



NEW JERSEY
DEPARTMENT OF
ENVIRONMENTAL
PROTECTION

*e*Mobility Grant Program

Overview

Learn how to apply for funding to support electric, shared-use transportation projects, and find out what to expect throughout the grant process if your project is awarded.



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1.0 Program Information

1.1 Background

Transportation emissions remain the largest source of greenhouse gas pollution in the State, contributing to climate change impacts like rising temperatures, rising sea levels, and more extreme weather events. They also serve as a significant contributor for other air pollutants, like NOx and particulate matter, which have harmful environmental and health effects. Moving toward transportation electrification addresses these concerns because electric vehicles (EVs) do not produce any tailpipe emissions.

New Jersey's low-income communities and communities of color have historically been subject to an unreasonably high number of environmental and public health stressors, including transportation emissions. As a result, residents in these areas suffer from increased adverse health effects including, but not limited to, asthma, cancer, elevated blood lead levels, cardiovascular disease, and developmental disorders.

1.2 Purpose

The New Jersey Department of Environmental Protection (DEP) eMobility Grant Program provides funding for electric, shared-use transportation solutions that improve the mobility of residents in low- to moderate-income communities disproportionately impacted by air pollution.

Successful eMobility projects are based on transportation needs identified by the communities they serve. They should also be safe, reliable, convenient, and affordable, while reducing greenhouse gas emissions and other air pollutants.

Additional information about the Program can be found at <https://dep.nj.gov/drivegreen/emobility>.

1.3 Contacts

Program questions may 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: stopthesoot@dep.nj.gov

2.0 Eligibility

Different funding sources may have additional requirements for eligibility. These requirements will be described when a Competitive Solicitation is announced (see [4.2 Competitive Solicitations](#)).

2.1 Applicants

Eligible applicants for the eMobility Grant Program may be the following entities:

- Public
- Private
- For-profit
- Not-for-profit
- Educational

Note: Applicants that are not a public, educational, or not-for-profit entity must use third-party vendors and subcontractors for any project elements that will be funded by the grant.

2.2 Locations

Project sites and the communities they serve must be in New Jersey.

[Overburdened Communities](#) will be prioritized for funding.

2.3 Project Types

This is not a conclusive list of all project types, and projects may include more than one service model. Projects should include meaningful engagement with the community and be tailored to meet the needs of residents they serve. These definitions are adopted from the [Federal Transit Administration](#) and [Shared-Use Mobility Center](#).

Carsharing

A service that provides members with access to an automobile for short-term use (usually hourly). Major carsharing business models include traditional or round-trip, which requires users to borrow and return vehicles at the same location and one-way or free-floating, which allows users to pick up a vehicle at one location and drop it off at another. Carshare provides most of the benefits of a personal automobile without the costs of owning a private vehicle.

Carpooling/Vanpooling

Involves adding passengers to a private trip in which driver and passengers share a common destination. Such an arrangement provides additional transportation options for riders while allowing drivers to fill empty seats in their vehicles.

eMobility Hubs

Physical locations that house various electric, shared-use mobility services and EV charging

stations to promote connectivity through zero-emission transportation. These sites are often located at or near public transit to facilitate longer trips, while filling first- and last-mile gaps in transportation.

Fixed-Route Shuttle Services

A system of transporting people on a set route and schedule. These services typically use larger capacity vans or buses and make limited stops to help fill gaps in mass transit.

Microtransit Services

A technology-enabled service that uses multi-passenger vehicles to provide on-demand services with dynamically generated routing. Microtransit services are usually provided in designated service areas, using provisional pickup and drop-off points within a few minutes' walk of multiple customers. These services require professional drivers, typically employed through a purchased transportation arrangement with a vendor or employed directly by a transit agency.

Ride-Hailing/Ride-on-Demand Services

This includes services used by traditional taxi companies and Transportation Network Companies (TNCs). TNCs, like Uber and Lyft, connect passengers with drivers through online platforms that allow them to schedule and pay for on-demand transportation services. Drivers typically use personal, non-commercial vehicles to complete these trips.

View resources and examples of different eMobility projects in Step 3 of DEP's [eMobility Planning Toolkit](#).

2.4 Project Elements

The eMobility Grant Program provides funding for the following project elements. Other costs may be considered and should be described in detail in the proposal form.

Electric Vehicles

- Only all-electric vehicles, also known as battery electric vehicles, will be funded by this program. Plug-in hybrid vehicles are not eligible.
- Must be registered in New Jersey.
- Must have 75% of their use occur in New Jersey.
- Must be kept in a well-maintained condition and tuned according to the manufacturer's recommendations.
- May be required to utilize a State-issued telematic device for up to three (3) years.

