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# Charge Up New Jersey

## *Common Application Errors and FAQs*



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# About CSE

## **Mission-driven national nonprofit**

Center for Sustainable Energy® (CSE) is a national nonprofit that accelerates adoption of clean transportation and distributed energy through effective and equitable program design and administration.

- Administer cutting-edge programs valued at over \$4 billion for governments, utilities and the private sector across the U.S.
- Leader in data-driven incentive program design and administration for:
  - Electric vehicle and EV charging incentive programs
  - Renewable energy incentive programs (solar and storage)
- Headquartered in San Diego with more than 250 employees across the nation

## **Objective and trusted**

- Governments, utilities and the private sector trust CSE for its data-driven and software-enabled approach, deep domain expertise and customer-focused team.
- CSE's fee-for-service business model frees it from the influence of shareholders, members and donors, and ensures its independence.
- CSE's data and insights have informed policy at the local, state and federal level.



# CSE's Role in Charge Up New Jersey

- CSE began administering Charge Up New Jersey in 2020, when the program was originally a post-purchase initiative (Phase I).
- Since the Phase II: Dealership Point-of-Sale program launched in July 2021, CSE has issued over \$60 million in EV incentives for participating NJ dealerships and showrooms.
- \$30 million allocated per fiscal year through the NJ Board of Public Utilities.
- Charge Up New Jersey also features a rebate program for NJ residents for the purchase of an eligible level 2 charger, launched as Phase III, in July 2022.





# Program Update – New Ordered Vehicles Workflow

- New streamlined process launching 10/18 at 11am ET
- Website portal will be closed from 8:30am to 11am
- Existing orders will not be affected
- Video tutorial will be distributed separately



# Common Application Errors



# Overview – Charge Up New Jersey

- The incentive is awarded to the customer at the point-of-sale.
- Dealerships and Showrooms may not withhold the incentive from the customer pending approval of their application
- In the event an application is deemed ineligible, dealerships and showrooms may not attempt to recuperate the value of the incentive from the customer
- Dealerships and Showrooms are responsible for verifying that their customers and vehicles are eligible for an incentive
- Dealers must notify eligible customers of the existence of the incentive at the point-of-sale
- The program does not have any association with the federal EV tax credit; you may find information on the federal EV tax credit [here](#)
- Violation of the terms and conditions can result in removal from the Program



# Common Application Errors – General Tips

- Uploaded documents must be legible and clear to understand
- Uploaded documents must contain the customer's name
- Applications must be submitted within 14 days of the vehicle order, purchase, or lease
- In the event an application requires additional information, the dealership will have 14 days to resubmit
- Make sure email correspondence is up to date so we can ensure auto-emails and manual emails are being received



# Terms and Conditions Form

- Vehicle information must be complete:

Example:

- Year (2023)
  - Make (Volkswagen)
  - Model (ID.4)
  - Trim (Pro S AWD)
- VIN must be present, unless it is an ordered vehicle

- MSRP at order, if applicable, must match the MSRP at delivery
- Incentive Amount corresponds to the MSRP:
  - \$45,000 and under – up to a \$4,000 incentive
  - \$45,001 - \$55,000 – up to a \$1,500 incentive
- Form must be signed by both dealership representative and applicant





# Proof of NJ Residency

- **Only a valid New Jersey driver's license will establish Proof of New Jersey residency**
- License must be valid upon date of order and date of purchase
- Interim NJ driver's licenses are accepted
  - Must be signed
  - Must be valid upon date of order or purchase
- Out of State driver's licenses are permissible only with existing military orders in NJ
- Other documents, such as utility bills and bank statements, are not acceptable

# Purchase or Lease Agreement

- Provide all pages of Purchase/Lease Agreement
- Signatures by customer and dealership must be present
- Submit a Monroney label or an MSRP breakdown sheet for easier MSRP verification
- Incentive amounts:
  - MSRP \$45,000 and below = up to \$4,000 incentive
  - MSRP between \$45,001 and \$55,000 = up to \$1,500 incentive



# MSRP Calculation

## Included in MSRP calculation

- Additions at point-of-sale:
  - Items related to the value of the vehicle
  - Battery upgrades
  - Autonomous upgrades
  - Wheel and tire packages
  - Interior or exterior color options
  - Entertainment systems
  - Interior or exterior upgrades that are not part of the trim level (e.g. heated seats, heated steering wheel, dimming mirror, etc.)

