

How to Apply for the Designed to Earn the ENERGY STAR®

Architects can help their clients reduce their carbon footprints and energy costs by designing buildings to earn the ENERGY STAR. These buildings are designed to perform in the top 25 percent of similar buildings nationwide. This document is for architects who want to apply for Designed to Earn the ENERGY STAR recognition for a design project.



What is Designed to Earn the ENERGY STAR?

Designed to Earn the ENERGY STAR is awarded to commercial new construction properties that are in the design or construction phase and are estimated to achieve an ENERGY STAR score of 75 or higher.

Eligibility Criteria

- ✓ Your design project meets the project requirements listed in Appendix A.
- ✓ Your design project is saved in Portfolio Manager.

Overview of the Application Process

1. The Architect of Record (AOR) completes all application documents:
 - ✓ Statement of Energy Design Intent
 - ✓ AOR Letter of Intent
 - ✓ Owner Letter of Intent
 - ✓ SPP Partnership Agreement, if applicable
 - ✓ Design Profile (optional)
2. AOR submits documents to EPA.
3. EPA notifies the AOR of application status.

Eligible Property Types

- ✓ Bank Branch
- ✓ Courthouse
- ✓ Data Center
- ✓ Distribution Center
- ✓ Financial Office
- ✓ Hospital (General Medical & Surgical)
- ✓ Hotel
- ✓ K-12 School
- ✓ Non-Refrigerated Warehouse
- ✓ Office
- ✓ Refrigerated Warehouse
- ✓ Retail Store
- ✓ Senior Care Community
- ✓ Supermarket/Grocery Store
- ✓ Wholesale Club/Supercenter
- ✓ Worship Facility

Instructions to Apply

Follow the steps outlined to apply for the Designed to Earn the ENERGY STAR recognition.

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Enter Property Information

You can use either Portfolio Manager or Target Finder to generate a 1-100 ENERGY STAR score. You may only, however, apply for Designed to Earn the ENERGY STAR through Portfolio manager. If you are using Target Finder, skip the first step below and proceed to the second step.

- 1. 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 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!**
- 2. 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.
- 3. 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. To apply for Designed to Earn the ENERGY STAR, you cannot have default values in your property use details. **NOTE:** Be sure that the total square footage of all property functions sums to the total gross floor area you entered in the **About Your Design Project** section.
- 4. 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. **NOTE:** If you do not enter energy cost per unit, Portfolio Manager will use a national average rate to calculate cost metrics.
- 5. Target:** Choose either **Target ENERGY STAR Score** or **Target % Better than Median**. **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.
- 6. Select View Results** (if using Target Finder) or **Create Design** (if using Portfolio Manager) 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.

Estimated Design Energy (Optional)

If you have an estimate of how much energy your design property will use, provide accurate metrics for your design. You can then use these metrics to compare to your accurate metrics, provide estimates for total annual energy from each energy type.

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

<input checked="" type="checkbox"/>	Energy Type	Units
<input checked="" type="checkbox"/>	Electric - Grid	kBtu (thousand Btu)

[Delete Selected Entries](#)
[Add Another Entry](#)

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Generate Statement of Energy Design Intent (SEDI)

If your design score is 75 or higher, you can generate a Statement of Energy Design Intent (SEDI) from Portfolio Manager to start the application process. **NOTE:** If you created your design project in Target Finder, you will need to save your project to Portfolio Manager in order to complete the application process. Click **Save** at the bottom of the **Results** page in Target Finder. After logging in to Portfolio Manager, follow these steps to create your SEDI:

Summary Details Meters Goals Design

Score for Your Design

100

Congratulations! Your design is eligible for Designed to Earn the ENERGY STAR certification.

Did you know that property design projects can earn ENERGY STAR certification for meeting energy efficient criteria? [Learn more about Designed to Earn the ENERGY STAR certification](#)

[Apply for the Designed to Earn the ENERGY STAR certification](#)

1. Select your property from the **MyPortfolio** tab, and then click the **Design** tab for the property.
2. Click the **Apply for Designed to Earn the ENERGY STAR certification** link in the **Score for Your Design** section. This link will only appear if the project meets all eligibility requirements (i.e., has a score of 75 or higher and meets all other criteria). If your score is 75 or higher, but the link does not appear, review the information you entered for your property's design to ensure that no default values have been selected. To check the information, click **Edit** in the **About this Property's Design** section.
3. Complete all required information and the application checklist. In the application checklist, you must be able to answer **Yes** to questions one through seven in order for your application to be considered by EPA.
4. Click **Generate and Download your Statement of Energy Design Intent for Signatures**. All inputs and results for your design will appear on the SEDI.
5. Print and/or save the SEDI to your computer to submit with the application **NOTE:** When you exit the SEDI page, the date and your answers to the checklist questions do not save. If you need to re-generate the SEDI for any reason, you will need to visit the checklist page again.

Adding Contacts & Organizations

If you wish to select a property owner or AOR contact not listed in the drop-down menu on the application page, you must first add these contacts to your account. Click the **Contacts** link in the upper right-hand corner.

