



Program Guidelines

New Jersey's Clean Energy Program™

New Construction Program

v1.0

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1. PURPOSE

The purpose of this guide is to provide program Partners and potential applicants with information about *New Jersey's Clean Energy Program™* (NJCEP) New Construction Program (NCP) and to facilitate participation in the program. There is an accompanying Technical Guide that provides additional information.

Limitations

This document is not legally binding on the New Jersey Board of Public Utilities (Board), the Program Administrator, or the Program. If there is any conflict between this document and a Board Order, the applicable Compliance Filing, any legally binding agreement(s), or any other legally binding document(s), such other document(s) shall take precedence and control over this document.

Program Contact

- Website: www.NJCleanEnergy.com
- Email: NCP@NJCleanEnergy.com
- Phone: 866-657-6278

NJCEP operates a call center staffed on weekdays between 8 AM and 7 PM EST, excluding State holidays. The phone number is 866-NJSMART (866-657-6278). The call center is trained to answer general questions about the Program and application processes and will direct callers to the appropriate Program Staff as needed.



2. INTRODUCTION

2.1 Program Overview

The New Construction Program (NCP or Program) supports the design and development of energy efficient new construction buildings in New Jersey, while simultaneously simplifying the application process and participant experience. The Program applies to new or gut-rehab single family homes, townhomes, multifamily dwellings, commercial buildings, and industrial buildings. The NCP's long-term objective is to transform the new construction market into one in which most new buildings in the State will be "net zero energy."

The NCP offers three pathways to earn incentives: Bundled, Streamlined, and High Performance. Each pathway includes a different set of Program requirements, and each will provide incentives for projects meeting those requirements. Incentives for all pathways are calculated based on the square footage of the building. The target market for the NCP is builders, developers, and Program Partners.

2.2 Partner Network

The Partner Network is an essential part of the NCP that supports energy efficiency in new buildings across New Jersey. This Program relies on the Partner Network to work under contract with Program Participants, acting as their "energy expert," and are required to strictly follow Program requirements.

Becoming a Partner shows you are a trusted energy advisor. For more information about becoming a Partner, visit the NJCEP program website. All approved Partners are featured on the NCP's Partner Network webpage and have access to Cooperative (Coop) Marketing funds (described in [Section 5](#)). This allows you to promote your business and help clients achieve energy efficient building practices. The Partner Network increases visibility, adds value to your projects, builds industry relationships, and recognizes the Partner as an expert in energy efficiency solutions across the State.

Once submitted, application packages are reviewed, and the Program will notify the applicant within four weeks of receipt if they have been accepted to provide Partner services to the Program. Partners may be approved to work under a single or several pathways.

Once approved, Program Partners are required to complete an orientation, which provides an overview of the Program, the processes, and training on how to use the New Construction Application Portal to submit and manage NCP projects. For Partners interested in offering the Streamlined pathway to their clients, additional training on how to use the Sketchbox software is required. All orientations and training are conducted by Program staff.



Program Partners cannot submit new projects to the Program until they successfully participate in orientation and complete all required training. Program Partner approval is unique to the NCP and is not transferable to other programs.

All NCP Partners will work directly with their customer, known as the Program Participant, to negotiate applicable fees. All program incentives will be paid directly to the Program Participant unless they choose to assign their incentive payments to the Partner or another third-party entity. For further incentive recipient details, refer to [Section 4.3](#).

There are no fees associated with being a Program Partner. However, if projects are not submitted to the Program on a regular basis, approved Partners may be deactivated or required to retake the orientation and training webinar.

Partner performance will be monitored via the [Contractor Remediation Procedures](#) as necessary or appropriate.



3. GENERAL REQUIREMENTS

3.1 Eligibility

All projects, regardless of the pathway chosen, must be submitted by an approved Program Partner through the [New Construction Application Portal](#). The following eligibility requirements apply to all projects, regardless of pathway: construction type, project boundary, SBC contribution, scope of work restrictions, construction status, and other program participation.

3.1.1 *Definition of a Project*

Construction Type

New construction or buildings undergoing gut rehabilitation of all types (e.g., single family, townhome, multifamily, commercial, and industrial) are eligible to participate in the NCP. Each building requires its own NCP application and must adhere to the requirements of one of the approved program pathways (e.g. Bundled, Streamlined, High Performance).

New Construction is defined as a ground-up new building where a licensed professional architect or engineer has prepared and certified the building plans.

Gut Rehabilitation is defined as one of the following types of projects:

- Change of use and reconstruction of an existing building whereby recent utility data is obsolete
- Reconstruction of a vacant structure or a portion of the building within where recent utility data is unavailable
- Construction work of a nature requiring that the building or portion of the building within be out of service for at least 30 consecutive days, and typically includes heating and cooling system replacement, electrical system replacement, significant envelope work, and relocation of occupants

If you are uncertain whether your project qualifies as Gut Rehabilitation, or which program pathway may be best, please contact the Program for additional assistance.

Project Boundary

Each submitted application to the program must be for one (1) building.

- For commercial, industrial, and multifamily properties, each submitted application to the program must be for one (1) building
- For single family homes, each submitted application must be for one (1) home



- For townhomes, each submitted application must be for one (1) building, which may contain several units so long as all units are under a single roof

There may be circumstances where a project entails multiple buildings. Please consult with the Program **before** submitting an application.

3.1.2 Societal Benefits Charge

Buildings must eventually receive electric and/or gas service for either delivery and/or supply from one of the following Investor-owned New Jersey Utilities (IOU):

- Atlantic City Electric
- Elizabethtown Gas
- Jersey Central Power & Light
- New Jersey Natural Gas
- PSE&G
- Rockland Electric Company
- South Jersey Gas

Buildings must pay a monthly Societal Benefits Charge (SBC), which can be found as a line item on the utility bills.

Please note: Buildings that are served by a Non-IOU Municipal or Co-Op Electric utility that does not pay SBC charges may be eligible for incentives through the SEP Non-IOU Program. All other program rules and requirements apply to Non-IOU customers. See the NJCEP Program Website for more information.

3.1.3 Scope of Work Restrictions

Generally, most energy-efficient technologies will qualify under the NCP. Below is a list of measures ***not*** permitted by the Program:

- Sub-metering
- Emerging technologies, unless supported by third party evaluation/study, which will be reviewed and permitted at the Program's discretion
- Energy cost savings due to demand control or demand shifting agreements with utility
- Any measures where energy savings are dependent on manual response/operation

Additionally, the Program reserves the right to prohibit measures not explicitly listed here.

[Section 5](#) details the specific scope of work requirements for each pathway, which may include specific scope and/or energy savings targets.



Equipment Ownership

To ensure incentivized equipment will **not** be moved or removed after the committed incentive is paid in full, Projects must demonstrate to the Program team that:

- The equipment has been purchased up-front, prior to receipt of incentive payments; OR
- The equipment is leased but (a) the term of the lease is at least as long as the equipment's useful life, and/or (b) the applicant will own the equipment at the end of the lease term¹.

The required demonstration will be made in the BASIC Workbook or other document designated by the Program team.

Design Lights Consortium (DLC)

All lighting installed under the program must be on a qualified products list (QPL) from the Design Lights Consortium (DLC).

DLC regularly releases updates to its list of qualified products. Some LED products will no longer qualify as energy-efficient measures once changes to the QPL take place. Therefore, to assist participants, the Program will support approval of LED lighting measures qualified any time between application submission (if product details are known) and AsBuilt document submission. Program approval is contingent upon applicant submission of relevant specifications and DLC guidelines that demonstrate that the products in question were qualified during a project's enrollment in the program. [DLC products](#) can be searched by listed and delisted products, and the dates in which products were listed and delisted will be displayed.

Renewable and Distributed Generation

Generally, on-site renewable energy and distributed generation are not considered eligible measures for this program. The NCP, in general, and the High Performance Pathway specifically, aim to incentivize energy efficient building designs. This means projects must

¹ This requirement also applies in a similar fashion to Power Purchase Agreements, Energy as a Service Agreements, and other similar arrangements.



consider all energy design elements (e.g. heating, cooling, lighting, and envelope) and not simply rely on renewable and/or distributed energy sources to qualify for incentives.

