

## How to Apply for the Designed to Earn the ENERGY STAR Recognition

Architects and building owners can reduce their carbon footprints and energy costs by designing buildings that achieve ENERGY STAR. These buildings are designed to perform in the top 25 percent of similar buildings nationwide. This document provides instructions on how to apply for Designed to Earn the ENERGY STAR Recognition for commercial and multifamily high rise new construction projects.

### What is Designed to Earn the ENERGY STAR?

Designed to Earn the ENERGY STAR is awarded to eligible commercial and multifamily high rise new construction properties that are in the design or construction phase and the estimated total annual energy use achieves an ENERGY STAR design score of 75 or higher. Commercial and multifamily new construction projects can display the recognition graphic, **Fig. 1** on design plans and promotional materials for the specified project.



Fig. 1 – Designed to Earn the ENERGY STAR Recognition Graphic

### Eligibility Criteria for New Construction Projects

- ✓ Meet EPA requirements for **Commercial** projects (see **Appendix A**) or **Multifamily high rise (MFHR)** projects (see **Appendix B**).
- ✓ Receive an ENERGY STAR 1 – 100 score of 75 or higher.
- ✓ Create and save project in Portfolio Manager.

### Application Process Overview

1. Enter the new construction property in Portfolio Manager and:
  - Complete the Statement of Energy Design Intent
  - Optionally, complete and submit a [design profile](#) to be posted on the ENERGY STAR website.
2. Submit application documents to EPA.
3. EPA notifies applicant by email of the application status.

### Eligible Property Types

- ✓ Bank Branch
- ✓ Convenience Stores
- ✓ Courthouse
- ✓ Data Center
- ✓ Distribution Center
- ✓ Financial Office
- ✓ Hospital (General Medical & Surgical)
- ✓ Hotel
- ✓ K-12 School
- ✓ Medical Office Buildings
- ✓ Multifamily High Rise
- ✓ Non-Refrigerated Warehouse
- ✓ Office
- ✓ Refrigerated Warehouse
- ✓ Retail Store
- ✓ Senior Living Community
- ✓ Supermarket/Grocery Store
- ✓ Vehicle Dealership
- ✓ Wholesale Club/ Supercenter
- ✓ Worship Facility

# 1

## Entering your New Construction Project in Portfolio Manager for Designed to Earn the ENERGY STAR Recognition

Use Portfolio Manager to generate an ENERGY STAR 1-100 score for the estimated energy use of the project. Start by [creating an account or login](#) to Portfolio Manager to complete the application for Designed to Earn the ENERGY STAR Recognition.

**NOTE:** If you are using Target Finder, skip **MyPortfolio – Add a Property**, instead start on **About Your Design Project** screen in Target Finder, **Fig. 4**. You will be required to complete My Portfolio section when the property is saved to Portfolio Manager.

### Add a Design Property in Portfolio Manager

EPA recommends setting up the design project in the building owner's or property developer's Portfolio Manager account.

The owner can then **share** the project with the licensed professional (LP) tasked with creating the Recognition application. Learn [How to Share Properties with Other Portfolio Manager Users](#)

Conversely, if the LP creates the design project in their Portfolio Manager account, the record should be **transferred** to the owner's account once EPA approves the project for Designed to Earn ENERGY STAR Recognition. See [How Do I Transfer Properties to Another User?](#)

**NOTE:** The record in Portfolio Manager should be associated with the owner's account who will be able share the record with necessary parties and use the same record later on to track energy use of the operating property.

Start on **MyPortfolio** tab, click **Add a Property**, **Fig. 2** to open **Set up a Property** page, **Fig. 3**. Complete information about your design project in the following sections:

- **Your Property Type:** Select property's primary function, ex. Office, K-12 school.
- **Your Property's Buildings:** Indicate whether the property is a single building or contains multiple buildings.
- **Your Property's Construction Status:** Select the **Design Project** radio button.
- Click **Get Started!** and continue on **Set Up a Design Project** screen.



