



Clean Fleet EV and EV Charging Program

Terms and Conditions

Version One

February 21, 2024

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Program Overview

The New Jersey Board of Public Utilities (“NJ BPU” or “Board”) authorized the Fiscal Year 2024 Clean Fleet Electric Vehicle Incentive Program (“FY24 Program” and “Program”) on June 29, 2023 for local and State government and non-profit fleets.¹ The NJ BPU is offering incentives to these local and State government and non-profit entities (“Eligible Entities”) in New Jersey to support the purchase of eligible battery electric vehicles (“BEVs”), Level-Two (“L2”) electric vehicle (“EV”) charging equipment, and Direct Current Fast Chargers (“DCFCs”) for fleet charging. Subject to the availability of funds, the FY24 Program will award incentives in the form of rebates to approved organizations.

Incentives per fiscal year are as follows:

Purchase	Incentive (each)
Light Duty BEV	Up to \$4,000
Class 2B-6 BEV	Up to \$10,000
Public L2 EV Charging Equipment	Up to \$5,000*
Fleet L2 EV Charging Equipment	Up to \$4,000*
DCFC EV Charger	Up to \$50,000*
Fleet L2 Charging Equipment make-ready costs	Up to \$5,000**
DCFC Charger make-ready costs	Up to \$50,000**

*Up to the cost of the charger

**Up to 50% of the cost

All incentives apply on a per-unit basis. In addition, chargers and vehicles that are located in [Overburdened Municipalities](#) (“OBMs”), as defined by the Office of Clean Energy Equity, are eligible to receive a 50% bonus, to be provided as either an additional incentive amount or as the applicant’s eligibility for additional chargers and vehicles.² For charging equipment, eligible costs shall include the cost of the charger, taxes on the charger, delivery and activation fees and warranty for charger.

¹ In re the Clean Energy Programs and Budget for Fiscal Year 2024, BPU Docket No. QO23040236, Order dated June 29, 2023

² Specifically, an “Overburdened Community” is defined as one that meets the following criteria: (1) the municipality has more than 50% of its population living in an “overburdened community” census block as defined by the New Jersey Department of Environmental Protection pursuant to New Jersey’s Environmental Justice Law, N.J.S.A. 13:1D-157 et seq.; and (2) the municipality meets one or both of the following criteria: (A) more than 35% of the municipality’s population lives under 200% of the poverty level according to U.S. Census 2019 American Community Service data; and/or (B) the municipality is categorized as “distressed” as defined by the DCA’s MRI (with a score of 50 or higher). See In re the New Jersey Clean Energy Program Fiscal Year 2022 Community Energy Planning, BPU Docket No. QO21091113, Order dated October 6, 2021

Award caps per fiscal year apply to eligible entities:

Award Caps for Local Governments, Local Government entities, Local Schools, and non-profit organizations			
Population Served	Battery Electric Vehicles	Dual Port L2 Charging Stations	DCFC Charging Stations
Up to 20,000	4	2	1
20,001-50,000	10	4	2
50,001-100,000	14	8	4
Over 100,000	20	15	8

Award Caps for State Government, State Agencies, Boards or Commissions, State Universities, County Government, and County Authorities		
Battery Electric Vehicles	L2 Charging Stations	DCFC Charging Stations
20	15	8

Program Administrator

All incentive questions should be directed to the Program Administrator, Center for Sustainable Energy (“CSE”):

Center for Sustainable Energy
 3980 Sherman Street, Suite 170
 San Diego, CA 92110
 Phone: 1-877-426-2474 (877-426-CHRG)
 Email: njcleanfleet@energycenter.org

Process

The primary goal of the Program is to improve New Jersey's air quality and to assist local and State government entities in transitioning their fleets to ones that are electrically powered.