However, for the certification approach ([Section 5.4.2](#)) of the High Performance Pathway, these measures are permitted as part of the project's design to meet proxy certification requirements, provided they **do not** represent the sole or majority contribution to those requirements. Any savings or generation attributed to these sources **will not** qualify towards the GHG bonus incentive.

Similarly, projects being submitted through the ASHRAE Modeling approach ([Section 5.4.1](#)) of the High Performance Pathway are permitted under 90.1-2019 Appendix G rules to have on-site renewable energy contribute to overall project performance. These contributions shall be capped in accordance with 90.1 2019 Section 4.2.1.1., which essentially limits the contribution of renewables to 5% of the baseline. Any savings or generation associated with these sources **will not** qualify towards the GHG bonus incentive.

Solar photovoltaic ("PV") systems may qualify for incentives through the [solar programs](#). Please visit the website for more information.

Combined Heat and Power and Fuel Cell (CHP-FC) Systems may qualify for incentives through the [CHP-FC program](#). Please visit the website for more information.

Ground source heat pumps, solar water heaters, and similar technologies **are not** considered renewable energy for the purposes of this section. This may be included in a project's scope of work provided they are otherwise compliant with all program pathway requirements.

When in doubt, contact the Program to confirm specific measure eligibility.

3.1.4 Construction Status

An application may be submitted for a project at any point up to and during the design development phase. Applicants are encouraged to apply prior to or during the early design stage, which will provide a meaningful opportunity for the Program to work with the applicant to achieve deeper savings. Projects that are in the construction document phase and/or have begun construction may still apply to the Program so long as the recommended design components/equipment have not been installed prior to the application submission. Additionally, while a project is in review with the program, applicants must understand that any efficiency measures installed prior to project approval are done at the project's own risk. This means that in the event previously selected equipment does not qualify for an incentive, it will be removed from the design package, and no incentives will be paid for that equipment.



3.1.5 *Utility and Other Program Interaction*

Any energy efficiency measures included in, or as part of, an application to NCP will not be eligible for incentives under any other NJCEP energy efficiency program **or** New Jersey utility-sponsored energy efficiency programs.

A gut rehab project may also be eligible for a utility-sponsored energy efficiency program. In this circumstance, the applicant can choose which program to pursue. Applicants may choose **only one program** to participate in for the applicable scope of work. (e.g., the applicant can choose to receive an incentive for a heat pump hot water heater from either the NCP or a utility-sponsored program, but not from both programs)

3.2 Quality Control Provisions

All applications submitted by an eligible Program Partner to the Program are reviewed to confirm compliance with program eligibility requirements. The Program's review staff will perform technical and administrative review of all document submissions, while the QA/QC staff will complete construction (open wall) and final (post-construction) inspections and perform file reviews on a sampling of applications prior to incentive payments, based upon pre-determined, random sampling percentages, which may account for the applicant's, or its contractors/consultants', track record with the Program.

The program is designed to allow for participation by pre-approved third-party contractors that meet program requirements. One of the primary responsibilities of the Program is to oversee the level of performance of the contractors that participate in the Program. There are BPU-approved [Contractor Remediation Procedures](#) that will be followed if a contractor is found in violation of Program rules or consistently violates Program requirements, which may include being barred from further participating in the Program.

Disputes, concerns, or complaints that arise will be addressed initially by the Program point of contact. If resolution for whatever reason is not possible, there is a [Dispute Resolution Process](#) backed by the New Jersey Board of Public Utilities (BPU). Appeals and disputes must be presented to the Program Administrator within **45 days** of the Program's determination regarding the subject of the appeal or dispute. For contractual disputes between a system owner and installer or registrant, the New Jersey Division of Consumer Affairs (DCA) is the point of contact, and the agency has an online complaint form.

3.3 Prevailing Wage Requirements

Certain construction projects are subject to prevailing wage requirements pursuant to L. 2009, c. 203, which amends L. 2009, c. 89, as well as the prevailing wage regulations promulgated by the New Jersey Department of Labor and Workforce Development pursuant to L. 1963, c. 150 as amended, and N.J.A.C. 17:27-1.1 et seq. and Affirmative Action rules. The prevailing wage



rate shall be paid to workers employed in the performance of any construction undertaken in connection with BPU financial assistance programs. This law applies to contracts greater than the amount set forth by the New Jersey Department of Labor and Workforce Development. Unless otherwise stated in a program description, customers self-certify that they comply with prevailing wage requirements by submitting an application to the Program and receiving Program incentives.

Further clarifications as received by New Jersey Department of Law and Public Safety:

1. The Prevailing Wage requirement at N.J.S.A. 48:2-29.47 applies to the entire construction project. If the scope of the project as described in the construction contract includes both incentivized and non-incentivized work, the entire project would be treated as that “undertaken in connection with” BPU financial assistance.
2. N.J.S.A. 48:2-29.47 excludes from the definition of “Board of Public Utilities financial assistance” incentives “provided for any new construction or weatherization of a single family home, town home, or row home, or of any apartment building, condominium building, or multi-family home of four stories or less.” This exemption from the Prevailing Wage requirement does not require that the incentive be paid to a specific person, such as the tenant, homeowner, or building owner.



4. INCENTIVES

4.1 Project Incentives

Project incentives are based on the proposed project's **total conditioned square footage**, with the following exceptions:

- Residential projects that only calculate savings for tenant spaces (e.g., ENERGY STAR®'s Energy Rating Index or "ERI" approach) will only have incentives applied to the square footage of the tenant space.
 - Note: Incentives for common area square footage² may be obtained if common area ECMs are identified and measurable savings are reported to the program. The Bundled Pathway prescribed savings calculations can be used to accomplish this. Energy efficiency improvements within the common areas must be comprehensive (where possible), and improvements must be applied throughout. Incentives will be paid at the same rate as the tenant spaces. Prior discussion with the Program team is required to pre-approve this approach.

As further detailed in [Section 6](#), incentives are committed upon design documentation review and approval. Incentives are paid after construction is complete, the as-built documentation is approved by the Program, and any applicable NJCEP quality assurance and/or quality control activities are successfully completed.

On the following page, Table 1 and 2 outline the program incentives.

² As defined by footnote 2 here: https://www.energystar.gov/partner-resources/residential_new/program_reqs/mfhr/building#:~:text=Common%20area%20includes%20any%20spaces,rooms%2C%20and%20residential%20recreation%20rooms.

Table 1: Base and GHG Reduction Incentives

Base and GHG Incentives			
Pathway	Incentive Rate	GHG Reduction Bonus	
		Tons CO ₂ e per kSF	\$/SqFt
Bundled	\$0.25 /SqFt	n/a	n/a
Streamlined	\$0.50 /SqFt	0.7 - 0.99 tons 1.0 - 1.99 tons 2.0 - 2.99 tons 3.0+ tons	\$0.25 \$0.50 \$1.00 \$1.50
High Performance <i>Non-Proxy</i>	\$1.00 /SqFt		
High Performance <i>LEED V4.1</i>	\$1.00 /SqFt		
High Performance <i>ENERGY STAR®</i>	\$1.00 /SqFt		
High Performance <i>DOE Zero-Energy Ready Home</i>	\$1.75 /SqFt		
High Performance (choose one): <i>PHIUS Core 2021</i> <i>PHIUS Zero 2021</i> <i>PHIUS CORE REVIVE 2021</i> <i>PHI Classic V10</i> <i>PHI Plus V10</i> <i>PHI Premium V10</i>	\$2.50 /SqFt		

Base Incentive – an incentive that a project may receive if all program requirements are met.

Greenhouse Gas (GHG) Reduction Bonus – an additional incentive a project may receive if the project's savings result in a reduction of at least 0.7 tons of CO₂e per 1,000 square feet.

Table 2: Additional Reduction Incentives

Additional Incentives			
Pathway	Additional Incentive Rate (\$/SqFt)		
	Affordable Housing/OBC (Residential)	UEZ/OZ/OBC (Non-residential)	Industrial/High Energy Intensity (Non-residential)
Streamlined	n/a	+ \$0.15	+ \$0.60
High Performance	+ \$0.25	+ \$0.25	+ \$1.00



Additional Incentives – additional incentives a project may receive if enrolled in either the Streamlined pathway or High Performance pathway, and:

1. Meet the Affordable Housing definition or
2. Meet the Industrial/High Energy Intensity definition; or
3. Constructed in Urban Enterprise Zones (UEZ), Opportunity Zones (OZ), or Overburdened Community zones (OBC).

