

## ONGOING REPORTING GUIDE

The Existing Buildings Energy & Water Efficiency Ordinance compliance process is an annual requirement, and you must submit your benchmarking report each year, along with registering your building with LADBS and paying the annual disclosure compliance fee.

### First Year Benchmarking?

If **your first** benchmarking deadline is June 1, 2019, this primer is **not applicable** - please refer to the [How to Comply](#) page and the [Benchmarking Guide](#) for compliance steps.

If June 1, 2019 is **not your first** benchmarking deadline and you have complied in past years, follow the steps below, referring to the [Benchmarking Guide](#) as noted, to complete your annual reporting.

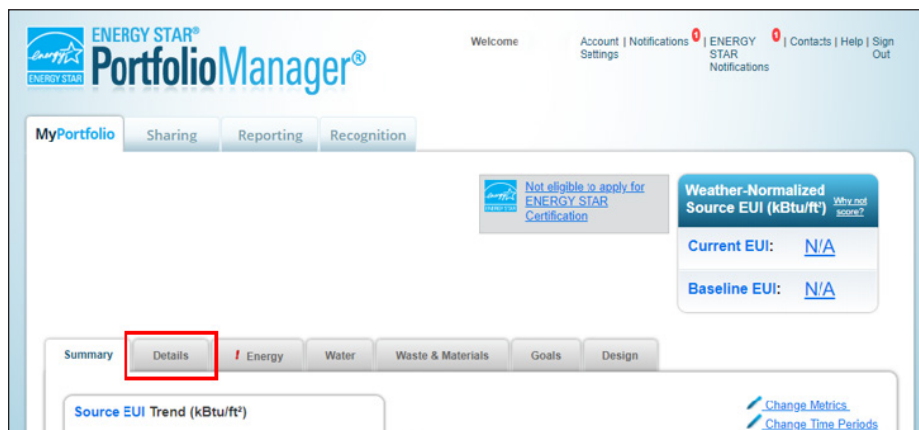
### LADBS Online Services – Compliance Fee | Section 1

For each year of reporting, you will need to register your building and pay the annual disclosure compliance fee. To register and pay the compliance fee, log into your [LADBS account](#), and refer to [Section 1](#) for detailed instructions.

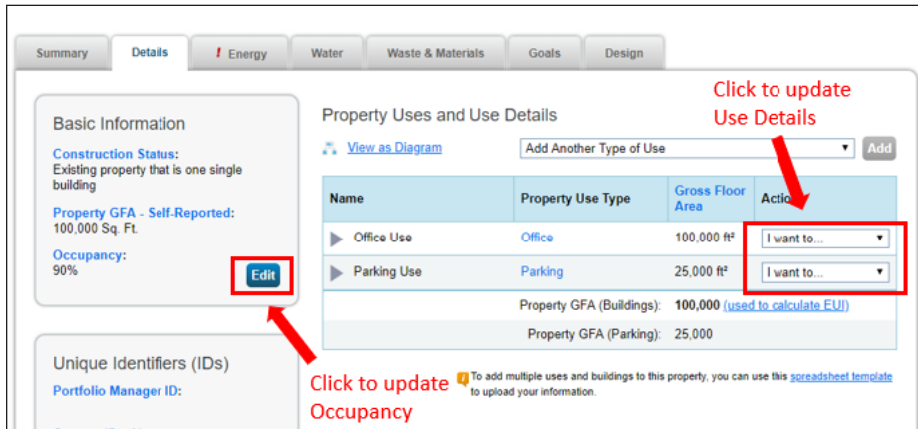
### Portfolio Manager and Property Profile Updates | Section 2 and Section 3

You do not need to create a new **Portfolio Manager** account or **Property Profile** to report your 2018 data. However, if any property information or use details (e.g. operating hours, changes in vacancy rate, etc.) have changed since you last reported, update your property information to ensure your metrics and ENERGY STAR score are accurate.

- ▶ To review and update your property profile, log into [Portfolio Manager](#), then go to your property and click **“Details”**.



- ▶ Click “**Edit**” to review and update basic property information, including occupancy, or click the **dropdown menu(s)** next to each **Property Use Type** to correct or update with new information.



- ▶ After updating your property information as needed, proceed with updating or reviewing your meters:
- ▶ If **you are directly billed** for whole building electric, natural gas, and/or water utilities, proceed to [Section 3.B.](#) to manually upload your data.

After you have uploaded your data, you can proceed to Section 6 of the [Benchmarking Guide](#); **you do not need to reenter your Building ID**, so skip Section 6.A, and follow the steps in [Section 6.B.](#) to confirm your meters and run the data quality checker. Then, proceed to [Section 6.C.](#) to submit your report.

- ▶ If your **tenants are directly billed** for electric, natural gas, and/or water utilities, see the instructions below to review your updated aggregate energy and water data.

#### Requesting Data from LADWP | Section 4

- ▶ If you requested 2016 and/or 2017 aggregate electricity and/or water data from LADWP, automatic recurring updates will be provided in Portfolio Manager and **you do not need to submit a new data request for 2018.**
- ▶ Verify that your electric and/or water data has been updated to include 2018 by clicking on the “**Energy**” or “**Water**” tab in **Portfolio Manager**, clicking on the 2017 electric or water virtual meter, and selecting “**2018**” from the “**Display Year(s)**” dropdown. You should see monthly entries for all of 2018.

#### NOTE:

Data for the past five years should also have been uploaded to your account, and you will need to update the date the meter became active to reflect the earliest date for which you now have data for your electricity and water meters. This is important to ensure your metrics calculate properly. Please see instructions below to update your meter active date.

