



Wes Moore, Governor
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Funding Opportunity Announcement

Community Electric Vehicle Supply Equipment Grant Program

Area of Interest 1: Electric Vehicle Infrastructure Planning

Fiscal Year 2025

1) Area of Interest Description: The Maryland Energy Administration (MEA) is pleased to announce Area of Interest (AOI) 1: Electric Vehicle (EV) Infrastructure Planning 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 offset the cost of retaining a consultant to help develop an EV infrastructure project plan. All EV infrastructure planning 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 Infrastructure Planning Projects will be located or by a third party organization (e.g. EV consultant or engineer) 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.

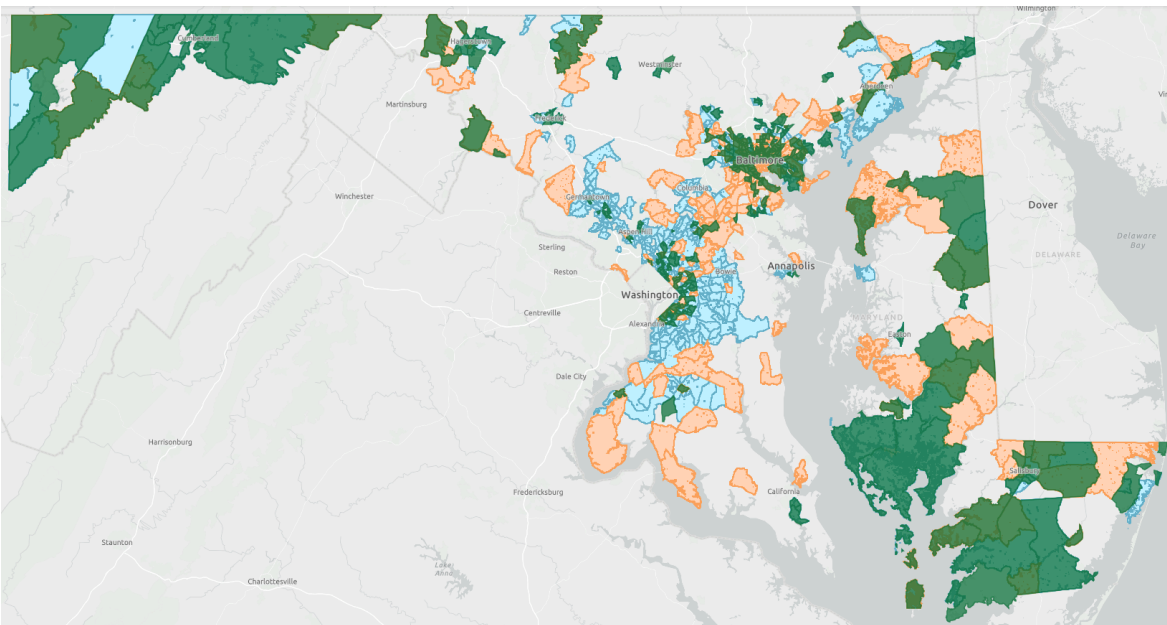
Eligible Applicants:

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 Location Eligibility: All EV Infrastructure Planning Projects must be located 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 MEAs [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.



6) Eligible Activities: Grant funds under AOI 1: EV Infrastructure Planning are provided to awardees to offset the costs of retaining technical assistance from a third party consultant or engineer to

develop an EV Infrastructure Plan to inform decision making of EVSE projects and design parameters. All projects must be located in a low and moderate income, overburdened, or underserved community in Maryland. The EV Infrastructure Plan should address, at a minimum, the following considerations.

1. Property Location(s)
2. EVSE Location
3. EVSE Manufacturer, Equipment, and Warranty
4. Budget
5. Timeline
6. Construction Contractor(s)
7. Parking and Traffic Patterns
8. Existing Electrical Service and Potential Upgrades
9. Site Preparation and Construction
10. Permits and Inspections
11. Utility Coordination/Service Request
12. Equipment Installation
13. Americans with Disabilities (ADA) Compliance
14. Networked vs Non-Networked EVSE Systems
15. EV Charging Pricing
16. Payment Methods
17. EVSE Maintenance and Uptime
18. Security
19. Insurance
20. Signage
21. Community Outreach and Marketing

7) Eligible Project Costs: The following project costs are eligible for AOI 1: EV Infrastructure Planning.

1. Contractor/Consultant Procurement
2. Project Design, Engineering, and Utility Coordination; and,
3. Community Outreach.

8) Program Funding: MEA anticipates a total of \$1 million will be available for AOI 1: EV Infrastructure Planning of the Program in FY 2025.

9) Incentive Structure: Grant awards for AOI 1: EV Infrastructure Planning are calculated as 80 percent of the total project costs up to \$50,000.

10) 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.

11) 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 three (3) pages long and should include the following:
 - a. **Applicant Overview:** Applicants must provide an overview of the applicant organization, property and location, personnel involved in the project, and interest in EV charging.
 - 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 how they intend to secure a third party consultant or engineering services to prepare the EV Infrastructure Planning Report.
 - c. **Project Timeline:** Applicants must include a realistic and feasible timeline of all milestones from soliciting and securing a consultant to when the EV Infrastructure Planning Report 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 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.
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 to retain technical assistance from a third party consultant for the purpose of preparing an EV Infrastructure Planning Report. 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.

12) Evaluation Criteria: In accordance with the information in this FOA, applications and supporting information will be used to determine applicants’ qualifications for available Program funds. All complete applications will be graded based on whether they met the required criteria. Applications that comply with all rules, restrictions, and requirements described in this FOA will be evaluated, and those deemed eligible will be awarded funding until the Program budget is exhausted. Applications will be evaluated according to the criteria specified below in *Figure 1: Community EVSE Program AOI 1 Evaluation Criteria*. Applications will be evaluated on the quality of the response to the prompts in this FOA. Applications will not be competitively evaluated against other applications. Strong applications will provide MEA’s review panel with sufficient information to make an informed decision on the proposed project.

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 administrative 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) Contact Information: Please contact the following MEA staff members if you have any questions about the Community EVSE Grant Program or this Funding Opportunity Announcement document.

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