Non-residential projects that are qualified as both Industrial/High Energy Intensity and located in either UEZ, OZ, or OBC, will have both incentives in Table 2 applied to the project.

Additional Incentives Definitions:

- Affordable housing is any residential building that an official document identifies as participating in a federal, state, or local affordable housing program. This may also include official documents showing identification from the New Jersey Housing and Mortgage Finance Agency, United States Low Income Housing Tax Credit (LIHTC), and United States Housing and Urban Development (HUD).
- An Urban Enterprise Zone (UEZ) is a distressed area within a New Jersey municipality or group of municipalities that offers businesses and customer benefits to help stimulate local economic activity. More information can be found on the Department of Community Affairs Urban Enterprise Zone Authority [website](#).
- An Opportunity Zone (OZ) is a program that is designed to drive long-term capital investments into low-income rural and urban communities. More information can be found on the Opportunity Zones [website](#).
- An Overburdened Community (OBC) is defined as any census block groups with (1) at least 35% low-income households; or (2) at least 40% of the residents identify as minority or as members of a State recognized tribal community; or (3) at least 40% of the households have limited English proficiency. More information can be found on the Department of Environmental Justice Overburdened Communities [website](#).
- An Industrial / High-Energy Intensity building is defined as a building where 50% or more of the energy use will be coming from process-based loads. Process [and receptacle] loads are the energy used by machines and industrial processes, which are separate from a building's traditional heating, cooling, or lighting loads. Equipment associated with process loads are not typically regulated by ASHRAE 90.1-2019.

4.2 Project Incentive Caps

For the purposes of calculating incentives, minimum and maximum conditioned square footage is set for both Single Family Homes and Townhomes.



Examples:

1. The minimum floor for calculating incentives is 2,000 sq. ft., even if the subject home is less than 2,000 sq. ft. For example, a 1,500 sq. ft. home that qualifies for an ENERGY STAR incentive would be paid a base incentive of \$2,000 (2,000 sq. ft. x \$1/sq. ft.). It may also be eligible for a GHG reduction incentive or additional incentive, each of which would, if earned, be calculated as if the home were 2,000 sq. ft.
2. The maximum ceiling for calculating incentives is 4,000 sq. ft., even if the subject home is greater than 4,000 sq. ft. For example, a 5,000 sq. ft. home that qualifies for an ENERGY STAR incentive would be paid a base incentive of \$4,000 (4,000 sq. ft. x \$1/sq. ft.). It may also be eligible for a GHG reduction incentive or additional incentive, each of which would, if earned, be calculated as if the home were 4,000 sq. ft.

No project shall receive incentives from one or more NJCEP programs and/or Board-approved utility programs in an amount that exceeds the total cost of measures installed or performed.

4.3 Incentive Recipient (Payee)

By default, all Program incentives are paid to the Program Participant. A Participant may be the project's builder, developer, owner, future occupant, or current/future utility ratepayer. A Participant is typically the entity that is responsible for funding the project and will work directly with the Program Partner to ensure compliance with program requirements to be eligible for program incentives.

Participants may assign the incentive payment to the Partner or any other third party. Any such assignment must be in writing and signed by an authorized representative of the Participant. An incentive authorization form can be obtained from the Program for this purpose. The Participant may, in their discretion, re-assign the incentive payment by submitting another writing signed by an authorized representative of the Participant. For the avoidance of doubt, NJCEP does not require the prior payee's consent to re-assignment, and assignees have no greater, if any, rights than the Participant to any incentive payment.

4.4 Workforce Development Reimbursement

In addition to the above-described pathways, the NCP includes a Workforce Development Reimbursement component, described in more detail in the [Workforce Development Reimbursement User Guide](#). The Workforce Development reimbursement offers up to \$2,000 per person per course, with a limit of two courses per person per Fiscal Year, for successfully completing pre-approved training and certifications. The Workforce Development Reimbursement is separate and distinct from the NCP incentive, and one is not dependent on the other for the sake of eligibility.



4.5 Cooperative Marketing for Program Partners Overview

Cooperative (Coop) Marketing offers the option to use the Approved Partner badge for pre-approved uses. Approved Partner badge use includes your email signature on your website and other types of marketing. Cost-shared financial support is available for pre-approved paid advertising by Program Partners in the Program. The cost-sharing supports up to 50% of the cost of advertising, which may consist of advertising, direct mail, television, radio, banners, signs, and social media. In addition, other types of advertising may be approved on a case-by-case basis if the applicant can demonstrate its relative cost-effectiveness and benefits to NJCEP. The fiscal year cap per applicant is \$50,000.

Program Partners seeking to utilize Coop Marketing can read the Cooperative Marketing Guidelines and contact coop@NJCleanEnergy.com for more information.

4.6 Incentive Payment Requirements

4.6.1 *Business Tax Clearance Certificate*

A valid Business Tax Clearance Certificate (TCC) from the State of New Jersey, Division of Taxation, is required before any incentives can be released. TCC must be in the name of the Participant, regardless of who is assigned the incentive payment. Participants must use the State's Premier Business Services (PBS) portal online to file for TCC. Visit the NJCEP website for complete instructions: www.NJCleanEnergy.com/TCC.

Please note that a TCC is currently not required for local and county governments, public schools, and homeowners (projects involving owner-occupied, single-family residential structures).

4.6.2 *W9 Form*

A W9 form is required for the entity receiving the incentive. The form must be completed in full and signed within the past 12 months from application submission to the program.

4.6.3 *Payment and Check Process*

The Program will submit incentive invoices to the State of New Jersey twice each month for payment of approved incentives. Upon receipt of the wire transfer of payment from the New Jersey Treasury Department, the Program will issue incentive checks to Participants and/or their designated payee within approximately five (5) business days. It can take approximately 45 to 60 days for checks to be mailed from the time the Program submits incentive invoices to the State.



5. PROGRAM PATHWAY REQUIREMENTS

5.1 Choosing a Program Pathway

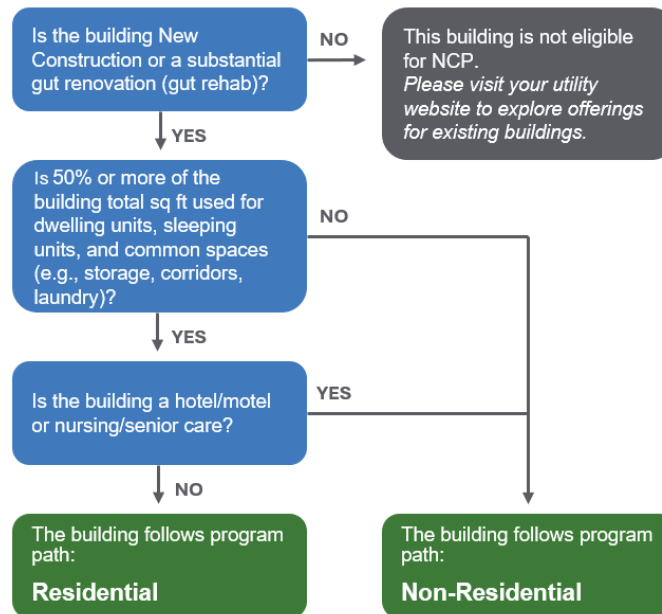
Below is a summary of the different program pathways available under NCP. Generally, energy performance across all pathways is measured from the applicable energy code adopted by New Jersey at the time of application submission (currently IECC 2021 or ASHRAE 90.1-2019). Not all pathways are available to all building categories. Table 3 summarizes which pathway(s) may be used by which building categories. For the purposes of the NCP and eligibility to participate, building categories are considered either residential or non-residential, as defined in Figure 1 below.

1. The **Bundled Pathway** requires implementing two or more above-code energy conservation measures (ECMs). Eligible ECMs under this pathway consist primarily of electric efficiency equipment and efficient building envelope.
2. The **Streamlined Pathway** encourages deeper energy savings than the Bundled Pathway but requires less time and expense than the High Performance Pathway described below. Although it requires some modeling of ECMs, the modeling is performed in a web-based user interface that requires reduced inputs and generates quick and accurate estimated energy savings.
3. The **High Performance Pathway** encourages the deepest energy savings by requiring applicants to take a whole-building approach and either exceed code requirements by a certain percentage or meet one of several sets of stringent technical standards set by proxies for new construction.

