COMMUNITY DEVELOPMENT PLAN APPLICATION PACKET

2006 – 2008 CDP Application
CDQ Program

Prepared by
State of Alaska

August 16, 2004

Frank H. Murkowski, Governor

Alaska Department of Community and Economic Development

Office of the Commissioner
P.O. Box 110800, Juneau, AK 99811-0800
Telephone: (907) 465-2500 • Fax: (907) 465-5442 • Text Telephone: (907) 465-5437
Email: questions@dced.state.ak.us • Website: www.dced.state.ak.us/

August 16, 2004

Dear Interested Party:

The State of Alaska is pleased to announce that an application cycle for the Community Development Quota (CDQ) Program will be held for all CDQ groundfish, halibut, and crab species for 2006-2008. The application period opens October 1, 2004 and ends on November 1, 2004 at 4:30 P.M. This application process is entered into under the authority of federal regulations 50 CFR 679.30 and state regulations 6 AAC 93.

Two new crab species have been added to the CDQ program. The two crab species are Eastern AI (EAI) Golden (Brown) king crab and Adak (Petrel Bank) red king crab.

The following attachment describes the various requirements needed to complete the applications. This packet is very similar to the application distributed during the previous allocation period.

Please be advised that the Community Development Plan (CDP) and the allocation cycle will be in effect for the term 2006-2008, a three-year period.

If your CDQ group does not have a current CDP on file with NMFS, please contact the State to verify if your community is eligible for a Bering Sea/Aleutian Island CDQ allocation under 50 CFR 679.30.

If you have any questions, please contact:

Greg Cashen, CDQ Manager
Department of Community & Economic Development
Division of Banking, Securities, and Corporations
PO Box 110807
Juneau, Alaska 99811-0807
(907) 465-5536 (phone)
(907) 465-2549 (fax)
E-mail: greg_cashen@dced.state.ak.us

Table of Contents

		Page
Introduction:		
CDP Applications	……	2
Eligible Applicants	……	2
General Application Contents	……	2
Allocation Timeline	……	2
Use of a Bycatch Matrix	……	3
Evaluation Criteria	……	3
CDP Application		
Specific Information	……	4
Two Part Application	……	4
Recommendations	……	11
Confidentiality		
Confidentiality Requirements	……	12
Sample Confidentiality Petition	……	13

Attachment 1: Species Listings for 2006 – 2008
Attachment 2: 2006 – 2008 CDP Checklist
Attachment 3: CDQ Project Forms
Attachment 4: CDP Application Timeline
Attachment 5: NMFS Fishing Plan Forms for Vessels and Processors
Attachment 6: Reporting Format Tables

Introduction

2006 – 2008 CDP Applications: Community Development Plan (CDP) applications for the Community Development Quota (CDQ) Program are to be submitted to the Governor of Alaska. The Governor, the Commissioners of the Departments of Community and Economic Development and Fish and Game, and their staff will evaluate the applications and make recommendations of quota allocation for groundfish, halibut, crab, and associated bycatch species in the Bering Sea and Aleutian Islands. Two new crab species have been added to the CDQ program and are included here. The two crab species are Eastern AI (EAI) Golden (Brown) king crab and Adak (Petrel Bank) red king crab. The recommendations will be presented to the North Pacific Fishery Management Council (NPFMC) and then submitted for final approval to the U.S. Secretary of Commerce through the National Marine Fisheries Service (NMFS).

The 2006 – 2008 applications are being accepted under federal regulations 50 CFR 679.30 and State of Alaska CDQ regulations under 6 AAC 93. The applications are required to meet the standards outlined in State and federal regulations.

Eligible Applicants: Communities that are eligible to receive community development quota allocations must meet the eligibility requirements set out in the Magnuson-Stevens Fishery Conservation and Management Act and federal regulation. Applications may be submitted by local fishing organizations or local economic development organizations incorporated for the purpose of designing or implementing a Community Development Plan, from eligible communities or groups of communities.

General Application Contents: The applicant must submit seven (7) copies of the CDP application in new binders (prefer D-Ring binders with no larger than three inch capacity) to the State of Alaska, Department of Community and Economic Development. The petition of confidentiality needs to be included in the CDPs. Each of the CDP copies should be three-hole punched and must follow these instructions.

Applications must address the level of local employment that will be generated, the vocational and educational programs created for local residents, and the schedule for moving from reliance on CDQs to self-sufficiency. Applications must also include detailed information on the management of the quota and how the applicant intends to use the revenues generated by their allocation. This includes detailed business plans of proposed ventures with copies of proposed contracts. Budgets, which outline expenditures for proposed and active projects for the allocation period, are required.

A specific CDP application format has been developed. To be considered for quota allocation, this format must be followed. The CDP checklist has been provided in Appendix 2 to ensure compliance. This checklist must be completed and included in the submitted CDP.

Allocation Timeline: <u>The final date applications will be accepted is November 1, 2004.</u> Upon receipt of the CDP applications, the State will review the applications. Following the review, a public hearing will be held to give all interested parties the opportunity to comment on the proposed CDPs. The public hearing is scheduled for November 30, 2004. The CDP application timeline is found in Attachment 4.

Introduction

The allocation recommendations for 2006 – 2008 will be made based on species groupings, bycatch and Prohibited Species Quota (PSQ) needs. Species groupings will be identified in one fish plan. The State's allocation recommendations will be based on this target fishery and the level of bycatch necessary to successfully prosecute the target fishery. Final allocation recommendations will be given to the Governor following the public hearing. The State's final allocation recommendations will be forwarded to the U.S. Department of Commerce, through the National Marine Fisheries Service after consultation with North Pacific Fishery Management Council for approval.

Use of a Bycatch Matrix: To assist in determining bycatch and PSQ needs, the State has developed a matrix for various target fisheries. Using historical CDQ harvest data, the matrix will focus on the target fishery based on species, gear type, and location.

