

**2019 Flood Disaster Marine Aquaculture Grant**

**STATE OF LOUISIANA  
DEPARTMENT OF WILDLIFE AND FISHERIES**

**2019 FLOOD DISASTER MARINE AQUACULTURE  
GRANT GUIDELINES**

**GENERAL INFORMATION**

***Purpose***

The purpose of 2019 Flood Disaster Marine Aquaculture Grant is to provide funding to qualified applicants for the development of new non-oyster marine aquaculture opportunities in Louisiana. According to the NOAA 2018 Fisheries of the United States report, one billion pounds of wild seafood was landed in Louisiana, placing it second in the national ranking. Wild caught seafood is a major contributor to the Louisiana economy and is expected to remain so in the foreseeable future. However, there is increasing interest in marine aquaculture in the Gulf of Mexico and Louisiana must be prepared to manage new methods of seafood production.

***Goals/ Objectives/Performance Measures***

The Louisiana Department of Wildlife and Fisheries (LDWF) intends to provide up to \$1,000,000 to the applicant with the most developed business plan, competitive amounts of working capital, and experience for the purpose of establishing a new marine aquaculture operation. All reasonable requests will be considered.

Performance will be monitored by the Biologist Administrator of the Fisheries Research and Development Division, through progress reports, on-site visits, regularly-scheduled meetings, e-mails, and phone calls with the recipient for the duration of the grant. Written progress reports for the project, signed by the recipient, will be due as described in APPENDIX A, within 30 days of the end of each period and a final report upon submission of the final invoice at the end of the project. Progress reports must show the status of all tasks, problems encountered and proposed solutions, and meet the approval of the Biologist Administrator.

Performance will be measured by timely submission of progress reports which clearly describe project status and completion of performance elements of all tasks identified in the Scope of Services, and by verified accuracy, completeness and timeliness of task completion and system performance.

## 2019 Flood Disaster Marine Aquaculture Grant

### *Minimum Qualifications of Applicant*

- Recipient must be one of the following:
  - Private individual and considered a Louisiana resident; or
  - Private company or organization and registered with the Secretary of State in Louisiana; or
  - Governmental or public entity within a political subdivision of Louisiana; or
  - Combinations of the above
- Recipient must possess or have the ability to possess a Louisiana resident Wholesale/Retail Dealer License and Domesticated Aquatic Organism (DAO) permit
- Recipient or staff must possess or have the ability to possess the appropriate licenses or other legal documents required to conduct business in the state of Louisiana
- Business Plan as described in APPENDIX B
- Currently possess or provide plan to acquire (build, purchase or lease) a marine aquaculture facility in Louisiana (Grant funds may not be used to lease or purchase land)
- Comply with LDWF Domesticated Aquatic Organism permit reporting regulations
- Agree to enter into a Cooperative Endeavor with LDWF
- Projects involving the aquaculture or mariculture of oysters are not eligible

## RESPONSE INSTRUCTIONS

### *Document Submission*

Documents must be received on or before May 31, 2024. Applicants may email documents to [jfroeba@wlf.la.gov](mailto:jfroeba@wlf.la.gov). Applicants mailing their documents should allow sufficient mail delivery time to ensure receipt by the specified date.

Jason Froeba  
Biologist Administrator  
Louisiana Department of Wildlife and Fisheries  
P. O. Box 98000  
Baton Rouge, LA 70898-9000

For courier delivery, the street address is 2000 Quail Drive, Baton Rouge, LA 70808. It is solely the responsibility of each applicant to assure that his/her documents are delivered at the specified place and prior to the deadline for submission. Late submissions will not be considered for any reason.

## 2019 Flood Disaster Marine Aquaculture Grant

### ADMINISTRATIVE INFORMATION

All questions should be directed to the Biologist Administrator listed below:

Jason Froeba  
Biologist Administrator  
Louisiana Dept. of Wildlife and Fisheries  
2000 Quail Drive  
Baton Rouge, LA 70898-9000  
225-765-0123(office)  
jfroeba@wlf.la.gov

#### *Grant period*

Grant funding and reporting will occur over 1-2 year period depending on the nature of the selected project.

