



OFFSHORE WIND WORKFORCE DEVELOPMENT GRANT PROGRAM (FY 2019)

Funding Opportunity Announcement (FOA)

May 2018

1. Program Overview

The Maryland Energy Administration (MEA) is excited to announce the Offshore Wind Workforce Development Grant Program (the Program) for Fiscal Year 2019. The Program provides grant funding on a **competitive basis** to help prepare Maryland's workforce to participate in the global offshore wind industry.

MEA will consider applications for new or existing workforce development training centers utilized by the offshore wind industry. Training centers must provide education of a technical trade skill(s) and safety standards utilized for the development, manufacturing, construction, installation, and operations & maintenance of an offshore wind energy project. Applicants must demonstrate how project proposals will benefit Maryland's Emerging Businesses, including minority-owned Emerging Businesses. More information is located in Section 4: Project Description of this document.

For more information please visit MEAs website at www.energy.maryland.gov.

2. Program Budget

The Program has a budget of \$800,000 for Fiscal Year 2019. MEA may increase or decrease the Program budget at its sole discretion. Grants are calculated as 50 percent of total project costs up to \$200,000, whichever is the lower amount. Applicants must contribute at least 50 percent of the total project costs.

Please Note: MEA grants reimburse awardees for work completed and costs incurred within the grant period.

3. Funding Eligibility

The Program is open to the following entities:

1. Emerging Businesses, including minority owned Emerging Businesses;

2. Non-profits;
3. State, local, and municipal governments and their agencies/institutions; and
4. Academic institutions including public or private universities/colleges and community colleges.

The [Maryland Offshore Wind Energy Act of 2013](#) defines an emerging business as:

[A] business that is at least 51% owned and controlled by an individual or individuals who are certified to have a personal net worth, as defined in [State Statute 14-301 of the State Finance and procurement Article](#), that does not exceed \$6,500,000 as adjusted each year for inflation according to the Consumer Price Index ([Md. Code Ann., State Government § 9-20C-01\(e\)](#)).

Business Applicants are required to submit a notarized Personal Net Worth (PNW) Statement Form for the business owners. Business Applicants that do not submit this documentation and/or do not meet the Emerging Business requirements are not eligible to receive grant funding from the Program.

Applicants that are a non-profit, government entity, or academic institution must demonstrate that the grant will be used for the benefit of Emerging Businesses, including minority owned Emerging Businesses in the State of Maryland, as defined in [Md. Code Ann., State Government § 9-20C-01\(e\)](#).

The [Maryland Offshore Wind Energy Act of 2013](#) included language encouraging minority participation. Following the spirit of the law, MEA strongly encourages entities representing minorities, as defined in [Md. Code Ann., State Government § 9-20C-01\(g\)](#), and veterans of the United States Armed Forces to apply to the Program.

4. Project Description

1. The training center must provide technical training of skilled trades related to the development, manufacturing, construction, installation, and operations & maintenance of an offshore wind energy project.
2. Examples of skilled trades utilized for the construction, installation, and operations & maintenance of an offshore wind industry include, but are not limited to, welding, metal fabrication, electrical work, millwrighting, rigging, and pile driving.
3. MEA will give priority to applications proposing training centers for skilled trades required for the manufacturing and construction of an offshore wind energy project.
4. Grantees will be required to ensure the training center's graduating students complete, at a minimum, the US Department of Labor's (DOL) Occupational Safety and Health

Administration's (OSHA) 10-Hour safety course.

5. Grantees will be required to demonstrate outreach and recruitment efforts to minorities, as defined in [Md. Code Ann., State Government § 9-20C-01\(g\)](#), and veterans of the United States Armed Forces.
6. Grantees will be required to demonstrate outreach and recruitment efforts to individuals who are under-employed, unemployed and/or have a criminal record.
7. Grantees will be required to demonstrate efforts to maintain records of professional progress for all students, including work history, certifications obtained, and post training employment for up to one year after graduation from the training center.
8. The training center must benefit Maryland's Emerging Businesses, including minority-owned Emerging Businesses entering the offshore wind industry.

5. Application

The Program utilizes an online application platform which all applicants are required to use when submitting applications. The online application platform can be accessed via MEAs website (www.energy.maryland.gov). A number of additional application materials are required as part of the application package, which are discussed in greater detail below.

