How to Comply with the LA Existing Buildings Energy and Water Efficiency Ordinance

The City and the Utilities have partnered to create a comprehensive, step-by-step Benchmarking Guide [http://bit.ly/2gHN8gb] to help you through the benchmarking and reporting process. Below is an overview of the process with links to the relevant sections of the Guide:

- **Register your Building with LADBS by completing the steps in Section 1 of the Guide [http://bit.ly/2f7aBei].**

- **Create a Portfolio Manager Account by completing the steps in Section 2 of the Guide [http://bit.ly/2xzcebZ]. If you already have an account, you can skip to Section 3 [http://bit.ly/2fjhgyl].**

- **Create or update your Property Profile by completing the steps in Section 3 of the Guide [http://bit.ly/2fjhgyl].**

- **Manually upload prior year's whole-building data to your Property Profile by completing Section 3B [http://bit.ly/2wXxB6h].**
    - If you have access to whole-building electricity, water, and natural gas usage data (including tenant-controlled areas) through bills or other utility management systems for the prior calendar year, <u>you DO NOT need to request data from the utilities</u>. Instead, you can simply upload any missing data to your Property Profile by following the steps in Section 3B, and submit your Benchmarking Report to DBS (see Section 6).
    - **OR**

    - **Request LADWP and/or SoCalGas to upload the prior calendar year's whole-building aggregated data by completing Sections 4 [http://bit.ly/2h4WaaX] and 5 [http://bit.ly/2wqlzhe] of the Guide.**
        - If you do not have access to whole-building electricity, water, or natural gas usage data (including any tenant-controlled areas) for the previous calendar year, follow the steps outlined in Sections 4 and 5 to request LADWP and/or SoCalGas to upload the aggregated to ESPM.

- **Submit your Benchmarking Report to LADBS by completing the steps in Section 6 of the Guide [http://bit.ly/2xZWRpi].**

To comply with the Los Angeles Energy and Water Efficiency Ordinance, please complete the steps above and submit your report on or before **December 1, 2017 (buildings > 100,000 GSF)**.

Please note that if you do not already have whole-building electricity, gas, and water data, it is recommended that you complete the data request process by no later than **October 16th** to allow sufficient time for data upload and review.

Questions?

- Contact the LA Department of Building and Safety with questions related to your Building ID, deadlines, and registration/payment.
    - Email: ladbs.ebewe@lacity.org

- Contact LA Energy and Water Efficiency Resource Center for questions on benchmarking.
    - http://www.betterbuildingsla.com/contact

- Contact LADWP with questions regarding status of electricity and water data requests, or issues with electricity or water data provided.
    - http://www.ladwp.com/ladwp/faces/ladwp/commercial/c-gogreen/c-gg-bewb

- Contact SoCalGas with questions regarding status of gas data requests, or issues with gas data provided.
    - http://www.socalgas.com/for-your-business/energy-savings/benchmarking