

**COMMUNITY DEVELOPMENT BLOCK GRANT
FISHERIES INFRASTRUCTURE PROGRAM
REQUEST FOR PROPOSALS**

*A Collaborative of
The Louisiana Recovery Authority (LRA)
The Louisiana Office of Community Development, Disaster Recovery Unit (OCD)
with Assistance from
The Louisiana Department of Wildlife and Fisheries (LDWF)
The Louisiana Department of Economic Development (LED)*

PROPOSALS ARE DUE BY:

December 14, 2007

5:00 P.M. CST

(Late submissions will not be accepted)

Mail or deliver 1 original with signatures and 5 copies of the proposals to:

Disaster Recovery Unit

Fisheries Infrastructure Program

Post Office Box 94045

Baton Rouge, LA 70804-9095

(Electronic or facsimile copies will not be accepted.)

For further information, contact:

Louisiana Recovery Authority

(225) 342-1700

Applicants are strongly encouraged to e-mail questions to the

LRA/OCD Fisheries Infrastructure Team

Fisheries_Infrastructure@yahoo.com

Community Development Block Grant Fisheries Infrastructure Program

Proposal Conference Calls

If interested complete this form and FAX to 225-342-0002 by October 31, 2007

Potential applicants may want to participate in a series of conference calls. The purpose of the conference calls are to provide assistance to proposers who have questions or who are seeking further clarification on the criteria and process outlined in this request for proposal. The conference calls are NOT mandatory; however, proposers are strongly encouraged to participate.

Initially two proposer calls will be held. The dates for these calls are:

- ❖ **November 1, 2007 at 3:00pm**
- ❖ **November 7, 2007 at 7:00pm**

Conference calls for additional topics can be proposed. The subjects would be determined based on the responses received through this announcement and via questions posed on the two initial calls. To request a specific topic briefly describe the topic on the lines provided

You must provide an e-mail address to be contacted for calls, as we will provide a number and pin to access the call

Name:
Name of organization:
Parish:
Phone: () - E-mail Address:

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Overview of Fisheries Infrastructure Program:

The purpose of this Request for Proposals (RFP) is to solicit proposals from parties interested in applying for a portion of \$19 million dollars in Community Development Block Grant (CDBG) funds that will be utilized for fisheries infrastructure investment in South Louisiana. The program will provide funding assistance to the industry through direct investment in infrastructure projects that improve the viability and long-term sustainability of the commercial and recreational fisheries of coastal Louisiana.

By any measure hurricanes Katrina and Rita devastated the commercial, charter and recreational fisheries in coastal Louisiana. Much of the infrastructure that supported the industry along the coast, which included docks, wharves, ice houses, loading and offloading equipment, cold storage, processing, and shipping facilities, and lifts, boat ramps and other critical infrastructure to clean-up and remove damaged vessels was damaged or destroyed. Louisiana's fishermen and fisheries related businesses suffered great financial losses with estimates ranging from \$580 million to almost \$2 billion dollars.

The primary goals of this program are to:

- Enhance and ensure continued access to the state's coastal waters for commercial and recreational fishing, eco-tourism, and development of "working waterfronts;"
- Create/maintain employment in the commercial and recreational fishing industry;
- Preserve the commercial and recreational fishing culture of coastal Louisiana;
- Improve the economic efficiency of the fishing industry; and
- Improve the resiliency and sustainability of the industry in the event of future storms.

The State of Louisiana's fishing infrastructure was almost entirely privately owned, and was inadequately insured to cover losses due to Hurricanes Katrina and Rita. FEMA's Public Assistance Program, which is authorized by the Stafford Act, awards grants to assist state and local governments and certain private nonprofit entities with the response to and recovery from disasters. Because much of the state's fishing infrastructure was private-for-profit, Stafford Act provisions do not permit FEMA to provide supplemental grants through the Public Assistance Program. NOAA, on the other hand, which oversees and regulates the fishing industry, has the ability to provide direct assistance to fishing communities through section 312 of the Magnuson-Stevens Act. Unfortunately, NOAA's damage estimates for the Gulf States have not been done based on damages in the communities or by landings in the parishes and counties declared by FEMA as impacted by Katrina and Rita. The combined impact of lack of proportional direct federal relief via the Magnuson Stevens Act (NOAA) and regulations within the Stafford Act (FEMA) that prohibit federal funds from for profit infrastructure have led the State to use some of its CDBG funds to not only restore some of the infrastructure loss by the industry, but also to create new infrastructure for the industry that is owned by public or nonprofit entities.

ELIGIBILITY

Geographic Eligibility

Proposed projects must be located such that they are able to reasonably serve the coastal fishing community. The eligible parishes for this RFP are limited to:

Calcasieu, Cameron, Iberia, Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Mary, St. Tammany, Tangipahoa, Terrebonne, and Vermilion.

