



## **Electric Vehicle Supply Equipment (EVSE) Rebate Program Funding Opportunity Announcement (FOA)**

### **Program Description**

- MEA provides incentives to Marylanders to expand the State's electric vehicle charging infrastructure through the Electric Vehicle Supply Equipment (EVSE) Rebate Program.
- The EVSE Rebate Program provides rebates for costs incurred acquiring and/or installing qualified EV supply equipment, also referred to as charging stations.

### **Type of Incentive Program**

- Rebates will be issued on a first-come, first-served basis as funds are available. This is a reimbursement program and rebate recipients must provide their own funding to cover expenses as they are incurred. Applications may be submitted to MEA only after the EVSE has been acquired, installed, is operational, and costs have been paid in full.

### **Program Budget**

- The total amount of funding currently available for this rebate program in state fiscal year (FY) 2023 (7/1/22-6/30/23) is up to \$1,800,000.
- FY23 program terms, and conditions apply to all rebate applications that are paid out of FY23 funds.

### **Program Changes for FY23**

- The commercial rebate award cap has decreased from 18% to 10% of the program budget per applicant, per program year.

### **Eligible Applicants and Guidance**

Eligible applicants for the residential rebate include:

- Individuals who are purchasing EVSE for their private and exclusive use at their home.
  - Only one rebate is permitted per individual resident, per address. If an individual has previously received an EVSE rebate from MEA, they are not eligible to apply for an additional rebate at that same address.
  - An individual with a legal rental license issued by the jurisdiction having authority that purchases and installs a charger at a residential property they own and lease

should apply under the residential application, unless the expenses are instead paid by a commercial entity as described below.

Eligible applicants for the commercial rebate include, but are not limited to:

- Businesses and limited liability companies I registered and in good standing with the Maryland State Department of Assessments and Taxation (SDAT).
  - This includes entities that intend to purchase and locate EVSE for non-exclusive individual use at multi-unit dwelling (MUD) developments (apartments, condominiums, homeowners associations etc.) If an individual living at a MUD development intends to purchase EVSE for their personal use, that individual should submit a residential application.
  - This includes employers that intend to purchase and provide EVSE, located at a workplace, to their employees.
  - This includes companies that intend to purchase and install EVSE to support fleet electric vehicles.
  - Eligible chargers must be located at a non-residential place of business.
- Incorporated non-profit entities that are in good standing with SDAT.
- Units of state or local government.

Ineligible applicants include:

- Regulated utilities.
- Units of the federal government (even if property is located within MD).

### **Rebate Amounts**

- Rebates are calculated on a per charger basis by multiplying 40% by the purchase and installation price of the EVSE and are capped at the following amounts:
  - Residential: 40% up to \$700
  - Commercial: 40% up to \$4,000
    - An entity applying for a commercial rebate cannot receive more than 10% of the program budget in a fiscal year. For FY23, this total rebate award cap equates to \$180,000 (approximately 45 charging stations at maximum \$4,000 rebate per station).
- Dual-headed charging stations and charging stations with the capability of charging multiple vehicles at one time are considered one charger. Applicants and charging station manufacturers that require clarification of this provision or believe certain equipment should be considered 2 separate charging stations should contact MEA Program Manager before beginning a project.

### **Eligible Costs**

- Eligible costs under this program include those costs directly attributable to the site design, charger equipment, installation, labor, permitting, site preparation, upgrade for utility connections, signage, and equipment necessary to implement and operate the EVSE. Taxes, shipping costs, and credit card payment convenience fees are eligible expenses and should be captured on the application. It is acceptable to submit an application if project costs are paid over a period of time on a subscription basis.
- Gift cards may be listed as a cash expenditure application for rebate reimbursement. Award points and other discounts are not eligible expenses and should not be included on the application for rebate reimbursement.
- Costs that are eligible but that an applicant has not included in a submitted application will not be adjusted upward by MEA to result in an increased rebate amount. Submitted costs will only be adjusted downward in the event ineligible costs are included in the application.

### **Ineligible Costs**

- Ineligible costs include the purchase of (electricity) fuel to stock the EVSE, and any ongoing equipment and site maintenance costs.