#### *Award Amount*

The maximum award amount is \$1,000,000.

#### *Calendar of Events*

| EVENT                                      | DATE           |
|--|----------------|
| Advertise Grant and Distribute Application | March 2024     |
| Deadline for Receiving Applications        | May 31, 2024   |
| Announcement of Recipient                  | August 1, 2024 |

NOTE: The State of Louisiana reserves the right to amend and/or change this schedule of Grant activities, as it deems necessary.

### EVALUATION AND SELECTION

#### *Evaluation Team*

Applications will be evaluated by a team, designated by LDWF. The recipient will be determined according to the evaluation criteria.

#### *Evaluation Criteria*

All applications will be reviewed to determine compliance with the qualifications/requirements as specified in the guidelines and application. Applications that do not meet the qualifications/requirements will be removed from further consideration.

## 2019 Flood Disaster Marine Aquaculture Grant

The Evaluation Team will evaluate and score the applications using the evaluation criteria described in APPENDIX D. The scoring criteria are summarized in the following table:

### Evaluation Scoring

| CRITERIA                                    | MAXIMUM SCORE |
|---|---------------|
| 1. Business Plan (Approach and Methodology) | 45            |
| 2. Available Capital                        | 15            |
| 3. Project Management Experience            | 25            |
| 4. Production Capacity                      | 15            |
| <b>TOTAL SCORE</b>                          | <b>100</b>    |

The Evaluation Team will compile the scores and make a recommendation to the Fisheries Research and Development Division Biologist Administrator.

### *Payment:*

Payments will be made not more frequently than monthly on a cost reimbursable basis upon submission of a report and supporting documentation as described in Scope of Services in Appendix A.

### *Use of Funds:*

Funds may be used as necessary to carry out the functions and tasks described in the Scope of Services, including but not limited to facility modifications, salaries, equipment purchases, and other operating costs.

Funds may **NOT** be used to pay the salary of any owner or principal.

Funds may **NOT** be used to lease or purchase a facility or land.

Funding will not be provided for costs incurred prior to the execution date of the Cooperative Endeavor Agreement.

### *Confidentiality*

Recipient shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to Recipient in carrying out this agreement. Recipient shall use protecting measures that are the same or more effective than those used by the State. Recipient is not required to protect information or data that is publicly available outside the scope of this contract; already rightfully in recipient's possession; independently developed by recipient outside the scope of the agreement; or rightfully obtained from third parties.

## **2019 Flood Disaster Marine Aquaculture Grant**

Under no circumstance shall recipient discuss and/or release information to the media concerning this project without prior express written approval of the State.

### ***Statements of Understanding***

All owners and corporate officers should initial and sign all statements and understandings that are listed in Appendix E.

## APPENDIX A

### *SCOPE OF SERVICES*

The recipient is to implement the accepted business plan to establish a new marine aquaculture operation in Louisiana. Any changes to the accepted business plan shall be approved by LDWF.

### *Deliverables*

The deliverables listed in this section are the minimum required elements from the recipient. It is expected that the recipient will exceed these minimum requirements. Reports should include an expense report with all invoices for which reimbursement is requested, and should be submitted to the Biologist Administrator 30 days after the end of the corresponding quarter.

#### **Monthly/Quarterly Report**

- Submittal Date
- Author of Quarterly Report and contact information
- Discussion of progress toward the goals and objectives described in the business plan
- Discussion of any changes to the implementation of the business plan
- Detailed use of grant funds provided
- Change in financial assumptions due to change in scope of project
- Budget update including changes to the original budget, spending against original budget, amount spent by budget category, etc.
- Changes in staff
- Risks and/or problems, and action taken to mitigate situation including delays in project, difficulty in selling product

#### **Final Report**

- Final Report which includes all required information listed in Monthly/Quarterly Reports and the following:
  - Plan for future growth
  - Reported sales and profit from any products that may have been produced
  - Detail problems experienced and proposed solutions
  - Methods or processes that proved successful
  - Possible improvements of existing techniques or existing production

## APPENDIX B

### *BUSINESS PLAN*

The Applicant will submit a business plan for a two year time period to establish a new marine aquaculture operation in Louisiana. The business plan should follow the format below but can include more information.

