



## NJ ZIP Phase 2 – Vendor Read Me & Walk Thru

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# VENDOR APPLICATION READ ME

This document provides screen shots of the NJ ZIP Phase 2 vendor application on a step-by-step basis. Please review in advance of submitting an application and use as you work through the process. If you have any questions as you advance, please reach out to [njzip@njeda.com](mailto:njzip@njeda.com) with the title “Vendor application – Questions – [your organization name]”.

Before you start, you should have the following information/documentation ready:

- Company information
  - Legal name, entity formation state and date, entity type, EIN, address, and contact information (Note: contact information will be requested for the primary point of contact, i.e., the person who will primarily interact with NJEDA staff and potential purchaser applicants, and who has direct access to the Vendor account. There will also be fields for the legally authorized representative and for CEO/Owner, if different than the primary contact)
- Tax Clearance Certificate listing NJ EDA
  - This can be accessed through [https://www16.state.nj.us/NJ\\_PREMIER\\_EBIZ/jsp/home.jsp](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) for NJ registered businesses. It MUST list New Jersey Economic Development Authority, which can be selected from a drop down in the request form. If this certificate has been requested and is not yet available for download, documentation of the request can be uploaded in lieu – however it is strongly recommended that the certificate is procured prior to application submission, to minimize processing time. Vendor may be approved 'at risk', but no agreements can be signed until final tax clearance documentation is received.
- Proof of 12 months of experience
  - Proof can include: sales records, manufacturing records, business registration or company foundation documents, cached web history indicating eligible vehicles for sale or in development, public press releases, and/or relevant dealership agreements. If the dealership applying as a vendor has less than 12 months of experience selling, please upload proof of the experience of the manufacturer, in addition to proof of the agreement between the dealership and manufacturer for such sales.
- Vehicle information
  - Vehicle make/model
  - Vehicle type
  - Vehicle motive technology
  - Vehicle weight class
- Specification sheets
  - Must corroborate eligibility and data entered into the submitted vehicle record, including vehicle capabilities and charging/fueling needs. Specifications should include at a minimum, vehicle manufacturer, make, model, body type, zero-emission technology, weight (GVWR), vehicle type, indicate compliance with federal and state requirements for on-road vehicles, warranty, range, and, if a BEV, battery capacity (kW).
- Vehicle image
  - Provide an image or rendering of the vehicle for sale as a separate file. This image will be used to visually identify your vehicle type for customers on the NJ ZIP webpage.



- Charging/fueling development plan
  - Provide specifications for standard charging/fueling infrastructure and/or methodology by which charging plans will be developed with purchasers. Note: It is understood that the Vendor may not be the final responsible party for the design or implementation. Final plans due prior to voucher redemption.
- Standard Vehicle Warranty
  - For your applied vehicles, indicating at a minimum 3 years or 50,000 miles of coverage, covering parts and labor for, at a minimum, motor, drivetrain, and battery/fuel cells/other zero emission technology (and their related controls and auxiliary support systems). If different vehicle types have different warranties, they should each be uploaded.
- Standard In-State Maintenance Plan
  - Document that outlines standard in-state servicing plan for maintenance of vehicle(s) aligned with industry norms and current best practices implemented by or before first vehicle delivery. Documentation must demonstrate how the relevant in-state maintenance will be provided, e.g., directly by Vendor at existing NJ sites or through deployed technicians, via contract with a trained NJ shop, via training for owner/operators that self-maintain fleets, etc.
- Self-certification
  - Must be a document signed by OEM, on OEM letterhead, certifying that the vehicle(s) submitted to the program are designed in compliance with all applicable state and federal requirements for operation, including the Federal Motor Vehicle Safety Standards (FMVSS) issued by the National Highway Traffic Safety Administration (NHTSA), found in Title 49 of the code of Federal Regulations (CFR)
- If vehicle body build-out is conducted post-delivery
  - Standard body build-out manuals that are provided to customers to ensure the final vehicle, if completed in alignment with the given guidance, maintains Vendor self-certification for Federal and State motor vehicle and highway safety.
- If applying for the 25% manufacturing bonus:
  - Proof that 25% of the cost of the vehicle is expended in New Jersey, including but is not limited to the total vehicle cost to produce, price sheets for materials produced in NJ or purchased from a NJ vendor, hourly labor rates and payroll in NJ, Federal 941, WR-30.

There will be optionality within the application to upload additional documents if necessary for your submission.

Please note that additional documentation will be required when starting individual purchaser's voucher applications, which will launch April 18<sup>th</sup>, 2023. This Read Me document has been updated with a "Purchaser Part 1" section to walk thru the vendor part of the application. The following information will be necessary per applicant:

- Proof of intent to purchase (signed quote or contingent PO)
- Vehicle delivery plan, providing purchaser-specific anticipated date of delivery and contingencies
- Any deviations from standard document upload.
  - Purchaser specific in-state maintenance plan
  - Purchaser specific vehicle warranty
  - Purchaser specific charging plan



# PURCHASER PART 1

## NJEDA Online Application Center

Welcome to the NJEDA's online application for the NJEDA Online Application Center. We look forward to helping you as you grow your business in New Jersey!

