



SEAFOOD INFRASTRUCTURE ADAPTATION FUND (SIAF) GRANT MANUAL

In Partnership with the
Governor's Office of Policy Innovation and the Future

"This grant investment is made possible by the Climate Resilience Regional Challenge (CRR) administered by the National Oceanic and Atmospheric Administration (NOAA). Thanks to the CRR Grant awarded in Fall 2024 to the Maine Governor's Office of Policy Innovation and the Future for making it possible."

SEAFOOD INFRASTRUCTURE ADAPTATION FUND (SIAF) PROGRAM SCHEDULE

March 2, 2026	RFA opens
March 11, 2026	Webinar, 10:00-11:30AM
April 8, 2026	Open Office Hours, 12:30 – 2:00PM
May 13, 2026	Open Office Hours, 12:30 – 2:00PM
June 10, 2026	Open Office Hours, 12:30 – 2:00PM
June 10, 2026	Cut-off for guaranteed responses to application questions, 3:00PM
June 30, 2026	RFA closes, 5:00PM
September 15, 2026	Conditional award notification
September-December 2026	NOAA Environmental Compliance Review
January 2027	Final Contracting
February 1, 2027	Grantee Orientation, 1:00 – 2:30PM
February 2027	Project work begins
August 1, 2029	All Projects must be Complete
August 15, 2029	Grantee Final report and documentation due to MDF (narrative, photos, financial reporting, etc must be complete). 10% of the total grant award will be withheld for final payment pending approval of the project deliverables and final reporting by MDF.

Grantee Quarterly Reporting

March 15, 2027
June 15, 2027
September 15, 2027
December 15, 2027
March 15, 2028
June 15, 2028
September 15, 2028
December 15, 2028
March 15, 2029
June 15, 2029
August 15, 2029 – Grantee Final

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APPLICATIONS MUST BE SUBMITTED BY 5:00pm June 30, 2026

INTRODUCTION

SEA (Seafood Economic Accelerator) Maine (SM) and project manager Maine Development Foundation (MDF) are administering a grant program entitled Seafood Infrastructure Adaptation Fund (SIAF) for energy efficiency conversions and supply chain adaptations to marine living resource infrastructure in public facilities that will provide greater resilience to climate-related shocks. The source of funding for this grant is federal funds through the National Oceanic Atmospheric Administration (NOAA) Climate Resilience Regional Challenge (CRRC) Grant awarded to the Maine Governor's Office of Policy Innovation and the Future in Fall 2024. For more information: <https://www.maine.gov/future/climate/resiliencegrant>.

MDF is a non-partisan, statewide public-private organization that works to drive sustainable economic growth in Maine. SM is an industry-led initiative bringing together leaders in Maine's commercial fishing, aquaculture, and seafood economy. Funded initially by the U.S. Department of Commerce Economic Development Administration, with match funding from the Maine Technology Institute and FocusMaine, the statewide initiative developed a [roadmap and action plan](#) for economic growth, market and workforce development, and greater resiliency in Maine's seafood economy.

SIAF is a grant program for public and tribal-government-owned facilities serving the seafood sector. Seafood infrastructure refers to facilities related to commercial fishing, aquaculture, and seafood production and supply chain. The grants are for supply chain infrastructure adaptations and/or energy efficiency conversions to marine living resource infrastructure in public or tribal government-owned facilities that will strengthen the seafood sector and provide greater resilience to climate-related shocks. All project construction activities must be located on publicly owned land, tribal land, or land where a public entity holds a lease or easement that demonstrates adequate public interest. Public access would be one example of sufficient public interest.

These federal funds can be used as match for other federal grants, if that grant program allows it. The availability of these awards is contingent upon the availability of funds from NOAA. NOAA CRRC funds are currently available and continue to be released.

SIAF is awarding up to \$1,000,000 to fund projects from \$75,000 to \$300,000 for seafood infrastructure adaptations, including planning, engineering, and/or design, on publicly owned land, tribal land, or land with a public lease or easement. This grant is by reimbursement only.

