



Residential New Construction ENERGYSTAR® Step-By-Step Program Procedures for Raters

1. The Rating Company must complete, sign and submit the Rating Provider Agreement along with all requested documentation to the Program Administrator for approval.
 2. The Program Administrator will review the submission and email notice of approval/rejection of enrollment to the Rating Company.
 3. 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).**
4. The Rating Company solicits builders'/developers' NJCEP RNC business.
 5. 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.
 6. On the NJCEP online portal, the Rating Company, in consultation with Builder/Developer, completes an online 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:
 - Project Team Contact Form
 - ENERGY STAR® Summary and Performance Report (*if using REM/Rate*)
 - ENERGY STAR® V3.1 Home Report and NJCEP Fuel Summary Comparison (*if using Ekotrope*)
 - Permit or permit application
 7. Once the project has an RBT/ID number generated by the online portal, it is registered with the Program, with a registration date stamped in the software. An email will be sent to the Rating Company with the project's Enrollment Letter.
 8. Single Family and Multi-Single projects/units will **expire one (1) year** from the Enrollment Date, at which time the project/unit may be re-enrolled under the incentives available at that time. All other MultiFamily projects/units will **expire three (3) years** from the Enrollment Date, at which time the project/unit may be re-enrolled under the incentives available at that time.
 9. The Program Administrator reviews the Site Registration and all supporting documents for all enrollments; if incomplete, the Rating Company will be notified of the deficiencies. The Rating Company will resolve the document issues and revise the online application.
 10. The Rating Company will conduct a design review meeting and a pre-construction meeting with all appropriate contractors, sub-contractors and stakeholders in attendance. NOTE: Notification to the Program Administrator is required at least **5 business days** before event.
 11. Rating Company must notify the Program Administrator at least **5 business days** before performing Pre-drywall/ Thermal Enclosure inspection(s) and must share results and any corrective actions with Builder/Developer until unit passes inspection. Rating Company uploads the inspection reports to the Program's online portal.
 12. Rating Company must notify the Program at least **5 business days** before performing a Final Inspection and then must share results and any corrective actions with Builder/Developer until unit passes Final Inspection. The Rating Company uploads the inspection reports to the Program's 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 Incentive Application and upload to the portal:
 - REM/Rate data file
 - ENERGY STAR® Summary Report and Performance Report (*if using REM/Rate*)
 - ENERGY STAR® V3.1 Home Report and NJCEP Fuel Summary Comparison (*if using Ekotrope*)
 - All DOE ENERGY STAR labels
 - All applicable ENERGY STAR or NJCEP completed checklists.
 - All AHRI Certificates
 15. Program reviews and approves the Incentive Application and processes the incentive payment directly to the Builder/Developer.