- An eligible Applicant may apply for any number of eligible BEVs and EV charging stations up to their award cap (see above), per fiscal year. An Applicant is not required to apply for their entire allotment at once and may submit additional applications if they have not exceeded their award cap.
- There is a two-phase application process; Phase 1 and Phase 2 applications are located on the [Program website](#).
 - In Phase 1, an Applicant provides details of the intended purchase, and if approved, incentive funding will be reserved.
 - In Phase 2, an Applicant provides proof of purchase and installation and, if approved, claim their incentive.
- Eligible Applicants may be municipalities, local schools, municipal commissions, State government, State agencies or boards, State commissions, State universities, community colleges, county government and county authorities and non-profit entities. Funding will be reserved on a first-come, first-served basis, until funds are exhausted.
- Payments shall be in the form of a check, based on proof of purchase and installation of an eligible BEV and/or EV charging station(s). All Applicants will be required to complete a Phase 2 application and receive approval in order to receive their incentive.
- The vehicle(s) listed on an Applicant's Phase 1 Application must be the same year, make, and model listed on the Phase 2 Application. If for any reason a change needs to be made to the make and/or model of the vehicle(s) purchased, an Applicant must immediately notify the Program Administrator.
- An Applicant must have purchased and received the eligible vehicle(s) and/or charging station(s) before submitting the Phase 2 application.
- NJ BPU reserves the right to inspect the vehicle and/or charging station for Program verification purposes.
- Vehicles and/or charging stations purchased prior to an Applicant submitting an Application are ineligible for the Program. Leased vehicles also are ineligible.
- Applicants are not permitted to stack funding and/or incentives from the New Jersey Department of Environmental Protection's ("NJ DEP") It Pay\$ to Plug-In Program³ and this Program for the same charging station. If an Applicant has received funding from the It Pay\$ to Plug-In Program, an Applicant must submit documentation showing that the charging stations funded via the It Pay\$ to Plug-In Program are different from those applied for under this Program.

³ See overview of NJ DEP It Pay\$ to Plug-In Program [here](#).

Procedure

Step 1: Complete the Phase 1 Application Form located on the Program webpage.

- If Program funding has been expended, an announcement will be posted on the Program webpage.

If the contact applying is not the Eligible Entity, a Letter of Authorization must be supplied. An Applicant should be prepared to provide preliminary information about their project including:

- Number and types of BEVs to be purchased.
- Number and types of chargers to be installed; and
- Site information, such as addresses, site maps, and intended signage.

Step 2: An Applicant will be notified via email of their approval or rejection by CSE. An Applicant may not purchase BEVs, charging stations or undertake construction (i.e., breaking ground on the site) prior to submitting the Phase 1 application. Placing an order for charging equipment prior to application is permitted.

Step 3: Work may begin at the time of Phase 1 application submission. An Applicant must purchase EV charging stations before submitting the Phase 2 application. Work performed or purchases made before receiving confirmation that funding has been reserved do so at risk and are not guaranteed availability of an incentive. Projects must be completed within 365 days of reservation award, or the reservation will be cancelled. An Applicant may reach out to the Program Administrator for an Extension.

Step 4: Complete and submit a Phase 2 application through the Program webpage along with paid invoices for the BEVs and chargers on the Phase 1 application.

An Applicant should be prepared to provide:

- Proof of purchase and VINs for incentivized BEVs.
- Proof of purchase for the incentivized chargers.
- Site photos of the completed project.
- Serial Numbers for all incentivized chargers.

Step 5: After review and approval of the Phase 2 application and required documents, incentive funds will be disbursed to an Applicant via check to the mailing address on file. An Applicant can expect their incentive payment to be mailed within 60 days of notification of award.

Cancellation Policy

If the Program Administrator determines that an application or its required documents are incomplete, illegible, or missing required information, the Program Administrator will notify the Applicant of the error via email. The Applicant then shall have an additional fourteen (14) calendar days from the date of notification to correct any errors or omissions. If the Dealer fails to correct the errors or omissions within the additional fourteen (14) calendar days, CSE will cancel the application, and the BPU will not release the reserved funds to the Applicant. If CSE determines an Applicant is ineligible for reimbursement because either the buyer or vehicle did not qualify for an incentive, CSE will cancel the application, the BPU will not release the reserved funds, and the Program Administrator will notify the Applicant via email. Applicants are responsible for ensuring that they receive and review these email communications.

Vehicle Eligibility

All new and used BEVs up to Federal Highway Administration Class 6 may be eligible for incentive funding. An Applicant may make their purchase(s) through the State Purchasing Contract under Award T0099 but are not required to do so. Neighborhood electric vehicles (“NEVs”), such as electric golf carts and other similar EVs, are not eligible for an incentive.

Equipment Eligibility

The L2 EV charging equipment covered under this Program may be of any brand an Applicant selects, provided that each EV charging station must include standard ports available for use by all EVs (including, but not limited to J1772 and J3400), and the equipment chosen is an Energy Star® certified (as required by the Appliance Standards Act⁴), UL2594 listed, dual-port charger and has network capability with one of the State’s Compliant Network Providers⁵. Chargers must maintain the federal uptime standards⁶ (currently 97% uptime), for 5 years after installation.

