

FILE



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA FINANCE AND ADMINISTRATION

07-319
07351

9-30-03

Grants Management Division
1325 East-West Highway
SSMC2 - OFA621 - Room 9344
Silver Spring, Maryland 20910-3283

Signed

REVISED COPY

SEP 30 2003

Mr. Trevor McCabe - d.b.a
Alaska Fisheries Marketing Board
P.O. Box 22131
Juneau, AK 99802-2131

Reference: NOAA Award No. NA03NMF4520500
Amendment No. 0
Federal Share \$8,000,000

Dear Mr. McCabe:

The enclosed referenced document is being issued to you as a "Direct Authorized Grant". The attached documents are for your review and signature in order to establish a final agreement to expend and account for funds in accordance with Public Law 108-7. Please sign and return the forms: SF 424B, CD 511, CD 450 (two copies), and CD 436 to the address above within 30 days. The copy marked "Recipient Copy" is for your files.

Copies of the applicable OMB Circulars and Department of Commerce regulations, which have been incorporated into this award by reference, are available from our website at: <http://www.ofa.noaa.gov/~grants/>

If you have any questions concerning this award, please contact the NOAA Grants Management Specialist by email at Carol.J.Pendleton@noaa.gov or by telephone at 301-713-0942 ext 178. For technical questions, please contact the Federal Program Officer via email at Barbara.Fosburg@noaa.gov or by telephone at (907)586-7273.

Sincerely,

Emmanuel E. Ouellet
for Michael J. Nelson
Chief, Grants Management Division

Enclosures

cc: Barbara Fosburg - F/AKRX5



FORM CL-100 (REV 10/98)

U. S. DEPARTMENT OF COMMERCE

7912

GRANT COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

ACCOUNTING CODE N/A 11-7-03

RECIPIENT NAME
TREVOR MCCABE - D.B.A. ALASKA FISHERIES MARKETING AWARD

AWARD NUMBER
NA03NMF4520500
FEDERAL SHARE OF COST

STREET ADDRESS
PO BOX 22131

\$8,000,000

CITY, STATE, ZIP CODE
JUNEAU, AK 99802-2131

RECIPIENT SHARE OF COST
\$0

AWARD PERIOD
10/01/2003 - 09/30/2008

TOTAL ESTIMATED COST
\$8,000,000

AUTHORITY
Public Law 108-7

CFDA NO. AND PROJECT TITLE
11.452 Promote Alaska seafood and Product Development.

This Award approved by the Grants Officer is issued in triplicate and constitutes an obligation of Federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Grants Officer and the third document shall be retained by the Recipient. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

- Department of Commerce Financial Assistance Standard Terms and Conditions
- Special Award Conditions (Attachment B)
- Line Item Budget (Attachment A)
- 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations
- 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments
- OMB Circular A-21, Cost Principles for Educational Institutions
- OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-122, Cost Principles for Nonprofit Organizations
- 48 CFR Part 31, Contract Cost Principles and Procedures
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
- Other(s) Department of Commerce Pre-Award Notification requirements for Grants and Cooperative Agreements, 66 FR 49917 as amended by the Federal Register notice published on October 30, 2002 (67 FR 66109)

NAME OF DEPARTMENT OF COMMERCE GRANTS OFFICER <i>[Signature]</i>	TITLE NOAA GRANTS OFFICER	DATE SEP 30 2003
NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>[Signature]</i> Trevor McCabe	TITLE Vice Chairman	DATE 10/09/03

G COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

ACCOUNTING CODE
N/A

RECIPIENT NAME
MR. TREVOR MCCABE - D.B.A. ALASKA FISHERIES MARKETING BOARD

AWARD NUMBER
NA03NMF4520500

STREET ADDRESS
PO BOX 22131

FEDERAL SHARE OF COST
\$8,000,000

CITY, STATE, ZIP CODE
JUNEAU, AK 99802-2131

RECIPIENT SHARE OF COST
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SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER



TITLE
NOAA GRANTS OFFICER

DATE
SEP 30 2003

PRINTED NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

TITLE

DATE

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

	Grant Program, Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1	Unaffiliated Industry	11.452			8,000,000		8,000,000
2							
3							
4							
	Totals				8,000,000		8,000,000

