

### NJDEP SAGE Walkthrough

Submitting an application



### Homepage

► <a href="https://njdepsage.intelligrants.com/Login2.aspx?APPTHEME=NJDEP">https://njdepsage.intelligrants.com/Login2.aspx?APPTHEME=NJDEP</a>



Welcome to NJ Department of Environmental Protection System for Administering Grants Electronically (NJDEP SAGE).

This is the NJDEP's grant management system. This system requires authorization for access.

Registration Instructions: If you have not previously registered as an Authorized Official (AO) within NJDEP SAGE, your first step is to register. To do this, <u>click here</u>. After submitting a registration request, you will receive an e-mail confirmation of your acceptance into the system.

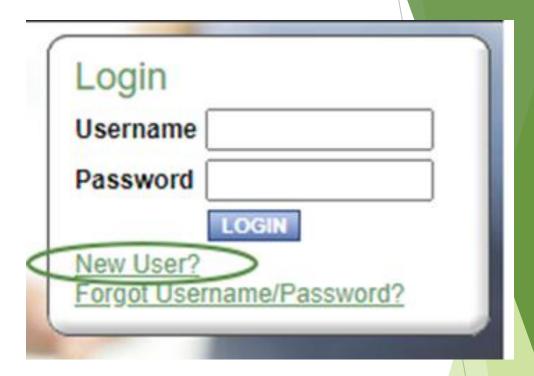
Vendor ID Registration: In order to receive a payment from NJDEP you must register on NJSTART. To do this, <u>click here</u>. Click the blue register button and follow the on-screen instructions.





### New User

Click on New User





### Registration

- Enter your registration information, then click save
- You will receive an email when your registration is approved
- All employees signing the grant package must be registered

System Login Information Portal Back Registration . Please complete all the required fields below and hit the SAVE button to submit the information. Required fields are marked with an \*. Contact Information Prefix First Middle Suffix Last Name ~ Organization Title Address

New Jersey

~

State

Phone #2

Cell Phone

Confirm Password

City

Fax

Email Website Username

County

Phone #1

Password

Notes

Select your Program of Interest



ZIP Code

## Adding Organization Members

- Once approved, login with your credentials
- Click on My Organization
- Click on Organization Members









### **Adding Organization** Members (cont...)

- Click on Add Members
- Click on New Members



### Organization - NJ Department of Environmental Protection

Follow the instructions listed below to add/remove/modify organization members.

Organization Information | Organization Members | Organization Documents Organization Details

### Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the Add Members link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select New Member.
- For more detailed in the stions, select the Show Help button above.

Current Members Add Members



### Organization - NJ Department of Environmental Protection

Follow the instructions listed below to add/remove/modify organization members.

Organization Information | Organization Members | Organization Documents | Organization Details

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Current Members | Add Members

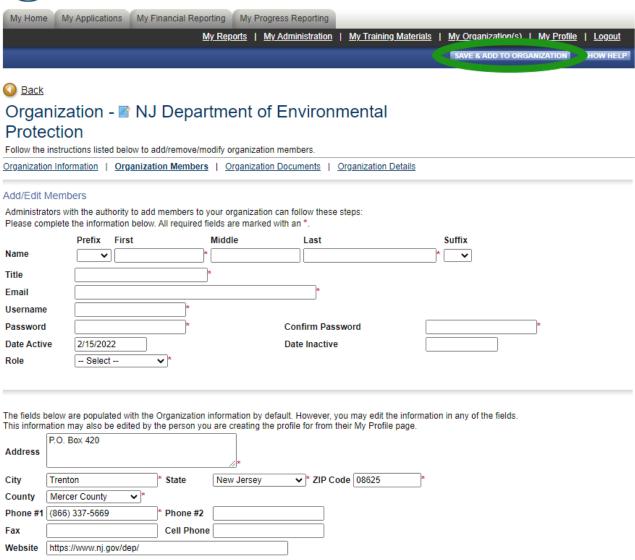
Person Search



## Adding Organization Members (cont...)

Enter the information for your Organization Members, then click Save & Add to Organization







## Finding the Opportunity

- Once all members are added, you can start the application process
- From My Home, click on View Available Opportunities







My Tasks

OPEN MY INBOX

You have 50 new messages.

