



Maryland
Energy
Administration

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Mary Beth Tung, Director

Maryland Offshore Wind Workforce Training Program For Fiscal Year 2021

Notice of Availability (NOA)
October 15, 2020

Application Deadline: January 15, 2021 at 11:59 PM Eastern

Program Overview:

The Maryland Energy Administration (MEA) is excited to announce the Maryland Offshore Wind Workforce Training Program (the Program) for Fiscal Year 2021.¹ The Program provides **grant funding** on a **competitive basis** to support new or existing workforce training centers entering the offshore wind industry by offsetting their capital expenditure investments and/or operating expenditures.

MEA will consider applications for new or existing workforce training centers owned and/or operated by emerging businesses, including minority-owned emerging businesses, nonprofit organizations, governmental entities, and academic institutions, that are expanding their course offerings for the offshore wind industry. Applicants that received grant funding from this Program in a previous fiscal year may receive additional grant funding from the FY 2021 Program offering.

The training center's capital expenditures and/or training operating expenditures must be utilized to provide the education of a technical trade skill(s), as well as safety standards utilized at any point throughout the lifespan of an offshore wind project.

Grant funds may be used to offset capital expenditures such as:

1. Training center expansion, including relocation costs, new construction of real property, and renovations to existing real property; and
2. Purchase and installation of new or manufacturer-refurbished training-related

¹ This Program was previously known as the "Offshore Wind Workforce Development Grant Program" offered by MEA in Fiscal Years 2018 and 2019.

equipment at a new or existing real property(s).

Grant funds may be used to offset operating expenditures such as:

3. Curriculum development and/or training center certification or licensing of a technical trade skill(s) and safety skills for the offshore wind industry; and/or,
4. Operational costs to hold the training courses of a technical trade skill(s) and safety skills for the offshore wind industry.

The scope of proposed projects is discussed in greater detail in the section titled “Project Description” included in this document beginning on page 3.

Program Budget and Grant Amounts:

The Program has a total budget of \$1.2 million for Fiscal Year 2021. MEA may increase or decrease the Program budget at its sole discretion and without notice. MEA calculates grant awards as 75 percent of the total project costs. Grant awards may not exceed \$400,000. Applicants must contribute at least 25 percent of the total project costs as matching funds or in-kind services. Matching funds may include, but are not limited to, a finance/loan agreement, cash on hand, a business line of credit, and/or other grant awards (state, federal, or private). In-kind services may include, but are not limited to, labor costs to administer the grant and use of a facility.

Eligible Applicants and Minority Participation:

Eligible Applicants:

The Program is open to the following organizations:

1. Emerging Businesses, including minority-owned Emerging Businesses;
2. Non-profit organizations;
3. State, local, and municipal governments and their agencies/institutions; and
4. Academic institutions, including public or private universities/colleges and community colleges.

Emerging Businesses, including Minority Owned Emerging Businesses:

For purposes of this program, an “Emerging Business” is defined, pursuant to Md. Code Ann., State Gov’t § 9-20C-01(e), as “a business that is at least 51 percent owned and controlled by an

individual or individuals who are certified to have a personal net worth, as defined in §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.”

To be considered as an Emerging Business, all business applicants are required to submit a notarized Personal Net Worth (PNW) Statement Form for each business owner(s). Business Applicants that do not submit this documentation or do not meet the Emerging Business requirement are not eligible to receive grant funding from this program.

Nonprofits, Governmental Entities, and Academic Institutions:

Applicants that are a non-profit, government entity, or academic institution must demonstrate that the proposed project and grant funding will be used for the benefit of Emerging Businesses, including minority-owned Emerging Businesses in the State of Maryland.

Minority Participation:

MEA strongly encourages Emerging Businesses representing and working to empower Maryland’s underserved communities, including minorities, women, people with disabilities, and veterans of the United States Armed Forces, to apply to the Program. This is consistent with the spirit of the Maryland Offshore Wind Energy Act of 2013 and the Clean Energy Jobs Act of 2019.

For purposes of this program, a minority is any individual meeting the parameters found under §14-301(k)(1)(i) of the State Finance and Procurement Article, including:

1. **African American:** an individual having origins in any of the black racial groups of Africa;
2. **American Indian/Native American:** an individual having origins in any of the original peoples of North America and who is a documented member of a North American tribe, band, or otherwise has a special relationship with the United States or a state through treaty, agreement, or some other form of recognition. This includes an individual who claims to be an American Indian/Native American and who is regarded as such by the American Indian/Native American community of which the individual claims to be a part, but does not include an individual of Eskimo or Aleutian origin;
3. **Asian:** an individual having origins in the Far East, Southeast Asia, or the Indian subcontinent, and who is regarded as such by the community of which the person claims to be a part;
4. **Hispanic:** an individual of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race, and who is regarded as such by the community of which the person claims to be a part;

5. **Physically or mentally disabled:** notwithstanding the State's most recent disparity study, an individual who has an impairment that substantially limits one or more major life activities, who is regarded generally by the community as having such a disability, and whose disability has substantially limited his or her ability to engage in competitive business; or
6. **Women:** a woman, regardless of race or ethnicity.

