BENCHMARKING GUIDE

HOW TO COMPLY WITH THE CITY OF LOS ANGELES EXISTING BUILDINGS ENERGY & WATER EFFICIENCY ORDINANCE

Retrofit.LA

PLΔN

CITY LA DBS
DEPARTMENT OF BUILDING AND SAFETY

LA DWP | Los Angeles Department of Water & Power

SoCalGas
A Sempra Energy utility®
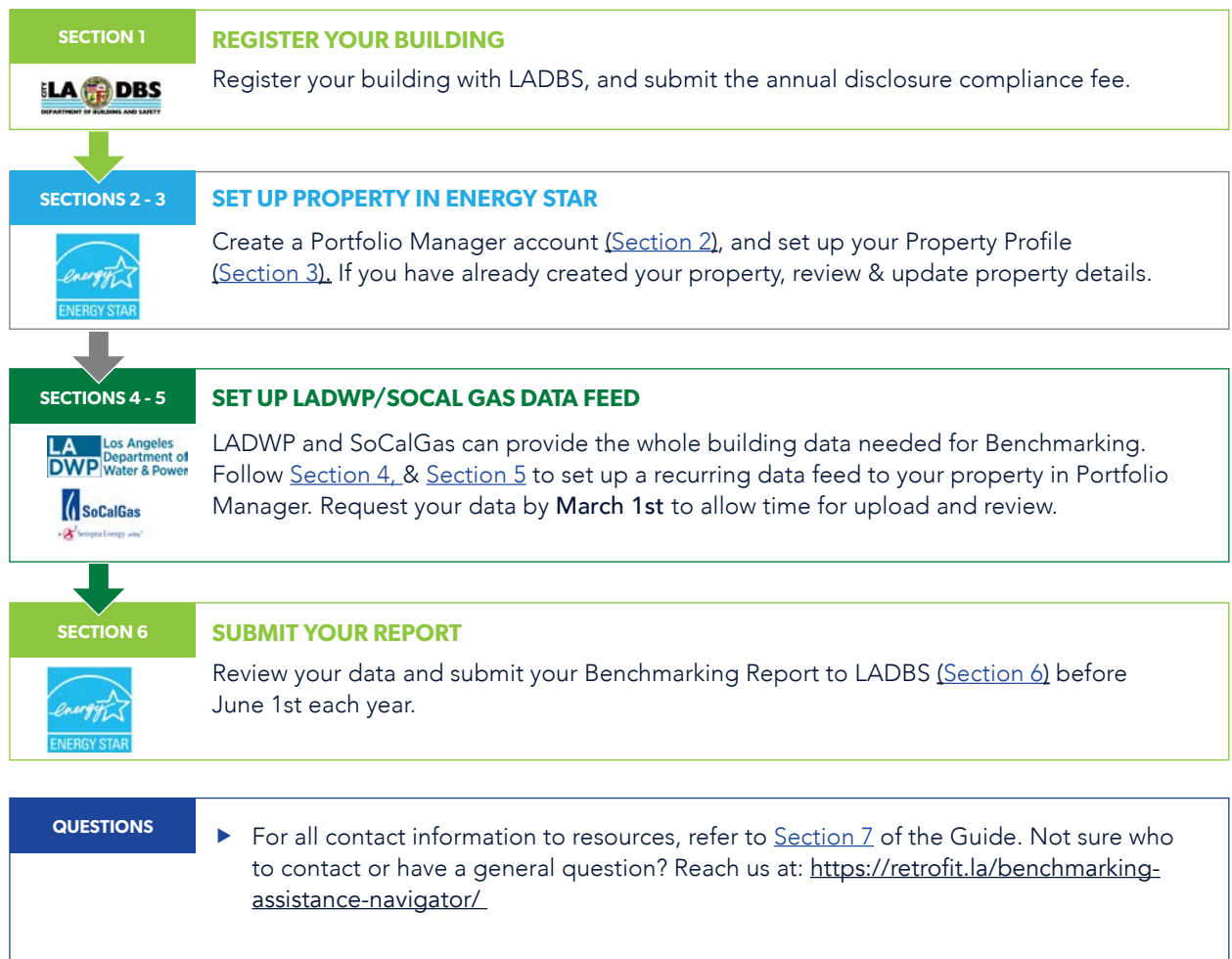
Retrofit.LA

HOW TO USE THE BENCHMARKING GUIDE

The Guide will walk you through the entire process of benchmarking and reporting your building, with screenshots and guidance for each step. The Guide is hyperlinked, so use the online version for easy navigation between sections. As you navigate through the Guide, you can return to the table of contents from each page by clicking on gray "Back to Contents" box in the bottom left corner. → **Back to Contents**

Benchmarking is a multi-step process so print and complete the Benchmarking IDs and Logins page (see page 3) to keep track of information you will need throughout the process. If you'd like to hire a vendor to complete the benchmarking process on your behalf, refer to our directory of vetted local providers here: https://retrofit.la/benchmarking-service-providers/

FIRST YEAR BENCHMARKING? If you are preparing your first benchmarking report, refer to this Benchmarking Guide for compliance steps.

SECOND OR THIRD YEAR BENCHMARKING? If you complied in a prior year, please refer to the Ongoing Reporting Guide for compliance steps.

