

Residential New Construction Program
PROGRAM GUIDELINES
Addendum #1 – 11/18/2024
Program Inspection Scheduling, Results, and Reporting

Background

Although the Residential New Construction Program (Program) provides incentives generally based on achieving the EPA ENERGY STAR® or the DOE Zero Energy Ready Home certificates, it requires that applicants comply with some administrative requirements that are additive to those required to simply receive the certificates. It has recently come to our attention that some Raters may be confused about certain of those requirements. This document is intended to allay any such confusion by clarifying the subject requirements as set forth below.

Scheduling

To schedule either a *Pre-Drywall* or a *Final Inspection*, a Rater must complete the Inspection Workbook and email it to the Rater's Program Specialist, with copies to RNCNJCEP@NJCleanEnergy.com and RNCSchedule@trccompanies.com, no later than 5pm on the business day prior to the day for which the inspection is scheduled. If this requirement is not complied with, the Program Manager will take appropriate action, which may include denying the application related to the subject unit(s) and, in the case of egregious or repeated non-compliance, the commencement of Contractor Remediation Procedures.

Inspection Results

The intent of the *Pre-Drywall Inspection* is for Raters to inspect the features of the building that are visible only while the walls are "open." The *Pre-Drywall Inspection* shall be scheduled post insulation and pre drywall installation; it is used to ensure thermal enclosure system is properly constructed and installed, including fenestration, insulation, fully aligned air barriers, reduced thermal bridging, air sealing, and any other feature that may not be visible once the drywall is hung. The project must meet all requirements of the ENERGY STAR® program and/or DOE ZERH program and must use the EPA SFNH or MFNC Rater Field Checklists.

The intent of the *Final Inspection* is for Raters to inspect and test the features of the building that were not inspected during the Pre-Drywall Inspection. The *Final Inspection* shall be scheduled after construction is completed; it is used to ensure all the requirements to earn the EPA or DOE certifications have been met. Like the Pre-Drywall Inspection, each project must meet all requirements of the ENERGY STAR® program and/or DOE ZERH program and must use the EPA SFNH or MFNC Field Rater Checklists.

Following either of the above inspections, the Program requires that the Rater submit both the completed Energy Star Rater Field Checklists and a cover sheet indicating that the inspection was either a Pass or a Fail. For a Program inspection to receive a Pass, all items on the applicable Rater Field Checklist must be verified as having complied with the applicable requirement(s). If an inspection is deemed by ENERGY STAR or RESNET to be a "Pass with Deficiencies" or "Pass subject to Builder Verifications (BVs)," the inspection must be reported to the Program as a Fail.

In that case, the unit can achieve a Pass inspection from the Program only if (a) the Rater verifies that the non-compliances or deficiencies have been resolved and submits to the Program photographic or similar supporting documentation of same, or (b) the builder verifies that the non-compliances or deficiencies have been resolved and submits to the Program photographic or similar supporting documentation of same. Further, the Program Manager requires that it be notified of and allowed to witness any inspection after any Fail.

Results should be reported as soon as they are known to the Program Specialist, with copy to RNCNJCEP@NJCleanEnergy.com, but no later than 5 business-days after the inspection was held, using the “Results” tab of the Inspection Workbook. As to the full inspection reports:

1. If the first Pre-Drywall Inspection is a Pass, the full inspection report can, as the Rater prefers, be submitted either with the final incentive application or within 5 business days of the PDW Inspection.
2. If the first Pre-Drywall Inspection is a Fail, the full Fail report, as well as each and every subsequent report, must be submitted within 5 business days of the applicable inspection.
3. All Final Inspection reports must be submitted within 5 business days of the inspection.

Inspection Submittal Documents

Document	Where to obtain copy for use?
Sample Set Excel Document (Multifamily only)	No template, just provide a list of the sampling sets and identify which units being tested out of each set, including the 1 st seven that are needed to pass to proceed with sampling
ENERGY STAR Single-Family New Homes National Rater Field Checklist, Version 3.1 / 3.2 <u>or</u> ENERGY STAR Multifamily New Construction National Rater Field Checklist 1, Version 1.1	Resources for Residential New Construction Partners ENERGY STAR <i>https://www.energystar.gov/partner-resources/residential_new?s=mega</i>
Inspection Cover Page*	Residential New Construction Inspection Report.pdf <i>https://www.njcleanenergy.com/files/file/RNC/FY24/Residential%20New%20Construction%20Inspection%20Report.pdf</i>
Inspection Report*	Can be your own report or simply the EPA ENERGY STAR Rater Field Checklist from above, with cover sheet and supporting documentation, as outlined in this memo