

ONGOING REPORTING GUIDE





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The Existing Buildings Energy & Water Efficiency (EBEWE) 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. This Guide will cover the steps required for ongoing reporting, so if you are submitting your first report, please follow the full [Benchmarking Guide](#) instead.

SECTION 1 | REGISTER YOUR BUILDING & SUBMIT COMPLIANCE FEE

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

SECTIONS 2 - 3 | UPDATE YOUR PROPERTY IN PORTFOLIO MANAGER

You do not need to create a new Portfolio Manager account or Property Profile to report your data each year. 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 on the "Details" tab.
- ▶ Under BASIC INFORMATION, click "Edit" to review and update basic property information, or click the dropdown menu(s) next to each Property Use Type to correct or update with new information.

The screenshot displays the 'Details' tab in the Portfolio Manager interface. The 'Basic Information' section includes fields for Construction Status, Property GFA (Self-Reported: 275,654 Sq. Ft.), and Occupancy (70%). An 'Edit' button is highlighted with a green box and an arrow. The 'Property Uses and Use Details' section features a table with columns for Name, Property Use Type, Gross Floor Area, and Action. The 'Action' column for the 'Building Use' row has a dropdown menu with 'I want to...' selected, highlighted with a green box and an arrow. Below the table, there are summary statistics for Property GFA (Buildings) and Property GFA (Parking). A note at the bottom suggests using a spreadsheet template for multiple uses and buildings.

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Office	275,654 ft ²	I want to...

Property GFA (Buildings): 275,654 (used to calculate EUJ)
Property GFA (Parking): 0

- ▶ After updating your property information, proceed with reviewing your energy and water data by following the instructions in [Sections 4](#) and [Section 5](#) below.

**SECTION 4 | REVIEWING YOUR ELECTRIC & WATER DATA FROM LADWP**

- ▶ If you requested data from LADWP for past reporting, you do not need to submit a new data request. Once the data feed is set up, LADWP provides automatic recurring updates to your property in Portfolio Manager. (If you have not set up a recurring data feed with LADWP, see [Section 4 of the Benchmarking Guide](#) for instructions.)
- ▶ To review your data in Portfolio Manager, click on the “Energy” or “Water” tab, and under “Meters - Used to Compute Metrics,” select your electricity or water virtual meter. In the “Display Year(s)” drop down, select the year you are reporting for (e.g. 2022) to see monthly entries for all of that past year.
- ▶ **NOTE:** Data for the past five years should 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:

- ▶ In the “Display Year(s)” dropdown menu, select “Show All Years” to determine the earliest date for which you have data. It will be the earliest displayed “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.

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	1/1/2013	1/31/2013	832		<input type="checkbox"/>	12/8/2018 Los Angeles Department of W and Power LADW
<input type="checkbox"/>	2/1/2013	2/28/2013	571		<input type="checkbox"/>	12/6/2018 Los Angeles Department of W and Power LADW
<input type="checkbox"/>	3/1/2013	3/31/2013	522		<input type="checkbox"/>	12/6/2018 Los Angeles Department of W and Power LADW

- ▶ 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 from the first step above. Click “Save Changes.”

Basic Meter Information (Click on the arrow to the left to expand this section)

Name: Delete Meter

Meter ID: 31319032

Type: Potable: Mixed Indoor/Outdoor

Units: ccf (hundred cubic feet)

Date Meter became Active:

Still In Use

Date Meter became Inactive:

Custom Meter IDs: None

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.

**SECTION 5 | REVIEW YOUR NATURAL GAS DATA FROM SOCALGAS**

- ▶ If you requested data from SoCalGas for past reporting, **you do not need to submit a new data request.** Once the data feed is set up, SoCalGas provides automatic recurring updates to your property in Portfolio Manager. (If you have not set up a recurring data feed with SoCalGas, see [Section 5 of the Benchmarking Guide](#).)
- ▶ To review your data in Portfolio Manager, click on the “Energy” tab, and under “Meters - Used to Compute Metrics,” select your “natural gas” meter. In the “Display Year(s)” drop down, select the year you are reporting for (e.g. 2022).

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation
<input type="checkbox"/>	1/1/2022	1/31/2022	14,248		<input type="checkbox"/>
<input type="checkbox"/>	2/1/2022	2/28/2022	22,874		<input type="checkbox"/>
<input type="checkbox"/>	3/1/2022	3/31/2022	18,217		<input type="checkbox"/>

- ▶ If you did not request natural gas data from SoCalGas and all of your data has been uploaded to Portfolio Manager, you can proceed to [Section 6 of the Benchmarking Guide](#); you do not need to re-enter 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.

SECTION 6 | SUBMIT YOUR BENCHMARKING REPORT

You do not need to re-enter 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)
- ▶ **The LA Energy and Water Efficiency Resource Center:** Questions on benchmarking or performance (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)
- ▶ **SoCalGas:** Questions regarding status of gas data requests or issues with gas data provided (www.socalgas.com/for-your-business/energy-savings/benchmarking)