Required Application Materials

1. A narrative of no more than 10, 8½ by 11-inch pages in 12-point font with 1 inch margins, including the following sections:
 - a. *Project Description.* This section should give the review team a broad overview of the proposed project. It should help the review team to understand how/why the project is viable and can be completed within the required timeframe. It should include, at a minimum, the following:
 - i. Details about proposed project location and facility;
 - ii. Details about the curriculum provided by the training center, including number of students, hours of class time/training, certifications, safety lessons, and estimated cost per student;
 - iii. Details about the proposed training instructors, including their education and employment background;
 - iv. Details about projected student/employee job placement upon successful graduation from the training program;

- v. Details about projected benefits to students and emerging businesses provided by the training center;
- vi. A discussion of economic and development opportunities that stem from the project in the offshore wind industry as well as any other industry;
- vii. A discussion of how the project will benefit Maryland's Emerging Businesses, including minority owned Emerging Businesses entering the offshore wind industry;
- viii. A discussion of any potential issues (legal, regulatory, etc.) the project could encounter;
- ix. A project work plan and timeline with key internal milestones; and,
- x. Details about each project partner, including the nature of commitments made (financial or otherwise) by each project partner, the breakdown of responsibilities among project partners, biographies of key personnel to be involved in the project, and corporate/organizational qualifications.

b. *Project budget and grant request.* This section should include details on total anticipated project costs, cost-share, and how the applicant intends to use grant funds. It should address why grant funding is necessary to implement the project, as well as how grant funds will increase business and economic development. It should include, at minimum, the following:

- i. A description of how the applicant intends to use grant funds;
- ii. A total project budget with line items for equipment, labor, personnel, permitting/inspections, and administrative expenses (this can reference the pro-forma);
- iii. Other sources of leveraged funds to be used in the project, including other federal/state grants and cash or in-kind services; and
- iv. How this project will become self-sufficient in the future. If this project is not designed to be permanent or self-sufficient, please discuss why.

2. Businesses and Non-Profits must provide a certificate of status from the Maryland Department of Assessments and Taxation (SDAT) showing the applicant is in good standing with the State of Maryland. Certificates of status can be ordered from SDAT online at www.dat.maryland.gov;

3. Business Applicants must provide sufficient documentation demonstrating the business is at least 51 percent owned and controlled by an individual(s).

4. Business Applicants must provide a completed Personal Net Worth (PNW) Statement for the business owners. PNW Statements must be notarized.
5. A signed copy of the Applicants U.S. Internal Revenue Service (IRS) W9 form.
6. A financial pro-forma for the proposal including total cost, revenue streams, and relevant assumptions. Include a discussion of any values that cannot be quantified. Any confidential information on the pro-forma should be labeled accordingly by the applicant;
7. Site map (Google Earth) with location of the proposed training center.
8. All UL listing(s) and/or any other nationally recognized testing laboratory (NRTL) certifications for equipment, if applicable;
9. Letter(s) of commitment from project financial partner/s indicating that funds are available or financing is secured for completion of the proposed project;
10. Letter(s) of support from all project partners; and,
11. Letter(s) of commitment from local businesses pledging to hire trainee graduates.

Confidentiality

Please mark or otherwise indicate any portion of your application that you believe is confidential so that MEA may treat that portion accordingly, subject to the Maryland Public Information Act and other applicable law.

6. Evaluation

Evaluation Process

Qualified staff from MEA and/or other State agencies and institutions will form the evaluation team and review applications on a **competitive basis**. MEA reserves the right to contact applicants with questions and requests for additional information about the project proposals during the application review period. After an initial review, an applicant may be invited to present the proposal in person and answer questions from a panel of reviewers.

Evaluation Criteria

Applications will be evaluated according to the following criteria.

1. The training center's strategic importance in establishing a ready and able workforce for Maryland's offshore wind industry, business supply chain, and any other industry;

2. A demonstrated need for specific trade skills as indicated by the offshore wind industry and business supply chain;
3. Transferability of technical trade skills to industries other than offshore wind;
4. The viability of the specific training center and work plan (including the level of risk associated with the proposed project, potential for success, and cost effectiveness);
5. How and to what degree the training center would benefit Maryland's emerging businesses, including minority-owned emerging businesses to prepare and participate in the offshore wind industry;
6. Degree of support from local governments, academia, economic and development organizations and local businesses;
7. The viability of long term success of the training center after the grant period ends;
8. Geographic diversity; and,
9. Completeness of application.

