



**Fiscal Year 2025 (FY25) 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 FY25 Electric Vehicle Supply Equipment (EVSE) Rebate Program.
- Subject to funding availability and eligibility requirements, 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**

- As established in statute, the total amount of funding currently available for this rebate program in state fiscal year (FY) 2025 (8/15/24-6/30/25) may not exceed \$2,500,000.
  - Please review the Rebate Amounts section of this FOA for information about how applications received prior to August 15, 2024, will be addressed.
- **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, 2025, these initial funding allocation limits will be removed. Any eligible FY25 applications not yet processed due to one of the initial funding allocations being exhausted will then be processed in the order the applications were received, up to the available overall FY25 budget for the entire EVSE Rebate Program.
- An entity applying for a commercial rebate will not receive awards totaling more than \$125,000 in aggregate in fiscal year 2025 funding.

### Program Changes for FY25

- Residential rebates are limited to one rebate per individual resident or per charger 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 nor at a different address.**
- A single charger will not qualify for multiple rebates, even if owned by different people at different times or relocated from one location to another.
- Applications should be submitted on the FY25 EVSE application form. MEA will stop accepting applications submitted on the FY24 application form on or after October 1, 2024, and applicants may be asked to reapply using the FY25 EVSE application form.

### 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. If an individual has previously received an EVSE rebate from MEA, they are **not eligible** for an additional rebate.
- 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. A resident of a MUD (apartments, condominiums, HOAs) may apply for the residential program to purchase EVSE for their personal parking space, with property manager approval.
  - Owners, property managers, or other representatives of MUDs are eligible under the commercial rebate.

Commercial rebate applications must be registered and in good standing with the Maryland State Department of Assessments and Taxation (SDAT). Eligible applicants for the commercial rebate include, but are not limited to:

- Entities that purchase and locate EVSE for non-exclusive use at multi-unit developments.
  - If you are an owner, property manager, or other representative of a multi-unit development, please reach out to MEA at [transportation.mea@maryland.gov](mailto:transportation.mea@maryland.gov) to discuss other possible opportunities for multi-unit EV charging being developed in FY25.
  - If an individual living at a MUD development purchases EVSE for their personal use, that individual should submit a residential application instead.
- Employers that purchase and provide EVSE, located at a workplace, to their employees.
- Companies that purchase and install EVSE to support fleet electric vehicles.
- Incorporated non-profit entities that are in good standing with SDAT.
- Units of state or local government.

Please note that except for MUDs, eligible chargers must be located at a non-residential place of business.

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**

- For complete and eligible FY25 EVSE applications that are submitted for the first time on or after August 15, 2024, rebates are calculated on a per charger basis by multiplying 50% of the total eligible EVSE purchase and installation costs, capped at the following amounts:
  - Residential: 50% up to \$700
  - Commercial: 50% up to \$5,000
    - **Commercial rebate award maximum per applicant:** An entity applying for a commercial rebate will not receive awards totaling more than \$125,000 in aggregate in fiscal year 2025 funding.

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 an applicant has not included on a submitted application will not be considered in calculating a rebate, even if those costs would have been eligible. 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**

- The EVSE must be installed on property located in Maryland and must be used for charging on-road motor vehicles propelled by electricity.
- To help ensure EVSE incentives are directed to a more permanent build-out of EVSE infrastructure, MEA has phased out incentives for Level 1 (120 V) EVSE equipment in FY25. **EVSE rebates will not be issued to Level 1 EVSE purchased on or after October 1, 2023,**<sup>1</sup> except as noted in Footnote #1.
  - 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 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 FY25.
- 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.
- 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.

## **Application Process and Contents**

- **Application Eligibility Restrictions**
  - **Complete and eligible applications must be received by MEA within 6 months of the date the EVSE was paid in full as indicated on the final receipt.** If an application is being submitted for both equipment and installation expenses, the application must be submitted within 6 months of payment in full for the installation as indicated on the final receipt.

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<sup>1</sup> 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).

- **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.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 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.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 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.mea@maryland.gov](mailto:evse.mea@maryland.gov).
  
- **Application Contents**
  - A complete, signed **FY25 EVSE Application Form**
  - 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's 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 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). The processing of the application will not be possible until the revised W-9 form is received by MEA.**
    - 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

- MEA will stop accepting applications submitted on the FY24 application form on or after October 1, 2024, and applicants may be asked to reapply using the FY25 EVSE application form. 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 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 EVs 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 Natalie Buscemi, MEA Transportation Program Manager at [natalie.buscemi@maryland.gov](mailto:natalie.buscemi@maryland.gov).
- If you have questions regarding submitted applications and/or their status, please contact [evse.me@maryland.gov](mailto:evse.me@maryland.gov).