SECTION B - BUDGET CATEGORIES

GRANT PROGRAM, FUNCTION OR ACTIVITY

6	Object Class	(1)	(2)	(3)	(4)	(5) Total
	a. Personnel					
	b. Fringe Benefits					
	c. Travel	115,668				115,668
	d. Equipment					
	e. Supplies	29,150				29,150
	f. Contractual	500,000				500,000
	g. Construction	0				0
	h. Other	7,355,182				7,355,182
	i. Total Direct Charges (sum of 6 a-6 h)					
	j. Indirect Charges					
	k. TOTALS (sum of 6a and 6j)	8,000,000				8,000,000

7	Program Income					
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SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	© State	(d) Other Sources	(e) Totals
8.		\$0			\$0
9.					
10.					
11.					
12.	TOTAL (sum of lines 8 -11)	\$0			\$0

SECTION D - FORECASTED CASH NEEDS

		Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	Federal	8,000,000				
14.	Non-Federal	0	0	0	0	0
15.	TOTAL (sum of lines 13 and 14)					

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
		(b) First	© Second	(d) Third	(e) Fourth
16.					
17.					
18.					
19.					
	TOTAL (sum of lines 16 - 19)				

SECTION F - OTHER BUDGET INFORMATION

21.	Direct Charges:		22. Indirect Charges:	
23.	Remarks:			

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AFMB Administrative Budget

TRAVEL:

Quarterly Board Meetings: 11 Board members, 1 Executive Director, 1 staff support

Date	Location	Board Members	Air Travel	rate*	days	fare	TOTAL	
October	Girdwood	2	ANC	n/a				
		3	Juneau/ANC/Juneau	360		1,080		
		1	Kenai/ANC/Kenai	155		158		
		2	Kodiak/ANC/Kodiak	322		644		
	4	Seattle/ANC/Seattle	766		3,064			
							4,944	
			10	Per diem (excluding room)	60	4	2,400	
			12	Hotel - Alyeska Prince	100	3	3,600	
				Meeting room	250	2	500	
				Coffee service	100	2	200	
				Luncheon (Day 1)	500		500	
				Ground transportation, misc.			1,500	
			Banquet (Day 2)	1,000		1,000	8,200	
							13,144	
February	Seattle	2	Anchorage/SEA/Anchorage	766		1,532		
		4	Juneau/SEA/Juneau	422		1,688		
		1	Kenai/SEA/Kenai	680		681		
		2	Kodiak/SEA/Kodiak	1,100		2,200		
	4	Seattle	n/a			6,101		
			8	Per diem (room & meals)	200	4	7,200	
				Ground transportation, misc.			1,200	
				Meeting room	250	2	500	
				Coffee service	100	2	200	9,100
								15,201
May	Anchorage	2	ANC	n/a				
		4	Juneau/ANC/Juneau	360		1,440		
		1	Kenai/ANC/Kenai	155		158		
		2	Kodiak/ANC/Kodiak	322		644		
	4	Seattle/ANC/Seattle	766		3,064			
							5,304	
			11	Per diem (room & meals)	228	4	8,112	
				Meeting room	250	2	500	
				Coffee service	100	2	200	
				Ground transportation, misc.			1,200	11,932
							17,236	
August	Seattle	2	Anchorage/SEA/Anchorage	766		1,532		
		4	Juneau/SEA/Juneau	422		1,688		
		1	Kenai/SEA/Kenai	680		681		
		2	Kodiak/SEA/Kodiak	1,100		2,200		
	4	Seattle	n/a			6,101		
			8	Per diem (room & meals)	200	4	7,200	
				Ground transportation, misc.			1,200	
				Meeting room	250	2	500	
				Coffee service	100	2	200	9,100
								15,201
Total - Quarterly Board Meetings							60,782	
Travel - Other								
				<u>days</u>	<u>trips</u>			
	Executive Director:	Juneau/ANC/Juneau		360	15	5,400		
		Anchorage per diem (avg.)		228	4	15	13,500	
		Car rental		45	4	15	2,700	
		Juneau/Washington, DC/Juneau		1,800	6	10,800		
		DC per diem & misc.		225	4	6	5,400	
		Car rental		45	4	6	1,080	
		Juneau/Continental US/Juneau		1,000	6	1,006		
		Cont'l US per diem & misc		175	4	6	4,200	
		Juneau/FOREIGN/Juneau		2,500	3	7,500		
		Foreign per diem & misc		275	6	3	3,300	
Total - Other Travel							54,988	
TOTAL TRAVEL							115,668	