Project Description, Special Requirements, and Priority:

Offshore wind is a new clean energy industry taking root in Maryland and proposed projects should allow new or existing training centers to successfully enter the offshore wind industry. Proposed projects must be utilized to provide education of a trade skill(s) and safety training for the offshore wind industry in Maryland; however, proposed projects should be designed to serve related industries and sectors as well. Applicants may design their proposed projects by mixing and matching any and all of the eligible grant fund uses for capital and operational expenditures specified below.

Capital Expenditures:

Grant funds may be used to offset capital expenditures such as:

1. Creation or expansion of a training center, including relocation costs, new construction of real property, and renovations to existing real property; and/or,
2. Purchase and installation of new or manufacturer-refurbished training-related equipment at a new or existing real property(s).

Grant funds may not be used to offset capital expenditures such as:

1. Purchase of new or existing real property; however, the 25 percent of the total project costs provided by the Applicant as matching funds may be used for this purpose; and,
2. Relocation costs for the Applicant's employees or personnel, including, but not limited to, housing, travel, and food.

Operating Expenditures:

Grant funds may be used to offset operating expenditures such as:

1. Curriculum development and/or training center certification or licensing of a technical trade skill(s) and safety skills for the offshore wind industry; and/or,

2. Operational costs to hold the training courses of a technical trade skill(s) and safety skills for the offshore wind industry.
 - a. This includes, but is not limited to, training center overhead, instructor salaries and benefits, and training supplies & materials, including personal protection equipment (PPE) for both the training course and the Coronavirus Disease 2019 (Covid-19).
 - b. Training centers must provide technical and safety training at **no cost** to all participating students.
 - c. Training centers must ensure all of the participating students complete, at a minimum, the United States Department of Labor's (DOL) Occupational Safety and Health Administration's (OSHA) 10-Hour safety course for general construction.²
 - d. Applicants must provide an outreach plan to prospective students from historically underserved communities, including, but not limited to minorities, women, people with disabilities, and veterans of the United States Armed Forces in Maryland.
 - e. Applicants must provide an outreach plan to prospective students who are unemployed, under-employed, currently incarcerated, and individuals returning from incarceration (returning citizens).
 - f. Grantees will be required to demonstrate efforts to maintain records of professional progress of all participating students once they have completed their training. This includes, but is not limited to, work history, additional certifications obtained, and post training employment for at least one year after graduation from the training center.

Project Priorities:

MEA will prioritize applications that incorporate the following aspects into the proposed project:

1. Curriculum development and training center certification of the Global Wind Organization (GWO) Basic Technical Training (BTT) Standard.³ This course offering should be incorporated into an existing training center in Maryland that is in the process of or has completed its curriculum development and training center certification of the GWO Basic Safety Training (BST) Standard and the GWO BST Refresher (BSTR) Standard.

² <https://www.osha.gov/training/outreach>

³ <https://www.globalwindsafety.org/standards/basic-technical-training-standard>

2. Curriculum development and training center certification of the GWO Basic Safety Training Online Partial Refresher (BSTR-P) Standard.⁴ This course offering should be incorporated into an existing training center in Maryland that is in the process of or has completed its curriculum development and training center certification of the GWO BST Standard and the GWO BSTR Standard.
3. Curriculum development and training center certification of the Global Wind Organization (GWO) GWO Slinger Signaller/Rigger Signal Person.⁵ This course offering should be incorporated into an existing training center in Maryland that is in the process of or has completed its curriculum development and training center certification of the GWO BST Standard and the GWO BSTR Standard.
4. Training centers that incorporate best commercially reasonable efforts to provide online/remote learning. This includes, but is not limited to, providing notebook/laptop computers and access to internet and/or cell service to all participating students at no cost to said participating students during the entirety of the training program.
5. Training centers that provide a monetary stipend for all participating students. This includes, but is not limited to, providing paid educational training, travel stipend, and/or food/grocery stipend to all participating students at no cost to said participating students during the entirety of the training program. MEA will prohibit a training center from trying to recoup a stipend from a participating student that does not complete the training program.
6. Training centers that provide professional and personal development services to all participating students at no cost to said participating students during the entirety of the training program. Professional and personal development services include, but are not limited to, résumé development, interview preparation, professional etiquette, and personal financial coaching.