Fig. 2 – Add a Property

Fig. 3 – Set up a Property

Fig. 4 - About Your Design 1

## Set Up a Design Project

Complete the next four sections about your project:

1. **About Your Design:** Enter property name, address, year planned for construction completion and gross floor area, **Fig. 4.**

2. **Property Use Details:** Complete the property use details for the primary function you selected. If your project has multiple functions, select **Add Another Type of Use** from drop-down menu and complete the requested information, **Fig. 5.**

**NOTE:** Be sure that the total square footage of all property functions equals the total gross floor area you entered on the previous screen **About Your Design.**

**NOTE:** Applications with default values will not be accepted for Designed to Earn the ENERGY STAR Recognition.

3. **Estimated Design Energy:** This information is required to calculate an ENERGY STAR design score for your estimated energy use.

- Click the **Energy Type** radio button and enter information for the tool to calculate your Design results: **Fig. 6**
- Select **Energy Types** for all energy types, including renewable sources that will be consumed at the property.

**NOTE:** Electricity must be included as an energy type.

- Enter **Units** of measure
- Enter **Estimated Total Annual Energy Use** for all fuel types. Include energy intended for systems, process and connect loads associated with operating the building.
- Enter **Energy Rates.** If you do not know the energy rate the tool will calculate costs using the state average cost for each fuel type; except for renewables user must enter rate.

Property Use Details

In order to provide you with metrics about your design, we need to know how the space in this property will be used. Based on the property type you selected, we are assuming this is how the floor area of this property will be used. If your property has multiple property uses you can add them below in order to correctly classify the square footage of your design property.

**Add Another Type of Use** [▼] **Add**

**Building Use** / Edit Name

K-12 School refers to buildings or campuses used as a school for Kindergarten through 12th grade students. This does not include college or university classroom facilities/laboratories, or vocational, technical, trade, adult, or continuing education schools.

Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, gymnasiums, auditoriums, laboratory classrooms, portable classrooms, greenhouses, stairways, atriums, elevator shafts, small landscaping sheds, and storage areas.

The ENERGY STAR score for K-12 School does not apply to preschool or day care buildings; in order to classify as K-12 school, more than 75% of the students must be in kindergarten or older.

Property Use Detail	Value
★ Gross Floor Area	[ ] Sq. Ft. [▼]
Gymnasium Floor Area	[ ] Sq. Ft. [▼] <input type="checkbox"/> Use a default
★ High School	[▼] <input type="checkbox"/> Use a default
Number of Workers on Main Shift	[ ] <input type="checkbox"/> Use a default
Student Seating Capacity	[ ] <input type="checkbox"/> Use a default
Months in Use	[▼]
★ Weekend Operation	[▼] <input type="checkbox"/> Use a default
★ Number of Computers	[ ] <input type="checkbox"/> Use a default
★ Cooking Facilities	[▼] <input type="checkbox"/> Use a default
★ Number of Walk-in Refrigeration/Freezer Units	[ ] <input type="checkbox"/> Use a default
★ Percent That Can Be Heated	[▼] <input type="checkbox"/> Use a default
★ Percent That Can Be Cooled	[▼] <input type="checkbox"/> Use a default
School District	[ ]

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

**Fig. 5 – Adding another type of use**

Estimated Design Energy (Optional)

If you have an estimate of how much energy your design property will use annually, enter it below to receive a score (if available) and energy metrics for your design. You can then use these metrics to compare to your target and/or property's performance (in the future). To get the most accurate metrics, provide estimates for total annual energy from each energy type.

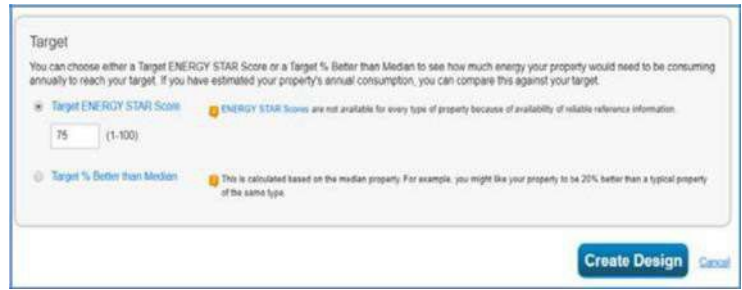
I don't have (or don't want to) enter energy estimates.

