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Guidance Documents

For an MFHR project to earn the ENERGY STAR, an EPA-recognized MRO (/partner_resources/residential_new/working/other_participants/mros) must approve a complete Proposed Design Submittal and a complete As-Built Submittal.

All required program documentation for both submittals is available as a .zip file download below. The downloadable file includes folders with documentation specific to the Performance and Prescriptive paths as well as the Testing & Verification documents. Consult the Licensed Professionals (/partner_resources/residential_new/program_reqs/mhrp/licensed) page for details on the requirements for both the Proposed Design Submittal and the As-Built Submittal.

Additional information on submittals and required documentation is available in the Licensed Professional’s Guide to the ENERGY STAR Multifamily High Rise Program (https://www.energystar.gov/sites/default/files/asset/document/Licensed%20Professionals%20Guide%20to%20the%20ENERGY%20STAR%20Multifamily%20High%20Rise%20 (PDF, 87 KB) that is also included in the .zip file.



(https://www.energystar.gov/sites/default/files/asset/document/MFHR_Guidance_Docs_November2021.zip)

Testing & Verification Documents (Performance and Prescriptive Path)

The *Testing & Verification Protocols* are mandatory requirements for the inspection, testing, and verification of each of the energy-related components and systems that exist in participating projects. **Compliance with the Testing & Verification Protocols is required for both the Performance and Prescriptive Paths.**

The results of the inspections must be documented in the *Testing & Verification Worksheets* and *Photo Template* and provided to an EPA-recognized MFHR Review Organization (MRO) (/partner_resources/residential_new/working/other_participants/mros) at the completion of construction. Inspections should be conducted throughout the project construction phase at a time that is best suited to determine whether the energy efficiency element is installed to specification.

Testing & Verification (T&V) Protocols	This guide outlines the Testing & Verification Protocols (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20TV%20Protocols_Version_1_Rev03.pdf) (PDF, 570 KB) for the MFHR Program.
Testing and Verification Worksheets	<p>The Testing and Verification Worksheets (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20T%26V%20Worksheets_V1.7_BLANK.xlsm) (EXCEL, 1.4 MB) are used to document that each prerequisite and each energy conservation measure included in the design and construction of the building meet all requirements and follow the <i>T&V Protocols</i>. The <i>T&V Worksheets</i> are a key component to the program’s submittals and must be submitted to an EPA-recognized MRO (/partner_resources/residential_new/working/other_participants/mros) as part of the Proposed Design Submittal and the As-Built Submittal.</p> <p>View a sample of the T&V Worksheets (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20T%26V%20Worksheets_EXAMPLE.xls) (EXCEL, 2.3 MB) with examples of documentation at various stages of the project.</p>
Photo Template	<p>The Photo Template (https://www.energystar.gov/sites/default/files/asset/document/Photo_Template.zip) (ZIP, 6.4 MB) is a companion to the T&V Worksheets and provides photographic evidence that all requirements of the T&V Protocols are met in the completed building. (As-Built Submittal Only). See below for the three formatting options available for Licensed Professionals to submit photo documentation or view the Options for Photo Documentation & Submission Instructions (https://www.energystar.gov/sites/default/files/asset/document/ENERGY_STAR_MFHR_Photo_Documentation_Submission_Instructions.pdf) (PDF, 307 KB) guide for more information.</p> <p>Option 1 – Protocols Consolidated into One Template (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR_Photo%20Template_Option%201_Version%201.1.doc) (WORD, 332 KB)</p> <p>View a sample of the Photo Template Option 1 (https://www.energystar.gov/sites/default/files/asset/document/ENERGY_STAR_MFHR_Photo_Template_V1.0_EXAMPLE.pdf) (PDF, 3.5 MB)</p> <p>Option 2 – Templates Separated by Protocol (https://www.energystar.gov/sites/default/files/asset/document/Option%202%20-%20Template%20Separated%20by%20Protocol.zip) (ZIP, 1.8 MB)</p> <p>Option 3 – Photo Folders (https://www.energystar.gov/sites/default/files/asset/document/Option%203%20-%20Photo%20Folders.zip) (ZIP, 117 KB)</p>
Proposed Design Submittal Checklist	The PDS Checklist (https://www.energystar.gov/sites/default/files/asset/document/PDS%20Checklist.pdf) (PDF, 2.4 MB) is an optional tool to assist project teams when preparing the Proposed Design Submittal. It includes specific checklist items for each file submitted and was developed to help teams avoid issues and errors commonly found in the review process. While the checklist is not submitted, it should decrease the number of review iterations required.

