



2012 RATING COMPANY APPLICATION

Rating Company Information

Rating Company: _____

Contact: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Fax Number: _____

Email Address: _____

Rating Company's New Jersey Tax ID number: _____

Rating Provider Information

Rating Provider (Firm): _____

Contact: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Fax Number: _____

Email Address: _____

Rating Company Participation Criteria and Disclosures

General Requirements

1. **In order to participate in this program, the Rater Company application** must be executed and approved by the Market Manager prior to performing any work for a New Jersey ENERGY STAR® Homes (NJESH), also referred to as "Program."
2. Rating Company must become an ENERGY STAR partner by completing an EPA ENERGY STAR Online Partnership Agreement.
3. (www.energystar.gov/index.cfm?c=bldrs_lenders_raters.nh_join) and select "Raters."
4. Should participation in the program no longer be desired, for any reason, Rating Company must submit its intentions in writing to the Market Manager.
5. Rating Company agrees to maintain formal agreements with all of its affiliated HERS raters and inspectors that state the rights and responsibilities of both the rater/inspector and Rating Company. The agreement shall make explicit the minimum rater qualifications required, including proof that their affiliated rater(s) have been certified through RESNET. Copies of this agreement (excluding fee arrangements) and current rater certificates must be included as part of the Rating Company registration. (see www.natresnet.org)
6. **Rating software:** Applicants must use REM/Rate rating software and provide the Market Manager with a copy of their current software licensing agreement.
7. Rating Company agrees to perform ratings in accordance with the current Northeast Home Energy Rating System Alliance Training and Reference Manual (see www.energyratings.org).
8. Rating Company agrees to use the "Simplified Lighting & Appliances" method for entry into REM/Rate rating software.
9. **Quality Assurance/Quality Control Program (QA/QC):** In addition to complying with RESNET QA/QC standards, applicants must provide a copy of their (or their provider's) current QA/QC procedures. These procedures shall, at a minimum, include a description of the following:
 - Sampling methodology for on-site inspection
 - Sample on-site inspection report and copies of all forms used
 - On-site inspection level
 - Inspection protocols
 - Inspection results reporting process
 - Dispute resolution policy
 - Disciplinary plan (including termination of affiliation)
10. Rating Company must comply with Rating Provider's and the program's Quality Assurance/Quality Control (QA/QC) Program.
11. Rating Company agrees to accurately represent all program requirements and benefits set forth in this and other program documents.
12. Rating Company agrees to work with NJESH partners to label their homes in accordance with all program requirements.

General Requirements (continued)

12. Rating Company must attend at least one program-sponsored orientation session per year, meet Rating Company participation criteria, and agree to comply with program policies and procedures in accordance with the Rating Company's participation criteria and disclosures.
13. Rating Company's new hires must undergo new Rating Company training, provided periodically by the program.
14. When requested, the program may assist Rating Company in their delivery of builder/developer orientation **courses** in groups of (10) or more builders/employees.
15. Builder orientation sessions delivered by Rating Companies must parallel the content, policy criteria, and required forms, as instructed by the program. The program shall provide authorized Rating Companies necessary forms, content and/or materials to support compliance.
16. Rating Company agrees to obtain written confirmation from the builder/developer client that they have executed an ENERGY STAR Builder Partner Agreement with the EPA. Such documentation may be requested by the program.