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

SECTION 1 LA DBS	**REGISTER YOUR BUILDING** Register your building with LADBS, and submit the annual disclosure compliance fee.
SECTIONS 2 - 3 ENERGY STAR	**SET UP PROPERTY IN ENERGY STAR** Create a Portfolio Manager account (Section 2), and set up your Property Profile (Section 3). If you have already created your property, review & update property details.
SECTIONS 4 - 5 LADWP / SoCalGas	**SET UP LADWP/SOCAL GAS DATA FEED** LADWP and SoCalGas can provide the whole building data needed for Benchmarking. Follow Section 4, & Section 5 to set up a recurring data feed to your property in Portfolio Manager. Request your data by **March 1st** to allow time for upload and review.
SECTION 6 ENERGY STAR	**SUBMIT YOUR REPORT** Review your data and submit your Benchmarking Report to LADBS (Section 6) before June 1st each year.

QUESTIONS	▶ For all contact information to resources, refer to Section 7 of the Guide. Not sure who to contact or have a general question? Reach us at: https://retrofit.la/benchmarking-assistance-navigator/

NOTE: This guide will be updated continually as policies evolve on the State and local level so please be sure to check www.retrofit.la for 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 your Notification Letter.
You may also look up here: https://data.lacity.org/City-Infrastructure-Service-Requests/Existing-Buildings-Energy-Water-Efficiency-EBEWE-P/9yda-i4ya/data

2 The Building AIN may be obtained from Open Data: https://data.lacity.org/City-Infrastructure-Service-Requests/Existing-Buildings-Energy-Water-Efficiency-EBEWE-P/9yda-i4ya/data

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.

CONTENTS
TABLE OF CONTENTS

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.retrofit.la.

SECTION 1
REGISTER WITH LADBS

REGISTER WITH LADBS

1.1. Sign onto your LADBS EBEWE Registration account. If you don't have an account, you will need to create one: https://www.ladbsservices2.lacity.org/ebewe.

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"**:

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

Once completed and submitted, you will receive a confirmation email from LADBS regarding your login (see below).
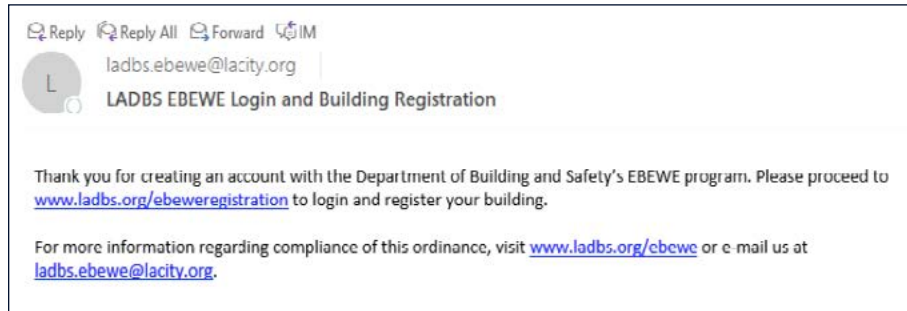
Then, proceed to https://www.ladbsservices2.lacity.org/ebewe to login and continue registering your building.

1.2. Select **"Register for Benchmarking"** and register each building assigned to you with LADBS (EBEWE Program) – this includes paying the annual disclosure compliance fee.

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

▶ Then click **"Save and Pay"**.

Users are responsible for properly following instructions and ensuring compliance with City regulations.

Retrofit.LA / LABBC / Resource Center does not assume any liability in connection with the use of guidance materials.

Updated: September 2023

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 Select appropriate payment method:
1) For Credit Card, enter your credit card number and click **"Calculate Service Fee"** to proceed.
2) For e-check, select **"Checking Account"** and enter the banking information into the spaces provided. 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.

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, (See the Benchmarking IDs and Logins tracker on page 5).

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 (see the Benchmarking IDs and Logins tracker on **page 3**)

Users are responsible for properly following instructions and ensuring compliance with City regulations.
Retrofit.LA / LABBC / Resource Center does not assume any liability in connection with the use of guidance materials.
Updated: September 2023