Application and Required Documents:

1. **Application Form:** A completed FY 2021 Maryland Offshore Wind Workforce Training Program Application Form. The Program utilizes an online application submission portal called Jotform, which all applicants are required to use when submitting application packages. The online application portal is accessible through MEA's website.⁶
2. **Project Narrative:** The Project Narrative should provide a comprehensive overview of the proposed project and workforce development opportunities for the State of Maryland. The Project Narrative should be around 15 pages long and should include the

⁴ <https://www.globalwindsafety.org/standards/basic-safety-training-refresher-partial>

⁵ <https://www.globalwindsafety.org/standards/slinger-signaler>

⁶ <https://energy.maryland.gov/Pages/Info/renewable/offshorewindbusinessdevelopment.aspx>

following:

- a. An executive summary of the proposed project. Please include a discussion of how you intend to successfully complete the proposed project while adhering to state and local orders and guidance related to the Covid-19 Pandemic.⁷
 - b. Details about the project location(s) and facility(s). Please include a sitemap from Google Earth or another mapping service indicating location(s) of the proposed project.
 - c. A project work plan and timeline with key internal milestones.
 - d. Details about the curriculum provided by the training center, including number of students per training course, hours of class time/training, certifications, safety lessons, and estimated cost per student and training course.
 - e. Details about the proposed training instructors, including their education and employment background.
 - f. Details about projected student/employee job placement upon successful graduation from the training program.
 - g. 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.
 - h. A discussion of how the project will benefit participating students and Maryland's Emerging Businesses, including minority-owned Emerging Businesses entering the offshore wind industry and Maryland's business supply chain.
 - i. A discussion of economic and development opportunities that stem from the project in the offshore wind industry as well as any other industry.
 - j. A discussion of any potential challenges (corporate, market, legal, regulatory, political, etc.) the project might encounter.
3. **Project Budget:** This section should include details on total anticipated project costs, cost-share, and how the applicant intends to use grant funds. It should include a minimum of the following:
- a. A total project budget with line items including, but not limited to, relocation

⁷ <https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>

costs, construction, renovations, equipment, installation, labor and personnel, permitting and inspections, administrative expenses, curriculum development costs, marketing and outreach, training course operating costs, and professional and personal development coaching costs.

- b. A description of how the applicant intends to use grant funds.
 - c. All other sources of leveraged funds to be used in the project, including, but not limited to, a finance/loan agreement, cash on hand, a business line of credit, other grant awards (state, federal, or private).
 - d. All In-kind services to be applied to the project, including, but not limited to, labor costs to administer the grant.
 - e. A Proof of Funds letter provided by a financial institution or lender, if applicable.
4. **Certificate of Status:** Applicants that are nonprofits and Emerging Businesses, including minority-owned Emerging Businesses, 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.⁸
 5. **Business Ownership Documents:** Business applicants must provide documents that demonstrate which individual(s) owns and controls at least 51 percent of the business. These documents include, but are not limited to, Articles of Incorporation, Corporate Charter, or Shareholder Reports.
 6. **Personal Net Worth (PNW) Form:** Business applicants must provide a Completed PNW Statement Form(s) for each of the business owner(s) included in the “Business Owner Documents” described above in Part 5. PNW Statements must be notarized. The PNW Statement Form is available on MEA’s website in the section titled “Program Documents.”⁹
 7. **IRS Form W9:** Applicants must provide an US Internal Revenue Service (IRS) Form W9 for the Applicant Organization. The Applicant Organization name and address provided on the IRS Form W9 must match the Applicant Organization name and address provided in the Application Form submitted through the online application portal. The IRS Form W9 can be requested from the IRS.¹⁰
 8. **Specification Sheets:** If applicable, Applicants must provide product manuals or specification sheets for all equipment included in the proposed project.

