



**Commercial Fishing Industry Improvement Fund  
Request for Proposals and Meeting Schedule**

The Central California Joint Cable Fisheries Liaison Committee (the “Committee”) is seeking Proposals for Projects that benefit the Central California Commercial Fishing Industry. The Committee will begin accepting proposals on Monday, December 14, 2009. The final date for submitting a proposal is Monday, February 8, 2010.

A **Project Workshop** will be held Tuesday, January 12, 2010, 10:00 AM, to explain the proper format for a proposal and define what is required to meet the criteria. The Project Workshop will be held at 525 Harbor Street, Morro Bay, CA. Anyone interested in submitting a Project Proposal is invited to attend.

A **Project Proposal Presentation Meeting** will be held Tuesday, February 23, 2010. The purpose of the meeting is to allow project proponents an opportunity to present their project proposals, and to receive public comment on the project proposals. The meeting is open to the public.

A **Project Proposal Consideration Meeting** will be held Wednesday, February 24, 2010. The Committee Board of Directors will approve or deny project funding at this meeting. The meeting is open to the public

<u>MAIL PROPOSAL TO:</u>  CENTRAL CALIFORNIA JOINT CABLE FISHERIES LIAISON COMMITTEE POST OFFICE BOX 2033 MORRO BAY, CA 93443	<u>DELIVER PROPOSAL TO:</u>  CCJCFCLC OFFICE 525 HARBOR STREET MORRO BAY, CA 93442 Drop slot in back door
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FOR MORE INFORMATION CONTACT:

Christopher Kubiak  
 CCJCFCLC Liaison Officer  
 525 Harbor Street  
 Morro Bay, CA 93442  
 Phone; 805.771.9638 (office) 805.441.4838 (mobile) Fax: 805.771.9637  
 fiberfish@sbcglobal.net

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The cycle for soliciting, reviewing, and approving projects to be funded from the Improvement Fund is as follows:

**Monday, December 7, 2009** - The Board issues a Request for Project Proposals. The Board shall extend an invitation to the Morro Bay Harbor Advisory Board and the Port San Luis Harbor Commission to attend the Project Proposal Consideration Meeting, with the intent of receiving input from each group on the merits and viability of projects.

**Monday, December 14, 2009** - The Annual Project Solicitation Period begins. The period for accepting project proposals shall be no less than sixty days.

**Tuesday, January 12, 2010** - The Board holds a Project Workshop. The Committee Liaison Officer will host this workshop and will present, with the help of the Board, the proper format for a proposal. The goal of the Project Workshop is to insure that proposals are uniform in their construction, and meet the criteria as previously defined. The Workshop will be open to all project proponents.

**Monday, February 8, 2010** - The Project Solicitation Period ends. This is the deadline for submitting a project proposal.

**Tuesday, February 23, 2010** - The Board holds a Project Presentation Meeting. This is a public meeting held within ten days of the close of the project solicitation period, specifically for the purpose of the presentation of the projects. The meeting will be conducted as follows:

*PROJECT PROPOSAL PRESENTATION MEETING ORDER OF BUSINESS*

- The Chairman of the Board will divide the presentations evenly between a morning and afternoon session.
- Each project proponent will be allowed an equal number of minutes to make a presentation.
- Following each presentation, the Chairman of the Board will allow each harbor delegate time to comment.
- Following each presentation and any comments from the harbor delegates, the Chairman of the Board will allow time for public comment.
- The actual time allowed for the presentation, harbor and public comment, will be determined by the Chairman of the Board, and will be published in the meeting agenda.

**Wednesday February 24, 2010** - The Board holds a Project Consideration Meeting. This is a public meeting held on the day following the Project Presentation Meeting, to consider funding each project. The agenda for this meeting will only contain project proposals and the meeting will be conducted as follows:

*PROJECT PROPOSAL CONSIDERATION MEETING ORDER OF BUSINESS*

- The Chairman of the Board will present each agenda item to the Board.
- A motion to fund each project must be made and seconded in order for a project to be considered by the Board.
- If no motion to fund is made and seconded, the project is considered failed for lack of a motion.
- If a motion is made and seconded, the Chairman of the Board will then allow public comment (each comment limited to three minutes maximum).
- Following the public comment period, the motion is open for discussion and action by the Board.