Eligible parishes will be divided into two regions, East and West. The Eastern region will include all listed parishes from Lafourche east, and the Western region will include all listed parishes from Terrebonne west. Projects will be selected and award amounts determined such that no less than 35% and no more than 50% of the funds are awarded to projects in the western region, and no less than 50% and no more than 65% of the funds are awarded to projects in the eastern region.

Applicant Eligibility

The following entities are eligible to submit proposals to the program: public entities (local & parish governments, port commissions, park commissions, etc), state agencies, private non-profits organizations (foundations, cooperatives and non-governmental organizations) that demonstrate a direct relationship to the fishery, and private for profit entities.

Collaborative efforts and partnerships are encouraged. Entities need not have existed prior to the storms and can be formed to address specific needs. Applicants must demonstrate how they intend to maintain relationships with the project's fiscal agent. Proposals must clearly demonstrate the ability of the applicant to maintain and operate the infrastructure through its useful life

All applicants must designate a fiscal agent who is responsible for the fiduciary transactions of the fisheries infrastructure contract. The fiscal agent must be able to demonstrate that they possess the fiscal and management capacity to carry out the proposed project; and must be one of the following:

1. A governmental entity that is a budget unit of the State of Louisiana;
2. A parish or municipal government;
3. Any other political subdivision of the state; or
4. Not for profit organizations with tax exempt status that are classified by the IRS as a 501(c)(3) or Private foundations that annually file a form 990-PF with the IRS. Not for profits applying as the fiscal agent must show a direct relationship to the charter, recreational or commercial fishing community.

The RFP is not designed to provide direct assistance to individual fishermen or businesses. Individuals seeking to obtain funds for a single business operation or to repair or buy a single boat, replace lost gear, or fix an individual dock SHOULD NOT APPLY for this program. The storms caused considerable losses of personal equipment and income, but currently two other recovery programs are designed to address some of the industry's great need for direct aid to fishermen. In order to avoid potential program duplication of Federal benefits, and to ensure that a substantial investment is made in restoring coastal infrastructure for the industry, this program's funding will be directed exclusively to enhancing infrastructure.

One program that can provide funds to fishers and businesses for these types of activities is the Business Recovery Grant and Loan Program being implemented by Louisiana Economic Development (LED). A second round of this program will commence in winter 2008. If you wish to be alerted when round two is announced, sign up for business wire at www.louisianaforward.com. If you do not have internet access you may call 504-563-9793 to request that information be mailed when the program is announced.

The Louisiana Department of Wildlife and Fisheries (LDWF) has a much larger program planned for the fishing industry through a \$41m allocation from NOAA. LDWF has held public meetings with the industry on its proposed plan and payments are currently planned for the spring of 2008.

For questions or assistance to clarify which program best suits your needs, consult the Frequently Asked Questions document on the LRA website, <http://www.lra.louisiana.gov/fisheries.html>. Question can also be e-mailed to Fisheries_Infrastructure@yahoo.com. Applicants can also call 225-342-1717 but are strongly encouraged to use the e-mail address provided..

Timeline of the Program:

Proposals must be submitted no later than 5:00pm on December 14, 2007. Projects selected for funding must begin construction, or demonstrate hardship with respect to acquisition of necessary permits, prior to June 1, 2008. Projects must be complete no later than December 31, 2010.

Availability of Funds:

A total of \$19 million dollars are available for the Fisheries Infrastructure Program. Due to the costs of administering CDBG programs, the minimum grant size will be \$250,000. Program intent is to fund multiple projects across the coast, with no fewer than 3 projects funded.

The Louisiana Office of Community Development may not make any payments to grantees until a contract has been approved by the Office of Contractual Review and environmental clearance has been obtained.

Award amounts may be scaled back to ensure a more reasonable distribution among the geographic regions and to maximize program effectiveness with other funds.

Allowable Activities/Use of funds:

Contracts will be awarded, through a competitive process, for proposals that best address the program objectives and the criteria in this RFP. Funds may be used in concert with, and to supplement other Federal, State, Parish, local and private funds, as long as the use of these funds are in compliance with and are eligible activities under United States Housing and Urban Development Community Development Block Grant rules.

http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html

The objective of the program is to improve infrastructure where it is most needed and will be most valuable to the future of the industry as a whole, not simply to replace what was lost. Project proposals that include the repair or replacement of infrastructure damaged by the storms or, request funds for the construction/enhancement of infrastructure that wasn't damaged or did not exist prior to the storms, or some combination are eligible activities. All projects must be designed for storm resistance/resilience.

