



NJ ZIP Phase 3 – Vendor Read Me & Walk Thru

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VENDOR APPLICATION READ ME

This document provides step-by-step instructions for the purpose of applying to be eligible vendors and submitting at least one qualifying zero-emission medium-or-heavy-duty vehicle as eligible for NJ ZIP Phase 3 and NJ ZEV Financing pilot programs. Please review this guide prior to applying and use it for reference as you work through the process. If you have any questions, please reach out to njzip@njeda.gov or nizevfinancing@njeda.gov with the title “Vendor Application Questions – [your organization name]”. You may also reach out to the NJ ZIP Help Desk via email at njzip-help@ejb.rutgers.edu, or via call/text at (732) 790-0663.

Before you start the application, 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, and the contact for service requests (if different than the primary contact). Please note that we are unable to support multiple logins. If vendor entities have multiple staff members handling NJ ZIP & NJ ZEV purchaser applications, we recommend that vendor entities use a shared account with a general email for access.]
- Tax Clearance Certificate listing NJ EDA
 - This can be accessed through https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp for NJ registered businesses. The certificate should 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 application review and processing time. NJ tax clearance certificates are valid for 180 days and must be periodically resubmitted to remain eligible as a vendor throughout the duration of involvement with the program.
- Proof of motor vehicle dealer license for new vehicles
 - as issued by the New Jersey Motor Vehicle Commission (MVC)
- Vehicle information
 - Vehicle make/model/year
 - Vehicle type
 - Vehicle technology (*BEV, FCEV, etc.*)
 - Vehicle weight (GVWR) / class (*2b-8*)
- Specification sheets
 - Must corroborate eligibility and data entered into the submitted vehicle record, including vehicle capabilities and standard charging/fueling needs. Specifications should include at a minimum, vehicle manufacturer, make, model, body type, zero-emission technology, weight (GVWR), vehicle type, 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 after approval.
- Standard Vehicle Warranty
 - For your submitted 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).

- 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 that must be implemented before first vehicle delivery under the program.

If you were a participating Vendor in NJ ZIP Phase 1 or Phase 2, you can access previous applications within the NJEDA Online Application Center. However, a new application for Phase 3 is still required. Please note that in Phase 3, vendors are no longer responsible for initiating Part 1 of the Purchaser Application. Purchasers will be responsible for submitting vehicle purchase order information at time of application, including a quote from an approved vendor for one or more vehicle(s) that have been approved by the program.

The following information will be necessary to be provided per Purchaser applicant:

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

NJEDA Online Application Center - Opening Page

Before you begin: if you do not have an account already, create an NJEDA user account that you will use to log in to NJEDA'S pre-registration and/or application portal [via this link](#).

1. Navigate to NJEDA Online Application Center and select *NJEDA Programs*

Welcome to the NJEDA's online application Center.

To register for access to submit an application on this website, please [review this link for details](#). For additional questions, call NJEDA at 1-844-965-1125


Interested in learning more? Please visit us at [NJEDA.gov](#)


To apply for the NJEDA Programs, click on the button named "NJEDA Programs" below.

To apply for the Commission on Science, Innovation and Technology (CSIT) Programs, click on the button named "Commission on Science, Innovation and Technology (CSIT) Programs" below.

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. browsers include 'Microsoft Edge', 'Chrome', or 'Safari'.


[Questions about submitting your application? Please contact NJEDA Customer Care at 844-965-1125](#)

 **NJEDA Programs**

 **Commission on Science, Innovation and Technology (CSIT) Programs**

If you are having trouble logging in or accessing the application portal, call NJEDA Customer Care at 844-965-1125

2. Scroll through *NJEDA Programs* and locate *NJ ZIP Vendor 3*

 NJ ZIP Purchaser Phase 2	 NJ ZIP Vendor 2	 NJ ZIP Vendor 3



VENDOR APPLICATION WALK THRU

Welcome Page – Create Your NJEDA Vendor Application

WELCOME: NJEDA Vendor Application

Welcome to the NJ ZIP & NJ ZEV 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, you may access it to view status and add additional vehicles. Once you are an approved vendor, your application status will show as "Approved".

Notes:

The NJ ZIP and NJ ZEV Financing pilot programs are intended to function in conjunction with one another; therefore, a single vendor application must be submitted for eligibility as an approved vendor for both programs.

Please note that we are unable to support multiple logins. If vendor entities have multiple staff members handling NJ ZIP & NJ ZEV purchaser applications, we recommend that vendor entities use a shared account with a general email for access.