You have 200 new tasks.
You have 7 tasks that are critical.
Select the Open My Tasks button below to view your active tasks.

Select the Open My Inbox button below to open your system message inbox.

OPEN MY TASKS



Powered by IntelliGrants ®

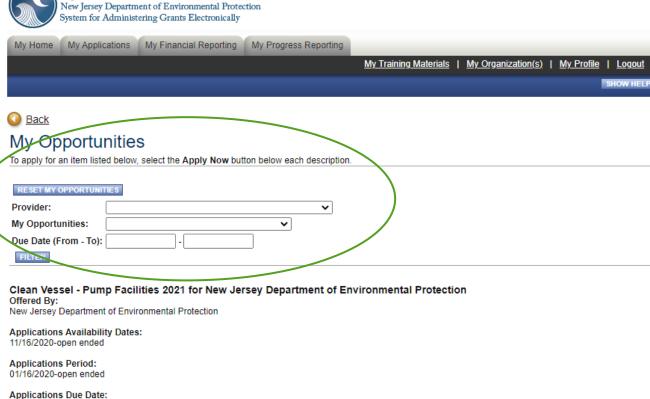
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### My Opportunities page

- Here you will see all of the grants that NJDEP has in SAGE.
- We want to filter for the It Pays to Plug In (Fast Charger) grant





not set

Description:

### Purpose of Funding

To provide funds to states for the construction, renovation, operation, and maintenance of pumpout stations and dump

### Source of Funding

US Fish and Wildlife Service Shore Protection License Plate Sales

### Statutory Citation

The Clean Vessel Act of 1992 (P.L. 102-587, Subtitle F) N.J.S.A. 23:2B-3:23:2B-6, 23:2B-7

### Who is Eligible

Local Governments and Public/Private Marinas



### Filter

- Click on the My Opportunities dropdown and choose It Pay\$ to Plug In 2022 (Fast Charger)
- Click Filter

| RESET MY OPPORTUNIT   | IES                                     |   |
|-----------------------|---|---|
| Provider:             |   | ~ |
| My Opportunities:     | It Pay\$ to Plug In 2021 (Fast Charger) | ~ |
| Due Date (From - To): | -                                       |   |



## Program Description

Click on Apply Now

### It Pay\$ to Plug In 2021 (Fast Charger) for Test Ye Olde Computer Shoppe LLC Offered By:

New Jersey Department of Environmental Protection

### Applications Availability Dates:

08/01/2020-open ended

### Applications Period:

08/01/2020-open ended

### Applications Due Date:

not set

### Description:

This application is for DC Fast Chargers only. If your project includes Level 1 & Level 2 charging stations, a separate application for Level 1 & Level 2 charging stations must also be submitted.

### Purpose of Funding

To provide grants to offset the cost of purchasing and installing electric vehicle charging stations. The program is designed to expand New Jersey's growing network of electric vehicle infrastructure, allowing residents, businesses, and government agencies to purchase and drive electric vehicles.

### Source of Funding

Funding for the It Pays to Plug In Electric Vehicle Charging Station grant program comes from several different sources. These include, but are not limited to, Supplemental Environmental Projects (SEPs), settlement funds and the Low Emission Vehicle Fund.

### Statutory Citation

N.J.S.A 13:1D-9 et seq

### Who is Eligible

The program is open to businesses, governments, non-profit organizations, and educational institutions. Private residential dwellings other than multi-unit dwellings are not eligible for grants.

### Grant Limitations

Please see www.drivegreen.nj.gov for information regarding reimbursement limitations.

### Application Procedures

Prospective applicants must submit an application thru NJDEP SAGE. Prospective applicants must also register for NJStart at https://www.njstart.gov/bso.

