



NJ Zero Energy Ready Homes

NJ ENERGY STAR® Homes “Tier 3” Step-By-Step Program Procedures for RATING COMPANIES

1. The Rating Company must complete and sign the Rating Company Application and submit it along with all requested documentation to the Market Manager for approval.
2. The Rating Company must complete NJ ZERH Rater Participation Agreement and submit it along with all requested documentation to the Market Manager for approval.
3. The Market Manager will review the submission and provide written notice of approval/rejection to the Rating Company.

(Rating Company is qualified to participate in New Jersey ENERGY STAR Homes (NJESH) program (1 year term))

1. The Rating Company solicits builders'/developers' NJESH business.
2. The Rating Company enters into agreement with the builder/developer to perform energy ratings, inspections and testing, and certifications. The Rating Company ensures that the builder's site personnel, crews, and contractors are familiar with Program requirements. This includes a conducting a design review and providing an initial rating, a suggested upgrades list, and sizing, mechanical ventilation, and lighting proposals
3. The Rating Company obtains plans, Manual J Load Calculations, and completes a 2015 Site Submittal form for each project being submitted to the Program, which is then submitted to the Market Manager including the supporting documentation and the projected REM/Rate Building File and Summary Report.
4. The Market Manager reviews the Site Submittal Form for each project; acceptance/approval notification is sent to the builder/developer, copying the Rating Company.
5. The Rating Company shall conduct a design review meeting and a pre-construction meeting with all appropriate sub contractors and stake holders in attendance; notify the Market Manager at least 24 hours before each event
6. The Rating Company performs a Pre-Drywall/Thermal Enclosure Inspection in compliance with EPA, DOE, RESTNET, and NJ Program requirements. The Rating Company shall share the inspection report electronically with the Market Manager as soon as the inspection report is completed.
7. The Rating Company performs a Final inspection and testing of a unit Inspection in compliance with EPA, DOE RESTNET, and NJ Program requirements. The Rating Company shall share the inspection report electronically with the Market Manager as soon as the inspection report is completed.

8. The Rating Company must notify the Market Manager at least 24 hours before performing any Inspections of a unit, this notification will be sent via email.. Email notifications of these inspections shall be sent to RNCNJCEPINSPECTIONS@Honeywell.com. In the format provided.
9. The Rating Company Completes the Final Rating. If all *New Jersey ENERGY STAR Homes* and DOE ZERH requirements have been met, the Rating Company certifies the home, and issues applicable and DOE ZERH certificates.
10. The Rating Company will then provide the Market Manager with a 2015 incentive application, REM/Rate file, the REM DOE ZERH summary report, and all required DOE Checklists and supporting documentation.
11. Market Manager reviews and approves incentive applications and issues the incentive payment to the builder/developer.