

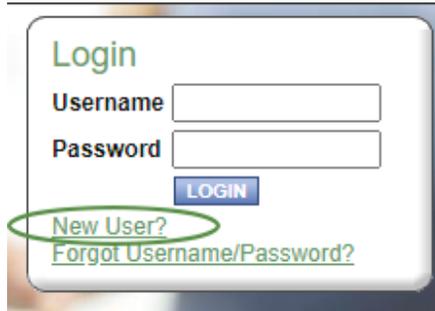
SAGE Instructions

2/17/2022

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Submitting an initial application

1. Go to <https://njdepsage.intelligrants.com/Login2.aspx?APPTHEME=NJDEP>
2. In the Login box, Click on the New User button.



3. Enter your registration information, then click save

[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

Name	Prefix <input type="text"/>	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="New Jersey"/>	ZIP Code	<input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		
Select your Program of Interest	<input type="text"/>				
Notes	<input type="text"/>				

4. After submitting a registration request, you will receive an email confirmation of your acceptance into the system.
5. All employees who will need to sign the grant agreement (grant executor, resolution certifier, fiscal officer, etc.) need to be added to the system in order to be associated with the Organization. See Navigating the System below.
6. Login with your credentials
7. Click on My Organization



8. Click on Organization Members

[Back](#)

Organization - NJ Department of Environmental Protection

Please complete all the required fields below. Required fields are marked with an *****.

If you need a Vendor ID Number, please access NJSTART by [clicking here](#). Click the blue register button and follow the on-screen instructions.

9. Click on Add Members

 [Back](#)

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 instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

10. Click on New Member

 [Back](#)

Organization - NJ Department of Environmental Protection

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

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Organization Members

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- 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 instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

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

[Back](#)

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](#)

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Prefix <input type="text"/>	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>		Confirm Password	<input type="text"/>	
Date Active	<input type="text" value="2/15/2022"/>		Date Inactive	<input type="text"/>	
Role	<input type="text" value="-- Select --"/>				

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields. This information may also be edited by the person you are creating the profile for from their My Profile page.

Address

City **State** **ZIP Code**

County

Phone #1 **Phone #2**

Fax **Cell Phone**

Website

12. Under the header “View Available Opportunities”, click on the “View Opportunities” box



NJDEP SAGE
New Jersey Department of Environmental Protection
System for Administering Grants Electronically

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP



Welcome Test
Authorized Official
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Test, please choose an option below.

View Available Opportunities

You have 108 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

13. Filter My Opportunities and choose It Pay\$ to Plug In 2021 (Fast Charger)

RESET MY OPPORTUNITIES

Provider:

My Opportunities:

Due Date (From - To): -

FILTER

14. Click Filter

RESET MY OPPORTUNITIES

Provider:

My Opportunities:

Due Date (From - To): -

FILTER

15. Choose 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.

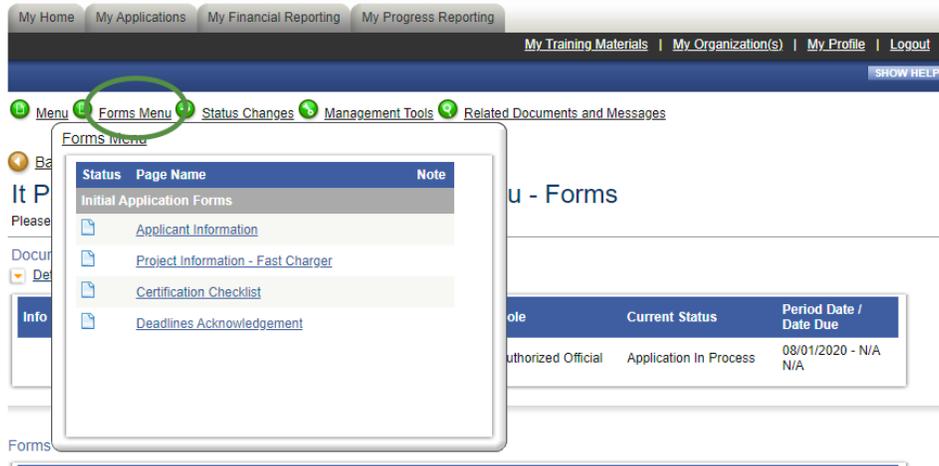
Grant Limitations
Please see www.drivegreen.nj.gov for information regarding reimbursement limitations.

