



Instructions for Adding Offerings to the Sustainable Jersey Purchasing Resource Center

Sustainable Jersey Purchasing Resource Center Listing Process

STEP 1: Complete a Listing Form for Each Offering to be Listed on the Sustainable Jersey Purchasing Center. A separate listing form will need to be completed for each offering.

Below are the Listing Forms:

1. [Alternative fuel vehicles](#)
2. [Electric vehicle charging equipment](#)
3. Fleet telematics
4. Idle reduction technologies
5. Other key green technologies

Please choose the one that aligns with your offering and complete only the relevant Listing Form.

Note: If you have multiple offerings, and feel it would be easier to fill out a Spreadsheet instead of an individual form for each offering you are listing, please reach out to Mylena Guimaraes at guimaram@tcnj.edu to receive the spreadsheet.

STEP 2: Offering Listing Review. Once the form is completed, submission will be reviewed by Sustainable Jersey staff.

Note: Listings and revisions may take up to ten days to appear on the Purchasing Center.

STEP 3: Updating Offering Details on the Sustainable Jersey Purchasing Center. For each offering uploaded, the vendor/company will receive a link to edit the listing form should details need to be updated. Changes to the form will go through the same approval process as described in Step 2 above.

Project Eligibility

To be listed on the Sustainable Jersey Purchasing Center:

- Vendor/company must have offerings in the areas of:
 1. Alternative fuel vehicles - Vendors for vehicles must have an established fleet department
 2. Electric vehicle charging equipment
 3. Fleet telematics
 4. Idle reduction technologies

Instructions for Listing Your Offerings

Use the Listing Form provided by Sustainable Jersey to enter information about the project. Listing forms are linked above in "Step 1."

- Complete a separate form for each offering.
- Include all information requested in the Listing Form.
- Enter information in the format specified for each question. A format template has been provided in the answer box in the google form. See example on pages 2-3.
- Do **not** click the "add another response" button at the bottom of the form. Doing that will generate a form without the formatted template language in the answer spaces.

After the Project Listing Form is completed:

- An email will be sent to the email account listed on the form with a link that can be used to edit the submission. Save that link to change the offering details as needed.
- All new and amended submissions will be reviewed by Sustainable Jersey staff before being posted on the Purchasing Center.
- Project listings and revisions may take up to ten days to appear on the Purchasing Center.
- Vendors/companies will receive a verification request via email for each listing they have uploaded to the Purchasing Center based on the expiration dates provided. Vendors have 30 days to confirm that the details are up to date or submit updated information.

Note: If no response is received, the listing will be deleted.

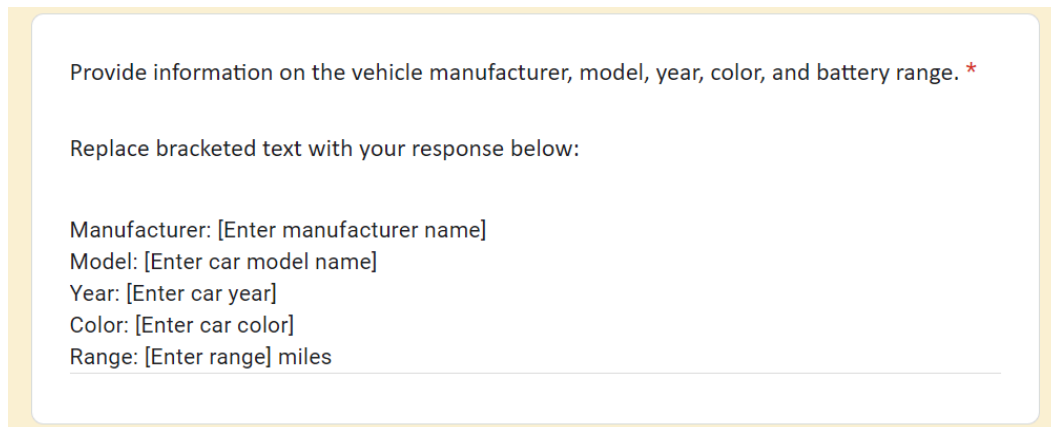
If you need assistance with uploading offerings or have questions about the Purchasing Center, please contact Mylena Guimaraes at guimaram@tcnj.edu.

