

# Guidance Document

## CBPS 002

**Published Date:** 9/13/2022

**Subject:** Compliance through the Investment Criteria

**Intended Audience:** Building owner, Authorized Representative, and General Public

## Purpose

This document can be used to assist building owners in pursuing compliance through the investment criteria.

## Reference

[Clean Buildings Performance Standard – integrated document](#)

## Background

The Clean Buildings Performance Standard (CBPS) is mandatory for Tier 1 buildings located in the state of Washington. A Tier 1 building (formerly known as covered commercial building) is a building where the sum of nonresidential, hotel, motel and dormitory floor areas exceeds 50,000 gross square feet, excluding the parking garage area. Compliance and reporting for Tier 1 buildings begins June 2026 for buildings greater than 220,000 sq ft.

When the energy use intensity target (EUI<sub>t</sub>) for a Tier 1 building is not met, or the energy use intensity (EUI) or EUI<sub>t</sub> cannot be calculated, compliance with the CBPS shall be demonstrated through the investment criteria performance metric.

## Guidance

- 1) **Watch** [Clean Buildings 101](#) for an overview of the Clean Buildings Performance Standard.
- 2) **Gain** an understanding of the Clean Buildings Performance Standard. To understand the full scope of the rules refer to both:
  - [ASHRAE Standard 100-2018](#) Energy Efficiency in Existing Buildings.
  - [WAC 194-50](#) (WA amendments to Standard 100).

### Compliance Dates

June 1, 2026  
More than 220,000 sq. ft.

June 1, 2027  
More 90,000 sq. ft. but less than  
220,001 sq. ft.

June 1, 2028  
More 50,000 sq. ft. but less than  
90,001 sq. ft.

- 3) **Determine** if the building is exempt. See Annex [Z4.1](#) or the [exemption guide sheet](#).
- 4) **Benchmark** the building. Benchmarking is an important process in defining which performance metric to pursue for compliance with the standard. Measure weather normalized EUI (WNEUI) within the ENERGY STAR Portfolio Manager (ESPM) account. Use a minimum of 12 consecutive months of energy data, measured in a period not to exceed two years prior to the submission of compliance documentation demonstrating the EUI has been met prior to the compliance date.

*Note: Buildings unable to measure EUI in accordance with Section 5.2 shall pursue compliance in accordance with the investment criteria performance metric and are not required to create an ESPM account.*

- a. To learn how to use ESPM and benchmark your building:
  - i. You can sign up for the Environmental Protection Agency (EPA) [training series](#) on using Energy Star Portfolio Manager for benchmarking;
  - ii. Or watch [training videos](#) created by the Smart Building Center.
- b. Create an [Energy Star Portfolio Manager](#) account.

Tip: Understand your utility providers' role in compliance. Utilities are required to provide energy consumption data to building owners upon request. Large utilities (greater than 25,000 customers) are required to provide this data using Energy Star Portfolio Managers' automated upload protocol. Smaller utilities are to provide the data to building owners in an excel document, meeting Energy Star Portfolio Manager specifications (See [RCW 19.27a.170](#)).

- 5) **Develop** the EUI for the building in accordance with Section 7 of the Clean Buildings Performance Standard. Visit the Clean Buildings [How to Comply](#) page to review [CBPS 005: How to determine your building's energy use intensity target \(EUI\)](#).

*Note: Buildings unable to develop a EUI shall pursue compliance in accordance with the investment criteria performance metric.*

- 6) **Designate** an energy manager and identify your [qualified person](#). A qualified person requires specific expertise, and certification. [Click here for defined roles and responsibilities](#).
- 7) **Conduct** an energy audit. A qualified energy auditor shall conduct an ASHRAE Level 2 energy audit identifying all cost effective energy efficiency measures (EEMs) in accordance with the investment criteria of [Annex X](#).
- 8) **Implement** EEMs. Implement all cost effective EEMs.