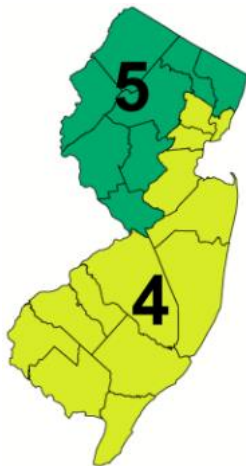
Table 3: Pathway Eligibility by Building Category

New Construction Program - Eligibility			
Program Pathways	Building Category		
	Residential		Non-Residential
	Single Family or Townhome	Multifamily	Non-residential
Bundled	n/a	n/a	Y
Streamlined	n/a	n/a	Y
High Performance Pathway <i>Non-Proxy</i>	n/a	n/a	Y
High Performance Pathway <i>LEED V4.1</i>	n/a	n/a	Y
High Performance Pathway <i>ENERGY STAR</i>	Y	Y	n/a
High Performance Pathway <i>DOE Zero-Energy Ready Home</i>	Y	Y	n/a
High Performance Pathway: <i>PHIUS Core, Zero or Core REVIVE 2021; PHI V10 Classic, Plus, or Premium</i>	Y	Y	Y

Figure 1: Building Category Decision Tree



5.2 Bundled Pathway



Projects applying through the Bundled Pathway must be selected from a list of prescriptive measures set forth in the applicable table for the project's climate zone: Table 4 for climate zone 4 and Table 5 for climate zone 5.

Eligible ECMs under this pathway consist primarily of electric efficiency equipment, as well as efficient envelope and insulation measures. Only the measures in the tables below are available for inclusion in the NCP Bundled Pathway. The NCP incorporates, by reference, the requirements for each



measure as set forth in ASHRAE 90.1-2019, Addendum “ap,”³ the document from which the below Tables were drawn.

Projects must select a minimum of two measures from the Bundled Pathway Credits Table 4 or 5, as applicable to its climate zone (“CZ”), and meet or exceed the applicable minimum points required for its building type, as set forth in the same table. The Program may modify either or both foregoing requirements for any type of building for which only a single type of measure (e.g., only a heat pump water heater) can be implemented.

For example, an applicant constructing a dormitory in CZ 4A and implementing only Measure ID E03 (Envelope Leakage Reduction) would earn 47 points but would not qualify for an incentive because it failed to select the required minimum of two measures. However, if the applicant added Measure ID H02 (Heating Efficiency (*electric only*)), it would qualify because it was implementing the required minimum of two measures and earning 51 points, an amount greater than the 30 minimum points required.

³ As approved by the ASHRAE Standards Committee on July 20, 2022; by the ASHRAE Board of Directors on August 15, 2022; by the Illuminating Engineering Society on September 8, 2022; and by the American National Standards Institute on September 9, 2022. If Addendum AP is updated or otherwise revised, the relevant sections of this document (including, without limit, the tables below) may, with the approval of Board Staff, be revised to reflect such updates or other revisions.

Table 4: Bundled Pathway Credits, Climate Zone 4A

Bundled Pathway Credits, Climate Zone 4A											
Measure ID	Energy Credit Abbreviated Title	Addendum "ap" Section	Dormitory or Retirement	Healthcare	Hotel or Motel	Office	Restaurant	Retail	School or Education	Warehouse or Storage	Other
			Minimum Points Required								
			30	13	12	14	31	24	12	27	13
E02	UA reduction (15%)	C406.2.1.2	24	3	8	7	19	36	4	62	20
E03	Envelope Leakage Reduction	C406.2.1.3	47	6	14	8	24	44	x	77	28
H02	Heating Efficiency (<i>electric only</i>)	13.5.2.2.2	4	3	1	2	5	7	2	14	5
H03	Cooling Efficiency	13.5.2.2.3	4	7	7	6	5	7	9	1	5
H05	Ground-Source Heat Pump	13.5.2.2.5	10	11	6	10	13	18	6	x	11
W01	SWH Preheat Recovery	13.5.2.3.1(a)	21	2	7	2	10	7	3	3	7
W02	Heat-Pump Water Heater	13.5.2.3.1(b)	33	1	12	2	8	2	2	1	8
W04	SWH Pipe Insulation	13.5.2.3.2	3	1	2	1	x	x	1	x	2
W05	Point-of-Use Water Heaters	13.5.2.3.3 (a)	x	x	x	3	x	x	2	x	3
W06	Thermostatic Balancing Valves	13.5.2.3.3 (b)	1	1	1	1	1	1	1	1	1
W08	SWH Distribution Sizing	13.5.2.3.5	22	x	8	x	x	x	x	x	x
W09	Shower Drain Heat Recovery	13.5.2.3.6	19	x	6	x	x	x	2	x	9
L06	Light Power Reduction	13.5.2.5.6	2	8	2	8	4	10	9	13	6
Q01	Efficient Elevator Equipment	13.5.2.7.1	5	2	4	5	1	5	6	5	4
Q02	Efficient Kitchen Equipment	13.5.2.7.2	x	x	x	x	27	x	x	x	x

1. Heat pumps providing both space heating and space cooling that meet program requirements may be eligible for credit in both H02 and H03 categories above.

2. "x" indicates that the applicable type of building earns no points for the applicable measure.

Table 5: Bundled Pathway Credits, Climate Zone 5A

Bundled Pathway Credits, Climate Zone 5A											
Measure ID	Energy Credit Abbreviated Title	Addendum "ap" Section	Dormitory or Retirement	Healthcare	Hotel or Motel	Office	Restaurant	Retail	School or Education	Warehouse or Storage	Other
			Minimum Points Required								
			33	13	11	16	29	22	12	32	15
E02	UA reduction (15%)	C406.2.1.2	30	4	9	10	26	45	3	74	25
E03	Envelope Leakage Reduction	C406.2.1.3	65	7	19	13	33	56	1	92	36
H02	Heating Efficiency (<i>electric only</i>)	13.5.2.2.2	5	4	2	5	8	10	3	21	7
H03	Cooling Efficiency	13.5.2.2.3	3	5	5	4	3	4	6	1	3
H05	Ground-Source Heat Pump	13.5.2.2.5	13	11	8	15	14	19	7	x	13
W01	SWH Preheat Recovery	13.5.2.3.1 (a)	22	2	8	2	11	7	3	2	7
W02	Heat-Pump Water Heater	13.5.2.3.1 (b)	36	1	13	2	9	2	2	1	8
W04	SWH Pipe Insulation	13.5.2.3.2	3	1	2	1	x	x	1	x	2
W05	Point-of-Use Water Heaters	13.5.2.3.3 (a)	x	x	x	2	x	x	3	x	3
W06	Thermostatic Balancing Valves	13.5.2.3.3 (b)	1	1	1	1	1	1	1	1	1
W08	SWH Distribution Sizing	13.5.2.3.5	23	x	8	x	x	x	x	x	x
W09	Shower Drain Heat Recovery	13.5.2.3.6	20	x	7	x	x	x	2	x	10
L06	Light Power Reduction	13.5.2.5.6	2	8	2	8	3	8	9	11	6
Q01	Efficient Elevator Equipment	13.5.2.7.1	5	2	4	5	1	5	6	4	4
Q02	Efficient Kitchen Equipment	13.5.2.7.2	x	x	x	x	26	x	x	x	x

1. Heat pumps providing both space heating and space cooling that meet program requirements may be eligible for credit in both H02 and H03 categories above.
2. "x" indicates that the applicable type of building earns no points for the applicable measure.

5.3 Streamlined Pathway

For a project utilizing this pathway, the Program will provide access to an energy modeling tool, **Sketchbox**, to enter data about the project and the project's ECMs.

The applicant will be eligible for NCP incentives if Sketchbox calculates that the ECMs will achieve site energy savings at least 5% above the project's relevant code. Additionally, each project must address **each** of the following building systems: envelope, heating, cooling, and lighting. Eligible measures in this pathway include reduced lighting power density, improved HVAC equipment efficiency, improved vertical fenestration U-value, air-side economizer, depth of vertical fenestration overhangs, and demand-controlled ventilation.

