U.S. Department of the Interior
Bureau of Ocean Energy Management (BOEM)
Office of Renewable Energy Programs

Program Announcement No. M19AS00003

BOEM FY 2019 Manasota Key Remote Sensing and Site Investigation

CFDA No. 15.408

March 22, 2019

I. Funding Opportunity Description:

The Office of Renewable Energy Programs of the Bureau of Ocean Energy Management (BOEM) is offering a cooperative agreement opportunity to the Florida Bureau of Archaeological Research, Florida Department of State, Tallahassee, Florida. No other applications are requested at this time. This cooperative agreement will (1) assist the State of Florida with the documentation and recovery of these human remains and archaeological materials for repatriation by the State, and (2) conduct an extensive remote sensing data collection study that will determine best practices for identifying geophysical signatures of potential submerged pre-contact period archaeological sites.

Section 1345 of the OCSLA authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA and other Federal laws, including the sharing of information, the joint utilization of available expertise, the facilitating of permitting procedures, joint planning and review, and the formation of joint surveillance and monitoring arrangements to carry out applicable Federal and State laws, regulations, and stipulations relevant to outer Continental Shelf operations both onshore and offshore.

II. Award Information:

- This Program Announcement describes a specific project that may be awarded to the Florida Bureau of Archaeological Research, Florida Department of State, Tallahassee, FL premised on receipt of an acceptable proposal. This is not an open solicitation for proposals. The BOEM anticipates making a single cooperative agreement award in Fiscal Year 2019 for the proposal submitted under this program announcement.
- The total amount of funding available for the Florida Bureau of Archaeological Research, Florida Department of State, Tallahassee, FL is not to exceed $75,000 for the purposes of assisting the State of Florida with the documentation and recovery of these human remains and archaeological materials for repatriation by the State, and conducting an extensive remote sensing data collection study that will determine best practices for identifying geophysical signatures of potential submerged pre-contact period archaeological sites. Work performance under this award must start before June 1, 2019, and the proposed work must be completed no later than 2 years from the start date. Additional information regarding multi-year proposals is presented in the "Multi-Year Proposal" section below.
- The award will be a cooperative agreement. This requires substantial involvement by BOEM scientists in various aspects of study development and/or study conduct.

Selected Research Topics

This announcement is specifically to announce intent to undertake the following project:

1. Documentation and recovery of pre-contact period indigenous human remains and archaeological materials for repatriation by the State.

2. Determine best practices for identifying the geophysical signatures of potential submerged pre-contact period archaeological sites from high-resolution geophysical survey data.

No other proposals are requested at this time, although additional opportunities may be announced in the future.

Multi-Year Proposals:

The proposal should clearly define the work to be accomplished each year. The BOEM reserves the option to fund only the first year of a multi-year proposal with funding of subsequent years contingent upon the availability of funds and satisfactory progress demonstrated by the recipient. Progress will be determined through technical review of Performance and Progress Reports and other work identified by the BOEM project officer.

III. Eligibility Information:

The Florida Bureau of Archaeological Research, Florida Department of State, may submit an application. The specific project identified is intended for the applicant identified. A contribution of matching funds towards this effort, either as cash or in-kind contributions (such as salary, equipment, etc., or a combination of both) is strongly encouraged. Matching dollars cannot be from other federal funding sources. Further information can be found at 2 CFR 200.306.

IV. Application and Submission Information:

1. Proposal must be submitted by 5 pm EST, on the due date noted on the Synopsis to this announcement.
2. Location of Application Package

   All applications must be submitted through the www.Grants.gov portal at "Apply for Grants." Applicants can locate the application package by visiting the Grants.gov portal and searching on CFDA number 15.408 in the Grants.gov search engine.