Please DO NOT use Internet Explorer as your browser to complete this application as it is unsupported and may cause delays to your application processing. Alternative browsers include "Microsoft Edge," "Chrome," or "Safari." [Close](#)

Brownfields Redevelopment Incentive Program

Small Business Improvement Grant Program

Small Business/s Lease Grant Program

Emerge Application

Innovation Evergreen Fund – Tax Credit Auction

Main Street Micro Business Loan

NJ ZIP Purchaser Application

NJ ZIP Vendor Phase 2 Application

NJ ZIP Vendor Phase 1 Application



[Home](#) > [NJ ZIP Phase 2 - Vendor](#)

## NJ ZIP Phase 2 - Vendor

Welcome to the NJ ZIP Vendor Portal! Please create a vendor account, including at least 1 qualifying zero-emission medium or heavy duty vehicle record. If you have already created a vendor account below, you can access it to view status and add additional vehicles.

Please note that, to submit this application, you will be assessed a \$1000. If you believe this will pose an undue hardship (defined as having the adjusted gross income reported on your business's most recent federal tax return being less than \$1,000,000), you may submit a hardship waiver request to [njzip@njeda.com](mailto:njzip@njeda.com).

NOTE: This is not a COVID grant program.

To start an application on behalf of a purchaser, please click

[Start Purchaser Application](#)

[Create](#)

Common Application ID ↓	Applicant Organization Name	Applicant Entity Type	Federal Employer Identification Number (FEIN)	Application Status	Created On	Full Application Submitted	Commitment / Approval Letter Expiration Date (Product ID)	Actual Disbursements to Date (Product ID)
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To ensure purchaser eligibility, this page has three basic gating questions.

## NJ ZIP Purchaser Part 1 - Create

### Vendor Eligibility

Have you provided the quote to the purchaser? \*

*Please note you will be required to upload either Purchase Order with contingency (i.e., PO is dependent upon receipt of voucher) OR quote for the specified vehicle(s).*

Is the purchaser registered to do business in the State of New Jersey? \*

Have you reviewed the NJ ZIP Vendor Application Read Me and Walk-thru? \*

Next

**Note:** If your purchaser is not already registered in the State of New Jersey, it is highly recommended that they complete that process before continuing the application.



## Purchaser Part 1: Purchaser Contact Information

Home > NJ ZIP Purchaser Part 1 - Create

### NJ ZIP Purchaser Part 1 - Create

#### Purchaser Contact Information

Purchaser Entity Name \*

Purchaser Contact First Name \*

Purchaser Contact Last Name \*

Purchaser Email Address \*

*Please identify the email address of the individual who will complete the Purchaser Application. Please be sure this is the correct email, as incorrect email addresses will significantly delay application submission.*

Purchaser Email Address Confirmed \*

[Previous](#)

[Next](#)

**Note:** Access to the purchaser application will be via a single email per purchaser. Ensure you have the right email entered!



## Purchaser Part 1: Vehicle Purchase Record

### NJ ZIP Purchaser Part 1 - Create

#### Vehicle Purchase

Please create a minimum of one vehicle purchase record below.

Will you be using the standard charging, warranty, and in-state servicing plans approved with your vendor application for this voucher application? \*

Create

Name	Vehicle	Vehicle Make (Vehicle)	Vehicle Model (Vehicle)	Vehicle Model Year (Vehicle)	How many vehicles of this model purchasing?	What is anticipated delivery date of the vehicle?
------	---------	------------------------	-------------------------	------------------------------	---	---

There are no records to display.

Previous Next

Home > NJ ZIP Purchaser Part 1 - Create

### NJ ZIP Purchaser Part 1 - Create

#### Vehicle Purchase

Please create a minimum of one vehicle purchase record below.

Will you be using the standard charging, warranty, and in-state servicing plans approved with your vendor application for this voucher application? \*

No

Please identify what plans are applicant specific:

Please note that you will be asked to upload documents accordingly. \*

Select or search options

Select all

3 items

Charging Plan

Warranty

In-State Maintenance Plan

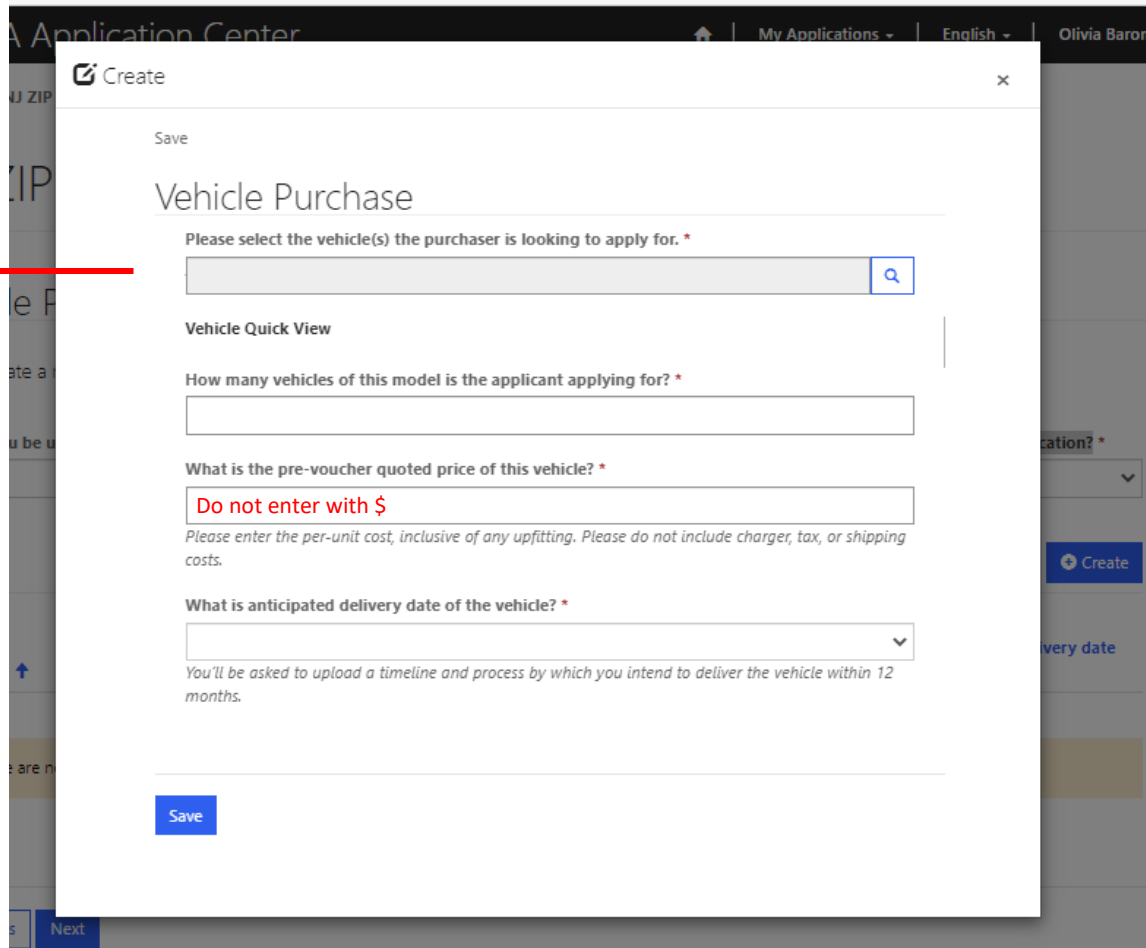
Name	Vehicle	(Vehicle)	(Vehicle)	Year (Vehicle)	purchasing?	or the vehicle?
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There are no records to display.

Previous Next

NOTE: If you select no, the purchaser will be using purchaser-specific documents, you will be asked next identify which ones and required to upload the documents accordingly.

## Purchaser Part 1: Vehicle Purchase Record Create Pop-up



The screenshot shows a 'Create' pop-up window titled 'Vehicle Purchase'. The window has a 'Save' button at the top left and a close 'x' button at the top right. The form contains the following fields and instructions:

- Please select the vehicle(s) the purchaser is looking to apply for. \***: A search bar with a magnifying glass icon.
- Vehicle Quick View**: A section header.
- How many vehicles of this model is the applicant applying for? \***: A text input field.
- What is the pre-voucher quoted price of this vehicle? \***: A text input field containing the text 'Do not enter with \$'. Below the field is the instruction: 'Please enter the per-unit cost, inclusive of any upfitting. Please do not include charger, tax, or shipping costs.'
- What is anticipated delivery date of the vehicle? \***: A date selection dropdown menu. Below the field is the instruction: 'You'll be asked to upload a timeline and process by which you intend to deliver the vehicle within 12 months.'
- Save**: A blue button at the bottom left.

A red line originates from the search bar and points to a red-bordered box containing a note.

NOTE: You will only be able to select your company's approved vehicles associated with your vendor application.





## Purchaser Part 1: Document Upload

### NJ ZIP Purchaser Part 1 - Create

#### Vendor Document Uploads

Document	Files
Delivery Plan	<div><div><div><div></div><div>Add Files</div></div></div><div>Document that provides anticipated date of delivery and contingencies.</div></div>
Quote / PO	<div><div><div><div></div><div>Add Files</div></div></div><div>Either Purchase Order from Vendor with contingency (i.e., PO is dependent upon receipt of voucher) OR quote from Vendor for the specified vehicle(s)</div></div>
Purchaser Specific Charging Plan	<div><div><div><div></div><div>Add Files</div></div></div><div>Provide either specifications for planned charging/fueling infrastructure and anticipated counts and locations OR timeline/methodology by which charging plans will be developed. Final plans due prior to voucher redemption.</div></div>
Purchaser Specific Vehicle Warranty	<div><div><div><div></div><div>Add Files</div></div></div><div>Purchaser specific vehicle warranty for at least minimum 3 years or 50,000 miles of coverage, covering parts and labor for, at a minimum, motor, drivetrain, and battery/fuel cells/other zero emission technology (and their related controls and auxiliary support systems).</div></div>
Purchaser Specific in-state maintenance plan	<div><div><div><div></div><div>Add Files</div></div></div><div>Document that outlines in-state servicing plan for maintenance of Applicant's vehicle(s) aligned with industry norms and current best practices implemented by or before vehicle delivery.</div></div>

Previous

Next

**NOTE:** Purchaser specific charging plan, warranty, and in-state maintenance plan are only required if the documents deviate from the plans approved at time of vendor application.