*Note: Building owners may delay implementation of cost effective equipment or system EEMs through phased implementation (see Annex Z4.5.1) by applying for conditional compliance 180 days prior to the compliance date. Phased implementation requires annual and completion reporting as well as documentation of a schedule for replacement.*

- 9) **Develop and implement** the Energy Management Plan (EMP) and associated Operations and Maintenance program (O&M) for each building as outlined in Sections 5 and 6 of the Clean Buildings Performance Standard.

The EMP and O&M are mandatory requirements for all covered commercial buildings. Implementation of these requirements can begin at any time. The O&M requirements must be implemented 12 months prior to the mandatory compliance date.

Tip: Designate an energy manager and identify your qualified person. A [qualified person](#) requires specific expertise and certification. [Click here for defined roles and responsibilities.](#)

- 10) **Verify** energy savings. In order to show compliance with the investment criteria performance metric, verification of energy savings shall reflect the following:

For buildings that do not meet the EUI:

- Post implementation energy savings shall meet or exceed 75% of the energy savings projected in the energy audit report.

For buildings that cannot measure EUI:

- Verification must be accomplished using the methods of the [International Performance Measurement & Verification Protocol, Concepts and Options for Determining Energy and Water Savings Volume I, options A through D.](#)

- 11) **Submit** documentation of compliance. Building owners must provide the following documentation to verify the building has implemented all EEMs that meet the cost effectiveness criteria resulting from the energy audit and economic evaluation in accordance with Annex X.

- Form A – Shall be used to communicate compliance and conditional compliance reporting requirements. It includes documentation of weather normalized EUI and the calculated EUI for the building. It also requires uploading the building energy management plan and O&M program, in addition to Form D for reporting the energy audit performed on the building. [Download Form A here.](#) This is physical form produced by Commerce that will be filled out, signed, and uploaded to the [Clean Buildings Portal](#) with associated supporting documentation.
- Form B – Identifies the building activity and energy use intensity target (EUI). Log into the Clean Buildings Portal. Fill out the Building Detail and Activity Types pages in the Clean Buildings Portal to fulfill the requirements of Form B.
- Form C – Documents the weather normalized EUI in addition to other building characteristics and data. The Washington state specific report within ENERGY STAR Portfolio Manager is known as WA State Clean Buildings EUI Calculations, Form C. [Click on this link and log into your ENERGY STAR Portfolio Manager account.](#) Complete this specific report in your account to fulfill the requirements of Form C.

*Note: Form C is not required for buildings unable to measure EUI in accordance with Section 5.2 of the Clean Building Performance Standard.*

- Form D – Summarizes energy audits. Energy Audit Report, Form D is a Washington State specific report within the Audit Template form of the U.S. Department of Energy's Energy Asset Score Tool. Visit the [U.S Department of Energy - Building Energy Audit Template website.](#) Select the Audit Template tab.

Click on Add Audit Report and select WA Commerce CB Report. Fill out the information in the report to fulfill the requirements of Form D.

- Form F – Demonstrates compliance with the investment criteria of Normative Annex X. A link to Form F can be found on the Clean Buildings [How to Comply](#) website. This is physical form produced by Commerce that will be filled out and uploaded to the Clean Building Portal.
- If applicable, Form G– Document identifying a building of historic significance. The standard allows documented buildings of historic significance omit cost effective energy efficiency measures that would adversely affect the historic significance of a registered building. This would likely only effect exterior façade measures such as window replacement.

*Note: Document compliance through the Clean Buildings Portal as early as July 1st, 2023.*

**Need more time to comply?** Conditional Compliance is a temporary compliance method that can be applied if the EUI or investment criteria verification requirements will not be met by the scheduled compliance date. Applicants can avoid potential penalty when Conditional Compliance is approved and requirements maintained.

**For additional guidance or questions on how to achieve compliance through the investment criteria, please complete the [Customer Support Form](#).**