Electric Vehicle Charging Stations

- Charging stations must maintain a 97% 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 97% annual uptime guarantee.
- Charging stations that require payment must at minimum be equipped with a credit card reader that allows users to pay using credit and debit cards without incurring excessive fees,

inconvenience, or delays compared to other payment methods. Multiple point-of-sale payment methods are encouraged; additional payment options may include, but are not limited to, pay per use subscription methods, RFID or smart cards, toll-free telephone numbers, and smart phone applications.

- Level 2 charging stations must meet Energy Star Certified standards and display an Energy Star logo visible on the product; for a list of Energy Star compliant products, visit www.energystar.gov/productfinder/product/certified-evse/results.
- Grantees are required to utilize a Compliant Network Service Provider for EV Charging Stations. A list of Compliant Network Service Providers can be found at <https://dep.nj.gov/drivegreen/network-service-providers>. The Network Service Providers on this list have already demonstrated that they can meet the data reporting requirements. Additional Network Service Providers may also be able to meet the Program's requirements and will be reviewed upon request.
- Grantee must submit charging stations to the Alternative Fuels Data Center's Alternative Fueling Station Locator at <https://afdc.energy.gov/stations/#/station/new> prior to final reimbursement.

Program development and operation

- Activities to create, manage, and operate the eMobility service, including the use of subcontractors, such as mobility service providers and consultants to provide education and community outreach related to the service.

Real property and/or modifications for vehicle/charging equipment sites

- Purchase or lease of property to house the EVs and charging equipment.
- Property modifications needed to make the site safe and accessible for the program (e.g. fencing, lighting, security, etc.).

3.0 Project Evaluation

Projects will be considered favorable if they successfully address the following criteria.

3.1 Community Benefit

Projects should benefit one or more [Overburdened Communities](#) in New Jersey through zero-emission transportation options that:

- Improve mobility and access to jobs, education, healthcare services, and other needs as displayed and/or identified by the community;
- Reduce greenhouse gas emissions and other transportation pollutants in and around the community; and

- Demonstrate meaningful engagement with the community throughout all phases of the project. Interested applicants may review DEP's [eMobility Planning Toolkit](#) for ideas on how to include community engagement in their projects.

3.2 Shovel Ready

Shovel ready projects will be prioritized. Applicants with shovel ready projects are those who, for example, have:

- Conducted community surveys and other engagement activities to understand the needs of the population to be served by the program;
- Formed partnerships needed to advance the project;
- Shown full comprehension of the scope of work associated with their proposal; and
- Considered the budgetary needs of the program to ensure it is sustainable.

3.3 Scalability

Applicants are encouraged to consider structuring their projects to be scaled and, if appropriate, replicable in other communities. DEP's funding sources, amounts, and timing can vary. This scalability is useful to help implement the program – whether through a pilot version or an expanded model – depending on the available funding.

4.0 Submitting a Proposal

Proposals may be submitted during Competitive Solicitations or through Rolling Admissions. Funding sources for the eMobility program vary, and each may have its own requirements. Eligible Projects that best meet the parameters of an available funding source will be matched and awarded if appropriate. Submittal of a project proposal does not guarantee that it will be selected for funding.

4.1 Rolling Admissions

eMobility proposals are accepted and reviewed on an ongoing basis. Eligible projects that are favorable based on the Project Evaluation Criteria will be categorized and considered for award as funding sources become available.

How To Apply:

After reviewing this eMobility Grant Program Overview, you may complete the eMobility Proposal Form online at <https://bit.ly/DEPemobility>.

Supporting documents, if applicable, may be emailed as attachments to stopthesoot@dep.nj.gov after your proposal is submitted. Please include "eMobility Grant Program" in the subject line and reference your Company/Organization contact information in the email body.

4.2 Competitive Solicitations

When a specific funding source has been identified for the eMobility Grant Program, Competitive Solicitations may be announced. These solicitations often have specific requirements and a hard deadline to apply. Applicants who previously submitted a proposal as a Rolling Admission and have not been awarded may modify and resubmit their proposal, if necessary, during an open solicitation period to meet the solicitation's requirements.

How To Apply:

To see if there are any open solicitations for the eMobility Grant Program, visit <https://dep.nj.gov/drivegreen/emobility-apply-for-funding>. Solicitation requirements and instructions for applying will be added under the "Competitive Solicitations" section on this webpage.