   The electronic submission system requires several preliminary registration steps before the actual application can be submitted, including obtaining a DUNS number (see www.dnb.com), registering in SAM.gov (see www.sam.gov) and registering a Grants.gov account (go to www.grants.gov and click on "Register" in the top right hand corner).3. Content and Form of Applications

3. Content and Form of Applications

   The application process begins by downloading https://www.grants.gov. The application portal will enable the applicant and all interested parties to view and complete the following required application forms:

SF-424 Application for Federal Assistance

SF-424a Budget Information

SF-424b Assurances – Non-Construction Programs

Project Narrative Form (including Proposal Cover Sheet described below)

Budget Narrative Form

Budget Form and Budget Justification

GG Certification Regarding Lobbying Form

(Complete the Optional SF-LLL Lobbying form only if lobbying has occurred)

4. Proposal Cover Sheet

The cover sheet of the proposal shall contain the following information:

Project Title:

Principal Investigator(s):

Name:

Address:

Phone:

FAX:

Email:

Name of Organization:

Contact information for Technical and Administrative Negotiations

Project Status: New/Continuation

Project Duration: (years or months)

Proposed Start Date:

Proposed Draft Final Report Submission Date:

Proposed Completion Date:

Amount Requested From BOEM:

Amount and Sources of Non-Federal Match:

Total Project Cost:

Signature, Name and Contact Information of Organization's Principal Investigator and Co-Investigator:

Proposal Endorsement, including Signature, Name and Contact Information of

Sponsoring Organization or Institute Director.

5. Proposal Text

The proposal must be in 11-12 point Times New Roman, Arial, or similar font with 1" page margins. Non-conforming proposals will not be considered. The text should be no longer than 20 pages. The text for multi-year proposals may be up to 30 pages. Please include the following in the Proposal:

a. Abstract

b. Background/Relevance to BOEM Issues, Information Needs, and Research Topics: Give a brief introduction to the research problem. State how the proposal addresses BOEM goals. Explain why the work is important. Specify the contribution to science related to renewable energy issues, oil and gas development, or marine minerals production and the benefits that society will receive from the study. Proposals should describe why the research is important to offshore energy development issues. Provide a brief summary of findings or outcomes of any prior work you have completed in this area.

c. Objectives/Hypotheses: Clearly define goals of the project.

d. Methods/Analyses: Provide a clear description of planned methodologies and analyses.

e. Data Management, Data Security and Data Archiving Plan: Provide copies of data files with metadata to BOEM in a format that meets Federal data standards (e.g., current Federal Geographic Data Committee standards). Copies shall also be archived with the National Environmental Satellite, Data, and Information Service (NESDIS), or other appropriate Federal Data Repository.

f. For studies involving field work, or as otherwise appropriate, applicants shall provide plans for Logistics, Safety Management, and necessary Permits/Interagency coordination/Local Coordination

g. Project management/Staffing plan: **Describe the performance measures or devise a performance plan that will be used to assess the accomplishment of the goals of the project. These performance measures will be incorporated in the cooperative agreement award.** All key personnel (including graduate student workers) shall be identified by name. List the organization's Principal Investigator first, followed by the names of other individuals. Indicate the role (oceanographer, anthropologist, geochemist, field assistant, etc.) and anticipated level of effort for each participant in the project. If names of some participants are unknown at the time the proposal is first submitted, a proposal addendum with the names and vitae must be submitted prior to award.

h. Performance Measures: Applicants shall suggest specific measures that can be used to monitor project progress, including that of sub-awardees e.g., quality and timely deliverables, timely completion of fieldwork or other project components, draft peer reviewed articles. These performance measures will be incorporated into the cooperative agreement award and reviewed as part of any continuation request.

i. Timeline (including deliverables): Provide for submission of the draft final report six months before project end date to ensure adequate time for review, revision, and publication.

j. Critical starting dates (e.g., for season-limited field work): Identify any critical starting dates and the reason why project success is dependent upon that start date.

k. Project Deliverables and Planned Products: List product(s) (reports, analyses, maps, digital data, etc.) that will be delivered during the performance period. Quarterly, draft and final annual reports, and draft and final technical summaries are required. Images and data are also standard deliverables.