Below are some examples of projects that may be eligible for funding assistance under this program. This list of potential project types should not be considered as exclusive:

- Docks, wharves, marinas, fishing and observation piers,
- Processing facilities that improve the efficiency/profitability of fishermen, and/or the public infrastructure necessary for such facilities
- Equipment necessary for improvements to processing and distribution facilities such as lifts, ice machines, loading, unloading and cold storage equipment, products that increase quality of fresh seafood in the seafood distribution system
- Infrastructure related equipment used by the charter and recreational fisheries, such as on site live bait facilities, environmentally sound fuel depots, boat ramps, fish cleaning stations, project costs to increase accessibility for handicapped, physically challenged persons
- Facilities/equipment for retrieval and repair of vessels and/or equipment used in commercial fishing and charter boat operations
Note: This item is not intended to directly fund the retrieval or repair of individual vessels, but to provide infrastructure that facilitates these activities.
- Floating and fixed docks, moorings, pilings, etc. that are storm resistant and provide or increase storm harbor capacity and/or safety
- Staging areas for vessel repair and marine debris removal
- Facilities that tend to connect fishermen more closely with markets, like dockside and local public markets

As a guideline, **applicants may use funds** for the following types of activities/expenses in implementing the projects:

- Planning, architecture, and engineering fees necessary to design and or advance infrastructure construction, up to a maximum of 15% of project costs;
- Project delivery costs (no more than 10% of the total proposed budget)
- Land acquisition for any eligible activities;
- Dredging costs as part of a larger infrastructure project;
- Purchase of materials, labor, and contractor services to construct infrastructure;
- Grant consultant services to assist with compliance with CDBG regulations; and/or
- Purchase of existing infrastructure necessary for improvement.

Awarded **funds may not be used** for the following:

- Entertainment, including amusement, diversion, and social activities; food and alcohol associated with parties or socials, meals, lodging, transportation, and gratuities associated with entertainment.
- Pre-award costs, including preparation of the grant proposal
- Donations and Contributions including cash, services, or property
- Fund raising activities
- Lobbying
- Travel
- Any items restricted under federal cost principles as stated in applicable OMB Circulars A-21 (for Educational Institutions), A-87 (for State, Local, and Indian Tribal Governments), and A- 122 (for non-profit organizations)..

Performance and Reporting Requirements:

The Louisiana Office of Community Development, Disaster Recovery Unit (OCD) will administer and oversee the management of the program. As stakeholder agencies, the Louisiana Recovery Authority (LRA), Louisiana Department of Wildlife and Fisheries (LDWF) and Louisiana Economic Development (LED) will continue to participate in the implementation phases of the fisheries infrastructure program. Grantees will be required to submit quarterly reports to the Louisiana Office of Community Development and Louisiana Recovery Authority.

OCD will monitor the projects for compliance with CDBG contract and program requirements. Monitoring may consist of on-site visits, review of CDBG program documentation, and review of financial documentation. The performance measures for this contract shall include the successful performance and completion of Grantee's obligations as provided in this RFP.

Termination of Contracts:

Termination/Suspension for Cause:

OCD may, after giving reasonable written notice specifying the effective date, terminate any awarded contract in whole or in part for cause, which shall include but not be limited to:

- Failure, for any reason, of Grantee to fulfill in a timely and proper manner the obligations of the award contract or the program;
- Submission by Grantee of information that is incorrect or incomplete in any material respect, provided Grantee is given notice of said failure and fails to correct the same within a reasonable amount of time; or
- Ineffective or improper use of funds as provided for under this Agreement.

If, through any cause, Grantee shall otherwise fail to fulfill in a timely and proper manner, its obligations under this Agreement, or if Grantee shall violate any of the covenants, agreements, or stipulations of this Agreement, OCD shall thereupon have the right to terminate this Agreement by giving written notice to Grantee of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of said termination.

Termination for Convenience:

OCD may terminate the contract at any time by giving at least ninety (90) days prior written notice to Grantee. Grantee shall be entitled to payment on requests submitted up to the date of termination contained within the notice, to the extent that requests represent eligible activities satisfactorily completed and otherwise reimbursable under the terms of the contract.

Termination Due to Unavailable Funding:

In accordance with Executive Order KBB 05-14, the obligations of the OCD under this Agreement are contingent upon the continuing availability of CDBG funds to fulfill the obligations of OCD under this Agreement. The unavailability of such funds shall serve to suspend and/or terminate this Agreement, as determined by the OCD.