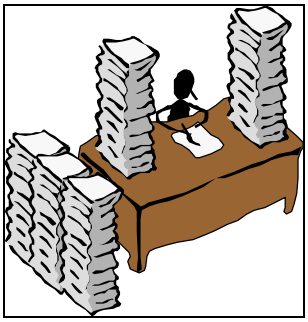
Evaluation Criteria: Because the total amount of quota is limited, applications are evaluated in competition with each other. Please refer to federal and State regulations under 50 C.F.R. 679.30(a) and 6 AAC 93.040 in addition to the following factors for consideration, which include, but are not limited to:

- the application's objectives,
- realistic measurable milestones for determining progress,
- previous ability to manage a Community Development Plan,
- methods for developing a self-sustaining local fisheries economy,
- level of career track employment and training opportunities,
- capital or equity generated for local fisheries investment,
- profit-sharing arrangements,
- diversity in harvesting/processing partners and modes of operations,
- coordinated activities with other CDQ group(s),
- investments with experienced industry partners,
- ability of a CDQ group to maintain control over allocations,
- involvement and diversity in all facets of harvesting and processing operations,
- depth of seafood related infrastructure development,
- stimulation on Alaska's economy in both CDQ and non-CDQ communities,
- conservative and sound management principles in the fishing plan which provide for full retention and utilization of quota, and
- the development of innovative products and processing techniques aimed at conservation and maximum utilization.

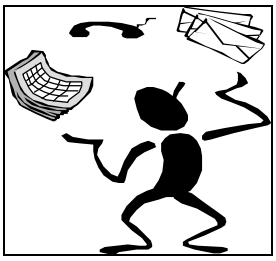
It is important to keep in mind that CDQ organizations often collectively request a greater amount of quota than available. Should a CDQ group receive less quota than requested, the Community Development Plan application will need to be revised to reflect the amount of quota awarded. This final document will be the Community Development Plan, which the appropriate agencies will keep on file for the CDP cycle.

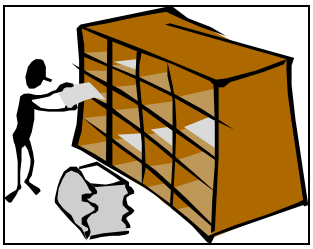
Specific Information

2006 – 2008 Two-Part CDP Application: Experience with Community Development Plans (CDPs) in the past has placed an emphasis on reducing the burdensome paper exchange which occurs when plan amendments are submitted. Further, there is a need to separate information between that which is necessary for an application versus that which is necessary for an application review and to manage and monitor daily operations. The State addressed these issues by updating developing the application format. Applicants are strongly encouraged to follow these instructions and recommendations.

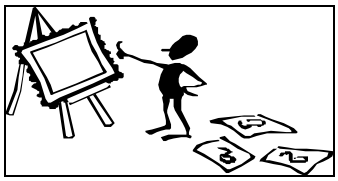


This application will be divided into two parts. Part One (Community Development Plan Application information) will not generally necessitate amendments when changes occur. This information is necessary for the development of the application of quota, and while it represents very important information in establishing an applicant's qualifications and evaluating a CDP, it does not impact daily operations. Changes to information located in Part Two will be provided by the CDQ group at the beginning of each new-year or as needed, and be submitted through the amendment process.





Part Two (Community Development Plan information) contains information which is applicable to the day-to-day operations of the CDQ group. The applicant throughout the term of the CDP should amend the information in Part Two. Part Two information is required by program regulations, and has been developed through past practice and current reporting measures.



When drafting your 2006 – 2008 (three-year) CDP Application, carefully follow the order of items as provided in the CDP Application Checklist found in Appendix 2. As the State and NMFS will rely on consistency among the various CDPs, **applications, which do not follow this format, will be returned to the applicant**. You may request the electronic file for the 2006 – 2008 CDP Application checklist.

Specific Information

Below is a breakdown of the necessary 2006 – 2008 CDP application items with specific information provided in the right column for clarification. Refrain from providing information in Part One that is best suited for Part Two.

I. Executive Summary
- A. Name of Applicant.
- B. Table of total CDQ and PSQ allocation request in percent (PSQ request for 2nd tier only).
- C. Communities represented within the application.
- D. Description of the managing organization.
- E. Goals/objectives and milestones of the CDP.
- F. Description of the CDP projects in the proposed CDP.
- G. Management strategy to accomplish CDP projects.
- H. Description of the target fisheries.
- I. Harvesting & processing partner information.
- J. Benefits to the region.
- K. Level of local participation.
- L. Other.

It is the intention of the State of Alaska to release the executive summary for public review; as such, do not include confidential information.

INTRODUCTION

Part One. Community Development Plan Application Information

I. Demographic Information:
- A. Availability of work force from communities.
- B. Number and percentage of low-income persons residing in each participating communities.
- C. Current fisheries infrastructure in the region, including:
  1. Barriers to entry into existing fishing industry.
- D. Other demographic information which may assist in the evaluation of the application.

In this section, the applicant needs to demonstrate, on behalf of its communities, the need for CDQ.

Specific Information

II. Community Information

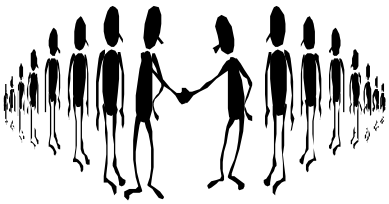
A. List of eligible communities:
   1. Population (As verified by U.S. Census, Alaska Department of Revenue (PFD);
   2. Economic conditions of each community; and
   3. CDQ group's outreach plan for each community and evidence of group's outreach (appropriate to describe in Part II, Section 1, Active Non-Profit Project(s)).

B. Letter of support by governing body of community for the CDQ group and managing organization (if managing organization is not the applicant).

C. How the CDP would use or enhance existing:
   1. Harvesting capabilities;
   2. Processing capabilities;
   3. Support facilities; and
   4. Human resources.

D. Other community information which may assist in the evaluation of the application.

A.2. Economic conditions including, median income, household income, poverty levels, labor force and employment levels, available industries, etc.



III. Benefits to the Region

A. Goals of the CDP.

B. Economic opportunities provided through employment from CDQ projects.

C. How the CDP will generate new capital and/or equity for fish or processing opportunities.

D. Efforts taken to include residents from non-CDQ regions (where appropriate).

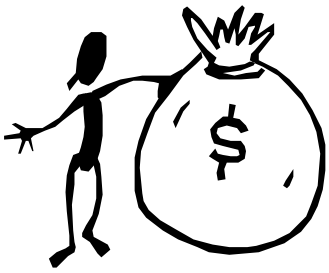
E. Stimulation on Alaska's economy in both CDQ and non-CDQ communities.