AFMB Administrative Budget

STIPEND FOR BOARD MEMBERS

	stipend	meetings	members	
Board Members	500	4	11	
TOTAL STIPEND ALLOWANCE				22,000

SPACE

	monthly rent	months	
Juneau Office	2,500	12	30,000
Anchorage Office	1,800	12	21,600
TOTAL SPACE			51,600

EQUIPMENT & FURNISHINGS

Computers, hardware & software	8,000		
Printers	600		
Printer/fax/scanner	600		
Overhead projector	400		
Multimedia projector	3,000		
Presentation screen & stand	650		
Furniture	3,600		
Phone system	1,500		
TOTAL EQUIPMENT & FURNISHINGS			19,450

MISC. OPERATING EXPENSE - Admin (Executive Director)

Phone/Internet service	300	12	3,600
Operational supplies - office/presentations			1,500
Postage/express/courier			1,500
Printing - reports, informational material, etc.			8,000
Reports, subscriptions			500
Incidentals			455
TOTAL MISC. OP. EXPENSE			15,555

Administrative Assistant (contracted out)			
Salary & fringe benefits	40,000		
Training	1,000		
TOTAL SUPPORT STAFF			41,000

CONSULTANTS

Industry, marketing & legal	200,000		
APU - fiscal agents	250,000		
TOTAL CONSULTANTS			450,000

TRADE SHOWS

		support staff	trips	
Registration, setup, etc.	1,500		2	3,000
Support travel/accommodations	2,500	2	2	10,000
TOTAL TRADE SHOWS				13,000

WEB PAGE

Design & setup	5,000			5,000
monthly maintenance	150	12		1,800
TOTAL WEB PAGE				6,800

TOTAL ADMINISTRATIVE EXPENSE

FUNDED GRANTS, DIRECTED PROJECTS, SUBAWARDS

The remaining funds will be used for grants, subawards, and projects as the Board deems fit

TOTAL FUNDED GRANTS, DIRECTED PROJECTS, SUBAWARDS

TOTAL FUNDING SUPPORT FOR AFFILIATIONS

Project Narrative

Project Title: Promote Alaska Seafood and Product Development

Applicant Name: Alaska Fisheries Marketing Board

Program Name: Marketing

Project Period: 10-1-03 to 9-30-08

Project Summary: Through sub-awards to various organizations and individuals, the Alaska Fisheries Marketing Board (AFMB) will serve as the catalyst to market, develop, and promote Alaska seafood and improve related technology and transportation.

Background/Need for Federal Funding: Pursuant to Title II, Department of Commerce and Related Agencies, Section 209 of the Consolidated Appropriations Resolution of 2003 (Public Law 108-7), the AFMB was established to award grants to market, develop, and promote Alaska Seafood. To this end, Congress appropriated \$10 million to the AFMB to develop an Alaska seafood marketing program. Two million of the award is to be directed to the Alaska Seafood Marketing Institute.

Project Goal and Objectives: Generate increased demand, product usage and awareness of Alaska seafood products.

Statement of Work: The AFMB will solicit grant proposals for marketing of Alaska seafood from the public, review them, and fund those projects that will help expand and reinvigorate struggling sectors of the Alaska seafood industry. These proposals can promote region-specific or species-specific marketing programs that do not undermine existing statewide Alaska seafood marketing efforts. The AFMB may choose to promote the development of new processing technologies to insure the commercial viability of Alaska seafood and improve related transportation costs in delivering these products to market, and will work to improve the overall marketability of Alaska seafood.

Evaluations of Project Outcomes: Measures include feedback from the Alaska seafood industry and the public; performance measures such as increased sales and distribution; and continued support from Congress.

Key Personnel: 11 members of the AFMB appointed by the Secretary of Commerce and Mr. William Hines, who serves in the capacity of Executive Director.

