

# **Bureau of Ocean Energy Management**

BOEM - Acquisition Policy and Financial Assistance

2022  
M22AS00404  
09/23/2022

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Signature

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Date

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## **A. Program Description**

### **A1. Authority**

16 USC 4601 (Take Pride in America Program)- The Tribes will maintain the records of the results of the surveys seeking identification of submerged cultural landforms and archaeological sites. In consultation with the Tribes, BOEM will periodically publish public reports on the work performed under this Agreement and the resulting findings. These reports will instill in the public an awareness of the importance of the appropriate use of, and appreciation for, the natural and cultural resources in the survey area and also encourage an attitude of stewardship and responsibility toward these lands and resources.

### **A2. Background, Purpose and Program Requirements**

#### **1. PURPOSE**

The passage of the 2005 Energy Policy Act has increased interest in renewable energy development on the Atlantic Outer Continental Shelf (OCS), and BOEM has issued leases for offshore wind. To better understand the potential impacts that BOEM-approved actions may have on submerged cultural landforms, science-based analysis of these resources, in addition to the involvement of Tribal communities, is necessary. The purpose of this study is to engage through capacity building and collaboration with the Mashpee and Aquinnah Wampanoag tribal nations (the Tribes) in a meaningful way so that they may actively participate in the monitoring and management of sites of archaeological and cultural importance. There are three critical elements that will facilitate BOEM's further engagement while providing the tribes the requisite tools, training, and support while building upon and improving avoidance and mitigation measures for sites either eligible or listed to the National Register. The three critical elements include support for the formal nomination of Nantucket Sound as a National Landmark, technology and equipment to develop GIS based mapping products and databases to monitor the location of archaeological sites and traditional cultural properties, and training in the monitoring and documentation of submerged archaeological sites identified as a result of high-resolution remote sensing surveys submitted in support of Construction and Operations Plans (COPs).

#### **2. BACKGROUND**

BOEM, an agency of the U.S. Department of the Interior, is charged with considering the effects

of its approved actions on cultural resources that are listed or eligible for listing on the National Register of Historic Places (NRHP). The most pertinent of these laws are the National Historic Preservation Act (NHPA) of 1966 (as amended), the National Environmental Policy Act (NEPA) of 1969 (as amended), and the Outer Continental Shelf Lands Act (OCSLA) of 1978.

Through Section 106 and Government to Government Consultations with the Wampanoag Tribe of Gay Head Aquinnah (Aquinnah) and the Mashpee Wampanoag Tribe (Mashpee) have identified areas of importance and concern in areas where Wind Energy development is expected to occur. Moreover, high-resolution remote-sensing surveys have identified the presence of ancient, submerged landforms that correlate with both tribes' oral histories and traditions. Further work is necessary to enable the Tribes to actively monitor and manage archaeological and cultural sites that may be impacted by BOEM approved activities. BOEM will work with and provide support to the Tribes so that research methodologies may be developed to manage and monitor places of cultural and archaeological importance in Areas of Potential Effect. This will include three critical tasks: the development of a GIS database based on technical data from COPs, and the incorporation of traditional knowledge and oral histories; providing support in the formal nomination of Nantucket Sound as a National Historic Landmark; and provide formal training in the identification and documentation of archaeological sites once construction operations are completed.

### **3. OBJECTIVES**

The overall goal of this cooperative agreement is to develop and provide capacity to the Tribes so that they have the capabilities to manage and analyze the requisite environmental information supplied to them by offshore wind energy developers. Moreover, this will facilitate more effective collaboration between BOEM and these tribes. The specific objectives that will enable BOEM to accomplish this goal during this study are:

1. To develop pro-active, best practices for the management of data and information concerning cultural and archaeological places important to both the Tribes. These will include the review and analysis of technical data provided by offshore wind energy developers in support of their COPs for projects located offshore of Aquinnah and Mashpee lands. This information will be used to inventory and monitor adverse effects to those ancient, submerged landforms and traditional cultural properties and associated areas of significance that BOEM must consider during future scoping efforts of the offshore renewable energy development.
2. Incorporate indigenous knowledge and language with remote-sensing and bathymetry data collected from these areas into a model depicting the preservation potential of submerged ancient cultural landforms and associated archaeological resources, as appropriate.
3. To work and collaborate with tribal nations to train them to actively participate in the scoping, monitoring, and documentation offshore cultural and archaeological resources that may be impacted as a result of BOEM's approval of activities and undertakings.

### 3. TASKS

1. Schedule and host a workshop(s) with the Tribes to discuss project goals and specific technological needs,
2. Identify a process for the Tribes which will facilitate the completion of the nomination of Nantucket Sound as a National Historic Landmark. At a minimum, BOEM working with the tribes, will identify what is required to complete the National Historic Landmark application, provide support to complete the requisite research, and if needed supply assistance the Tribes to finalize the nomination.
3. Identify technological and training needs for the Tribes to develop and maintain databases and GIS platforms to inventory, analyze, and monitor submerged ancient landforms located offshore on ancestral lands. This task will enable tribes to utilize data sets provided to the Tribes and BOEM by developers in support of COP submittals.
4. Facilitate training and equipment needs to the Tribes so that they may conduct diver visual inspections of landforms identified in the Developer's COP submittals.

