



Maryland Offshore Wind Supply Chain Investment Program Area of Interest 2: Capital Expenditures Funding Opportunity Announcement (FOA) Fiscal Year 2024 Program

****THIS FOA IS FOR AREA OF INTEREST 2: CAPITAL EXPENDITURE 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 2: Capital Expenditures 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 their capital expenditure investments associated with implementing actions items from their 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.

Proposed projects must hold the potential to provide a benefit to Maryland's offshore wind supply chain and workforce, and have direct benefits to surrounding communities. Offshore wind is a growing clean-energy industry in Maryland, and proposed projects should assist new or existing businesses to enter the state's offshore wind supply chain. Proposed projects must provide goods and services to the offshore wind industry in Maryland, while also intending to serve the larger US offshore wind market and related industries.

MEA will consider applications from new or existing 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 \$1,000,000 to \$1,500,000 for Fiscal Year 2024 to be available for *AOI 2: Capital Investments* 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 award up to 50 percent of the total project costs not to exceed \$400,000. Applicants must contribute at least 50 percent of the total project costs as matching funds. Matching funds may include, but are not limited to, finance/loan agreement, cash on hand, a business line of credit, and other grant awards (state, federal, or private).

Eligible Applicants: Organizations eligible to apply under the Maryland Offshore Wind 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: Funding under *AOI 2: Capital Expenditures* are provided to awardees to offset the costs of capital investments for Maryland companies entering the offshore wind supply chain. Proposed projects must hold the potential to benefit the state and local communities through job opportunities and commitments 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 certified or third party licensed refurbished equipment at 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, moving, storage, and groceries/dining.

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
Project Scope	<ul style="list-style-type: none"> • The applicant clearly defines the project goals, objectives, milestones and timeline of the proposed project. • The project clearly connects the project’s design and characteristics with the goal of establishing a Maryland OSW supply chain. • The project is beneficial to the OSW industry in Maryland, and the Mid-Atlantic region or United States.
Market Entry Report	<ul style="list-style-type: none"> • The applicant has a clear market entry plan to enter the offshore wind industry. • The applicant’s market entry report contains information related to 1) the goals of expansion into offshore wind, 2) targeted level of sales, 3) the specific product or service for export, 4) the target market, 5) major milestones and a timeline for completion, and 6) a budget and available resources for achieving these goals
Needs Assessment	<ul style="list-style-type: none"> • The applicant has conducted and presented a needs analysis that details the supply chain business opportunity(s). • The needs assessment justifies the proposed capital

	investment.
Feasibility	<ul style="list-style-type: none"> • The applicant clearly articulates how success will be monitored, including any key metrics. • The applicant outlines potential challenges the proposed project may face and how those challenges will be overcome, including how the proposed investment will help overcome those challenges. • The applicant has a realistic timeline for the project and includes all project milestones.
Sustainability	<ul style="list-style-type: none"> • The applicant outlines the economic, environmental, and social sustainability of the project. • The project will maintain its ability to operate once grant funding is expended.
Economic Development Opportunity	<ul style="list-style-type: none"> • <u>Projected Employment:</u> The applicant provides a realistic estimate of how many full time equivalent (FTE) jobs the project will create • <u>Employee Earnings:</u> The applicant has a reasonable estimate up to industry standards for wages of jobs created as a result of the project. • <u>Employee Skills:</u> The applicant has a realistic understanding of worker upskilling required by the project. • <u>Projected Economic Output:</u> The applicant has a reasonable estimate of the sales volume that will increase as a result of the project (The dollar value of the goods and services produced, plus the cost of production). • <u>Projected Value Add:</u> The applicant has a reasonable estimate for the value added by the project (The dollar value of the goods and services produced, minus the costs of production)
Budget and Return on	<ul style="list-style-type: none"> • The project’s budget is reasonable for the proposed

Investment	<p>activity and the funding is appropriate in scale relative to the desired outcomes</p> <ul style="list-style-type: none"> • The applicant has secured funding to satisfy their 50 percent cost share requirement. • The applicant has provided a discussion of the proposed project’s return on investment that justifies the benefits of the project outweighing the costs
Community Support	<ul style="list-style-type: none"> • The applicant has supplied letters of support from all project partners who will be participating in the development or implementation of the project.

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.

Award Formula: MEA calculates grant awards as 50 percent of total project costs. Grant awards shall not exceed \$400,000. Applicants must contribute at least 50 percent of the total project costs as matching funds. Matching funds may include, but are not limited to, a finance/loan agreement, cash on hand, funding derived from a business line of credit, and/or other grant awards (state, federal, or private).

