



Fiscal Year 2024 (FY24) Electric Vehicle Supply Equipment (EVSE) Rebate Program Funding Opportunity Announcement (FOA)

Program Description

- MEA is providing incentives to Marylanders to expand the State's electric vehicle charging infrastructure through the FY24 Electric Vehicle Supply Equipment (EVSE) Rebate Program.
- The EVSE Rebate Program provides rebates for costs incurred acquiring and/or installing eligible 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 to complete and eligible applications. 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, put in operation, and paid in full.

Program Budget

- The total amount of funding currently available for this rebate program in state fiscal year (FY) 2024 (7/1/23-6/30/24) may not exceed \$2,500,000.
 - Please review the Rebate Amounts section of this FOA for information about how applications received prior to July 1, 2023, will be addressed.

Program Changes for FY24

- Funding for residential rebates has been initially allocated 60% of the total program budget, or \$1,500,000 in total. Funding for commercial rebates has been initially allocated 40% of the total program budget, or \$1,000,000 in total.
 - After April 1, 2024, these initial funding allocation limits will be removed. Any eligible FY24 applications not yet processed due to one of the initial funding allocations being exhausted will then be processed chronologically, up to the available overall FY24 budget for the entire EVSE Rebate Program.

- The commercial rebate award maximum per applicant has decreased. An entity applying for a commercial rebate will not receive awards totaling more than \$125,000 in aggregate in fiscal year 2024 funding.
- Residential rebates are now limited to one rebate per individual resident, regardless of 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 or at a different address.
- To help ensure EVSE incentives are directed to a more permanent build-out of EVSE infrastructure, MEA is phasing out incentives for Level 1 (120 V) EVSE equipment in FY24. **EVSE rebates will not be issued to Level 1 EVSE purchased on or after October 1, 2023**,¹ except as noted in Footnote #1.
- In support of Maryland’s greenhouse gas reduction goals and to ensure electric vehicles are charging as efficiently as possible, MEA strongly encourages applicants to consider EVSE that are qualified under the federal [ENERGY STAR](#) program. MEA may limit incentives to ENERGY STAR qualified EVSE equipment in a future fiscal year.
- Used EVSE expenses, to include installation costs, are ineligible for the rebate.
- Residential applicants, and commercial applicants applying to the EVSE program for the first time or whose name or federal tax identification number has changed, must submit an IRS W-9 form with their application.

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 (for the cost of one charger and one corresponding EVSE installation, if applicable) is permitted per individual resident. If an individual has previously received an EVSE rebate from MEA, they are not eligible to apply for an additional rebate.
 - If more than one installation occurs at the same address, a different member of the household will need to submit an application for each installation.
- 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 project expenses are instead paid by a commercial entity as described in the commercial rebate section below.
- An individual living at a multi-unit development (MUD) (e.g., apartments, condominiums, homeowners associations, etc.) that purchases EVSE for their personal use should submit a residential application.

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

¹ Level 1 EVSE equipment purchased on or after October 1, 2023, may be eligible for a rebate if documentation clearly shows that the necessary equipment and installation upgrades needed to adapt the Level 1 charger for Level 2 charging have occurred (e.g., NEMA adapter purchase and 240 V outlet installation).

- Businesses and limited liability companies registered and in good standing with the Maryland State Department of Assessments and Taxation (SDAT).
 - This includes entities that purchase and locate EVSE for non-exclusive individual use at MUD developments. If an individual living at a MUD development purchases EVSE for their personal use, that individual should submit a residential application.
 - This includes employers that purchase and provide EVSE, located at a workplace, to their employees.
 - This includes companies that 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 Maryland).

Rebate Amounts and Commercial Rebate Award Maximum Per Applicant

- **An EVSE installation for which an eligible application was initially received prior to July 1, 2023, will be processed at FY23 rebate amounts, provided the applicant has not already reached the FY23 per-applicant rebate cap.²**
- If a commercial applicant was already awarded the maximum per-applicant rebate in FY23, MEA will only consider new applications received on or after July 1, 2023, from that applicant.
- **An EVSE installation for which an eligible application was initially received on or after July 1, 2023, will be processed at FY24 rebate amounts, as indicated below:³**
 - Residential: 50% of total eligible EVSE purchase and installation costs, up to \$700
 - Commercial: 50% of total eligible EVSE purchase and installation costs, up to \$5,000
 - Commercial rebate award maximum per applicant: In FY24, commercial rebates will be capped at \$125,000 in aggregate per applicant.

² The FY23 rebate amounts were the lesser of 40% of total costs or \$700 for a residential EVSE, and the lesser of 40% of total costs or \$4,000 for a commercial EVSE. Any EVSE application submitted to MEA prior to July 1, 2023, that was initially incomplete but later had missing information successfully submitted by the applicant within the six month eligibility window described in the Application Eligibility Restrictions section of this Funding Opportunity Announcement will be paid at FY23 rebate amounts.

³ Chapter 98 of 2023 Laws of Maryland took effect on July 1, 2023, which modified the rebate amounts for the EVSE program beginning on that date.

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 two separate charging stations should contact the 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. MEA considers project costs paid over a period of time on a subscription basis to be eligible costs.
- Gift cards may be listed as a cash expenditure 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 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 power the EVSE, and any ongoing equipment and site maintenance costs.
- Based on the level of interest in the EVSE program and to maximize the number of potential program participants, MEA will no longer consider taxes, shipping costs, and credit card payment convenience fees as eligible expenses for inclusion in the rebate calculation.