F. Cooperative efforts with other CDQ groups (where appropriate).

G. Benefits to the Bering Sea / Aleutian Island region.

H. Other information which may assist in the evaluation of the application.

In this section, the applicant needs to make a strong case for how each target fishery will enhance earnings, employment, the region's economy, and other CDP projects.



Specific Information

IV. CDQ Organization Information

A. Provide evidence that applicants are qualified as required under 50 CFR 679.2 or 50 CFR 679.

B. Managing Organization Qualifications:
   1. Description of management structure;
   2. How management is qualified to:
      a) Carry out CDP projects, and
      b) Manage the harvest of CDQ allocations while preventing CDQ & PSQ overages;
   3. List of key personnel, including contract personnel including:
      a) Resume with name, address, references, phone and fax numbers, and contract information, including summary of salary and benefits for key personnel (6 AAC 93.025 (a)(10)) [include salaries, detail of benefits, and total compensation packages for the top five personnel, top five consults and or contractors, and top five board members for CDQ group and all subsidiaries];
      b) Return of Organization Exempt from Income Tax (IRS Form 990)
      c) U.S. Corporation Income Tax Returns (IRS Form 1120); and
      d) Employment and or consulting contracts greater than $100,000 annually.
   4. Legal relationship between CDQ group and managing organization (if different):
      a) Contract or other binding agreement;
   5. List of Board of Directors, including:
      a) Name, address and phone number, commercial or subsistence fisherman status, and
      b) Letter of support or election results from communities;
   6. How management's past performance has improved your regions:
      a) Employment levels,
      b) Training, educational and human resource advancement,
      c) Social and economic wealth, and
      d) Ability to compete in the Bering Sea fishing industry.

C. Business Information:
   1. Organization chart of all divisions, subsidiaries, joint ventures, and partnerships, listing (if applicable):
      a) legal structure, state of registration, and percentage of ownership, and
      b) legal documents regarding the relationships within the chart;
   2. Investment policies for the following items:
      a) For-profit projects,
      b) Infrastructure projects,
      c) Fund/cash management projects, and
      d) Other projects;
   3. Most recent audited consolidated income statement, balance sheet, and cash flow statement;
   4. For each business relationship, including joint ventures, partnerships, loans, corporations, and harvesting/processing arrangements, provide legal/contractual description of:
      a) The relationship, including:
         (1) management services, and
         (2) audit control services;

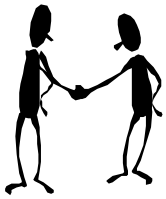
B.1 and B.2 of this section will be important to answer thoroughly. Focus on each CDP project for (a) and each target fishery for (b).

For B.4, provide a brief description for each section and contracts/ legal documentation has been developed to date to define that aspect of the relationship.

Likewise, B.6 will be useful in determining allocations.

For C.1, the use of a flow chart is acceptable. Be sure to include all legal documents regarding the relationships in the chart. The documents which are important include those involving formation (Articles of Incorporation, Bylaws, etc.).

Specific Information



b) All funding and financing plans;
c) Distribution of proceeds, including:
(1) A summary of all profit sharing and/or royalty arrangements; and
d) Other contractual agreements including legal , lobbying, audit, accounting, allocation management, investment research, fund management, and similar services per 6 AAC 93.025(a)(10).

D. Harvest/processing management Information:
1. For each target fishery, provide:
a) Harvesting and/or processor information,
b) How gear type will conserve and maximize utilization of resource,
c) Support for bycatch and PSQ allocation requests:
(1) Plan to reduce bycatch and discards,
d) Past bycatch and discard data,
e) Past and proposed utilization data, products and yield, including:
(1) Plans for creating full retention and utilization of quota,
f) Past and proposed inshore and offshore deliveries,
g) History of fishery violations (if applicable),
h) Processing information,
i) Marketing information, and
j) The RFP (or like process) engaged in when developing harvesting / processing partner relationship.

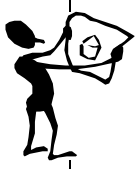
E. Other CDQ organization information which may assist in the evaluation of the application.

V. CDQ Planning
A. Transition plan from CDQ program to self-sufficiency in eligible CDQ communities.
B. Post allocation plan / Provide information on Long Term Development Strategies.
C. Other CDQ planning information which may assist in the evaluation of the application.

VI. Confidential petition and stamped confidential pages.

Part Two. Community Development Plan Information

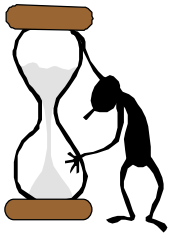
I. Community Development Information
A. Community Development Project:
1. Provide a CDQ project form for all:
a) Proposed For-Profit projects,
b) Active For-Profit projects,
c) Proposed Non-Profit projects,
d) Active Non-Profit projects,
e) Proposed Infrastructure projects,
f) Active Infrastructure projects,
g) Proposed Fund/Cash management projects,
h) Active Fund/Cash management projects, and
i) Administrative efforts.



A CDP Project is defined (50 CFR 679.2) as an investment or program that is funded by a CDQ group's assets for the economic or social development of a community or group of communities that are represented by a CDQ group. These project forms are provided under Attachment 3.

Specific Information

B. Comprehensive Milestone Table for all
   1. Proposed projects listed in Part II, Section A; and
   2. Active projects listed in Part II, Section A.



These tables are the accumulation of the project forms provided in Part II, Section A. These tables will be included in the quarterly reports to the State.

II. Budgets

A. General budget for entire CDP period by calendar year, including:
   1. Income from all CDQs and CDP projects; and
   2. Expenditures for all projects and administration.

Please keep this General Budget to one page.

B. Detailed current year annual budgets listing:
   1. Income from all CDQs and CDP projects as reflected in the projects listed in Part II, Section A, and see Attachment 6, Table 2;
   2. Expenditures from the CDQ group as reflected in the projects listed in part II, Section A; and
   3. Administrative expenses - detailed with administrative expenses by project, and see Attachment 6, Table 1.

The budget will be submitted annually. Detail is important for the administrative expense budget. Project budgets may have administrative expenses allocated, however, those expenses must be clearly separated from other expenses and be presented in the administrative expense budget.