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 Incentives Program Application Form via the online application portal JotForm. **The application package must include the following components:**

1. Project Narrative	
<p>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 10 pages long and should include the following:</p>	
<p>Applicant Overview</p>	<p>The Applicant Overview should discuss the Applicant’s business operations, their interest and plan for getting involved in the offshore wind industry.</p>
<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 provide details about the project location(s) and facility(s). Include a sitemap from Google Earth or another mapping service indicating location(s) of the proposed project.</p>
<p>Needs Assessment</p>	<p>Applicants should provide a high level Needs Assessment discussing the problem the proposed project aims to impact. The Needs Assessment should provide justification for grant funding for the project. It should address the following questions:</p> <ul style="list-style-type: none"> • What is the problem/issue that the proposed project intends to impact? • How does the proposed project aim to address the identified problem/issue?

	<ul style="list-style-type: none">• What is the anticipated impact of the proposed project on the identified problem/issue?
Project Timeline	<p>Applicants should include a realistic and feasible timeline of all project milestones and anticipated end date.</p> <p>Applicants should include a discussion of potential timeline challenges or constraints and mitigation strategies.</p>
List of Project Partners	<p>Applicants should provide a list of project partners and training instructors who are expected to work on this project along with their defined roles and responsibilities.</p>
Sustainability Statement	<p>Applicants should include discussion of their sustainability commitments and how they intend to incorporate social, environmental, and economic sustainability into their proposed project.</p>

<p>Economic Development Opportunities</p>	<p>Applicants should discuss the anticipated economic impact and opportunities that will come as a result of this project. It should address the following:</p> <p>Projected Employment: The estimated number of full time equivalent (FTE) jobs the project will create</p> <p>Employee Earnings: The wages and benefits of jobs created as a result of the project</p> <p>Projected Economic Output: The sales volume that will increase as a result of the project. The dollar value of the goods and services produced, plus the cost of production.</p> <p>Projected Value Add: The dollar value of the foods and services produced, minus the costs of production.</p>
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2. Market Report

Applicants must provide a Market Report detailing the Business’s strategy to engage in Maryland’s offshore wind supply chain and the project’s impact on the business’s ability to achieve its goals. The Market Report should include:

<p>Goals and Objectives</p>	<p>The applicant should describe the goals and objectives of the business entering Maryland’s offshore wind market and how this project will allow them to achieve their goals.</p>
<p>Target Level of Sales</p>	<p>The applicant should have a description of their targeted level of sales needed to enter the market and their analysis of those assumptions.</p>
<p>Product or Service Description</p>	<p>The applicant should include a description of the product or service they plan to provide to</p>

	the market, and how that product or service is needed in the market.
Target Market	The applicant should describe the target market for the sale of their goods and services.
Major Action Items and Timeline	The applicant should include a list of major milestones the business will need to achieve to successfully enter the offshore wind market and their 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.

3. Budget Narrative

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:

Total Project Budget	The total project budget should be a breakdown of intended use of grant funds, including, but not limited to relocation costs, renovations, equipment, installation, labor and personnel, permitting and inspections, and administrative expenses.
Calculated Return on Investment	Applicants must include a calculation of the return on investment (ROI) of the project. The applicant must provide discussion justifying the cost of the investment, based

	<p>on a calculated ROI demonstrating that the benefit of the project exceeds the costs.</p> <p><i>ROI=(Estimated Value of Investment–Cost of Investment) / (Cost of Investment)</i></p>
<p>Proof of Funds</p>	<p>Applicants must provide proof that they will be able to satisfy their 50 percent cost share requirement of the Program’s grant awards. Proof of funds may come in the form of a letter from a financial institution or lender, cash flow statements, other grant awards, and in-kind services documentation.</p>
<p>4. Certificate of Status</p>	
<p>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.</p>	
<p>5. Business Ownership Documents</p>	
<p>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.</p>	
<p>6. Personal Net Worth Attestation</p>	
<p>Business applicants must provide an attestation that they are an emerging business, pursuant to Md. Code Ann., State Gov't § 9-20C-01(e).</p>	
<p>7. IRS Form W-9</p>	
<p>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.</p>	
<p>8. Specification Sheets</p>	

Applicants must provide product manuals or specification sheets for all equipment included in the proposed project.

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.

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. Applicants may include additional letters of support from local businesses, nonprofits, community organizations, and government agencies.

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:

Primary

Emma Stoney,
Energy Program Manager
Wind & Water Program
Maryland Energy Administration
wind.mea@maryland.gov
410-832-1605

Alternate

Samuel Beirne
Energy Program Team Lead
Wind & Water Program
Maryland Energy Administration
wind.mea@maryland.gov
410-537-4000