



LDWF Equipment Modernization Grant Program – Program Guidelines

PLEASE READ THOROUGHLY PRIOR TO SUBMITTING AN APPLICATION

Applicants will be required to register for the Program at <https://ldwffisheries-grants.intelligrants.com>. Once registered, Applicants must complete their Applicant Profile prior to completing the application. For more information on the Program and what is required to apply, please visit the LDWF Program website located at: <https://www.wlf.louisiana.gov/page/equipment-grant-2023>.

Applications will be reviewed on a first come, first served basis until all Program funds are exhausted. As such, the Program encourages those that wish to apply to do so as soon as possible. Applications that are submitted, but deemed incomplete by internal staff may be considered ineligible if requested documentation is not submitted in a timely manner.

Applicants will receive application status updates and important information including documentation deadline dates via email throughout the application process.

If you need language assistance or assistance submitting your application, please contact South Central Planning and Development Commission (SCPDC) at 1-800-630-3791.

Program Overview

The Equipment Modernization Grant is designed to revitalize the commercial fishing industry within the State of Louisiana by providing updated and modern equipment to commercial fishermen, vessel owners, seafood docks, processors, and charter captains. The objective of this grant program is to increase the profitability, sustainability, and adaptability of Louisiana's saltwater commercial fishing industry. Equipment meeting this objective could be a valuable resource in long-term recovery and resiliency of Louisiana's fishing industry.

Eligible participants in this grant program may be reimbursed up to \$30,000 for eligible equipment expenses meeting the requirements outlined below. There will be no match requirement for this program.

Program Eligibility

- Applicants must possess a resident LDWF commercial fisherman's license, vessel license, charter captain's license, or wholesale retail dealer license, in the current year or the most recent season (if in a seasonal fishery).
 - Only one application per license / vessel / facility is allowed.
 - Only one application per license account number / tax ID number is allowed.
- Commercial fishermen and charter captains must have a certified endorsement on their license or be able to prove that at least 50% or more of their income comes from saltwater commercial fishing or charter activity.
 - The certified endorsement or 50% income requirement must be from at least one of the years 2018, 2019, 2020, or 2021.



- Docks, processing facilities, or any other type of facility must be located in Louisiana to be eligible for this grant. Brokers are **not eligible** for this program.
- Applicants must be an active saltwater fishery participant in the current year or the most recent season (if in a seasonal fishery). Freshwater Finfish (Pond and Farm raised) and Crawfish are **not eligible** for this program.
- Applicants must have reported saltwater seafood sales on LDWF trip tickets in an impacted fishery in 2018 or 2019 AND 2020 or 2021.
- If the applicant is not legally required to submit trip tickets, the applicant must show proof of business activity in required years using such records as bank statements or ledgers, quarterly tax payments, sales records, payroll records, tax records, and accounting records. If applying as a Charter Captain, the Applicant may provide copies of the completed and notarized certified charter boat fishing guide forms as proof of business activity.
- Applicants who entered the fishery for the first time after 2019 are **not eligible**. Applicants who left the fishery after 2019 and did not return are **not eligible**.
- A department survey related to flood impacts may be required for applicants to complete after granted an award.

Eligible Expense Requirements

- Equipment must be purchased on or after September 1, 2019.
- Equipment must meet one of the eligible categories / purposes:
 - Increases harvesting or processing efficiency
 - Increases fuel efficiency
 - Increases product quality and marketability
 - Increases access to restricted / more regulated higher value markets
 - Decreases environmental impacts
 - Decreases maintenance and overhead burden
 - Adapts to changing coast line and environmental impacts
 - Allows for increased travel times and distances
- All equipment must be new or factory or manufacturer refurbished at time of purchase.
- Reimbursement for labor costs associated with professional installation of equipment is limited to 15% of the total cost of all equipment, not to exceed \$4,500.
- Examples of eligible equipment: Installation of refrigeration onboard vessels, construction of a land-based refrigeration cooler, Dyneema fishing net upgrades, more fuel-efficient boat propellers, etc.

Required Documentation / Information

- Copy of current government-issued photo ID (for the person authorized to complete and submit application)



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- Copy of Louisiana Resident Commercial Fisherman License (If applying as a commercial fisherman) for the current year or most recent season (if in a seasonal fishery)
 - Copy of Louisiana Resident Charter Boat Guide License (If applying as a charter captain) for the current year or most recent season (if in a seasonal fishery)
 - Copy of Louisiana Resident Commercial Vessel License (If applying as a vessel owner) for the current year or most recent season (if in a seasonal fishery) Copy of vessel registration that corresponds to vessel license (If applying as a vessel owner) for the current year or most recent season (if in a seasonal fishery)
 - Copy of Louisiana Commercial Wholesale/Retail Dealer License (If applying as a dock or processing facility) for the current year or most recent season (if in a seasonal fishery)
 - Board Resolution Form is required if your business is registered as a Corporation, Limited Liability Company (LLC), or Partnership to authorize an individual to act on behalf of the business.
 - If the Applicant Business is a sole proprietorship and the Applicant is not the individual linked to the LDWF commercial license, for which the application has been submitted, the Applicant will be required to submit an Authorized Representative Form signed by the LDWF Commercial Licensee authorizing the Applicant to submit the grant application on behalf of the Business or LDWF Commercial Licensee.
 - W-9 Form that corresponds with the Taxpayer Identification Number (SSN / FEIN) associated with the LDWF Commercial License for which you are applying under.
 - If not legally required to submit trip tickets, proof of business activity in required years using such records as bank statements or ledgers, quarterly tax payments, sales records, payroll records, tax records, and accounting records.
 - Receipts and/or quotes
 - If applicant is seeking reimbursement for previously purchased equipment, applicant must submit receipts dated on or after September 1, 2019; receipts dated prior to this date are **not eligible** for reimbursement.
 - Applicants seeking to purchase new equipment must submit quotes.
 - Applicants should not purchase new equipment until the submitted quotes are approved by the Program. Applicants will be given a deadline to purchase and install the approved equipment stated on the quotes. If the applicant does not submit quotes by the given deadline date, the applicant may be ineligible.
 - Quotes that are dated more than three (3) months before the application submission date may not be approved.
 - Receipts and quotes (including handwritten) must be on vendor letterhead, original, itemized, dated and legible.
 - Receipts and quotes should be highlighted indicating those items for which applicant is requesting reimbursement.
 - All equipment must be new or factory or manufacturer refurbished at the time of purchase. Purchases of used or preowned equipment are **not eligible** under the Program.
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On-Site Inspection Information