The DCFC stations covered under the FY24 Program may be of any brand an Applicant selects provided the equipment chosen is a UL2202 listed, dual-port charger and has network capability with one of the State’s Compliant Network Providers. No more than half of an Applicant’s eligible charging stations may be DCFC.

⁴ See N.J.S.A. 52:27D-141.20; -141.21(h).

⁵ <https://dep.nj.gov/drivegreen/network-service-providers/>

⁶ <https://www.federalregister.gov/documents/2023/02/28/2023-03500/national-electric-vehicle-infrastructure-standards-and-requirements>

Participation in other State and Utility Incentive Programs

An Applicant is not permitted to combine funding/incentives from the NJ DEP It Pay\$ to Plug-In Program and this Program for the same charging station. If an Applicant has previously received funding from the NJ DEP It Pay\$ to Plug-In Program, documentation showing that the charging equipment detailed in an application for this Program is different from the equipment that received funding through the NJ DEP It Pay\$ to Plug-In Program will be required when an Applicant submits its Phase 2 application.

Please be advised that certain EV charging stations, including those at Municipal Utility Districts (“MUDs”) that receive electric utility service from Atlantic City Electric Company (“ACE”), Jersey Central Power and Light Company (“JCP&L”), Public Service Electric and Gas Company (“PSE&G”) or Rockland Electric Company (“RECO”) may be eligible for additional EV charging incentives for installation costs directly from the utility. Projects may be eligible for *both* the incentives offered by this Program *and* incentives offered by ACE, JCP&L, RECO or PSE&G, up to ninety percent (90%) of the combined charger purchase and installation costs. Please check ACE, JCP&L, RECO or PSE&G program eligibility requirements before purchasing EV charging equipment, as additional conditions on types of eligible chargers may apply for utility incentives.

ACE EV charging incentive information can be found at: aceevsmart.programprocessing.com

PSE&G EV charging incentive information can be found at: www.pseg.com/ev

JCP&L EV charging incentive information can be found at: www.jcp-l.com/evdriven

RECO EV charging incentive information can be found at: <https://www.oru.com/en/our-energy-future/technology-innovation/electric-vehicles/new-jersey>

Eligible entities not in any of the above utility territories may be eligible for Make-Ready incentives through NJ BPU, in the application, entities must identify themselves as in a non-Investor-Owned Utility (IOU).

General Terms and Conditions

An Applicant certifies that the information provided in an application is true and correct. An Applicant agrees to provide any additional information that the Program Administrator may request to confirm the accuracy of the information provided and an Applicant’s eligibility for an incentive. An Applicant acknowledges and understands that obtaining an incentive by submitting intentionally inaccurate information and/or making fraudulent misrepresentations or omissions is strictly prohibited, that any wrongfully obtained incentives must be refunded, and that the Applicant may be subject to additional civil and criminal liability as a result. An Applicant further understands that NJ BPU may report and release information concerning such wrongdoing to state and local law enforcement, the New Jersey Motor Vehicle Commission, and any other appropriate authorities.

An incentive payment shall be paid directly to the Applicant listed on the application. Payment cannot be assigned or transferred. An Applicant is responsible for paying any and all tax liability imposed as a result of receiving an incentive. An Applicant should consult tax advisors concerning the taxability of an incentive, and the Program Administrator and NJ BPU are not responsible for any taxes imposed on an Applicant as a result of receipt of an incentive.

Neither NJ BPU nor CSE make representations, expressed or implied, regarding the design, construction, reliability, efficiency, performance, operation, maintenance, or use of any vehicle and/or equipment, discussed, selected, rejected, purchased/leased or otherwise considered by an Applicant. Any decisions regarding the selection, design, purchase/lease, use and operation of any vehicle and/or equipment shall be at the sole discretion and are the sole responsibility of an Applicant. NJ BPU and CSE do not guarantee energy or bill savings as a result of an incentive.

An Applicant agrees to release and hold harmless NJ BPU and CSE, its officers, directors, shareholders, employees and contractors from and against any and all causes of action, damages, losses, claims, expenses, demands, costs (including attorneys' fees and expenses and all court, arbitration or other dispute resolution costs), or any of them, resulting from, arising out of, or in any way directly connected with the Program, an Applicant's receipt of an incentive, failure to receive an incentive, any taxes associated therewith, or an Applicant's vehicle registration or registration status. Neither NJ BPU nor CSE make representations or warranties regarding whether an Applicant will or will not qualify to receive an incentive.

