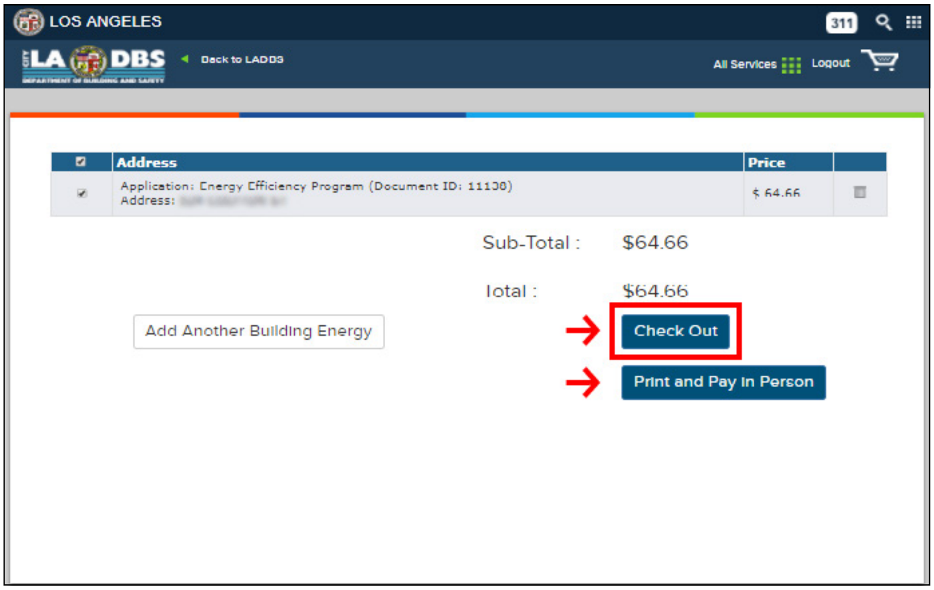
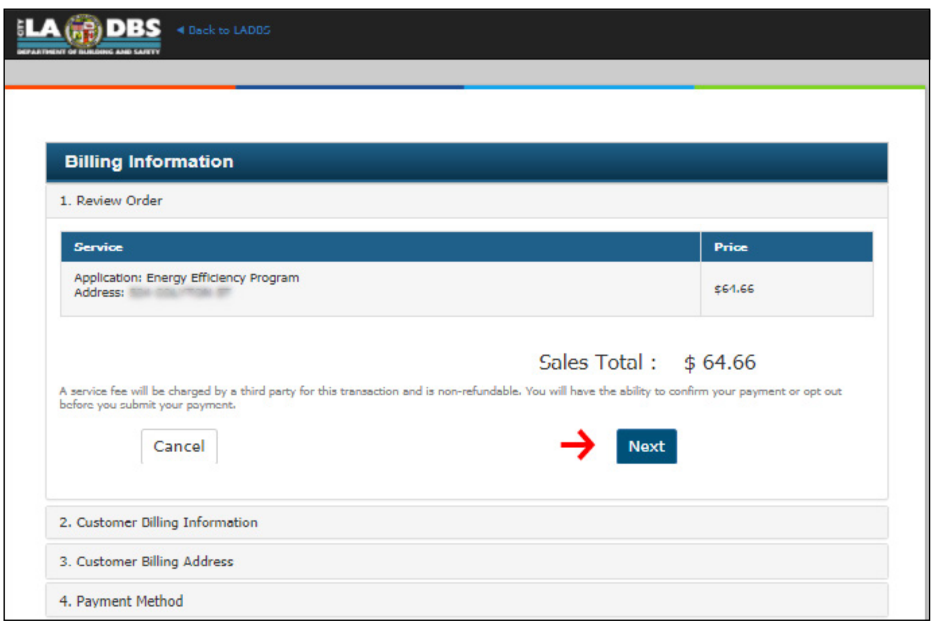
1.4. You will then proceed with paying the annual disclosure compliance fee, in the amount of $64.66 ($61.00 compliance fee + $3.66 surcharge).

- To pay online, click **"Check Out"**.
- If making a payment by check or cash, click **"Print and Pay In Person"** and proceed to **Step 1.6**.

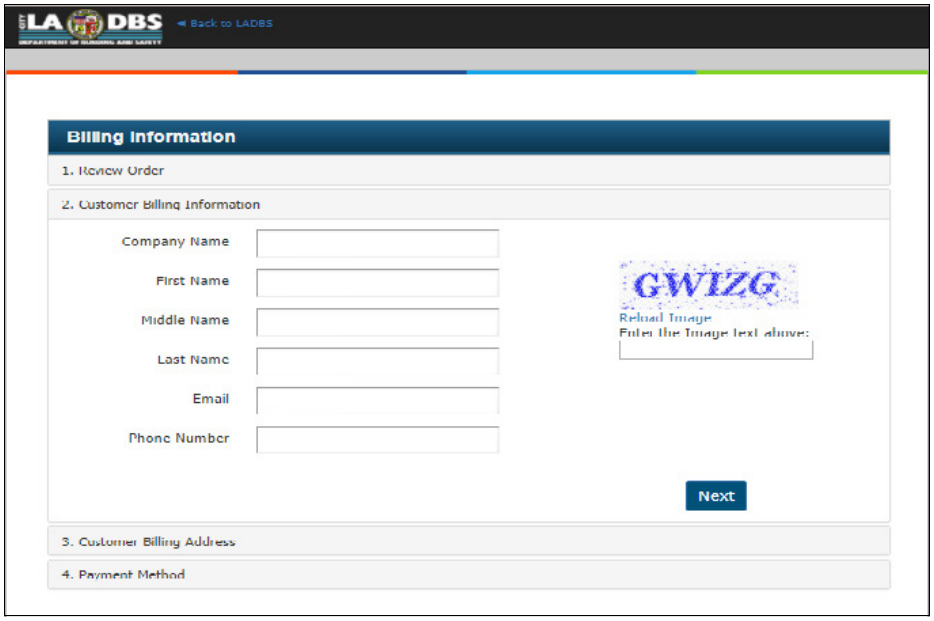
NOTE:
You must pay the disclosure compliance fee each year.



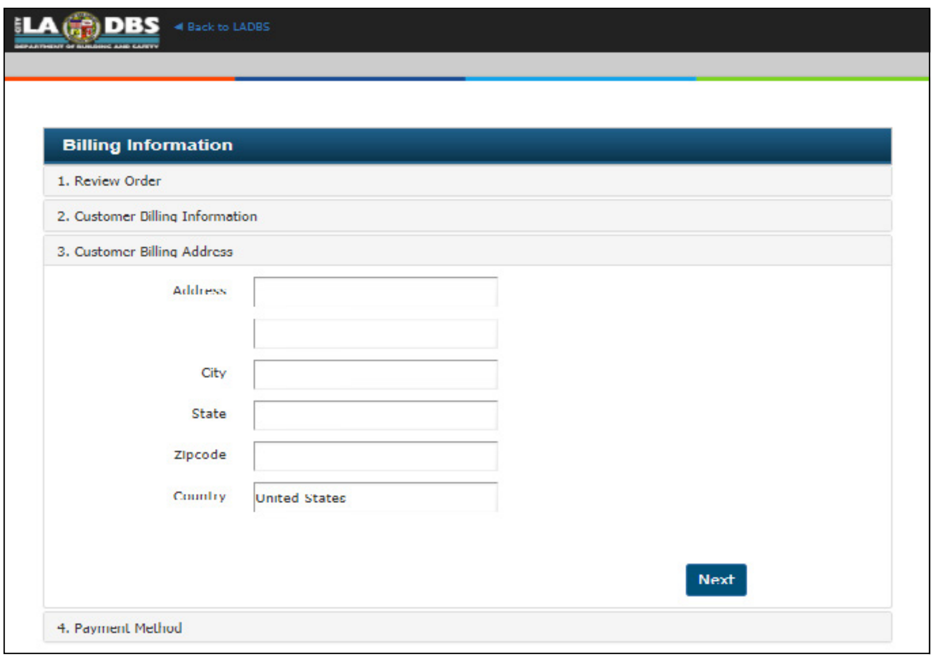
1.5a Review your order to verify that all information is correct. If correct, click **"Next"**.



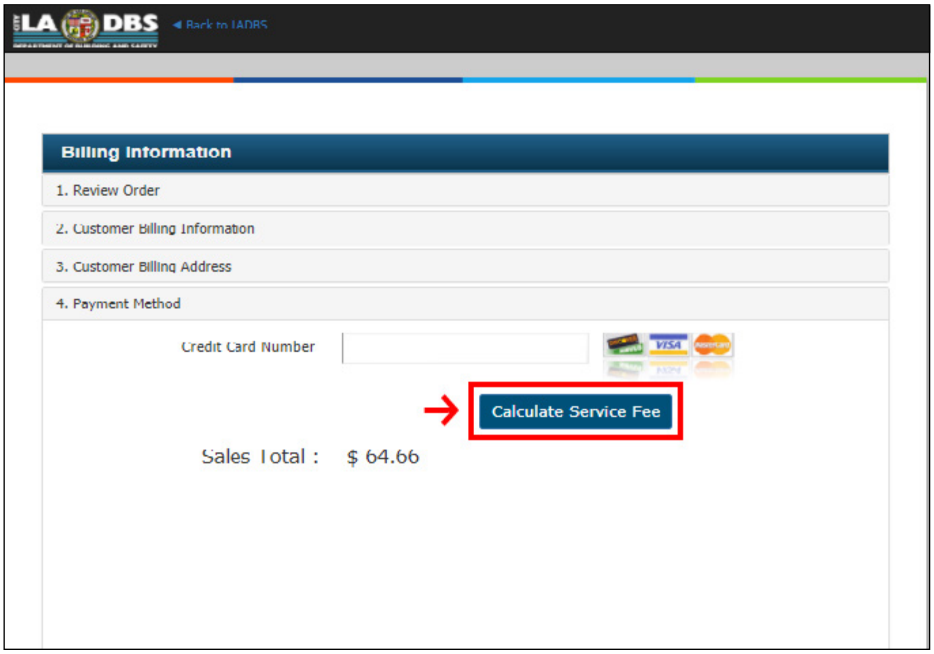
1.5b Enter your billing contact information.



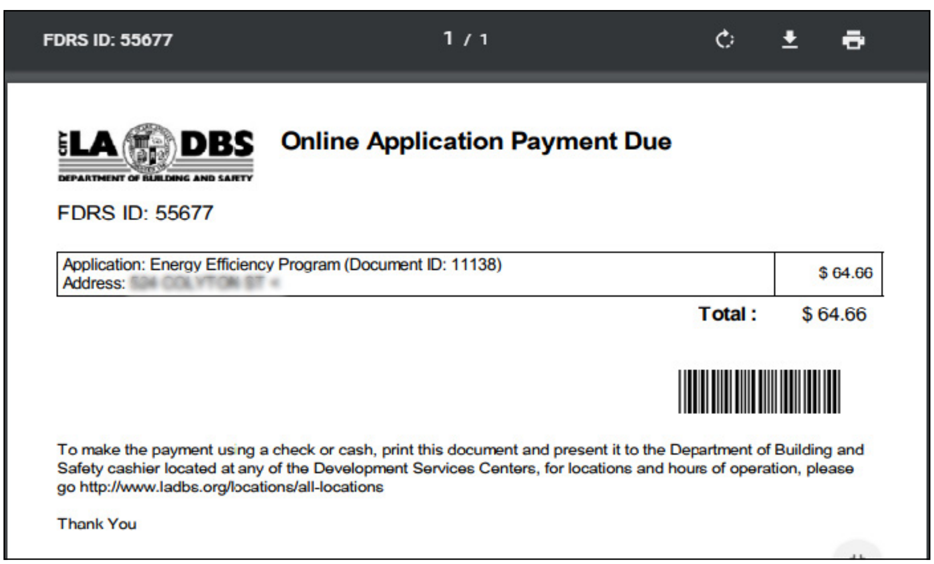
1.5c Enter your billing address.



1.5d Enter your credit card number and click **"Calculate Service Fee"**.
Be sure to retain your email receipt/confirmation. This step completes your LADBS registration.



1.6 After clicking **"Print and Pay in Person"**, you will see a PDF receipt of your purchase. Print this page, and bring it with you to a Department of Building and Safety cashier located at any of the Development Service Centers. For cashier locations and hours of operation, go to www.ladbs.org/locations/all-locations.



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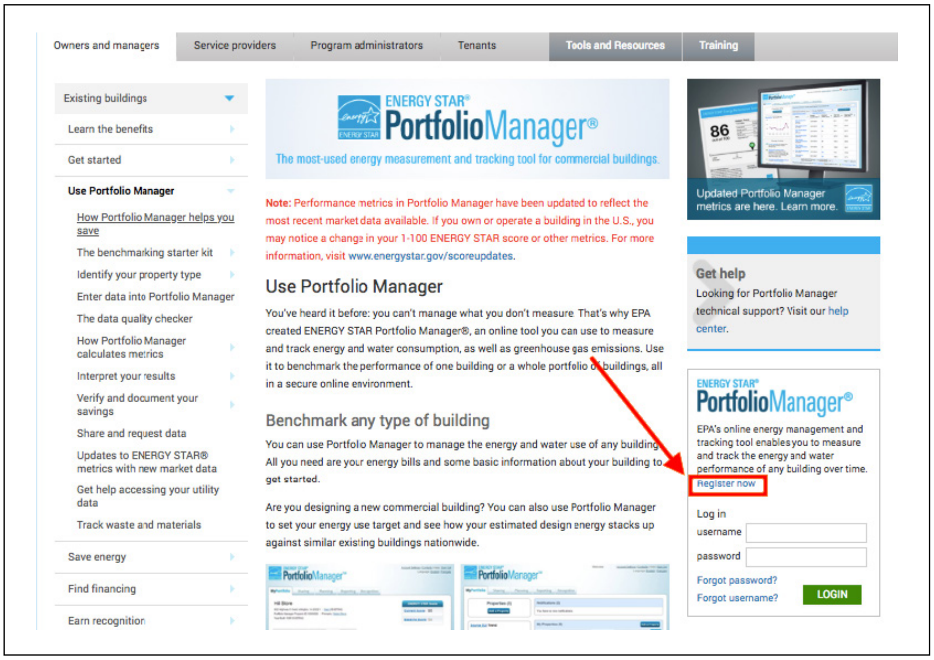
SECTION 2

How to Create Your Portfolio Manager Account

HOW TO CREATE YOUR PORTFOLIO MANAGER ACCOUNT

NOTE:
If you already have a Portfolio Manager Account, you can proceed to **Section 3**.

2.1 Go to the ENERGY STAR® Portfolio Manager Login page www.energystar.gov/portfoliomanager and click **"Register now"**. Be sure to note your user name and password for reference.



NOTE:
If you do not already have access to the prior calendar year's whole-building data, you will need to request LADWP and/or SoCalGas to upload aggregated data by completing **Sections 4** and/or **5** of this Guide.

It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.

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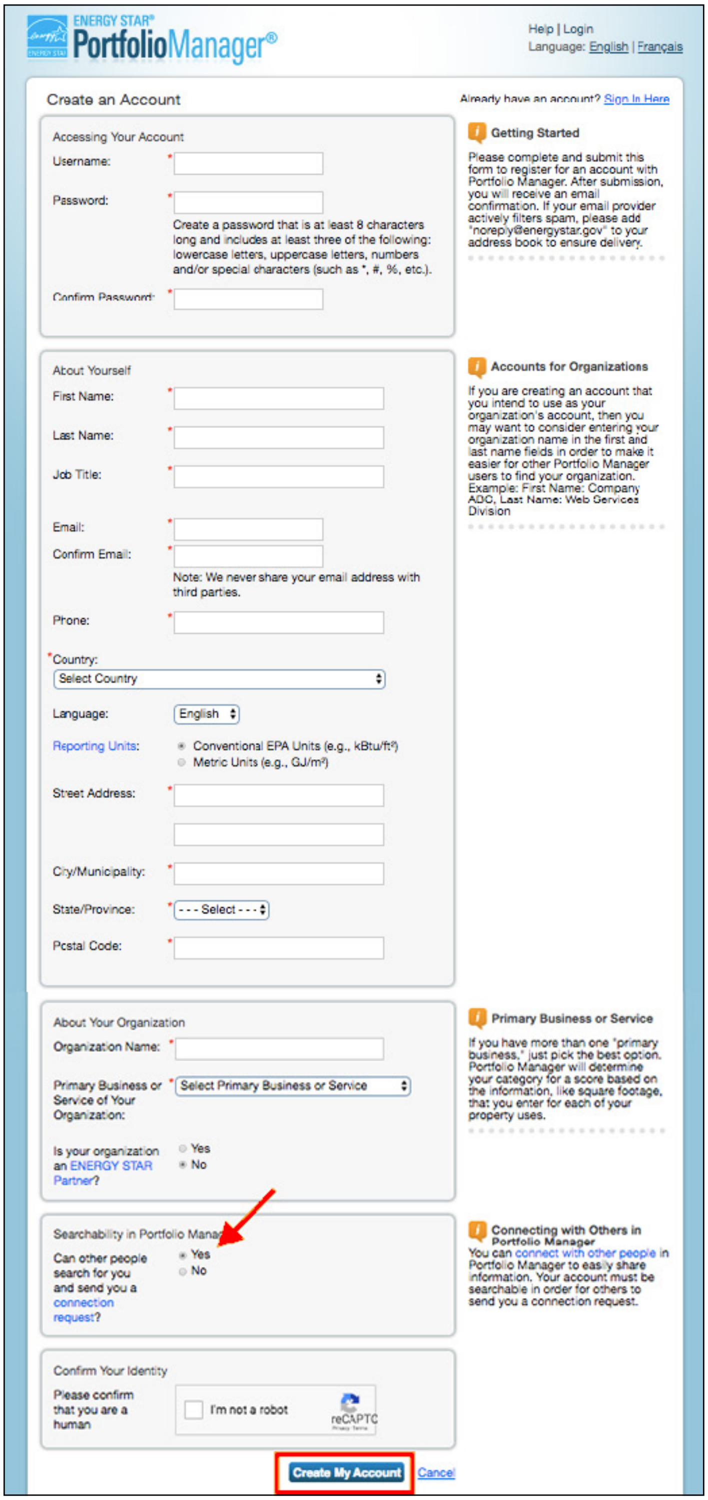
2.2 Fill out the required information (fields marked with red asterisk) and be sure to select **"Yes"** under **Searchability** in ENERGY STAR Portfolio Manager

- Then click **"Create My Account"**.

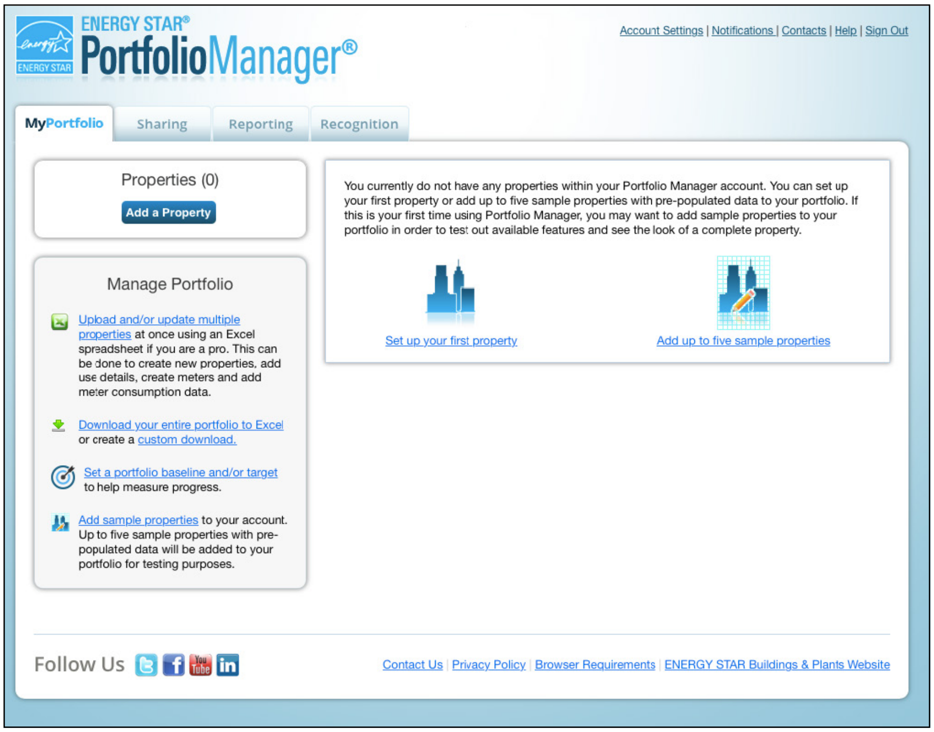
TIP:

Make sure to note your Username, Password and Security Questions for future reference.



2.3 On the Portfolio Manager login page at www.energystar.gov/portfoliomanager, enter your Username and Password and click **"Log In"**. You will be brought to the **My Portfolio** tab.

NOTE:
For guidance on how to add a property, please proceed to **Section 3**.



