



How to Generate a Statement of Energy Design Intent

Follow the steps below to get a Statement of Energy Design Intent for your MFNC project if you are applying for Designed to Earn Recognition.

1

Sign-In to your Portfolio Manager Account or Register for a New Account

Sign-in to an existing account at <https://portfoliomanager.energystar.gov/pm/login.html> or **register** for a new account at <https://portfoliomanager.energystar.gov/pm/signup>,

2

Add a Property

Add a Property: On the **MyPortfolio** tab in Portfolio Manager, click **Add a Property** to enter information about your design project. On the **Set Up Your Property** page, select **Multifamily Housing** under **Lodging/Residential** as the property's primary function and indicate whether it is part of a building, a single building, or if it contains multiple buildings. Select the **Design Project** radio button in the **Your Property's Construction Status** section, and then click **Get Started!**

NOTE: Partial buildings are not eligible to earn Designed to Earn Recognition.

Enter Property Information

3

NOTE: You should be automatically redirected to the **About Your Design** page. If you are not, select your property from the **MyPortfolio** tab, and then click the **Design** tab for the property.

- 1. About Your Design:** Complete all information in this section. Be sure to include total gross floor area for all primary and secondary building functions for the project. Parking (lots and garages) can be handled in one of two ways.
 - Option 1:** Exclude it. No energy related to the parking lot or garage (ie. lighting or HVAC) is included in the Estimated Design Energy. Parking is not listed as a building function AND parking area is excluded from the gross floor area.
 - Option 2:** Include parking as a separate building function. Include its energy consumption in the Estimated Design Energy, but still not include it as part of the gross floor area.
- 2. Property Use Details:** Complete the property use details for the primary function you selected. If your project has multiple functions, select them from the drop-down menu and complete the requested information. If not all values are known, select default values. While a score will still calculate, to apply for [Designed to Earn the ENERGY STAR](#), you cannot have default values in your property use details. For mixed-use properties, see endnote for more information. ⁱ
 - NOTE:** The total square footage of all property functions (except parking) should sum to the total gross floor area in the **About Your Design Project** section.
- 3. Estimated Design Energy:** Enter the estimated annual energy use and units of measure



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for all types of energy/fuel that will be consumed at the property. Electricity must be included as an energy type. If you do not enter energy cost per unit, Portfolio Manager will use a national average rate to calculate cost metrics.

NOTE: Projects must estimate the energy use for the whole property. If a space is not included in the model (e.g., commercial space, or common space for ERI path projects), the energy use may be estimated outside the model.

Target: Choose **Target ENERGY STAR Score**

NOTE: While the selection of a target is required, it is the actual score for your design that will determine whether or not your property qualifies for the Designed to Earn the ENERGY STAR recognition.

4. Select **Create Design** to see the score for your design. If your property type is eligible to receive a 1-100 score, but you receive a value of **N/A**, review all alert messages from the tool and make any necessary changes. If you receive a score of 75 or higher, but you have used default values or have not included the energy use from the whole property, your project is not eligible for Designed to Earn the ENERGY STAR.

4

Generate Statement of Energy Design Intent (SEDI)

NOTE: You should be automatically redirected to your property's **Design** tab. If you are not, select your property from the **MyPortfolio** tab, and then click the **Design** tab for the property.

5. Click **Download & Print Statement**. All inputs and results for your design will appear on the SEDI.

NOTE: It is **not** required for multifamily properties to complete the application checklist or to provide signatures on the SEDI.

6. Print and/or save the SEDI to your computer and submit with the ENERGY STAR MFNC Proposed Design Submittal or, for ERI Path projects, to your QAD with the required design documentation, if you are pursuing Designed to Earn the ENERGY STAR recognition.

Email energystarhomes@energystar.gov if you have questions while entering and creating the SEDI.

ⁱ For mixed-use buildings, use the following guidelines. (Note: these do not apply to parking lots or garages.)

- 1) If commercial space is less than 25% of the gross floor area (which does not include parking):
 - a. Include it under the main property type (multifamily housing) if the space is completed as a “core and shell” OR if the space is built out, but the space type CANNOT get a score, such as retail < 5,000 ft²; OR
 - b. Add as separate property use if the space is built out AND the space type CAN get a score. The full list of property types that can get a score is [here](#), but common types are office and retail. Note: [Retail](#) can only get a score if it is $\geq 5,000$ ft².
- 2) If the commercial space accounts for more than 25% of the gross floor area:
 - a. Add the space as a separate type under “other” if the commercial space is completed as a “core and shell”. The property is not eligible to earn a score and cannot receive Designed to Earn the ENERGY STAR recognition; OR
 - b. Select the most appropriate property use type if the commercial space is built out.