Create

Common Application ID ↓	Applicant Organization Name	Applicant Entity Type	Federal Employer Identification Number (FEIN)	Application Status	Created On	Full Application Submitted
-------------------------------	-----------------------------	--------------------------	--	-----------------------	------------	-------------------------------

Please make note of the "Common Application ID", as it is your vendor application number to be used for any outreach regarding your vendor application status.

You will be able to save your application progress and can return to it later by clicking the CAPP-ID.

NJ ZIP Phase 3 and NJ ZEV Financing Vendor applications will be accepted on a rolling basis. If approved as a vendor, your application status will show as "Approved" and a closing service representative will reach out for your entity's authorized signatory to execute the **NJ ZIP Phase 3 and NJ ZEV Financing Vendor Participation Agreement (VPA)** via DocuSign, outlining the full set of requirements for participation as a Vendor with NJEDA.

READ!

Common Application:

1. First, select the primary language to complete the application. Then, you will be prompted to provide contact information for the primary point of contact that NJEDA will keep updated on the status of your vendor application.

Is the Primary Point of Contact, the contact who is authorized to and will be signing legally binding documents and making legally binding certifications in this application on behalf of the applicant company? *

Select

Legally authorized representative means one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

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

Select

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

Select

If you answer "no", you will be prompted to a new page to input standard contact information for the entity's legally authorized representative and/or the CEO.

2. NJEDA will direct all communications to the primary point of contact, however, there will also be sections to provide standard contact information (if applicable) about any consultants, legal counsel and/or accountants that should receive outreach/information regarding your NJ ZIP application.

Note: If you have already submitted your application and need to update vendor contact information due to change in personnel or any other reason, fill out this form: [Update Vendor Information](#)

3. Next, fill out details about the Vendor Applicant Organization.

Applicant Organization

In this section, we are collecting information about the primary applicant for this program. 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 *

Full legal entity 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?

Certificate of Alternate Name

Please provide a *Certificate of Alternate Name* issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website *Division of Revenue & Enterprise Services: Business Records Service (njportal.com)*.

Document	Files
Certificate of Alternate Name	Add Files

Applicant Entity Type *

Select

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 agency, authority or other instrumentality of the State of New Jersey? *

Select

Date Established *

MM/DD/YYYY

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

Applicant Entity Type *

Select

Sole Proprietorship
Partnership
General Partnership
Limited Partnership
Limited Liability Partnership
C Corporation
S Corporation
Limited Liability Company
Government Body
Nonprofit Organization
Single Member LLC
Other
Individual Investor

Applicant Entity type should match organization name & supporting documents



Applicant Country of Incorporation/Formation *

United States

Applicant State of Incorporation/Formation *

Select

Please upload any formation documents for the Application Organization

Documentation to verify applicant entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors)

- **Sole Proprietor:** Provide a [Certificate of Trade Name](#) (filed with the county clerk)
- **LLC:** Provide a [Certificate of Formation and Operating Agreement](#)
- **Corporation:** Provide a [Certificate of Incorporation and Bylaws](#)
- **NonProfit:** Provide a [Certificate of Incorporation and Bylaws](#)
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a Certificate of Authority when registering the business in New Jersey and provide that certificate.

Document	Files
Formation Document(s) *	Add Files

Applicant Federal Employer Identification Number (FEIN) *

The 9 digit Federal Tax ID number of your organization.

Please enter 9-digit Federal Tax

Applicant New Jersey Tax ID Number *

Please enter 12-digit NJ Tax ID

Applicant Organization's Phone Number and Extension *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the applicant. 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. *

NAICS

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, 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](#).

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

- 441110: New Car Dealers
- 4411: Automobile Dealers



Tax Clearance Certificate

Please upload the Tax Clearance Certificate from the NJ Division of Taxation here.

Document
Tax Clearance Certificate Document(s)

Certificates may be requested through the State of New Jersey's online [Premiere Business](#) 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.

You will be required to upload a valid NJ Tax Clearance Certificate listing NJEDA in the following section. Please note that certifications are valid for 180 days and should be resubmitted to njzip@njeda.gov as needed with the title "NJ ZIP Vendor NJ Tax Clearance Update – [your organization name]".

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

Select

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

Prior NJEDA Assistance

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

Select

If you have approved voucher funding as a Phase 1 or 2 Vendor, please select "yes" and indicate "NJ ZIP Phase 1 and/or 2 Vendor".