Energy Type	Units	Estimated Total Annual Energy Use	Energy Rate (\$/unit)
<input checked="" type="checkbox"/> Electric - Grid	kWh (thousand Watt)	465412	\$/ kWh (thousand Watt)
<input checked="" type="checkbox"/> Natural Gas	therms	4465	\$/ therms

**Delete Selected Entries**  
**Add Another Entry**

**Fig. 6 – Energy Type**

- Choose either **Target ENERGY STAR Score** or **Target % Better than Median**, *Fig. 7* to select an energy performance target for your design.
- Click **“Create Design”** in Portfolio Manager to view results in the **“Design”** tab, *Fig. 8*.



**Fig. 7 - Target**

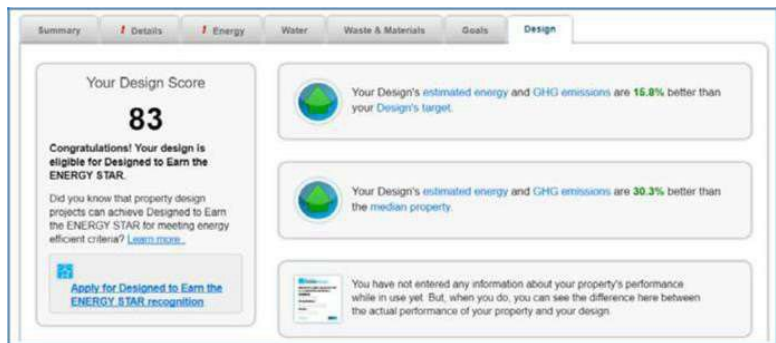
**NOTE:** If you are using Target Finder select **“View Results”** to view Design results screen. You will be able to save the project to Portfolio Manager and view it in the **“Design”** tab and complete the Designed to Earn the ENERGY STAR Recognition application.

## 2 Completing your Designed to Earn the ENERGY STAR Application in Portfolio Manager

Your **Design Score** will appear if your project meets EPA criteria to receive an ENERGY STAR score. If the score is 75 or higher and the **Apply for Designed to Earn the ENERGY STAR Recognition** link appears, *Fig. 8*, your project is eligible for recognition.

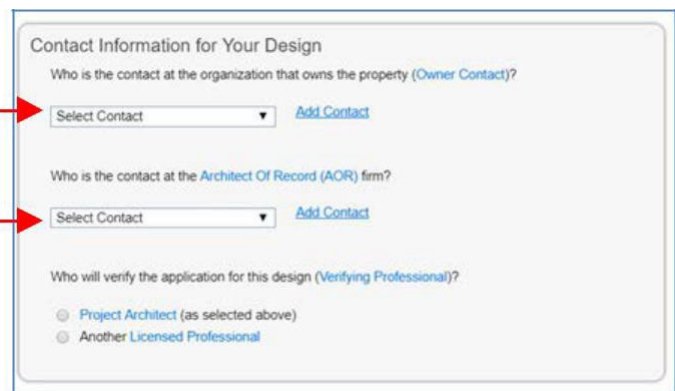
**NOTE:** If you receive **“N/A”** in the design score box, go to **About this Property’s Design** box, click **Edit** and review all entries and make necessary changes.

- Click the link **Apply for Designed to Earn the ENERGY STAR Recognition**, *Fig 8*, beneath the score to open the **Application** screen and complete the following sections:



**Fig. 8 - Design tab in Portfolio Manager**

- About Your Design:** Enter the Estimated Date of Certification of Occupancy
- Contact Information for You Design:** Select contacts from the dropdown menu, *Fig. 9* to pre-populate information on the Statement of Energy Design Intent form.



**Fig. 9 – Contacts dropdown boxes**

**NOTE:** To select a property owner or LP contact that’s not listed in the drop-down menu, you can add additional contacts. Click the **“Contacts”** link in the upper right-hand corner on the screen and add new contacts.

**NOTE:** If your score is 75 or higher, but the **Apply for...Recognition** link does not appear, review information you entered in **About this Property’s Design** and ensure that no default values have been selected. Click **Edit** to make changes.



2. **Your Application Process** (not shown) provides a list of steps required to complete your application.
  - In this section, you can download and create a **Design Profile** (which is optional) and write a case study about your project and be recognized on the ENERGY STAR website. Save the Profile as a Word or similar format with file name: “**Profile\_[Project Name]**” and submit it with your application.
3. **Designed to Earn the ENERGY STAR Application Checklist:** (Not shown in this document.) Answer all questions on the Checklist to confirm that your application meets all requirements.
4. **Generate Your Application for Signatures**
  - Click **Generate and Download your Statement of Energy Design Intent (SEDI) for Signatures**, *Fig. 10*. Print and save the SEDI to your computer.