The purpose of this manual is to familiarize applicants with the policies and procedures of the SIAF and to explain the application procedures. Grant recipients are required to comply with Federal and State laws and regulations governing administration of the SIAF program.

Quick Facts about SIAF

- Grant award amounts for projects will range from \$75,000 to \$300,000.
- Approximately \$1,000,000 is expected to be awarded in grant funding.
- 5% match is required for this grant. Cash and in-kind are acceptable as matching funds.
- Seafood Infrastructure refers to facilities related to commercial fishing, aquaculture, and seafood production and supply chain.
- NOAA will review leases and easements conveying property to public entities to ensure that the public interest is adequate and consistent with competition requirements.
- All projects are subject to NOAA's environmental compliance review prior to the release of funds.

APPLICATIONS MUST BE SUBMITTED BY 5:00pm June 30, 2026

CHAPTER 1. ELIGIBILITY REQUIREMENTS

- A. APPLICANTS:** Government entities (municipal, county, state, and tribal), or non-profit organizations, business owners, private property owners, and educational organizations representing publicly owned infrastructure that serves the seafood industry, including commercial fishing, aquaculture and seafood production and supply chain.
- B. PROPERTIES:** To apply for a grant the property must meet ALL the following conditions:
1. All construction activities must be located on publicly owned land, tribal land, or land where a public entity holds a lease or easement which shall, at a minimum, be for the expected life of the project (as defined by the project applicant and NOAA, but for a minimum of 20 years). NOAA will review leases and easements to ensure that the public interest is adequate and consistent with competition requirements.
 2. Activities on state managed submerged lands are eligible even if adjacent uplands are privately owned.
- C. ELIGIBLE PROJECTS:**
- Planning, engineering, and/or design projects are eligible if implementation/construction of those activities would be located on publicly owned land, tribal land, or land where a public entity holds a lease or easement.
 - Retrofits of existing public infrastructure and facilities are eligible.
 - Construction of new facilities is not an eligible activity.

Example projects:

- Off-grid solar upgrade and battery storage for aquaculture infrastructure
- Cold storage units installed into existing public facility
- Installing backup energy sources for climate- and weather-related resiliency

CHAPTER 2. APPLICATION PROCESS

Application Submission Due: June 30, 2026, 5:00pm

MDF will receive applications through an online application at [SEA Maine Re-Grant Application | Maine Development Foundation](#). Administrative documents will be combined and uploaded as a single pdf into the application form. The Budget Spreadsheet along with the project workplan will be uploaded separately in the form. Further instructions and sample documents are provided in the application form and below.

Project Site & Description

The Application includes questions about the project site to verify public or tribal government ownership or lease or easement. Project description must include what work is being proposed, the timeline for the work, and how it will be done.

Budget Spreadsheet

Budget Spreadsheet template is provided [here](#). Please ensure the figures provided in the spreadsheet match those entered in the application. Upload your spreadsheet into the file upload section of the application. Please save and name the Budget Spreadsheet as follows: “[Name of Project] Budget Spreadsheet”, i.e. Aquaculture Cold Storage Budget Spreadsheet

Project Workplan

Project Workplan template is provided [here](#). Please complete the work plan with plan and details of each phase of the project. Upload the completed document into the file upload section of the application. Please save and name the Workplan Document as follows: “[Name of Project] Workplan”, i.e. Aquaculture Cold Storage Workplan

CHAPTER 3. SELECTION PROCESS & CRITERIA

A Grant Review Committee (GRC) will review all complete grant applications and make funding decisions based on the selection criteria in Chapter 5. All grant decisions are at the discretion of the GRC. The GRC will be comprised of representatives of MDF, SEA Maine, Governor's Office of Policy Innovation and the Future, NOAA, Maine Department of Marine Resources, Maine Office of Business Development, and Gulf of Maine Research Institute.

The goal of the SIAF program is to catalyze continued investment in Maine’s fisheries and seafood sector supply chain infrastructure in order to strengthen resiliency to climate-related shocks. Applications will be reviewed by the SIAF Grant Review Committee (GRC) and ranked for funding in accordance with the following criteria. Total possible points = 80.

