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<th><strong>DOCKETED</strong></th>
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<td><strong>Docket Number:</strong></td>
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Who has to benchmark their building under this program?

Owners of buildings in California that have a gross floor area of 50,000 square feet or greater are required to benchmark their energy performance annually, and report the results to the California Energy Commission per the following schedule. Comparative information on each building’s performance will be posted on a public website during the second reporting year for each group.

<table>
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<tr>
<th>BUILDING TYPE</th>
<th>REPORTING DEADLINE</th>
<th>INITIAL POSTING OF INFORMATION</th>
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<tr>
<td>No residential utility accounts</td>
<td>June 1, 2018, and each June 1 thereafter</td>
<td>After June 1, 2019</td>
</tr>
<tr>
<td>17 or more residential utility accounts</td>
<td>June 1, 2019, and each June 1 thereafter</td>
<td>After June 1, 2020</td>
</tr>
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Are there any exemptions?

- A property with 1 to 16 residential utility accounts
- Condominium project
- More than half of the building area used for (1) scientific experiments requiring controlled environments, or for (2) manufacturing or industrial purposes
- Scheduled to be demolished one year or less from the reporting date

What do building owners need to do to comply?

Benchmarking requires combining the energy bills from a building’s utility with basic physical and operational characteristics of the building (such as size, type of use, and hours of operation). Building owners must enter this information into a free, online tool—ENERGY STAR Portfolio Manager—which will generate results to track building performance over time and compare the performance against that of its peer buildings. Building owners must annually report their data directly through Portfolio Manager via the reporting link on the Energy Commission’s website.

How do building owners get energy use data for their buildings?

AB 802 requires energy utilities in California to provide monthly building-level energy use data for at least the previous calendar year to building owners, owners’ agents, and operators of any of the following, upon request:

- Any non-residential building, other than a condominium, with three or more active utility accounts of any one energy type
- Any non-residential building with less than three active utility accounts, where all account holders have agreed to share their energy use information
- Any residential building, other than a condominium, with five or more active utility accounts of any one energy type


MAY 2018
How does this affect compliance with local benchmarking requirements?

For buildings that must comply with a local benchmarking requirement (currently in place in Berkeley, Los Angeles, and San Francisco), local jurisdictions can apply and receive an exemption from the California Energy Commission. Once an exemption is received, building owners under that local requirement will only need to follow their local reporting instructions and not need to report separate benchmarking data to the California Energy Commission.

Am I required to benchmark my building’s energy use?

Is your building larger than 50,000 square feet?

YES

Are you already reporting to a local ordinance that has applied and received an exemption?

YES

NO

NO

Does your building have either:

(1) No active residential utility accounts, or
(2) At least 17 residential utility accounts?

YES

NO

NO

YES

Your building is required to report building data to the California Energy Commission

Where do I learn more?

The Energy Commission will provide a variety of resources to assist with benchmarking, including a compliance checklist, a step-by-step guide, and answers to frequently asked questions. There will also be in-person and online trainings and a dedicated hotline to answer any questions. Information on these resources, including a schedule of upcoming trainings, will be posted on the Energy Commission’s website at www.energy.ca.gov/benchmarking. Additional information on the process to request building data can also be found on the Energy Commission’s website or by contacting the utilities serving the building.

How do I get my whole-building data?

Identify utility providers

Does your building have either:

(1) fewer than 3 commercial utility accounts, or
(2) fewer than 5 residential utility accounts?

YES

NO

NO

YES

Your building is exempt from state requirements. Your building is not required to report building data to the Energy Commission.

Provide letter of attestation and request whole building energy data from utility to upload into Portfolio Manager

Did you ask for and receive signed customer authorization forms?

YES

NO

NO

YES

Send forms to utility to request for whole building energy data and upload into Portfolio Manager.

Upload all available data to Portfolio Manager and make note that no authorization was provided.

What do I need on ENERGY STAR Portfolio Manager?

• Collect property attributes
• Create a Portfolio Manager account
• Enter all buildings for which compliance is required
• Create meters for utility and consumption data

How do I submit my data?

• Review data gaps or errors
• Visit the Energy Commission website for reporting links
• Submit data directly to the Energy Commission through Portfolio Manager by clicking the reporting link at www.energy.ca.gov/benchmarking