#### **Catalog of Federal Domestic Assistance (CFDA) Number**

15.423,15.444

#### **Authorization Legislation**

**Sections** 19(e) and 20 of the Outer Continental Shelf Lands Act (OCSLA) (Public Law 117-103)(43 U.S. Code 1345-1346)

#### **A3. Technical Assistance and Information for Prospective Applicants**

NA

#### **B. Federal Award Information**

##### **B1. Total Funding**

##### **Estimated Total Funding**

\$490,000

The total amount of federal funds available for this multi-year award is anticipated to be \$490,000, subject to the availability of funds. BOEM anticipates making one cooperative agreement award in FY 2022 for one proposal submitted under this Program Announcement. This Program Announcement describes the specific project that may be awarded to the eligible groups identified below. The award premised on receipt of an acceptable proposal. This

announcement is specifically to announce the intent to undertake the following project:  
"Capacity Building and Collaboration with the Aquinnah and Mashpee Wampanoag Tribes."

## **B2. Expected Award Amount**

### **Maximum Award Amount**

\$490,000

### **Minimum Award Amount**

\$485,000

## **B3. Anticipated Dates**

### **Award Start Date**

September 01, 2022

## **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**

### **Project Period I Expectation Duration in Months**

60

## **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**

Emergency Single Source

## **C. Eligibility Information**

### **C1. Eligible Applicants**

07 – Native American tribal governments (Federally recognized)

25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

#### **Additional Information on Eligibility**

This project is intended to be a single source Cooperative Agreement with the Aquinnah and Mashpee Wampanoag Tribes. The Mashpee Wampanoag Tribe will be serving as the lead tribe for this Cooperative Agreement.

### **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.

NA

## **D. Application and Submission Information**

### **D1. Address to Request Application Package**

2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards applies to this program. Notice of Funding Opportunities (NOFO) for this listing will be posted on Grants.gov.

The application must be submitted through the [www.Grants.gov](http://www.Grants.gov) portal at “Apply for Grants.”

The applicant can locate the application package by visiting the Grants.gov portal and searching on CFDA number 15.444 or Announcement M22AS00404 in the Grants.gov search engine. The announcement is also available in Grant Solutions (GS).

[www.Grants.gov](http://www.Grants.gov)

### **D2. Content and Form of Application Submission**

SF-424, Application for Federal Assistance

SF-424, Application for Federal AssistanceThe electronic submission system requires several preliminary registration steps before the actual proposal can be submitted (go to [www.grants.gov](http://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). See Section D7 below.

### **Project Summary**

**Capacity Building and Collaboration with the Aquinnah and Mashpee Wampanoag Tribes**  
(National Studies List [NSL] NT 22-01)

### **Project Narrative**

1. Project Title: **Capacity Building and Collaboration with the Aquinnah and Mashpee Wampanoag Tribes**
2. PI(s):
  1. Name: **TBD**
  11. Address:
  - III. Phone:
  - IV. Fax:
  - V. E-mail:
3. Name of University/Department: **Wampanoag Tribe of Gay Head (Aquinnah) and the Mashpee Wampanoag Tribe**
4. Contact Information for Technical and Administrative Negotiations **TBD**
5. Project Status: **New**
6. Project Duration: **5 years (60 months)**
7. Proposed Start Date: **08/2022**
8. Proposed Draft Final Report Submission Date: **07/2027**
9. Proposed Completion Date: **08/2027**
10. Amount Requested From BOEM: **\$490,000.00**
11. Amount and Sources of Non-Federal Match: **NA**
12. Total Project Cost: **\$490,000.00**
13. Signature, Name, and Contact Information of University PI and Co-Investigator: **TBD**
14. Proposal Endorsement, including Signature, Name, Contact Information of Sponsoring University Department Dean or Institute Director: **TBD**
15. Signature, Name and Contact Information of Sponsoring University's Office of Sponsored Programs **TBD**

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 1-10 below should be no longer than 15 pages.

Please include the following in the Proposal:

1. Abstract
2. Background/Relevance to BOEM Issues, Information Needs, and Research Topics: Give a brief introduction to the research problem. Specify the contribution to science related to MMP 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.
3. Objectives/Hypotheses: Clearly define goals of the project.
  4. Methods/Analyses: Provide a clear description of planned research methodologies and analyses.
  5. Project Deliverables and Planned Products: Applicants shall provide plans for executing the duties of the awardee listed in Section F3 and the deliverables in Section A3 as outlined in the Table in Section H including a rough timeline for these deliverables.
  6. Staffing Plan: All key personnel (including graduate student workers) shall be identified by name. List the University PI 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.
  7. 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.
  8. 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.
  9. 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.
  10. 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.
  11. Curricula Vitae (maximum two pages) for each identified key participant. Emphasize previous experience in the field of study that the proposal addresses.
  12. Letters of Commitment: Provide signed letters of commitment by matching fund grantors, contractors, and sub-grantees.
  13. University Budget Spreadsheet: In addition to SF-424a Budget Information form below, 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.
  14. Budget Justification Narrative: See below.