HOW TO CREATE YOUR PORTFOLIO MANAGER ACCOUNT

2.3 You will receive an email from Portfolio Manager. Remember to activate your account within 24 hours. When you click the link, you will be asked to log in. Once you log in, your account will be created and you will be brought to the My Portfolio tab. Proceed to Section 3 for guidance on how to add a property.
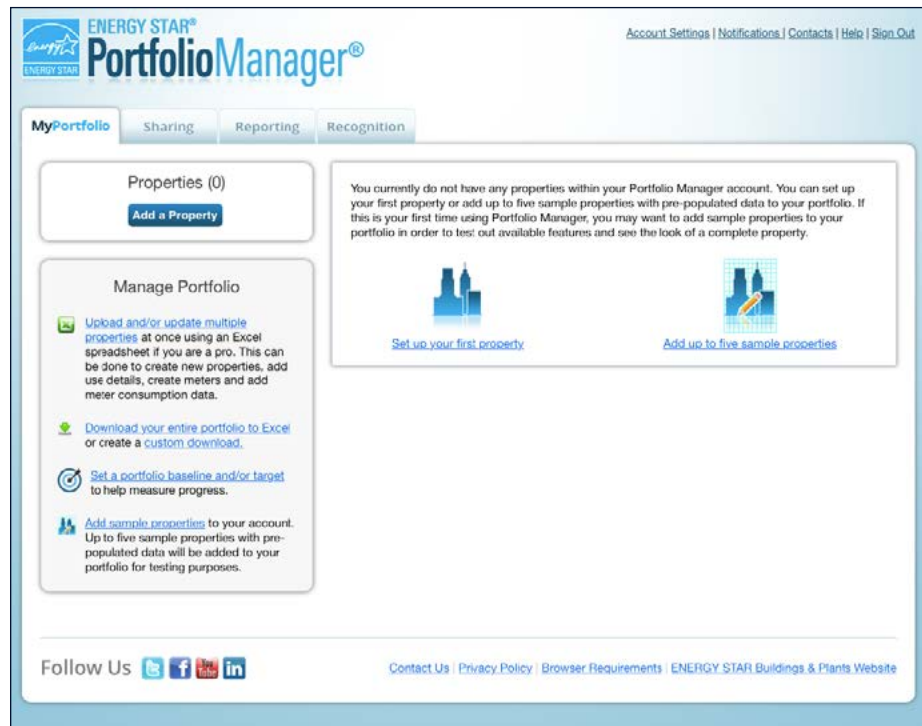
SECTION 3

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.

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!"**.

3.3 Enter the property's name, address, LA City Building ID and other general information and click **"Continue"**.

Users are responsible for properly following instructions and ensuring compliance with City regulations.
Retrofit.LA / LABBC / Resource Center does not assume any liability in connection with the use of guidance materials.
Updated: September 2023

BACK TO CONTENTS

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. Complete these fields to ensure your property metrics and score calculate accurately.

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

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.
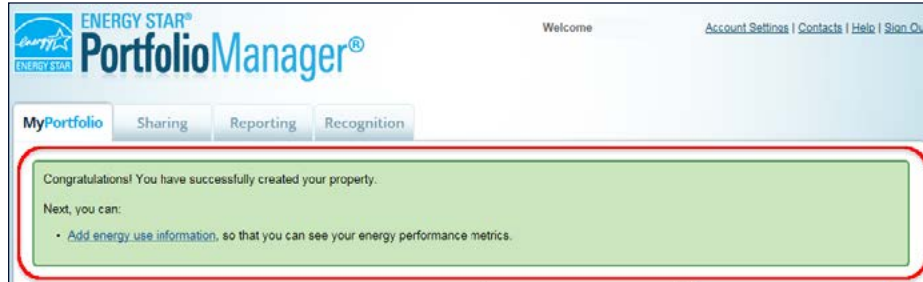
SECTION 4

HOW TO ENROLL IN LADWP WEB SERVICES

HOW TO ENROLL IN LADWP WEB SERVICES

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

LADWP can provide you with the data needed to benchmark your building, including data for any tenant controlled areas. Follow the instructions in this section to set up a recurring data feed from LADWP to your property in Portfolio Manager.

▶ You will need to create what's called a **"Virtual Meter"** in order to receive the monthly usage data from a single or multiple (aggregate) meters for each service type.

▶ 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), 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), regardless of the number of meters serving the property.

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.

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.

CREATE A VIRTUAL METER: ENERGY

Follow these steps to create a virtual meter to receive aggregated electricity 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. Enter 1 regardless of the number of actual meters serving the property.

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

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

▶ Select **"kWh"** for the Units.

▶ Enter **"January 1, 2018"** for the Date Meter Became Active.
(LADWP will provide data for the past 5 calendar years).

   NOTE: The date the meter became active should reflect the earliest date for which you have data.

▶ 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).

4.5 On the **Select Meters to Include in Metrics** page, make sure the Aggregate meter is selected, **click the option with the red asterisk (*)** stating that the meter(s) account for the total energy consumption and then click **"Apply Selections"**.

CREATE A VIRTUAL METER: WATER

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

4.6 Click **"Add a Meter"** under the **Water** tab as shown below.
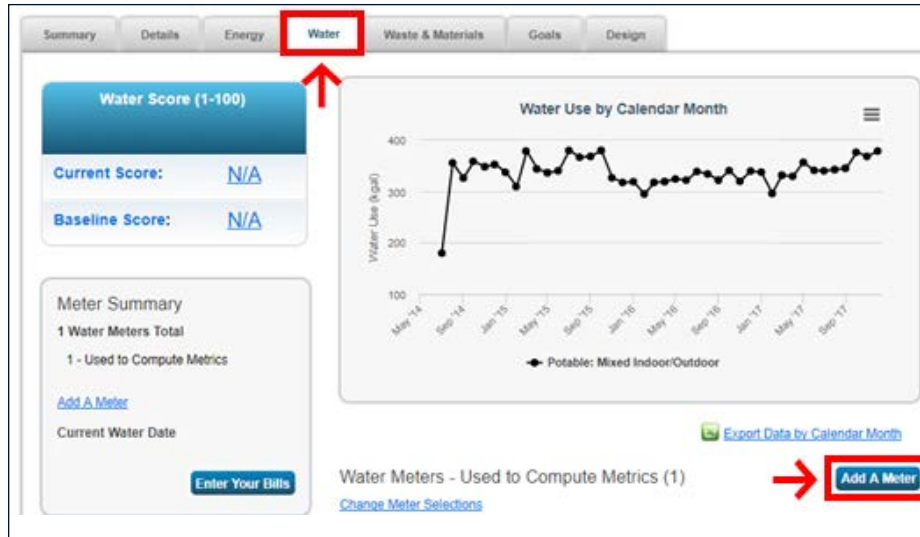
4.7 Select **"Municipally Supplied Potable Water"** and **"Mixed Indoor/Outdoor"** for your property's water usage, enter **"1"** for the number of meters. Enter 1 regardless of the number of actual meters serving the property.

