Maryland Energy Administration

Wes Moore, Governor
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Funding Opportunity Announcement

Community Electric Vehicle Supply Equipment Grant Program

Area of Interest 3: Electric Vehicle Supply Equipment Installations

Fiscal Year 2025

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1) Area of Interest 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) Area of Interest 3 (AOI): EVSE Installations 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 EVSE installations at Public and Community Oriented Properties and Multifamily Housing (MFH) Properties in Maryland. All EVSE Installation 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 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. 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 EVSE installations must be located on public or community oriented properties or 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. Please contact MEA If you are uncertain if your property qualifies for any of these property categories. MEA will make a determination on a case-by-case basis.

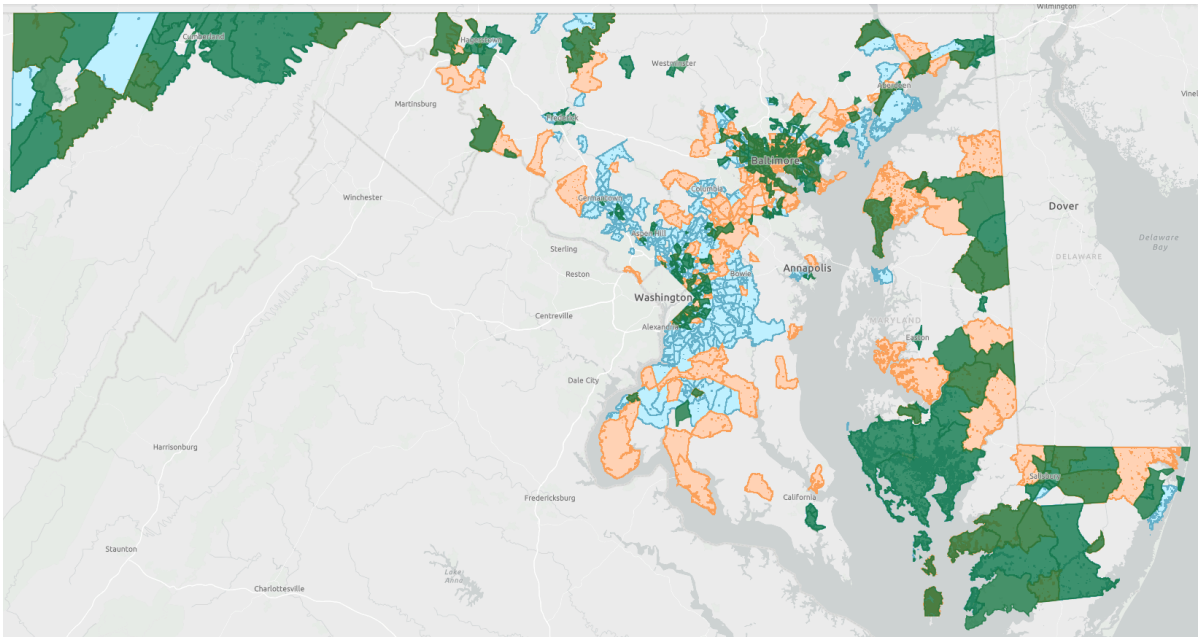
1. Public and Community Oriented Properties:
    a. Public properties (e.g. parks, recreational facilities, libraries, courthouses, town halls, K - 12 schools, public colleges or universities, etc),
    b. Community hubs (e.g. community centers, healthcare facilities, resiliency hubs, food banks, etc),
    c. Commercial centers (e.g. shopping malls, strip malls, grocery stores, movie theaters, corporate office parks, etc),
    d. Tourist destinations (e.g. museums, zoos, aquariums, botanical gardens, arboretums, sports stadiums, music venues, etc); and,
    e. 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).
2. MFH Properties:
    a. Apartment buildings or complexes,

b. Condominium buildings or complexes,

c. Townhome communities; and,

d. Dormitories or student housing associated with a higher educational institution.

6) Project Location Eligibility: All EVSE Installations must be located on a public or community oriented property, MFH property, or a commercial or industrial 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 3: EVSE Installations are provided to awardees to help install EV infrastructure by offsetting the costs of completing EVSE installations at public and community oriented properties, MFH properties, and commercial or industrial properties in low and moderate, underserved, and overburdened communities in Maryland. The following requirements apply to all projects submitted for consideration to AOI 3: EVSE Installations.

1. Level 1, 2, and 3, including Direct Current Fast Charging (DCFC) EVSE is eligible for funding.

2. Funding for Level 1 EVSE is restricted to charging systems fully integrated into electric bike (e-bikes) or electric scooter (e-scooters) storage systems (e.g. bike racks and storage lockers).

3. Funding for Level 1 EVSE is not eligible for privately owned e-bike or e-scooter share services.

4. Level 1 EVSE installations may be located in publicly or privately owned parking lots, parking garages, and sidewalks.

5. Funding for Level 2 and 3/DCFC is intended for all classes of electric vehicles.

6. Level 2 and 3/DCFC installations may be located in publicly or privately owned parking lots, parking garages, and streets.

7. EVSE installations may be public access (accessible 24 hours a day, 7 days a week, 52 weeks a year) or reduced access (accessible 12 hours a day, 5 days a week, 52 weeks a year).

8. EVSE installations intended for the general public, mulity-family property residents and guests, and corporate employees and customers/guests are eligible for program funding.