Competitive Selection Process

Proposals will be evaluated and grants will be awarded solely through this competitive RFP process. The Review/Selection process will consist of the following:

1. Review of all submitted proposals for compliance with minimum requirements;
2. Review/scoring/ranking of all acceptable proposals by an objective panel of expert evaluators based on fulfillment of the program objectives and scoring criteria;
3. Project selection by state agency panel based on project scores, geographic distribution, funding distribution,
4. Grant Award announcements

1. Review of all submitted proposals for compliance with minimum requirements

No proposals will be opened and read before the final deadline to submit proposals has passed. The OCD/LRA staff will review all proposals to ensure that (1) all required proposal elements are submitted; (2) that proposals submitted are appropriate for the program and (3) that proposal amounts are greater than \$250,000; and (4) that fiscal agents have demonstrated the ability to maintain and operate the infrastructure through its useful life. Failure to submit all mandatory proposal requirements will result in disqualification of the proposal. The fisheries infrastructure team will notify applicants with disqualified proposals within 5 days of the closing period.

2. Review/scoring/ranking of all acceptable proposals by an objective panel of expert evaluators based on fulfillment of the program objectives and scoring criteria;

Proposals will be scored and ranked by a panel of objective evaluators with specific expertise in fisheries management, natural resources, economics, seafood distribution and tourism, among other relevant fields. Evaluators will assess each proposal for how well it fulfills each of the scoring criteria listed in detail below. After individual assessments are completed, the evaluation panel will convene in closed session to discuss the proposals and their merits. The LRA will provide technical assistance to the review team and be present for discussion, but will not make any determinations in scoring. The panel will produce two metrics for analysis, an average score for each proposal and overall rank for the proposal. The metrics and an ordinal rank of projects by region and overall project ranks will be submitted for funding recommendations to a selection team.

3. Project selection by state agency panel based on project scores, geographic distribution, funding distribution;

Upon receiving the recommendations of the evaluation panel, a selection panel of appropriate state agency personnel will select the highest ranking proposals that allow compliance with the following requirements;

- 50-65% of available funds shall be awarded to projects that benefit the East Region, and 35-50% shall be awarded to proposals that benefit the West Region,
- Regional aspects of projects must be considered, ensuring that project benefits do not conflict, at the least, and are complimentary, where possible
- No fewer than three projects funded.

The selection panel will consist of three representatives of Louisiana State government agencies and/or universities that are familiar with the program and composition of the industry across Louisiana. No agency that has submitted a proposal through this process will be represented on the selection panel. The LRA will provide technical assistance to the selection team and be present for discussion, but will not make any determinations on funding.

4. Grant Award announcements

After the selection panel has selected the successful proposals and determined award amounts, the OCD will inform all successful applicants of their awards via certified mail, and will post the RFP results on their website. Award amounts may be scaled up or down from proposed amounts to ensure the correct distribution between the geographic regions and to maximize program effectiveness.

If a project is selected for an award but the selection panel scaled back the projects proposed dollar amount, the Director of the Office of Community Development, Disaster Recovery Unit, will contact the potential grantee and the Louisiana Recovery Authority to inform the applicant that a scaled back project amount is being awarded. That applicant will then have 14 days from the date of notification to accept the award amount. Revised budget materials will be taken from this applicant after the notification has occurred. If after 14 days the applicant has not responded, the selection panel will reconvene to consider alternate award scenarios.

At the next subsequent meeting of the LRA Executive Board, funded projects will be presented with applicants having an opportunity to present a 10 minute a presentation of there project.

It is important to note: that all proposals that contain the required proposal elements will be evaluated and scored. The \$19m available are expected to be significantly less than the amount of funds requested. Proposals will be maintained and maybe used by the State and/or the Congressional Delegation for future funding options or to highlight the continuing need of the industry in Louisiana.

Proposal Requirements

Applicants should submit (in the order shown) all of the components listed below and shown in the Proposal Checklist. The proposal should be **paginated** and include a useful table of contents.

Proposals that do not include all of the required components will be disqualified.

To apply for fisheries infrastructure funding, proposals shall include the following **in the order listed**:

- A **cover page** with contact information of the lead entity and fiscal agent, the fiscal agent's federal tax identification number, and original signatures of signatory authorities of both the lead entity and fiscal agent. A cover page form is provided.

- Table of contents**

- A **project narrative** with adequate information to evaluate the proposal based on the evaluation criteria. The project narrative should be limited to 10 single spaced pages. The cover page, table of contents, budget forms, assurances, and any fiscal statements, letters of commitment, drawings, business plans, and external funding guarantees will not count against the 10 page limit.

- A **budget** justifying all proposed expenditures. Budget forms are provided.

- External Funding Guarantee** – Include the contact information, funding source and dollars committed to the project from each source. Include a 2 or 3 sentence description of the funds and timelines on the use of the funds. If there are no external funding sources, insert “no external funds committed to the project” on this form. An external funding guarantee form is provided

- Intent of Fiscal Agent** - A signed and notarized letter on the proposed fiscal agent's letterhead is required. It should state that if the proposal is funded **the most recent fiscal audit or audited financial statements** from the past year will be forwarded to the OCD/DRU within 14 days of notification of award. Letter must also clearly state that the fiscal agent will act as the fiscal agent for the period of the project.

