

## Residential New Construction ENERGY STAR® Step-By-Step 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 the energy ratings, inspections, testing and certifications required by the New Jersey Residential New Construction (RNC) Program.
2. 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 proposal.
3. On the NJCEP online portal, the Rating Company, in consultation with Builder/Developer, completes an online FY21 RNC Site Registration form for each project/unit being enrolled in the program. As part of the online application, the Rater 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 RBT number generated by the online portal, it is registered with the NJ RNC 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. Each project/unit will expire **one year** from the registration date, at which time the project/unit may be re-enrolled under the incentives available at that time.
6. The Program reviews the Site Registration and all supporting documents for all enrollments. If incomplete, the rating company will be notified of the deficiencies. The rating company will resolve the document issues and revise the online application.
7. The Builder will attend the Rating Company's design review meeting and a pre-construction meeting with all other appropriate contractors, sub-contractors and stake holders.
8. Builder/Developer proceeds with construction and coordinates the scheduling of all required inspections with Rating Company. NOTE: Rating Company must notify the Program at least 5 **business days** before performing **any inspection** of any unit.
9. Builder/Developer is notified of any deficiencies found by Rating Company during Pre-drywall/ Thermal Enclosure inspection(s) and rectifies all issues until unit passes inspection. Rating Company uploads the 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 all issues until unit passes final inspection. Rating Company uploads the 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 ENERGY STAR® certificate and/or label.
12. The Rating Company will complete the online FY21 Incentive Application and upload to the portal:
  - REM/Rate data file
  - ENERGYSTAR® Summary Report and Performance Report (*if using REM/Rate*)
  - ENERGYSTAR® V3.1 Home Report and NJCEP Fuel Summary Comparison (*if using Ekotrope*)
  - All DOE ENERGY STAR labels
  - All applicable ENERGY STAR or NJCEP completed checklists.
  - All AHRI Certificates
13. Program reviews and approves Incentive Application and submits the applicable incentive payment directly to the Builder/Developer.