### **Project Requirements**

- Eligible EVSE applications include property installed and located in Maryland that is used for recharging of on-road motor vehicles propelled by electricity.
- EVSE may be of any power level (120 V, Level 2 240 V, or DC fast chargers).
  - It is recommended that entities seeking funding assistance for DC fast chargers instead apply to the [Electric Corridors Grant Program \(ECGP\)](#), a Volkswagen settlement funding program managed by the Maryland Department of Environment (MDE).
- EVSE must be safety certified by a Nationally Recognized Testing Laboratory (NRTL) identified by the United States Occupational Safety and Health Administration. NRTLs in North America that can test and certify EVSE includes but are not limited to: Underwriter's Laboratory (UL), Intertek (ETL), and MET Laboratories, Inc.
- EVSE must be purchased new; used EVSE expenses are not eligible for the rebate. However, the installation cost for used EVSE is eligible for the rebate.
- EVSE must be installed by a Maryland- licensed, professional electrical contractor (for applicants that include installation expenses in their application). Eligible EVSE may not be self-installed unless that individual is also a Maryland-licensed, professional electrical contractor.
- EVSE may either be networked or non-networked, though networked is recommended.
- While not a current requirement, applicants are encouraged to consider EVSE that are qualified under the federal [ENERGY STAR](#) program.
- EVSE may either be publicly or privately accessible.
- EVSE may either be hard-wired or plug-in.
- Commercial stand alone, mobile EVSE may be eligible for rebate approval on a case-by-case basis. If approved by MEA, applicants may be expected to provide periodic

updates on location and usage of EVSE to ensure equipment is being used within Maryland. Prospective applicants who wish to seek a rebate(s) for this type of project should contact the MEA Program Manager before submitting an application.

- MEA will not award a rebate for EVSE that replaces EVSE that previously benefited from/received EVSE Rebate Program funding.

### **Application Process and Contents**

- **Application Eligibility Restrictions**
  - **Applications must be received by MEA within 6 months of the date that the equipment and/or install expenses were incurred. If an application is being submitted for both equipment and installation expenses, the installation expenses must have been incurred within 6 months of the date the application is received by MEA.**
- **General Application Instructions**
  - MEA strongly recommends filling out forms electronically, which will save time and eliminate errors. Certain fields are validated for form and content.
  - An incomplete application package will be considered ineligible until all necessary supporting documents are provided to MEA. As rebates are issued on a first-come, first-served basis, applications will not be considered for rebate funds until the date that MEA receives all necessary application documents.
  - Applications that are missing supporting documents may be returned to the applicant by MEA without being processed.
- **How to Apply**
  - MEA requests that all applications be submitted electronically.  
**For residential applicants only:**
    - Send an email to [evse.mea@maryland.gov](mailto:evse.mea@maryland.gov) indicating that you wish to submit an EVSE Rebate application. Include your full legal name and address in this email. **To ensure that your personally identifiable information is protected, please do not attach your application to this initial email.** MEA staff will then send you a separate encrypted email from this address, using Virtru, the State of Maryland's encryption tool. More information about Virtru can be found at <https://doit.maryland.gov/support/Pages/email-encryption.aspx>.
    - Reply to this secure email (you may be asked to unencrypt the email first) and attach the completed application form and required documents. **Send the reply email back to MEA at the earliest possible convenience- these links expire after 24 hours, after which the applicant will have to request a new link to be sent.** **Note:** Application forms must still contain a (scanned) wet ink signature, or digital signature. If utilizing a digital signature, please sign using

your finger, a stylus, or a mouse, etc. **MEA cannot accept forms with typed signatures** (plain text, scripted font, etc.).

- For commercial applications:
  - Unless a commercial application contains personally identifiable information, complete application packages can be submitted directly to [evse.mea@maryland.gov](mailto:evse.mea@maryland.gov)
  - Applications may be submitted to MEA by physical mail in lieu of electronic submission, however processing may be slower or delayed..
- Application Contents
  - A complete, signed application form.
  - Photocopy of a paid invoice, receipt or equivalent proof of payment for EVSE showing purchase price and date.
    - If an applicant seeks a rebate for the installation of a NEMA 14-50 outlet to be used by plug-in EVSE, the equipment cost section may be left blank and the equipment invoice would not be required.
  - Photocopy of a paid invoice, receipt or equivalent proof of payment for EVSE installation showing installation price and installation date.
  - Photo of installed EVSE.
    - If an applicant seeks a rebate for the installation of a NEMA 14-50 outlet to be used by plug-in EVSE, the photo must still show the actual EVSE plugged into the outlet. The photo must confirm actual charging equipment.
  - Commercial applicants applying for more than four (4) rebates (chargers) must also complete and submit an EVSE Form A. The form should be included with the application as a separate Excel file.
  - Commercial applicants applying to the program for the first time are also required to submit a complete and signed W-9 form.
- Application Processing Expectations
  - Applicants who initiate the electronic application process should expect to receive a Virtru-enabled link for secure application submission within 7-10 business days of inquiry receipt.
  - Applicants should expect to receive either an approval notification, rejection notification, or request for additional information within 30 business days of application receipt.
  - Applications should expect to receive payment within 8-10 weeks of application approval.
  - Due to a large volume of backlogged applications received during FY22, applicants should not expect FY23 applications to begin payment processing until August 2022 at the earliest.