The Program may grant exceptions for substantial renovation projects where the applicant establishes that it considered measures for the subject system but reasonably determined it would not be practicable to implement any measures for that system. The Program may also except buildings that are not heated from the requirement to include a heating measure and buildings that are not cooled from the requirement to include a cooling measure.

Table 6 outlines the types of buildings are currently capable of being entered into Sketchbox and are thereby potentially eligible for incentives through this pathway. The Streamlined Pathway is most appropriate for more straightforward buildings. Consequently, buildings with more than three building envelopes and/or with different types of HVAC systems are required to seek and obtain the Program's approval to participate in this pathway, and certain conditions may be imposed on the application.

Table 6: Building Types Eligible for Streamlined Pathway

<ul style="list-style-type: none"> • Automotive Facility • Convenience store • Convention center • Dining: bar lounge/leisure • Dining: cafeteria/fast food • Dining: family • Exercise center • Gymnasium • Health-care clinic • Hospital • Hotel • Library 	<ul style="list-style-type: none"> • Manufacturing Facility • Motel • Museum • Office • Parking garage • Penitentiary • Performing arts theater • Religious building • Retail • School/university • Transportation • Warehouse
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5.4 High Performance Pathway

Projects enrolled in the High Performance Pathway must either:

1. Perform whole-building energy modeling to demonstrate savings beyond code (“ASHRAE Modeling Approach”), OR
2. Have their project building certified through well-known, nationally recognized proxies, all as described in more detail below

5.4.1 ASHRAE Modeling Approach (a.k.a. “Non-Proxy”)

The ASHRAE Modeling approach requires applicants to optimize a project’s design by using approved energy modeling software to evaluate the savings from ECMs compared to a design that merely meets the applicable baseline building code. Modeling software must satisfy the requirements outlined in ASHRAE 90.1-2019 Appendix G Section G2.2. Examples of allowed tools include eQUEST, EnergyPlus, and Trane Trace.

A Partner develops a proposed design for each project. The proposed design must detail a set of measures that will achieve the minimum performance target. It is subject to review and approval by the Program. The minimum performance target is 5% site energy savings compared to the baseline. The model baseline is established using Appendix G of ASHRAE 90.1-2019. Measures must be modeled as interactive improvements to the baseline.

Each project must address **each** of the following building systems: envelope, heating, cooling, and lighting. The Program may grant exceptions for substantial renovation projects where the applicant establishes that it considered measures for the subject system but reasonably determined it would not be practicable to implement any measures for that system. The Program may also exempt buildings that are not heated (e.g., a refrigerated warehouse) from the requirement to include a heating measure and buildings that are not cooled (e.g., an unrefrigerated warehouse) from the requirement to include a cooling measure.

This approach also requires the completion of commissioning by a qualified commissioning authority and submittal of subsequent submittal of both a commissioning plan (at design) and commissioning report (at construction completion) to demonstrate that the measures are installed and functioning.

5.4.2 Certification Approach (a.k.a. “Proxy”)

For those using the Proxy approach, the building(s) must earn certification under one of the nationally recognized programs listed below.

LEED

Applicants using the LEED proxy must submit documentation establishing that:

1. The project satisfies the requirements for LEED certification utilizing either the *V4.1 Building Design & Construction (“BD&C”)* or the *Interior Design & Construction (“ID&C”)* rating systems; AND
2. The project achieves the minimum point values for *EAc2 Optimize Energy Performance Points for Option 1*, as shown in Table 7 below:
 - The points below may combine cost savings and GHG savings within the LEED tables
 - Note that 4 points equals approximately 5% from 90.1-2019. The Partner should ensure the project is demonstrating roughly 5% site energy savings from ASHRAE 90.1-2019
3. The 90.1 Compliance Form⁴ should be used to document project savings. If a Minimum Performance Calculator is used, please refer to the Technical Guide on how to convert this information to comply with the required program tools.



⁴ <https://www.energycodes.gov/ashrae-standard-901-performance-based-compliance-form>

Table 7: LEED Point Requirements

LEED Point Requirements	
LEED 4.1 Rating System	Minimum Requirement for EAc2: Optimize Energy Performance
BD+C: New Construction	4
BD+C: Core & Shell	4
BD+C: Major Renovation	4
BD+C: Schools	4
BD+C: Retail	4
BD+C: Data Centers	4
BD+C: Warehouses & Distribution	4
BD+C: Hospitality	4
BD+C: Healthcare	4
ID+C: Commercial Interiors	14
ID+C: Retail	14
ID+C: Hospitality	14

Points above may be a combination of cost savings and GHG savings within the LEED tables. 4 points equates to approx 9% savings from 90.1-2016 and 5% from 90.1-2019.

US EPA ENERGY STAR Program

Applicants using this approach must submit documentation establishing that they have satisfied the requirements for ENERGY STAR certification utilizing the applicable ENERGY STAR program (either the SFNH or the MFNC Program), subject to the restrictions and conditions set out below. For buildings and projects using this approach, the [EPA ENERGY STAR Multifamily Decision Tree](#) will be used to determine which ENERGY STAR Program governs the application.



ENERGY STAR Single Family New Homes (SFNH) Program

Applicants must satisfy the requirements for ENERGY STAR certification utilizing the Performance Path through the Energy Ratings Index (“ERI”). Compliance is based upon ENERGY STAR Version 3.2. Ekotrope software should be used.

ENERGY STAR Multifamily New Construction (MFNC) Program

Applicants must satisfy the requirements for ENERGY STAR certification utilizing the Performance Path by way of the ERI or ASHRAE pathways. The applicant can choose to base its application on compliance with either ENERGY STAR MFNC Version 1.1 or ENERGY STAR MFNC Version 1.2. Projects using ENERGY STAR MFNC Version 1.1 must also demonstrate at least 10% site energy savings as compared to the IECC 2021 code baseline or at least 15% site energy savings as compared to the ASHRAE 90.1-2019 baseline. Ekotrope software should be



used for the ERI pathway, while the ASHRAE pathway should use modeling software compliant with ASHRAE 90.1-2019 Appendix G Section G2.2. and utilize the 90.1 Compliance Form.

US DOE Efficient New Homes Program

Applicants must satisfy the requirements for the Efficient New Homes certification (previously named Zero Energy Ready Homes program, or 'ZERH') following Version 2, as detailed here: [DOE – Program Versions and Implementation Timelines](#).



Projects whose building permits are issued under IECC 2021 and whose submissions are based upon compliance with Efficient New Homes certification Version 1 must also demonstrate at least 10% site energy savings as compared to the IECC 2021 code baseline or at least 15% site energy savings as compared to the ASHRAE 90.1-2019 baseline.

Passive House

Applicants using this approach must submit documentation establishing that they have satisfied the requirements of either (a) PHI Classic, Plus, or Premium Version 10 or (b) Phius Core 2021, Phius Zero 2021, or Phius Core Revive 2021.



Neither PHI nor Phius currently employ a mechanism to establish energy savings compared to a standard baseline. Single family and Multifamily projects will have the option to use baselines established by the Program to calculate energy savings, which are built into the program tools. All other building types will need to develop a code compliant baseline using PHI or Phius approved software.

6. SUBMISSION GUIDELINES AND TIMELINES

6.1 General

Prior to submitting a new application, please review [Sections 3, 4, and 5](#) of this guide to confirm that your potential project is eligible and to ensure accuracy of application fields.

Note the following:

- All new applications must be submitted by an approved Program Partner using the [New Construction Application Portal](#).
- A Program Specialist is assigned to each project once a new application has been submitted through the New Construction Application Portal, reviewed, and approved. From then on, all correspondence about a project should be directed to the project's Program Specialist. Contact information will be provided upon assignment.
- Partners may request technical assistance for a project prior to submission of the application; the request should be directed to the Program and include a list of discussion questions or topics.