Evaluation Criteria and Elements

Applicants should respond in clear writing to the following criteria. Proposals will be awarded up to the maximum number of points for each criterion based on how well they meet that criterion.

Proposals will be evaluated and scored based on these seven criteria.

1. Alignment of proposed project outcomes with program goals, with projects meeting multiple objectives scoring higher (maximum 25 points)
2. Justification of need, as determined by demand for and availability of existing similar services in proximity (maximum 25 points)
3. Anticipated return on investment (jobs, visitors, economic activity, and other positive impacts) (maximum 20 points)
4. Integration with other projects and funding sources (maximum 15 points)
5. Quality of the proposal in terms of how the project addresses the RFP requirements and criteria (maximum 5 points)
6. Collaboration among active participants in the project (maximum 5 points)
7. Meets the needs of multiple user groups (maximum 5 points)

It is highly recommended that applicants include and describe in detail how investment in the proposed project would benefit the industry and the area. It is also recommended that the proposal state explicitly how, in the event of future of storms, the project would improve the resiliency of the industry to return and how the project is being designed to withstand future storm impacts.

1. Alignment of proposed project outcomes with program goals, with projects meeting multiple objectives scoring higher (0-25 points): Proposals should describe how the outcome of the project when finished aligns the program goals reported in this RFP. All proposed costs must be justified and aligned with goals, objectives, and outcomes. The proposer should include the following in the proposal:

- a. The required budget forms must be completed, and must break out administrative and program costs. Budget should be scalable and outcome based with maximum outputs and minimal costs.
- b. Justify proposed expenditures by demonstrating that costs are clearly linked to program activities, goals, objectives, and outcomes.
- c. Describe how funding this project will help meet the demands of the industry in the area, and the outcome would benefit the region.
- d. Describe how the project can facilitate access, create efficiencies and or provide the residents of the parish measures that reduce or minimize the costs and down times for the industry as a result of the program.

2. Justification of need, as determined by demand for and availability of existing similar services in proximity (0-25 points): Proposals should justify the need for the type of infrastructure project as determined by demand for and availability of existing similar services in close proximity. Applicants should include in their proposals how the project provides benefits to the area and persons in the region where the project is proposed. The need should be tied to how the infrastructure project would benefit the community, its residents and the parish not just the group proposing the project. The goal for the project should be clearly identified. There should be evidence of current and prior industry knowledge need and applicants should use sound methodologies in determining the need for the project and show achievable outcomes with realistic timelines.

3 Anticipated return on investment (jobs, economic activity, visitors and other positive impacts) (0-20 points): Proposals should indicate, to the extent possible, the expected impact of the project, including any of the following that apply:

- a. number of jobs created and/or maintained in the fishing (or related) industry due to the implementation of the project;
- b. increased economic activity and efficiency in the fishing (or related) industry due to the implementation of the project;
- c. increase in the number of visitors to the region due to the implementation of the project;
- d. increased public access to marine resources users in the project area in addition to the number of persons expected to use the project
- e. show in qualitative terms how the project is expected to improve the resiliency of the industry from future storms; and/or
- f. any other positive impacts expected.

4 Integration with other projects and funding sources (maximum 15 points): Describe additional assets that will be incorporated into the project, whether funding, planning, or existing infrastructure. Focus on how the combination of resources will impact the project's ability to provide the most effective and strategic use of these resources and how it will create a greater benefit than individual projects.

Provide information on any additional financial resources that have been identified and committed to the project. Include a brief narrative describing the funding source and uses of those funds (e.g. federal, state, and local public programs and resources; non-profit, community-based, or faith-based programs and resources). Describe how the other resources or programs will contribute to, or benefit, the program and the participants. Collaborative alliances that promote integration and efficiency in non-monetary ways that lead to and promote sustainability of the project or program, should be highlighted. Resources should be coordinated in a way that clearly highlights how the varying sources are integrated into the project and maximizes the use of all funds.

5. Quality of the proposal in terms of how the project addresses the RFP requirements and criteria (0-5 points): The proposal should be well organized, in the order requested, and should provide a logical picture of the proposed project and its expected benefits:

6. Collaboration among active participants in the project (0-5 points): Proposals should demonstrate how partners will interact and work toward the goal of the project from the planning and design of the program to completion, and through operation and maintenance. Describe who the active participants in the project are and how they add value to the group. Identify each partner and define the specific role of each. Describe how the participants plan to sustain the work once the project is completed.