As-Built Submittal Checklist	The ABS Checklist (https://www.energystar.gov/sites/default/files/asset/document/ABS Checklist.pdf) (PDF, 2.4 MB) is an optional tool to assist project teams when preparing the As-Built Submittal. It includes specific checklist items for each file submitted and was developed to help teams avoid issues and errors commonly found in the review process. While the checklist is not submitted, it should decrease the number of review iterations required.
ASHRAE 90.1-2007 Compliance Forms	ASHRAE 90.1-2007 Compliance Forms (https://www.energystar.gov/sites/default/files/asset/document/ASHRAE%2090.1-2007%20Compliance%20Forms.pdf) (PDF, 1.3MB) are included to help Developer Partners and Licensed Professionals verify compliance with the Mandatory Provisions of the standard, which are prerequisites in the MFHR program. These forms will not be reviewed by an EPA-recognized MRO (/partner_resources/residential_new/working/other_participants/mros) and are not required as part of the Proposed Design Submittal or the As-Built Submittals.
How to Generate a SEDI	How to Generate a SEDI (https://www.energystar.gov/sites/default/files/asset/document/How%20to%20Generate%20a%20SEDI_Version_1.0.pdf) (PDF, 57 KB) walks through the process of creating a Statement of Energy Design Intent.

Performance and Prescriptive Path Documents

Guidance documents specific to both the Performance Path and the Prescriptive Path are described below for reference.

Performance Path:

ENERGY STAR MFHR Performance Path Requirements	Projects must meet the requirements specified in the ENERGY STAR MFHR Performance Path Requirements (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Performance%20Path_Version_1.0_Rev03.pdf) (PDF, 121 KB) to earn the ENERGY STAR using the Performance Path. *Note: See Program Requirements page for performance target updates in states with more advanced building codes such as 2012 or 2015 IECC (/partner_resources/residential_new/program_reqs/mhrp/program#perf_targets). Projects in California must meet the requirements specified in the California ENERGY STAR MFHR Performance Path Requirements (https://www.energystar.gov/sites/default/files/asset/document/California%20ENERGY_STAR_MFHR_Performance_Path_Version_1.0.pdf) (PDF, 307 KB).
Simulation Guidelines	The Simulation Guidelines are companion documents to ASHRAE 90.1 – Appendix G and contain program requirements to assist energy modelers in developing Baseline Building Design, Proposed Building Design, and As-Built models for each project. Not applicable for California projects. Two Simulation Guidelines are available: Use the Simulation Guidelines_AppG2016 (https://www.energystar.gov/sites/default/files/asset/document/ENERGY_STAR_MFHR_Simulation_Guidelines_AppG2016.pdf) (PDF, 1.9 MB) when calculating the Performance Target according to ASHRAE 90.1-2016 Appendix G. Use the Simulation Guidelines (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Simulation%20Guidelines_Version_1%200_Rev03.pdf) (PDF, 3; all other projects).
Performance Path Calculator	The Performance Path Calculator is a set of worksheets in an Excel file designed to provide consistency among energy modelers by providing the exact calculation described in the Simulation Guidelines. It also provides a consistent format for reporting the results of the Performance Rating. Two Performance Path Calculators are available: For projects calculating the Performance Target according to ASHRAE 90.1-2016 Appendix G, use the Performance Path Calculator_AppG2016 (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Performance%20Path%20Calculator_AppG2016%20V1.6.xlsm) (4.3 MB) or the ASHRAE Standard 90.1 Performance Based Compliance Form (https://www.energycodes.gov/ashrae-standard-901-performance-based-compliance-form) (EXCEL, 8.3 MB). View a sample of a completed Performance Path Calculator_AppG2016 (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Performance%20Path%20Calculator_AppG2016%20V1.3%20-%20Example.xlsm) (EXCEL, 1.3 MB). For all other projects, use the Performance Path Calculator (https://cmadmin.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Performance%20Path%20Calculator_V1.5_BLANK.xls) (EXCEL, 836 KB). Some of these worksheets are optional, however, submission of the Excel file, with Basic Info, Reporting Summary, and the three lighting worksheets complete mandatory. For projects using eQUEST, all worksheets are expected to be completed, except the SIR by Measure worksheet. View a sample of a completed Performance Path Calculator (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Performance%20Path%20Calculator_EXAMPLE.xls) (EXCEL, 800 KB).
Quality Control Checklist	The modeling Quality Control Checklist (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Energy%20Modeling%20Quality%20Control%20Checklist_v1.0.pdf) (PDF, 296 KB) provides guidance to energy modelers on commonly missed requirements or requirements that may be different than commonly seen in commercial building energy models.