**Award No.
NA03NMF4520500
Amendment No. 0**

NOAA ADMINISTRATIVE SPECIAL AWARD CONDITIONS

1. This Direct Authorized Grant, NA03NMF4520500, is to the Alaska Seafood Marketing Board, pursuant to Public Law 108-7, Section 209. Section 209 directs that "Of the amount available from the fund entitled "Promote and Develop Fishery Products and Research Pertaining to American Fisheries", \$10,000,000 shall be provided to develop an Alaska seafood marketing program. Such amount shall be made available as a direct lump sum payment to the Alaska Fisheries Marketing Board (hereinafter "Board") which is hereby established to award grants to market, develop, and promote Alaska seafood and improve related technology and transportation with emphasis on wild salmon, of which 20 percent shall be transferred to the Alaska Seafood Marketing Institute. The Board shall be appointed by the Secretary of Commerce and shall be administered by an Executive Director to be appointed by the Secretary. The Board shall submit an annual report to the Secretary detailing the expenditures of the board."

2. This award is limited to \$8,000,000 to be used for the Alaska Fisheries Marketing Board only for expenses necessary to conduct business for the purpose of awarding grants to market, develop, and promote Alaska seafood and improve related technology and transportation with emphasis on wild salmon and supports the work described in the Recipient's proposal and budget entitled, "Promote Alaska Seafood and Product Development" - Attachment A, which is incorporated into the award by reference. Where the terms of the award and proposal differ, the terms of the award shall prevail. These funds may also be used for corporate start-up expenses to include legal costs and travel associated with the incorporation of the Board. Prior to making any subawards, the Board shall submit to the Federal Program Officer a copy of the selection procedures to be used by the Board for the solicitation and awarding of grants under this award. The Board must ensure that it and its subrecipients are in compliance with applicable regulations incorporated by reference, including, but not limited to, 15 CFR Part 14.5 (Subawards), 14.41 (Recipient Responsibilities), 14.42 (Codes of conduct) and 14.51 (Monitoring and reporting program performance), applicable cost principles, and audit requirements which flow to the subrecipient as well. The Department's Financial Assistance Standard Terms and Conditions attached (Oct. 2001) reiterate this point. Section J.02 specifies that recipients shall require all subrecipients to comply with the provisions of the award, including

cost principles, administrative, and audit requirements. In addition to the submission of an annual report, the Board must provide NOAA with project descriptions of approved awards upon request of the Federal Program Officer.

3. All financial and progress reports shall be submitted in triplicate (one original and two copies). Financial Reports are to be submitted to the NOAA Grants Officer and Performance (technical) Reports to the NOAA Program Officer.

All reports will be submitted for the periods shown below.

SCHEDULE OF REPORTING REQUIREMENT

Financial Status Reports (SF-269) - (quarterly) *

Oct. 1 - Dec. 31	due Jan. 30
Jan. 1 - March 31	due April 30
April 1 - June 30	due July 30
July 1 - Sept.30	due Oct. 30

Final report due 90 days after award expiration

* (If the award start date begins any time other than January 1, April 1, July 1, or October 1, then the first report would be a portion of the reporting period in which the award starts.)

Federal Cash Transaction Reports (SF-272) - (quarterly) *

Oct. 1 - Dec. 31	due Jan. 30
Jan. 1 - March 31	due April 30
April 1 - June 30	due July 30
July 1 - Sept.30	due Oct. 30

Final report due 90 days after award expiration

* (If the award start date begins any time other than January 1, April 1, July 1, or October 1, then the first report would be a portion of the reporting period in which the award starts.)

Performance Reports - (Annual)

An Annual Performance Report is required no later than 30 days following the end of each 12-month period from the start date of the award. The final report is due 90 days after the award expiration.