III. Fish Plan

A. Table of total CDQ and PSQ allocation request in percent (PSQ request for 2nd tier only).

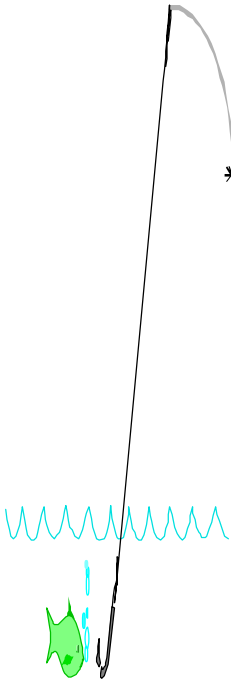
B. Table of necessary CDQ target and bycatch quota, and PSQ quota requests by target fishery in percent.

The complete table with all the fish species is provided on Attachment 1.

Specific Information

C. For each target fishery, provide the following forms for each proposed vessel or processor to be used:
   1. Fishing Plan for Motherships and Catcher/Processors Using Trawl Gear;
   2. Fishing Plan for Catcher/Processors Using Non-Trawl Gear;
   3. Fishing Plan for Catcher Vessels 60 feet LOA or Greater Using Trawl Gear Except Vessels Delivering Only Unsorted Codends to Another Vessels;
   4. Fishing Plan for Catcher Vessels 60 feet LOA or Greater Using Non-Trawl Gear;
   5. Fishing Plan for Catcher Vessels Less than 60 feet LOA Using Any Gear and Catcher Vessels of any Length Delivering Only Unsorted Codends to Another Vessels; and
   6. Fishing Plan for Shoreside Processors Taking Deliveries from Catcher Vessels Groundfish CDQ Fishing.

D. For each crab target fishery, provide:
   1. CDQ organization contact, including:
      a) name, address, phone and fax numbers;
   2. Plan to prevent overages;
   3. A description of the target fishery:
      a) Proposed fishing periods (be specific on start and stop days),
      b) Gear storage plans,
      c) Number of pots,
      d) Tank inspections, and
      e) Any other pertinent information;
   4. Vessel information:
      a) Harvesting partner, including contact name, address, phone and fax numbers,
      b) Vessel name,
      c) Federal permit number,
      d) ADF&G vessel number,
      e) Length over all (LOA),
      f) Vessel type,
      g) Will vessel also fish in the main License Limitation fishery,
      h) CFEC card number (when known),
      i) USCG safety approval,
      j) MCI or equivalent MARSAT communication capability, and
      k) Vessel diagram showing:
         (1) Location of observer accommodations, including sleeping and work areas,
         (2) Weighing station, and
         (3) Observer sampling station; and
   5. Shoreside Processor/Buying Station information:
      a) Processing partner, including contact name, address, phone and fax numbers,
      b) Proposed delivery site, and
      c) Other information as required.



IV. CDP Checklist

See attachment 2.

Specific Information

Submission Recommendations

The following is a list of general recommendations, which will eliminate problems down the road.

1. Do not put specific dollar amounts in the Community Development Project section. Rather, cite the detailed budget page or use a range.
2. When developing the application, use the same outline as provided in the Application Checklist found in Appendix 2. For instance, your annual administrative budget would be under Part Two II.B.3. In addition, the checklist must also cite the location of the administrative budget using the same reference. This will eliminate amendments to the checklist and maintain it as an effective reference tool.

Confidentiality Requirements

It is the responsibility of each CDQ group to ensure a petition of confidentiality is included with any CDP or amendment which contains confidential information, as required by 6 AAC 93.070. Each time an item is sent to the State for consideration, the document should be reviewed for confidentiality status. Failure to comply with the requirements of this section could potentially result in the documents being considered public and made available to the public upon request.

Each page containing confidential information should be clearly stamped or noted as confidential in the upper right hand corner. **Any confidential document: 1) which does not have a confidential petition attached; 2) is not stamped or noted as confidential; or 3) any copies of confidential documents which are stamped as confidential, but the confidential stamp is not legible on the final copy, will be distributed to any agency or individuals upon request**. It is the responsibility of each CDQ group to ensure these requirements for maintaining confidential information are met.

Confidentiality Information

Sample Confidentiality Petition

October 1, 2004

Greg Cashen, CDQ Manager
Department of Community and Economic Development
Division of Banking, Securities, and Corporations
PO Box 110807
Juneau, AK 99811-0807

RE: Confidentiality Petition

Dear Mr. Cashen:

(CDQ Group) requests application of confidentiality provisions of 6 AAC 93.070 to certain documents, specifically the items marked confidential in its (name and date of document; i.e., the 2004 First Quarter Report dated April 30, 2004). The items listed below should be determined confidential and withheld from public access and each page has been marked confidential:

Section VI. Confidential Issues
Pages _____ of (Group) (First) quarterly report

Justification

There is good cause pursuant to 6 AAC 93.070 for finding these records confidential for the following reason:

(Include justification)

For this reason, (CDQ Group) respectfully requests the specified documents be kept confidential. Thank you for your consideration.

Sincerely,

(Name)
Executive Director/President/CEO

Confidentiality Information

Sample Confidentiality Petition

October 1, 2004

Greg Cashen, CDQ Manager
Department of Community and Economic Development
Division of Banking, Securities, and Corporations
PO Box 110807
Juneau, AK 99811-0807

RE: Confidentiality Petition

Dear Mr. Cashen:

(CDQ Group) requests application of confidentiality provisions of 6 AAC 93.070 to certain documents, specifically the items marked confidential in its (name and date of document; i.e., the 2004 First Quarter Report dated April 30, 2004). The items listed below should be determined confidential and withheld from public access and each page has been marked confidential:

Section VI. Confidential Issues
Pages _____ of (Group) (First) quarterly report

Justification

There is good cause pursuant to 6 AAC 93.070 for finding these records confidential for the following reason:

(Include justification)

For this reason, (CDQ Group) respectfully requests the specified documents be kept confidential. Thank you for your consideration.