The Program reserves the right to an on-site inspection of all equipment that was purchased and installed using funds from the Equipment Modernization Grant. If the applicant is selected for an on-site inspection, the applicant will be notified by the Program and have a period of 60 days to schedule an inspection date. The equipment must be installed by a certified licensed installer and operational by the deadline assigned to the applicant.

If the applicant fails the first inspection, the applicant will be notified by letter and given a deadline to rectify deficiencies, and equipment will be re-inspected. If the applicant fails the re-inspection, applicant will be notified by letter of ineligibility.

Program Terms of Agreement

The Louisiana Department of Wildlife & Fisheries (LDWF) may, during regular business hours and upon reasonable notice to applicant, inspect, audit, or copy records pertaining to this program. It is further agreed that the LDWF and/or the Legislative Auditor of the State of Louisiana shall have the option of auditing all records and accounts of applicant that relate to this program at any time during normal business hours, as often as deemed necessary, to audit, examine and make excerpts or transcripts of all relevant data. Applicant's failure to cooperate will result in forfeiture of the amount and applicant will be responsible for repaying the full amount of funds disbursed. The applicant understands and agrees that revocation of this payment will require the return of all funds disbursed. The applicant will be obligated to repay some or all funds received under this program in the event that application including any information provided therewith or thereafter contains any material misrepresentations.

The Program's Terms of Agreement language signed by the Applicant applies to all communication and documentation provided by the Applicant and includes the following language:

"I understand that this is only an application to be placed on a waiting list to receive funding from the Louisiana Department of Wildlife and Fisheries (LDWF) through this program. Additional documentation may be requested if necessary. Approval of this application does not entitle me to any funds disbursed through this program. I understand that income received through participation in this program is legally required to be reported to the Internal Revenue Service (IRS) using a 1099-G form. By signing this document below, I agree to follow the rules and requirements of the program, and I certify all information provided on application is correct to the best of my knowledge. Falsification of any information provided on the application will be cause for disqualification from the program. The signatory must be named on the license, be listed as the registered agent, or be a recognized signatory as designated by either a Board Resolution or Mandate/ Power of Attorney / Authorized Representative documentation.



Grant Award Determination

If an Applicant is determined eligible for a Grant Award under the Program, the Program will issue a formal Grant Award Notice outlining the approved Final Grant Award amount. Applicants will be notified via email once a Grant Award Notice is issued and prompted to login to the LDWF Grant Portal to view their Grant Award Notice.

Following the issuance of a Grant Award Notice by the Program, applicants will have a period of 14 calendar days to login to their LDWF Grant Portal, view the Grant Award Notice and accept their award by clicking the “Accept Award” button within the LDWF Grant Portal.

At the expiration of the 14-calendar day window, if an applicant has not accepted or requested an appeal of their grant award, the applicant will waive any appeal rights, and the grant award will automatically be accepted and moved towards payment.

Appeal/Payment Process

Applicants may appeal certain Program decisions, including a determination of Ineligibility based on outlined eligibility criteria of the Program or a Grant Award Determination. Applicants may not appeal Program decisions related to fraud, waste or abuse, or equipment inspection results.

Following a formal Program determination, a Notice will be issued on your application within the LDWF Grant Portal. Applicants will have a period of 14 calendar days following Program Notice to initiate an appeal by clicking the “Initiate Appeal” button within the LDWF Grant Portal. Applicants who wish to appeal a determination will be required to complete and submit an appeal request, including a justification for the appeal and uploading any supporting documentation for the appeal request.

The Program will review submitted appeal requests and provide an updated Program determination to the Applicant within the LDWF Grant Portal.

If determined eligible for the Program, a check will be mailed to the Mailing Address on file. Funds received from this program are legally required to be reported to the Internal Revenue Service (IRS) using a 1099. All applicants should consult with their tax advisor concerning any tax liabilities from funds received from this Program.

IMPORTANT ADDITIONAL INFORMATION

Equipment purchased must be installed at the dock, processing facility, or on the vessel stated on the application and cannot be transferred to another person, dock, processing facility, or vessel. Not all docks, processing facilities, and vessels may be suited for this program. It is important that when purchasing equipment, the dock, processing facility, or vessel which the equipment is to be used has been inspected and is capable of supporting such equipment. This is particularly true of vessel electrical systems which will need to be assessed for existing and proposed electrical loads and



distribution systems. For many vessels new electrical generators and-or distribution systems may be required. Work including, but not limited to, equipment mounting, vessel modification, remodeling, insulation, fiberglass work, wiring, fabrication, plumbing, electrical upgrades, may be required and should be done by persons experienced and qualified to perform such work. Please consider this when applying for this program. Applicants will not be reimbursed for equipment purchased that was not installed at the specified dock, processing facility, or on the specified vessel. Applicants will not be reimbursed for retrofitting processing facilities or vessels with non-eligible equipment.