## **Terms and Conditions**

- Applicant, if a business, is incorporated or is registered to do business in the State, and is in good standing with the Maryland State Department of Assessments and Taxation.

- To the best of the applicant's knowledge and belief, the applicant is not in default on any financial obligation to the State or MEA. Funds may be withheld by the Comptroller to be paid towards existing tax or other financial obligations to the State of Maryland, as determined by the Comptroller.
- Applicant certifies to MEA that applicant has the right to install the EVSE for which a rebate is being sought at the property where the EVSE is installed, or has otherwise obtained consent from the property owner or landlord to install the EVSE.
- Applicant affirms, to the best of Applicant's knowledge and belief, that (i) the installation of the EVSE was completed in compliance with all local and state zoning, building, historic preservation and other applicable codes and construction/rehabilitation laws or regulations; and (ii) Applicant has obtained all necessary regulatory approvals, permits, variances, and licenses to install the EVSE, including Maryland Historical Trust approval of any architectural plans and specifications for the installation, if applicable.
- Applicant agrees that MEA may share certain information obtained by MEA from the applicant with external entities as part of local utility EVSE programs/efforts and federally funded EVSE data collection projects. For residential applicants, this information may include project county, zip code, and project type. For commercial applicants, this information may include applicant name, applicant contact information, project address, and project type.
- Commercial applicants certify that they will ensure that publicly available EVSE is registered with both [Plugshare](#) and the [US Department of Energy's Alternative Fuel Data Center \(AFDC\) Station Locator](#). Private commercial charging stations are encouraged to be registered with both platforms, but not required.
- American Manufactured Goods - Chapter 757 of the 2019 Acts of the General Assembly of Maryland (effective October 1, 2019) includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article. Applicants affected by those provisions should take them into account when developing FY23 applications to Strategic Energy Investment Fund (SEIF)-funded programs.
- Rebates issued by the State of Maryland may be taxable. As the MEA is unable to give tax advice, any tax-related questions should be directed toward a qualified tax professional.
- Applicant certifies to MEA that they understand MEA or an authorized representative may contact the applicant in the future regarding electric vehicle use and vehicle charging behavior as well as overall electric drive satisfaction to help inform current or future programs.
- With good cause and at its sole discretion, MEA may grant an exception to the six month deadline on a case-by-case basis.
- Use of Personal Information- In accordance with Section 4-501(c)(3) of the General Provisions Article of the Annotated Code of Maryland, MEA is required to advise Applicants of the following:
  - (1) The information being requested by the Application is necessary to document the completion of the project and to ensure installation of a qualifying system.

- (2) Failure to provide all required information will result in cancellation of your Rebate application and ends any obligation to you under this program.
- (3) Upon submission for payment, some of this information will be provided to other agencies of the State to process the payment of the Rebate.
- (4) Project information (e.g. technology, system capacity), the name of the company, and the status of the Rebate request may be publicly accessible on our website.
- (5) Unless otherwise provided by law or court order, portions of the information provided by a company may be subject to disclosure upon request for inspection under Maryland's Public Information Act. To the extent permitted by law, confidential information will not be disclosed except for the purpose of processing your Rebate application. (6) As set forth in Sections 4-502 of the General Provisions Article, you have the right to inspect, amend, or correct your personal record as maintained by the EVSE Rebate Program.

### **Relevant Programs/Resources**

- Residential and multifamily property applicants may find additional savings on charging equipment and installation costs through programs now offered by [Baltimore Gas and Electric \(BGE\)](#), [Pepco](#), [Delmarva Power](#), and [Potomac Edison](#).
  - Applicants are strongly encouraged to register their EV with their utility if they have not done so already.
- For more information on EV's and EVSE, please visit [marylandev.org](http://marylandev.org) or the US Department of Energy [Alternative Fuel Data Center \(AFDC\)](#).

### **Contact Information**

- If you have questions about the program in general or this Funding Opportunity Announcement, contact Amanda Hinh, MEA Acting Transportation Program Manager at [amanda.hinh@maryland.gov](mailto:amanda.hinh@maryland.gov).
- If you have questions regarding submitted applications and/or their status, please contact [evse.me@maryland.gov](mailto:evse.me@maryland.gov).