Reporting Requirements

17. The Rating Company agrees to make available to the program, program-mandated reports and data, as determined by the program and communicated to the Rating Company at the time of the orientation session for Rating Companies (including, but not limited to, **rating reports** (electronic) complete with all data and performance detail, inspection reports, and performance test results). The Rating Company also agrees to authorize the provider to "data dump" client's REM/Rate master data file to the program upon request and/or upon completion of each site's analysis completion. Rater (and Provider) agree that this latter requirement shall commence upon written request by the program, and shall include, but not be limited to, a "data dump" of all previously registered/processed projects/units since commencement of client's/builder's program participation. Requested rating reports are to be forwarded to the program.
18. Rating Company agrees to inform Market Manager of the status of all plan reviews, ratings, and other program activities undertaken on a monthly basis or as requested; and agrees to provide Market Manager with copies of any HERS rating and supporting documentation and electronic building file uploads for work performed under the program on a quarterly basis, or upon request.
19. **Rater status updates.** Rating Companies participating in the NJESH program must immediately notify the Market Manager, in writing, of any change in an affiliated Rater's participation status (i.e., new Certification In Process Rater, a Rater becoming fully certified, any Rater leaving Rating Company oversight, or any Rater/company losing certification).
20. **Monthly Reporting:** The Rating Company must submit a monthly report to the Market Manager by the 15th day of the following month which includes the following:
 - List of all trainings conducted (along with sign-in sheets for builders and architects in attendance).
 - List of all plan reviews conducted during month (data to include Certified Rater name, builder name, home address, date of review).
 - List of all EPA Checklist inspections conducted during month (data to include Certified Rater name, builder name, home address, date of inspection).
 - List of all Final Ratings completed during month (data to include Certified Rater name, builder name, home address, date of final rating, pass/fail score).
21. **Quarterly Reporting.** The Rating Company must submit quarterly activity reports to the Market Manager by the 30th day of the following month. The quarterly report shall contain, but is not limited to:
 - Quality Control: This information shall include a synopsis of all activities resulting from deficiencies uncovered during field QA inspections. A description of all technical support provided to Raters through QC processes shall also be reported.
 - Dispute Resolution Activity: This shall include a description of any issues that arose during the reporting period, or that began before the reporting period and are ongoing, and their relevant statuses. For every ongoing dispute, an outline of the process being followed to resolve the issue shall be clearly identified.
22. **Reporting requirements upon request:**
 - List of all Certification in Process (CIP) Raters.
 - List of all supervised ratings that have been completed for each affiliated CIP Rater (data to include supervisor name, CIP Rater name, builder name, home address, date of supervised rating, status of project).
 - List of all Certified Raters affiliated with applicant.
 - List of QA inspections conducted during month (data to include Certified Rater name, builder name, home address, QA inspector name, date of inspection, pass/ fail score).
23. BY AGREEING WITH THE AFOREMENTIONED PROGRAM CONDITIONS, THE RATING COMPANY UNDERSTANDS THAT THE MARKET MANAGER HAS NO RELATIONSHIP WITH THE RATING COMPANY, AND THAT THE SOLE RELATIONSHIP IS BETWEEN THE BUILDER AND RATING COMPANY, AND THAT BY EXECUTING THIS DOCUMENT THE RATING COMPANY HOLD(S) THE NEW JERSEY BOARD OF PUBLIC UTILITIES AND ITS AGENTS, INCLUDING THE MARKET MANAGER, HARMLESS FROM ANY LIABILITY WHATSOEVER.

To complete application for program participation as a Rating Company, please attest to the following:

- "I agree to comply with all the New Jersey ENERGY STAR Homes Program criteria stated above and request registration as a servicing Rating Company."
- "My Rating Company is an ENERGY STAR Partner." (General Requirement #2 above)
- "I have submitted my Certificate of Liability Insurance indicating general liability coverage in accordance with RESNET levels of General Liability Insurance and the levels of Worker's Compensation and any other insurance requirements of the State of New Jersey."
- "I have submitted my NJ Business Registration Certificate."
- "I have attached the requested Quality Assurance/Quality Control Program information." (General Requirement #9 above)

Rating Company Name (print): _____

Rating Company Contact (print): _____

Rating Company Contact Signature: _____ Date: _____

New Jersey's Clean Energy Program™ is brought to you by the New Jersey Board of Public Utilities.

Contact the Market Manager at 866-NJSMART (why are we listing two different phone numbers – if you want the rating companies to primarily use the number below for contacting the program, give them that number here)if you have any questions.

EMAIL or SEND to:

Email Address: RNCNJCEP@Honeywell.com

Phone Number: 856-797-0011 (follow the voice prompts for the NJESH Program)

Fax Number: 856-797-0244

Mailing Address: Attention NJESH Program

C/O Honeywell

Suite E

5 East Stow Road

Marlton, NJ 08053