The address for the Grants Officer is:

Emmanuel E. Atsalinos
Grants Officer
NOAA Grants Management Division
1325 East West Highway, #9356
Silver Spring, MD 20910
[\[mike.atsalinos@noaa.gov\]](mailto:mike.atsalinos@noaa.gov)

The address for the Program Officer is:

Barbara Fosburg
Federal Program Officer
National Marine Fisheries Service
NOAA
709 West Ninth Street
Federal Officer Building, Suite 453
Juneau, AK 99801
[\[barbara.fosburg@noaa.gov\]](mailto:barbara.fosburg@noaa.gov)

ATTACHMENT B**NOAA ADMINISTRATIVE STANDARD AWARD CONDITIONS****A. Payments**

- (1) Award payments will be made through electronic funds transfers using the U.S. Department of the Treasury's Automated Standard Application for Payments (ASAP) system and in accordance with the Debt Collection Improvement Act of 1996. ASAP is a system through which organizations receiving Federal dollars can draw down funds preauthorized by Federal Agencies for payment through the U.S. Treasury. ASAP is an all-electronic payment and information system developed jointly by the Financial Management Service (FMS) of the U.S. Treasury and the Federal Reserve Bank of Richmond. The latter, in its capacity as Treasury's fiscal agent, operates the system. Information regarding the ASAP system can be found at:
<http://www.fms.treas.gov/asap>.
- (2) Recipients not set up with ASAP accounts at time of award will be requested to complete a CAMS Grant Profile form which can be obtained on the NOAA Grants website at: <http://www.ofa.noaa.gov/~grants/> and fax to NOAA at 301-713-0947. Organization contact information for recipients not yet enrolled with ASAP will be forwarded to FMS who will then have the appropriate ASAP Regional Financial Center contact your organization to initiate enrollment.
- (3) After the recipient organization is enrolled with ASAP and the account set up by NOAA has been completed, funds can be drawn through ASAP by using the following account identifiers: Agency Location Code (ALC) for NOAA which is 13140001; Recipient ID which is provided at time of enrollment with ASAP; and Account ID which is the NOAA Award Number provided on the Financial Assistance Award document. If your organization will only be using the Voice Response System (VRS) to draw funds from ASAP, then the VRS ID number for the account can be obtained after the account is established by NOAA by contacting the NOAA Finance Office at 301-427-2034.
- (4) In accordance with the DOC Financial Assistance Standard Terms and Conditions, the advance method of payment shall be authorized unless otherwise specified in a special award condition. Advances drawn through the ASAP system shall be limited to the minimum amounts necessary to meet immediate disbursement needs. Advanced funds not disbursed in a timely manner must be returned to ASAP.
- (5) Full or partial payments received by the recipient organization may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE through the recipient's financial institution. It is essential that the payment requestor/recipient organization provide its financial institution with the ASAP account information (ALC, Recipient ID, and Account ID) to which the returned funds shall be credited. Detailed information regarding this type of transaction can be found at <http://www.fms.treas.gov/asap/pay-return2.pdf>. All funds returned to ASAP will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Finance Center to monitor

- (2) The Recipient is prohibited from expending award funds (federal and/or non-federal) or the recipient's provision of in-kind goods or services, for the purposes of providing transportation, travel, or any other expenses for any Federal employee without prior approval from the Grants Officer.

D. Program Income

- (1) Program income earned during the award period shall be retained by the Recipient and shall be added to funds committed to the award and used for the purposes and under the conditions applicable to the use of the award funds.
- (2) Program income shall be reported on the Financial Status Report long form (SF-269) in the frequency as required under the conditions of the award.

E. Submission Period for Extensions

- (1) If the Recipient believes it is necessary to obtain a no-cost extension to complete the approved program description and objectives, then a written request shall be submitted to the Federal Program Officer who will forward the request to the Grants Officer no later than 30 days prior to the expiration of the award.
- (2) Recipients covered under the expanded authorities of 15 CFR Part 14 may authorize a no-cost extension of up to one year in accordance with the regulations if the Grants Officer is notified in writing at least 10 days prior to expiration of the award.

F. Publications and Acknowledgment of Sponsorship

- (1) Publication of the results of the research project in the appropriate professional journals is encouraged as an important method of recording and reporting scientific information. The recipient is required to submit a copy to the funding agency and when releasing information related to a funded project include a statement that the project or effort undertaken was or is sponsored by NOAA/DOC. The recipient is also responsible for assuring that every publication of material (including Internet sites) based on or developed under an award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:

"This [report/video] was prepared by [recipient name] under award [number] from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the National Oceanic and Atmospheric Administration or the Department of Commerce."

- (2) This acknowledgment of sponsorship also applies to videos produced under DOC/NOAA financial assistance awards.