▶ 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.

4.8 Rename your meter under **Meter Name** to **"Water Aggregate – Whole Building"**.

▶ Select **"ccf"** for the units.

▶ Enter **"January 1, 2018"** 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"**.

4.9 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).

4.10 On the **Select Meters to Include in Metrics** page, make sure the Aggregate meter is selected, **click the option with the red asterisk (*)** stating that the meter(s) account for the total water consumption and then click **"Apply Selections"**.

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

Next, you will need to complete the LADWP Building Benchmarking data request form. Before completing the form, 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:
https://retrofit.la/bca-third-party-benchmark-self/

▶ 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:
https://retrofit.la/template-letter-of-authorization/

▶ Tenant Consent(s):
If required, please complete and submit a Tenant Consent for each tenant: https://www.ladwp.com/cs/idcplg?IdcService=GET_FILE&dDocName=OPLADWPCCB568807&RevisionSelectionMethod=LatestReleased

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 submitting a complete LADWP online Benchmarking Application:

▶ You will receive a confirmation email from LADWP. LADWP will work with you to authenticate the ownership and building information submitted with the Benchmarking Application.

▶ Next, LADWP will send a follow-up email to you with the service address(es) and an attachment with the list of meters associated with the building **(see example of email below)**.

▶ The list should include any meter(s) serving subterranean and/or attached parking areas.

▶ You are 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.

From: usagedata@ladwp.com <usagedata@ladwp.com>
To: Customer Email
Subject: Meter Validation Request, Building
[Customer Name]
[Building Address]

Dear Valued Customer,

We have received your request for aggregated usage data for the building referenced above. In order to complete the application the building profile and meters associated with the building must be validated.

Please review the attached building profile and verify service address and/or meters associated with the building. If any meter associated to the building was omitted or if any updates to the building profile are needed, please update the attachment and return the list. If the meter list is correct, please respond tot his email with, "Yes, the list is correct." We will continue procesing your request once your response is received.

Thank you,
LADWP Benchmarking Team

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 **(see example of notification email below)**.

NOTE: *This is different than the Building ID issued by LADBS*. Please make note for future reference.

Customer Name
Property Address
Property Admin ID: #######
From: usagedata@ladwp.com <usagedata@ladwp.com>
To: Customer Email
Subject: Building Benchmark Request Accepted- Building ID

Dear Valued Customer,

In order for LADWP to upload total energy and water usage data for your building you will need to initiate Web Services. The Building ID and Property Admin ID provided above will allow you to Connect with LADWP and request Web Services in ENERGY STAR® Portfolio Manager®.

For step-by-step instructions on how to create your Portfolio Manager account and initiate Web Services go to https://www.betterbuildingsla.com/how-to-comply.

Thank you,
LADWP Benchmarking Team

▶ 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.

4.11 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.
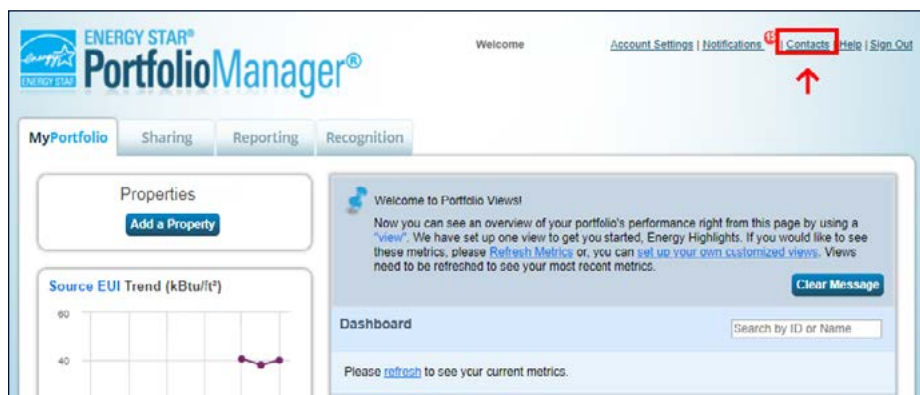
4.12 This takes you to your **My Contacts and Organizations** screen.
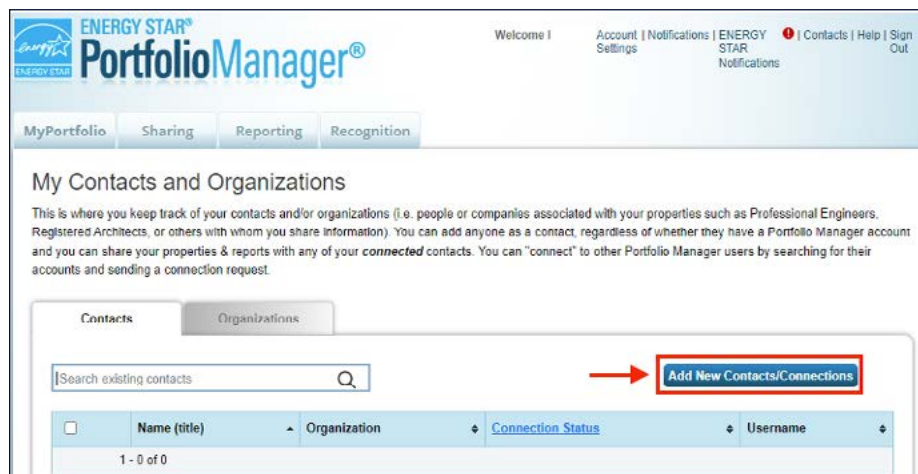
▶ Click **"Add New Contacts/Connections"**.