4.3 Proposal Process and Timing

See [Attachment A](#) for an overview of the process for submitting a proposal for the eMobility Grant Program.

5.0 Grant Agreement Requirements

Complete Terms and Conditions for the grant will be provided during the grant agreement process. This section intends to provide information on some of those terms and conditions, so applicants have an idea about what to expect during the grant agreement process, if awarded. These requirements are subject to change. Grantees should refer to their grant agreement for the terms and conditions applicable to their project.

5.1 Grantees

If an applicant is awarded, they will enter into a grant agreement with DEP and be considered a "Grantee".

Grantees and their subcontractors must be [registered](#) to do business with the State of New Jersey. Out-of-state Grantees must obtain a [Certificate of Authority](#) to do business in New Jersey from the Department of Treasury.

Additionally, the following information will be requested to start the grant agreement process with awarded applicants:

- Their NJ Vendor ID Number (may be obtained from [NJSTART](#)) and Employer Identification Number or Federal Tax Identification Number;
- For projects that will be using federal funding sources, a Unique Entity ID (may be obtained from [SAM.GOV](#));



- Name and contact information of the primary *Contact Person* (the individual who will be communicating with the eMobility Project Manager on behalf of the applicant);
- Name and title of the *Financial Officer* (the individual who can certify the entity meets the financial requirements of the Grant Agreement in accordance with Federal and State laws);
- Name and title of the *Grant Executor* (the individual authorized to sign the grant agreement on behalf of the applicant);
- Name and title of the *Resolution Certifier* (a different individual from the Grant Executor who will sign to certify that the resolution to accept the funding was passed); and
- Applicant's accounting information, such as the accounting method, accounting system, and fiscal year.

5.2 Insurance

Requirements for insurance in the Grant Agreement will vary depending on the Grantee and project. In general:

- All Grantees must have Commercial General Liability Coverage, with a minimum limit of liability not less than \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage.
- Projects that include the Grantee's operation of vehicles must also have Automobile Liability Insurance to cover any vehicle used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per accident as a combined single limit.
- Projects that include services directly completed by the Grantee will require Worker's Compensation Insurance in accordance with the laws of the State of New Jersey and Employer's Liability Insurance with limits not less than: (i) \$1,000,000 Bodily Injury, Each Occurrence; (ii) \$1,000,000 Disease Each Employee; and (iii) \$1,000,000 Disease Aggregate Limit.

Grantees should refer to their grant agreement to verify the insurance requirements assigned to them and for instructions regarding Certificates of Insurance.

5.3 Procurement

Procurement of supplies, equipment, and other services with grant funds under this program must be accomplished in a manner consistent with all applicable Federal and State requirements.

Consultants and subcontractors may be identified as partners in the proposal at the time of application. For any consultants and subcontractors that are not listed in the proposal, proof of using a competitive procurement process for selection will need to be provided. Generally, DEP considers the following methods to meet competitive procurement requirements for equipment and services:

- Obtain three (3) separate quotes;
- Utilize a Request for Proposals or similar competitive solicitation process; or
- Choose vendors from a cooperative purchasing agreement.

A justification for each vendor choice will also need to be provided. The justification should be written on the Grantee's letterhead, state each vendor choice and the reason they were chosen, and have an authorized signature from the Grantee attesting to the justification.

5.4 Cost Share and Match

Cost share and match requirements will vary depending on the funding source. For Rolling Admissions, applicants will be notified if their grant includes a cost share or match when awarded. During Competitive Solicitations, cost share or match requirements will be described in the solicitation documents.

5.5 Forms and Documentation

To accompany the grant agreement, Grantees will be asked to provide the following:

- Grantee's [NJ Certificate of Authority](#) (for out-of-state entities);
- Consultant/Subcontractor/Vendor quotes, proof of competitive procurement, and justification for each selection;
- Personnel/Staff costs, if applicable. This information will include staff names and/or titles, their pay rate or salary, the expected hours or percentage of time they will be using for the project, and the fringe rate, if applicable;
- Grantee's Certificates of Insurance;
- Grantee's completed [W-9 Form](#);
- Subcontractors' [New Jersey Business Registration Certificates](#); and
- Additional documentation as requested.

5.6 Grant Agreement Process and Timing

See [Attachment B](#) for an overview of the process for entering into a grant agreement with DEP.

6.0 Grant Payments

The eMobility Grant Program is generally a reimbursement program. Payment will only be issued after the Grantee completes all requirements of their project and submits the documentation required by their grant agreement. At a minimum, this will include:

- an expenditure report completed by the Financial Officer;
- detailed invoices for supplies, equipment, and services provided;
- salary or payroll runs, if applicable; and
- proofs of payment (i.e. canceled checks for payments made by check and bank statements showing eligible costs were incurred during the work period).