### For More Information, Contact

NJ Department of Environmental Protection Division of Air Quality, Bureau of Mobile Sources P.O. Box 420, Mail Code: 401-02E Trenton, NJ 08625 Phone: (609) 292-7953

Phone: (609) 292-7953 Email: DriveGreen@dep.nj.gov

APPLY NOW

NOT INTERESTED



### SAGE Dashboard

- Application Name
- Application Snapshot





| Info Document Type                    | Organization                     | Role                | Current Status         | Period Date /<br>Date Due |
|---------------------------------------|----------------------------------|---------------------|------------------------|---------------------------|
| It Pay\$ to Plug In 2022 (Fast Charge | Test Ye Olde Computer Shoppe LLC | Authorized Official | Application In Process | 08/01/2020 - N/A<br>N/A   |

### APPLICATION SNAPSHOT

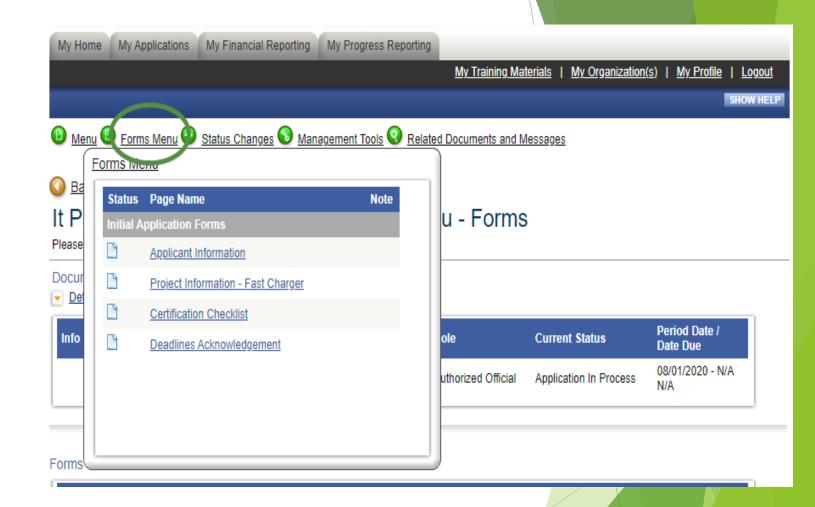
- To begin or continue work on your application, please hover over your Forms Menu and click on the form you wish to fill out.
- To submit or cancel your application, please hover over the <u>Status Changes</u> link and select the appropriate option.
- Please ensure appropriate staff have been assigned to this application. To do this Click Here

## Applicant Name: Contact Person Name: Contact Person Email: Category of Charging Stations: Primary Category of Project: Charging Stations to be Installed # of Stations # of Ports



## Finding the forms

- Hover over FormsMenu
- Click on Applicant Information





## Applicant Information

- Fill out the information
- Names will populate if they have been registered in SAGE
- Alternatively, you can add people individually
- Hover over ? for tool tips
- Click Save at the top

