



**Wes Moore, Governor**  
**Aruna Miller, Lt. Governor**  
**Paul G. Pinsky, Director**

## **Funding Opportunity Announcement**

### Community Electric Vehicle Supply Equipment Grant Program

#### Area of Interest 2: Electric Vehicle Make-Ready

Fiscal Year 2025

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**1) Area of Interest Description:** The Maryland Energy Administration (MEA) is pleased to announce Area of Interest (AOI) 2: Electric Vehicle (EV) Make-Ready of the Community Electric Vehicle Supply Equipment (EVSE) Grant Program (Community EVSE Program or the Program) for Fiscal Year (FY) 2025. The purpose of the Program is to increase community access to affordable and reliable EV charging networks and reduce transportation greenhouse gas emissions in low and moderate income, overburdened, and underserved communities in Maryland. The Program accomplishes this by providing grant funding to help install EV infrastructure by offsetting the cost of converting existing parking spaces to EV-Capable or EV-Ready parking spaces at Multifamily Housing (MFH) properties. All EV-Capable or EV-Ready projects must be located on a property that is in a low and moderate income, overburdened, or underserved community in Maryland.

**2) Program Type:** The Program is non-competitive and grants will be issued on a first come-first served basis while funding is available.

**3) Application Deadline:** Applications will be accepted on a rolling basis (first come-first served) until Friday March 28, 2025 at 5:00 PM Eastern Time Zone or until all program funding has been awarded, whichever occurs first.

**4) Applicant Eligibility:** Applications may be submitted by property owners where the EV Make-Ready Projects will be located or by a third party organization (e.g. installation contractor) completing the work on behalf of the property owner. Units of state, local, municipal, and Maryland recognized tribal governments may apply for large projects across multiple properties, property types, and property owners, within their jurisdiction. Eligible and ineligible applicants by organizational type are specified below.

*Eligible Applicants:*

1. Businesses and limited liability companies registered and in good standing with the Maryland State Department of Assessments and Taxation (SDAT),
2. Incorporated Non-profit entities that are in good standing with SDAT; and,
3. Units of state, local, municipal, and Maryland recognized tribal governments.

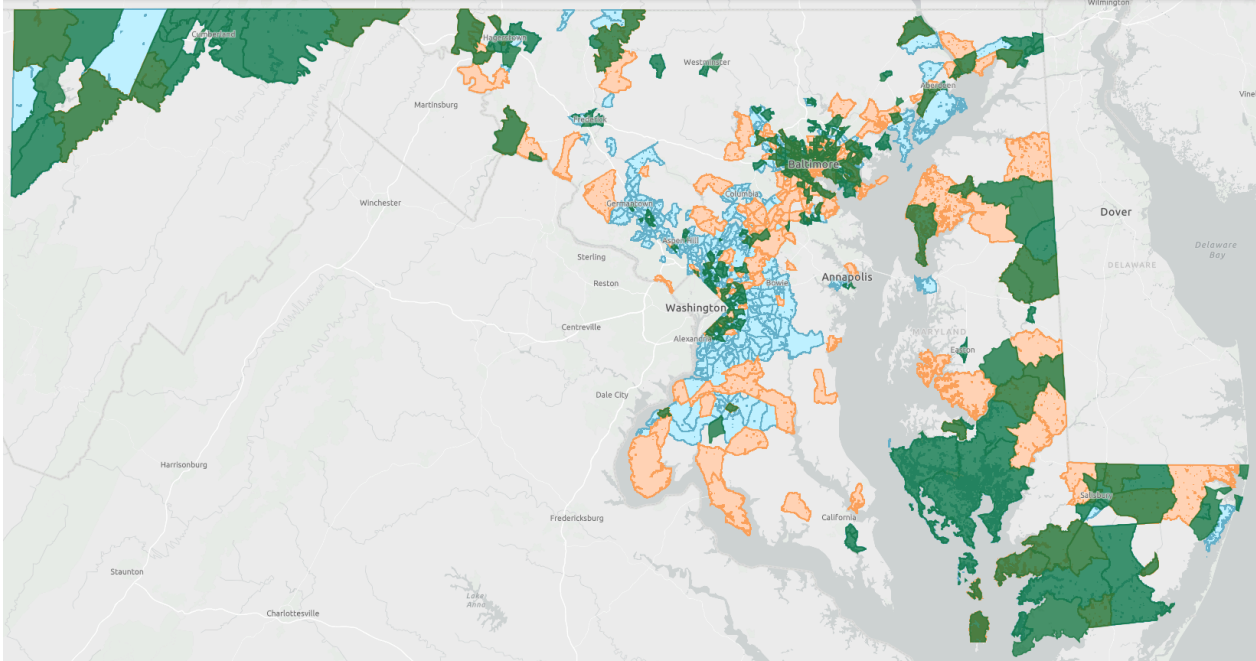
*Ineligible Applicants:*

1. Residential Homeowners (single family, rowhomes, townhomes, duplexes, and condominiums),
2. Regulated Utilities,
3. Units of federal or foreign governments (even if the property is located in Maryland).