A. Resiliency and Maine’s Seafood Sector 0-25 pts

The proposed project strengthens seafood sector resiliency (economically and/or to climate-related shocks). The project strengthens a production or supply chain process. The project addresses vulnerabilities to climate-related shocks, implementing adaptation plan(s).

B. Project Description and Timeline 0-25 pts

Describe the project thoroughly from beginning to end. Describe all work elements of the project or all phases of the project. If the award would support a phase of a project, indicate which phase and how it fits into other phases. Points will be awarded based on the overall merits of the project.

- A project should clearly identify and describe the location of the existing project, existing conditions, and need for the proposed improvements.
- Identify the final product(s) of the project, such as "backup energy sources for resilience to climate- and weather-related events".
- The project should demonstrate readiness and provide a clear schedule. Does timeline sequencing support meeting the goals of the project before the grant deadline? Applicants outline the procedures that will be used to manage the project and ensure completion of project deliverables.

C. Budget 0-15 pts

Applicants will describe what steps they have taken to determine the project budget and ensure its accuracy. Applicants who can demonstrate they have followed the steps recommended in Chapter 6, as applicable, will score higher than those who have not. (5% match is required).

D. Administrative Capability and Risk Assessment 0-15 pts

Applications will be scored on the applicant’s record of past accountability in administering other grants (State, Federal or foundation grants). Grantees must have personnel (staff or volunteer) devoted to the role of managing the SIAF financials. Grantees must have an adequate accounting system, audit procedure, effective accountability, and be prepared to follow federal procurement and reporting procedures.

E. Geographic distribution of applications may be considered. No points.

Applications with projects serving regions of the state that are more rural and at greater distance to concentrated supply chain infrastructure will be given priority.

CHAPTER 4. PROGRAM REQUIREMENTS

1. Seafood Industry Impact

The project demonstrates its contribution to the seafood sector through strengthening the seafood supply chain and/or providing greater resilience to climate-related shocks.

2. Match

Match is required to be in-hand upon application submission. Each project requires a non-federal match of 5% of the total grant funds requested. If the applicant requests \$75,000 (the minimum grant amount that can be requested), the applicant is required to contribute a \$3,750 match (5% of \$75,000) and the overall grant budget is \$78,750.

3. Federal Requirements

Federal Requirements include [Build America Buy America](#) (BABA) Act and American Iron Steel. Davis-Bacon Act does not apply to these funds. BABA applies a domestic content procurement preference requirement to any federally funded public infrastructure project. All iron, steel, manufactured products, and construction materials used in the project must be produced in the United States. If your project is awarded, further requirements will be detailed in the Grant Contract.

NOAA will review and approve each project for environmental compliance before release of funds. NOAA's environmental compliance team will work with successful applicants to obtain the necessary project details that must be submitted to complete environmental compliance reviews.

4. Signage

Signage which is visible to the public must be installed for construction projects that result in 6 or more months of on-the-ground construction activity. The costs to procure, distribute, and install signage should be included in proposed budgets. Acknowledgement language on signs should include the following: "Funded by the Department of Commerce and the National Oceanic and Atmospheric Administration through the Inflation Reduction Act."

5. Project Period

Project costs must be incurred between the date by which the grant contract is executed (signed and dated by both MDF and the grantee, anticipated to be January 2027) and the project end-date as stipulated by the grant contract (August 1, 2029 is project completion deadline; August 15, 2029 is final reporting and invoicing deadline). Costs incurred prior to the execution of the grant contract or following the end date are not allowable project costs, nor can they be used as part of the matching share.

6. Project Budget

A project budget worksheet will be provided by MDF. The grantee must notify MDF in writing of any major changes in the budget prior to implementing the change. As a guideline, any increase or decrease of a budget item by more than ten percent is a major change. Grantees are requested to notify MDF of under-expenditure of the grant at the earliest possible date so that if needed, the MDF can re-allocate the excess funds to another activity.