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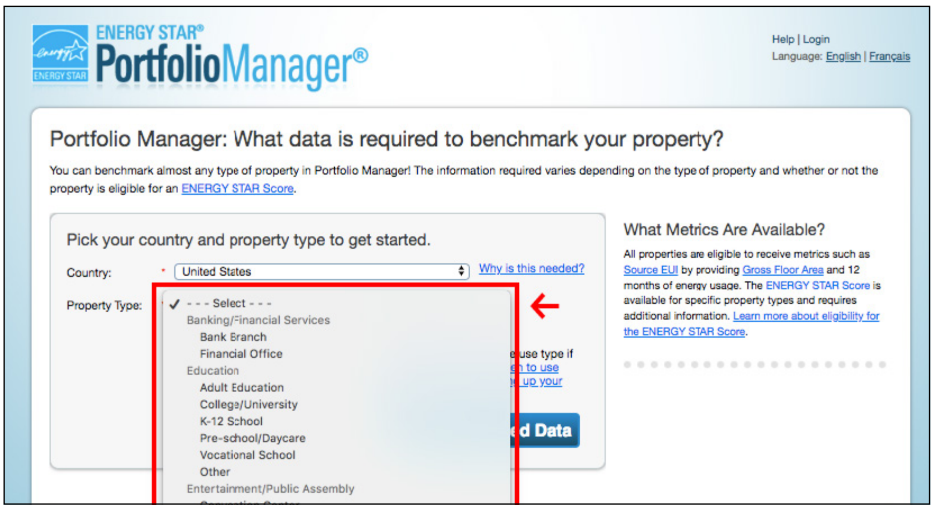
SECTION 3

How to Create a Property Profile

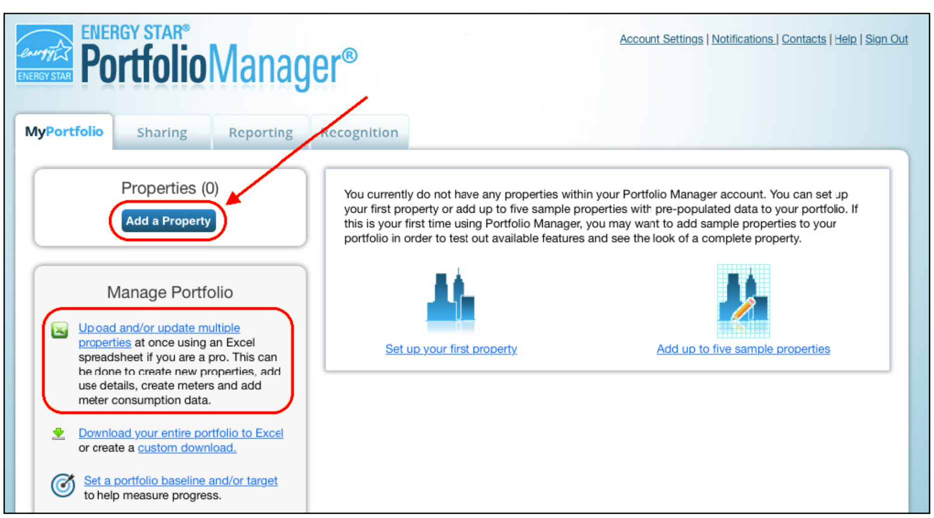
HOW TO CREATE A PROPERTY PROFILE

In order to benchmark your property, you will need to create a profile with basic information about the property itself, how it is used, and the energy and water meters serving it. **Before you get started**, refer to the **Data Collection Worksheet** at portfoliomanager.energystar.gov/pm/dataCollectionWorksheet, and select your property type from the **drop-down list** to see what information you will need in order to create your Property Profile. If you are not sure how to classify your property, refer to list of property types at www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details.

NOTE:
If you already created a profile for your property, you do not need to create a new one for benchmarking. However, if any information has changed, please update property information as needed. Once you have reviewed and updated your property, proceed to **Section 4** and then **Section 5** to request data and complete your benchmarking report.



3.1 After completing the data collection worksheet, log into Portfolio Manager and add a property by clicking **"Add a Property"** on the **My Portfolio** tab. You can also upload multiple properties by clicking the hyperlink at the bottom of the screen.



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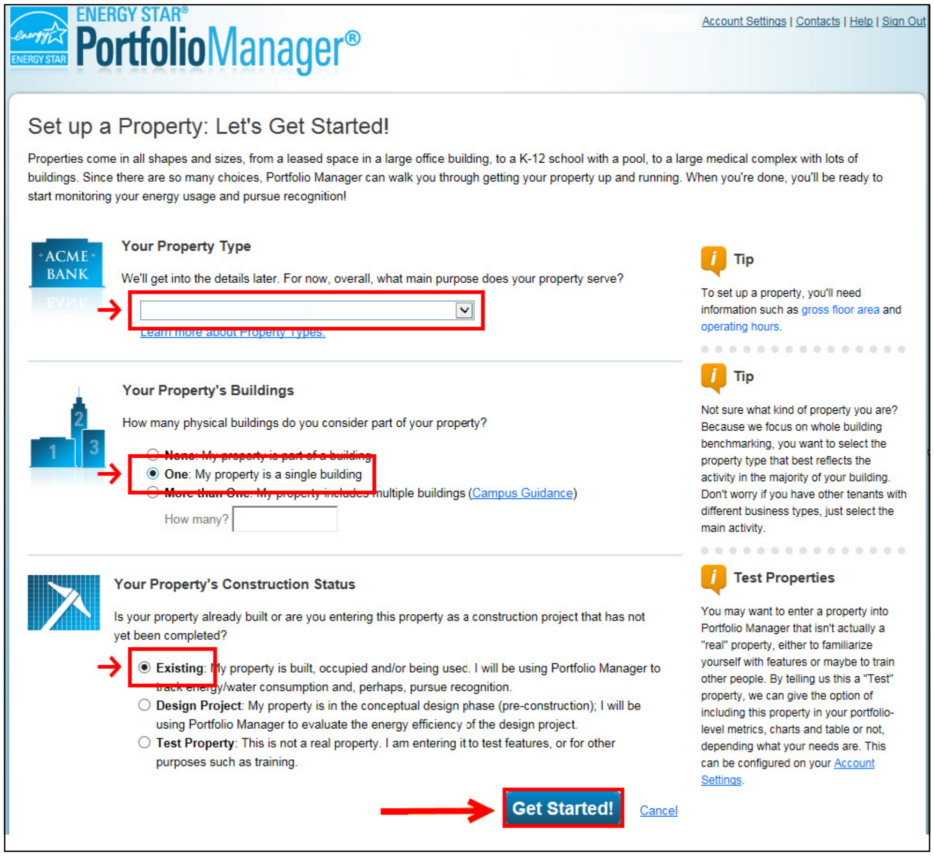
3.2 From within the **Your Property Type** section, select your property's primary function from the **dropdown menu**.

- Within the **Your Property's Buildings** section, select **"One: My property is a single building"**.
- Within the **Your Property's Construction Status** section, select "**Existing"** for construction status.
- Then click **"Get Started!"**.



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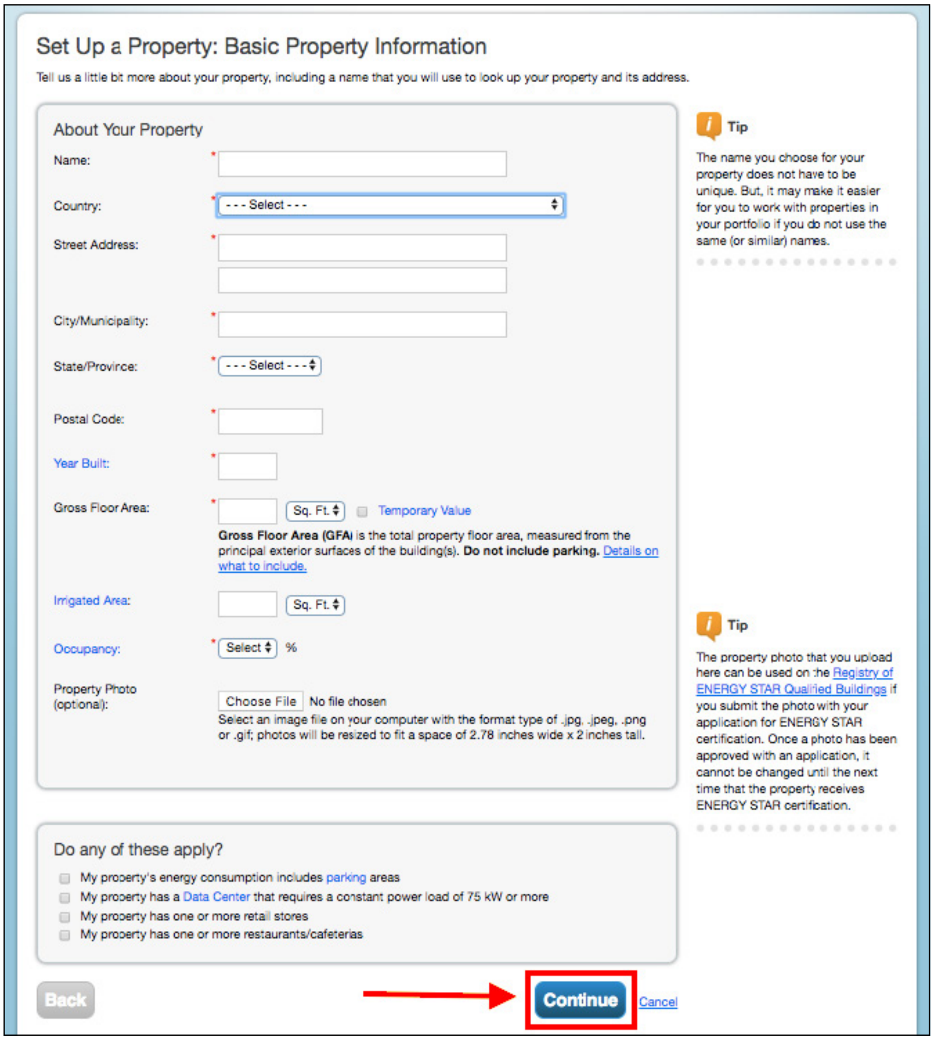
3.3 Enter the property's name, address, and other general information.



NOTE Re: Parking:
The City requires that the square footage and utility data for subterranean and/or structured above ground parking that is physically attached to a building be included with that building's data.

If your property includes subterranean and/or structured above ground parking that is physically attached to the building, click **"My property's energy consumption includes parking area"**. You will then be prompted to enter the square footage of the parking area as a separate property use type.

- When you request data (**Section 4**), LADWP will upload the parking area data along with the rest.
- If a parking structure is ***not physically connected*** to a building ***and*** it is ***above the minimum size***, it should be benchmarked and submitted separately, as a stand-alone building with its own Building ID, following the process outlined here. Contact LADBS at ladbs.ebewe@lacity.org, if you need them to provide a Building ID for your stand-along parking structure.

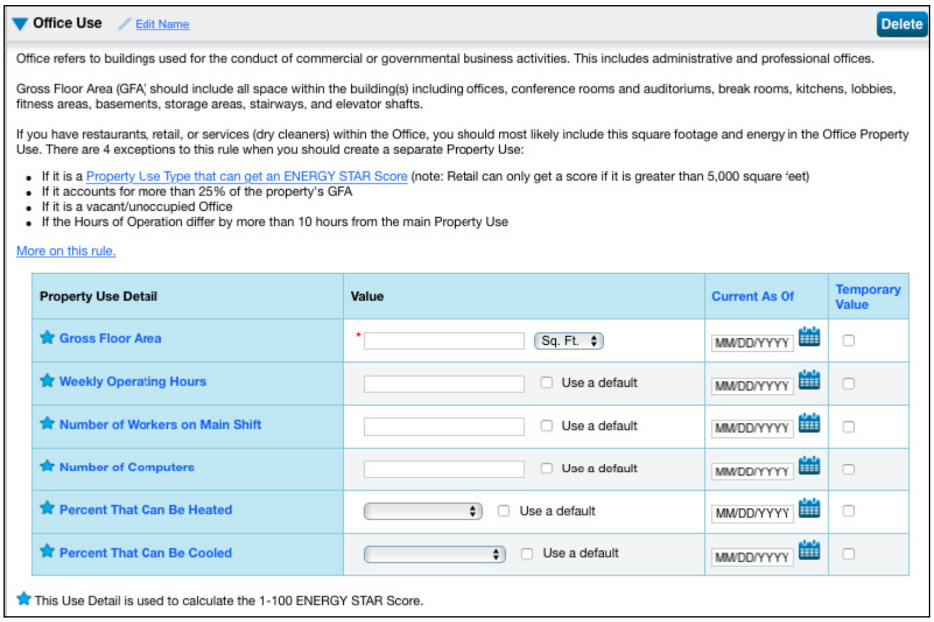
Click the appropriate boxes if your property contains a **data center** (>75kW constant power), **retail store**, or **restaurant**, and be sure to **add those Use Types** (**Section 3.5** below).

3.4 Enter the specific information on how your building is used. The fields required will depend on the selections made in **Sections 3.2** and **3.3** for your **Property Type** and characteristics.

For example, if you indicated your building's property type is **Office**, you would be asked to supply the Gross Floor Area, Weekly Operating Hours, Number of Computers, Number of Workers on Main Shift, Percent that can be Heated, and Percent that can be Cooled.

If you indicated that your building had a Data Center or Parking, additional fields pertaining to these uses would also be required. Some space attributes, like "Gross Floor Area," are always required. You can also rename the primary function by clicking **"Edit"** next to **Property Type**, on the **Details tab**.

To view detailed descriptions of each space and its space attributes, refer to the list of Portfolio Manager property types, definitions and use details: www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details



Office Use Edit Name Delete

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a Property Use Type that can get an ENERGY STAR Score (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

More on this rule.

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	* Sq. Ft.	MM/DD/YYYY	
Weekly Operating Hours	Use a default	MM/DD/YYYY	
Number of Workers on Main Shift	Use a default	MM/DD/YYYY	
Number of Computers	Use a default	MM/DD/YYYY	
Percent That Can Be Heated	Use a default	MM/DD/YYYY	
Percent That Can Be Cooled	Use a default	MM/DD/YYYY	

This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

Adding Another Type of Use

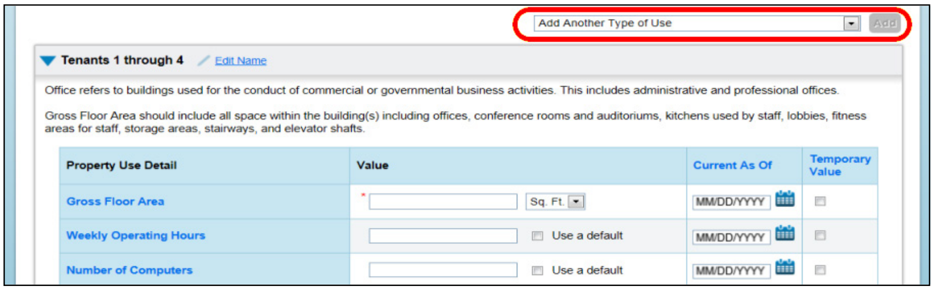
Portfolio Manager uses the term "Type of Use" to characterize the various spaces within a building. Your building may have one or more space types. For example, an office building might have occupied office space, a data center, and parking. Each of these should be entered as a separate "Type of Use" and will require different information.

NOTE:

If more than 10% of a building's gross floor area is vacant, the **vacant square footage** should be described as a distinct space type.

To view detailed descriptions of each space and its space attributes, refer to the list of Portfolio Manager property types, definitions and use details: www.energystar.gov//buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details

3.5 To add another space to your facility, click **"Add Another Type of Use"** and select the type of space you would like to add. Complete the required fields as you did in **Section 3.4**.

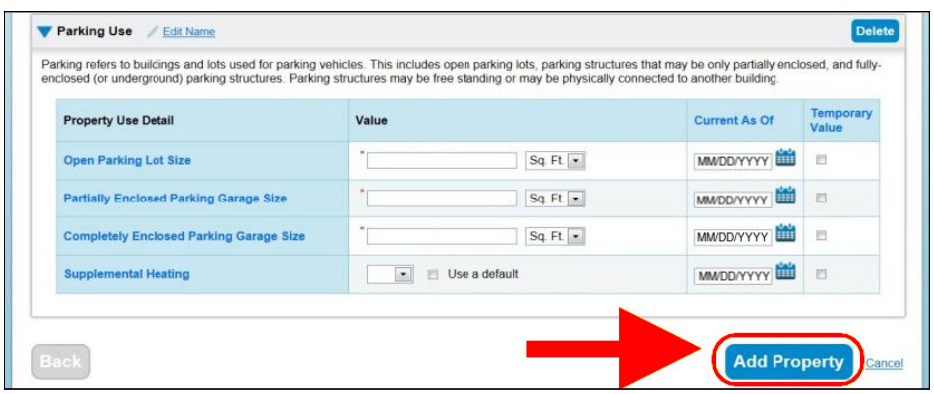


NOTE Re: Parking:

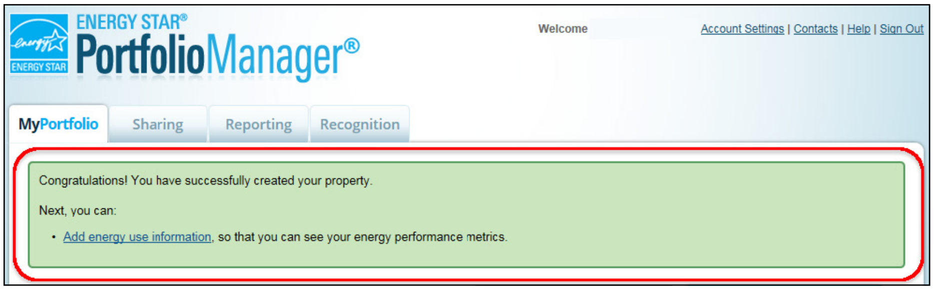
The City requires that the square footage and utility data for subterranean and/or structured above ground parking that is physically attached to a building be included with that building's data.

- If your property includes subterranean and/or structured above ground parking that is physically attached to the building, click "**My property's energy consumption includes parking area"**. You will then be prompted to enter the square footage of the parking area as a separate property use type.
- When you request data (**Section 4**), LADWP will upload the parking area data along with the rest.
- If you need to make any adjustments, simply click the **Back** button at the bottom of the screen.
- If a parking structure is ***not physically connected*** to a building and it is ***above the minimum size***, it should be benchmarked and submitted separately, as a stand-alone building with its own Building ID, following the process outlined here. Contact LADBS at ladbs.ebewe@lacity.org, if you need them to provide a Building ID for your stand-along parking structure:

3.6 Continue with the procedure described in **Section 3.5** until your building's total gross floor area is completely accounted for. Make sure the sum of all spaces is equal to the total gross floor area of the facility. To finalize your entries, click **"Add Property"**.



3.7 After saving your entries, you will see a green bar at the top of the Summary tab, confirming you have successfully created your property. The next sections (**Sections 4** and **5**) will cover how to request data and complete your benchmarking report.



It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.

Updated: 2/21/2020

SECTION 4

How to Enroll in LADWP Web Services

PLAN

LA DBS DEPARTMENT OF BUILDING AND SAFETY

LA DWP Los Angeles Department of Water & Power

SoCalGas A Sempra Energy utility

LA ENERGY & WATER EFFICIENCY RESOURCE CENTER

POWERED BY Better Buildings CHALLENGE U.S. DEPARTMENT OF ENERGY LOS ANGELES

4.A. How to Add Virtual Meters for Aggregated Data

- You will need to create what's called a **"Virtual Meter"** in order to receive the aggregated data for each service type.
- Aggregated data can **only** be uploaded to a Virtual Meter, so if a Virtual Meter is not added for a particular service type (electricity or water), aggregated consumption data cannot be uploaded to your property.
- ***Create only ONE virtual meter for each service type*** you are requesting (i.e. one virtual meter for electricity, one virtual meter for water).

LADWP will provide data for the past five calendar years and ongoing recurring data uploads, so you will not need to repeat the data request process for future reporting.

If you have an existing Portfolio Manager account tracking common area usage, you still need to create a Virtual Meter to receive aggregated whole-building data (i.e. common area + tenant data). Please see **Section 6.B**. for guidance on adding a Virtual Meter for aggregated data while maintaining existing historical common area data.

If you are not already tracking historical common area data in ESPM, that's ok – the same process applies. In this case, there is no need to upload your own common area data.

The Test Building below is currently tracking common area electricity data only, whole-building natural gas, and no water data. In this example, we will be creating Virtual Electricity and Water Meters to receive the aggregated whole-building electricity and water data, since the current electricity meter only covers common areas and they do not have any water data entered.

NOTE:
If you created a Virtual Meter to receive 2016 or 2017 data, LADWP will provide recurring updates to your existing virtual meter. Refer to the Ongoing Reporting Guide for instructions on viewing your data.

