

## FY26 Funding Opportunity Announcement

Community Electric Vehicle Supply Equipment (EVSE) Grant Program

Area of Interest 2: Electric Vehicle Supply Equipment Installations

### I. Program Information

**1) Program Description:** The Maryland Energy Administration (MEA) is pleased to announce the Community Electric Vehicle Supply Equipment (EVSE) Grant Program (Community EVSE Program or the Program) for Fiscal Year (FY) 2026. The purpose of the Program is to increase access to affordable and reliable electric vehicle (EV) charging networks and reduce transportation greenhouse gas emissions throughout Maryland, and especially in overburdened communities. The Program accomplishes this through two areas of interest:

Area of Interest	Description
1: EV Infrastructure Planning	Funds are provided to help local governments offset feasibility and planning study costs for future EVSE development. Feasibility studies should help applicants conceptualize the EVSE and associated infrastructure to make informed decisions on mobilizing project sites for construction.
2: EVSE Installations	Funds are provided to help applicants offset EVSE installation costs for Level 2 and Level 3 (including Direct Current Fast Charging systems) chargers.

**2) Area of Interest Description:** This Funding Opportunity Announcement (FOA) is for Area of Interest 2, (AOI2) EVSE Installations, which provides grant funding for Level 2 and Level 3 EVSE installations at public and community-oriented properties, as well as at Multifamily Housing (MFH) properties in Maryland.

**3) Program Type:** Competitive, statewide.

**4) Application Deadline:** **February 27, 2026 at 3:00 PM ET** - updated to extend deadline from 2/25/26 to 2/27/26.

**5) Key Dates:** Estimated dates for key program activities are outlined below and subject to change based on application volume, evaluation team availability, and other ongoing agency activities. To ensure you have the

most up-to-date information, please check the [Community EVSE webpage](#)<sup>1</sup> and download the latest Funding Opportunity Announcement for each Area of Interest.

Funding Opportunity Announcement Issue Date:	11/25/2025
Application Deadline:	02/25/2026 3:00 PM ET
Expected Date for Selection Notifications:	Summer 2026

**II. Minimum Eligibility Requirements**

Each of the following requirements must be met in order for an application to be evaluated under the Program.

**1) Applicant Eligibility:** Applications may be submitted by property owners where the EVSE installation projects will be located or by a third party organization (e.g. installation contractor) completing the work on behalf of the property owner. Each applicant may apply for projects across multiple properties. Eligible and ineligible applicants by entity type are specified below.

*Eligible Applicants:*

- a. Businesses and limited liability companies registered and in good standing with the Maryland State Department of Assessments and Taxation (SDAT);
- b. Incorporated Non-profit entities that are in good standing with SDAT;
- c. Maryland Institutions of Higher Education accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education;
- d. Local education agencies; and
- e. Units of municipal or county governments and Maryland-recognized Tribal governments.

*Ineligible Applicants include but are not limited to:*

- a. Residential homeowners including single family homes, rowhomes, townhomes, duplexes, or condominiums (4 units and under);
- b. Regulated energy utility companies;
- c. Maryland state government agencies (state agencies may contact [mou.mea@maryland.gov](mailto:mou.mea@maryland.gov) to request funding); and
- d. Units of federal or foreign governments (even if the property is located in Maryland).

**2) Project Property Eligibility:** All EVSE installations must be located on public, community-oriented, or Multifamily Housing (MFH) properties in Maryland. MFH properties must have at least five (5) individual residential units. Eligible property types include, but are not limited to, the examples listed below. If you are uncertain, please contact MEA to verify which category your property might qualify under.

- a. Public and Community Oriented Properties:

<sup>1</sup> <https://energy.maryland.gov/Pages/CommunityEVSE.aspx>

- i. Public properties (e.g. parks, recreational facilities, libraries, courthouses, town halls, public K - 12 schools and support facilities, public colleges or universities, etc.);
- ii. Community hubs (e.g. community centers, healthcare facilities, resiliency hubs, food banks, etc.);
- iii. Commercial centers (e.g. shopping malls, strip malls, grocery stores, movie theaters, corporate office parks, etc.);
- iv. Tourist destinations (e.g. museums, zoos, aquariums, botanical gardens, arboretums, sports stadiums, music venues, hotels, etc.); and
- v. Transportation hubs (e.g. airports, ferry terminals, regional train stations, regional bus stations, metro stops, park and rides, gas stations, rest stops/truck stops, etc.).

b. MFH Properties:

- i. Apartment buildings or complexes with 5 or more units;
- ii. Condominium buildings or complexes with 5 or more units; and
- iii. Dormitories or student housing associated with a higher educational institution.

