

Asian Carp Market Value Program

## Asian Carp Market Value Program Application

**INSTRUCTIONS:** *Fill out this form completely and to the best of your ability. All answers must be truthful. Attach additional pages, if needed.*

**Submit by Mail to:** Tetra Tech  
One Oxford Valley, Suite 200  
Langhorne, PA 19047  
Attn: Gina Behnfeldt

**Or Submit by Email to:** [gina.behnfeldt@tetrattech.com](mailto:gina.behnfeldt@tetrattech.com)

**For Additional Information:** Email: [gina.behnfeldt@tetrattech.com](mailto:gina.behnfeldt@tetrattech.com)

Phone: 215-702-4094

### Background

The Illinois Department of Natural Resources (IDNR) Asian Carp Market Value Program provides grant funding to current Asian carp processors and product-makers operating in Illinois and/or out-of-state to aid development of new markets and sales opportunities of Asian carp products. Asian carp is an invasive species that poses both economic and environmental risks in the Great Lakes region. To help stem the growth and spread of the fish, IDNR has developed this program to encourage increased fishing and contribute to meeting invasive species management goals by heightening demand for Asian carp through business growth. This program is being administered by Tetra Tech, Inc.

### Program Funding

Grant funding for Asian carp fish processors and product makers is available for 80% of expenses, up to a maximum award of \$8,000, to reimburse business travel costs related to attending Asian carp-associated trade shows and other non-education focused conferences. This funding also is available for business travel expenses associated with cultivating Asian carp product sales or development of new Asian carp product markets, including travel to Asian carp associated trade shows. At least 20% of expenses must be matched by the applicant and may include ineligible costs of food and gas. There is no application fee for the Program. Applicants may not receive funds from this program more than twice. This includes related entities with common ownership of 20% or greater. If applying for second time, eligible expenses must be for travel and/or tradeshow/conferences that occurred at a different time from the first approved funding.

### Applicant Eligibility

Applicants must be for-profit businesses and Asian carp fish processors and/or product makers, operating in Illinois and/or out-of-state. Applicants must provide evidence of purchase and use of Illinois Asian carp over some or all of the last year from date of application. Acceptable evidence will include a sale document reflecting an Illinois-based seller, and/or Illinois pool name where the fish were caught. Applicants must be registered, licensed, and in good standing in their state(s) of operation. Local, state and federal inspections and permits must be up to date, including those related to health and aquatic species. Applicants also must not be party to an open business-related suit with any local, state or Federal governmental entity, and not be in current violation of local, state or Federal law pertaining to the business.

### Eligible Expenses

Eligible expenses associated with traveling to and attending trade shows, other non-education focused conferences, and travel related to increasing Asian carp product sales, or development of new Asian carp product markets, include the following:

1. Registration, booth fees, collateral materials, and displays
2. Travel expenses including train, bus, car rental, taxi or other local transportation fare, ferry, ship, and airfare whether international or domestic, and lodging. (*Excluded are: food; alcoholic beverages; gas; vehicle violation costs; vehicle repairs; first class or equivalent airfare, train and ship fare; luxury car rental; limousine rental; and luxury lodging such as pent house. Also excluded are unspecified travel expenses, travel without clear destination, or for not-yet-scheduled or unnamed events.*)



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### Goals and Timeline Requirements

The applicant must clearly define goals to be achieved through the proposed business travel or event attendance. These goals must be quantifiable (*for example: number of client contacts, signed contract, letter of interest, products sold to a specific company met through the travel or event attendance, etc.*) and must have a near future timeline for achievement. Goals that will most credibly and directly result in the increased sale of Asian carp products are best. Applicants should note that all or part of goal achievement will be a condition of reimbursement. Final determination of the goal(s) will be made at the sole discretion of the Steering Committee on a case-by-case basis according to the nature of proposed expenses.

### When to Apply

Applications are accepted on a rolling basis and may be submitted up to one (1) calendar year prior to the planned travel and/or an event.

### Application Submittal

Applications should be submitted to Tetra Tech via email or mail to the address at the top of page 1. Submittal must include at least the following: signed copy of this application form, including the first eight (8) pages; evidence of purchase of Illinois-caught Asian carp (see Question 8 for valid forms of evidence); and relevant copies of license(s), permit(s), inspection certificate(s), and violation notice(s), if any. Submittals may include additional pages needed to respond to questions, and other supporting information about the business and products the applicant may wish to include.