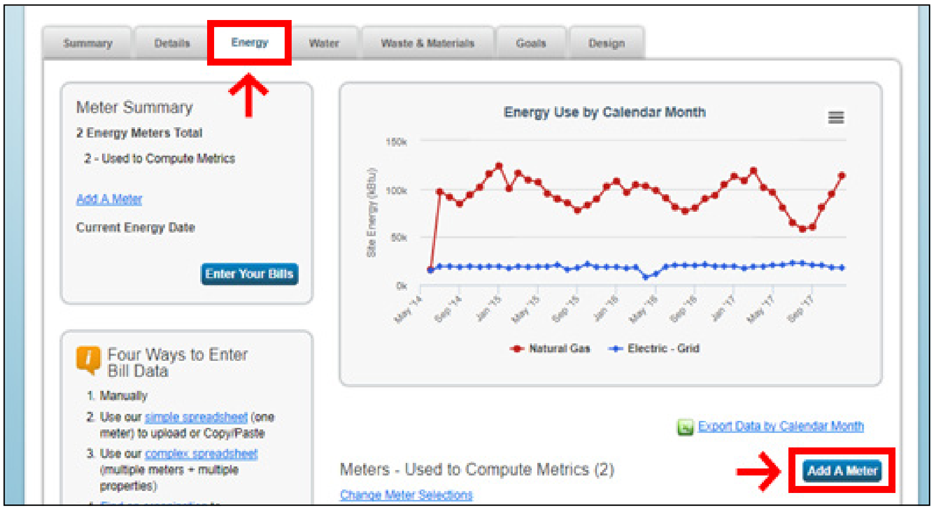
! **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**

Updated: 2/21/2020

CREATE A VIRTUAL METER: ENERGY

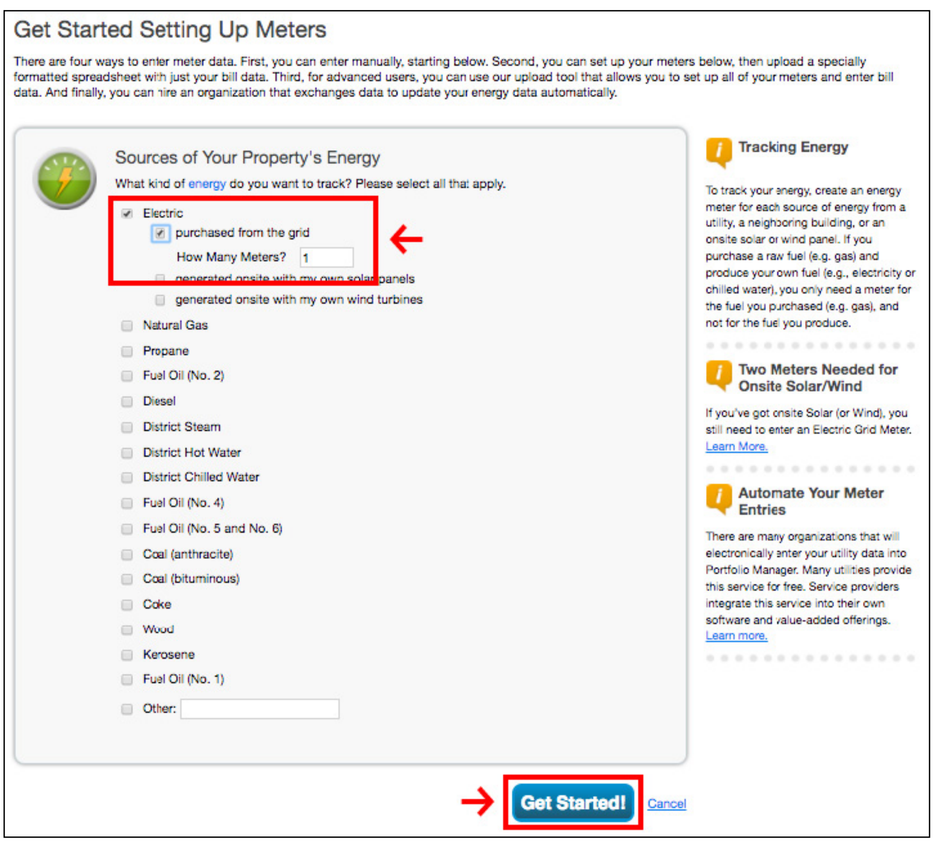
Follow these steps to create a virtual meter to receive aggregated energy data.

4.1 Click **"Add a Meter"** under the **Energy** tab as shown below.



4.2 Select **"Electric"** and **"purchased from the grid"** and enter **"1"** for the number of meters

- Click **"Get Started!"** to continue.



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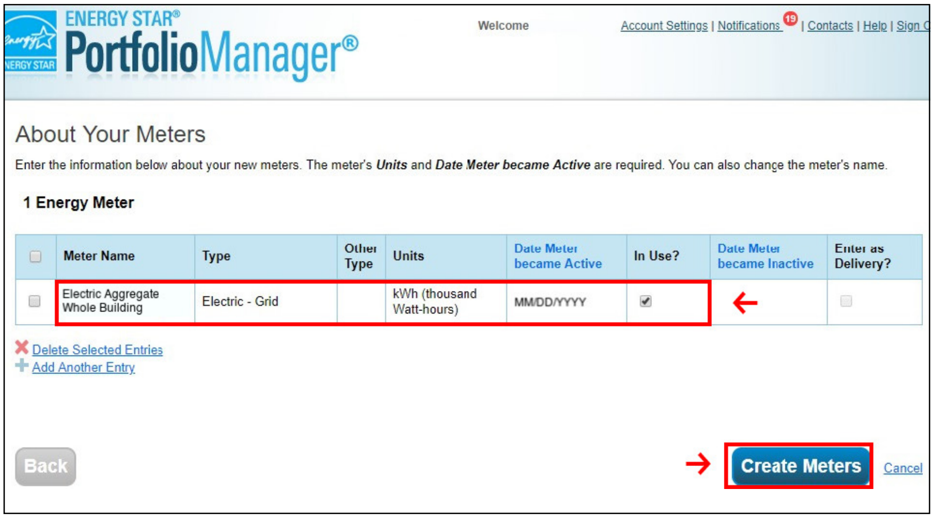
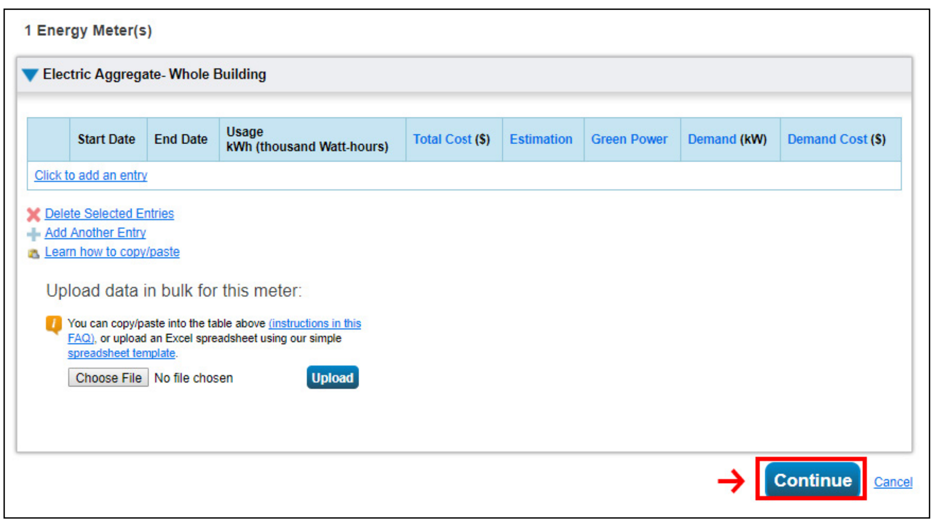
4.3 Rename your meter under **Meter Name** to **"Electric Aggregate – Whole Building"**.

- Select **"kWh"** for the **Units**.
- Enter **"January 1, 2015"** for the **Date Meter Became Active**.
  (LADWP will provide data for the past 5 calendar years).
- Make sure that the **"In Use"** box is checked.
- Select **"Create Meters"**.



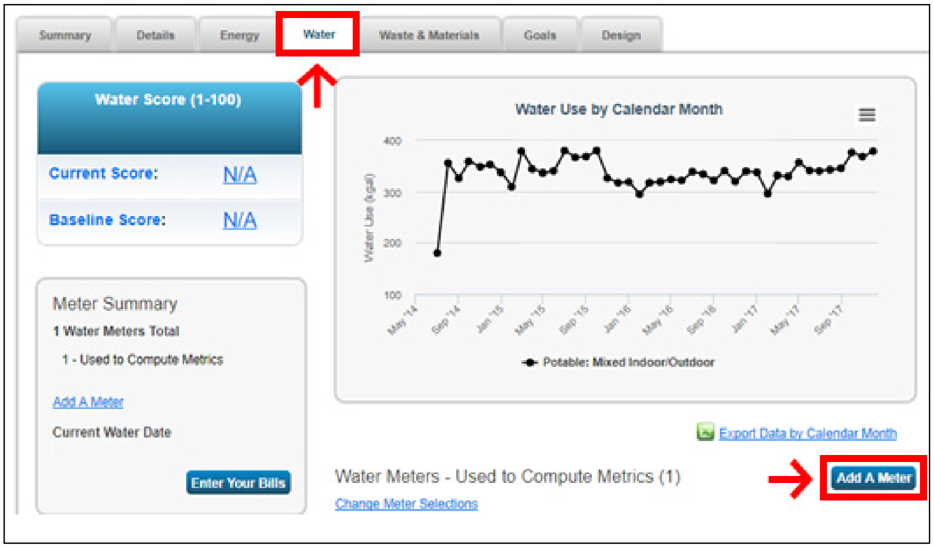
4.4 Click **"Continue"** – ***do not manually enter any data***.
LADWP will upload aggregated data directly to your Property Profile once you have completed the set-up and requested the data (**Section 4B** below).



CREATE A VIRTUAL METER: WATER

Follow these steps to create a virtual meter to receive aggregated water data.

4.5 Click **"Add a Meter"** under the **Water** tab as shown below.



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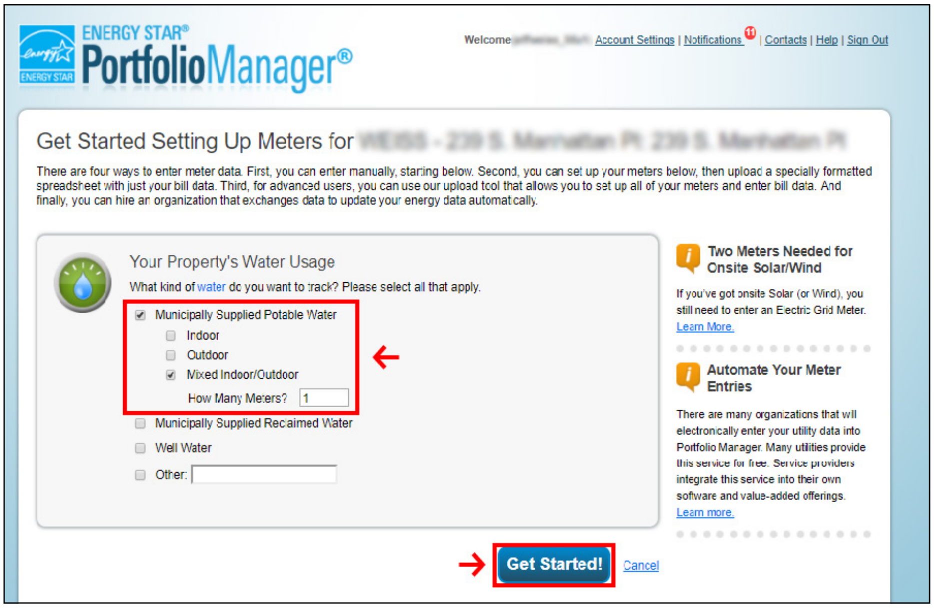
4.6 Select **“Municipally Supplied Potable Water”** and **“Mixed Indoor/Outdoor”** for your property’s water usage, enter **“1”** for the number of meters

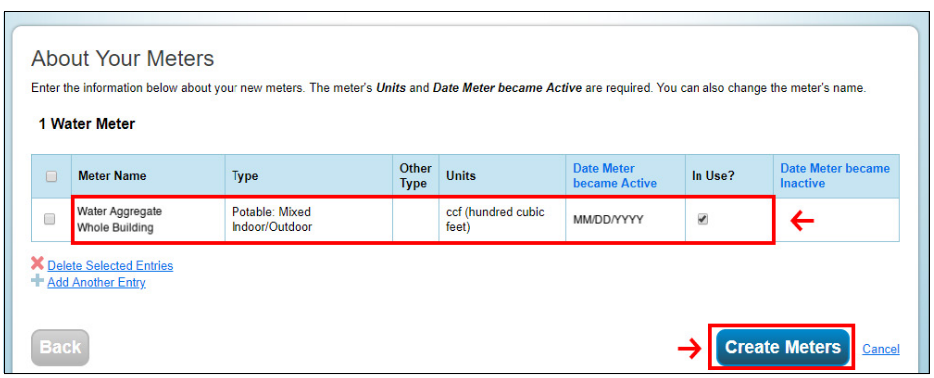
- Click **“Get Started!”** to continue.
  LADWP will upload aggregated mixed indoor/outdoor water data directly to your Property Profile

NOTE:
If your property does not have any outdoor water use, you should still select “Mixed Indoor/Outdoor” for type of water.



4.7 Rename your meter under **Meter Name** to **“Water Aggregate – Whole Building”**.

- Select **“ccf”** for the units.
- Enter **“January 1, 2015”** for the **Date Meter Became Active**.
  (LADWP will provide data for the past 5 calendar years).
- Make sure that the **“In Use”** box is checked.
- Select **“Create Meters”**.



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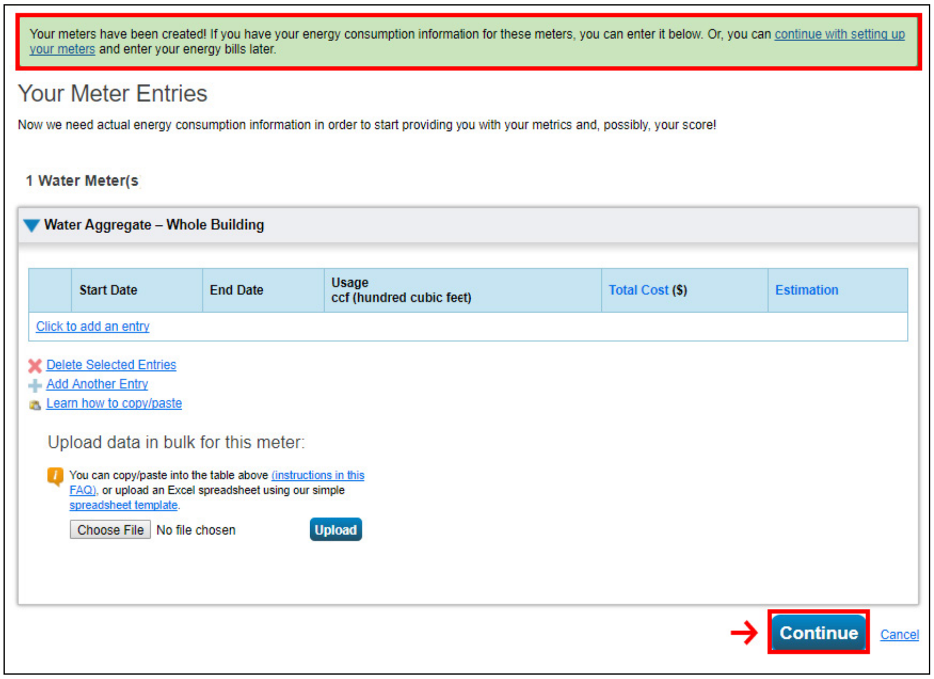
4.8 You will see a green bar at the top, confirming you have successfully created your meter.

- Click **"Continue"** – ***do not manually enter any data***.
  LADWP will upload aggregated data directly to your Property Profile once you have completed the set-up and your request has been processed (**Section 4.B.** below).



4.B. Online Benchmarking Application, Requestor Authentication & Meter Verification

Before initiating the LADWP Benchmarking Application process, review the table below to determine the documents you will need to gather based on the number and type of utility accounts at your property.

Number/Type of Tenant Accounts	Required Authentication Documents	Tenant Consent Required?
Building has 5 or more active utility accounts at least one of which is residential	Self-Certification Letter	No
Building has 3 or more commercial active utility accounts	Self-Certification Letter	No
Building has fewer than 3 commercial active utility accounts	Letter of Authorization, Proof of Ownership	Yes
Building has fewer than 5 active utility accounts and at least one of which is residential	Letter of Authorization, Proof of Ownership	Yes

1 Gather Documents

- **Self-Certification Letter:**
  Letter indicating the requestor is authorized to request data on behalf of the owner.
- **Proof of Ownership:**
  An electronic copy of the current deed, title report, or property tax statement.
- **Letter of Authorization**
  Letter of Authorization to indicating that ownership authorizes the Requestor to act on behalf of owner to obtain aggregated building usage data from LADWP for benchmarking. The same letter can be used for multiple buildings as long as it lists each building address; however, an online benchmarking form must be submitted for each property. Download the Letter of Authorization template at:
  www.betterbuildingsla.com/_images/content/Template_Letter_of_Authorization.docx
  (You may also download under **"Links"** at: www.betterbuildingsla.com/resources/faqs-and-videos)
- **Tenant Consent(s):**
  If required, please complete and submit a Tenant Consent for each tenant.

NOTE:
In lieu of the Tenant Consent, the requestor may provide a copy of the building owner's lease with the tenant that includes a term granting the owner permission to access the tenant's utility usage information.

In addition, prepare:

- **Building information:**
  Address, square footage, and Assessor's Parcel Number.
- **List of Meters serving the property:**
  You will need to verify this against the list of meters provided by LADWP. The list should include any meter(s) serving subterranean and/or attached parking areas.

2 Complete Application

Once you have gathered the required documents, complete the LADWP Benchmarking Application at:
www.ladwp.com/ladwp/faces/ladwp/commercial/c-gogreen/c-gg-bewb/commercial_buildingbenchmarking

3 Post-Application

After the Requestor has submitted the complete LADWP online Benchmarking Application:

- You will receive a confirmation email from LADWP. LADWP will work with the Requestor to authenticate the ownership and building information submitted with the Benchmarking Application.
- Next, LADWP will send a follow-up email to the Requestor with the service address(es) and an attachment with the list of meters associated with the building.
- The list should include any meter(s) serving subterranean and/or attached parking areas.
- The Requestor is required to verify the building profile, list of service addresses, and meters for the building by replying back to this email. LADWP will not begin processing your request until they have received your reply.

NOTE:
If you do not already have a list of electricity and water meter numbers and locations, it is recommended to create one as soon as possible to avoid delays.

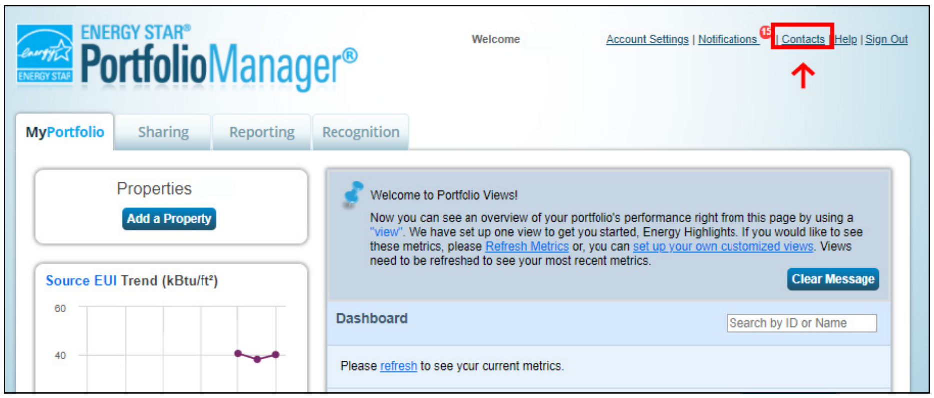
- Once the Requestor has validated the meters, LADWP will notify the Requestor of the Property Admin ID number via email from usagedata@ladwp.com. ***This is different than the Building ID issued by LADBS***. Please make note for future reference.
- Once you have received your **Property Admin ID**, proceed to **Section 4.C**.

TIP:
Be sure to check your email regularly, and reply promptly to avoid delays. It's also a good idea to check your SPAM folder, to make sure you don't miss an email.

4.C. Connect with LADWP

Please note that before connecting with LADWP, you must first complete the online Benchmarking Application and receive an email stating that your application has been approved (See **Section 4.B.**). Be sure to check your email and respond as needed to avoid delays.

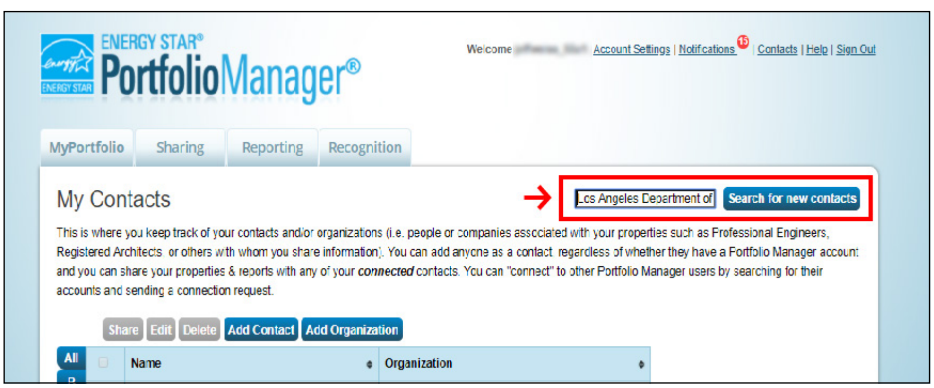
4.9 To set up Web Services, the first step is to connect with LADWP as a contact. Click on the **"Contacts"** link in the top right corner of the page.