**3) Project Location Eligibility:** All projects must be located in Maryland.

**4) Eligible Project Costs and Activities:** Grant funds under AOI 2: EVSE Installations are provided to help applicants offset EVSE installation costs for Level 2 and Level 3 (including Direct Current Fast Charging systems) chargers. **While make-ready costs are allowable for reimbursement, the project must result in a minimum of two charging ports at the project site.** The following activities and cost categories are eligible grant expenses:

- a. EV Site Location Engineering/Design
  - i. Capacity analyses
  - ii. Site plans/drawings
  - iii. Electrical diagrams
  - iv. Electric and construction permitting costs
- b. Utility and electrical upgrades
  - i. Breakers
  - ii. Electric panels
  - iii. Transformers
  - iv. Switchgear
  - v. Emergency shutoff switches
  - vi. Cables/wiring
  - vii. Conduit
- c. Construction (site preparation, demolition, and installation activities)
  - i. Grading
  - ii. Trenching
  - iii. Paving
  - iv. Filling
  - v. Sealing
  - vi. Mounting

- d. Equipment
  - i. Chargers
  - ii. Cables
  - iii. Connectors
  - iv. Pedestals
- e. Operations and Maintenance
  - i. Warranty-related costs
  - ii. Network-related costs (data plan/contract, network subscription fees, etc.)
  - iii. ADA compliance-related costs
  - iv. EV-related signage
  - v. Site lighting (only if not already in place)

**5) Ineligible Project Costs and Activities:** Grant funds under AOI 2: EVSE Installations may NOT be used for the following (removed conflicting language from 5)ai below 1/26/26):

- a. "Other" expenses not outlined in Section II(4) Eligible Project Costs and Activities above
- b. Level 1 chargers
- c. Individual residential chargers
- d. Planning/Engineering/Design costs if already received MEA funding from AOI1
- e. Costs related to: lightning protection, CCTV, spare parts, high-end communication systems
- f. Travel expenses
- g. Food/refreshments
- h. Marketing costs
- i. Purchase of electric vehicles
- j. Site acquisition costs
- k. Lease payments

**6) Other Minimum Eligibility Requirements:** Please see Section V(2) Required Application Documents for minimum required application documentation.

### **III. Program Funding and Project Specific Requirements**

**1) Program Funding:** MEA anticipates a total of \$9 million will be available for AOI 2: EVSE Installations in FY 2026. MEA is reserving program funding based on the property type where EVSE installations are completed according to Table 1 below. If there are not enough applications to exhaust funding in a particular funding reservation, MEA may shift the remaining funding to the other funding reservations based on demand or need at its discretion and without notice. The total amount awarded may be more or less, depending on availability of funds and the number and quality of applications received.

<b>Table 1: Initial Funding Reservations by Property Type</b>	
<b>Property Type</b>	<b>Initial Funding Reservation</b>

	Amount
Public and Community Oriented Properties	\$5 million
MFH Properties	\$4 million

**2) Incentive Structure:** The total grant amount will be calculated using a formula, based on ownership structure (as defined below), EV charger type, power level per charging port, and number of ports as shown in Table 2 below. Dual port charging systems capable of simultaneous charging at the stated power level (capacity) will receive funding for each charging port. Dual port charging systems that are not capable of simultaneous charging at the stated power level will be treated as a single port charging system. **If the proposed equipment is dual-port, incentives are calculated based on the power level dispensed from each port while both are in use (clarifying language updated 1/26/26). Regardless of the calculated total grant amount, grant funds are disbursed as reimbursements in arrears** and will be limited to eligible expenses with supporting evidence, such as receipts and invoices.

