



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 proposals.
3. On the NJCEP online portal, the Rating Company, in consultation with Builder/Developer, completes an online FY18 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 Manual J Load calculations
 - o ENERGY STAR® Summary Report
 - o Permit Application
4. 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).
5. **Once the Site Registration is successfully submitted on-line, 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.
6. 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.
7. The Program reviews the 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.
8. 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.
9. 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.
10. 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 online portal.
11. 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 on-line portal.
12. **For ENERGYSTAR Home:** If all NJCEP, EPA, and RESNET requirements have been met, the Rating Company's Provider issues the applicable ENERGY STAR certificate and/or label.
13. The Rating Company will complete the on-line FY18 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.
14. Program reviews and approves Incentive Application and submits the applicable incentive payment directly to the Builder/Developer.