7. Interim Reporting

As stipulated in the project grant contract, quarterly interim reports are required of all projects, even if no work has been done or no costs incurred by the interim report due date. The schedule of due dates for Interim Reports are found in the project contract under the Scope of Work. Interim reporting forms will be provided to grantees for their use.

8. Final Report

All grantees must complete a final project report at the conclusion of the project before final reimbursement. 10% of the total grant award will be withheld for final payment pending approval of the project deliverables and final reporting by MDF.

9. Project Extensions

No project extensions beyond August 1, 2029, will be given. Final reporting and invoicing will be due August 15, 2029.

10. Method of Payment

All grant funds are paid on a reimbursement basis only. Documentation of all expenditures (grant and local matching share) must be submitted to and be audited by MDF. All expenses must be documented with copies of invoices and copies of both sides of canceled checks. All matching funds must also be documented. Time sheets signed by the employee or volunteer and supervisor are required for volunteer and in-kind services, showing a pre-approved rate and total dollar value of the donated or in-kind time. The dollar value of donated equipment and donated space must also be documented for approval as a match. Reimbursement may be made in installments, although 10% of the total grant award will be withheld for final payment pending approval of the project deliverables and final reporting by MDF.

11. Maine Human Rights Act of 1972 (5 M.R.S.A § 4551, et.seq.)

The Human Rights Act of 1972 prohibits discrimination on the grounds of religion or gender. Any person who believes they have been discriminated against on these or the above grounds in any program, activity, or facility operated by a recipient of Federal or State assistance should write to: Maine Human Rights Commission, State House Station 51, Augusta, Maine 04333-0051.

12. Grant Contract

- A successful grantee shall enter into a Grant Contract that shall include the amount of the grant award, the project schedule, the scope of work for the project, a total project budget, and general requirements of the grant award.
- The Grantee must submit a signed copy of the Grant Contract with an original signature to MDF prior to commencing any work.
- This Grant Contract shall conform to the sample Grant Contract Template in Appendix A.

13. Grantee Orientation Meeting

All grant recipients (including the local project manager and the grant recipient's fiscal officer) will be required to participate in a grantee orientation meeting on February 1, 2027 from 1:00-2:30pm with MDF upon receipt of a formal grant notification award letter from MDF. The purpose of the orientation meeting is to confirm the budget and the timetable for completion and discuss procurement requirements and reimbursement procedures.

14. Photographs Required

Photographs are requested in the quarterly interim reports; and for the final project report. Photos must be of property/infrastructure only – no people in photographs.

CHAPTER 5. BUDGET

Advance planning that yields accurate estimates and reliable budgets produces successful projects. Applicants should take the following recommended steps to generate a budget for the project. (Not all steps apply to every project.)

1. Matching funds must align with budget categories. 5% Match (cash or in-kind) required.

2. Solicit estimates from as many qualified providers as possible before completing the project budget in the application. Describe all estimates in the application 'budget narrative' section. Remember, consultants and contractors cannot be hired until after a signed and approved grant contract has been executed with MDF.
3. Calculate labor costs carefully. Any minimum wage labor (paid or donated) must be calculated at the federal or state minimum wage rate, whichever is higher.
4. Be certain to include donated time or services as costs (counts towards Match).
5. Have a process in place to track costs and payments and a person responsible for this process so that any changes to the budget can be identified as early as possible.
6. If your total project budget is over the maximum award of \$300,000 you must show where your additional funding comes from for the overall project in the Budget Spreadsheet.
7. Invoicing for reimbursement will be monthly via the MDF Payment request form. See Appendix D of the Grant Subrecipient Contract Template.
8. 10% of the total grant award will be withheld for final payment pending approval of the project deliverables and final reporting by MDF.