If you are unsure of your status, please reach out to njzip@njeda.gov.

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

Select

Vendor Gating Eligibility Questions:

4. To ensure non-vendor entities participating in the program (e.g., purchasers, OEMs) do not mistakenly apply to the vendor application, this page asks basic gating questions for eligibility, then you will be prompted to upload supporting documentation.

Eligibility

Are you a licensed vehicle dealer in New Jersey (as defined in N.J.S.A.39:10-19)? *

Select

You will be required to submit proof of NJ auto dealer license

Please submit proof of New Jersey dealer license or equivalent

Document	Files
NJ Dealer License *	Add File

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

Select

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

Select

This is demonstrated by a valid New Jersey Tax Clearance Certificate

NJ Tax Clearance Certificate listing NJEDA

Document	Files
NJ Tax Clearance Certificate listing NJEDA *	Add Files

New Jersey Tax Clearance Certificates are valid for 180 days.


☐ I understand that a NJ Tax Clearance Certificate is an ongoing requirement and must remain current throughout program participation. *

Do you have a method to provide maintenance of Eligible Vehicles aligned with industry norms and current best practices? *

Select

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

In-state maintenance plan

Document	Files
In-state maintenance plan *	<p> Add Files</p> <p>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.</p>

I confirm as a NJEDA Vendor that I will manage the installation of state-issued telematics device(s) prior to vehicle delivery. *

Select

I confirm as a NJEDA Vendor that I will manage the commercial registration process of vehicles purchased under the Program in compliance with NJMVC. *

Select

☐ I understand that if approved as eligible, Vendors will be required to sign a Vendor Participation Agreement with NJEDA, which will outline the full set of requirements for participation as a Vendor with NJEDA. *

A sample Vendor Participation Agreement can be found on the NJ ZIP website for reference.

Vendor Applicant Entity Eligibility Information:

- The next section will collect specific information regarding the maintenance of Eligible Vehicles post-delivery, including contact information and address of service/maintenance facility to share with purchaser applicants.

Vendor Information

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? *

Select

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

Primary Contact for Service/Maintenance

First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Title *	<input type="text"/>
Email *	<input type="text"/>
Email Confirmed *	<input type="text"/>
<small>Please be sure the email address you enter is a valid email address, as this will be the primary address by which NJEDA contacts you regarding service issues.</small>	
Phone Number *	<input type="text"/>

Standard maintenance plan document should include this address

Address of Maintenance facility

Country *	<input type="text" value="United States"/>
Street Address 1	<input type="text" value="Enter a location"/>
<small>Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.</small>	
Street Address 2	<input type="text"/>
<small>Suite, Apt, Floor?</small>	
Zip *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
May NJ ZIP staff send telematics devices to the maintenance address we have on file? *	
<input type="text" value="Select"/>	

If no, at what address can NJ ZIP staff send telematics devices for installation prior to vehicle delivery?

Country *	<input type="text" value="United States"/>
Street Address 1 *	<input type="text" value="Enter a location"/>
<small>Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.</small>	
Street Address 2	<input type="text"/>
<small>Suite, Apt, Floor?</small>	
Zip *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>

If "no", please indicate the address where NJEDA may ship telematics devices for installation by the vendor entity prior to vehicle delivery. Telematics are shipped in an active state and should only be requested along with anticipated vehicle delivery timeline by emailing njzip@njeda.gov with title "Telematics Request for Anticipated Vehicle Delivery – [purchaser company name] PROD-#"

- The eligibility questions will confirm you understand the Vendor's obligation to ensure that state-issued telematics devices must be installed prior to vehicle delivery and disbursement of funds. You will be asked about device compatibility with your submitted vehicles in the following vehicle upload section.

Create Vehicle Record(s) for Eligibility Review:

- At least one qualifying vehicle record (VHCL) must be submitted to be an eligible vendor. 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. 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.

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.

[+ Create](#)

Name ↑	Vehicle Make	Vehicle Model	Is the vehicle a zero emission vehicle?	What is the vehicle type?	What is the vehicle weight?	Created On
--------	--------------	---------------	---	---------------------------	-----------------------------	------------

Vehicle Record Create & Information Upload:

- 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) before you can save. Be sure to have these documents on hand.

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 *

Will the vehicle be delivered with a completed body? *

Select

What is the MSRP base value of this vehicle? *

MSRP value should be the base vehicle price of the vehicle sold to purchaser applicant entities.

