Bureau of Ocean Energy Management

BOEM - Acquisition Policy and Financial Assistance

2023
M23AS00359
08/23/2023

Table of Contents

A. Program Description 2
A1. Authority 2
A2. Background, Purpose and Program Requirements 2
A3. Technical Assistance and Information for Prospective Applicants 4
B. Federal Award Information 4
B1. Total Funding 4
B2. Expected Award Amount 4
B3. Anticipated Dates 4
B4. Period of Performance 4
B5. Numbers of Awards 5
B6. Type of Award 5
B7. Other Federal Information 5
C. Eligibility Information 5
C1. Eligible Applicants 5
C2. Cost Sharing or Matching 5
C3. Other 5
D. Application and Submission Information 6
D1. Address to Request Application Package 6
D2. Content and Form of Application Submission 6
D3. Unique Entity Identifier and System for Award Management (SAM) 11
D4. Submission Dates and Times 12
D5. Intergovernmental Review 12
D6. Funding Restrictions 12
D7. Other Submission Requirements 14
D8. Application Checklist 15
E. Application Review Information 16
E1. Criteria 16
E2. Review and Selection Process 17
E3. CFR - Regulatory Information 17
E4. Anticipated Announcement and Federal Award Dates 18
F. Federal Award Administration Information 18
F1. Federal Award Notices 18
F2. Administrative and National Policy Requirements 18

F3. Reporting 19
G. Federal Awarding Agency Contact(s) 21
G2. Administrative/Budget Questions Program Office Contact.....21
G3. Grants Staff Contact.....21
G4. Technical Support 21
H. Other Information 22

A. Program Description

A1. Authority

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 oil and gas or other mineral development. OCSLA Section 1345 authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA, including sharing of information, joint utilization of available expertise, formation of joint monitoring arrangements to carry out applicable Federal and State laws, regulations, and stipulations relevant to outer continental shelf operations both onshore and offshore.

A2. Background, Purpose and Program Requirements

Study Title: **Baseline Tourism and Recreation Along the Gulf of Maine (AT-23-04)**

BACKGROUND

Potential impacts to tourism and recreation are a concern expressed by coastal communities. Tourism and recreation is the largest source of revenue in many coastal communities. Evaluation of the potential impacts requires baseline information about the recreation and tourism as well as further measurements during/post construction to determine the existence and nature of impacts. BOEM collected some baseline information about tourism and recreation to provide baseline information (ICF Incorporated, LLC. 2012), but this did not include the Gulf of Maine. The 2018 BOEM report, Methodology for Analyzing the Effects of Block Island Wind Farm (BIWF) on Rhode Island Recreation and Tourism Activities (Smythe et al. 2018), identifies an extensive list of potential indicators of tourism and recreation impacts and notes the importance of establishing baseline data prior to development. BOEM held the first task force meeting for the Gulf of Maine in December of 2019 and anticipates offshore wind development to occur within the next decade in the area. Since BOEM is in the early stages of planning, this provides an opportunity to apply the methodology developed in the BOEM report.

PURPOSE

The purpose of this study is to establish baseline information about tourism and recreation prior to offshore wind development following recommendations and using techniques identified in a previous BOEM study (Smythe et al. 2018). The baseline will be used for comparative purposes after the first few major projects are constructed. The previous study proposed a suite of social indicators to use as a baseline for evaluating impacts. This study will provide the opportunity to use those indicators to target the collection of information.

OBJECTIVES

The objective of this study is to enhance our understanding of impacts on the human environment, specifically tourism and recreation, through a longitudinal study of the areas surrounding the Gulf of Maine. The study may address the following research questions:

1. How does the construction and operation of a large Outer Continental Shelf wind farm impact the use of the area for recreation and tourism?
2. What is the nature of the impact (e.g., significance, persistence, qualitative change)? The baseline information should be collected in a manner that allows this question to be addressed.
3. Are the indicators valid (i.e., do they measure what they are intended to measure)? Are some indicators more sensitive than other indicators to development and/or operations activity?
4. Is there regional variation? Do impacts or relationships appear to be patterned? Does socioeconomic (i.e., social, cultural, historic, economic) context play a discernible role in the impacts?

