

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

Program Announcement No. M19AS00001

**BOEM FY 2019 Renewable Energy Program
CFDA No. 15.408**

January 31, 2019

I. Funding Opportunity Description

The Bureau of Ocean Energy Management (BOEM) is offering a cooperative agreement opportunity to the Commonwealth of Massachusetts' Massachusetts Clean Energy Center (MA CEC). The cooperative agreement will be to develop a pilot program to solicit priority fisheries monitoring needs for Northeast fisheries and execute these priorities as funding allows. This fisheries monitoring program will help both affected states and BOEM's Office of Renewable Energy Programs (OREP) in their effort to monitor and assess impacts of constructed wind energy facilities in Southern New England. The OREP oversees leasing for renewable energy projects on the Nations' outer continental shelf and conducts reviews of site assessment and construction and operations plans.

Section 1346 of the Outer Continental Shelf Lands Act (OCSLA) mandates the conduct of environmental and socioeconomic studies needed for the assessment and management of environmental impacts on the human, marine, and coastal environments which may be affected by development. BOEM's implementing regulations in 30 CFR Part 556.82 allows BOEM to conduct environmental studies related to offshore activities, including alternate energy, such as offshore wind energy development. Furthermore BOEM may conduct studies necessary to establish additional information and monitor human, marine, and coastal environments in order to recommend modifications in practices which are employed to mitigate the effects of OCS activities and to enhance the data/information base for predicting impacts from leasing or cumulative OCS activities.

Section 1345 of 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.

BOEM is seeking information to better understand the interactions of offshore renewable energy development and the marine environment. Specifically, monitoring biological and socio-economic impacts Northeast fisheries from the construction of offshore wind facilities.

II. Award Information

This Program Announcement describes a project that may be awarded to the Massachusetts Clean Energy Center (MA CEC), premised on receipt of an acceptable application. BOEM anticipates making the cooperative agreement award in Fiscal Year 2019 for the application submitted under this program announcement.

- The total amount of funding available for MA CEC is not to exceed \$400,000, of which \$200,000 is available through this award. Work performance under this award must start before September 30, 2019, and the proposed work must be completed no later than 3 years from the start date. Additional information regarding multi-year proposals is presented in the "Multi-Year Proposal" section below.
- This announcement is specifically to announce intent to undertake the following tasks:

- Seek input and guidance from regional fisheries advisory groups, other science and technical subject matter experts, and fishing and offshore wind stakeholders to prioritize the fisheries studies and investigations to be supported in the pilot program.
 - Fully develop statement(s) of work based on priority studies.
 - Award priority studies.
 - Monitor resulting awards.
- No other applications are requested at this time, although additional opportunities may be announced in the future.
- The award will be a cooperative agreement. This requires substantial involvement by BOEM scientists in various aspects of study development and/or study conduct.

Multi-Year Proposals:

The application should clearly define the work to be accomplished each year. BOEM reserves the option to fund only the first year of a multi-year application 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 Massachusetts Clean Energy Center may submit an application. While no cost sharing is required for a cooperative agreement, 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 required from the MA CEC in the amount of \$400,000. Matching dollars cannot be from other federal funding sources. Further information can be located at 2 CFR 200.306.

IV. Application and Submission Information

1. Applications must be submitted by 5 pm ET, February 15, 2019.

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 proposal can be submitted (go to www.grants.gov, and click on “Applicants” on top menu bar, go to “Apply for Grants”, Register as an Organization or Register as an individual.

3. Content and Form of Applications

The application process begins by downloading Adobe Reader: The following versions of Adobe Reader DC are compatible with Grants.gov:

- Adobe Reader DC (Classic) version 2015.006.30121 or later
- Adobe Reader DC (Continuous) version 2015.010.20060 or later

Learn more about the Classic and Continuous versions of Adobe Acrobat

DC: <http://www.adobe.com/devnet-docs/acrobatetk/tools/AdminGuide/whatsnewdc.html>

at <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. The Adobe software 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 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. Project Narrative Cover Sheet

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

- Project Title:
- Principal Investigator(s):
 - Name:
 - Address:
 - Phone and FAX
 - Email:
- Name of university/department/organization, and
 - 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 State or University Principal Investigator and Co-Investigator:
- Proposal Endorsement, including Signature, Name and Contact Information of Sponsoring University Department Dean or State Authorizing Official;
- Signature, Name and Contact Information, Office of Sponsored Programs of Sponsoring University or equivalent State Office.

