



Step-By-Step Program Procedures for Builders/Developers of New Jersey ENERGY STAR® Homes

- Builder/Developer chooses and enters into agreement to work with a Rating Company to perform the energy ratings, inspections, testing and certifications required by the New Jersey ENERGY STAR Homes (NJESH) Program (Program).
- Builder/Developer works with Rating Company to complete, sign, and submit the 2012 builder registration for submittal to the Market Manager. This registration process is an annual requirement.
- **Builder is now enrolled in the New Jersey ENERGY STAR Homes (NJESH) Program.**
- Builder/Developer works with Rating Company to complete and submit a 2012 site submittal form for each home (or multi-family building). This needs to be done for each home that the Builder/Developer wishes to enroll in the program. The process includes a conducting a design review and having the rater provide an initial rating, a suggested upgrades list, and sizing, mechanical ventilation, and lighting proposals.
- Market Manager reviews submission and provides written notice of approval/rejection to Builder/Developer and associated Rating Company.
- **Home or Multi-family building is now enrolled in the New Jersey ENERGY STAR Homes Program.**
- Builder/Developer proceeds with construction and coordinates the scheduling of all required inspections and corresponding checklists with Rating Company. *NOTE: Notification to Market Manager at least 24 hours before performing any inspections of any unit is required.*
- Rating Company performs inspection(s) and shares results and any corrective actions with Builder/Developer until unit passes inspection. Rating company shares results with the Market Manager.
- Rating Company performs final inspection and shares results and any corrective actions with Builder/Developer until unit passes final inspection. Rating Company shares results with the Market Manager.
- Rating Company performs final rating. If all NJ ENERGY STAR Homes Program requirements have been met, Rating Company issues the applicable certificate and/or label. Rating Company will provide Market Manager

with REM file and ENERGY STAR Home Verification Summary report for each home. Please note that the Rating Company must conduct a final rating and verification through REM/Rate and submit the REM file and ENERGY STAR Home Verification Summary report regardless of the performance tier of the home being submitted to the program.

- Market Manager reviews and approves/declines NJ ENERGY STAR Homes Program qualifications and submits the applicable incentive payment for release by Treasury direct to the Builder/Developer.