▶ On the Name field of the Find Contact in Portfolio Manager box type in **"Los Angeles Department of Water and Power"** and click **"Search"**.

4.13 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.**

4.14 Enter all required information and a valid email address for the individual authorizing the connection with LADWP. In **"Building Data Aggregator,"** enter **"Y"** whether you are requesting data for single or multiple meters.

▶ Next, read and agree to LADWP's Terms of Use.

▶ Click **"Send Connection Request"**.

TIP: You will need to enter the Property Admin ID received from usagedata@ladwp.com in order to connect with LADWP.

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.

4.15 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.
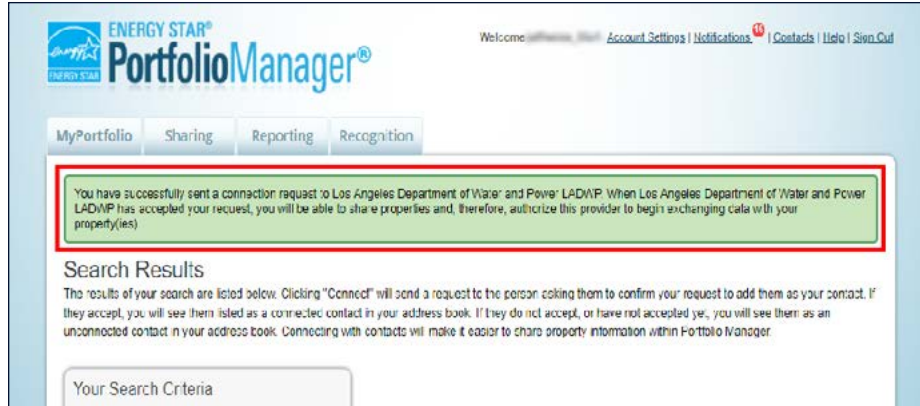
> **NOTE:** If a Connection Request is created between 8 AM and 12:59 PM,
> LADWP will process and accept the connection **by 1:30 PM**.
> If Connection Request is created between 1 PM and 7:59 AM,
> LADWP will process and accept the connection **by 8:30 AM**.

4.16 Once LADWP has accepted your connection request you will receive a connection accepted notification.
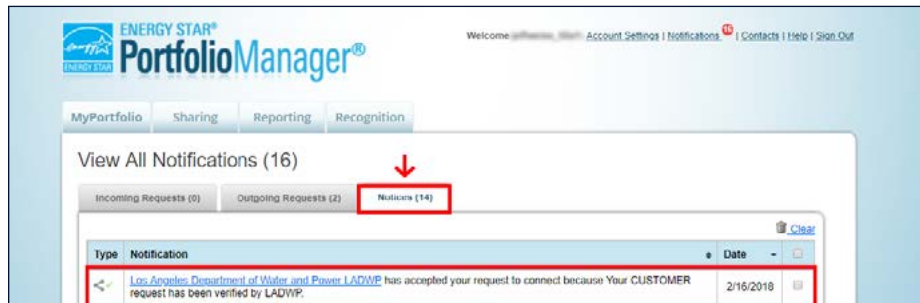
4.17 After you have received notification that LADWP has accepted your connection request, the next step is to share your property (ies) with LADWP Portfolio Manager account.

▶ Click the **"Sharing"** tab.

