



It Pays to Plug In: NJ's Electric Vehicle Workplace Charging Grant Program Application Form

Overview

The Workplace Charging Grant Program provides grants to employers to offset the cost of purchasing and installing electric vehicle charging stations¹. This program is designed to support and encourage employees to purchase and drive electric vehicles to work, which reduces vehicle emissions.

Grant Eligibility Criteria

- Eligible employers include public, private, for-profit, not-for-profit, educational, and governmental entities. Owners/operators of parking facilities used by commuters or employees of other companies are eligible.
- Only Level 1² and Level 2³ charging stations are eligible for grant money. Level 3 or DC fast chargers are not recommended for workplace charging and will not be covered by this program.
- For employers with more than 50 employees, we recommend (but do not require) use of an employee survey (sample provided in "[Plug-In Electric Vehicle Handbook for Workplace Charging Hosts](#)") to determine the number of Level 1 versus Level 2 charging stations that may be needed to satisfy demand.
- The charging stations must be installed at facilities in New Jersey.
- Charging stations must be owned by the applicant (not leased) unless participating in the PSE&G workplace charging program because PSE&G retains ownership of those charging stations.
- An applicant may choose to charge a reasonable fee for employee use of a charging station. A reasonable fee could include the actual cost of electricity and a minor administrative cost.
- The applicant must comply with the requirements in the [Certification Checklist](#).
- The applicant may be asked to provide access to the charging stations for site visits to verify installation.

Amount of Reimbursement

Upon completion of work in accordance with the eligibility criteria, NJDEP will reimburse each applicant as follows:

- Up to \$250 per Level 1 charging station; and
- Up to \$5,000 per Level 2 charging station.

Reimbursement is contingent upon availability of funding. Applicants will be considered on a first-come, first-served basis, and funds will be allocated to approved projects until depleted. The NJDEP reserves the right to limit the amount of reimbursement per employer based on number and location of charging stations. Reimbursement will not exceed payment receipts.

Reimbursements for applicants participating in the PSE&G workplace charging program shall be reduced by the value of the charging station installed which is \$1,000 per charging station. The maximum reimbursement per Level 2 charging station is up to and may not exceed \$4,000.

Procedure

1. Complete this application, including signed [Certification Checklist](#) and [W-9 form](#) and submit to NJDEP Bureau of Mobile Sources at DriveGreen@dep.nj.gov. Also, you must register your business for [NJStart](#) if you have not already done so.
2. NJDEP will review the information submitted and notify the applicant as to whether or not the proposed charging station(s) is approved. For those projects that qualify, NJDEP will provide and



execute a grant agreement (DEP-069MG or DEP-069G) with the applicant. The applicant will be required to sign and must meet all requirements of the grant agreement and attachments included. To ensure reimbursement under this program, a grant applicant should not undertake construction of a charging station until this agreement is finalized.

3. Installation of the charging stations must be completed within one calendar year of NJDEP application approval.
4. After installation, the applicant will submit the [Reimbursement Request Form](#) and attach invoice(s) and proof of payment for the electric vehicle charging station equipment and/or installation costs to NJDEP Bureau of Mobile Sources at DriveGreen@dep.nj.gov. The NJDEP will review these invoices to determine if costs are appropriate to the agreed upon project, and if so, issue a check for the approved grant amount not to exceed payment receipts. Although the NJDEP will reserve funding for each application approved, reimbursement will occur only after the work has been completed in a manner that satisfies the NJDEP grant criteria and the charging station has been placed in service.

All fields are required to be completed. Failure to include required information may delay processing of your grant application or denial of a grant. If you have questions, please call Brittany Pfeiffer of the Bureau of Mobile Sources at 609 292-7953 or email DriveGreen@dep.nj.gov.