## Purchaser Part 1: Vendor Confirmation

### NJ ZIP Purchaser Part 1 - Create

#### Vendor Confirmation

Please confirm the information provided is accurate and ready for the Purchaser to complete. \*

Yes

[Previous](#)

[Submit](#)



# VENDOR APPLICATION WALK THRU

## NJEDA Online Application Center - Opening Page

### NJEDA Online Application Center

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Welcome to the NJEDA's online application for the NJEDA Online Application Center. We look forward to helping you as you grow your business in New Jersey!

Please DO NOT use Internet Explorer as your browser to complete this application as it is unsupported and may cause delays to your application processing. Alternative browsers include "Microsoft Edge," "Chrome," or "Safari." [Close](#)



Note: If you were a Vendor in NJ ZIP Phase 1, you can view any active Phase 1 purchaser applications through the button indicated with a star.



## Welcome Page – Create Your Vendor Application

### NJ ZIP Phase 2 - Vendor

Welcome to the NJ ZIP Vendor Portal! Please create a vendor account, including at least 1 qualifying zero-emission medium or heavy duty vehicle record. If you have already created a vendor account below, you can access it to view status and add additional vehicles.

Please note that, to submit this application, you will be assessed a \$1000. If you believe this will pose an undue hardship (defined as having the adjusted gross income reported on your business's most recent federal tax return being less than \$1,000,000), you may submit a hardship waiver request to [njzip@njeda.com](mailto:njzip@njeda.com).

NOTE: This is not a COVID grant program.

To start an application on behalf of a purchaser, please click [here](#).

Create

Common Application ID ↓	Applicant Organization Name	Applicant Entity Type	Federal Employer Identification Number (FEIN)	Application Status	Created On	Full Application Submitted
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You will be able to save your application and return later by clicking the “Common Application ID” number.

**Eligibility Gating Question** Please note applications are closing November 22<sup>nd</sup>.

In order to ensure non-vendors (e.g., purchasers) do not apply to become vendors mistakenly, this page has three basic gating questions.

#### Eligibility

Do you SELL medium and/or heavy-duty zero-emission vehicles (Class 2b - Class 8)?

Are you registered to do business in the State of New Jersey?

*This is demonstrated by a valid New Jersey Tax Clearance Certificate*

Have you reviewed the NJ ZIP Vendor Application Read Me and Walk-thru?

Note: If you are not already registered to do business in the State of New Jersey, it is highly recommended that you complete that process before continuing the application.





## Common App: Primary Point of Contact

### Primary Point of Contact

*Throughout the life of a project – from application, to approval, to closing, and to certification/servicing – NJEDA will need to engage with various members of your team. This section collects contact information for individuals we may need to speak with as part of this project.*

*Please provide contact information for the primary point of contact within the applicant company that NJEDA will keep updated on the status of this application.*

**NOTE: It is highly recommended that the primary point of contact be the individual that is currently filling out this application. If the primary point of contact is different than the individual that is currently filling out the application, the primary point of contact individual should also create a user name and password on this application portal to receive all future correspondence.**

Is the Primary Point of Contact legally authorized to submit this application on behalf of the applicant company? \*

Is the Primary Point of Contact the Chief Executive Officer/equivalent officer for North America operations, or equivalent highest-ranking executive for the applicant company? \*

Is the Primary Point of Contact authorized to speak to the media on behalf of the company? \*

If you answer “no” to either question, you will be prompted to a new page to input contact information for the entity’s legally authorized representative and/or the CEO. In addition to standard contact information, you will need indicate on the supplemental pages if the person should receive outreach/information about your NJ ZIP Application.



## Common App: Applicant Organization

### Application Organization

In this section, we are collecting information about the company that is applying for assistance. We are focused on the primary applicant only. We will collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

**Applicant Organization Name \***

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

**Applicant Doing Business As (DBA)**

Does your business operate under a different name?

**Applicant Entity Type \***

What is the ownership structure of the applicant?

Is the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? \*

**Date Established \***

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

**Applicant Country of Incorporation/Formation \***

**Applicant State of Incorporation/Formation \***

**Entity Type \***

Sole Proprietorship

Sole Proprietorship

Partnership

General Partnership

Limited Partnership

Limited Liability Partnership

C Corporation

Subchapter S Corporation

Limited Liability Corporation

Government Body

Nonprofit Organization

Single Member LLC

Other

**NOTE:** Organization Formation Documents not required for NJ ZIP



## Common App: Applicant Organization

Applicant Federal Employer Identification Number (FEIN) \*

*The 9 digit Federal Tax ID number of your organization.*

Applicant New Jersey Tax ID Number \*

Please insert 12-digit number

Applicant Organization's Phone Number \*

Provide a telephone number

Applicant Organization's Website

Is the applicant involved in religious activities or religiously affiliated? \*

*Please note that this requires additional questions to determine eligibility of the requested financial assistance.*

Please provide a high-level, 2-3 short paragraph description of the applicant company. This may include the type of business you are involved in, your company's mission statement, the markets or customer base the company serves, and any other information about your business that the NJEDA should understand to review your application. \*

An example of an acceptable description would be "[Organization name] manufacturers/sells zero-emission vehicles".