Sincerely,

(Name)
Executive Director/President/CEO

Confidentiality Information

Sample Confidentiality Petition

October 1, 2004

Greg Cashen, CDQ Manager
Department of Community and Economic Development
Division of Banking, Securities, and Corporations
PO Box 110807
Juneau, AK 99811-0807

RE: Confidentiality Petition

Dear Mr. Cashen:

(CDQ Group) requests application of confidentiality provisions of 6 AAC 93.070 to certain documents, specifically the items marked confidential in its (name and date of document; i.e., the 2004 First Quarter Report dated April 30, 2004). The items listed below should be determined confidential and withheld from public access and each page has been marked confidential:

Section VI. Confidential Issues
Pages _____ of (Group) (First) quarterly report

Justification

There is good cause pursuant to 6 AAC 93.070 for finding these records confidential for the following reason:

(Include justification)

For this reason, (CDQ Group) respectfully requests the specified documents be kept confidential. Thank you for your consideration.

Sincerely,

(Name)
Executive Director/President/CEO

Attachment 1
Species Listings

ATTACHMENT 1

2006 -- 2008 SPECIES LISTINGS

CDQ Reserve Category (metric tons)

BS Pollock
Pacific Cod
BS FG Sablefish
AI FG Sablefish
BS Sablefish
AI Sablefish
WAI Atka Mackerel
CAI Atka Mackerel
EAI/BS Atka Mackerel
Yellowfin Sole
Rock Sole
BS Greenland Turbot
AI Greenland Turbot
Arrowtooth Flounder
Flathead Sole
Other Flatfish
Alaska Plaice
BS Pacific Ocean Perch
WAI Pacific Ocean Perch
CAI Pacific Ocean Perch
EAI Pacific Ocean Perch
Northern Rockfish
Shortraker Rockfish
Rougheye Rockfish
BS Other Rockfish
AI Other Rockfish
Other Species

PSQ Reserve Category (halibut in mt, all others in number of animals)

Zone 1 Red King Crab
Zone 1 Bairdi Tanner Crab
Zone 2 Bairdi Tanner Crab
Opilio Tanner Crab
Pacific Halibut
Chinook Salmon
Non-Chinook Salmon

Halibut

Management Area(s) 4B; 4C; 4D; and or 4E

CDQ Crab

Bristol Bay Red King Crab
Norton Sound King Crab
Pribilof Red King Crab
Pribilof and St. Matthew Blue King Crab
C. opilio (Bering Sea)
C. bairdi (Bering Sea)
Eastern AI (EAI) Golden (Brown) king crab
Adak (Petrel Bank) red king crab

KEY: (BS) Bering Sea; (AI) Aleutian Islands; (WAI) Western Aleutian Islands; (CAI) Central Aleutian Islands; (EAI) Eastern Aleutian Islands. When the AI are referred to individually, 541 = EAI, 542 = CAI, and 543 = WAI.

Attachment 2
CDP Checklist

CDP Multi-Species Application Format Checklist

CDP APPLICATION FORMAT CHECKLIST	Location
I. Executive Summary	
A. Name of Applicant.	
B. Table of total CDQ and PSQ allocation request in percent (PSQ request for 2nd tier only).	
C. Communities represented within the application.	
D. Description of the managing organization.	
E. Goals/objectives and milestones of the CDP.	
F. Description of the CDP projects in the proposed CDP.	
G. Management strategy to accomplish CDP projects.	
H. Description of the target fisheries.	
I. Harvesting & processing partner information.	
J. Benefits to the region.	
K. Level of local participation.	
L. Other.	
INTRODUCTION	
Part One. Community Development Plan Application Information	
I. Demographic Information	
A. Availability of work force from communities.	
B. Number and percentage of low-income persons residing in each participating communities.	
C. Current fisheries infrastructure in the region, including:	
1. Barriers to entry into existing fishing industry.	
D. Other demographic information which may assist in the evaluation of the application.	
II. Community Information	
A. List of eligible communities, including:	
1. Population;	
2. Economic Conditions of each community; and	
3. CDQ group's outreach plan for each community (appropriate to describe in Part II, Section 1; Active Non-Profit Project(s)).	
B. Letter of support by governing body of a community for the CDQ group and managing organization (if managing organization is not the applicant).	
C. How the CDP would use or enhance existing:	
1. Harvesting capabilities;	

CDP Multi-Species Application Format Checklist

2. Processing capabilities;	
3. Support facilities; and	
4. Human resources.	
D. Other community information which may assist in the evaluation of the application.	
III. Benefits to the Region	
A. Goals of the CDP.	
B. Economic opportunities provided through employment from CDQ projects.	
C. How the CDP will generate new capital and/or equity for fish or processing opportunities.	
D. Efforts taken to include residents from non-CDQ regions (where appropriate).	
E. Stimulation on Alaska's economy in both CDQ and non-CDQ communities.	
F. Cooperative efforts with other CDQ groups (where appropriate).	
G. Benefits to the Bering Sea/Aleutian Island region.	
H. Other information which may assist in the evaluation of the application	
IV. CDQ Organization Information	
A. Provide evidence that applicants are qualified as required under 50 CFR 679.2 CFR 50 679.	
B. Managing Organization Qualifications:	
1. Description of management structure;	
2. How management is qualified to:	
a) Carry out CDP projects, and	
b) Manage the harvest of CDQ allocations while preventing CDQ & PSQ overages;	
3. List of key personnel, including contract personnel with:	
a) Resume with name, address, references, phone and fax numbers, and contract information, including summary of salary and benefits for key personnel per (6 AAC 93.025 (a)(10)) [include salaries, detail of benefits, bonuses, and total compensation packages for the top five personnel, top five consultants and or contractors, and top five board members for CDQ group and all subsidiaries];	
b) Return of Organization Exempt from Income Tax (IRS Form 990);	
c) U.S. Corporation Income Tax Return (IRS Form 1120); and	
d) Employment and or consulting contracts greater than $100,000 annually.	
4. Legal relationship between CDQ group and managing organization (if different):	
a) Contracts or other binding agreements;	
5. List of Board of Directors, including:	
a) Name, community, address, phone number, commercial or subsistence fishermen status, and	

