



*It Pay\$ to Plug In:*  
**NJ's Electric Vehicle Charging Grant Program**  
**Level 1 & Level 2 Overview and Instructions**





## Table of Contents

- 1.0 Background..... 3
  - 1.1 Program Overview..... 3
  - 1.2 Program Contacts..... 3
- 2.0 Definitions ..... 3
- 3.0 Program Eligibility ..... 5
  - 3.1 Applicant Eligibility ..... 5
  - 3.2 Location Eligibility..... 5
  - 3.3 Charging Station Eligibility..... 6
  - 3.4 Network and Data Reporting Requirements..... 7
- 4.0 Reimbursement Amounts and Eligible Costs ..... 8
- 5.0 Approval and Selection Process ..... 9
- 6.0 Procedure ..... 9
- 7.0 Ongoing Requirements..... 10





## 1.0 Background

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

### 1.1 Program Overview

The Program is a reimbursement program that reduces the cost of purchasing and maintaining Level 1 and Level 2 charging stations at qualifying locations that provide public, workplace, and multi-unit dwelling. Public and private entities may participate in the Program, and applications are processed on a first come, first served basis when funding is available

3

Projects for public DC Fast Charging Stations are funded through competitive solicitations and are not addressed in this document. Requirements may vary with each solicitation and are announced at the time of release.

Additional information about the Program can be found on the DriveGreenNJ website at [www.drivegreen.nj.gov/plugin.html](http://www.drivegreen.nj.gov/plugin.html).

### 1.2 Program Contacts

All Program questions should be directed to the Bureau of Mobile Sources:

Bureau of Mobile Sources  
Mail Code 401-02E  
PO Box 420  
Trenton, NJ 08265-0420  
Phone: (609) 292-7953  
Email: [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov)

## 2.0 Definitions

**A** is Amps.

**Applicant** is the entity that owns or is responsible for the operation of the Charging Stations. The applicant is the recipient of the reimbursement grant.

**DC Fast Charging Station (DCFC)** is a protocol for rapidly charging EV batteries by supplying power directly to the batteries in the form of direct current voltage, rather than going through a vehicle charging circuit. Typical power outputs are several hundred VDC at several hundred amps. There are two different standard connectors used for DCFC: SAE J1772 CCS (combo connector) and CHAdeMO.



**Electric Vehicle (EV)** is a four-wheel light duty vehicle capable of highway speeds that is powered fully or in part by an electric motor and is rechargeable from an external connection to an off-board electrical source.

**Electric Vehicle Supply Equipment (Charging Station)** is the physical location a vehicle will plug in to charge. It includes all hardware and software required to connect and 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.

**eMobility** is shared mobility, such as electric taxis, car sharing, and ride hailing services. **In addition to chargers, eMobility projects may include vehicles, lot acquisition, and operational items such as education and outreach, and as such, are handled separately from the IPPI grant process.** See the eMobility [Proposal Form](#) for more information.

4

**Installation Date** is the date on which the charging station is affixed to its permanent location, connected to the electrical source, and ready for use (including connection to a network if applicable).

**Installation Location** is a parking lot, flat lot, or designated area associated with the public place, workplace, multi-unit dwelling, or corridor. Projects that feature parking lots of immense area may be separated by building or entrance (ex. Shopping malls, sports stadiums, etc).

**Installer** is the entity that installs the charging station. The Installer may or may not be the same as the Equipment Owner

**It Pay\$ to Plug In (Program)** is a program that provides incentives for the purchase and installation of electric vehicle charging stations in New Jersey. It is run by the New Jersey Department of Environmental Protection's Bureau of Mobile Sources.

**kW** is kilowatts.

**Level 1 Charging Station (Level 1)** is an EV charging protocol providing 120 VAC up to 12 A. Power is supplied via an SAE J1772 connector.

**Level 2 Charging Station (Level 2)** is an EV charging protocol providing 240 VAC at currents ranging from 12 A to 80 A. Power is supplied via an SAE J1772 connector. The most common Level 2 charging stations are 30 A to 40 A.

**Multi-Unit Dwelling (MUD)** is multi-family residences, including apartments, condominiums, and townhouses. There must be a minimum of 5 units.

**NJDEP** is the New Jersey Department of Environmental Protection.

**Port** is one charging station connection to one vehicle, capable of supplying the full rated power of the charging station. In the case of Level 2 charging stations, a port is one SAE J1772 connector. In the case of DCFC stations, one port may include both a CHAdeMO and CCS connector if only one connector can be used at a time. In all cases, if a charging station has multiple connectors but reduces the power to each connector when multiple vehicles are plugged in, then this counts as only one port.



**Program Administrator** is the Bureau of Mobile Sources which is responsible for receiving and reviewing applications for the Program, responding to questions from Program participants, and conducting other administrative tasks related to the Program.

**SAE J1772 or J1772** is a North American standard connector for plugging into EVs, established by the SAE International. The standard includes physical, electrical, communication, and performance requirements. The J1772 connector is used for both Level 1 and Level 2 charging.