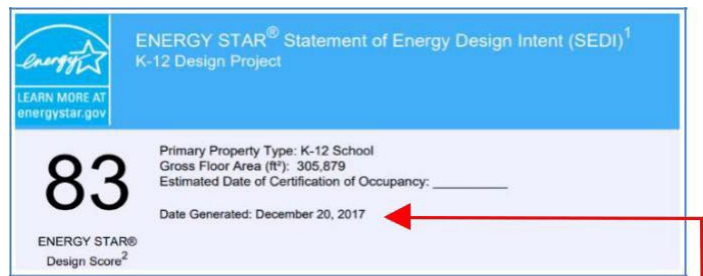


**Fig. 10 – Download Statement of Energy Design Intent**

**NOTE:** When you exit the SEDI page, the “date generated” by Portfolio Manager, your answers to the Checklist questions and contact information for AOR/owner fields will not be saved.

### 3 Preparing your Designed to Earn the ENERGY STAR Application to Submit to EPA

1. Ensure all requirements are met for your new construction project:
  - For Commercial properties, see **Appendix A**
  - For Multifamily High Rise properties, see **Appendix B**



**NOTE:** All signatory dates must be **within 60 days** of the SEDI date generated by Portfolio Manager to be eligible for Designed to Earn the ENERGY STAR Recognition.

2. Scan the completed **SEDI form**, *Fig. 11*, to apply for Designed to Earn the ENERGY STAR Recognition
  - Save the SEDI as a PDF with the file name: “**SEDI\_ [Project Name]**”.
  - Attach the SEDI (required) and Design Profile (optional) files to email.

**NOTE:** For your specific property type, follow instructions in Appendix A or Appendix B.

  - Write in email subject line “**DEES Application**”.
  - Send the application to: [DEES@energystar.gov](mailto:DEES@energystar.gov)
  - Questions about your application, send an email to [DEES@energystar.gov](mailto:DEES@energystar.gov)
  - **If a response is not received within 3 business days**, please [contact our help desk](#)

**3. The Architect of Record (AOR) firm is invited to join the ENERGY STAR Partnership (optional).**

- EPA extends this opportunity to all AOR firms for achieving Designed to Earn the ENERGY STAR Recognition.
- Once EPA has approved the project application, these firms can take advantage of the benefits of being an ENERGY STAR partner. Benefits of the partnership include access to the My ENERGY STAR Account (MESA) portal, where firms can download exclusive partnership logos to enhance their marketing materials.
- Learn more and access the [Partner Agreement for Service and Product Providers](#) and click on **Commercial New Construction SPP (Architecture Firms)**.

**Professional Verification**  
I \_\_\_\_\_ (Name) verify that the above information is true and correct to the best of my knowledge.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Verifying Professional**  
\_\_\_\_\_  
( ) \_\_\_\_\_  
\_\_\_\_\_

**Note:** When applying for the ENERGY STAR Designed to Earn, the signature of the Verifying Professional must match the stamp.  
**Verifying Professional Stamp (if applicable)**

I agree to adhere to the ENERGY STAR Identity Guidelines when using the Designed to Earn the ENERGY STAR recognition graphic in association with this project.

**Architect of Record Acknowledgement**  
As the Architect of Record representative, I confirm that the information on this SEDI is true and accurate to the best of my knowledge. It is our best estimate for all energy use of specified systems and processes but does not guarantee the operational performance of this building. Instead, this project has been specified to achieve Designed to Earn the ENERGY STAR recognition in an effort to assist the Owner/Developer in meeting their operational performance goal for the building to earn ENERGY STAR certification.  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Building Owner/Developer Acknowledgement**  
As the Building Owner/Developer representative, I concur that this project be nominated for Designed to Earn the ENERGY STAR recognition. Our organization understands the importance of measuring actual energy use in Portfolio Manager after receiving the Certificate of Occupancy to verify that this property is performing as intended. We understand that once the building earns an ENERGY STAR score of 75 or higher, it may be eligible for ENERGY STAR certification.  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

