



Maryland
Energy
Administration

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Maryland Offshore Wind Workforce Training Program

Fiscal Year 2023 Application Form

Welcome

The Maryland Energy Administration (“MEA”) offers the Maryland Offshore Wind Workforce Training Program (“Program”) for Fiscal Year 2023, which is funded through the Maryland Offshore Wind Business Development Fund, established by Md. Code Ann., State Gov’t, § 9-20C-03. The Program is a **competitive grant program** that assists new or existing workforce training centers enter into the State’s offshore wind supply chain and workforce. Proposed projects must provide training and education for employment within the offshore wind industry in Maryland and the larger U.S. offshore wind market and related industries, including but not limited to technical trade skills and/or safety standards.

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 2023 Program.

A total budget of \$800,000 for Fiscal Year 2023 is anticipated to be available. The amount awarded may vary depending on the quantity and quality of applications received and MEA’s available resources within the fiscal year. 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, finance/loan agreement, cash on hand, a business line of credit, and other grant awards (state, federal, or private).

Eligible Activities

Maryland Offshore Wind Workforce Training grant funds are provided to awardees to offset the costs of establishing and/or operating an offshore wind specific workforce education and training center. Proposed projects should directly support the delivery of offshore wind related education and training in Maryland, but should also be designed to serve the larger U.S. offshore wind market and related industries.

Grant funds may be used to offset the following:

Capital Expenditures

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

Operating Expenditures

- Curriculum development and/or training center certification or licensing of a technical trade skills and safety skills provider for the offshore wind industry; and/or,
- Operational costs of the provider of the technical trade skills and safety skills training courses for the offshore wind industry; including, but 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 Covid-19.

Training Centers **must** incorporate the following into their proposed projects.

- Training centers must develop curriculum and provide education, technical, and/or safety training specific to knowledge and skills used within the offshore wind industry.
- Training centers must provide all education, including but not limited to, technical and/or safety training at no cost to all participating students.
- Training centers must have all 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.

Questions Can be Directed to:

Interested applicants may submit questions, comments, concerns, and suggestions to the following MEA Program Manager:

Emma Stoney

wind.mea@maryland.gov

410-382-1605

Eligible Applicants and Minority Participation

The Program is open to the following organizations:

- Emerging Businesses,
- Non-profit organizations;
- State, local, and municipal governments and their agencies/institutions; and
- Institutions of Higher Education, including public or private universities, community colleges, and trade schools.

Emerging Businesses

For purposes of this program, an “Emerging Business” means “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.” (Md. Code Ann., State Gov’t § 9-20C-01(e)).

All business applicants are required to submit an attestation that they are an Emerging Business. If selected for an award, applicants must provide a notarized Personal Net Worth (PNW) Statement Form for each business owner(s) within 30 days of receiving an award letter.

Business 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.

Nonprofits, Governmental Entities, and Academic Institutions:

Applicants that are a non-profit, government entity, academic institution, or labor union 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, and people with disabilities) and veterans

of the United States Armed Forces to apply to the Program.

Application Checklist

Before starting the application form, please verify you have the Project Narrative and Supporting Documents listed below ready as they are required to be uploaded to submit the application form. NOTE: Failure to submit these required documents may result in your application being rejected. *

Organization Contact Information

Organization Name *

Authorized Representative *

First Name

Middle Name

Last Name

Suffix

Position Title *

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

United States 

Country

Email *

example@example.com

Phone Number *

Area Code

-

Phone Number

Mobile Phone Number *

Area Code

-

Phone Number

Organization Website *

Additional Organization Information

Legal Form of Business *

- Profit
- Non-Profit
- Local Government
- Sole Proprietorship
- General Partnership
- Limited Partnership
- Joint Venture
- C Corporation
- S Corporation
- LLC

LLP

Business Type *

- Start Up
- Existing

Date Founded *



Date

Fiscal Year End *

NAICS Code *

State of Organization *

If other than Maryland, date qualified/registered to do business in Maryland



Date

Nature of Business *

Other Locations *

Put N/A if needed

Does the Applicant have a relationship with a subsidiary or affiliated company? *

- Yes
- No

Is the Business a State/Federal/Other Certified Minority Business Enterprise? *

- Yes
- No

State MBE Certification Number (If Yes)

Federal 8(a)/SDB Certification Number (If Yes)

Identify the issuer and Identification (if Other)

Project Location

Project Location Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

US Congressional District Number *

Maryland State Delegate District Number *

Maryland State Senator District Number *

Does the Project include the purchase/lease of real property? *

- Yes
- No

Does the Project include renovations/improvements to real property? *

- Yes
- No

Does the Project include the purchase and installation of equipment? *

- Yes
- No

If You Do Not Know Your Congressional or Maryland Legislative District, you can search it at <http://mdelect.net>

Project Description

In 500 words or less, please provide a short description of the proposed project. *

0/500

How Many Students are Estimated to be Enrolled at the Training Center? *

How Many Students are Estimated to Graduate from the Training Center? *

List all NAICS Codes of Trade Skills Offered at the Training Center.