Is the vehicle a zero emission vehicle? *

Select

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

Is the vehicle a zero emission vehicle? *

Select

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? *

Select

What is the vehicle type? *

Select

Select
 Class 2b: 8,501 - 10,000 lbs
 Class 3: 10,001 - 14,000 lbs
 Class 4: 14,001 - 16,000 lbs
 Class 5: 16,001 - 19,500 lbs
 Class 6: 19,501 - 26,000 lbs
 Class 7: 26,001 - 33,000 lbs
 Class 8: 33,000+ lbs

Standard Charging Solution(s)

What are the vehicle's compatible charging/fueling solution(s)? (example: recommended level 2 charger brand and specs; hydrogen fueling system) *

Please upload standard charging options/requirements for the vehicle. It is understood that some purchasers may select alternative equipment.

Purchaser applicants receive a 25% increase in base voucher amount, per vehicle, if applicant is purchasing a school bus. It's important to select "School Bus" from the dropdown list for this bonus to apply.

Telematics Compatibility

Vendors Entities are responsible for ensuring telematics have been installed prior to delivery of the vehicle(s). By accepting the voucher funding, Purchaser Applicant Entities will be required to maintain telematics installed and annually operate at least 75% of vehicle miles traveled (VMT) in the State of New Jersey for a minimum of three years following vehicle delivery.

Telematics Compatibility

Is this vehicle's onboard diagnostics (OBD) II port compatible with telematics devices? *

Select ▼

Select

1. Yes, vehicle compatible with Geotab Go9 telematics devices

2. No, but has the ability to supply equivalent and compatible data

3. No

Vehicles must be compatible with state-supplied telematics devices, or have the ability to supply equivalent and compatible data at no additional cost to the Authority, to monitor compliance following delivery of the vehicles. See [Geotab](#) for more details on telematics.

Vehicle Standard Documentation Upload


9. After clicking Next, you will be prompted to upload all supporting vehicle documentation to inform public-facing vehicle descriptions. You will not be able to proceed until you upload all relevant documents.

Document	Files
Specification sheet *	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px 5px; border-bottom: 1px solid #ccc;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">+</div> Add Files </div> </div> <p><i>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.</i></p> </div>
Standard Vehicle Warranty *	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px 5px; border-bottom: 1px solid #ccc;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">+</div> Add Files </div> </div> <p><i>Please upload standard warranty, indicating 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).</i></p> </div>
Vehicle Picture *	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px 5px; border-bottom: 1px solid #ccc;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">+</div> Add Files </div> </div> <p><i>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.</i></p> </div>

10. Continue the above steps until you have added as many vehicle records as you'd like. **Make note each VHCL record to provide as refence in quotes, as purchaser applicants will be asked to select approved VHCLs in their application.** You may return to your vendor application and submit additional vehicles at any time.

Note: If submitting new VHCL records after the original approval of your vendor application, please email njzip@njeda.gov with the title "[your organization name] –new VHCL-# submission" to prevent delays in review.

Example of public-facing vehicle 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

This is an example vehicle identifier that is intended to be posted on the website for potential Purchaser Applicant Entities.

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 or outreach for quotes.

[\[Click for Vendor List\]](#)

[\[Click for Vehicle List\]](#)

Final Application Submission: Certification of Application, Payment, and Signature

11. Please fill out the remaining common application fields, legal questionnaire, and certifications.

If you are not the person legally authorized to sign for the applicant company, download the forms for completion by someone legally authorized to make representations on behalf of the applicant and upload files.

Upload Certifications

The New Jersey Economic Development Authority requires that the following information be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- 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.

Because you have identified that you are not one of the individuals listed above, it is required that you download each of the following forms listed below and have someone who meets this definition for the applicant company fill out and sign each of the forms. Once the forms have been completed and signed, please attach them at the end of this application, along with any other necessary application attachments.

Your application for assistance will not be reviewed until the NJEDA has each of the signed forms from someone who is legally authorized to make these representations on behalf of the applicant.

[Legal Questionnaire](#)
[Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3](#)
[Certification of Application](#)

Download blank certifications

Document	Files
Legal Questionnaire *	Add Files

Document	Files
Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3 *	Add Files

Document	Files
Certification of Application *	Add Files



Legal 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.

Application 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.

Authorized Signature

I understand that if the above statements are willfully false, I shall be subject to penalty.