*Fig. 11– Statement of Energy Design Intent Signature*

**4 Notifying Applicants about Designed to Earn the ENERGY STAR Recognition Status**

EPA or an EPA-recognized organization reviews applications and notifies the applicant of status; for projects that are approved for ENERGY STAR Recognition, the applicant will:

1. Receive instructions to download the Designed to Earn the ENERGY STAR Recognition graphic, **Fig. 11**. If your organization is an ENERGY STAR partner, you may download the Design to Earn the ENERGY STAR Recognition graphic directly from the online MESA portal. If your organization is not a partner, the DEES review team will send you the Design to Earn the ENERGY STAR Recognition Graphic via email. The graphic mark may be displayed on drawings and promotional materials for the specified design project. See guidelines for [Using Designed to Earn Mark – Commercial & Multifamily](#), **Fig. 12**.
2. Have their Design Profile (if applicable) linked with project listed on the [Projects and Architects that Achieved Designed to Earn the ENERGY STAR](#) webpage.
3. Be encouraged to promote your Designed to Earn the ENERGY STAR recognized project in marketing materials, on your company website and through social media. Learn more on [why you should design to earn the ENERGY STAR](#).

# USING DESIGNED TO EARN THE ENERGY STAR® MARK FOR MULTIFAMILY HIGH RISE & COMMERCIAL NEW CONSTRUCTION PROJECTS

The Designed to Earn the ENERGY STAR® Mark is awarded for commercial and multifamily high rise new construction projects that have been verified that the estimated energy use meets strict U.S. EPA criteria and received an ENERGY STAR 1 – 100 score of 75 or higher. The Mark may only be used when referring to the specified design projects approved by EPA.

### CORRECT USE

This mark is a graphic that's available in both horizontal and vertical formats for multifamily high rise and commercial new construction projects. The Designed to Earn the ENERGY STAR graphic is issued at the completion of the initial design or during the construction phases of a project. This mark is used strictly for the design project and not to be used for the constructed and occupied property.

It may be used by the architect of record, building owner, and property developer on their promotional materials for projects approved as Designed to Earn the ENERGY STAR.

ENERGY STAR Partners may promote or market commercial and multifamily high rise new construction projects as Designed to Earn the ENERGY STAR using the suggested language below:

- "The [Project Name] multifamily high rise new construction project was awarded Designed to Earn the ENERGY STAR for meeting strict EPA criteria for energy efficiency."

- "The [Project Name] commercial new construction property was awarded Designed to Earn the ENERGY STAR by EPA for meeting superior energy efficiency criteria."

### USES FOR THE DESIGNED TO EARN THE ENERGY STAR MARK INCLUDE:

- Advertisements **1** or other promotional materials, either print or electronic, which are specific to the design. The mark should be located adjacent to the project name and/or description of the certified design.
- Case studies **2** of the certified design project, display graphic in the document about the specified project.
- Architectural plans **3** adjacent to the building name in the title block.
- Construction site of the specified project may display the Designed to Earn the ENERGY STAR graphic adjacent to the project name, architect of record and owner/developer names.

### INCORRECT USE

The ENERGY STAR General Requirements on page 4 stipulates the incorrect use of the Designed to Earn the ENERGY STAR Mark.

- Do not use as a designation for an EPA or ENERGY STAR partnership or endorsement.
- Do not use in a way that could be misconstrued that the constructed and occupied building or individual units of a multifamily high rise property has earned ENERGY STAR certification.
- Do not use in advertisements or other promotional materials, either print or electronic that are not associated with

projects that achieved Designed to Earn the ENERGY STAR.

- Do not use as a standalone promotion for properties once the project is constructed, occupied, and generating utility bills.
- Do not use as a standalone promotion for design projects that were never constructed after 24 months of the EPA approval date.
- Do not use on stationery, such as letterhead, correspondence, or business cards.
- Do not use on cars, vans, or other vehicles.