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
Email: DriveGreen@dep.nj.gov

APPLY NOW **NOT INTERESTED**

16. Hover over the Forms Menu



17. Click on Applicant Information
18. Fill out the information. Everyone listed here must be registered in SAGE.
 - a. Contact Person – The Contact Person will be the primary contact throughout the grant process
 - b. Application Preparer – The Application Preparer will be the person that prepares and submits the application on behalf of the applicant, such as a consultant
 - c. Fiscal Officer – The Fiscal Officer will be the primary fiscal contact throughout the grant process. An example of their responsibility will be providing invoices for work performed.
 - d. Grant Executor – The Grant Executor is authorized to sign the agreement on behalf of the applicant.
 - e. Resolution Certifier – The Resolution Certifier will sign to certify that the resolution to accept the funding was passed. This person CANNOT be the same as the Grant Executor.

APPLICANT INFORMATION

Instructions:

Please complete this page, then click the **Save** button
Required fields are marked with an *
Individuals identified as Contacts must be registered within NJDEP SAGE

Applicant/Organization Info

Name: Test Midsomer County
Employer Name for Workplace Charging Project (if different):
Address: 123 Test Street
Suite A, Test Causton City, New Jersey, 08332
Phone Number: (856) 825-2171
Organization Category: County
Type of Governing Body: County Commissioners
Vendor ID: Test123456
DUNS Number: 887766554
If you need to find or register for a DUNS number [Click Here](#) and 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 ?

Name:
Title:

* Grant Executor ?

Name:
Title:

* Resolution Certifier ?

Name:
Title:

Accounting Information

* Accounting Method:
* Fiscal Year End Date:

Insurance Information ?

* Comprehensive General Liability:
* Automotive Liability:
* Worker's Compensation:
* Employer's Liability:
* Documentation of Insurance/Self-Insurance:
Insurance Certificate Upload: No file chosen

19. Click Save at the top. Fix any errors that will be displayed at the top of the page. Click Save/Next

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE **SAVE/NEXT** **NEXT** **PRINT VERSION**

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

-  Your information has been saved and the following Page Error(s) have been found.
- Make a selection for Automobile Liability Insurance
 - Make a selection for Worker's Compensation Insurance
 - Make a selection for Employer's Liability Insurance
 - Make a selection for Documentation of Insurance/Self-Insurance

20. You are now in Project Information - Fast Charger

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:

*Zip code:

*Primary Project Category:

*Are the Charging Station(s) listed below to be used EXCLUSIVELY by the general public? Yes No

*Is the Location on Government-owned Property? Yes No

*Primary Type of Location:

*Site Verification Form:

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.

*Is the project also participating in a utility EV charging infrastructure incentive program? Yes No

Charging Stations to be Installed

DC Fast Charger must equal 2 Ports

Level	Make	Model	kiloWatts
<input type="text"/>			

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:

21. Enter the street address for the proposed charging station location including the road, city, county, and zip code.
22. Choose a Primary Project Category (**these categories will reflect current solicitations in SAGE**)
 - a. Corridor – Charging stations located within one (1) miles driving distance from an exit or intersection along designated major travel corridors. Corridors are heavily-traveled roadways: toll roads, interstates, US routes, and NJ routes.
 - b. Community – Charging stations located in a town center, commercial area, or near concentrations of multi-unit dwellings.
23. Select whether the charging stations will be used exclusively by the public. An answer of No will not be accepted.
24. Select whether the location is government-owned property.
25. Choose a primary type of location (hover mouse over  for more information)

i. Downtown Area

- ii. Retail Area – Not Downtown
- iii. College / University
- iv. Hotel / Motel
- v. Transit Center
- vi. Rest Stop
- vii. Other (Explain)

