



Residential New Construction Zero Energy Ready Homes (ZERH) & ZERH 100% Renewables

Program Procedures for Builders/Developers

1. Builder/Developer chooses and enters into agreement to work with a Rating Company that is a participating member of the New Jersey Clean Energy Program to perform energy ratings, inspections, testing, and certifications required by the New Jersey Residential New Construction (RNC) Program.
2. The Builder/Developer works with the Rating Company to ensure the builder's site personnel, crews, and contractors are familiar with program requirements. This includes conducting a design review and having the Rater provide an initial rating, a suggested upgrades list, sizing, mechanical ventilation, and lighting proposals.
3. On the NJCEP online portal, the Rating Company, in consultation with Builder/Developer, completes an online Site Registration form for each project/ unit being enrolled in the program. As part of the online application, the Rating Company uploads to the portal all supporting documents specified on the portal, including:
 - Project Team Contact Form
 - ENERGY STAR® Summary and Performance Report (if using REM/Rate)
 - ENERGY STAR® V3.1 Home Report and NJCEP Fuel Summary Comparison (if using Ekotrope)
 - Permit or permit application
4. **Once the project has an ID number generated by the online portal, it is registered with the program**, with a registration date stamped in the software. An email will be sent to the rating company with the project's Enrollment Letter.
5. Single and Multi-Single projects/units will **expire one (1) year** from the Enrollment Date, at which time the projects/units may be re-enrolled under the incentives available at that time. Multi-Family projects/units will **expire three (3) years** from the Enrollment Date, at which time the projects/units may be re-enrolled under incentives available at that time.
6. The Program Administrator reviews the Site Registration and all supporting documents for all enrollments. If incomplete, the Rating Company will be notified of the deficiencies. The Rater will resolve the document issues and revise the online application.
7. The Builder will attend the Rating Company's design review meeting and pre-construction meeting with all other appropriate contractors, sub-contractors, and stake holders in attendance.
8. Builder/Developer proceeds with construction and coordinates the scheduling of all required inspections and corresponding checklists with the Rating Company. **NOTE: The Rating Company must notify Program at least 5 business days before performing any inspection of any unit.**
9. Builder/Developer is notified of any deficiencies found by the Rating Company during Pre-drywall/ Thermal Enclosure inspection(s) and rectifies any issues until unit passes inspection. The Rating Company uploads inspection reports to the Program's online portal.
10. Builder/Developer is notified of any deficiencies found by Rating Company during Final Inspection and rectifies any issues until unit passes final inspection. Rating Company uploads inspection reports to the Program's online portal.
11. If all NJCEP, EPA, and RESNET requirements have been met, the Rating Company's Provider issues the applicable DOE ZERH certificate and/or label.
12. The Rating Company will complete the online Incentive Application and upload to the portal:
 - REM/Rate data file
 - DOE ZERH Summary Report and Performance Report (if using REM/Rate)
 - DOE ZERH Certificate and NJCEP Fuel Summary Comparison (if using Ekotrope)
 - All DOE ENERGY STAR labels
 - All applicable ZERH or NJCEP completed checklists.
 - All AHRI Certificates
13. The Program Administrator reviews and approves the ZERH Incentive Application and submits the incentive payment directly to the Builder/Developer.