



Step-By-Step Program Procedures

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.
- The Market Manager will review the submission and provide written notice of approval/rejection to the Rating Company.

(Rating Company is qualified to participate in New Jersey ENERGY STAR Homes (NJESH) program (1 year term))

- The Rating Company solicits builders'/developers' NJESH business.
- The Rating Company enters into agreement with the builder/developer to perform energy ratings, inspections and testing, and certifications.
- The Rating Company obtains plans, a completed *New Jersey ENERGY STAR Homes* Specification Submittal Form, Manual J Load Calculations, and a completed/signed 2010 Project Application from the builder/developer, which is then submitted to the Market Manager, along with all supporting documents specified in the Project Application, including the REM/Rate Building File and Summary Report.
- The Market Manager reviews the Project Application for each project; acceptance/approval notification is sent to the builder/developer, copying the Rating Company.

(Market Manager processes appropriate design incentive payment on behalf of builder/developer.)

- The Rating Company must notify the Market Manager at least 24 hours before performing Pre-Drywall Inspection of a unit.
- The Rating Company must perform a Pre-Drywall/Thermal Bypass Checklist Inspection and share results electronically with the Market Manager.
- The Market Manager will issue a Pre-Drywall/TBC Inspection Approval letter to builder/developer and submit a copy to the Rating Company.

(Market Manager processes appropriate pre-drywall incentive payment on behalf of builder/developer.)

- The Rating Company must notify the Market Manager at least 24 hours before performing Final Inspection & Testing of a unit.
- The Rating Company performs the Final Inspection & Testing of a unit.
- The Rating Company performs the Final Rating. If all *New Jersey ENERGY STAR Homes* and EPA ENERGY STAR requirements have been met, the Rating Company certifies the home, and issues a *New Jersey ENERGY STAR Homes* certificate and EPA ENERGY STAR label (templates will be provided by Market Manager). The Rating Company will then provide the Market Manager with REM files, the REM ENERGY STAR report, and Final Inspection Results for homes certified.
- Market Manager reviews and approves certification, issues the final certification incentive payment to the builder/developer.

(Market Manager processes appropriate certification & tier incentives on behalf of builder/developer.)