5. Project Narrative

The text should be no longer than 15 pages. The text for multi-year proposals may be up to 25 pages. Please include the following as appropriate:

- a. Abstract
- b. Background/Relevance - Give a brief introduction to the proposed work to be conducted with the financial assistance. State how the study addresses BOEM goals.
- c. Objectives - Clearly define goals of the study.
- d. Briefly describe the proposed methodology for the study.
- e. 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** and should be used by the recipient when creating the Progress/Performance Report. Describe the applicant's plan to monitor performance of contractors and sub-grantees. List the Principal Investigator first, followed by the names of other individuals. Indicate the role for each participant in the project (lead scientist, area of expertise).
- f. Planned Products – Briefly describe the products of the study, including reports, maps, and databases.
- g. Budget justification (see item 6. "Budget Narrative" below)
- h. Budget (include personnel, travel, services, supplies, equipment, indirect costs, anticipated match)
- i. Timeline (including deliverables)
- j. Critical Starting Date

6. Budget Narrative

This information will provide more details than the SF-424A form 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. If contract employees are hired, include their total time, rate of compensation, job titles, and roles.
- 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. If a negotiated agreement is available, provide the document or website address.
- c) Field Expenses. Briefly itemize the estimated travel costs (i.e., number of people, number of travel days, lodging and transportation costs, and other travel costs).
- 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, which represents a significant portion of the proposed amount. 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 for purposes other than this project) must be purchased from the

applicant's operating funds. Title to non-expendable personal property shall be vested conditionally with the Recipient upon acquisition, in accordance with 2 CFR 200.313-314. 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 200.317-326.

- f) 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.
- g) 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.
- h) Publication costs. Show the estimated cost of publishing the results of the research, including the final report. Include costs of drafting or graphics, reproduction, page or illustration charges, and a minimum number of reprints.
- i) Other direct costs. Itemize the different types of costs not included elsewhere; such as, shipping, computing, equipment-use charges, or other services.
- j) Total Direct Charges. Totals for items a - j.
- k) 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 the negotiated rate agreement.
- l) Amount proposed. Total items k and l.
- m) 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

Applications 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 proposals 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? 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 environmental stewardship and renewable energy management activities?

4. Budget Justification and Clarity:

Is staff sufficient to accomplish the proposed goals? Are expenses adequately itemized?

5. Experience/Competence of Research Personnel:

Have the applicants demonstrated (through bibliographic references, previous relevant experience, awards, etc.) that they are capable of doing the proposed research? Have the applicants demonstrated a thorough knowledge of the scientific problem? 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.

Awards based on the application submitted to, and as approved by the BOEM, are subject to the terms and conditions incorporated either directly or by reference in the following:

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. Awards are based on the application submitted to, and as approved by BOEM, and are 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 182 Governmentwide Requirements for Drug-Free Workplace

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

Reporting

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

1. Federal Financial Reports

The Recipient must submit the Standard Form 425, Federal Financial Report. 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. Advance withdrawals (more than 3 business days for immediate cash needs) may increase financial reporting frequency requirements.

2. Performance and Financial Status Reporting Requirements

Reporting requirements for the projects are regulated by 2 CFR Part 200.327-328. 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 200.327-328. 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 2 CFR 200.501.

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. Details are available at: <http://www.boem.gov/Environmental-Studies-Program-Report-Specifications/>.

Acknowledgement of Sponsorship

The Recipients shall acknowledge Federal sponsorship in the draft and final reports by placing the following statement on the disclaimer page of both reports: “Study collaboration and funding were provided by the U.S. Department of the Interior, Bureau of Ocean Energy Management, Renewable Energy Program under Agreement Number _____.”

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, Renewable Energy Program under Agreement Number _____.”

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/scientificintegrity>, 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:

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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.

Extensions to the project period. 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 their time commitments at the time of applying for funding support. Requests for extensions will be considered on a case-by-case basis. The applicant should supply documentation supporting their request for an extension.

--End of Program Announcement M19AS00001--