



Zero Energy Ready Homes, and ZERH 100% Renewables

Step-By-Step Program Procedures for Builders/Developers

Residential New Construction

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 Program.
2. Builder completes and signs the FY16 Builder Participation Agreement for submittal to the Program.
Builder is now enrolled in the RNC Program (1 year term)
3. 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.
4. On the NJCEP online portal, the Rating Company, in consultation with Builder/Developer, completes an online FY16 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:
 - o Construction documents
 - o Manual J Load calculations
 - o ENERGY STAR® Summary Report
 - o Valid Permit(s) or Application(s)
5. If the Permit Application date is before March 21, 2016, the project will be eligible for FY16 RNC incentives. If the Permit Application date is on or after March 21, 2016, the project will be eligible under IECC 2015 (NJ code).
6. Once the Site Registration is successfully submitted online, the project/unit is enrolled in the NJ RNC program, with an enrollment date of the submittal day stamped in the software. An email confirmation of the Site Registration submittal and project/unit enrollment will be sent to the Rater and Builder/Developer.
7. Each project/unit will expire **one year** from the Enrollment Date, at which time the project/unit may be re-enrolled under the incentives available at that time.
8. The Program reviews Site Registration and all supporting documents for a certain percentage of enrollments. If incomplete, the Rater will be notified of the deficiencies. The Rater will resolve the document issues and revise the online application.
9. 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.
10. Builder/Developer proceeds with construction and coordinates the scheduling of all required inspections and corresponding checklists with Rating Company. NOTE: Rating Company must notify Program at least **5 business days** before performing any inspection of any unit.
11. Builder/Developer is notified of any deficiencies found by Rating Company during Pre-drywall/Thermal Enclosure inspection(s) and rectifies any issues until unit passes inspection. Rating company uploads inspection reports to the Program online portal.
12. 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 online portal.
13. If all NJCEP, EPA, and RESNET requirements have been met, the Rating Company's Provider issues the applicable ENERGY STAR certificate and/or label.
14. The Rating Company will complete the online FY16 Incentive Application and upload to the portal:
 - o REM/Rate data file
 - o ENERGYSTAR Summary Report
 - o All DOE ENERGY STAR labels
 - o All applicable ENERGY STAR or NJCEP completed checklists.
15. The Program reviews and approves the ZERH Incentive Application, issues the NJCEP certificate indicating the approved project level, and submits the incentive payment directly to the Builder/Developer.