7. Anticipated Timeline

The following timeline applies to the Offshore Wind Business Development Grant Program:

August 1, 2018: The deadline to submit applications is **11:59 pm EST**.

September 2018: Competitive Applicants deemed eligible for further consideration may be invited for in-person presentations

December 2018: Target for grant award announcements

February 2019: Target date for having grant agreements signed (projects begin)

8. General Terms, Conditions, and Requirements

1. The Offshore Wind Business development Grant Program and the Offshore Wind Workforce Development Grant Program are offered in accordance with the [Maryland Offshore Wind Energy Act of 2013](#) and [Annotated Code of Maryland Article – State Government §9-20C-03](#).
2. The Offshore Wind Business Development Fund is used to provide grants for both the

Offshore Wind Business Development Grant Program and Offshore Wind Workforce Development Grant Program. MEA reserves the right, at its sole discretion and without notice, to redistribute grant funding between these two programs.

3. Grants are calculated as 50 percent of total project costs up to \$200,000, whichever is the lower amount.
4. MEA reserves the right to obligate all, some, or none of the Offshore Wind Workforce Development Grant Program budget, based on the number, quality, and eligibility of submitted applications.
5. Submission of an application to the Offshore Wind Workforce Development Grant Program does not guarantee the applicant will be selected to receive a grant award.
6. It is in MEA's sole discretion to determine if a proposed project is eligible to receive a grant award from the FY 2019 Offshore Wind Workforce Development Grant Program.
7. All projects must be located in the State of Maryland.
8. Business and Non-Profit Applicants must demonstrate they are registered and in good standing with the Maryland Department of Assessments and Taxation (SDAT) by submitting a Certificate of Status.
9. Business Applicants must demonstrate they satisfy the Emerging Business, including minority owned Emerging Business requirements as described in Section 3 of this FOA.
10. To receive grant funding for a project, the successful applicant must enter into a Grant Agreement with MEA by March 1, 2019, unless an extension is given in writing by MEA.
11. A grant award will not be made for any work commenced prior to the effective date of the Grant Agreement with MEA.
12. Prior to the start of construction, all projects selected for grant award must be reviewed by the Maryland Historical Trust (MHT) or the qualified historic preservation expert on MEA's staff to ensure that no historic property will be adversely impacted. MEA may require the Grantee to provide additional information concerning the proposed project site, in order to enable the historic preservation review. Any project identified to cause adverse impacts on historic properties shall not be eligible for grant funding under this Program.
13. All project equipment and facilities must meet the requirements of all Federal, State, and local laws, regulations, ordinances, and all other legally-binding requirements, if applicable.
14. Grantees shall ensure all equipment meets certain safety criteria including:

- a) Be certified by a nationally recognized testing laboratory (NRTL);
- b) Be installed by a licensed professional (e.g., a licensed electrician for electrical systems); and,
- c) Be in compliance with all applicable building and fire codes.

15. Grantees shall ensure that any and all facilities receive all required permits, approvals, and inspections for safe and proper construction or renovation.

16. Any grant payment is contingent upon inspection of the project by MEA, at MEA's discretion, and compliance with all program requirements and terms and conditions.

17. MEA or its representative(s) may use photos and video of the facility, and data presented in the application for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, and other applicable laws, will not divulge any confidential information or trade secrets.

18. MEA and its contractors make no representation or warranty and assume no liability with respect to quality, safety, performance, or other aspect of any design, system, or appliance installed pursuant to this application, and expressly disclaim any such representation, warranty, or liability.

19. Program General Terms, Conditions, and Requirements are subject to change.

9. Questions

Grant application questions should be submitted to Samuel Beirne, Wind Energy Program Manager via email at wind.mea@maryland.gov.

10. Submission

The Program utilizes an online application platform which all applicants are required to use when submitting applications. The application is available on MEA's website (www.energy.maryland.gov). MEA will not consider late applications.

Application Deadline: August 1, 2018 at 11:59 PM EST