Fig. 12 – Designed to Earn Mark for Commercial & Multifamily New Construction

## Appendix A: Project Requirements for Commercial New Construction Properties

### Applicant Requirements

- ✓ The Architect of Record (AOR) is responsible for submitting the Designed to Earn the ENERGY STAR application to EPA.
- ✓ AOR completes information and secure signatures on the Statement of Energy Design Intent from the:
  - **Verifying Professional:** Registered Architect or Professional Engineer verifies all information on the SEDI and stamps, signs and dates the form.
  - **Architect of Record:** Project Architect or Principal of the AOR firm.
  - **Building Owner/Developer:** C-Level executive
- ✓ The property owner/developer is responsible for creating and maintaining the project record in their Portfolio Manager account and **sharing** the record with the AOR to apply for Recognition.
- ✓ Conversely, if the AOR creates the design project in their Portfolio Manager account, the record should be **transferred** to the owner's account once EPA approves the project for Designed to Earn ENERGY STAR Recognition.

### General Requirements

- ✓ The project is located in the United States or U.S. Territory, or is owned by the U.S. Government.
- ✓ The design project is for an entire property and not a portion thereof (e.g., individual tenant space).
- ✓ The design project meets the eligibility criteria to receive the 1-100 ENERGY STAR score, and inputs for property use details meet the minimum requirements for the specific property type. See [Eligibility criteria for the 1-100 ENERGY STAR score.](#)
- ✓ The estimated energy use includes all fuel types and all energy associated with operating the building.
- ✓ The project is saved in Portfolio Manager **does not** include any default values for the property use details.
- ✓ The project earns an ENERGY STAR design score of 75 or higher.

### Timeframe to Apply

- ✓ The AOR submits the Designed to Earn the ENERGY STAR application to EPA **within 60 days of the date generated on the SEDI.**
- ✓ The Construction Documents are at least 95% completed for the design project, except for "core and shell" projects.
- ✓ Designed to Earn the ENERGY STAR applications may be submitted during the construction phase of the project.
- ✓ Newly constructed buildings that are occupied and generating utility bills are **not** eligible for Designed to Earn the ENERGY STAR.



## **Appendix A: Project Requirements for Commercial New Construction Properties**

### **Core and Shell Projects**

- ✓ Core and shell projects for a commercial real estate developed property are eligible for Designed to Earn the ENERGY STAR. The estimated energy use calculations for the anticipated building function are entered into Portfolio Manager.

### **Renovations, Additions, and Upgrades**

- ✓ Major renovations, defined as encompassing 50% or more of the gross square feet of the existing property are eligible for Designed to Earn the ENERGY STAR. The project scope should include significant design and construction activities such as HVAC, envelope, and interior modifications, etc.
- ✓ Major additions, defined as increasing the gross square feet of an existing property by 50% or more are eligible for Designed to Earn the ENERGY STAR.
- ✓ Hospital additions are not eligible for Designed to Earn the ENERGY STAR.
- ✓ Major equipment or system retrofits or upgrades for an existing property are **not** eligible for Designed to Earn the ENERGY STAR. If the project scope focuses more on operational and maintenance activities, these properties may be eligible for ENERGY STAR certification for existing buildings.

## Appendix B: Project Requirements for Multifamily High Rise New Construction Properties

Applicant must complete all application documents and meet all requirements to be eligible for Designed to Earn the ENERGY STAR Recognition.

### Document Requirements

- ✓ Complete the ENERGY STAR [MFHR Developer Partnership Agreement](#)
- ✓ Submit the [MFHR Project Application](#)
- ✓ Provide a [Proposed Design Submittal](#) to include the following documents:
  - Proposed Design Performance Path Calculator
  - Testing & Verification Worksheets
  - Statement of Energy Design Intent generated from Portfolio Manager.

### MFHR Application Resources

MFHR Eligibility Requirements:

[www.energystar.gov/mfhr/eligibility](http://www.energystar.gov/mfhr/eligibility)

MFHR Program information

[www.energystar.gov/mfhr](http://www.energystar.gov/mfhr)

MFHR Project Application and Proposed Design Submittal:

[www.energystar.gov/mfhr/lp](http://www.energystar.gov/mfhr/lp)

EPA-recognized organizations [MFHR Review Organizations](#)

**NOTE:** Completing the Application Checklist is optional, please make sure that requirements for questions 1- 4 and 6 are met.