4.10 This takes you to your **My Contacts** list.

- Type in **"Los Angeles Department of Water and Power"** in the text box.
- Click the **"Search for new contacts"** button.

TIP:
Do not use any abbreviations; type out the full name, exactly as shown.



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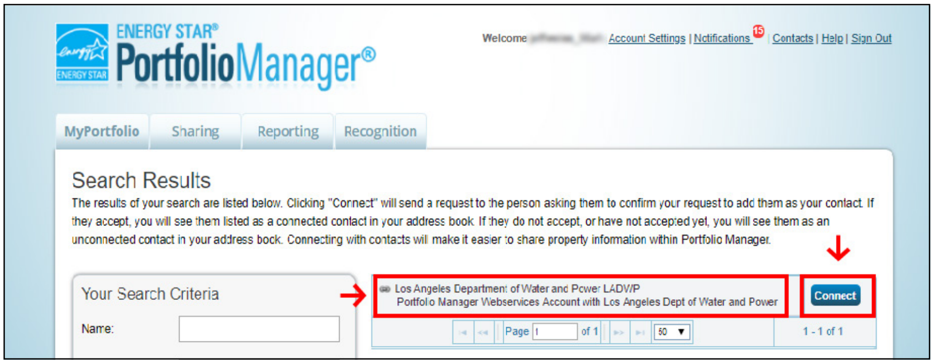
4.11 A list of available contacts will be returned. Click on the **"Connect"** button for the **Los Angeles Department of Water and Power LADWP Portfolio Manager Web services Account with Los Angeles Department of Water and Power.**

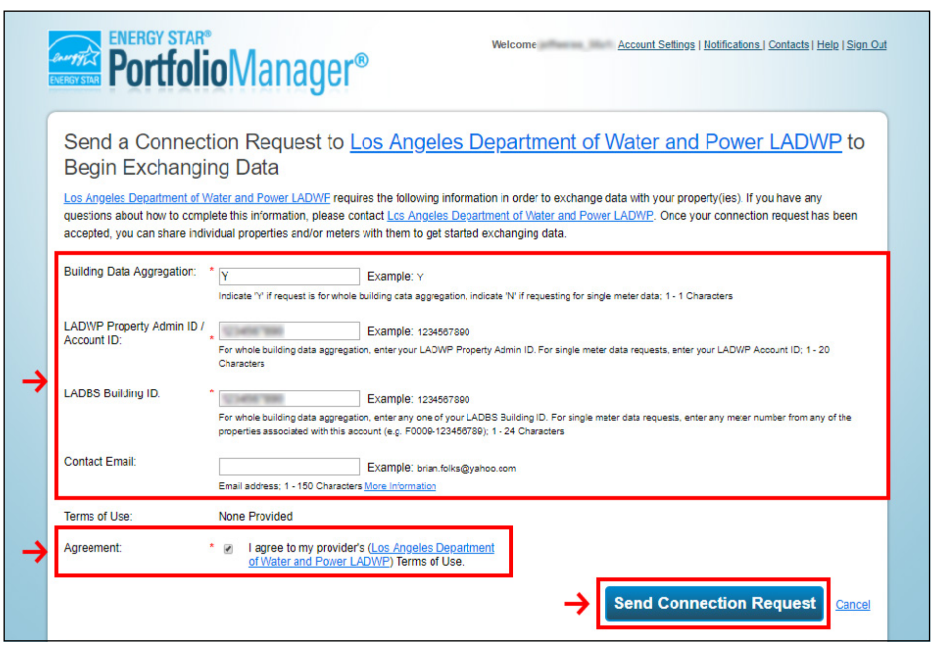


4.12 Enter all required information and a valid email address for the individual authorizing the connection with LADWP.

- Next, read and agree to LADWP's **Terms of Use**.
- Click **"Send Connection Request"**.

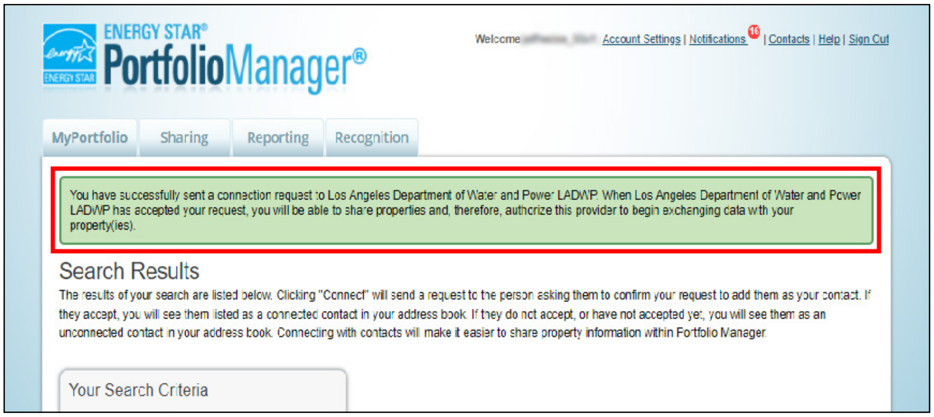
TIP:
You will receive the Property Admin ID from usagedata@ladwp.com after your Benchmarking Application has been approved.

NOTE:
The LADBS Building ID can be found on your Notification Letter.
If you have questions about your Building ID you may email LADBS at ladbs.ebewe@lacity.org.



4.13 The top of the next page will show a green bar, confirming your connection request was sent to LADWP.

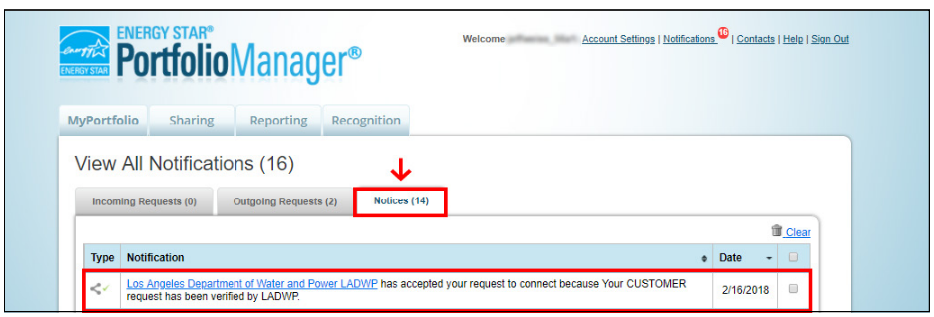
NOTE:
You are not yet connected to LADWP. LADWP must first accept your request.



NOTE:
If a Connection Request is created between 8 AM and 12:59 PM, LADWP will process and accept the connection **by 1:30 PM**.

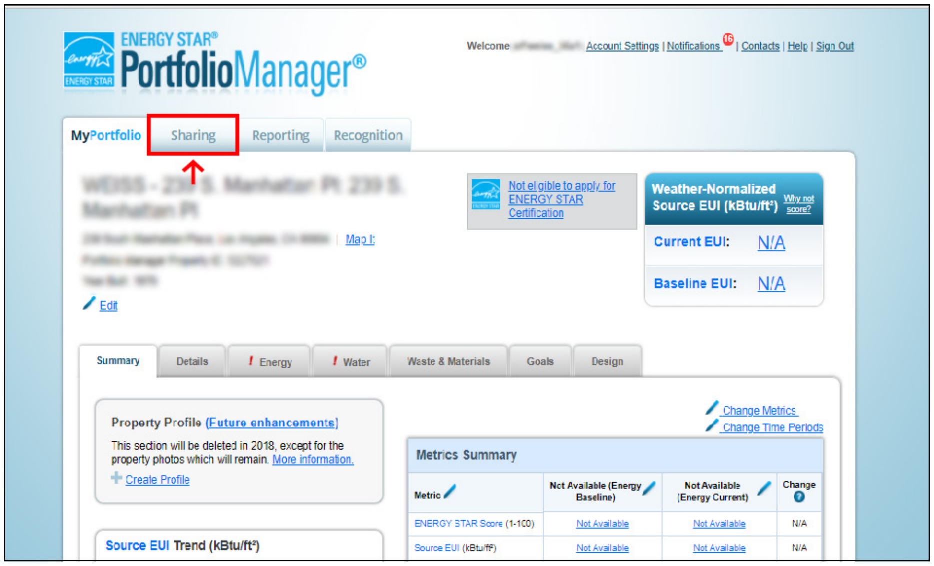
If Connection Request is created between 1 PM and 7:59 AM, LADWP will process and accept the connection **by 8:30 AM**.

4.14 Once LADWP has accepted your connection request you will receive a connection accepted notification.

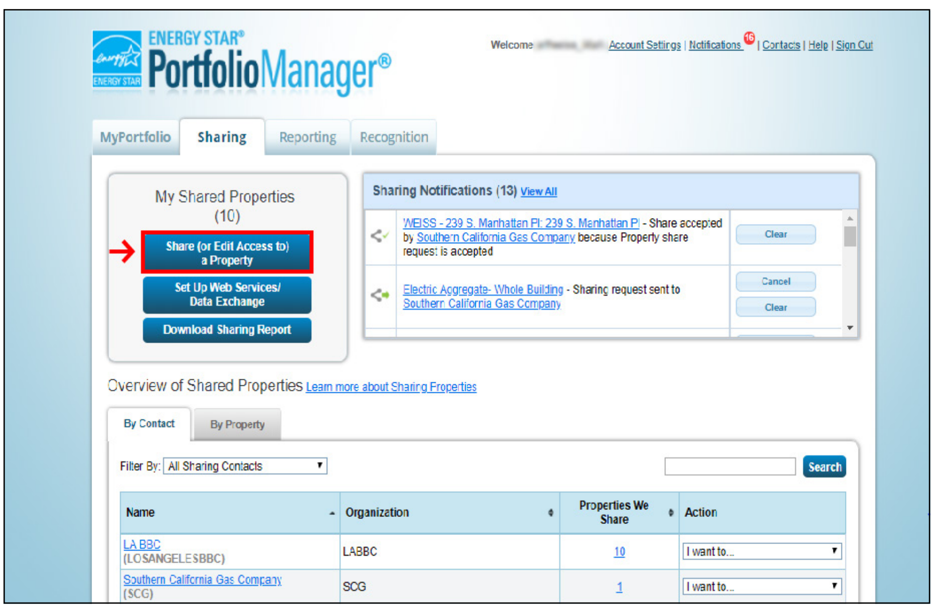


4.15 After you have received notification that LADWP has accepted your connection request, the next step is to share your property (ies) with LADWP Portfolio Manager account. Click the **"Sharing"** tab.

TIP:
Check your ESPM Account home page for Notifications regularly.



4.16 Click **"Share (or Edit Access to) a Property"** on this screen.



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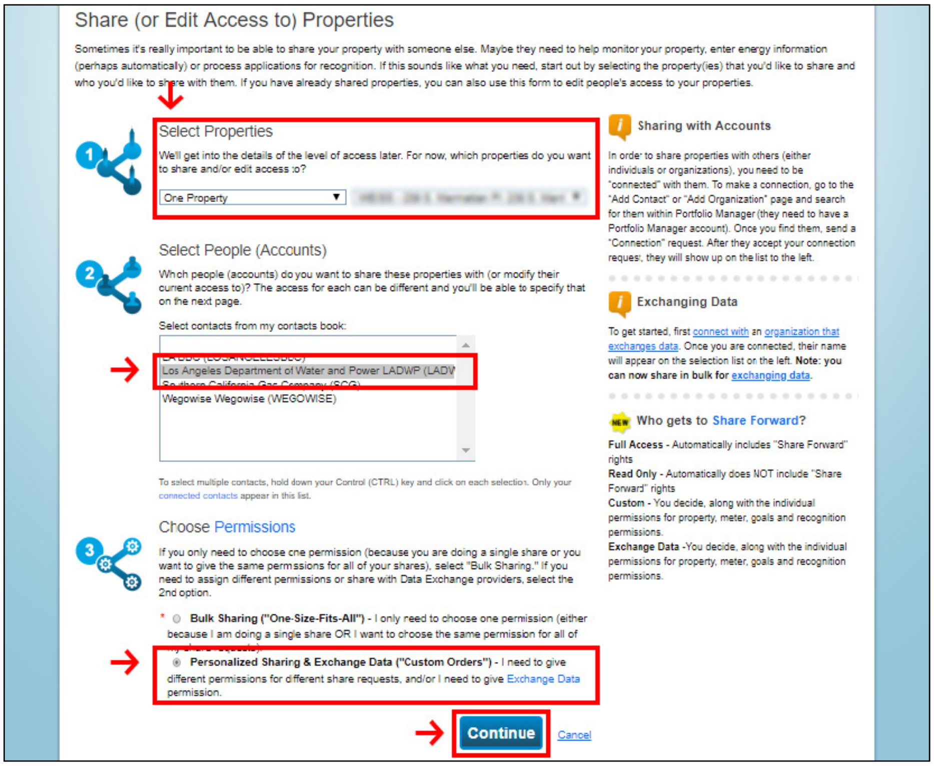
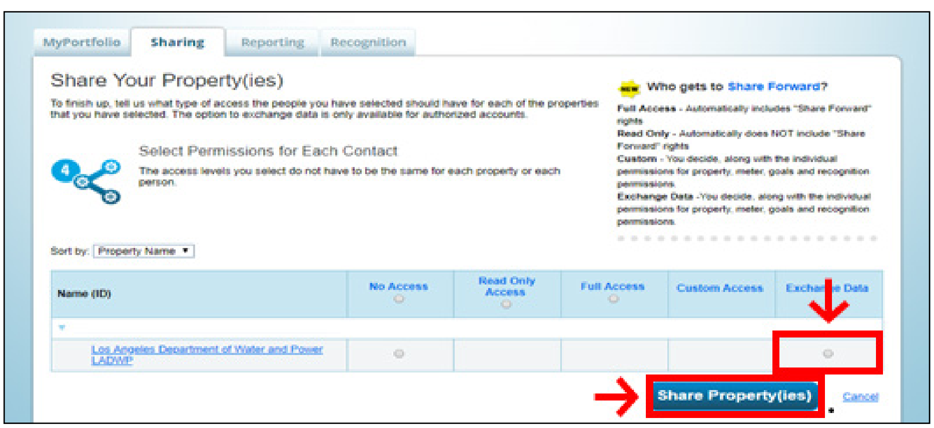
4.17 First, go to **Select Properties** to share. Depending on your selection, a drop-down window or button will appear to choose the specific buildings you would like to share with LADWP.

- Next, go to **Select People (Accounts)** and choose **"Los Angeles Department of Water and Power LADWP"** as the **Account** with which you would like to share.
- Then, go to **Choose Permissions** and click on **"Personalized Sharing & Exchange Data"** radio button.
- Click **"Continue"**.

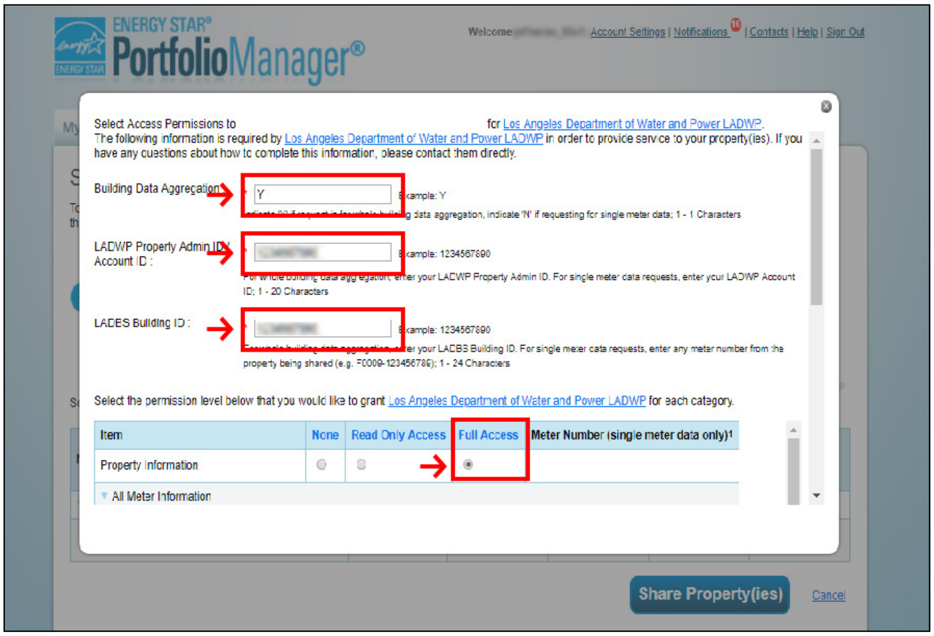


4.18 Select the **"Exchange Data"** radio button as the permission level to grant LADWP.



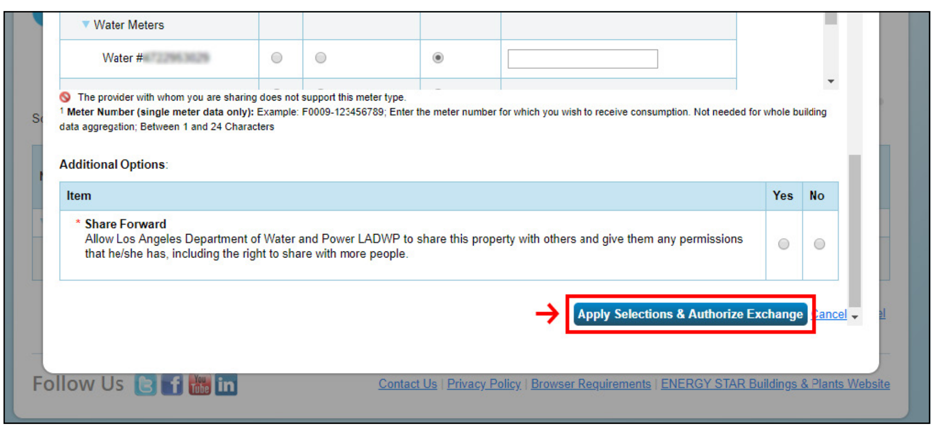
4.19 When the **"Exchange Data"** radio button is clicked, a pop-up window will appear.

- Enter **"Y"** for **Building Data Aggregation**,
- Enter the **LADWP Property Admin ID** and the **LADBS Building ID** (See TIP in 4.12 above).
- Leave the **Meter Number (single meter data only)** field blank.
- Click the **"Full Access"** radio button(s).
  You will ***not*** receive data from LADWP unless **"Full Access"** has been selected.

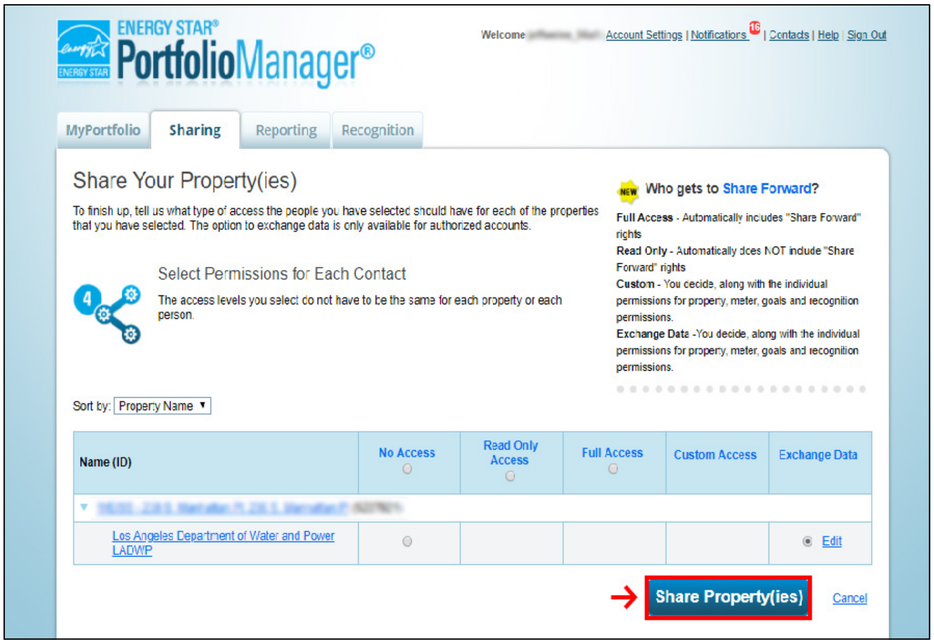


4.20 Scroll down and click **"Apply Selections & Authorize Connection"**.

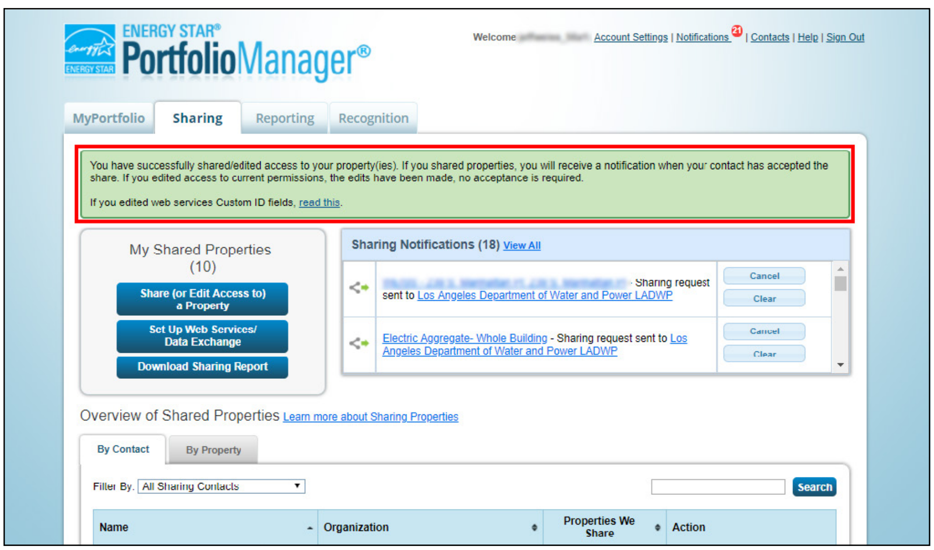
NOTE:
Share Forward option is not required and is at the discretion of the customer and will not impact the upload of aggregated data to the virtual meter.