### Communication

The applicant contact provided will receive the following communication: 1) email confirming receipt of the application; 2) information requests, if needed, either via email or phone; 3) notice via email when the application is complete; 4) letter of approval or denial provided via email; 5) email confirming receipt of reimbursement request letter and expense receipts; 6) other communication as may be needed.

### Award Details

Funding will be considered encumbered upon Steering Committee approval. Applicants will receive a denial or approval letter. If approved, the letter will memorialize such terms and conditions as grant and match amounts, goals to be achieved prior to disbursement, types of evidence needed to demonstrate paid expenses and goal achievement, and timeframe for goal achievement and expense reimbursement. Funding will be provided as reimbursement, only, for eligible expenses.

### Reimbursement Request Submittal

To receive reimbursement, following the event or travel, applicants must use the Reimbursement Request Letter template available at [www.ifishillinois.org](http://www.ifishillinois.org). The letter must be sent to Tetra Tech at the address above and on the letter, via email attachment or in hard copy. The letter must summarize eligible and match expenses, and attach evidence of paid, legible, in English, in US dollars receipts, invoices, and credit card and/or bank statements. The letter also must reference the approved timeline, describe the goals achieved and attach evidence of goals achievement. Further information on these items will be provided in the approval letter. The reimbursement request letter also must be signed by an authorized representative of the applicant. And finally, the letter must be accompanied by a brief written summary of the travel and/or trade show describing the benefit of attending.

**En Español: Contacto Tetra Tech, (302) 283-2256, para obtener más información sobre el programa, impreso en español.**

## PROGRAM USE ONLY

Received Date:	Reviewed Date:	Reviewer Initials:
Form Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No		_____
Applicant ID Assigned: _____		



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## APPLICANT INFORMATION

Date: \_\_\_\_\_

Applicant Contact Name and Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Number

Street

City

State

Zip Code

Business ID: \_\_\_\_\_

Illinois Business Tax Number

Federal Employer ID Number

Contact: \_\_\_\_\_

Phone Number

Fax Number

Email

Website

## PRODUCTS INFORMATION

1. What year was the business established? \_\_\_\_\_
2. Does your business currently sell Asian carp products?  Yes  No
3. How long has the company been producing Asian carp products? \_\_\_\_\_  
\_\_\_\_\_
4. Describe the overall products and/or services your business provides. Include specific reference to Asian carp products. **Attach** copy of sales receipt or invoice for at least one of your Asian carp products. (Must be dated within the past year from date of application.)
5. What are the company's total annual sales in dollars, and what portion are Asian carp product sales?
6. Indicate the estimated number of pounds of Asian carp the company uses annually for its products?

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7. Provide full addresses below of all facility locations including street, city, state and zip code. Indicate which is the headquarters or main location.
  
  
  
  
  
  
  
  
  
  
8. List all applicant business owners of 20% or greater and provide ownership percentage.
  
  
  
  
  
  
  
  
  
  
9. List all Asian carp-related entities in which owners above have 20% ownership or greater.
  
  
  
  
  
  
  
  
  
  
10. **Attach** evidence of purchase of Illinois-caught Asian carp. *(Valid evidence includes sales slips, invoices, bills of sale, or other document(s) that state Asian carp buyer name (applicant), seller name, seller address, date of sale, type(s) of Asian carp sold, and price. Seller address must be in Illinois or other information on the purchase document must indicate where the Asian carp were caught, such as the pool name. Date of sale also must be included and be within one year of date of application to be valid.)*

**REGISTRATION / LICENSING / LEGAL**

11. All Applicants must be registered, licensed, and in good standing in their state(s) of operation. Local, state and federal inspections and permits must be up to date for the business, including those related to health and aquatic species. Applicants also must not be party to an open business-related suit with any local, state or Federal governmental entity, and not be in violation of local, state or Federal law pertaining to the business.
  - a. In what state(s) is the applicant registered to do business? Provide Business Registration number(s).
  
  
  
  
  
  
  
  
  
  
  - b. Is the applicant in good standing in their state(s) of operation?  Yes  No  
If no, provide explanation below.
  
  
  
  
  
  
  
  
  
  
  - c. In what state(s) is the applicant licensed to do business? List state(s), license name(s), license number(s) below and **attach** copy(s) of license(s).

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- d. Are all local, state and federal inspections and permits up to date for the business, including those related to health and aquatic species?  Yes  No

List all relevant permits and inspections below and **attach** copies. Provide explanation for any not up to date.

- e. Is the applicant a party to a business-related suit with any local, state or Federal governmental entity?  
 Yes  No If yes, provide case number(s), parties, and explanation of suit(s) subject matter below.