**5) Project Property Eligibility:** All EV Make-Ready Projects must be located at a MFH property in Maryland which has at least five (5) individual residential units. Eligible MFH property types include the following:

1. Apartment buildings or complexes,
2. Condominium buildings or complexes,
3. Townhome communities; and,
4. Dormitories or student housing associated with a higher educational institution.

**6) Project Location Eligibility:** All EV Make-Ready Projects must be located on a MFH property in a low and moderate income, overburdened, or underserved community in Maryland. The applicant organization is not required to be located in one of these communities, only the property where the project is located does. Applicants may determine a project's eligibility by following the instructions on MEA's [Census Tracts and Renewable Portfolio Standard \(RPS\) Alternative Compliance Payments webpage](#). The map below shows communities in low and moderate income (green), overburdened (orange), and underserved (blue) census tracts in Maryland.



**7) Eligible Activities:** Grant funds under AOI 2: EV Make-Ready are provided to awardees to help install EV infrastructure by offsetting the costs of converting existing parking spaces to EV-Capable or EV-Ready parking spaces at MFH properties. Parking space conversions should enable MFH property residents (e.g. at condominiums or townhome communities) to install personal use EVSE in the future. Alternatively, parking space conversions should enable MFH property owners (e.g. apartments or dormitories/student housing) to install communal EVSE in the future. Definitions of EV-Capable and EV-Ready parking spaces are provided in the graphic below.

<p><b>EV-Capable Parking Space:</b> Electrical Panel Capacity &amp; Conduit</p>	
<ul style="list-style-type: none"> <li>• Install panel capacity and conduit (raceway) to accommodate the future build-out of EV charging with 208/240 V, 40-amp circuits.</li> <li>• Rational: Provide hard-to-retrofit elements during new construction while minimizing up-front cost.</li> </ul>	
<p><b>EV-Ready Parking Space:</b> Install full circuit</p>	
<ul style="list-style-type: none"> <li>• Full circuit installations include 208/240V, 40-amp panel capacity, raceway, wiring, receptable, and overprotection devices similar to a dryer circuit.</li> <li>• Rational: Full circuits are plug-and-play ready and minimize total costs and additional barriers to installing Electric Vehicle Supply Equipment (EVSE).</li> </ul>	
<p><b>EV-Installed:</b> Install EV Charging Station (also known as Electric Vehicle Supply Equipment or EVSE).</p>	
<ul style="list-style-type: none"> <li>• Install charging stations during new construction.</li> <li>• Rational: Provide a visible signal that building supports EV charging and reduce future EV charger installation costs to zero.</li> </ul>	

Source: Southwest Energy Efficiency Project (SWEET), "SWEET Guide to EV Infrastructure Building Codes". Refer to the *Cracking the Code on EV Readiness in New Buildings (PDF)* report for more information on incorporating EV readiness in building codes.

EV Make-Ready projects must take the following design aspects into consideration:

1. Project Location,
2. Current Community EV Charging Demand
3. Future Community EV Charging Demand (including future-proofing)
4. Pedestrian Accessibility and Safety,
5. Physical Protection (curbs, wheel stops, setbacks, bumper guards, bollards, etc).
6. Americans with Disability Act (ADA) Compliance (Please refer to the US Access Board's [Design Recommendations for Accessible Electric Vehicle Charging Stations](#) report for more information),
7. Parking Lot Water Management (drainage, storm runoff, flooding, etc),
8. Signage (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),
9. Lighting,
10. Security (anti-theft, anti-tamper, vandalism, etc)

**8) Eligible Project Costs:** MEA considers the following project costs to be eligible for AOI 2: Make-Ready of the Program.

1. Contractor/Consultant Procurement
2. Project Design, Engineering, Permitting, and Utility Coordination,
3. Site Preparation, Demolition, Earth Moving, and Construction,
4. Electric Service Upgrades, Electric Panel Upgrades, Service Panel, Emergency Shutoff, Conduit, Circuits, and Receptacles,
5. ADA Compliance,
6. Physical Protections
7. Signage, Painting, and Energy Efficient Lighting, and
8. Community Outreach.