Using the Format Template Provided in the Listing Form

Below is a screenshot of one of the questions on the Listing Form.

Text in the answer space is formatted to match the layout for the online Purchasing Center. To format your answer properly, replace the language in brackets with your listing information.

Screenshot of question with formatting template in answer box:



Provide information on the vehicle manufacturer, model, year, color, and battery range. *

Replace bracketed text with your response below:

Manufacturer: [Enter manufacturer name]
Model: [Enter car model name]
Year: [Enter car year]
Color: [Enter car color]
Range: [Enter range] miles

Example of a properly completed response:

Provide information on the vehicle manufacturer, model, year, color, and battery range. *

Replace bracketed text with your response below:

Manufacturer: Gilmore Auto

Model: Escape

Year: 2024

Color: White

Range: 250 miles

Incentives:

Federal Incentives:

1. IRS Direct (Elective) Pay Program

Disclaimer

The following is a general overview of some Inflation Reduction Act (IRA) tax provisions for informational purposes only. This is not meant to be tax guidance.

For detailed information, please refer to the guidance issued by the Internal Revenue Service (IRS) for [Elective pay and transferability](#).

The Direct Pay program, part of the Inflation Reduction Act (IRA), allows tax-exempt and governmental entities to receive payments equivalent to tax credits for qualifying clean energy projects. This program is authorized for ten years and guarantees payment if eligibility requirements are met, rather than being competitive.

Eligibility:

- Tax-exempt organizations, like municipalities and school districts, can access Direct Pay incentives.
- Eligible entities typically must own the project.

Eligible Projects:

- Electric Vehicles: Up to \$7,500 for light vehicles; up to \$40,000 for larger vehicles (refer to the IRS list of [vehicle manufacturers](#) that qualify)
- Electric Vehicle Charging Equipment: Up to 30% tax credit for eligible equipment (check U.S. DOE maps for [eligible locations](#))
- Investment Tax Credit: 30% tax credit for solar, geothermal, wind, and other renewable energy projects
- Production Tax Credit: Varies by project type for wind, biomass, solar, and more.
- Full list of [eligible projects](#)

Utility Incentives:

1. [Atlantic City Electric \(ACE\)](#)
2. [Jersey Central Power & Light \(JCP&L\)](#)
3. [PSE&G](#)
4. [Rockland Electric](#)

The investor-owned utilities provide incentives for installing electric vehicle charging infrastructure that may offset the costs of the project. As these incentives may change, we advise that you review the utility websites themselves for the most up to date information.

Build America, Buy America (BABA):

The Build America, [Buy America \(BABA\) Act](#) mandates that specific materials used in federally funded infrastructure projects must be sourced from the United States. BABA applies when a project entails the construction, alteration, maintenance, or repair of infrastructure within the country.

Build America, Buy America (BABA) compliance requires that electric vehicle charging infrastructure and related projects meet specific domestic sourcing standards. Key requirements include:

1. **Domestic Content:** The components and materials used in the construction of the charging infrastructure must be produced in the United States. This generally includes steel, iron, and manufactured products.
2. **Waivers:** In some cases, a project may apply for a waiver if domestic sourcing is not feasible or if it would increase costs significantly.
3. **Documentation:** Entities must maintain records demonstrating compliance with BABA requirements, including proof of the origin of materials.
4. **Public Notification:** Projects may need to provide public notice regarding compliance and sourcing.

Noncompliance with BABA:

If an electric vehicle charger is not compliant with the Build America, Buy America (BABA) provisions, it may still be eligible for the Direct Pay program, but it would need to meet other requirements. Generally, these can include:

1. **Qualified Energy Property:** The charger must be considered qualified energy property under the relevant sections of the tax code.
2. **Installation Standards:** The installation may need to adhere to specific safety and technical standards.
3. **Location and Usage:** The charger should be located in an eligible area and used for qualified purposes, such as supporting electric vehicle charging for the public or certain commercial uses.

4. Other Compliance Requirements: It might need to comply with local, state, or federal regulations related to energy efficiency or emissions.

For the most accurate information, it's essential to consult the specific guidelines of the Direct Pay program and any updates from the IRS or relevant federal agencies.