Ownership Structure Definitions:

- **Owner Operated:** The EVSE is owned and managed directly by the entity that owns the property/site where the charger is installed. The charging is provided directly by the owner of a property to benefit residents, employees, and community members, where cost recovery is limited to actual direct operating costs. Examples might include a local government that owns and operates EV chargers at a public library, or a local business owner who contracts with an EV installation company to install a charger in their carwash parking lot (the carwash owner will own and operate the charger and price of charging post-commissioning).
- **Third Party Owner Operator:** A site host or property owner leases space to another entity that operates and owns the EVSE. The third party sets prices for end users to charge their EVs, and is responsible for ongoing operation and maintenance. Examples might include charging-as-a-service providers<sup>2</sup>, EV network providers, or another third party other than the site host or property owner.

<b>Table 2: Per Port Incentive Amount Inclusive of All Project Related Costs</b> <b>*Updated 12/16/25 to fix Power Level per port range and remove the charger type column*</b> <b>*Updated 1/26/26 to clarify final category power level*</b>		
Ownership Structure	Power Level per charging port	Incentive per charging port
Owner Operated	6 kW and above	\$7,000
	18-49 kW	\$20,000
	50 - 149 kW	\$65,000

<sup>2</sup> See Section 2.3.5 Charging as a Service definition in DOE guide:  
[https://www.energy.gov/sites/default/files/2025-08/federal-workplace-charging-program-guide\\_08-2025.pdf](https://www.energy.gov/sites/default/files/2025-08/federal-workplace-charging-program-guide_08-2025.pdf)

	150 kW and over	\$150,000
Third Party Owner Operator	6 kW and above	\$5,600
	18-49 kW	\$16,000
	50 - 149 kW	\$52,000
	150 kW and over	\$120,000

**Maximum total grant amount per applicant across project sites:** The maximum amount any single grantee can receive is based on applicant entity type, as shown in Table 3 below.

Table 3: Maximum Grant Amount by Applicant Entity Type	
Applicant entity type	Maximum total grant amount per applicant across all project sites
<ul style="list-style-type: none"> <li>● Businesses and limited liability companies</li> <li>● Incorporated Non-profit entities</li> <li>● Higher education campuses</li> <li>● Units of municipal governments</li> <li>● Maryland-recognized Tribal governments</li> </ul>	\$750,000
<ul style="list-style-type: none"> <li>● Units of county governments</li> <li>● Local education agencies</li> </ul>	\$1,000,000

**3) Partial Grant:** Partial grants are possible under this Program, depending on the number of complete and eligible applications received and the amount of funds available. Full grants will be made based on application ranking in descending order from highest to lowest, until grant funds are exhausted. If sufficient grant funds are not available to fully fund a project, the applicant will be given an option to accept partial funding. If the applicant declines, MEA may offer partial grant funding under this same structure to the next qualified applicant until all funding has been expended or all remaining eligible projects have rejected the offer.

**4) Program Specific Requirements:**

- a. Hardware
  - i. Each project site must result in a minimum of two Level 2 or Level 3 ports (Level 1 charging is not eligible).
  - ii. SAE J1772, North American Charging Standard (NACS)/SAE J3400 connector, Combined Charging System (CCS), or CHAdeMO
  - iii. Hardware must be new - no repurposed or refurbished equipment (e.g. any equipment that was returned, previously used, or used as display)