4.21 Click **"Share Property(ies)"** to complete the data exchange request.



4.22 A green bar will appear at the top of the **Sharing** tab confirming the request was submitted.



NOTE:

If a Connection Request is created between 8 AM and 12:59 PM, LADWP will process and accept the connection **by 1:30 PM**.

If Connection Request is created between 1 PM and 7:59 AM, LADWP will process and accept the connection **by 8:30 AM**.

After LADWP accepts your share request, LADWP will upload the aggregated electricity and/or water data to your Property Profile and send a confirmation email.

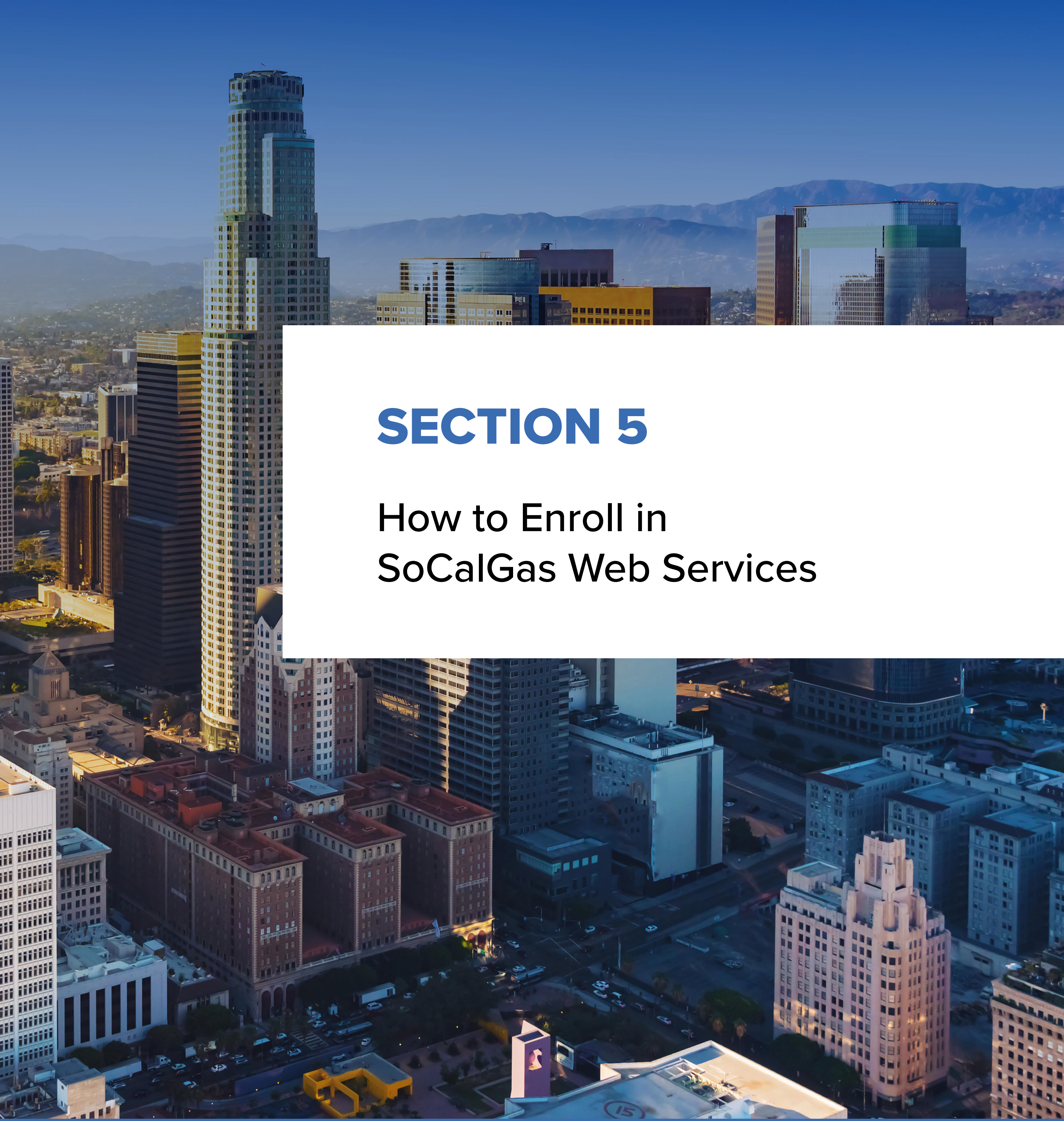
From: usagedata@ladwp.com
To:
Sent: 4/18/2017 11:30:41 AM Pacific Standard Time
Subject: LADWP Building Benchmarking Request - Accepted

Dear
The total energy usage data for building : is available through ENERGY STAR® Portfolio Manager® and may be accessed through your Portfolio Manager account.
Building ID:
Property Admin ID:

Thank you for benchmarking

NOTE:
Once all whole-building energy and water data for the prior calendar year has been uploaded to your account, you must proceed to **Section 6** to **review and submit your report to LADBS**.

! **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**



SECTION 5

How to Enroll in SoCalGas Web Services

HOW TO ENROLL IN SOCALGAS WEB SERVICES

5.A. Connect with SoCalGas

Follow the instructions below to request SoCalGas to upload the prior calendar year's aggregated data to your Property Profile. Prior to requesting gas data, be sure to register for an Account and set up your Property Profile in ENERGY STAR Portfolio manager. Please see **Section 3** for guidance. If you requested aggregated data in 2016 or 2017, SoCalGas will provide automated, recurring updates to your data in Portfolio Manager and you do not need to repeat the data request process for ongoing reporting. See the Ongoing Reporting Guide for instructions on how to view your data.

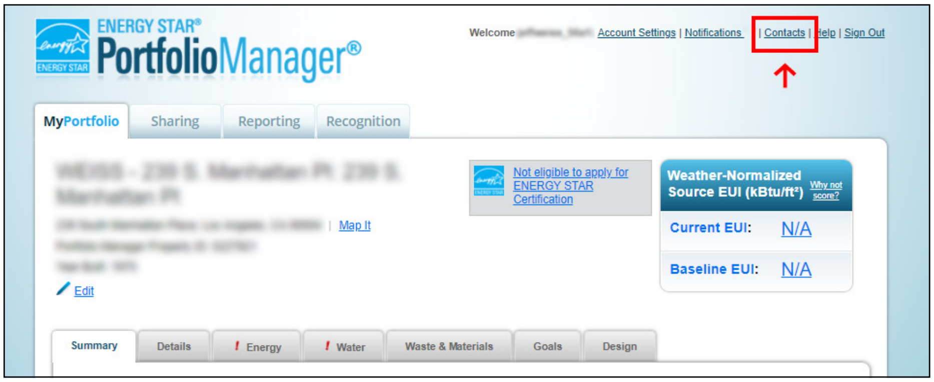
Once you have set up your property, follow the steps below to request aggregated whole-building gas data.

NOTE:
You ***do not*** need to create a Virtual Meter for your aggregated gas data – SoCalGas will create one for you after you have completed **Steps 5.1 – 5.17** below.

! **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**

CONNECT AND SHARE WITH SOCALGAS

5.1 To set up Web Services, the first step is to connect with SoCalGas as a contact. Log into **ENERGY STAR Portfolio Manager** and click on the **"Contacts"** link at the top right hand corner of the page.



5.2 This takes you to **My Contacts** list. Click **"Add Contact"**.

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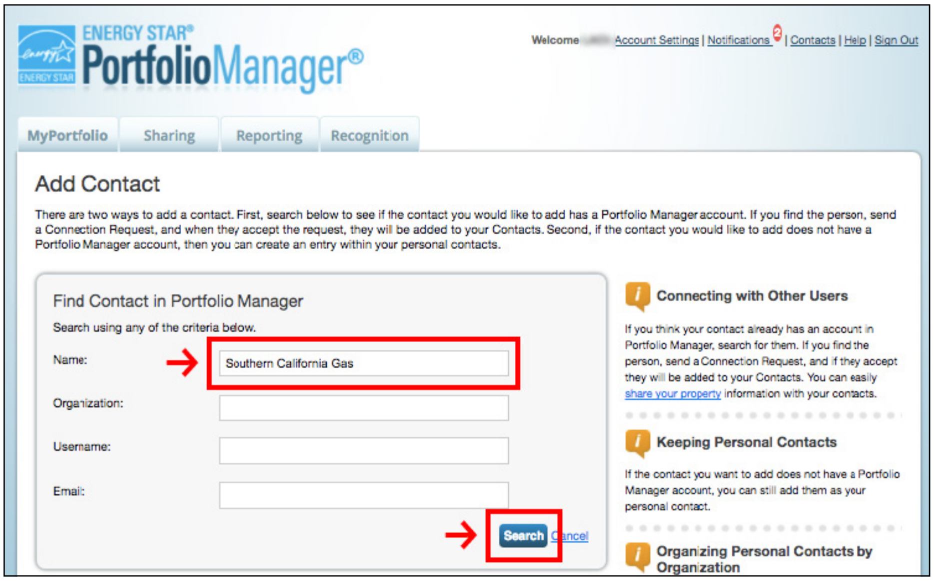
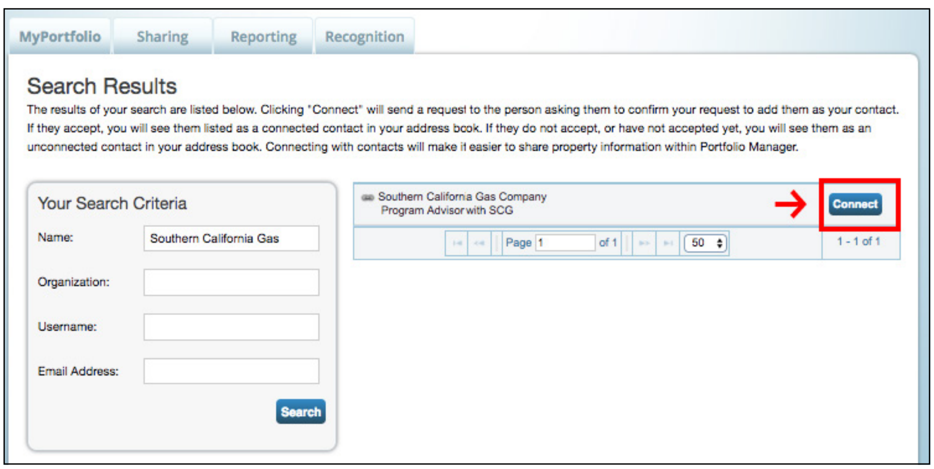
5.3 Search for SoCalGas by entering **“Southern California Gas”** as the **Name** and click **“Search”**.



5.4 After the page refreshes, “Southern California Gas Company, Program Advisor with SCG” will appear on the right-hand side of the page. Click **“Connect”**.

NOTE:
If you are already connected with SoCalGas, this search will not yield a result.
Click on **“Contacts”** to view your current connections.

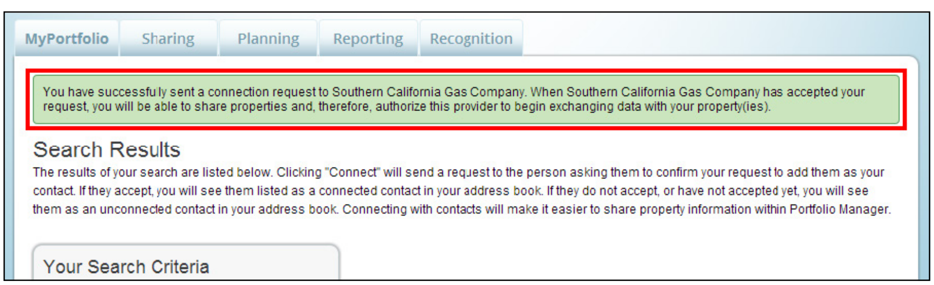


5.5 Next, read all of SoCalGas' Terms of Use. Scroll down, read everything carefully.

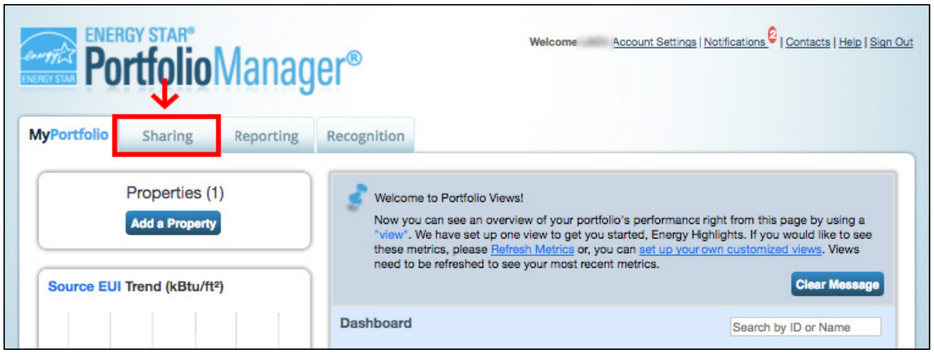
- Click on **"I agree to my provider's Terms of Use"**.
- Then click **"Send Connection Request"**.

5.6 The top of the page will show a green bar confirming your connection request was sent to SoCalGas.

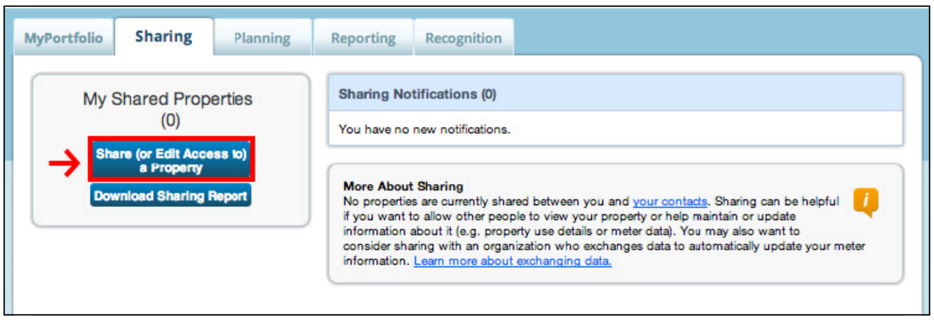
Note:
You are not yet connected to SoCalGas until they accept your request. You will receive a notification in Portfolio Manager when your request is accepted. This process takes 24 to 48 hours.



5.7 After you have received notification that SoCalGas has accepted your connection request, the next step is to share your property(ies) through your Portfolio Manger account. Go to the **Sharing** tab.



5.8 Click **"Share (or Edit Access to) a Property"** as shown on this screen.



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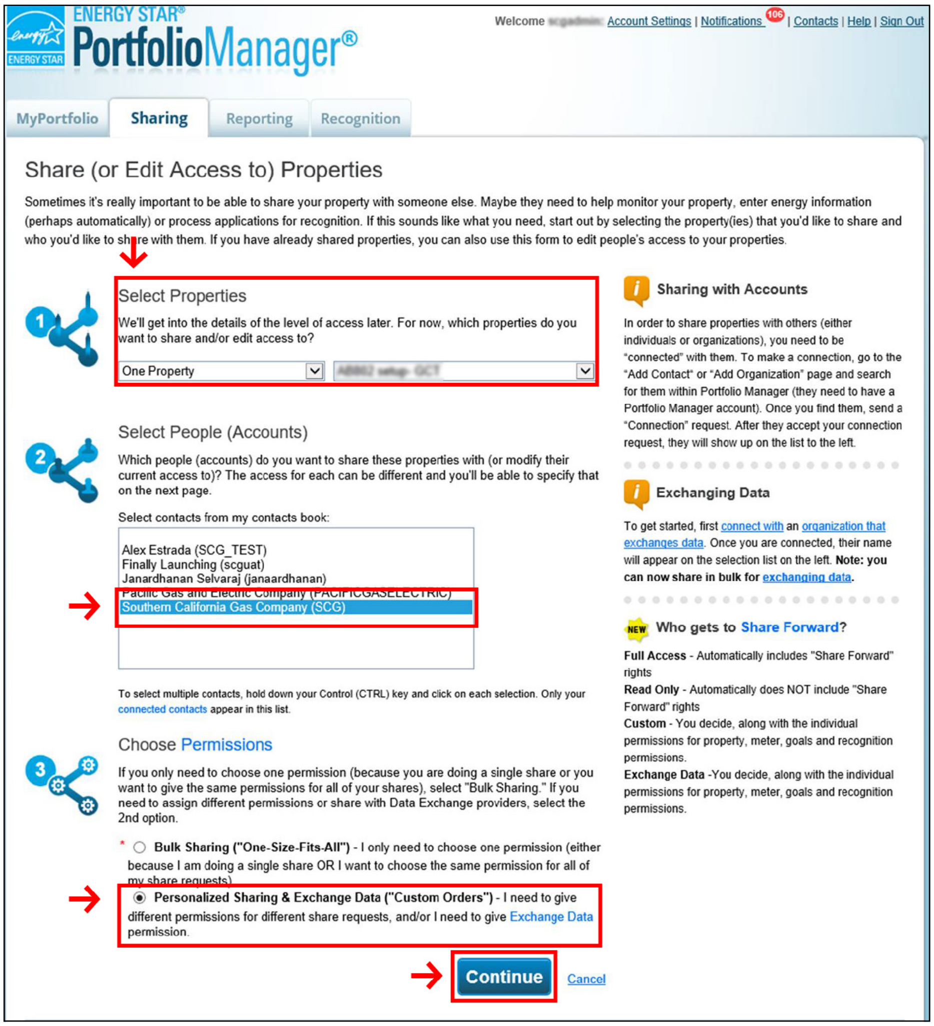
5.9 Next, make your choices under **Select Properties** to share. Use the **drop-down windows** to choose the number of building(s) you would like to share with SoCalGas, and then indicate which specific buildings.

- Next, under **Select People (Accounts)**, highlight **"Southern California Gas Company (SCG)"** as the Account with which you would like to share.
- Lastly, under **Choose Permissions**, select the setting for **"Personalized Sharing & Exchange Data"**.
- Click **"Continue"**.



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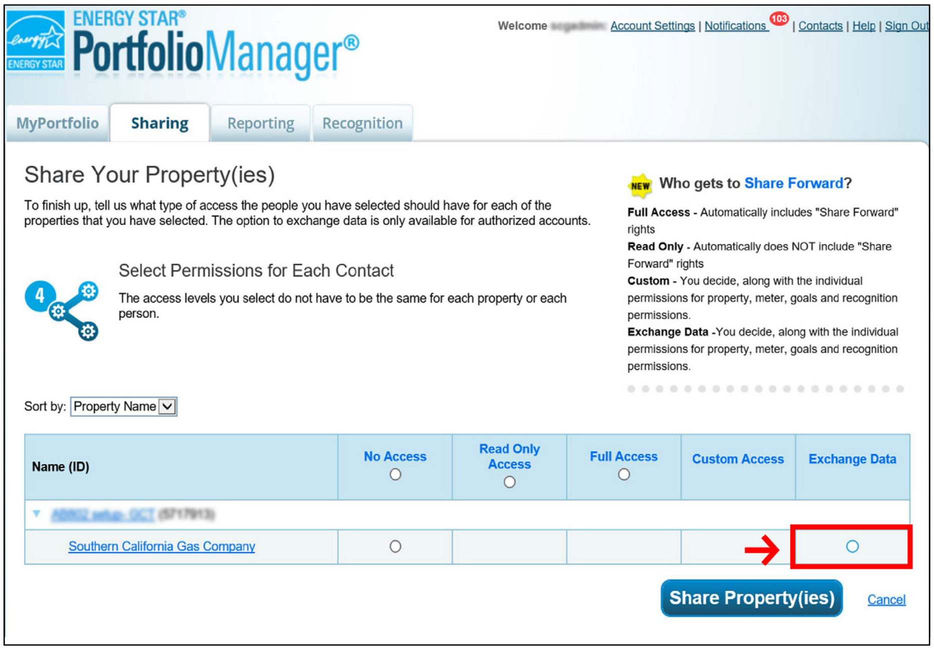
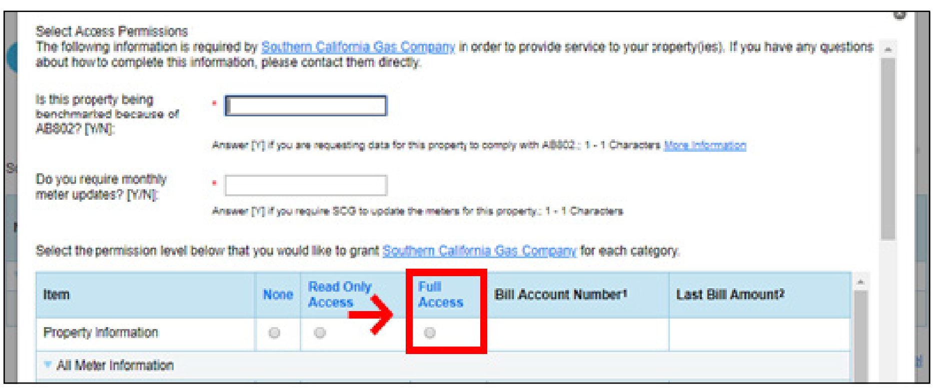
5.10 On the next screen, select the **“Exchange Data”** radio button as the permission level to grant SoCalGas. When you do, a pop up box opens, as seen in the next screen shot.