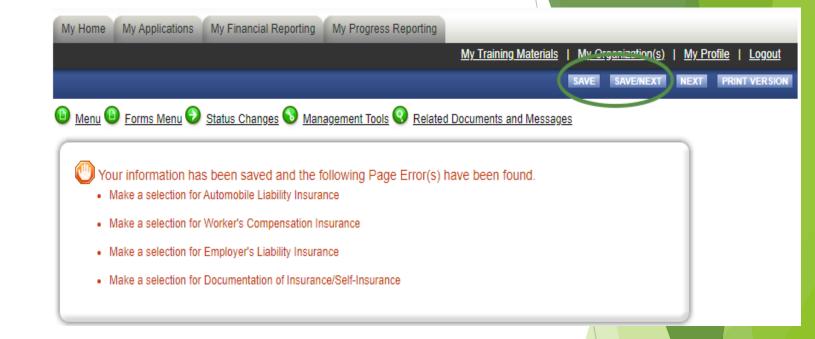
### APPLICANT INFORMATION

| Please complete this page, then click the <b>Save</b> button Required fields are marked with an * Individuals indentified as Contacts <u>must</u> be registered within NJI | DEP SAGE  |
|--|---|
| Applicant/Organization Info Name:  | Test Midsomer County  |
| Employer Name for Workplace Charging Project (if different)  |   |
| Address:   | 123 Test Street   |
| Phone Number: Organization Category: Type of Governing Body: Vendor ID: DUNS Number: If you need to find or register for a DUNS number <u>Click Here</u> and               | Suite A, Test Causton City, New Jersey, 08332 (856) 825-2171 County County County County County County Sar Test123456 887766554 d then revisit the Organization Profile to enter. |
| * Contact Person (?) Name: Title: Address: Phone Number: Email:  |   |
| * Application Preparer Name:  Title: Address: Phone Number: Email:   |   |
| * Fiscal Officer ② Name: Title:  |   |
| * Grant Executor  Name: Title:   |   |
| * Resolution Certifier  Name:  Title:  |   |
| Accounting Information  * Accounting Method:  * Fiscal Year End Date:  |   |
| Insurance Information ②  |   |
| * Comprehensive General Liability:   | ~   |
| * Automotive Liability:  | ~   |
| * Worker's Compensation:   | <u> </u>  |
| * Employer's Liability:  | <u> </u>  |
| * Documentation of Insurance/Self-Insurance<br>Insurance Certificate Upload: Choose File   | No file chosen  |
| mourance certificate opioau. Choose File   | INO IIIE CHOSEII  |



### Fix any errors

- If there are any errors that the system identifies, they will be displayed at the top of the page.
- Go back and fix the errors
- Click Save/Next





### PROJECT INFORMATION - FAST CHARGER All required fields are marked with an \* Use the Save button to save text and calculate data on each page. Click Save before you proceed to another page Proposed Charging Station(s) Location \*Street Address: \*City: \*County ~ \*State: New Jersey \*Zip code: \*Primary Project Category: \*Are the Charging Station(s) listed below to be used EXCLUSIVELY by the general public? Yes O No \*Is the Location on Government-owned Property? O Yes O No \*Primary Type of Location: Choose File No file chosen Click on the link to download form. Must be completed, signed by both the Applicant and Property Owner, and uploaded here. Property address on form must match address on this page. Charging Station Quote Submittal Quotes from three (3) different charging station providers must be uploaded here If applicant is using the Cooperative Purchasing Agreement, then only one (1) guote is required \*Is the project also participating in a utility EV charging infrastructure incentive program? 🙆 Charging Stations to be Installed kiloWatts ~ \*Network Provider Which network provider are you planning to use? 0 of 2000 Estimated Grant Request by Level: DC Fast Charger: Total Grant Requested: Percent of Total Project Costs Eligible for Reimbursement (up to Total Grant Requested Amount): Total Project Costs Required to Receive Maximum Grant Award:

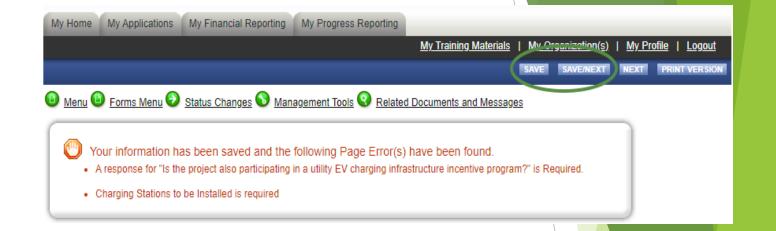
Grantee Match:

### Project Information

- Enter the street address where the charging stations will be located
- Enter Community for Primary Project Category
- Select whether the chargers will be used exclusively used by the public. An answer of no will result in a rejected application.
- Select whether the location is on governmentowned property.
- ▶ Identify the Primary Type of Location.
- Download, complete, and upload the Site Verification Form
- ▶ Upload three (3) charging station quotes
- Select whether the project is also participating in a utility program
- Enter the charger information must be greater than or equal to 50kW
- ► To add multiple chargers, click on the + sign
- Enter the Network Provider that the chargers will be using
- Click Save

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- Click Save/Next





### Certification Checklist

- Read through the items and mark the check box next to them to certify.
- This form must be checked and signed at the bottom by the person designated as the Grant Executor.
- Click Save

### CERTIFICATION CHECKLIST

### Instructions

Please complete the following certifications, providing documentation where requested. Form must be completed by the individual authorized to execute the grant agreement. All boxes <u>must</u> be checked before you will be allowed to submit your application.

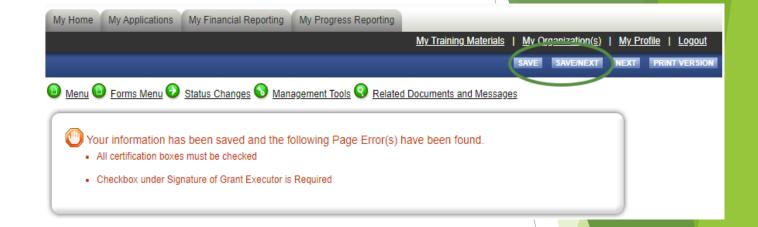
The NJDEP reserves the right to request documentation and perform site visits to ensure compliance with the above requirements

| Certify tha     | t: I understand that I must not purchase or install any equipment that I have documented in the Project Information Form until my application for a grant is approved, the grant is executed, and the work period begins. Doing so would cause any such expenses to be ineligible for grant funds and reimbursement.   |
|-----------------|--|
|                 | The project location is <u>not</u> a private residential dwelling other than a multi-unit dwelling.  |
|                 | An adequate power supply exists to provide power to all charging stations simultaneously. If such power supply does not exist, I certify that I will upgrade any and all necessary equipment.  |
|                 | I will follow all State and Federal procurement rules which include obtaining a minimum of three bids for EV Charging Equipment and one bid for EV Charging Station Installation. I understand that I am required to submit these bids alongside my initial application.   |
|                 | The charging station(s) will be placed in parking spots restricted to electric vehicle charging only. The parking spots will be designated as EV charging only with appropriate signage and floor paint. A single-port charging station must have one EV-only spot; a dual-port charging station must have two EV-only spots.  |
|                 | The charging station(s) must connect to a network by wired ethernet, Wi-Fi, or cellular connection. Level 1 charging stations are exempt from this network requirement.  |
|                 | I am licensed to do business in New Jersey, as are any contractors used to complete the project, as listed on the Subcontractor List form.   |
|                 | I understand that I must complete the Site Verification Form and submit the form alongside my initial application. Failure to do so will result in the denial of the application.  |
|                 | The charging station(s) will be kept operational and in service for a minimum of five (5) years.   |
|                 | I have identified the party responsible for maintenance and repair of the charging station(s) and have a plan to minimize theft of service or vandalism of charging station(s), as applicable.   |
|                 | I understand that periodic Progress Reports will be required for L2 and DCFC applicants and that reimbursement is contingent upon timely submittal of these report(s). The details and due dates of the required Progress Reports will be outlined in the executed grant agreement.  |
|                 | I will provide usage data to the DEP Bureau of Mobile Sources in a .csv file (or another format if requested by the Department) on a quarterly basis for a period of no less than five (5) years from the date of installation. Alternatively, I will 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. |
|                 | All required permits and approvals will be obtained prior to installation and use of the charging station(s) and the charging station(s) will comply with applicable federal, state, and local laws, to the best of my knowledge.  |
| Si              |  |
| Signature       | of Grant Executor (click SAVE to sign this document)   |
|                 | I certify under penalty of law that I believe the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information  |
| Name:<br>Title: |  |
|                 |  |



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- Go back and fix the errors
- Click Save/Next





### Deadlines Acknowledgement

- Read through the items and mark the check box next to them to certify.
- This form must be checked and signed at the bottom by the person designated at the Grant Executor.
- Click Save

### **DEADLINES ACKNOWLEDGEMENT**

### nstructions:

Please complete the following certifications.

