



## It Pay\$ to Plug In: NJ's Electric Vehicle Charging Grant Program Application Form and Instructions

### Overview

It Pay\$ to Plug In provides grants to offset the cost to purchase, install and maintain electric vehicle charging stations<sup>1</sup>. This program is designed to expand New Jersey's growing network of electric vehicle infrastructure, allowing residents, businesses, organizations and government<sup>2</sup> agencies to purchase and drive electric vehicles. EVs reduce greenhouse gases and other pollutants and improve air quality.

### Grant Eligibility Criteria

- The program is open to businesses, government entities, non-profit organizations, educational institutions, and multi-unit dwellings<sup>3</sup> (apartments, condominiums and townhouses). Private residential dwellings other than multi-unit dwellings are not eligible for grants.
- Only Level 1<sup>4</sup> and Level 2<sup>5</sup> charging stations are eligible for grant funding. DC fast chargers, also known as Level 3 chargers, are not eligible at this time.
- Eligible projects include:
  - Workplaces: Charging stations for employees who drive electric vehicles. Examples include chargers for employees who drive electric vehicles to work, and chargers for fleet vehicles.
  - Public Places: Charging stations that are available to the public. Examples include, but are not limited to, charging stations in downtown areas, public parking lots and garages, hotels, transit centers, destinations and attractions, colleges and universities, retail parking areas, and public parks.
  - Multi-Unit Dwellings: Charging stations for multi-family residences, including apartments, condominiums, and townhouses. There must be a minimum of 4 units.
- We will consider applications for charging stations associated with EV car-sharing programs.
- Each charging station must be located at a parking space that is designated for electric vehicles only, marked with appropriate signage and/or floor paint. A dual-port charging station must have two EV-only parking spaces.
- The charging stations must be installed in New Jersey.
- Charging stations must be owned by the applicant (not leased).
- The applicant must comply with the requirements in the [Certification Checklist](#) and the [Deadlines Acknowledgement Form](#).
- The applicant may be asked to provide access to the charging stations for site visits by program staff to verify installation.
- **To ensure reimbursement under this program, do not purchase or begin installing a charging station until NJDEP has approved this application and has finalized a grant agreement between NJDEP and the applicant.**

### Additional Guidance

- An applicant may choose to charge a reasonable fee for use of a charging station. A reasonable fee could include the actual cost of electricity and a minor administrative cost.
- For workplace charging, we recommend (but do not require) that employers with more than 50 employees use an employee survey (sample provided in "[Plug-In Electric Vehicle Handbook for Workplace Charging Hosts](#)") to determine the number of Level 1 and Level 2 charging stations that may be needed to satisfy demand.
- Resources for charging stations hosts are available at [www.drivegreen.nj.gov/charging.html](http://www.drivegreen.nj.gov/charging.html)



**Reimbursement Amounts and Eligible Costs**

Eligible costs include purchase and installation of charging stations, and a maintenance agreement of up to three years. Signage and painting specific to the electric vehicle parking spots are eligible installation costs. The following are not eligible costs: purchase or rental of real-estate; other capital costs (e.g., construction of buildings, parking facilities, etc.) or general maintenance (i.e., maintenance other than of the charging equipment).

Upon completion of work in accordance with the eligibility criteria, NJDEP will reimburse each applicant for a percentage of eligible costs, up to a maximum of:

- \$750 per Level 1 charging station;
- \$5,000 per single-port Level 2 charging station;
- \$6,000 per dual-port Level 2 charging station.

Location	Charging station available to the general public	Charging station on government-owned property	Charging station on non-government-owned property
Public place	Yes	100% up to maximum	80% up to maximum
Workplace	No	60% up to maximum	60% up to maximum
Multi-unit dwelling	No	60% up to maximum	60% up to maximum

Reimbursement will not exceed payment receipts.

**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 number of approved charging stations per applicant.

**Procedure**

1. Complete this application, including signed [Project Information Form](#), [Certification Checklist](#), [Deadlines Acknowledgement Form](#), and [W-9 form](#) and submit to NJDEP Bureau of Mobile Sources at [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov). Also, you must register your organization 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, do not purchase or begin installing a charging station until this agreement is finalized.
3. Installation of the charging stations must be completed within nine months of NJDEP grant execution.
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](mailto: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 the Bureau of Mobile Sources at 609 292-7953 or email [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov).

### It Pay\$ to Plug In: Application Form

APPLICANT INFORMATION			
Applicant: (Check One)  <input type="checkbox"/> Municipality, County, Other Local Government <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company			Application Date:
Employer Name for workplace charging projects (If different):			
Mailing Address:	City:	State:	Zip:
Contact Person:	Phone:	Email:	
Application Preparer (If different than applicant):	Phone:	Email:	
Vendor ID Number: (Obtain from <a href="#">NJStart</a> )	DUNS Number: (Obtain from <a href="#">here</a> )		
Financial Officer's Name:		Title:	
Grant Executor's Name: (Person authorized to sign the grant agreement on behalf of the applicant)		Title:	
Resolution Certifier's Name:		Title:	
(Person that will sign to certify that the resolution to accept the funding was passed. This person <b>cannot</b> be the same as the Grant Executor.)			
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			Date Fiscal Year Ends:
Insurance: <b>The Grantee maintains and must continue to maintain the required insurance coverages as follows:</b> (Check your coverage)	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"/> New Jersey Corporation <input type="checkbox"/> Out-of-State Corporation	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Individual <input type="checkbox"/> Partnership
<p><b>* 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 <a href="#">Department of Treasury</a> and file a copy with the Grant Officer.</b></p>		

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Definitions**

<sup>1</sup>“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.

<sup>2</sup>“Government” means a federal, state or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleets purchased with government funds), and a tribal government or native village.

<sup>3</sup>“Multi-Unit Dwelling” means multi-family residences, including apartments, condominiums, and townhouses. There must be a minimum of 4 units.

<sup>4</sup>“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.

<sup>5</sup>“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.