- iv. Must be NEMA 3R rated (outdoor rated hardware)
- b. Software
  - i. If the charger is networked, the software must use and comply with the Open Charge Point Protocol (OCPP) 1.6 or newer.
  - ii. System user interface must offer multiple language options
- c. Warranty
  - i. All EVSE and related equipment must carry a minimum 5-year warranty. Grantees must submit proof of warranty registration once warranty is purchased and is being submitted for reimbursement as an invoice to MEA.
- d. Signage
  - i. All signage must comply with applicable local, state, and federal laws, ordinances, regulations, and rules, including the Accessibility and Americans with Disability Act (ADA)<sup>3</sup>
  - ii. On-site signage must clearly identify EV charging locations, as well as indicate that the parking is reserved for EVs only.
  - iii. A phone number must be prominently displayed for end users to call for maintenance concerns.
- e. Reliability
  - i. EVSE ports are expected to maintain a high level of operational uptime on a consistent basis. In line with the National Electric Vehicle Infrastructure (NEVI) uptime requirements, MEA will require 97% uptime. MEA reserves the right to review EVSE performance reports to assess system reliability. If uptime fails 97%, the recipient may be required to submit a remediation plan outlining steps to improve performance. Uptime data must be included in quarterly progress reports post project commissioning for five years. In cases of persistent underperformance or failure to implement corrective measures, MEA may consider actions including reimbursement of funds, adjustments to future disbursements, or consideration of performance in future funding decisions.
  - ii. All equipment must be maintained in safe and operable condition, with repairs within 15 business days of issue identification.
  - iii. A customer support telephone number must be prominently displayed on or near charging equipment, accessible to customers during all hours of operation. The customer support service should be able to dispatch or otherwise provide immediate assistance to address operational problems at the charging station, including rebooting the system if necessary.
  - iv. Performance Payments and Reliability Provisions: MEA prioritizes reliable and available charging. As part of this Program, for Third Party Owner Operators, MEA at its sole discretion may disburse 90% of the grant amount upon successful installation and commissioning of the EVSE, with 10% of the grant amount disbursed as a performance payment upon demonstrating uptime requirements over a two year period.
- f. Reporting
  - i. If selected for an award, quarterly progress reports will be required during the grant's period of performance.

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<sup>3</sup> Please refer to the US Access Board's [Design Recommendations for Accessible Electric Vehicle Charging Stations](#) report for more information.

- ii. Each grant-funded project will require reporting post-EVSE commissioning for a minimum of five years. Grantees shall provide access (can be read-only) to the charging network dashboard. If network access is not possible, the grantee will be required to submit quarterly reports with information including (but not limited to) uptime percentage, kWh dispensed, number of unique sessions, revenue, maintenance events, and usage by time-of-day.
- g. Projects must take the following design aspects into consideration:
  - i. Project location,
  - ii. Proximity to power,
  - iii. Mounting approach,
  - iv. Current EV charging demand,
  - v. Future EV charging demand (including future-proofing),
  - vi. Pedestrian accessibility and safety,
  - vii. Physical protection (curbs, wheel stops, setbacks, bumper guards, bollards, etc),
  - viii. Accessibility and Americans with Disability Act (ADA) compliance when feasible (please refer to the US Access Board's [Design Recommendations for Accessible Electric Vehicle Charging Stations](#) report for more information),
  - ix. Parking space dimensions,
  - x. Parking lot water management (drainage, storm runoff, flooding, etc),
  - xi. Signage and wayfinding (please refer to the US Department of Energy's [Alternative Fuels Data Center website and Maryland Manual on Uniform Traffic Control Devices](#) for more information),
  - xii. Lighting,
  - xiii. Security (anti-theft, anti-tamper, vandalism, etc.),
  - xiv. Equipment sizing,
  - xv. Networked versus Non-Networked EVSE Systems,
  - xvi. Payment methods,
  - xvii. Pricing,
  - xviii. Insurance,
  - xix. Warranty,
  - xx. Operations and Maintenance (O&M),
  - xxi. Public access or reduced access EVSE, and
  - xxii. Community outreach and education.
- h. Inspections
  - i. MEA may periodically inspect project sites post-commissioning at its discretion to ensure program requirements are met, status of equipment operability, and proper installation.
  - i. Payment - EVSE systems must accept multiple and commonly used forms of payment. EVSE payments shall not be completed solely through a phone application.

#### **IV. Competitive Evaluation Criteria**

**1) Competitive Evaluation Criteria:** Each application that has met the Minimum Eligibility Requirements of this FOA will be competitively evaluated using the following criteria. The highest-scoring proposals will be selected for a grant in descending order, subject to Program funding availability.