- ENERGY STAR MFHR Submittal Validation Form

**NOTE:** MFHR property developer/building owner submits the application for Designed to Earn the ENERGY STAR Recognition to an EPA-recognized [MFHR Review Organizations](#) (MRO) for review and approval. The MRO may also allow developers/owners to work with professionals with varying credentials to provide the program submittals. Contact your MRO for more information.

### Applicant Requirements

- ✓ The property developer or building owner designee; licensed professional (LP) applicant is responsible for submitting the Designed to Earn the ENERGY STAR application to EPA recognized organization.
- ✓ The property owner/developer is responsible for creating and maintaining the project record in its Portfolio Manager account and **sharing** the record with other parties as necessary to apply for Recognition.
- ✓ Conversely, if the LP creates the design project in its Portfolio Manager account, the record should be **transferred** to the owner's account once EPA approves the project for Designed to Earn ENERGY STAR Recognition.

### General Requirements

- ✓ The project is located in the United States or U.S. Territory, or is owned by the U.S. Government.
- ✓ The design project is for an entire property and not a portion thereof (e.g., individual tenant space).
- ✓ The energy calculations for the project account for all intended energy use for operating the entire property, including renewable and all other anticipated fuel and energy types.
- ✓ The design project meets the eligibility criteria to receive the 1-100 ENERGY STAR score, and inputs for property use details meet the minimum requirements for the specific property type. See [Eligibility criteria for the 1-100 ENERGY STAR score](#).

## Appendix B: Project Requirements for Multifamily High Rise New Construction Properties

- ✓ The project saved in Portfolio Manager **does not** include any default values for the property use details.
- ✓ The project receives an ENERGY STAR design score of 75 or higher.
- ✓ Individual units in Multifamily High Rise Properties are eligible for ENERGY STAR certification once the property is built and verified to meet EPA criteria. For more information, visit [www.energystar.gov/mfhr](http://www.energystar.gov/mfhr)

### MFHR Property Requirements

- ✓ The primary use of the building must be for residential purpose, i.e. the residential and residential associated common area must occupy more than 50% of the building's occupiable<sup>1</sup> square footage. A garage is not considered 'occupiable' space. Common area includes any spaces within the building that serves a function in support of the residential part of the building that is not part of a dwelling unit. This includes spaces used by residents, such as corridors, stairs, lobbies, laundry rooms, exercise rooms, and residential recreation rooms. This also includes offices used by building management, administration or maintenance and all special use areas located in the building to serve and support the residents such as day-care facilities, gymnasiums, dining halls, etc.
- ✓ Properties are 4 – 6 stories or above.

**NOTE:** Any above-grade story with 20% or more occupiable space, including commercial space, shall be counted towards the total number of stories for the purpose of determining eligibility. An above-grade story is one for which more than half of the gross surface area of the exterior walls is above-grade.

Per ASHRAE 62.2-2010, occupiable space is any enclosed space inside the pressure boundary and intended for human activities or continual human occupancy, including, but not limited to, areas used for living, sleeping, dining, and cooking, toilets, closets, halls, storage and utility areas, and laundry areas.

- ✓ The project must be designed to be 15% more energy efficient than a baseline specified to meet ASHRAE Standard 90.1 or applicable energy code and meet program prerequisites, see [www.energystar.gov/mfhr/requirements](http://www.energystar.gov/mfhr/requirements).

**NOTE:** Use the EPA ENERGY STAR Multifamily New Construction Program Decision Tree to determine if your project is eligible under the ENERGY STAR commercial buildings or residential program, see **Fig. 13**.

### Timeframe to Apply

- ✓ The property developer or building owner submits the Designed to Earn the ENERGY STAR application to EPA recognized organization **within 60 days of the date on the SEDI generated** by Portfolio Manager.
- ✓ The Construction Documents are at least 95% completed for the design project.
- ✓ Designed to Earn the ENERGY STAR applications may be submitted during the construction phase of the project.
- ✓ Newly constructed buildings that are occupied and generating utility bills are **not** eligible for Designed to Earn the ENERGY STAR Recognition.

### Renovations, Additions, and Upgrades

- ✓ Major renovations defined as a complete overhaul of the property encompassing the majority of the gross square feet of the existing property are eligible for Designed to Earn

## Appendix B: Project Requirements for Multifamily High Rise New Construction Properties

the ENERGY STAR. The project scope should include significant design and construction activities such as HVAC, envelope, and interior modifications, etc.