REFERENCES

ICF Incorporated, LLC. 2012. Atlantic Region wind energy development: recreation and tourism economic baseline development. Herndon (VA): U.S. Department of the Interior, Bureau of Ocean Energy Management. 35 p. Report No.: OCS Study BOEM 2012-085.

Smythe T, Smith H, Moore A, Bidwell D, McCann J. 2018. Analysis of the effects of Block Island Wind Farm (BIWF) on Rhode Island recreation and tourism activities. Sterling (VA): U.S. Department of Interior, Bureau of Ocean Energy Management. 88 p. Report No.: OCS Study BOEM 2018-068

Catalog of Federal Domestic Assistance (CFDA) Number

15.423

Authorization Legislation

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 oil and gas or other mineral development. OCSLA Section 1345 authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA, including sharing of information, joint utilization of available expertise, formation of joint monitoring arrangements to carry out applicable Federal and State laws, regulations, and stipulations relevant to outer continental shelf operations both onshore and offshore.

A3. Technical Assistance and Information for Prospective Applicants

B. Federal Award Information

B1. Total Funding

Estimated Total Funding
$800,000

B2. Expected Award Amount

Maximum Award Amount
$800,000
Minimum Award Amount
$750,000

B3. Anticipated Dates

Award Start Date
September 27, 2023
The anticipated award start date is 9/27/23.

B4. Period of Performance

Length of Project Periods
60-month project period with five 12-month budget periods

Length of Project Period Explanation of Other
60-month project period

Project Period l Expectation Duration in Months
60
Proposals shall clearly define the work to be completed in each year, and the evaluation panel reserves the option to fund only the first year of a multi-year proposal. Funding for subsequent years of a multi-year cooperative agreement is contingent upon the availability of funds and satisfactory progress demonstrated by the Recipient. Progress will be determined through technical review of quarterly progress reports and other work identified by the BOEM Project Officer. Funds requested for the final year of performance shall include a 15% retainage of the project's total anticipated budget request. The BOEM Project Officer shall provide continuation notices at least 60 days prior to the end of each funding period.

B5. Numbers of Awards

Expected Number of Awards
1

B6. Type of Award

Funding Instrument Type
CA - Cooperative Agreement

B7. Other Federal Information

Type of Competition
Open to All Eligible Applicants

C. Eligibility Information

C1. Eligible Applicants

00 – State governments
06 – Public and State controlled institutions of higher education
25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

Additional Information on Eligibility
In accordance with the Outer Continental Shelf Lands Act at 43 U.S.C. 1345(e) eligible applicants are affected (coastal) States and Public and State controlled institutions of higher education.

C2. Cost Sharing or Matching

Cost Sharing/Matching Requirement
No

Percentage of Cost Sharing / Matching Requirement:

C3. Other

Excluded Parties:
BOEM conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Bureau cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible,

prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

D. Application and Submission Information

D1. Address to Request Application Package

The application must be submitted through the www.Grants.gov portal.

The applicant can locate the application package by visiting the Grants.gov portal and searching on CFDA number 15.423 or Announcement M23AS00359 in the Grants.gov search engine. See sections D3 and D7 for more information on the application process.

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance
In addition to the SF-424 Application for Federal Assistance applicants must submit the following:

- SF-424a Budget Information - Non-Construction Programs
- SF-424b Assurances - Non-Construction Programs
- Project Narrative
- Budget Narrative with Federally Negotiated Indirect Cost Rate Agreement
- Budget Worksheet
- Grants.gov Lobbying Form
- Complete SF-LLL only if lobbying has occurred.

These forms will be with the Grants.gov announcement package

Project Summary
Baseline Tourism and Recreation Along the Gulf of Maine (AT-23-04)

Project Narrative
The Project Narrative should include the Proposal Cover Sheet and Proposal Text.

1. Proposal Cover Sheet: The cover sheet of the proposal shall contain the following information:

a. Project Title:
b. PI(s):
    i. Name:
    ii. Address:
    iii. Phone:

iv. E-mail:

c. Name of State Agency or University/Department:
d. Contact Information for Technical and Administrative Negotiations
e. Project Status: New/Continuation
f. Project Duration: (years or months)
g. Proposed Start Date:
h. Proposed Draft Final Report Submission Date:
i. Proposed Completion Date:
j. Amount Requested From BOEM:
k. Amount and Sources of Non-Federal Match
l. Total Project Cost:
m. Signature, Name, and Contact Information of State or University PI and Co-Investigator:
n. Proposal Endorsement, including Signature, Name, Contact Information of State Authorizing Official or Sponsoring University Department Dean or Institute Director:
o. Signature, Name and Contact Information of Authorized State Official, Office of Sponsored Programs, or Appropriate Cooperative Ecosystem Studies Unit, etc.