TIP: Check your ESPM Account home page for Notifications regularly.
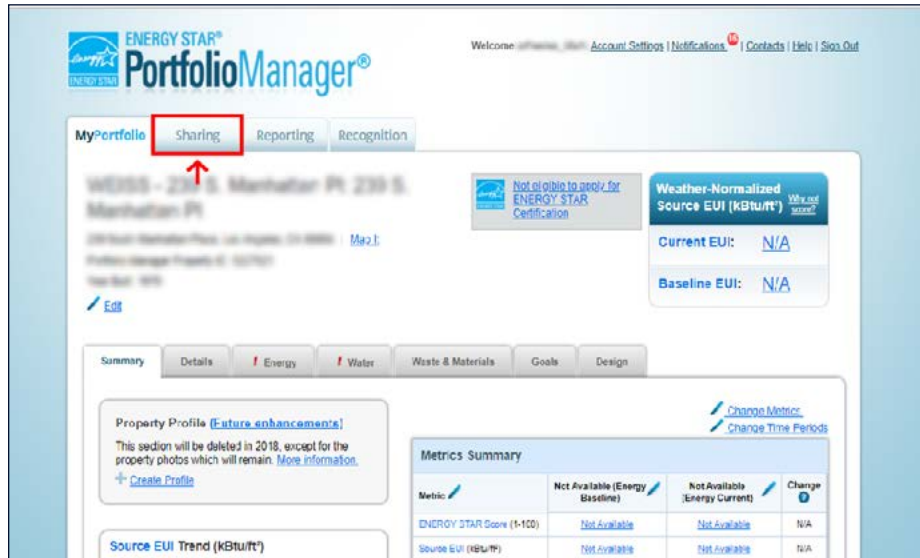
4.18 Click **"Share (or Edit Access to) a Property"** on this screen.
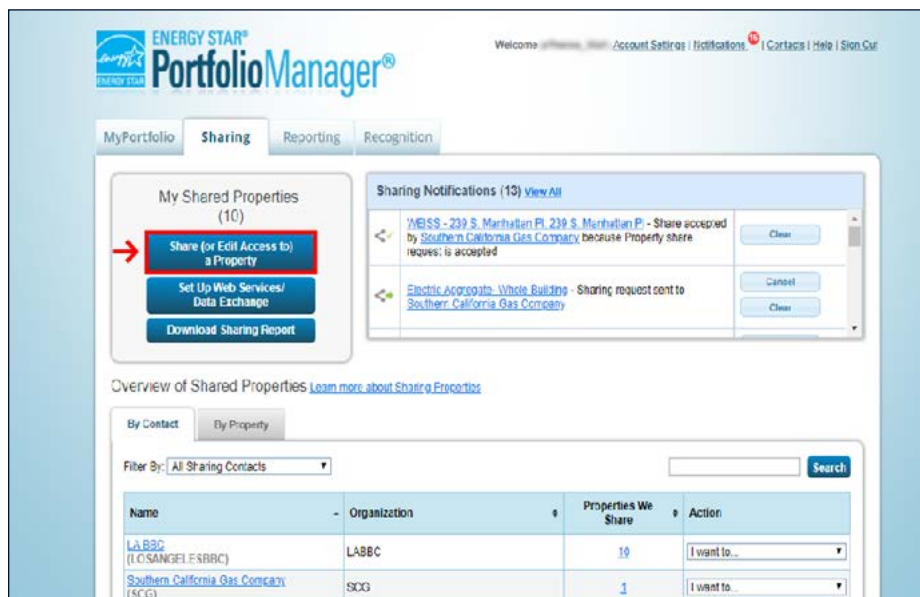
4.19 First, **Select Properties** to share. Depending on your selection, a drop-down window or button will appear to choose the specific buildings you would like to share with LADWP.

▶ 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"**.

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

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

▶ Enter **"Y"** for Building Data Aggregation, regardless of the number of meters serving your property.

▶ 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.

NOTE: Scroll down, as this section is longer than it appears.

4.22 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.

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

4.24 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.

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 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.
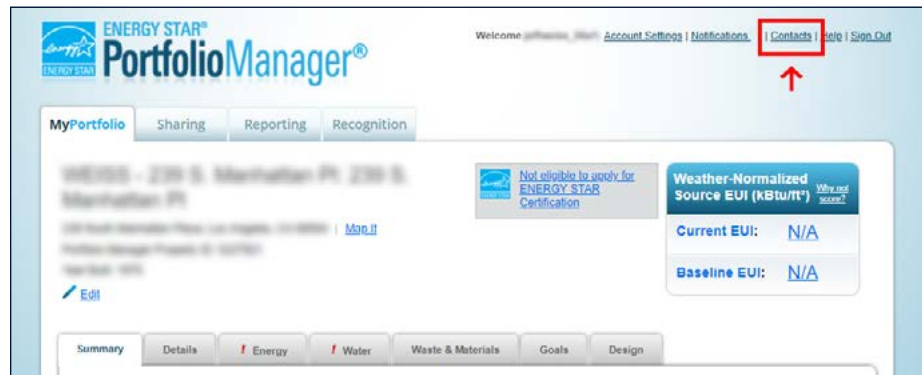
5.2 This takes you to **My Contacts and Organizations** screen. Click **"Add New Contacts/Connections"**.

