How to Generate a Statement of Energy Design Intent

Follow the steps below to get a Statement of Energy Design Intent for your MFHR project.

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 **My**Portfolio** 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** as the property's primary function and indicate whether it is a single building or it contains multiple buildings. Select the **Design Project** radio button in the **Your Property's Construction Status** section, and then click **Get Started!**

3 **Enter Property Information**

1. **About Your Design Project:** 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) must be included as a separate building function and NOT included 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: Be sure that the total square footage of all property functions (except parking) sums to the total gross floor area you entered in the **About Your Design Project** section.

3. **Estimated Design Energy:** Enter the estimated annual energy use and units of measure 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: Prescriptive Path projects and projects that did not model the entire building do not need to enter an estimated design energy. These projects are not eligible for Designed to Earn the ENERGY STAR.

   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)**

5. If you are not on the **Design** tab for your property**,** select your property from the **My**Portfolio tab, and then click the **Design** tab for the property.

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

   NOTE: Completing the application checklist and providing signatures on the SEDI is **not** required for multifamily properties. The SEDI must be included in the ENERGY STAR MFHR Proposed Design Submittal even if the building is ineligible or not pursuing the Designed to Earn the ENERGY STAR designation.

7. Print and/or save the SEDI to your computer and submit with the ENERGY STAR MFHR Proposed Design Submittal.

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

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[i] For mixed-use buildings, use the following guidelines. (Note: these do not apply to parking lots and garages which should always be a separate use type and NOT included in the gross floor area.)
  1) If commercial space is less than 25% of the gross floor area (not including parking)
      a. If the space is completed as a "core and shell", then the space can be included under the main property type (multifamily housing)
      b. If the space is built out, AND the space type CAN get a score, then the space needs to be added as a separate property use. 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 at least 5,000 sq. ft.
      c. If the space is built out, but the space type CANNOT get a score, then the space can be included under the main property type (multifamily housing).
  2) If the commercial space accounts for more than 25% of the gross floor area
      a. If the space is completed as a "core and shell", the space is added as a separate type under "other" even if it is modeled as "office" in the energy model.
      b. If the space is built out, then the most appropriate property use type is selected.