- b. Community
 - i. Town Center
 - ii. Commercial Area
 - iii. Retail Center
 - iv. Multi-unit Dwelling

26. Download the Site Verification form by clicking on the link “Site Verification Form”. Complete and upload.



28. If Corridor was chosen, please complete the following Corridor information
- a. The eligible roadway the location serves. Eligible roadways include toll roads, interstates, US routes, and NJ routes.
 - b. Select whether the location is within one mile driving distance from an exit or intersection.
 - c. Select the electric service provider.



- 30. Community Chargers must be greater than or equal to 50kW
- 31. Corridor chargers must be greater than or equal to 150kW
- 32. To add multiple chargers, click on the plus sign

Charging Stations to be Installed

	Level	Make
	▼	

- 33. Enter the Network Provider that your stations will be using. Some charging station manufacturers have their own network.
- 34. Click Save at the top. Fix any errors that are displayed at the top. Click Save/Next

 Your information has been saved and the following Page Error(s) have been found.

- A response for "Is the project also participating in a utility EV charging infrastructure incentive program?" is Required.
- Charging Stations to be Installed is required

35. You are now on the 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.

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 **must** be checked before you will be allowed to submit your application. Hit **Save** before you proceed to another page.

I certify that:

- 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 not 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.

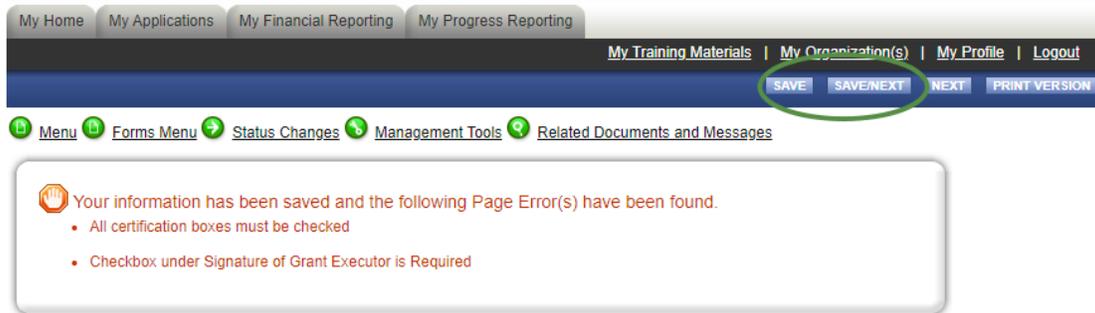
Signature of Grant Executor (click **SAVE** to sign this document)

- 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:
Title:

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

36. Click Save at the top. Fix any errors that are displayed on the top. Click Save/Next show screenshot



37. You are now on the Deadlines Acknowledgement Form. 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.

DEADLINES ACKNOWLEDGEMENT

Instructions:

Please complete the following certifications.
Form must be completed by the individual authorized to execute the grant agreement.
All boxes **must** be checked before you will be allowed to submit your application.
Hit **Save** before you proceed to another page.

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:

- 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

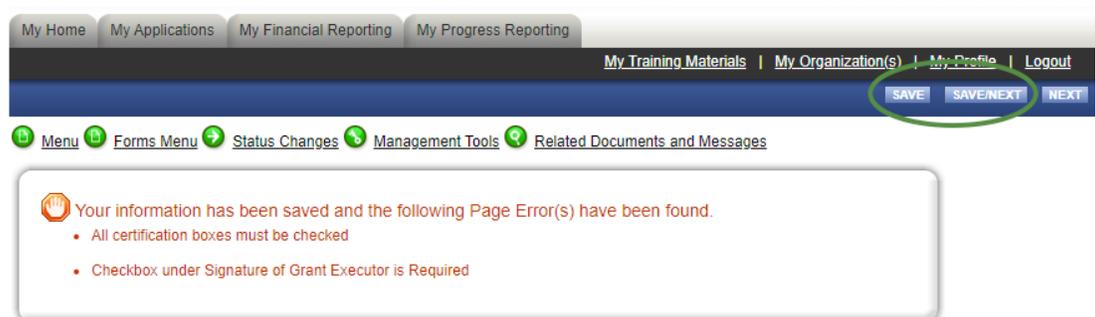
Signature of Grant Executor *(click SAVE to sign this document)*