- Overall Project Feasibility (30%):
  - The application includes a detailed overview of the project’s scope of work and plans for project execution with specific tasks, milestones, deliverables, project timeline, and project partners.
  - The application makes a strong case for how it will implement planning, procurement, construction, and overall project management.
  - The application provides an implementation timeline that aligns with the grant period and is realistic and attainable.
  - The application clearly outlines how the prime applicant and its project partners will implement an Operations and Maintenance (O&M) plan to ensure 97% uptime, with details about a potential O&M partner, estimated times for repair should a charger fail, and who end users can contact if the equipment is not operational.
  - The Project Narrative identifies anticipated challenges and proposes how they will be mitigated, including the role that the proposed investment will play in overcoming those challenges.
- Project Justification (20%):
  - The application demonstrates that the proposed activities are aligned with the program purpose and Eligible Activities. The application demonstrates a significant need for the charging stations and an understanding of community interest, identified through data and community engagement.
  - The Project Narrative articulates how success will be measured, including quantitative and qualitative outcomes.
  - The Project Narrative describes what mechanisms the project will use to enhance the end user’s experience, including (but not limited to): plans for how the EVSE will charge consumers, whether it will be offered as a free amenity, how education will be disseminated about the EVSE, and how the EVSE owner will respond to maintenance requests.
  - The application clearly explains how end users will access the chargers, designating if the EVSE will be publicly accessible (reasonably available to any EV driver for substantial operating hours throughout the year) or limited access (only available to certain groups like employees or customers, behind a key fob/gate, etc.).
  - The Project Narrative demonstrates how the project will prioritize EVSE reliability, plan for regular software updates (if Networked), and execute the O&M plan.
- Budget and Cost Effectiveness (20%):
  - The Budget Workbook includes a breakdown of the intended use of grant funds and leveraged funds.
  - The Budget Workbook indicates other leveraged funds.
  - The budget is competitive in scale relative to desired project outcomes (number of ports, level of charging, etc.).
  - The Budget Workbook makes the case that the proposed expenses are reasonable and justifiable.
  - The Project Narrative clearly outlines EVSE pricing and fee structure for the consumer.
- Additional Programmatic Factors (20%):
  - *Location:*

- To effectively support communities that are disproportionately affected by environmental harms, MEA prioritizes equity. This is particularly relevant in the context of delivering benefits from numerous environmental programs. An “Overburdened Community” in Maryland is defined as any census tract where at least three environmental health indicators are above the 75th percentile statewide, in accordance with the criteria established by Maryland's Climate Solutions Now Act of 2022.<sup>4</sup> While the Program is statewide, MEA will give preference to project sites located in overburdened communities. Applicants can use the [MDEnviroScreen Tool](#)<sup>5</sup> to identify overburdened census tracts.
    - To encourage projects in areas with limited EVSE, MEA will give preference to project sites located over 50 miles from currently available charging stations as indicated in the Alternative Fuels Data Center.<sup>6</sup> Applicants are encouraged to submit supplemental documentation indicating how the project addresses current charging gaps.
  - *Hardware:*
    - ENERGY STAR-certified chargers are encouraged - the application should indicate if the planned EVSE is ENERGY STAR-certified.
    - Projects are encouraged to use vetted products qualified by the Electric Power Research Institute (EPRI)<sup>7</sup> - while Maryland does not have a vetted product list, if planned equipment qualifies under one of the other state program requirements in EPRI’s Vetted Product List, please indicate which program the EVSE qualifies under within the Project Narrative.
  - *Public versus limited access:* For public and community oriented project sites, preference will be given to those that are publicly accessible (reasonably available to any EV driver for substantial operating hours throughout the year) as opposed to limited access (only available to certain groups like employees or customers, behind a key fob/gate, etc.). The application should describe how users will access the EVSE.
  - MEA encourages applicants to use *available planning tools* and show results as supporting documentation, including but not limited to:
    - the Maryland Department of Transportation's (MDOT) EV Charging Suitability tool<sup>8</sup> to determine potential site suitability depending on use case. “Higher suitability” areas are indicated with darker colors - hex norm score bins labeled 1, 2, or 3 are encouraged;
    - any tools offered from utilities in the project site’s territory, including Baltimore Gas & Electric’s (BGE) EV Load Capacity Tool<sup>9</sup>.
- Applicant Qualifications and Experience (10%):
  - The applicant demonstrates past success with the execution of the project scope and plan.