3 Complete Application Documents

Follow these instructions *in sequence* to prepare your application materials. See the **Application Resources** side bar for links to all application documents. **NOTE:** The AOR must submit the Designed to Earn the ENERGY STAR application documents to EPA within 60 days of the date on the SEDI generated by Portfolio Manager.

1. Statement of Energy Design Intent (SEDI)
 - ✓ Have a Licensed Professional (Registered Architect or Professional Engineer) verify all information on the SEDI, and then stamp, sign, and date the form.
 - ✓ Scan and save the stamped SEDI as a PDF and name the file: "SEDI_[Project Name]." Be sure that the verifying professional's stamp is legible on the PDF document.
2. Letters of Intent
 - ✓ The Architect of Record and the Building Owner must sign separate Letters of Intent. See the **Application Resources** side bar to access and print the Letters of Intent.
 - ✓ Download and provide the letters to the relevant points of contact for them to complete, print on their organization's letterhead, and sign. The project architect must sign the AOR Letter of Intent, and a C-Level executive must sign the Owner Letter of Intent.
 - ✓ Scan and save the letters. Save the AOR Letter with the file name: "AOR LOI_[Project Name]," and the Owner Letter with the file name: "Owner LOI_[Project Name]." **NOTE:** The AOR and Owner must confirm that the SEDI has been verified by a Licensed Professional before signing and dating their respective Letters of Intent.

Application Resources

Go to www.energystar.gov/buildings and select the **Tools and Resources** link from the navigation menu. View all resources for Commercial Building Design, and download your application documents.

3. Design Profile for ENERGY STAR website (optional)

- ✓ Provide an image of the project and a brief description of the energy efficient strategies you used in your project design. See the **Application Resources** side bar to access a link to the template for the Design Profile.
- ✓ Save the profile as a Word document (or similar format) and name the file: “Profile_[Project Name].”
- ✓ Save any additional documents you need to send in a similar format and name them: “ADD_[Project Name].”

4. ENERGY STAR Service and Product Provider (SPP) Partner Agreement

In order to submit an application for Designed to Earn the ENERGY STAR recognition, the AOR must already be an ENERGY STAR partner. If the AOR’s firm is not already a partner, it must join as part of the application process.

- ✓ Determine if the firm is already an ENERGY STAR partner. If your firm is already a partner, go to Step 4: Submit Application Documents.
 1. Go to www.energystar.gov/SPP and click on the **getting help from an expert** link in the box in the upper right-hand corner.
 2. On the **Get help from an expert** page, click **Find an ENERGY STAR service and product provider**.
 3. On the **Find an ENERGY STAR service and product provider** page, click **ENERGY STAR SPP partners**.
- ✓ If your firm is not already a partner, you must apply for partnership and submit your Designed to Earn the ENERGY STAR application at the same time. Access the partner agreement for service and product providers at www.energystar.gov/joinbuildings. In the partner agreement, follow the instructions for submitting your Designed to Earn the ENERGY STAR application documents, including the stamped and signed SEDI, AOR Letter of Intent, and the Owner Letter of Intent. **NOTE:** Be sure to assemble all required documents prior to getting started, as you will need to submit them with the partner agreement.

4 Submit Application Documents

If you needed to complete a partner agreement, you will have already submitted the Designed to Earn the ENERGY STAR application through the partnership application process. If you were already an ENERGY STAR partner, follow these steps to submit your application:

1. Collect the application document files, including the SEDI, AOR Letter of Intent, Owner Letter of Intent, and optional Design Profile.
2. Write “DEES Application” in the subject line of an email and send the application documents to DEES@icfi.com.
3. If you have questions about your application, write “DEES Questions” in the subject line of an email and send it to DEES@icfi.com.

Next Steps

EPA will review your application, and complete the following actions:

- ✓ Notify the AOR when the application has been accepted or denied.
- ✓ Send instructions to the AOR to download the Designed to Earn the ENERGY STAR mark for approved applications. The Designed to Earn the ENERGY STAR mark can be displayed on your drawings and promotional materials for design projects that received the designation.
- ✓ Include the design on the Projects and Architects that Achieved Designed to Earn the ENERGY STAR list. If you sent a Design Profile with your application, it will be linked with your project at: <http://www.energystar.gov/buildings/service-providers/design/step-step-process/apply-designed-earn-energy-star/architects-and-projects>.
- ✓ Encourage your firm to market your projects as Designed to Earn the ENERGY STAR. More information about marketing your project can be found at: <http://www.energystar.gov/buildings/service-providers/design/step-step-process>.

Appendix A: Project Requirements

Property designs that meet the following requirements are eligible to achieve Designed to Earn the ENERGY STAR recognition.

General Requirements

- ✓ The project is located in the United States, is a 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 (including core and shell projects) account for all intended energy use of the entire property, including all 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 <http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/understand-metrics/eligibility> for more information.
- NOTE:** You are required to enter estimated energy data for your design projects.
- ✓ The project saved in Portfolio Manager **does not** include any default values for the property use details.
 - ✓ The project earns an ENERGY STAR score of 75 or higher.

Timeframe to Apply

- ✓ The AOR must submit the Designed to Earn the ENERGY STAR application to EPA 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, 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.

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.