Applicant Authorized Representative

Name

Title

Applicant FEIN

E-Signature of Applicant Authorized Representative *

Definitions

"Economic development subsidy" means the provision of an amount of funds to a recipient with a value of greater than \$25,000 for the purpose of stimulating economic development in New Jersey, including, but not limited to, any investment, bond, grant, loan, loan guarantee, matching fund, tax credit, or other tax expenditure.

12. Select payment method for \$1,000 application fee via credit card or check. Please note that, if paying by check, the instructions will be provided on the next page.

The application will not be considered complete or processed until the fee is paid. Application fees are non-refundable.

Payment Method

Select form of payment: *

Select

Select

Credit Card

Mail Check

Go To Payment Page

Make check payable to: New Jersey Economic Development Authority
Mailing Address:
New Jersey Economic Development Authority
36 West State St
PO Box 990
Trenton, NJ 08625-0990
Applicant Organization Name

If paying by credit card, you will receive a payment confirmation code on the next page and via email.

Payment Confirmation

Applicant Organization Name

Payment Confirmation Code



13. Digitally sign and submit the application.

Electronic Signature

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

☐ 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 code from the image

Confirmation Page

14. You will be directed to a confirmation page and receive an email confirming your application submission. Make note of your CAPP-# and reach out to njzip@njeda.gov with any questions.

Thank you for fully submitting your NJEDA NJ ZIP Phase 3 and NJ ZEV Financing Vendor Application. We appreciate your patience while NJEDA reviews this application.

Your confirmation number is: **CAPP-**

Any communication regarding the status of your application will be sent to notify NJEDA staff at njzip@njeda.gov of any changes to your email.

**Primary Point of
Contact Email**

A confirmation email has been sent to this email. It is important to

If you have any questions regarding your Vendor application, please email NJEDA at njzip@njeda.gov

To learn about other NJEDA programs, visit njeda.gov

Thank You,
NJEDA

[Return to homepage](#)

Upon returning to the homepage, your application will change from “In Process” to “Submitted”. The Primary Contact will be notified upon approval if the Application Status is “Approved”.



VENDOR INFORMATION: PURCHASER APPLICATIONS

Eligible Purchaser Applicants

To be eligible for NJ ZIP, a purchaser applicant:

- Must be a commercial, industrial, or institutional organization registered in New Jersey.
- Must purchase and register a new zero emission Class 2b – Class 8 vehicle for commercial, industrial, or institutional use within 18 months of voucher reservation.
- Vehicles registered for personal use are not eligible for NJEDA funds.
- Must have existing charging/hydrogen fueling infrastructure OR provide a detailed plan to construct/contract with a charging/hydrogen fueling provider OR identify compatible public charging infrastructure to be available for use for the vehicle(s) being purchased
- Must operate 75% of vehicle miles in NJ and maintain vehicle registration in NJ for 3 years following delivery
- Must be in substantial good standing with the New Jersey Department of Labor and Workforce Development (DOL) and NJ Department of Environmental Protection (DEP) to be eligible for NJ ZEV financing. A current tax clearance certificate will need to be provided prior to application approval to demonstrate the applicant is properly registered to do business in New Jersey and in substantial good standing with the NJ Division of Taxation
- Satisfy the Authority's debarment/disqualification review and not be in default under any Authority program or have any outstanding obligations to the Authority

Additionally, to be eligible for [NJ ZEV Financing](#), an applicant:

- Must be either a commercial or industrial organizations registered in New Jersey (institutional entities are not eligible for NJ ZEV Financing)
- Must meet NJ ZEV loan underwriting criteria

NJ ZEV Financing program complements the NJ ZIP program by offering financing for vehicle costs that may not be met by vouchers or other grants. Please note, however, purchaser participation in NJ ZIP is not required to obtain NJ ZEV Financing. An NJ ZEV loan can be obtained independently from an NJ ZIP voucher.

Providing a Quote for Purchaser Applicants

Purchaser applications will not be complete without the submission of a signed quote/contingent purchase order for one or more Eligible Vehicle(s) from an approved NJEDA Vendor. If you are a participating dealership and unsure whether a vehicle submission has been approved, visit the [approved vehicle list](#) or reach out to njzip@njeda.gov with the title "[your organization name] –VHCL-# status"

The following information should be clearly listed in any quotes provided to potential purchaser applicants:

- **Purchaser Applicant business name & primary contact**
- **Quantity of each make/model, associated with the Vendor's approved VHCL-# record**
- **Quoted purchase price of vehicle(s) to Purchaser. The order should include contingent NJ ZIP voucher applied or other indication that quote is for NJ ZIP/ NJ ZEV Financing program(s)**

The vendor will receive disbursement of funds upon the successful submission of disbursement package detailed in the following section.