## Not included in MSRP calculation

- Additions made after point-of-sale:
  - Items which do not relate to value of vehicle
  - Floor mats
  - Cargo nets
  - Destination and Delivery charges
  - Tax
  - Registration and Title fees
  - Documentation fees
  - Maintenance Packages/Vehicle Care Packages
  - First Aid Kits

# Proof of NJ Registration

- Acceptable Proof of NJ Registration
  - Temporary or permanent NJ registration card
- Not Accepted
  - "Dealer Copy" of the temporary registration on its own
  - Application for NJ Registration
- Registration must correspond with the transaction type (Purchase or Lease)



# Reasons for Ineligibility

- MSRP exceeding \$55,000
- Date of Order or Purchase/Lease outside of the last 14 days upon submitting
- Date of Order or Purchase/Lease outside of program open or closure date
- Incorrect vehicle applied for
- Applicant has been previously awarded 3 incentives throughout the lifetime of the program
- Applicant resides outside of NJ
- Vehicle purchased/leased outside/registered outside of NJ
- Rebate not applied at Point-of-Purchase
- Pre-owned EVs



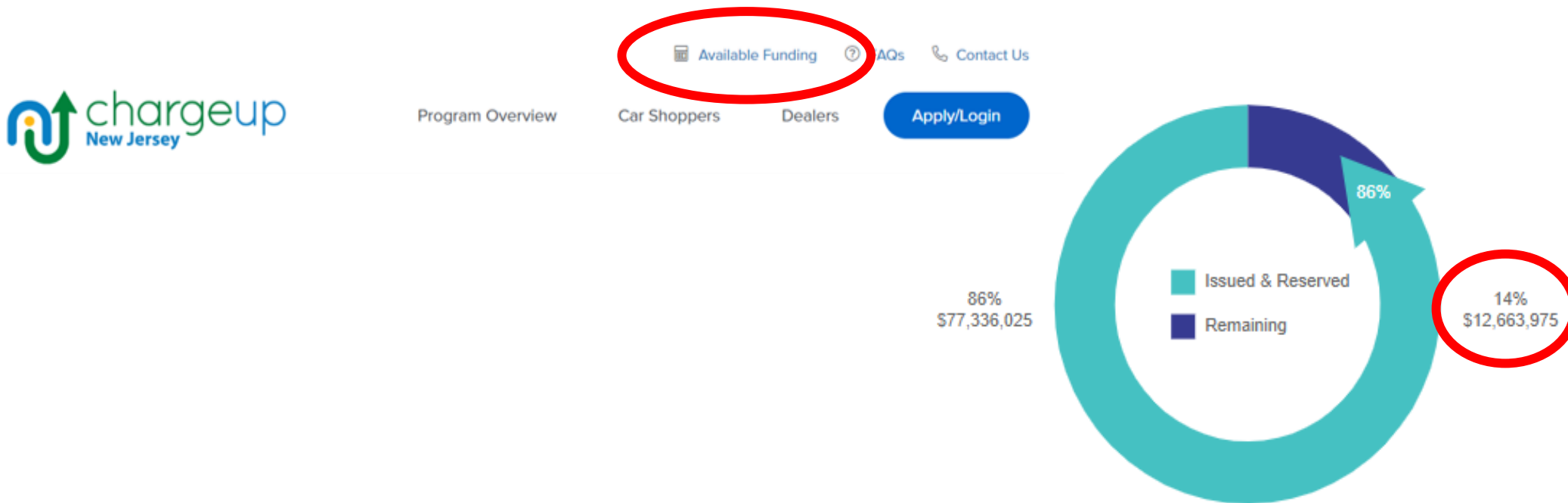


# End of Funding



# End of Funding Tracker

View remaining funding on the program website<sup>1</sup>:



1. <https://chargeup.njcleanenergy.com/available-funding>



# End of Funding Notifications

- Monthly funding status emails
- End-of-funding email series
- Closure announcement
- Portal closure



# Program Closure

Upon closure of the FY24 Program:

- Orders, Purchases, and Leases after the Program closure date will not be accepted
  - Vehicles still on order will keep funding reserved
- Dealerships will be given the normal 14-day period to submit applications for vehicles ordered, purchased, or leased up to and on the Program closure date
- The dealership submission portal will close to new submissions 14 days after the Program closure date
- There will not be an opportunity to reserve funds for orders made outside the normal 14-day window upon Program closure



# Frequently Asked Questions





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- **What happens if the customer sells or turns in the vehicle prior to keeping the vehicle for the 36 consecutive months required by the program?**
  - Dealerships and Showrooms are not responsible for ensuring the customer fulfills the 36-month obligation upon purchase or lease
- **How long does it take for my dealership to receive reimbursement?**
  - Dealerships and showrooms can expect payment within one month after application approval
  - Please make sure your ACH information is up to date
  - Dealerships will receive an email once payment has been disbursed, including VIN and Application details
  - Payment should appear on the dealership dashboard and in the dealership bank account within 24 to 48 hours of email notification
  - If a delay occurs, reach out to CSE at [chargeupnj@energycenter.org](mailto:chargeupnj@energycenter.org)



# Frequently Asked Questions

- **How do vehicles get added to the program**
  - Manufacturer fills out an OEM Vehicle submission form<sup>1</sup> and emails it to [EV.Programs@bpu.nj.gov](mailto:EV.Programs@bpu.nj.gov)
  - New model years and trim levels need to apply for the program again
- **Can we apply a discount to lower the MSRP into a higher incentive tier**
  - We are not able to honor these types of discounts
- **I have submitted multiple reservation applications. If the program paused or closes due to funding exhaustion, will these applications still have funds reserved?**
  - As long as the application has been successfully submitted, funds are reserved for the applied vehicle



Questions?



# Contact information

[https://chargeup.njcleanenergy.com/  
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877-426-2474

