



Maryland Offshore Wind Supply Chain Investment Program Area of Interest 1: Market Entry Report and Planning Funding Opportunity Announcement (FOA) Fiscal Year 2024 Program

****THIS FOA IS FOR AREA OF INTEREST 1: MARKET ENTRY REPORT AND PLANNING UNDER THE Fiscal Year 2024 MARYLAND OFFSHORE WIND Supply Chain Investment PROGRAM****

Area of Interest (AOI) Description : The Maryland Energy Administration (MEA) is excited to announce AOI 1: Market Entry Report and Planning of the Maryland Offshore Wind Supply Chain Investment Program (the Program) for Fiscal Year 2024. The Program provides **grant funding** on a **non-competitive basis** to support new or existing businesses entering the offshore wind supply chain in Maryland by offsetting consultant costs associated with developing an offshore wind industry Market Entry Report.

Applications will be accepted on a first come-first serve basis until March 1, 2024 or until all program funding has been awarded.

Offshore wind is a growing clean-energy industry in Maryland, and proposals should come from emerging businesses seeking to enter the state's offshore wind supply chain. MEA will consider applications from new or existing emerging businesses, including minority owned emerging businesses, seeking to enter the offshore wind industry. MEA will also consider applications from businesses willing to relocate or expand into Maryland contingent upon receiving a grant award.

MEA understands there are environmental impacts and climate risks that disproportionately impact historically disenfranchised groups and strongly encourages members of these groups to apply to the program.

Type of Program:

Non-competitive

Application Deadline:

Applications will be accepted on a first come-first serve until 5:00 P.M. EST, Friday March 1, 2024 or until

all program funding has been awarded, whichever occurs first.

Anticipated Funding: MEA anticipates \$250,000 to \$500,000 to be available for Fiscal Year 2024 for *AOI 1: Market Entry Report and Planning* of the Program. The amount awarded may vary depending on the quantity and quality of applications received and MEA's available resources within the fiscal year. MEA will provide funding up to \$25,000 in the form of a one time grant award for applicants to retain technical assistance from a third party consultant for the purpose of conducting a Market Entry Report for the Applicant to engage in state, regional, and national offshore wind industry. All funding will come in the form of a one time grant award.

Eligible Applicants: Organizations eligible to apply under the Maryland Offshore Supply Chain Investment Program must fit within the definition of an "Emerging Business." 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."

Applicants that do not meet the Emerging Business definition are not eligible to receive grant funding from the Program.

Eligible Activities: Grant funds under *AOI 1: Market Entry Report and Planning* are provided to awardees to offset the costs of retaining technical assistance from a third party consultant to develop a Market Entry Report for the business to enter the offshore wind supply chain.

Market Entry Report Outline - TEMPLATE	
<i>The Market Entry Report developed by third party consultants should at minimum include the following:</i>	
Goals and Objectives	What are the goals and objectives of the business entering Maryland, regional, and national offshore wind markets?
Target Level of Sales	What are the targeted levels of sales needed for the organization to enter the market? What is the analysis for how to achieve this level of sales, is it realistic and attainable?

Product or Service Description	What are the products or services the organization could provide to the market? How is that product or service needed in the market?
Target Market	What are the organization's potential target market for the sale of their goods and services?
Major Action Items and Timeline	What are the major milestones the business will need to achieve to successfully enter the offshore wind market? What is a realistic and attainable timeline for completing each milestone?
Strategy	The applicant should provide a comprehensive strategy for how the business will achieve their goals, objectives, and major milestones to enter the offshore wind market.
Budget and Other Available Resources	The applicant should provide their budget for achieving their goals, objectives, and milestones to successfully enter the offshore wind market.

Evaluation Criteria: In accordance with the information in this funding announcement, 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 competitively evaluated and those deemed qualifiable will be awarded funding until the Program budget is exhausted.**

Applications will be evaluated according to the following criteria:

Criterion	Description	Score
Alignment with Program Goals	<ul style="list-style-type: none"> The applicant's goals and objectives of developing a Market Entry Report align with the Program goals of engaging in Maryland's offshore wind industry and developing a domestic offshore wind supply chain. 	0-15
Business Goals and Objectives	<ul style="list-style-type: none"> The long term goals and objectives of the applicant's align with engaging in the offshore wind industry. 	0-10
Business Overview	<ul style="list-style-type: none"> The applicant's business goods and services align with a need in the offshore wind industry, and it is reasonable for the applicant to seek a Market Entry Report to engage in the industry as their product or service is needed in the industry. 	0-20
Feasibility	<ul style="list-style-type: none"> The applicant has provided a timeline for obtaining and retaining consultancy services There is preliminary indication that the businesses' goods and services are needed within the industry. 	0-25
Budget and Available Resources	<ul style="list-style-type: none"> The applicant has provided sufficient financial evidence that the applicant has secured funds for their required cost share to retain technical assistance from a third party consultant for the purpose of conducting a Market Entry Report. 	0-20
Partnerships	<ul style="list-style-type: none"> The applicant has identified the entity that will be supplying the Market Entry Report and has provided letters of support indicating this partnership should the applicant receive funding. 	0-10

Review Process:

Applications for Program funding will be accepted on a rolling basis and will be reviewed bi-monthly. Applicants will receive a notice of approval or denial within 90 days of submission. Applications will be evaluated on all evaluation criteria as detailed in this Funding Announcement.

Applications are reviewed for completeness. Complete applications are checked against the minimum criteria and if found to satisfy the criteria, Applicants will be notified of their application approval status.

Once approved for a grant award, MEA will issue a grant award indicating a one time payment after the date of the industry event. Please note that payment for all awards are issued by the Comptroller of Maryland and payment is anticipated to take 8-12 weeks. MEA recommends all program participants sign up for the [Comptroller’s Electronic Fund Transfer \(ETF\) Program](#). Applicants must contact the Comptroller if there is any issue with their award payment.

Award Formula: MEA grant awards shall not exceed \$25,000.

Partial Awards: Partial awards are possible under the Program. If insufficient funds are available to fully fund a project, the applicant will be given the opportunity to fulfill the grant obligations with the remaining budgeted funding. If the applicant agrees, then the project will be funded with the remaining funds. If the applicant does not agree, then the offer is made to the next approved application until all funding has been expended or all remaining projects have declined the offer.

Required Application Documents:

Applicants must complete a Maryland Offshore Wind Supply Chain Investment Program Application Form via the online application portal JotForm. **The application package must include the following components:**

1. Project Narrative	
The Project Narrative should provide a comprehensive overview of the proposed project and business opportunities. Applicants should use the Project Narrative Template located on the Program’s webpage. The Project Narrative should be no more than five (5)pages long and should include the following:	
Applicant Overview	The Applicant Overview should discuss the Applicant’s business operations, their interest, and plan for getting involved in the offshore wind industry.

<p>Project Scope Statement</p>	<p>Applicants should provide a project scope statement that provides the project purpose, goals and objectives, and strategies for achieving those goals and objectives.</p> <p>The project scope should align with the Program’s goals of supporting Maryland’s offshore wind workforce.</p> <p>Applicants should include information such as how they intend to acquire a consultant to conduct their Market Entry Report.</p>
<p>Project Timeline</p>	<p>Applicants should include a realistic and feasible timeline of all milestones from soliciting and securing a consultant service to when the Market Entry Report should be completed.</p> <p>Applicants should include a discussion of potential timeline challenges or constraints and mitigation strategies.</p>
<p>List of Project Partners</p>	<p>Applicants should provide a list of project partners along with their defined roles and responsibilities, including the intended consultant group who is expected to conduct the Market Entry Report should the applicant receive funding.</p>
<p>2. Budget Narrative</p>	
<p>The Project Budget should include details on total anticipated project costs and how the applicant intends to use grant funds. It must include the following:</p>	
<p>Total Project Budget</p>	<p>The total project budget should 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 conducting a Market Entry Report</p>

Proof of Funds	Applicants must also include proof of funds that they are able to supply their required cost share. Proof of funds may be lines of credit, cash on hand, other grant funding, financial commitments from partners.
3. Certificate of Status	
Applicants 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 online from SDAT.	
4. Business Ownership Documents	
Applicants must provide documents that demonstrate 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.	
5. Personal Net Worth 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).	
6. IRS Form W-9	
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 submitted through the online application portal. An IRS Form W-9 can be requested from the IRS.	

Submission Instructions: The Program uses an online application portal, JotForm, that all applicants must use to submit grant applications. The online application portal is accessible through MEA’s website and here. MEA will not consider incomplete applications.

Questions: Interested applicants may submit questions, comments, concerns and/or suggestions to the following MEA staff members:

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