2. 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. Text, figures, etc. in support of items a-i below should be no longer than 15 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 proposed. Specify the contribution to science related to the program issues and the benefits that the public will receive from the project. Explain why the work is important and how the proposal addresses BOEM goals. 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 research methodologies and analyses.
e. Project Deliverables and Planned Products: Applicants shall provide plans for executing the project tasks listed in the attached Statement of Work, including a rough timeline for these deliverables.
f. Staffing Plan: All key personnel (including graduate student workers) shall be identified by name. List the Principle Investigator first, followed by the names of other individuals. Indicate the role and anticipated level of effort for each key participant offering unique or specific contributions to the project (oceanographer, geochemist, field assistant, etc.). If names of any key participants are unknown, a proposal addendum with the names and curricula vitae must be submitted prior to award.
g. Performance Measures: Applicants shall suggest specific measures that will be used to monitor project progress, including progress 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 in the cooperative agreement award and reviewed as part of any continuation request.

h. 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.
i. Publication and Presentation: BOEM strongly encourages the Awardees to publish project reports in scientific and technical journals, and present results to the scientific community, appropriate professional organizations, and local, State, and/or Federal agencies as part of the project (please also see Section H). These publications and meetings should be included in the proposal and budget.
j. 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.
k. Curricula Vitae (maximum two pages) for each identified key participant. Emphasize previous experience in the field of study that the proposal addresses.
l. Letters of Commitment: Provide signed letters of commitment by matching fund grantors, contractors, and sub-grantees.

SF 424A, Budget Information for Non-Construction Programs

Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the "Budget Summary" section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program's CFDA number(s) in the corresponding fields on the form. Federal award recipients and subrecipients are subject to Federal award cost principles per the "DOI Standard Award Terms and Conditions". The CFDA number(s) for this program appears on the first page of this announcement.

Budget Narrative/Detailed Spreadsheet

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407 "Prior written approval (prior approval)" for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.

1. Budget Spreadsheet: Include information in a format that 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 if applicable. Detail how the SF-424 Budget Information, Object Class Category totals were determined.

2. 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. Describe and justify requested budget items and costs.

Please include the following:

a. Salaries and Wages. List positions, rate of compensation, and estimates of time spent on the project for employees.

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, if available.
c. Lab Analyses. Briefly itemize cost of all analytical work.
d. 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 200.317 (State Governments) or 2 CFR 200.318-327.
e. 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. 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 200.317 (State Governments) or 2 CFR 200.318-327 and managed in accordance with 2 CFR 200.313.
   General-purpose equipment (used also for purposes other than this project) must be purchased from the applicant's operating funds.
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. 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.
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. Indicate an estimate of labor and other unique costs associated with preparation of the draft final report. If publication of results of the research in the peer-reviewed literature (identify likely publications) is anticipated, 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.
j. Total Direct Charges. Sum of above items.
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 a copy of the negotiated rate agreement with the applicant's federal cognizant audit agency.
l. Amount Proposed. Sum of Total Direct Charges and Indirect Charges (Overhead).

Conflict of Interest Disclosure
Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(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) *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.

(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.

(c) *Restrictions on lobbying*. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *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.(e) 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 200.339, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

Single Audit Reporting Statement
All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

Certification Regarding Lobbying
Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424,

Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, Disclosure of Lobbying Activities if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available on the "Packages" tab of this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.

D3. Unique Entity Identifier and System for Award Management (SAM)

Identifier and System for Award Management (SAM.gov) Registration: This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a Unique Entity Identifier (UEI) which replaces the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

Register with the System for Award Management (SAM)

Applicants can register on the SAM.gov website. The "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov "Register with SAM" page also provides detailed instructions. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a Unique Entity Identifier (UEI). Entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity's IRS information. There is no cost to register with SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

D4. Submission Dates and Times

Application Due Date
08/24/2023
Application Due Date Explanation
Electronically submitted applications must be submitted no later than 5:00 p.m., ET, on the listed application due date.