- 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: Test AO
Title: Authorized Official

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

38. Click Save at the top. Fix any errors that pop up. Click Save/Next show screenshot



39. You are now on the Application Snapshot screen

40. Hover over the Status Changes Menu

The screenshot shows the NJDEP SAGE application snapshot screen. The top navigation bar includes 'My Home', 'My Applications', 'My Financial Reporting', and 'My Progress Reporting'. A secondary navigation bar contains 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Below this, a menu bar highlights 'Status Changes' with a green circle. A dropdown menu is open, showing 'Possible Statuses' with two options: 'APPLICATION SUBMITTED' and 'CANCEL APPLICATION', each with an 'APPLY STATUS' button. The background shows a table with columns 'Current Status' and 'Period Date / Date Due'. The table contains one row: 'Authorized Official' with 'Application In Process' and '08/01/2020 - N/A N/A'. Below the table, there is a section titled 'APPLICATION SNAPSHOT' with instructions: 'To begin or continue work on this application', 'To submit or cancel your application', and 'Please ensure appropriate status changes are made. Click on the form you wish to fill out. Select the appropriate option. [Click here](#)'.

41. Choose Apply Status under Application Submitted

This screenshot is similar to the previous one, but the 'APPLY STATUS' button under the 'APPLICATION SUBMITTED' option in the dropdown menu is highlighted with a green circle. The rest of the page content, including the navigation bars, table, and instructions, remains the same.

42. Identify any notes about this status change, and then choose I Agree.

Agreement

Please make a selection below to continue.

As the Authorized Official for this organization, I hereby certify that the information provided within this proposal and application form is complete and true.
If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE I DO NOT AGREE

43. Your application will now be transmitted to the DriveGreen team. Thank you! We will be in touch.

Next Steps

1. Once the application period closes, NJDEP will review the information submitted and rank all submitted applications based on the ranking criteria.
2. Announcements will be made, then you will receive an email from SAGE that says your application has been approved or denied.

Signing and Returning Your Grant Package

1. If your application is approved, you will get an email from SAGE indicating ACTION NEEDED: Grantee Signature
2. Click on the SAGE link in the email and log in
3. Open My Tasks and you should have task for Grantee Signature.
4. Click on the document name
5. For an overview of the process, read the Instructions that show up on the screen.
6. Click on the Forms Menu, and then click through the grant agreement forms
7. Have the Resolution Certifier identified in the Applicant Information page complete the resolution forms and sign. Click save at the top of the page.
8. When you get to the Miscellaneous Attachments page, upload your insurance certificates if they have not already been uploaded
9. Once your review is complete, the individual identified as the Grant Executor on the Applicant Information page should click on Approval Signatures Page
10. Check the box next to "I have acknowledged and approved", then click the save button at the top of the page
11. Hover over Status Changes, and choose Apply Status under Agreement Signed by Grantee
12. This will transmit the signed grant package back to NJDEP for review. We will be in touch if there are any questions.

Executing Your Grant Package / Starting the Work Period

1. If there are no missing items from your returned grant package, it will be transmitted to NJDEP's Contracts & Grant Management Unit for further review.
2. If there are any questions, your grant package may be transmitted back to you in order to address them. You will also receive an email from a team member to elaborate.
3. If there are no questions, your grant package will be transmitted back to the DriveGreen group for final execution.
4. Once executed, you will receive an email from SAGE stating that your grant has been executed. At this point, your work period has begun, and you can begin to purchase and install your charging stations.

