



Step-By-Step Program Procedures for Rating Companies of New Jersey ENERGY STAR® Homes

- The Rating Company must complete and sign the Rating Company application and submit to the Market Manager for approval along with the required documentation listed on the application. Please visit our website at NJCleanEnergy.com/njeshdocs for complete information on the registration process.
- The Market Manager will review the submission and provide written notice of approval/rejection to the Rating Company.
- Rating Company completes program orientation.

Rating Company is now qualified to participate in New Jersey ENERGY STAR Homes (NJESH) Program.

- The Rating Company solicits Builder/Developer clients.
- The Rating Company enters into agreement with the Builder/Developer to perform energy ratings, inspections, checklists and testing, and certification to facilitate the builder's participation in the program.
- The Rating Company ensures that the builder's site personnel, crews, and contractors are familiar with program requirements.
- The Rating Company submits a fully completed site submittal form with all attachments for each unit to be registered in the program. This includes a conducting a design review and providing an initial rating, a suggested upgrades list, and sizing, mechanical ventilation, and lighting proposals.
- The Market Manager reviews the site submittal form and an acceptance notification is sent to the builder/developer, copying the Rating Company.
- The Rating Company must notify the Market Manager by email at least 24 hours before performing any inspections on a unit. Notification email should be sent to RNCNJCEP@Honeywell.com.
- The Rating Company performs all required inspections in compliance with RESNET standards and program requirements. The Rating Company and their Rating Provider are responsible for the HERS Rating and

labeling of each qualified home at the appropriate level and for compliance with RESNET Quality Assurance procedures on all homes.

- The Rating Company performs the final rating. If all program requirements have been met, the Rating Company issues the applicable certificates and/or labels.
- The Rating Company provides the Market Manager with a completed incentive application, the REM file and the verified/confirmed rating ENERGY STAR Home Verification Summary report for each unit. 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.