7. Meets the needs of multiple user groups (0-5 points): Describe how the project will serve multiple user groups. Provide information on how different fishing industry sectors will benefit, different species harvesters and processors, different uses during different seasons, or any other information that demonstrates that the infrastructure will be both usable and useful by multiple types of users

Proposal Checklist

A *complete* original proposal including the signatures of the lead fishery intermediary and the fiscal agent, and *five (5) complete* copies, must be submitted to the Louisiana Recovery Authority by 5:00 p.m. on December 14, 2007

Incomplete proposals missing any of the required components listed below or late proposals will be disqualified for consideration. The forms and documentation shown in the chart below are requested (in the order shown) for each original and all copies of the proposal.

Documentation and Required Forms
Cover Page
Table of Contents
Project Narrative
Budget Forms
Intent of Fiscal Agent
External Funding Guarantee

This checklist is for the proposer's use only and does not need to be submitted with the proposal.

Required Proposal Forms and Instructions

Proposers are required to use the cover page and budget summary form contained with this proposal. The budget summary form as provided is to be used to demonstrate CDBG funds . If the proposal includes additional funds that will be used to support or augment this project, total those funds that have been approved or have a firm commitment to the project. Include this total on the appropriate line on the budget summary form. Provide more detailed descriptions of these funds in the "integration with other projects and funding sources" in the evaluation and criteria section of the project narrative:

Definitions

Fisheries Intermediary: Lead agency of the sector-based initiative; it serves the functions of convening all of the partners, providing and/or brokering services to individuals, measuring the impact of the effort, and planning, researching, and promoting the policies to sustain effective practices.

Fiscal Agent: A government agency, or non-profit organization, that is responsible for financial transactions and administrative functions.

Sub-recipient: A vendor, organization, or agency that contracts with the fiscal agent to provide goods or services. The good or services maybe program, administrative or professional / contractual services. Also known as a sub-contractor or sub-grantee.

Program Costs: Administrative costs of any **sub-recipients** who provide program services listed above should not be included in the 10% administrative cost limitation.

Administration Costs: All administrative costs must be direct costs related to the program and cannot exceed 10% of the total budget. **Costs incurred by the fiscal agent** for performing overall general administrative functions including accounting, budgeting, financial and cash management functions; procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolutions of findings arising from audits, reviews, investigations, and incident reports; audit functions; general legal services; and developing systems and procedures, including information systems, required for these administrative functions; oversight and monitoring responsibilities related to administrative functions; goods and services required for administrative functions of the program, including rental or purchase of equipment, utilities, office supplies, postage and rental and maintenance of office space; travel incurred for official business in carrying out administrative activities..

Operating Services: Services needed to fulfill everyday functions. Examples are utilities, phone and communication services, copier services, postal services, rentals, maintenance, insurance, etc.

Professional/Contractual Services: Any service contracted out to a vendor or provider. These may include accounting/audit services, professional trade occupations, consulting services, outreach services any cooperative agreements with other entities, i.e. subgrants.

Site Preparation – Costs to prepare the site for the project should be included as site preparation in the land construction section of the summary form. Examples includes licenses to build, site inspections, clearing costs, leveling and clearing of land.

Road/Parking – All road or parking costs in the proposal including security lighting, landscaping, grading etc should be categorized as roads/ parking in the land construction section of the summary form

Mitigation Measures – costs that help reduce the impact from future storms; examples include costs to elevate structures & equipment, storm shutters for windows.

Dredging – Include costs to dredge the area as a separate item in the water based construction costs

Water based Construction – construction costs for structures that are on the water, examples includes moorings, Pilings, Bulkheads, floating and fixed Docks. Include as a separate cost item dredging related costs.

Land based Construction – construction costs for and based structures examples include buildings, wharves, ramps, bulkheads, road or parking lots, ice houses, cold storage facilities

Trade Labor – Costs for services and labor provided by persons in the skilled trades, electrical, plumbing, heating/air, welding (including underwater) are recorded in the professional/ contractual services

Equipment: Non-consumable items that would be needed for the facility. Examples are copy machines, computers, furniture, processing machinery, pasteurizers, totes, DO NOT include ice, refrigeration or cold storage.

Ice & Cold Storage – show this as a separate item in the land based construction section of the budget summary form. Ice and cold storage are combined into one category to address the industries need for ice and places to store product at low temperatures. An ice house may be also be an offloading or processing facility or a facility that produces ice in excess of its operational needs and sells it, often along with other products (i.e., fuel or bait). Include Freezers, walk-in coolers, refrigerators in addition to ice machines, blast freezers etc of all sizes.

Supplies: Items that are consumed, or deteriorated through use. Examples are office supplies, computer supplies, books, and periodicals, etc.

Insurance – Annual estimated cost of insurance for the facility and contents once its operational

Miscellaneous/Other: Goods and services not otherwise classified in the above categories.

Boatyard/Boat builder – a facility that builds boats, including oil support vessels, freight vessels, and commercial and recreational boats.