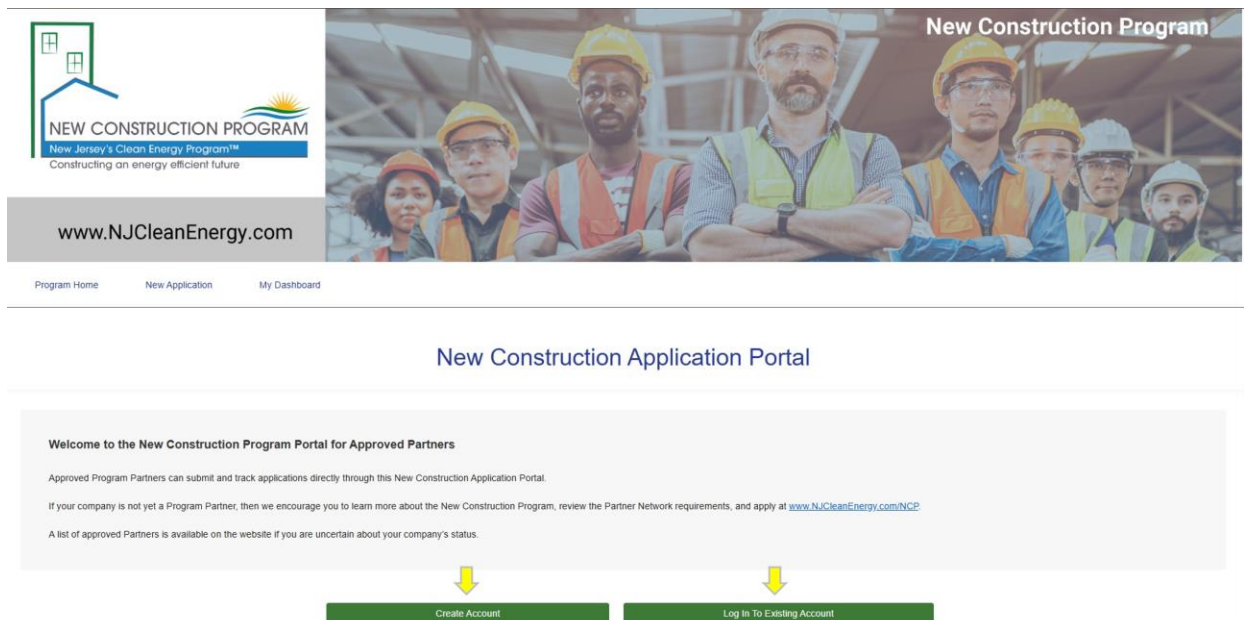


6.2 New Construction Application Portal

The New Construction Application Portal is the Program Partner's portal for submitting applications and a dashboard for interacting with submitted projects. The New Construction Application Portal can be accessed at <https://njncp.customerapplication.com/apply>.

Approved Program Partners and their teams may create logins by navigating the New Jersey New Construction Program Customer Application website, selecting "Create Account", and following the prompts.

Once an account has been created, select "Login to an Existing Account". Create a new application by selecting the "New Application" button on the home screen banner. A summary of the application fields can be found in the [Appendix A](#) of this guide.



After logging in, Program Partners can access the Program dashboard by selecting "My Dashboard." Within the dashboard, users can review a list of their active projects and statuses and take action to upload documents, comment on notifications, etc., where applicable.

6.2.1 Application Data Requirements

Reference [Appendix A](#) for detailed submittal information requirements.

6.3 Application Process

6.3.1 Overview

While different pathways are available for participation, the general flow of a program application will remain the same for all projects. Figure 2 provides a high-level overview of the process each project will take from the application stage through the final incentive payment. A more detailed description of the process can be found in Section 6.5.2, and a detailed list of required information and document requirements are outlined in [Appendix A](#) and [Appendix B](#).

Figure 2: NCP Process Flow Diagram



6.3.2 Application Submission



An application should be submitted via the application portal to verify that the project meets minimum eligibility criteria.

Applications are submitted by an eligible Program Partner on behalf of the Program Participant in the New Construction Application Portal. [Appendix A](#) outlines the questions that will need to be answered to complete the online application.

Upon submission, the application status in the portal will show as **“Site Registration Received”** and the application will be reviewed for eligibility.

If the information provided meets program requirements, the Program Partner will receive an email confirming approval of the application, and the application status will move to **“Site Registration Approved.”** The New Construction Application Portal will add an action item to this project, prompting the Program Partner to submit their design documents.

If something needs to be corrected, the Program Partner will receive an email highlighting what needs to be corrected, and the application status will move to **“Site Registration Error.”** The Program Partner will have 60 days to correct any deficiencies. If all the deficiencies are not corrected in that time, the application may be canceled. If the applicant wishes to reapply, a new application must be submitted.

If the project is ineligible, the Program Partner will receive an email indicating why the project is not eligible to participate and that it has been rejected, and the application status will move to **“Site Registration Accepted.”**

6.3.3 *Design Documentation Review*



The application dashboard will reflect the application status and indicate action items required for each project. During the **“Site Registration Approved”** status, design documents are required to be submitted within 6 months from the date of site registration approval. An extension may be granted upon request.

Detailed design document requirements can be found in [Appendix B](#) and the application portal will prompt the Partner for specific documentation based on the approved program pathway.

Once this documentation is received, the application status will move to **“Design Document Review”** and the Program Team will review the documents for completeness and accuracy.

If all required documentation has been submitted and approved, the Program Partner will receive an email indicating the site registration process is now complete and the incentive has been committed. The application status will move to **“Site Registration Complete.”**

If documentation is missing or needs correction, the Program Partner will receive an email highlighting what needs to be corrected, and the application status will move to **“Design Document Review.”** The Program Partner will have 60 days to correct any deficiencies.

If the project is ineligible based on the design documentation, the Program Partner will receive an email indicating why the project is not eligible to participate and that it has been canceled, and the application status will move to **“Canceled.”**

6.3.4 *Construction Inspection*



The purpose of the construction inspection (i.e. open wall or pre-drywall inspection) is to verify equipment installation that may become inaccessible as construction continues (Example: insulation inside walls). This allows the program to ensure that measures such as envelope and insulation meet program requirements.

For residential projects, documentation should be submitted by the Program Partner to the portal within *about* 5 days of the relevant ENERGY STAR checklist sections being verified; for multifamily specifically, documentation must be submitted for all tenant units and submitted once checklists for all units are completed. For non-residential projects, documentation should be submitted by the Partner shortly after the Partner's site visit but before walls are scheduled to be closed. Documentation includes a photo template and other supporting documents (See [Appendix B](#) for a complete list). Detailed photo template requirements are based on measures and can be found within the template.

If incorrect documentation is submitted prohibiting the QA/QC from conducting a construction inspection, the Program Partner will receive an email identifying document(s) that need to be resubmitted, and the application status will move to **"Construction Inspection Error"**.

When the Program Team confirms that the required documentation has been submitted, the application status will move to **"QAQC Construction Inspection."**

Not all projects will be selected for QA/QC construction inspections. QA/QC Construction inspections are primarily completed virtually, but the Program reserves the right to perform this inspection onsite as needed. If the project is selected for onsite inspection, the QA/QC team will coordinate with the Program Partner to perform the site visit.

If the project passes inspection or if the inspection was waived, the application status will move to **"Construction Inspection Complete."**

If any deficiencies are found, the Program Partner will receive an email of items that need to be corrected, and the application status will move to **"QAQC Construction Inspection Error."** Photographic documentation must be taken of all corrective actions. These photos must be added to the original photo template submitted and reuploaded to the New Construction Application Portal. The QA/QC team reserves the right to perform another onsite inspection to verify compliance if deemed necessary.

6.3.5 *Final AsBuilt Documentation Submission*



After the project's construction is complete, the Partner shall submit final as-built documentation to the New Construction Application Portal. Detailed final as-built document requirements can be found in [Appendix B](#), and the application portal will prompt the applicant for specific documentation based on the approved pathway.

If incorrect documentation is submitted prohibiting the QA/QC from conducting a final inspection, the Program Partner will receive an email identifying document(s) that need to be resubmitted, and the application status will move to **"Final Inspection Error"**.

When the Program Team confirms that the required documentation has been submitted, the application status will move to **“QAQC Final Inspection.”**

6.3.6 *Final Inspection & AsBuilt Documentation Review*



The purpose of this inspection is to verify construction has been completed and aligns with the final as-built documentation provided.

Not all projects will be selected for final inspections. If the project is selected for inspection, the QA/QC team will coordinate with the Program Partner to perform an onsite inspection.