## **Commercial Fishing Industry Improvement Fund Project Guide and Criteria**

The Board of Directors (“the *Board*”) of the Central California Joint Cable Fisheries Liaison Committee (the “*Committee*”) is seeking proposals for projects to be funded from its Commercial Fishing Industry Improvement Fund (the “*Improvement Fund*”). The project selection process will be open to the public.

Decisions of the Board are final. The Board reserves the right to carry out interim reviews and audits of projects. Projects requiring multi-year funding will be reviewed or audited following the completion of the first year so as to measure the success of the project. The Board will use this review and/or audit to determine whether to fund the project in successive years.

The project must not break the law, and project proponents must agree to not break the law, steal, or illegally use information and/or software as part of the project. Any intellectual property developed using Board money is the property of the Board. Lobbying the Board will result in disqualification of the project. Use or external publication by the project proponents will not be unreasonably withheld.

To be eligible for funding from the Improvement Fund, a project must demonstrate a benefit:

- to commercial fisheries or;
- to some aspect of the commercial fishing industry or;
- to support facilities serving the commercial fishing industry;
- All within the vicinity of Morro Bay or Port San Luis.

In addition, a project must not:

- Be detrimental to the submarine cable industry;
- Benefit a single individual, business entity, or fishing vessel;
- Be detrimental to any segment of the commercial fishing industry;
- Support or oppose the candidacy of any elected official.

The commercial fishing industry includes all fisheries, gear types, and vendors and/or services serving the commercial fishing industry. Support facilities include shore facilities used by commercial fishing vessels and fisherman and their suppliers, even if the facilities also serve the general public, recreational fishing, or other industries. The Board may choose to fund a project that supports or opposes legislation if the project meets all other project criteria.

Projects will be evaluated by the following criteria (with double weighting given to criteria (1) and (2)): The extent to which the project can be demonstrated to benefit:

1. Trawlers and the trawl industry;
2. Knowledge of fish stocks, and their availability;
3. The community and its relationship to fishing;
4. Fishing support facilities;
5. Safe marine practices;
6. The business co-existence of the cable and fishing industry.



## **Commercial Fishing Industry Improvement Fund Grant Application and Instructions**

**Project Proposals must be submitted as a type written document that contains at a minimum all of the Narrative Summary Information described below, and a completed copy of the attached Project Proposal Cover Sheet.**

### **Required Narrative Summary Information**

1. **Project Title:**  Yes  
Give your Project a name we can use to easily reference it.
2. **Project Definition:**  Yes  
The Project Definition must describe the overall project, and how the project meets the criteria as defined above, as well as include:
  - The overall cost of the project;
  - The duration of the project;
  - Skills and experience of project organizers and staff;
  - The number of staff used in various stages;
  - Measurable deliverables, including how they will be measured;
  - An estimation of the financial benefits (if any) that will accrue to the local fishing community;
  - Any secondary or tertiary benefits (if any) that will accrue to the local community.
3. **Project Plan:**  Yes  
The Project Plan, at a minimum should consist of a bar chart showing major milestones in the project which should identify:
  - Points along a timeline that could be used to monitor the success of the project;
  - The major points at which funding will be required. Funds will be provided against this schedule;
  - All deliverables as well as when and how the deliverables can be assessed.
4. **Financial Schedule:**  Yes  
No single financial item should be more than 15% of the total to provide funding visibility. The administrative costs should be no more than 10% of the total. The financial Schedule should identify:
  - The funding requirements on a monthly basis (if needed);
  - The allocation of funds to various aspects of the project;
  - Any capital purchases, such as computers;
  - Travel and subsistence expenses.
5. **Completed Cover Sheet including the Summary Description.**  Yes



**Commercial Fishing Industry Improvement Fund  
Project Proposal Cover Sheet**

<b>1. Project Title</b>			
<b>2. Amount Requested</b>			
<b>3. Total Estimated Project Cost</b>			
<b>4. Amount and Source of Other Funding (If Relevant)</b>			
<b>5. Project Start Date</b>			
<b>6. Project Completion Date</b>			
<b>7. Project Supervisor &amp; Primary Contact</b>			
<b>8. Applicant(s)</b>			
<b>9. Address</b>			
<b>10. Phone</b>		<b>11. Email</b>	

**12. Summary Description** *(Please provide a brief description of the Project).*