⁸ <https://dat.maryland.gov>

⁹ <https://energy.maryland.gov/Pages/Info/renewable/offshorewindbusinessdevelopment.aspx>

¹⁰ <https://www.irs.gov/forms-pubs/about-form-w-9>

9. **Nationally Recognized Testing Laboratory (NRTL) Certifications:** If applicable, applicants must provide equipment certifications provided by a Nationally Recognized Testing Laboratory (NRTL) participating in the Occupational Safety and Health Administration's (OSHA) NRTL Program for all equipment included in the proposed project. A list of current OSHA NRTLs can be found on OSHA's website.¹¹
10. **Letters of Support:** If applicable, applicants must provide a letter of support from each project partner which details the project or financial commitment(s) made by the project partner. Unsigned letters of support will not be accepted. Applicants should also include letter(s) of commitment from local businesses in the offshore wind or related supply chains pledging to hire trainee graduates.
11. **Confidentiality:** Please mark or otherwise indicate any portion of your application that you believe is confidential or proprietary business information so that MEA may treat that portion accordingly. Confidential portions of the application are subject to the Maryland Public Information Act and other applicable law.¹²
12. **Public Record:** Subject to the requirements of Md. Gen. Provis. §4-501, MEA hereby discloses that any personal information such as that containing a name, address, number, description, or with reasonable certainty identifies an individual, is being collected solely for the purpose of determining eligibility for the Grant. An individual submitting personal information has the right to inspect, amend, or correct personal records that pertain to the individual. Failure to submit the necessary documentation and information mentioned above a may result in denial of the Application. Information that identifies an individual grant recipient and similar information may be publicly available. However, MEA will not share information marked confidential or financial information with other state agencies, unless mandated by law, and will not be available for general public inspection and will be entitled to the protections afforded under the Maryland Public Information Act.
13. **Application Format:** Please format the application and all supporting documents as desired. Please combine the application and supporting documents into a single Adobe PDF document.

Evaluation:

Qualified staff from MEA and other state agencies and institutions will form the evaluation panel. Applications will be evaluated 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.

¹¹ <https://www.osha.gov/dts/otpca/nrtl/nrtllist.html>

¹² <https://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>

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 related industry;
2. A demonstrated need for the 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 Maryland's offshore wind business supply chain;
7. The viability of long-term success of the training center after the grant period ends;
8. Geographic diversity; and,
9. Completeness of application.

Anticipated Timeline:

MEA anticipates the Program application and evaluation process will adhere to the following timeline:

- **October 15, 2020:** Fiscal Year 2021 program announced
- **January 15, 2021:** The deadline to submit applications is at **11:59 pm EST**.
- **February 2021:** Application review period
- **March 2021:** Target for grant award announcements
- **April 2021:** Target date for having grant agreements signed (projects begin)

MEA will make every effort to adhere to the anticipated timeline for the Program's application

and evaluation process; however, delays may occur that are within or outside of MEA's control. MEA asks that all applicants plan the start dates of their proposed projects accordingly and include a reasonable amount of flexibility. MEA thanks you in advance for your patience and understanding.

Grant Reporting:

MEA will issue a grant agreement to applicants selected to receive a grant award from this Program as determined by the evaluation panel. Once a grant agreement has been fully ratified and made effective, it is the Grantee's responsibility to provide Quarterly Progress Reports to MEA. The required contents of the Quarterly Progress Reports will be specified in the Grant Agreement on a grant-by-grant basis.

The Quarterly Progress Reports are due according to the following schedule:

- Quarter 1 (January 1 - March 31) - Report due by April 30
- Quarter 2 (April 1 - June 30) - Report due by July 30
- Quarter 3 (July 1 - September 30) - Report due by October 30
- Quarter 4 (October 1 - December 31) - Report due by January 30

Quarterly progress reports will be submitted through the online reporting submission portal called Jotform and will be accessible through MEA's website in the section titled "Reporting and Invoicing for Existing Grantees."¹³ Grantees that regularly fail to submit Quarterly Progress Reports on time will become non-compliant with the grant agreement. MEA may take corrective actions including, but not limited to, withholding reimbursement payments until delinquent reports have been submitted or cancelation of the grant agreement.

Grant Invoicing and Reimbursement:

Grant payments act as reimbursements of costs incurred by the Grantee. MEA makes grant reimbursements on a quarterly basis for costs incurred during the previous quarter. Grantees will submit reimbursement requests with the Quarterly Progress Reports specified above in the Section titled "Grant Reporting." Reimbursement requests will be submitted through the online reporting submission portal called Jotform, which will be accessible through MEAs website in the section titled "Reporting and Invoicing for Existing Grantees."¹⁴

The reimbursement request must include the required documentation specified in the Jotform submission form. This may include, but is not limited to, the following documents and pieces of

¹³ <https://energy.maryland.gov/Pages/Info/renewable/offshorewindbusinessdevelopment.aspx>

¹⁴ id.

information:

1. Grantee invoice (on Grantee letterhead) to MEA
2. Invoice Overview Spreadsheet
3. Invoices or receipts detailing costs incurred by Grantee
4. Proof of payment of the developer/vendor/manufacturer invoices (if not included on invoices)
5. Insurance Policy Certificate
6. Project Team Organization Chart
7. Design/Technical Drawings
8. Manufacturer Specification Sheets
9. Local Permits
10. Student/Trainee Tracking Spreadsheet
11. Trade Skill Certificates Earned by Trainees
12. Photos of the work completed
13. Any additional documents at Grantee's discretion

Grantees may not request reimbursement for costs incurred before the effective date of the grant agreement or ineligible costs discussed in this document and/or the grant agreement.