**NOTE:** New construction can include significant or major rehabilitations when defined as a change of use, reconstruction of a vacant structure, or when construction work requires that the building be out of service for at least 30 consecutive days.

- ✓ Major equipment or system retrofits or upgrades for an existing property are **not** eligible for Designed to Earn the ENERGY STAR. If the project scope focuses more on operational and maintenance activities, these properties may be eligible for ENERGY STAR certification for existing buildings.

EPA ENERGY STAR Multifamily New Construction Program Decision Tree

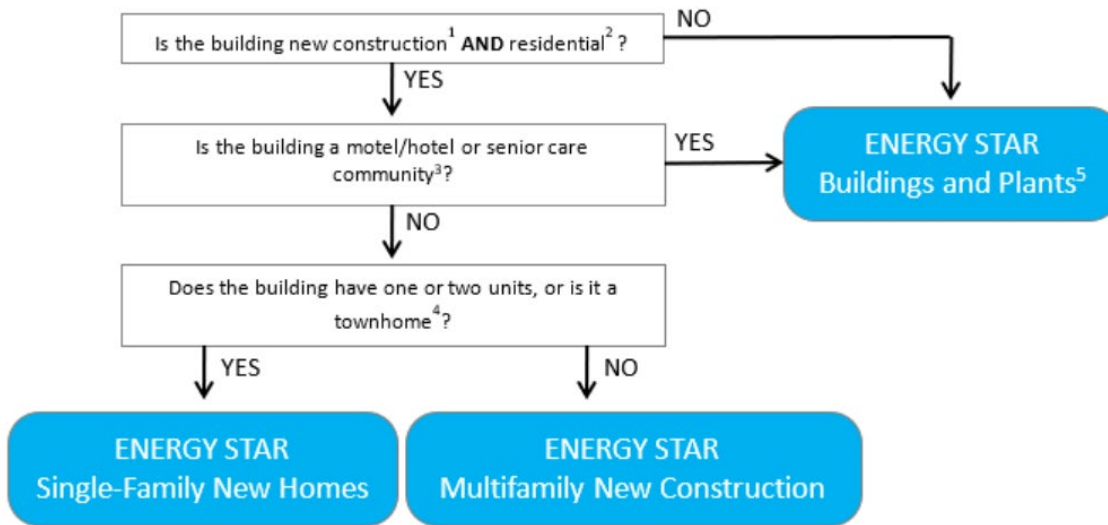


Fig. 13 – EPA ENERGY STAR Multifamily New Construction Program Decision Tree, Version 1.3, updated February 21, 2017

### NOTES

1. New construction can include significant gut rehabilitations when defined as a change of use, reconstruction of a vacant structure, or when construction work requires that the building be out of service for at least 30 consecutive days.
2. The primary use of the building must be for residential purposes, i.e. the residential and residential associated common area must occupy more than 50% of the building's occupiable square footage. A garage is not considered an 'occupiable' space. Common area includes any spaces within the building that serves a function in support of the residential part of the building that is not part of a dwelling unit. This includes spaces used by residents, such as corridors, stairs, lobbies, laundry rooms, exercise rooms, and residential recreation rooms. This also includes offices used by building management, administration or maintenance and all special use areas located in the building to serve and support the residents such as day-care facilities, gyms, dining halls, etc.
3. Any above-grade story with 20% or more occupiable space, including commercial space, shall be counted towards the total number of stories for the purpose of determining eligibility. An above-grade story is one for which more than half of the gross surface area of the exterior walls is above-grade.
4. per ASHRAE 62.2-2010, occupiable space is any enclosed space inside the pressure boundary and intended for human activities or continual human occupancy, including, but not limited to, areas used for living, sleeping, dining, and cooking, toilets, closets, halls, storage and utility areas, and laundry areas.
5. For mixed-use buildings, exclude the retail/commercial area when determining the square footage of the "building."
6. The ENERGY STAR Commercial Building or Residential certification program may be used for this building type. For a project with a central heating, cooling, or hot water system where applicant chooses ENERGY STAR Certified Homes, using *RESNET Guidelines for Multifamily Energy Ratings* for modeling the specific central system(s) is recommended.