Dock/Marina – a public or private (e.g., casino) facility used to moor a fleet of commercial or recreational vessels. A dock or marina may or may not have other facilities, such as a supply shop or loading ramp.

Facility – a physical building that serves as a site for offloading, processing, or selling seafood product. A facility is distinguished from a business, as one or more businesses may operate in the same facility.

Offloader – a facility that offloads seafood product from fishing vessels and that ices, packs, and/or transports whole, or de-headed, seafood product.

Processing Plant – a facility that transforms raw seafood into salable product ready for distribution through the processes of peeling or drying (shrimp), shucking, steaming, and/or canning (oysters), or picking (crab). A facility that *only* de-heads and packs shrimp is not considered a processing plant in this study, nor is a retail facility that prepares seafood for sale to the public.

Retailer – a dealer or vendor of seafood product who purchases from wholesalers and sells in small quantities to the general public.

Wholesaler – a dealer or vendor of seafood product who purchases from fishermen, offloader, or from other wholesalers (e.g., processing plant) and sells in large quantities to retailers.

Instructions

The cover page must be completed and contain all information that is requested. A contact person who will act as the primary point of contact with the State must be listed, and the person who has been given signatory authority must sign the cover page. The fiscal agent's Federal Tax I.D. number must be listed on the cover page. Project proposals that do not address the RFP requirements and criteria shall not be considered.

All budget forms must be completed. **Any proposals submitted with an incomplete budget will be disqualified.** The budget figures supplied while not recognized to be final are assumed to be close approximations to the expected costs for the project. If the costs supplied are clearly not based on actual costs for the project, the proposal will be disqualified. These forms ask for costs associated primarily with the CDBG funds. If the proposal includes leveraged, match, in-kind or private funds, that will be used to support the project, add all these external sources and include them in as one in-kind figure on the form. Provide detailed descriptions on these funding streams, in the "Integration with other projects and funding sources" section of the budget narrative, and attach documentation to the proposal. **Only include in-kind funds** for projects that have been approved or will be available for the project.

The **Budget Summary Form** must be completed with all program and administrative costs lines completed. **Round all figures to the nearest dollar.** If there are no costs in the proposal for the budget area shown on the summary form, insert a \$0 dollars. We have also attached individual templates for each of the required elements shown on the budget summary form. The **Budget Detail Form** must include enough details for each budget category to justify budget items. The detail form must match the budget summary form total. The forms must include the full amount expected for the entire proposed timeframe of the grant. Details must be classified as program or administrative costs. Include brief discussion of how costs were estimated. Estimates, drawings and plans derived for the proposal can be attached but they do not supplant the budget detail forms that are included.

In addition to proprietary data applicants may want to consider strengthening there proposal by including state and national data, that highlights the importance of the project on the parish, regional or national economy. Links to some of these data sources in addition to studies can be found at <http://www.lra.louisiana.gov/fisheries.html> .

Awarded projects will be required to sign a standard set of assurances. The assurances will be signed by the official with signatory authority. A copy of the assurance in addition to a standard OCD contract can be found on the fisheries page of the LRA website. <http://www.lra.louisiana.gov/fisheries.html> .

Required Cover page • Fisheries Infrastructure Program

Primary Contact:	Project Title:		
	\$ Amount Requested:	Is this proposal from a Public or Non-Profit Entity (circle): Yes No	
	Legal Name of Organization	Phone (area code)	
	Address	City	Zip Code
	Contact person	Email	
	Signature (Authorized Official)		
Name of Authorized Official: Title			

Fiscal Agent:	Legal Name of Organization	Federal ID Number	Phone (area code)
(if different from above)	Address	City	Zip Code
	Contact person	Email	
	Signature (Authorized Official)		
	Name of Authorized Official: Title		

Fiscal Agent is:	Impacted Sector (check all that apply)	Your Primary Role (check one)
<input type="checkbox"/> Parish Government	<input type="checkbox"/> Commercial Fishing	<input type="checkbox"/> Harvester
<input type="checkbox"/> Local Government	<input type="checkbox"/> Recreational Fishing	<input type="checkbox"/> Supplier
<input type="checkbox"/> Non-profit corporation	<input type="checkbox"/> Charter Industry	<input type="checkbox"/> Wholesaler
<input type="checkbox"/> Port Commission – Water District	<input type="checkbox"/> Eco-tourism	<input type="checkbox"/> Distribution
<input type="checkbox"/> Economic Development Agency	<input type="checkbox"/> Public Access Points	<input type="checkbox"/> Government
<input type="checkbox"/> Fire – Police – EMS	<input type="checkbox"/> Public Dockage – mooring/slips	<input type="checkbox"/> Recreational
<input type="checkbox"/> State Agency	<input type="checkbox"/> Fishing Piers -	<input type="checkbox"/> Charter
<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Safe Harbor- Prevention	<input type="checkbox"/> Other – List