- f. Is the applicant in violation of local, state or Federal law pertaining to the business?  Yes  No  
If yes, provide explanation below and **attach** copy(s) of violation notice(s).

## FUNDING REQUEST

12. Describe the purpose of the travel and/or trade show/conference expenses for which you are applying to this program. Include discussion of how the purpose fits into your larger market growth plans.
13. Indicate the dates the travel and/or trade show/conference expenses are expected to occur.
14. Provide an itemized list of your proposed total expenses for which you are applying to the program. Also, indicate which expenses you consider will be match. If not discrete costs, explain how 20% match requirement will be met.  
*(To calculate match, multiply 20% by total expenses. For example, to receive a \$5,000 reimbursement (award), multiply total expenses of \$6,250 by 20% to arrive at match amount of \$1,250. If you wish to calculate match using the reimbursement amount, multiply by 25% - \$5,000 x .25 = \$1,250.)*



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15. Describe the sales and/or market growth goals intended to be achieved from the activities described above. Be specific. Goals must be quantified. (For example: number of client contacts, signed contract, letter(s) of interest, products sold to a specific company met through the travel or event attendance, etc. Goals that will most credibly and directly result in increased sale of Asian carp products are best. Applicants should note that all or part of goal achievement will be a condition of reimbursement.)

16. Provide a near-future timeline (i.e., within 6 months from the end date of travel and/or event) for achievement of the goals provided in response to the previous question.

17. Is the funding request pertaining to this application also being funded by the US Department of Agriculture, Market Access Program, or Market Development Program, or by another source other than the applicant?

Yes  No If yes, briefly explain below.

**I attest that the information provided in this document is, to the best of my knowledge, accurate and truthful. I understand that false or misleading information provided in this document could result in declination, cancelation of funding commitment, legal action, and/or repayment of funds. Title 18, Section 1001 of the U.S. Code provides that a person is guilty of a felony for knowingly and willingly making materially false or fraudulent statements or representations in any manner within the jurisdiction of any branch of the United States government.**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



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PROGRAM USE ONLY		
<b>PRODUCTS INFORMATION</b>		
A. Is business a current Asian carp fish processor or product maker? (Questions 1 – 7)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
B. Is valid evidence of purchase of Asian carp within a year of application date provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
<b>REGISTRATION / LICENSING / LEGAL</b>		
C. Are the following provided and current?		
Business Registration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate of Good Standing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business Licenses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inspections	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Permits	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
D. Is business currently a party to any governmental law suits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
E. Is business in violation of local, state or Federal law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
F. Is the applicant identified on any state or federal debarment lists?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
<b>FUNDING REQUEST</b>		
G. Is funding request for eligible expenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
H. Have the expenses not yet been incurred?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
I. Are expenses expected within one (1) year of the application date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
J. Is funding request within \$8,000 cap?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
K. Does request meet 20% match requirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
L. Is this a first or second application, including related entities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		
M. Did applicant adequately indicate potential sales and/or market growth to result from expenditures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes: _____		

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N. Did applicant list quantifiable goals to be achieved? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>							
Notes: _____							
O. Did applicant provide near-future timeline for goal(s) achievement? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>							
Notes: _____							
P. Are expenses being supported only by MVP Program? (i.e., no duplication by USDA program(s) or other sources.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>							
Notes: _____							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>Reviewer Initials</u></td> <td style="width: 50%; text-align: center;"><u>Date</u></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	<u>Reviewer Initials</u>	<u>Date</u>	_____	_____		
<u>Reviewer Initials</u>	<u>Date</u>						
_____	_____						
<b>FUNDING RECOMMENDATION</b>							
Recommended Funding Amount: \$ _____							
Match: \$ _____							
Recommended Goal(s) to be Achieved:	1. _____ 2. _____ 3. _____						
Recommended Evidence of Goal(s) Achievement:	1. _____ 2. _____ 3. _____						
Recommended Reimbursement:	<input type="checkbox"/> Lump Sum <input type="checkbox"/> Multiple						
Multiple Reimbursements, Number and Milestones: _____							
Recommended Funding Term: _____							
<b>STEERING COMMITTEE</b>							
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	<u>Date</u>						
<b>APPROVED</b>	_____						
<b>DECLINED</b>	_____						
<b>IDNR REVIEW and AUTHORIZATION TO PROCEED</b>							
<u>Name</u>	<u>Signature</u>	<u>Date</u>					
_____	_____	_____					