Is the applicant involved in religious activities or religiously affiliated? \*

Yes

*Please note that this requires additional questions to determine eligibility of the requested financial assistance.*

### Religious Affiliation Form

The NJEDA will need to collect additional information from you if your entity is involved in religious activities or is religiously affiliated. Please download the religious activity questionnaire form [DOWNLOAD HERE](#), and upload the completed form below.

Document	Files
Religious Affiliation Form *	<a href="#">Add Files</a>



## Common App: Applicant Organization Cont.

### NAICS

In this section, we will collect information about what type of business/organization you are, based on your NAICS Code. To look up your business's NAICS Code, please click the search icon below.

#### North American Industry Classification System (NAICS) Code \*



Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code (if you know it), the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

### Tax Clearance Certificate

Certificates may be requested through the [State of New Jersey's online Premiere Business Services \(PBS\) portal](#). Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

#### Tax Clearance Certificate

Document	Files
Tax Clearance Certificate Document(s) *	<a href="#">Add Files</a>

### Prior NJEDA Assistance

Has the applicant, or any related parties, previously received NJEDA assistance? \*

We anticipate your entity will fall into one of the following NAICS Categories:

- **336210:** Motor Vehicle Body and Trailer Manufacturing
- **336230:** Motor vehicle electrical and electronic equipment manufacturing
- **441110:** New Car dealers
- **4411:** Automobile dealers

### Prior NJEDA Assistance

Has the applicant, or any related parties, previously received NJEDA assistance? \*

Please describe the NJEDA assistance the applicant company previously received. Please be as specific as possible in detailing the programs through which you received NJEDA assistance, the facilities or projects associated with that assistance, the timeframes in which the assistance was provided, and the status of any awards or agreements. \*

If you have approved voucher funding as a Phase 1 vendor, please select yes and indicate "NJ ZIP Phase 1 vendor".





## Common App: Diversity, Equity, and Inclusion

### Diversity, Equity, & Inclusion

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With which of the following does the majority owner of the applicant organization self-identify (if applicable)?

- ☐ Minority
- ☐ Women
- ☐ Veteran
- ☐ LGBTQ
- ☐ Disabled
- ☐ None of the above
- ☐ Prefer not to answer

Please select which of the following State of New Jersey certifications the applicant organization currently holds:

- ☐ Small Business Enterprise (SBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Minority-Owned Business Enterprise (MBE)
- ☐ Woman-Owned Business Enterprise (WBE)
- ☐ Veteran-Owned Business Enterprise (VOB)
- ☐ Disabled Veteran-Owned Business Enterprise (DVOB)
- ☐ None of the above
- ☐ Prefer not to answer

### Additional DE&I Information

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*In this section, we would like more information about any actions your company has taken or is taking with respect to Diversity, Equity & Inclusion. If these questions are not applicable, you may skip them.*



## Vendor Information: Entity information and standard policies

Note: You will be asked to upload documents related to the below questions on a later page.

### Vendor Information

Has the applicant, or any person who controls the applicant or owns or controls more than one percent of the stock of the applicant, applied for or received from the New Jersey Cannabis Regulatory Commission (NJ-CRC) either (a) a license to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service; or (b) a certification to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? \*

Does your entity have a minimum of 12 months of experience in zero emission vehicle manufacturing or sales? \*

Please note you will be asked to upload proof of this experience.

Provide link to the Vendor website that indicates eligible vehicle(s) available for sale. \*

Will all the vehicles sold through NJ ZIP be warrantied for at least 3 years or 50,000 miles? \*

Please note you will be asked to upload a standard warranty document for the eligible vehicles.

Do you have an in-state maintenance plan? \*

Please note you will be asked to upload a standard in-state maintenance plan for the eligible vehicles.

For NJ Manufacturing Bonus Criteria: Are all the vehicles you plan to sell through NJ ZIP 25% or more, by cost, produced within NJ? \*

Please note you will be required to provide proof of location and in-state labor & material costs.

Are all the vehicles being submitted to this program in compliance with all applicable state and federal requirements for operation, including the Federal Motor Vehicle Safety Standards (FMVSS) issued by the National Highway Traffic Safety Administration (NHTSA), found in Title 49 of the Code of Federal Regulations (CFR)? \*

You will be asked to upload a self-certification of this claim on company letterhead and signed by the authorized party.

Do you have an in-state maintenance plan? \*

If only some of your vehicle models will be manufactured in NJ, please select "No". In each vehicle entity page, you will be given an opportunity to indicate 25% manufacturing in NJ and provide the manufacturing address.