6.1 Progress Payments

Progress payments may be approved for the project if needed and justified with good cause. These payments may be issued as reimbursement on a quarterly basis after the Grantee submits the documentation required by their grant agreement.

6.2 Advance Payment

Grantees may be authorized for advance payment of funds for the project if needed and justified with good cause. The advance payment will align with the project's needs and not exceed 90% of the total grant. The final 10% will only be provided as reimbursement after the full advance payment amount has been expended by the Grantee and all deliverables for the project have been provided.

6.3 Final Determination

The determination as to whether the Grantee has satisfied its obligations for reimbursement, including the eligibility of costs for reimbursement, will be at the sole discretion of DEP in accordance with all applicable State, Federal, and program requirements.

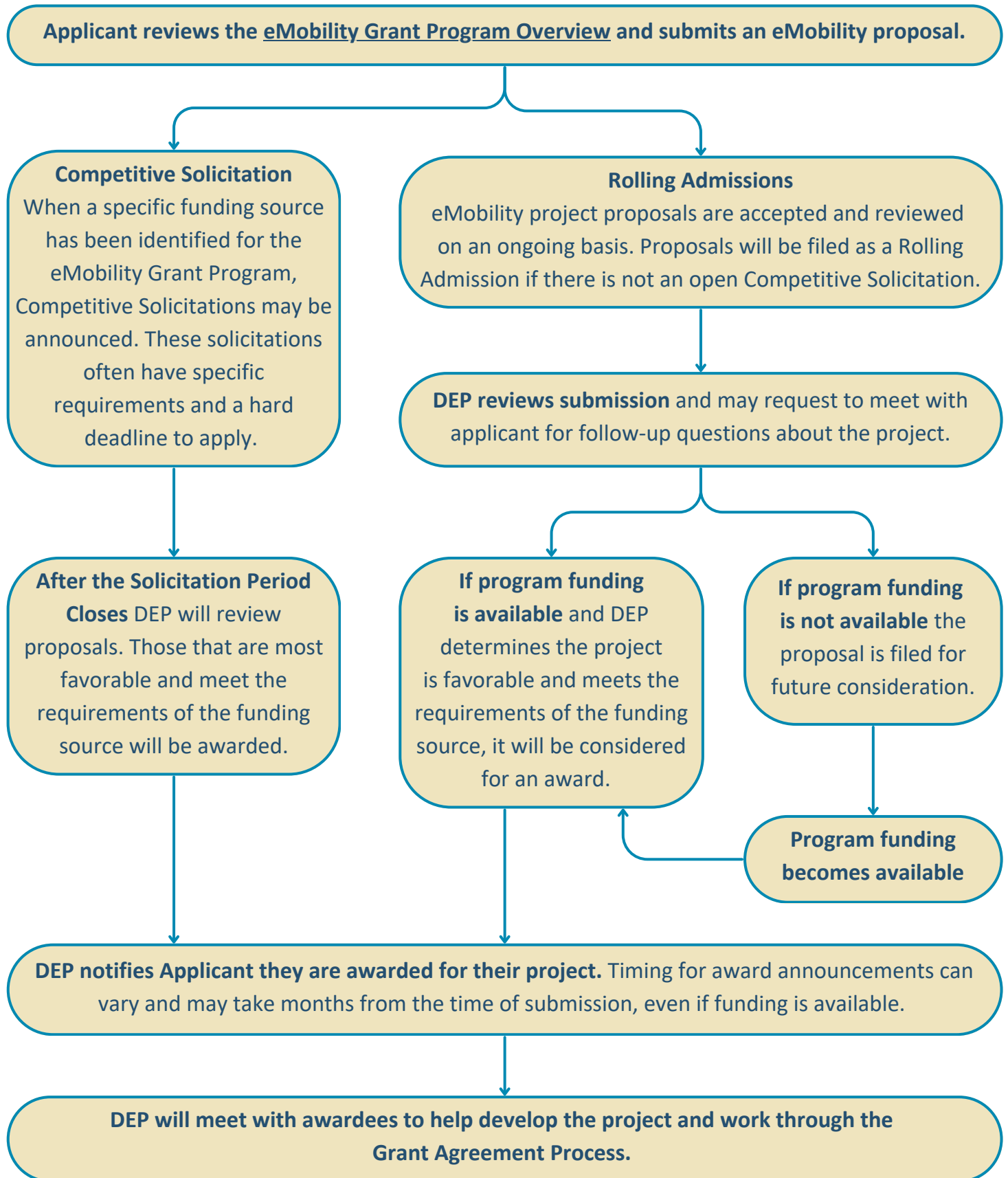
Grantees will not be reimbursed for expenses incurred outside of the work period indicated in their Grant Agreement.