l. Publication and Presentation: BOEM strongly encourages the Recipients to publish project reports in scientific and technical journals, and present results to the scientific community, appropriate professional organizations, and local, State, and Federal agencies as part of the project. These publications and meetings should be included in the proposal and budget.

m. Bibliography: List all references cited in the text, as well as references that are relevant to the current proposal from your past work in the field.

n. Curricula Vitae (maximum 2 pages) for each identified participant. Emphasize previous experience in the field of study that the proposal addresses.

o. Letters of Commitment: Provide signed letters of commitment by matching funds grantors, contractors, and sub-grantees.

p. Budget Spreadsheet: In addition to SF-424a Budget Information form in section IV.3 above, include information in a format which provides personnel, travel, services, supplies, equipment, tuition, and indirect costs on an annual basis for both the requested BOEM funds and for the anticipated match funds.

q. Budget Justification Narrative: (see item 6 below)

6. Budget Justification Narrative

This information will provide more details than the SF-424a form (section IV.3) and will provide adequate information for the Contracting Officer to conduct a detailed analysis of the costs to determine they are reasonable, allowable and allocable. Please include the following:

a. Salaries and Wages. List positions and rate of compensation for organization employees. If contract employees are hired, also list job titles, number of estimated hours, rate of compensation, and total time.

b. Fringe benefits/labor overhead. Indicate the rates/amounts in conformance with normal accounting procedures. Explain what costs are covered in this category and the basis of the rate computations. Provide a copy of the negotiated rate agreement with the cognizant federal audit agency for the Recipient, and all sub-grantees, if available.

c. Tuition. Requests for funds for tuition must identify the student by name. The total compensation (including tuition funds, stipend, etc.) requested for the individual must be commensurate with the services to be performed by that individual.

d. Lab Analyses. Briefly itemize cost of all analytical work.

e. Supplies. Enter the cost for all tangible property. Include the cost of office, laboratory, computing, and field supplies separately. Provide detail on any specific item that represents a significant portion of the proposed amount. Provide a statement that supplies will be purchased in accordance with 2 CFR 200.318-326.

f. Equipment. Show the cost of all special-purpose equipment necessary for achieving the objectives of the project. "Special-purpose equipment" means scientific equipment having a useful life of more than 1 year and having an acquisition cost of $5,000 or more per item. Each item should be itemized and include a full justification and a dealer or manufacturer quote, if available. General-purpose equipment (used also for purposes other than this project) must be purchased from the applicant's operating funds. Title to non-expendable personal property shall be vested solely with the Recipient. Under no circumstances shall property title be vested in a sub-tier recipient. Provide a statement that equipment will be purchased in accordance with 2 CFR 200.318-326 and managed in accordance with 2 CFR 200.313.

g. Services or consultants. Identify the tasks or problems for which such services would be used. List the contemplated sub-recipients by name (including consultants), the estimated amount of time required, and the quoted rate per day or hour. Sub-applicant proposals should provide cost breakdowns at the same level of detail as the Applicant's proposal. If contract employees are hired, include their total time, rate of compensation, job titles, and roles. Provide a statement that salaries will be charged at the actual rate and that the rate is comparable to others doing similar work within the organization. Note that tasks conducted by Federal partners must have a separate proposal and budget. Federal partners must be funded directly from BOEM via an intra-agency agreement, and cannot be reimbursed directly by the recipient.

h. Travel. State the purpose of the trip and itemize the estimated travel costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of transportation, and any miscellaneous expenses for each trip. Calculations of other special transportation costs (such as charges for use of applicant-owned vehicles or vehicle rental costs) should also be shown. Applicants should include in the proposal a plan to present findings at one to two major meetings (see Section IV.5.l).

i. Publication costs. Show the estimated cost of publishing the results of the research in the peer-reviewed literature. Include costs of drafting or graphics, reproduction, page or illustration charges, and a minimum number of reprints.