**NOTE:** Before moving to the next page, you must review and acknowledge the program's Vendor Code of Conduct. This is attached in Appendix A for your reference.



## Vehicle Create Page

A pop up window will appear when you click “Create”. You should create a record for each vehicle type you anticipate selling through this program.

\*\*\*PLEASE NOTE\*\*\* You must submit at least one vehicle to apply as a vendor. You can come back to add more after application at any time, but please notify [njzip@njeda.com](mailto:njzip@njeda.com) if you do add a vehicle.

## Vehicles

### Vehicles

*Please create a minimum of one qualifying vehicle record below. Vehicles should be differentiated by make, model, model year, GVWR, and vehicle type. If your entity has a vehicle model that has multiple range/capacity options which impact MSRP, indicate the range or capacity in the model name and create separate vehicle records for each.*



Name ↑	Vehicle Make	Vehicle Model	Is 25% or more of vehicle produced within NJ?	Is the vehicle a zero emission vehicle?	What is the vehicle type?	What is the vehicle weight?	Created On
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There are no records to display.

Previous

Next

After you click “Create”, a vehicle-specific pop-up window will display. You will need to enter the vehicle information and, after clicking ‘submit’ in that pop up, you will be prompted to upload the vehicle specific documents (specification sheet, vehicle image, standard charging plan, and, if relevant, body build-out information or NJ manufacturing proofs) before you can save. Be sure to have these documents on hand.



## Vehicle Create Pop-up

Save

### General Information

**Vehicle Make \***

**Vehicle Model \***

*If model has multiple range/capacity options which impact MSRP, indicate range or capacity in model name and create multiple vehicle records. If vehicle is a factory-modified version of an ICE model, include brand of on-board power source.*

**Vehicle Model Year \***

**Is the vehicle a zero emission vehicle? \***

1

*For the purposes of this program, a zero emission vehicle is defined as "a vehicle that emits no tailpipe pollutants from the onboard source of power, such as particulates, hydrocarbons, carbon monoxide, ozone, lead, and various oxides of nitrogen."*

**What is the vehicle weight? \***

**What is the vehicle type? \***

2

**Will the vehicle be delivered with a completed body? \***

3

**What is the MSRP base value of this vehicle? \***

4

**Is 25% or more of the vehicle, by cost, produced within NJ? \***

5

*Please note you will be required to provide proof of location, and in state labor & material costs.*

### Charging Plan

6

**What is this vehicle's charging/fueling solution? \***

  
Level Two Charger  
DCFC  
Other Fueling Options

1

Is the vehicle a zero emission vehicle? \*

- Yes - a battery electric vehicle
- Yes - a fuel cell electric vehicle
- Yes - a different zero emission technology
- No

2

What is the vehicle type? \*

- Pick up truck
- Single-unit (e.g., step in box truck/van) short haul truck (less than 200 mile range)
- Single-unit (e.g., step in box truck/van) long haul truck (more than 200 mile range)
- Combination-unit (e.g., tractor/trailer truck) short haul truck (less than 200 mile range)
- Combination-unit (e.g., tractor/trailer truck) long haul truck (more than 200 mile range)
- School bus (less than 15 passengers)
- School bus (more than 15 passengers)
- Transit bus (more than 15 passengers)
- Shuttle bus (less than 15 passengers)
- Garbage/refuse truck
- Other specialty vehicle

3

Will the vehicle be delivered with a completed body? \*

- Yes
- No, the customer will be responsible for body build-out after delivery

If “no”, you’ll be asked to upload any standard body build-out manuals that will be provided to customers to ensure the final vehicle, if completed in alignment with the given guidance, maintains Vendor self-certification for federal and state motor vehicle and highway safety.

4

The MSRP Value should be the base vehicle price you will sell to NJ ZIP purchasers.

5

If “yes” to vehicle 25% manufacturing, you will be required to upload proof and indicate address of manufacturing.

6

If you select Level 2 or DCF Charger, you will be required to provide brand, volts, and kw. If you select “Other Fueling Options” you will be required to enter information in an open field. Please note that these should be your standard options/requirement; it is understood that some purchasers may select alternative equipment.

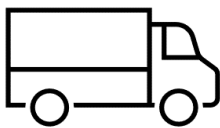
**NOTE:** Once you click ‘Submit’, the pop-up will reload and require document upload for the vehicle

## Document Upload for each Vehicle

Document	Files
Specification sheet *	<div>⬇ Add Files</div> <p>Specifications should include at a minimum, vehicle manufacturer, make, model, body type, zero-emission technology, weight (GVWR), vehicle type, indicate compliance with federal and state requirements for on-road vehicles, warranty, and, if a BEV, battery capacity (kW) and range.</p>
Standard charging plan *	<div>⬇ Add Files</div> <p>Please upload a standard timeline and process by which Vendor intends to develop charging/fueling plan.</p>
Vehicle Picture *	<div>⬇ Add Files</div> <p>Please include an image or rendering of the vehicle for sale as a separate file. This image will be used to visually identify your vehicle type for customers on the NJ ZIP webpage.</p>

Note: If you have multiple documents related to a document type, e.g., a charger specification and a separate charging plan development process, you can upload both documents under the relevant document heading.