### To adjust your electricity and water Meter Active Dates:

- ▶ Determine the earliest date for which you have data by selecting **“Show All Years”** from the **“Display Year(s)”** dropdown menu, then noting the earliest **“Start Date”** (the first monthly entry at the top of the chart). In the example below, the earliest meter entry (date meter became active) is 1/1/2013.

Monthly Entries

Display Year(s):

Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation	Last Updated
<p><b>⚠</b> The date that the meter became active which you have entered for Water Aggregate - Whole Building (01/01/2016) is after the first bill you have entered for this meter. If you continue, these bills provided (i.e., any bills before the first bill date for this meter) will not be used in your metrics.</p>					
<input type="checkbox"/> 1/1/2013	1/31/2013	0		<input type="checkbox"/>	12/7/2018 Los Angeles Department of Water and Power LADWP
<input type="checkbox"/> 2/1/2013	2/28/2013	0		<input type="checkbox"/>	12/7/2018 Los Angeles Department of Water and Power LADWP

- ▶ Next, click on the **“Basic Meter Information”** bar, located above the **Monthly Entries** section, to expand meter details. Under **“Name”**, rename your meter to **“Electric Aggregate – Whole Building”** or **“Water Aggregate – Whole Building”**. Edit the **“Date Meter became Active”** to reflect the earliest date for which you have data. Click **“Save Changes”**.

Basic Meter Information

Name:  [Delete Meter](#)

Meter ID: 35351598

Type:

Units:

Date Meter became Active:   Still In Use

Date Meter became Inactive:

#### NOTE:

You will need to update the date meter became active for both your electricity and water meters, or your metrics will not calculate properly, and you will receive an error message when running the data quality checker.

**If you requested data in both 2016 and 2017, delete your 2016 virtual meter. LADWP will upload all future data to your “Electric Aggregate – Whole Building” or “Water Aggregate – Whole Building” meters.**

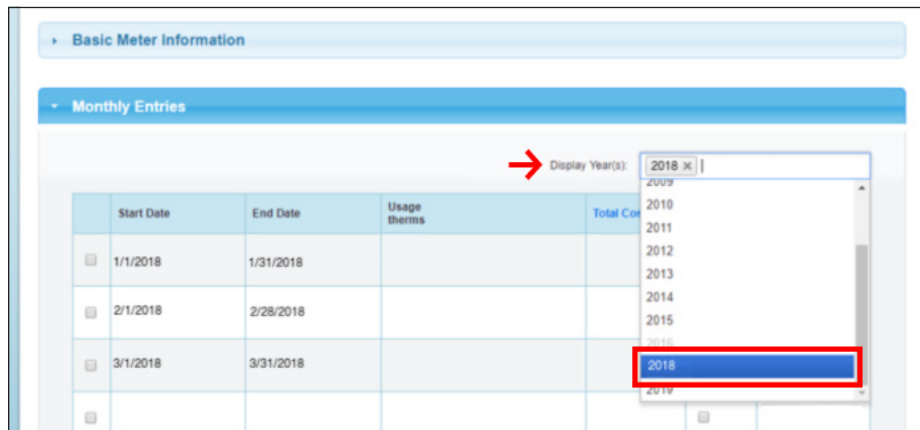
### After reviewing your electric and water data uploaded by LADWP:

- ▶ If you requested natural gas data from SoCalGas, see the instructions below to review your updated aggregate natural gas data before submitting your report.
- ▶ If you did not request natural gas data from SoCalGas, and all of your 2018 data has been uploaded to Portfolio Manager:

You can proceed to Section 6 of the [Benchmarking Guide](#); **you do not need to reenter your Building ID**, so skip Section 6.A, and follow the steps in [Section 6.B](#). to confirm your meters, and run the data quality checker. Then, proceed to [Section 6.C](#). to submit your report.

### Requesting Data from SoCalGas | Section 5

- ▶ If you received 2016 and/or 2017 aggregate gas data from SoCalGas, automatic, recurring updates will be provided and **you do not need to submit a new data request for 2018**. Verify that your natural gas data has been updated to include 2018 data by clicking on the “**Energy**” tab in **Portfolio Manager**, clicking on the “**natural gas meter**”, and selecting “**2018**” from the “**Display Year(s)**” dropdown. You should see monthly entries for all of 2018.



- ▶ Once you have confirmed energy and water data has been uploaded for calendar year 2018, see the instructions below to confirm your meters, run the data quality checker, and submit your report to LADBS.

### Submitting Your Benchmarking Report | Section 6

You do not need to reenter your Building ID, so skip Section 6.A and proceed to [Section 6.B](#). to confirm your meters, and run the data quality checker. Then, proceed to [Section 6.C](#). to submit your report.

### Questions?

- ▶ **LA Department of Building and Safety** – questions related to your Building ID, deadlines, registration (including revised contact information), payment of fees/fines and non-compliance notices: ([ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org))
- ▶ **The LA Energy and Water Efficiency Resource Center** – questions on benchmarking or performance: ([www.betterbuildingsla.com/contact](http://www.betterbuildingsla.com/contact))
- ▶ **LA Department of Water and Power** – questions regarding status of electricity and water data requests, or issues with electricity or water data provided: ([www.ladwp.com/buildingbenchmarking](http://www.ladwp.com/buildingbenchmarking))
- ▶ **SoCalGas** – questions regarding status of gas data requests or issues with gas data provided: ([www.socalgas.com/for-your-business/energy-savings/benchmarking](http://www.socalgas.com/for-your-business/energy-savings/benchmarking))