



BENCHMARK COMPLIANCE INSTRUCTIONS FOR 2021



EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

(Rev 10/30/21)

This document provides instructions for complying with the Existing Buildings and Water Efficiency (EBEWE) Program as mandated by Los Angeles Municipal Code Division 97, Article 1, Chapter IX. It includes resources to obtain additional information and an explanation of the scope of and exceptions to the ordinance. A full copy of the original ordinance and subsequent amendments are available at <https://www.ladbs.org/docs/default-source/forms/green-building/ebewe-ordinances.pdf>.

BENCHMARK COMPLIANCE INSTRUCTIONS FOR BENCHMARK YEAR 2021

EBEWE benchmarking requirements must be completed annually. Therefore, **to be deemed in compliance with 2021**, you must complete both of the following steps by the compliance due date, even if you completed them for previous years:

Step 1. Register your building with LADBS:

- a. Sign onto your LADBS EBEWE Registration account at <https://www.ladbservices2.lacity.org/ebewe>. If you don't have an account, you will need to create one using that same link.
- b. Enter your Building ID and Zip Code as they appear in **Box 1** and **2** of your Notice and select Benchmark Year 2021.
- c. Update your account information as needed.
- d. Pay the annual registration fee for 2021.

Step 2. Submit the benchmarking report for your building using Energy Star Portfolio Manager® to LADBS as follows:

- a. Sign onto your Energy Star Portfolio Manager (ESPM)® account at <https://portfoliomanager.energystar.gov/pm/login>. If you don't have an ESPM account, you will need to create one using that same link.
- b. Create your virtual building. If you previously set up your building in ESPM*, do not create a duplicate building. Instead, just continue using your previously created building.
- c. Manually enter or electronically obtain the utility usage data from LADWP for the building in ESPM® for calendar year 2021. Refer to the guides referenced in 1.a. or 1.c. below ("For more details on complying with the Ordinance") for detailed instructions.
- d. Add the **LA City Building ID** to your report (this is not the same as the Property ID in ESPM) and the Building Zip Code as they appear on your Notice to Comply.
- e. Send the benchmarking data to LADBS using the following link: www.ladbs.org/benchmarking2021.

RESOURCES TO OBTAIN ADDITIONAL COMPLIANCE INFORMATION

- **For more details on complying with the Ordinance**, please see the following:
 1. Detailed benchmarking guides to report for the first-time and ongoing, and abbreviated versions of each are available:
 - a. First-time: https://www.betterbuildingsla.com/images/content/Los_Angeles_Benchmarking_Guide.pdf.
 - b. First-time Abbreviated: <http://bit.ly/benchguide>
 - c. Ongoing Reporting: https://www.betterbuildingsla.com/images/content/Ongoing_Reporting_Guide.pdf
 - d. Ongoing Abbreviated: <http://bit.ly/ongoingreporting>
 2. A guide specifically for adding LA City Building IDs and sending reports to LADBS using ESPM is available at <https://www.ladbs.org/docs/default-source/forms/green-building-2018/ebewe-how-to-send-benchmark-to-ladbs-guide.pdf>.
 3. To obtain total electric energy and water consumption for the whole building, contact the LA Department of Water and Power (LADWP) at <https://www.ladwp.com/BuildingBenchmarking>. **Please allow at least six (6) weeks to obtain this information.**
 4. To obtain gas consumption for the whole building, please contact SoCal Gas Co. at <https://www.socalgas.com/for-your-business/energy-savings/energy-usage-requests>.

- **To review the compliance status of your building**, login to your LADBS account at <https://www.ladbservices2.lacity.org/ebewe>.
- **For questions regarding the EBEWE Program**, contact the following:
 - **LADBS** for questions related to your Building ID, notification letters, deadlines, registration (including revising contact information), payment of fees/fines, and non-compliance notices via email ladbs.ebewe@lacity.org or visit www.ladbs.org/ebewe.
 - **LA Energy and Water Efficiency Resource Center** for questions related to benchmarking buildings located in the City of Los Angeles at <http://www.betterbuildingsla.com/contact>.
 - **LADWP** for questions regarding the status of electricity and water data requests or issues with electricity or water data provided, visit <https://www.ladwp.com/BuildingBenchmarking>.
 - **SoCalGas** for questions regarding status of gas data requests, or issues with gas data provided at <https://www.socalgas.com/for-your-business/energy-savings/energy-usage-requests>
- **For Energy Star Portfolio Manager (ESPM)**

ESPM is an online program developed and managed by the Environmental Protection Agency. LADBS does not 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): <https://energystar-mesa.force.com/ENERGYSTAR/s/contactsupport>.
 - **Training**, including upcoming and previous webinars related to using Energy Start Portfolio Manager: <https://www.energystar.gov/buildings/training/training>

SCOPE (BUILDINGS COVERED AND EXCEPTIONS -- BENCHMARK YEAR 2018 AND BEYOND)

The benchmarking requirements of the EBEWE Program for Benchmark Year 2018 and beyond apply to buildings in the City of Los Angeles that meet one of the following criteria:

1. City-owned buildings with a gross floor area of 7,500 square feet or more; or
2. Privately owned building or a building owned by a local agency of the State with a gross floor area of 20,000 square feet or more.

EXCEPTION # 1: This ordinance shall not apply to one and two family dwellings and related accessory structures; residential hotels as defined by the California Health and Safety Code Section 50519; broadcast antennas; vehicle charging stations; utility pumping stations; treatment facilities; sound stages; structures primarily used for the production and post-production of motion pictures and television, and similar uses; and other buildings not meeting the purpose of this ordinance, as determined by the Department of Building and Safety.

EXCEPTION #2: The owner of a building subject to this ordinance shall not be required to file a benchmarking report for a reporting year if any of the following conditions apply:

- a. The building did not have a Certificate of Occupancy or Temporary Certificate of Occupancy for the entire calendar year required to be benchmarked;
- b. The entire building was not occupied, due to renovation, for the entire calendar year required to be benchmarked;
- c. The demolition permit for the entire building has been issued and demolition work has commenced on or before the date the benchmarking report is due for that calendar year;
- d. The building did not receive energy or water services for the entire calendar year required to be benchmarked.

If you believe your building does not fall within the scope of the Ordinance or if the building meets one of the above exceptions, please contact LADBS via email at ladbs.ebewe@lacity.org for a determination. Include the following information on the email subject line: EBEWE, your Building ID and Building Address (street number and name).