CDP Multi-Species Application Format Checklist

b) Letter of support or election results from communities;	
6. How management's past performance has improved your regions:	
a) Employment levels,	
b) Training, educational and human resource advancement,	
c) Social and economic wealth, and	
d) Ability to compete in the Bering Sea fishing industry.	
C. Business Information:	
1. Organization chart of all divisions, subsidiaries, joint ventures, and partnerships, listing (if applicable):	
a) Legal structure, state of registration, and percentage of ownership, and	
b) Legal documents regarding the relationships within the chart;	
2. Investment policies for the following items:	
a) For-profit projects,	
b) Infrastructure projects,	
c) Fund/cash management project, and	
d) Other projects;	
3. Most recent audited consolidated income statement, balance sheet and cash flow statement;	
4. For each business relationship, including joint ventures, partnerships, loans, corporations, and harvesting/processing arrangement, provide legal/contractual description of:	
a) The relationship, including:	
(1) Management services, and	
(2) Audit control services;	
b) All funding and financing plans, including;	
c) Distribution of proceeds, including:	
(1) A summary of all profit sharing and/or royalty arrangements; and	
d) Other contractual agreements including legal, lobbying, audit, accounting, allocation management, investment research, fund management, and similar services per 6 AAC 93.025(a)(10).	
D. Harvest/processing management information:	
1. For each target fishery, provide:	
a) Harvesting and/or processor information,	
b) How gear type will conserve and maximize utilization of resource,	
c) Support for bycatch and PSQ allocation requests:	
(1) plan to reduce bycatch and discards,	
d) Past bycatch and discard data,	
e) Past and proposed utilization data, products and yield, including:	
(1) Plans for creating full retention and utilization of quota,	
f) Past and proposed inshore and offshore deliveries,	
g) History of fishery violations (if applicable),	

CDP Multi-Species Application Format Checklist

h) Processing information,	
i) Marketing information, and	
j) The RFP (or like process) engaged in when developing harvesting / processing partner relationship.	
E. Other CDQ organization information which may assist in the evaluation of the application.	
V. CDQ Planning	
A. Transition plan from CDQ program to self-sufficiency in eligible CDQ communities.	
B. Post allocation plan / Provide information on Long Term Development Strategies.	
C. Other CDQ planning information which may assist in the evaluation of the application.	
VI.Confidential petition and stamped confidential pages	
INTRODUCTION	
Part Two. Community Development Plan Information	
I. Community Development Information	
A. Community Development Project	
1. Provide a CDQ project form for all:	
a) Proposed For-Profit projects,	
b) Active For-Profit projects,	
c) Proposed Non-Profit projects,	
d) Active Non-Profit projects,	
e) Proposed Infrastructure projects,	
f) Active Infrastructure projects,	
g) Proposed Fund/Cash management projects,	
h) Active Fund/Cash management projects, and	
i) Administrative efforts.	
B. Comprehensive Milestone Table for all:	
1. Proposed projects listed in Part II, Section A; and	
2. Active projects listed in Part II, Section A.	
II. Budgets	
A. General budget for entire CDP period by calendar year, including:	

CDP Multi-Species Application Format Checklist

1. Income from all CDQs and CDP projects; and	
2. Expenditures for all projects and administration.	
B. Detailed current year annual budgets listing:	
1. Income from all CDQs and CDP projects as reflected in the projects listed in Part II, Section A, and see Attachment 6, Table 2;	
2. Expenditures from the CDQ group as reflected in the projects listed in Part II, Section A; and	
3. Administrative expenses - detailed with administrative expenses by project, and see Attachment 6, Table 1.	
III. Fish Plan	
A. Table of total CDQ and PSQ allocation request in percent (PSQ request for 2nd tier only).	
B. Table of necessary CDQ target and bycatch quota, and PSQ quota requests by target fishery in percent.	
C. For each target fishery, provide the following forms for each proposed vessel or processor to be used:	
1. Fishing Plan for Motherships and Catcher/Processors Using Trawl Gear;	
2. Fishing Plan for Catcher/Processors Using Non-Trawl Gear;	
3. Fishing Plan for Catcher Vessels 60 feet LOA or Greater Using Trawl Gear Except Vessels Delivering Only Unsorted Codends to Another Vessels;	
4. Fishing Plan for Catcher Vessels 60 feet LOA or Greater Using Non-Trawl Gear;	
5. Fishing Plan for Catcher Vessels Less than 60 feet LOA Using Any Gear and Catcher Vessels of any Length Delivering Only Unsorted Codends to Another Vessels; and	
6. Fishing Plan for Shoreside Processors Taking Deliveries from Catcher Vessels Groundfish CDQ Fishing.	
D. For each crab target fishery, provide:	
1. CDQ organization contact, including:	
a. Name, address, phone and fax numbers;	
2. Plan to prevent overages;	
3. A description of the target fishery:	
a. Proposed fishing periods (be specific on start and stop days),	
b. Gear storage plans,	
c. Number of pots,	
d. Tank inspections, and	
e. Any other pertinent information;	
4. Vessel information:	

CDP Multi-Species Application Format Checklist

a. Harvesting partner, including contact name, address, phone and fax numbers,	
b. Vessel name,	
c. Federal permit number,	
d. ADF&G vessel number,	
e. Length over all (LOA),	
f. Vessel type,	
g. Will vessel also fish in the main License Limitation fishery,	
h. CFEC card number (when known),	
i.USCG safety approval,	
j. MCI or equivalent MARSAT communication capability, and	
k. Vessel diagram showing:	
1. Location of observer accommodations, including sleeping and work areas,	
2. Weighing station, and	
3. Observer sampling station; and	
5. Shoreside processor/Buying station information:	
a. Processing partner, including contact name, address, phone and fax numbers,	
b. Proposed delivery site, and	
c. Other information as required.	

Attachment 3
CDP Project Forms

For-Profit CDQ Projects – Proposed

CDQ Project Name:

Measurable Milestones:

Scope of Operation:

(continue of Scope of Operations – attachment)

Funding requirements from CDQ group:

2006

Administrative / Delivery Costs:

Capital Expenditures:

For-Profit CDQ Projects – Active

CDQ Project Name:

Measurable Milestones:

Scope of Operation:

(continue of Scope of Operations – attachment)

Funding requirements from CDQ group:

2006

Administrative / Delivery Costs:

Capital Expenditures:

Non Profit CDQ Projects – Proposed

CDQ Project Name:

Measurable Milestones:

Scope of Operation:

(continue of Scope of Operations – attachment)

Funding requirements from CDQ group:

2006

Administrative / Delivery Costs:

Capital Expenditures:

Non Profit CDQ Projects – Active

CDQ Project Name:

Measurable Milestones:

Scope of Operation:

(continue of Scope of Operations – attachment)

Funding requirements from CDQ group:

2006

Administrative / Delivery Costs:

Capital Expenditures:

Infrastructure – Proposed

CDQ Project Name:

Measurable Milestones:

Scope of project:

(continue on Scope of Project – attachment)

Funding requirements from CDQ group:

2006

Administrative / Delivery Costs:

Capital Expenditures:

Infrastructure – Active

CDQ Project Name:

Measurable Milestones:

Scope of project:

(continue on Scope of Project – attachment)

Funding requirements from CDQ group:

2006

Administrative / Delivery Costs:

Capital Expenditures:

Cash/Fund Management – Proposed

CDQ Project Name:
Measurable Milestones:
Investment strategy: (continue on Investment Strategy – attachment)
Funding requirements from CDQ group: 2006 Administrative / Delivery Costs: Capital Expenditures: Target of total Asset value

Cash/Fund Management – Active

CDQ Project Name:

Measurable Milestones:

Investment strategy:

(continue on Investment Strategy – attachment)

Funding requirements from CDQ group:

2006

Administrative / Delivery Costs:

Capital Expenditures:

Target of total Asset value

Administrative Efforts

CDQ Project Name:
Measurable Milestones:
Investment strategy: (continue on Investment Strategy – attachment)
Funding requirements from CDQ group: 2006 Administrative / Delivery Costs: Capital Expenditures: Target of total Asset value

Attachment 4
CDP Application Timeline

2006-2008 CDQ Allocation Timeline

08/16/04	Notice of CDQ Application Period published in Newspapers.
08/16/04	CDP Application Packets mailed.
10/01/04	CDP Application Period begins.
10/15/04	Public Notice to Newspapers announcing Public Hearing (November 30, 2004).
11/01/04	CDP Applications Due.
11/30/04	Public Hearing (Anchorage LIO) - 8:30 a.m. to 11:30 a.m. Private Hearing with **Group A** - 1:00 p.m. to 4:00 p.m.
12/01/04	Private Hearing with **Group B** - 8:30 a.m. to 11:30 a.m. Private Hearing with **Group C** - 1:00 p.m. to 4:00 p.m.
12/02/04	Private Hearing with **Group D** - 8:30 a.m. to 11:30 a.m. Private Hearing with **Group E** - 1:00 p.m. to 4:00 p.m.
12/03/04	Private Hearing with **Group F** - 8:30 a.m. to 11:30 a.m.
12/10/04	Notice of State's Initial Allocation Recommendations (approximate).
12/10/04	Request for Reconsideration Period (30 Days).
01/11/05	State Response to Request for Reconsideration (30 Days).
04/06/05	Council Consultation.
04/15/05	Allocation Recommendations and Findings to NMFS.

Attachment 5
NMFS Fishing Plan Forms for Vessels and Processors

Proposed Fishing Plan for Motherships and Catcher/Processors Using Trawl Gear

CDQ Group Name: .....

Vessel Name:	Vessel contact information - Name of Person:
Federal Fisheries Permit #:	Mailing address:
ADF&G #:	
LOA:	Phone number:
Vessel type (Circle one) Catcher/Processor Mothership	FAX number: e-mail address (not required):
How many CDQ observers will be aboard this vessel during groundfish CDQ fishing?	

Method that will be used to determine CDQ and PSQ catch for this vessel (check one):

_____ NMFS standard sources of data
_____ Alternative method described in attached proposal

Fishery (if information differs by fishery)	Area	Average (while CDQ fishing)			Maximum (while CDQ fishing)		
		# of Hauls	Weight (mt)	Time (hrs)	# of Hauls	Weight (mt)	Time (hrs)

(rev 4/18/00)

 Date Prepared/Revised: _____

Proposed Fishing Plan for Catcher/Processors Using Non-Trawl Gear

CDQ Group Name: .....

Vessel Name:	Vessel contact information - Name of Person:
Federal Fisheries Permit #:	Mailing address:
ADF&G #:	
LOA:	Phone number:
Gear (circle all that will be used to catch CDQ): Hook-and-Line Pot Jig	FAX number: e-mail address (not required):
Will this vessel harvest halibut CDQ or IFQ as bycatch in a groundfish CDQ fishery? Halibut CDQ ____Y ____N Halibut IFQ ___Y ___N	

Method that will be used to determine CDQ and PSQ catch for this vessel (check one):

_____ NMFS standard sources of data
_____ Alternative method described in attached proposal

Complete information in the following box for catcher/processors using hook-and-line gear only

Fishery (if information differs by fishery)	Area	Proposed # of Observers	# Sets per day While CDQ Fishing		Avg. # Hooks per CDQ Set	Estimated Time to Retrieve CDQ Sets
			Average	Maximum		

(rev 4/14/00)

 Date Prepared/Revised: _____

Proposed Fishing Plan for
Catcher Vessels 60 ft. LOA or Greater Using Trawl Gear <u>Except</u>
Vessels Delivering Only Unsorted Codends to Another Vessel

CDQ Group Name: .....

Vessel Name:	Vessel contact information - Name of Person:
Federal Fisheries Permit #:	Mailing address:
ADF&G #:	
LOA:	Phone number:
This vessel will be delivering CDQ catch to the following shoreside plants or processor vessels (List all processor names that apply):	FAX number: e-mail address (not required):
	How many CDQ observers will be aboard this vessel during groundfish CDQ fishing?

Method that will be used to determine CDQ and PSQ catch for this vessel (check one):

_____ NMFS standard sources of data
_____ Alternative method described in attached proposal

Fishery (if information differs by fishery)	Area	Average (while CDQ fishing)			Maximum (while CDQ fishing)		
		# of Hauls	Weight (mt)	Time (hrs)	# of Hauls	Weight (mt)	Time (hrs)

(rev 4/14/00)

 Date Prepared/Revised: _____

Proposed Fishing Plan for Catcher Vessels 60 ft. LOA or Greater
Using Non-Trawl Gear

CDQ Group Name: .....