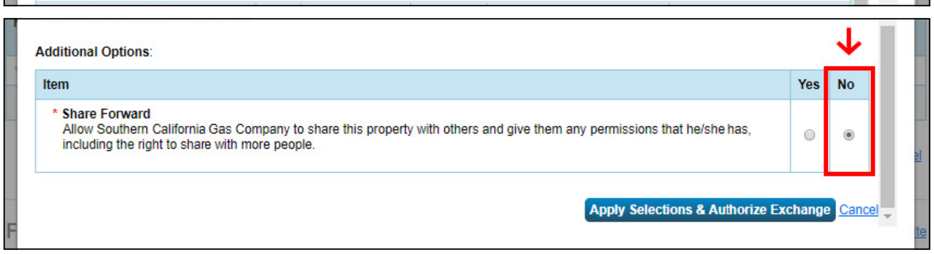


5.11 Enter either capital **“Y”** or capital **“N”** depending on your reason for requesting the data exchange, and whether you need monthly bills or not going forward. For Property Information select **“Full Access”**. All other options can be **“Read Only Access”**.

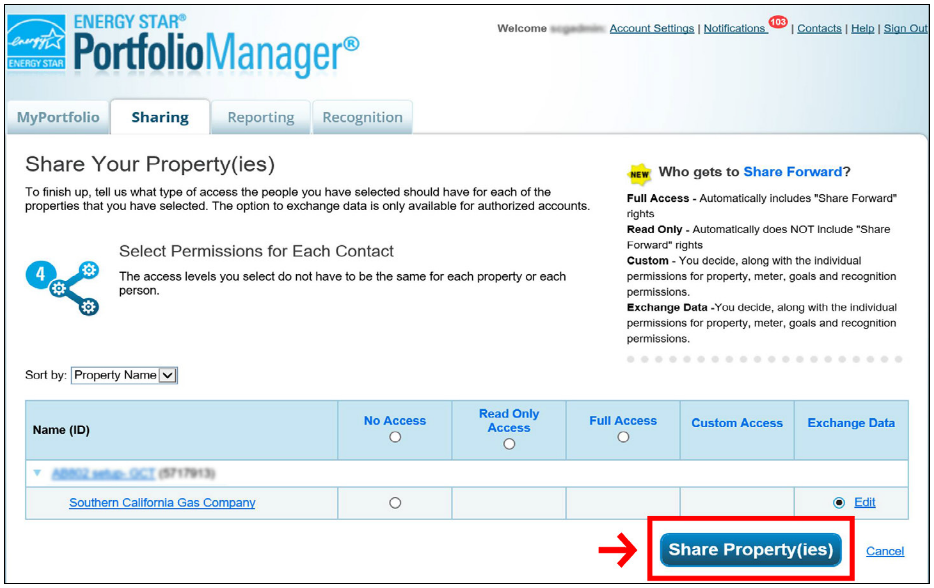
Note:

This window is longer than it appears here. To see all fields you must scroll down.

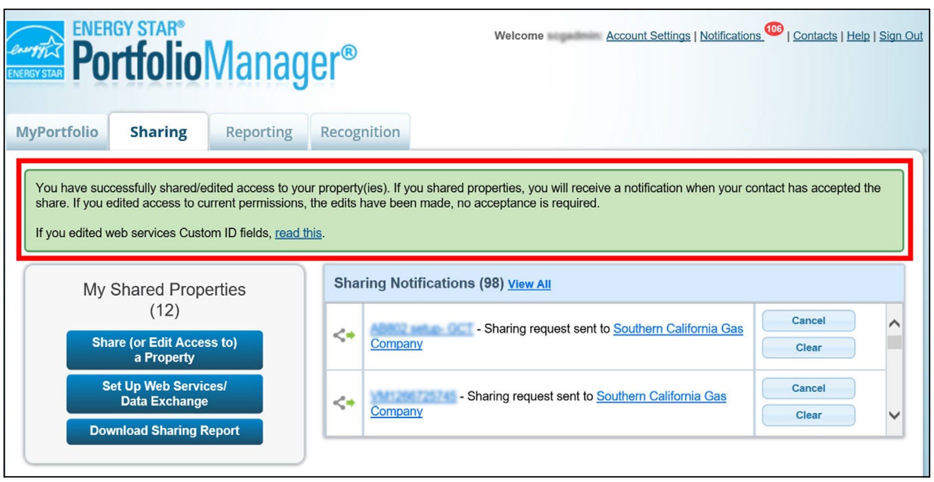




One the next page, click **“Share Property(ies)”** to share your property with SoCalGas.



You should see a message in the green banner noting you have successfully shared your property and your newly shared property in the **Sharing Notifications** box.



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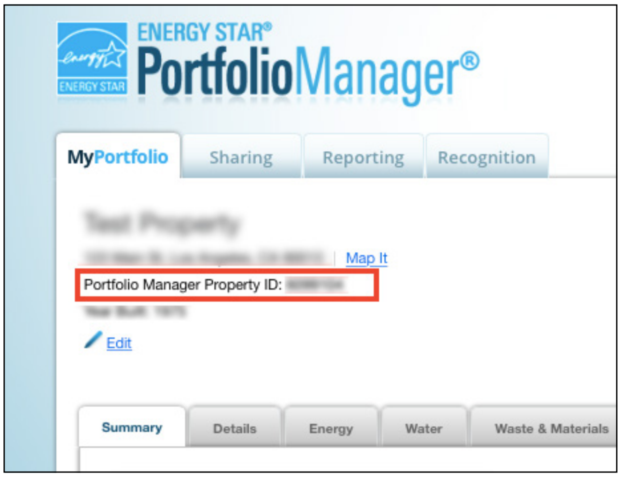
5.B. Online Data Request Form

Prior to completing the online data request form, follow the steps in **Section 5.A**. to connect with SoCalGas and share your property in Portfolio Manager.

NOTE:
The requirements below are subject to change based on updated regulations at the State level.

5.12 Gather the information you will need in order to complete the online usage data request from SoCalGas:

- ENERGY STAR Portfolio Manager Property ID – This can be located under your property's name and address in the top navigation bar in ENERGY STAR Portfolio Manager.



- All addresses associated with the building(s) – you will receive incomplete data if you do not provide all addresses associated with the building
- Number of utility accounts serving the buildings address, and how many of the accounts are in the building owners name.
- **Tenant Consent**
  If there are less than five active gas accounts not in the owner's name (e.g. in tenants name), then you must provide SoCalGas with signed authorization in order to receive customer information or act on a customer's behalf. The account holder(s) must sign the Customer Information Standardized Request (CISR) Form: www.socalgas.com/1443740417415/CISR_Form_8206.pdf
- Through the online form, you will attest that you are authorized to request data on behalf of the owner - Proof of Ownership and a Letter of Authorization ***are no longer required***.

  Once you have gathered this information, follow the steps below to request data from SoCalGas.

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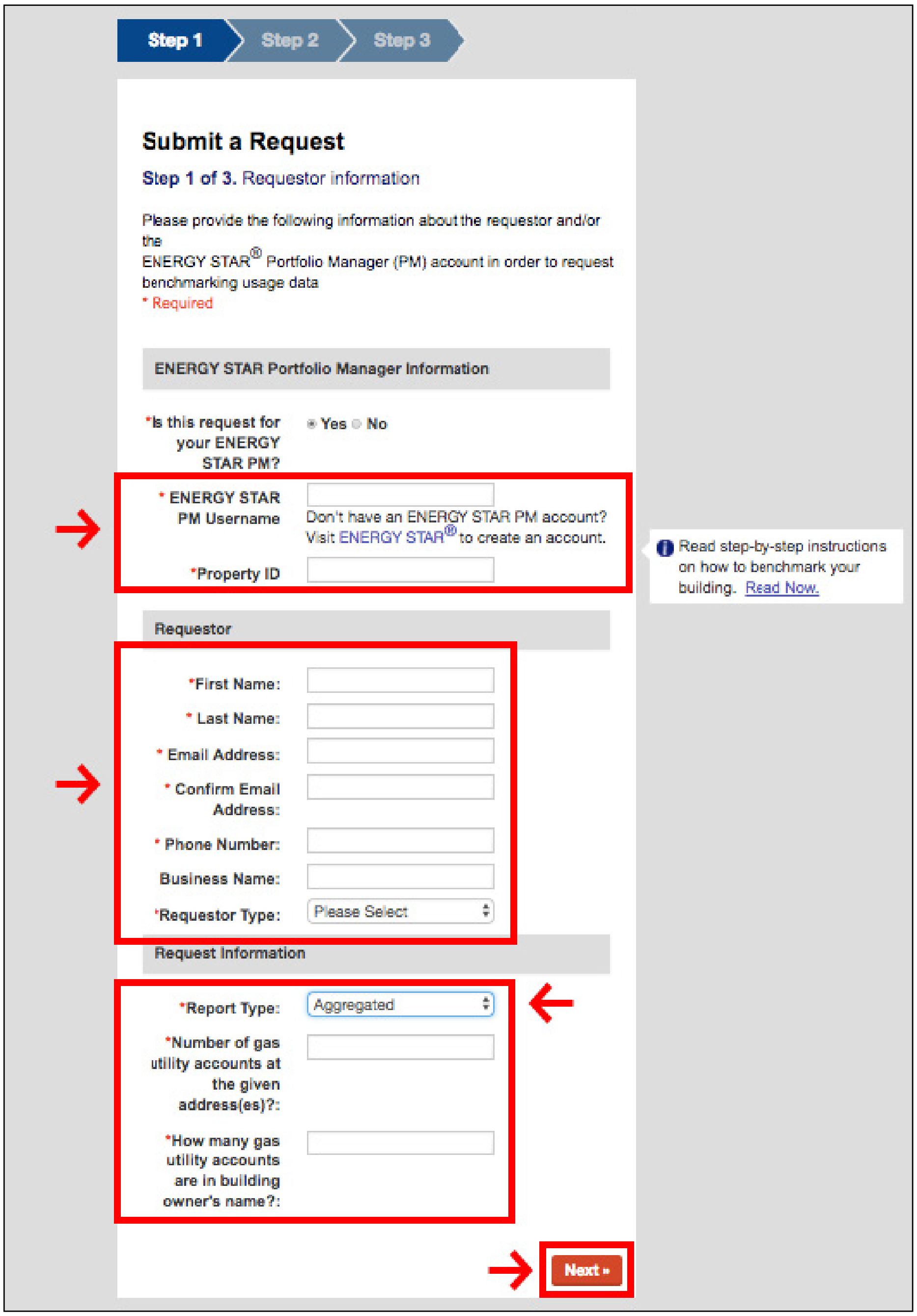
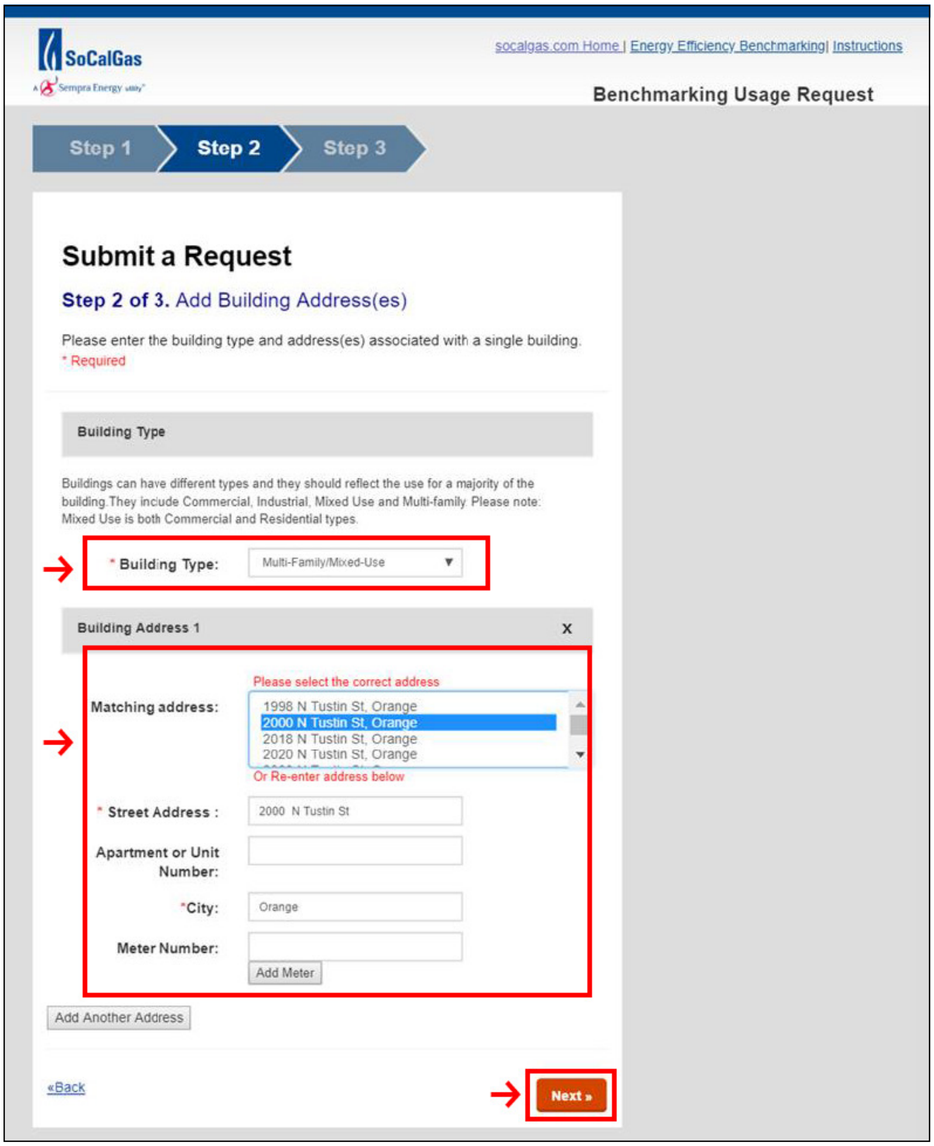
5.13 STEP 1

- Navigate to the Benchmarking Usage Request form: eebenchmarking.socalgas.com/ab802/
- Enter ENERGY STAR PM username, Property ID, and requestor information, select **"Aggregated"** under report, enter number of accounts.
- If you indicated that there are less than five active gas accounts not in the owner's name (e.g. in tenants name), you will be prompted to download and complete the Customer Information Standardized Request (CISR) Form before moving to the next step.
- If you are not prompted to complete the CISR form, click **"Next"**.



5.14 STEP 2

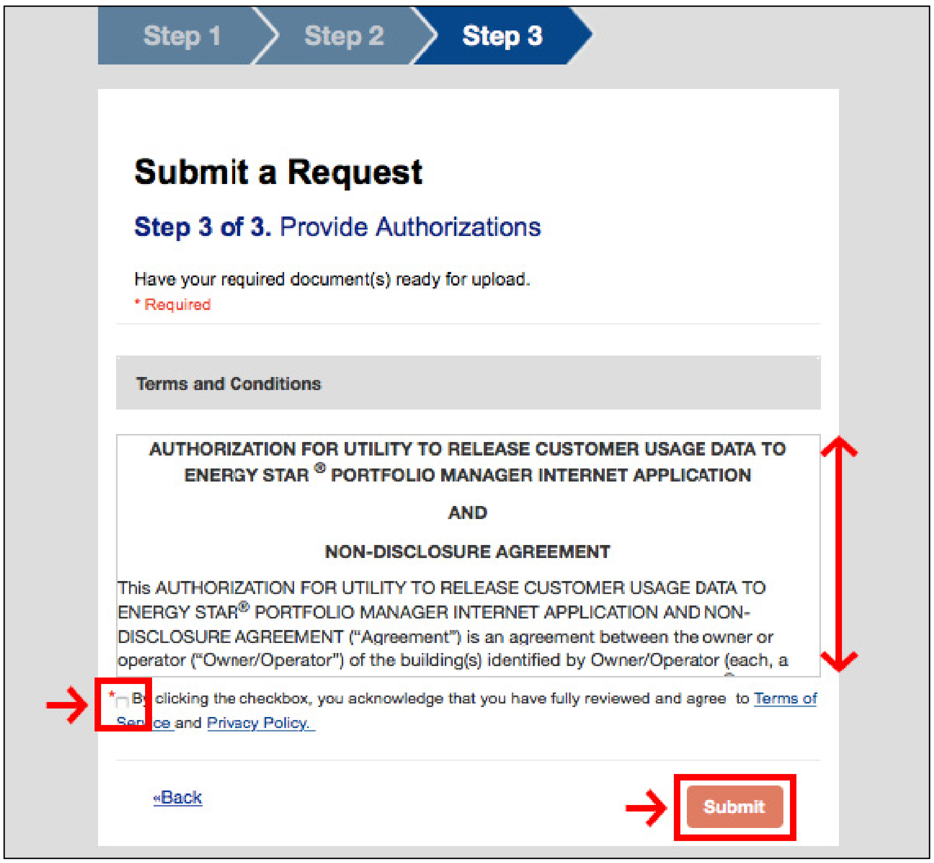
- Enter **Building Type** from the drop down list.
- Add any additional **addresses associated with the building**. A list of addresses will be suggested if the address entered cannot be found in the database, as shown in the example below. You must have a match to move to Step 3. Note that meter number is not required to complete the request.
- Click **"Next"**.



5.15 STEP 3

- Be sure to have your required document(s) ready for uploading.
- Review the **Terms and Conditions**.
- Click on the Terms acknowledgment **checkbox**.
- Click on the **"Submit"** button.

NOTE:
If you have indicated there are less than five active gas accounts not in the owner's name (e.g. in tenants name), this step will provide an option to upload the Customer Information Standardized Request (CISR) Form: www.socalgas.com/1443740417415/CISR_Form_8206.pdf

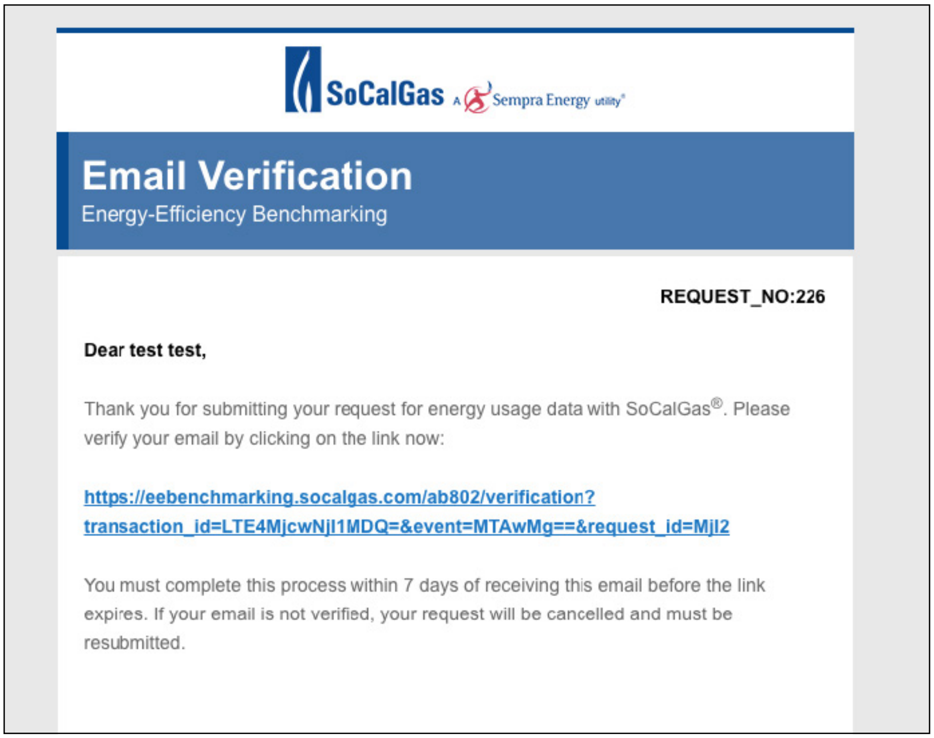


5.16 After clicking **"Submit"**, you will receive an email from SCGBenchmarking@semprautilities.com.

Click on the link within 7 days to verify your email to complete the submission of your request.

NOTE:
Your request will be fulfilled within 28 days of a complete request submittal. A complete request submission constitutes building ownership verification/attestation and 3rd party & party & customer authorization, when applicable.