#### 1. The Business

- Description of business
  - Describe the overall business operations.
    - Business contact information
    - Federal Tax ID Number/Business Tax Number (SSN or EIN)
    - List all owners and corporate officer and clarify ownership percentage
    - Description of work that needs to be completed to become operational
    - Project location map
    - Project engineering plans if applicable
    - Project timeline
- Aquaculture Products
  - Species reared and feasibility justification
    - Must be an already approved Domesticated Aquatic Organism (DAO) species
  - Products produced
  - Production volume and sales projections for the two years following anticipated operation commencement
- Management/Administration
  - Principles and management staff
  - Jobs created
    - Numbers and description of lead workers and laborers must be identified

#### 2. Budget Narrative:

- A 2 year projected budget and budget narrative including any assumptions on which the projections are based
- All examples of available and applicable capital which demonstrates the ability to establish a new marine aquaculture facility

#### 3. The following attachments **MUST** be provided:

- Resumes for all principles and management staff as detailed in APPENDIX C
- Copy of Louisiana Driver's License or ID

- Copy of proposed lease or purchase agreement for building space, or current facility lease, or proof of ownership
- Copy of required licenses or other legal documents required to conduct business in the state of Louisiana



## APPENDIX C

### RESUME

The following information **MUST** be included for each principle and management staff member. Additional information may be included, but is not required.

#### 1. All Individuals

- Name
- Position/Title in Business
- Complete Contact Information
- Role and Responsibility in Business
- Planned Level of Involvement (Full Time, or if Part Time Hrs / Wk)
- Planned number of days per week this staff member will be on-site
- Anticipated Duration of Involvement
- Education
- Applicable Training
- Relevant and Related Experience
- Any Applicable Certifications

#### 2. Project Management Experience

- Years Experience in the following:
  - Aquaculture Production
  - Seafood Processing
  - Seafood Distribution
  - Marketing
- Any additional experience that may contribute to project success

## APPENDIX D

### Evaluation Criteria

#### 1. Business Plan (Approach and Methodology)-45 points

| CRITERIA  | MAXIMUM SCORE    |
|---|------------------|
| <b>Business Plan (Approach and Methodology)</b>   | <b>45 points</b> |
| <b>Species/Operational Feasibility</b> <ul style="list-style-type: none"> <li>• Plan shows a feasible aquaculture approach given the proposed species biology and described operation procedures</li> <li>• Project timeline is reasonable for the work detailed in the business plan</li> </ul>  | 20 points        |
| <b>Facility Feasibility</b> <ul style="list-style-type: none"> <li>• Plans show the facility design is appropriate for the proposed species</li> <li>• Local environmental conditions associated with the facility are appropriate</li> <li>• The facility is already permitted or is expected to have minimal permitting concerns</li> </ul> | 20 points        |
| <b>Jobs Created</b>   | 5 points         |

- a. Feasibility will be scored using a ranking system of 1-5, with 1 being the lowest rank and considered the least feasible and 5 being considered the most feasible.
  - o Points awarded by rank; 1=4pts, 2=8pts, 3=12pts, 4=15pts, 5=20pts
- b. Jobs Created will be evaluated on a percentage basis with consideration of the relationship between planned number of jobs and the maximum number of jobs proposed by all applicants.

$$\frac{\text{Planned Number of Jobs}}{\text{Maximum Proposed Number of Jobs}} \times 5 = \text{Points Awarded}$$

**2. Available Capital-15 points**

| CRITERIA                 | MAXIMUM SCORE |
|--------------------------|---------------|
| <b>Available Capital</b> | <b>15</b>     |

- c. All examples of available and applicable capital which demonstrates the ability to implement the proposed business plan. Examples may include but are not limited to the following:
- Titles of ownership of equipment or property
  - Receipts for any applicable equipment purchased
  - Loan documents
  - Vehicle Titles
  - Prepared financial Statement
  - Complete Bank Statement showing available funds for two months
  - Proof of investments such as 401k, IRA accounts, etc. (Proof of deem-ability required)
  - Any type of backed bonds that are deemed cashable if needed (Proof of deem-ability required)
- d. Points will be issued based on the relationship between available capital and the award amount.