j. Digital Images. All projects should plan to provide BOEM with no less than 20-30 digital images related to the research activity. BOEM encourages the Recipient to develop education and/or outreach materials, e.g. teacher's packet, poster, video, etc.

k. Other direct costs. Itemize the different types of costs not included elsewhere.

l. Total Direct Charges. Totals for items a - k.

m. Indirect Charges (Overhead). Indirect cost/general and administrative (G&A) cost. Show the proposed rate, cost base, and proposed amount for indirect costs based on the cost principles applicable to the Applicant's organization. If the Applicant has separate rates for recovery of labor overhead and G&A costs, each charge should be shown. Provide a copy of the negotiated rate agreement with the Applicant's federal cognizant audit agency.

n. Amount proposed. Total items l and m.

o. Multi-year projects. The Applicant shall provide summary information as well as a detailed budget for each year. Funds requested for the final year of performance shall comprise a minimum of 15% of the project's total anticipated budget.

V. **Application Review Information**

Proposals will be reviewed by BOEM scientists, program managers and may also include external peer review. Reviewers have expertise in Federal offshore programs and/or the specific scientific discipline of the proposal.

Evaluation Criteria. The proposal will be evaluated in accordance with the following criteria shown in descending order of importance:

1. **Study Design and Products:**
   Does the proposed study meet BOEM goals for the project? Will it produce useful products? Does it address key issues?

2. **Work plan/Methodology:**
   Is the strategy clear and designed for a successful study? Are the study objectives appropriate for proposed time frame? Are the proposed facilities, coordination, and product production appropriate?

3. **Planned Products and Dissemination of Results:**
   Are the products clearly defined? Will they be useful for gas hydrate resource assessment activities?

4. **Budget Justification and Clarity:**
   Is staff sufficient to accomplish the proposed goals? Are expenses adequately itemized?

5. **Experience/Competence of Principal Investigators:**
   Has the applicant demonstrated that they are capable of conducting the study? Has the applicant demonstrated knowledge of fieldwork? Have products been on schedule and within budget?

VI. Award Administration Information:

The recipient is responsible for managing the day-to-day operations of the cooperative agreements and sub-awards to ensure compliance with applicable Federal statutes, regulations and policies. The recipient is also responsible for meeting the performance goals identified in the Project Narrative.

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) Bureau of Ocean Energy Management carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Award is based on the application submitted to, and as approved by BOEM, and is subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation\regulation.
- Special terms and conditions.
- Code of Federal Regulations/Regulatory Requirements, as applicable (Contact the Contracting Officer with any questions regarding the applicability of the following):

2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

2 CFR Part 25 Universal Identifier and System for Award Management

2 CFR Part 170 Reporting Subaward and Executive Compensation Information

2 CFR Part 175 Award Term for Trafficking in Persons

2 CFR Part 1400 NonProcurement Debarment and Suspension

2 CFR Part 1401 Requirements for Drug-Free Workplace

2 CFR Part 1402 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

43 CFR Part 18 New Restrictions on Lobbying

2 CFR Part 182 Governmentwide Requirements for Drug-Free Workplace

The following provisions are included in full text:

Conflicts of Interest

(a) Applicability.

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) Requirements.

(1) Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.

(2) In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.

(3) No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

(c) Notification.

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of lnterest.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(d) Restrictions on Lobbying. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.

(e) Review Procedures. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(f) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

Data Availability

(a) Applicability. The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.

(b) Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

(c) Availability of Data. The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third party evaluation and reproduction of the following:

(i) The scientific data relied upon;

(ii) The analysis relied upon; and

(iii) The methodology, including models, used to gather and analyze data.

