



NJCEP Residential New Construction

STEP-BY-STEP PROGRAM PROCEDURES FOR THE ENERGY STAR® MULTI-FAMILY HIGH RISE PROGRAM

1. Building Developer becomes ENERGY STAR MFHR Partner: To qualify the company must be the primary party responsible for the design, financing and construction of multifamily mid or high rise projects.
http://www.energystar.gov/index.cfm?c=bldrs_lenders_raters.nh_multifamily_highrise
 2. Developer submits an ENERGY STAR MFHR Project Application to the EPA: Once a project application is approved by the EPA, the project will be held to the specified versions of the requirements as noted in the application.
 3. Rater registers first unit of project in portal, found here:
 - a. <https://njcleanenergy-newconstruction.clearesult.com/contractor>
 4. Upload the RNC Document Checklist with Code Baseline indicated in the Project Notes section, Project Team Contact Form, Building Permit, preliminary EQUEST savings information, and the EPA Approval email/letter.
 5. Fill out excel template for projects with >20 units and upload to portal with documents from #4. Program will bulk upload remaining units after the first unit already created by Rater, to save time on data entry.
 6. Developer finalizes a set of designs
 - a. Developer follows Performance Path (Prescriptive Path is not acceptable because it will not generate Energy Savings required for the program).
 - b. Proposed Building Submittal: EPA or its designated agent will not approve incomplete submittals, but will communicate with Developer Partners and licensed professionals on which requirements must be met to bring the submittal into compliance with program requirement.
 - c. As-Built Building Submittal: After the final inspection, the licensed professional is responsible for submitting an As-Built Building Submittal
http://www.energystar.gov/index.cfm?c=bldrs_lenders_raters.nh_mfhr_lic_prof
 7. Developer constructs the project as described by the Proposed Building Submittal: Throughout the construction process, a number of inspections and diagnostic tests are required and performed by the ENERGY STAR partner and Program Implementer to verify proper installation from market partners.
 - a. Testing and Verification Protocols: These inspections and tests are done by the ENERGY STAR Partner and Program Implementer.
 8. Developer sends final Test and Verification (T&V) Protocols, T&V worksheet, As-Built Performance Path Calculator and photo template to NJCEP. Final documents will be used to trigger incentive payment.
 9. Benchmarking: After qualifying as ENERGY STAR, the developer/owner must benchmark their building for two years.
http://www.energystar.gov/index.cfm?c=bldrs_lenders_raters.nh_mfhr_benchmarking
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