Primary Species (check all that apply)	(check all that apply):	(check all that apply)
<input type="checkbox"/> Crabs	<input type="checkbox"/>	
<input type="checkbox"/> Finfish	<input type="checkbox"/>	
<input type="checkbox"/> Menhaden	<input type="checkbox"/>	
<input type="checkbox"/> Oysters	<input type="checkbox"/>	
<input type="checkbox"/> Shrimp	<input type="checkbox"/>	
<input type="checkbox"/> Charter: Inshore	<input type="checkbox"/>	
<input type="checkbox"/> Charter: Rigs-Reef-bluewater	<input type="checkbox"/> Other:	
<input type="checkbox"/> Recreational		

Budget Summary Form • Fisheries Infrastructure Program

Budget Category	Program Costs	Administration (10% limit)	Total
Professional/Contractual Services	\$	\$	\$
Operating Services	\$	\$	\$
Mitigation Measures	\$	\$	\$
Water Based Construction	\$	\$	\$
Land Based Construction	\$	\$	\$
Equipment	\$	\$	\$
Insurance	\$	\$	\$
Other/Miscellaneous.	\$	\$	\$
Total Proposal Request	\$	\$	\$
In Kind Funds	\$	\$	\$
Total Funds for Project	\$	\$	\$

Budget Detail Form • Fisheries Infrastructure Program

Budget Category: Professional/Contractual Services

Total Amount: \$ _____

Proposals shall include:

List each contractor, a brief description of the service provided, and the total cost. Include enough information to completely justify the cost of each contract. State whether the contract is a fee for service, or cost reimbursement contract. If the contract is a fee for service contract, include a brief description of deliverables and the cost for each deliverable. If the contract is a cost reimbursement contract, include a summary budget for the contract.

Program Costs:

Administrative Costs

Budget Category: Operating Services

Total Amount: \$ _____

Proposals shall include:

List each item of cost, a description and purpose of the item, and the amount for that item. Include the total cost for the duration of the program.

Program Costs:

Administrative Costs:

Budget Detail Form • Fisheries Infrastructure Program

Budget Category: Mitigation Measures

Total Amount \$ _____

Proposals shall include:

To the extent practicable include the costs for the project that are attributable to design elements that minimize the impacts from future storms. Reduce these costs from the land based and water based construction totals. Plans and drawing can be added but can not replace a brief description and cost for each structure or item.. Examples of mitigations measures include the costs to elevate structures or equipment, building designs that such as hinged flow walls on ground floor, storm shutters,

Program Costs:

Administrative Costs:

Budget Category: Water Based Construction

Total Amount \$ _____

Proposals shall include:

List each item of cost, a description and purpose of the item, and the amount for that items construction of structures that are on the water, examples includes moorings, Pilings, Bulkheads, floating and fixed Docks. Include as a separate cost item dredging related costs and the amount of areas that needs to be done. Plans and drawing can be added but can not replace a brief description and cost for each structure or item constructed. Include the total cost for the duration of the program.

Program Costs:

Administrative Costs:

Budget Detail Form • Fisheries Infrastructure Program

Budget Category: Land Based Construction

Total Amount \$ _____

Proposals shall include:

List to the extent possible provide a BRIEF description of the construction and purpose and the total amount for the construction of the structure or item that are on the land, examples include buildings, wharves, ramps, bulkheads, road or parking lots, ice houses, cold storage facilities. For ICE OR COLD STORAGE, provide the current capacity that will be used by project (ie 64% of the cold storage space, or 85% of the ice producing capacity. Plans and drawing can be added but can not replace a brief description and cost for each structure or constructed item. Include the total cost for the duration of the program for.

Program Costs:

Administrative Costs:

Budget Category: Equipment

Total Amount \$ _____

Proposals shall include:

List the equipment to the extent possible that will be in use and paid for with project funds when the project complete. Include a description and purpose of the item, and the amount for that item. Include the total cost for the duration of the program. **NOTE: Do not include equipment to be purchased by contractors or sub-recipients. Include those costs in the Professional/Contractual Services category**

Program Costs:

Administrative Costs:

Budget Detail Form • Fisheries Infrastructure Program

Budget Category: Insurance

Total Amount \$ _____

Proposals shall include:

Include the estimated costs for insurance for the project once the project has been completed. Detail the coverage for each type of insurance covered.

Program Costs:

Administrative Costs:

Budget Category: Other/ Miscellaneous

Total Amount: \$ _____

Proposals shall include:

List any items of cost not classified in any of the above categories. Include a full description, the purpose of the item, the cost of the item, and any information to justify the expense. Supplies needed for the project would be included in this section

Program Costs:

Administrative Costs:

Required External Funding Guarantee