

**OCS Renewable Energy Leases and Grants
Office of Renewable Energy Programs**

**ADJUDICATION TIPS
October 27, 2017**

Change of Address

The BOEM encourages all qualified companies to update their corporate address on a regular basis. This is the address shown on each legally qualified entity's BOEM Qualification Card. Address changes must be submitted in writing, on company letterhead, indicating a request for a change of address along with the BOEM company name and company number.

Notice of Mergers/Name Changes/Changes of Business Form

Qualified entities must notify BOEM of any merger, name change, or change of business form (a/k/a "business conversion"). Written notice must be provided as soon as practicable, but no later than 120 days after the earliest of either the effective date, or the date of filing the change or action with the Secretary of the State or other authorized official in the State of original registry. (30 CFR § 585.109)

Corporate Seal

BOEM requires that corporations use a corporate seal when filing legal qualification documents (30 CFR § 585.107), executing bonds (30 CFR § 585.525 and Form BOEM-0005), and executing renewable energy leases and grants (Forms BOEM-0008 and BOEM-0009). If the State or territory of incorporation does not issue or require corporate seals, the document need not contain a corporate seal, but must still contain the signature of an authorized person. Please include a statement that the State in which the entity is incorporated does not issue or require corporate seals, and a statement that submissions made by the entity will be legally binding, in your cover letter transmitting the documents to BOEM.

Financial Assurance – Trust Agreements and Third Party Guaranty Agreements

You may use a trust agreement or a third party-guaranty to meet the financial assurance requirement for lease or grant activities (30 CFR §§ 585.526 and 585.528). The BOEM has developed a model trust and third-party guaranty agreements that meet the requirements for meeting financial assurance requirements on renewable energy leases and grants. The documents may be executed as is, or they may be modified. Modifications may be approved upon a determination that the document meets all of the applicable regulatory requirements. To a copy of a model agreement, contact Ms. Gina Best, Leasing Specialist, Office of Renewable Energy Programs, at (703) 787-1341 or gina.best@boem.gov.

Filing Requirements

- Unless otherwise stated, you must submit one paper copy and one electronic copy of your qualification application (30 CFR 585.110(b)). BOEM considers an Adobe PDF file stored on a storage media device to be an acceptable format for submitting an electronic copy.
- Please include a cover letter with all documents submitted to BOEM for approval. The cover letter should be submitted on company letterhead and reference the submitter's BOEM recognized company name and BOEM company number.

Payments

Noncompetitive Lease Acquisition fees and the initial 12-months' rent for leases and grants must be made through <https://www.boem.gov/Fees-for-Services/>. All other required rent payments and operating fee payments must be made as required in 30 CFR § 1218.51. For more payment information, please contact Nancy L. Bruce, Office of Natural Resources Revenue (ONRR) at 1-800-525-7922 X3425 or Nancy.Bruce@ONRR.gov

BOEM Form Execution and Qualification Submittals

Please contact Gina Best at (703) 787-1341 for questions regarding proper execution of BOEM forms and qualification documentation.

Helpful Links:

- **Adjudication and Other Leasing Forms:** <https://www.boem.gov/BOEM-OCS-Operation-Forms/>
- **Maps and GIS Data:** <https://www.boem.gov/Renewable-Energy-Program-Mapping-and-Data/>
- **Pay.Gov – Initial Rent Payment:** <https://www.pay.gov/public/form/start/27797604/>
- **Pay.Gov – Acquisition Fees:** <https://www.pay.gov/public/form/start/22393927/>
- **Regulatory Framework for Renewable Energy:** <https://www.boem.gov/Regulatory-Framework/>
- **Qualification Guidelines:** <https://www.boem.gov/Renewable-Energy-Program/Regulatory-Information/QualificationGuidelines-pdf.aspx>
- **Filing Addresses for Renewable Energy Lease and Grant Requests:** <https://www.boem.gov/NTL-2016-REN-NO2/>
- **Renewable Energy State Activities:** <https://www.boem.gov/Renewable-Energy-State-Activities/>
- **BSEE and BOEM Data Center:** [Renewable Energy Lease and Grant Files](#) and [BOEM Company Qualification Cards](#)

Contact Information

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