**SAE J1772 CCS or “combo connector”** is the protocol standard that adds pins to the J1772 connector to allow DC fast charging. This connector is most commonly supported by North American and European EVs equipped for fast charging.

**Site Owner** is the owner of the site at which the charging station is installed. The Site Owner may or may not be the same as the applicant.

**VAC** is volts alternating current.

**VDC** is volts direct current.

## 3.0 Program Eligibility

### 3.1 Applicant Eligibility

To be eligible for the Program, an applicant must meet the following conditions:

- Be licensed to do business in New Jersey, including businesses, government entities, non-profit organizations, educational institutions, and multi-unit dwellings (apartments, condominiums, and townhouses). Private residential dwellings other than multi-unit dwellings are not eligible for grants.
- 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.
- Level 1 and Level 2 charging station applicants may not be approved for more than \$500,000.00 in projects in a calendar year.
- Previous applications submitted are subject to the previous Terms & Conditions of the Program. The revised requirements in this document will only be applied to new applications submitted after December 1, 2021.

### 3.2 Location Eligibility

Eligible locations include:

- Workplaces: Charging stations for employees who drive electric vehicles. Examples include chargers for employees who drive electric vehicles to work, chargers for fleet vehicles, and visitors if desired. 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.
- Public Places: Charging stations that are exclusively available to the general 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 5 units.

### 3.3 Charging Station Eligibility

The following requirements apply to both Level 1 and Level 2 charging stations:

- Each charging station must be located at a parking space that is designated for electric vehicles only and marked with appropriate signage and floor paint outlining the parking spots. A dual-port charging station must have two EV-only parking spaces.
- Parking spaces shall be adequately lit from dusk to dawn and located safe from flow of traffic.
- Bollards shall be placed to protect the charging station equipment. Any stand-alone charging station bollards should be 3 to 4-feet high with concrete footings placed to protect the electric vehicle supply equipment (EVSE) from accidental impact and to prevent damage from equipment used for snow removal.
- Must be installed in New Jersey.
- Must be kept operational and in service at the grant-awarded project location(s) for a minimum of five (5) years.
- Charging station installation must meet Americans with Disabilities (ADA)-compliance guidelines and the New Jersey Uniform Construction Code (UCC) requirements and follow all applicable laws, ordinances, regulations, and standards. Please refer to the [IPPI Program’s Compliance and Best Practices Guidelines for Accessible EV Charger Installation](#). Must incorporate a cord management system or method to minimize the potential for cable entanglement, user injury, or connector damage.
- Charging station display screens shall be user friendly and easy to operate. Display shall be readable in direct sunlight and at night. Display must be protected from malfunctions due to condensation and normal local weather conditions.
- Must be capable of operating over an ambient temperature range of minus 22 to 122 degrees Fahrenheit with a relative humidity of up to 95%.
- Charging stations shall be certified to one of the following options:
  - Underwriters Laboratories (UL) 2594 (Standard for Electric Vehicle Supply Equipment); or
  - An equivalent Nationally Recognized Testing Laboratory (NRTL) program to demonstrate compliance with appropriate product safety test standards. A complete list of accredited NRTLs can be found online at: <https://www.osha.gov/dts/otpca/nrtl/nrtllist.html>. Supporting evidence must be provided.
- Networked charging stations must display real-time operational status on a smartphone application, with a thorough network-specific application or third-party aggregator.
- Public charging stations must be accessible by all drivers regardless of network memberships or subscriptions, and drivers must not be required to pay a subscription fee or otherwise obtain a



membership in any network, club, association, or organization as a condition of using such electric vehicle charging station.

- For charging station sessions that require payment, real-time pricing and fee information shall be displayed on device or payment screen.
- Charging stations must maintain a 95% annual uptime requirement. Should repair be necessary, service must be contacted within 24 hours and the station up and fully operational within 48 hours to ensure a 95% annual uptime guarantee.

Resources for charging station hosts are available at <https://www.drivegreen.nj.gov/dg-charging.html>

### Level 1 Charging Stations

- Applicants must install a minimum of 5 charging ports.
- Each station must be capable of providing electric power at each plug at a minimum of 1.4kW continuous.

### Level 2 Charging Stations

- Applicants must install a minimum of 2 charging ports per location and may apply for a maximum of 20 ports per location.
- Each port must offer a SAE J1772 compatible connector.
- Each port must be capable of providing a minimum of 7.2kW continuous.
- The charging station must connect to a network by wired ethernet, Wi-Fi, or cellular connection. (See Network and Data Reporting Requirements below for more information.)

## 3.4 Network and Data Reporting Requirements

Network must provide the option for remote management and access control.

Stations shall collect usage data for data reporting, including, but not limited to:

- Charging data such as date and time of usage (start and stop times);
- Number of charging events;
- Total energy (kWh) per charging event;
- Total dollar amount charged to the user (if applicable);
- Station status and health in real time;
- Malfunction or operating errors;
- Unique ID for identifying the EVSE;
- Other non-dynamic EVSE information such as GPS ID; and
- Percentage or length of time of station downtimes.

Usage data shall be provided to the DEP Bureau of Mobile Sources on a quarterly basis. The grant agreement will provide specific data to be submitted and the required data format to be used.