## Example of Public-facing vehicle/vendor description



Vehicle image

Vendor Entity Name

Vehicle make / model

Vehicle type (bus, truck, etc)

ZEV type (battery, fuel cell, etc)

Vehicle Class

MSRP: \$XXX,XXX

Contact:

[www.vendorwebsite.com](http://www.vendorwebsite.com)

[contact@vendor.com](mailto:contact@vendor.com)

(555) 000-0000

This is an example vehicle identifier that is intended to be posted on the NJ ZIP website for potential purchasers.

The information you submit in this application will be formatted in a similar way as shown and shared publicly to assist potential purchasers in decision making.



## Vendor Entity Document Upload

All documentation not yet collected will be collected on this page. You will not be able to proceed until you upload all relevant documents. Descriptions of these documents are included in the Read Me section at the beginning of this document.

If you have multiple documents related to your vehicle(s), e.g., a different warranty for medium duty vehicles versus heavy duty vehicles, you can upload multiple documents under the relevant line item. In cases where you have more additional documents that you haven't been able to upload elsewhere, please upload them in the supporting documents upload on the document upload page. You are limited to 3 entities. If you need more, please email

[njzip@njeda.com](mailto:njzip@njeda.com)

## Documents

Document	Files
Proof of 12 months of experience *	<div><div><div><div><div></div><div>Add Files</div></div></div></div><p><i>Proof can include: sales records, manufacturing records, business registration or company foundation documents, cached web history indicating eligible vehicles for sale or in development, public press releases, and/or relevant dealership agreements. If the dealership applying as a vendor has less than 12 months of experience selling, please upload proof of the experience of the manufacturer, and proof of the agreement between the dealership and manufacturer for such sales.</i></p></div>
In-state maintenance plan *	<div><div><div><div><div></div><div>Add Files</div></div></div></div><p><i>Please upload the standard in-state maintenance plan(s) or a the timeline/process by which Vendor intends to develop and implement in-state servicing/maintenance plan, as is required before vehicle delivery.</i></p></div>
Standard vehicle warranty *	<div><div><div><div><div></div><div>Add Files</div></div></div></div><p><i>Please upload your standard warranty, indicating at a minimum 3 years/50,000 miles of coverage on parts and labor for the motor, drivetrain, and battery/fuel cells/other zero emission technology (and their related controls and auxiliary support systems), at a minimum. If you have different warranties for the individual vehicles submitted for this program, please upload all of the files here, with clear indication in the file title of which vehicle(s) it is in reference to.</i></p></div>
25% NJ Manufacturing proof *	<div><div><div><div><div></div><div>Add Files</div></div></div></div><p><i>Please submit documentation demonstrating (for example, but not limited to, through price sheets and hourly rates) that 25% of the cost of the vehicle is spent in NJ on labor for vehicle design, assembly, and/or manufacturing or cost of components produced in New Jersey.</i></p></div>
Self Certification *	<div><div><div><div><div></div><div>Add Files</div></div></div></div><p><i>Please upload a self-certification(s) of vehicle(s) in compliance with all applicable state and federal requirements for operation, including the Federal Motor Vehicle Safety Standards (FMVSS) issued by the National Highway Traffic Safety Administration (NHTSA), found in Title 49 of the Code of Federal Regulations (CFR), on company letterhead and signed by the authorized party.</i></p></div>
Any other Supporting Documentation	<div><div><div><div><div></div><div>Add Files</div></div></div></div><p><i>This upload is optional. You are limited to 3 supporting documents.</i></p></div>





## Common App: Legal questionnaire and Non-Involvement Certification

The Full **Legal Questionnaire** text can be found in Appendix B of this document.

**\*\*\*PLEASE NOTE\*\*\***

(1) This questionnaire is relevant for any proceedings within EDA's relevant 'look back' period:

- For civil matters, those that were either pending or concluded within 5 years of the reporting date;
- For criminal matters, those that were either pending or concluded within 10 years of the reporting date;
- For environmental regulatory matters, those that were either pending or concluded within 10 years of the reporting date; and
- For all other regulatory matters, those that were either pending or concluded within 5 years of the reporting date.

(2) This questionnaire must be certified by an authorized representative, defined as:

- for a corporation, by a principal executive officer at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);
- for other than above, by the person with legal responsibility for the application.

### CERTIFICATION OF LEGAL QUESTIONNAIRE AND AUTHORIZATION TO RELEASE INFORMATION

*This certification shall be signed as follows:*

- *for a corporation, by a principal executive officer at least the level of vice president;*
- *for a partnership, by a general partner;*
- *for a sole proprietorship, by the proprietor;*
- *for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);*
- *for other than above, by the person with legal responsibility for the application.*

I hereby represent and certify that I have reviewed the information contained in this Legal Questionnaire, and that the foregoing information is true and complete under penalty of perjury. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I further agree to inform the New Jersey Economic Development Authority of any changes in the foregoing information which may occur prior to execution of any agreement with the Authority, and so long as any such agreement is in effect. Failure to disclose relevant matters may render the Applicant ineligible for the financial benefits sought and may subject the Applicant to disqualification, debarment, suspension, or referral to the office of the state's Attorney General.