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.
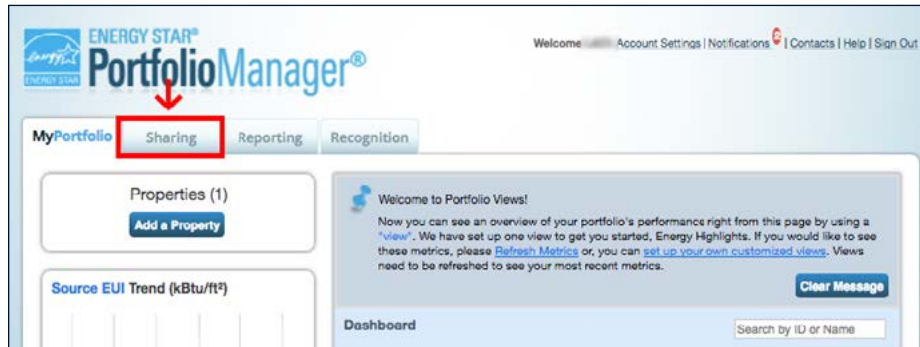
5.8 Click **"Share (or Edit Access to) a Property"** as shown on this screen.
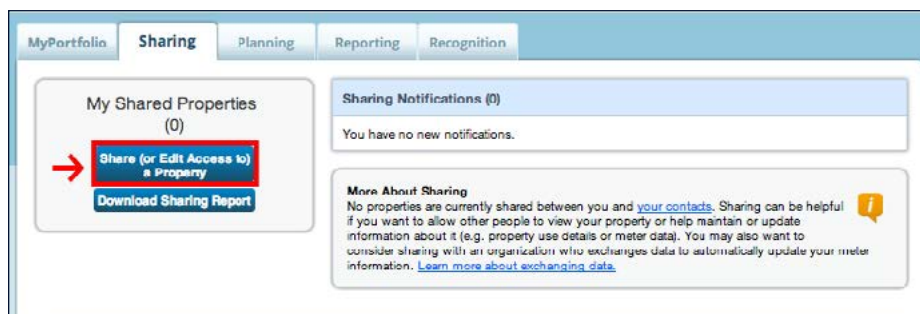
5.9 Next, make your choices under **Select Properties** to share. Use the **drop-down windows** to choose the number of building(s) you would like to share with SoCalGas, and then indicate which specific buildings.

▶ 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"**.

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 **"Y"** for the reason for requesting the data exchange, and to receive monthly updates. 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.

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.

HOW TO ENROLL IN SOCALGAS WEB SERVICES

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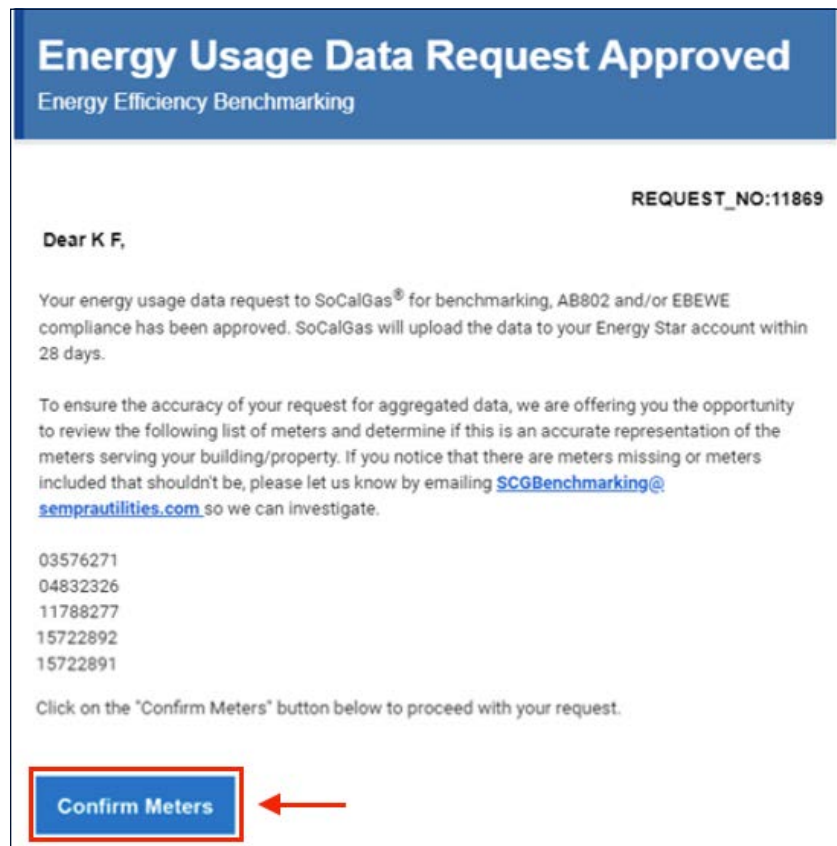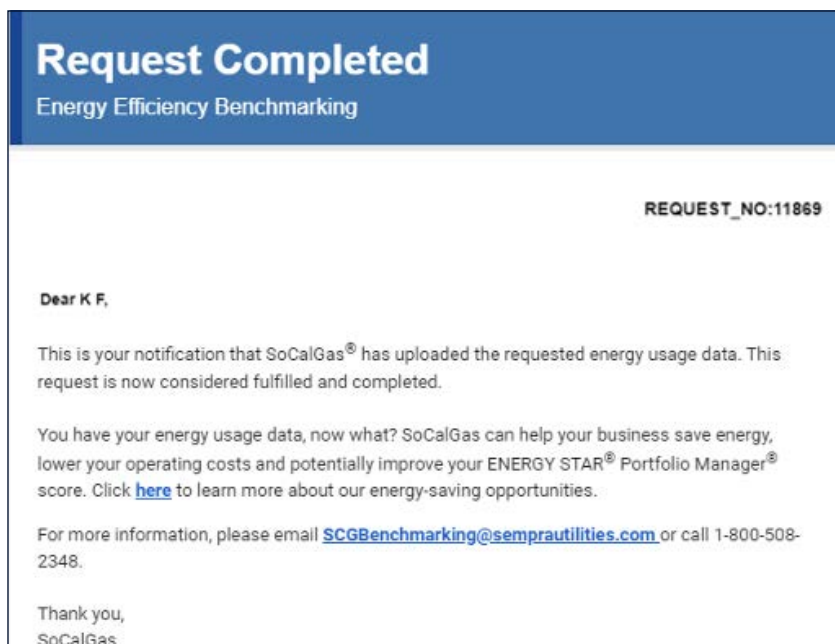
5.17 SoCalGas will follow up via email to clarify any issues with the request. You will receive an email from SCGBenchmarking@semprautilities.com with a list of meters for your review.