Reporting

The BOEM will conduct oversight and monitoring of the work progress and financial status of the cooperative agreement by requiring the following, at a minimum:

1. **Federal Cash Transactions Reports**
   The Recipient must submit the Standard Form 425, Federal Financial Report and, when necessary, its continuation form if funds are withdrawn in advance of expenditures. The BOEM will use the form to monitor the cash advanced to the Recipient, and to obtain disbursement or outlay information for each cooperative agreement.
2. **Performance and Financial Status Reporting Requirements**
   Reporting requirements for the projects are regulated by 2 CFR Part 200. These regulations specify basic cooperative agreement reporting requirements including performance and financial reports. BOEM will work closely with the recipient to incorporate appropriate performance and financial reporting requirements into each cooperative agreement award, consistent with 2 CFR Part 200. These regulations provide some flexibility in determining the appropriate content and frequency of performance and financial reports. At a minimum, however, the reporting schedule will require the recipient to report their progress at least quarterly through the established reporting process and yearly submission of financial status reports.
3. **Single Audit Requirements**
   Nonfederal entities that expend financial assistance funds of $750,000 or more in Federal awards must have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than $750,000 in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.
4. **Technical Reporting Requirements** (to be submitted by project PI)
   Quarterly Reports, Annual Progress Reports, Draft and Final Reports, and Draft and Final Technical Summaries are required.

Acknowledgement of Sponsorship

The Recipients shall acknowledge Federal sponsorship in the draft and final reports by placing the following statement on the disclaimer/acknowledgement page of both reports: "Study collaboration and funding were provided by the U.S. Department of the Interior, Bureau of Ocean Energy Management, Resource Evaluation Division under Agreement Number ___TBD__."

The following disclaimer statement shall be placed on the disclaimer/acknowledgement page of both reports: "This report has been technically reviewed by BOEM, and it has been approved for publication.

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

The Recipient shall require of all investigators that all manuscripts intended to be published in journals resulting from this study shall be submitted to BOEM for review and comment prior to submittal to the journal, with final revisions remaining subject to the discretion of the author. BOEM manuscript reviews shall be conducted expeditiously, within a period of 10 business days, and in conformance with the U.S. Department of the Interior Scientific and Scholarly Integrity Policy, as outlined in the DOI Departmental Manual (Part 305: Chapter 3).

All publications and oral presentations shall contain an acknowledgement of support from BOEM under this Cooperative Agreement that reads: "Study collaboration and funding were provided by the U.S. Department of the Interior, Bureau of Ocean Energy Management, Resource Evaluation Division under Agreement Number ___TBD___."

Scientific integrity is vital to Department of the Interior (DOI) activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result not only in potentially flawed scientific results, interpretations, and applications but will damage DOI's reputation and ability to uphold the public's trust. All work performed must comply with the DOI Scientific Integrity Policy posted to http://www.doi.gov, or its equivalent as provided by their organization or State law.

VII. AGENCY CONTACTS

Grants.gov:
Technical questions concerning the application process:
Grants.gov Help Desk at:
Phone: 1-800-518-4726
Email: support@grants.gov

Program Announcement and Cooperative Agreement Questions:
Joanne Murphy
Acquisition Policy and Financial Assistance Branch
Bureau of Safety and Environmental Enforcement
45600 Woodland Road, VAE-AMD
Sterling, Virginia 20166
Attn: Joanne Murphy
Phone: (703) 787-1024
Email: joanne.murphy@bsee.gov

Program Office:
Brandi Carrier, BOEM Project Officer
Bureau of Ocean Energy Management
Office of Renewable Energy Programs
45600 Woodland Rd.
Sterling, VA 20166
brandi.carrier@boem.gov

VIII. Other Information

Dissemination of Research Results. The BOEM considers dissemination of research data and results to be an integral and crucial aspect of projects funded by this program. The applicant is strongly encouraged to disseminate research results to the scientific community and appropriate professional organizations; local, State, regional and Federal agencies; and the general public. All data collected shall be made available to the public.

No-cost extensions to the project period. No-cost extensions are discouraged. The timely conduct of funded projects is of great importance to the achievement of the goals of the BOEM. The applicant should consider the time commitments at the time of applying for the cooperative agreement. A request for no-cost extensions will be considered on a case-by-case basis. The applicant should supply documentation supporting its request for an extension.

--End of Program Announcement M19AS00003--