D5. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the OMB Office of Federal Financial Management website and view the "State Point of Contact (SPOC) List" to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state's prior review requirements for Federal assistance applications.

D6. Funding Restrictions

Indirect Costs: Individuals
Indirect Costs: Organizations
The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.

Required Indirect Cost Statement to be submitted with Application
All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." *or* "Attached is a copy of our current negotiated indirect cost rate agreement."]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §2 CFR 200.1]. We understand that we must notify BOEM in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as

a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR §200.1. We understand that we must notify BOEM in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by BOEM.

- A [insert your organization type] that is submitting this proposal for consideration under the ["Program Title"], which has a Department of the Interior-approve indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per the Financial Assistance Interior Regulation (FAIR) 2 CFR §1402.414. If we do not have an approved indirect cost rate with our cognizant agency, we understand that must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.1 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from BOEM to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that BOEM approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that the indirect costs are not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
- A [insert your organization type] that will charge all costs directly.

Prohibited Uses of Awards Funds

Reimbursement of Pre-Award Costs

D7. Other Submission Requirements

Please be aware that the electronic submission process requires first time users to register using an e- Authentication process. This registration process can be somewhat complex and can take up to 3 weeks to complete. Be advised that it is virtually impossible to begin the process of electronic submission for the first time if you start just a few days before the due date. If you are from a university, contact your Office of Sponsored Programs. They may already have completed the registration process and should work with you to submit the application.

If you have any questions or problems with the registration process, or the completion of the application package, please contact the grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Briefly, when you submit a grant application package to Grants.gov, you will receive a confirmation screen as well as three additional emails over two business days from Grants.gov informing you of your application processing status: 1. Confirmation screen

2. Submission Receipt (with “Track My Application” link) 3. Submission Validation (or Rejection with Errors) 4. Agency Retrieval

CONFIRMATION: Submission Confirmation Screen.

After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov.

NOTIFICATION 1: Submission Receipt Email Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation. This email also contains a tracking number for use while tracking the status of the submission as well as a “Track My Application” link, to use to see the progress of your submission.

NOTIFICATION 2: Submission Validation Receipt Email – This is the important one! After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination. Grants.gov will not post the application if there are errors. Failure to correct errors and submit by the date and time for closing may not be a reason for accepting a late application.

NOTIFICATION 3: Grantor Agency Retrieval Email Once your application package has passed validation it is delivered to the grantor for award determination and further approval. After the grantor has confirmed receipt of your application, you will be sent a **third and final email** from Grants.gov. The grantor may also assign your application package an agency specific tracking number for use within their internal system. IF YOU HAVE NOT RECEIVED THIS E- MAIL WITHIN FOUR DAYS OF THE CLOSING DATE, PLEASE CONTACT THE CONTRACTING OFFICER.

If you need help entering your proposal, you can reach the **Grants.gov Contact Center at:** 1-800- 518- 4726. Their hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time, and they are closed on Federal Holidays.

During the application period an applicant may submit a revised or corrected proposal through grants.gov. Include a cover letter as the first page of the proposal stating that the proposal is revised and indicating that the previous submittal is to be withdrawn from consideration. See Section 11, Application Preparation Instructions, which describes requirements for the proposal and other application components.

Please allow sufficient time for the proposal to be submitted electronically through Grants.gov and allow time for possible computer delays. Applicants are strongly advised not to wait until the last minute for submission. A proposal received after the closing date and time will NOT be considered for award. If BOEM determines that a proposal will not be considered for award due to lateness, the applicant will be notified immediately.

D8. Application Checklist

SF-424, Application for Federal Assistance or Application for Federal Assistance-Individual

SF-424B or D, Assurances

Project Narrative

SF-424A or C, Budget Information

Budget Narrative

Indirect Cost Statement and related documentation (when applicable)

Conflict of Interest Disclosure (when applicable)

SF-LLL, Disclosure of Lobbying Activities (when applicable)

Overlap or Duplication of Effort Statement

Applicants should submit the Non-Construction Forms SF-424B (Assurances) and SF-424A (Budget Information). Attach a copy of your organization's Federally Negotiated Indirect Cost Agreement and Budget Worksheet with your budget narrative. Applicants should submit the Grants.gov Lobbying Form, but only submit the SF-LLL, Disclosure of Lobbying Activities, when Lobbying has occurred. See the Department of the Interior (DOI) General Terms and Conditions (attached) Section 2B and 2C for Geospatial Data and Data Availability requirements. (Please note, due to the nature of the work conducted under the Cooperative Agreement, Section 1C, No Cost Extensions, requests for such extensions must occur at least 30 days in advance of the end of the period of performance.)