APPLICANT INFORMATION

Applicant (Check One): <input type="checkbox"/> Municipality, County, Other Local Government; Name <input type="checkbox"/> Corporation; Name <input type="checkbox"/> Limited Liability Company; Name	Application Date:
---	-------------------

Employer Name (If different):

Mailing Address:	City:	State:	Zip:
------------------	-------	--------	------

Contact Person:	Phone:	Email:
-----------------	--------	--------

Vendor ID Number:	DUNS Number:
-------------------	--------------

Financial Officer's Name:	Title:
---------------------------	--------

Grant Executor's Name: <small>(Person authorized to sign the grant agreement on behalf of the applicant)</small>	Title:
---	--------

Resolution Certifier's Name: <small>(Person that will sign to certify that the resolution to accept the funding was passed. This person cannot be the same as the Grant Executor.)</small>	Title:
--	--------

Type of Governing Body:
(eg. Mayor and Council, Township Committee, Board of Commissioners, Board of Freeholders, etc.)

Accounting Method: <input type="checkbox"/> Cash <input type="checkbox"/> Modified Accrual <input type="checkbox"/> Accrual <input type="checkbox"/> Other	Fiscal Year:
--	--------------

Insurance: The Grantee maintains and must continue to maintain the required insurance coverages as follows: <small>(Check your coverage)</small>	1. Comprehensive general liability <input type="checkbox"/> Insurance <input type="checkbox"/> Self-insurance <input type="checkbox"/> Not required 2. Automotive liability <input type="checkbox"/> Insurance <input type="checkbox"/> Self-insurance <input type="checkbox"/> Not required	3. Worker's compensation <input type="checkbox"/> Insurance <input type="checkbox"/> Self-insurance <input type="checkbox"/> Not required 4. Employer's liability <input type="checkbox"/> Insurance <input type="checkbox"/> Self-insurance <input type="checkbox"/> Not required
---	---	---



Certificates of insurance or documentation of self-insurance:	<input type="checkbox"/> Are on file with the Department. <input type="checkbox"/> Will be forthcoming within 30 days after the effective date of the agreement. <input type="checkbox"/> Other (explain)
The Applicant is:	<input type="checkbox"/> Local Government agency <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> New Jersey Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Out-of-State Corporation <input type="checkbox"/> Partnership <p>*If the Grantee is a corporation or partnership, the Grantee must submit a disclosure of the names and addresses of any persons who own 10% or more of the firm's stock or interest. If the Grantee is a corporation incorporated outside of New Jersey, the Grantee must obtain a certificate of authority to do business in New Jersey from the Department of Treasury and file a copy with the Grant Officer.</p>
Are you participating in the PSE&G Workplace Charging Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Project Information

Proposed Charging Station(s) Location (one facility or parking lot per application):	
--	--

Charging stations being installed:

Provide the number of each type of charging station you propose to install as well as the make and model or other relevant information to describe the charging station(s).

Level 1 Charging Stations	Description:
Number:	
Level 2 Charging Stations	Description:
Number:	

Grant Requested:	\$
-------------------------	----

Name

Date

Signature

¹“Charging station” or electric vehicle supply equipment (EVSE) means the physical location your employee will plug in and charge his/her vehicle. It includes all hardware and software required to connect an electric vehicle to a suitable electrical supply. A typical charging station consists of a console wired into the electrical supply and a cable and connector to plug into the electric vehicle. Optionally, the charging station may include metering and monitoring capabilities.



²"Level 1" charging means a 120 Volt AC 15 Amp electrical outlet. Electric vehicles are typically connected to the charging station via a cable supplied by the vehicle manufacturer that consists of an SAE J1772 connector on one end and a regular 3-prong plug on the other end.

³"Level 2" charging means a 240 Volt AC circuit supplying between 20 and 80 Amps. Most commonly, level 2 charging is at 30 to 40 Amps. This requires a charging station that connects to the electrical service via a dedicated line. It delivers energy to the electric vehicle through a cable terminated in an SAE J1772 connector.