General Terms, Conditions, and Requirements:

1. The FY 2021 Maryland Offshore Wind Workforce Training Program is offered in accordance with the Maryland Offshore Wind Energy Act of 2013 as part of the Offshore Wind Business Development Fund.
2. The Offshore Wind Business Development Fund (OSWBDF) is used to provide grants for multiple offshore wind business and workforce grant programs offered by MEA. MEA reserves the right, at its sole discretion, to redistribute grant funding between these grant programs.
3. MEA calculates grant awards as 75 percent of total project costs. Grant awards may not exceed \$400,000.
4. MEA reserves the right to obligate all, some, or none of the FY 2021 Maryland Offshore Wind Workforce Training Program budget, based on the number, quality, and eligibility of submitted applications.
5. MEA reserves the right to extend the application deadline of the FY 2021 Maryland Offshore Wind Workforce Training Program, at its sole discretion, should the program experience technical difficulties or if MEA receives a large number of uncompetitive

applications.

6. Submission of an application to the FY 2021 Maryland Offshore Wind Workforce Training Program does not guarantee the applicant will be selected to receive a grant award.
7. It is in MEA's sole discretion to determine if a proposed project is eligible to receive a grant award from the FY 2021 Maryland Offshore Wind Workforce Training Program.
8. All projects must be located within the State of Maryland.
9. Applicants that are an Emerging Business, including minority-owned Emerging Business, or a Non-Profit must demonstrate they are registered and in good standing with the Maryland Department of Assessments and Taxation (SDAT) by submitting a Certificate of Status. Certificates of Status may be ordered online from SDAT.¹⁵
10. Applicants that are an Emerging Business, including minority owned Emerging Business, must demonstrate they satisfy the eligibility requirements specified in Section 3 "Eligible Applicants and Minority Participation."
11. To receive grant funding for a project, the successful applicant must enter into a Grant Agreement with MEA by April 1, 2021, unless an extension is given in writing (email) by MEA.
12. A grant award will not be made for any work completed before the effective date of the Grant Agreement with MEA.
13. Prior to the start of construction, renovation, or installation of equipment, all projects selected for a grant award must be reviewed by the qualified Historic Preservation Specialist on MEA's staff or the Maryland Historical Trust 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.
14. 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.
15. If applicable, Grantees shall ensure all equipment meets certain safety criteria including:
 - a) Be certified by a Nationally Recognized Testing Laboratory (NRTL) participating in the Occupational Safety and Health Administration's (OSHA) NRTL Program;

¹⁵ <https://dat.maryland.gov>

- b) Be installed by a licensed professional (e.g., a licensed electrician for electrical systems); and,
 - c) Be in compliance with all applicable building, electric, and fire codes.
16. Grantees shall ensure that any and all facilities receive all required permits, approvals, and inspections for safe and proper construction or renovation, if applicable.
 17. Grant payments are contingent upon inspection of the project by MEA, at MEA's discretion, and compliance with all program requirements and terms and conditions.
 18. 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.
 19. 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.
 20. Program General Terms, Conditions, and Requirements are subject to change.

Questions:

Interested applicants may submit questions, comments, concerns, and suggestions to the following MEA staff member:

Samuel Beirne
Energy Program Manager
Maryland Energy Administration
wind.mea@maryland.gov
410-913-5793 (mobile)

Please note that Mr. Beirne is unlikely to answer email or phone inquiries outside of normal office hours (Monday - Friday, 9:00 am - 5:00 pm except State Holidays).¹⁶

Submission:

¹⁶ <https://dbm.maryland.gov/employees/Pages/StateHolidays2020.aspx>

The Program utilizes an online application submission portal called Jotform, that all applicants are required to use when submitting grant applications. The online application submission portal is accessible through MEA's website.¹⁷ MEA will not consider late applications.

Application Deadline: January 15, 2021 at 11:59 PM Eastern

¹⁷ <https://energy.maryland.gov/Pages/Info/renewable/offshorewindbusinessdevelopment.aspx>