

Regional Seafood Development Association Application Guide

Alaska Department of Commerce, Community & Economic Development

The following application guide provides the general items an applicant must complete in order to be considered for the regional seafood development association. Prior to applying, applicants are strongly encouraged to review relevant Alaska Statutes and Alaska Administrative Code regulations pertaining to regional seafood development associations including:

AS 43.76.350
AS 43.76.355
AS 43.76.360
AS 43.76.380
AS 43.76.385
AS 43.76.390
AS 43.76.399
AS 44.33.065
3 AAC 149

Completion of the items required in this Guide may not fully satisfy the requirements of the relevant statutes and regulations. Failure to fully comply with the statutes and regulations will result in the Department not considering the application.

Application

Applications may be faxed, emailed, mailed or hand delivered. The Department will review the applications in the order they are received. An applicant that provides a faxed or emailed application under review will be asked to send an original and one copy of the application to:

Alaska Department of Commerce, Community & Economic Development
Attn: Kevin O’Sullivan
PO Box 110809
Juneau, Alaska 99811-0809 (Mailing Address)
333 Willoughby Avenue, 9th Floor
Juneau, Alaska 99801 (Delivery Address)

Phone Number: (907) 465-5464
Fax Number: (907) 465-5085
E-mail: Kevin.OSullivan@Alaska.gov

Application Guide Contents

- (1) Region(s) for application:
 - (2) Contact:
 - (3) Address:
 - (4) Phone:
 - (5) Fax:
 - (6) Email
- (7) Identify each fishery elections will be held (please number, provide permit number, and name of permit):
- (8) Provide organization information that meets the purposes set out in AS 44.33.065(a) (1) including:
- (a) Certificate of incorporation
 - (b) Articles of incorporation
 - (c) Bylaws
 - (d) Administrative policies and procedures that address board of director's structure, procurement activities, financial accountability, and election process
 - (e) Federal tax identification number
 - (f) Proof of tax exempt status.
- (9) Please submit a business plan that demonstrates
- (a) Overall mission and purpose
 - (b) Qualifications of management including,
 - (A) Board of directors qualifications / experience
 - (B) Experience of management
 - (C) Organizational chart
 - (c) Economic development goals and strategies that meet the purposes set out in AS 44.33.065(a) (1)
 - (d) Pro forma statements that demonstrate revenues including estimated seafood development tax, expenses, including administrative expense.
- (10) Board of Director Information
- (a) Provide methodology for determining board of directors for permit holders assessed a tax, including election process.
 - (b) Number of seats.
- (11) Describe how the organization will provide sufficient notice to reach members within the seafood development region(s).