FY 2022 (7/1/21 – 9/30/22)
Residential New Construction
Checklist for Document Submittals

Include this completed checklist with each home/unit as the coversheet at time of online enrollment (Site Registration) and completion (Incentive Application)

Development Name:		Upload Date:

Address:		Unit #:

City:	Zip:	State: **NJ**

Rater:

Builder/Developer:

Incentive Payee:

Participation Level:
- ☐ ENERGYSTAR Home
- ☐ Zero Energy Ready Home
- ☐ ZERH 100% Renewables
- ☐ Multifamily High Rise (MFHR)
- ☐ EPA ENERGYSTAR Multifamily New Construction (MFNC)

Building Type:
- ☐ Single family
- ☐ Townhouse (Multi-single)
- ☐ Multifamily
- ☐ Multifamily High Rise

Project Notes:

Site Registration Documents *(check all that apply) – upload as part of online Enrollment Application:*
Please create a single PDF document with all enrollment documents, in the order indicated below.
Name the PDF using the following naming convention: **Rater_St. Address_IncentiveYr_SReg** *[Example: AceRater_ 123MapleSt_FY20_SReg]*

- ☐ Project Team Contact Information form
- ☐ ENERGY STAR Home Verification Summary *(REM/Rate),* ENERGY STAR V3.1 Home Report *(Ekotrope)*
- ☐ Performance Report *(REM/Rate),* NJCEP Fuel Summary Comparison [MMBtu] *(Ekotrope)* - (Report must include comparison of the rated home against the NJCEP UDRH to determine incremental MMBtu savings)
- ☐ Valid Permit(s) or Permit Application(s), showing date of permit application

QC Inspection Documents *(check all that apply):*
Please create a single PDF document with all inspection documents, in the order indicated below.
Name the PDF using the following naming convention: **Rater_ St. Address_IncentiveYr_QCDocs**

- ☐ Sample Set Information *(if sampling)*
- ☐ Pre-Drywall Checklist
- ☐ Pre-Drywall Follow-up QA Report from Rater *(If applicable, confirming to Program issues are resolved)*
- ☐ Final Checklist
- ☐ Final Inspection QA Follow-up *(If applicable, confirming to Program issues are resolved)*

Incentive Application Documents *(check all that apply) – upload as part of online Incentive Application:*
Please upload separately. (Not required for MFHR)

- ☐ REM/Rate– Upload into RNC portal individual REM/Rate BLG files. Use the following naming convention: REMRate_Rater_St Address
- ☐ Ekotrope – Within Ekotrope, select file and Submit to NJCEP. File must include "RBT-_ _ _ _ _ _ _" - the actual number from RNC Portal.
  (For sampled homes only; the Projected Rating used to determine Threshold Specifications for this home must be on file with the Program)

Please create a single PDF document with all application documents, in the order indicated below.
Name the PDF using the following naming convention: **Rater_ St. Address_IncentiveYr_IApp**

- ☐ ENERGY STAR Home Verification Summary *(REM/Rate)*, ENERGY STAR V3.1 Home Report *(Ekotrope), (Required for each home)*
- ☐ DOE Zero Energy Ready Home Verification Summary *(REM/Rate)*, DOE ZERO Energy Ready Home Certificate *(Ekotrope), (Required for ZERH)*
- ☐ Performance Report *(REM/Rate),* NJCEP Fuel Summary Comparison *(Ekotrope)* with MMBtus saved
- ☐ All applicable ENERGYSTAR/ZERH checklists for certified homes
  - ✓ Rater Checklist   ✓ Builder Checklist   ✓ HVAC Checklist
- ☐ Department of Energy ENERGYSTAR label *(Required for ENERGY STAR Home and ZERH)*
- ☐ Manual J load calculations (note: Submittal not required for projects registered on or after July 1, 2019)
- ☐ AHRI Certificates *(required for each HVAC and DHW system)*

Multifamily:
- ☐ Tax Clearance Certificates *(valid at the time of submission and Agency must list:* **New Jersey Board of Public Utilities***)*
- ☐ MFHR Certificate from EPA *(only for Multifamily High Rise)*
- ☐ Performance Path Calculator with eQuest results of as-built model and T & V worksheet *(only for Multifamily High Rise)*