NOTE:
3rd party is a requestor who is not a building owner (i.e. building manager/operator, facilities personnel, benchmarking service provider, owner's agent, etc.). Customer is account holder or tenant within the requested building.



SoCalGas A Sempra Energy utility

Email Verification
Energy-Efficiency Benchmarking

REQUEST_NO:226

Dear test test,

Thank you for submitting your request for energy usage data with SoCalGas®. Please verify your email by clicking on the link now:

https://eebenchmarking.socalgas.com/ab802/verification?transaction_id=LTE4MjcwNjI1MDQ=&event=MTAwMg==&request_id=MjI2

You must complete this process within 7 days of receiving this email before the link expires. If your email is not verified, your request will be cancelled and must be resubmitted.

5.17 SoCalGas will follow up via email to clarify any issues with the request. You will receive an email from SCGBenchmarking@semprautilities.com with a list of meter for your review.

5.18 Once any issues with your request are resolved, SoCalGas will create a virtual meter and upload data directly to your account.

NOTE:
Once all whole-building energy and water data for the prior calendar year has been uploaded to your account, you must proceed to **Section 6** to **review and submit your report to LADBS**.

SECTION 6

How to Submit a Benchmarking Report to LADBS

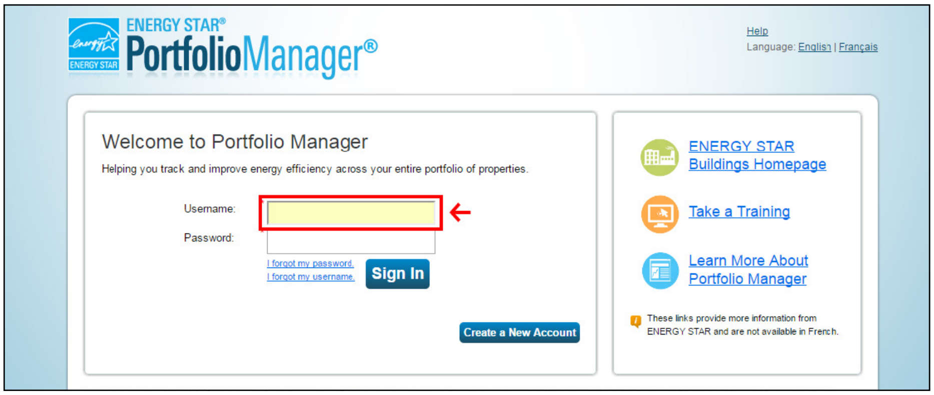
HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

6.A. Add Your Building ID to Your Property

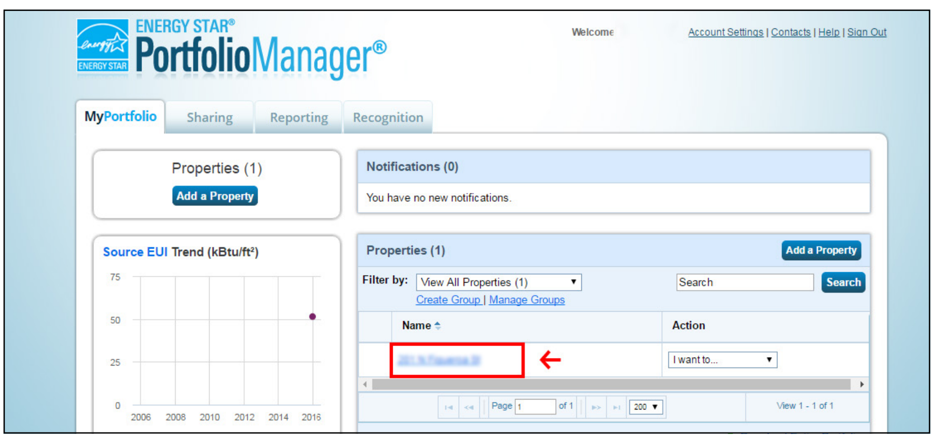
This section will guide you through the steps to review and submit your report to LADBS. Please be sure to complete all steps in this section.

NOTE:
If you benchmarked your building for past reporting, you do not need to enter your Building ID again, so please proceed to **Section 6.B.**

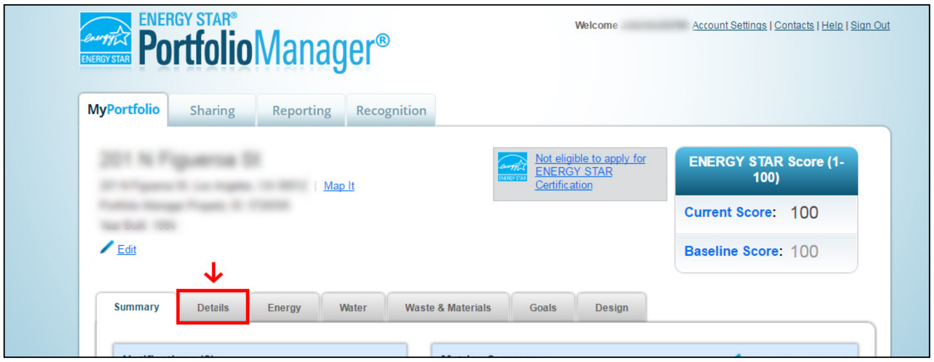
6.1. Go to portfoliomanager.energystar.gov/pm/login and login with your Portfolio Manager account.



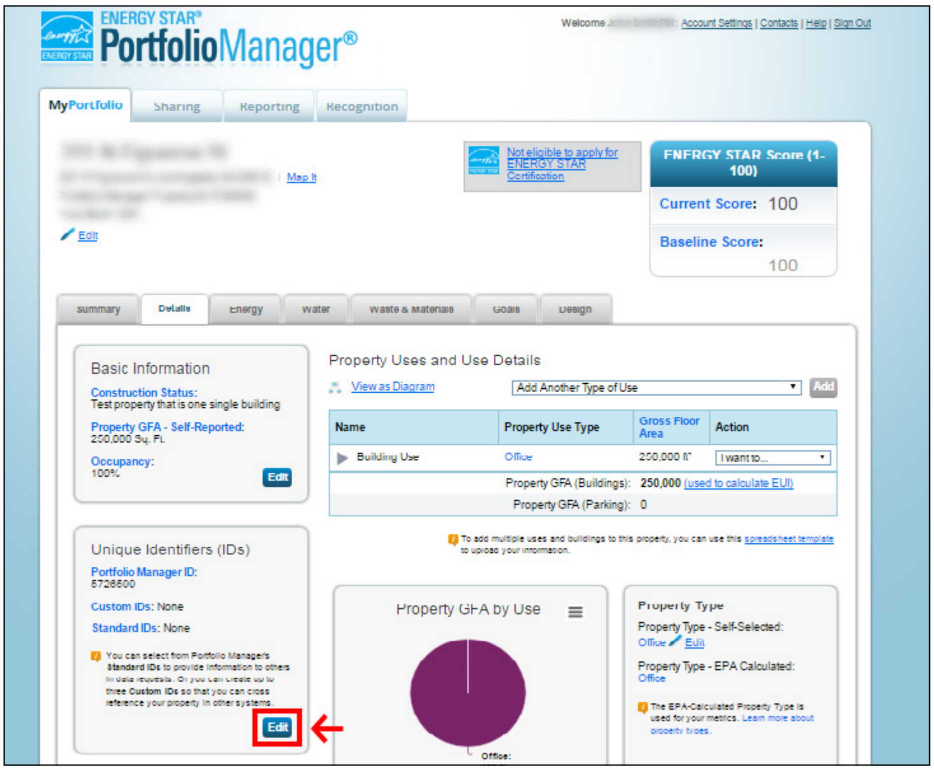
6.2. Click the **address or name of the benchmarking report** you will be assigning the LA City Building ID to.



6.3. Click on the **"Details"** tab.



6.4. Click the **"Edit"** button under the **Unique Identifier (IDs)** section.

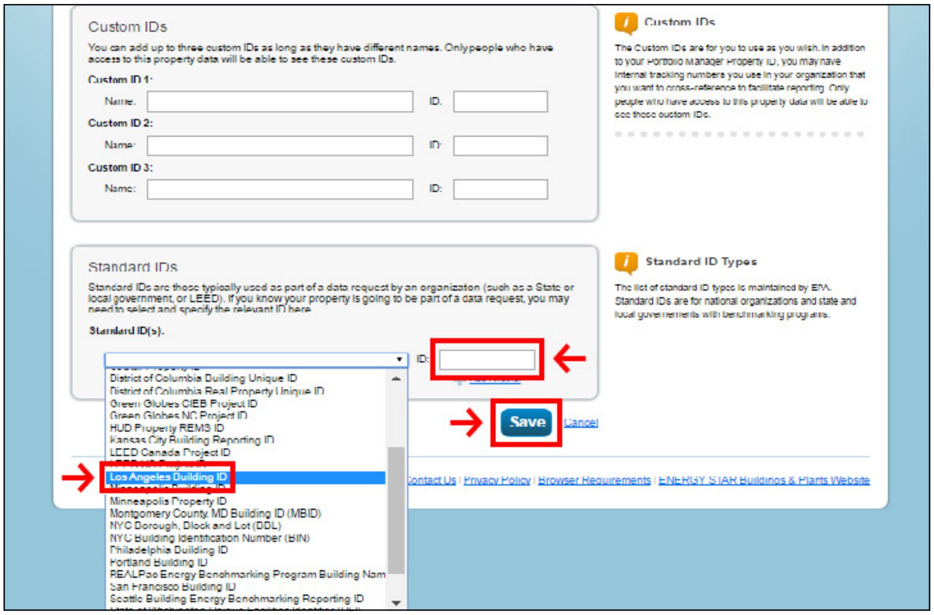


6.5. Select **"Los Angeles Building ID"** from the **Standard IDs** drop down menu.

- Type in your **LA City Building ID Number** found at the top of the Official Notification letter from LADBS.
- Once entered, click **"Save"**.

NOTE:
The LADBS Building ID can be found on your Notification Letter. If you have questions about your Building ID you may email LADBS at ladbs.ebewe@lacity.org.

After Clicking **"Save"**, your LA City Building ID will be linked with your Energy and Water Benchmarking Report in Portfolio Manager.



Users are responsible for properly following instructions and ensuring compliance with City regulations.
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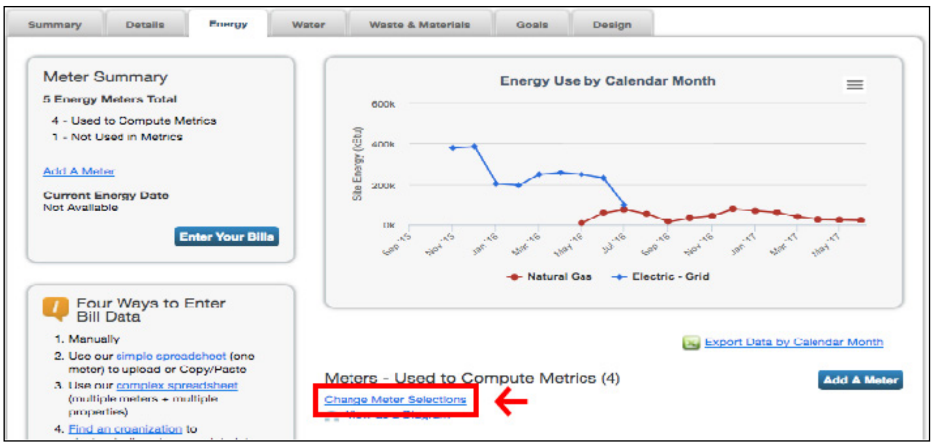
6.B. Confirm Meters & Run the Data Quality Checker

Once you've added the aggregated electricity, water, and gas data for the prior calendar year into ESPM, and added your LA City Building ID to your Property Profile (**Section 6.A.**), the next step is to run the Data Quality Checker.

The Data Quality Checker will help you identify possible typos, incorrect meter readings, missing information, incorrect units of measure, and other common data entry problems, and will also look at metrics like Source EUI, Number of Workers (compared to your Gross Floor Area), and Weekly Operating Hours to see if anything appears out of the normal range relative to your property type.

NOTE:
Before you run the Data Quality Checker, be sure to select the meters that reflect your actual whole building consumption data by clicking "Change Meter Selections" under Energy tab.

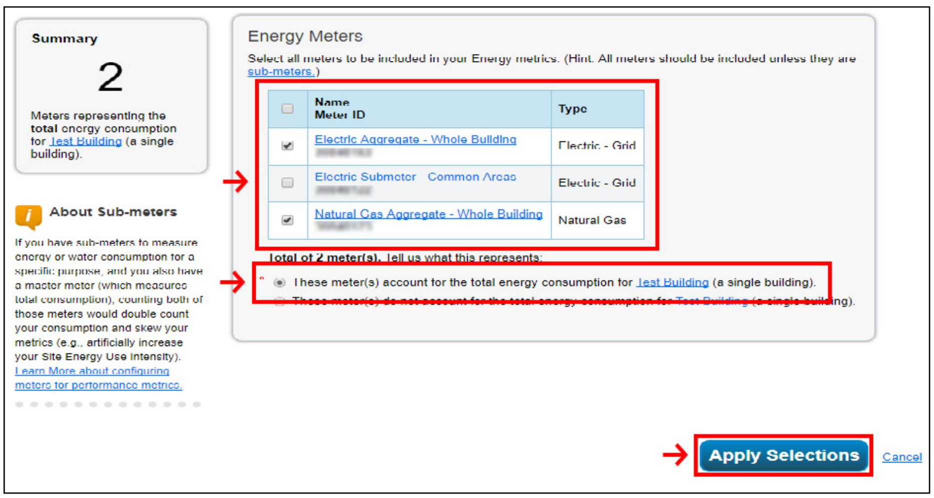


The Test Building below has two electricity meters, one for the common area and one for the aggregated data. Since the consumption of the common area meter is included in the aggregated data in this example, you must deselect the common area electricity meter to avoid double counting and hurting your EUI.

- Ensure that the **common area electricity meter radio button** has been **deselected**.
- Then click **“Apply Selections”**.

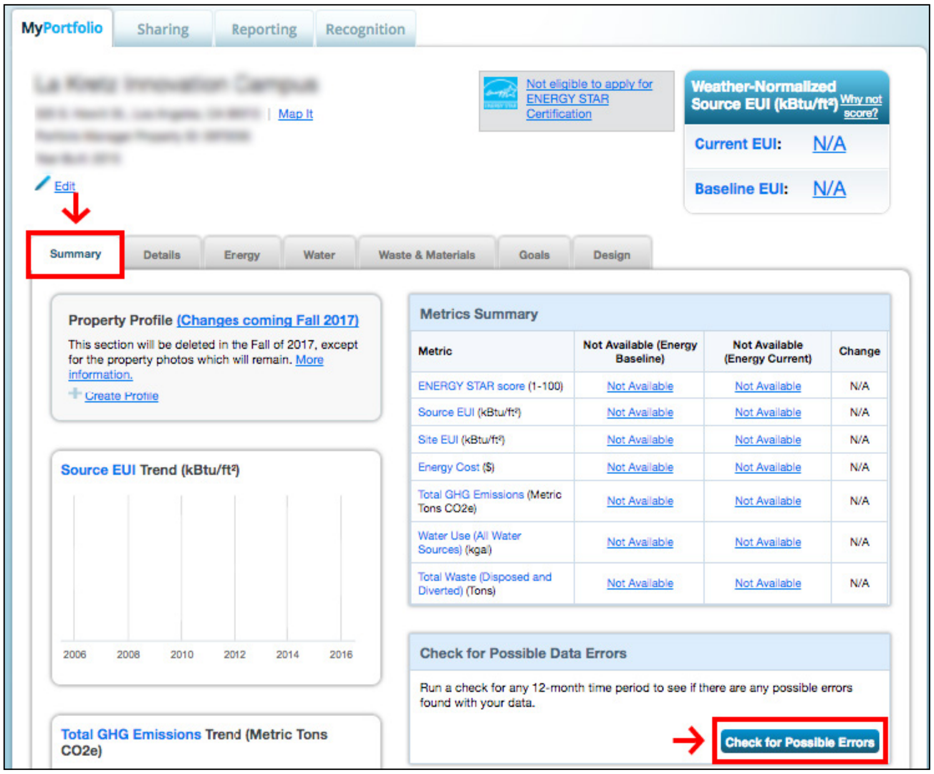
NOTE:
Though not shown in this example, aggregated water consumption data must also be included, and the aggregated water data meter should be included in the metrics. This example will be updated in a future version of this Guide.

NOTE:
If you benchmarked **2016 aggregated data**, deselect the 2016 electric and water meters, and only select 2017 meters.

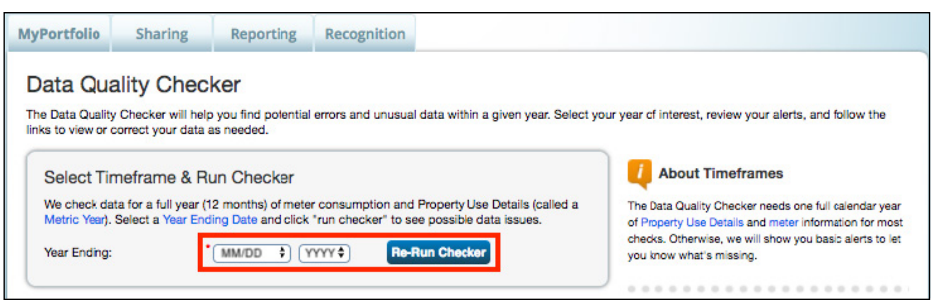


6.6. Run the **"Data Quality Checker"** after selecting the meters that reflect the whole-building data.

- Click the **"Summary"** tab for your property.
- Then click **"Check for Possible Data Errors"** at the bottom right.



6.7. **Enter Year Ending December 31 of the prior calendar year as the Timeframe**, and click **"Run Checker"** to see possible data issues. Portfolio Manager will check data for a full year (12 months) of meter consumption and Property Use Details.



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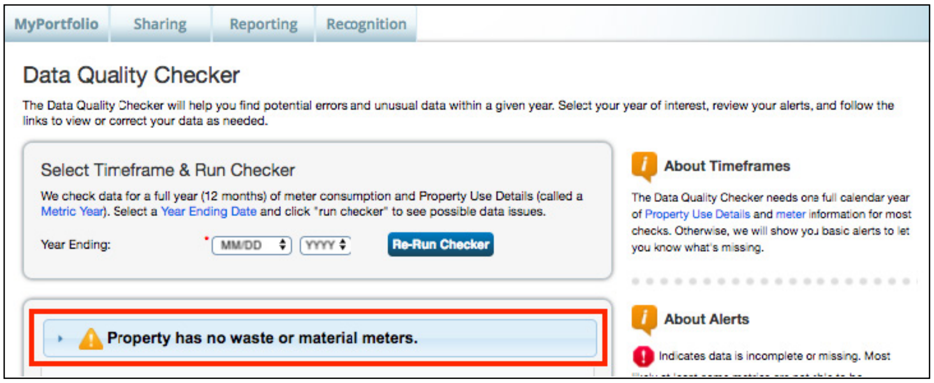
6.8. Review your alerts and follow the links to view or correct your data as needed. If you receive the error message below, stating that “Property has no waste or material meters”, please disregard as waste and materials meters are not required for your benchmark report.



If you need help troubleshooting, or if you would like to have your data reviewed confidentially, submit an inquiry to www.betterbuildingsla.com/contact

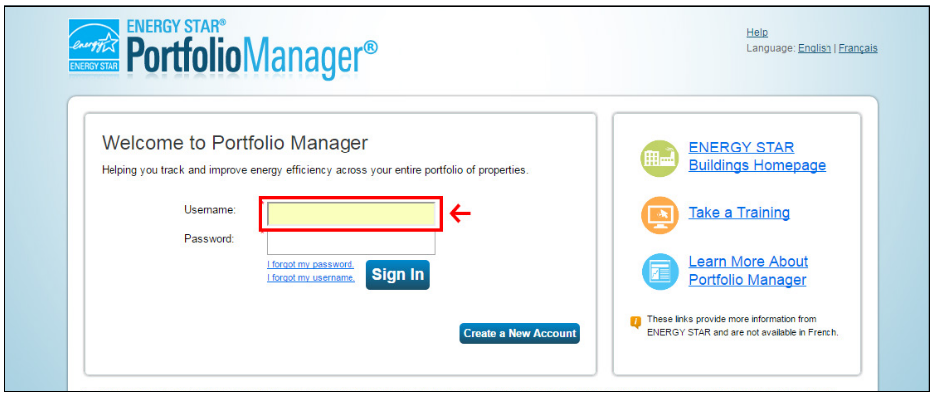
6.C. Submit Your Benchmarking Report to LADBS

6.9. To report data for calendar year 2019, go www.ladbs.org/benchmarking2019 and login to your **Portfolio Manager** account.