**9) Program Funding:** MEA anticipates a total of \$2 million will be available for AOI 2: EV-Capable and EV-Ready Installations in FY 2025.

**10) Incentive Structure:** Grant awards for AOI 2: EV-Capable and EV-Ready Installations are calculated as 80 percent of the total project costs up to \$100,000.

**11) Partial Award:** Partial awards are possible under the Program. If insufficient funds are available to fully fund an award, the applicant will be given the opportunity to fulfill the Program obligations with the remaining available funding. If the applicant agrees, then the project will be funded with the remaining funds. If the applicant declines the partial award, then the offer is made to the next approved application. MEA will repeat this process until all funding has been expended or all remaining applicants have declined the offer for a partial award.

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

1. **Project Narrative:** Applicants must provide a comprehensive overview of the proposed project. The Project Narrative should not exceed ten (10) pages long and should include the following:
  - a. **Applicant Overview:** Applicants must provide an overview of the applicant organization, MFH property and location, and personnel involved in the project.
  - b. **Project Overview:** Applicants must provide a project scope statement that provides the project purpose, goals and objectives, and strategies for achieving those goals and objectives. 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 in low and moderate income, overburdened, and underserved communities in Maryland. Applicants should include information such as resident need for EV charging at the property location.
  - c. **Project Timeline:** Applicants must include a realistic and feasible timeline of all milestones from soliciting and securing installation contractors, subcontractors, and required permits and inspections to when the EV-Capable or EV-Ready installation should be completed. Applicants should include a discussion of potential timeline challenges or constraints and mitigation strategies. The application should include a visual aid (e.g. Gantt Chart) helping to depict the timeline.
  - d. **Project Partners:** Applicants must provide a list of project partners along with their defined roles and responsibilities, if applicable, including the intended contractor and subcontractors that are expected to complete EV Make-Ready parking space conversions should the applicant receive funding. Applicants should provide letters of support describing partnerships or quotes/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.
  - e. **Project Design:** Applicants must provide copies of project architectural or engineering drawings, electrical system designs, and sitemap.
2. **Budget Narrative:** Applicants must include details on total anticipated project costs and how the applicant intends to use grant funds. It must include the following:
  - a. **Total Budget Breakdown:** The total project budget must be a breakdown of intended use of grant funds, including, but not limited to the costs of design and engineering services, permitting costs, site preparation and construction, equipment purchase, installation, and

commissioning. Applicants must utilize the FY 2025 Community EVSE Budget Workbook available on the Community EVSE Grant Program [webpage](#).

- b. **Proof of Funds**: Applicants must provide proof of funds to show they are able to supply the required cost share. Proof of funds may include but are not limited to line of credit, cash on hand, other grant funding, or financial commitments from project partners. Governmental and non-profit applicants may include “in-kind services” (e.g. staff time to administer the grant and project) as eligible cost share.
3. **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.
4. **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.

**13) Eligibility Review**: In accordance with this Funding Opportunity Announcement (FOA), all submitted applications will be reviewed to determine their eligibility for available Program funds. Eligibility will be determined based on whether the application is submitted by an eligible applicant, proposes a project located at an eligible property, proposes eligible activities, and includes all required application documents. All complete applications that meet the eligibility criteria and program requirements will be considered for funding on a first-come, first-served basis until available funding is exhausted. The goal of this program is to support as many eligible projects as possible within the available funding.

**14) Application Review Process**: Applications for Program funding will be accepted and reviewed on a rolling basis. Applications will be reviewed for completeness to ensure they include all required information and documentation.

1. ***Incomplete Applications***: Applicants will be notified within 10 calendar days of submission if their application is complete or if any information is missing. Applicants will have 15 calendar days to submit any missing information.
2. ***Complete Applications***: Upon receipt of all required materials, applications will be reviewed to determine if they meet the eligibility criteria outlined in Section 13. Applications that meet the eligibility criteria will be considered for funding on a first-come, first-served basis until available funding is exhausted. Applicants will be notified of their application status within 90 days of the date all required application materials are received by MEA.

**15) Application Submission Instructions**: The Program utilizes an online application portal, Jotform, that all applicants are required to use when submitting Community EVSE Program applications. The online application portal is accessible through MEA’s [Community EVSE Grant Program webpage](#). Applications must

include all of the materials provided within the “Required Application Documents” section. An incomplete application package is deemed ineligible until all necessary supporting documents and information are provided to MEA. As awards are issued on a first-come, first-served basis, applications will not be processed for funding until the date that MEA receives all necessary application documents and information, rather than the initial application date. Submission of an application does not guarantee an applicant will receive a grant award.

**16) 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.

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