Energy Usage Data Request Approved
Energy Efficiency Benchmarking

REQUEST_NO:11869

Dear K F,

Your energy usage data request to SoCalGas® for benchmarking, AB802 and/or EBEWE compliance has been approved. SoCalGas will upload the data to your Energy Star account within 28 days.

To ensure the accuracy of your request for aggregated data, we are offering you the opportunity to review the following list of meters and determine if this is an accurate representation of the meters serving your building/property. If you notice that there are meters missing or meters included that shouldn't be, please let us know by emailing **SCGBenchmarking@ semprautilities.com** so we can investigate.

03576271
04832326
11788277
15722892
15722891

Click on the "Confirm Meters" button below to proceed with your request.

Confirm Meters

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

Request Completed
Energy Efficiency Benchmarking

REQUEST_NO:11869

Dear K F,

This is your notification that SoCalGas® has uploaded the requested energy usage data. This request is now considered fulfilled and completed.

You have your energy usage data, now what? SoCalGas can help your business save energy, lower your operating costs and potentially improve your ENERGY STAR® Portfolio Manager® score. Click here to learn more about our energy-saving opportunities.

For more information, please email **SCGBenchmarking@semprautilities.com** or call 1-800-508-2348.

Thank you,
SoCalGas

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**.

Users are responsible for properly following instructions and ensuring compliance with City regulations.
Retrofit.LA / LABBC / Resource Center does not assume any liability in connection with the use of guidance materials.
Updated: September 2023

5.19 Next, log into Portfolio Manager and go to the **Energy tab** of your Property, you should find a **Natural Gas Meter**, with a name that starts with VM followed by 10-digit number. If this meter is under "Additional Meters – Not Used in Metrics", move it to **"Meters – Used to Compute Metrics"** by:

▶ Clicking **"Change Meter Selections".**

▶ On the **Select Meters to Include in Metrics** page, tick the checkbox next to the **Natural Gas Meter** and make sure the first radio button option is selected.

▶ Click **Apply Selection**

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.

BACK TO CONTENTS

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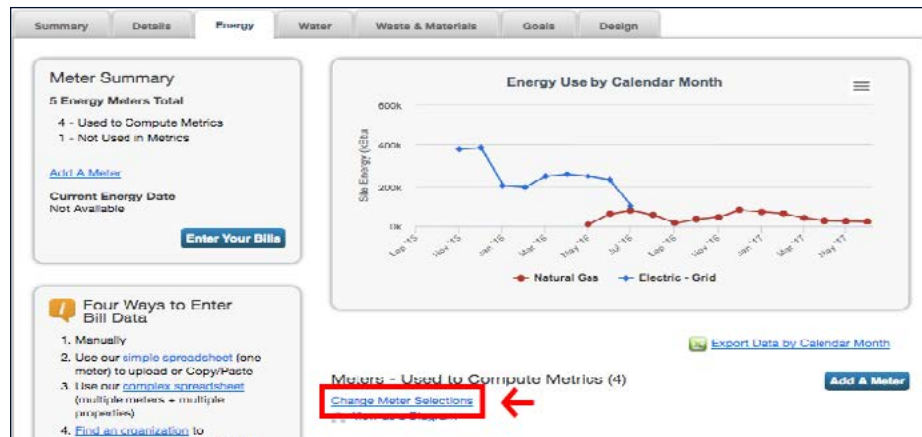
The Test Building below has two electricity meters, one for the common area and one for the aggregated data. Since the consumption of the common area meter is included in the aggregated data in this example, you must deselect the common area electricity meter to avoid double counting and hurting your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

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.

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 https://retrofit.la/benchmarking-assistance-navigator/

6.C. Submit Your Benchmarking Report to LADBS

6.9. To report data for calendar year 2022, go to www.ladbs.org/benchmarking2022 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 2021, go to www.ladbs.org/benchmarking2021

▶ To report data for calendar year 2020, go to www.ladbs.org/benchmarking2020

▶ To report data for calendar year 2019, go to www.ladbs.org/benchmarking2019

▶ 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.

Applies when one (1) or more properties is being reported.

▶ Click **"Select Properties"** in the **Your Response** section.

HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

▶ 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 **Data Requests from Others**, 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.

❗ 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/ebewe/ebewe-benchmarking-process-and-information and click on "Building Compliance Status (Check Your Building)". On the next page, set Compliance Year as ALL and click Submit. Once the page reloads, use the find function (CTRL+F) 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, payment of fees/fines, and non-compliance notices.

Email: ladbs.ebewe@lacity.org

Contact Retrofit.LA (formerly the Resource Center) for questions on benchmarking.

https://retrofit.la/questions/

Contact LADWP with questions regarding status of electricity and water data requests, or issues with electricity or water data provided by emailing usagedata@ladwp.com and entering 'Building Benchmarking' in the subject line.

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