The undersigned, on behalf of the Applicant, understands and acknowledges that information and documents provided to the New Jersey Economic Development Authority: (1) are subject to public disclosure during deliberations of the Authority at public meetings regarding the application and as set forth in the minutes of the Authority's public meetings; and (2) are subject to public disclosure under certain laws, including, but not limited to, the Open Public Records Act, N.J.S.A. 47A:1-1 et seq., and the common law right-to-know.

Legal Questionnaire Electronic Signature \*

Title \*

Legal Questionnaire Date Signed \*



**Certificate of Non-Involvement:**

In addition to the legal questionnaire, you must certify your organization is not engaged in prohibited activities in Russia or Belarus (as such term is defined in P.L.2022, c. 3., sec. (1)(e)) except as permitted by federal law. I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L. 2022, c. 3, section (1)(d).

If you are not able to complete this certification of non-involvement because you, your entity or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus, you will need to provide the NJEDA with a detailed, accurate and precise description of the activities. Please email the NJEDA point of contact on your matter or [certifications@njeda.com](mailto:certifications@njeda.com) immediately to commence this process.



## Final Submission: Certification of application, payment, and signature

### Step 1: Certify information submitted in application

#### Certification of Application

Eligibility of financial assistance by the New Jersey Economic Development Authority (NJEDA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Only Board Members of the governing board of the particular program for which you are applying, by resolution, may take action to determine project eligibility and to authorize the issuance of funds.

I, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:

I affirm, represent, and warrant that the information contained in this application and in all associated attachments submitted herewith is to the best of my knowledge true and complete and that the funding applied for herein is not for personal, family, or household purposes. \*

I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C:28-2 and civil action by the NJEDA which may at its option terminate its financial assistance. \*

I authorize the New Jersey Department of Law and Public Safety to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said research to the NJEDA. \*

I authorize the NJEDA to provide information submitted to it by or on behalf of the applicant to any bank or State agency which might participate in the requested financing with the NJEDA. \*

I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties. \*

I certify that the firm is not in default with any other program administered by the State of New Jersey. \*

[Previous](#) [Next](#)

**Step 2:** Pay \$1,000 application fee via credit card or check. Please note that, if paying by check, the instructions will be provided on the page. The application will not be processed or considered complete until the fee is paid.

### Step 3: Sign and submit!

#### Electronic Signature

☐ I agree to be bound by electronic signatures \*

☐ I am an Authorized Signer for this organization and I accept the above terms and conditions \*

Full Name \*



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Enter the characters from the image

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You must hit "Submit" for your application to be reviewed by NJ ZIP team.



## Appendix A: Vendor Code of Conduct



### The NJ ZIP Vendor Code of Conduct

The overall objective of this code is to drive anticipated improved program performance for all parties – Vendors, Purchasers, and NJEDA – through transparency of expectations with our Vendors. Please understand that events of noncompliance with this Code could be subject to OPRA requests and could be considered by the EDA in the future in evaluating Vendors' applications for other EDA programs. Voucher recipients that carry out activities funded by NJEDA are expected to align their actions with all provisions of this code throughout participation in NJ ZIP.

By applying to participate in NJ ZIP as a Vendor entity, your organization understands the following expectations that Vendors will:

- Provide complete pricing including all costs associated with the purchase of the vehicle such that purchasers and NJEDA can ascertain the goods and services that are quoted or that will be provided for a given total price
- Promptly reply to purchasers and prospective purchasers prior to, during and after the application process, with responses that adequately address inquiries or concerns.
- Provide timely responsiveness to program-related outreach from NJEDA Staff or technical assistance provider, prior to deadlines provided in writing at time of request and if no deadline is provided not more than 10 business days after request.
- Maintain up-to-date information on the Vendor portal relating to vehicles available for sale, and notify NJEDA if information on the NJ ZIP website or application is or becomes inaccurate.
- Inform program team of any change of contacts for Vendor portal access or representative authorized to execute contracts on behalf of the Vendor.
- Provide updated Tax Clearance Certificate prior to its 180-day expiration, in order to maintain status as an approved Vendor. It is the obligation of the Vendor to track Tax Clearance Certificate expiration, maintain good standing, and provide documentation to program staff without prompting.
- Adhere to all requirements and laws of the State of New Jersey related to your status as a business permitted to conduct business within the State, including but not limited to, with the Motor Vehicle Commission (MVC) and Division of Revenue and Enterprise Services (DoRES)
- Maintain awareness of NJ ZIP requirements through monitoring both email communications and the NJ ZIP webpage at [www.njeda.com/njzip](http://www.njeda.com/njzip).
- Offer at your discretion innovation, ideas, and expertise to help NJ EDA address its strategic and policy challenges and to support continuous program improves for NJ ZIP



## Appendix B: Legal Questionnaire

The full questionnaire is on the following page.