PURCHASER VOUCHER RESERVATION TERM

NJ ZIP Purchaser Voucher Approval & Next Steps

Vendors will be notified upon the execution of a Purchaser's NJ ZIP Grant Agreement associated with a PROD-ID Record, to proceed with purchase transaction and submit necessary documents for disbursement (detailed in next section). NJ ZIP Team will communicate PROD-ID expiration dates and request status updates throughout the 18-month voucher reservation term to confirm order statuses and send active telematics devices for installation by the vendor prior to vehicle delivery.

NJ ZIP voucher funds expire at the end of the 18-month voucher reservation term and documents cannot be accepted for review beyond that date.

NJ ZIP VOUCHER DISBURSEMENT REQUEST PROCESS

How to Submit a Request for NJ ZIP Voucher Disbursement

This section provides instructions for the purpose of submitting required documents for the redemption of NJ ZIP voucher funds following delivery of the vehicle and prior to the expiration of the Purchaser's NJ ZIP Voucher Reservation Term. Please review this guide prior to submitting documents and use it for reference as you work through the process. If you have any questions, please reach out to njzip@njeda.gov.

1. Confirm anticipated vehicle delivery timeline and request telematics devices be shipped to the maintenance facility or alternate address by emailing njzip@njeda.gov with title "Telematics Request for Anticipated Vehicle Delivery – [purchaser company name] PROD-#"
 - Telematics device(s) ***must be plugged into vehicle(s) prior to delivery to purchasers.***
2. Once the vehicle is delivered and registered, the vendor and purchaser will work together to compile all the necessary documents to redeem the voucher.
 - ***Please note that some documents must be secured by the purchaser and provided to the vendor, to be submitted by the vendor to NJEDA. Vendors are encouraged to collect necessary documents from the purchaser prior to vehicle delivery to ensure a successful voucher payment.***
 - ***Tax clearance certificates issued by the New Jersey Department of Treasury are only valid for 180 days and will likely need to be updated for both vendor and purchaser prior to disbursement.***
3. Notify NJ ZIP staff that you're ready for voucher disbursement document submission by sending an email to njzip@njeda.gov with the title "Voucher Redemption – PROD-#####".
4. A direct link will be sent to the Vendor's Primary Contact email to submit documents, as required per each product.
 - ***ALL documents must be submitted prior to the voucher expiration date of each respective purchaser to be considered for review***
 - ***Vendor ACH documents should not be emailed***
5. Packages are reviewed and once approved, voucher payments are deposited directly into the Vendor's bank account.

Please ensure the following when submitting documentation:

- Only upload documents once all the required documentation is available. Incomplete submissions will delay the Authority's ability to process your request.
- Click SUBMIT upon completing document upload. Failure to do so will delay the Authority's ability to process your request.



Disbursement Package Documents

You may submit multiple / partial disbursement requests if delivering vehicles at different times, or if the purchaser cancels part of their purchase order.

The following documents are needed for a complete Disbursement Package to be submitted through a secure link prior to the end of the Purchaser's Voucher Reservation Term:

Vendor Documents

- 1) Executed NJ ZIP Voucher Requisition Form with associated PROD-ID;
- 2) Proof of purchase, delivery, and registration of Qualifying Vehicle(s):
 - a) Digital copy or picture of NJ registration(s) for the Qualifying Vehicle(s) issued by the New Jersey Motor Vehicle Commission. Registrations for personal use are not accepted.
 - b) Registration must be accompanied with proof of delivery and Vehicle Identification Number, demonstrated through bill of lading, invoice, purchase agreement etc.
- 3) Tax Clearance Certificate that is valid at the time of disbursement; and
- 4) Legal Debarment Review that is satisfactory at the time of Disbursement.
- 5) Any supporting documentation as deemed necessary by the Authority.

Purchaser Documents

- 6) Tax Clearance Certificate that is valid at the time of disbursement;
- 7) Any supporting documentation as deemed necessary by the Authority
 - a) Digital copy or picture demonstrating proof of scrappage (if scrappage bonus is applicable)
 - b) Legal Debarment Review that is satisfactory at the time of Disbursement.

In all cases, documentation of these compliance items must be to the satisfaction of the Authority. The Authority may determine, in its sole discretion, if alternative documentation is acceptable or if additional documentation is necessary.