An Applicant agrees that these Terms and Conditions, and all matters arising out of or relating to the Program, whether sounding in contract, tort, or statute are governed by and construed in accordance with, the laws of the State of New Jersey, United States of America (including its statutes of limitations), without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of New Jersey.

To appeal the denial of an application, the Applicant must first contact BPU Staff at EV.Programs@bpu.nj.gov within 45 calendar days of the determination regarding the subject of the appeal or dispute. The Applicant shall provide a copy of the letter or other document that is the subject of the dispute and as much other information as possible, including a detailed description of the issue and why the application should be granted. BPU Staff will consider appeals on a case-by-case basis. After acknowledging the receipt of an appeal, BPU Staff will review the submitted documentation and respond as soon as possible. If all attempts to resolve the issue have been exhausted, pursuant to N.J.A.C. 14:1-8.1 et seq., the Applicant may file a petition for a formal hearing with the NJ BPU.



New Jersey Clean Fleet EV and MUD EV Charging Programs

Extension and Appeals Policy

Version One

January 3, 2025

Application Requirements

Eligible Entities are expected to proactively manage their applications, monitor expiration dates, and keep all email addresses used for program communications up to date. Please refer to the Program Terms and Conditions for details on eligibility and other Program requirements. Any questions can be directed to the Program Administrator at njcleanfleet@energycenter.org; **for Clean Fleet applicants, njmud@energycenter.org for MUD applicants**, or by phone at (877) 426-2474.

Applicants are expected to purchase all equipment, install and energize their projects, and submit their Phase 2 application before the application's expiration date, 365 days from the date of their Phase 1 approval email. This deadline remains in effect unless an extension is requested and approved in accordance with this Extension and Appeals Policy. This Extension and Appeals Policy may be modified at any time. Updated policies will be shared with applicants should the policy be modified.

Extension Policy

Applicants are expected to work diligently on their New Jersey (NJ) Clean Fleet or MUD installations and notify the Program Administrator as early as possible if their project cannot be completed within the 365-day reservation period. Failure to meet the established deadlines or to receive an extension prior to the expiration date will result in the application being cancelled. Applicants and collaborators must provide the Program Administrator with timely notice of any changes or necessary corrections to their application. Under limited circumstances, applicants may receive a maximum of two (2) six (6) month extensions. **Extensions are not guaranteed and will be granted on a case-by-case basis.**

Permissible extension reasons include the following:

- Supply chain delays for chargers or vehicles, including shipping delays;
- Supply chain delays for critical components for installation, such as transformers;
- Permitting delays;

- Energization delays;
- Inspection delays associated with utilities or municipalities;
- Administrative coordination with Program Administrator; and/or
- Other reasons as determined through appeals process.

To request an extension, an applicant must provide the reason for their request, supporting documentation, and any other relevant information to the Program Administrator at njcleanfleet@energycenter.org or njmud@energycenter.org thirty (30) calendar days in advance of the expiration of the reservation period. The Program Administrator will review a request and issue a decision. If an applicant receives an extension, they will receive up to an additional six (6) months to complete their project. If an applicant seeks a subsequent extension, they must submit a second request.

Appeals Policy

If an applicant is denied an extension, they may appeal the decision by contacting the Program Administrator within thirty days of the extension denial. Applicants may also appeal for additional extensions beyond the allotted two (2) six (6) month extensions. Applicants must provide their original extension request, documentation and justification, and any other relevant information to the Program Administrator at njcleanfleet@energycenter.org or njmud@energycenter.org within thirty (30) calendar days of the extension denial. The Program Administrator and NJ Board of Public Utilities (BPU) will review an appeal and issue a final decision. If an applicant prevails on appeal, their application will be reinstated. **Application reinstatements are not guaranteed and will be granted on a case-by-case basis.**

How to Update Contact Information

If applicants and/or collaborators need to update contact information, the updated contact information should be emailed to the Program Administrator at njcleanfleet@energycenter.org or njmud@energycenter.org. Applicants should notify the Program Administrator of any contact information changes before upcoming deadlines. Applicants are responsible for managing their projects and monitoring communications from the Program Administrator. The applicant organization is expected to internally communicate expiration dates, key deadlines, procedures, and any other program information in the event of project staff turnover.

Any questions can be directed to the Program Administrator at njcleanfleet@energycenter.org for **Clean Fleet applicants**, njmud@energycenter.org for **MUD applicants**, or by phone at (877) 426-2474.