

Step-By-Step Program Procedures

Builders/Developers of New Jersey ENERGY STAR Homes

- Builder/Developer chooses and enters into agreement to work with a Rating Company to specify, perform energy ratings, inspections and testing and certifications
- Builder/Developer works with Rating Company to complete, sign, and submit the 2010 Project Application, and specified supporting documents (i.e. Specification and Submittal Form, Manual J Load calculations, REM/Rate Building file and ENERGY STAR summary Report) to Market Manager for Approval.
- Market Manager reviews submission and provides written notice of approval/rejection to Builder/Developer and associated Rating Company.

Project is now enrolled in New Jersey ENERGY STAR Homes (NJESH) program

(Market Manager processes appropriate design incentive payment on behalf of Builder/Developer)

- Builder/ Developer proceeds with construction in accordance with specification submittals, and coordinates the scheduling pre-drywall inspection with Rating Company. *NOTE: Notification of Market Manager at least 24 hours before performing Pre-Drywall Inspection of unit is required for incentive payment.*
- Rating Company performs Pre-Drywall Inspection and shares results and any corrective actions with Builder/ Developer until unit passes inspection. Results are shared by the Rating Company with the Market Manager.
- Market Manager issues Pre-Drywall Inspection Approval letter to Builder/Developer and copies Rating Company.

(Market Manager processes appropriate pre-drywall incentive payment on behalf of Builder/Developer)

- Builder/ Developer proceeds with construction in accordance with specification submittals, and coordinates the scheduling Final Inspection & Testing with Rating Company. *NOTE: Notification of Market Manager at least 24 hours before performing Final Inspection of unit is required for incentive payment.*
- Rating Company performs Final Inspection and shares results and any corrective actions with builder developer until unit passes Final Inspection. Results are shared by the Rating Company with the Market Manager.
- Rating Company performs Final Rating. If all NJ ENERGY STAR Homes and EPA ENERGY STAR requirements have been met, Rating Company certifies home, and issues NJ ENERGY STAR Homes Certificate and EPA ENERGY STAR label (templates will be provided by Market Manager). Rating Company will then provide Market Manager with REM files for homes certified.
- Market Manager reviews and approves final certification, authorizes Market Manager to issue appropriate certification and tier incentive payments to Builder/Developer.

(Market Manager processes appropriate certification & tier incentives on behalf of Builder/Developer.)

- Builder/Developer resolves all payments to Rating Company for services rendered.