9. There is no minimum or maximum number of Level 1, 2, and 3/DCFC EVSE installations required or restricted by this program; however, MEA will cap grant funding for Level 1 EVSE installations to 10 percent of the total award. Level 2 and 3/DCFC EVSE installations are encouraged to meet the minimum number of charging ports per the requirements of the National Electric Vehicle Infrastructure (NEVI) program.[1]

10. EVSE systems must accept multiple and commonly used forms of payment. EVSE payments shall not be completed solely through a phone application.

11. EVSE system user interface must offer multiple language options (e.g. English, Spanish, etc).

12. EVSE projects must take the following design aspects into consideration:

    a. Project Location,
    b. Current Community EV Charging Demand
    c. Future Community EV Charging Demand (including future-proofing)
    d. Pedestrian Accessibility and Safety,
    e. Physical Protection (curbs, wheel stops, setbacks, bumper guards, bollards, etc).
    f. 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),
    g. Parking Lot Water Management (drainage, storm runoff, flooding, etc),
    h. 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),
    i. Lighting,

[1] National Electric Vehicle Infrastructure (NEVI) Formula Program, US Department of Energy (https://afdc.energy.gov/laws/12744)

j. Security (anti-theft, anti-tamper, vandalism, etc)
k. Equipment,
l. Networked versus Non-Networked EVSE Systems,
m. Payment Methods,
n. Pricing,
o. Insurance,
p. Warranty,
q. Operations and Maintenance (O&M); and,
r. Public Access or Reduced Access EVSE
s. Community Outreach and Education.

8) Eligible Project Costs: The following project costs are eligible for AOI 3: EVSE Installations of the Program.

1. Contractor Procurement
2. Project Design (includes Engineering, Permitting, and Utility Coordination),
3. Groundbreaking (includes Site Preparation, Demolition, and Earth Moving),
4. Construction (includes general construction activities, installation and commissioning),
5. Equipment (includes EVSE, Warranty, Insurance, Five Years of O&M and Networking),
6. Electric Service Upgrades (includes Electric Panel Upgrades, Service Panel, Emergency Shutoff, Conduit, Circuits, and Receptacles),
7. Ancillary Project Costs (includes ADA Compliance, Physical Protections, Signage, Painting, and Energy Efficient Lighting); and,
8. Community Outreach.

9) Program Funding: MEA anticipates a total of $7 million will be available for AOI 3: EVSE Installations in FY 2025. MEA is reserving program funding based on the property type where EVSE installations are completed according to the *Figure 2: Community EVSE Program Funding Reservations.* If MEA does not receive 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.

Figure 2: Community EVSE AOI 3 Funding Reservations

Property Type	Funding Reservation Amount	Funding Reservation Percentage
Public and Community Oriented Properties	$3 million	43 percent
MFH Properties	$4 million	57 percent

10) Incentive Structure: MEA will provide grant awards for AOI 3: EVSE Installations for eligible projects that meet all of the minimum program criteria. MEA will provide two stacking bonus incentives for eligible projects that meet supplemental criteria.

Base Incentive

1. MEA calculates base grant awards for EVSE installations in Maryland as 75 percent of the total project costs up to $1,000,000.

Bonus Incentives

2. MEA calculates bonus grant awards for EVSE installations in Maryland as 82.5 or 90 percent of the total project costs up to $1,000,000, depending upon whether or not the eligible project meets one or two of the bonus incentives specified below.

    a. Applicants may receive a bonus incentive equal to 7.5 percent of the total project costs if the EVSE installations are located in a census tract that meets at least two of the definitions for low and moderate income, underserved, and overburdened communities in Maryland.

    b. Applicants may receive a bonus incentive equal to 7.5 percent of the total project costs if 100 percent of the EVSE installations are publicly accessible (accessible 24 hours a day, 7 days a week, 52 weeks a year).

Grant award amounts are ultimately determined by the EVSE installation total project costs. MEA will cap the award funding for EVSE equipment (per port) as specified in *Figure 3: Community EVSE Program Equipment Incentive Caps*. 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. MEA will cap the amount of funding for Level 1 charging systems to 10 percent of the total grant award. MEA will not consider applications requesting less than $50,000 of grant funding.

Table 3: Community EVSE Program Equipment Incentive Caps

Charger Level	Intended Use	Electrical Current	Capacity (per EVSE)	Maximum Incentive (per port)
Level 1	E-Bikes E-Scooters	AC	1 - 12 kW	$1,000
Level 2	Electric Vehicles		13 - 19 kW	$7,500
			19 - 49 kW	$15,000
Level 3 (DCFC)		AC or DC	50 - 99 kW	$50,000
			100 kW +	$80,000

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, property and location, and personnel involved in the project.

    b. 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 in low and moderate income, overburdened, and underserved communities in Maryland. Applicants should include information addressing the required considerations in the *Eligible Activities* section on pages 3 and 4 of this document.

    c. 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 to visually depict the project timeline. 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, including the intended contractor and subcontractors that are 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.

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: Applicants must provide a detailed explanation of the applicant's plan to finance the project costs of each EVSE installation. Applicants should clearly specify how it intends to fund any costs not covered by the grant award from the Community EVSE Grant Program. 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 2025 Community EVSE Budget Workbook available on the Community EVSE Grant Program webpage.

   b. Vendor Quotes: Applicants should provide official quotes/estimates from installation contractors, equipment/material suppliers, and service providers for each EVSE system requesting program funding.

   c. Proof of Funds: Applicants must provide proof of funds to show they are able to finance the project and 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, Tribal, 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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