Prescriptive Path:

ENERGY STAR MFHR Prescriptive Path Requirements	Projects must meet the requirements specified in the ENERGY STAR MFHR Prescriptive Path Requirements (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Prescriptive%20Path_Version_1.0_Rev03.pdf) (PDF, 197KB) in order to earn the ENERGY STAR using the Prescriptive Path.
Performance Path Calculator	While the Performance Path Calculator (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Performance%20Path%20Calculator_V1.5_BLANK.xls) (EXCEL, 836 KB) is an Excel file designed for use in the Performance Path. For projects using the Prescriptive Path, the Basic Info, In-Unit Lighting, Interior Lighting, and Exterior Lighting tabs are required to be completed and submitted in order to verify compliance with lighting requirements of the Prescriptive Path. View a sample of a completed Performance Path Calculator (https://www.energystar.gov/sites/default/files/asset/document/ENERGY%20STAR%20MFHR%20Performance%20Path%20Calculator_EXAMPLE.xls) (EXCEL, 800 KB).

Marketing Documents

Guidance documents specific to marketing are described below.

ENERGY STAR Certified Apartments Co-Brandable Brochure & Insert	Partners may use our co-brandable, tri-fold brochure to help residents learn the features and benefits of living in any ENERGY STAR certified apartment. The co-brandable insert provides additional information to residents to help them learn the benefits specific to living in an ENERGY STAR Multifamily New Construction apartment unit. Partners can place the insert inside the co-brandable tri-fold ENERGY STAR Certified Apartments Brochure or provide it to residents as a standalone piece. Learn more about this brochure and the insert and download co-brandable versions through your My ENERGY STAR Account (MESA) (/index.cfm?fuseaction=mesa.login).
Designed to Earn the ENERGY STAR for MFHR	Projects must meet the requirements specified in the Designed to Earn the ENERGY STAR for MFHR (https://www.energystar.gov/sites/default/files/asset/document/Designed%20to%20Earn%20the%20ENERGY%20STAR%20for%20MFHR.pdf) (PDF, 326 KB) in order to use the Designed to Earn the ENERGY STAR Mark.

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Single Family Homes (/partner_resources/residential_new/homes_prog_reqs/national_page)

Multifamily Buildings (/partner_resources/residential_new/homes_prog_reqs/multifamily_national_page)

Multifamily New Construction Certification Process (/partner_resources/residential_new/program_reqs/mfnc_cert_process)

Designed to Earn for Multifamily (/partner_resources/residential_new/program_reqs/mfnc_cert_process/designed_earn_multifamily)

Multifamily New Construction Building Eligibility (/partner_resources/residential_new/program_reqs/mfnc_building_eligibility)

Multifamily Building Locator (/partner_resources/residential_new/program_reqs/mfhr/certified_units)

Multifamily High Rise Program (New Construction) (/partner_resources/residential_new/program_reqs/mfhr)

Program Requirements (/partner_resources/residential_new/program_reqs/mfhr/program)

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Utility Support (/partner_resources/residential_new/program_reqs/mfhr/utility)

Benchmarking (/partner_resources/residential_new/program_reqs/mfhr/benchmarking)

Manufactured Homes (https://www.energystar.gov/partner_resources/residential_new/homes_prog_reqs/national_page?tab=manufactured-tab)

ENERGY STAR NextGen (/partner_resources/residential_new/homes_prog_reqs/nextgen_national_page)

Policy Record (/partner_resources/residential_new/program_reqs/policy_record)

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EPA Policies and Temporary Allowances for the ENERGY STAR and Indoor airPLUS New Construction Programs related to COVID-19

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