



Maryland
Energy
Administration

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Fiscal Year 2023 Maryland Offshore Wind Capital Expenditure Grant Program Fact Sheet

In Fiscal Year 2023 (FY23), the Maryland Energy Administration (MEA) is providing \$1.6 million to support qualified Maryland emerging businesses entering into the Maryland offshore wind supply chain. This factsheet serves as a summary of the FY23 Maryland Offshore Wind Capital Expenditure Program Funding Announcement. For a comprehensive look into the program, including required application documents, evaluation processes, and the program application window, please refer to the [Funding Announcement](#).

Overview

The Maryland Offshore Wind Capital Expenditure Program (Program) for FY23 is a **non-competitive** grant program that is intended to assist new or existing Maryland businesses entering Maryland's offshore wind supply chain by offsetting their capital expenditure investments.

Funding

The Program has a total budget of \$1.6 million for FY23 applicants. MEA calculates grant awards as 50 percent of total project costs. Grant awards may not exceed \$400,000.00 per applicant and per project. Applicants are responsible for contributing at least 50 percent of the total project costs as matching funds or in-kind services.

Eligibility

The Program is open to all emerging businesses, including minority owned emerging businesses, located in, or relocating to Maryland.

Pursuant to Md. Code Ann., State Gov't § 9-20C-01(e), an emerging business is defined 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 an Emerging Business, all business applicants are required to submit a notarized Personal Net Worth (PNW) Statement Form for each business owner.

Applicants that do not submit this documentation or do not meet the Emerging Business definition are not eligible to receive grant funding from this program.

Funding Requirements

Proposed projects must provide a positive net economic benefit to the state and local communities through job opportunities and commit to promoting diversity, inclusion, and equity in their business operations. Proposed projects should also be designed to serve the larger U.S. offshore wind market and related industries.

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

1. Business 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 equipment at a new or existing real property.

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

1. Purchase of new or existing real property; however, the 50 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 groceries/dining.

Application Process

Applying for an award under the Program is a multi-step process that requires applicants to:

1. Submit a **Project Narrative** of **5–10 pages** that justifies the supply chain need for the project and the applicant's ability to succeed in implementing the project consisting of:
 - a. An **Applicant Overview** (500 words)
 - b. **Project Location and Facility**
 - c. **Historic Successes** (250 words)
 - d. **Needs Assessment and Justification** (500 word)
 - e. **Sustainability Statement** (250 word)

- f. **Economic Development Opportunities** with sufficient discussion of the following: (500 words)
 - i. **Projected Employment**, with a list of all job types (full or part time) and position titles.
 - ii. **Employee Earnings**, broken down by job type (salary or hourly), and by job position.
 - iii. **Projected Economic Output**, with all calculations, assumptions, and estimates included in the final value.
 - iv. **Projected Value Add**, with all calculations, assumptions, and estimates included in the final value
2. Submit a **Project Work Plan** between 2-4 pages, that outlines the following:
 - a. Detailed **Project Scope Statement** describing the project purpose, goals and objectives, and strategies for achieving those goals and objectives. (500 word minimum)
 - b. Detailed **Project Timeline** including all necessary milestones
 - c. **List of Project Partners** and their defined roles and responsibilities in this project and its success (min 250-500 words).
 - d. Detailed **Marketing Plan** outlining the macro strategy of the company to integrate into the offshore wind supply chain as a result of project funding (min 500 words).
 - e. List of **Challenges** and potential mitigation strategies related to lead time, hiring constraints, budget, and resources that may impact project success (min 250 words).
3. Provide a comprehensive **Budget Narrative** between 3-5 pages including details of total anticipated project costs and how the applicant intends to use grant funds. It must include the following:
 - a. Total **Project Budget**, including a comprehensive breakdown of the intended use of grant funds (500 words)
 - b. **Calculated Return on Investment**, inclusive of all assumptions and justifications for where these assumptions come from. A discussion of the calculated ROI should be included. (250 words)
 - c. A list of **Leverage Funds**, including, but not limited to, finance/loan agreement, cash on hand, a business line of credit, or other grant award.

- d. A comprehensive list of all **In Kind Services**
 - e. **Proof of Funds Letter**, signed by a creditor.
4. **Certificate of Status**, issued by the Maryland Department of Assets and Taxation (SDAT).
 5. **Business Ownership Documents** demonstrating which individual(s) own(s) and control(s) at least 51 percent of the business. These documents may include, but are not limited to, Articles of Incorporation, Corporate Charter, or Shareholder Reports.
 6. **Personal Net Worth (PNW) Attestation**, Business applicants must provide an attestation that they are an emerging business, pursuant to Md. Code Ann., State Gov't § 9-20C-01(e).
 7. **IRS Form W-9**, all applicants must provide an Internal Revenue Service (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.
 8. **Specification Sheets**, applicants must provide product manuals or specification sheets for all equipment included in the proposed project.
 9. **Nationally Recognized Testing Laboratory (NRTL) Certifications**: 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.
 10. **Letters of Support**, Applicants should provide a letter of support from each project partner which details the commitment(s) made by the project partner. Unsigned letters of support will not be accepted.

Evaluation Process

Applications will be reviewed by a committee of Maryland State employees and evaluated using a grading rubric based on how well the applications meets the review criteria. **Applicants must receive a score of at least 70 out of 100 available points** to receive a grant award, if funds are available.

To receive all available points per criterion, applicants must provide thorough discussion that demonstrates the applicant's project meets the funding criteria

requirements. Applications that do not receive an average score of 70 points or higher will not receive a grant award. Applicants who do not receive grant funding are encouraged to revise and resubmit their application before the Program deadline of January 1, 2023.

Maryland Offshore Wind Resources

For more information about offshore wind in Maryland and to find additional resources, please visit the [Maryland Offshore Wind website](#). For more detailed information about the program, application, and evaluation criteria, please see the [FY23 Funding Announcement](#).

Note: In the event of a conflict in information between this fact sheet and the Funding Opportunity Announcement, the provisions of the Funding Opportunity Announcement will take precedent.