If the project passes inspection or if the inspection was waived, the application status will move to **“Final Inspection Complete.”**

If any deficiencies are found, the Program Partner will receive an email of items that need to be corrected, and the application status will move to **“QAQC Final Inspection Error.”** Errors may be resolved through photographic documentation of corrective actions or a second onsite inspection at the discretion of the QA/QC team.

The Program Team will review the as-built documentation. If documentation is missing or needs correction, the Program Partner will receive an email highlighting what needs to be corrected, and the application status will move to **“As-Built Document Review Error.”** The Program Partner will have 60 days to correct any deficiencies.

6.3.7 *Final Review and Payment*



Upon completion of the AsBuilt Documentation review and a successful final inspection, the application status will move to **“QAQC File Review,”** which is the final step prior to the release of incentive payment. If any deficiencies are found, the Program Partner will receive an email of items that need to be corrected, and the application status will move to **“QAQC File Review Error.”**



Once final QA/QC is completed, the application status will move to **“File Review Complete”** and shortly thereafter will move to **“Payment”** status when the project has gone through financial approval and is put into the queue for check issuance. If finance identifies any issues, the project will move to **“Finance File Review Error”** and the program team will work quickly to address the issues.

The Program Partner and the payee will receive a notification email of payment approval. Once the check is issued the application status will move to **“Check Issued.”**

The application status will move to **“Complete”** when the Program Team has received confirmation that the check has been cashed.

If the check has been uncashed for 60 days, the payee will receive an email notifying them that it was issued but has not been cashed. After three months, if the check is still uncashed or the check was returned, the application status will move to **“Payment Error.”**

Payment		×
Amount		
\$941.30		
Payment Type		
Check Payment		
Payee		
Payee Name Here		
Check Date		
Jul 8, 2024 • 02:56 pm		
Check Number	Check Amount	
check # here	\$941.30	
Resolution Status	Resolution Date	
New	Jul 08, 2024 02:56 pm	

If the check needs to be reissued due to an error, the Program Team will reissue it, and the application status will return to **“Check Issued”** status.

6.4 Deadlines and Extensions

The applicant will have 6 months from application approval to submit the design package. Upon approval of the design package, the Program will issue a commitment letter that includes the amounts of incentives committed to the project and the deadline for the next deliverable: project completion. The incentive commitments will be valid for one (1) year for Bundled Pathway projects and three (3) years for Streamlined and High Performance Pathway projects, in all cases measured from the issue date of the commitment letter.

The Program Partner may submit a written request for extension before the expiration date and the Program may, for good cause shown, extend the application approval for one (1) additional six-month period and/or the commitment period for up to two (2) additional 6 month periods.

For the commitment period only, the Program Administrator may also approve up to two additional extensions, each of a length set by the Program Administrator with the approval of BPU Board Staff, beyond the extensions the Program is authorized to approve.



The following steps must be followed to request an extension to the above deadlines:

- Partner must submit the request for an extension in writing (email is acceptable) prior to the expiration date.
- Request must identify the reason for the request, progress to date, and a schedule that identifies how much extra time is needed to complete the submittal.

Approval of a request for extension will not change or modify any other program terms and conditions.

APPENDIX A: NEW APPLICATION INFORMATION REQUIREMENTS

The following list details the required and optional fields on the online application. Asterisks (*) indicate required fields. Bold, small caps text denote section and subsection headers. Italicized text denotes additional information.

Contact Information

- **Participant Information**
 - Name*, Company Name*, Address*, Phone Number*, Email*
(Option available to save contact for quick add in the future.)
 - Partner Information* *(Select from approved Program Partner List.)*

Construction Site Project Information

- **Utility Information**
 - Electric Utility Provider*
 - Gas Utility Provider*
- **Project Location**
 - Building Name*
 - Project Address*
Building Category* *(Available options: Residential, Non-residential)*
 - Pathway*
(Required for Non-residential programs. Residential building category selection defaults project to High Performance Pathway.)
 - Proxy Version*
(Selection required for residential and non-res High Performance buildings.)
 - Building Type*
 - Number of Buildings*
(Must be one for this program. Submit separate applications for multi buildings onsite.)
 - Number of Units *(Residential only)*
 - Number of Stories *(Residential only)*
 - Conditioned Square Footage*
 - Unconditioned Square Footage
- **Project Information**
 - Tax-ID*
 - Estimated Construction Start Date*
 - Estimated Construction End Date*
 - Estimated Construction Cost

- Energy Code Under Which Project is Permitted*
- Is this project any of the following (Check all that apply)?*
(Available options: a gut rehab, An NJ HMFA property, an Affordable Housing project, an Overburdened Community, an Urban Enterprise Zone, an Opportunity Zone, an industrial/high energy intensity project, none of the above)
- Are you planning on enrolling this project in a Solar Program?*
(Available options: yes, no)
- Who is the incentive recipient for this project?*
(Available options: Participant, Partner, 3rd Party, or other entity)

3rd Party Payee Contact

- **3rd Party Payee Information**
 - Name*, Title/Role*, Email*, Company Name*, Address*
(Required if selected “3rd Party or other entity” from “who is the incentive recipient for this project?” prompt in previous section.)

Additional Contacts

- **Developer Contact Information**
 - Name, Title/Role, Email, Company Name, Address
- **Architect Contact Information**
 - Name, Title/Role, Email, Company Name, Address
- **Engineer Contact Information**
 - Name, Title/Role, Email, Company Name, Address
- **Additional Contact Information**
 - Name, Title/Role, Email, Company Name, Address

Docs

- **Docs**
 - Upload W-9* (one single PDF)

Terms and Conditions

- **Complete Terms and Conditions**
 - Agreement Check Box*
 - Electronic Signature*
 - Title*



APPENDIX B: SUBMITTAL DOCUMENT REQUIREMENTS

The following sections provide a checklist of documents required by application status as reflected in the New Construction Application Portal.

Project Status in Portal	Description
1 <i>New Application</i>	Initial submission of an Application on the NCP Portal to verify that it meets minimum eligibility criteria.
2 Site Registration Approved	The application meets minimum program requirements, design documents are required to be submitted within 6 months from date of site registration approval.
3 Site Registration Complete	Design documentation has been approved and construction begins. The purpose of the construction inspection (i.e. open wall or pre-drywall inspection) is to verify installation of equipment that may become inaccessible as construction continues (example: insulation inside walls). This allows the program to ensure that measures such as envelope and insulation meet program requirements.
4 Construction Inspection Complete	Construction is complete and final documentation is required to perform a final inspection and program review.

Required documents are those that must be uploaded in order to advance an application status.

Optional documents are those that *may or may not be* applicable to a project and are not required to advance an application status. Please review details below.

Third (3rd) Party Incentive Authorization Form: <https://trc.jotform.com/team/new-jersey/njcep-nc-payee-authorization>

Bundled Pathway (Non-residential)

New Application	W-9	Required	Form W-9 signed on current year of company receiving the incentive. ST-4 or ST-5 form may be submitted instead for tax-exempt organizations.
Site Registration Approved	BASIC Workbook, "Design" (.xlsm)	Required	100% completed workbook. Available for download from the Program website.
	Specification Sheets	Required	Manufacturer specification sheets for each proposed equipment for which DLC or AHRI certificate is not otherwise provided.
	DLC Product Listing(s)	Optional	For lighting only, proof of qualified product listing from the Design Lights Consortium® (DLC) https://designlights.org/qpl/
	AHRI Certificate(s)	Optional	For HVAC only, equipment certificate from the Air-Conditioning, Heating, and Refrigeration Institute (AHRI) https://ahridirectory.org/
Site Registration Complete	Photo Template	Optional	Required for any measures that may become inaccessible as construction continues. (Example: insulation inside walls) Template available for download from the Program website.
Construction Inspection Complete	BASIC Workbook, "AsBuilt" (.xlsm)	Required	100% completed workbook revised for any scope changes, if applicable.
	Electric Utility Bill	Required	Most recent copy of electric utility bill pertaining to the project site.
	Specification Sheets	Optional	Final equipment specification sheets, required if differs from what was previously submitted.
	DLC Product Listing(s)	Optional	Required if not provided at Site Registration Approved or if differs from what was previously submitted.
	AHRI Certificate(s)	Optional	Required if not provided at Site Registration Approved or if differs from what was previously submitted.