## **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. 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. **Budget Justification 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:

1. Salaries and Wages. List positions, rate of compensation and estimated number of hours. If contract employees are hired, include their total time, rate of compensation, job titles, and roles.
2. 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.
3. Lab Analyses. Briefly itemize cost of all analytical work.
4. 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.
5. 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 Awardee. Under no circumstances shall property title be vested in a sub-tier Awardee. 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.

6. Services or Consultants. Identify the tasks or problems for which such services would be used. List the contemplated sub-Awardees 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.
7. 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 are encouraged to include in the proposal a plan to present findings at one to two major meetings (see above Proposal Text item 1).
8. 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.
9. Other Direct Costs. Itemize the different types of costs not included elsewhere.
10. Total Direct Charges. Totals for items 1–9.
11. 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. [If applicable.]
12. Amount Proposed. Total items 10 and 11.
13. 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. [If applicable.]

**\*\*FYI The Next Section Below is Applicable to: "Conflict of Interest Disclosure" and Should Read as Such\*\***

### **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. Please reference the [Federal Activities Inventory Reform Act](#) for additional details.

#### **(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 200.338, 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.

### **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**

09/23/2022

#### **Application Due Date Explanation**

## **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**

#### **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 200.68]. We understand that we must notify the Service 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 §200.68. We understand that we must notify the Service 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 the Service.
- A [insert your organization type] that is submitting this proposal for consideration under the ["Program Title"], which has a Department of the Interior-approved 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 §200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from [insert Bureau Here] to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that [Insert Bureau Here] 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](mailto: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 the USGS 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)

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

#### **E. Application Review Information**

##### **E1. Criteria**

##### **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**

##### **E4. Anticipated Announcement and Federal Award Dates**

Electronically submitted applications must be submitted no later than 5:00 p.m., ET, on the listed application due date.

## **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.

The BOEM uses the Automated Standard Application for Payments (ASAP) cooperative agreement payment system, managed 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 enrolled in ASAP and their ASAP account linked to BOEM before an award can be issued.

### **F2. Administrative and National Policy Requirements**

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

**Award Administration Information**The Awardee 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 Awardee is also responsible for meeting the performance goals identified in the Proposal Text.

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

**Terms and Conditions**Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) BOEM 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 CFRPart 175, *Award Term for Trafficking in Persons*
- 2 CFR Part 182, *Governmentwide Requirements for Drug-Free Workplace*
- 2 CFRPart 1400, *NonProcurement Debarment and Suspension*
- 2 CFRPart 1401, *Requirements for Drug-Free Workplace*
- 2 CFR Part 1402, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
- 43 CFRPart 18, *New Restrictions on Lobbying*

- All cooperative agreements are subject to the DOI Standard Terms and Conditions at:

<https://www.doi.gov/sites/doi.gov/files/uploads/doi-standard-award-terms-and-conditions-effective-december-2-2019-revised-june-19-2020.pdf>

### **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.

See the Service's General Award Terms and Conditions for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

Applicability. DOI 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.

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.

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

1. The scientific data relied upon;
11. The analysis relied upon; and
111. The methodology, including models, used to gather and analyze data.

### 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.

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

- a. Federal Cash Transactions Reports. The Awardee must submit the Standard Form 425, *Federal Financial Report* and, when necessary, its continuation form if funds are withdrawn in advance of expenditures. BOEM will use the form to monitor the cash advanced to the Awardee, and to obtain disbursement or outlay information for each cooperative agreement.
- b. 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 Awardee 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 Awardee to report their progress at least quarterly through the established CESU reporting process and yearly submission of financial status reports.
- c. Single Audit Requirements. Non-Federal 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. Non-Federal 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.
- d. 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/>

#### 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. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

The Awardee shall submit periodic progress reports via email. The reports must include, at a minimum, the following components: a summary of all work performed during the period; an explanation of overall progress made against the work schedule; a summary of any significant technical, budgetary, or problems encountered during the report period, including an assessment of their probable effects on meeting task provisions, and proposed solutions.

The Awardee shall submit progress reports upon completion of:

1. Post-award development of field plans for NHL nomination, GIS databases, and field work.
2. Copies of field data, images, and analyses.
3. Final Summary Document.

### **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.

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.

The recipient should also notify BOEM 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.

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.

**\*\*FYI The Next Section Below is Applicable to: "Conflict of Interest Disclosure" and Should Read as Such\*\***

### **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. The [Insert Bureau Here] 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, the Service 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 200.338 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 200.338 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**

Dominique

**Last Name**

Bruce-Morton

**Address**

45600 Woodland Road, VAE-AMD, Sterling, VA, 20166

**Telephone**

703-787-1342

**Email**

Dominique.Bruce-Morton@bsee.gov

**G2. Administrative/Budget Questions Program Office Contact**

**For programmatic technical assistance, please contact:**

**First Name**

Christopher E

**Last Name**

Horrell

**Address**

**Telephone**

504-736-2796

**Email**

Christopher.Horrell@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**

## H. Other Information

### Paperwork Reduction Act Statement

N/A

### 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](http://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.