<sup>4</sup> “Overburdened Community” is defined in the [Environment Article §1–701\(7\)](#)

<sup>5</sup> [https://mde.maryland.gov/Environmental\\_Justice/Pages/MDEnviroScreen.aspx](https://mde.maryland.gov/Environmental_Justice/Pages/MDEnviroScreen.aspx)

<sup>6</sup> <https://afdc.energy.gov/fuels/electricity-locations#/find/nearest?fuel=ELFC&location=Maryland>

<sup>7</sup> See EPRI Vetted Product List downloadable Excel here: <https://www.epri.com/vpl>

<sup>8</sup> As determined by MDOT’s EV Charging Suitability tool based on the project’s appropriate use case:

<https://experience.arcgis.com/experience/d8d908d9e62f4054b14ec8f6cbb5392b/page/Suitability-Tool?views=Neighborhood-%26-Amenity-EV-Charging>

<sup>9</sup> <https://exelonutilities.maps.arcgis.com/apps/webappviewer/index.html?id=3388d9b757a64147b84bd5ee8c3a7e1a>

- The applicant identifies qualifications of project partners, including contractors and subcontractors. Letters of support from project partners are encouraged.
- The applicant demonstrates a track record of meaningful community engagement.
- The applicant demonstrates historic success of serving overburdened communities, as defined in Maryland statute.
- The applicant provides evidence of successful Operations and Maintenance Plan execution, clearly demonstrating a history of maintaining reliable EVSEs.

## **V. Application Submission and Review Process**

**1) Application Submission Instructions:** Applications should be submitted online with the Jotform portal. The access link to the Jotform portal is available on the [program webpage](#)<sup>10</sup> and also available directly here: <https://form.jotform.com/transportationmea/FY26-C-EVSE-AOI2-Installations>.

Applications must include all of the materials provided within the “Required Application Documents” section. An incomplete application package is ineligible for grant funding. Submission of an application does not guarantee an applicant will receive a grant award.

**2) Required Application Documents:** Applicants must complete a Community EVSE Application via the online application portal JotForm. The application package must include the following components:

- a. **Project Narrative:** Applicants must provide a comprehensive overview of the proposed project. The Project Narrative should not exceed ten (10) pages long and must include the following:
  - i. **Applicant Overview:** Applicants must provide an overview of the applicant organization, property and location, and personnel involved in the project.
  - ii. **Project Overview:** Applicants must provide a project scope that provides the purpose, goals and objectives, and strategies for achieving a successful project. The project scope should align with the Program’s goals of increasing community access to affordable and reliable EV charging networks and reducing transportation greenhouse gas emissions. Applicants should include information addressing the required design considerations outlined in Section III 4) g of this document.
  - iii. **Project Timeline:** Applicants must include a realistic and feasible timeline of all milestones from soliciting and securing installation contractors, subcontractors, required permits and inspections, and utility service to when the EVSE installation should be completed. Applicants are encouraged to provide a Gantt Chart or other visual aid to depict the project timeline. Applicants should include a discussion of potential timeline challenges or constraints and mitigation strategies.
  - iv. **Project Partners:** Applicants must provide a list of project partners along with their defined roles and responsibilities, including the intended contractor and subcontractors that are

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<sup>10</sup> <https://energy.maryland.gov/Pages/CommunityEVSE.aspx>

expected to complete EVSE installations should the applicant receive funding. Applicants should provide letters of support describing partnerships or contracts (draft or final) outlining roles and responsibilities of participating partners. Letters of support should be signed by an individual with the authority to enter into agreements on behalf of the partner organization.