CHAPTER 6. FUNDING REQUIREMENTS

Projects have a minimum grant award of \$75,000 and a maximum of \$300,000. Eligible match will be cash, in-kind, or volunteer qualified professional labor for the project only, unless approved otherwise by the MDF. In some cases, donated equipment or donated space, if a significant and essential component of the project, may be used as matching share. Expenditures will be reimbursed only if they are part of the contracted budget and: a) are in payment of an obligation incurred during the grant period; b) are necessary for the accomplishment of approved project objectives; c) comply with all applicable terms and conditions of the Federal Award flow down to this subaward and Federal Cost Principles Title 2 CFR Part 200, including [Subpart E - Cost Principles](#); and d) are approved in advance as necessary.

Allowable Match

1. Cash: other non-federal grant sources, general operating funds and/or donations.
2. In-kind: Donated services by volunteers will be valued at the state minimum wage. In-kind services from professionals such as an architect or accountant require a resume and an invoice detailing services provided, hourly rate, number of hours, and the value of the donated services. In-kind services performed by full-time staff of the grantee within the scope of their normal responsibilities is an allowable match.

CHAPTER 7. GRANT AWARD PROCEDURES

A. Grant Application Information

MDF will distribute the grant application and grants manual containing the rules and other information pertaining to the administration of SIAF. Announcements will be posted on SEA Maine's websites (<https://www.seamaine.org/rfps/>).

B. Grant Review and Implementation Schedule

June 30, 2026	Final applications due 5:00pm
July and August, 2026	Review of proposals by Grant Review Committee
September 15, 2026	Conditional Award Notification to Applicants

September – December, 2026	NOAA Environmental Compliance Review
January 2027	Official Award letters issued & Contracting
February 1, 2027	Grantee Orientation, Project work commences

C. Pre-project Grantee Responsibilities

Before work can commence on the grant-funded project the following activities must be completed:

- NOAA’s Environmental Compliance Review must be complete and approved.
- The Grant Contract with MDF must be signed.
- The Procurement Documentation form must be completed and submitted to MDF before contracts are signed with consultants, tradespeople, contractors, etc.

NO PROJECT EXPENSES MAY BE INCURRED PRIOR TO THE NOTIFICATION FROM MDF TO THE APPLICANT THAT THE LAST STEP ABOVE HAS BEEN SATISFACTORILY COMPLETED.

APPENDIX A: SAMPLE GRANT CONTRACT TEMPLATE

Grant Contract Template: <https://www.mdf.org/wp-content/uploads/2026/02/MDF-NOAA-Subrecipient-Grant-Contract-TEMPLATE.pdf>

APPENDIX B: CONTRACTOR TEMPLATE FEDERAL COMPLIANCE REPORTING

Contractor Template: [Contractor Template Federal Compliance and Reporting MDFSubAwardContract.docx](#)

Additional Requirements are outlined in the Grant Contract Template. See Appendix A.

APPENDIX C: FORMAT FOR INTERIM PROJECT REPORTS

The following material will form the basis for the final project report for each development project:

I. Project Information

1. Name of project manager and project address.
2. Project/Business Name associated.
3. Dates of project (start and end).

II. Progress Updates

1. Date of reporting period.
2. Description of progress as concisely as possible (e.g., *activities, key meetings held, permits processed, contracts or work products completed, summaries of findings for studies*). *Note why achieving these things is important for the project’s goals (what’s the impact?). If applicable, identify current or anticipated implementation challenges or delays.*
3. Milestones/Outcomes: Describe project milestones or outcomes completed during the reporting period; if no such outcomes were completed, describe progress toward achieving them.
4. Task Status: Status of task as either “not started,” “not on schedule,” “in progress,” or “completed” (including date of completion). If status is either “not started” or “not on schedule,” please include

an explanation and plans to complete task outcomes. If known, note any anticipated revision requests that might be submitted in the next reporting period.

5. Photos of project progress (embed in report).

III. Fiscal Report

1. Complete budget worksheet provided by MDF, including expenses with cost breakdown per category and income including SIAF sub-award received and any other funds received for the project.
2. Provide accounting of the proposed and actual match of the project.
3. Explain any differences between original project budget and the actual final cost. Subrecipient contracts will have the 10% budget modification allowance. Any budget variances over 10% of the total budget require prior approval from MDF.