## 4.0 Reimbursement Amounts and Eligible Costs

**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.**

Eligible costs include the costs of the charging stations, associated delivery and activation fees, warranty, maintenance agreement and network subscription for up to five (5) years, and a leasing contract (if necessary). The following are not eligible costs: make-ready, installation, 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).

8

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

- Level 1: \$750 per Level 1 charging port;
- Level 2: \$4,000 per Level 2 charging port.

Reimbursement will not exceed payment receipts. ***Reimbursement is contingent upon availability of funding.***

### **Leasing Option:**

Lease payments in accordance with the above maximum reimbursement amounts and applicable percentages are an eligible cost. Payments will be disbursed yearly for the length of a five-year lease or until maximum grant amount is reached.

### **Utility EV charging infrastructure incentive programs:**

If the Applicant is participating in It Pays\$ to Plug In and a utility EV charging infrastructure incentive program simultaneously, the Applicant must notify NJDEP and the appropriate utility program of dual-participation.

### **Previously Canceled or Withdrawn Applications:**

Occasionally, an Applicant or Grantee may have their grant canceled or withdrawn for various reasons, such as missed deadlines or changes in the Applicant's plans or timing. If the Applicant or Grantee chooses to reapply for the same location, the application may be subject to either the reimbursement structure from the original application **or** to the current reimbursement structure (if different) – whichever is less. Any additional EV charging stations applied for that are above and beyond the number applied for in the original application will be subject to the current reimbursement structure.

### **Supplemental Environmental Projects (SEP):**

The NJDEP's Office of Compliance and Enforcement (C&E) manages and coordinates implementation of SEPs. A SEP is an environmentally beneficial project that a respondent voluntarily agrees to perform as a condition of settling an enforcement action. Additional information can be found on C&E's website here: <https://www.nj.gov/dep/enforcement/seps.html#>.



Public IPPI projects may be eligible to be covered in full by a SEP. As such, the IPPI program provides a monthly report to C&E of all public IPPI projects, that are either currently on our wait list awaiting funding or that were submitted as part of a solicitation but were not chosen for award of an IPPI grant, for posting on C&E's website here: <https://www.nj.gov/dep/enforcement/sep-proposals.html>.

If your project is chosen for review as a SEP, you will be contacted by the respondent for additional information. Your status under IPPI will be placed on hold at this time. If the SEP review process determines that your project is not able to proceed as a SEP and your application was on the IPPI waitlist, it will then continue within the IPPI process but will be moved to the top of the waitlist. Projects submitted as part of a competitive solicitation that were not previously chosen for award of an IPPI grant are not eligible to be placed on the IPPI waitlist but will continue to be included for future SEP reviews.

## 5.0 Approval and Selection Process

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 ports per applicant.

## 6.0 Procedure

1. Visit the [System for Administering Grants Electronically \(SAGE\)](#) to complete your application. View the SAGE Instructions for detailed instructions on how to submit your application via the SAGE portal.
2. Obtain three (3) quotes for the EV charging stations
3. Submit all required documents via the SAGE portal.
4. NJDEP will review the information submitted and notify the applicant as to whether or not the proposed charging station(s) were approved. For those projects that qualify, NJDEP will provide and execute a grant agreement with the applicant via the SAGE portal. The applicant will be required to sign and must meet all requirements of the grant agreement and attachments. To ensure reimbursement under this program, **do not purchase a charging station until this agreement is finalized.**
5. Within 60 days of grant execution, the Grantee must submit one progress report that details evidence that applications for local permits have been submitted.
6. Installation of the charging stations must be completed within nine months of NJDEP grant execution.
7. After installation, the applicant must submit the following via the SAGE portal:
  - a. Expenditure Report
  - b. Charger Information Form
  - c. Invoices
  - d. Proof of Payment



- e. Installed Site Photo: photo of the charging station installed so the equipment is visible at its site
  - f. Display Screen Photo: photo of the display screen to verify the charging station is operational and connected to the network if applicable.
  - g. Serial Number Photo: photo of the serial number on each charging station
8. The applicant must also report the new station to the Alternative Fuels Data Center for listing on their website and maps (<https://afdc.energy.gov/stations/#/station/new>). Chargers that are restricted to employee use only or fleet use only may be designated as “private” in the “Type of Access” field.
  9. 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 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.

## 7.0 Ongoing Requirements

Applicants must continue to own and operate the charging equipment at the grant-awarded project location(s) for a period of no less than five (5) years from the date of installation.

For networked stations, the applicant must provide usage data to the NJDEP Bureau of Mobile Sources on a quarterly basis for the duration of the five (5) years. For non-networked stations, the applicant must provide NJDEP with quarterly data reporting on electricity use and number of regular users, to the best extent possible. Alternatively, the applicant must allow the Department to obtain data directly from the network provider, if requested by the Department. The data that must be provided will be described in detail in the grant agreement.

NJDEP may require applicants to participate in surveys and may request participation from applicants in other research efforts that support Program goals.

Grantees that fail to meet the requirements for years-in-service, up-time, and routine delivery of data may be declared ineligible for future charging stations grants from the NJDEP.