Vessel Name:	Vessel contact information - Name of Person:
Federal Fisheries Permit #:	Mailing address:
ADF&G #:	
LOA:	Phone number:
Gear (circle all that will be used to catch CDQ): Hook-and-Line Pot Jig	FAX number: e-mail address (not required):
This vessel will be delivering CDQ catch to the following shoreside plants or processor vessels (List all processor names that apply):	Will this vessel harvest halibut CDQ or IFQ while fishing for a groundfish CDQ species? Halibut CDQ ____Y ____N Halibut IFQ ___Y ___N

Method that will be used to determine CDQ and PSQ catch for this vessel (check one):

I. NMFS standard sources of data:

_____ Option 1 - all groundfish CDQ will be retained and sorted and weighed at a shoreside processing plant, vessels will carry one CDQ observer during all CDQ fishing, and halibut PSQ catch will be based on CDQ observer reports.

_____ Option 2 - some groundfish CDQ will be discarded at sea, vessels will carry one CDQ observer during all CDQ fishing, vessel will have an approved observer sampling station, and all groundfish CDQ/PSQ catch will be based on CDQ observer reports.

II. _____ Alternative method described in attached proposal.

Complete information in the following box for catcher vessels using hook-and-line gear only

Fishery (if information differs by fishery)	Area	Proposed # of Observers	# Sets per day while CDQ fishing		Avg. # Hooks per CDQ Set	Estimated Time to Retrieve CDQ Sets
			Average	Maximum		

(rev 4/18/00)

 Date Prepared/Revised: _____

Proposed Fishing Plan for:
Catcher Vessels Less than 60 ft LOA Using Any Gear
or
Catcher Vessels of Any Length Delivering Only Unsorted Codends to Another Vessel

CDQ Group Name: .....

Vessel Name:	Vessel contact information - Name of Person:
Federal Fisheries Permit #:	Mailing address:
ADF&G #:	
LOA:	Phone number:
Gear (circle all that will be used to catch CDQ): Trawl Hook-and-Line Pot Jig	FAX number: e-mail address (not required):
Will this vessel deliver only unsorted codends to another vessel? _____ Y (list vessel below) _____ N This vessel will be delivering CDQ catch to the following shoreside plants or processor vessels (List all processor names that apply):	Will this vessel harvest halibut CDQ or IFQ as bycatch in a groundfish CDQ fishery? Halibut CDQ ____Y ____N Halibut IFQ ____Y ____N Method that will be used to determine CDQ and PSQ catch for this vessel (check one): _____ NMFS standard sources of data _____ Alternative method described in attached proposal.

(rev 4/18/00)

Page ____ Date Prepared/Revised: _____

Proposed Fishing Plan for Shoreside Processors Taking Deliveries from Catcher Vessels Groundfish CDQ Fishing

CDQ Group Name: .....

Name of Processor, Mailing Address, Name and Phone Number of Contact Person at Plant	Federal Processor Permit #	Location (port) where CDQ catch will be landed

Page ____ Date Prepared/Revised: _____

(rev 4/14/00)

Attachment 6
Reporting Format Tables

Table 1 Consolidated Administrative Totals
Table 2 CDQ Royalty by Species Table
Table 3 Employment Reporting Format
Table 4 Training Reporting Format

TABLE 1

MARCH 31, 2006 CONSOLIDATED ADMINISTRATIVE TOTALS

	SUBSIDIARY/L.L.C. A	SUBSIDIARY/L.L.C. B	SUBSIDIARY/L.L.C. C	PROGRAM A	PROGRAM B	PROGRAM C	TOTAL
BOARD EXPENSES:							
Per Diem (hotel, taxi, meals, etc)							
Honorariums/Stipends/Fees							
STAFF SALARIES							
STAFF BENEFITS							
PAYROLL TAXES							
TRAVEL/PER DIEM:							
Staff							
Consultants							
Contract Personnel							
TRAINING:							
Staff							
Consultants/Contract Personnel							
Board Members							
ACCOUNTING FEES							
AUDIT EXPENSES							
LEGAL FEES							
CONSULTANTS							
OTHER PROFESSIONAL FEES:							
Investment Managers							
Contract Personnel							
RENT							
UTILITIES							
OFFICE SUPPLIES							
POSTAGE							
TELEPHONE/INTERNET FEES							
INSURANCE							
DUES/SUBSCRIPTIONS							
COPYING/PRINTING							
OFFICE EQUIPMENT REPAIR							
ADVERTISING							
OFFICE EQUIPMENT PURCHASE							
TOTAL							

TABLE 2

Please provide a breakdown of **CDQ royalties** by species in the format listed below for calendar years 2006 and 2008 (a separate table for each year).

Species	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	YTD
Pollock					
Pollock Roe					
Pacific Cod					
Halibut					
Sablefish					
Crab:					
Bristol Bay Red King Crab					
Opilio Crab					
Other Multi-species					
Total					

Table 3
CDQ Employment Reporting Format

D. Employment

1. Data Form

	Quarter Activities		Year-to-Date	
	People	Wages	People	Wages
Management/Administrative	###	$$$	###	$$$
Community Based Staff	###	$$$	###	$$$
CDQ Pollock-Related				
A/B Season				
C/D Season	###	$$$	###	$$$
	###	$$$	###	$$$
Other Fishing				
Other Employment	###	$$$	###	$$$
	###	$$$	###	$$$
Internships	###	$$$	###	$$$
	###	$$$	###	$$$
	###	$$$	###	$$$
Total	###	$$$	###	$$$

* Discrete Individuals/Total Wages

2. Summary

Table 4
CDQ Training Report Format

C. Training

1. Data Table

	Quarter		Year-to-Date	
	People	Expenditure	People	Expenditure
Scholarships				
Postsecondary	###	$$$	###	$$$
Vocational	###	$$$	###	$$$
Voc-tech Classes				
Basic	###	$$$	###	$$$
Advanced	###	$$$	###	$$$
Other Training				
Fisheries Related	###	$$$	###	$$$
Student Loans	###	$$$	###	$$$
CDQ Staff	###	$$$	###	$$$
Board of Directors	###	$$$	###	$$$
Other	###	$$$	###	$$$
Total	###	$$$	###	$$$

2. Summary

This application booklet has been prepared by:

State of Alaska
Department of Community & Economic Development
Division of Banking, Securities, and Corporations
CDQ Program
PO Box 110807
Juneau, AK 99811-0807
(907) 465-5536 (phone)
(907) 465-2549 (fax)

Please feel free to contact:
Greg Cashen at 907-465-5536
if you need additional information
regarding the application procedure.