Form must be completed by the individual authorized to execute the grant agreement All boxes <u>must</u> be checked before you will be allowed to submit your application.

Hit Save before you proceed to another page.

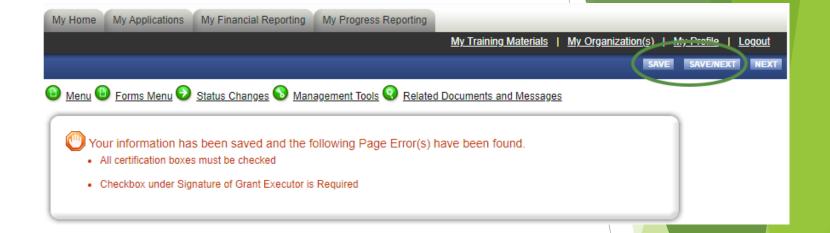
|  | Return completed and signed grant agreement to NJDEP - 60 days from receipt   |  |  |
|--|---|--|--|
|  | Additional documentation (if needed) to Grant Agreement - 3 weeks from date of grant execution  |  |  |
|  |   |  |  |
|  | Installations completed for DC Fast Chargers - 12 months from grant execution   |  |  |
|  | Reimbursement request submitted to NJDEP - 30 days from the expiration of the work period   |  |  |
|  | Revisions to reimbursement request (if needed) - 3 weeks from submission of reimbursement request   |  |  |
|  |   |  |  |
| Signature of Grant Executor (click SAVE to sign this document) |   |  |  |
|  | I certify under penalty of law that I believe the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information |  |  |
| Name<br>Title:   | e: Test AO Authorized Official  |  |  |
| The N  | NJDEP reserves the right to request documentation and perform site visits to ensure compliance with the above requirements.   |  |  |
|  |   |  |  |

I certify that I have been informed and agree to the below deadlines. I also understand that if I do not meet one of these deadlines, my application and/or grant agreement may be canceled



### Fix any errors

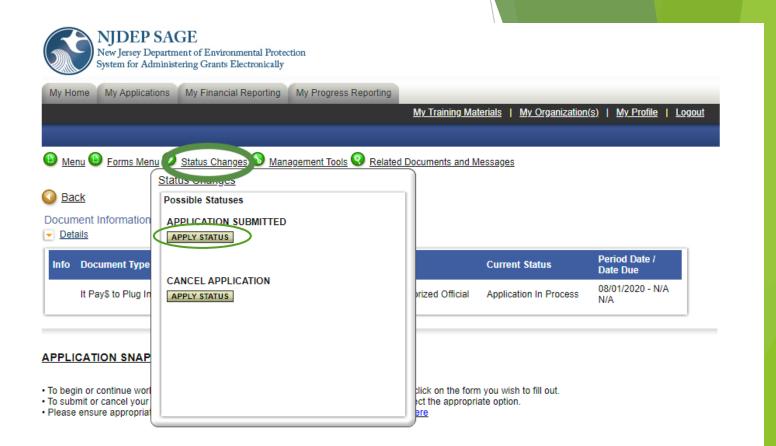
- If there are any errors that the system identifies, they will be displayed at the top of the page.
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- Click Save/Next





## Submitting your application

- You should be back on your Application Snapshot screen
- Hover over Status Changes
- Choose Apply Status under Application Submitted





### Application Agreement

- Identify any notes about this status change.
- Click I Agree





# Your application will now be transmitted to the DriveGreen team!

Thank you! We will be in touch.

Please email <a href="mailto:drivegreen@dep.nj.gov">drivegreen@dep.nj.gov</a> if you have any questions