Estimated Time to Complete Project *

Example - 1 year 8 months

Total Project Cost *

Round to the nearest dollar

Total Grant Request *

Round to the nearest dollar

Matching Funds Secured *

List all sources and amounts

Cost Share *

Percentage (Grant Request divided by Total Project Cost)

Will the project move forward if the applicant is selected to receive only a portion of the grant funds requested? *

- Yes
- No
- Maybe/Not Sure

Documentation and Attachments

Please upload the Project Narrative, Project Work Plan, Budget Narrative, and all Supporting Documents as described in the Notice of Availability (NOA). Please combine subdocuments into a single Adobe PDF document.

Project Narrative and Supporting Documents as described in the NOA. *

Browse Files

Project Work Plan and Supporting Documents as described in the NOA. *

Browse Files

Budget Narrative and Supporting Documents as described in the NOA. *

Browse Files

Program Terms, Conditions, and Requirements

Applicants must certify under penalty of perjury that the information provided in Application Form, Project Narrative, Project Work Plan, Project Budget, and all Supporting Documents are complete, accurate, and true. Applicants must further certify that they are authorized to submit the Application on behalf of the Organization and to agree to the terms, conditions, and requirements stated below:

Confidential and Personal Information

In accordance with Section 4-501(c)(3) of the General Provisions Article of the Annotated Code of Maryland, MEA is required to advise Applicants of the following:

1. Any personal information requested in the Application is necessary to evaluate the eligibility of the Applicant for a Grant.
2. Failure to provide all required information will prevent MEA from processing the Application.
3. Some of this information may be provided to other agencies of the State to process the payment of Grant Funds if the Applicant is awarded a Grant.
4. The Applicant's name, project information, and Grant award may be publicly accessible on our website if the Applicant is awarded a Grant.
5. As set forth in Section 4-502 of the General Provisions Article, an applicant has the right to inspect, amend, or correct a personal record as maintained by the Program.

All information submitted in a Grant Application is subject to the Maryland Public Information Act (PIA). If the Applicant believes information in the Application is confidential and therefore should be exempt from disclosure under the PIA, the Applicant shall clearly mark this information and identify it by page and section or line number. Upon request for information from a third party, MEA is required to make an independent determination whether the information must be disclosed under the PIA. Designating information as confidential does not guarantee that it will be exempt from disclosure.

Grant Program General Provisions:

MEA grant programs are covered by general provisions that apply to all energy programs, the most current version of these General Provisions is v.3, February 2022. The latest approved version of this document will be incorporated into all FY23 grant agreements issued by MEA.

In addition to the general provisions, MEA may at its sole discretion obligate some, all, or none of the FY23 Program budget, based on the quality and eligibility of applications submitted to MEA.

Program- Specific Requirements:

In addition to the general provisions, the following funding qualification applies to this program:

1. Applicants that are an 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.
2. To receive grant funding for a project, the successful applicant must enter into a Grant Agreement with MEA by May 30, 2023, unless an extension is given in writing (email) by MEA.
3. A grant award will not be made for any work completed before the effective date of the Grant Agreement with MEA.
4. If applicable, Grantees shall ensure all equipment meets certain safety criteria including:
Be certified by a Nationally Recognized Testing Laboratory (NRTL) participating in the Occupational Safety and Health Administration's (OSHA) NRTL Program;
Be in compliance with all applicable building, electric, and fire codes.

Program Changes:

Any update (e.g, extension of a deadline) or clarification about the Program and any corrections to inadvertent errors in the Program information will be available on the Program webpage. In addition, MEA will communicate clarifications and updates made after the application deadline directly to applicants or grantees, as applicable, by letter and/or e-mail. The final grant amount for each Grantee will be made after review of all proposals received and is subject to funding availability for the Program and any relevant statutory requirement applicable at that time

I certify that I have read, understand, and agree to the Maryland Offshore Wind Workforce Training Program's Terms, Conditions, and Requirements specified above. *

I agree

I certify that I am authorized to submit this application package on behalf of my employer to the Maryland Energy Administration's Maryland Offshore Wind Workforce Training Program.

*

I agree

Please sign your name below *

Clear

Print Name *

First Name

Last Name

Date *



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PM



Hour

Minutes

Save

Submit Application

Print Form