- v. Operations & Maintenance Plan: Describe how the EVSE will be serviced if non-operational, including potential contractors, how end users can contact the owner to notify equipment malfunction, and estimated time for repairs.
  - vi. Ownership Structure: Indicate on the application if the EVSE will be Owner Operated or Third Party Owner Operated (see definitions in Section III 2).
  - vii. Proposed Pricing Structure for the EVSE: Applicants should describe their proposed fee structure for usage (free as a benefit, flat fee, monthly subscription fee, per kWh used, etc.)
- b. Project Design: Applicants must provide copies of any readily available project architectural or engineering drawings, electrical system designs, and/or sitemap.
  - c. Proposed Equipment: Provide number of chargers, number of ports, make, and model of proposed EVSE along with specification sheets.
  - d. Budget Workbook: Applicants must include details on total anticipated project costs and fill in the spreadsheet on how the applicant intends to use grant funds. It must include the following:
    - i. Total Budget Breakdown: Applicants must provide a detailed explanation of the applicant's plan to finance the project costs of each EVSE installation. If the applicant is applying for additional grants, rebates, financing, or loans, from other governmental or utility programs, please specify anticipated amounts and timelines. Applicants must utilize the FY 2026 Community EVSE Budget Workbook available on the Community EVSE Grant [Program webpage](#)<sup>11</sup>.
  - e. Vendor Quotes: Applicants should provide official quotes/estimates from installation contractors, equipment/material suppliers, and service providers for each EVSE system requesting program funding.
  - f. Certificate of Status from SDAT: Applicants must provide a certificate of status from SDAT showing the applicant is in good standing with the State of Maryland. Certificates of status can be ordered online from SDAT.
  - g. Internal Revenue Service (IRS) Form W-9: Applicants must provide an IRS Form W-9 for the Applicant Organization. The Applicant Organization name and address provided on the IRS Form W-9 must match the Applicant Organization name and address provided in the Application Form submitted through the online application portal. An IRS Form W-9 can be requested from the IRS.
  - h. (Optional) Letters of Support: From project partners - encouraged but not required.
  - i. (Optional) Supplemental Support Documentation: any additional documentation you would like the evaluation team to consider.

### 3) Application Review Process:

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<sup>11</sup> <https://energy.maryland.gov/Pages/CommunityEVSE.aspx>

Each application package will be evaluated competitively by an Evaluation Team. The Evaluation Team will be made up of MEA staff or other qualified individuals with relevant experience. The evaluation includes three (3) review steps that are described below.

1. **Program Manager Eligibility Review:** The MEA Program Manager reviews the application for eligibility according to the Minimum Eligibility Requirements listed in this FOA. An application that does not meet the Minimum Eligibility Requirements will be rejected from further consideration and the applicant will be notified.
2. **Evaluation Team Member Individual Review:** Each member of the Evaluation Team reviews and scores each application according to the Evaluation Criteria established in this FOA.
3. **Evaluation Team Group Review and Grant Recommendations:** The Evaluation Team convenes for a group review of their findings and scores. An Evaluation Team member is permitted to modify their score for an eligible application considering new information discovered during the Group Review discussion. The final score for each complete application is determined by taking the average of the individual Evaluation Team member scores for that application. The Evaluation Team will finalize all scores and make grant recommendations. Grants will be recommended in order of highest final score to lowest eligible final score, until all available funding is exhausted, or all eligible grants are funded, whichever comes first.

## **VI. Additional Information**

**1) Grant Program General Provisions:** MEA grant programs are covered by general requirements that will be made part of the grant agreement between MEA and a grantee. A copy of these provisions (“General Provisions v3 2.11.22”) is available on MEA’s website [here](#)<sup>12</sup>. The most recent version of this document will be incorporated into all MEA grant agreements. Of note in the General Provisions:

- MEA will not reimburse any grantee for costs incurred prior to the execution of the grant agreement, unless MEA agrees otherwise in writing.
- Unless otherwise specified in the Grant Agreement, MEA will not disburse grant funds for work that has yet to be performed; costs that have yet to be incurred or are not sufficiently documented; or costs that are inconsistent with the purpose, terms, and conditions of the Grant, as determined by MEA.

**2) Contact Information:** Please contact the following MEA staff members if you have any questions about the Community EVSE Program or this Funding Opportunity Announcement document.

### **Primary Contact**

Anna Stern  
Energy Program Manager  
Clean Transportation Infrastructure  
Maryland Energy Administration  
[transportation.mea@maryland.gov](mailto:transportation.mea@maryland.gov)  
443-695-8356

### **Alternate Contact**

Diego Lopez  
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443-979-0178

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<sup>12</sup><https://energy.maryland.gov/SiteAssets/Pages/all-incentives/General%20Provisions%20v3%202.11.22.pdf>