Progress Reporting

1. Three (3) months and six (6) months after grant execution, there will be a progress report due.
2. Log in to SAGE and click My Applications at the top
3. Filter for your project using the search criteria
4. Click on the Grant Name in order to open it
5. Hover over Related Documents and Messages, and choose to Initiate a Progress Report
6. Click on the I Agree button for the certification form
7. Hover over the Forms Menu, and choose It Pays to Plug In Progress Report
8. Complete the appropriate section, then click Save
9. Hover over Status Changes, and click Apply Status under Progress Report Submitted

Expenditure Reporting / Reimbursement Request / Charging Station Information

1. Fast Charger Grantees are allowed to request reimbursement quarterly. 25% of the grant amount will be withheld for final payment.
2. Log in to SAGE and click My Applications at the top
3. Filter for your project using the search criteria
4. Click on the Grant Name in order to open it
5. Hover over Related Documents and Messages, and choose to Initiate an Expenditure Report
6. Click on the I Agree button for the certification form
7. Hover over the Forms Menu, and choose Financial Report
8. This form must be completed and signed by the Financial Officer
9. Answer the questions and fill out the tables:
 - a. Final Report? - Indicate if this is a final report
 - b. Are You Requesting an Advance Payment – Click no. It Pays to Plug In does not allow for advance payments
 - c. Are you reporting expenditures from a prior advance payment – click no
 - d. Enter your expenditures incurred during the current period in the row labeled “Purchase and maintenance of DCFC”

Please enter below the current expenditures related to the award. Do not include matching expenditures/contributions.

EXPENSE CATEGORY	TOTAL BUDGET	PREVIOUSLY REPORTED CUMULATIVE EXPENDITURES	EXPENDITURES INCURRED DURING THE CURRENT PERIOD	CUMULATIVE EXPENDITURES	UNEXPENDED BALANCE
A. Personnel Costs					
Salaries	\$0	\$0	\$0		
Fringe Benefits	\$0	\$0	\$0		
B. Consultants and Subcontractors	\$0	\$0	\$0		
C. Other Costs (Specify Below)					
• Purchase, Install & Maint of DCFC	\$200,000.00	\$0	\$0		
D. Audit	\$0	\$0	\$0		
Subtotal Direct Costs	\$200,000.00	\$0			
Less: Program Income	\$0	\$0	\$0		
Total Direct Costs	\$200,000.00	\$0			
Indirect Costs 0 %	\$0	\$0	\$0		
TOTAL AMOUNT	\$200,000.00	\$0			

Please enter below the current expenditures related only to the matching requirement of the award

- e. Enter the matching expenditures in the next table. Choose the appropriate set of columns for the funding, and make sure to enter the amount in the row labeled "Purchase and maintenance of DCFC"
 - f. Upload paid invoices, proof of payment, and pictures for the expenditures being reported
 - g. Check the certification box
 - h. Click Save
10. If you have the serial numbers for the charging stations, complete the Charging Station Information form
- a. Hover over Forms Menu
 - b. Click on Charging Equipment Information
 - c. Enter the Serial Numbers for the charging stations
 - d. Upload the files requested
 - e. Click Save

Navigating the System

1. To find a list of your in process applications:, click on My Applications.
 - a. Click on My Applications
 - b. Click on the drop down next to Application Types and choose It Pay\$ to Plug In 2022 (Fast Charger)
 - c. Click Search
 - d. This will bring up a list of all of your applications for 2022
2. Adding Members to an Organization
 - a. Click on My Organization at the top
 - b. Click on Organization members about 1/3 of the way down the page
 - c. Click on Add Members about 1/3 of the way down the page
 - d. Click on New Member next to the Member Search bar
 - e. Add their information and role. The role should be Authorized Official for anyone who will need to sign
 - f. Click Save & Add to the Organization at the top of the page