Example:

$$\frac{\text{Total Available Capital}}{\$1,000,000} = \text{Points Awarded (maximum of 15 points)}$$

**3. Project Management Experience-25 points**

| CRITERIA   | MAXIMUM SCORE |
|--|---------------|
| <b>Project Management Experience</b> <ul style="list-style-type: none"> <li>• Qualification level of combined project staff experience in all areas</li> </ul> | <b>25</b>     |

- a. Qualification level based on submitted resumes will be scored using a ranking system of 1-5, with 1 being the lowest rank and considered the least qualified and 5 being considered the most qualified.
- Points awarded by rank; 1=5pts, 2=10pts, 3=15pts, 4=20pts, 5=25pts

**4. Production Capacity-15 points**

| CRITERIA                  | MAXIMUM SCORE |
|---------------------------|---------------|
| Production Capacity (lbs) | 15            |

- a. Production Capacity will be evaluated on a percentage basis with consideration of the relationship between planned production capacity (lbs) and maximum capacity proposed by all applicants.

$$\frac{\text{Planned Production Capacity (lbs)}}{\text{Maximum Proposed Capacity (lbs)}} \times 15 = \text{Points Awarded}$$

## APPENDIX E

### Statements of Understanding

All Owners and Corporate Officers **MUST** initial and sign all of the following:

\_\_\_\_\_ **Income Tax Reporting:** The undersigned understands that an IRS 1099G will be issued to grant award recipients. Award recipient understands that all or a portion of the grant funds may be treated as taxable income for U.S. or State income tax purposes.

\_\_\_\_\_ **Public Announcements:** If the award recipient wishes to issue a public announcement concerning this award, the text of the proposed announcement must be submitted to LDWF for review and approval prior to the release date. The Louisiana Department of Wildlife & Fisheries must be mentioned in any public announcements.

\_\_\_\_\_ **No Right of Assignment or Delegation:** The award recipient may not assign or otherwise transfer its rights or delegate any of its obligations under this letter unless expressly approved by LDWF.

\_\_\_\_\_ **Revocation:** LDWF reserves the right to revoke this award if the funds are not used for the stated purpose. The award recipient understands and agrees that revocation of this award will require the return of all funds disbursed. The recipient will be obligated to repay some or all funds received under this program in the event that (a) its application including any information provided therewith or thereafter contains any material misrepresentations; or (b) the award was made in error and the applicant is not entitled to some or all assistance under the Program Guidelines.

\_\_\_\_\_ **Monitoring & Records:**

- a) This award may be used only for the purposes stated herein. Documents providing evidence of the use of the funds from this award shall be retained by award recipient for five years after the close out of the program.
- b) LDWF reserves the right to monitor usage of award funds. Such monitoring will include review that the entire amount of the award was used only for the expenses as specified above in accordance with your proposal.
- c) LDWF may, during regular business hours and on reasonable notice to award recipient, inspect, audit, or copy records pertaining to this award. 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 award recipient that relate to this grant at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data.
- d) Recipients' failure to cooperate in such review will result in forfeiture of the award amount and recipients will be responsible for repaying the full amount of funds disbursed.

\_\_\_\_\_ **Information Access Authorization:** In the event that additional information not included with the initial application is required to obtain an approval of the application, the undersigned agrees to provide that information in a timely manner in order to complete the processing of the request. The undersigned gives permission to LDWF to use its name in LDWF's mandated reports. No financial details will be released, except possibly the award amount, as this is considered public record. The undersigned authorizes LDWF to exchange and obtain information relevant to the applicant's commercial license and permit status. The undersigned also acknowledges that all information relative to the loan request, including these related documentation checks, becomes the property of LDWF and will not be returned to the applicant.

\_\_\_\_\_ **Affirmation of Information Provided in Application:** By the applicant's signature below, the applicant represents and warrants that he/she has read this application and Statement of Understanding and attests that all information and documentation furnished in connection with the application is true, accurate and complete to the best of his/her knowledge and that any regulations relative to the grant program will be followed. Individuals and/or businesses found to be willfully providing fraudulent information may be prosecuted.

OWNER NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_