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.
- Through September 30, 2023, EVSE may be of any power level (Level 1 120 V, Level 2 240 V, or Level 3 DC fast chargers). To help ensure EVSE incentives are directed to a more permanent build-out of EVSE infrastructure, **EVSE rebates will not be issued to Level 1 EVSE purchased on or after October 1, 2023, unless adapted for Level 2 charging.**⁴
 - It is recommended that entities seeking funding assistance for DC fast chargers instead apply to the [Electric Corridors Grant Program \(ECGP\)](#), a Volkswagen

⁴ See Footnote #1.

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 include, but are not limited to, the Underwriter’s Laboratory (UL), Intertek (ETL), and MET Laboratories, Inc.
- EVSE must be purchased new; used EVSE expenses, to include installation costs, are ineligible for the rebate in FY24.
- For applicants that include installation expenses in their application, EVSE must be installed by a Maryland-licensed, professional electrical contractor. Eligible EVSE may not be self-installed unless that individual is also a Maryland-licensed, professional electrical contractor. For self-installations, proof of Maryland electrical license is required.
- EVSE may either be networked or non-networked, though networked is recommended.
- EVSE may either be publicly or privately accessible.
- EVSE may either be hard-wired or plug-in.
- MEA will not award a rebate for EVSE replacing EVSE that previously benefited from, or was incentivized by, EVSE Rebate Program funding.

Application Process and Contents

- **Application Eligibility Restrictions**
 - **Complete and eligible applications must be received by MEA within 6 months of the date that the equipment and/or installation 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. Filling out the form electronically allows certain fields to be automatically validated for form and content.
 - An incomplete application package is deemed ineligible until all necessary supporting documents and information are provided to MEA. As rebates are issued on a first-come, first-served basis, applications will not be processed for rebate funds until the date that MEA receives all necessary application documents and information, rather than the initial application date.
 - Applications that are missing supporting documents may be returned to the applicant by MEA without being processed.
- **How to Apply**
 - MEA prefers that EVSE applications be submitted electronically, whenever possible.
 - For residential applicants only:

- Send an email to evse.me@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 on the Maryland Department of Information Technology's [E-mail Encryption \(Virtru\) webpage](#).
- 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 Virtru-enabled emails eventually expire, after which the applicant will have to request a new secure email. **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.me@maryland.gov.
 - Applications may be submitted to MEA by physical mail in lieu of electronic submission; however, processing may be slower or delayed while the mail is in transit. Paper applications can be mailed to the address at the bottom of the page, with "ATTN: EVSE Rebate Program." Questions about submitting an application via physical mail can be sent to evse.me@maryland.gov.
- **Application Contents**
 - A complete, signed application form.
 - NOTE: Beginning on **October 1, 2023**, applicants **must use** the most up-to-date versions of the FY24 EVSE Rebate Program Residential or Commercial Application Forms provided on the [EVSE Rebate Program webpage](#). **MEA will not accept outdated versions of the application forms on or after October 1, 2023.**
 - Copy of a paid invoice, receipt, or equivalent proof of payment for EVSE showing item(s) purchased, purchase price, date, and applicant name or address.
 - If an applicant seeks a rebate for only 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.
 - Only the cost of the purchased EVSE should be included in the equipment cost section. Purchase cost of a NEMA 14-50 outlet, adapter, and any other installation materials should be included in the installation cost section.

- Copy of a paid invoice, receipt, or equivalent proof of payment for EVSE installation showing installation price, installation date, and address at which the installation occurred. Additionally, documentation must clearly indicate the EVSE installation work performed. A non-descriptive invoice (e.g., an invoice from a company working on an EVSE installation that only lists the home address and amount paid) is insufficient.
 - For self-installations, proof of Maryland electrical license is also required.
- 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 new NEMA 14-50 outlet. The photo must also show the actual charging equipment.
- IRS W-9 Forms Request for Taxpayer Identification Number and Certification
 - **For residential applicants, applicants must submit an IRS W-9 form with their application. The applicant name listed on the W-9 form should be the same as how the applicant's name would be listed on an income tax return (e.g., no nicknames, no abbreviated names). The name on the application should also be identical to the name on the W-9 form being submitted with the application.**
 - The mailing address and the taxpayer identification number on the W-9 must be identical to the information on the application.
 - **Commercial applicants applying to the program for the first time, or whose mailing address has changed, are also required to submit a complete and signed W-9 form.**
 - In the event of a variation between the application and a W-9 form, or the W-9 and the state's financial system, MEA may need to ask the applicant to resubmit an updated W-9 form or, for residential applicants, additional supporting documentation verifying identity (e.g., a copy of the applicant's driver's license).
 - Failure to submit a W-9 within the requested time frame will result in MEA canceling the application.
- 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 and include the information for all chargers, including the first four shown on the application.

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.
 - Rebate funds may be withheld by the Comptroller of Maryland (Comptroller) to be paid towards outstanding tax or other financial obligations to the State of Maryland or the federal government, 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, but not required, to be registered with both platforms.
- [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, and result in the issuance of a 1099-G form. 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 MEA-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) The applicant's name or rebate recipient's name and award amount 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 may request to correct a record maintained by the EVSE Rebate Program that contains inaccurate or incomplete information.

Relevant Programs/Resources

- 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 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 Transportation Program Manager at amanda.hinh@maryland.gov.
- If you have questions regarding submitted applications and/or their status, please contact evse.mea@maryland.gov.