6.4 Grant Payment Process and Timing

See [Attachment C](#) for an overview of the process for grant payments.

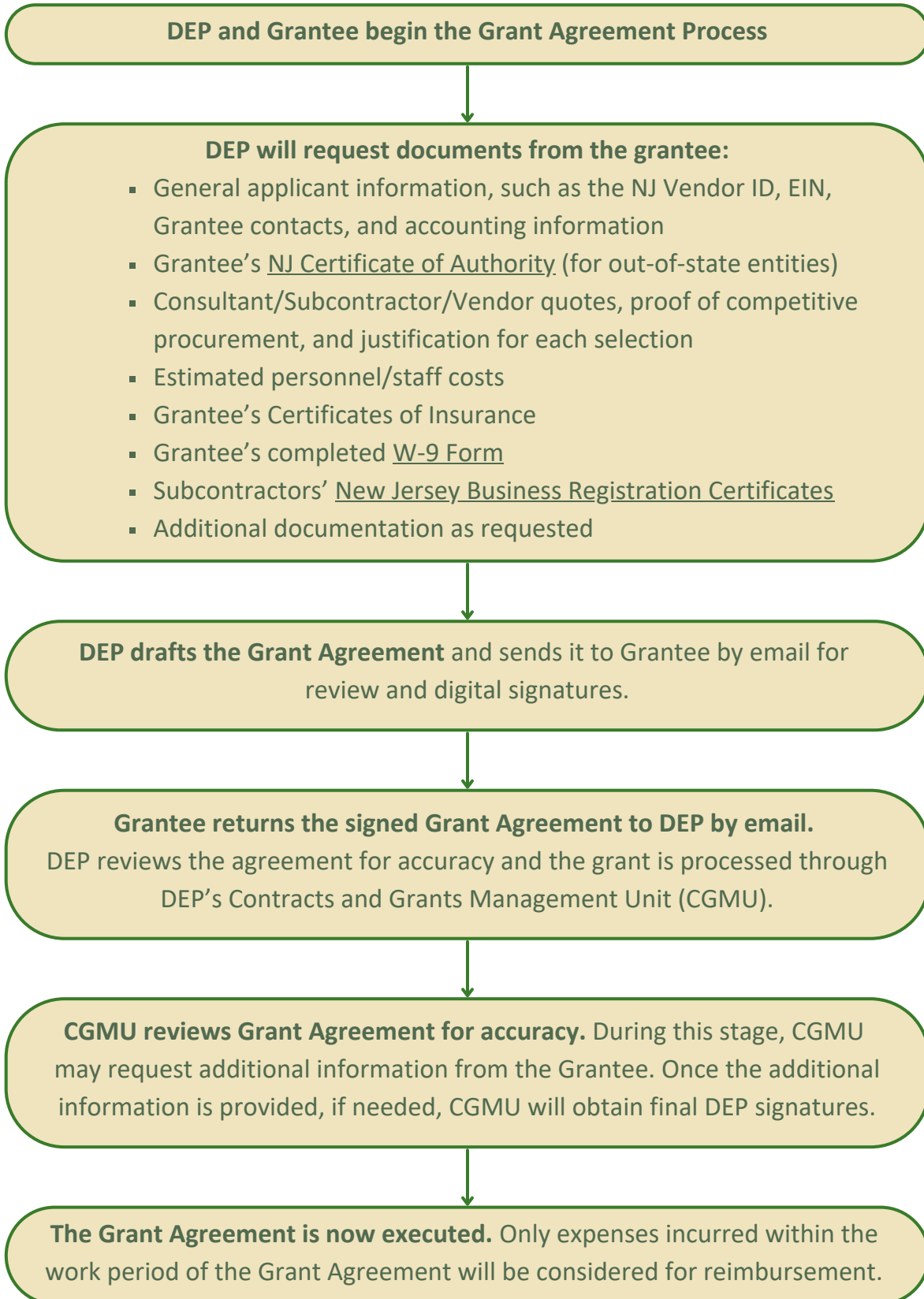


Attachment A: Proposal Process





Attachment B: Grant Agreement Process



Attachment C: Grant Payment Process