E. Application Review Information

E1. Criteria

1. Scientific Quality and Impact (20%): **Maximum Points:** 20

Is the proposed study of high scientific quality with clear objectives? What is the relevance to BOEM's mission?

2. Work Plan/Methodology (20%): **Maximum Points:** 20

Is the strategy coherent and clear? Are the scientific objectives appropriate for the proposed timeframe? Are the geographic areas selected for the study appropriate? Are the proposed methods appropriate and adequate to meet the objectives? Are logistics adequately addressed? Does the proposal address contingency plans for missed field work, equipment failure, and other problems?

3. Experience/Competence of Research Personnel (20%): **Maximum Points:** 20

Has the applicant demonstrated (through bibliographic references, relevant education, experience, awards, etc.) that they are capable of doing the proposed research? Has the applicant demonstrated a thorough knowledge of the scientific problem? Have products been on schedule and within budget?

4. Budget Justification and Clarity (20%): **Maximum Points:** 20

Is project staffing sufficient (e.g., experience, knowledge and skills) to accomplish the proposed goals? Are field expenses, supplies, lab work, and other expenses appropriate? Are expenses adequately itemized?

5. Planned Products and Dissemination of Results (20%): **Maximum Points:** 20

Are the products clearly defined? Will they be useful for offshore energy planning and decision-making? Will the results be published in a peer-reviewed form? Does the proposal indicate the Principal Investigator will provide data and metadata in a format that meets Federal data standards? Will the products be accessible and comprehensible to the public?

E2. Review and Selection Process

The proposal will be reviewed by BOEM scientists and program managers, and possibly external peer reviewers. Reviewers have expertise in Federal offshore programs and/or the specific scientific discipline of the proposal.

E3. CFR - Regulatory Information

BOEM will review and consider applications for funding in accordance with the following policy documents:

- President's September 2, 2020 memorandum entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*.
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR 200), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
    - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (parts 200.300, 200.303, 200.339, and 200.341),
    - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

- Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

E4. Anticipated Announcement and Federal Award Dates

Applications are due by 5:00 PM Eastern Daylight Time on **8/24/2023.** All applications will be reviewed after that date. BOEM anticipates that award will be made in FY 2023.

F. Federal Award Administration Information

F1. Federal Award Notices

Awards are based on the application submitted to and approved by BOEM are subject to the terms and conditions incorporated into the Notice of Award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. Recipient acceptance of a Federal award from the Service carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

Method of Payment: The BOEM uses the Automated Standard Application for Payments (ASAP) financial assistance payment system, management by the United States Department of the Treasury, to provide electronic invoicing and payment for funds under this award. With the award of each cooperative agreement, an account will be set up from which the Recipient can draw down funds. Recipients must be registered in the ASAP system and must be linked to BOEM's Agency Location Code prior to award in order to make the funds available. Once an award decision has been made, if your organization has not received a financial assistance award from BOEM in the past, the Financial Assistance/Contracting Officer will initiate the process in ASAP for your organization. The Financial Assistance/Contracting Officer will need the name of your organization's ASAP contact in order to do this and will contact you for your ASAP contact information.

F2. Administrative and National Policy Requirements

See the "DOI Standard Terms and Conditions" for the administrative and national policy requirements applicable to DOI awards.

The link to the DOI Standard Terms and Conditions is https://www.doi.gov/grants/doi-standard-terms-and-conditions

Please contact the Federal Awarding Agency Contact in Section G1 below for information on the applicability of these terms and conditions.

Data Availability
Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.315: (a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification. (b) The Federal Government has the right to: (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

F3. Reporting

Financial Reports
All recipients must use the SF-425, Federal Financial Report form for financial reporting. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

Performance Reports
Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. At a minimum, all recipients must submit a final performance report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award.

c. Significant Development Reports
Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify [Insert Bureau Here] in writing

of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

d. Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, as applicable.

Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. BOEM will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, BOEM will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. Federal Awarding Agency Contact(s)

First Name
Paula
Last Name
Barksdale
Address
45600 Woodland Road, VAE-AMD, Sterling, VA 20166
Telephone
703-787-1743
Email
paula.barksdale@bsee.gov

G2. Alternate Federal Awarding Agency Contact

Contact only if Primary Point of Contact above is not available

First Name
Mary
Last Name
Boatman
Address
45600 Woodland Road, VAE-AMD, Sterling, VA 20166
Telephone
703-787-1662
Email
mary.boatman@boem.gov

G3. Grants Staff Contact

For financial, awards management, or budget assistance, contact:

First Name
Last Name
Address
Telephone
Email

G4. Technical Support

For Grants.gov technical registration and submission, downloading forms and application packages, contact:

Name
Grants.gov Customer Support
Telephone
1-800-518-4726
Email
Support@grants.gov

H. Other Information

Environmental Studies Program Information System (ESPIS)
ESPIS data will be submitted to the Project Officer, in a mutually agreeable format (e.g. readable, and writeable by Microsoft Windows®), as a final deliverable of the study to include the:
a. Final Report and Technical Summary: the copies of the narratives of study results in Microsoft Word format following the Environmental Studies Program Report Specifications (https://www.boem.gov/esp-data-and-information-specifications).
b. Study Footprint: the geographic information that enables the referencing of the study using a geographic information system (GIS), following the study footprint specifications.
c. Study Footprint Metadata: the scientific attribution information required to enhance discoverability of the study in the ESPIS system and third party sites (such as http://www.data.gov/), following the study footprint metadata specifications.
d. Study Map: the study area map embedded in the (i) Final Report, and (ii) Technical Summary that depicts the study footprint and that is cited in the study footprint metadata.
e. Federal Geographic Data Committee (FGDC) compliant metadata for each scientific dataset: the scientific, technical, and administrative information for each coherent unit of scientific data, including the physical medium, file information, volume, and access uniform resource locator (URL), when applicable.
f. Copy of related publications: the manuscripts of scholarly publications and conference presentations for research funded by this agreement for free and unlimited use by BOEM staff, which may take the form of a full-text, final, pre-publication copy of the related publication in cases that the publisher enforces pay for access or copyright restrictions.
g. Bibliographic information for related publications: the information on each related publication needed for formatting Council of Science Editors (CSE) bibliographies using the name-date system, including the URL and Digital Object Identifier to access the publication on the publisher's website, when applicable

Paperwork Reduction Act Statement

Geospatial Data Act
All geospatial data* collected for or produced through the use of the Department of the Interior financial assistance funds are required to meet all relevant standards established by the Federal Geospatial Data Committee (FGDC) as authorized by Geospatial Data Act of 2018, Pub. L. 115-254, Subtitle F – Geospatial Data, §§ 751-759C, codified at 43 U.S.C. §§ 2801–2811. Interior requires fully compliant metadata on all Geographic Information Systems files developed for financial assistance projects. If a funded financial assistance project involves acquiring or collecting geospatial data, the recipient is required to search GeoPlatform.gov to determine that

no existing Federal, State, local or private data meet the Government's needs and are available at no cost before acquiring or collecting additional geospatial data.

Geospatial Data Act of 2018, Pub. L. 115-254, Subtitle F – Geospatial Data, §§ 751-759C, codified at 43 U.S.C. §§ 2801–2811 - Federal recipient collection of geospatial data through the use of the Department of the Interior financial assistance funds requires a due diligence search at the GeoPlatform.gov list of datasets to discover whether the needed geospatial-related data, products, or services already exist. If the required data set already exists, the recipient must use it. If the required data is not already available, the recipient must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance and standards established by the Federal Geospatial Data Committee (FGDC) posted at www.fgdc.gov.

Recipients must submit a digital copy of all GIS data produced or collected as part of the award funds to the bureau or office via email or data transfer. All GIS data files shall be in open format. All delineated GIS data (points, lines or polygons) should be established in compliance with the approved open data standards with complete feature level metadata.

*Geospatial data refers to data regarding natural or man-made, imaginary, or physical features. It also includes location information, and information referring to boundaries, points of interest, and mobility data.

Requirements for Availability of Data (2 CFR § 1402.315)
All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

The Federal Government has the right to:

1. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
2. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.