Streamlined Pathway (Non-residential)

New Application	W-9	Required	Form W-9 signed on current year of company receiving the incentive. ST-4 or ST-5 form may be submitted instead for tax-exempt organizations.
Site Registration Approved	BASIC Workbook, "Design" (.xslm)	Required	100% completed workbook. Available for download from the Program website.
	Sketchbox Design Project File (.json)	Required	Project file allows program staff to open project and perform technical review.
	Mechanical Schedules or Specification Sheets	Required	Design plan mechanical schedule or manufacturer specification sheets for each proposed equipment. The program may request submission of additional information such as architectural plans, plumbing plans, lighting schedules/drawings, and mechanical drawings as needed.
	External Calculations	Optional	If used, external industry standard engineering calculations supporting claimed energy savings not otherwise calculated in the BASIC workbook, modeling software, and/or supporting modeling inputs.
Site Registration Complete	Photo Template	Required	Required for any measures that may become inaccessible as construction continues. (Example: insulation inside walls) Template available for download from the Program website.
Construction Inspection Complete	BASIC Workbook, "AsBuilt" (.xslm)	Required	100% completed workbook revised for any scope changes, if applicable.
	Sketchbox Final Project File (.json)	Required	Project file allows program staff to open project and perform technical review.
	Mechanical and Lighting Schedules	Required	AsBuilt plan mechanical and lighting schedules. The program may request submission of additional information such as lighting drawings and mechanical drawings as needed.
	DLC Product Listing(s)	Required	For lighting only, proof of qualified product listing from the Design Lights Consortium® (DLC) https://designlights.org/gpl/
	AHRI Certificate(s)	Required	For HVAC only, equipment certificate from the Air-Conditioning, Heating, and Refrigeration Institute (AHRI) https://ahridirectory.org/
	Electric Utility Bill	Required	Most recent copy of electric utility bill pertaining to the project site.
	External Calculations	Optional	Revised for any scope changes, if applicable.

High Performance Pathway (Residential)

New Application	W-9	Required	Form W-9 signed on current year of company receiving the incentive. ST-4 or ST-5 form may be submitted instead for tax-exempt organizations.
Site Registration Approved	BASIC Workbook, "Design" (.xlsm)	Required	100% completed workbook. Available for download from the Program website.
	Preliminary Certification Documentation	Required	PHIUS Design Certification <u>and</u> WUFI/METr Site Energy Reports (ENERGY STAR® and DOE Efficient New Homes Program will be captured within Ekotrope)
	Ekotrope Batch Export (.csv)	Optional	Required for projects using the ENERGY STAR ERI compliance path. Called 'Batch Export NJCEP.csv' in Ekotrope.
Site Registration Complete	Construction Inspection Report	Required	One-page cover sheet summarizing rater inspection. Template available from Program website. https://trc.jotform.com/team/new-jersey/njcep-nc-res-inspection
	Photo Template	Required	Required for any measures that may become inaccessible as construction continues. (Example: insulation inside walls) Template available from Program website.
	Signed ENERGY STAR Rater Field Checklist (partially completed)	Required	The following sections are verified: <ul style="list-style-type: none"> • Section 1. High Performance Fenestration & Insulation • Section 2. Fully Aligned Air Barriers • Section 3. Reduced Thermal Bridging • Section 4. Air Sealing • Section 6. Duct Quality Installation: 6.1 and 6.3 ONLY Rater information complete at bottom of page 2, Builder information complete if any Builder Verified items are included on checklist.
Construction Inspection Complete	BASIC Workbook, "AsBuilt" (.xlsm)	Required	100% completed workbook revised for any scope changes, if applicable.
	Final Certification Documentation	Required	ENERGY STAR Label or Certificate DOE Efficient New Homes Program Certificate PHIUS Final Certification <u>and</u> WUFI/METr Site Energy Reports
	Final Inspection Report	Required	One-page cover sheet summarizing rater inspection. Template available from Program website. https://trc.jotform.com/team/new-jersey/njcep-nc-res-inspection
	Signed ENERGY STAR Rater Field Checklist (fully completed)	Required	Rater information complete at bottom of page 2, Builder information complete if any Builder Verified items are included on checklist.
	Electric Utility Bill	Required	Most recent copy of electric utility bill pertaining to the project site.
	Ekotrope Batch Export (.csv)	Optional	ERI compliance path, Revised for any scope changes if applicable.
	DLC Product Listing(s)	Optional	For lighting only, proof of qualified product listing from the Design Lights Consortium® (DLC) https://designlights.org/qpl/

High Performance Pathway (Non-residential, Proxy)

New Application	W-9	Required	Form W-9 signed on current year of company receiving the incentive. ST-4 or ST-5 form may be submitted instead for tax-exempt organizations.
Site Registration Approved	BASIC Workbook, "Design" (.xlsm)	Required	100% completed workbook. Available for download from the Program website.
	Preliminary Certification Documentation	Required	Evidence of LEED Registration and design approval PHIUS Design Certification <u>and</u> WUFI/METr Site Energy Reports
	Commissioning Plan	Optional	Required, unless commissioning (or testing and verification equivalent) is already included in Proxy certification requirements. Template available from Program website.
Site Registration Complete	Photo Template	Required	Required for any measures that may become inaccessible as construction continues. (Example: insulation inside walls) Template available from Program website.
Construction Inspection Complete	BASIC Workbook, "AsBuilt" (.xlsm)	Required	100% completed workbook revised for any scope changes, if applicable.
	Final Certification Documentation	Required	LEED Certificate PHIUS Final Certification <u>and</u> WUFI/METr Site Energy Reports
	Electric Utility Bill	Required	Most recent copy of electric utility bill pertaining to the project site.
	Commissioning Report	Optional	Required, unless commissioning (or testing and verification equivalent) is already in Proxy certification requirements.
	DLC Product Listing(s)	Optional	For lighting only, proof of qualified product listing from the Design Lights Consortium® (DLC) https://designlights.org/gpl/

High Performance Pathway (Non-residential, ASHRAE/Non-Proxy)

New Application	W-9	Required	Form W-9 signed on current year of company receiving the incentive. ST-4 or ST-5 form may be submitted instead for tax-exempt organizations.
Site Registration Approved	BASIC Workbook, "Design" (.xslm)	Required	100% completed workbook. Available for download from the Program website.
	90.1 Compliance Form (.xslm)	Required	https://www.energycodes.gov/ashrae-standard-901-performance-based-compliance-form
	Commissioning Plan	Required	Template available from Program website.
	Mechanical Schedules	Required	Design plan mechanical schedule(s). The program may request submission of additional information such as architectural plans, plumbing plans, lighting schedules/drawings, and mechanical drawings as needed.
	Modeling File and/or Output Reports	Optional	Provide, unless data is already included within BASIC Workbook (select software).
	External Calculations	Optional	If used, external industry standard engineering calculations supporting claimed energy savings not otherwise calculated in the modeling software and/or supporting modeling inputs.
Site Registration Complete	Photo Template	Required	Required for any measures that may become inaccessible as construction continues. (Example: insulation inside walls) Template available from Program website.
Construction Inspection Complete	BASIC Workbook, "AsBuilt" (.xslm)	Required	100% completed workbook revised for any scope changes, if applicable.
	90.1 Compliance Form (.xslm)	Required	Revised for any scope changes, if applicable.
	Commissioning Report	Required	
	Mechanical and Lighting Schedules	Required	AsBuilt plan mechanical and lighting schedules. The program may request submission of additional information such as architectural plans, plumbing plans, and lighting and mechanical drawings as needed.
	Electric Utility Bill	Required	Most recent copy of electric utility bill pertaining to the project site.
	DLC Product Listing(s)	Required	For lighting only, proof of qualified product listing from the Design Lights Consortium® (DLC) https://designlights.org/gpl/
	AHRI Certificate(s)	Required	For HVAC only, equipment certificate from the Air-Conditioning, Heating, and Refrigeration Institute (AHRI) https://ahridirectory.org/
	Modeling File and/or Output Reports	Optional	Provide, unless data already included within BASIC Workbook (select software); revised for any scope changes, if applicable.
	External Calculations	Optional	Revised for any scope changes, if applicable.

END