If you are submitting a late report for a past reporting year, select the correct link below:

- To report data for calendar year 2018, go to www.ladbs.org/benchmarking2018
- To report data for calendar year 2017, go to www.ladbs.org/benchmarking2017
- To report data for calendar year 2016, go to www.ladbs.org/benchmarking2016

NOTE:
Please note that you must login from the correct, specific link to submit your report



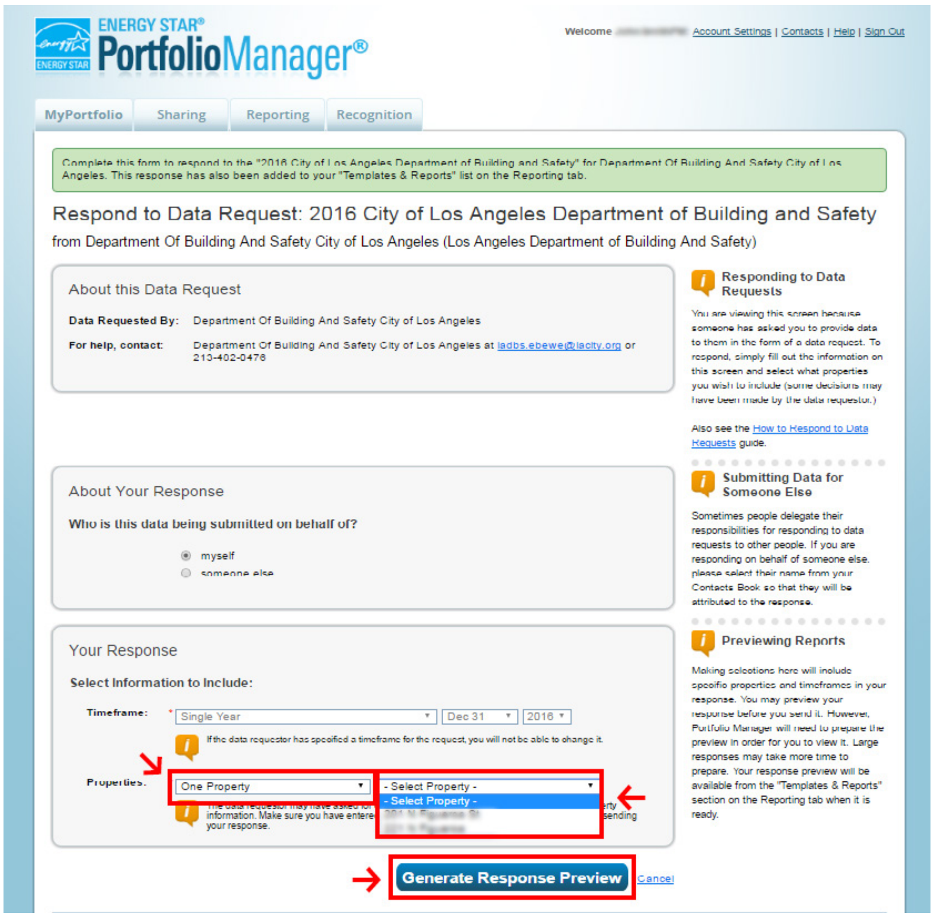
6.10. Generate a Response Preview.

There are **2 options** to follow depending on the number of properties you have:

OPTION 1

Applies when one (1) single property is being reported.

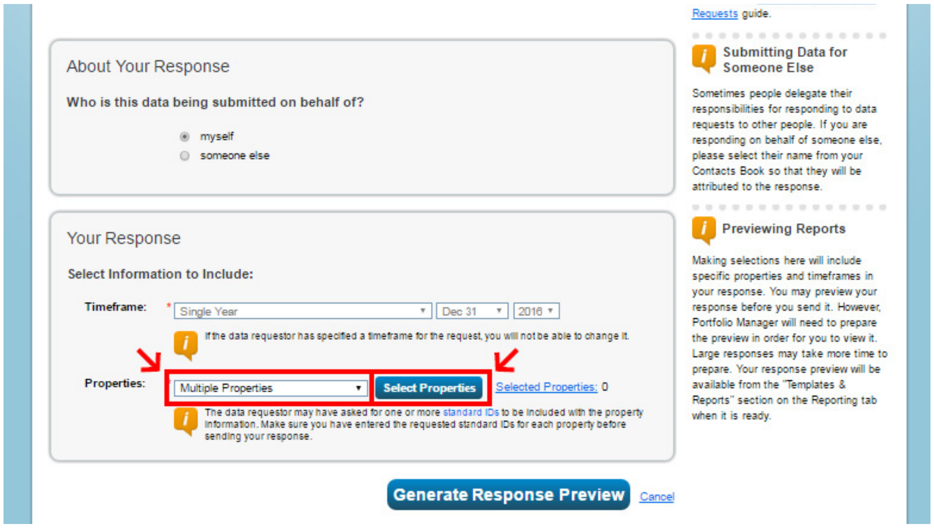
- Select **"One Property"** in the **Your Response** section.
- Then select the **registered building** or **report name** you are going to send.
- Once complete, click **"Generate Response Preview"**.



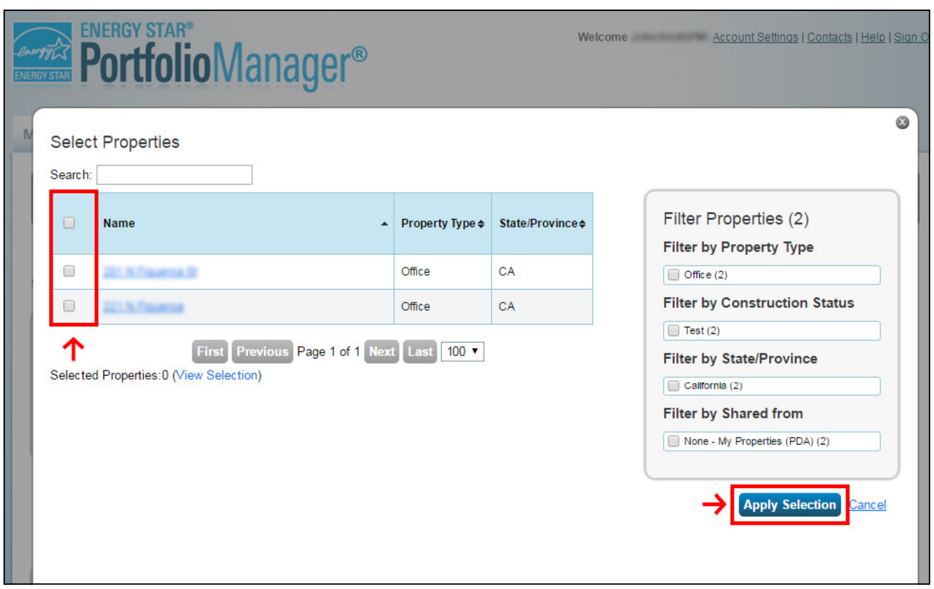
OPTION 2

Applies when multiple properties are being reported to LADBS at the same time.

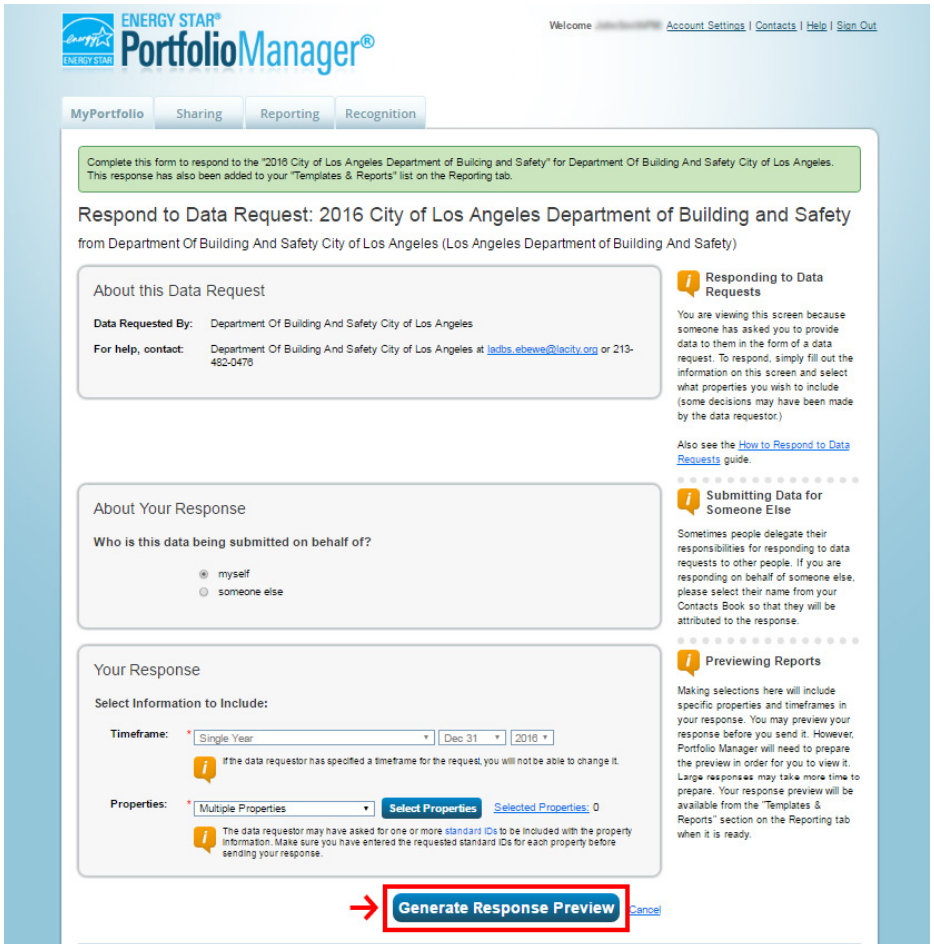
- Select **"Multiple Properties"** in the drop down menu.
- Then click **"Select Properties"**.



- Next, select the **check box** for all the properties you want to report.
- Then click the "**Apply Selection"** button.

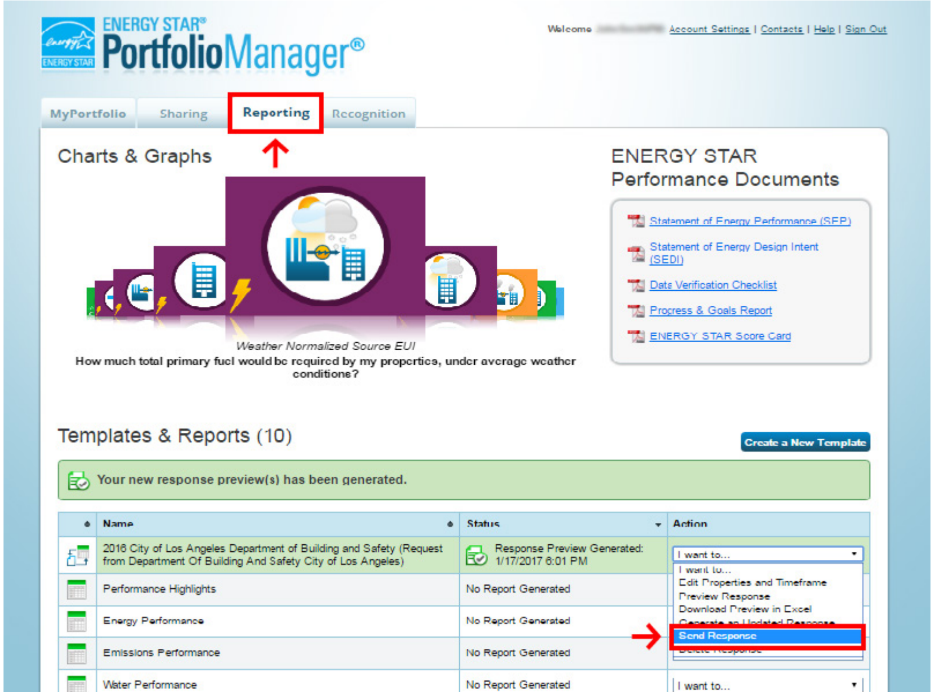


- Click the **"Generate Response Review"** button.



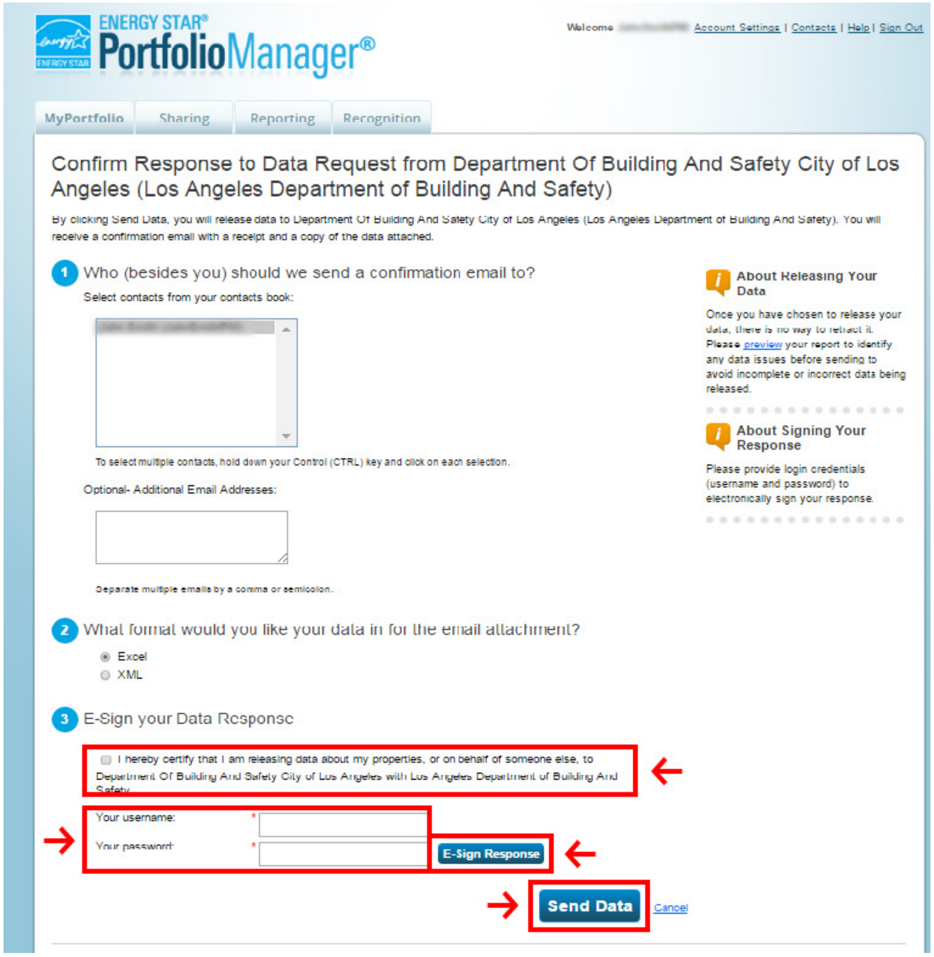
6.11. In the **Reporting** tab, under **Templates & Reports**, in the Action column on the right, select **"Send Response"** from the drop down list.

NOTE:
If you wish to preview your Benchmarking report before sending response, then select **"Preview Response"**.



6.12. Confirm your response to LADBS's data request by clicking the **"I hereby certify..."** checkbox.

- Complete the e-sign section by entering your **username** and **password**.
- Then click the **"E-Sign Response"** button.
- Lastly, click **"Send Data"** button to send your Benchmarking Report data to LADBS.



Back to Contents

Once completed and submitted, you will receive a confirmation email from ENERGY STAR (see below):

From: donotreply@energystar.gov [mailto:donotreply@energystar.gov]
Sent:
To:
Subject: Receipt for Data Request Submittal

Dear:

This is to confirm the receipt of the following Data Request:

Response sent:

Response includes:

Response sent to:
Department Of Building And Safety City of Los Angeles
Los Angeles Department of Building And Safety
201 North Figueroa Street
5th floor
Los Angeles, CA 90012

Response sent by:

Response sent on behalf of:

Sincerely,
ENERGY STAR Commercial and Industrial Program

LADBS downloads benchmarking report data nightly.

To verify that your benchmarking report was received by LADBS:

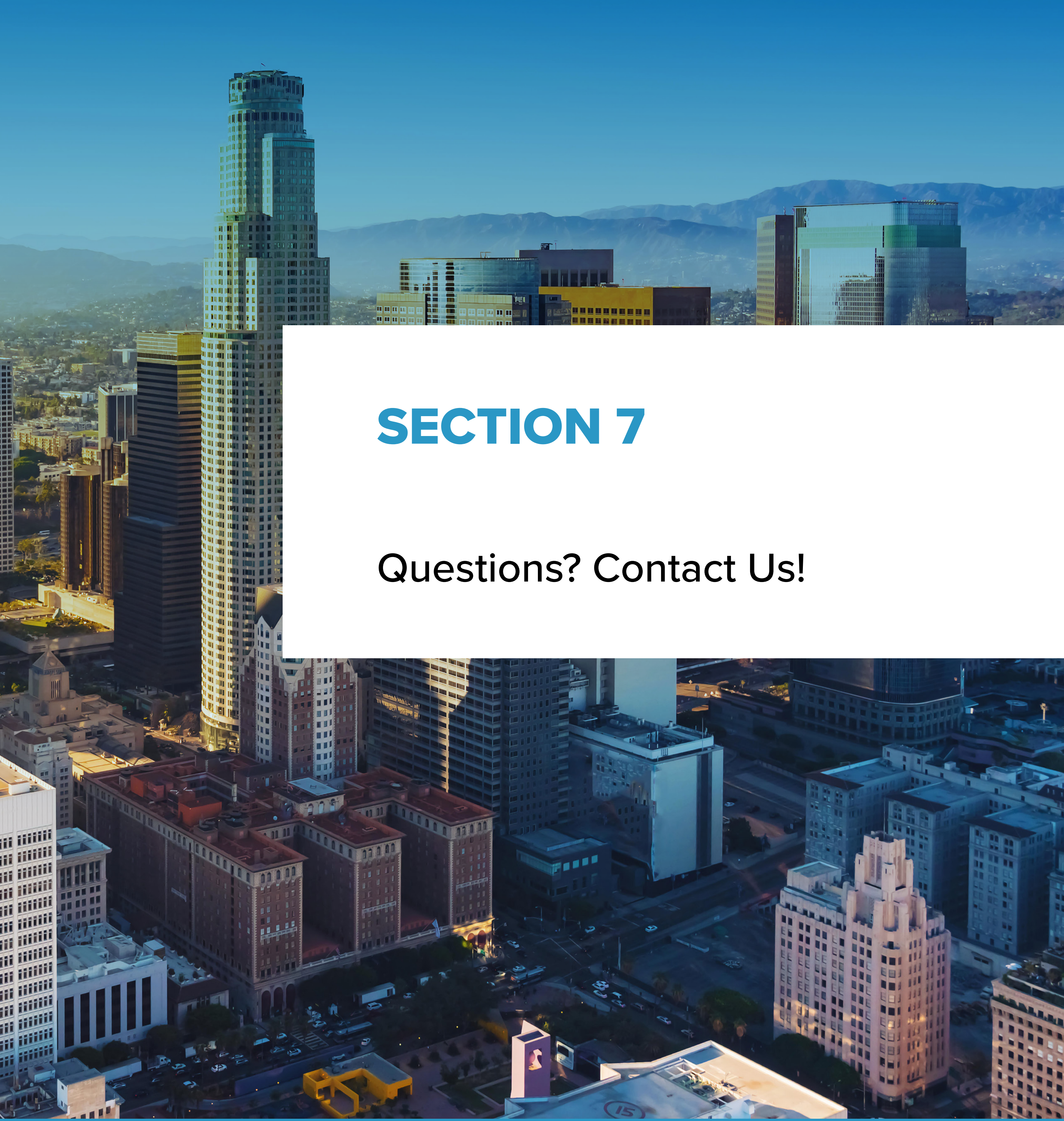
- Sign on to your LADBS Account at www.ladbsservices2.lacity.org/OnlineServices/Login/Login to check the status of your report. If LADBS received the report, it will show "Benchmarked" and the date received.

OR

- Visit LADBS's EBEWE site at www.ladbs.org/services/green-building-sustainability/existing-buildings-energy-water-efficiency-program and click on "Building Compliance Status (Check Your Building". On the next page click "Benchmark All Years" and on the next page use the CTRL+F function on your keyboard to search for you building's Building ID. Compliance status will be listed in the right most column.
- If your building status is "Not Complied", verify that you have registered your building and paid the annual compliance disclosure fee (**Section 1**) and navigated the correct steps in this guide to complete and submit your Benchmarking Report.

Report submission questions:

Please contact LADBS at ladbs.ebewe@lacity.org if you have questions about your report submission, and make sure to include the building address and ID in your email.



SECTION 7

Questions? Contact Us!

QUESTIONS? CONTACT US!

Please review the information below to determine the best contact for your inquiry. Please be sure to include the address of the building and the Building ID associated with your inquiry in your correspondence.

Contact the LA Department of Building and Safety with questions related to your Building ID, notification letters, deadlines, registration (including changing contact information), payment of fees/fines, and non-compliance notices.

Email: ladbs.ebewe@lacity.org

Contact the LA Energy and Water Efficiency Resource Center for questions on benchmarking.

www.betterbuildingsla.com/contact

Contact LADWP with questions regarding status of electricity and water data requests, or issues with electricity or water data provided by selecting the form for "Building Benchmarking" from the drop down menu.

www.ladwp.com/ladwp/faces/footer/globalcontactus

Contact SoCalGas with questions regarding status of gas data requests, or issues with gas data provided.

www.socalgas.com/for-your-business/energy-savings/benchmarking

E-mail: SCGBenchmarking@semprautilities.com

Phone: 800-508-2348