



## Residential New Construction

## Zero Energy Ready Homes and ZERH 100% Renewables

# Step-By-Step Program Procedures for Raters

1. The Rating Company must complete, sign, and submit the Rating Company Application along with all requested documentation to the Program for approval.
2. The Rating Company must complete the online NJ ZERH Rater Participation Agreement.
3. The Program will review the submission and email notice of approval/rejection of enrollment to the Rating Company.
4. The Rating Company then completes a Program Orientation session.

### **Rating Company is qualified to participate in the Residential New Construction (RNC) Program (1 year term)**

5. The Rating Company solicits builders'/developers' NJCEP RNC business.
6. The Rating Company enters into agreement with the Builder/Developer to perform energy ratings, inspections and testing, and certifications to facilitate the builder's participation in the program. The Rating Company ensures that the builder's site personnel, crews, and contractors are familiar with program requirements. This includes conducting a design review, providing an initial rating, a suggested upgrades list, sizing, mechanical ventilation, and lighting proposals.
7. 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)
8. 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).
9. **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.
10. 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.
11. The Program reviews the RNC 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.
12. The Rating Company shall conduct a design review meeting and a pre-construction meeting with all appropriate sub-contractors and stake holders in attendance. NOTE: Notification the Program is required at least **5 business days** before each event.
13. Rating Company will notify the Program **5 business days** before performing a Pre-Drywall/Thermal Enclosure Inspection in compliance with EPA, DOE, RESNET, and NJ Program requirements. Rating Company uploads the inspection report to the Program online portal.
14. Rating Company will notify the Program at least **5 business days** before performing a Final Inspection, and then shares results and any corrective actions with Builder/Developer until unit passes final inspection. Rating Company uploads the inspection reports to the online portal.
15. If all NJCEP, EPA, and DOE RESNET requirements have been met, the Rating Company performs the Final Rating. Provider issues the applicable NJCEP and DOE ZERH certificate and/or label.
16. The Rating Company will then complete the online 2016 Incentive Application, and upload the following to the portal:
  - o REM/Rate data file
  - o ENERGY STAR summary report
  - o DOE ENERGYSTAR labels
  - o All applicable ENERGY STAR or NJCEP completed checklists for homes certified to the portal.
17. The Program reviews and approves ZERH Incentive Application and then issues the NJCEP certificate indicating the approved project level, and processes the applicable incentive payment directly to the Builder/Developer.